

1. Login & Interface

1.1 Login Page

1.1.1. Login with *user name* (same as your Microsoft Outlook user name) and *password*. (Figure 1.1)

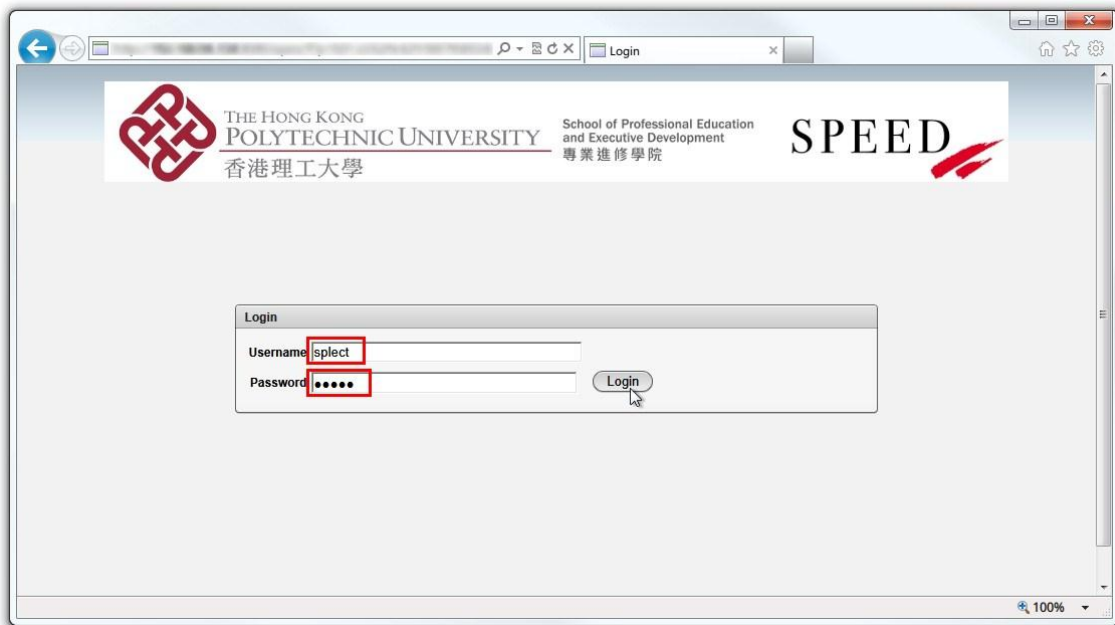


Figure 1.1

1.1.2. The *Home* page includes user information: *user name*, *user ID*, current academic year and semester. (Figure 1.2)

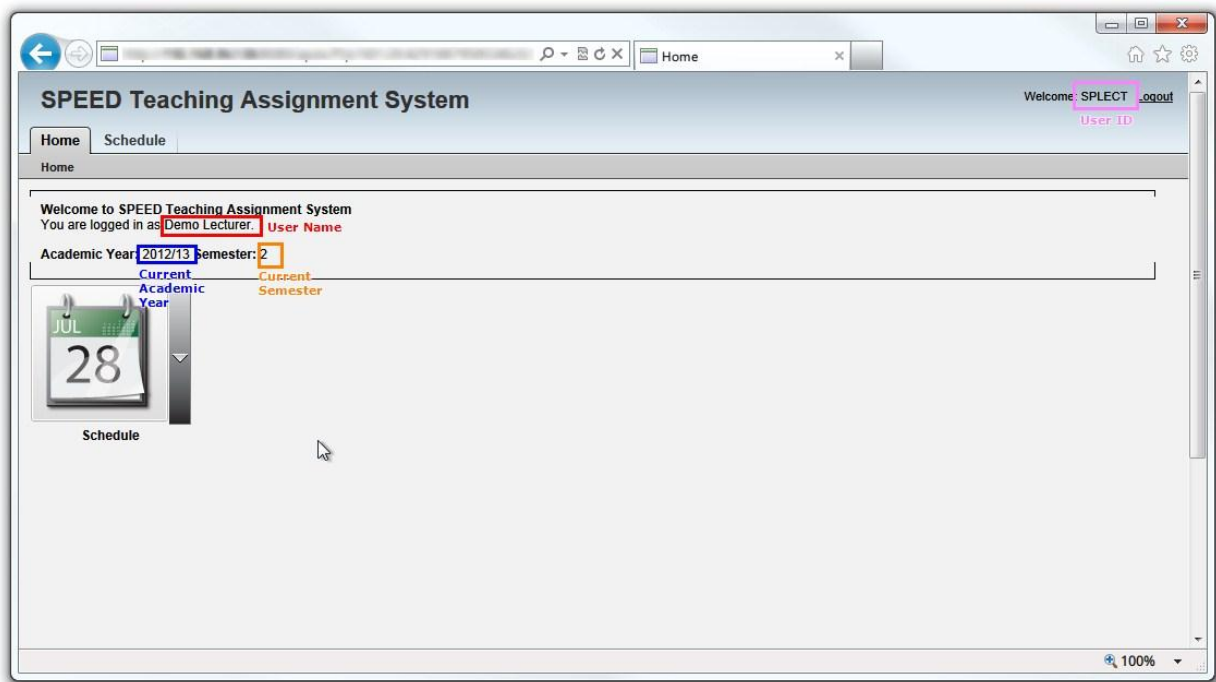


Figure 1.2

1.2 Interface

- 1.2.1. To access the functions of TAS, click the icon on the *Home* page (Method 1 in the figure). Alternatively, you can click on the top horizontal bar (Method 2 in the figure). (Figure 1.3)

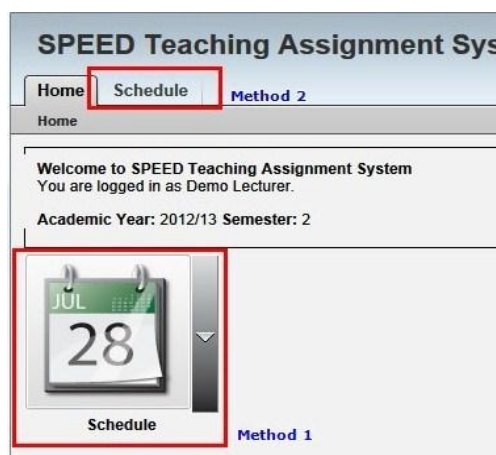


Figure 1.3

2. Functions

2.1 Subject/Classes Offering (Preference)

- 2.1.1. For Lecturer and Programme Leader, you can indicate your preference to the subject/classes with this function within the update period.
- 2.1.2. Click on the arrow on the right side of the 'Schedule' icon and then select 'Subject/Classes Offering (Preference)' on the drop down list. (Figure 2.1)

Alternatively, you can click 'Schedule' on the top horizontal bar, and then select the 'Subject/Classes Offering Schedule (Preference)' icon. (Figure 2.2)

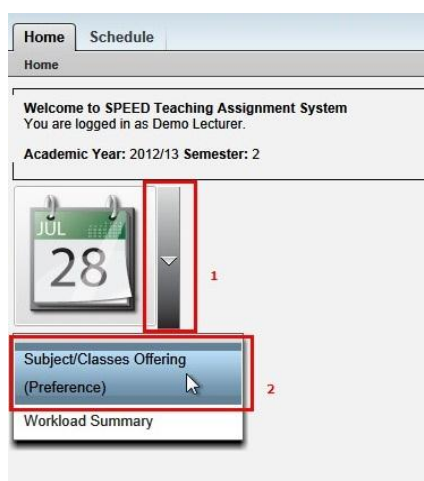


Figure 2.1



Figure 2.2

- 2.1.3. The 'Subjects/Classes Offering Schedule' page includes several parts. On the upper part of the page, there are search criteria which can be used to filter the subjects/classes listed. The left most column on the list is used to mark your preference to a subject/class. (Figure 2.3)

SPEED Teaching Assignment System User Manual (Lecturer)

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

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

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

Subjects/Classes Offering Schedule

Show [All Subjects/Classes](#)

Prog Name: [- All -](#) Academic Year / Semester: [2012/13](#) / [2](#) Award: [- All -](#) Mode of Study: [- All -](#) Admin Staff: [- All -](#) Search Criteria

Search: Display: [15](#) [Go](#) [Reset](#)

Preference	Subj Code	Subj Name	Acad Year	Semester	Cohort	Compulsory	Campus	Award	Mode Study	Prog Name	No Student	Lect Hr	Tut Hr	Lect Size	Tut Size	No Lect Group	No Tut Group	No Week	Admin Staff	Remarks
☆	C18	Seminars in Hong Kong Legal System	2012/13	2	Sep-11	C	P	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12	Ms Kay Chiu	
☆	A6	Financial Reporting 2	2012/13	2	Sep-11	C	P	University of Wales	FT	ACCT	30	2	2	30	30	1	1	12	Ms Kay Chiu	
☆	C12	Operations Management	2012/13	2	Sep-11	C	P	University of Wales	FT	ACCT	30	2	2	30	30	2	1	12	Ms Kay Chiu	
☆	MO359	Supply Networks	2012/13	2	Sep-11	C	P	UNN	FT	LSCM	26	2	1	26	13	1	2	12	Mr Travis Kwok	
☆	SM374	Strategic Management and Leadership	2012/13	2	Sep-11	C	P	UNN	FT	LSCM	26	2	1	26	13	1	2	12	Mr Travis Kwok	
☆	NX315	Professional Project (Part 2 of 2)	2012/13	2	Sep-11	C	P	UNN	FT	LSCM	26	2.5	0	13	0	2	0	12	Mr Travis Kwok	
☆	NX315	Ethics and Governance	2012/13	2	Jan-12	C	HHB	UNN	PT	LSCM	16	1	5	16	16	1	1	12	Mr Travis Kwok	
☆	MO358	Strategic Supply Chain Management	2012/13	2	Jan-12	C	HHB	UNN	PT	LSCM	16	2	1	16	16	1	1	12	Mr Travis Kwok	
☆	MO359	Supply Networks	2012/13	2	Sep-11	C	HHB	UNN	PT	LSCM	60	2	1	20	20	3	3	12	Mr Travis Kwok	
☆	NX315	Professional Project (Part 1 of 3)	2012/13	2	Sep-11	C	HHB	UNN	PT	LSCM	60	3.5	0	20	0	3	0	12	Mr Travis Kwok	
☆	MO359	Supply Networks	2012/13	2	Jan-11	C	HHB	UNN	PT	LSCM	17	2	1	17	17	1	1	12	Mr Travis Kwok	
☆	NX315	Professional Project (Part 2 of 3)	2012/13	2	Jan-11	C	HHB	UNN	PT	LSCM	17	2.5	0	17	0	1	0	12	Mr Travis Kwok	
☆	SM374	Strategic Management and Leadership	2012/13	2	Sep-10	C	HHB	UNN	PT	LSCM	62	2	1	21	21	3	3	12	Mr Travis Kwok	
☆	NX315	Professional Project (Part 3 of 3)	2012/13	2	Sep-10	E	HHB	UNN	PT	LSCM	30	3.5	0	11	0	3	0	12	Mr Travis Kwok	
☆	SPD3134	Business Communications	2012/13	2	Sep-11	C	HHB	SPD	PT	BA AMA	40 (Est)	0	3	0	20	0	2	14	Carol	

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1 - 15

Figure 2.3

2.1.4. *Example:* To search for subjects/classes information under LSCM programme, and showing preference to subject 'NX315'.

2.1.4.1. Select 'LSCM' in the drop down list of 'Prog Name'. Click 'Go' to proceed the search. You can use other criteria to search for the subjects/classes. (Figure 2.4)

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Subjects/Classes Offering Schedule

Show: All Subjects/Classes

Prog Name: - All - Academic Year / Semester: 2012/13 / 2 Award: - All -

Search: Display: 15 Go Reset

Preference: ☐ BA MPR ☐ BA PA ☐ BA PC ☐ BA PPO ☐ BA PS ☐ BA RSM ☐ BA SB ☐ BA TIM ☐ BM ☐ HRM ☐ HWMP ☒ LSCM ☐ NX315

Subj Name	Acad Year	Semester	Cohort	Compulsory	Campus
Seminars in Hong Kong Legal System	2012/13	2	Sep-11	C	P
Financial Reporting 2	2012/13	2	Sep-11	C	P
Operations Management	2012/13	2	Sep-11	C	P
Supply Networks	2012/13	2	Sep-11	C	P
Strategic Management and Leadership	2012/13	2	Sep-11	C	P
Professional Project (Part 2)	2012/13	2	Sep-11	C	P

Figure 2.4

SPEED Teaching Assignment System

Home Schedule

Home > Schedule > Subjects/Classes Offering Schedule

Subjects/Classes Offering Schedule

Show: All Subjects/Classes

Prog Name: LSCM Academic Year / Semester: 2012/13 / 2 Award: - All - Mode of Study: - All - Admin Staff: - All -

Search: Display: 15 Go Reset

Preference	Subj Code	Subj Name	Acad Year	Semester	Cohort	Compulsory	Campus	Award	Mode Study	Prog Name	No Student	Lect Hr	Tut Hr	Lect Size	Tut Size
★	MO359	Supply Networks	2012/13	2	Sep-11	C	P	UNN	FT	LSCM	26	2	1	26	13
★	SM374	Strategic Management and Leadership	2012/13	2	Sep-11	C	P	UNN	FT	LSCM	26	2	1	26	13
★	NX315	Professional Project (Part 2 of 2)	2012/13	2	Sep-11	C	P	UNN	FT	LSCM	26	2.5	0	13	0
★	FN360	Ethics and Governance	2012/13	2	Jan-12	C	HHB	UNN	PT	LSCM	16	1	.5	16	16
★	MO358	Strategic Supply Chain Management	2012/13	2	Jan-12	C	HHB	UNN	PT	LSCM	16	2	1	16	16
★	MO359	Supply Networks	2012/13	2	Sep-11	C	HHB	UNN	PT	LSCM	60	2	1	20	20

Figure 2.5

2.1.4.2. All subjects/classes under LSCM programmes are listed. Click 'Reset' if the result is not appropriate.

2.1.4.3. Click the star in the left most column on the list. (Figure 2.6)

Preference	Subj Code	Subj Name	Acad Year	Semester
★	MO359	Supply Networks	2012/13	2
★	SM374	Strategic Management and Leadership	2012/13	2
★	NX315	Professional Project (Part 2 of 2)	2012/13	2
★	FN360	Ethics and Governance	2012/13	2
★	MO358	Strategic Supply Chain Management	2012/13	2
★	MO359	Supply Networks	2012/13	2
★	NX315	Professional Project (Part 1 of 3)	2012/13	2

Figure 2.6

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2.1.4.4. The star for subject code 'NX315' is changed from grey to yellow which indicate the preference to the subject/class. A notification 'Assignment Added' is shown at the top of the page. (Figure 2.7)

SPEED Teaching Assignment System

Home **Schedule**

Home > Schedule > Subjects/Classes Offering Schedule

Assignment Added ×

Subjects/Classes Offering Schedule

Show: **All Subjects/Classes**

Prog Name: LSCM Academic Year / Semester: 2012/13 2 Award: - All - Mode of Study: - All - Admin Staff: - All -

Search: [] Display: 15 Go Reset

Preference	Subj Code	Subj Name	Acad Year	Semester	Cohort	Compulsory	Campus	Award	Mode Study	Prog Name	No Student	Lect Hr	Tut Hr	Lect Size
★	MO359	Supply Networks	2012/13	2	Sep-11	C	P	UNN	FT	LSCM	26	2	1	26
★	SM374	Strategic Management and Leadership	2012/13	2	Sep-11	C	P	UNN	FT	LSCM	26	2	1	26
★	NX315	Professional Project (Part 2 of 2)	2012/13	2	Sep-11	C	P	UNN	FT	LSCM	26	2.5	0	13
★	FN360	Ethics and Governance	2012/13	2	Jan-12	C	HHB	UNN	PT	LSCM	16	1	.5	16
★	MO358	Strategic Supply Chain Management	2012/13	2	Jan-12	C	HHB	UNN	PT	LSCM	16	2	1	16

Figure 2.7

2.1.4.5. To show only subjects/classes marked for preference, select 'My Preference Only' in the list on the top of the page. (Figure 2.8)

SPEED Teaching Assignment System

Home **Schedule**

Home > Schedule > Subjects/Classes Offering Schedule

Subjects/Classes Offering Schedule

Show: **My Preference Only**

Prog Name: LSCM Academic Year / Semester: 2012/13 2 Award: - All -

Search: [] Display: 15 Go

Preference	Subj Code	Subj Name	Acad Year	Semester	Cohort	Compulsory
★	NX315	Professional Project (Part 2 of 2)	2012/13	2	Sep-11	C
★	MO359	Supply Networks	2012/13	2	Sep-11	C
★	MO359	Supply Networks	2012/13	2	Jan-11	C

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Figure 2.8

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2.1.5. Remove preference to a subject/class

2.1.5.1. Click on the yellow star of the subject/class. A pop up window is shown and click 'OK' to confirm the deletion. (Figure 2.9)

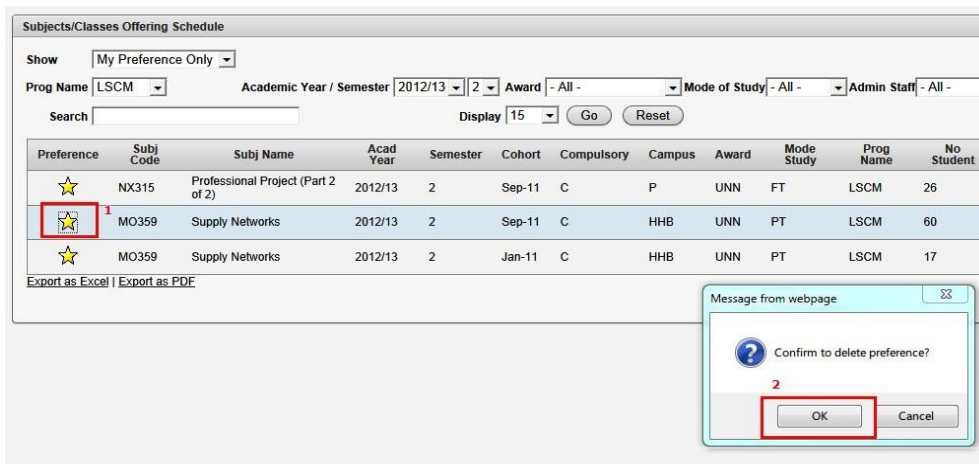


Figure 2.9

2.1.5.2. A notification 'Assignment Deleted' is shown on the top of the page. (Figure 2.10)

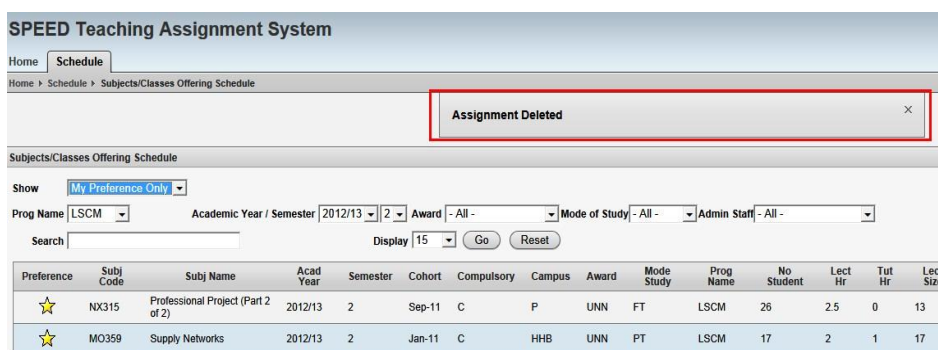


Figure 2.10

2.2 Workload Summary

2.2.1. The workload summary shows your Programme Leadership (PL), Other Duties (OD) and Programme/Course assigned to teach with the corresponding workload hours calculated. Please note that the summary is shown only after the teaching assignment for all subjects/classes are confirmed by DoSPEED.

2.2.2. Click on the arrow on the right side of the 'Schedule' icon and then select 'Workload Summary' from the drop down list. (Figure 2.11)

Alternatively, you can click 'Schedule' on the top horizontal bar, and then select the 'Workload Summary' icon. (Figure 2.12)

SPEED Teaching Assignment System User Manual (Lecturer)

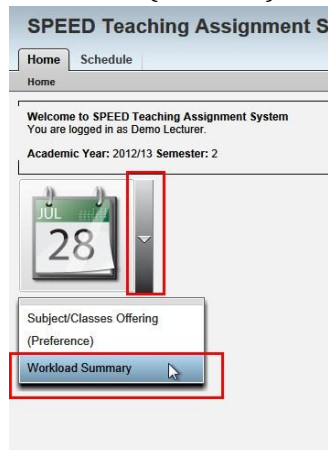


Figure 2.11

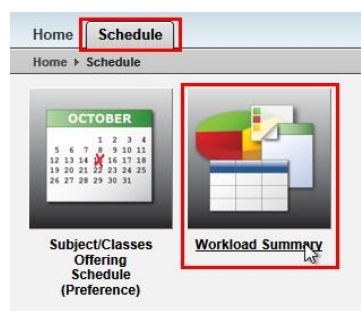


Figure 2.12

- 2.2.3. Select Academic Year from the drop down list. Current academic year is selected by default.
(Figure 2.13)

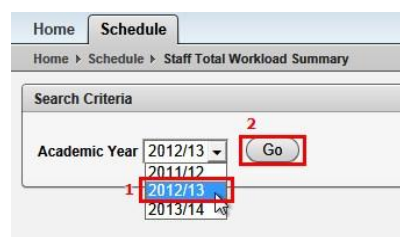


Figure 2.13

SPEED Teaching Assignment System User Manual (Lecturer)

2.2.4. The workload summary report for the selected academic year is shown. You can export the

Home		Schedule										
Home > Schedule > Staff Total Workload Summary > Report with User												
Export as PDF		Back										
Teaching Staff	Sem	Prog Leadership (PL)	PL workload-hr (a)	Other Duties (OD)	Other workload-hr (b)	Teach location Mode	Programme/Courses assigned to teach	Workload-hrs (c)	Total Sem workload-hr (d) = (a) + (b) + (c)	2012/13 Workload-hrs	PO	2nd contract (workload-hrs)
Demo Lecturer	1								0.0			
	2			Member of Student Affairs Sub-committee	1	HHB/PPT	(LSCM) MO359(Supply Networks) 1.0L 0.0T	2.0			Mr Travis Kwok	0.0
						P/FT	(LSCM) NX315(Professional Project (Part 2 of 2)) 1.0L 0.0T	0.0			Mr Travis Kwok	2.5
									3.0			
	3								0.0			
										3.0		2.5
Open Balance from 2011/12: 0.0												
Total Workload Hour for 2012/13: 3.0												

Figure 2.14
report as PDF by clicking the 'Export as PDF' button. (Figure 2.14)