

CCA

ALLOCATION SYSTEM

Administrator

User Guide

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RJCAT Consultancy
17 Jan 2014*

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Overview

The objective of CAS is to allocate CCA to students based on their preferences and the CCA parameters within reasonable amount of time.

CAS is very organized. It is simple to use and can save tremendous amount of time. For example:

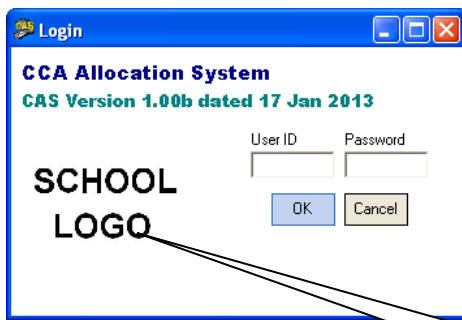
- | | |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student Choices | - This is online. Student log in to a portal to register their choices. In addition, information like Drug Allergies, Previous Year CCA, Level of Competition and NAPFA can also be collected. There is no need for paper work and collation. All data collected will be merged into CCA directly via text file. |
| Allocate CCA | - Allocation is done systematically once all the parameters are defined. You can set Max Number of members allowed in each CCA and the Min number of Members in each CCA to monitor. Allocation is done in the following order: 1) Students whose CCA are being FIXED for some reasons (Manual) 2) DSA Students 3) Ranked Students (Ranked by CCA Teachers) 4) The rest of the Students based on 1 st Choice, 2 nd Choice, 3 rd Choice and so on |
| Generate Reports | - Class List with their Choices and Allocated CCA CCA List with their Members and choices Allocation Statistics |

Work Flow

The following is the recommended work flow for the CCA Allocation Exercise

| <u>Order</u> | <u>Description</u> | <u>Action By</u> |
|---------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1 | Convert Cockpit Data (Class and Pupil) | CAS Administrator |
| 2 | Update all the CCA offered and Set Parameters Max and Min Order of Allocation (Preferred Order of Allocation by CCA) | |
| 3 | Update CCA Ranking List, if any (Ranking can be updated prior to Allocating CCA to students) | |
| 4 | Upload Database to CCA Portal | RJCAT |
| 5 | Student Opt for their CCA Choices | Student |
| 6 | Download Database from CCA Portal | RJCAT |
| 7 | Merging Students' Choices to CAS | CAS Administrator |
| 8 | Allocate CCA to Students | CAS Administrator |

Login



Step

- Enter User ID (default: system)
- Enter Password (default: system)
- Click on OK button

Double-Click on the School Crest to Login directly.

Main Screen

CAS Version 1.00e dated 10 Jan 2014

DEMO SCHOOL **RJCAT Secondary School**
123 Street
Singapore 349692

User ID: SYSTEM
Group: Super User

Print

| Program Path | Parameter |
|-----------------------------|--------------------|
| F:\AppD7\CAS\ | |
| Database Path | |
| F:\AppD7\CAS\Database\Demo\ | |
| DataNull Path | |
| F:\AppD7\CAS\DataNull\ | |
| DataCode Path | Work Path |
| F:\AppD7\CAS\DataCode\ | F:\AppD7\CAS\Work\ |
| Net Controller Path | |
| F:\APPD7\CAS\ | |
| Private Path | |
| F:\APPD7\CAS\PRIV | |
| Backup Path | |
| F:\AppD7\CAS\DataBack\ | |
| INI Path | |
| F:\AppD7\CAS\INI\ | |
| Text File | |
| F:\AppD7\CAS\Text\ | |
| Excel Path | |
| F:\AppD7\CAS\Excel\ | |
| Log Path | |
| F:\AppD7\CAS\LOG\ | |

CCA Admin

- Allocate CCA
- Rank CCA
- CCA List
- CCA Setup

System Table

- Class List
- Pupil List
- School List
- Password Table
- Registration Info

System Admin

- Convert Cockpit Data
- Load Choices
- Portal Interface

System Table

System Table is a set of Tables that are used in CAS. Generally you don't need to update these tables.

Class Table

Class table is updated via “Convert Cockpit Data”. You don’t need to update this table.

The screenshot shows the CAS Version 1.00e dated 10 Jan 2014 interface. The main window displays the 'Class List' for 'RJCAT Secondary School' (123 Street, Singapore 349692). The user is logged in as 'SYSTEM' (Super User). The interface includes a left-hand navigation menu with sections for 'CCA Admin', 'System Table', and 'System Admin'. The 'Class List' table is the central focus, with a yellow header bar indicating that a column header can be dragged to group by that column. The table has four columns: 'Year', 'Level', 'Class', and 'ClassName'. The data rows show classes for the year 2013, levels 1, and classes 1A through 1Z, with corresponding class names like 'Sec 1A', 'Sec 1C', etc.

| Key Info | | | | Miscellaneous |
|----------|-------|-------|-----------|---------------|
| Year | Level | Class | ClassName | |
| 2013 | 1 | 1A | Sec 1A | |
| 2013 | 1 | 1C | Sec 1C | |
| 2013 | 1 | 1H | Sec 1H | |
| 2013 | 1 | 1I | Sec 1I | |
| 2013 | 1 | 1M | Sec 1M | |
| 2013 | 1 | 1N | Sec 1N | |
| 2013 | 1 | 1O | Sec 1O | |
| 2013 | 1 | 1P | Sec 1P | |
| 2013 | 1 | 1S | Sec 1S | |
| 2013 | 1 | 1Z | Sec 1Z | |

Pupil Table

Pupil table is updated via “Convert Cockpit Data”. You don’t need to update this table.

CAS Version 1.00e dated 10 Jan 2014

DEMO SCHOOL **RJCAT Secondary School**
 123 Street
 Singapore 349692

User ID: SYSTEM
 Group: Super User

Print

CCA Admin

- Allocate CCA
- Rank CCA
- CCA List
- CCA Setup

System Table

- Class List
- Pupil List
- School List
- Password Table
- Registration Info

System Admin

- Convert Cockpit Data
- Load Choices
- Portal Interface

Pupil List

Drag a column header here to group by that column

| Year | NricNo | Name | Sex | BirthDate | Class | | Primary | | | | |
|------|-----------|--------------------|-----|------------|--------|----|----------------------------------------------|-----|-----|-----|----|
| | | | | | Clas | St | T/S | EL1 | MT2 | MTH | |
| 2013 | S0000193Z | Pupil Name 0000193 | F | 13/08/2000 | Sec 1A | 1 | Bendemeer Primary School | 251 | A | | A* |
| 2013 | S0000124Z | Pupil Name 0000124 | F | 27/05/2000 | Sec 1A | 2 | Hougang Primary School | 253 | A* | A | A |
| 2013 | S0000047Z | Pupil Name 0000047 | F | 22/02/2000 | Sec 1A | 3 | Greenridge Primary School | 255 | A | A* | A |
| 2013 | S0000321Z | Pupil Name 0000321 | F | 23/11/2000 | Sec 1A | 4 | Yangzheng Primary School | 252 | A* | A* | A |
| 2013 | S0000005Z | Pupil Name 0000005 | F | 10/08/1999 | Sec 1A | 5 | Zhonghua Primary School | 251 | A | A* | A |
| 2013 | S0000115Z | Pupil Name 0000115 | F | 18/04/2000 | Sec 1A | 6 | Elias Park Primary School | 253 | A | A | A* |
| 2013 | S0000009Z | Pupil Name 0000009 | F | 21/10/2000 | Sec 1A | 7 | Zhonghua Primary School | 252 | A | | A |
| 2013 | S0000130Z | Pupil Name 0000130 | F | 07/05/2000 | Sec 1A | 8 | Tao Nan School | 250 | A | A* | A |
| 2013 | S0000191Z | Pupil Name 0000191 | F | 11/08/2000 | Sec 1A | 9 | Kong Hwa School | 251 | A | A* | A |
| 2013 | S0000014Z | Pupil Name 0000014 | F | 22/05/1999 | Sec 1A | 10 | Xinmin Primary School | 253 | A | A* | A |
| 2013 | S0000253Z | Pupil Name 0000253 | F | 01/12/2000 | Sec 1A | 11 | Naval Base Primary School | 252 | A* | A | A |
| 2013 | S0000199Z | Pupil Name 0000199 | F | 09/09/2000 | Sec 1A | 12 | Yishun Primary School | 253 | A | A* | A |
| 2013 | S0000161Z | Pupil Name 0000161 | F | 06/07/2000 | Sec 1A | 13 | Anderson Primary School | 253 | A* | A | A |
| 2013 | S0000315Z | Pupil Name 0000315 | F | 30/03/2000 | Sec 1A | 14 | Tanjong Katong Primary School | 251 | A* | A* | A |
| 2013 | S0000219Z | Pupil Name 0000219 | F | 15/10/2000 | Sec 1A | 15 | East Coast Primary School | 251 | A* | A | A |
| 2013 | S0000035Z | Pupil Name 0000035 | F | 23/01/2000 | Sec 1A | 16 | Peijng Primary School | 252 | A | A* | A* |
| 2013 | S0000034Z | Pupil Name 0000034 | F | 03/01/2000 | Sec 1A | 17 | Maha Bodhi School | 258 | A* | A* | A |
| 2013 | S0000279Z | Pupil Name 0000279 | F | 17/12/2000 | Sec 1A | 18 | Singapore Chinese Girls' Primary School | 252 | A* | A | A* |
| 2013 | S0000020Z | Pupil Name 0000020 | F | 08/01/2000 | Sec 1A | 19 | Rivervale Primary School | 252 | A | A* | A |
| 2013 | S0000178Z | Pupil Name 0000178 | F | 09/08/2000 | Sec 1A | 20 | Zhangde Primary School | 253 | A* | A | A |
| 2013 | S0000307Z | Pupil Name 0000307 | F | 25/01/2000 | Sec 1A | 21 | Haig Girls' School | 255 | A | A* | A |
| 2013 | S0000113Z | Pupil Name 0000113 | F | 12/05/2000 | Sec 1A | 22 | Sembawang Primary School | 253 | A* | A* | A |
| 2013 | S0000175Z | Pupil Name 0000175 | F | 21/07/2000 | Sec 1A | 23 | Junyuan Primary School | 253 | A* | A* | A |
| 2013 | S0000028Z | Pupil Name 0000028 | F | 23/01/2000 | Sec 1A | 24 | Chongzheng Primary School | 251 | A | A | A* |
| 2013 | S0000159Z | Pupil Name 0000159 | F | 08/07/2000 | Sec 1A | 25 | CHIJ Our Lady of Good Counsel | 251 | A | A | A* |
| 2013 | S0000051Z | Pupil Name 0000051 | F | 17/02/2000 | Sec 1A | 26 | Rosyth School | 252 | A* | A | A |
| 2013 | S0000146Z | Pupil Name 0000146 | F | 16/06/2000 | Sec 1A | 27 | Paya Lebar Methodist Girls' School (Primary) | 251 | A* | A | A* |
| 2013 | S0000292Z | Pupil Name 0000292 | F | 28/08/2000 | Sec 1A | 28 | Yangzheng Primary School | 251 | A* | A* | A |
| 2013 | S0000128Z | Pupil Name 0000128 | F | 03/06/2000 | Sec 1A | 29 | Luncheon Primary School | 256 | A | A* | A |

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School Table

This table is standard. It will be updated by RJCAT and updated via Website.
 You don't need to update this table.

CAS Version 1.00e dated 10 Jan 2014

DEMO SCHOOL **RJCAT Secondary School**
 123 Street
 Singapore 349692

User ID: SYSTEM
 Group: Super User

Print

CCA Admin

- Allocate CCA
- Rank CCA
- CCA List
- CCA Setup

System Table

- Class List
- Pupil List
- School List
- Password Table
- Registration Info

System Admin

- Convert Cockpit Data
- Load Choices
- Portal Interface

School List

Drag a column header here to group by that column

| Main Info | | | |
|-----------|------|------|---------------------------------|
| Zo | Code | Abbr | School |
| North | 1744 | ADP | Admiralty Primary School |
| North | 1738 | AJP | Ahmad Ibrahim Primary School |
| North | 1254 | AGP | Anchor Green Primary School |
| North | 1766 | APS | Anderson Primary School |
| North | 5007 | OLN | CHIJ Our Lady of the Nativity |
| North | 7118 | SNG | CHIJ St. Nicholas Girls' School |
| North | 1751 | CPS | Canberra Primary School |
| North | 5636 | CFP | Chongtu School |
| North | 1757 | CVP | Compassvale Primary School |
| North | 1769 | EFF | Edgefield Primary School |
| North | 1252 | EDP | Endeavour Primary School |
| North | 1756 | EGP | Evergreen Primary School |
| North | 1177 | FVP | Fernvale Primary School |
| North | 1208 | FCP | Fuchun Primary School |
| North | 1251 | GDP | Greendale Primary School |
| North | 1765 | GWP | Greenwood Primary School |
| North | 1255 | HZP | Horizon Primary School |
| North | 1763 | HGP | Hougang Primary School |
| North | 1223 | HMP | Huamin Primary School |
| North | 1250 | IPS | Innova Primary School |
| North | 1207 | JMP | Jiemin Primary School |
| North | 7111 | MSH | Maris Stella High School |
| North | 1645 | MAS | Marsiling Primary School |
| North | 1151 | MFP | Mayflower Primary School |
| North | 5183 | MTS | Mee Toh School |
| North | 5018 | MJS | Montfort Junior School |
| North | 5028 | NCP | Nan Chiau Primary School |
| North | 1730 | NBP | Naval Base Primary School |
| North | 1761 | NSP | North Spring Primary School |
| North | 1740 | NVP | North View Primary School |

Password Table

This table is standard. Only update when necessary.

CAS Version 1.00e dated 10 Jan 2014

DEMO SCHOOL **RJCAT Secondary School**
 123 Street
 Singapore 349692

User ID: SYSTEM
 Group: Super User

Print

CCA Admin

- Allocate CCA
- Rank CCA
- CCA List
- CCA Setup

System Table

- Class List
- Pupil List
- School List
- Password Table
- Registration Info

System Admin

- Convert Cockpit Data
- Load Choices
- Portal Interface

Password Table

Drag a column header here to group by that column

| User ID | Password | User Name (Display) | Access Level |
|---------|----------|---------------------|---------------|
| 1 | 1 | UserName1 | SuperUser |
| ADMIN | ADMIN | Admin | End User |
| ENDUSER | ENDUSER | End User | End User |
| STMS | STMS | Admin Manager | Administrator |
| SYSTEM | SYSTEM | System User | SuperUser |

Total: 5

Registration Info

This table is standard. Only update when necessary.

The screenshot shows the CAS software interface. At the top, it displays 'CAS Version 1.00e dated 10 Jan 2014'. The main header area includes 'DEMO SCHOOL' and 'RJCAT Secondary School' with its address: '123 Street, Singapore 349692'. On the right, the user information is shown as 'User ID: SYSTEM' and 'Group: Super User', along with a 'Print' button.

The left sidebar contains three main sections: 'CCA Admin' with options 'Allocate CCA', 'Rank CCA', 'CCA List', and 'CCA Setup'; 'System Table' with options 'Class List', 'Pupil List', 'School List', 'Password Table', and 'Registration Info'; and 'System Admin' with options 'Convert Cockpit Data', 'Load Choices', and 'Portal Interface'.

The main content area is titled 'Registration Info' and contains the following form fields:

- School**

| Code | Abbr | Level |
|------|-------|-----------|
| 9999 | RJCAT | Secondary |
- School**
RJCAT Secondary School
- Address**

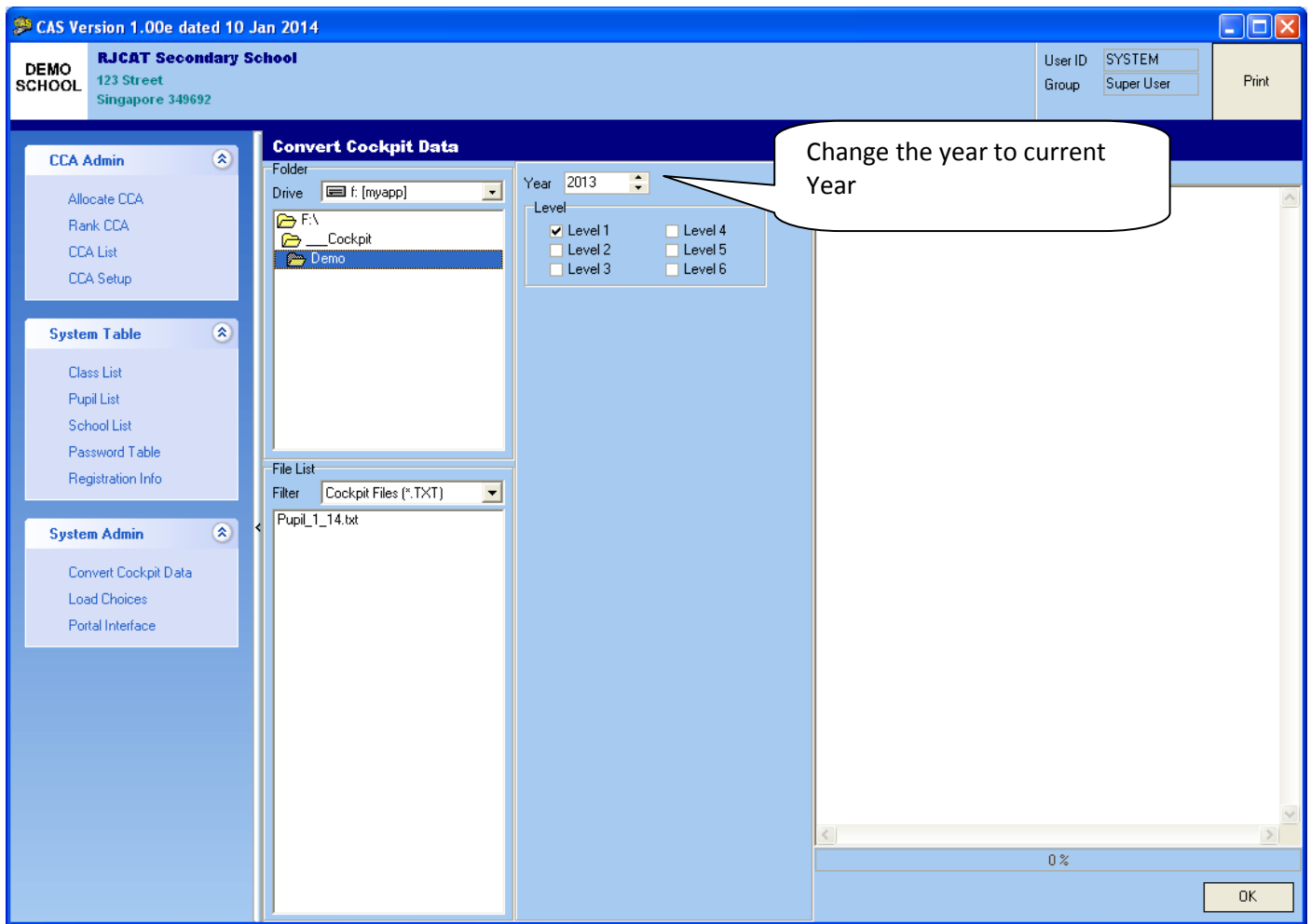
| | |
|------------|------------------|
| Street | 123 Street |
| Postal | Singapore 349692 |
| Tel Office | 63883904 |
| Fax No | 63883642 |

At the bottom of the form, there are four buttons: 'Add', 'Delete', 'Save', and 'Cancel'.

System Admin

This part is accessible only to CAS Administrator.

Convert Cockpit



Steps

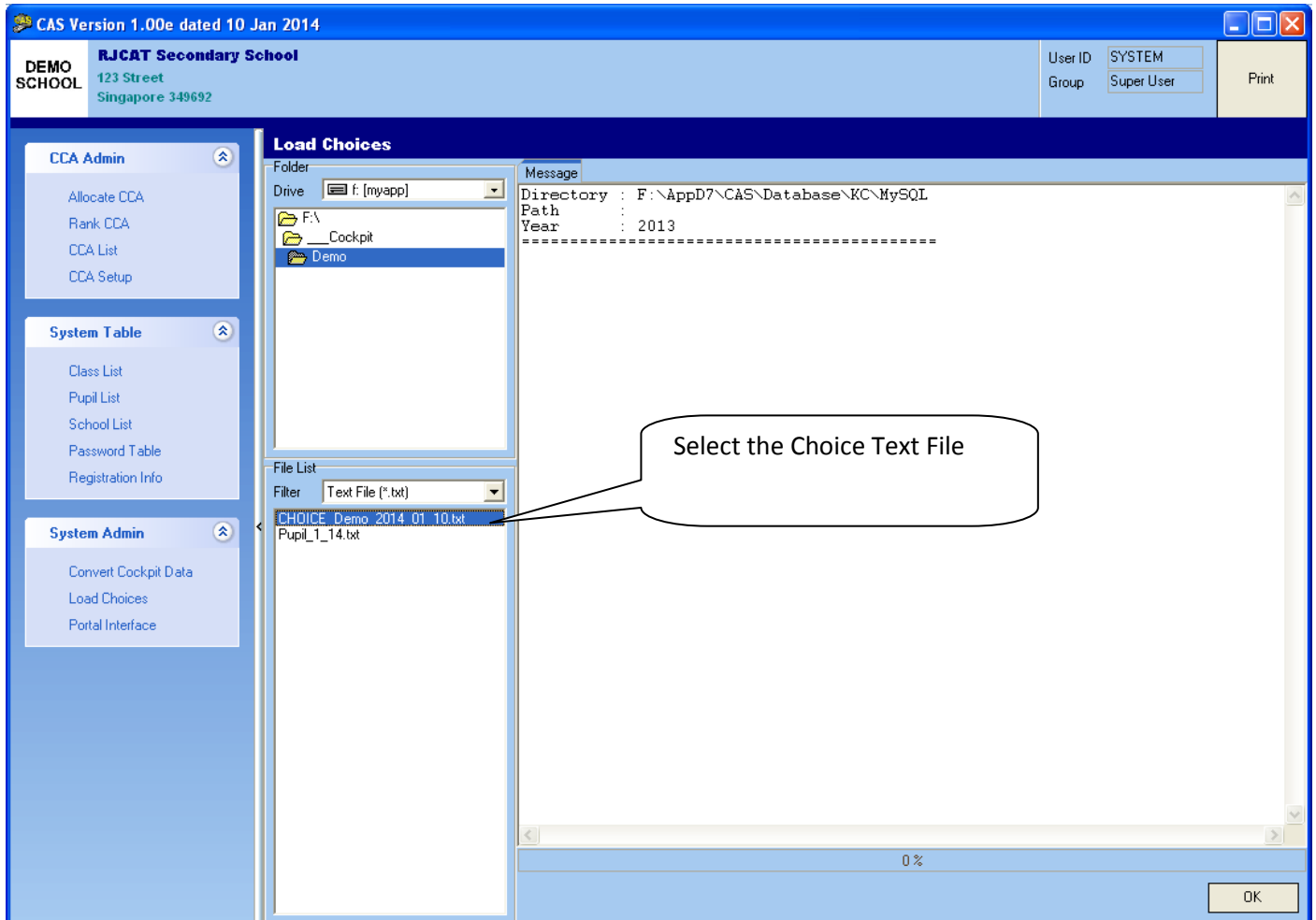
- Point the folder to the cockpit files
- Set the Year to Current Year
- Select the Level to Convert
- Click OK Button

Load Choice

The Choice Text File is from the CCA Portal. It contains the choices made by the students during the CCA Registration.

We will download the Choice Text File and email to you.

You may skip this step if we import the choices into the CAS Database and email the Database to you.



Steps

- Point the folder to the Choice file
- Select the Choice Text File
- Click OK Button

CCA Admin

This part is accessible by CCA Administrator.

Allocate CCA (Screen #1)

Graph Legend

Students' Choices

CCA for DSA students

| Main | | | | | | | | Choices | | | | | |
|------|--------|-----------------------|-----|-----------|---------|-------|-------|---------|-----|-------|-------|-------|-----|
| Tag | Class | Name | Sex | NricNo | Stream | Rand# | RankX | DSA | #1 | #2 | #3 | #4 | #5 |
| | Sec 1A | 1 Pupil Name 0000193 | F | S0000193Z | Express | 9675 | 1 | BAD | GG | AV&P | NPCC | IFC | TT |
| | Sec 1A | 2 Pupil Name 0000124 | F | S0000124Z | Express | 948 | 0 | | CHO | T&F | NPCC | | |
| | Sec 1A | 3 Pupil Name 0000047 | F | S0000047Z | Express | 2201 | 1 | NB | NB | AV&P | BAD | TT | RCY |
| | Sec 1A | 4 Pupil Name 0000321 | F | S0000321Z | Express | 3883 | 0 | | VB | T&F | BB | ELDDS | NCC |
| | Sec 1A | 5 Pupil Name 0000005 | F | S0000005Z | Express | 5258 | 1 | | | SB | ELDDS | HB | RCY |
| | Sec 1A | 6 Pupil Name 0000115 | F | S0000115Z | Express | 5636 | 0 | | | RCY | BAD | GG | TT |
| | Sec 1A | 7 Pupil Name 0000009 | F | S0000009Z | Express | 9652 | 0 | NB | LIB | ELDDS | SB | TT | RCY |
| | Sec 1A | 8 Pupil Name 0000130 | F | S0000130Z | Express | 3157 | 0 | | SB | | ELDDS | GG | VB |
| | Sec 1A | 9 Pupil Name 0000191 | F | S0000191Z | Express | 2361 | 0 | | | | | | T&F |
| | Sec 1A | 10 Pupil Name 0000014 | F | S0000014Z | Express | 5433 | 0 | | | | | | TT |

Step

- Click Generate Random Button (To issue a Q number to students)
- Click Load Ranking List Button (Teachers' Ranking will be loaded prior to Allocation)
- Click Compute Statistics Button (To generate Choice Statistics for reporting purposes)
- Update DSA List
- Click Process Choices Button
- Update Manually for students not allocated (Probably due to MAX limit)
- Click Final Statistics Button

Allocate CCA (Screen #2)

Manual Allocation

CAS Version 1.00g dated 17 Jan 2014

DEMO SCHOOL RJCAT Secondary School
123 Street
Singapore 349692

User ID: SYSTEM
Group: Super User

Click this Button to get the latest statistics after finishing Manual Allocation

Allocate CCA

Tools & Utilities: Generate Random, Load Ranking List, Compute Statistics, Process Choices, Final Statistics

Max Size, Allocated, Min Size

DSA: 2, Manual: 15, Rank: 4, Choice: 278, Total: 299, Pupil: 322, Nil: 23, Current Stage: Assign CCA : BAD to Selected Students

| Tag | Class | Name | Sex | NricNo | Stream | Band# | RankX | LIB | Cho# | Group | CCA | Status | Cho# | Group | CCA |
|-----|--------|-----------------------|-----|-----------|---------|-------|-------|-----|------|-------|-------|--------|------|-------|-------|
| | Sec 1A | 1 Pupil Name 0000193 | F | S0000193Z | Express | 9675 | 1 | | 0 | S&G | BAD | DSA | 0 | S&G | BAD |
| | Sec 1A | 2 Pupil Name 0000124 | F | S0000124Z | Express | 948 | 0 | | 1 | PA | CHO | Choice | 1 | PA | CHO |
| | Sec 1A | 3 Pupil Name 0000047 | F | S0000047Z | Express | 2201 | 1 | | 0 | S&G | BAD | Manual | 1 | S&G | NB |
| | Sec 1A | 4 Pupil Name 0000321 | F | S0000321Z | Express | 3883 | 0 | | 1 | S&G | VB | Choice | 1 | S&G | VB |
| | Sec 1A | 5 Pupil Name 0000005 | F | S0000005Z | Express | 5258 | 1 | | 1 | S&G | VB | Choice | 1 | S&G | VB |
| | Sec 1A | 6 Pupil Name 0000115 | F | S0000115Z | Express | 5636 | 0 | | 1 | S&G | BAD | Manual | 1 | S&G | T&F |
| | Sec 1A | 7 Pupil Name 0000009 | F | S0000009Z | Express | 9652 | 0 | | 0 | S&G | NB | DSA | 0 | S&G | NB |
| | Sec 1A | 8 Pupil Name 0000130 | F | S0000130Z | Express | 3157 | 0 | | 1 | PA | BAD | Manual | 1 | PA | SB |
| | Sec 1A | 9 Pupil Name 0000191 | F | S0000191Z | Express | 2361 | 0 | | 1 | PA | ELDDS | Choice | 1 | PA | ELDDS |
| | Sec 1A | 10 Pupil Name 0000014 | F | S0000014Z | Express | 5433 | 0 | | 1 | PA | CCS | Choice | 1 | PA | CCS |

Step

- Select CCA
- Select Student to Allocate (Use CTRL+CLICK)
- Click Assign CCA button
- Repeat the above steps for the rest of CCA
- Click Final Statistics Button

Manual Allocation – Example

Manual Allocate Basketball to Top 12 Students.

CAS Version 1.00g dated 17 Jan 2014

DEMO SCHOOL RJCAT Secondary School
123 Street
Singapore 349692

User ID: SYSTEM
Group: Super User

Print

Allocate CCA

Tools & Utilities | Generate Random | Load Ranking List | Compute Statistics | Process Choices | Final Statistics

Pupil List | Pupil Info | Overall Statistics

CCA [BB] Assign CCA Search By Name Search Tag No 0 Tag Selected Select All

Drag a column header here to group by that column

| Main | | | | | | | | Sports & Games | | | | | Uniformed Group | | | | | |
|------|--------|----|--------------------|-----|-----------|---------|-------|----------------|-----|----|----|----|-----------------|----|----|----|-----|------|
| Tag | Class | SN | Name | Sex | NricNo | Stream | Rand# | RankX | BAD | BF | NB | SL | T&F | TT | VB | GG | NCC | NPCC |
| * | Sec 1N | 30 | Pupil Name 000013 | F | S0000013Z | Express | 3057 | 1 | | | 1 | | | | | | | |
| * | Sec 1N | 18 | Pupil Name 000019 | F | S0000019Z | Express | 9458 | 1 | | | 2 | | | | | | | |
| * | Sec 1M | 37 | Pupil Name 000022 | F | S0000022Z | Express | 1510 | 1 | | | 3 | | | | | | | |
| * | Sec 1A | 3 | Pupil Name 000047 | F | S0000047Z | Express | 2201 | 1 | | | 4 | | | | | | | |
| * | Sec 1A | 26 | Pupil Name 000051 | F | S0000051Z | Express | 4060 | 1 | | | 5 | | | | | | | |
| * | Sec 1A | 33 | Pupil Name 000056 | F | S0000056Z | Express | 1943 | 1 | | | 6 | | | | | | | |
| * | Sec 1H | 11 | Pupil Name 0000103 | F | S0000103Z | Express | 2329 | 1 | | | 7 | | | | | | | |
| * | Sec 1C | 35 | Pupil Name 0000107 | F | S0000107Z | Express | 545 | 1 | | | 8 | | | | | | | |
| * | Sec 1H | 19 | Pupil Name 0000133 | F | S0000133Z | Express | 1445 | 1 | | | 9 | | | | | | | |
| * | Sec 1M | 31 | Pupil Name 0000137 | F | S0000137Z | Express | 6442 | 1 | | | 10 | | | | | | | |
| * | Sec 1I | 6 | Pupil Name 0000166 | F | S0000166Z | Express | 1853 | 1 | | | 11 | | | | | | | |
| * | Sec 1C | 10 | Pupil Name 0000171 | F | S0000171Z | Express | 2180 | 1 | | | 12 | | | | | | | |
| | Sec 1A | 1 | Pupil Name 0000193 | F | S0000193Z | Express | 9675 | 1 | | | 13 | | | | | | | |
| | Sec 1C | 17 | Pupil Name 0000197 | F | S0000197Z | Express | 3216 | 1 | | | 14 | | | | | | | |
| | Sec 1C | 2 | Pupil Name 0000213 | F | S0000213Z | Express | 8477 | 1 | | | 15 | | | | | | | |

15

(BB <> blank) Customize...

Step

- Select BB (Basketball)
- Filter to students who are ranked by Basketball Teacher
- Select Students to Allocate (Use CTRL+CLICK)
- Click Assign CCA button
- Click Final Statistics Button

Allocate CCA (Screen #3)

Filtering Records – Example below shows students who are ranked by CCA Teachers.

The screenshot shows the 'Allocate CCA' screen for RJCAT Secondary School. At the top, the school name and address are displayed, along with the user ID 'JON' and group 'MASTER'. The main area features a bar chart with three data series: 'Max Size' (red), 'Allocated' (green), and 'Min Size' (blue). Below the chart, a 'Custom Filter' dialog box is open, showing the filter criteria: 'RankX is greater than or equal to 1'. The data table below the chart shows a list of students with columns for Class, Name, Sex, NricNo, Stream, Rank, and other details. A callout points to the student with Rank 1 in the table, indicating they are ranked by one or more CCA Teachers.

| Class | Name | Sex | NricNo | Stream | Rank |
|--------|--------------------|-----|-----------|---------|------|
| Sec 1A | Pupil Name 0000005 | F | S0000005Z | Express | 5258 |
| Sec 1A | Pupil Name 0000199 | F | S0000199Z | Express | 6294 |
| Sec 1A | Pupil Name 0000034 | F | S0000034Z | Express | 8971 |
| Sec 1A | Pupil Name 0000175 | F | S0000175Z | Express | 2027 |
| Sec 1C | Pupil Name 0000314 | F | S0000314Z | Express | 2729 |
| Sec 1C | Pupil Name 0000236 | F | S0000236Z | Express | 6657 |
| Sec 1C | Pupil Name 0000169 | F | S0000169Z | Express | 2755 |
| Sec 1C | Pupil Name 0000196 | F | S0000196Z | Express | 4868 |

Student who are ranked

Student who are ranked by one or more CCA Teachers

Allocate CCA (Screen #4)

Sorting Records – Example below shows Sorting by Basketball Column.

CAS Version 1.00g dated 17 Jan 2014

DEMO SCHOOL **RJCAT Secondary School**
123 Street
Singapore 349692

User ID: SYSTEM
Group: Super User

Print

Allocate CCA

Tools & Utilities | Generate Random | Load Ranking List | Compute Statistics | Process Choices | Final Statistics

Pupil List | Pupil Info | Overall Statistics

+ - CCA BB Assign CCA Search By Name Search Tag No 0 Tag Selected Select All

Drag a column header here to group by that column

| Main | | | | | | | | | | Sports & Games | | | | | Uniformed G | | | | |
|------|--------|----|--------------------|-----|-----------|---------|-------|-------|--|----------------|----|----|----|-----|-------------|----|----|-----|-----|
| Tag | Class | SN | Name | Sex | NricNo | Stream | Rand# | RankX | | BAD | BT | NB | SL | T&F | TT | VB | GG | NCC | NPC |
| | Sec 1H | 23 | Pupil Name 0000316 | F | S0000316Z | Express | 1210 | | | | | | | | | | | | |
| | Sec 1I | 20 | Pupil Name 0000317 | F | S0000317Z | Express | 1188 | 0 | | | | | | | | | | | |
| | | | | | | | 880 | 0 | | | | | | | | | | | |
| | | | | | | | 06 | 0 | | | | | | | | | | | |
| | | | | | | | 37 | 0 | | | | | | | | | | | |
| | | | | | | | 33 | 0 | | | | | | | | | | | |
| | | | | | | | 356 | 0 | | | | | | | | | | | |
| | Sec 1N | 30 | Pupil Name 0000013 | F | S0000013Z | Express | 3057 | 1 | | | 1 | | | | | | | | |
| | Sec 1N | 18 | Pupil Name 0000019 | F | S0000019Z | Express | 9458 | 1 | | | 2 | | | | | | | | |
| | Sec 1M | 37 | Pupil Name 0000022 | F | S0000022Z | Express | 1510 | 1 | | | 3 | | | | | | | | |
| | Sec 1A | 3 | Pupil Name 0000047 | F | S0000047Z | Express | 2201 | 1 | | | 4 | | | | | | | | |
| | Sec 1A | 26 | Pupil Name 0000051 | F | S0000051Z | Express | 4060 | 1 | | | 5 | | | | | | | | |
| | Sec 1A | 33 | Pupil Name 0000056 | F | S0000056Z | Express | 1943 | 1 | | | 6 | | | | | | | | |
| | Sec 1H | 11 | Pupil Name 0000103 | F | S0000103Z | Express | 2329 | 1 | | | 7 | | | | | | | | |
| | Sec 1C | 35 | Pupil Name 0000107 | F | S0000107Z | Express | 545 | 1 | | | 8 | | | | | | | | |
| | Sec 1H | 19 | Pupil Name 0000133 | F | S0000133Z | Express | 1445 | 1 | | | 9 | | | | | | | | |
| | Sec 1M | 31 | Pupil Name 0000137 | F | S0000137Z | Express | 6442 | 1 | | | 10 | | | | | | | | |
| | Sec 1I | 6 | Pupil Name 0000166 | F | S0000166Z | Express | 1853 | 1 | | | 11 | | | | | | | | |
| | Sec 1C | 10 | Pupil Name 0000171 | F | S0000171Z | Express | 2180 | 1 | | | 12 | | | | | | | | |
| | Sec 1A | 1 | Pupil Name 0000193 | F | S0000193Z | Express | 9675 | 1 | | | 13 | | | | | | | | |
| | Sec 1C | 17 | Pupil Name 0000197 | F | S0000197Z | Express | 3216 | 1 | | | 14 | | | | | | | | |
| | Sec 1C | 2 | Pupil Name 0000213 | F | S0000213Z | Express | 8477 | 1 | | | 15 | | | | | | | | |

322

Click on the column header to be sorted by the column

Allocate CCA (Screen #5)

Grouping Records – Example below shows Sorting by BAD Column.

CAS Version 1.00a dated 15 Nov 2013

SCHOOL **RJCAT Secondary School**
 LOGO 123 Street
 Singapore 349692

User ID: JON
 Group: MASTER

Allocate CCA

Tools & Utilities | Generate Random | Load Ranking | Final Statistics

Pupil List | Pupil Info | Overall Statistics | RJCAT

CCA: [Dropdown] | Assign CCA

Cho# [Dropdown] | Group [Dropdown]

| Main | | | | | | | | | | Grouped Groups | | | | Performing Arts | | | | Allocation (Final) | | Allocation (System) | | |
|-------------------------|----|--------------------|-----|-----------|---------|-------|-------|-----|-----|----------------|----|----|-----|-----------------|----|-----|--------|--------------------|-------|---------------------|--|--|
| Class | SN | Name | Sex | NricNo | Stream | Rand# | RankX | ICS | CHO | ELDE | GZ | HB | ICS | MCS | MD | CCA | Status | Cho# | Group | CCA | | |
| + Cho#: (Total: 27) | | | | | | | | | | | | | | | | | | | | | | |
| + Cho#: 0 (Total: 4) | | | | | | | | | | | | | | | | | | | | | | |
| + Cho#: 1 (Total: 211) | | | | | | | | | | | | | | | | | | | | | | |
| + Cho#: 2 (Total: 41) | | | | | | | | | | | | | | | | | | | | | | |
| - Cho#: 3 (Total: 23) | | | | | | | | | | | | | | | | | | | | | | |
| - Group: S&G (Total: 6) | | | | | | | | | | | | | | | | | | | | | | |
| Sec 1C | 25 | Pupil Name 0000026 | F | S0000026Z | Express | 8994 | 0 | | | | | | | | | T&F | Choice | 3 | S&G | T&F | | |
| Sec 1H | 28 | Pupil Name 0000099 | F | S0000099Z | Express | 7431 | 1 | | | | | | | | | BAD | Ranked | 3 | S&G | BAD | | |
| Sec 1C | 24 | Pupil Name 0000160 | F | S0000160Z | Express | 9860 | 0 | | | | | | | | | BAD | Choice | 3 | S&G | BAD | | |
| Sec 1I | 9 | Pupil Name 0000163 | F | S0000163Z | Express | 8015 | 0 | | | | | | | | | TT | Choice | 3 | S&G | TT | | |
| Sec 1P | 30 | Pupil Name 0000184 | F | S0000184Z | Express | 6854 | 0 | | | | | | | | | BAD | Choice | 3 | S&G | BAD | | |
| Sec 1I | 21 | Pupil Name 0000220 | F | S0000220Z | Express | 8832 | 0 | | | | | | | | | T&F | Choice | 3 | S&G | T&F | | |
| + Group: UG (Total: 4) | | | | | | | | | | | | | | | | | | | | | | |
| + Group: PA (Total: 10) | | | | | | | | | | | | | | | | | | | | | | |
| + Group: C&S (Total: 3) | | | | | | | | | | | | | | | | | | | | | | |
| - Cho#: 4 (Total: 11) | | | | | | | | | | | | | | | | | | | | | | |
| + Group: S&G (Total: 3) | | | | | | | | | | | | | | | | | | | | | | |
| + Group: UG (Total: 6) | | | | | | | | | | | | | | | | | | | | | | |
| + Group: PA (Total: 1) | | | | | | | | | | | | | | | | | | | | | | |
| + Group: C&S (Total: 1) | | | | | | | | | | | | | | | | | | | | | | |
| + Cho#: 5 (Total: 5) | | | | | | | | | | | | | | | | | | | | | | |

322

Drag the column(s) to the orange area to be grouped by the column(s). By grouping, you may be able to see live statistics based on the group(s)

Allocate CCA (Screen #6)

Assign Tag Number to students.

This is useful if you need to separate students into different groups for further actions.

For example:

You have allocated a group of students and not want to change their allocation, you can set their Tag to Number 1.

For students you still want to manipulate, you can set their Tag to Number 2.

Then you filter Tag to 2 so that you only view those students you want to make further changes.

CAS Version 1.00g dated 17 Jan 2014

DEMO SCHOOL **RJCAT Secondary School**
123 Street
Singapore 349692

User ID: SYSTEM
Group: Super User

Allocate CCA

Tools & Utilities | Generate Random | Load Ranking List | Compute Statistics | Process Choices | Final Statistics

Pupil List | Pupil Info | Overall Statistics

+ - CCA Assign CCA Search By Name Search Tag No 2 Tag Selected Select All

Drag a column header here to group by that column

| Main | | | | | | | | | Allocation (Final) | | | | Allocation (System) | | |
|------|--------|----------------------|-----|-----------|---------|-------|-------|-----|--------------------|-------|-----|--------|---------------------|-------|-----|
| Tag | Class | Name | Sex | NricNo | Stream | Rand# | RankX | LIB | Cho# | Group | CCA | Status | Cho# | Group | CCA |
| | Sec 1A | 1 Pupil Name 0000193 | F | S0000193Z | Express | 9675 | 1 | | 0 | S&G | BAD | DSA | 0 | S&G | BAD |
| 1 | Sec 1A | 2 Pupil Name 0000124 | F | S0000124Z | Express | 948 | 0 | | 1 | PA | CHO | Choice | 1 | PA | CHO |
| | Sec 1A | 3 Pupil Name 0000047 | F | S0000047Z | Express | 2201 | 1 | | 0 | S&G | BAD | Manual | 1 | S&G | NB |
| 2 | Sec 1A | 4 Pupil Name 0000321 | F | S0000321Z | Express | 3883 | 0 | | 1 | S&G | VB | Choice | 1 | S&G | VB |

24 (Tag = 2)

CCA Ranking

SCHOOL LOGO RJCAT Secondary School
123 Street
Singapore 349692

CAS Version 1.00a dated 15 Nov 2013

User ID: SYSTEM
Group: Super User

Print

Rank CCA

Drag a column header here to group by that column

| Group | Code | Abbr | Description | Order |
|------------------|------|------|---------------|-------|
| S&G | BAD | BAD | Badminton | 9 |
| S&G | BB | BB | Basketball | 11 |
| S&G | NB | NB | Netball | 8 |
| S&G | SL | SL | Sports League | |
| S&G | TF | T&F | Track & Field | 1 |
| Total: 24 | | | | |

Drag a column header here to group by that column

| Rank | Class | SN | Name |
|------------------|--------|----|--------------------|
| 1 | Sec 1A | 5 | Pupil Name 0000005 |
| 2 | Sec 1A | 12 | Pupil Name 0000199 |
| 3 | Sec 1A | 17 | Pupil Name 0000034 |
| 4 | Sec 1A | 23 | Pupil Name 0000175 |
| 5 | Sec 1C | 6 | Pupil Name 0000314 |
| 6 | Sec 1C | 13 | Pupil Name 0000236 |
| 7 | Sec 1C | 20 | Pupil Name 0000169 |
| 8 | Sec 1C | 28 | Pupil Name 0000196 |
| 9 | Sec 1H | 9 | Pupil Name 0000141 |
| 10 | Sec 1H | 16 | Pupil Name 0000272 |
| 11 | Sec 1H | 28 | Pupil Name 0000099 |
| 12 | Sec 1H | 31 | Pupil Name 0000080 |
| 13 | Sec 1N | 3 | Pupil Name 0000001 |
| Total: 13 | | | |

Double Click on Pupil's Name to Append to CCA Ranking List

Search By Name Search

Pupil List

Drag a column header here to group by that column

| Class | SN | Name |
|-------------------|----|--------------------|
| Sec 1N | 3 | Pupil Name 0000001 |
| Sec 1H | 1 | Pupil Name 0000002 |
| Sec 1M | 2 | Pupil Name 0000003 |
| Sec 1O | 10 | Pupil Name 0000004 |
| Sec 1A | 5 | Pupil Name 0000005 |
| Sec 1Z | 9 | Pupil Name 0000006 |
| Sec 1O | 2 | Pupil Name 0000007 |
| Sec 1O | 25 | Pupil Name 0000008 |
| Sec 1A | 7 | Pupil Name 0000009 |
| Sec 1C | 7 | Pupil Name 0000010 |
| Sec 1I | 28 | Pupil Name 0000011 |
| Sec 1H | 38 | Pupil Name 0000012 |
| Sec 1N | 30 | Pupil Name 0000013 |
| Sec 1A | 10 | Pupil Name 0000014 |
| Sec 1H | 2 | Pupil Name 0000015 |
| Sec 1C | 23 | Pupil Name 0000016 |
| Sec 1C | 22 | Pupil Name 0000017 |
| Sec 1N | 27 | Pupil Name 0000018 |
| Sec 1N | 18 | Pupil Name 0000019 |
| Sec 1A | 19 | Pupil Name 0000020 |
| Sec 1I | 8 | Pupil Name 0000021 |
| Sec 1M | 37 | Pupil Name 0000022 |
| Sec 1M | 29 | Pupil Name 0000023 |
| Sec 1P | 19 | Pupil Name 0000024 |
| Sec 1M | 5 | Pupil Name 0000025 |
| Total: 322 | | |

Steps

- Select the CCA
- Select the student to be appended into the Ranking List (Double+Click on the Pupil)

Note:

Rank will be auto starting with Rank #1.

CCA List

This is the List of CCA currently offered to students. You need to update the parameters before allocating CCA to students.

CAS Version 1.00b dated 17 Jan 2013

SCHOOL LOGO **RJCAT Secondary School**
123 Street
Singapore 349692

User ID: JON
Group: MASTER

Print

CCA List

Drag a column header here to group by that column

| Main Info | | | | Overall Statistics | | | | Choice Statistics | | | | | | | | Alt | | | | |
|-----------|-------|-------|-----------------------------|--------------------|-----|-----|-------|-------------------|-----|----|----|----|----|----|----|-----|----|-----|----|----|
| Group | Code | Abbr | Description | Order | Max | Min | Alloc | Free | DSA | #1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 | DSA | #0 | #1 |
| S&G | BAD | BAD | Badminton | 9 | 35 | 15 | 17 | 18 | 1 | 11 | 13 | 18 | 11 | 4 | 0 | 0 | 0 | 1 | 1 | 11 |
| S&G | BB | BB | Basketball | 11 | 12 | 5 | 10 | 2 | 0 | 10 | 6 | 5 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| S&G | NB | NB | Netball | 8 | 12 | 8 | 13 | -1 | 2 | 15 | 21 | 13 | 11 | 2 | 0 | 0 | 0 | 2 | 2 | 10 |
| S&G | SL | SL | Sports League | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| S&G | TF | T&F | Track & Field | 1 | 35 | 20 | 35 | 0 | 0 | 26 | 33 | 27 | 48 | 32 | 0 | 0 | 0 | 0 | 0 | 21 |
| S&G | TT | TT | Table Tennis | 5 | 5 | 3 | 5 | 0 | 0 | 6 | 2 | 10 | 22 | 32 | 0 | 0 | 0 | 0 | 0 | 4 |
| S&G | VB | VB | Volleyball | 4 | 12 | 6 | 12 | 0 | 0 | 12 | 11 | 9 | 29 | 27 | 0 | 0 | 0 | 0 | 0 | 12 |
| UG | GG | GG | Girl Guides | | 35 | 20 | 14 | 21 | 0 | 6 | 8 | 16 | 30 | 71 | 0 | 0 | 0 | 0 | 0 | 5 |
| UG | NCC | NCC | National Cadet Corps | | 20 | 10 | 12 | 8 | 0 | 7 | 8 | 16 | 11 | 27 | 0 | 0 | 0 | 0 | 0 | 7 |
| UG | NPCC | NPCC | National Police Cadet Corps | | 25 | 10 | 7 | 18 | 0 | 5 | 3 | 8 | 12 | 25 | 0 | 0 | 0 | 0 | 0 | 5 |
| UG | RCY | RCY | Red Cross Youth | | 25 | 10 | 7 | 18 | 0 | 1 | 6 | 3 | 23 | 33 | 0 | 0 | 0 | 0 | 0 | 1 |
| PA | CCS | CCS | Chinese Cultural Society | 15 | 12 | 5 | 8 | 4 | 0 | 6 | 2 | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| PA | CHO | CHO | Choir | 2 | 35 | 15 | 35 | 0 | 0 | 28 | 19 | 6 | 6 | 2 | 0 | 0 | 0 | 0 | 0 | 26 |
| PA | ELDDS | ELDDS | EL Drama & Debating Society | 14 | 20 | 15 | 20 | 0 | 0 | 44 | 30 | 37 | 8 | 3 | 0 | 0 | 0 | 0 | 0 | 17 |
| PA | GZ | GZ | Guzheng | 7 | 15 | 10 | 14 | 1 | 0 | 8 | 5 | 8 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| PA | HB | HB | Handbell | 6 | 15 | 10 | 15 | 0 | 0 | 22 | 30 | 21 | 17 | 4 | 0 | 0 | 0 | 0 | 0 | 14 |
| PA | ICS | ICS | Indian Cultural Society | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PA | MCS | MCS | Malay Cultural Society | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PA | MD | MD | Modern Dance | 3 | 15 | 8 | 15 | 0 | 0 | 33 | 17 | 10 | 9 | 1 | 0 | 0 | 0 | 0 | 0 | 15 |
| PA | SB | SB | Symphonic Band | 10 | 45 | 22 | 22 | 23 | 0 | 15 | 17 | 16 | 11 | 1 | 0 | 0 | 0 | 0 | 0 | 15 |
| C&S | AVP | AV&P | AV & Photography Club | 18 | 10 | 5 | 10 | 0 | 0 | 21 | 30 | 33 | 17 | 13 | 0 | 0 | 0 | 0 | 0 | 10 |
| C&S | ENV | ENV | Environmental Club | 20 | 15 | 10 | 5 | 10 | 0 | 3 | 3 | 6 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| C&S | IFC | IFC | Infocomm Club | 19 | 10 | 8 | 10 | 0 | 0 | 9 | 20 | 19 | 7 | 4 | 0 | 0 | 0 | 0 | 0 | 8 |
| C&S | LIB | LIB | Library & Editorial Club | 21 | 10 | 8 | 9 | 1 | 0 | 5 | 9 | 9 | 9 | 6 | 0 | 0 | 0 | 0 | 0 | 4 |

24 | 418 | 295 | 123

Steps

- Select the CCA
- Update the Order, Max and Min.

- Order - The preferred Order allocating CCA. You will generally order Niche CCAs first.
- Max - Maximum number of Members allowed in the CCA. Allocation will ignore the rest of the choices if the MAX is reached.
- Min - Minimum number of Members to monitor. This has no effect on the Allocation. It is just an indicator to show if the Minimum Number of Member has reached.

Note:

The rest of the columns are statistics generated when you Allocate CCA to students. These statistics will be available via Reports.

CCA Setup

CAS Version 1.00b dated 17 Jan 2013

SCHOOL LOGO **RJCAT Secondary School**
123 Street
Singapore 349692

User ID: JON
Group: MASTER

Print

Year and Choice

CCA Admin

- Allocate CCA
- Rank CCA
- CCA List
- CCA Setup

System Table

- Class List
- Pupil List
- School List
- Password Table
- Registration Info

System Admin

- Convert Cockpit Data
- Load Choices
- Create Excel File
- Load Excel File

System Utilities

- Backup Data
- Restore Data

CCA Setup

Main
Year: 2013
Choice: 5

Overall Allocation
Total: 322
Allocated: 295
NIL: 27

Total CCA: 24
Total Pupil: 322

Allocation by Category/Type

| Category/Type | Total | % | Category/Type | Total | % |
|---------------|-------|------|---------------|-------|------|
| SG | 92 | 31.2 | DSA | 3 | 1.0 |
| UG | 40 | 13.6 | Rank | 2 | 0.7 |
| PA | 129 | 43.7 | Manual | 2 | 0.7 |
| CS | 34 | 11.5 | Choice | 288 | 97.6 |

Allocation by Choices

| Choice | Total | % | Choice | Total | % |
|--------|-------|------|--------|-------|-----|
| Cho #0 | 4 | 1.4 | Cho #5 | 6 | 2.0 |
| Cho #1 | 212 | 71.9 | Cho #6 | 0 | 0.0 |
| Cho #2 | 40 | 13.6 | Cho #7 | 0 | 0.0 |
| Cho #3 | 21 | 7.1 | Cho #8 | 0 | 0.0 |
| Cho #4 | 12 | 4.1 | | | |

Drag a column header here to group by that column

| Main Info | | | | | Overall Statistics | | | | Choice Statistics | | | | | | | | | | |
|-----------|-------|-------|-----------------------------|-------|--------------------|-----|-------|------|-------------------|-----|-----|----|----|----|----|----|----|-----|----|
| Group | Code | Abbr | Description | Order | Max | Min | Alloc | Free | DSA | #1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 | DSA | #0 |
| S&G | BAD | BAD | Badminton | 9 | 35 | 15 | 17 | 18 | 1 | 11 | 13 | 18 | 11 | 4 | 0 | 0 | 0 | | 1 |
| S&G | BB | BB | Basketball | 11 | 12 | 5 | 10 | 2 | 0 | 10 | 6 | 5 | 7 | 0 | 0 | 0 | 0 | | 0 |
| S&G | NB | NB | Netball | 8 | 12 | 8 | 13 | -1 | 2 | 15 | 21 | 13 | 11 | 2 | 0 | 0 | 0 | | 2 |
| S&G | SL | SL | Sports League | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| S&G | TF | T&F | Track & Field | 1 | 35 | 20 | 35 | 0 | 0 | 26 | 33 | 27 | 48 | 32 | 0 | 0 | 0 | | 0 |
| S&G | TT | TT | Table Tennis | 5 | 5 | 3 | 5 | 0 | 0 | 6 | 2 | 10 | 22 | 32 | 0 | 0 | 0 | | 0 |
| S&G | VB | VB | Volleyball | 4 | 12 | 6 | 12 | 0 | 0 | 12 | 11 | 9 | 29 | 27 | 0 | 0 | 0 | | 0 |
| UG | GG | GG | Girl Guides | | 35 | 20 | 14 | 21 | 0 | 6 | 8 | 16 | 30 | 71 | 0 | 0 | 0 | | 0 |
| UG | NCC | NCC | National Cadet Corps | | 20 | 10 | 12 | 8 | 0 | 7 | 8 | 16 | 11 | 27 | 0 | 0 | 0 | | 0 |
| UG | NPCC | NPCC | National Police Cadet Corps | | 25 | 10 | 7 | 18 | 0 | 5 | 3 | 8 | 12 | 25 | 0 | 0 | 0 | | 0 |
| UG | RCY | RCY | Red Cross Youth | | 25 | 10 | 7 | 18 | 0 | 1 | 6 | 3 | 23 | 33 | 0 | 0 | 0 | | 0 |
| PA | CCS | CCS | Chinese Cultural Society | 15 | 12 | 5 | 8 | 4 | 0 | 6 | 2 | 3 | 1 | 1 | 0 | 0 | 0 | | 0 |
| PA | CHO | CHO | Choir | 2 | 35 | 15 | 35 | 0 | 0 | 28 | 19 | 6 | 6 | 2 | 0 | 0 | 0 | | 0 |
| PA | ELDDS | ELDDS | EL Drama & Debating Society | 14 | 20 | 15 | 20 | 0 | 0 | 44 | 30 | 37 | 8 | 3 | 0 | 0 | 0 | | 0 |
| PA | GZ | GZ | Guzheng | 7 | 15 | 10 | 14 | 1 | 0 | 8 | 5 | 8 | 3 | 0 | 0 | 0 | 0 | | 0 |
| PA | HB | HB | Handbell | 6 | 15 | 10 | 15 | 0 | 0 | 22 | 30 | 21 | 17 | 4 | 0 | 0 | 0 | | 0 |
| PA | ICS | ICS | Indian Cultural Society | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| PA | MCS | MCS | Malay Cultural Society | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| | | | | | 24 | | | | 418 | 295 | 123 | | | | | | | | 3 |

Steps

- Update the Year
- Update the Total Choices (Max=8)