User Manual

For **EXCELL Application through POSS**

Prepared by
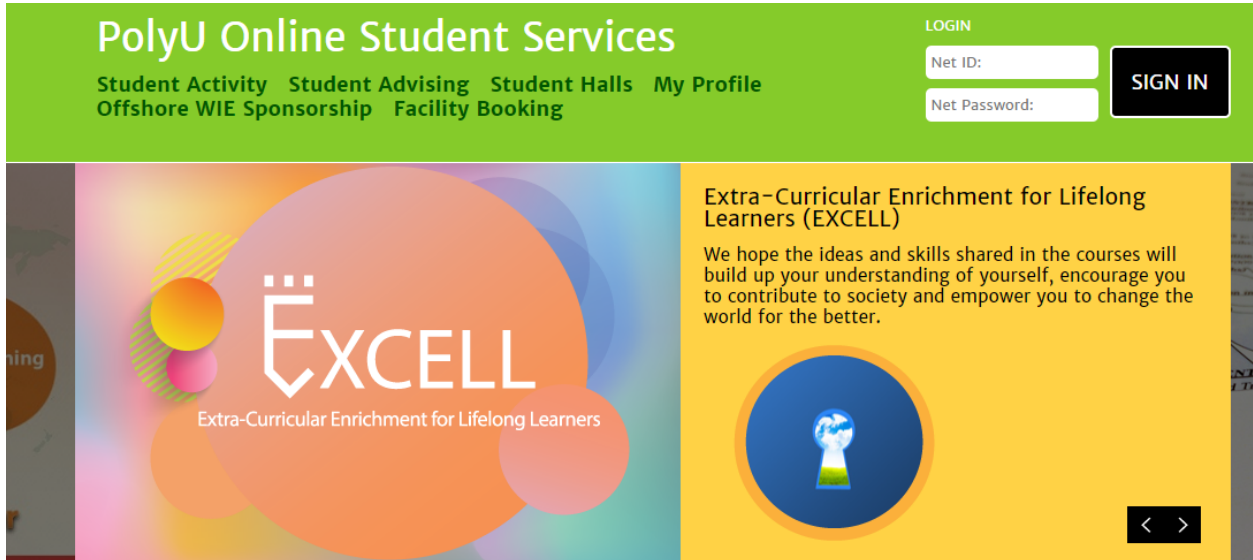
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1st July 2020

1. Operation Procedures

1.1 Login

1.1.1 Logging In

For login, input NetID and Password and click *SIGN IN* button.

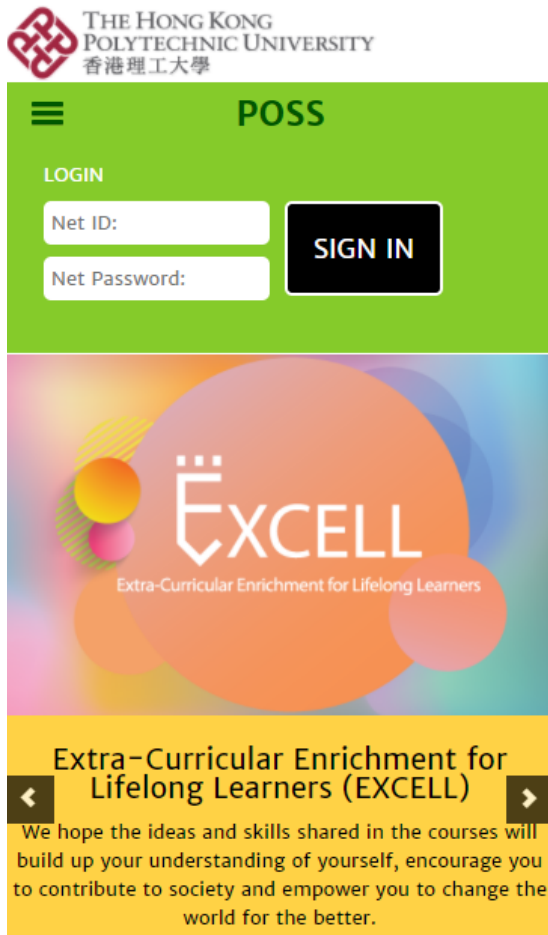*Figure 1 Home page (desktop)*

Figure 2 Home page (mobile)

1.1.2 Logging Out

After successful login, user will see a *Logout* button on the upper right-hand side of screen. Click the *Logout* button will end the user's session. Users are recommended to logout POSS whenever they leave their computer workstations.

Figure 3 Top bar (desktop)

Figure 4 Top bar (mobile)
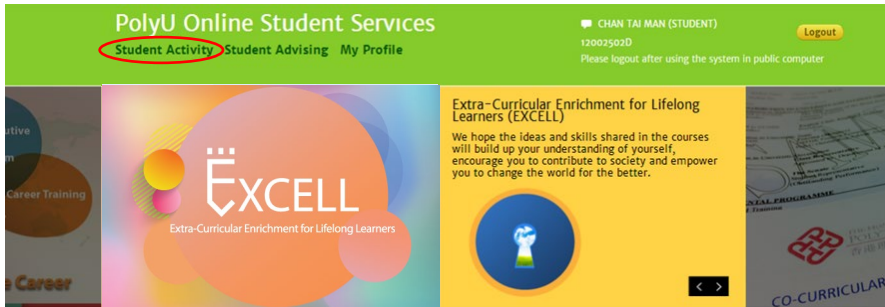
1.1.3 Menu for mobile and desktop
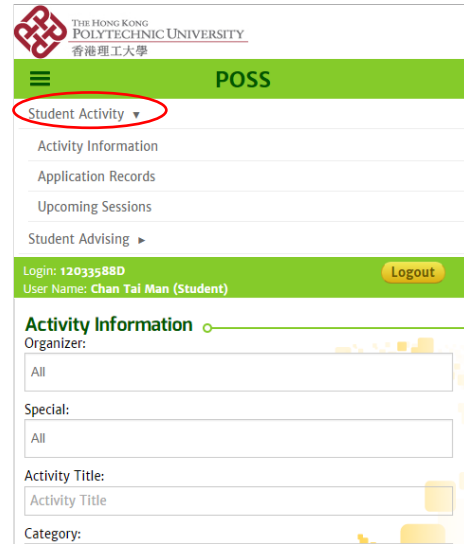

Figure 5 Menu (desktop)

Figure 6 Menu (mobile)

1. Click the "≡" icon on the top left corner under PolyU logo to open the menu in mobile after login.
2. Click menu item – "*Student Activity*". (See Red Circle)
3. Click menu item – "*Student Activity*" which has an arrow to expand the menu group.
4. Click *"POSS"* link to go back to home page.

1.2 Student Activity

1.2.1 Activity Information

The screens allow user to search and apply activities

Figure 7 Listing of classes (desktop)

Figure 8 Listing of classes (mobile)

1. Search
    1.1. Users can search "*Extra-Curricular Courses for LifeLong Learners (EXC)*" at "*Organizer*" option and click *Search* button to search. In "*Activity Title*" and "*Description*" fields, users can enter complete or partial value.
    1.2. Users can click "*Clear*" button to remove all the search options previously entered.

2. Listing of classes
    2.1. Classes will be listed under the *Search* button. There will be a page control that allows you to navigate data from page to page.
    2.2. Criteria filtering will be applied for EXCELL classes. The classes will not be listed if the student does not satisfy the criteria of that particular round or the criteria of a particular class.
    2.3. There is a dropdown list next to *Sort by*, which sets the field to sort the results.
    2.4. There is a dropdown list next to *Record Per Page*, which sets the number of results.
    2.5. To select favourite classes, please refer to point 3.
    2.6. *View EXCELL vacancy list* link, click to view a list of EXCELL classes and its vacancies for current round. (Please refer to point 9)
    2.7. *My Favourite Activities* button, click to view a list of favourite lot drawing classes. (Please refer to point 4 below)
    2.8. The following fields will be displayed:

Fields	Description
Class Code	Full Class Code of the class. Click the link to view class details in popup.
Activity Title (English)	English title of the course (if any).
Activity Title (Chinese)	Chinese title of the course (if any).
Duration	Total no. of hours for this class.
No. of Sessions	Total no. of sessions for this class.
Vacancies	The no. of vacancies left as at now.
Gender Vacancies	Vacancies of each gender as at now (if applicable).
Fee	Total fee of the course (excluding deposit).
Application Period	The date and time when application will be accepted.
Class Dates	The date and time when the class will be conducted. Click to expand.

Buttons/Messages	1.1. *Add to My Favourite* button, would be shown for classes which to go through Lot Drawing. Click to add the corresponding class to favourite list. (Please refer to point 3 below)
	1.2. *Message:* Please refer to point 2.9 below

2.9. Display of messages and the meaning behind:

Messages	Display when
Walk-in period	The application for the course is done through walk-in pattern. No online application can be done.
Not eligible	The applicant does not satisfy the criteria for applying for the course.
Not in App Period	Either the application period for the course has not been started yet or is already over.

3. Add Class to Favourite List
   3.1. Choose your favourite class and by clicking *"Add to My Favourite"* button, the chosen class will be added to your favourite list.
   3.2. Display of messages and the meaning behind:

Messages	Display when
Already in shortlist	The selected class has already been included in the shortlist.
Some session are clashed with XXX Session Y	Some sessions of the selected class will clash with the sessions of those already allocated class(es). The newly selected class would not be added to shortlist.
Added to shortlist successfully, but there are possible time clash with XXX Session Y	The selected class is added to shortlist, but some sessions of the selected class clash with the session of other shortlisted class(es).
Added to shortlist successfully	The selected class have been added to the shortlist successfully.

4. Favourite Activities (for Lot Drawing class)
   4.1. By clicking "*My Favourite Activities*" on the "listing of classes" page, users will see a table of favourite classes (there could be multiple tables if there are more than one organizer or round).
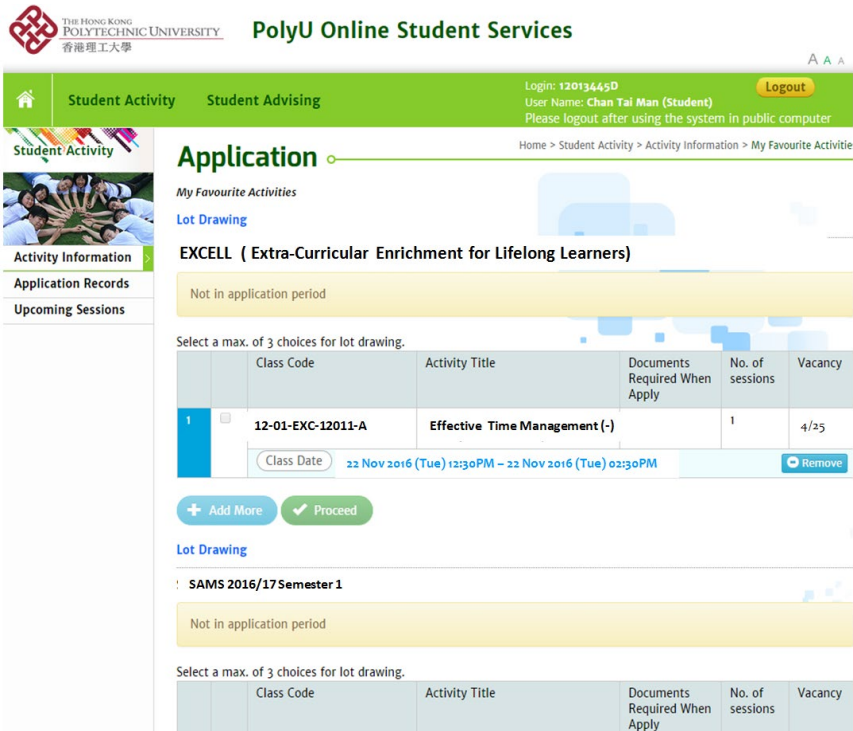

Figure 9 Favourite Activities (desktop)
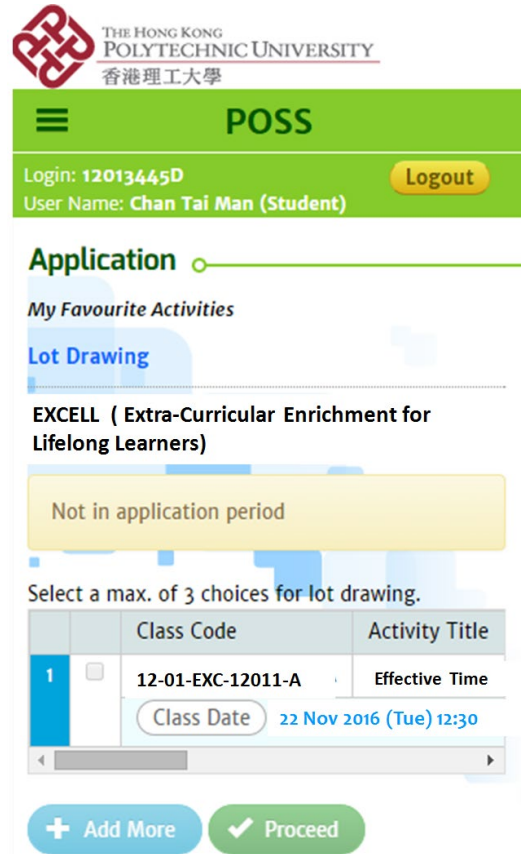
Figure 10 Favourite Activities (mobile)

4.2. The following fields will be displayed:

Fields	Description
Class Code	Full Class Code of the class. Click the link to view class details in popup.
Activity Title	English title of the course (if any). Followed by Chinese title (if any).
Documents Required When Apply	'Y' if the user is required to upload documents when apply.
No. of Sessions	Total number of sessions for this class.

Vacancy	The no. of vacancies left as at now and the class size.
Class Date	The exact date and time when the class will be conducted.

5. Add more classes
    5.1. During application period, by clicking the *Add More* button in *"My Favourite Activities"*, user will see the class selection popup
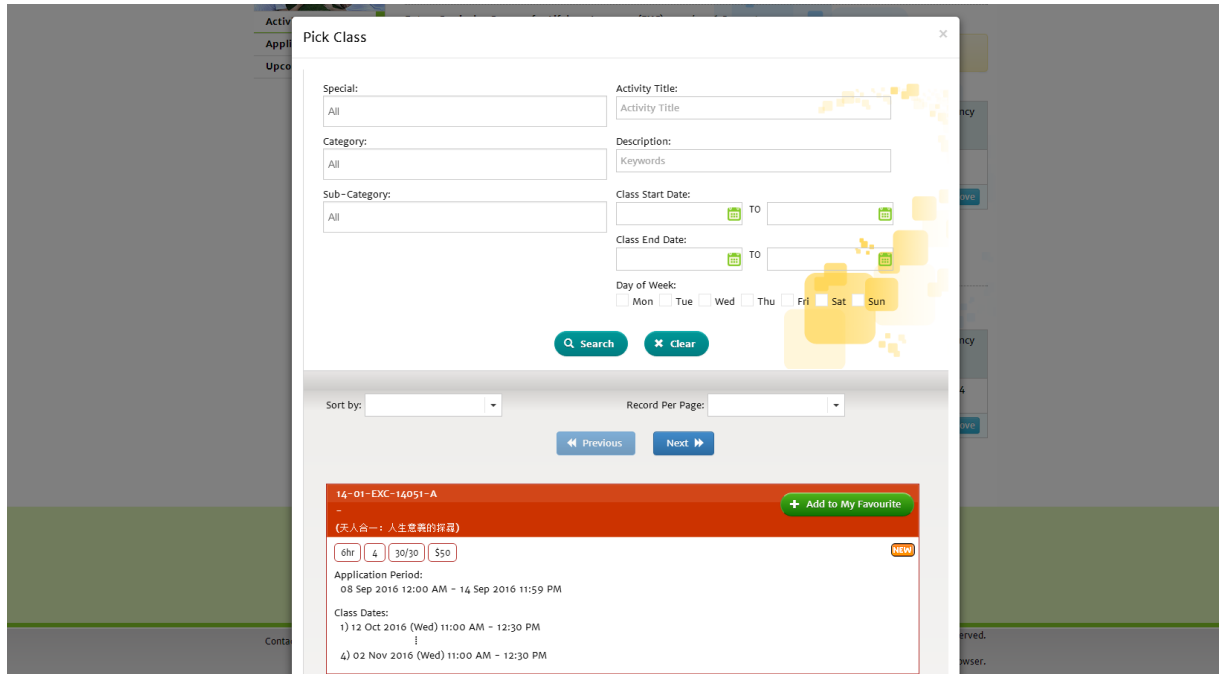

Figure 11 Class Selection Popup for Desktop

6. Proceed with Favourite Activities (for Lot Drawing classes)
    6.1. Select the class(es) for application by checking the checkbox. The number of choices must be within the maximum allowed choices of the application round.
    6.2. The choice checkbox will be disabled whenever it is not within the application period.
    6.3. The *"Proceed"* button will be disabled if the total number of selected class exceeds the maximum allowed choices of that round.
    6.4. Click the *"Proceed"* button to go on to the next step (Point 7 below).

7. Arrange Choices
   7.1. Click Up/Down arrow button to rearrange choices. Put first choice at the top.
   7.2. Click "Remove" button to remove the choice(s) from the list.
   7.3. To add / re-add classes to the list, please click the Edit Choice button to go back to the last step (Point 4 above).
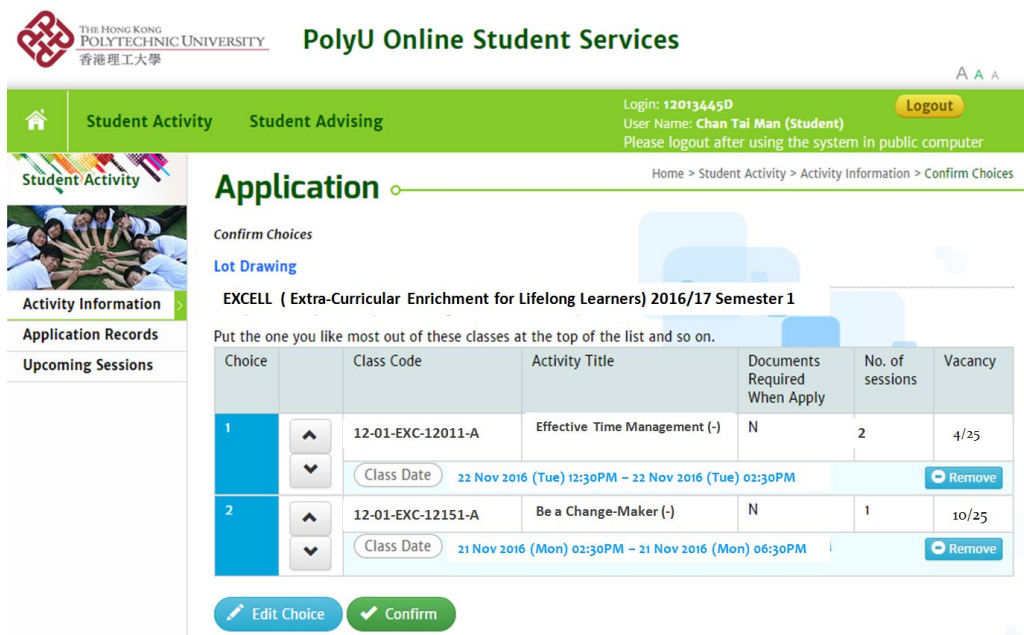

Figure 12 Arrange Choices

   7.4. *"Confirm"* button will be disabled if:
        1) there is a time clash of schedule between allocated classes and selected classes
        2) first session of the class has already started.
   7.5. Warning will be displayed if there is a clash of schedule between selected classes (not with allocated classes), but it will not prevent the user from continuing.
   7.6. Click *"Confirm"* button to continue. An application form will be displayed (Please refer to point 8 below).
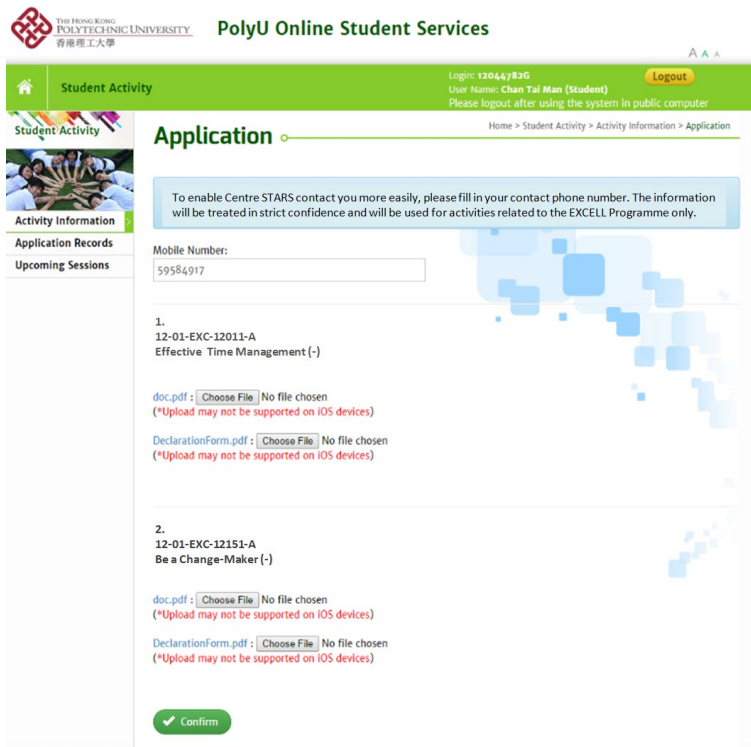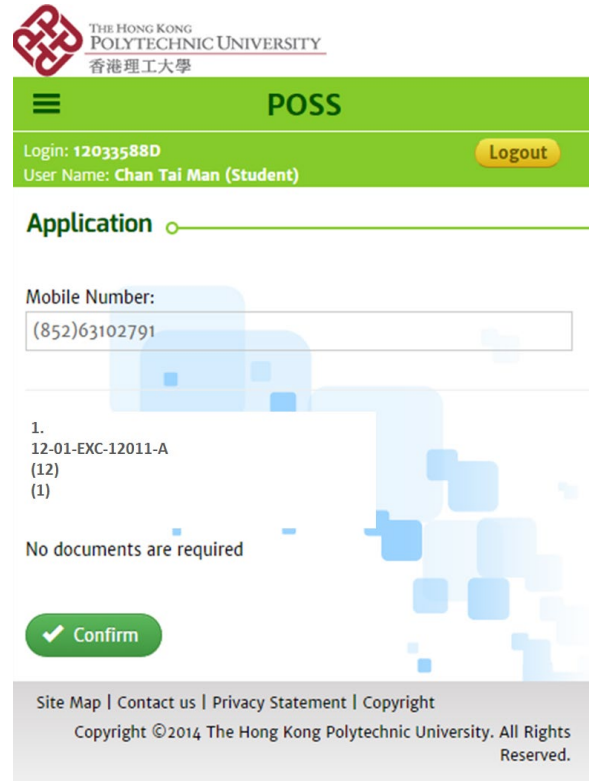
8. Apply Class

Figure 13 Apply class (desktop)

Figure 14 Apply class (mobile)

8.1. By clicking *"Confirm"* button in *"Arrange Choices"* page, the user will see an application form. This allows the user to input information and upload documents (if the course requires submission of some documents).

8.2. Click the links of document's name will download the particular document.

8.3. Fill in the required information like Mobile Number, and select file(s) for uploading (if the course requires submission of documents).

8.4. Click *"Confirm"* button to submit the form.

8.5. Display of messages and the meaning behind:

Messages	Display when
This field is required	The corresponding field is empty.
Invalid phone number	The number provided is not a valid phone number.
Minimum 8 characters required	The telephone number provided has to be at least 8-digit.
Mobile Number cannot be empty	The mobile number is not provided.
Document is required	No document has been uploaded as per the requirement.
There is no vacancy (for male/female) for class XXX at the moment	There is no vacancy left for the class selected.
You don't have to apply manually for this class	The user is already in the Auto Top-up List of the class but trying to apply again.
Student has already applied class XXX	The user has already applied for the class.
To register in XXX, student need to attend YYY first	The criteria for joining the class has not been satisfied.
Max. No. of classes can be applied is X for activity XXX. Student already has Y applied classes.	The user has already reached the maximum number of times allowed to be applied for the same class.
Max. No. of allocation per student is X per campus life/ academic year/ semester for activity XXX. Student already has Y allocated classes.	The user has already been allocated the maximum number of class XXX allowed per campus life/ academic year/ semester.
Error when generating debit note	Debit note is required to be generated for the class but there is an error during the process.
You have successfully submitted application for classes of ORGANIZER 20xx Semester X	Your application has been successfully submitted.

9. View EXCELL Vacancy List (for EXCELL)
   9.1. By clicking the *"View EXCELL vacancy list"* link, user will see a list of classes available for EXCELL's current lot drawing round.
   9.2. Activities can be searched by *"Class Code"*, *"Class Name"* and the *"Record Per Page"* can be selected.
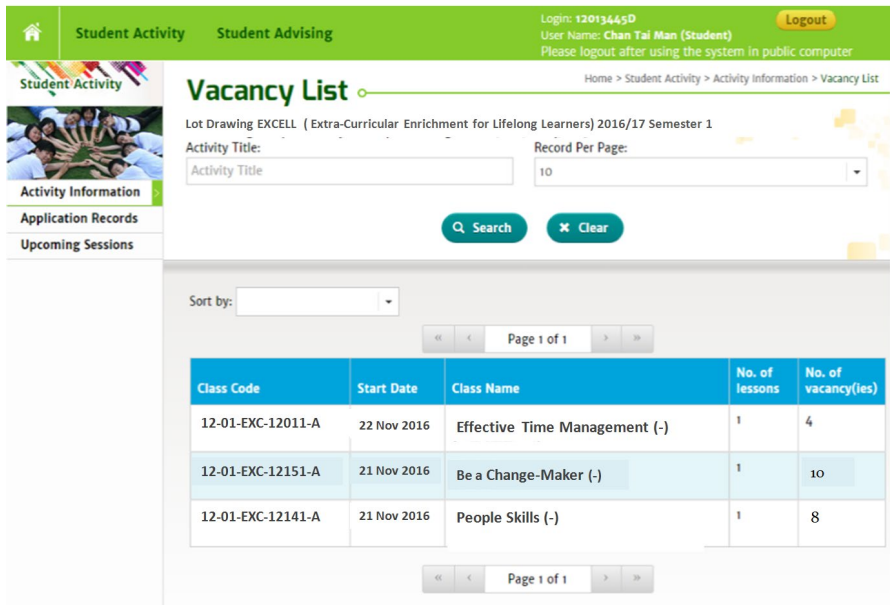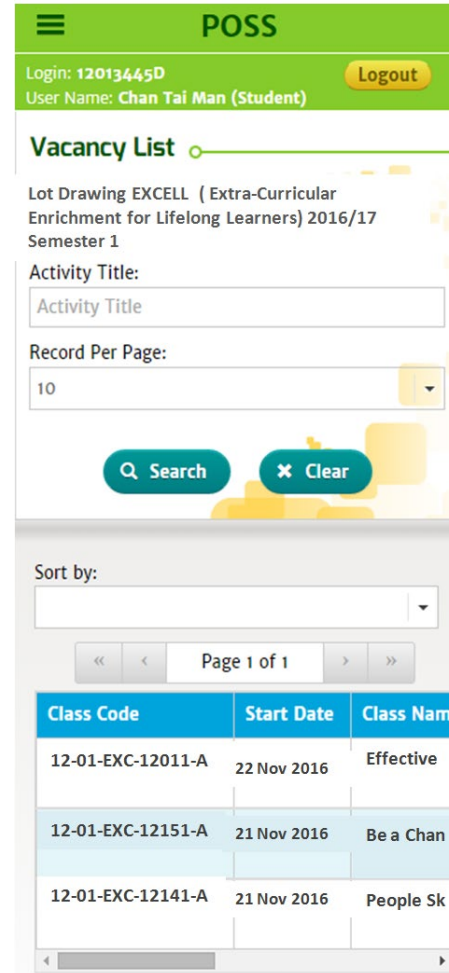

Figure 15 Vacancy list (desktop)

Figure 16 Vacancy list (mobile)

   9.3. Classes will be listed under the Search button. There will be a page control that allows you to navigate data from page to page. By default, 10 records will be displayed for each page.
   9.4. The "Sort by" dropdown allow users to change the sorting field.
   9.5. The following fields will be displayed:

Fields	Description
Class Code	Full Class Code of the class. Click the link to view the class details in popup.

Class Name	English title of the course. Followed by Chinese title (if any).
No. of lessons	Total no. of sessions for this class.
No. of vacancy(ies)	The no. of vacancies as at now.

10. Class Details

10.1. By clicking any Class Code or Class Name links, user will see a page of class details in a popup window.

Figure 17 Class details (desktop)

Figure 18 Class details (mobile)

10.2. The following fields will be displayed:

Fields	Description
Class Code	Full Class Code of the class. Click the link to view the class details in popup.
Activity Title	English title of the course. Followed by Chinese title (if any).
Category	Main category
Sub-Category	Sub-category
SPECIAL	The special features of this course.
Application Period	The date and time when application will be accepted.
Fee	The fee required for attending the course. It may include deposit, insurance and other extra payment.
Allocation Method	Allocation method.
Organizer	The organizing unit of the course.
Documents Required When Apply	'Y' if the user is required to upload documents when applying for the course.
Instructor(s)	Name of instructor(s).
[Description(s)]	Additional information of the class. It may include a number of sections (with heading for each section).
Medium of Instruction	The language used for conducting the course – English, Mandarin or Cantonese.
Vacancy/Class size	The no. of vacancies as at now and the class size.
No. of Sessions	Total number of sessions for this class.
Duration	Total number of hours for the class.
Session(s)	The date, time and venue of each session.
Trip(s)	The date, time and destination of the trip(s) (if any).

10.3. At the bottom of the page, there will be a *"Add to My Favourite*" button, which has the function to add class(es) to shortlist, if the class(es) is/are not already in the shortlist.
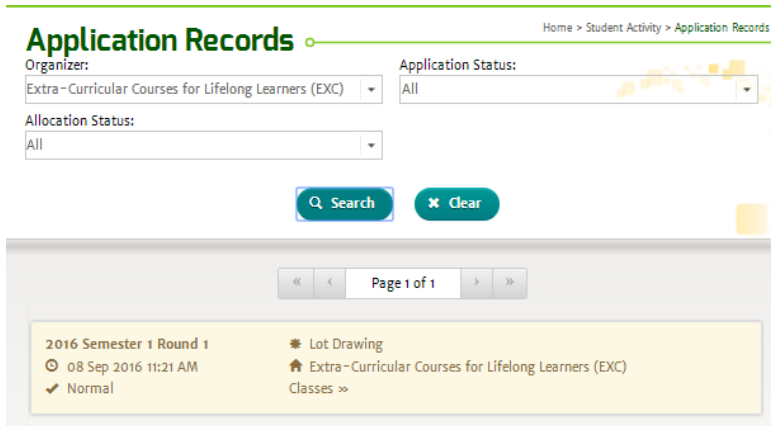
1.2.2 Application Records
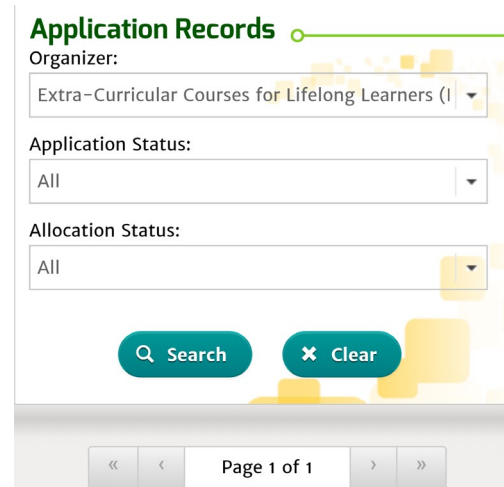
Figure 19 Application records (desktop)

Figure 20 Application records (mobile)

1. Search
    1.1. User can set search option and click *Search* button to search.
    1.2. User can click *Clear* button to remove all the search options previously entered.

2. Listing of application records
    2.1. Application records will be listed under the *Search* button. There will be a page control that allows you to navigate data from page to page.
    2.2. The following fields will be displayed (collapsed):

Fields	Description
Academic Year/ Semester/ Round	Information about the academic year, semester and round of the application. Click the link to view the application details.
Allocation Method	Allocation method
Class Code	Full Class Code of the class. Click the link to the view application details.
Activity Title	English title of the course. Followed by Chinese title (if any).

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Application Time	The date and time when the application is submitted.
Organizer	The organizing unit of the course.
Application Status	The status of the application.
Classes >>	Link to expand the record. (please refer to 2.3 for details)

2.3. The following fields will be displayed (expanded):

Fields	Description
Class Code	Full Class Code of each class as stated in the application. Click the link to view the class details in popup.
Activity Title	English title of each class as stated in the application. Followed by Chinese title (if any).
Allocation Status	The status of the application. *Withdraw* button will be displayed if the allocation can be withdrawn, click to withdraw an allocated class.
Allocated Time	The date and time when the class is allocated to the user.
Attendance	User's attendance for the class (in percentage). "N/A" will be displayed if no attendance is taken for the class yet. Click the link to view the attendance details.

3. Application Details
    3.1. By clicking the Class Code link or Academic Year link in the "listing of application records" page, user will see the application details.

Figure 21 Application details (desktop)

Figure 22 Application details (mobile)

3.2. There will be a *"Change"* button under each class if:
1) the application has been processed via Lot Drawing.
2) the allocation status is *"Registered"*.
3) the timeframe is still within the transfer period.
4) the user did not transfer from another class to this class

3.3. There will be a *"Withdraw"* button under each class if:
1) the allocation status is *"Registered"*.
2) the timeframe is before the withdraw deadline.

3.4. There will be a *"Cancel"* button under each class if:
1) the allocation status is *"Allocated"*.

3.5. There will be an *"Edit"* button and a *"Withdraw"* button at the bottom of the page if:
1) the application has been processed via Lot Drawing.
2) the application status is *"Normal"*.
3) the timeframe is within the application period.
4) the allocation status is still *"Applied"*.

4. Edit Choices (Lot Drawing)
4.1. In the *Application Details* page, by clicking *"Edit"* button (at the bottom of the page), user will see a page where editing choices of application can be done.
4.2. Click Up/Down arrow button to rearrange the choices.
4.3. Click *"Remove"* button to remove the choice.
4.4. Click *"Edit Choice"* button to go back to the *Application Choice* page.
4.5. Click *"Confirm"* button to submit changes.
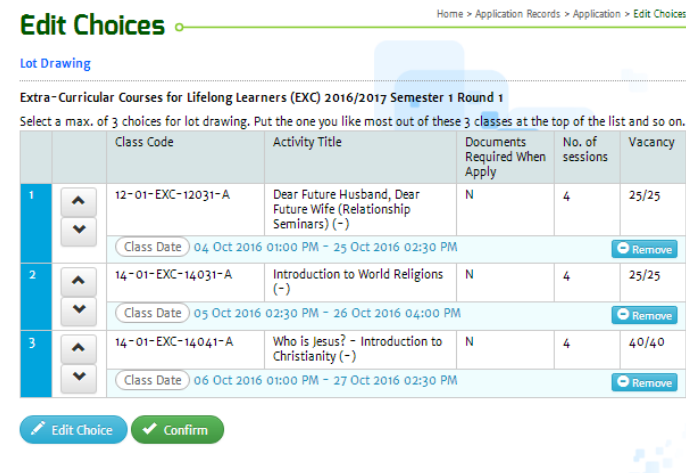

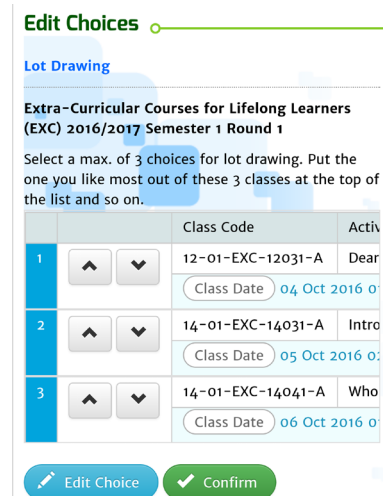*Figure 23 Edit choices (desktop)*   *Figure 24 Edit choices (mobile)*

5. Change Class (Lot Drawing)
   5.1. In the *Application Details* page, by clicking *"Change"* button (under each class), user will see a page where to changing class can be done.
   5.2. Click *"Add More"* button to open a class selection popup.
   5.3. Click *"Add to My Favourite"* button to pick a class to change to.
   5.4. Check the checkbox of the preferred class, then click *"Confirm"* button to submit changes.
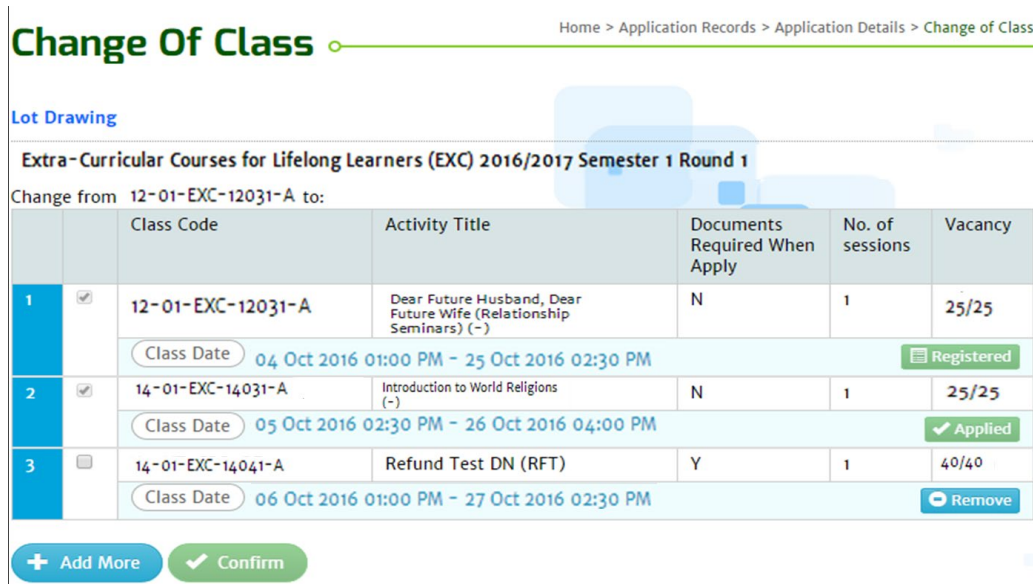

Figure 25 Change of class (desktop)

6. Withdraw Application (Lot Drawing)
   6.1. In the *Application Details* page, by clicking the *"Withdraw"* button (at the bottom of the page), user will withdraw the whole application. A confirmation popup will be displayed.
   6.2. Click *"OK"* to confirm the action. Click *"Cancel"* to cancel.
   6.3. The following message will be displayed:

Messages	Display when
You have successfully withdrawn application: XXX	The application for the class has been successfully withdrawn.

7. Withdraw Registered Class
   7.1. In the *Application Details* page, by clicking the *"Withdraw"* button under each allocated class, user will withdraw from that particular class. A confirmation popup will be displayed.

7.2. Click *"OK"* to confirm the action. Click *"Cancel"* to cancel.

7.3. The following message will be displayed:

Messages	Display when
Only those with zero attendance will have their future chance of enrolling in EXCELL jeopardized. Since you have already attended at least 1 lesson of the course, you do not need to apply for withdrawal.	The class has started and your attendance is greater than 0.
The course has already commenced. If you want to apply for withdrawal, please email Centre STARS and state your reason.	The class has started and your attendance is 0.
You have successfully withdrawn from class: XXX	You have successfully withdrawn from the class.

8. Cancel Allocated Class

   8.1. In the *Application Details* page, by clicking the *"Cancel"* button under each allocated class, user will be able to cancel the quota allocated to you from a particular class. A confirmation popup will be displayed.

   8.2. Click *"OK"* to confirm the action. Click *"Cancel"* to cancel.

   8.3. The following message will be displayed:

Messages	Display when
You have successfully cancel class: XXX	You have successfully cancelled the quota allocated to you from a particular class.

9. View Attendance

   9.1. By clicking the *Attendance* link in the "Listing of Application Records" page or "Application Details" page, user will see his/her attendance details.

   9.2. Green means "attended"; Red means "not attended"; White means "attendance not taken yet".

   9.3. The following fields will be displayed:

Fields	Description
Session Number	Session Number
Date and time	The date and time of the session

Venue	The place when the session takes place
Attendance Status	Either "Green" or "Red" or "White"

Figure 26 Attendance details (desktop)

Figure 27 Attendance details (mobile)

10. To generate certificate

There will be a "Generate Certificate" button under each class if:

1) the allocation status is "Registered".

2) once have achieved satisfactory attendance for the class.

10.1. By clicking *"Upload"* button (Application), user will see a page used for uploading/re-uploading documents required at the application stage.

10.2. By clicking *"Upload"* button (Allocation), user will see a page used for uploading/re-uploading documents required for an allocated class.
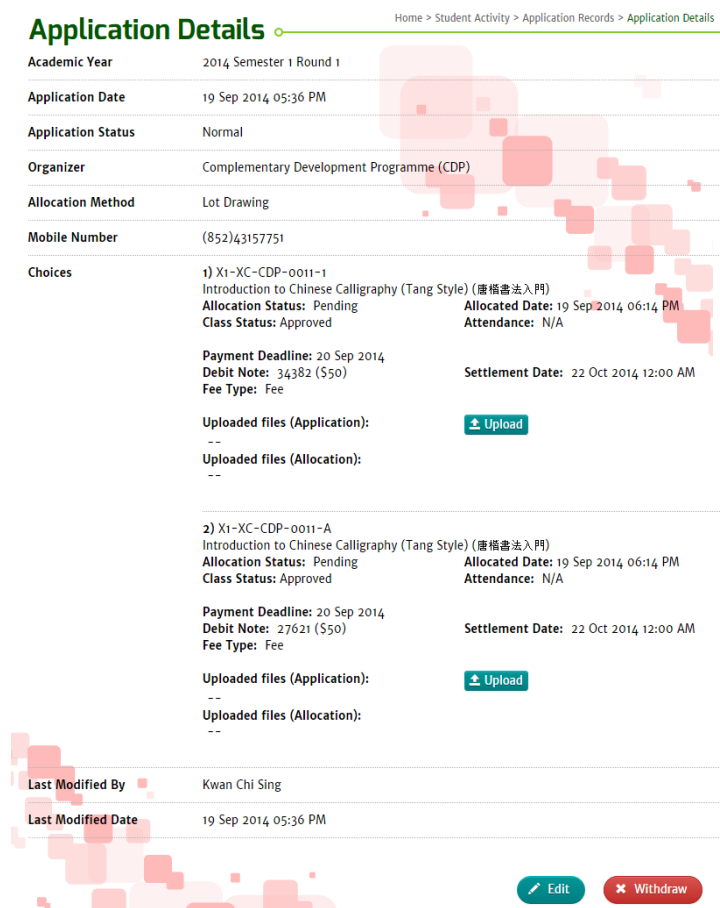

Figure 28 Application details, with Edit button (desktop)

1.2.3 Upcoming Sessions

1. Listing of upcoming allocated sessions
    1.1. Message "No upcoming sessions" will be displayed if user has no upcoming allocated sessions.
    1.2. The following fields will be displayed:

| Fields	Description
Date	Date of upcoming sessions (the total number of classes will be added if more than 1 session take place on same day).
Class Code	Full Class Code of the class. Click the link to view the application details.
Activity Title	English title of the course. Followed by Chinese title (if any).
Session Number	The no. of session of the upcoming class.
Time	The date and time of the upcoming sessions.
Application Details	Link to the application details.
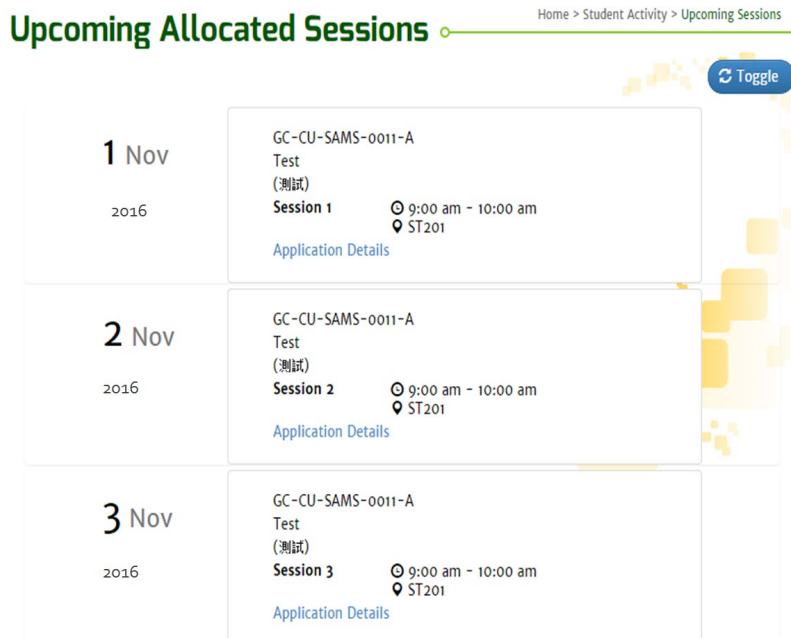
Figure 29 Upcoming list (desktop)
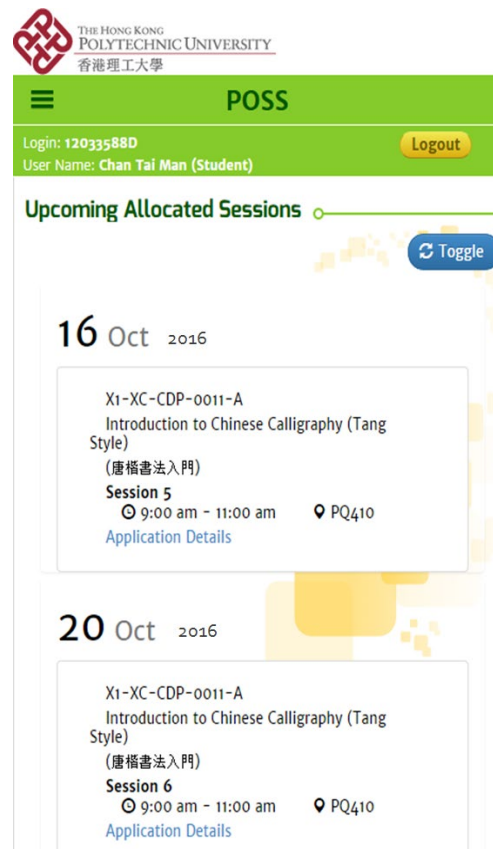
Figure 30 Upcoming list (mobile)

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1.3. By clicking *"Toggle"* button, the upcoming sessions will be displayed in the format of a calendar for easy viewing.
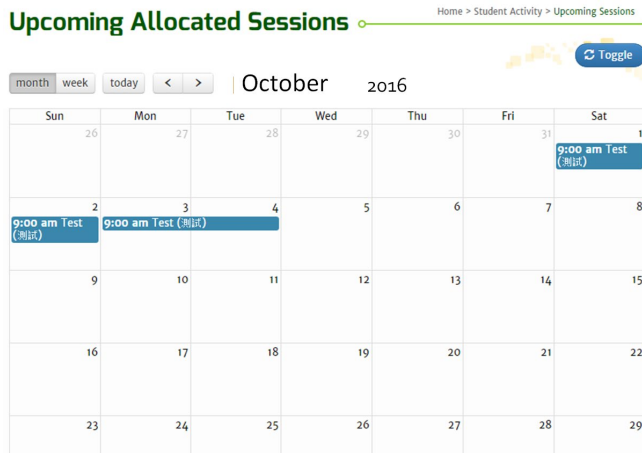

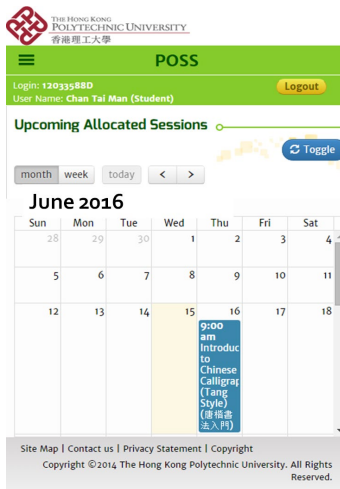*Figure 30 Upcoming list in calendar view (desktop)*

Figure 31 Upcoming list in calendar view (mobile)

1.4. Click *"Week"* button to view in week mode, Click the Left/Right button to navigate to previous/next month.

1.5. Blue areas indicate the duration of each upcoming session, click to view the corresponding application details.

End