

**E-platform for School Development
& Accountability (ESDA)
Version 4.3.x**

User Manual

September 2015

Table of Contents

About this User Manual	3
Chapter 1 : Introduction to ESDA	4
1.1 Login	4
1.2 Logout	4
Chapter 2 : Conducting Online Survey	5
2.1 About Conducting Survey Questionnaires.....	5
2.2 Before You Begin.....	5
2.3 Complete Stakeholder Survey Questionnaire	5
2.4 Complete APASO	6

About this User Manual

This User Manual aims to provide (i) teachers, students, parents of primary, secondary and special schools; and (ii) specialists of special schools with details of conducting online questionnaires in ESDA.

How to contact us

EDB welcomes schools to share with us their opinions and good practices in using ESDA. Please contact the Indicators Section of the Education Bureau to express any views and suggestions, or to share experiences by phone, fax or e-mail:

Telephone	(852) 2892-6577 (852) 2892-6544
Fax	(852) 2119-9074
E-mail	indicators@edb.gov.hk

Chapter 1 : Introduction to ESDA

1.1 Login



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

1.2 Logout



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



Chapter 2 : Conducting Online Survey

2.1 About Conducting Survey Questionnaires

After login, the user can view a survey list that is assigned to him / her. Upon completion of the survey, the user can click the “Confirm” button to save his / her responses in the system.

2.2 Before You Begin

To complete 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 Complete Stakeholder Survey Questionnaire

- 1) Mouse over “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) Complete the questionnaire.
- 5) To submit the survey, click “Confirm”.

Teacher Questionnaire						
Teacher Information						
Item	0 - 5 year(s)	6 - 10 years	11 years or over			
E. I have taught in this school for(Method of calculation: 6 months or more counts as 1 year, less than 6 months counts as 0 years, e.g. at the time of conducting the questionnaire, a teacher having taught for 5 years and 5 months should select the option	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
My views on school management						
Item	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Don't know / NA
1. The school has a clear direction of development.	<input type="radio"/>					
2. The school strategically formulates its development plan(s) in line with its direction of development.	<input type="radio"/>					
3. The school's decision-making process is transparent.	<input type="radio"/>					
4. The school monitors its work effectively.	<input type="radio"/>					
5. The school systematically collects data on Learning and Teaching with a view to monitoring students' performance and progress.	<input type="radio"/>					
6. The school actively reports to teachers, students and parents results of its self-evaluation.	<input type="radio"/>					
My views on school's professional leadership						
Item	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Don't know / NA
7. The principal provides effective guidance to the continuous development of the school.	<input type="radio"/>					
8. The principal oversees school work effectively.	<input type="radio"/>					
51. The school's extra-curricular activities can help extend students' learning experiences.	<input type="radio"/>					
My views on school climate						
Item	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Don't know / NA
52. The staffs are on harmonious terms.	<input type="radio"/>					
53. The staff cooperate with one another happily.	<input type="radio"/>					
54. The teachers and students have a good relationship.	<input type="radio"/>					
55. The staff have good morale	<input type="radio"/>					
56. I agree with the school's direction of development	<input type="radio"/>					
57. I find satisfaction in working in this school.	<input type="radio"/>					

Confirm Back

Notes:

All questionnaire items must be completed before submission via ESDA.

2.4 Complete APASO

- 1) Mouse over “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) Complete the questionnaire.
- 5) To submit the questionnaire, click “Confirm”.

Self-Concept					
Item		Strongly Disagree	Disagree	Agree	Strongly Agree
1.	I am good at all school subjects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	I enjoy doing work in all school subjects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	I get good marks in all school subjects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	I like all school subjects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	I learn things quickly in all school subjects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	I am interested in all school subjects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	I look forward to all school subjects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	Work in all school subjects is easy for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	I like Mathematics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	Work in Mathematics is easy for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item		Strongly Disagree	Disagree	Agree	Strongly Agree
37.	I am better looking than most of my friends.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38.	"I have nice features like nose, eyes and hair."	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39.	I get good marks in reading.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40.	I like reading.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item		Strongly Disagree	Disagree	Agree	Strongly Agree
41.	I am good at reading.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42.	I am interested in reading.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
43.	I enjoy doing work in reading.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
44.	Work in reading is easy for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45.	I look forward to reading.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
46.	I learn things quickly in reading.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notes:

The survey can be submitted via ESDA even though not all questionnaire items are completed.

-- End --