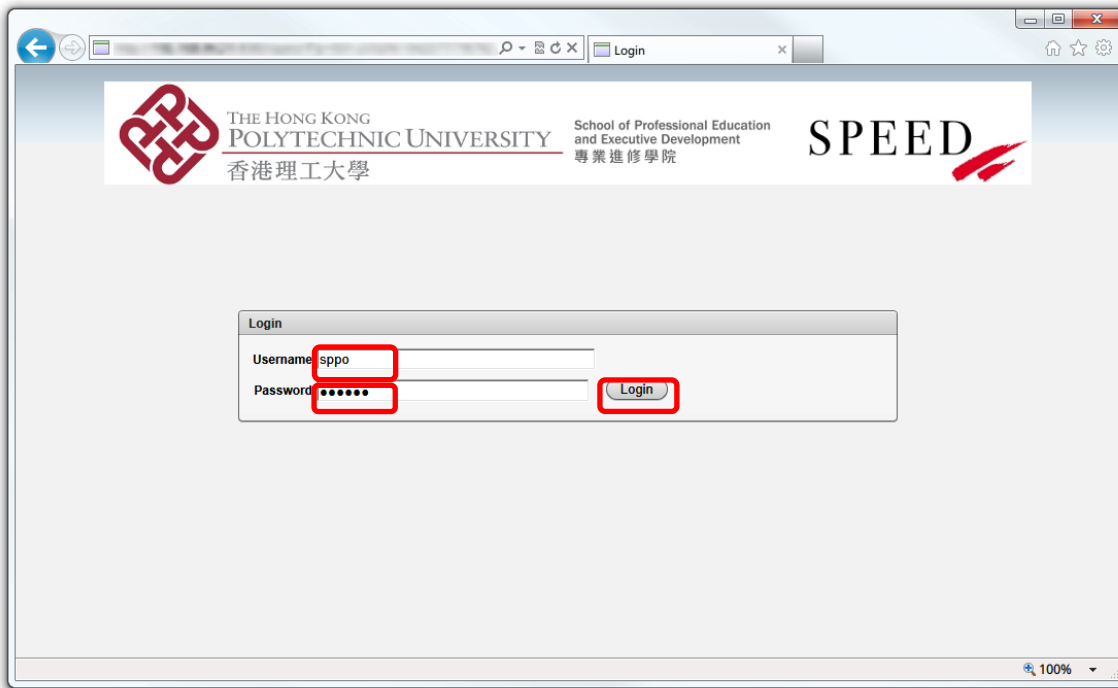
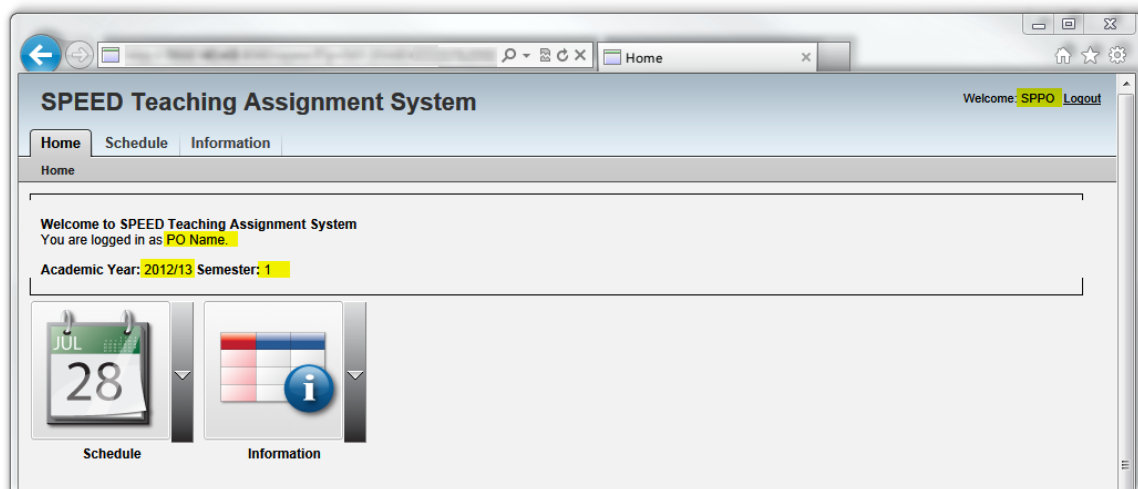


1. Login and interface

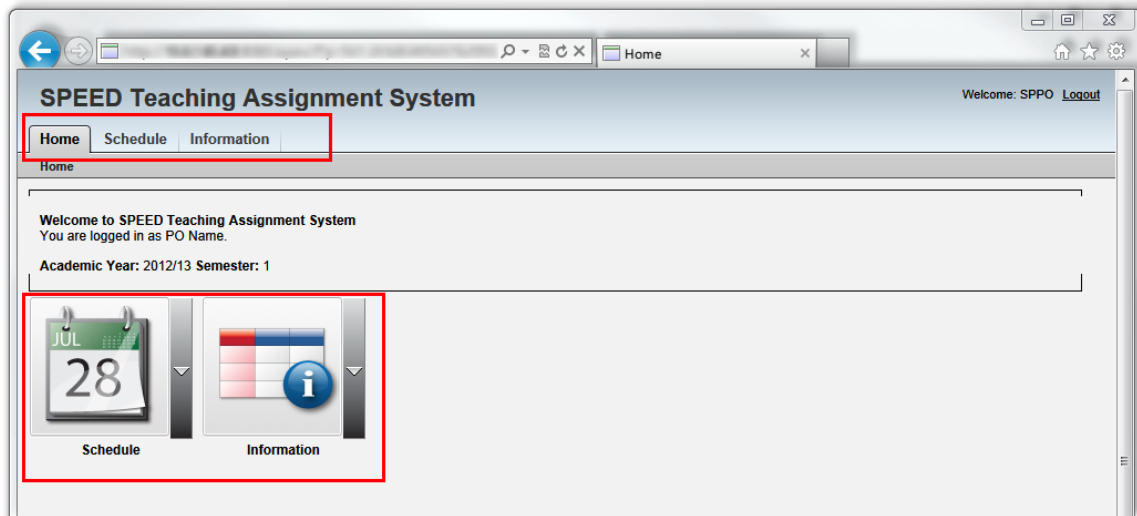
1.1. Enter UserID and Password to login (same as Outlook Username).



1.2. The User ID and User Name are shown on the *Home* page. The current academic year and semester are also listed.



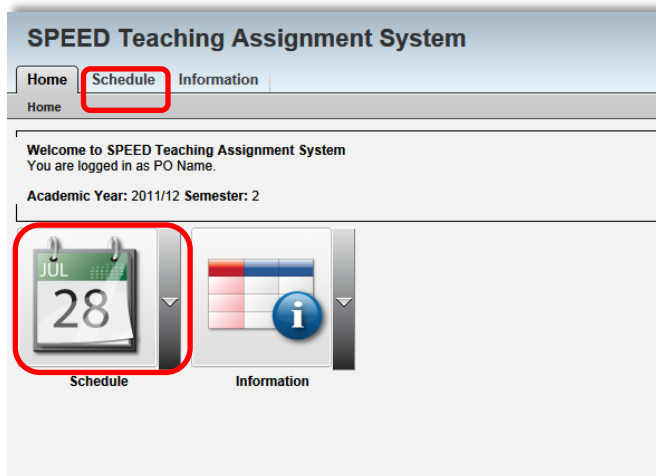
1.3. The system functions can be accessed by the top horizontal bar or by the icon list.



2. Functions

2.1. Schedule – Subject/Classes Offering Schedule

2.1.1. The schedule function can be accessed by top horizontal bar or icon list.



2.1.2. The Subjects/Classes offering schedule consists of functions buttons and search criteria select lists.

SPEED Teaching Assignment System User Manual (Programmer Officer)

SPEED Teaching Assignment System Welcome: SPPO Logout

Home **Schedule** Information

Home > Schedule > Subject/Classes Offering

Subjects/Classes Offering Schedule

Functions

Add Subjects/Classes Export PDF Export to Excel Duplicate Subjects/Classes

Prog Name - All - Academic Year / Semester 2011/12 2 Award - All - Mode of Study - All - Admin Staff - All - Search Criteria

Search Display 15 Go Reset

Text Search

Subject Code	Subj Name	Cohort	Campus	Sem	Award	Mode Study	Prog Name A	No of Student	Lect hr/w	Tut hr/w	Lect Go Size	Tut Go Size	No of Lect Gp	No of Tut Gp	No of weeks	Teaching staff preferences	Teaching staff assigned By / assigned	Responsible Admin staff	Remarks
A6	Financial Reporting 2	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12		AS (1L, 0T)	Ms Kay Chiu	
C12	Operations Management	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	2	1	12	NG Peggy	NG Peggy (1L, 0T)	Ms Kay Chiu	
C18	Seminars in Hong Kong Legal System	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12			Ms Kay Chiu	
SPD3140	Digital Video and Cinema	Sep-11	AS	2	SPD	PT	BA AMA	20	2	1	20	20	1	1	14	AS		Carol	
SPD3171	Professional Brand and Identity Design	Sep-11	AS	2	SPD	PT	BA AMA	20	2	1	20	20	1	1	14	AS		Carol	
SPD3171	Professional Brand and Identity Design	Sep-11	AS	2	SPD	FT	BA AMA	20	2	1	20	20	1	1	14	AS		Carol	
SPD3173	Interactive Edu-tainments	Sep-11	AS	2	SPD	FT	BA AMA	20	2	1	20	20	1	1	14	AS		Carol	
SPD4151	Business Management for Creative Industries	Sep-09	HHB	2	SPD	PT	BA AMA	40	2	1	40	40	1	1	14	LEUNG Joseph		Carol	
SPD4152	Creative Economy: Practices and Opportunities (Part 1)	Sep-11	HHB	2	SPD	FT	BA AMA	50 (Est)	2	1	50	25	1	2	7	AS		Carol	
SPD4152	Creative Economy: Practices and Opportunities (Part 1)	Sep-11	HHB	2	SPD	PT	BA AMA	40 (Est)	2	1	40	20	1	2	7	AS		Carol	
SPD4232	Graduation Project	Sep-09	HHB/AS	2	SPD	PT	BA AMA	40	0	3	0	5-6	0	6-7	14	LAM Jack		Carol	
SPD4245	Digital Imaging	Sep-11	AS	2	SPD	FT	BA AMA	20	2	1	20	20	1	1	14	AS		Carol	
SPD4278	Material Culture	Sep-11	AS	2	SPD	FT	BA AMA	20	2	1	20	20	1	1	14	AS		Carol	
SPD4293	Experimental Workshops II	Sep-11	HHB	2	SPD	FT	BA AMA	50 (Est)	0	3	50	10	0	5	14			Carol	
SPD4293	Experimental Workshops II	Sep-10	HHB	2	SPD	PT	BA AMA	40	0	3	0	10	0	4	14	LAM Jack		Carol	

Note: Teaching Assignment by DoSPEED without confirmation is marked by an asterisk (*).

row(s) 1 - 15 of 17 Next

2.1.3. Search Criteria

- 2.1.3.1. There are 6 search criteria: *Prog Name*, *Academic Year*, *Semester*, *Award*, *Mode of Study* and *Admin Staff*. After selecting the search criteria, click 'Go' to proceed. You can also enter related text to search the subjects/classes. If you want to clear the search criteria, click 'Reset' button.

Add Subjects/Classes Export PDF Export to Excel Duplicate Subjects/Classes

Prog Name - All - Academic Year / Semester 2011/12 2 Award - All - Mode of Study - All - Admin Staff - All -

Search Display 15 Go Reset

2.1.4. Add New Subjects/Classes

- 2.1.4.1. Click 'Add Subjects/Classes' on the subjects/classes offering schedule page.

Add Subjects/Classes Export PDF Export to Excel Duplicate Subjects/Classes

Prog Name - All - Academic Year / Semester 2011/12 2 Award - All - Mode of Study - All - Admin Staff - All -

Search Display 15 Go Reset

SPEED Teaching Assignment System User Manual (Programmer Officer)

- 2.1.4.2. Input subject/class details. Please note that fields with asterisk (*) are mandatory. Click 'Create New Subjects/Classes' after finish to save the details.

SPEED Teaching Assignment System Welcome: SPPO [Logout](#)

Home **Schedule** Information

Home > Schedule > Subject/Classes Offering > Subjects/ Classes Details

Subjects/ Classes Details Back Create New Subjects/Classes

* indicates required field

*Subject Code *Subject Name
 *Cohort 25 of 400
 *Campus *Compulsory (C) or Elective (E)
 HHB, WK, PolyU, AS, P
 *Academic Year *Semester
 *Award *Mode of Study
 SPD, HW, UNN, UoW
 *Programme Code Programme Name BA in Applied and Media Arts
 *No. of Students
 *Lecture Workload Hour/Week *Tutorial Workload Hour/Week
 *Lecture Group Size *Tutorial Group Size
 *No. of Lecture Group *No. of Tutorial Group
 *No. of Weeks *Admin. Staff
 Remarks

2.1.5. Edit Subjects/Classes Details

- 2.1.5.1. Click the Edit icon  on the row of the subject/class.

SPEED Teaching Assignment System Welcome: SPPO [Logout](#)

Home **Schedule** Information




Home > Schedule > Subject/Classes Offering

Subjects/Classes Offering Schedule

[Add Subjects/Classes](#) [Export PDF](#) [Export to Excel](#) [Duplicate Subjects/Classes](#)

Prog Name Academic Year /Semester Award Mode of Study Admin Staff

Search Display [Go](#) [Reset](#)

	Subject Code	Subi Name	Cohort	Campus	Sem	Award	Mode Study	Prog Name	No of Student	Lect hr/w	Tut hr/w	Lect Gp Size	Tut Gp Size	No of Lect Gp	No of Tut Gp	No of weeks	Tea si prefe
	A6	Financial Reporting 2	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12	
	C12	Operations Management	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	2	1	12	NG P
	C18	Seminars in Hong Kong Legal System	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12	

Note:
Teaching Assignment by DoSPEED without confirmation is marked by an asterisk (*).

SPEED Teaching Assignment System User Manual (Programmer Officer)

2.1.5.2. Edit the details of subject/class, and then click 'Save Subjects/Classes'.

SPEED Teaching Assignment System Welcome: SPPO [Logout](#)

[Home](#) [Schedule](#) [Information](#)

[Home](#) > [Schedule](#) > [Subject/Classes Offering](#) > [Subjects/Classes Details](#)

Subjects/Classes Details Back Delete Subject/Class **Save Subjects/Classes**

* indicates required field

* Subject Code	A6	* Subject Name	Financial Reporting 2
* Cohort	Sep-11		21 of 400
* Campus	P	* Compulsory (C) or Elective (E)	Compulsory
	HKB, WK, PolyU, AS, P		
* Academic Year	2011/12	* Semester	2
* Award	University of Wales	* Mode of Study	Full Time
	SPD, HW, UNN, UoW		
* Programme Code	ACCT	Programme Name BA (Hons) in Business Accounting	
* No. of Students	30		
* Lecture Workload Hour/Week	2	* Tutorial Workload Hour/Week	2
* Lecture Group Size	30	* Tutorial Group Size	30
* No. of Lecture Group	1	* No. of Tutorial Group	1
* No. of Weeks	12	* Admin. Staff	Ms Kay Chiu
Remarks			

2.1.6. Delete Subjects/Classes

2.1.6.1. Click the Edit icon on the row of the subject/class.

SPEED Teaching Assignment System

Welcome: SPPO [Logout](#)

Home

Schedule

Information

Home > Schedule > Subject/Classes Offering

Subjects/Classes Offering Schedule

Add Subjects/Classes

Export PDF

Export to Excel

Duplicate Subjects/Classes

Prog Name

ACCT

Academic Year /Semester

2011/12

2

Award

- All -

Mode of Study

- All -

Admin Staff

- All -




Search

Display

15

Go

Reset

Subject Code	Subj Name	Cohort	Campus	Sem	Award	Mode Study	Prog Name	No of Student	Lect hr/w	Tut hr/w	Lect Gp Size	Tut Gp Size	No of Lect Gp	No of Tut Gp	No of weeks	Tea st pref	
	A6	Financial Reporting 2	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12	
	C12	Operations Management	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	2	1	12	NG P
	C18	Seminars in Hong Kong Legal Syatam	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12	

Note:

Teaching Assignment by DoSPEED without confirmation is marked by an asterisk (*)

SPEED Teaching Assignment System User Manual (Programmer Officer)

2.1.6.2. Click 'Delete Subject/Class' and click 'Yes' to confirm the deletion.

The screenshot shows the 'Classes Details' form with various fields for subject information. A confirmation dialog box is overlaid on the form, asking 'Would you like to perform this delete action?'. The 'OK' button in the dialog is highlighted with a red rectangle.

Classes Details

Buttons: Back, **Delete Subject/Class**, Save Subjects/ Classes

Required fields:

- *Subject Code: A6
- *Subject Name: Financial Reporting 2
- *Cohort: Sep-11
- *Campus: HHB, WK, PolyU, AS, P
- *Academic Year: 2011/12
- *Award: University of Wales, SPD, HW, UNN, UoW
- *Programme Code: ACCT
- *No. of Students: 30
- *Lecture Workload Hour/Week: 2
- *Lecture Group Size: 30
- *No. of Lecture Group: 1
- *No. of Weeks: 12
- *Tutorial Workload Hour/Week: 2
- *Tutorial Group Size: 30
- *No. of Tutorial Group: 1
- *Admin. Staff: Ms Kay Chiu

Message from webpage: Would you like to perform this delete action?

Buttons: OK, Cancel

2.1.7. Duplicate Subjects/Classes

2.1.7.1. Before using the duplicate functions, please make sure the subjects/classes to be copied are shown on the page. All the subjects/classes shown will be duplicated. Use search criteria to select subjects/classes you want to copy.

The screenshot shows the 'SPEED Teaching Assignment System' interface. The 'Duplicate Subjects/Classes' button is highlighted. Below the button is a table of subjects/classes offering schedule.

SPEED Teaching Assignment System

Welcome: SPPO Logout

Home Schedule Information

Home > Schedule > Subject/Classes Offering

Subjects/Classes Offering Schedule

Buttons: Add Subjects/Classes, Export PDF, Export to Excel, **Duplicate Subjects/Classes**

Prog Name: ACCT Academic Year /Semester: 2011/12 Award: - All - Mode of Study: - All - Admin Staff: - All -

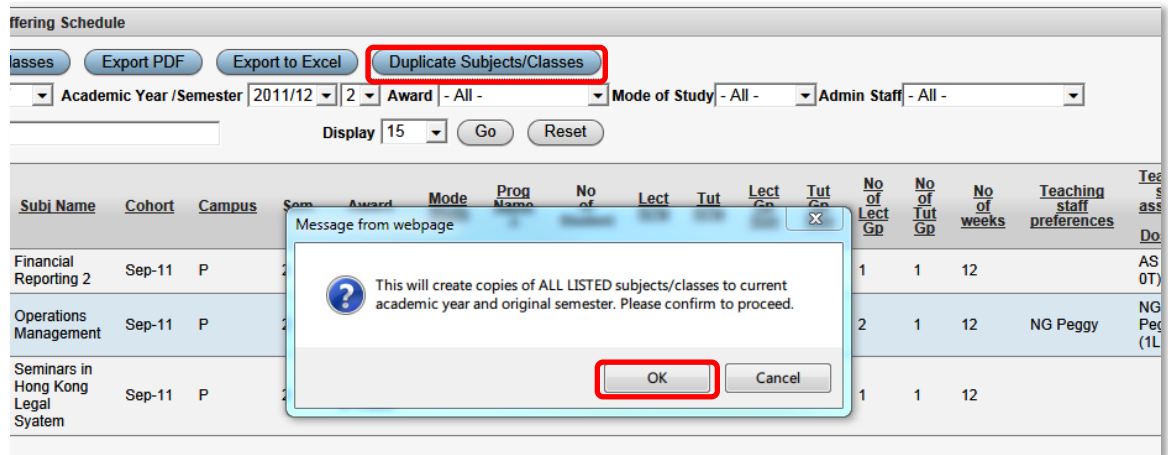
Search: Display 15 Go Reset

Subject Code	Subj Name	Cohort	Campus	Sem	Award	Mode Study	Prog Name	No of Student	Lect hr/w	Tut hr/w	Lect Gp Size	Tut Gp Size	No of Lect Gp	No of Tut Gp	No of weeks	Teaching staff preferences	Teaching staff assigned By Dospeed
A6	Financial Reporting 2	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12		AS (1L, 0T)
C12	Operations Management	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	2	1	12	NG Peggy	NG Peggy (1L, 0T)
C18	Seminars in Hong Kong Legal System	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12		

Note:
Teaching Assignment by DoSPEED without confirmation is marked by an asterisk (*).

SPEED Teaching Assignment System User Manual (Programmer Officer)

2.1.7.2. Click 'Duplicate Subjects/Classes' and click 'OK' to confirm.



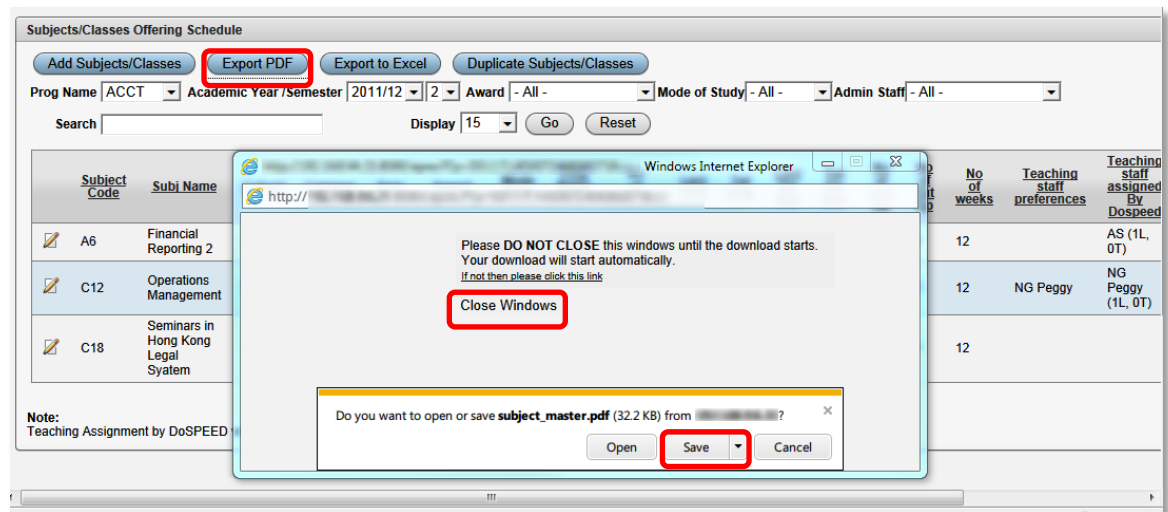
2.1.7.3. The subjects/classes listed will be copied to current academic year with original semester.

Example: (Current Acad Year: 2012/13, Semester: 1)	
Original Subject/Class Acad Year: 2011/12	Original Subject/Class semester: 2
Copied Subject/ Class Acad Year: 2012/13	Copied Subject/ Classe semester: 1

2.1.8.Export PDF/Excel

2.1.8.1. Use search criteria to select the subjects/classes to be exported (as shown in 2.1.7.1).

2.1.8.2. Export PDF – Click 'Export PDF' button and a window will prompt –up. Save the PDF file and then click 'Close Windows'.



SPEED Teaching Assignment System User Manual (Programmer Officer)

- 2.1.8.3. Export Excel – Click 'Export to Excel' and save the exported .csv file (which can be opened in Microsoft Excel).

Subjects/Classes Offering Schedule

Add Subjects/Classes Export PDF **Export to Excel** Duplicate Subjects/Classes

Prog Name ACCT Academic Year / Semester 2011/12 2 Award - All - Mode of Study - All - Admin Staff - All -

Search [] Display 15 Go Reset

Subject Code	Subi Name	Cohort	Campus	Sem	Award	Mode Study	Prog Name	No of Student	Lect hr/w	Tut hr/w	Lect Gp Size	Tut Gp Size	No of Lect Gp	No of Tut Gp	No of weeks	Teaching staff preferences	Teaching staff assigned By Dospeed
A6	Financial Reporting 2	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12		AS (1L, 0T)
C12	Operations Management	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	2	1	12	NG Peggy	NG Peggy (1L, 0T)
C18	Seminars in Hong Kong Legal System	Sep-11	P	2	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12		

Note:
Teaching Assignment by DoSPEED without confirmation is marked by an asterisk (*).

Do you want to open or save **subjects_classes_offering_schedule.csv** (750 bytes) from []?

Open **Save** Cancel

2.2. Information – History of VL

- 2.2.1. The History of VL can be viewed by top horizontal bar or icon list.

SPEED Teaching Assignment System

Home Schedule **Information**

Welcome to SPEED Teaching Assignment System
You are logged in as PO Name.

Academic Year: 2011/12 Semester: 2

Schedule **Information**

SPEED Teaching Assignment System User Manual (Programmer Officer)

2.2.2. Sorting is allowed for each column by clicking the column heading. You can also input search text, which includes searching in all column fields.

SPEED Teaching Assignment System

Welcome: SPPO [Logout](#)

[Home](#) [Schedule](#) [Information](#)

[Home](#) > [Information](#) > [History of Visiting Lecturer](#)

Go

Rows 50

Actions

Search-Text

Teaching Staff	Staff No	Subject Code	Subject Name	Academic Year	Semester	Mode of Study
APSS	-	SPD4244	Leadership Competency for Police and Law Enforcement Officer	2011/12	1	PT
APSS	-	TBC	TBC	2011/12	2	PT
APSS	-	TBC	TBC	2011/12	2	PT
APSS	-	SPD4233	Policing Models and Issues	2011/12	3	PT
APSS	-	TBC	TBC	2011/12	3	PT
APSS	-	SPD3160	Social Psychology	2011/12	2	PT
APSS	-	SPD4235	Social Research Methods	2011/12	1	PT
AS	123456778	SPD3171	Professional Brand and Identity Design	2011/12	2	FT
AS	123456778	SPD4295	Interdisciplinary Studies II	2011/12	2	FT
AS	123456778	SPD4152	Creative Economy: Practices and Opportunities (Part 1)	2011/12	2	FT
AS	123456778	SPD4279	Design for Future	2011/12	1	FT
AS	123456778	SPD4277	Aesthetics and Practice of Screen-based Media	2011/12	1	FT