

Gateway Development Update – Apr 2021

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

1. Student Demographics	Parent & Student data admin																														
<ul style="list-style-type: none"> ○ Capture the Visa Expiry Date and reporting <ul style="list-style-type: none"> ● Add Visa Expiry Date for non-permanent students in the Student Information change request (CR) form (refer to the screen on the right-hand-side). Every year when parent's first login to verify data, if their child is not permanent resident and the visa is expired, they will be required to update the Visa Expiry Date. ● When updating the Resident Status or Visa Expiry Date the CR form will enforce upload a copy page of the passport with the visa info (refer to the screen on the right-hand-side). ● In Report Centre, there is a new report (210) Student Visa Expiry Date Report, allows user to export list of students whose visa are expired on or before a specific date. In the Export to CSV report, there are email and phone number column for follow up with parents to submit update. 	<div data-bbox="1093 371 2047 639"> <p>Identity Document Information</p> <p>Permanent Resident * <input type="radio"/> Yes <input checked="" type="radio"/> No (?)</p> <p>Resident Status * <input type="text" value="Dependant Visa"/> (?)</p> <p>Visa Expiry Date * <input type="text" value="29/04/2021"/> </p> </div> <div data-bbox="1093 708 2047 954"> <p>Proof Document (required for Identity Document Information update)</p> <p>File less than 10MB and in one of the formats: JPG,GIF,TIFF,PNG,PDF</p> <p>HK ID Card <input type="button" value="Choose File"/> No file chosen</p> <p>Birth Certification <input type="button" value="Choose File"/> No file chosen</p> <p>Passport / Visa <input type="button" value="Choose File"/> No file chosen</p> </div> <div data-bbox="1093 1023 2047 1406"> <p>Report Centre</p> <p>Gateway Report Centre > (210) Student Visa Expiry Date Report</p> <p>Visa Expiry Date : <input type="text" value="30/05/2021"/> <input type="checkbox"/> Include EXP Students</p> <p><input type="button" value="Generate"/> <input type="button" value="Back"/></p> <p> Print Export</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Web Login</th> <th>Year Group</th> <th>Roll Group</th> <th>Visa Type</th> <th>Report Date: 26 Visa Expiry Date</th> </tr> </thead> <tbody> <tr> <td>CHEN001076, CHEN001076p</td> <td>cheny13</td> <td>Y01</td> <td>1K</td> <td>Dependant Visa</td> <td>11/05/2021</td> </tr> <tr> <td>HO--001304, HO--001304p</td> <td>ho109</td> <td>Y01</td> <td>1K</td> <td>Dependant Visa</td> <td>21/09/2019</td> </tr> <tr> <td>LEE-002804, LEE-002804p</td> <td>lee180</td> <td>Y01</td> <td>1K</td> <td>Dependant Visa</td> <td>28/08/2020</td> </tr> <tr> <td>WONG004104, WONG004104p</td> <td>wong201</td> <td>Y01</td> <td>1K</td> <td>Dependant Visa</td> <td>21/11/2020</td> </tr> </tbody> </table> </div>	Student Name	Web Login	Year Group	Roll Group	Visa Type	Report Date: 26 Visa Expiry Date	CHEN001076, CHEN001076p	cheny13	Y01	1K	Dependant Visa	11/05/2021	HO--001304, HO--001304p	ho109	Y01	1K	Dependant Visa	21/09/2019	LEE-002804, LEE-002804p	lee180	Y01	1K	Dependant Visa	28/08/2020	WONG004104, WONG004104p	wong201	Y01	1K	Dependant Visa	21/11/2020
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- Update **Passport Number** will require upload copy of the passport proof document in the Proof Document section.
- Enhancement for school to have a control on when to prompt existing parents to link up their new sibling child's profile by inputting the student's date of birth. See the screen on the right.

Management>New User Management>Settings

Why we need this update?

Admission may transfer new students from OAS to Maze/Gateway very early for administration purpose, e.g. in Mar/Apr/May while the students' school entry date is in August. If the new student is a sibling child of an existing parent, when the parent login Gateway, the system will immediately ask the parent to link up the new student profile, which will trigger some Gateway processes e.g. data verification. Most schools do not want it happen too early to confuse parents. Another concern is that the Information pack for the next year new students is not yet setup in that early stage.

The setting is default 120 days (allows SGA update) prior to the student entry date, which means that if the student entry date is August 13, the earliest date for parent to access the new student profile in Gateway is April 15.

Please be reminded that this setting also applies to the new parent accounts, school should not release Gateway login to new parents earlier than your setting, or they will not see their child's profile in Gateway.

Hong Kong ID. * X09876543210
 Birth Certificate *
 Passport Number * 5039XXXXX

Children Date of Birth Confirmation

Please confirm the following children by entering their date of birth, if the child is not confirmed, you will not be able to access the child's information.

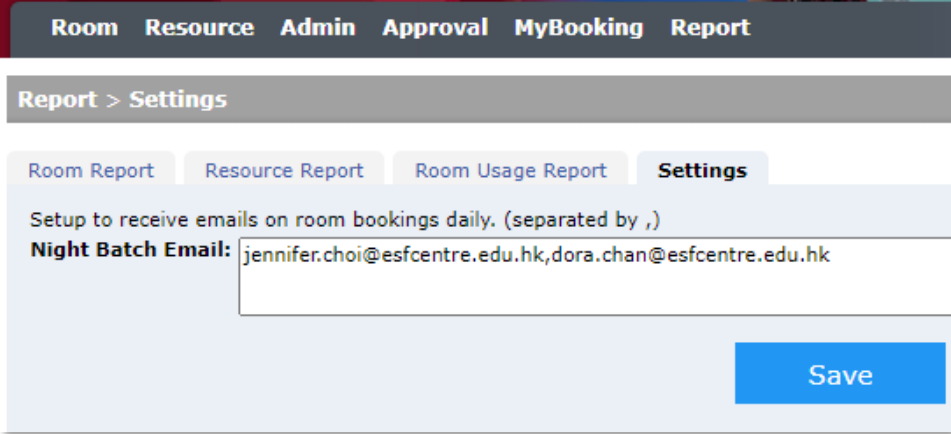
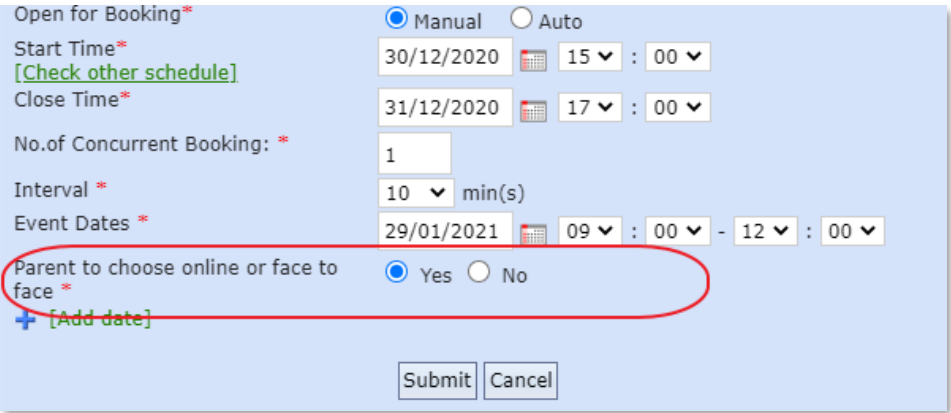
WONG003460s, WONG003460p (11N2)
 Day / Month / Year
 Confirm this is my child

New User Management

Staff Students Others Parent **Settings**

Parent/Student Account Activation Setting

The earliest time for SGA to activate the new parent accounts (number of 120 days prior to the student's entry date to your school). Also it is the earliest time for existing parents to activate their new children's profiles in order to verify the demographics information, medical information, fill out the information pack etc.

<h2>2. Room Booking</h2> <ul style="list-style-type: none"> ○ Add daily Email with next day booking records for contingency. <p>Please activate this important Email (if your school use the Room Booking), the SGA/booking manager may add the relevant email address(es) in Admin>Room/Resource Booking >Report>Settings page. The recipients will receive a daily Email with room booking records of the next day in the evening. In case the booking system down, the administrators can refer to the email report to support the room scheduling.</p>	<p>Room Booking Admin</p> 
<h2>3. Parent Consultation</h2> <p>Update the schedule Zoom meeting for parent consultation:</p> <ul style="list-style-type: none"> ○ In last update, it provides a new option in the event setup screen to allow parents to specify their preference for <i>online</i> or <i>face-to-face</i> meeting. Please refer to the right-hand-side screen. ○ In this update, it provides a new setting for school to choose the Zoom meeting link preference: by using teacher's personal Zoom link or system generated Zoom link (one per meeting). The system will generate Zoom links based on your setting, and the links will be displayed on the parents' booking screen, teachers' My Schedule report screen and the related reports for reference. 	<p>Parent Consultation Manager</p> 

If your school use Zoom for parent consultation, and want the system generate and display the Zoom links on screen/reports for parent and staff reference. please try the steps below:

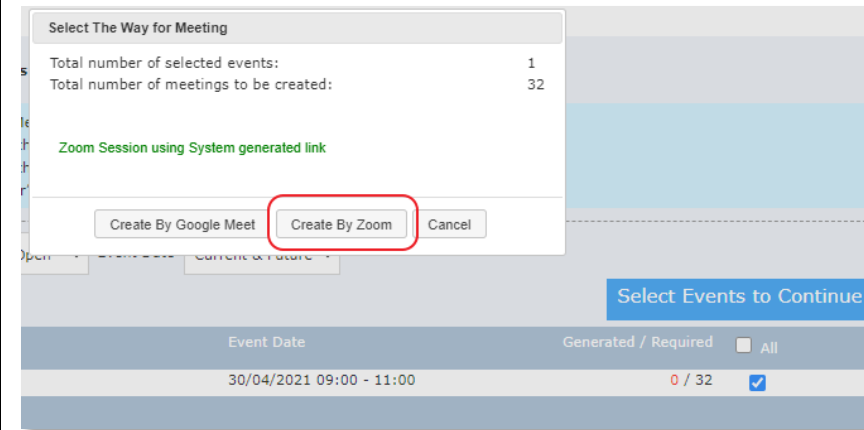
- Need one-off setup for your school:
 - Click on the Generate Link tab, it will redirect to the screen on the right, there is a meeting link radio button setting, choose **Teacher's personal Zoom Link** or **System Generated link**. You may make change anytime.
 - If you choose **Teacher's personal Zoom Link**, please make sure you have uploaded all teacher's Zoom account and Zoom meeting link in the **Admin>Staff Information** screen. To upload Zoom accounts/links, refer to the screen on the right, you may 1) export the staff list to CSV, and input the Zoom link column for each teachers, 2) upload the CSV to the system by the upload function.
 - If you choose **System Generated Link**, you need to contact the Gateway project team to link up Gateway with your school Zoom domain in order to enable Gateway to schedule meetings in teacher's Zoom account. Some schools have done that while some have not so far.

The image displays two screenshots from the Gateway system interface.

The top screenshot shows the 'Parent Consultation' section. The 'Generate Link' tab is highlighted with a red box. Below it, the 'Meeting Link' section has three radio buttons: 'Meeting Link', 'Teacher's personal Zoom Link', and 'System generated link'. A red oval highlights these radio buttons.

The bottom screenshot shows the 'Staff Information' screen. The 'Staff Information' menu item is highlighted with a red box. Below the form, there are two red circles labeled '1' and '2'. Circle '1' is positioned above the 'Export to CSV' button, and circle '2' is positioned above the 'Upload Staff Zoom info' button. The table below the buttons has columns for Surname, Preferred Name, Staff Type, Position, and Email / Zoom Account / Zoom Personal Link.

- Create Zoom links for parent consultation:
 - After booking closed, click on the **Generate Link** tab to open the **Schedule Google Meet / Zoom** screen to generate Zoom links for bookings.
 - Select the events from the list, and click the **Select Events to Continue** button, it will show a popup for confirmation. Click on **Create by Zoom** to generate Zoom links, which will be displayed on parents' booking screen, teachers' My Schedule report screen and the related reports for reference.
- Parent will see the Zoom link. If your school use the system Generated Zoom link, it will also generate a password, however if your school use teacher's personal Zoom link, system won't know the teacher's password, so teacher should send his personal Zoom room password to the parents in other means.



All confirmed bookings [Print](#)

Event	Remarks	Teacher
30/04/2021 08:00 - 08:05 Year 1 event		CHAMBERS, Kirsty
Click here to open Zoom Meeting (Password:22116343)		

4. Class Attendance

Attendance manager, teachers

- Add a new report: Class Absence Report to list individual student's class absence rate, allow filter by date range, year level and absence rate.

Admin → Attendance → Reports → Class Absence Report