

## 「觀中中六升學資訊站」FACEBOOK

步驟 1：登錄 eclass

帳戶：s 學生編號

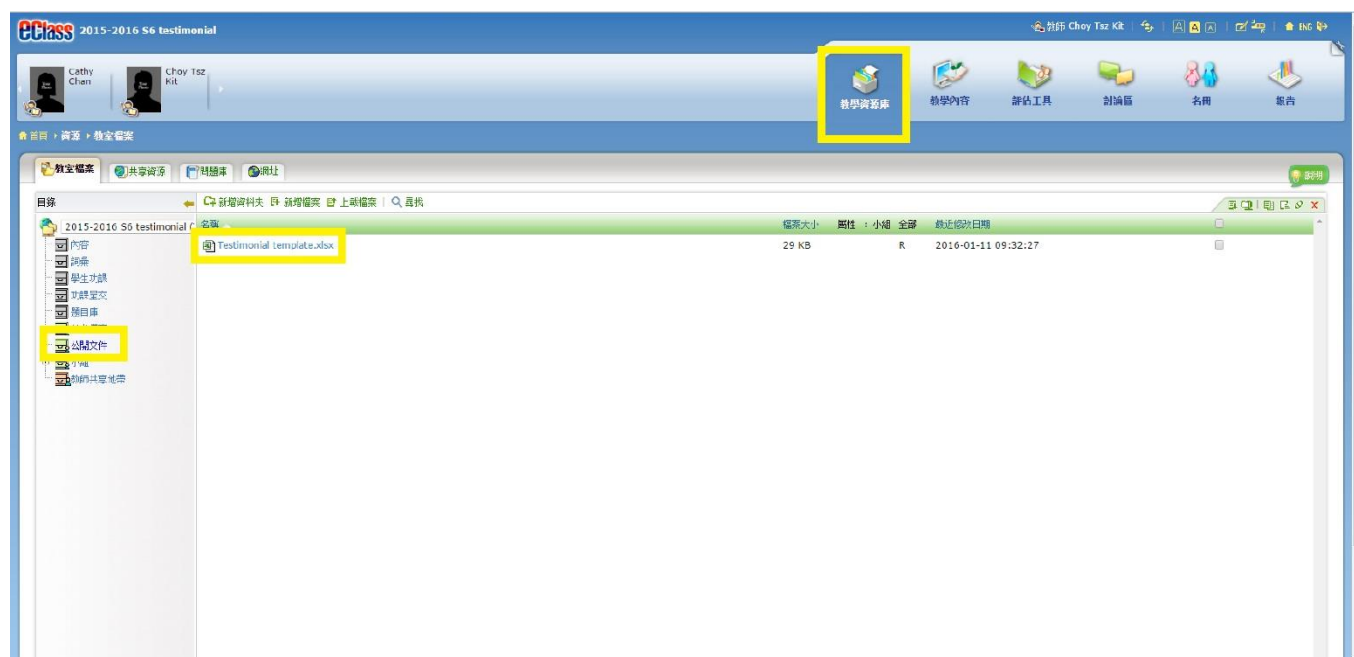
密碼：身份證英文字母大楷+6 位數字

進入頁面後按右方的 2015-2016 S6 testimonial 網上教室。



步驟 2：獲取 testimonial 範本

進入教室後，先按「教學資源庫」，便會看到如圖的版面，再於左方選「公開文件」，按範本「testimonial template」便可下載。



步驟 3：填寫相關內容(第 1 頁)

如圖所示，第一頁只有個人資料及歷年獎項由學生填寫。大部分的資料內容均有選項，但若選項不足，同學也可以自行填寫。

<i>Testimonial</i>							
<b>Name</b>				<b>Admission No.</b>			
<b>Date Admitted</b>				<b>Date of leaving</b>		<b>11.7.2016</b>	
<b>Class When Admitted</b>				<b>Highest Class Reached</b>		<b>S.6</b>	
	<b>STUDENT REPORT</b>			<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>
<b>Academic Attainment</b>	<b>Language</b>		<b>English</b>				
			<b>Chinese</b>				
	<b>Academic Ability</b>						
<b>Attendance &amp; Punctuality</b>							
<b>Character &amp; Personality</b>	<b>Conduct</b>						
	<b>Diligence</b>						
	<b>Sense of Responsibility</b>						
	<b>Leadership &amp; Initiative</b>						
	<b>Sociability &amp; Popularity</b>						
	<b>Year</b>	<b>Description</b>				<b>Addendum</b>	
	2008-2009						
	2009-2010						
	2010-2011						
	2011-2012						
	2012-2013						
	2013-2014						
	2014-2015						

template
option list
⊕

須填寫此部分

學生無須填寫此部分

須填寫此部分

注：只適用於沒有發現選項的同學（如因版本較舊）

The screenshot displays the Microsoft Word interface with the 'Data' (資料) tab selected on the ribbon. The 'Data Validation' (資料驗證) button is highlighted. The worksheet below contains a 'Testimonial' form. The form has columns for Name, Date Admitted, Admission No., Date of leaving, Class When Admitted, Highest Class Reached, and a Student Report section. The Student Report section includes criteria such as Language, Academic Ability, Attendance & Punctuality, Conduct, Diligence, Sense of Responsibility, Leadership & Initiative, and Sociability & Popularity. The 'Year' column is highlighted with a yellow box.

注：只適用於沒有發現選項的同學（如因版本較舊）

### 步驟 3：增加資料驗證

注：只適用於沒有發現選項的同學（如因版本較舊）

同學只需要按圖索驥，根據 template 的小標題，如此例為「year」，便在「option list」框選「year」的相關選項，待資料驗證來源有相應顯示後，按「enter」即可。

Class When Admitted	Year	Award Description	Addendum	ECA	Post held
S.1	2008-2009	校內	Champion	Art Club	Audio Visual Assistant
S.2	2009-2010	Conduct Prize	1 <sup>st</sup> Runner-up	Athletics Team	Chairperson
S.3	2010-2011	First in Class	2 <sup>nd</sup> Runner-up	Madison 4-man	Committee Member
S.4	2011-2012	First in Form	Gold Award	Madison 2-man	Deputy Head Prefect
S.5	2012-2013	Reading Award Scheme	Silver Award	Madison 1-man	Editor
S.6	2013-2014	School-Company-Parent Program	Bronze Award	Biography Club	Head Prefect
	2014-2015	Service Prize		Boy Scouts	House Captain
	2015-2016	Sports Days		Careers and Life Planning Team	IT Prefects
		Student Ambassador		Chemistry Club	Library Prefect
		Student Union Singing Contest		Calligraphy Club	Member
		Swimming Gala		Chinese Orchestra	Monitor
		校外		Civic Education Committee	Monstress
		"Science On Stage" Drama Competition		Community Youth Club	Secretary
		Art Ambassadors-in-School Scheme		Computer Club	Senior Prefect
		Asia International Mathematical Olympiad Open Contest		Counselling Team Student Committee	Sports Captain
		Basic Law Secondary School Debate (Basic Law Cup)		CYC	Treasurer
		Best Student and Youth Volunteering Project Competition		Debating Club	Vice Chairperson
		English Drama Festival		Design and Technology Club	
		Group Project Award for New Senior Secondary School Japanese Language Subject		Drama Club	
		HK Mathematics Creative Problem Solving Competition (Secondary School)		English Club	
		HKICPA Accounting & Business Management Case Competition		Environmental Education Committee	
		HKICPA Examination in BAFS		Folk Guitar Club	
		Hong Kong Outstanding Students Award		Football Club	
		Hong Kong School English Drama Competition		Gardening Club	
		Hong Kong Schools Music Festival		Girl Guides	
		Hong Kong Schools Speech Festival		Health Education Committee	
		Hong Kong Schools Sports Federation		Him House	
		Hong Kong Technology & Renewable Energy Events		Home Economics Club	
		Hong Kong Young Social Entrepreneurs Contest		Japanese Club	

### 步驟 3：增加資料驗證

注：只適用於沒有發現選項的同學（如因版本較舊）

完成「設定」後，同學需要更改「錯誤提醒」的進階設定，不要別選「輸入的資料不正確時顯示警訊」。這樣，同學才可以額外輸入所有不在選單內的内容。

Testimonial							
Name		Admission No.					
Date Admitted		Date of leaving		11.7.2016			
Class When Admitted		Highest Class Reached		S.6			
Academic Attainment	STUDENT REPORT		Excellent	Very Good	Good	Average	Below Average
	Language	English					
		Chinese					
	Academic Ability						
	Attendance & Punctuality						
	Character & Personality	Conduct					
		Diligence					
		Sense of Responsibility					
		Leadership & Initiative					
		Sociability & Popularity					
	Year	Description		Addendum			

資料驗證

設定 錯誤提醒 輸入法模式

☒ 輸入的資料不正確時顯示警訊(S)

當使用者輸入的資料不正確時，顯示以下的提醒訊息：

樣式(Y): 標題(T):

停止 訊息內容(E):

全部清除(O) 確定 取消

#### 步驟 4：調整頁面的安排

從上圖可知，範本的第二頁只預留了一行，而第二頁的第二行是學生的課外活動紀錄。

範本提供了一些「走盞位」，若同學填寫獎項紀錄時列數不足，或某獎項目內容過長，需要調整列高之用。

按一下以新增頁首

走盞位

只有一行漏空

#### 步驟 4：調整頁面的安排

上圖的獎項一行並不足以完整顯示，而此表並沒有「自動換列」功能，故此同學需要自行調整列高（1.06cm）。

設定列高

列高(吋): 1.06cm

確定 取消

按一下以新增頁首



#### 步驟 4：調整頁面的安排

但調整列高後，第二頁的內容便會「走位」，所以在填畢獎項紀錄後，請務必確保第二頁第二行為課外活動紀錄，只須刪除多餘的列即可。

The screenshot shows an Excel spreadsheet with columns A through J and rows 30 through 50. A context menu is open over row 46, showing options like 'Delete (D)', 'Clear content (N)', and 'Store cell format (B)'. The text '按一下以新增頁首' (Click to add header) is visible in the background. The spreadsheet is titled 'template' and has an 'option list' button at the bottom.

#### 步驟 5：填寫相關內容(第 2 頁)、儲存

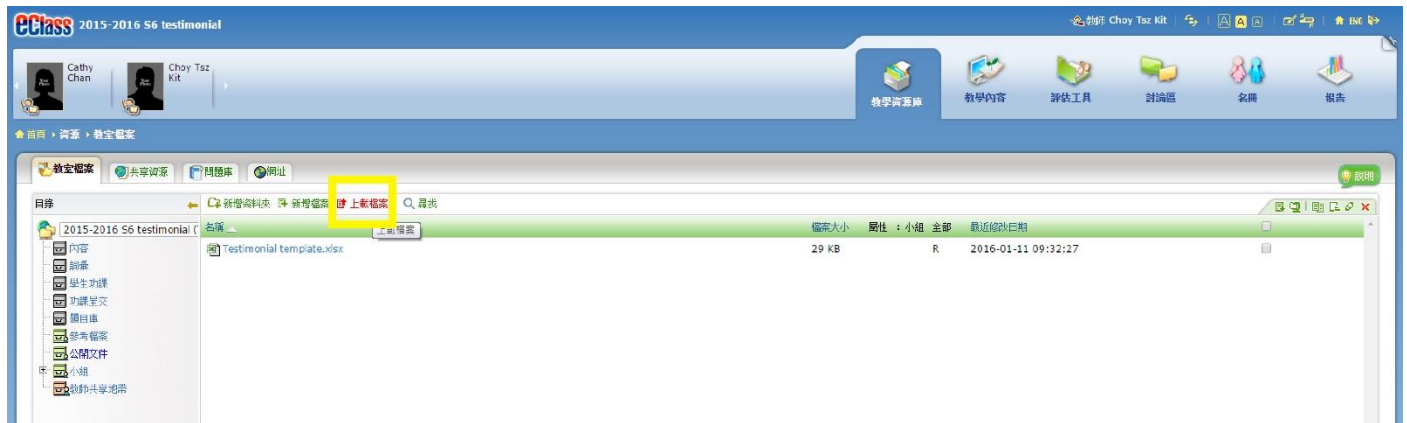
第二頁為課外活動紀錄，同樣同學可從清單中選取合適的選項。

填寫完畢後，請把 excel 檔更改名稱為「班別學號\_英文姓名」，如「6A01\_CHAN\_TAI\_MAN」。

The screenshot shows an Excel spreadsheet with columns A through J and rows 46 through 69. The text '按一下以新增頁首' (Click to add header) is visible in the background. The spreadsheet is titled 'template' and has an 'option list' button at the bottom.

## 步驟 6：上載檔案

回到 eclass 的教室，選擇「上載檔案」。



## 步驟 6：上載檔案

只需要選擇已命名的 excel 檔，其他設定無須理會，直接按「呈交」便可。



## 步驟 7：完成

只要你能夠從「公開文件」頁面看到自己剛上載的檔案，相關程序便基本完成。



# 觀塘官立中學

香港九龍觀塘順利邨順緻街九號

電話：二三四三 六二二零 傳真：二三零四 四六七一

# Kwun Tong Government Secondary School

9 Shun Chi Street, Shun Lee Estate, Kwun Tong, H.K.

Tel: 2343 6220 Fax: 2304 4671

## Testimonial

<b>Name</b>	<b>Mr. CHAN TAI MAN</b>	<b>Admission No.</b>	<b>200900001</b>
<b>Date Admitted</b>	<b>1-9-2009</b>	<b>Date of leaving</b>	<b>11-7-2016</b>
<b>Class When Admitted</b>	<b>S.1</b>	<b>Highest Class Reached</b>	<b>S.6</b>

	STUDENT REPORT		Excellent	Very Good	Good	Average	Below Average
Academic Attainment	Language	English					
		Chinese					
	Academic Ability						
	Attendance & Punctuality						
Character & Personality	Conduct						
	Diligence						
	Sense of Responsibility						
	Leadership & Initiative						
	Sociability & Popularity						
Awards	Year	Description				Addendum	
	2008-2016	Sports Days				6 Gold Awards 2 Silver Awards 3 Bronze Awards	
	2008-2016	Swimming Gala				2 Gold Awards 1 Silver Awards 1 Bronze Awards	
	2009-2010	Reading Award Scheme				Silver Award	
	2011-2012	Conduct Prize					
	2012-2013	Student Union Singing Contest				Champion	
	2012-2014	Art Ambassadors-in-School Scheme				Art Ambassador	
	2013-2014	Asia International Mathematical Olympiad Open Contest				Certificate of Merit	
	2014-2015	English Drama Festival				1st Runner-up	
	2014-2015	HKICPA Accounting & Business Management Case				Champion	
	2015-2016	Basic Law Secondary School Debate (Basic Law Cup)				Winner, Best Debater	
	2015-2016	Pearson LCCI in Book-keeping and Accounts				Level 2	



同學請注意：

1. 填寫姓名必須先有 Mr. / Ms.
2. 姓名全寫必須大楷
3. **Date admitted** 為日-月-年(參考 **Date of Leaving** 格式)
4. 如果同學水陸運獲獎無數的話，可參考此圖的列舉方式。如果只有少數項目，則可在 **description** 寫 **Sports Day: Boys C Grade 100m**，**Addendum** 寫冠亞季
5. 如果調整了列高，記得相應刪除，以確保第二頁第一行為空格，第二頁第二行為 **ECA**
6. 由於行數有限，同學應自行選擇只紀錄重要/較有意義/較吸引的獎項。否則，過多的項目會被刪除而不作通知。
7. 年份由舊至新排列
8. 獎項可以寫校內、校外，但 **ECA** 只可以寫校內學會/活動