

Gateway Development Update – September 2020

This document includes the latest important Gateway update. SGM/SGA please help notify your school key users affected by the update.

1. Google Meet/Zoom for Parent Consultation

You may create Zoom/Google Meet meetings based on the parent consultation bookings. It requires your ICT effort to generate the Zoom API Key and/or Google service key for pre-setting in Gateway. Please refer to the setup documents and user guide.

<http://support.tg.esf.edu.hk/wp-content/uploads/2020/09/Schedule-Google-Meet-or-Zoom-for-Parent-Consultation.pdf>

This is how it works to generate the meeting links for both teachers and parents after the setting done.

Communication > Schedule Handout Meet/Zoom > Parent Consultation

- Admin create Google Meet or Zoom meetings with the function.
- It will generate the meeting link (Google Meet or Zoom) in parent and teacher's view
 - Parent may click the link on the booking records
 - Staff may click the link on the **My Schedule** report
- Other features
 - It may create events in teacher and students' Google calendar
 - It will auto send email to remind the parent one day before the meeting start.

Parents / Teachers

Schedule Google Hangouts

Class List: Parent Consultation

Schedule Google Meet / Zoom Meetings for Parent Consultation Bookings

You may create Google Meet or Zoom Meeting by the selected Parent Consultation event bookings. You may:

- add the Google Meet or Zoom link to the parent Gateway's confirmed bookings screen
- add the Google Meet or Zoom link to the teacher's My Schedule report in the Parent Consultation function
- optionally add meetings to the teacher's and student's Google calendars

Year: All | Booking Status (parent): Closed | Event Date: Current & Future

Select Events to Continue

Year	Event	Event Date	Scheduled / Bookings	All
Y07	Meet the Learning Advisor Online	02/09/2020 13:30 - 17:20	4 / 4	<input type="checkbox"/>
Y08	Meet the Learning Advisor Online	02/09/2020 13:30 - 17:20	0 / 3	<input checked="" type="checkbox"/>

Parent's confirmed bookings list: click the link to start meeting

All confirmed bookings [Print](#)

Event	Teacher
02/09/2020 13:30 - 13:40 Meet the Learning Advisor Online	GRAY, Hannah

[Click here to open Zoom Meeting \(Password:23061988\)](#)

Teacher's My Schduel report: click link to start meeting

My Parent Consultation Schedule - LASSCOCK, Peter

Time	Event	Roll Group	Subject Class/Custom Group	Student	Notes
12/03/2020 13:30 ~ 13:40	Test Y13 Three Way Conferences Online	13R		RICHARDSON, Bella	Open Hangout Meet
12/03/2020 13:40 ~ 17:30	Free				Free

2. Non-ESF CPD

- The support staff non-ESF CPD form is updated. If a support staff submit a non-ESF local CPD application for pre-approval, there is an additional clause added to the declaration part when reimbursement is required. This is to address the issue that staff also receiving payment or subsidy for the CPD through any other means, e.g. government’s funding.
- Allow export enrolment list for ESF CPD programme. CPD/Travel>Management>ESF CPD> click **Enrolment** link of a programme.

Support Staff / CPD Manager

Programme

Status: **Draft**

Programme Type* Overseas CPD Overseas IBO Local IBO Other Local CPD

Support Staff Professional Development and Training Policy Acknowledgement* I understand and accept the re-payment undertaking, as outlined in the Support Staff Professional Development and Training Policy, that support staff who receive professional course/training sponsorship from the School/ESF Centre are required to repay the sponsored amount should they fail to complete the course or leave ESF of their own accord before the expiry of the required period following completion of the course. Please refer to the policy on Gateway: Documents > ESF Documents > Human Resources > Professional Development

I declare that I am not receiving payment or subsidy for this course through any other means.

I am receiving payment or subsidy for this course through other means, and will provide more details in the JUSTIFICATION session.

ESF CPD | Non-ESF CPD | Overseas Travel | Approval | Settings

All Programmes

ESFC020035 - Principle of Practice (PoP) [Show Details] [Show Staff Photos] Export to CSV

Registration is closed. Please contact the Event Contact Person for enrolment.

#	Staff Name	Registration Time	School	Approval Time	Approved By	Approved	Rejected	Waiting List	Pending
1	SANDBERG, Debra T - Teacher - Year 4	18/08/2020 16:01	RC	18/08/2020 16:01	Palmy, TONG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	STEVENS, Roy T - Teacher - Year 5	18/08/2020 16:02	RC	18/08/2020 16:02	Palmy, TONG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	GRACE, Paul T - Teacher - MYP Hum/History/Curriculum Pro	18/08/2020 16:02	RC	18/08/2020 16:02	Palmy, TONG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#	Surname	First Name	Preferred Email	User Type	Job Title	School	Registration Time	Approval	Approved	Approved By
1	SANDBERG	Debra	2@rchk.edu.hk	T	Teacher - RC	RC	8/18/2020 16:01	Approved	#####	Palmy, TONG
2	STEVENS	Roy	2@rchk.edu.hk	T	Teacher - RC	RC	8/18/2020 16:02	Approved	#####	Palmy, TONG
3	GRACE	Paul	1@rchk.edu.hk	T	Teacher - RC	RC	8/18/2020 16:02	Approved	#####	Palmy, TONG

3. Proof Documents

- The proof document access right has been updated. Only SGA and users with the role “CR Form Management - Student and Parent” may access the Proof Documents in Gateway. Other staff access will require Principal’s approval by adding the new role “Student Demographics - Proof Document”

Student Data Administrator

Student Demographics

Print 2SF Subject Name All Categories < BAGS000005s, Year Group Please Select Please Select

BAGS000005s, BAGS000005p (2SF)

Student Information | Family Information | Additional Contact | Proof Documents

Student Information Last modified: 24/05/2019 [Edit]

- The authorised user may manage proof documents:
 - All proof document will be store in the Student Note > Proof Document folder
 - When user approve the Student Information forms or Family Information forms, it will auto copy the attached proof documents to the folder
 - User may upload/delete the files

Student Notes Student Note Report | IN Note Report

[New Record](#) | [All School Years](#) | [Proof Doc](#)

Type	Date	Category	Comment	
	19/08/2020	Guardian PR	Joey ID copy.pdf Created by CHUN000578, Family	[Edit] [Delete]
	19/08/2020	Guardian PR	Jaco ID copy.pdf Created by CHUN000578, Family	[Edit] [Delete]
	12/08/2019	Student HKID / Passport / Birth Cert	Jayla HK ID card.pdf Created by CHUN000578, Family	
	12/08/2019	Guardian PR	Address proof 2019.jpg Created by CHUN000578, Family	

Student Notes Student Note Report | IN Note Report

[New Record](#) | [No Record Found](#)

New Record

Date:

Type: Positive Neutral Negative Important Proof Doc

Category:

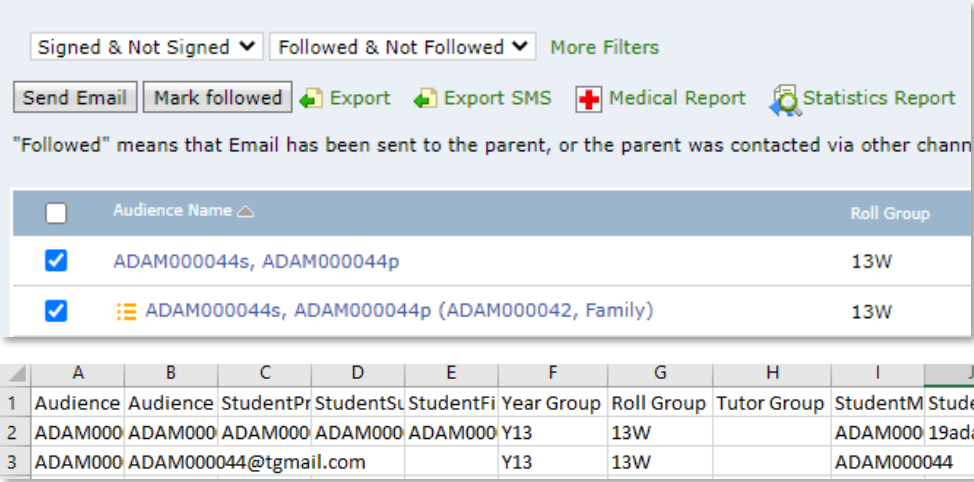
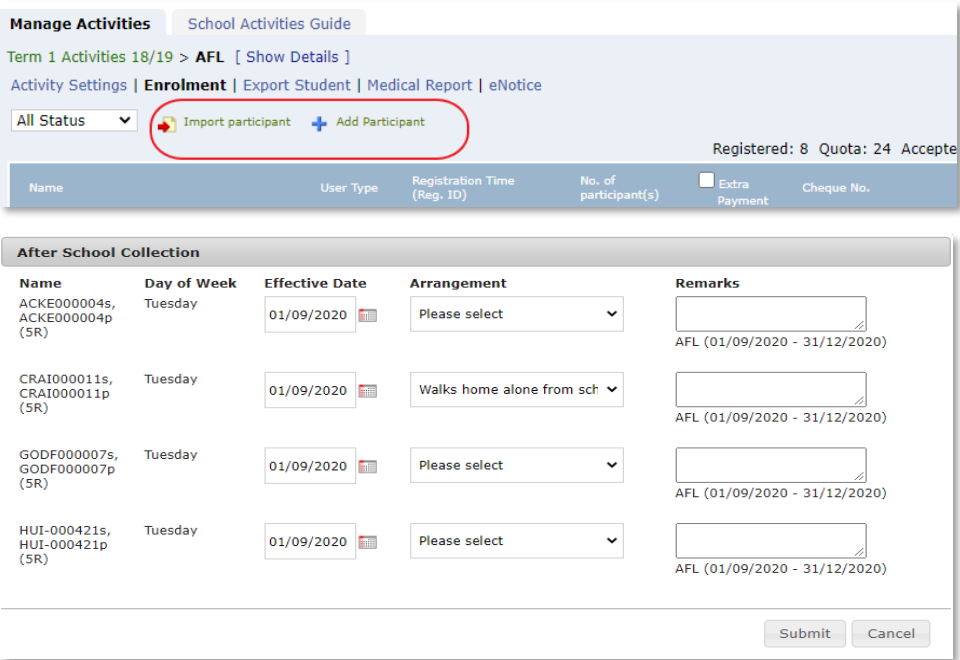
Comment:

Attachment:

Suspend:

[Update](#) [Cancel](#)

[Back to Top](#)

<h3>4. eNotice</h3>	<p>eNotice Manager</p>																																																		
<ul style="list-style-type: none"> In the eNotice Follow Up screen, updated the Export function to add the year group, roll group and tutor group columns. 	 <p>Signed & Not Signed Followed & Not Followed More Filters</p> <p>Send Email Mark followed Export Export SMS Medical Report Statistics Report</p> <p>"Followed" means that Email has been sent to the parent, or the parent was contacted via other channels</p> <table border="1"> <thead> <tr> <th>Audience Name</th> <th>Roll Group</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> ADAM000044s, ADAM000044p</td> <td>13W</td> </tr> <tr> <td><input checked="" type="checkbox"/> ADAM000044s, ADAM000044p (ADAM000042, Family)</td> <td>13W</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Audience</td> <td>Audience</td> <td>StudentPr</td> <td>StudentSu</td> <td>StudentFi</td> <td>Year Group</td> <td>Roll Group</td> <td>Tutor Group</td> <td>StudentM</td> <td>Stude</td> </tr> <tr> <td>2</td> <td>ADAM000</td> <td>ADAM000</td> <td>ADAM000</td> <td>ADAM000</td> <td>ADAM000</td> <td>Y13</td> <td>13W</td> <td></td> <td>ADAM000</td> <td>19ad</td> </tr> <tr> <td>3</td> <td>ADAM000</td> <td>ADAM000044@gmail.com</td> <td></td> <td></td> <td></td> <td>Y13</td> <td>13W</td> <td></td> <td>ADAM000044</td> <td></td> </tr> </tbody> </table>	Audience Name	Roll Group	<input checked="" type="checkbox"/> ADAM000044s, ADAM000044p	13W	<input checked="" type="checkbox"/> ADAM000044s, ADAM000044p (ADAM000042, Family)	13W		A	B	C	D	E	F	G	H	I	J	1	Audience	Audience	StudentPr	StudentSu	StudentFi	Year Group	Roll Group	Tutor Group	StudentM	Stude	2	ADAM000	ADAM000	ADAM000	ADAM000	ADAM000	Y13	13W		ADAM000	19ad	3	ADAM000	ADAM000044@gmail.com				Y13	13W		ADAM000044	
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<ul style="list-style-type: none"> If your school use the After School Collection Arrangement function to record how students daily go-home arrangements for student safety. The system has been updated. If the activities administrator manually enrol activities for students, he/she need to input the go-home arrangement as well, for both manual select and import enrolment cases. <p>In the enrolment screen, click Add Participant to add students the enrolment list, it will pop a screen for inputting the go-home Arrangement and Remarks for each students. If you wish to change it later, you may update it in the student's After School Arrangement screen.</p> <p>This new screen will also pop up when import students to the enrolment list.</p>	 <p>Manage Activities School Activities Guide</p> <p>Term 1 Activities 18/19 > AFL [Show Details]</p> <p>Activity Settings Enrolment Export Student Medical Report eNotice</p> <p>All Status Import participant Add Participant</p> <p>Registered: 8 Quota: 24 Accepted</p> <table border="1"> <thead> <tr> <th>Name</th> <th>User Type</th> <th>Registration Time (Reg. ID)</th> <th>No. of participant(s)</th> <th>Extra Payment</th> <th>Cheque No.</th> </tr> </thead> <tbody> <tr> <td colspan="6">After School Collection</td> </tr> <tr> <th>Name</th> <th>Day of Week</th> <th>Effective Date</th> <th>Arrangement</th> <th>Remarks</th> </tr> <tr> <td>ACKE000004s, ACKE000004p (SR)</td> <td>Tuesday</td> <td>01/09/2020</td> <td>Please select</td> <td>AFL (01/09/2020 - 31/12/2020)</td> </tr> <tr> <td>CRAI000011s, CRAI000011p (SR)</td> <td>Tuesday</td> <td>01/09/2020</td> <td>Walks home alone from sch</td> <td>AFL (01/09/2020 - 31/12/2020)</td> </tr> <tr> <td>GODF000007s, GODF000007p (SR)</td> <td>Tuesday</td> <td>01/09/2020</td> <td>Please select</td> <td>AFL (01/09/2020 - 31/12/2020)</td> </tr> <tr> <td>HUI-000421s, HUI-000421p (SR)</td> <td>Tuesday</td> <td>01/09/2020</td> <td>Please select</td> <td>AFL (01/09/2020 - 31/12/2020)</td> </tr> </tbody> </table> <p>Submit Cancel</p>	Name	User Type	Registration Time (Reg. ID)	No. of participant(s)	Extra Payment	Cheque No.	After School Collection						Name	Day of Week	Effective Date	Arrangement	Remarks	ACKE000004s, ACKE000004p (SR)	Tuesday	01/09/2020	Please select	AFL (01/09/2020 - 31/12/2020)	CRAI000011s, CRAI000011p (SR)	Tuesday	01/09/2020	Walks home alone from sch	AFL (01/09/2020 - 31/12/2020)	GODF000007s, GODF000007p (SR)	Tuesday	01/09/2020	Please select	AFL (01/09/2020 - 31/12/2020)	HUI-000421s, HUI-000421p (SR)	Tuesday	01/09/2020	Please select	AFL (01/09/2020 - 31/12/2020)													
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6. Student Option

- Added a new form type IBCP for "IB Career Related Programme", SGA may select it from the Form Type when creating a new student option form for this year. The setup is similar to the IBDP form.

SGA/Teacher/Student/Parent

Academic Year : 19/20 Select Form : IB DP Programme Options Form 2020-2022

+ New Form

Student List Subject List Settings

Forms Groups Subjects Subject Rules Upload Recommend

Form Name IB DP Programme Options Form 2020-2022

Publish Date 03/12/2019

Open Date

Close Date

School Year

Create Form

Create New Form, setup the form, groups, subjects and rules from scratch.

Copy Form, select an existing form to copy, including the settings.

Form Type: IBCP

Academic Year: GCSE

Form Name: IBCP

Next Cancel

7. Push Notification to ESF App

The function is under trial run, once turned on for your schools, you may find the **Send to App** function for many of the parent related modules, e.g. eNotice, Activities, Parent Consultation, Attendance, Change Request Forms, New user management etc. It allows users to notify parents by the ESF App instead of by Email.

Please contact us by opening an eTicket if your school has fully rolled out the ESF App and wish to try it.

eNotice

Inbox eNotice Information Pack Setting

> Manage > 2020 - Y10 Instrumental Program - Permission form (Issued) Edit eNotice

Audience Selected Audience

Parent (All) > Subject Class > Y10 > 10MU202 [View]

Parent (All) > Subject Class > Y10 > 10MU201 [View]

Total: 41 Voided: 1

Signed & Not Signed Followed & Not Followed More Filters

Send Email Send To App Mark followed Export Export SMS Medical Report Statistics Report

"Followed" means that Email has been sent to the parent, or the parent was contacted via other channel and "Mark fo

8. ESF Declaration

- Add parent Working with Child Declaration function. The declaration records will be linked up with student's name in the reports, and allow export for easier reference.

- Parents may submit Working with Children Declaration in their Gateway for Guardian 1 & 2

- Parents may add Other family members e.g. grandma, helper etc. Click Next will send an Email with a magic link to complete the declaration without login to the system.

- The declaration manager may view/export the report in the current Manager function, there is a new Role called "Family" for tracking the parent declaration records.

- Declaration Manager may input the Child Protection Officer in their school. The inputted names will be shown on the Working with Child Declaration form for reference. When staff, non-staff members and parents submitting the form,

Parent/Declaration Manager

The screenshot shows a user interface with a top navigation bar containing 'Home' and 'Documents'. Below this is a menu with options: 'ESF Documents', 'AHMEOC School Documents', 'ESF Online Declarations' (highlighted with a red circle), and 'School Plan'. To the right of the menu, there is a table with columns for dates: '10/08 (Mon)', '11/08 (Tue)', and '12/08 (Wed)'. A 'House: K' label is also visible.

This section shows the 'ESF Online Declarations' page. Under the 'My Records' tab, it states 'The following records are on ADOL000' and includes a '+ Submit New' button. Below this is a form for 'Academic Year' set to '19/20'. A table with columns 'Policy Title' and 'Status' is partially visible, showing 'Total: 0'. A modal window titled 'Annual ESF Child Protection Declaration' is open, featuring a dropdown menu for 'Name of the Person' with the text 'Please select' and 'Next' and 'Cancel' buttons.

This is a detailed view of the 'Name of the Person' form. It starts with a dropdown menu set to 'Other Family Member'. Below are three text input fields: 'Full Name' containing 'Tina CHAN', 'Relationship with the student' containing 'Aunt', and 'Email' containing 'tina.chan2009@gmail.com'. 'Next' and 'Cancel' buttons are located at the bottom of the form.

they are required to input the Child Protection Officer's name.

The screenshot shows the 'ESF Online Declarations' interface. At the top, there are tabs for 'Manager' and 'My Records'. Below this, the 'Academic Year' is set to '20/21' and the 'Child Protection Officer(s)' are listed as 'Josh Blue, Tracey Chitty, Annette Garnett, Brian McCann'. An '[Edit]' link is visible next to the list. A modal dialog titled 'Update Child Protection Officer(s)' is open, containing the text 'Please input the Child Protection Officer' and a text box with the same list of names. The 'Update' button at the bottom right of the dialog is highlighted with a red box.

School Gateway Manager / Administrator may find the latest update including reported bug fixes on the Gateway eTicket system.