

# **E-platform for School Development & Accountability (ESDA)**

User Manual

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## **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.

31. The teachers often make comments on my performance to help me understand my learning progress.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. I often go over my exercise books for revision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. The teachers can point out my mistakes in the assignments clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. When the teachers mark my assignments, they often give clear suggestions to help me to correct my mistakes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. The teachers often praise my performance in the assignments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. The teachers are on harmonious terms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. The students respect the teachers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. The teachers care about me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. I get along with my classmates.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. Our school gives positive responses to the comments from the students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. The teachers work seriously.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42. I like my school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 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.

30. I enjoy what I do in class.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. Other students are very friendly.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. Other people care what I think.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. I am a success as a student.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. I am good at school work.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
35. I know how to cope with the work.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
36. The things I learn will help me in secondary school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
37. I can learn what I need to know.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
38. I know I can keep up with my work.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
39. I get excited about the work we do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
40. I always do the work that really interest me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
41. I really get involved in my schoolwork.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
42. I know I can do well enough to be successful.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
43. The work is a good preparation for my future.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
44. The things I learn are important to me.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
45. The work we do is interesting.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 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.*