E-platform for School Development & Accountability (ESDA)

User Manual

Nov 2005

[Version 1.0]

About this User Manual

This User Manual aims to provide a step-by-step reference for the teachers, students, parents and other stakeholders to complete online questionnaires in ESDA.

Chapter 1 Introduction to ESDA

1.1 Login



- 1) To login to ESDA, user must enter his / her Username and Password.
- 2) Click [Login] or press [Enter] for validation.

1.2 Logout



- 1) To logout of ESDA, user must click [Logout] at the top-right corner.
- 2) Click [Confirm] to logout.



Chapter 2 Doing Online Survey(s)

2.1 About Do "Survey"

After login, the user can view the list of surveys that is assigned for him / her to complete. Upon completion of the survey, the user can click the "submit" button to save his / her responses in the system.

2.2 Before You Begin

To fill in an online survey, your account should possess a "Do Survey" privilege. If you cannot access the "Survey", please consult your System Administrator to acquire the relevant privilege.

2.3 Fill in Stakeholder Survey

- 1) Mouse over to [Survey] and then click [Survey/Questionnaire].
- 2) On the not-yet-finished survey list, click [View].
- 3) View the instruction and then click [Start].
- 4) Fill in the survey.



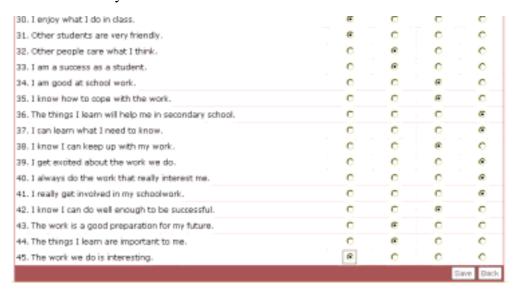
5) To submit the survey, click [Save].

*Notes:

You must respond to all questions. Otherwise, you cannot submit the questionnaire.

2.4 Fill in APASO

- 1) Mouse over to [Survey] and then click [Survey].
- 2) On the not-yet-finished survey list, click [View].
- 3) View the instruction and then click [Start].
- 4) Fill in the survey.



5) To submit the survey, click [Save].

Notes:

You are allowed to submit the questionnaire without responding to all questions. However, the system will remind you if there is any un-filled question in the first submission. For the second submission, the system will remind you if there any un-filled question but you can still submit the questionnaire.