Munsang College
Student Learning Profile
Guidance Note for Students (Part I)
(2011 – 2012)

Introduction
A Student Learning Profile (SLP) will be issued to F.6 students in March 2012. The SLP includes personal & school information, academic results, OLE records (to be selected by students), awards & scholarship issued by the school, outside participation records (to be selected by students) and self-account.

1. Personal Information
   The personal information includes English Name and Gender.

2. Academic Results
   The year results of NSS 1 – NSS 3 are shown in the SLP.

3. OLE Records
   Students are to choose the OLE records to be included in the SLP. There is no upper limit on the number of selected records. The information included in each OLE record are ‘Programme Title’, ‘School Year’, ‘Role of Participation’, ‘Organization’, ‘OLE Components’ and ‘Achievements’. Please bear in mind the OLE hours are NOT shown in the report.

4. Awards & Scholarships issued by the School
   The prizes awarded in Swimming Gala & Athletics Meet as well as the internal scholarships are shown in this section.

5. Outside Participation Records
   Students are to choose the outside records to be included in the SLP. There is no upper limit on the number of selected records. The information included in each outside record are ‘Programme Title’, ‘School Year’, ‘Role of Participation’, ‘Organization’ and ‘Achievements’.

6. Self-account
   The ‘Additional Information’ of JUPAS Application is taken to be the students’ self-account (default) and included in this section.

In order to smooth things out, students are required to finish the following via ‘iPortfolio’ by the respective deadlines:
1. Checking (and changing, if necessary) the personal information by 17-Feb-12 (Friday).
2. Selecting the OLE records to be included in SLP by 19-Feb-12 (Sunday).
3. Selecting the outside records to be included in SLP by 19-Feb-12 (Sunday).

Checking Personal Information
Just click on the icon of ‘iPortfolio’, you can see your personal information. Please check the ‘English Name’ and ‘Gender’. If there is anything wrong, please go to Mr. Herman Tiu at G201A by 17-Feb-12 (Friday).
Selecting OLE Records

There is no upper limit on the number of selected OLE records. However, only the quality of records, rather than quantity, that matters. Never select records like ‘Key Holder of Class Committee’ and make sure that no duplicate records are selected. Here are the steps and screen snapshots for illustration.

1. Click ‘Other Learning Experience’ of the menu on the left
2. Click on ANY of the total number of approved records in blue from ‘2009-2010’ to ‘2011-2012’

3. Click ‘Set records for SLP Report’

4. Click ‘New’

5. Tick and select the records of the pop-up window and click on ‘+Add’

Upon completion, the selected records will be shown in the ‘Overall Summary’.
You may delete the selected records and select the others by the deadline.

**Selecting Outside Records**

There is no upper limit on the number of selected outside records. However, only the quality of records, rather than quantity, that matters. Make sure that no duplicate items are selected for the OLE records and outside records. If there is no outside record selected, the section ‘Performance / Awards Gained Outside School’ will not be shown. Besides, students will be responsible for providing evidence of the records in this section to relevant people whenever requested. Here are the steps and screen snapshots for illustration.

1. Click ‘Performance / Awards and Key Participation Outside School’ of the menu on the left
2. Click ‘Set records for SLP Report’

3. Click ‘New’

4. Tick and select the records of the pop-up window and click on ‘+Add’

Upon completion, the selected records will be shown in the ‘Overall Summary’.
You may delete the selected records and select the others by the deadline.

**Self-account**
As mentioned, the ‘Additional Information’ of JUPAS Application has been copied and taken to be the default self-account of students. Please **DO NOT** make any changes to the Self-account.

**Important Points to Note**
This guidance note is available at the school home page under ‘NSS: U & I’. The SLP will be available by mid March 2012. Further information will be released in due course via email through eClass as well as on the school home page.

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