**S1PS**

**Sec One Posting Management System**

Contents

[Login 1](#_Toc125495732)

[Main Menu 2](#_Toc125495733)

[Setup SBB Criteria 3](#_Toc125495734)

[Setup Class List 4](#_Toc125495735)

[Setup Subject List 5](#_Toc125495736)

[Update Teaching Groups 6](#_Toc125495737)

[Load Posting File 7](#_Toc125495738)

[Update Pupil Info 8](#_Toc125495739)

[Process Allocation 9](#_Toc125495740)

[Check Allocation 10](#_Toc125495741)

[Export Excel 11](#_Toc125495742)

[Print Report 12](#_Toc125495743)

[Sample Reports – Enrolment Profile 13](#_Toc125495744)

[Sample Reports – PSLE Profile 14](#_Toc125495745)

[Sample Reports – Combi Profile 15](#_Toc125495746)

[Sample Reports – Subject Profile 16](#_Toc125495747)

[Sample Reports – Teaching Group and SBB 17](#_Toc125495748)

[Sample Reports – Individual Subject Allocation Slip 18](#_Toc125495749)

[Sample Reports – SBB Offer Letter 19](#_Toc125495750)

[Sample Reports – SBB Acceptance Letter 20](#_Toc125495751)

[Sample Excel 21](#_Toc125495752)

**Overview**

S1PS is a fully OFFLINE Windows based software (Non-Internet). It is SSOE1 and SSOE2 compliance and it can runs on Windows 10. 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 5 minutes.

**Work Flow**

The following is the recommended work flow for the S1PS.

|  |  |
| --- | --- |
| **Stage** | **Description** |
| Pre Allocation  (Prepare S1PS) | 1. Setup SBB Criteria (Pre-Setup)    1. Criteria for offering SBB (EL, MT, SC and MA)    2. Criteria for offering HMT (HCL, HML and HTL) 2. Setup Sec 1 Classes    1. Class Name    2. Block (A and B)    3. Form Teachers 3. Setup Subjects to be offer (Already Setup)    1. G0 - Common Curriculum    2. G1 - Normal (Technical) Subjects    3. G2 - Normal (Academic) Subjects    4. G3 - Express Subjects 4. Setup up Subject Teaching Groups |
| Allocation | 1. Load Data from Sec 1 Posting File (CSV Format) 2. Update Additional Info for Students    1. Accept or Reject SBB offered    2. Additional Subjects such as Higher Music, Higher Art, MSP, French etc 3. Process Allocation    1. Allocate Class to students    2. Allocate Subjects to Students |
| Post Allocation | 1. Print Reports    1. Enrolment Profile    2. Subject Profile    3. Combi Profile    4. Teaching Group and SBB    5. Individual Student Subject List    6. SBB Offer Letter    7. SBB Acceptance Letter    8. Class List    9. Teaching Group Student List 2. Export to Excel    1. Class Allocation    2. Subject Teaching Group 3. Export to Cockpit Templates    1. Class Allocation    2. Teaching Assignment    3. Subject Teaching Group |

**Flow Chart**

Sec 1 Posting File

Block B

Block A

1G

1E

1C

1A

1H

1F

1D

1B

EL

EL

EL-B31

EL-B1

EL-A31

EL-A1

EL-A22

EL-B32

EL-A32

EL-A21

EL-B21

EL-B22

EL-B33

EL-A33

Teaching

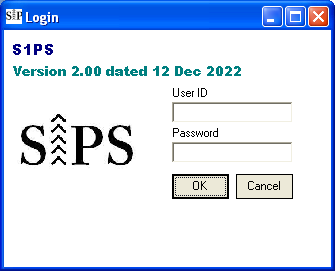
Group

Class

Allocation

Teaching Assignment

## Login

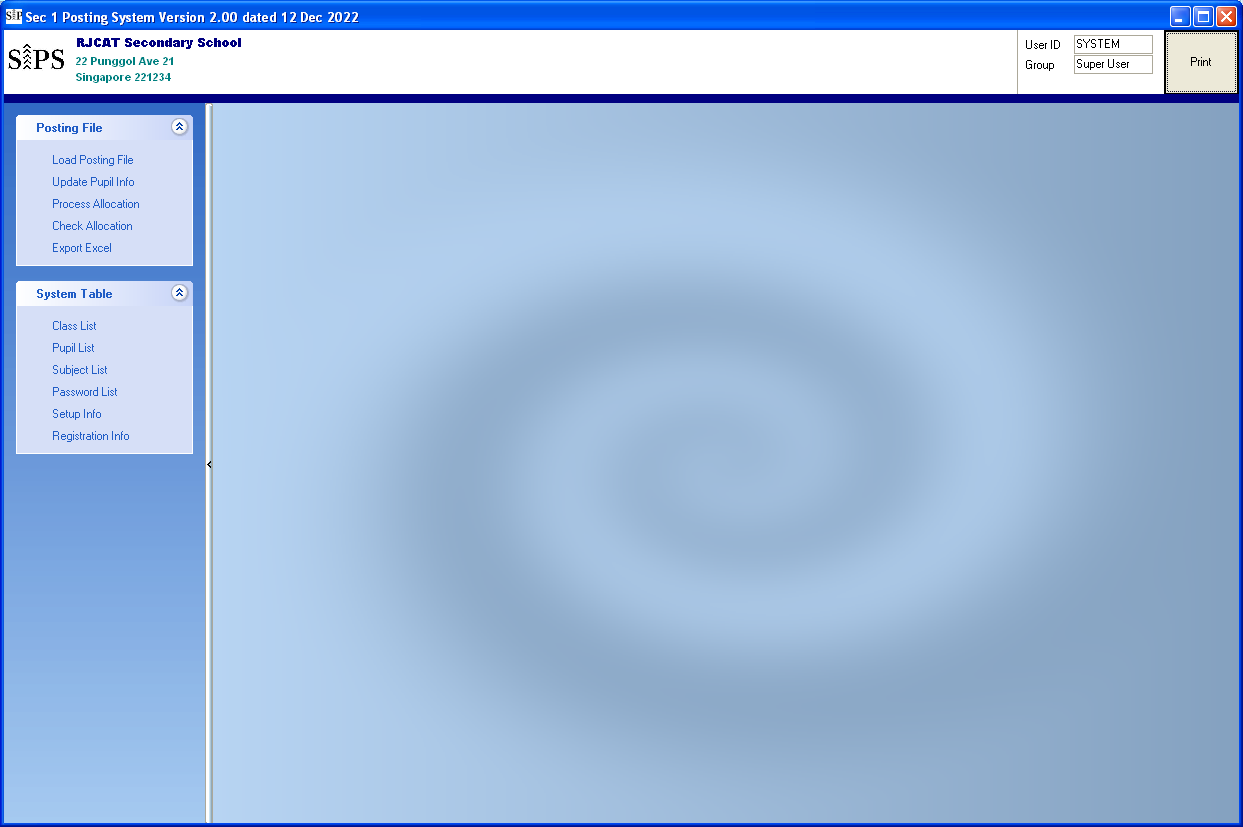


Double-Click to bypass login

Steps

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

## Main Menu



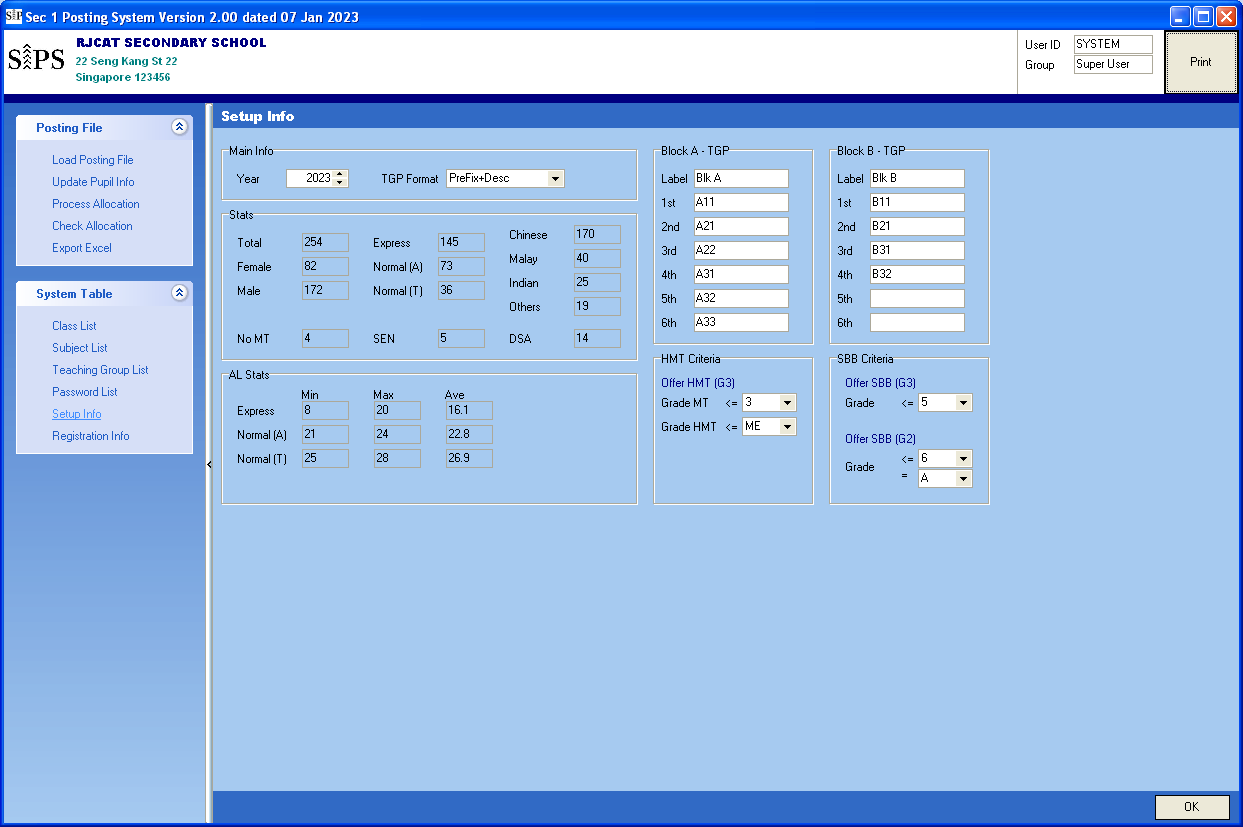
Print Report

Menu List

## Setup 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



Teaching Group Label

Criteria for offering SBB

Criteria for offering HMT

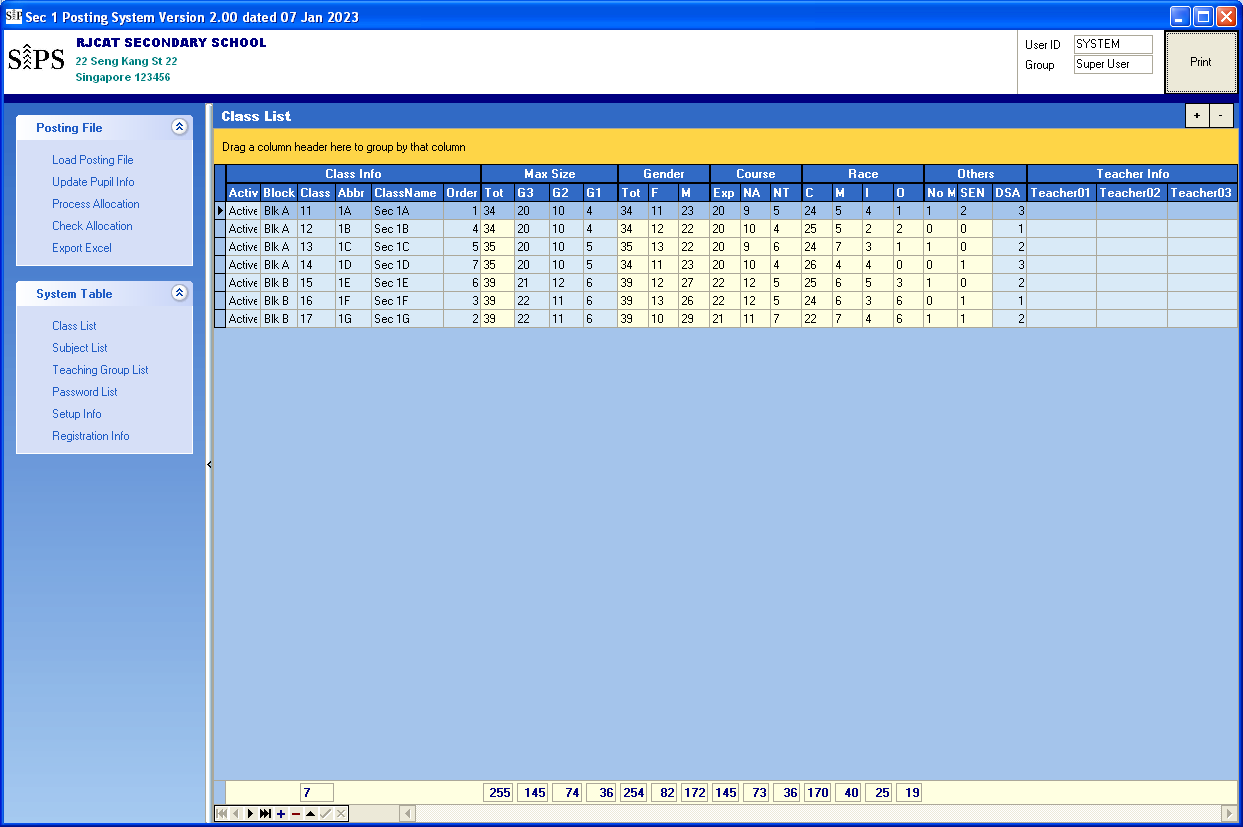
Steps

* Update the Criteria 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



“+”- Add  
“-“ - Delete

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

## 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.

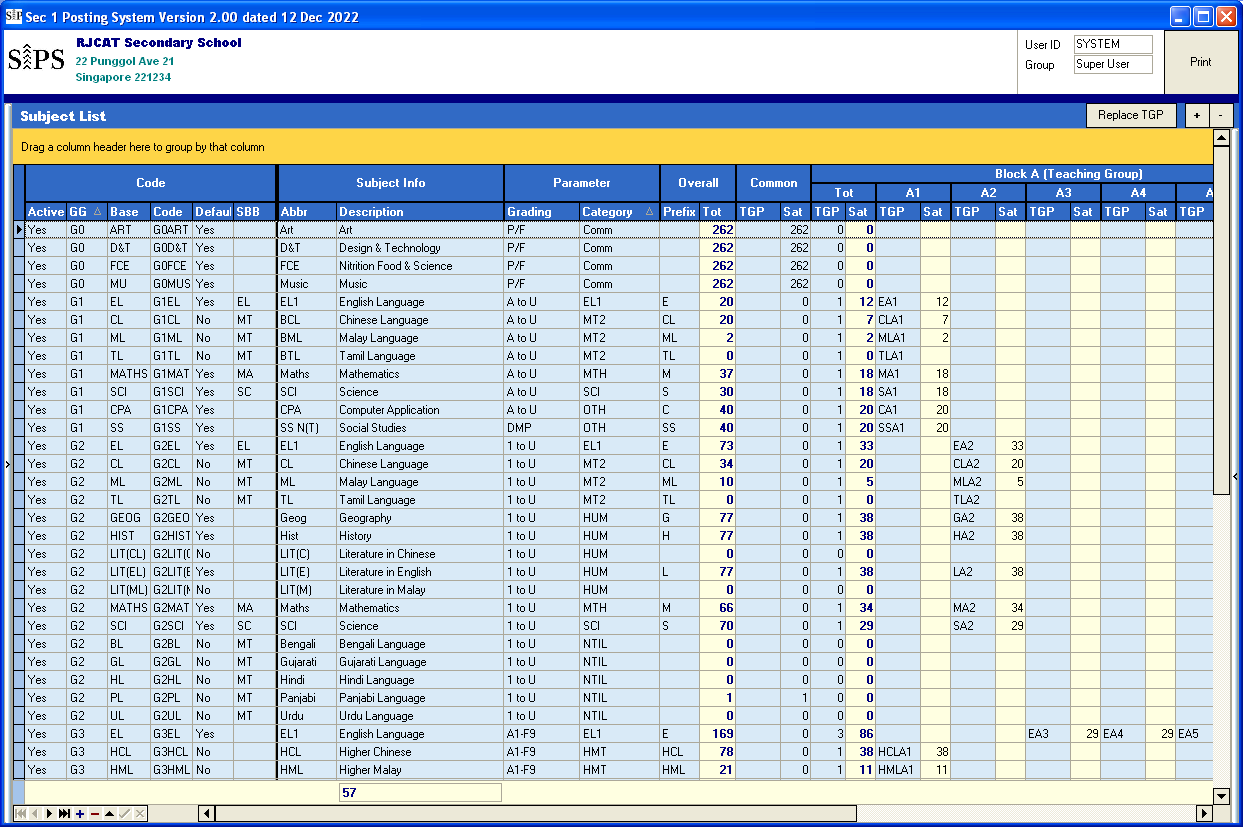
There are 2 blocks of teaching groups (Block A and Block B). Each block has up to 6 teaching groups (TGP).

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

* TGP 1 - for NT
* TGP 2 - for NA
* TGP 3-5 - for Express
* TGP 6 - Reserved

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

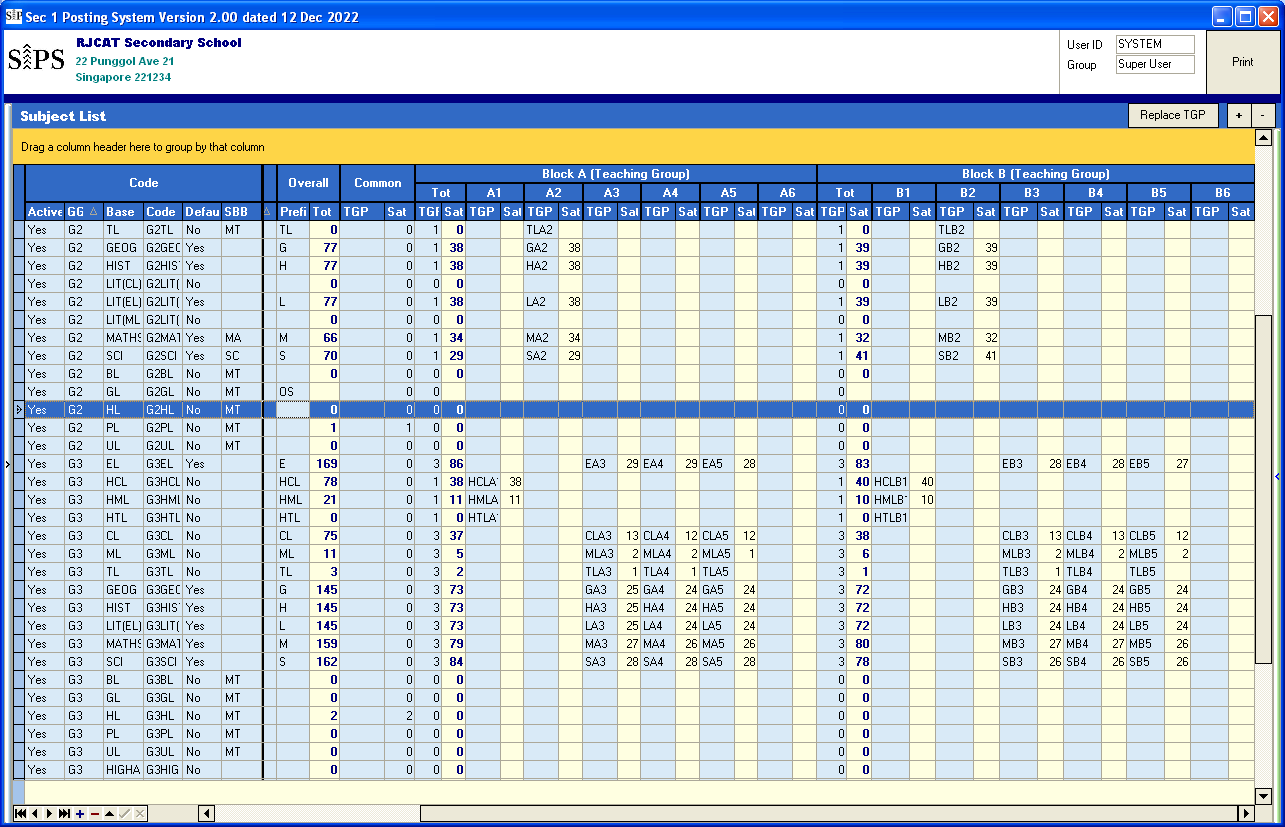


Prefix for Teaching Group

Steps

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

### Update Teaching Groups



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

(Conduct Outside School)

Prefix=”Empty” mean Intact Class

Change the Prefix

Click Replace TGP

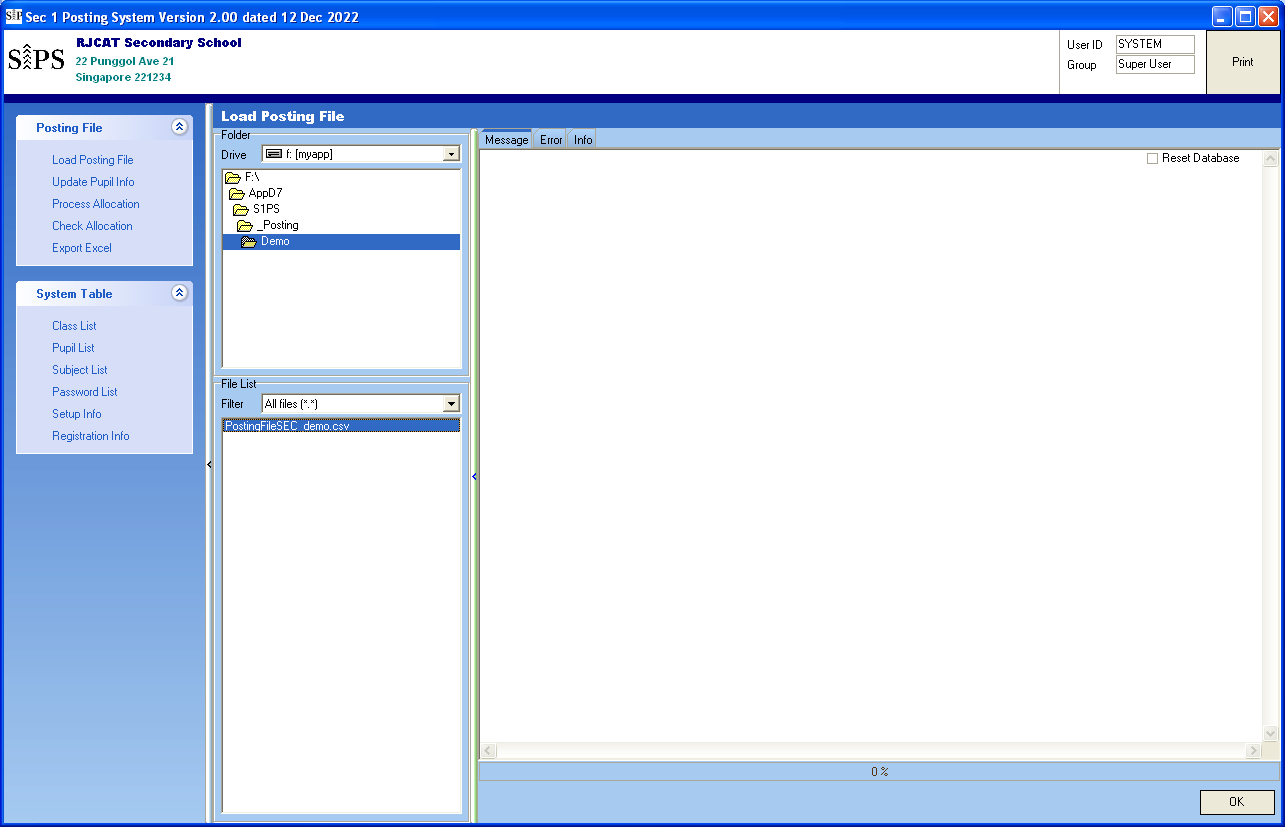
Steps

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

## 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

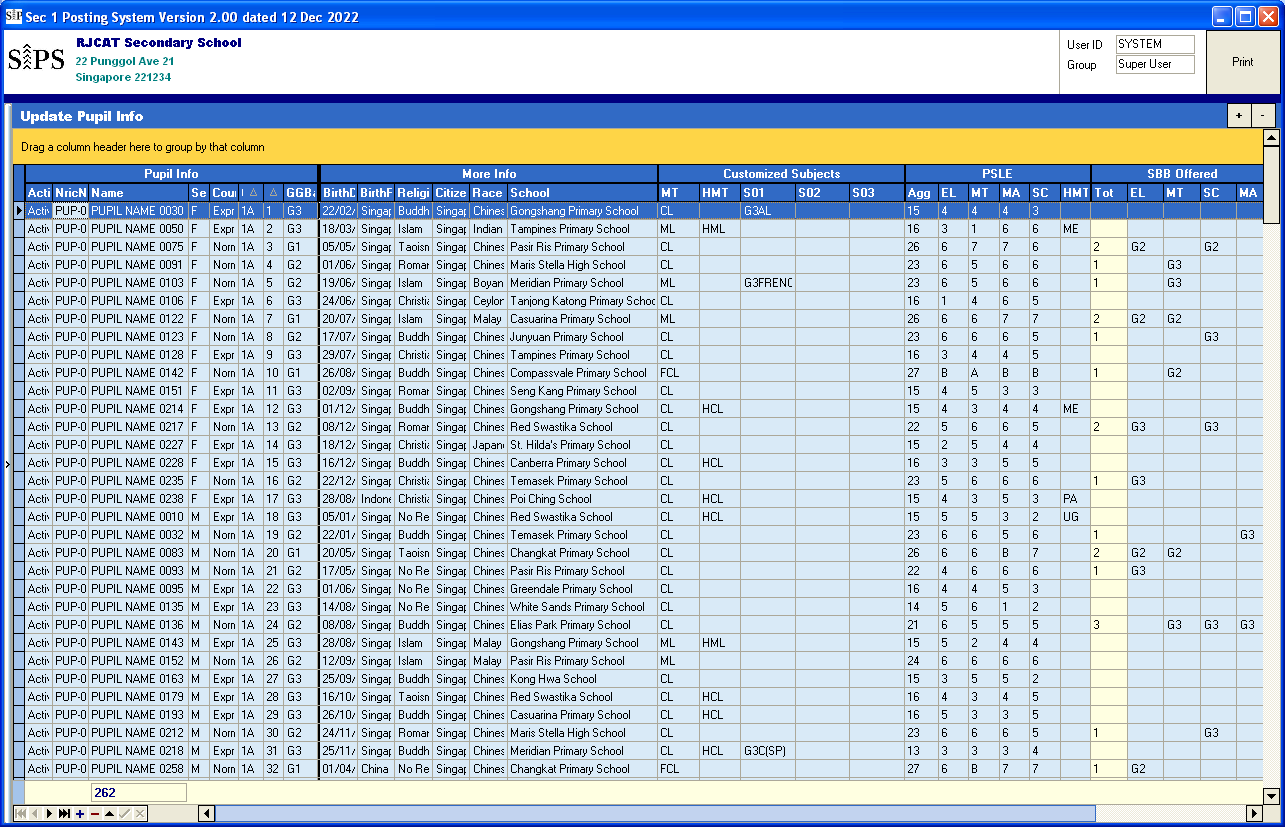
Most of the fixed data are loaded from Posting File. S1PS will determine some info based on the Criteria set:

* 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



SBB offer

HMT offer

“Extra” Subject

Steps

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

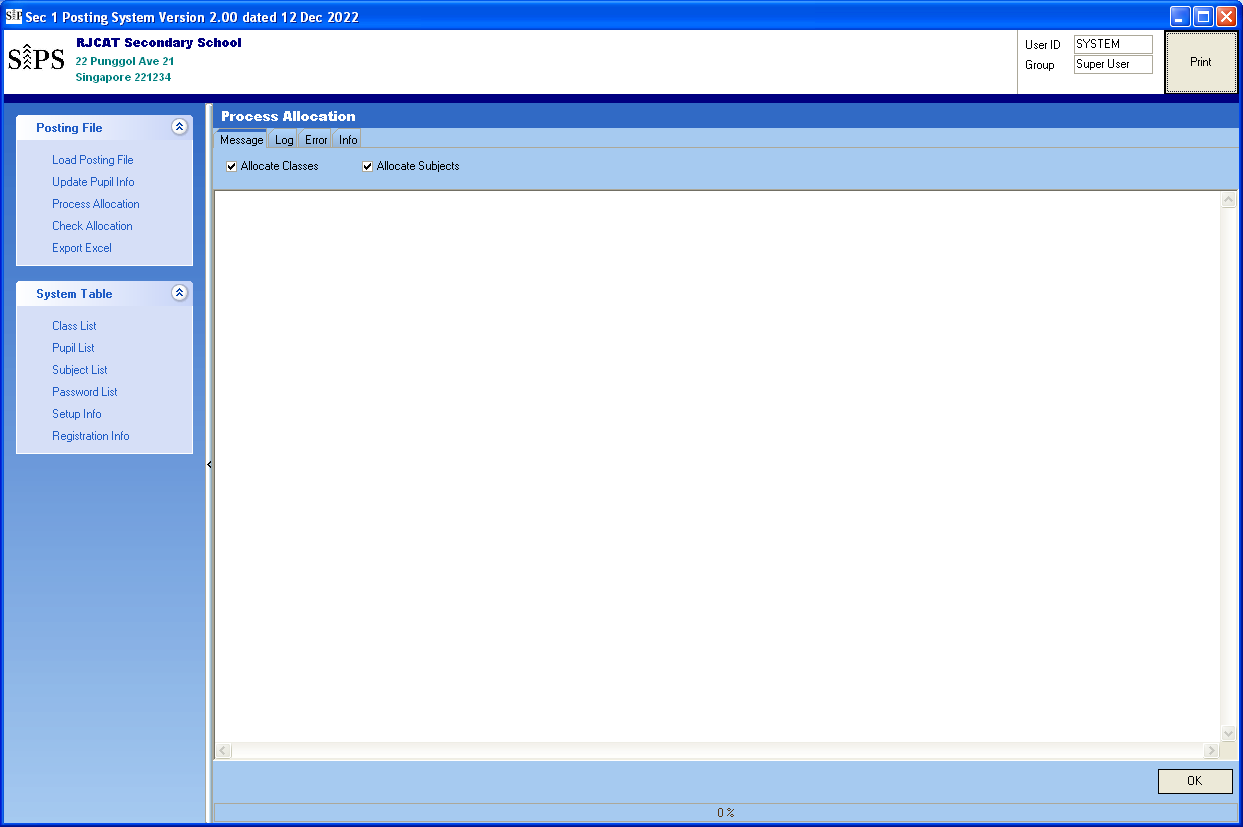
## Process Allocation

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

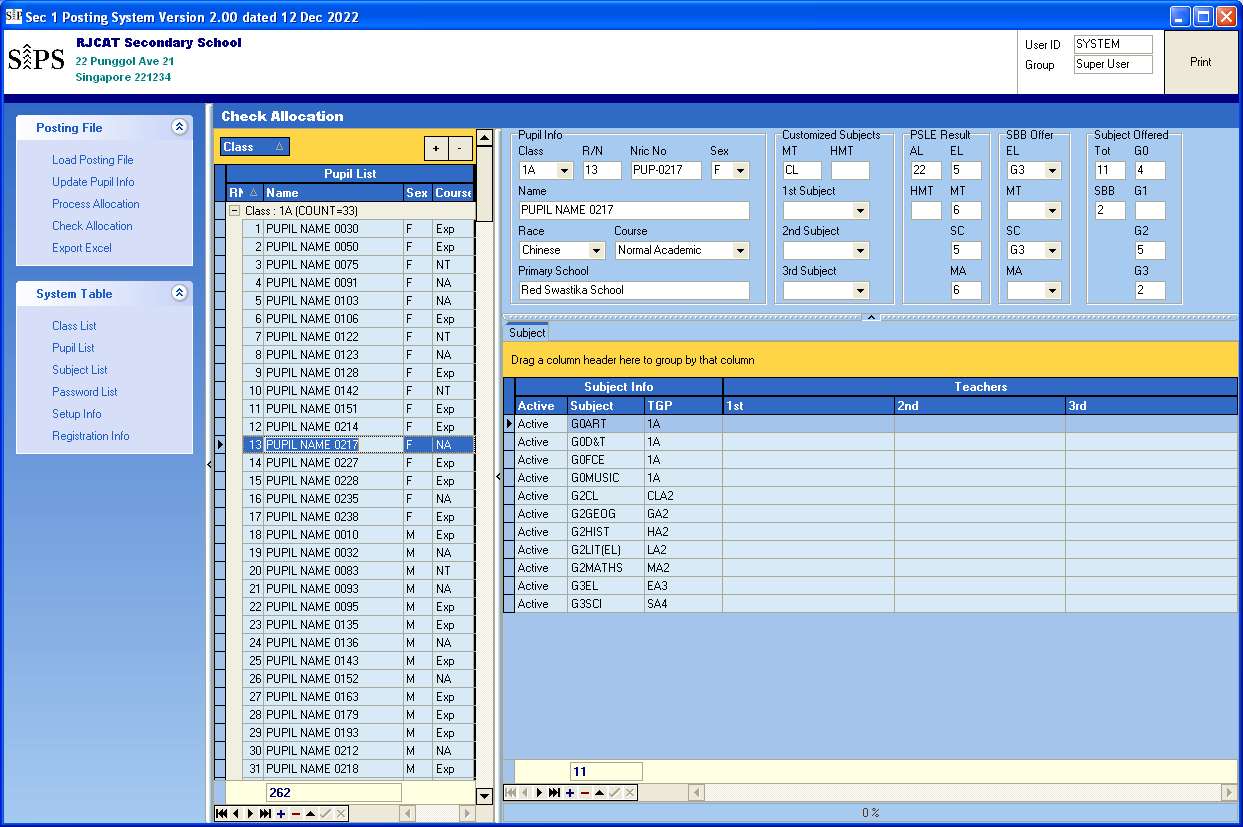


Steps

* 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

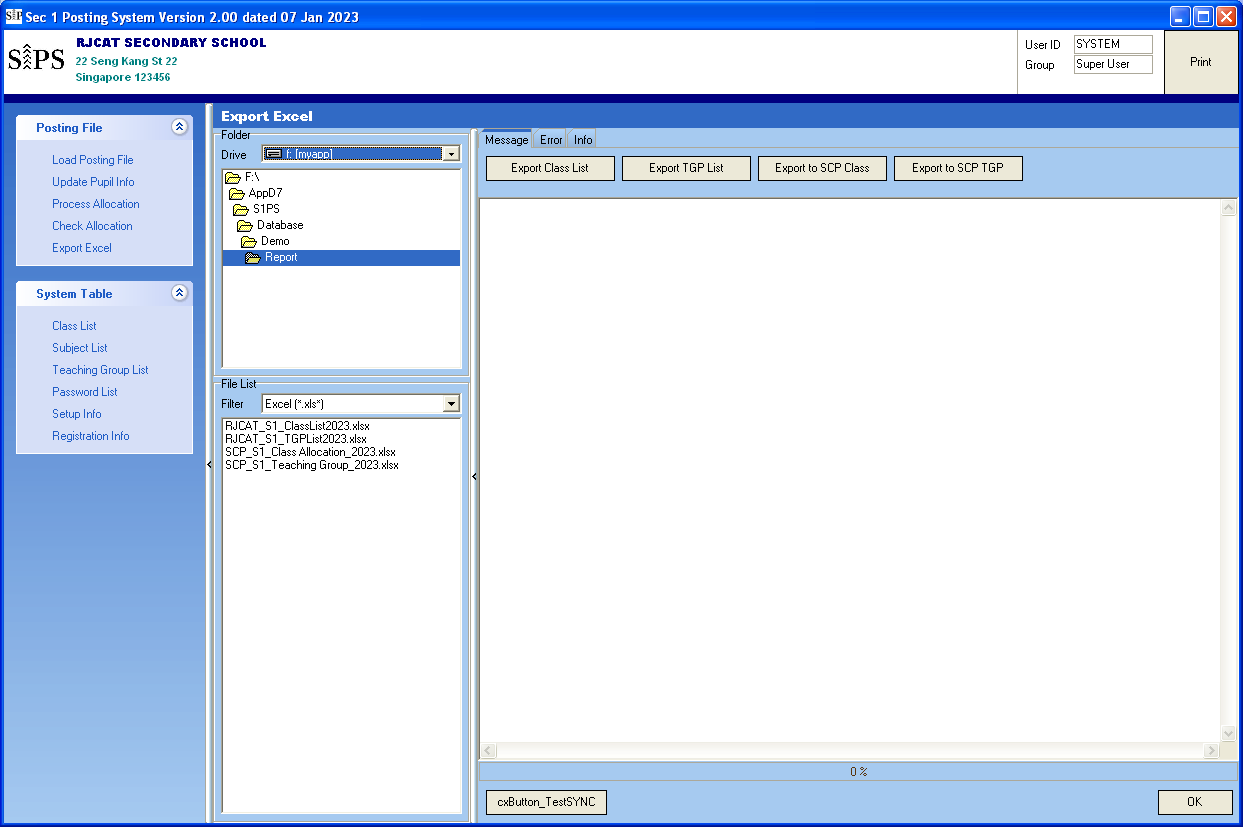
* Point the student
* Select the Subject

## Export Excel

There are 4 export file available:

* S1PS Class List
* S1PS Teaching Group List
* SCP Class List (To upload into Cockpit)
* SCP Teaching Group List (To upload into Cockpit)

Menu Access: Posting File – Export Excel

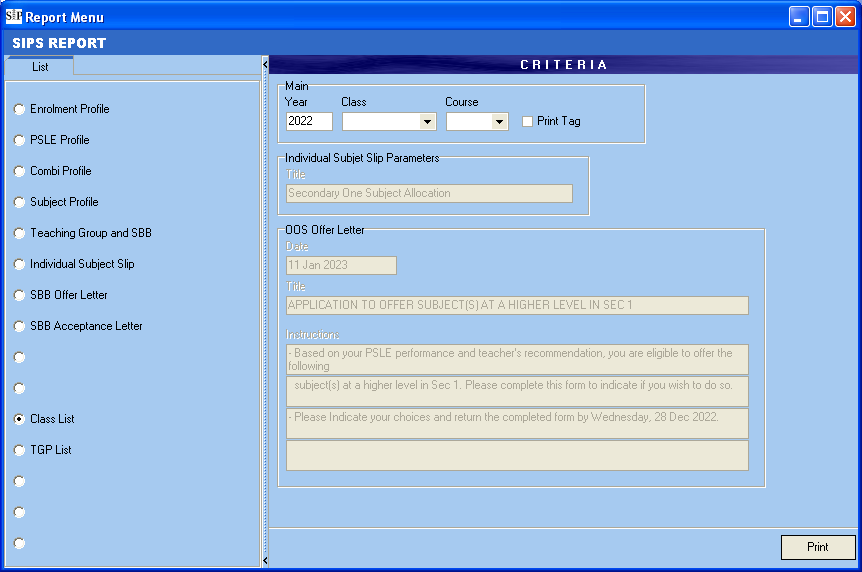


Double-Click to OPEN

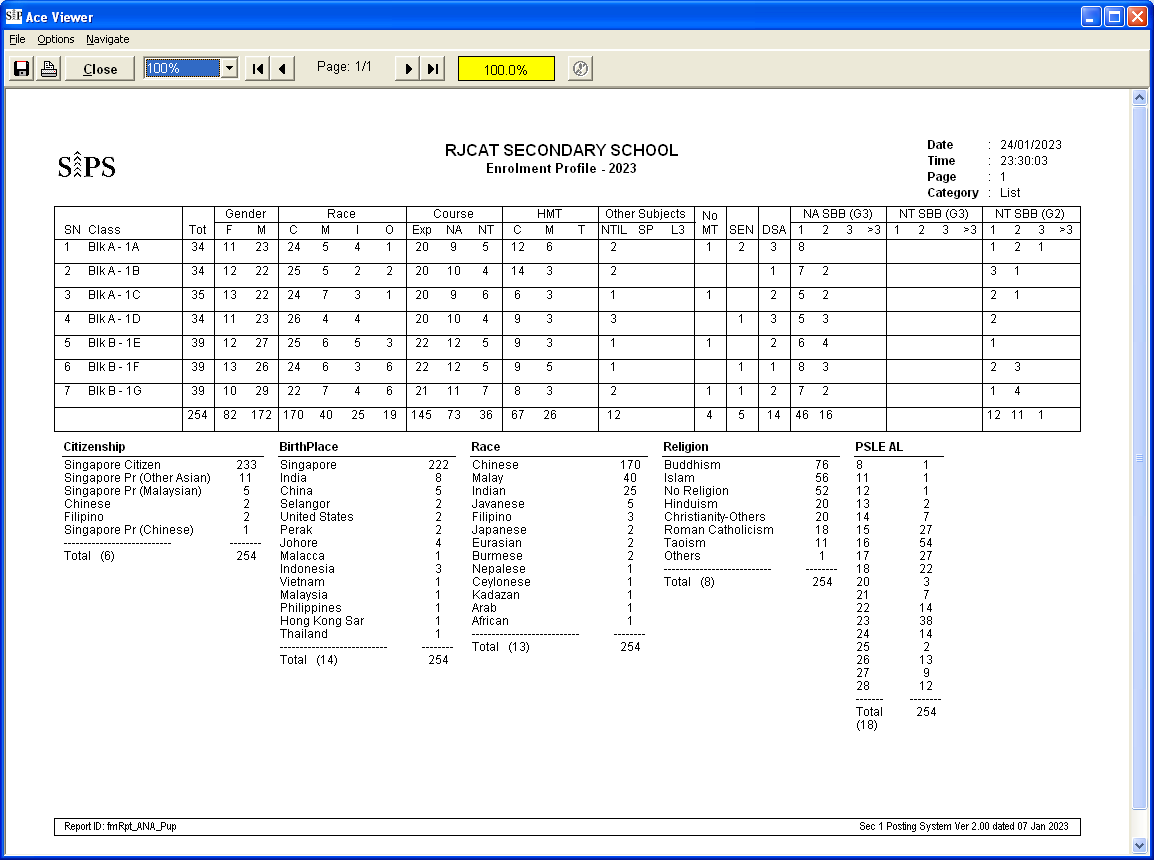
Steps

* Point the folder
* Click “OK”

## Print Report



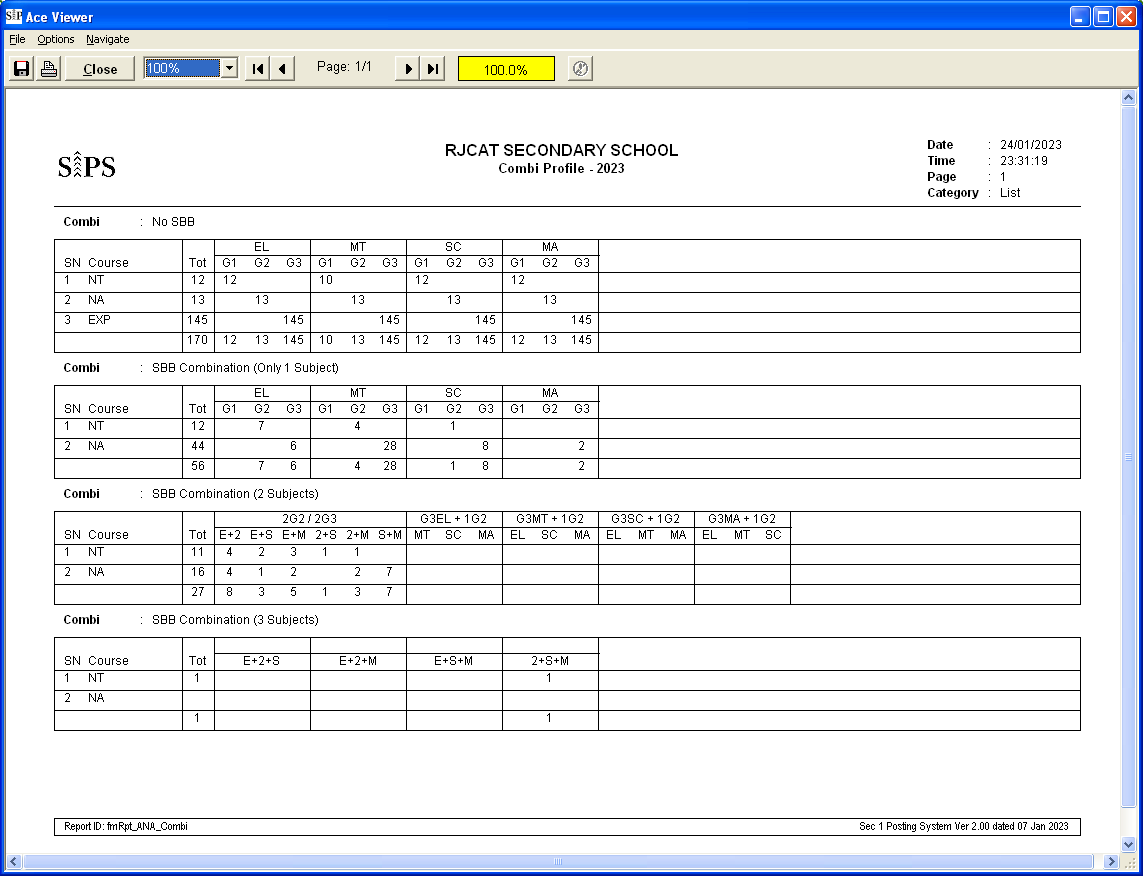
## Sample Reports – Enrolment Profile



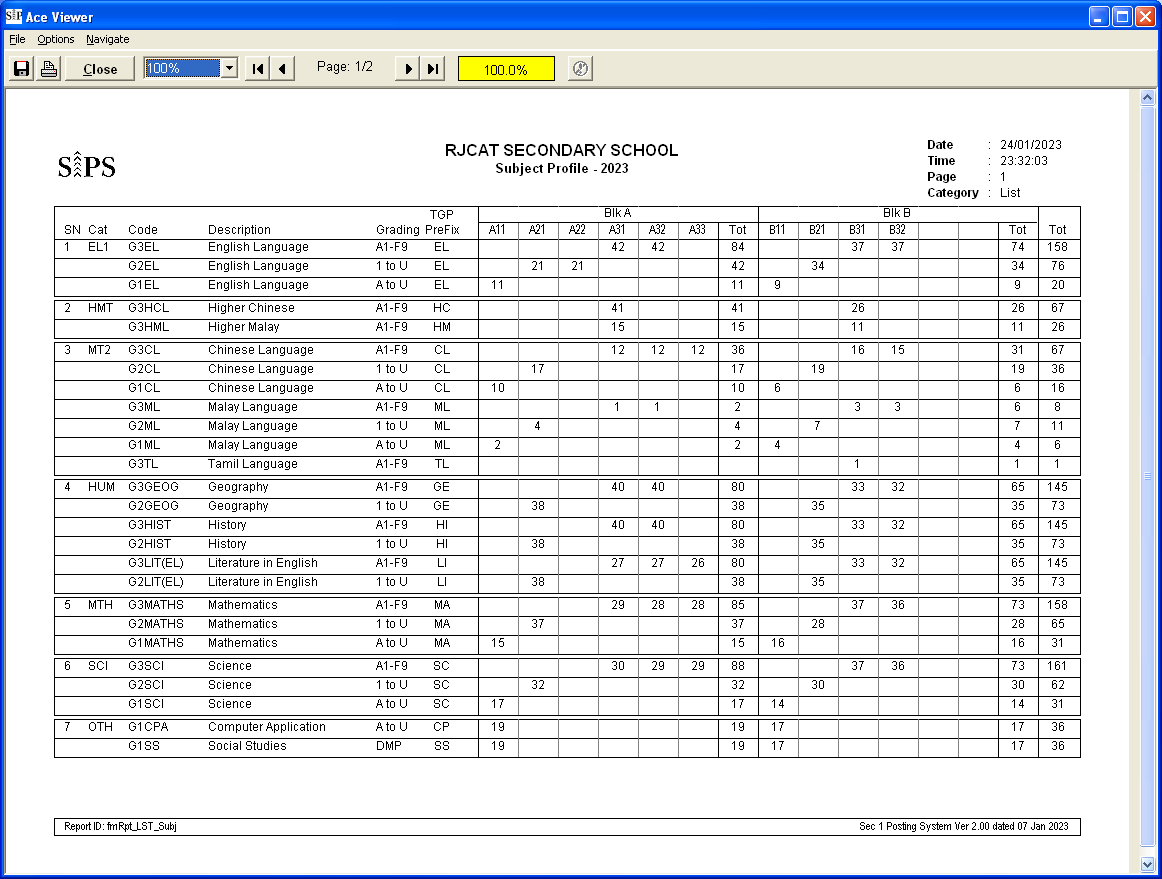
## Sample Reports – PSLE Profile

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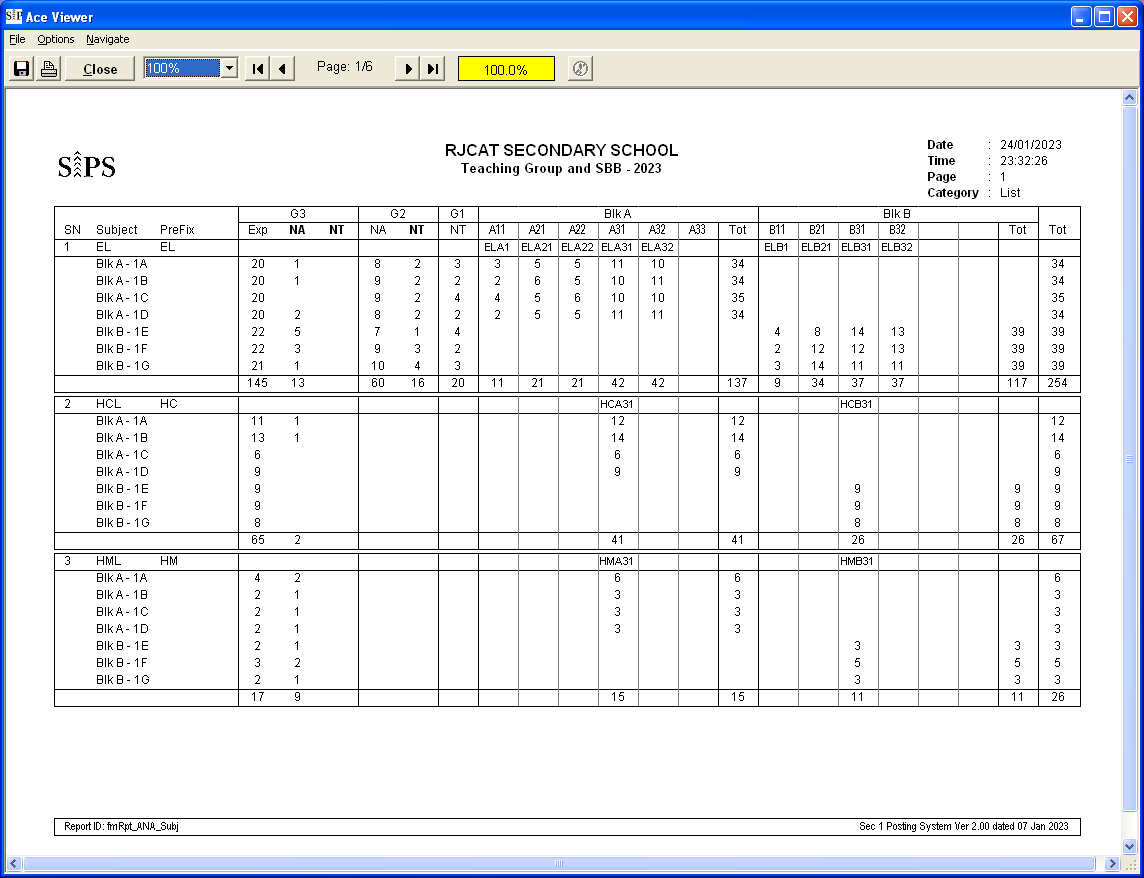
## Sample Reports – Combi Profile



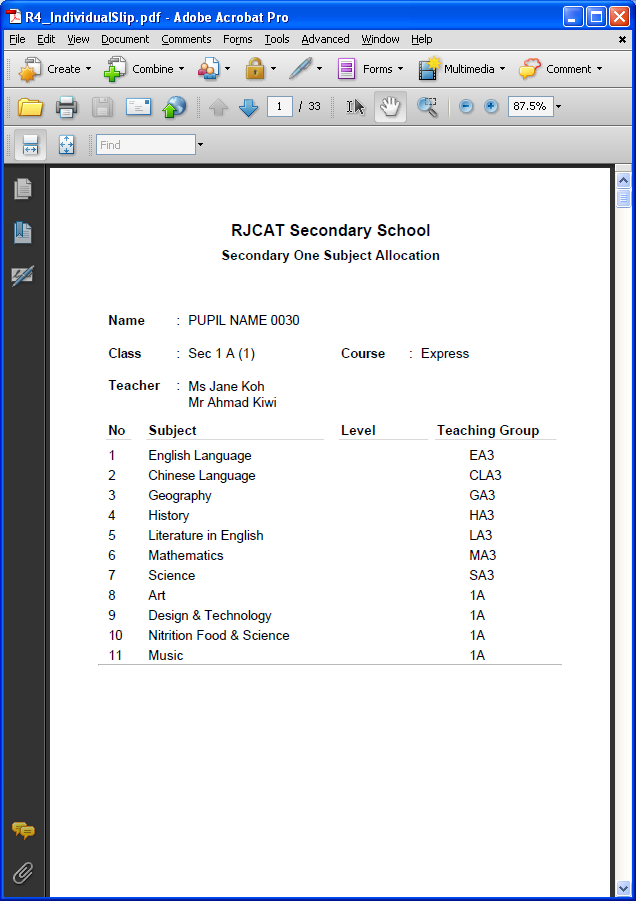
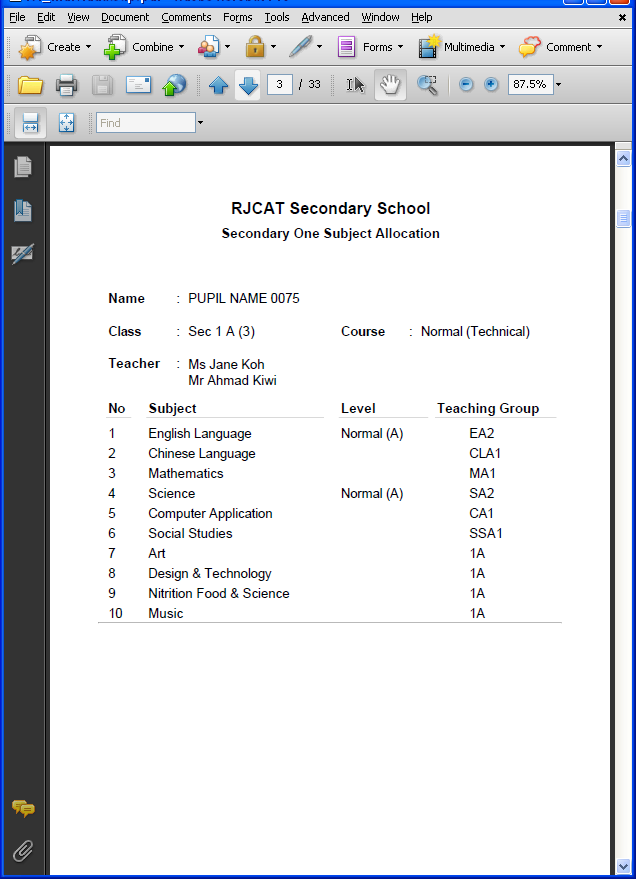
## Sample Reports – Subject Profile



## Sample Reports – Teaching Group and SBB



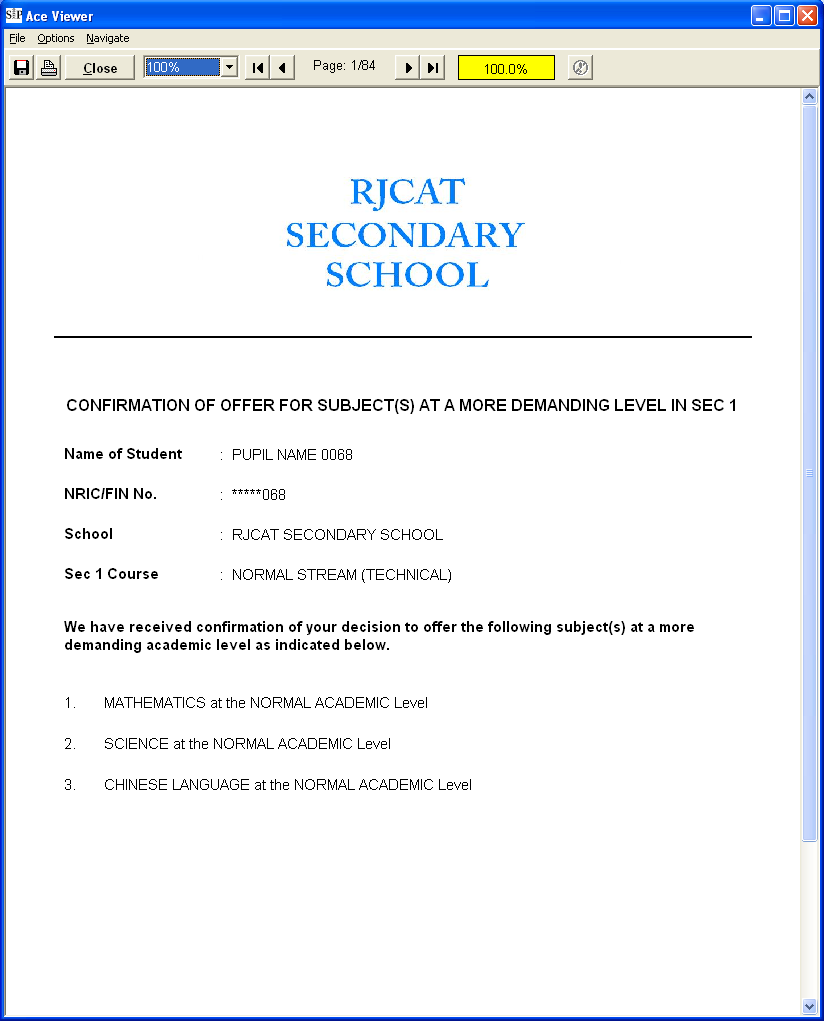
## Sample Reports – Individual Subject Allocation Slip



## Sample Reports – SBB Offer Letter

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## Sample Reports – SBB Acceptance Letter



## Sample Excel

