

User Manual for ApL System (For Schools)

**Applied Learning Section
Curriculum Development Institute
Education Bureau**

Version 1.1

User Manual for ApL System for Schools

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1. Initial Set-up and Users Assignment

Please log in to the ApL System (URL: <https://apl2.edb.gov.hk>) for initial set-up and user assignments.

1.1

The screenshot shows the login page for the Common Log-On System (CLO) of the Education Bureau. The page features the Education Bureau logo and the text 'Common Log-On System 統一登入系統 (CLO)'. There are two input fields for 'Username/用戶名稱' and 'Password/密碼', both highlighted with red boxes. A blue 'Logon / 登入' button is located below the password field. To the right, a red box contains the instruction: 'Use the school head's account for initial set-up.' Below this, there is a security warning in English: 'EDB application systems contain sensitive personal information which should be handled with care. Suggested preventive measures include: without proper security measures. Log out after used and close all browsers immediately so that others cannot gain unauthorized access.' Below the warning, there is a list of security tips in Chinese: '教育局應用系統存有敏感的個人資料，必須小心處理。建議預防措施如下：請勿使用公共 / 共用電腦或透過不可靠的網絡登入。登入後，請勿在沒有合適保安措施下離開你的電腦。使用後立即登出並關閉所有瀏覽器，以防止其他人士非法登入。' At the bottom right, there is an information box titled 'CLO UAT environment' with details on how schools can use the system.

Education Bureau
Common Log-On System
統一登入系統 (CLO)

Username/用戶名稱

Password/密碼

Logon / 登入

FAQs/常見問題

Forgot Username/Password
忘記用戶名稱/密碼

智方便登入
Login with iAM Smart

More Info / 了解更多

Self Register/自助註冊

Click [here](#) to register a new e-Services Portal School Account/
[按此](#)註冊新的電子化服務入門網站學校戶口

EDB application systems contain sensitive personal information which should be handled with care. Suggested preventive measures include:

- without proper security measures.
- Log out after used and close all browsers immediately so that others cannot gain unauthorized access.

教育局應用系統存有敏感的個人資料，必須小心處理。建議預防措施如下：

- 請勿使用公共 / 共用電腦或透過不可靠的網絡登入。
- 登入後，請勿在沒有合適保安措施下離開你的電腦。
- 使用後立即登出並關閉所有瀏覽器，以防止其他人士非法登入。

CLO UAT environment.
Schools may click [here](#) for details of using CLO, including logging on, delegating school user to be school representative and registering a CLO User account, etc.
學校可[按此](#)瀏覽有關「統一登入系統」的操作說明，包括戶口登入、委任學校代表和自行登記戶口等。

1.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program **School Functions** Login Eng | 中

School User

- Import student data from CloudSAMS
- Real-time reports
 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report
- Reports
 - Download CloudSAMS Report
 - Student Headcount Confirmation
 - Student Departure
 - Export to CloudSAMS with ApL student data



教育局
Education Bureau

Applied Learning System

Logged in As	fitst04
Login Time	2024/06/27 17:18:49
Application Version	1.5.3 (202406241000)
Schema Version	1.1.3 (2020/12/24)

1.3

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

[Home](#) / School User

Username:

User Role: (Any)

Username:

User Role: (Any)

To create a new account, click [New User].

Username ▲	User Role ◆	Enabled ◆	Last Login Time ◆	Updated Time ◆	Updated By ◆	
fitsdsa04	School User	Y	2024/05/20 11:15:09	2024/05/20 11:15:09	system	<input type="button" value="Edit"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
fitsh04	School Senior User	Y	2024/06/11 18:08:55	2024/06/11 18:08:55	system	
fitsm04	School User	Y	2024/05/21 15:51:50	2024/05/21 15:51:50	fitsm02	<input type="button" value="Edit"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
fitst04	School Administrator	Y	2024/05/27 15:50:13	2024/05/27 15:50:13	system	<input type="button" value="Edit"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>

1 - 4 of 4 record(s). << 1 >>

Applied Learning System (School/CP Desk)
Application for ApL ▾
Application for ApL(C) ▾
Application for Taster Program ▾
School Functions ▾
Login ▾
Eng | 中

[Home](#) / [School User](#) / [New School User](#)

Username *

User Role *

* indicates required field

Input the respective CLO account's username, select the role and [Save User].

Notes for Assigning Users:

- For the initial set-up, it is suggested to assign more than 1 School Administrator and at least 1 School Senior User.
- Each CLO's username can be assigned to 1 role only.

Roles of Different Users

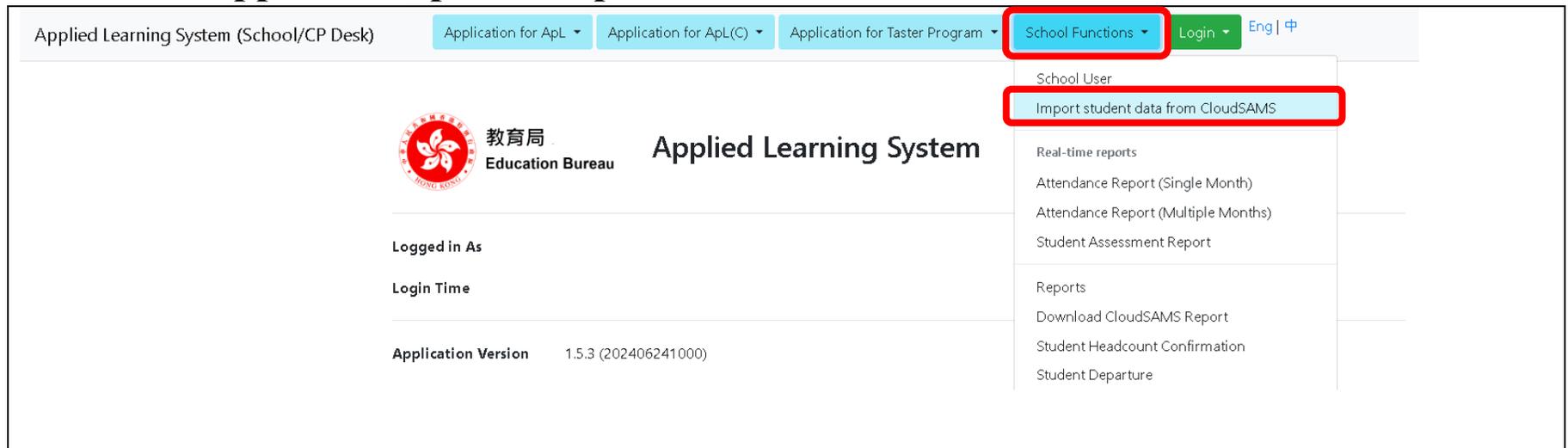
	Routine work in ApL System (e.g. application, enrolment confirmation, withdrawal)	Headcount confirmation	Assign user roles
School Administrator	✓	✓	✓
School Senior User [@]	✓	✓	X
School User [@]	✓	X	X

[@]Due to security reasons, user accounts will be disabled after 180 days of inactivity in the ApL System. "School Administrator" has to assign the user roles again.

2. Import Student Data from CloudSAMS

Before the application, please import the student data from CloudSAMS.

2.1



Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Education Bureau Applied Learning System

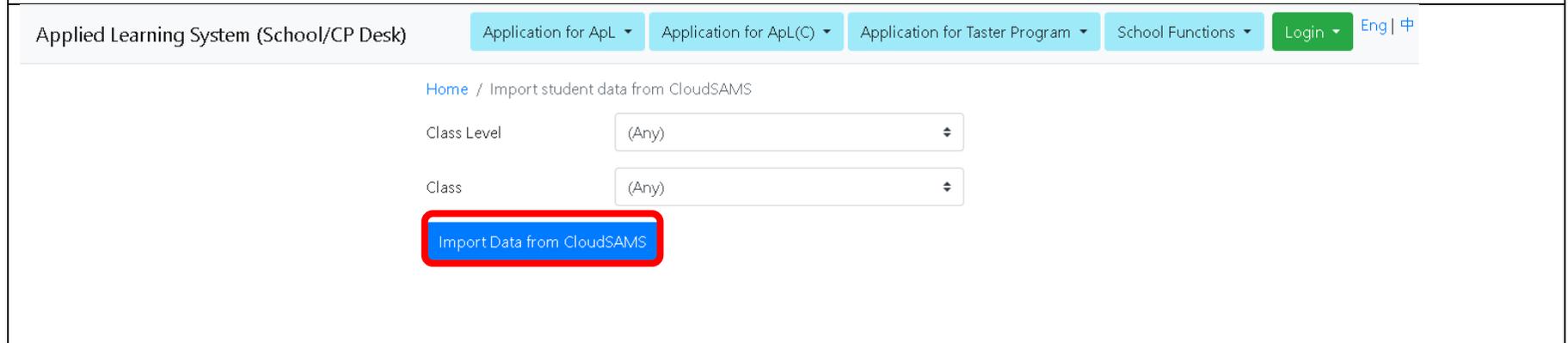
Logged in As

Login Time

Application Version 1.5.3 (202406241000)

- School User
- Import student data from CloudSAMS**
- Real-time reports
 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report
- Reports
 - Download CloudSAMS Report
 - Student Headcount Confirmation
 - Student Departure

2.2



Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Home / Import student data from CloudSAMS

Class Level (Any)

Class (Any)

Import Data from CloudSAMS

3. School Contact Information

Please update the school contact information before the application.

3.1

Applied Learning System (School/CP Desk)

- Application for ApL
- Application for ApL(C)
- Application for Taster Program
- School Functions**
 - School User
 - School Contact Information**
 - Import student data from CloudSAMS

3.2

Home / School Contact Information

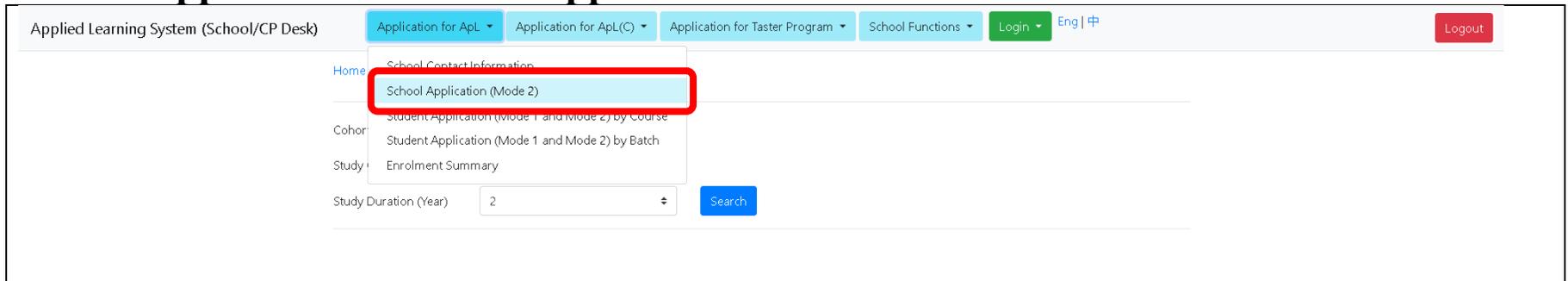
Type	English Name*	Chinese Name*	Teacher Post*	Email*
Main Contact*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary Contact(1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary Contact(2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary Contact(3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Input the main contact. You can choose to fill in up to 3 secondary contacts.

Save

4. School Application – Mode 2 Application

4.1

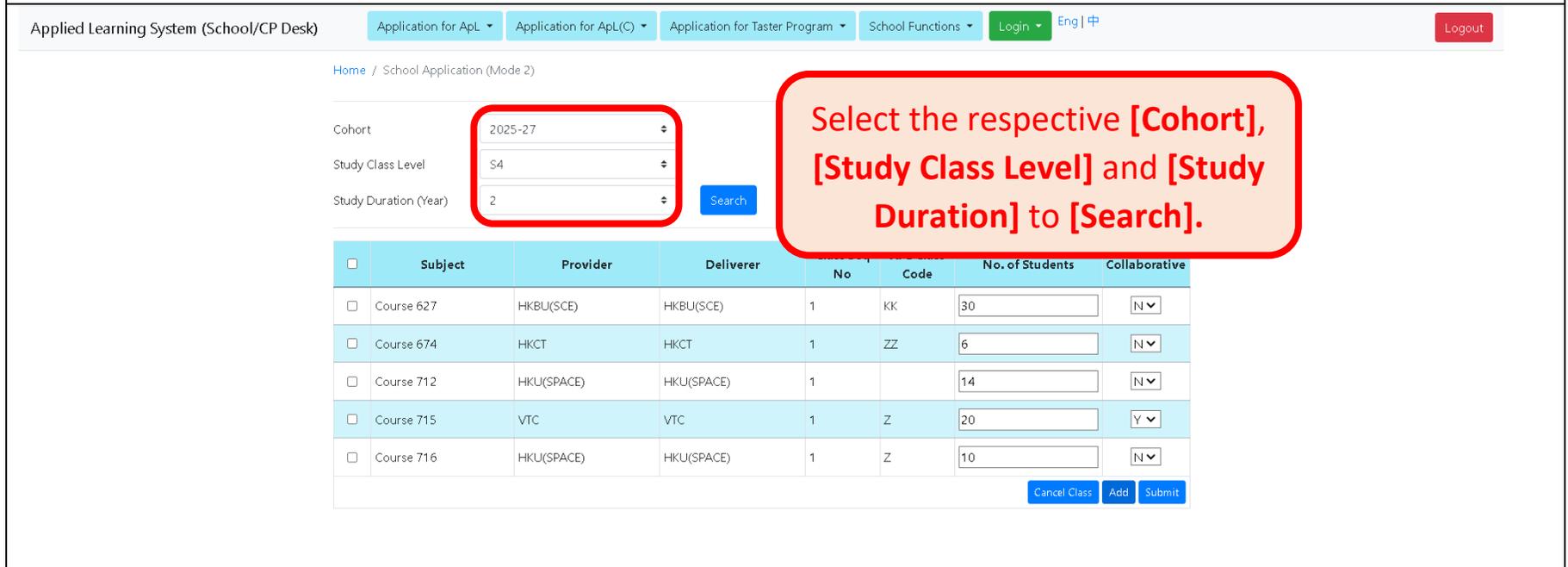


Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home School Contact Information
School Application (Mode 2)
Student Application (Mode 1 and Mode 2) by Course
Cohort Student Application (Mode 1 and Mode 2) by Batch
Study Enrolment Summary

Study Duration (Year) 2 Search

4.2



Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / School Application (Mode 2)

Cohort 2025-27
Study Class Level S4
Study Duration (Year) 2 Search

Select the respective [Cohort], [Study Class Level] and [Study Duration] to [Search].

<input type="checkbox"/>	Subject	Provider	Deliverer	No	Code	No. of Students	Collaborative
<input type="checkbox"/>	Course 627	HKBU(SCE)	HKBU(SCE)	1	KK	30	N
<input type="checkbox"/>	Course 674	HKCT	HKCT	1	ZZ	6	N
<input type="checkbox"/>	Course 712	HKU(SPACE)	HKU(SPACE)	1		14	N
<input type="checkbox"/>	Course 715	VTC	VTC	1	Z	20	Y
<input type="checkbox"/>	Course 716	HKU(SPACE)	HKU(SPACE)	1	Z	10	N

Cancel Class Add Submit

4.3

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / School Application (Mode 2)

Cohort 2024-26
Study Class Level S4
Study Duration (Year) 2

(1) Select the respective subject and enter [No. of Students].

<input type="checkbox"/>	Subject	Provider	Deliverer	Class Seq No	APL Class Code	No. of Students	Collaborative
<input checked="" type="checkbox"/>	Course 716	HKU(SPACE)	HKU(SPACE)	1		10	N

Cancel Class Add Submit

(2) Click [Submit] to save.

4.4

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / School Application (Mode 2)

Cohort 2024-26
Study Class Level S4
Study Duration (Year) 2 Search

Click [Add] to add new subjects and classes.

<input type="checkbox"/>	Subject	Provider	Deliverer	Class Seq No	APL Class Code	No. of Students	Collaborative
<input type="checkbox"/>	Course 716	HKU(SPACE)	HKU(SPACE)	1		10	N

Cancel Class Add Submit

4.5

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / School Application (Mode 2)

Course 592 - Course 592 Add

Subject
592 - Course 592
599 - Course 599
610 - Course 610
611 - Course 611
615 - Course 615
616 - Course 616
618 - Course 618
627 - Course 627
640 - Course 640
660 - Course 660
662 - Course 662
665 - Course 665
668 - Course 668
669 - Course 669
672 - Course 672
674 - Course 674
676 - Course 676
677 - Course 677
678 - Course 678
680 - Course 680

Select the respective subject and click [Add].

4.6

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / School Application (Mode 2)

Course 592 - Course 592 Add

Subject	Provider	Deliverer	No. of Students	Collaborative
Course 592	HKU(SPACE)	HKU(SPACE)	20	N

Enter [No. of Students] and indicate whether the class is conducted in collaboration with other schools.

5. Student Application – Application by Course (Mode 1 and Mode 2)

5.1

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home School Contact Information School Application (Mode 2) **Student Application (Mode 1 and Mode 2) by Course** Student Application (Mode 1 and Mode 2) by Batch

Cohort Enrolment Summary Study Duration (Year) 2

5.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / Student Application (Mode 1 and Mode 2) By Course

Cohort 2025-27 Study Class Level S4 Study Duration (Year) 2 Mode* 1 Subject* 592 - Course 592 Class Sequence No* N/A APL Class Code* --

Proceed

5.3

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Home / Student Application (Mode 1 and Mode 2) By Course

Cohort 2025-27 Mode* 2 Subject* Class Sequence No* APL Class Code

Proceed

Refer to [4. School Application - Mode 2 Application] from this manual if you are unable to find the relevant Mode 2 course.

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / Student Application (Mode 1 and Mode 2) By Course

Cohort: 2025-27
Study Class Level: S4 Study Duration (Year): 2
Mode: 1 Subject: 592 - Course 592
Class Sequence No: N/A APL Class Code: --
Provider: HKU(SPACE) Deliverer: HKU(SPACE)

S/N	Class	Class No
1	<input type="text" value="v"/>	<input type="text"/>
2	<input type="text" value="v"/>	<input type="text"/>
3	<input type="text" value="v"/>	<input type="text"/>
4	<input type="text" value="v"/>	<input type="text"/>
5	<input type="text" value="v"/>	<input type="text"/>
6	<input type="text" value="v"/>	<input type="text"/>
7	<input type="text" value="v"/>	<input type="text"/>
8	<input type="text" value="v"/>	<input type="text"/>
9	<input type="text" value="v"/>	<input type="text"/>
10	<input type="text" value="v"/>	<input type="text"/>

Back Search

Select [Class] and enter [Class No.] to [Search].

5.5

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / Student Application (Mode 1 and Mode 2) By Course

Cohort 2025-27 Study Class Level S4 Study Duration (Year) Study Mode 1 Subject APL Class Code Provider HKU(SPACE) Deliverer

Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for selected student(s) 2024/2025 2025/2026 Fill

<input type="checkbox"/>	Student Name	Class	Class No	STRN	Contact Tel	Order of Preference	Student Agreement [^]	No. of elective subject(s) to be taken in the following school years (excluding ApL)	
								2024/2025	2025/2026
<input type="checkbox"/>							<input type="checkbox"/>	1	1

[^] Check the checkbox under Student Agreement if the student has submitted the Student Agreement Form to school. Back Submit

Assign the [no. of elective subject(s)] to the selected student with the [Fill] function.

5.6

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / Student Application (Mode 1 and Mode 2) By Course

Cohort 2025-27 Study Class Level S4 Study Duration (Year) 2 Study Mode 1 Subject 592 - Course APL Class Code -- Provider HKU(SPACE) Deliverer HKU(SPACE)

Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for selected student(s) 2024/2025 2025/2026 Fill

<input type="checkbox"/>	Student Name	Class	Class No	STRN	Contact Tel	Order of Preference	Student Agreement [^]	No. of elective subject(s) to be taken in the following school years (excluding ApL)	
								2024/2025	2025/2026
<input type="checkbox"/>							<input type="checkbox"/>	1	1

[^] Check the checkbox under Student Agreement if the student has submitted the Student Agreement Form to school. Back Submit

Select all applicable students and check if the Student Agreement Form is collected before submission.

6. Student Application – Application by Batch (Mode 1 and Mode 2)

6.1

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

- School Contact Information
- School Application (Mode 2)
- Student Application (Mode 1 and Mode 2) by Course
- Student Application (Mode 1 and Mode 2) by Batch**
- Enrolment Summary

Learning System

6.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Home / Student Application (Mode 1 and Mode 2) By Batch

Cohort: 2023-25
Study Class Level: S4
Study Duration (Year): 2
 By Class: S5 - SSE
 By Student

S/N	Class	Class No
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Search

Select the respective [Cohort], [Study Class Level] and [Study Duration]. Choose [By Class] or [By Student] to [Search].

7. Enrolment Summary and Selection Results

7.1

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

School Contact Information
 School Application (Mode 2)
 Student Application (Mode 1 and Mode 2) by Course
 Student Application (Mode 1 and Mode 2) by Batch
Enrolment Summary

Learning System

7.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / Enrolment Summary

Cohort: 2023-25
 Study Class Level: S4
 Mode: All
 Class Sequence No: All
 Class Level: All
 Selection Result: All
 Study Duration (Year): 2
 Subject: All
 APL Class Code: All
 Class: All
 Enrolment Status: All
 Student Agreement ^: All

Search

Select the respective [Cohort], [Study Class Level] to [Search].
 You can search the enrolment summary by [Selection Result], [Subject] or [Enrolment Status].

7.3

Confirm the acceptance of offer for selected students (Mode 1 only) Accepted Apply To All

Student Name	Class	Class No	STRN	Contact Tel	Student Agreement ^	Mode	Order of Preference	Subject	Enrolment Status	No. of elective subject(s) to be taken in the following school years (excluding ApL)	
										2022/2023	2023/2024
<input type="checkbox"/>					Yes	1	1	Course	To Be Confirmed	3	2

Reset Submit

The enrolment status of successful applicants is shown as [Applied].

After the selection result is released:

7.4

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / Enrolment Summary

Cohort: 2023-25
 Study Class Level: S4
 Mode: All
 Study Duration (Year): 2
 Subject: All
 APL Class Code: All
 Class: All

Click the checkbox before [Submit] for updates

[Apply to All] apply the same status to all the selected students.

Choose [Accepted], [Rejected] or [Withdrawn] in the enrolment

Confirm the acceptance of offer for selected students (Mode 1 only) Accepted Apply To All

Student Name	Class	Class No	STRN	Contact Tel	Student Agreement ^	Mode	Order of Preference	Course			Class Seq No	APL Class Code	Selection Result	Enrolment Status	No. of elective subject(s) to be taken in the following school years (excluding ApL)	
								Subject	Provider	Deliverer					2022/2023	2023/2024
<input type="checkbox"/>						1	1	Course 701	HKBU(SCE)	HKBU(SCE)	N/A	CS	Successful	Applied	3	2

Reset Submit

7.5

Confirm the acceptance of offer for selected students (Mode 1 only) Accepted Apply To All

Student Name	Class	Class No	STRN	Contact Tel	Student Agreement ^	Mode	Order of Preference	Course			Class Seq No	APL Class Code	Selection Result	Enrolment Status	No. of elective subject(s) to be taken in the following school years (excluding ApL)	
								Subject	Provider	Deliverer					2024/2025	2025/2026
<input checked="" type="checkbox"/>					Yes	1	2	640-Course 640	HKU(SPACE)	HKU(SPACE)	N/A	KL	Successful	Enroled	1	1

^ Check the checkbox to confirm the acceptance of offer for selected students. If you do not check the checkbox, the Student Agreement will not be confirmed.

The selected student will be highlighted.

You may select [Withdrawn] in the enrolment status after enrolment.

8. School Functions – Attendance Reports and Student Assessment Reports

8.1

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Education Bureau Applied Learning System

Logged in As

Login Time

Application Version 1.5.3 (202406241000)

Schema Version 1.1.3 (2020/12/24)

Please do not access application systems classified as RESTRICTED or CONFIDENTIAL by privacy-owned computers or mobile devices

School Functions dropdown menu:

- School User
- Import student data from CloudSAMS
- Real-time reports
 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report
- Reports
 - Download CloudSAMS Report
 - Student Headcount Confirmation
 - Student Departure
 - Export to CloudSAMS with ApL student data
 - Document Submission

8.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Home / Attendance Report (Single Month)

Cohort 2025-27

School

ApL Type ApL (courses commencing at S4)(APLECC2) Search

Cohort 2025-27

School

ApL Type ApL (courses commencing at S4)(APLECC2)

Year / Month * 2024/02

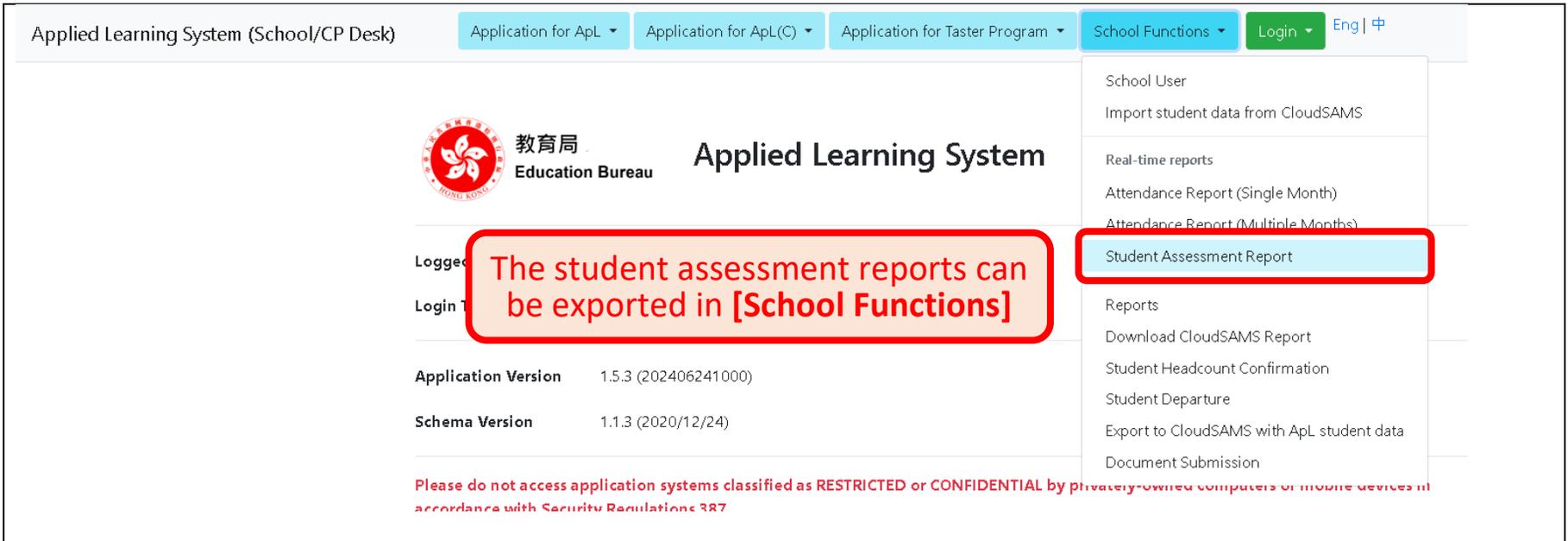
* indicates required field

Export Report

Select the respective [Cohort] and [ApL Type] to [Search]

Select [Year/Month] to [Export Report]

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中



Education Bureau Applied Learning System

Logged in as [Name] Login

Application Version 1.5.3 (202406241000)
Schema Version 1.1.3 (2020/12/24)

Please do not access application systems classified as RESTRICTED or CONFIDENTIAL by privately-owned computers or mobile devices in accordance with Security Regulations 387

School Functions dropdown menu:
School User
Import student data from CloudSAMS
Real-time reports
Attendance Report (Single Month)
Attendance Report (Multiple Months)
Student Assessment Report
Reports
Download CloudSAMS Report
Student Headcount Confirmation
Student Departure
Export to CloudSAMS with ApL student data
Document Submission

The student assessment reports can be exported in [School Functions]

9. School Functions – Student Headcount Confirmation

9.1

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Education Bureau Applied Learning System

Logged in As

Login Time

Application Version 1.5.3 (202406241000)

Schema Version 1.1.3 (2020/12/24)

- School User
- Import student data from CloudSAMS
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 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report
- Reports
 - Download CloudSAMS Report
 - Student Headcount Confirmation**
 - Student Departure
 - Export to CloudSAMS with ApL student data
 - Document Submission

9.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Function

Home / Student Headcount Confirmation

Cohort* 2023-25

ApL Type* (Any)

Instalment* (Any)

* indicates required field

Search

Select the respective [Cohort] and [ApL Type] to [Search]

9.3

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Eng | 中

Home / Student Headcount Confirmation

Cohort* 2023-25

ApL Type* (Any)

Instalment* (Any)

* indicates required field

Search

Download the reports for rechecking before confirmation

ApL Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	Confirm	Download
ApL (courses commencing at S5) (APL)	2023-25	Instalment 1	9	5	Confirm	Download
ApL (courses commencing at S5) (APL)	2023-25	Instalment 2	9	5	Confirm	Download
ApL(Chinese)(APLC)	2023-25	Instalment 1	3	3	Confirm	Download
ApL(Chinese)(APLC)	2023-25	Instalment 2	3	3	Confirm	Download
ApL(Chinese)(APLC)	2023-25	Instalment 3	3	3	Confirm	Download
ApL (courses commencing at S4)(APLECC2)	2023-25	Instalment 1	2	1	Confirm	Download
ApL (courses commencing at S4)(APLECC2)	2023-25	Instalment 2	2	1	Confirm	Download

This function can only be performed by **[School Administrator]** or **[School Senior User]**:

9.4

Home / Student Headcount Confirmation

Confirmed success for 2023 - Apl. ×

Cohort*

Apl Type*

Instalment*

* indicates required field

Apl Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	
Apl (courses commencing at S5) (APL)	2023-25	Instalment 1	9	5	
Apl (courses commencing at S5) (APL)	2023-25	Instalment 2	9	5	<input type="button" value="Confirm"/> <input type="button" value="Download"/>
Apl(Chinese)(APLC)	2023-25	Instalment 1	3	3	<input type="button" value="Confirm"/> <input type="button" value="Download"/>
Apl(Chinese)(APLC)	2023-25	Instalment 2	3	3	<input type="button" value="Confirm"/> <input type="button" value="Download"/>
Apl(Chinese)(APLC)	2023-25	Instalment 3	3	3	<input type="button" value="Confirm"/> <input type="button" value="Download"/>
Apl (courses commencing at S4)(APLECC2)	2023-25	Instalment 1	2	1	<input type="button" value="Confirm"/> <input type="button" value="Download"/>
Apl (courses commencing at S4)(APLECC2)	2023-25	Instalment 2	2	1	<input type="button" value="Confirm"/> <input type="button" value="Download"/>
Others(APLECC3)	2023-25	Instalment 1	0	0	
Others(APLECC3)	2023-25	Instalment 2	0	0	
Others(APLECC3)	2023-25	Instalment 3	0	0	

Student Headcount Confirmation

Apl Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	
Apl (courses commencing at S5) (APL)	2023-25	Instalment 1	9	5	<input type="button" value="Undo"/>

(1) Login with [School Administrator] or [School Senior User] account to [Confirm] the headcount of the respective cohort.

(2) [Undo] the confirmation if any mistakes are found. (Only applicable before the deadline of Headcount Confirmation)

(3) Export the student data to CloudSAMS immediately after the headcount confirmation with reference to [11. Export to CloudSAMS with Apl Student Data] from this manual.

10. School Functions – Student Departure

10.1

The screenshot shows the top navigation bar with several menu items: 'Application for ApL', 'Application for ApL(C)', 'Application for Taster Programme', and 'School Functions'. The 'School Functions' menu is open, showing a list of options. The 'Student Departure' option is highlighted with a red box. Other options include 'School User', 'School Contact Information', 'Import student data from CloudSAMS', 'Real-time reports', 'Attendance Report (Single Month)', 'Attendance Report (Multiple Months)', 'Student Assessment Report', 'Notices', 'Reports', 'Student Headcount Confirmation', and 'Export to CloudSAMS with ApL student data'. The 'UAT' logo and version number '1.5.7' are also visible.

10.2

The screenshot shows the 'Student Departure' form. At the top, there is a breadcrumb 'Home / Student Departure'. Below it is a table with three columns: 'S/N', 'Class', and 'Class No'. The table has three rows with S/N values 1, 2, and 3. Each row has a dropdown menu in the 'Class' column and a text input field in the 'Class No' column. A red box highlights the 'Class' dropdown menus. A red callout box with the text 'Select respective [Class] to [Search].' points to the dropdowns. At the bottom right, there is a blue 'Search' button with a red border.

S/N	Class	Class No
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

10.3

Home / Student Departure

(1) Select respective [Student's Destination] and [Student's Intention].

School should 'save' and then print a copy of report to the d

Departing Student List																				
<input type="checkbox"/>	Student English Name	Student Chinese Name	Departure Year	Class	Class No	STRN	Cohort	Study Class Level	Study Duration (Year)	ApL Type	Mode	Course			Class Seq No	APL Class Code	Selection Result	Enrolment Status	Student's Destination	Student's Intention
												Subject	Provider	Deliverer						
<input type="checkbox"/>							2024-2026	S4	3	ApL(C)	2	Course 700	HKBU(SCE)	HKBU(SCE)	1	KL	Successful	Enroled		
<input type="checkbox"/>							2024-2026	S4	3	ApL(C)	2	Course 700	HKBU(SCE)	HKBU(SCE)	1	KL	Successful	Enroled	Others	Continue

Back Print Reset Save

10.4

Home / Student Departure

(2) Select the departing student to [Save].

School s

udent. For enquires, please call 3698 3186.

Departing Student List																				
<input type="checkbox"/>	Student English Name	Student Chinese Name	Departure Year	Class	Class No	STRN	Cohort	Study Class Level	Study Duration (Year)	ApL Type	Mode	Course			Class Seq No	APL Class Code	Selection Result	Enrolment Status	Student's Destination	Student's Intention
												Subject	Provider	Deliverer						
<input checked="" type="checkbox"/>							2024-2026	S4	3	ApL(C)	2	Course 700	HKBU(SCE)	HKBU(SCE)	1	KL	Successful	Enroled	Change School	Withdraw
<input type="checkbox"/>							2024-2026	S4	3	ApL(C)	2	Course								

Back Print Reset Save

(3) Print the [Form for Reporting Student Departure] to the departing student and retain a copy by school.

Reminder:

Student who intends to continue the study of ApL course(s) should bring the [Form for Reporting Student Departure] and the attached "Form for Reporting Student Admission" to the school to which he/she is admitted. Approval must be obtained from the new school in order to continue the study of ApL course(s).

11. Export to CloudSAMS with ApL Student Data

11.1

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

 教育局 Education Bureau Applied Learning System

Logged in As

Login Time

Application Version 1.5.3 (202406241000)

Schema Version 1.1.3 (2020/12/24)

- School User
- Import student data from CloudSAMS
- Real-time reports
 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report
- Reports
 - Download CloudSAMS Report
 - Student Headcount Confirmation
 - Student Departure
 - Export to CloudSAMS with ApL student data**
 - Document Submission

Please do not access application systems classified as RESTRICTED or CONFIDENTIAL by the Information Security Management Office.

11.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Home / Export to CloudSAMS with ApL student data

Cohort 2025-27

Fetch Data from ApL

Select the [Cohort] to export the data.

This function can only be performed by [School Administrator] or [School Senior User]:

11.3

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Home / Export to CloudSAMS with ApL student data

Cohort: 2025-27

Fetch Data from ApL

Cohort: 2025-27

Number of Class Schedule to be export: 0

Number of School Application to be export: 0

Number of Student Application to be export: 0

Preview & Print

School Key

Export Data to CloudSAMS

Input the CloudSAMS School Key to [Export Data to CloudSAMS].

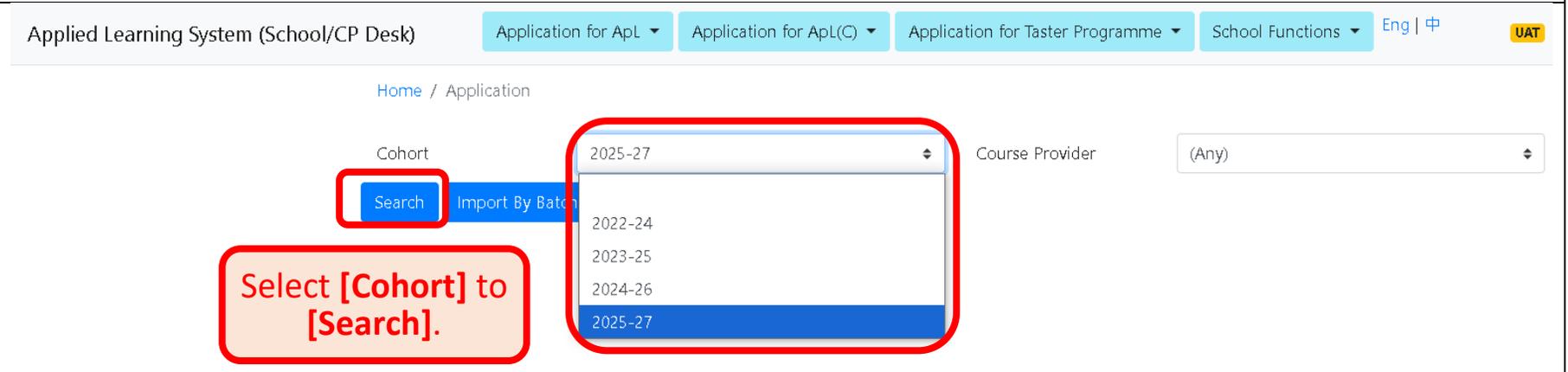
Cohort	Type	Status	Submitted By	Submitted At
2025	APL Update Data to CloudSAMS (Class Schedule Record)	Success		2024/03/21 11:21:06
2025	APL Update Data to CloudSAMS (School Application)	Success		2024/03/21 11:21:06
2025	APL Update Data to CloudSAMS (Application Record)	Success		2024/03/21 11:21:06

12. Application for Taster Programme: (1) For individual student

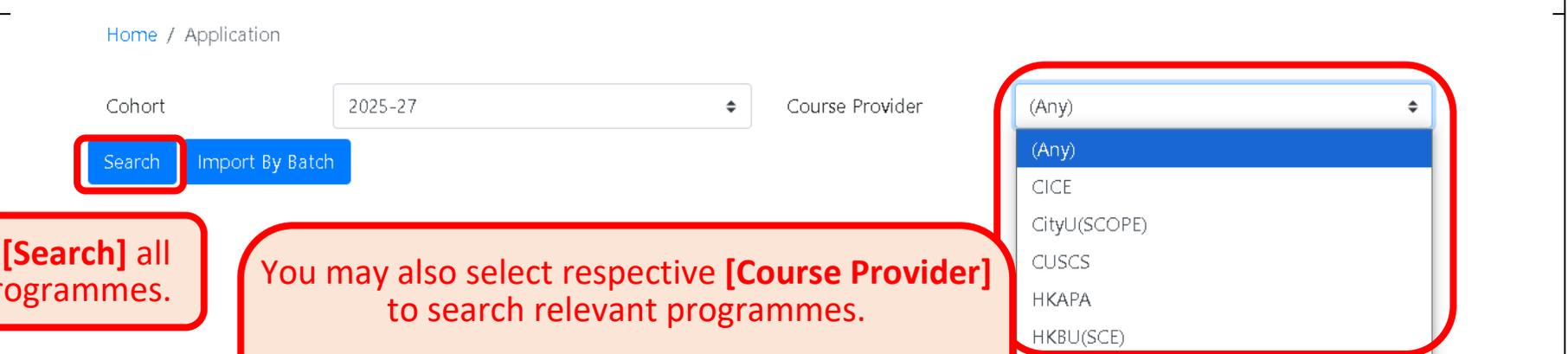
12.1



12.2



12.3



Select [Cohort] to [Search].

You can [Search] all taster programmes.

You may also select respective [Course Provider] to search relevant programmes.

(Remark: For the Course Providers' Name, please refer to the webpage of the Education Bureau (Path: Home >Curriculum Development and Support >Cross Disciplinary Subjects/Areas >Applied Learning >Course Providers))

12.4

Home / Application

Cohort Course Provider

Cohort 2025-27 Course Provider CICE

Subject Code	Course	Course Provider	Mode	Programme/Activities	Sessions	Venue (if applicable)
610	課程 610 Course 610	CICE	Online mode	ghedg	11/02/2024 09:05 - 10:05	24324

Choose the taster programme intended to apply, then [Apply for Students].

12.5

Home / Taster Programmes of ApL / Application for Taster Programmes of ApL

Cohort 2025-27 Taster Programme 704 - Course 704 (Face-to-face)

Session Date 19/02/2024 Session Start Time 15:05

Session End Time 16:05 Year Level

(All)
(All)
S2
S3
S4

Select [Year Level] to [Proceed].

12.6

Home / Taster Programmes of ApL / Application for Taster Programmes of ApL

Cohort 2025-27 Taster Programme 704 - Course 704 (Face-to-face)

Session Date 19/02/2024 Session Start Time 15:05

Session End Time 16:05 Year Level S3

S/N	Year Level	Class No
1	S3 - 3B	<input type="text"/>
2	S3 - 3B	<input type="text"/>
3	S3 - S3E	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

Select class name from [Year Level] and input individual student's class number, then [Submit].

12.7

Home / Taster Programmes of Apl / Application for Taster Program

Cohort 2025-27
 Session Date 19/02/2024
 Session End Time 16:05

Assign the teacher's information for selected students

Teacher-in-charge: Mr Cheung
 Teacher-in-charge - Contact No.: 98765432
 Teacher-in-charge - Email: teacher@gmail.com

Fill

Submit Application	Student Name	Year Level	Class No	Student Mobile	Student Email	Teacher-in-charge	Teacher-in-charge - Contact No.	Teacher-in-charge - Email
<input checked="" type="checkbox"/>	Chan Five	S3 - 3B	1	91234567	student@gmail.com	Mr Cheung	98765432	teacher@gmail.com

Back Submit

1 »

(1) Click the checkbox on the left to select data for submission.

(2) input information of teacher-in-charge and assign teachers' information for the selected student with the [Fill] function.

(3) Input student's information, verify the information before [Submit].

12.8

Home / Taster Programmes of Apl / Application for Taster Programmes of Apl

• Student S3 - 3B / 1 / Chan Five application is saved successfully. ×

Cohort 2025-27 Taster Programme 704 - Course 704 (Face-to-face)
 Session Date 19/02/2024 Session Start Time 15:05
 Session End Time 16:05 Year Level S3

Application is submitted successfully. For enquiry about the application status, please go to "Application for Taster Programme" > "Application summary" (See Steps 14.1-14.4).

13. Application for Taster Programme: (2) Import by batch

13.1 Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Application
Application Summary

13.2 Home / Application

Cohort Course Provider

Search Import By Batch

13.3

Uploaded At	Uploaded By	File Name	Status ^	
2024/12/30 11:52:32	fitst02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source
2024/12/30 10:45:16	fitsdsa02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source

Back Refresh Download Template (blank) New Data Upload

1 - 2 of 2 record(s).

Download template

13.4

A	B	C	D	E	F	G	H	I	
1	Cohort	Subject Code	Taster Mode	CP Code	Deliverer Code	Date	Time Start	Time End	Class
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

Application Data (for input) Prog Info (for copying)

The downloaded template contains 2 worksheets, namely [Application Data (for input)]: For schools to input the details of the taster programme they intend to apply; [Prog Info (for copying)]: Contains information for each taster programme, allowing schools to copy the details of the programme onto the [Application Data (for input)] worksheet.

13.5

A	B	C	D	E	F	G	H	I
1	Cohort	Subject Code	Taster Mode	CP Code	Deliverer Code	Date	Time Start	Time End
2	2023	674	Online	HKCT001	HKCT001	2024/01/21	16:00	17:00
3	2023	674	Online	HKCT001	HKCT001	2024/01/24	16:00	17:00
4	2023	611	Face to face	CITYU001	CITYU001	2024/02/22	11:00	14:40
5	2023	611	Face to face	CITYU001	CITYU001	2024/01/31	08:00	11:40
6	2023	615	Online	VTC001	VTC001	2024/02/17	11:00	12:00
7	2023	615	Face to face	VTC001	VTC001	2024/02/04	12:00	13:00
8	2025	611	Online	CITYU001	CITYU001	2024/02/01	14:00	16:00
9	2025	611	Online	CITYU001	CITYU001	2024/02/12	12:00	14:00

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Cohort	Subject Code	Taster Mode	CP Code	Deliverer Code	Date	Time Start	Time End	Class Name	Class No	Student Mobile	Student Email	Teacher in charge	Teacher in charge - Contact No.	Teacher in charge - Email
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															

(1) Copy the course information intended for application from the worksheet [Prog Info (for copying)] to columns A to H of the worksheet [Application Data (for input)].

(2) Input data into Columns I to O. (Remark: Please refer to the student module of CloudSAMS for the "Class Name".)

13.6

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Cohort	Subject Code	Taster Mode	CP Code	Deliverer Code	Date	Time Start	Time End	Class Name	Class No	Student Mobile	Student Email	Teacher in charge	Teacher in charge - Contact No.	Teacher in charge - Email
2	2025	610	Online	CICE001	CICE001	2025/01/14	14:00	15:30	S3B	1	54321000	S3B01@student	Mr Cheung	36983186	mrhceung@teacher.com
3	2025	610	Face to face	CICE001	CICE001	2025/01/10	10:00	11:30	S3B	2	54321001	S3B02@student	Mr Cheung	36983186	mrhceung@teacher.com
4	2025	610	Face to face	CICE001	CICE001	2025/01/10	10:00	11:30	S3B	3	54321002	S3B03@student	Mr Cheung	36983186	mrhceung@teacher.com
5	2025	610	Face to face	CICE001	CICE001	2025/01/10	10:00	11:30	S3B	4	54321003	S3B04@student	Mr Cheung	36983186	mrhceung@teacher.com
6	2025	610	Face to face	CICE001	CICE001	2025/01/10	10:00	11:30	S3B						hceung@teacher.com
7															

Please ensure that all data is correct. Save this template for uploading.

13.7

Uploaded At	Uploaded By	File Name	Status	
2024/12/30 11:52:32	fitst02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source
2024/12/30 10:45:16	fitsdsa02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source

1 - 2 of 2 record(s).

Back Refresh Download Template (blank) **New Data Upload**

13.8

Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Programme Application Im

Upload Data File

Please select a data file:

Select File

ed At Uploaded Status

0 11:52:32 fitst02 Captured Source

0 10:45:16 fitsdsa0 Captured Source

Back Refresh Download Template (blank) New Data U

rd(s).

Upload the saved template to the system.

13.9

Home / Taster Programme Application Import

Uploaded At	Uploaded By	File Name	Status	
2025/01/21 16:47:12	fitsm02	TEMPLATE_IMPORT_TASTER_APPLICATION_2025.01.21.XLSX	Pending	Source
2024/12/30 11:52:32	fitst02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source
2024/12/30 10:45:16	fitsdsa02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source

1 - 3 of 3 record(s).

Back Refresh Download Template (blank) New Data Uploa

The status of the newly uploaded file will initially be indicated as **[Pending]**. The system will take approximately 10 minutes for checking. If no errors are found, the status will be updated as **[Captured]**, indicating that the application is submitted successfully.

13.10

Home / Taster Programme Application Import

Uploaded At	Uploaded By	File Name	Status	
2025/01/21 16:47:12	fitsm02	TEMPLATE_IMPORT_TASTER_APPLICATION_2025.01.21.XLSX	Error	Source Error Log Delete
2024/12/30 11:52:32	fitst02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source
2024/12/30 10:45:16	fitsdsa02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source

1 - 3 of 3 record(s)

If the status column indicates "Error" after checking, please download the **[Error Log]** to review and revise.

13.11

Download

Please enter the password for download protection:

Password validation rules:

- 8-20 character long
- At least one letter
- At least one capital letter
- At least one number

Please DON'T start another download before the zip file download with success

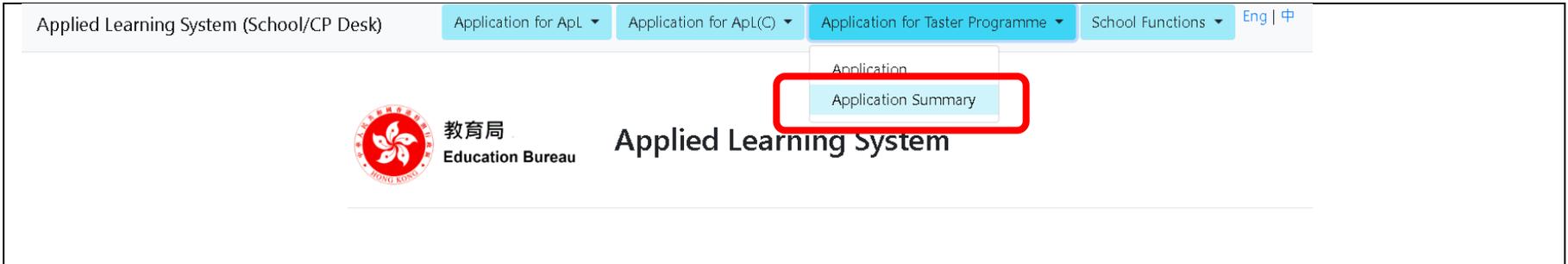
Cancel Continue

The **[Error Log]** must be password-protected. Please set a password that complies with the verification rules. Use the same password to open the file after downloading.

After revising the log according to the **[Error Log]**, re-upload the template (See Steps 13.7-13.10) until the system status is updated as **[Captured]**, indicating that the application is submitted successfully.

14. Application for Taster Programme – Application Summary

14.1

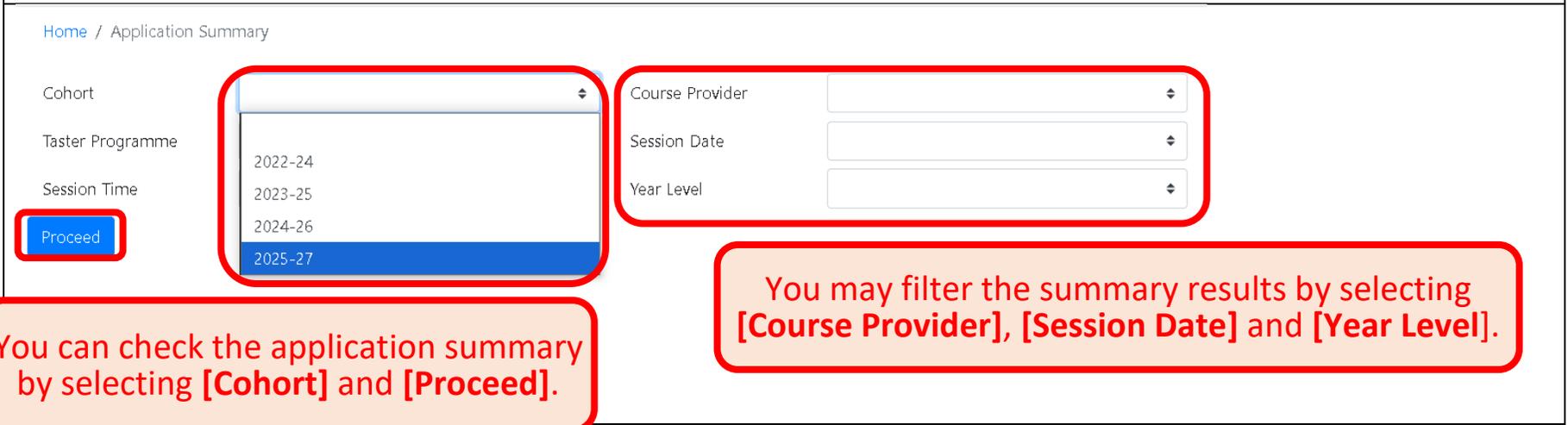


Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Application
Application Summary

教育局
Education Bureau Applied Learning System

14.2



Home / Application Summary

Cohort
Taster Programme
Session Time

2022-24
2023-25
2024-26
2025-27

Proceed

Course Provider
Session Date
Year Level

You can check the application summary by selecting **[Cohort]** and **[Proceed]**.

You may filter the summary results by selecting **[Course Provider]**, **[Session Date]** and **[Year Level]**.

14.3

Home / Application Summary

Cohort

Taster Programme

Session Time

Application summary includes application records, application status and attendance. If necessary, you may **[Edit]** (See Step 14.4) the application or **[Withdraw]** from the taster programme before the application deadline.

Taster Programme [▲]	Sessions Date	Sessions Time	Application Date	Student Name	Year Level	Class No	Student Mobile	Student Email	Teacher-in-charge	Teacher-in-charge -	Teacher-in-charge - Email	Application Status	Attendance Status	Action
Course (Face-to-												Pending	NA	Edit Withdraw
Course (Face-to-												Successful	NA	Edit Withdraw
Course (Face-to-												Successful	Attended	Edit Withdraw
Course (Face-to-												Successful	Absent	Edit Withdraw
Course (Face-to-												Unsuccessful	NA	Edit Withdraw

After completing the application, please check the **[Application Summary]** on the announcement date (refer to the relevant announcement from the Education Bureau). If the application status is indicated as **[Successful]**, please inform the student the relevant arrangements and remind them to attend on time. If the application status is indicated as **[Pending]**, please contact the course providers to follow-up.

[Back](#)

14.4

Home / Taster Programme Application Status / Edit Taster Programme Application

Application Date: 2025-01-07

Student Name: Chan Five

Class: 3B

Class No: 1

STRN

Student Contact Mobile*: 91234567

Student Contact Email*: student@gmail.com

Teacher-in-charge*: Mr Cheung

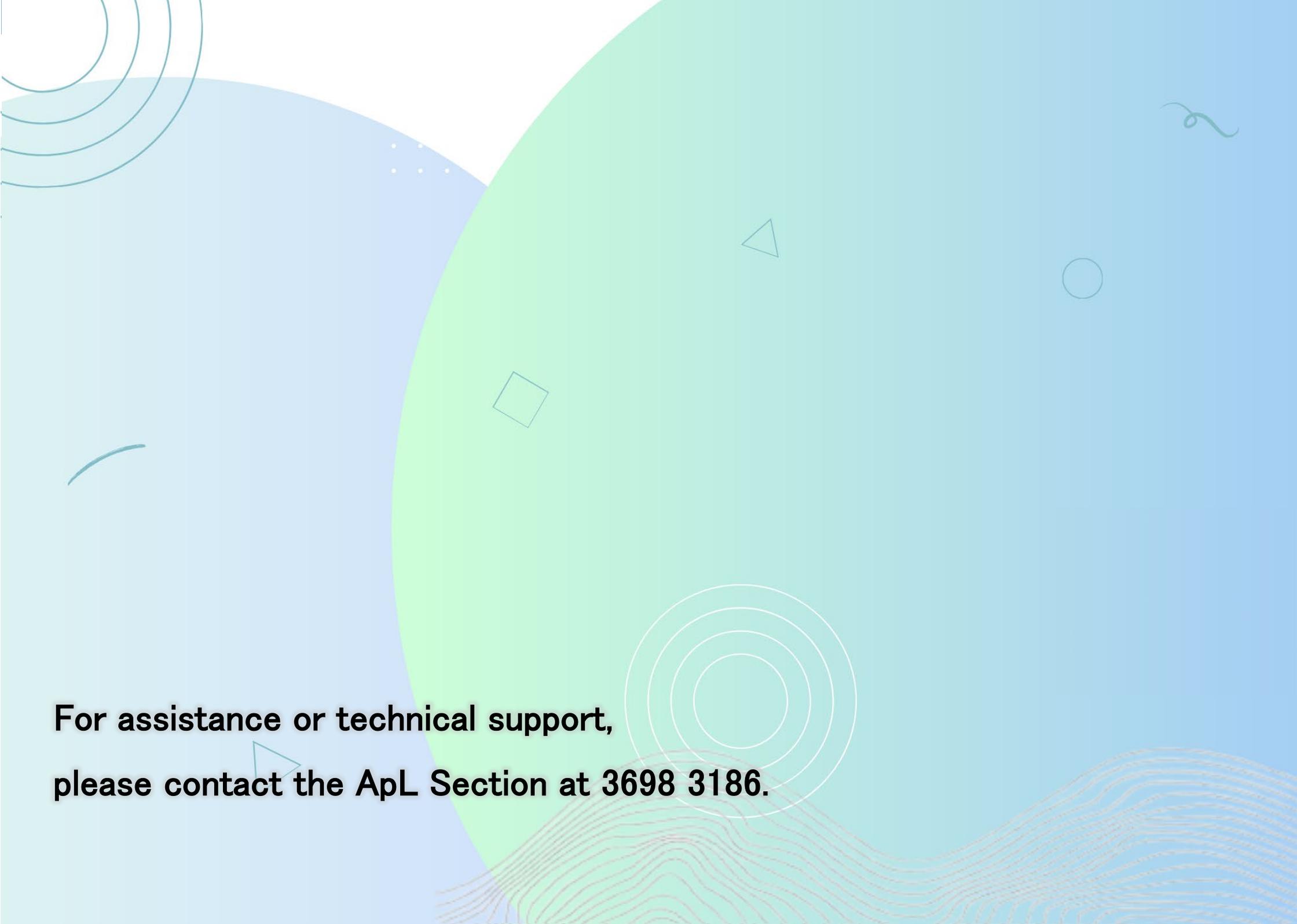
Teacher-in-charge - Contact No.*: 98765432

Teacher-in-charge - Email*: teacher@gmail.com

[Cancel](#) [Save Taster Programme Application](#)

* indicates required field

You can amend the application with the **[Edit]** function, **[Save Taster Programme Application]** after editing.



**For assistance or technical support,
please contact the ApL Section at 3698 3186.**