**S1PS**

**Sec One Posting Management System**

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**Overview**

S1PS is a fully OFFLINE Windows based software (Non-Internet). It is SSOE1 and SSOE2 compliance and it can runs on Windows 11. It is also already White Listed by MOE-NCB.

The software and its database reside in your school computer. There is no need to conform to the MOE IT Security Specification.

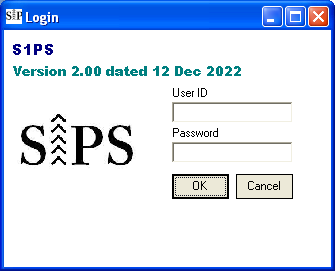
S1PS is really easy to use. It is FAST and has a friendly user-interface. After all the initial setup, the whole process of allocation should take less than 10 minutes.

**Work Flow**

The following is the recommended work flow for the S1PS.

|  |  |
| --- | --- |
| **Stage** | **Description** |
| Pre Allocation | 1. Setup SBB Criteria    1. Criteria for offering SBB (EL, MT, SC and MA)    2. Criteria for offering HMT (HCL, HML and HTL) 2. Setup Teaching Group Parameters    1. Block (A and B)    2. Setup Label Description 3. Setup Sec 1 Classes    1. Class Name    2. Block (A and B) 4. Setup Subjects to be offer    1. G0 - Common Curriculum    2. G1 - Normal (Technical) Subjects    3. G2 - Normal (Academic) Subjects    4. G3 - Express Subjects 5. Others    1. Setup up Subject Teaching Groups    2. Assign Default Subjects |
| Preliminary Planning Report needed from School Cockpit: **RE\_PPS\_011** | 1. Load Data from Sec 1 Mask Posting File (CSV Format) 2. Print GG Profile 3. Print Combi Profile 4. Plan Total Teaching Groups needed for each Subject |
| Allocation | 1. Load Data from Sec 1 Posting File (CSV Format) 2. Update SEN (S1 to S8) 3. Pre-assign students to a specific Class (Locked) 4. Process Allocation    1. Allocate Class to Students    2. Allocate Teaching Group to Students |
| Post Allocation | 1. Assign Form Teachers to Class 2. Assign Subject Teachers to Teaching Group Subjects 3. Subject Print Reports    1. Subject Profile    2. Teaching Group and SBB    3. Individual Student Subject List 4. Export to Excel |

## Login

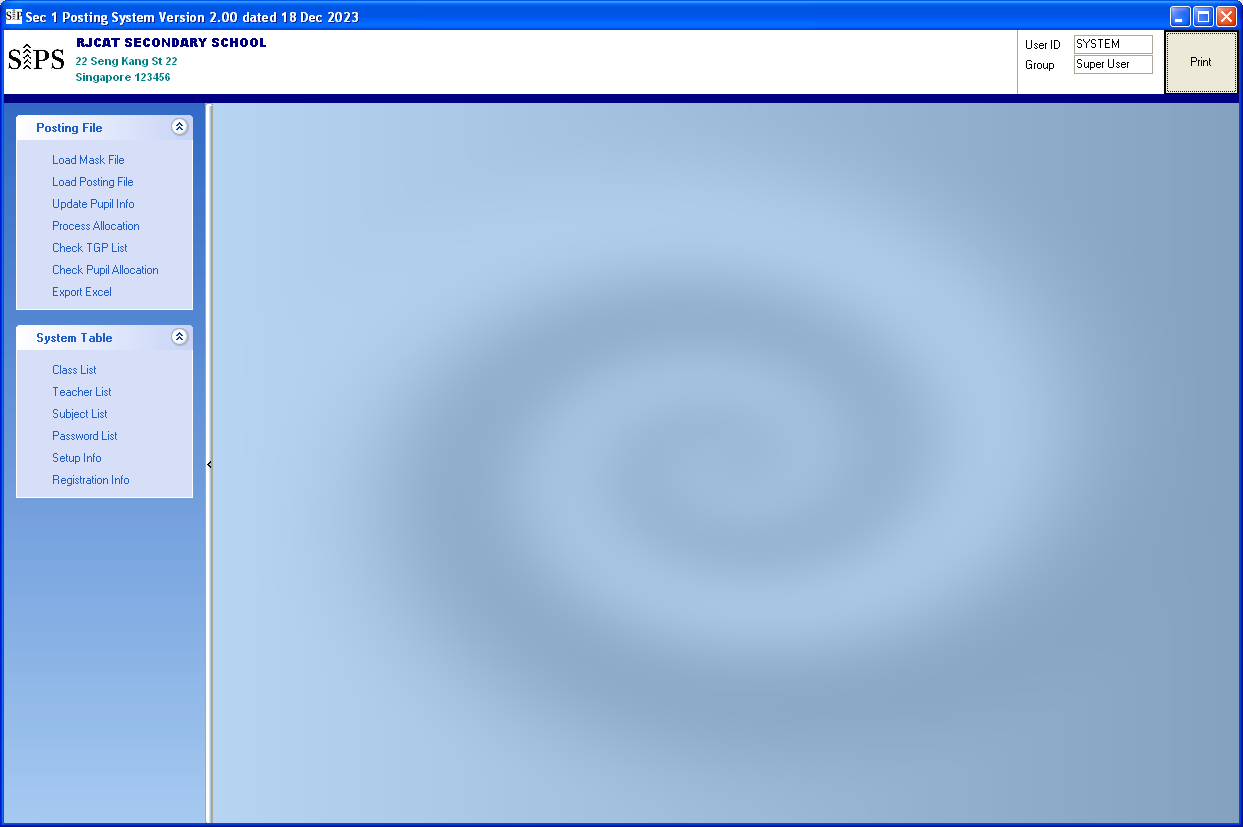


Double-Click to bypass login

Steps

* Enter User ID (system)
* Enter Password (system)
* Click “OK”

## Main Menu



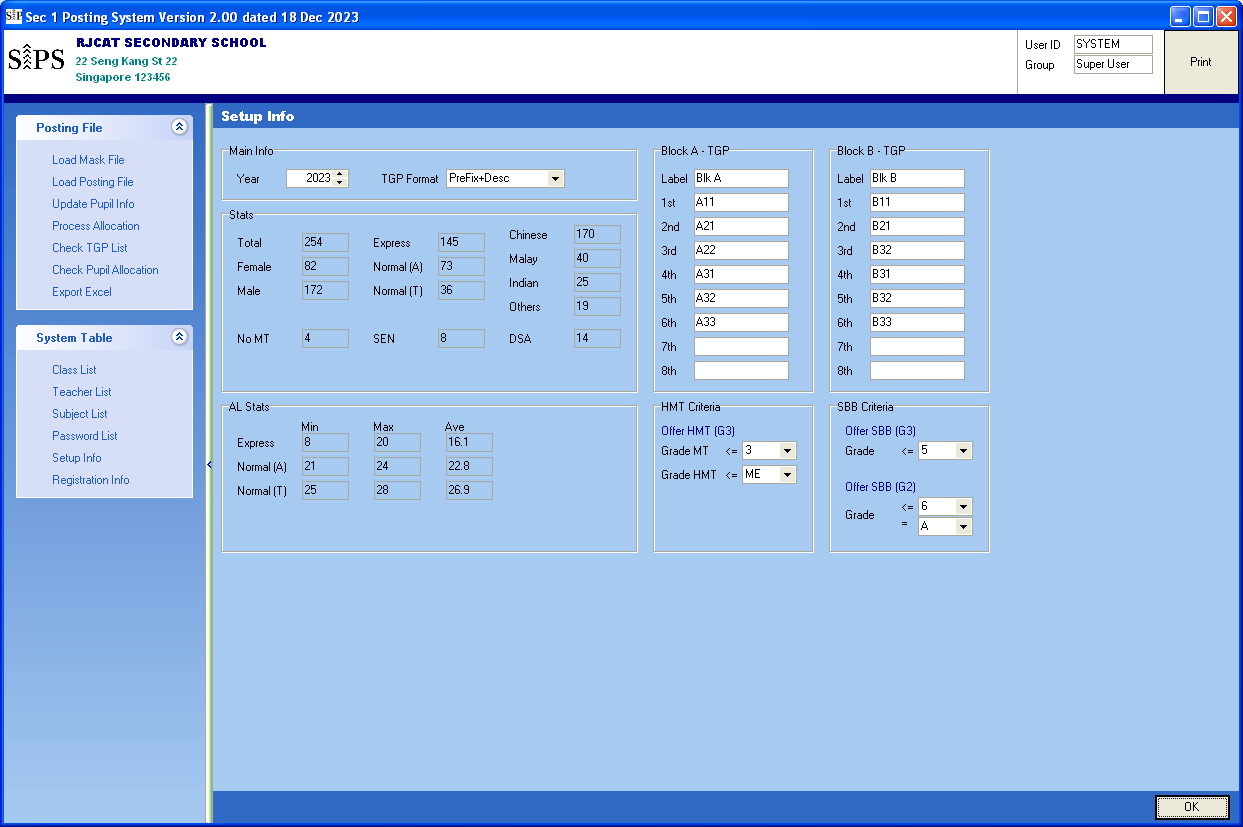
Print Report

Menu List

## Setup Teaching Group Parameters and SBB Criteria

The default Criteria is based on MOE guideline. However, you may change them based on your school needs.

Menu Access: System Table – Setup Info



Criteria for offering HMT

Criteria for offering SBB

Teaching Group Parameters

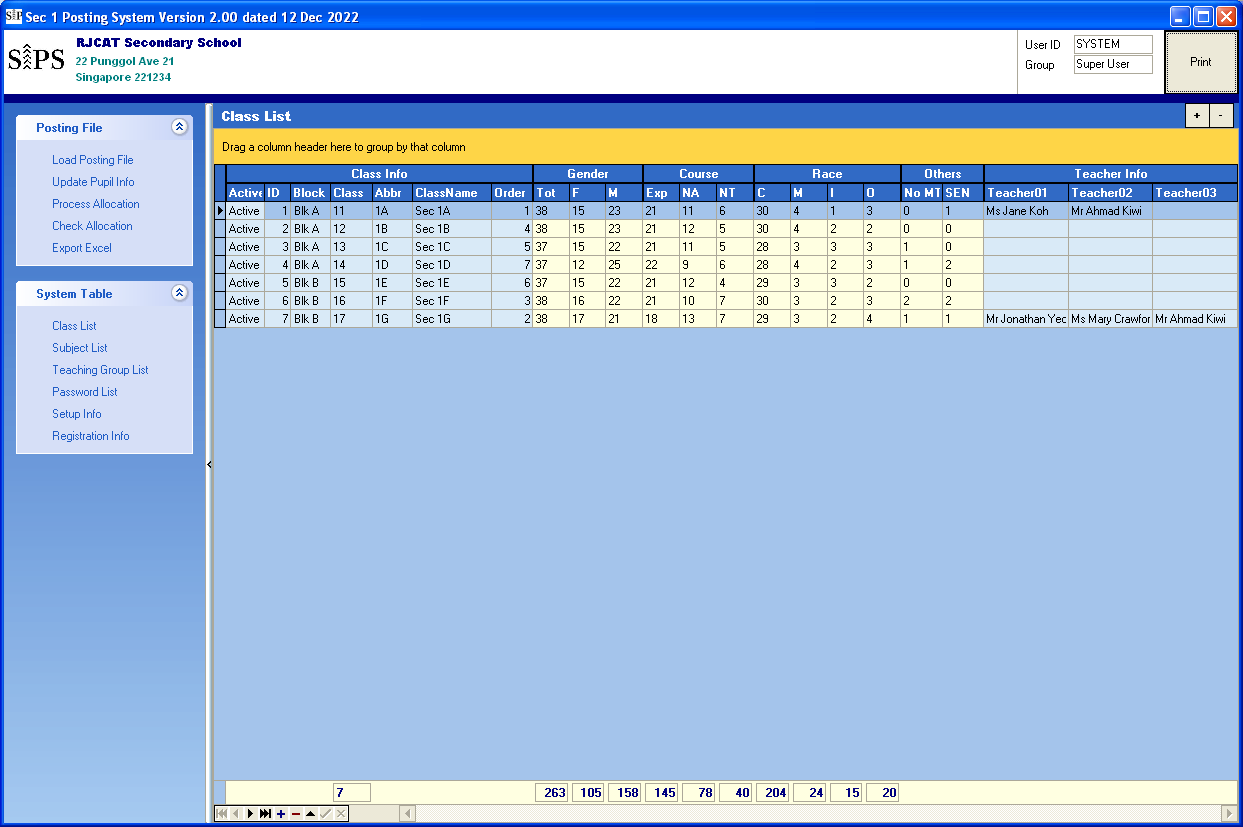
Steps

* Update the info accordingly
* Click “OK”

## Setup Class List

The default is 8 classes, 4 in Block A and 4 in Block B. You may change them based on your school needs.

Menu Access: System Table – Class List



Statistics generated after “Process Allocation”

Steps

Navigator



* Add or Delete Class based on your school needs
* Assign Block A or Block B to Class
* Click another record to save

To Delete existing Record

To Add New Record

## Setup Subject List

S1PS will adopt the new subject naming convention: G1, G2 & G3. In addition, G0 will be used for the common curriculum Subjects (ART, & D&T, FCE and Music). Most of the subjects are already included.

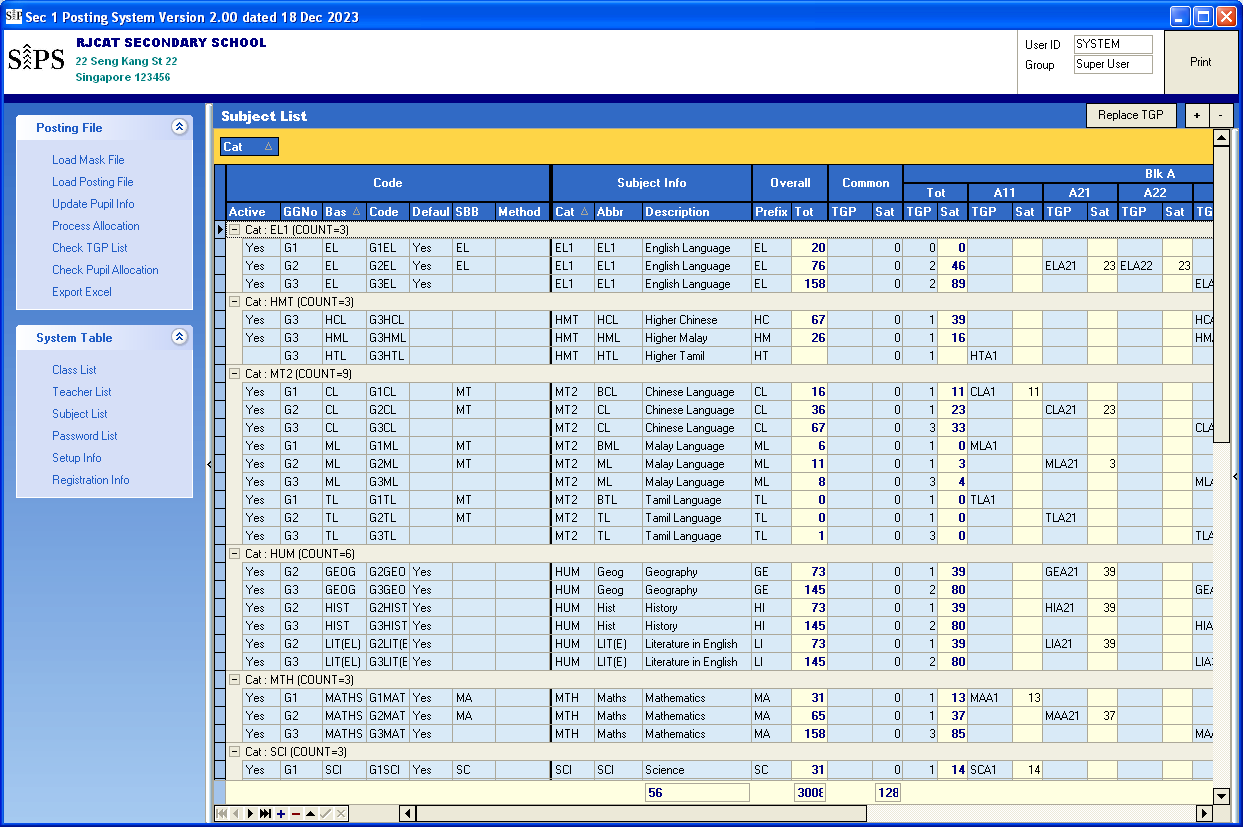
There are 2 blocks of teaching groups (Block A and Block B). Each block has up to 6 teaching groups (TGP).

The current teaching groups are defined according to Course (Exp, NA & NT):

* TGP 1 - for NT
* TGP 2-3 - for NA
* TGP 4-6 - for Express

Technically, you may use any group for any Course (Exp, NA & NT). The current setting is basically for easy viewing by Column.

Menu Access: System Table – Subject List



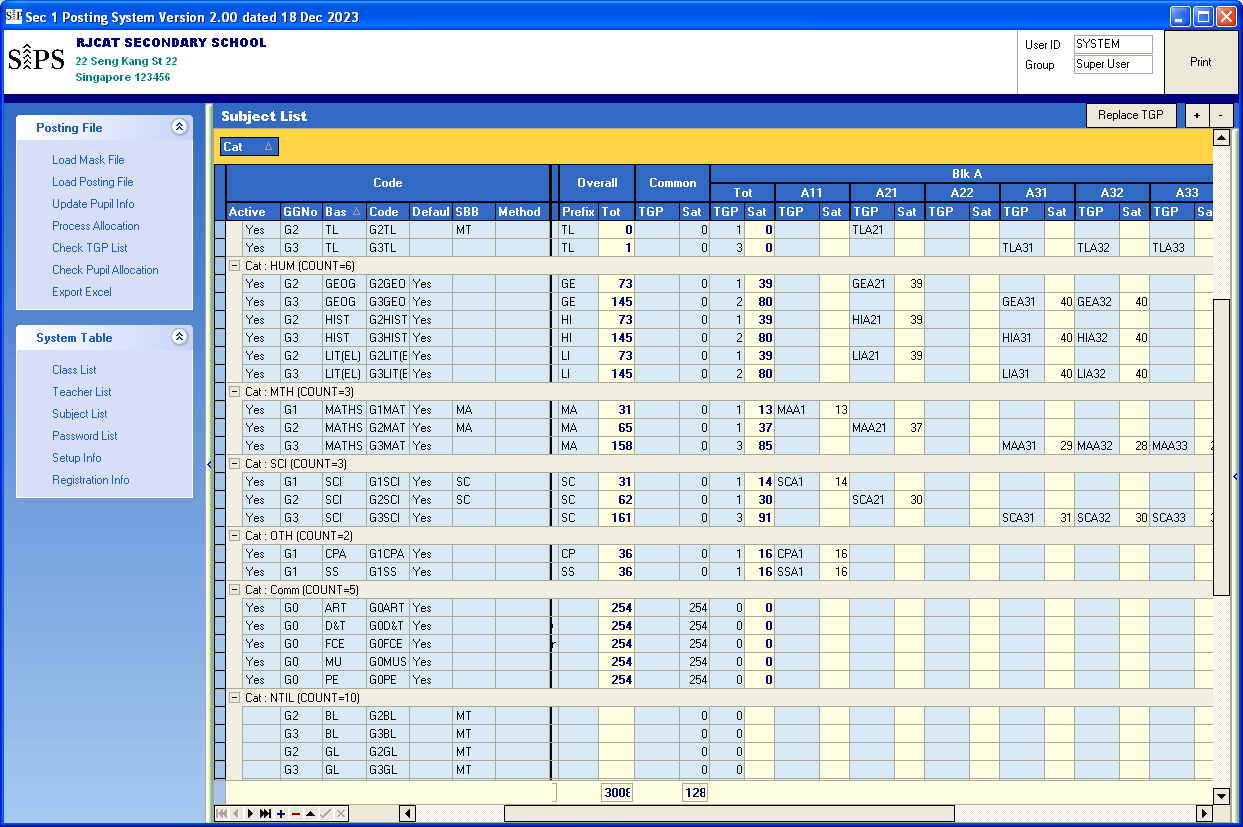
Prefix for Teaching Group

Steps

* Add or Delete Class Subject based on your school needs
* Click another record to save

### Update Teaching Groups

Click Replace TGP



Subject with Prefix but no Teaching Group mean Non-Intact Class

(Conduct Outside School)

Change the Prefix

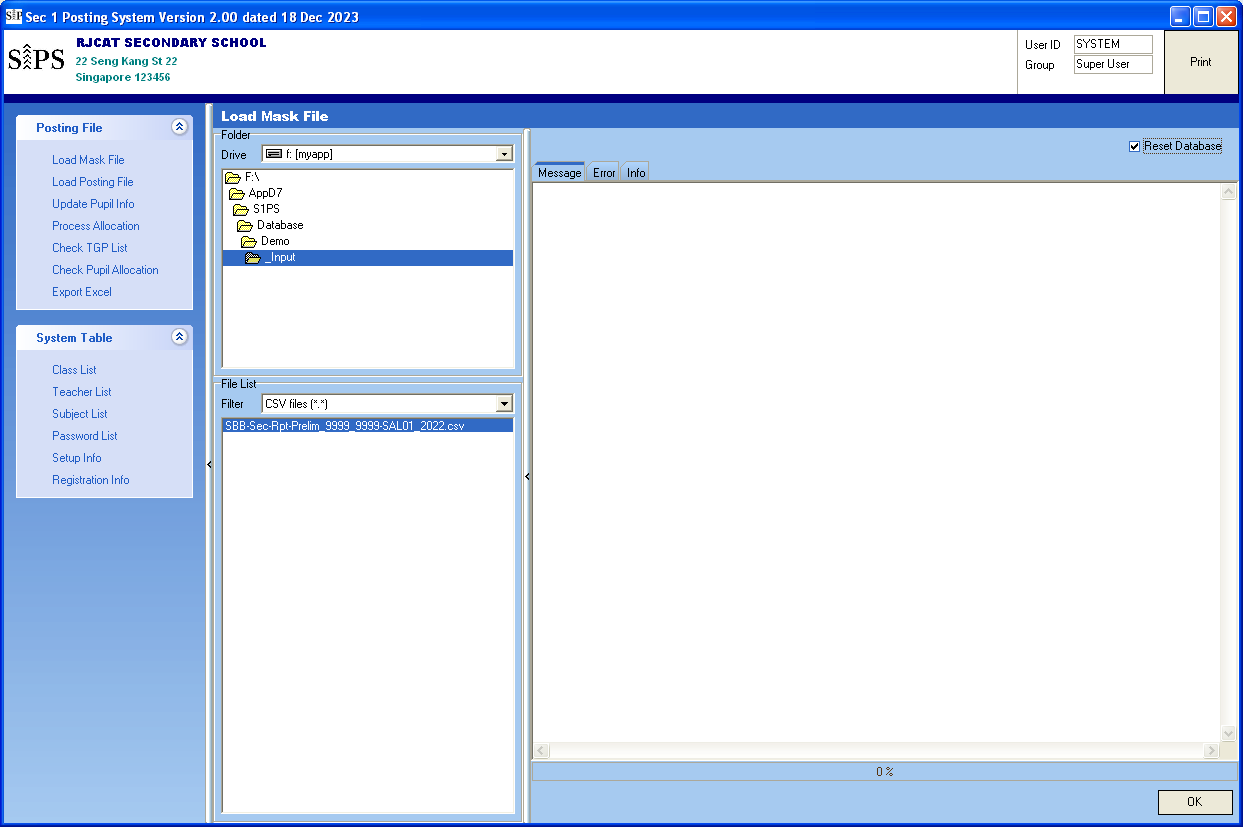
Steps

* Select a Subject
* Change the Prefix
* Click “Update TGP”

## Load Mask File

The Mask File used is CSV format. This is the preliminary posting file for planning purposes.

Menu Access: Posting File – Load Mask File



Steps

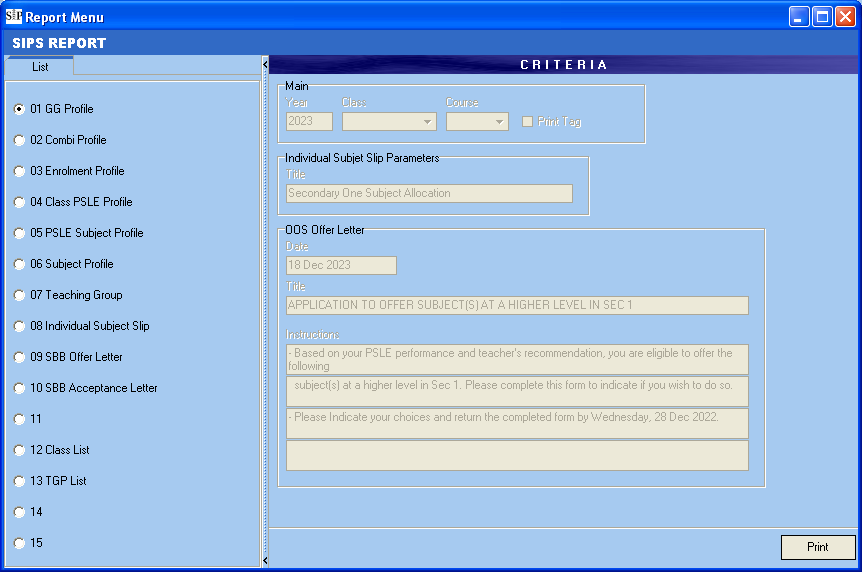
* Point the folder where you save the Mask File
* Select the Mask File
* Tick Reset Database
* Click “OK”

## Print Report for Planning

There are 2 reports you can use for planning purposes

* 01 GG Profile
* 02 Combi Profile

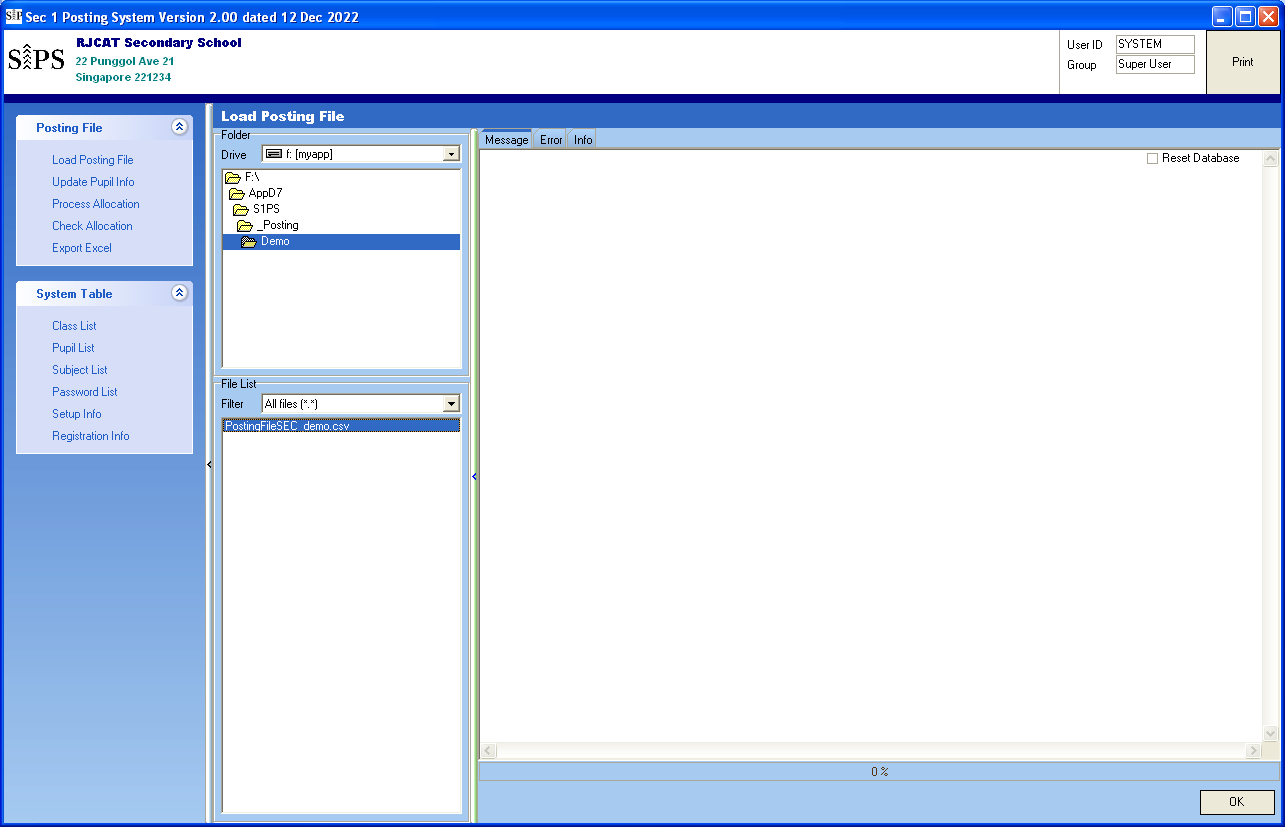
With these 2 reports, you may plan the total teaching groups needed for each subject, pre-allocate group of students to Blk A or Blk B. For example, if there is a small group of students offered G1EL, you may pre-allocate them to Blk A.



## Load Posting File

The posting File used is CSV format.

Menu Access: Posting File – Load Posting File



Steps

* Point the folder where you save the Posting File
* Select Posting File
* Click “OK”

## Update Pupil Info

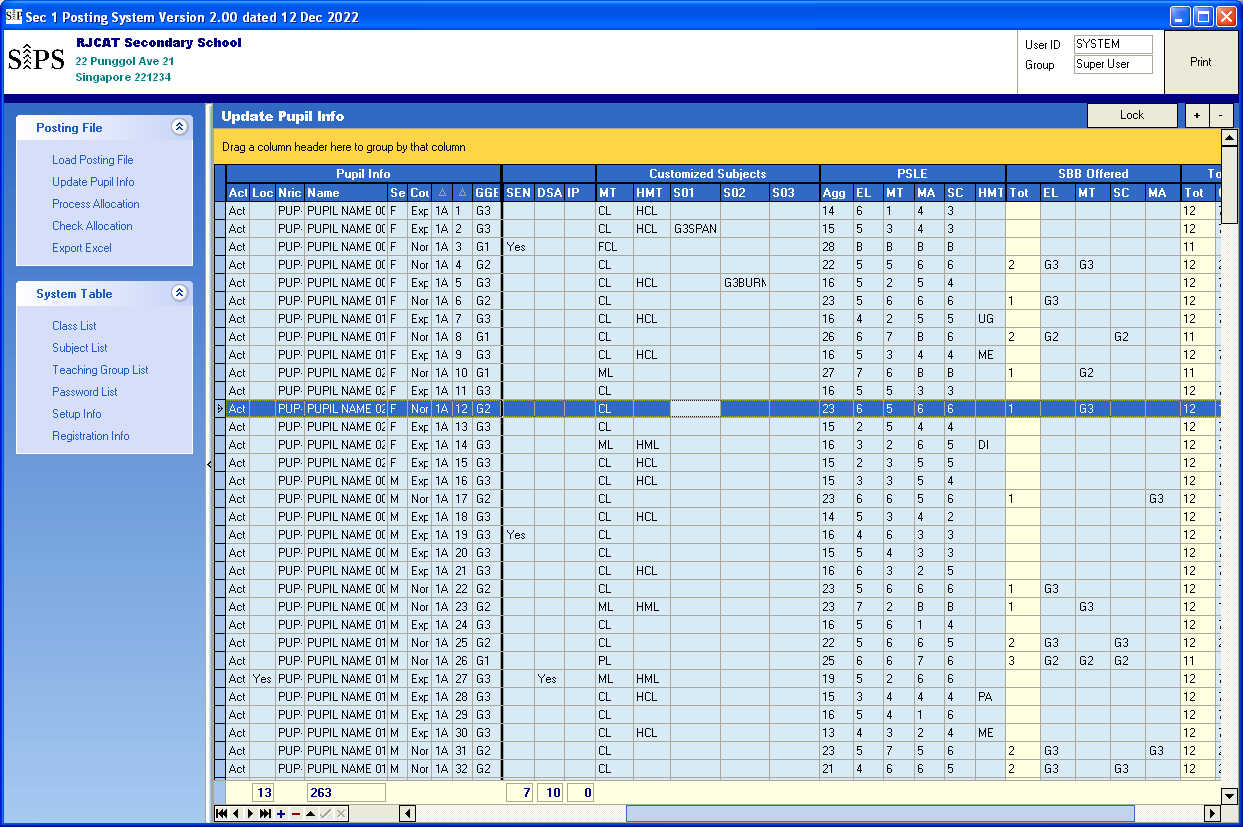
Most of the fixed data are loaded from Posting File. S1PS will determine some info based on the Criteria set:

* Offer HMT (HCL, HML or HTL)
* Offer SBB (EL, MT, SC & MA)

Some students may decide not to take up the offer. As such, you need to remove them before “Process Allocation”. In addition, there may be “Extra Subjects” that students may want to take up (Japanese, French, Higher Art, etc)

(For the Draft Allocation, you need use the default first).

Menu Access: Posting File – Subject List



HMT offer

SBB offer

“Extra” Subject

Steps

* Point the student
* Change the value accordingly
* Click another record to save

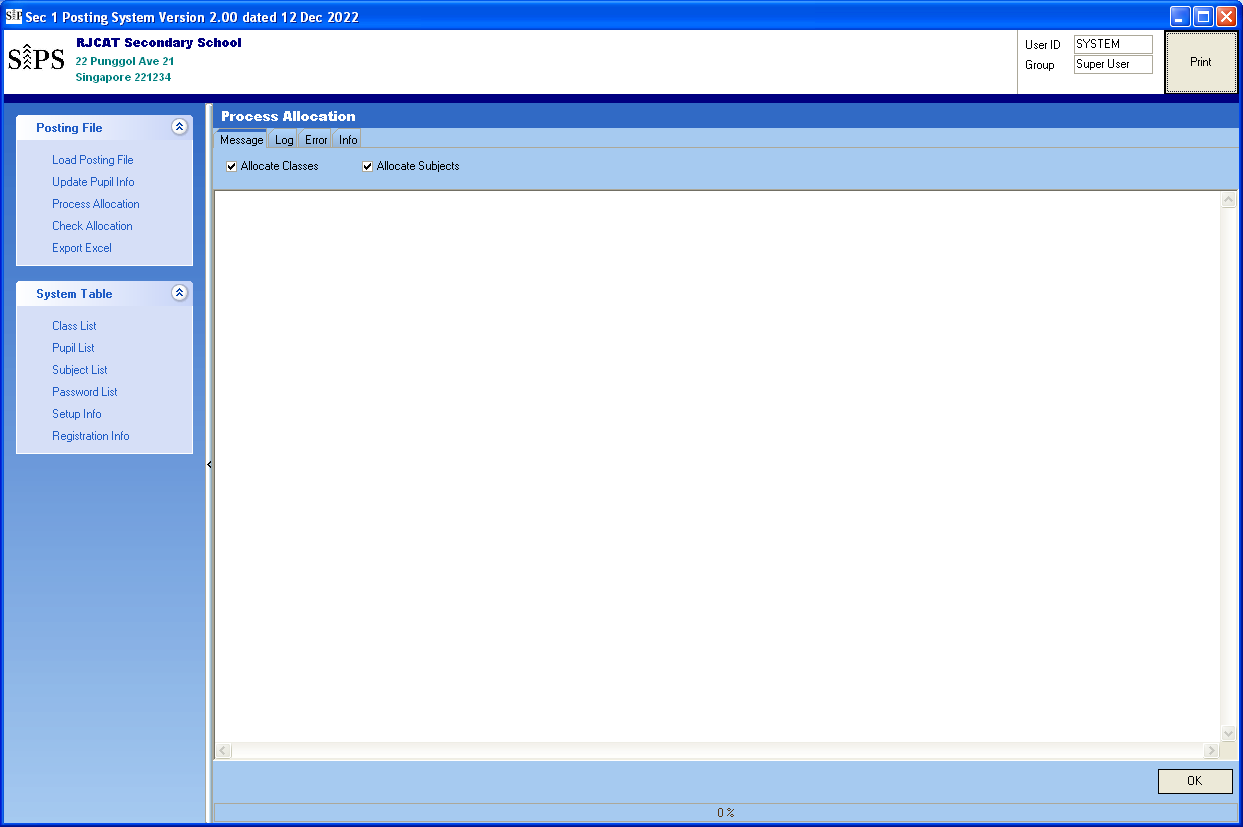
## Process Allocation

There are 2 parts in the Allocation:

* Class Allocation - Assign Class to Students
* Subject Allocation - Assign Subject to Students

For a start, you Process both at the same time.

Menu Access: Posting File – Process Allocation

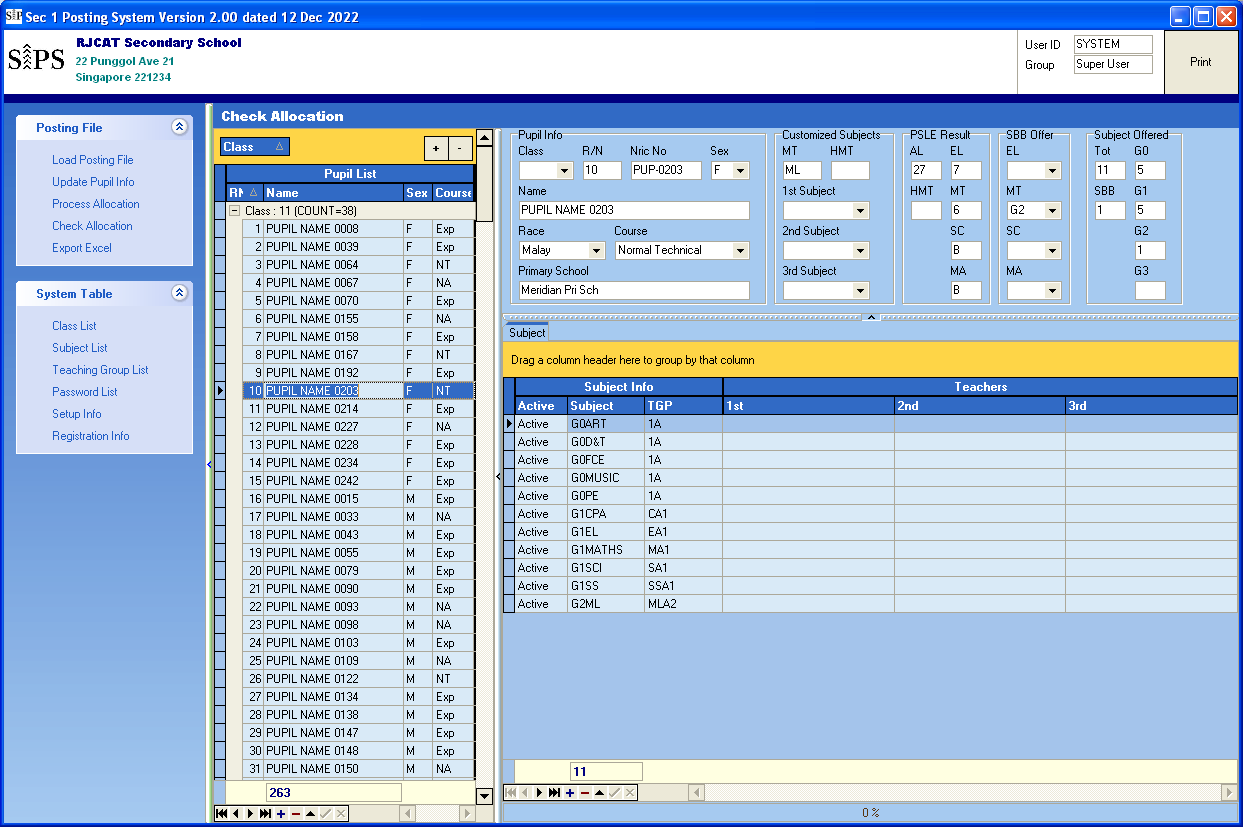


Steps

* Tick “Allocate Class” if need to Allocate Class to students
* Tick “Allocate Subject” if need to Allocate Subjects to students
* Click “OK”

## Check Allocation

You can review the Student Allocation here.

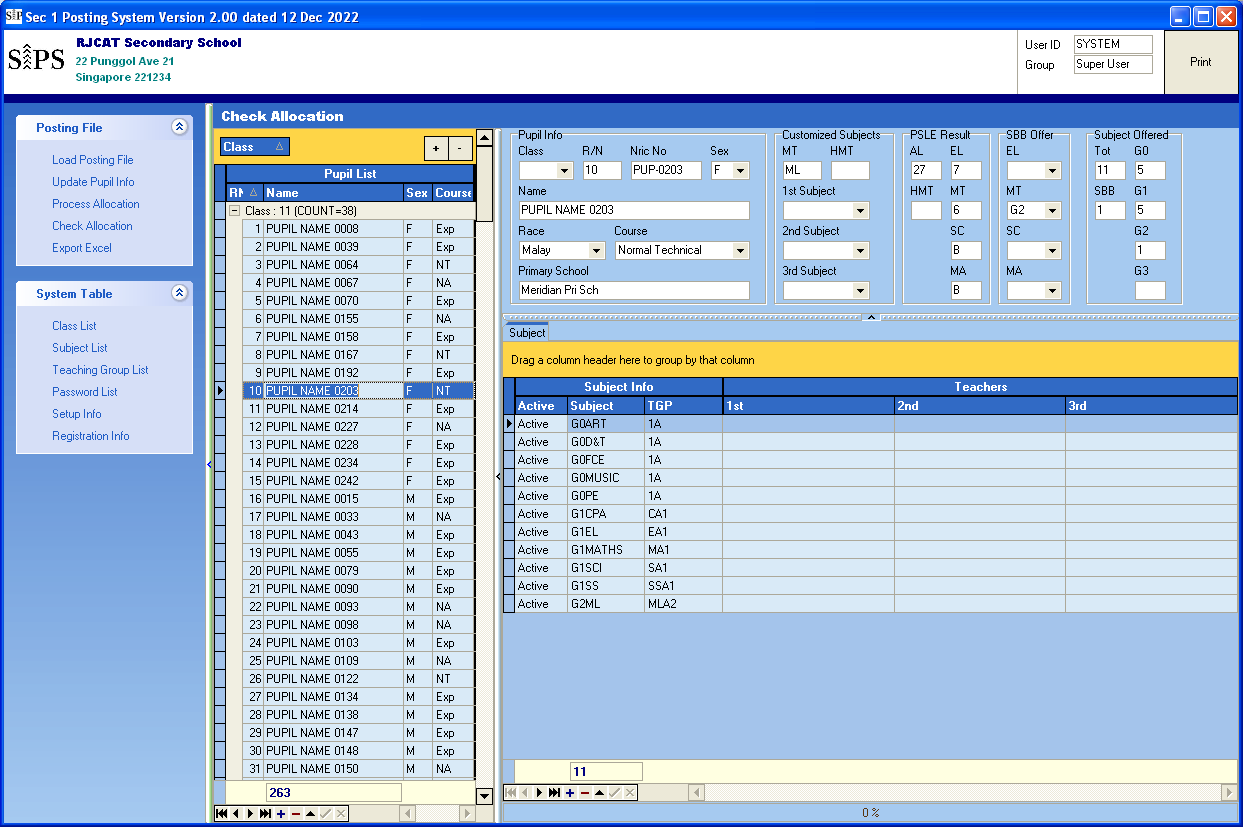
Menu Access: Posting File – Check Allocation  
  


You may manually ADD/Delete or Change the Subject and TGP

Steps

* Point the student
* Select the Subject

## Update Subject Teachers (Intact Class & Teaching Group)

Menu Access: System Table – Teaching Group List   
  


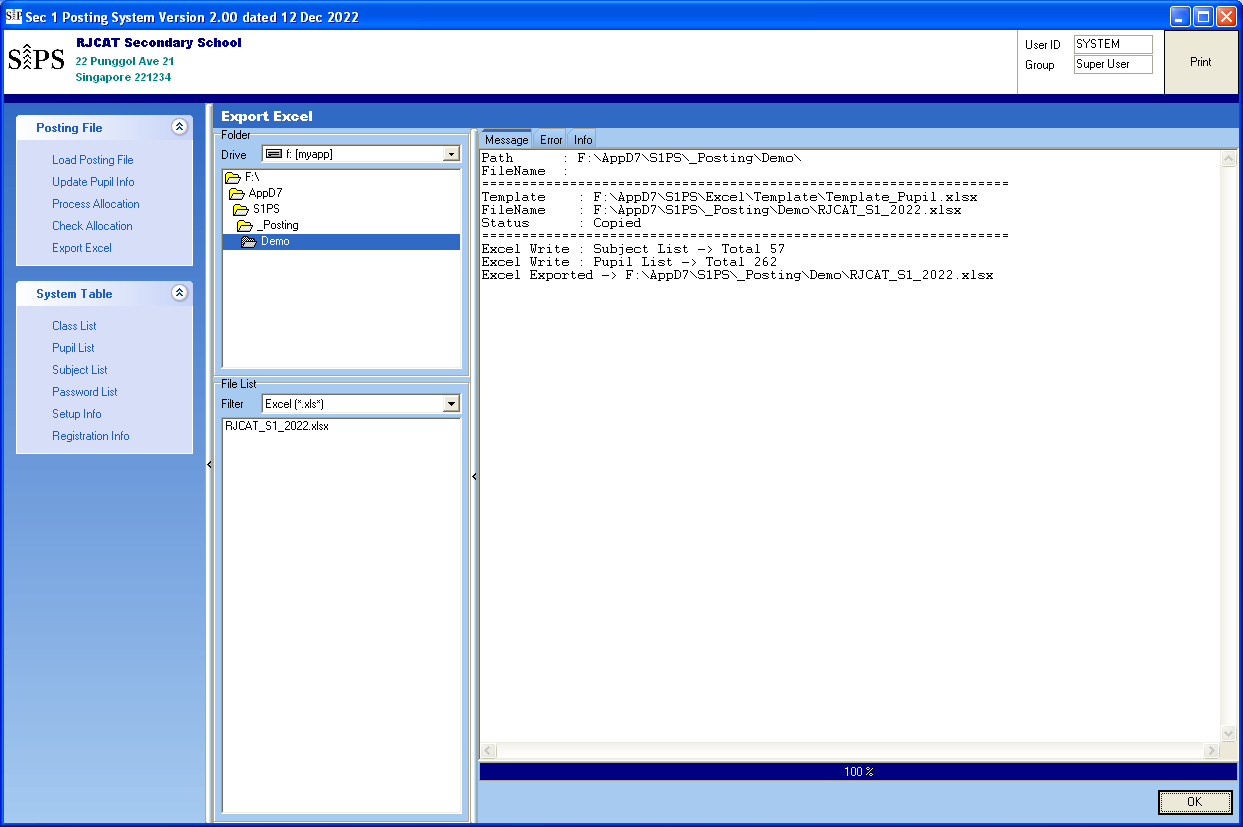
You may manually ADD/Delete or Change the Subject and TGP

Steps

* Point the student
* Select the Subject

## Export Excel

Menu Access: Posting File – Export Excel



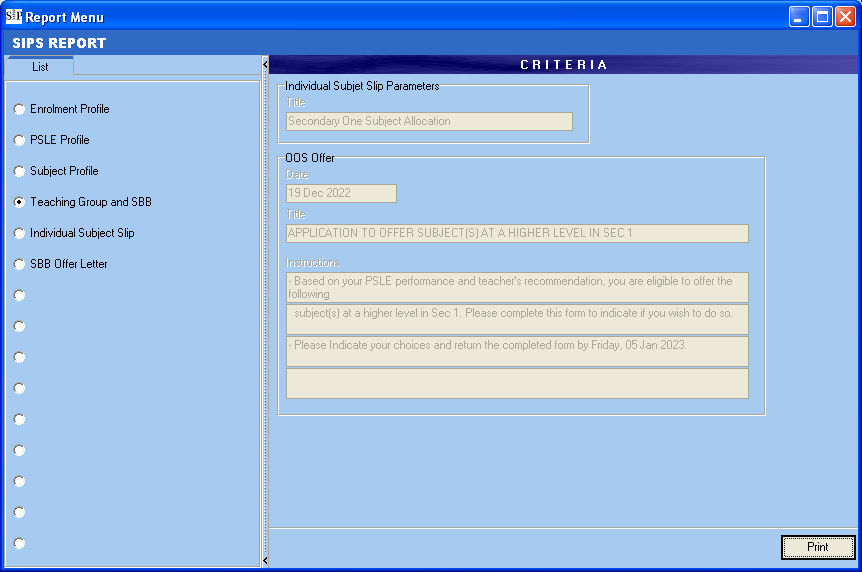
Double-Click to OPEN

Steps

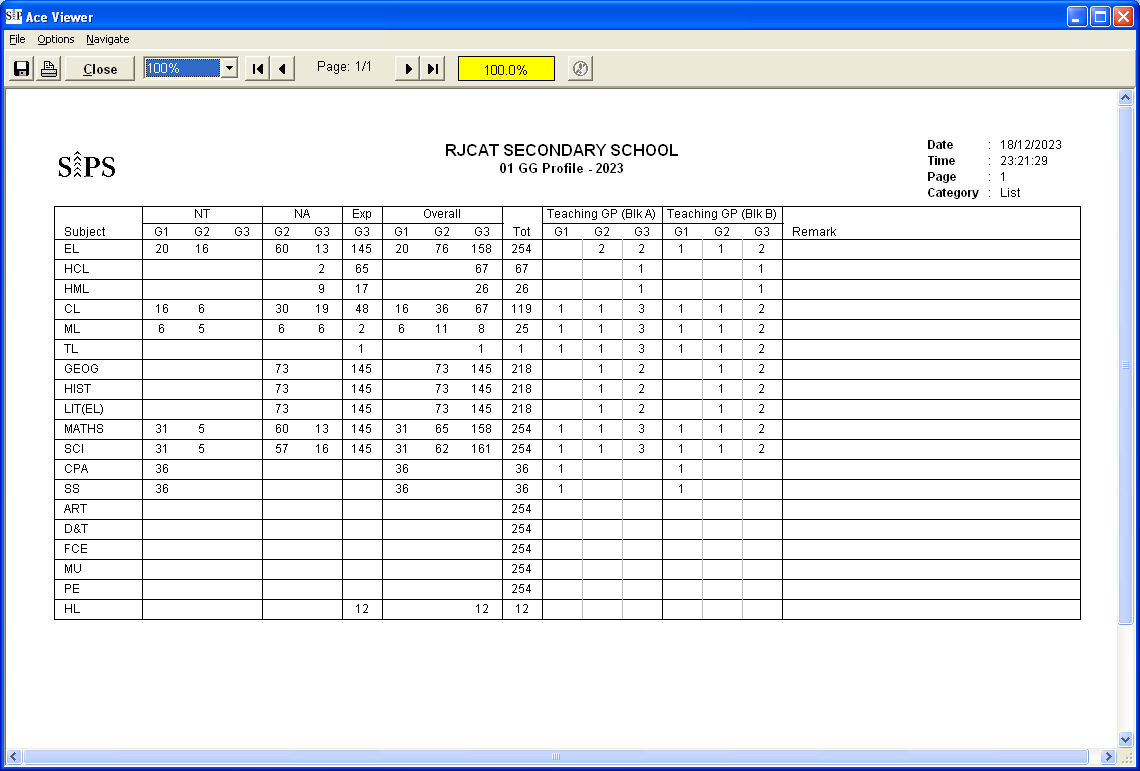
* Point the folder
* Click “OK”

## Print Report

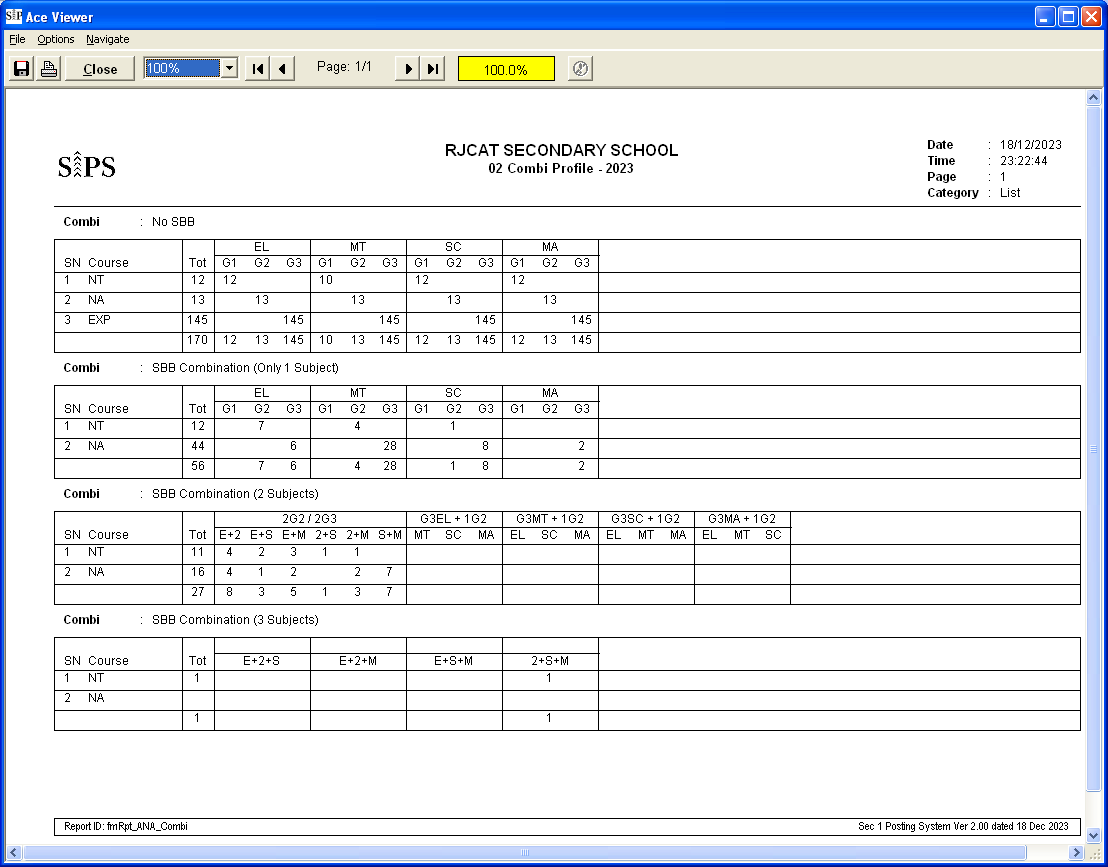
All reports can be save as PDF version.



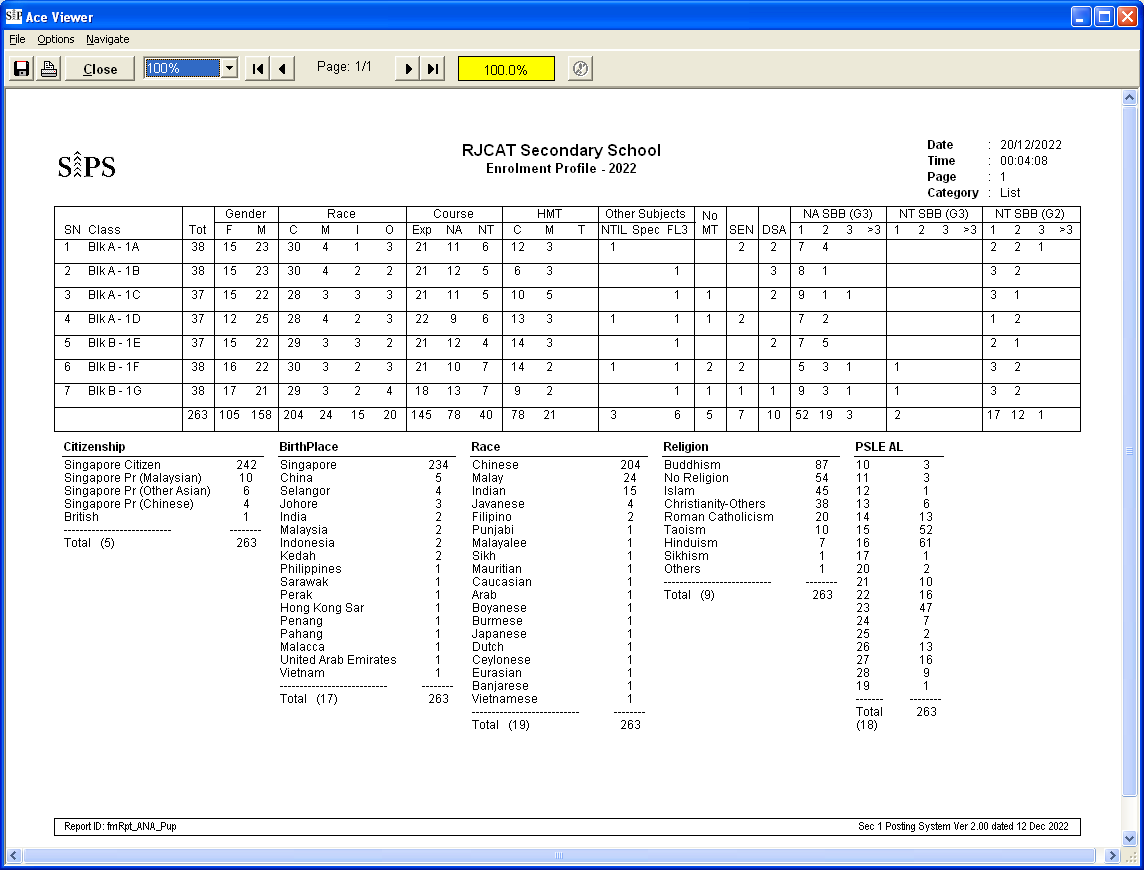
## Sample Reports – GG Profile



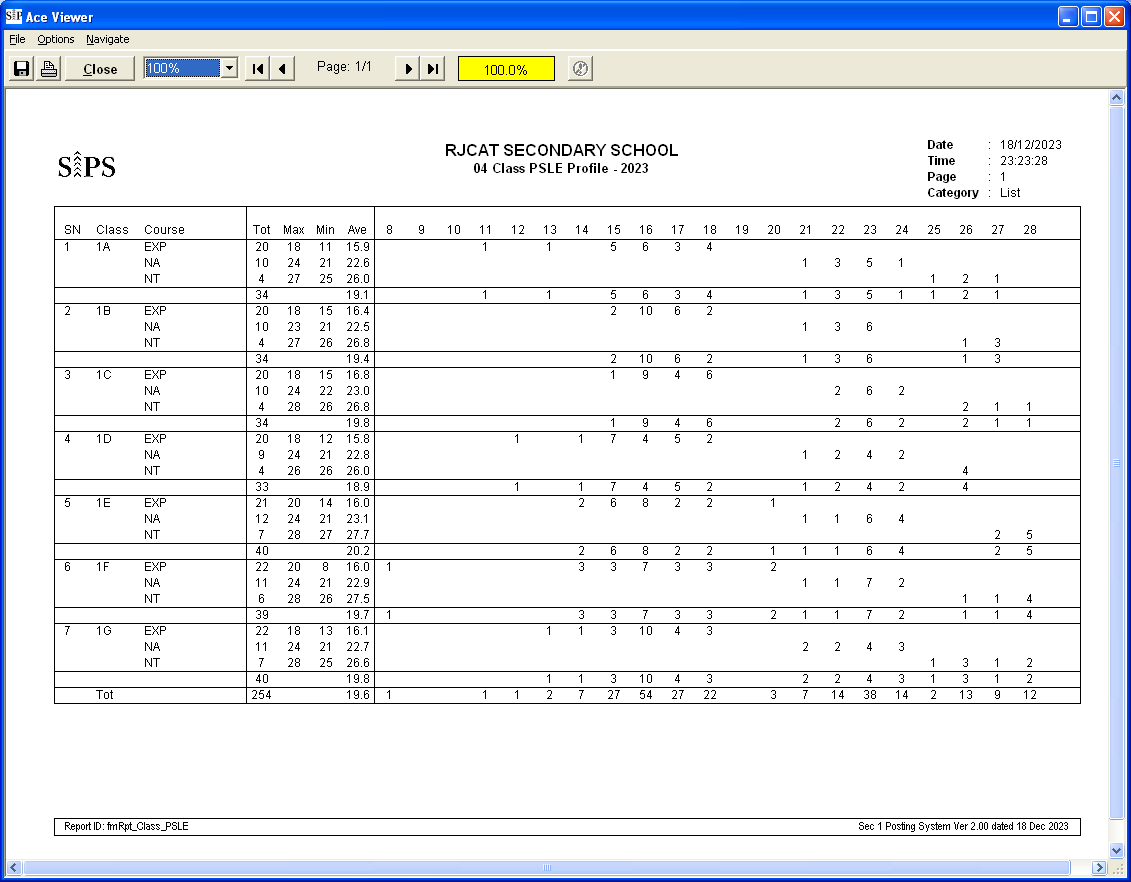
## Sample Reports – Combi Profile



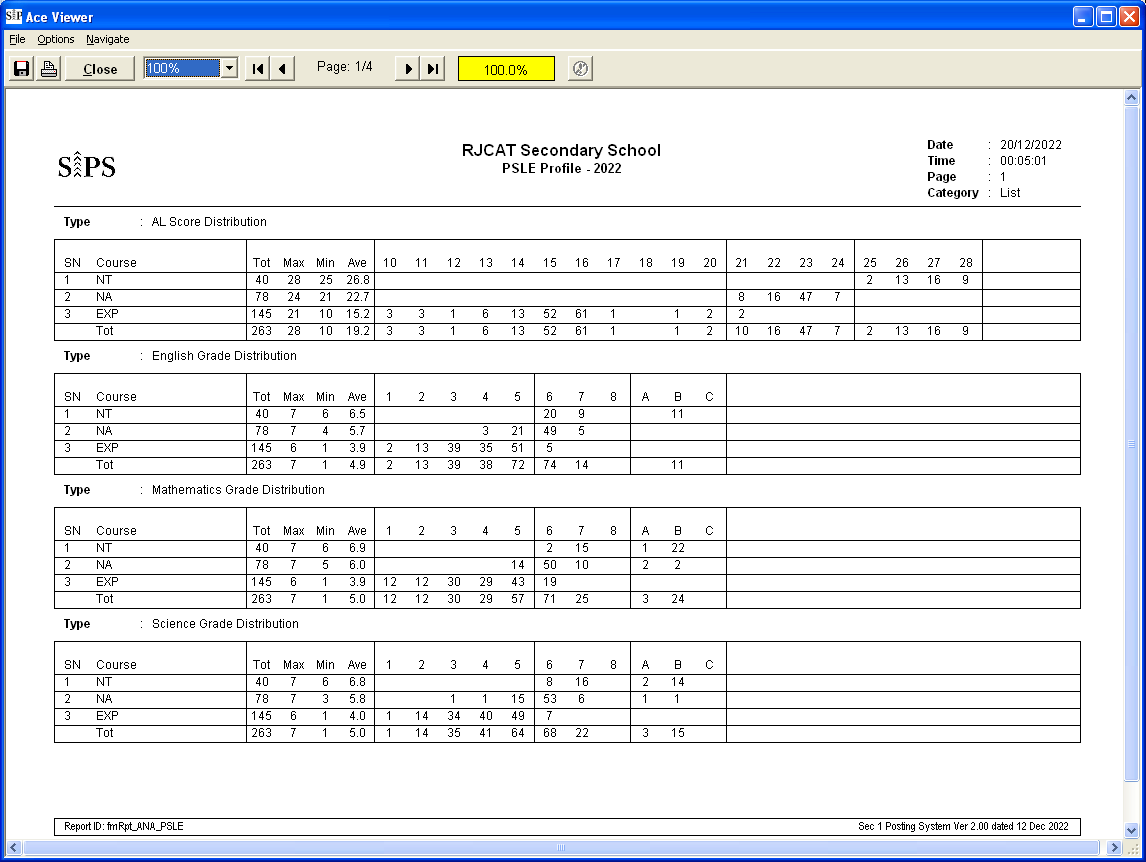
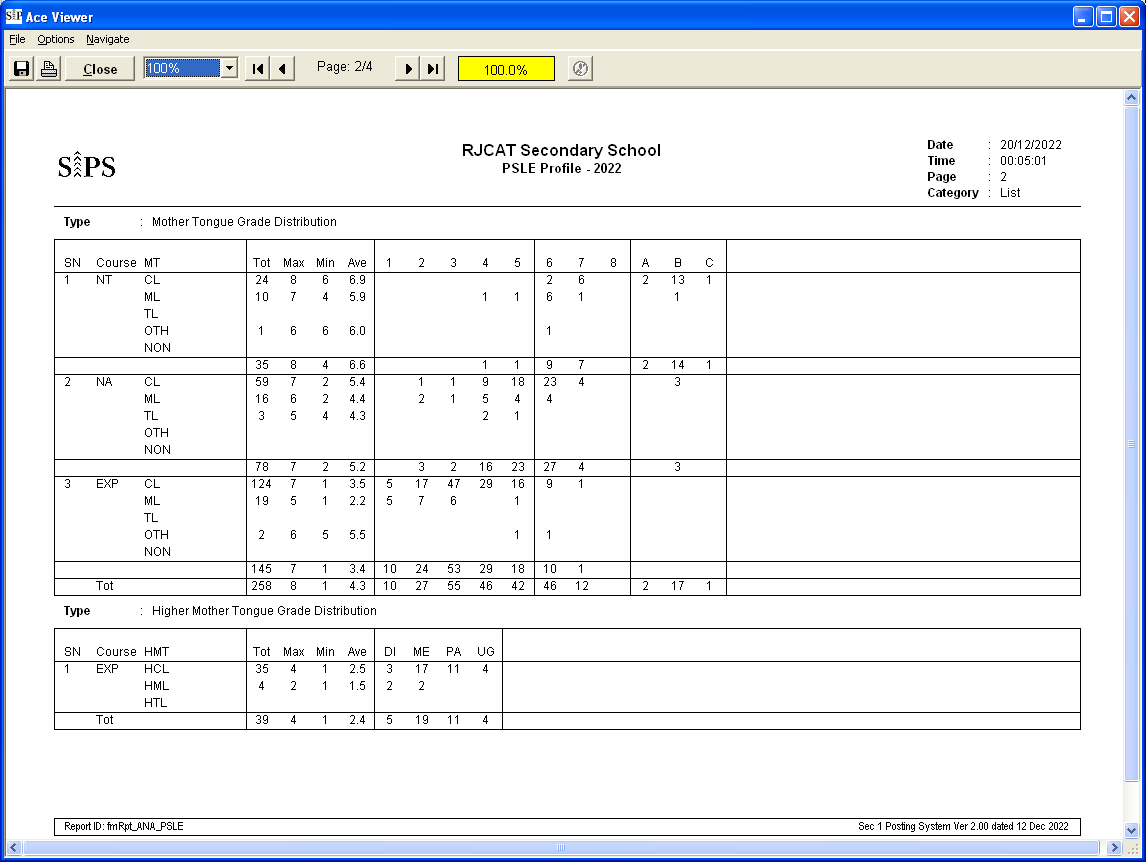
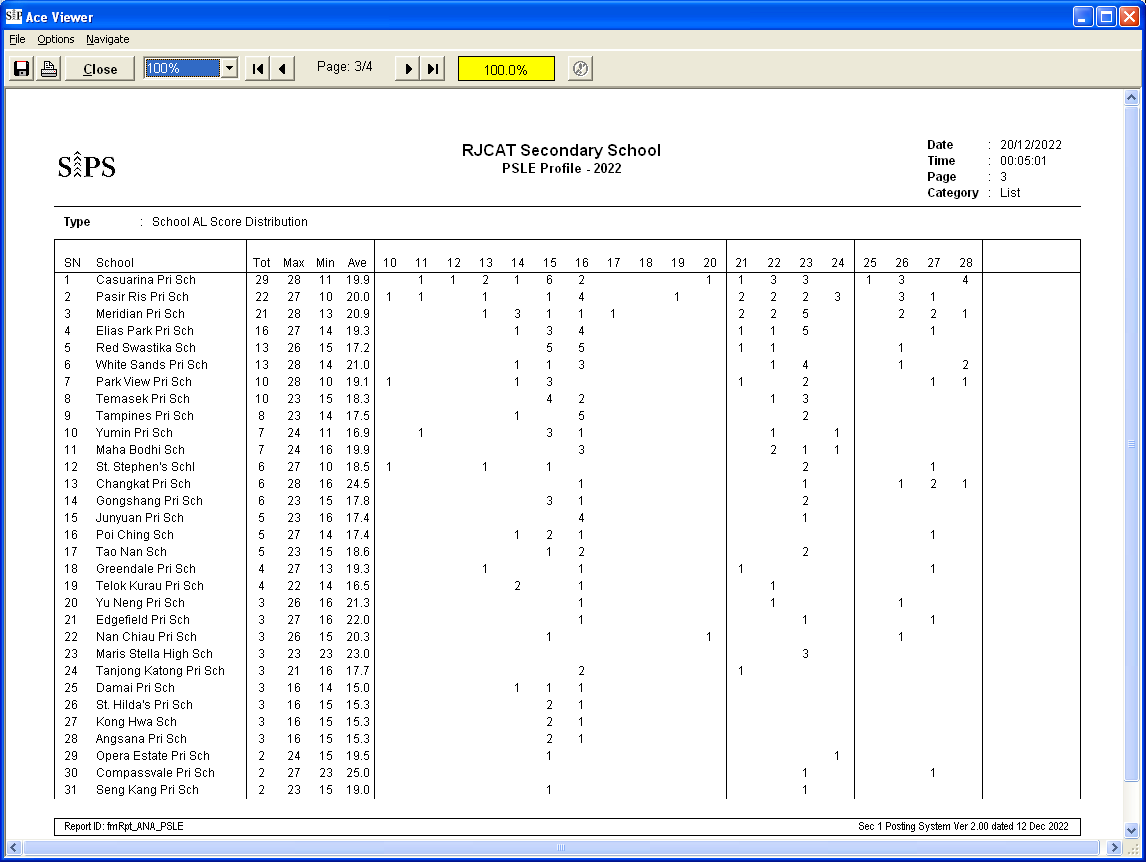
## Sample Reports – Enrolment Profile



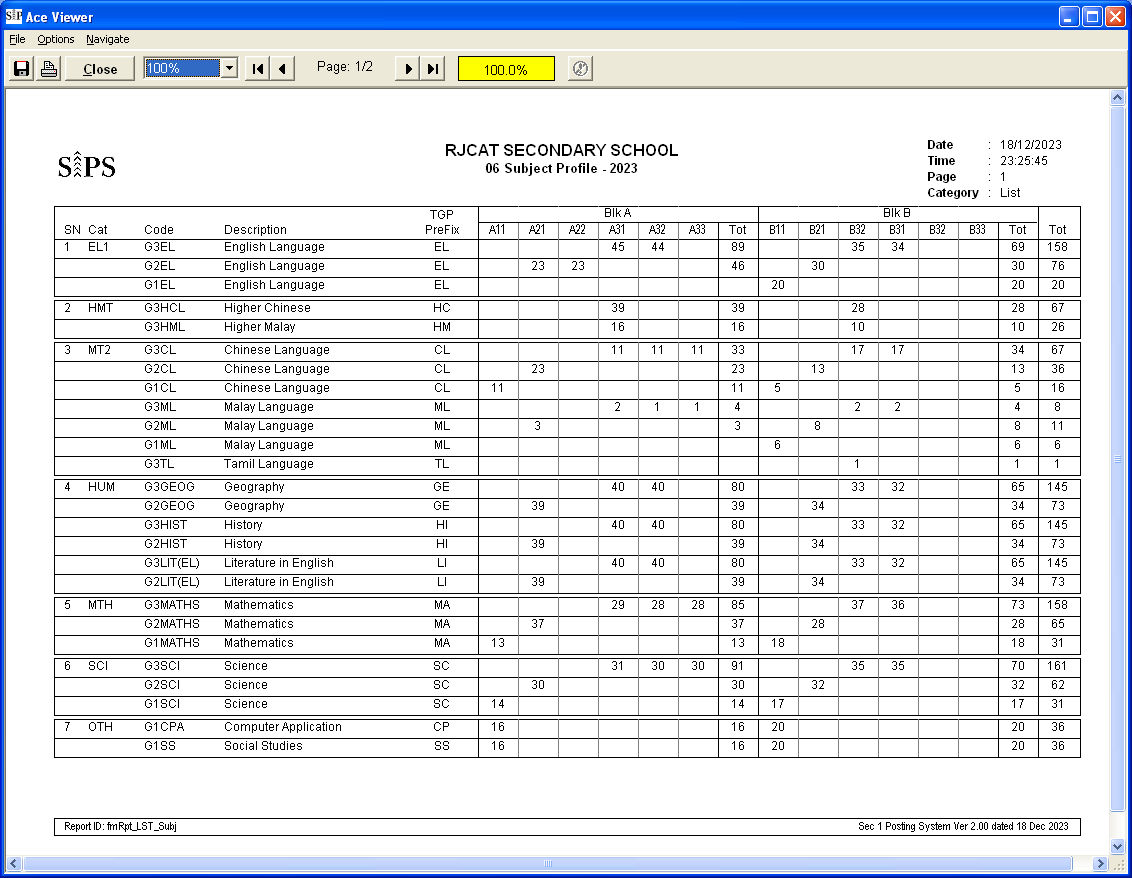
## Sample Reports – Class PSLE Profile



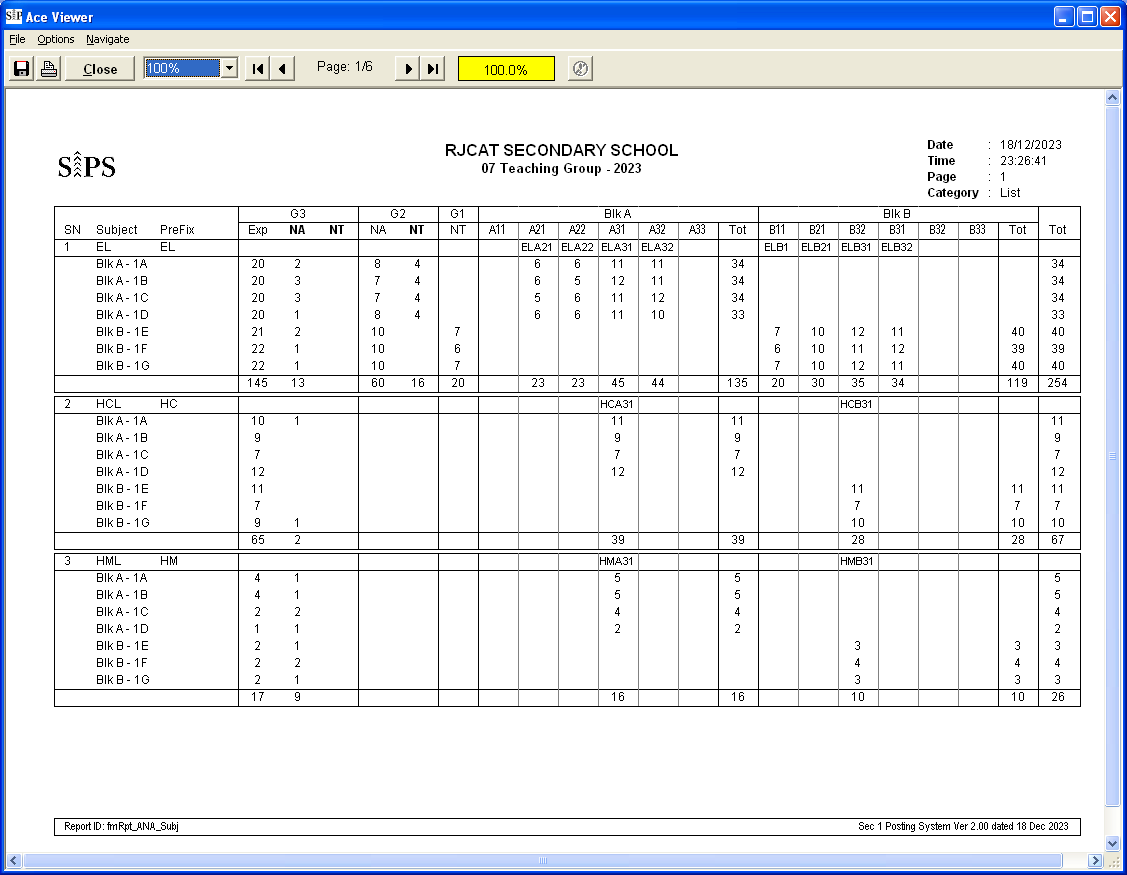
## Sample Reports – PSLE Profile

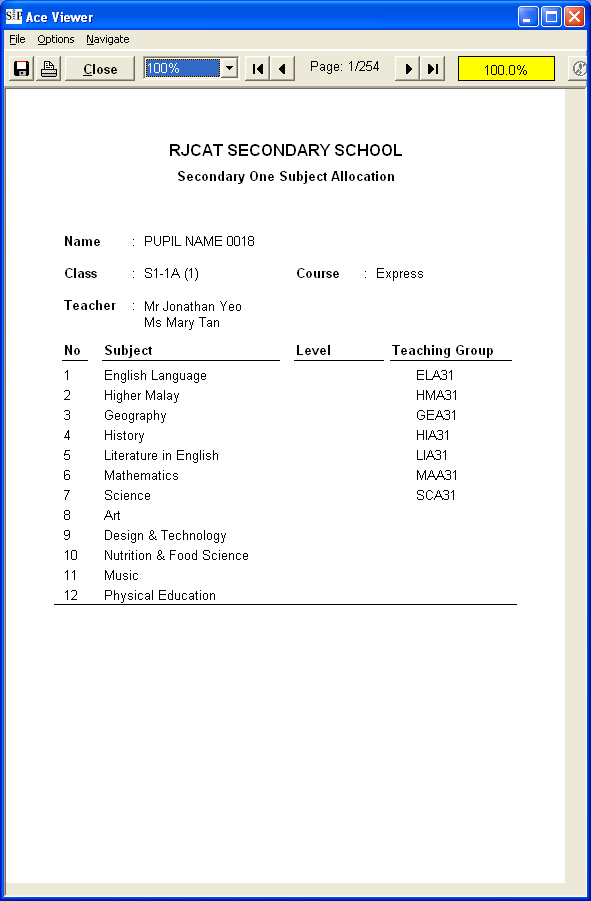
## Sample Reports – Subject Profile



## Sample Reports – Teaching Profile

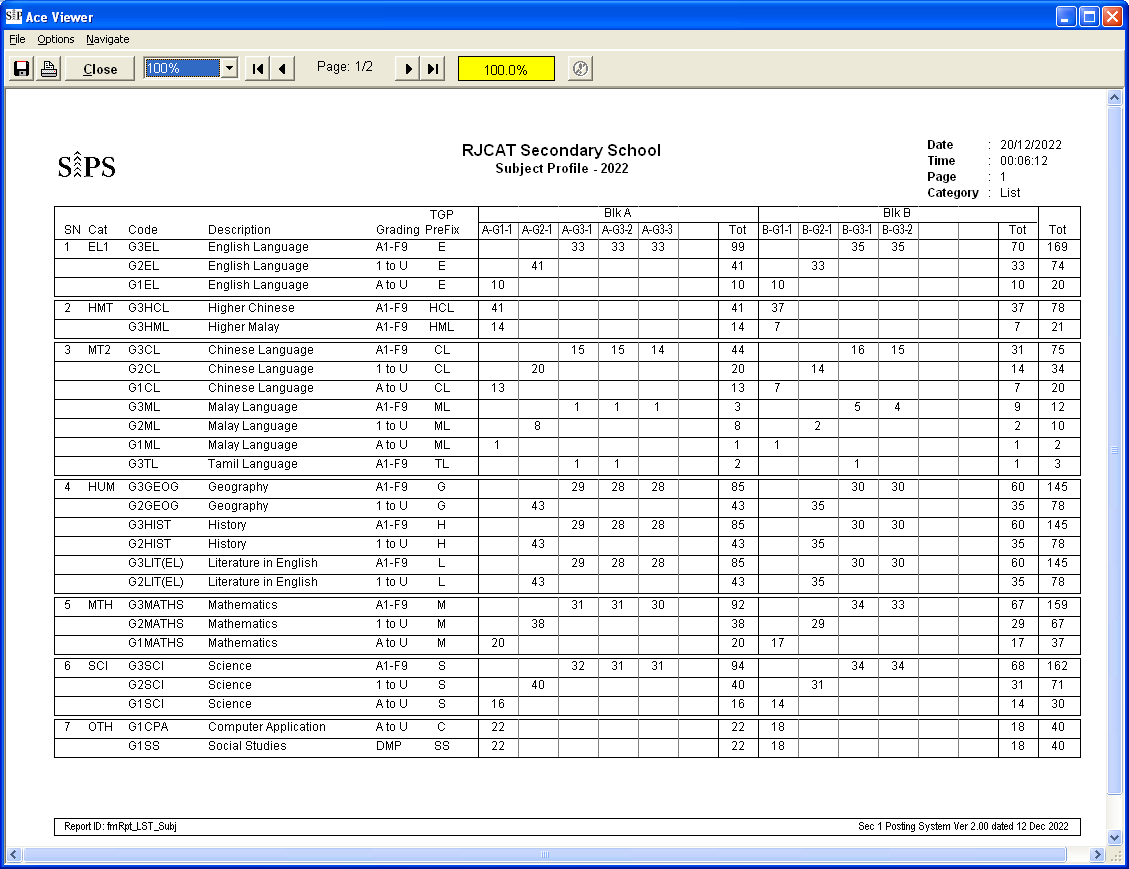


## Sample Reports – Individual Subject Slip

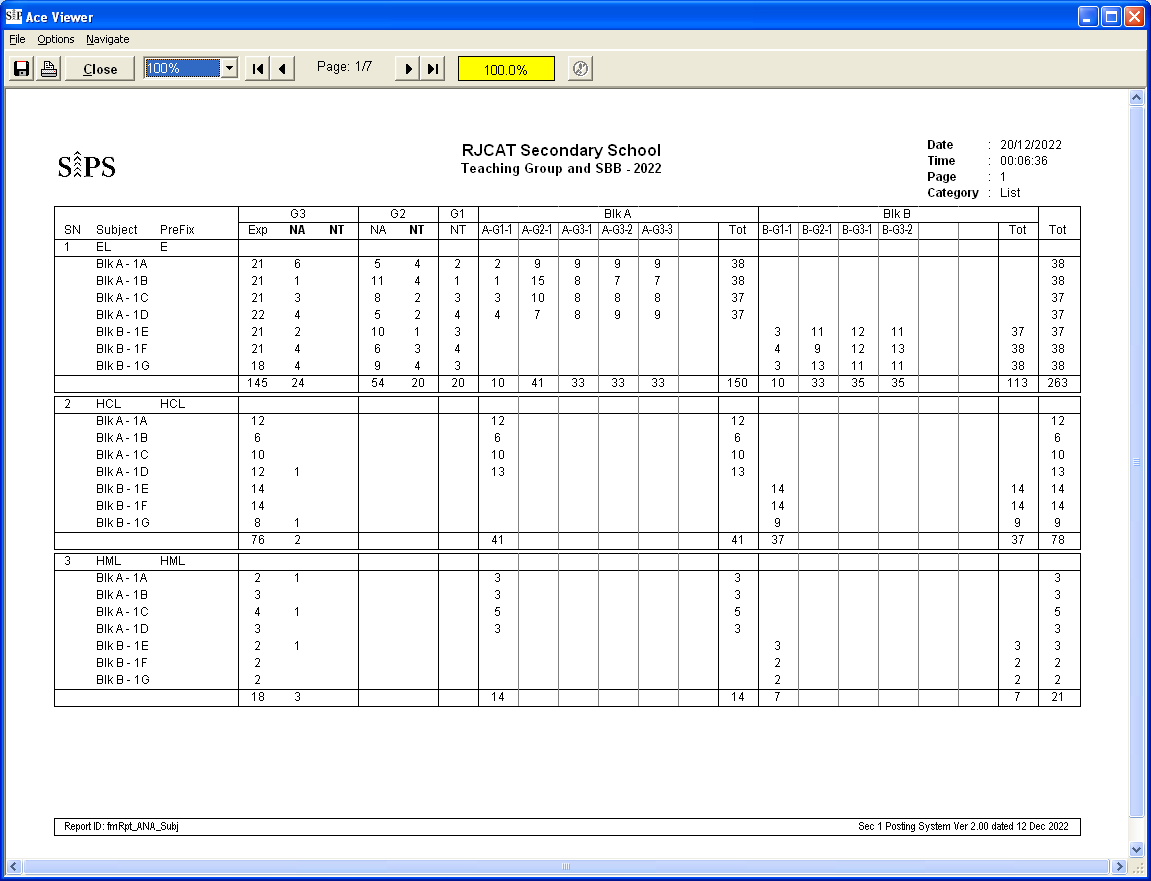


## Sample Reports – Subject Profile

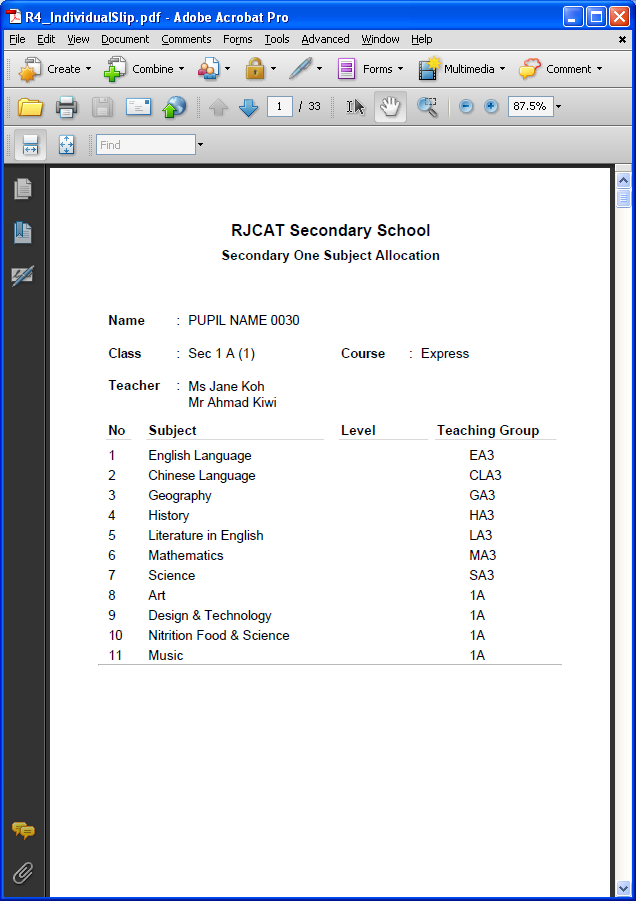
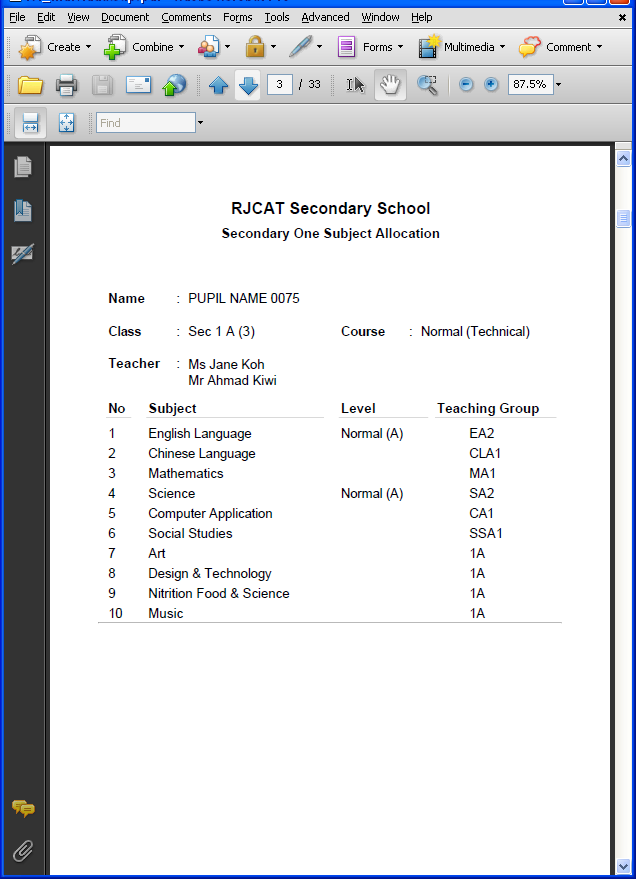
## Sample Reports – Subject Profile



## Sample Reports – Teaching Group and SBB



## Sample Reports – Individual Subject Allocation Slip



## Sample Reports – SBB Offer Letter

## 

## Sample Excel

