

# **EdData School Portal User Manual**

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# 1. Introduction

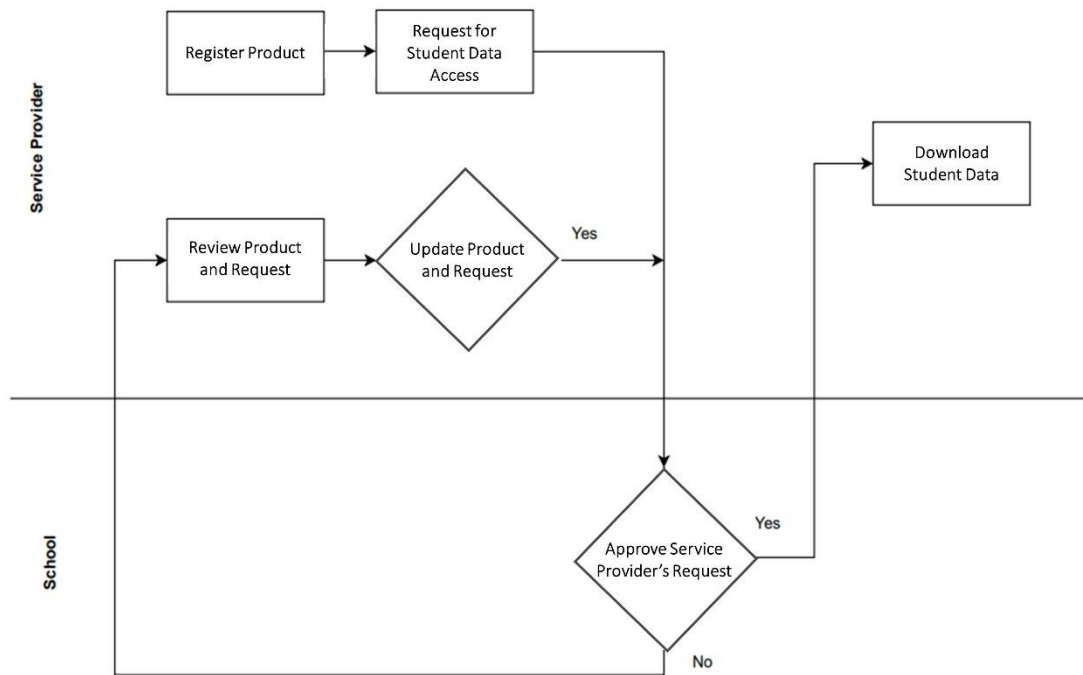
EdData is a standardised data format and platform specification co-established by HKEdCity, the Education Bureau, industry partners and the education community. It facilitates primary and secondary schools to implement eLearning, ease the administrative works of data access and management, which provides you with the division of mandatory and optional data, the latest update time of data, a user interface, procedures to authorise data access, as well as the scope of usage of the student data.

## 2. Technical requirements

To work efficiently with EdData, the user's computer needs to fulfil the following technical requirements:

- Best viewed at 1440 x 1080 screen resolution with Chrome and Firefox.
- Chrome is the recommended browser for EdData.

### 3. The Concept of Workflow



## 4. Step by Step Guide

### 4.1. Log in to EdData Portal

- Open internet browser (i.e. Chrome, Firefox, etc.) and go to the following URL [eddata.hkedcity.net](http://eddata.hkedcity.net)
- Log in the portal with **HKEdCity School Administrator Account**
- After successfully logging in the portal, the Student Data Access Request list will be shown in the homepage. To access this page again, click **Data Access Request -> List**
- All approved requests will be shown under '**Request List**' and are grouped by school year.

The screenshot displays the 'Request List' page in the EdData portal. At the top, there's a navigation bar with 'EdData' and a user profile 'Testing School 01 | 中文'. A sidebar on the left contains links: 'Data Access Request', 'List', 'Assign Teacher', and 'Job Log'. The main content area has a 'Request List' title and a 'Notice' section stating: 'A request for Student Data Access by Demo Partner 01 for English Supplementary Reading for school year 2019/20.' Below this is a 'Request List' table with columns: Publisher, Product, Required Data, School Contact Point, and Options. The table shows four entries for 'Demo Partner 01' for 'English Supplementary Reading'. The 'Required Data' column contains links like '[student\_classname]' and '[student\_emailname]'. The 'School Contact Point' column shows 'Mr. Law (Email: @.com) (Mobile Phone: 9 7)'. The 'Options' column has icons for edit and delete. At the bottom, there's a search bar and pagination controls showing 'Showing 1 to 4 of 4 entries'.

Publisher	Product	Required Data	School Contact Point	Options
Demo Partner 01	English Supplementary Reading 2	[student_classname] [student_emailname]	Mr. Law (Email: @.com) (Mobile Phone: 9 7)	[edit] [delete]
Demo Partner 01	中文閱讀學	[class_name] [class_number]	Mr. Law (Email: @.com) (Mobile Phone: 9 7)	[edit] [delete]
Demo Partner 01	English Supplementary Reading	[hkdcity_id] [school_code]	Mr. Law (Email: @.com) (Mobile Phone: 9 7)	[edit] [delete]
Demo Partner 01	Maths Resource 101	[student_classname] [student_emailname]	Mr. Law (Email: @.com) (Mobile Phone: 9 7)	[edit] [delete]

## 4.2. Handle New Data Access Request

- New or pending requests from providers will be shown under **'Notice'**. Click **'Review all requests'** to proceed.

Data Access Request > List

### Request List

**Notice**

A request for Student Data Access by Demo Partner 01 for English Supplementary Reading for school year 2019/20.

[Review all requests](#)

2019/20 2018/19 2017/18 2016/17 2015/16

#### Request List

Show 10 entries Search:

Publisher	Product	Required Data	School Contact Point	Options
Demo Partner 01	English Supplementary Reading 2	{student_username} {student_email}	Mr. Law (Email: @.com) (Mobile Phone: 9 7)	<a href="#">Edit</a> <a href="#">Delete</a>
Demo Partner 01	中文習題	{class_name} {class_number}	Mr. Law (Email: @.com) (Mobile Phone: 9 7)	<a href="#">Edit</a> <a href="#">Delete</a>
Demo Partner 01	English Supplementary Reading	{hkcity_id} {school_code}	Mr. Law (Email: @.com) (Mobile Phone: 9 7)	<a href="#">Edit</a> <a href="#">Delete</a>
Demo Partner 01	Maths Resource 101	{student_username} {student_email}	Mr. Law (Email: @.com) (Mobile Phone: 9 7)	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 4 of 4 entries

Previous 1 Next

### 4.2.1. Approve providers' requests

- Click the check box next to the request(s)
- Click the check box in the **'Consent'** box to authorise providers to access the student data
- Click **'Approve'** to confirm providers' requests

#### Requests pending for handling

☐ Select all (1) Mrs. Chan [Clear](#) [Search](#)

☐

Product Code: Book 1  
School Contact Point: Mrs. Chan (Email: @.com) (Mobile Phone: 9 4)

Product: English Supplementary Reading  
Publisher: Demo Partner 01  
School Year: 2019/20

Fields  
New Requested Data: hkcity\_id, school\_code

Scope  
New Requested Student Scope: Class Level: S1, Class Level: S2

[Edit](#)

**Consent**

Your school has to authorize HKEdCity to permit the service provider to access your students' personal information to provide this service. The service provider shall use such information solely for the purpose of providing the relevant service, and shall not use such information for other purposes. HKEdCity has strict privacy policy and terms of service to safeguard the security of your students' personal information. Your school may stop the service provider from accessing your students' information anytime when your school is no longer in need of this service. If your school disagrees to the above arrangement, your school may not be able to access this service.

☐ Confirm that your school agrees to authorize HKEdCity to permit the service provider to access your students' personal information.

[Approve](#) [Decline](#) [Cancel](#)

#### 4.2.2. Decline providers' requests

- Click the check box next to the request(s)
- Click '**Decline**'
- Select reason for decline or provide your reasons by selecting '**Other reason**'
- Click '**Confirm**' button to decline the request(s).

The screenshot shows a dialog box titled "Decline Request(s)" with a close button (X) in the top right corner. Below the title bar, there is a tab labeled "Product Information" and a progress indicator "1 / 1". The main content area displays "Product: 中文容易學" and "Publisher: Demo Partner 01". Below this, a label reads "Reason for declining the request (Note: Publisher will be notified of the reason.):". A dropdown menu is open, showing the following options: "Please select a reason", "I do not want to reveal reason", "Privacy matter", "The data is not matching with our school", "Parent's opposition", and "Other reason".

The screenshot shows the same "Decline Request(s)" dialog box. The dropdown menu now shows "Other reason" as the selected option. Below the dropdown, there is a text input field with the placeholder text "Type reason(s)". A blue "Confirm" button is located at the bottom right of the dialog box.

### 4.2.3. Approve providers' requests with modification

- a. Click the check box next to the request(s)
- b. Click **'Edit'**

Requests pending for handling

☐ Select all (1)

☐

Product Code: Book 1  
School Contact Point: Mrs. Chan (Email: .com) (Mobile Phone: 9 4)

Publisher: Demo Partner 01  
School Year: 2019/20

Fields  
New Requested Data: hkedcity\_id, school\_code

Scope  
New Requested Student Scope: Class Level: S1, Class Level: S2

Consent

Your school has to authorize HKEdCity to permit the service provider to access your students' personal information to provide this service. The service provider shall use such information solely for the purpose of providing the relevant service, and shall not use such information for other purposes. HKEdCity has strict privacy policy and terms of service to safeguard the security of your students' personal information. Your school may stop the service provider from accessing your students' information anytime when your school is no longer in need of this service. If your school disagrees to the above arrangement, your school may not be able to access this service.

☐ Confirm that your school agrees to authorize HKEdCity to permit the service provider to access your students' personal information.

- c. Click **'Modify'** button

Product Information

Product: English Supplementary Reading Publisher: Demo Partner 01

### Confirm Student Fields and Scope

Student Fields

Student Scope

Requested Scope:  
- Class Level: S1  
- Class Level: S2

Consent

Your school has to authorize HKEdCity to permit the service provider to access your students' personal information to provide this service. The service provider shall use such information solely for the purpose of providing the relevant service, and shall not use such information for other purposes. HKEdCity has strict privacy policy and terms of service to safeguard the security of your students' personal information. Your school may stop the service provider from accessing your students' information anytime when your school is no longer in need of this service. If your school disagrees to the above arrangement, your school may not be able to access this service.

☐ Confirm that your school agrees to authorize HKEdCity to permit the service provider to access your students' personal information.

- d. Click **'Student Fields'** to expand the list of student fields
- e. Edit selection of student fields

**Product Information**

Product: English Supplementary Reading Publisher: Demo Partner 01

### Confirm Student Fields and Scope

> Student Fields

Edit Requested fields allowed:

- ☒ hkedcity\_id
- ☒ school\_code
- ☐ student\_ename
- ☐ student\_chname
- ☐ reg\_no
- ☐ sch\_year
- ☐ class\_lvl
- ☐ class\_name
- ☐ class\_number
- ☐ gender
- ☐ mobile\_no
- ☐ email

▼ Student Scope

### Information Chart

Information ID	Refers to
hkedcity_id	HKEdCity Login Name
school_code	School Reg Number
student_ename	Student English Name
student_chname	Student Chinese Name
reg_no	Student Reg No.
sch_year	School Year
class_lvl	Class Level
class_name	Class Name
class_number	Class No.
gender	Sex
mobile_no	Mobile Phone No.
email	School Email

- f. Click **'Student Scope'** to expand selection

▼ Student Scope

> Whole School

- > ☒ S1
- > ☒ S2
- > ☐ S3
- > ☐ S4
- > ☐ S5

**Current Requested Scope**


Class Level: S1

Class Level: S2


Clear all Restore to default

▼ Consent

Your school has to authorize HKEdCity to permit the service provider to access your students' personal information to provide this service. The service provider shall use such information solely for the purpose of providing the relevant services, and shall not use such information for other purposes. HKEdCity has strict privacy policy and terms of service to safeguard the security of your students' personal information. Your

- g. Click  to expand class structure
- h. Edit selection of scope of students
- i. Click the check box in the **'Consent'** box to authorise providers to access the student data
- j. Click **'Confirm and Save'** to approve provider's request with modification

#### 4.2.4. Modify approved requests

- Click **Data Access Request** -> **List**
- Click  under **Options**
- Click **'Student Fields'** to expand the list of student fields
- Edit selection of student fields



Product Information

Product: 中文容易學 Publisher: Demo Partner 01

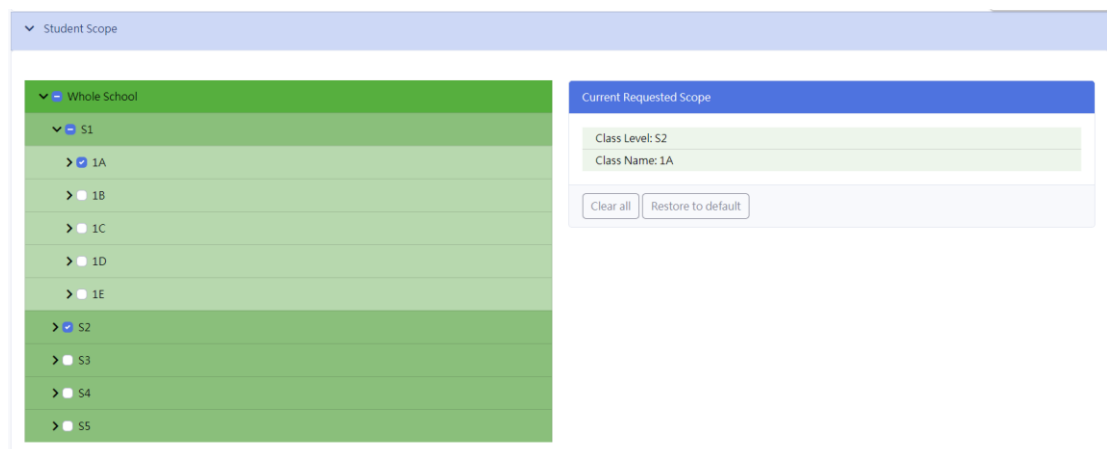
▼ Student Fields

Existing Fields:

- ☐ hkcdcity\_id
- ☐ school\_code
- ☐ student\_enname
- ☐ student\_chname
- ☐ reg\_no
- ☐ sch\_year
- ☐ class\_lvl
- ☒ class\_name
- ☒ class\_number
- ☐ gender
- ☐ mobile\_no
- ☐ email

> Student Scope

- Click **'Student Scope'** to expand selection



▼ Student Scope

▼ Whole School


- ▼ S1
  - > 1A
  - > 1B
  - > 1C
  - > 1D
  - > 1E
- ▼ S2
  - > S3
  - > S4
  - > S5

Current Requested Scope


Class Level: S2

Class Name: 1A

Clear all Restore to default

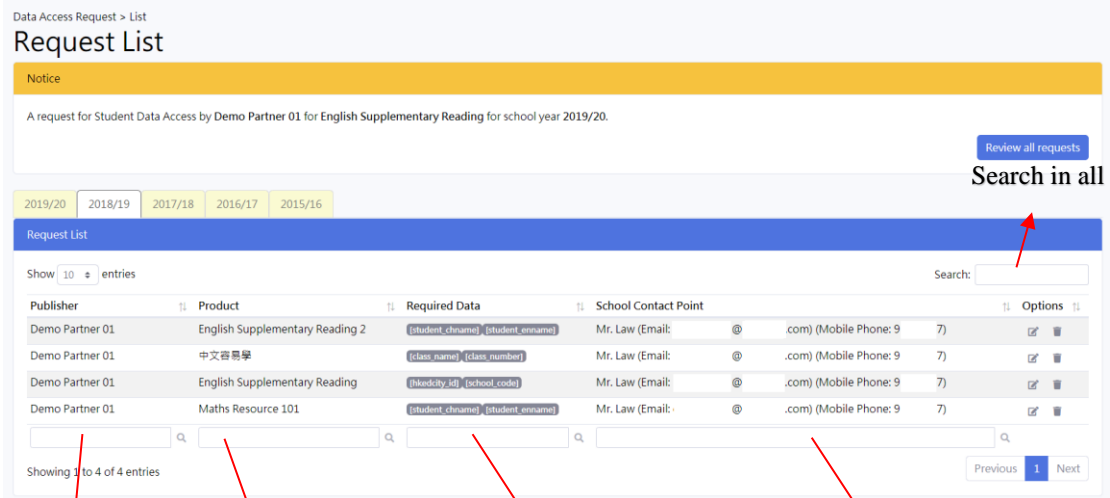
- Click  to expand class structure
- Edit selection of scope of students
- Click the check box in the **'Consent'** box to authorise providers to access the student data
- Click **'Confirm and Save'** to approve provider's request with modification

#### 4.2.5. Decline approved requests

- Click **Data Access Request -> List**
- Click  under **Options**
- Select reason for decline or provide your reasons by selecting '**Other reason**'
- Click '**Confirm**' button to decline the request(s).

#### 4.2.6. Search for approved requests

- Click **Data Access Request -> List**,
- Type keyword in the search box(es) to look for the request(s)



The screenshot shows the 'Data Access Request > List' page. At the top, there is a 'Notice' bar with a message about a request for Student Data Access by Demo Partner 01 for English Supplementary Reading for school year 2019/20. Below this is a 'Request List' table with columns: Publisher, Product, Required Data, School Contact Point, and Options. The table contains four entries. Below the table, there are four search boxes with red arrows pointing to them from labels below the screenshot: 'Search in Publisher', 'Search in Product', 'Search in Requested Data', and 'Search in School Contact'. A red arrow also points to a search box at the top right of the table with the label 'Search in all fields'. The interface includes a 'Review all requests' button, a 'Show 10 entries' dropdown, and pagination controls at the bottom right.

Search in all fields

Search in Publisher

Search in Product

Search in Requested Data

Search in School Contact

### 4.3. Assign Teachers to Classes

Click 'Assign Teacher -> List'


Assign Teacher > List

Assign Teacher to Class

Assign Teacher

Show 10 entries

Search:

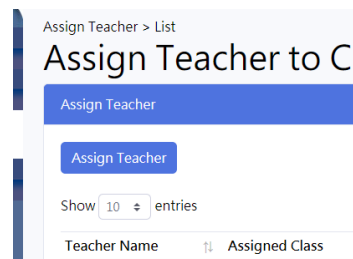
Teacher Name	Assigned Class	Options
Tea 7	Class Level: S2, Class Level: S3, Class Level: S4, Class Level: S5, Class Name: 1C, Class Name: 1D, Class Name: 1E	 
Tea 13	Class Level: S1	 
School	Class Level: S2	 

Showing 1 to 3 of 3 entries

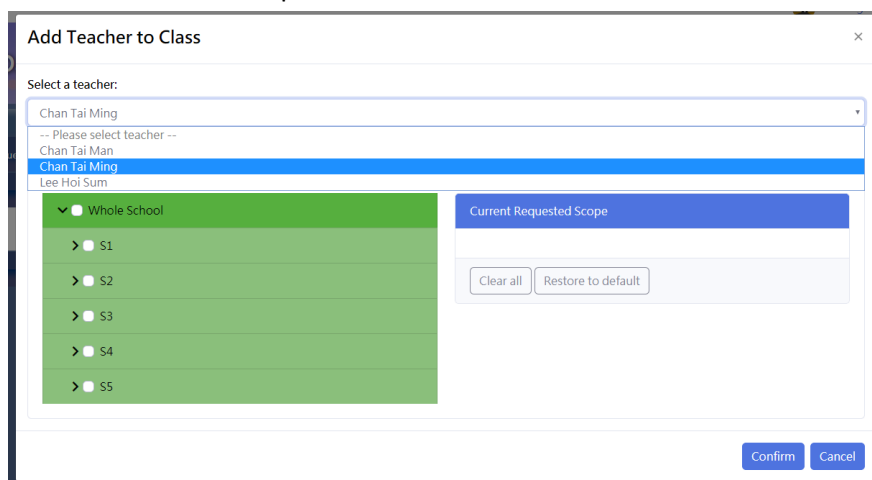
Previous 1 Next

### 4.3.1. Assign Teachers to Classes

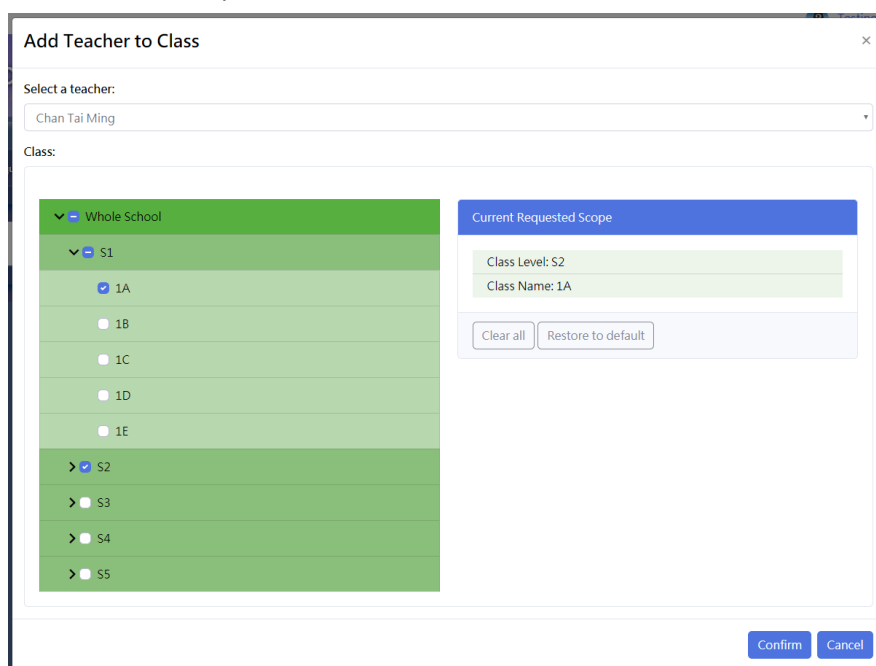
- a. Click 'Assign Teacher'



- b. Select a teacher in the pull-down menu



- c. Click check box next to 'whole school', 'class level', 'class name' to assign the selected teacher to classes.
- d. Click '**Confirm**' to proceed



#### 4.3.2. Edit assigned teachers






- e. Click the  icon under 'Options'

Assign Teacher > List

### Assign Teacher to Class

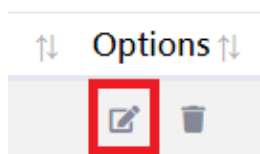
Assign Teacher

Show 10 entries Search:

Teacher Name	Assigned Class	Options
Tea 7	Class Level: S2, Class Level: S3, Class Level: S4, Class Level: S5, Class Name: 1C, Class Name: 1D, Class Name: 1E	 
Tea 13	Class Level: S1	 
School	Class Level: S2	 

Showing 1 to 3 of 3 entries

Previous 1 Next



- f. Click check box next to 'whole school', 'class level', 'class name' to edit the selected teacher to classes.
- g. Click **'Confirm'** to proceed

### Edit Teacher to Class

Teacher: Chan Tai Man

Class:

▼ Whole School

▼ S1

☐ 1A

☐ 1B

☒ 1C

☒ 1D

☒ 1E

> ☒ S2

> ☒ S3

> ☒ S4

> ☒ S5

Current Requested Scope

Class Level: S2

Class Level: S3

Class Level: S4

Class Level: S5

Class Name: 1C


Class Name: 1D

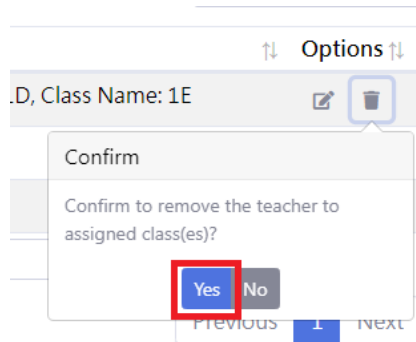
Class Name: 1E

Clear all Restore to default

Confirm Cancel

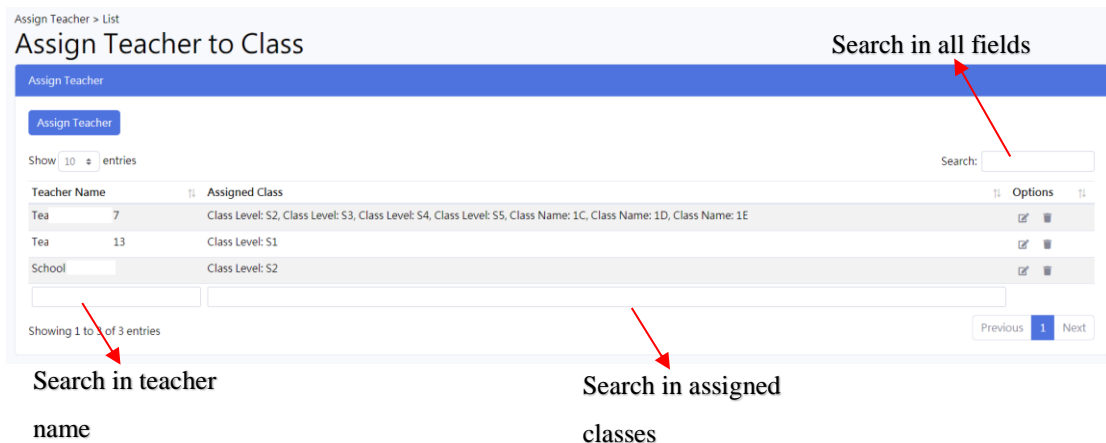
#### 4.3.3. Remove assigned teachers from classes

- Click the  icon under **Options**
- Click **Yes** to confirm the removal



#### 4.3.4. Search for assigned teachers

- Type keyword in the search box(es)



## 4.4. Job Log

To access transaction log, click 'Job Log -> Job Log List'

Job Log > Job Log List

### Job Log

2018/19 2017/18 2016/17 2015/16 2014/15

Job Log List

Show 5 entries Search:

Date & Time	Publisher	Product	Description
2019-08-21 11:36:10	Testing Publisher 01	Maths Resource 101 (Book 2)	Student Data downloaded
2019-08-20 17:39:42	Testing Publisher 01	English Supplementary Reading (Book 1)	Request for Student Data Access is approved by the school
2019-08-20 17:39:42	Testing Publisher 01	中文容易學 (Chinese-product-1)	The ADD scope are <b>Class Name: 1C</b> Request for Student Data Access is approved by the school
2019-08-20 17:39:24	Testing Publisher 01	English Supplementary Reading (Book 1)	The ADD scope are <b>Class Level: S1</b> The REMOVE scope are <b>Class Name: 1B</b> <b>Class Name: 1A</b> Request on this record is executed
2019-08-20 17:39:03	Testing Publisher 01	中文容易學 (Chinese-product-1)	The ADD scope are <b>Class Name: 1A</b> <b>Class Name: 1B</b> <b>Class Name: 1C</b> The ADD fields are <b>hkedcity.id</b> <b>school.code</b> Request on this record is executed

Showing 26 to 30 of 90 entries

Previous 1 ... 5 6 7 ... 18 Next

### 4.4.1. Search for job logs

- Type keyword in the search box(es)

Job Log > Job Log List

### Job Log

2018/19 2017/18 2016/17 2015/16 2014/15

Job Log List

Show 5 entries Search:

**Search in all fields**

Date & Time	Publisher	Product	Description
2019-08-21 11:36:10	Testing Publisher 01	Maths Resource 101 (Book 2)	Student Data downloaded
2019-08-20 17:39:42	Testing Publisher 01	English Supplementary Reading (Book 1)	Request for Student Data Access is approved by the school
2019-08-20 17:39:42	Testing Publisher 01	中文容易學 (Chinese-product-1)	The ADD scope are <b>Class Name: 1C</b> Request for Student Data Access is approved by the school
2019-08-20 17:39:24	Testing Publisher 01	English Supplementary Reading (Book 1)	The ADD scope are <b>Class Level: S1</b> The REMOVE scope are <b>Class Name: 1B</b> <b>Class Name: 1A</b> Request on this record is executed
2019-08-20 17:39:03	Testing Publisher 01	中文容易學 (Chinese-product-1)	The ADD scope are <b>Class Name: 1A</b> <b>Class Name: 1B</b> <b>Class Name: 1C</b> The ADD fields are <b>hkedcity.id</b> <b>school.code</b> Request on this record is executed

Showing 26 to 30 of 90 entries

Previous 1 ... 5 6 7 ... 18 Next

**Search Date & Time** **Search Publisher** **Search Product** **Search Description**