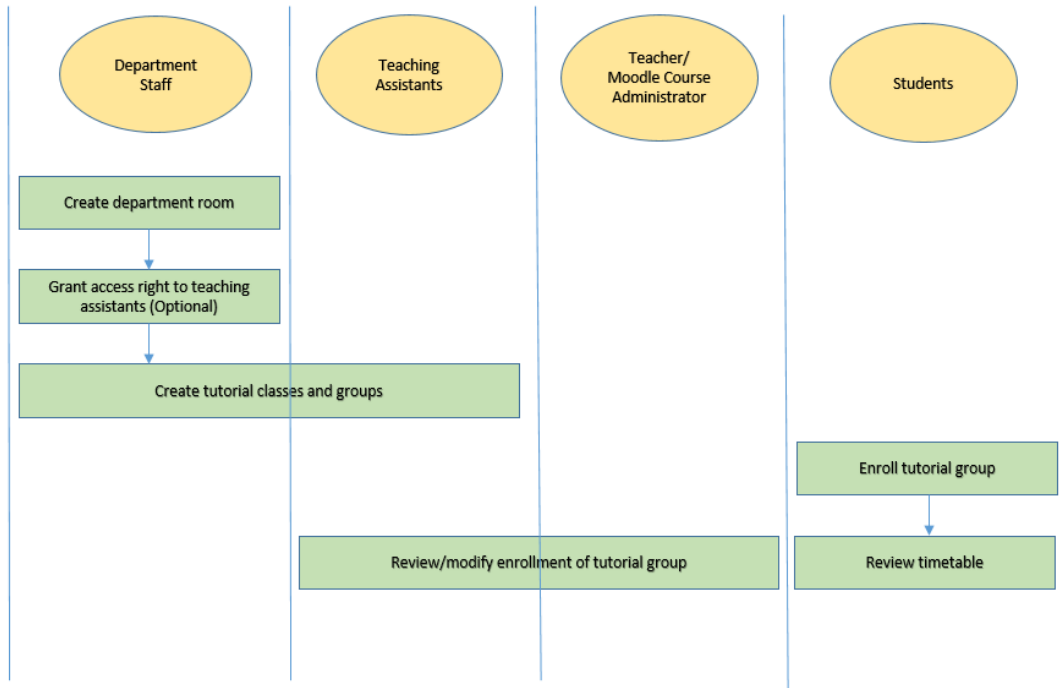


### **Instruction for enabling tutorial timetable information for students**

In order to enable the tutorial timetable information in SIS or HKU App for your students, department staff need to create tutorial classes and groups in the CPRB system so that students can enroll in tutorial groups through the Tutorial Sign-up system (both the App and under eLearning Tab). Students can then review their timetable using the Timetable function in HKU App or My Timetable in SIS (under Class Timetable). Below is the summary of the general workflow for enabling tutorial timetable information for students:

<b>Step</b>	<b>Description</b>	<b>Involved System</b>	<b>Handled by</b>	<b>Date</b>
1.	Create department room	CPRB	Department staff	From now to Aug 10, 2018
2.	Grant access right to Teaching Assistants for helping to prepare tutorial groups (Optional)	CPRB	Department staff	From now to Aug 31, 2018
3.	Create tutorial classes and groups	CPRB	Department staff / Teaching Assistants	From now to Aug 31, 2018
4.	Enroll in a tutorial group	Tutorial Sign-up App / Tutorial Sign-up System under eLearning Tab	Students	Specified date and time defined in CPRB
5.	Review/modify enrollment of tutorial group	Tutorial Sign-up System	Teaching Assistants/ Teachers/ Moodle Course Administrator	After students have enrolled in tutorial groups
6.	Review timetable	HKU App / SIS	Students	Any time after enrolling tutorial group

For details of each steps, please refer to the Appendix A.



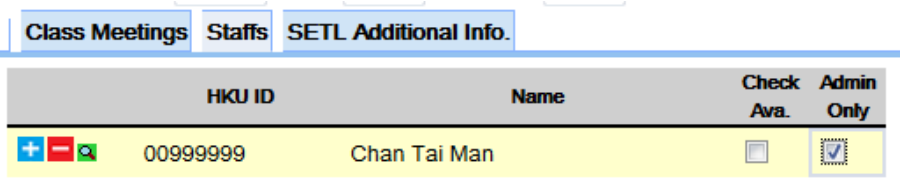
*Workflow diagram for tutorial sign-up*

Appendix A: Detail procedures for enabling tutorial timetable information for students

**Step 1: Create Department Room**

<b>Purpose:</b>	To create the department (tutorial) room in CPRB for preparing tutorial group sign up information.
<b>Handled by:</b>	Department staff
<b>Involved system:</b>	CPRB
<b>Date:</b>	From now to Aug 10, 2018
<b>Procedures:</b>	
<ol style="list-style-type: none"> <li>1.) Department staff submit an excel form to Examinations Unit to request for creating department room information in CPRB and SIS.</li> <li>2.) Department staff review room allocation results for tutorials on August 10, 2018.</li> <li>3.) If the central classroom is allocated, the central classroom information will be automatically updated to tutorial classes.</li> <li>4.) If no central classroom is allocated, department staff should manually input department rooms for the tutorial classes.</li> </ol>	

**Step 2: Grant access right to Teaching Assistants (Optional)**

<b>Purpose:</b>	To offload the workload from department staff, we suggest department staff can grant access right to Teaching Assistants for helping to prepare tutorial classes and groups
<b>Handled by:</b>	Department staff
<b>Involved system:</b>	CPRB
<b>Date:</b>	From now to Aug 31, 2018
<b>Procedures:</b>	
<ol style="list-style-type: none"> <li>1.) Department staff enter the Staff ID of teaching assistants responsible for creating tutorial groups in CPRB, and mark as admin only:</li> </ol>	
	

**Step 3: Create tutorial classes and groups**

<b>Purpose:</b>	Department staff / Teaching Assistants can create tutorial groups using tutorial classes and define the period of enrollment
<b>Handled by:</b>	Department staff / Teaching Assistants
<b>Involved system:</b>	CPRB
<b>Date:</b>	From now to Aug 31, 2018

**Procedures:**

- 1.) Click on the tutorial tab under CPRB:

Acad Yr:   
 Subject Area:   
 Catalog Nbr:

**ELEC3844 - Engineering management and society**

---

ELEC3844 - 1A

- 2.) Create / edit tutorial groups with the interface (Detail instruction document will be given in separate document)

Single Booking Can be assigned to Multiple Tutorials

Name	Quota	Enabled	From	Enrolment Period			Offer To Subclass	Class Meetings
				From	To			Class Meetings
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 001	10	<input checked="" type="checkbox"/>	Default	00:00	Default	23:59	MEDE2810-1A	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 002	10	<input checked="" type="checkbox"/>	Default	00:00	Default	23:59	ELEC3844-1A	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 003	10	<input checked="" type="checkbox"/>	Default	00:00	Default	23:59	MEDE2810-1A ELEC3844-1A	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 004	10	<input checked="" type="checkbox"/>	Default	00:00	Default	23:59	ELEC3844-1A	

- 3.) Data will be transferred to eLearning system for student registration and SIS for generating timetable for students.

#### **Step 4: Enroll in a tutorial group**

<b>Purpose:</b>	Students (who have been approved to take the course) are allowed to enroll to one tutorial group per course, using Tutorial Sign-up System
<b>Handled by:</b>	Students
<b>Involved system:</b>	Tutorial Sign-up System (either by web-based system under eLearning Tab or the Tutorial Sign-up App installed on their mobile phone)
<b>Date:</b>	Specified date and time defined in CPRB
<b>Procedures:</b> (Please visit online user guide at <a href="http://moodle-support.hku.hk/tutorial-sign-application-student">http://moodle-support.hku.hk/tutorial-sign-application-student</a> for more information) <ol style="list-style-type: none"><li>1.) Click "Tutorial Sign-up" in My eLearning tab of HKU Portal/ Open "Tutorial Sign-up App" on mobile device.</li><li>2.) You will see a list of your enrolled courses. If there are tutorial groups for the course, click the "Register" button to choose the tutorial group.</li><li>3.) You will see the available tutorial groups for the course. Select the tutorial group by choosing the row of the tutorial group.</li><li>4.) Once you successfully selected the tutorial group, the status of registration will change to "registered".</li></ol>	

#### **Step 5: Review/modify enrollment of tutorial group**

<b>Purpose:</b>	Teaching Assistants can review enrollment of tutorial groups or modify tutorial enrollment
<b>Handled by:</b>	Teaching Assistants/ Teachers/ Moodle Course Administrators
<b>Involved system:</b>	Tutorial Sign-up System (for administrators) under eLearning Tab
<b>Date:</b>	Any time after enrolling tutorial group
<b>Procedures:</b> : (Please visit online user guide at <a href="http://moodle-support.hku.hk/tutorial-sign-management-application-teachers-and-course-administrators">http://moodle-support.hku.hk/tutorial-sign-management-application-teachers-and-course-administrators</a> for more information) <ol style="list-style-type: none"><li>1.) Click "Tutorial Sign-up" in My eLearning tab of HKU Portal.</li><li>2.) Click the hyperlink of "Manage registration" next to the course name.</li><li>3.) Click "Show Students List" to view and edit the details of the students' tutorial group registration of the course.</li><li>4.) You may modify the tutorial enrollment by checking the checkbox besides the students' name, and choose the tutorial group under the drop-down box "Move selected student to".</li></ol>	

### **Step 6: Review timetable**

<b>Purpose:</b>	Students can review their timetable using Timetable function on HKU App. They can also login to SIS and access My Timetable under Class Timetable link. There is also a download function in HKU App for students to download Google Calendar file and import it to their own Google Calendar
<b>Handled by:</b>	Students
<b>Involved system:</b>	SIS / HKU App
<b>Date:</b>	Any time after enrolling tutorial group
<b>Procedures:</b>  1.) Click "Student Information System" in My Page tab of HKU Portal 2.) Click "My Timetable (Lectures and Tutorials)" under Class Timetable  Or  1.) Open "HKU App" on mobile device 2.) Click "My Timetable" under "Student Corner" 3.) Download Google Calendar file and import it to their own Google Calendar	

## User guide for creating Tutorial Group in CPRB

### I. Access to CPRB

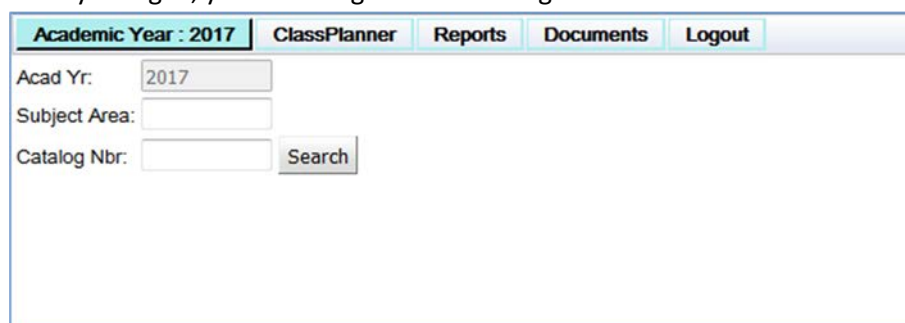
With any browser (Safari, Firefox or Chrome recommended), go to

<http://www.cprb.hku.hk/cprb>

- a. If you are a department/faculty staff, please apply for a CPRB account by submitting application form downloadable from  
<http://www.cprb.hku.hk/cprb/doc/UserRegistrationForm.xlsx>
- b. If you are teaching staff with a valid **HKU staff ID**, you can ask department staff to add you to the staff list under course(s) you wish to access, then you will be automatically granted rights on managing that course in CPRB. (Detailed instruction for department staff to add a staff under a course is available in Appendix A)

### II. The Interface

After you log in, you will see get the following screen:

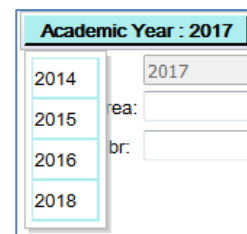


The screenshot shows the top menu bar with buttons for 'Academic Year : 2017', 'ClassPlanner', 'Reports', 'Documents', and 'Logout'. Below the menu bar, there are three input fields: 'Acad Yr:' with a dropdown menu showing '2017', 'Subject Area:' with an empty text box, and 'Catalog Nbr:' with an empty text box and a 'Search' button to its right.

At the top menu bar, there are four buttons, but in this user guide, you just need to know three of them:

#### a. Academic Year Selector –

The left-most button, when you click on it, it will show the available academic year for you to select. Please select the target academic year before editing any data.



This close-up shows the 'Academic Year : 2017' button. A dropdown menu is open, displaying a list of years: 2014, 2015, 2016, and 2018. The year 2017 is currently selected and highlighted in the dropdown. To the right of the dropdown, there are two empty input fields labeled 'ea:' and 'br:'.

#### b. “ClassPlanner” button -

Next to the Academic Year Selector, it will bring you back to this starting page if you wish to start over.

#### c. Logout Button -

The right-most button, you can click on it to logout from the system.

III. Start creating tutorial groups:

- a. In the starting page, please enter the target subject area and catalog number to corresponding boxes. For example, we are going to setup tutorial groups for the course ELEC3844, then the subject area should be ELEC and catalog number is 3844. And press 'Search' button.

Acad Yr:	<input type="text" value="2018"/>	
Subject Area:	<input type="text" value="ELEC"/>	
Catalog Nbr:	<input type="text" value="3844"/>	<input type="button" value="Search"/>

- b. Then you will see the course title appear and with a Semester Selector on the right hand side

Academic Year : 2018	ClassPlanner	Reports	Documents	Logout	
<b>ELEC3844 - Engineering management and society</b>					-- Select Semester --

- c. As an example we select Semester 1 here:

<b>ELEC3844 - Engineering management and society</b>						First Semester	Create Subclass																																																																								
ELEC3844	MEDE2810	Tutorial Groups																																																																													
ELEC3844 - 1A																																																																															
<input checked="" type="checkbox"/> Offered <span style="float: right;">Change Log</span>																																																																															
SubClass Name: A		Quota: 80	Extra Size: 0																																																																												
<table border="1"> <thead> <tr> <th>Type</th> <th>Central Room</th> <th>Show in SIS</th> <th>Semester</th> <th>Weekdays</th> <th>Size</th> <th>Time</th> <th>Date</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>LEC</td> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>MO</td> <td>130</td> <td>18:30 - 21:20</td> <td>Standard</td> <td>KKLG109</td> </tr> <tr> <td>TUT</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1</td> <td>SU MO TU WE TH FR SA</td> <td>20</td> <td>08:30 - 08:50</td> <td>Standard</td> <td>---</td> </tr> <tr> <td>TUT</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1</td> <td>SU MO TU WE TH FR SA</td> <td>20</td> <td>08:30 - 08:50</td> <td>Standard</td> <td>---</td> </tr> <tr> <td>TUT</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1</td> <td>SU MO TU WE TH FR SA</td> <td>20</td> <td>08:30 - 08:50</td> <td>Standard</td> <td>---</td> </tr> <tr> <td>TUT</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1</td> <td>SU MO TU WE TH FR SA</td> <td>20</td> <td>08:30 - 08:50</td> <td>Standard</td> <td>---</td> </tr> <tr> <td>TUT</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1</td> <td>SU MO TU WE TH FR SA</td> <td>20</td> <td>08:30 - 08:50</td> <td>Standard</td> <td>---</td> </tr> <tr> <td>TUT</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1</td> <td>SU MO TU WE TH FR SA</td> <td>20</td> <td>08:30 - 08:50</td> <td>Standard</td> <td>---</td> </tr> </tbody> </table>								Type	Central Room	Show in SIS	Semester	Weekdays	Size	Time	Date	Room	LEC	Yes	<input checked="" type="checkbox"/>	1	MO	130	18:30 - 21:20	Standard	KKLG109	TUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	SU MO TU WE TH FR SA	20	08:30 - 08:50	Standard	---	TUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	SU MO TU WE TH FR SA	20	08:30 - 08:50	Standard	---	TUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	SU MO TU WE TH FR SA	20	08:30 - 08:50	Standard	---	TUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	SU MO TU WE TH FR SA	20	08:30 - 08:50	Standard	---	TUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	SU MO TU WE TH FR SA	20	08:30 - 08:50	Standard	---	TUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	SU MO TU WE TH FR SA	20	08:30 - 08:50	Standard	---
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TUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	SU MO TU WE TH FR SA	20	08:30 - 08:50	Standard	---																																																																							

The class information will be shown in a table form. In the Class Meeting table, it shows all class meeting linked with this subclass, any class meetings that are selected with the 'Show in SIS' checkbox (4<sup>th</sup> Column) will be treated as lecture, others will be treated as tutorial classes and will be available to be chosen on the later steps.

Just below the course title, there are few tabs available, in this example:

<b>ELEC3844 - Engineering management and society</b>		
ELEC3844	MEDE2810	Tutorial Groups

Other than ELEC3844, which is the target course, there is a tab labeled 'Tutorial Groups', which will bring out the tutorial groups editor. There may be another course code tabs between them, why? It happens because ELEC3844 and MEDE2810 are jointly taught classes, two groups of students enroll into different course code, but they are having same lecture(s) at the same time. During tutorial creation, you can also allow these groups of students to register to the same tutorial group, which will be elaborated later.



- d. Assume existing tutorial class meeting are sufficient, you do not have to create class meeting again, you can now start to create tutorial groups, click on the 'Tutorial Groups' tab mentioned at IIIc, you will see this dialog box:




Single Booking Can be assigned to Multiple Tutorials

Name	Quota	Enabled	From	Enrolment Period		Offer To	Subclass	Class Meetings
					To			
Create New Tutorial Groups								

Save Cancel




- e. Please note that there is a checkbox on the top of dialog box, called 'Single Booking can be assigned to Multiple Tutorials'. By default it is unchecked, this forces any class meeting already attached to a tutorial group to be hidden from selection list of other tutorial groups. When your course having special needs to assign a single class meeting to different tutorial groups, you can tick this box to enable it.
- f. As there are no tutorial groups under this course, the table should be empty. You can click on the button 'Create New Tutorial Groups', a new record will be shown:

Single Booking can be assigned to Multiple Tutorials

Name	Quota	Enabled	From	Enrolment Period		Offer To	Subclass	Class Meetings
					To			
  	001	0	<input checked="" type="checkbox"/>	Default	00:00	Default	23:59	

				Enrolment Period			Offer To	Class Meetings
Name	Quota	Enabled	From	To		Subclass	Class Meetings	
001	0	<input checked="" type="checkbox"/>	Default	00:00	Default	23:59		

i. Column 1 (Tools):

1.  - '+' button will add a new row for data entry, where '-' button will delete the corresponding row permanently;
2.  This button will copy the current row to a new row;
3.  This button brings a dialog box for entering a description (optional) for this tutorial group;

ii. Column 2 (Name):

Name of the tutorial group, must between 001 – 999 and unique within a course;

iii. Column 3 (Quota):

Maximum number of students who can register to this tutorial group, the quota is shared among all subclasses offered to, which is defined at Column 7;

iv. Column 4 (Enabled):

Tick this box for enabling it in eLearning system, you can hide it from student's view by unchecking it;

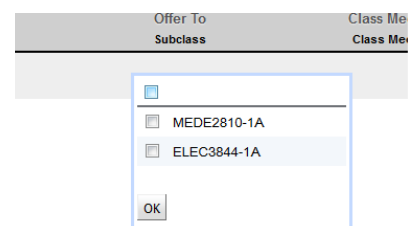
v. Column 5-6 (Enrolment Period):

Select the start and end date/time for registration to specific tutorial group. By 'Default' the start date will be Sept 1 of that academic year, and end date is the last teaching date of that semester;

vi. Column 7 (Offer to Subclasses):

You can specify students from which subclass(es) can register to this tutorial group. If you click on this column, it will show you a list of available subclasses for you to select. Only students from those selected subclasses can register that tutorial group.

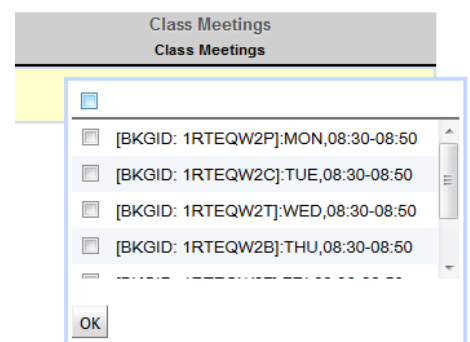
\*\*If no subclass is selected for a tutorial group, the data will not be saved.

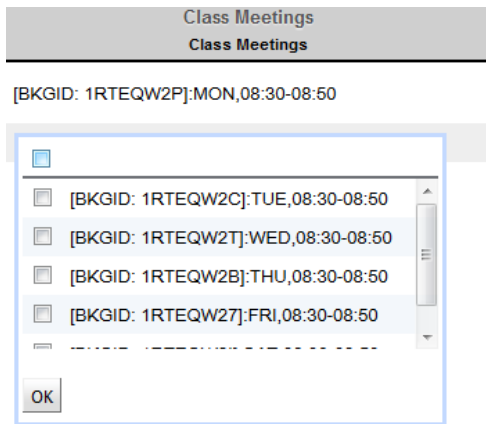


vii. Column 8 (Class Meetings):

You can select class meeting(s) from the list, which will be shown to the student as the tutorial class time. Same as subclasses, when you click on corresponding cell, a list of class meetings will be shown for selection. You can select multiple class meeting for single tutorial if necessary.

(Continue on next page)

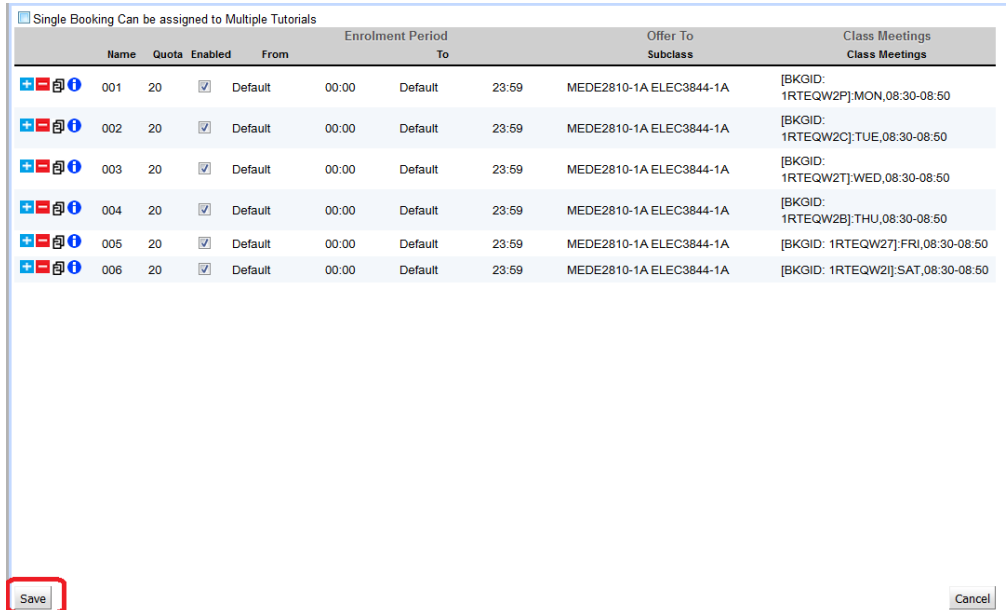




By default, one class meeting can only be attached to one tutorial group. For example, if you selected the Monday class for the tutorial group 001, when you try to select class meeting for the next tutorial group, the Monday class will be hidden from the list.

If your course has special needs to assign same class meeting to different tutorial group, you can tick the checkbox 'Single Booking Can be assigned to Multiple Tutorials', which is located on the top of the tutorial editor. (Mentioned in III.e)

g. When you finish creating all tutorial groups you can click save to save the data.



#### IV. Data transfer

Tutorial groups and class meeting data in CPRB will be transferred to eLearning system every hour between 8:00 – 23:00, so you can view and manage the tutorial group in eLearning System approximately an hour later after you have inputted data to CPRB.

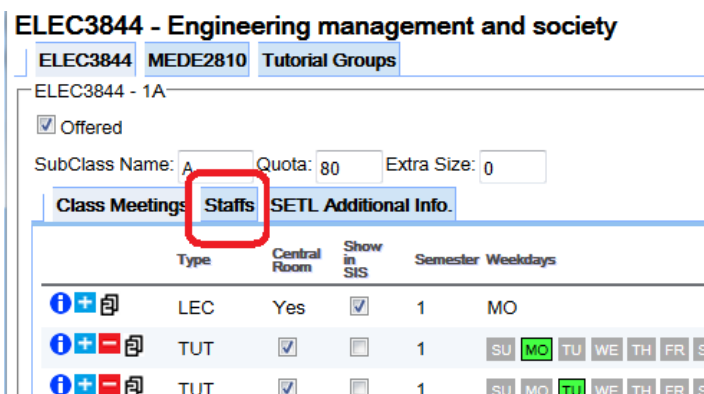
## Appendix A – Adding Teaching Assistant to a course

If a teaching assistant is appointed to manage the tutorial group data for a course, there is no necessity to fill the CPRB account creation form. Only thing to do is to add his/her HKU staff ID into the staff list under target course.

First of all, please be remind that only teaching assistant with a valid HKU staff ID can be added in this list. Teaching assistant who is a RPG student and with student ID only, will not be able to access to CPRB in any means.

For example, if we wish to add a teaching assistant 'Chan Tai Man' (HKU Staff ID: 99988) to the course ELEC38444 (Semester 1).

1. Login to CPRB
2. Enter 'ELEC' and '3844' in Subject Area and Catalog Nbr respectively, then press search.
3. Select Semester 1 in the semester selector.
4. In the class information, there is a 'Staffs' tab beside the Class Meetings:



**ELEC3844 - Engineering management and society**

ELEC3844 MEDE2810 Tutorial Groups

ELEC3844 - 1A

Offered

SubClass Name: A Quota: 80 Extra Size: 0

Class Meetings **Staffs** SETL Additional Info.

Type	Central Room	Show in SIS	Semester	Weekdays
LEC	Yes	<input checked="" type="checkbox"/>	1	MO
TUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	SU MO TU WE TH FR S
TUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	SU MO TU WE TH FR S

5. Click on 'Staffs' tab, it shows the existing teacher list:



Class Meetings **Staffs** SETL Additional Info.

HKU ID	Name	Check Ava.	Admin Only
000 [REDACTED]	Fok Wilton Wai Tung	<input type="checkbox"/>	<input type="checkbox"/>
000 [REDACTED]	Ho Chi Shing	<input type="checkbox"/>	<input type="checkbox"/>








**Appendix A – Adding Teaching Assistant to a course (Continued)**

6. Click on any  icon so you will get a new empty row for entering data:

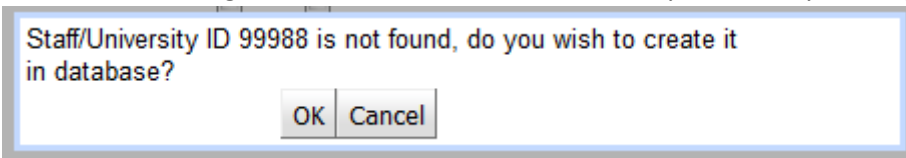
	HKU ID	Name	Check Ava.	Admin Only
  	00023536	Fok Wilton Wai Tung	<input type="checkbox"/>	<input type="checkbox"/>
  	00053137	Ho Chi Shing	<input type="checkbox"/>	<input type="checkbox"/>
  			<input type="checkbox"/>	<input type="checkbox"/>



You can directly click on the HKU ID column to enter the HKU Staff ID for the new staff.

	HKU ID	Name	Check Ava.	Admin Only
  	00023536	Fok Wilton Wai Tung	<input type="checkbox"/>	<input type="checkbox"/>
  	00053137	Ho Chi Shing	<input type="checkbox"/>	<input type="checkbox"/>
  	<input type="text" value="99988"/>		<input type="checkbox"/>	<input type="checkbox"/>

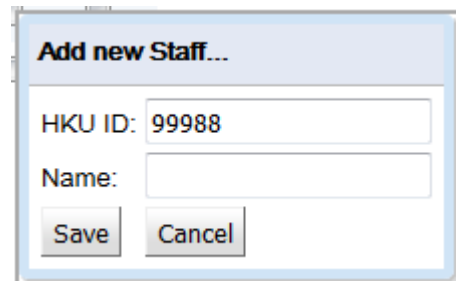
7. Sometimes the target staff ID is not found in the CPRB system, and you will get the following message:











If you checked that the ID is mistyped, you can click 'Cancel' button to re-enter information; If the ID is correct, please click on 'OK' to add this ID to CPRB system:

In this 'Add new Staff' dialog box, please enter the name of the new staff, in this case, Chan Tai Man, and then click 'Save' button.

Please note that you do not have to enter any preceding zero in the HKU ID field, the system will insert when necessary.



8. Chan Tai Man is now in the list of staffs for this subclass, please remember to tick the 'Admin Only' checkbox for Chan Tai Man, otherwise he will be shown as an instructor in SIS:

	HKU ID	Name	Check Ava.	Admin Only
  	00023536	Fok Wilton Wai Tung	<input type="checkbox"/>	<input type="checkbox"/>
  	00053137	Ho Chi Shing	<input type="checkbox"/>	<input type="checkbox"/>
  	00099988	Chan Tai Man	<input type="checkbox"/>	<input checked="" type="checkbox"/>



9. After saving the changes, Chan Tai Man will be able to log in to CPRB and automatically be granted access right for this course.