# Training Needs User Manual


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## 1. Introduction to Training Needs page

The Training Needs Function allows the users to define their training needs and to consider the recommendations made by their Recommending Teachers. With the defined Training Needs, users can subscribe email notification and T-surf$^{24/7}$ will send emails to users providing latest course information according to their training needs. T-surf$^{24/7}$ also allows users to search courses based on their Training Needs. All functions for school administrators and teachers in the Training Needs page are **optional**.

## 2. Enquiries

For technical issues or enquiries, please email to T-surf$^{24/7}$ Support Team (t-surf@edb.gov.hk) or contact the team at 3698 3638 / 3698 3660.

## 3. Relationships between Training Needs page in e-Services Portal and T-surf$^{24/7}$

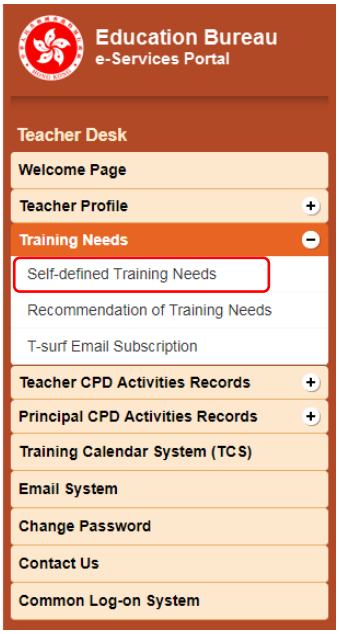
Users can define their Training Needs in e-Services Portal. The defined Training Needs will be effective on T-surf$^{24/7}$ from the next day.

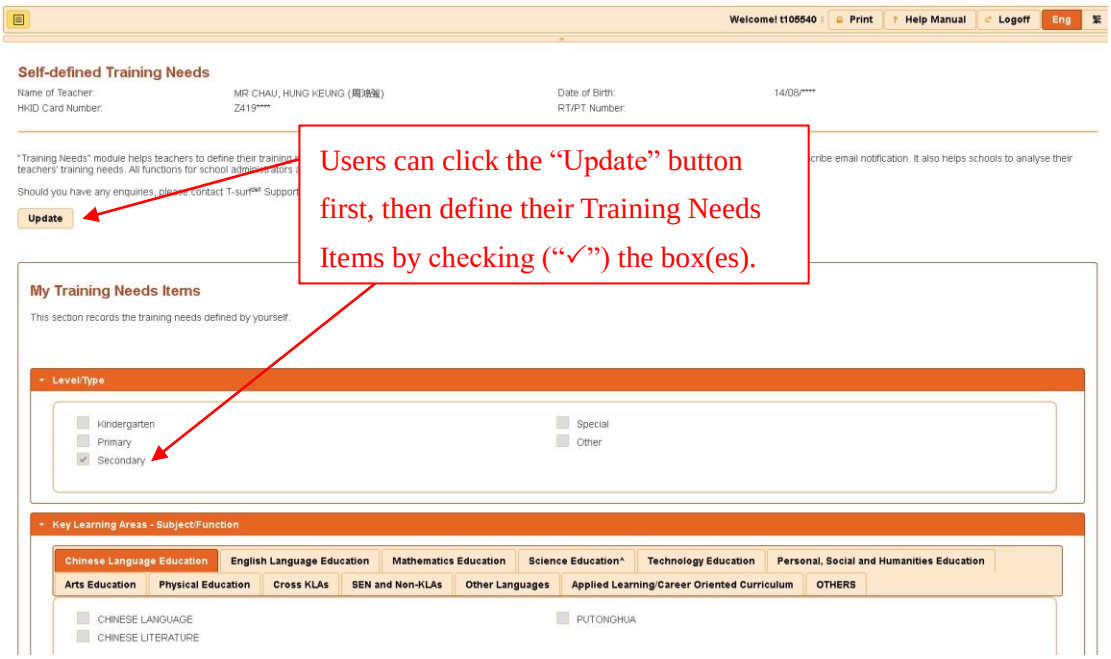
## 4. Teacher Desk

### 4.1 Self-defined Training Needs

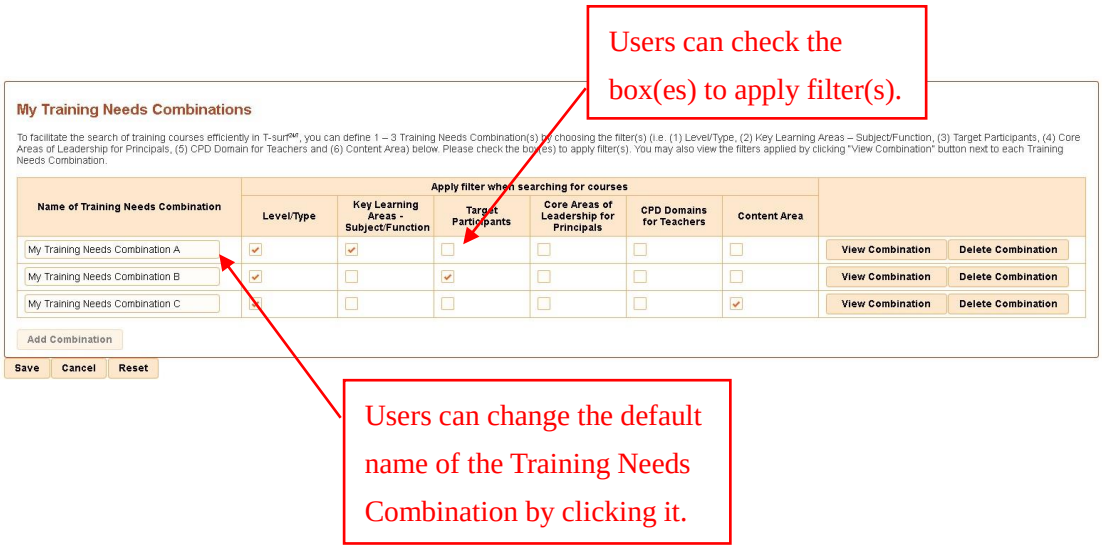
4.1.1 Define Training Needs Items and Combinations for myself

Users can define their **Training Needs Items** in e-Services Portal via e-Services Portal > Teacher Desk > Training Needs > Self-defined Training Needs.





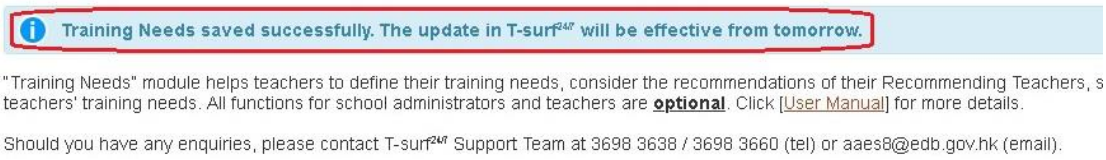

In the Self-defined Training Needs page, users can define their **Training Needs Items** by clicking the "Update" button, then make their choice by checking the box(es). They can define their **Training Needs Items** based on six categories: *"Level/ Type", "Key Learning Areas – Subject/ Function", "Target Participants", "Core Areas of Leadership for Principals", "CPD Domains for Teachers"* and *"Content Area"*.




To facilitate the search of training courses in T-surf$^{24/7}$, users can define one to three **Training Needs Combination(s)** by choosing the filter(s) (i.e (1) Level/Type, (2) Key Learning Areas – Subject/Function, (3) Target Participants, (4) Core Areas of Leadership for Principals, (5) CPD Domain for Teachers and (6) Content Area) in the Self-defined Training Needs page of e-Services Portal. Users can apply filter(s) by checking the box(es) next to the filter(s).

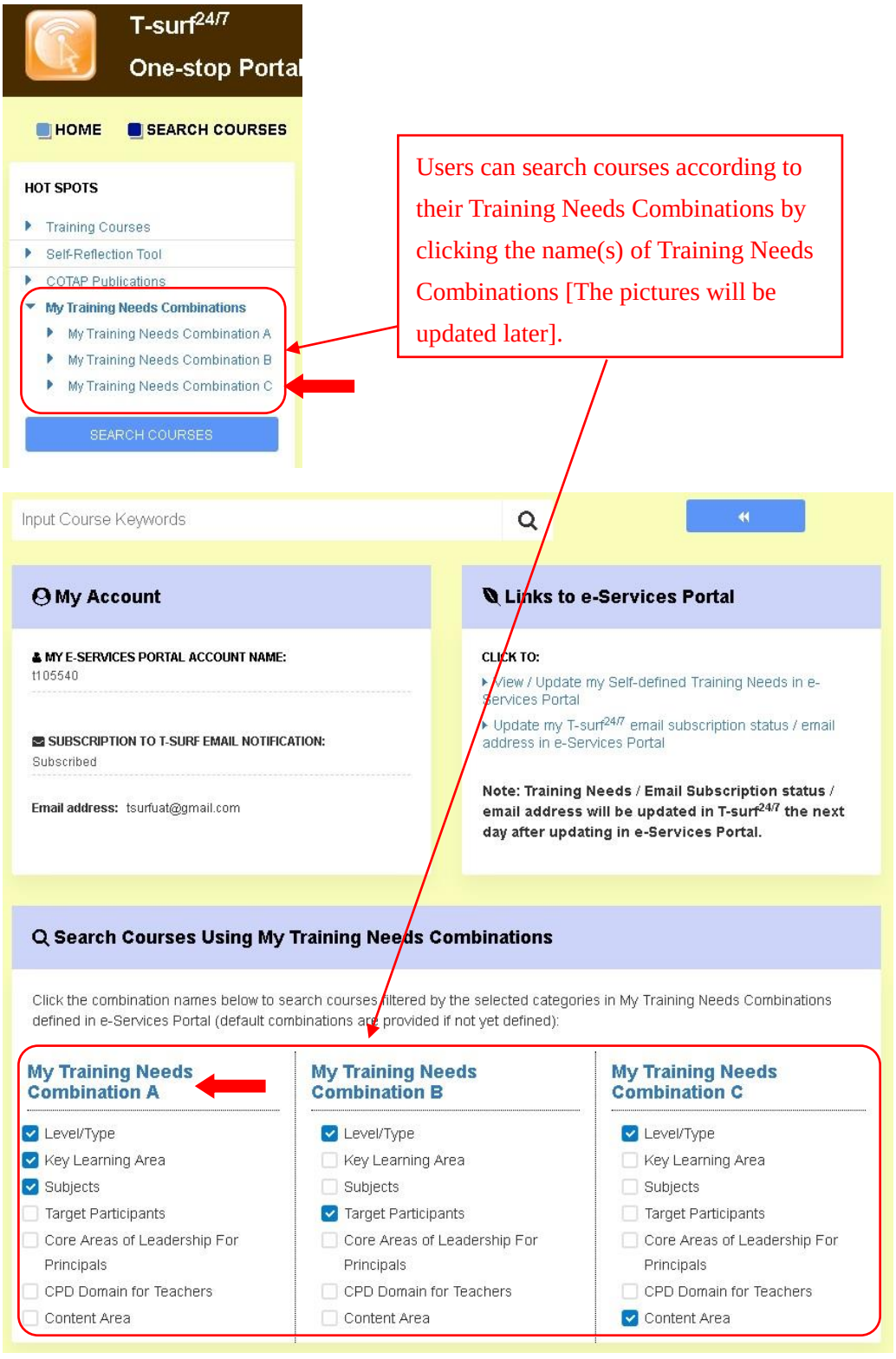
Users can also name the Training Needs Combination(s) by clicking the default name(s) (i.e. My Training Needs Combination A, My Training Needs Combination B or My Training Needs Combination C).

The [View Combination] button allows users to view the filter(s) they applied. Users can delete the Training Needs Combination(s) by clicking the [Delete Combination] button.




Users can click the [Save] button to save the changes they have made in the Training Needs page. The updates on Training Needs will take one day to become effective in T-surf$^{24/7}$.

4.1.2 Use T-surf[24/7] with the self-defined Training Needs Items and Combinations

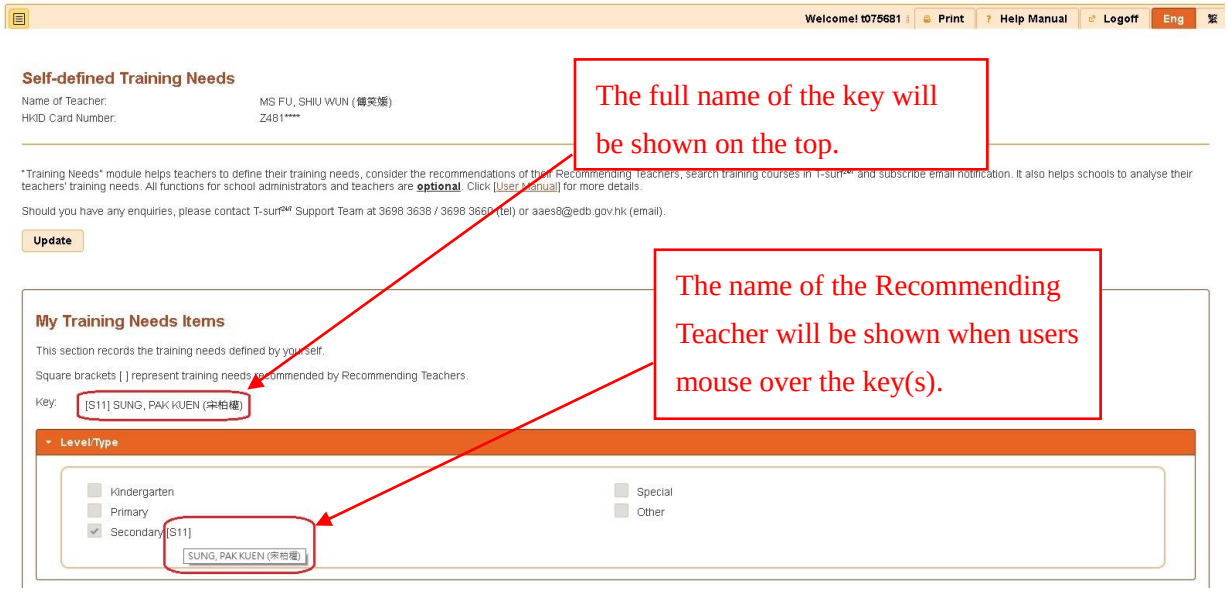


After defining the Training Needs Items and Combinations in e-Services Portal, users can search courses filtered by 'My Training Needs Combinations' in T-surf$^{24/7}$.

In the first page of T-surf$^{24/7}$ after log in, "My Training Needs Combinations" will be displayed under "HOT SPOTS" on the left hand side. Users can search courses according to their Training Needs Combinations by clicking "My Training Needs Combination A", "My Training Needs Combination B" or "My Training Needs Combination C" (or the self-defined name(s)) under "My Training Needs Combinations".

Users can also view and search courses filtered by My Training Needs Combinations under "Search Courses Using My Training Needs Combinations" in the first page after log in.

4.1.3 Symbols next to the options in my "Self-defined" Training Needs page




The teacher who makes recommendation (of Training Needs) to others is called **Recommending Teacher**. **Recommending Teacher** can recommend / revise Training Needs to his / her Assigned Teacher.

If a user has a Recommending Techer, a key, [S11] in this example will be shown next to the recommended Training Needs. The full name of the key, which is the name of the **Recommending Teacher** can be found on the top.

## 4.2 Recommendation of Training Needs

4.2.1 Role of Recommending Teachers

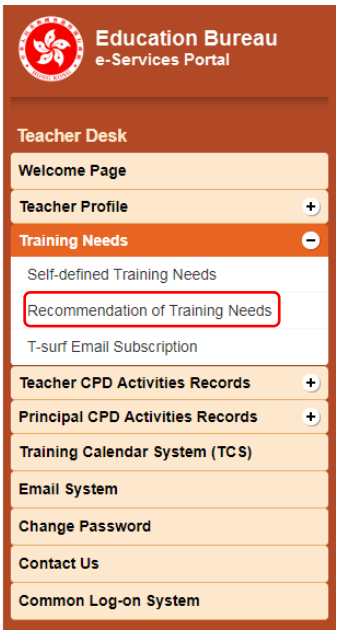
Recommending Teachers are teachers who can recommend Training Needs to teachers specified by the School. They might be the representative of a panel / team, or any teacher as the School deemed appropriate.

Note:

- The School Head is assigned as the Recommending Teacher of all teachers of the school by default.

4.2.2 Recommend Training Needs for a specific teacher

Recommending Teacher may recommend Training Needs to a specific teacher via e-Services Portal > Teacher Desk > Training Needs > Recommendation of Training Needs.




After clicking [View / Recommend] button next to the specific teacher assigned by the School, the Recommending Teacher may view the current Recommended Training Needs of the teacher. Recommending Teacher may click [Update] button to update / recommend a new set of Training Needs.

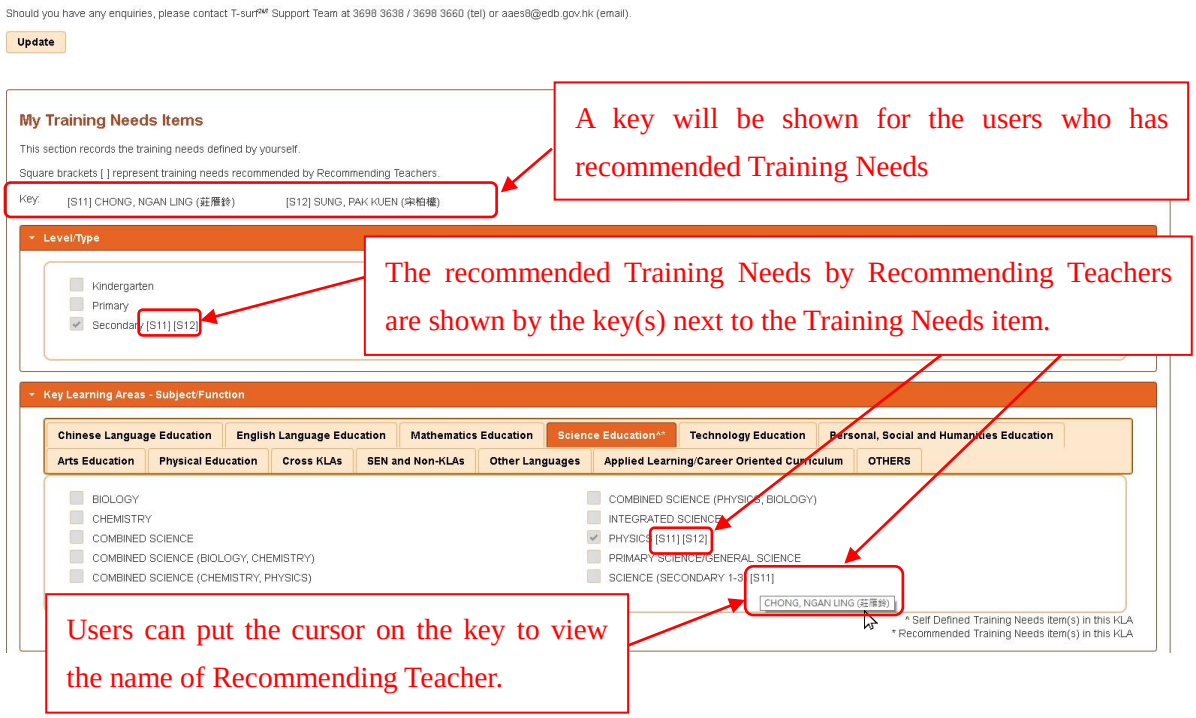
After the Recommended Training Needs are saved, the name of the teacher will be displayed in italics when you visit the "Recommendation of Training Needs" page again.

Note: The name of teacher is displayed in italics if you have recommended Training Needs to the teacher.

| | Name of Teacher | Training Needs | Copy Needs |
|---|---|---|---|
| 1 | CHING, KIN LUN (程健倫) | View / Recommend | Copy |
| 2 | *FU, SHIU WUN (傅笑媛)* | View / Recommend | Copy |
| 3 | KWOK, CHAU SUET (郭秋雪) | View / Recommend | Copy |
| 4 | MANG, TAI HIM (萬大謙 ) | View / Recommend | Copy |
| 5 | SHIU, YI CHUN (邵伊珍) | View / Recommend | Copy |
| 6 | SIU, MAN CHING (蕭敏貞) | View / Recommend | Copy |
| 7 | SO, MAN PO (蘇曼寶) | View / Recommend | Copy |
| 8 | SUNG, PAK KUEN (宋柏權) | View / Recommend | Copy |
| 9 | TONG, YUEN CHING (唐婉程) | View / Recommend | Copy |

4.2.3 Effects shown on the specific teacher when recommendations are made

For the teacher who was being recommended Training Needs, a key will be shown next to the Training Needs item in e-Services Portal > Teacher Desk > Training Needs > Self-defined Training Needs.



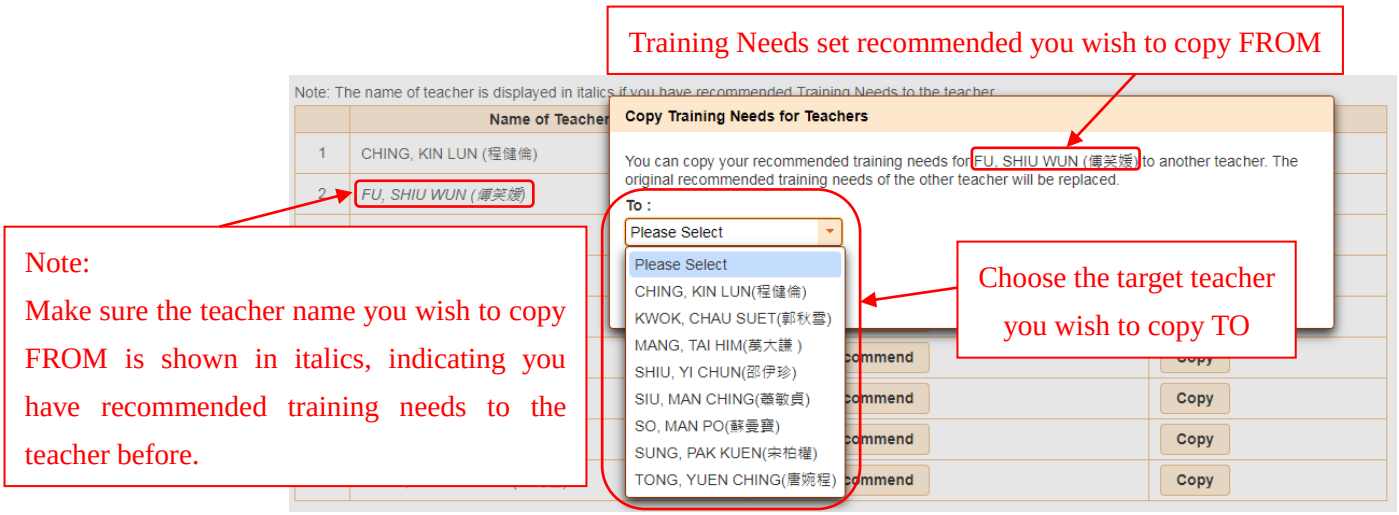

Note:

- It is not mandatary for the teacher to define the Training Needs according to the recommendations from the Recommending Teacher.
- The Recommending Teacher cannot view or change the Self defined Training Needs of a specific teacher.

4.2.4 Copy the Recommended Training Needs to other teachers

Recommending Teachers can copy the Training Needs recommended to specific teacher to other teachers under his/her assigned teacher list via e-Services Portal > Teacher Desk > Training Needs > Recommendation of Training Needs.

After clicking [Copy] button next to the specific teacher that he / she has recommended Training Needs before, the Recommending Teacher may choose the target teacher that he / she wishes to copy to.




Note:

- The original Recommended Training Needs you have recommended to the teacher will be replaced by the new set of Training Needs recommended.

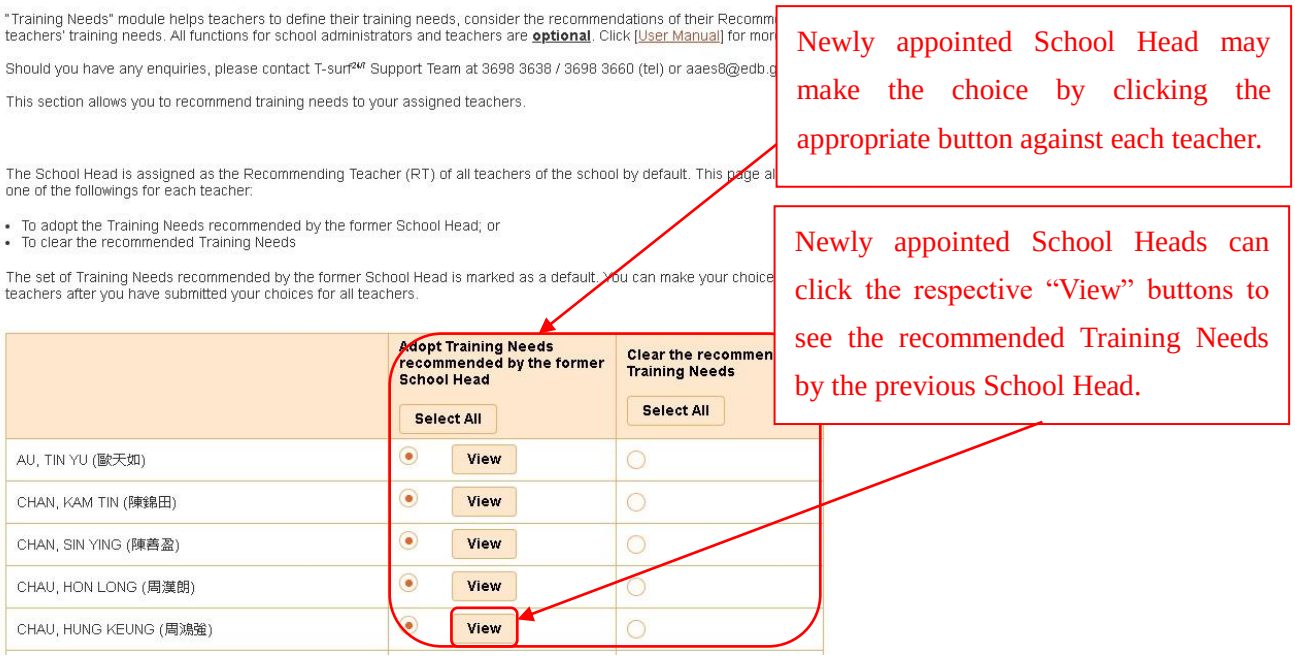
<u>For newly appointed School Heads</u>

4.2.5 Actions to be taken before using "Recommendation of Training Needs" page for newly appointed School Heads

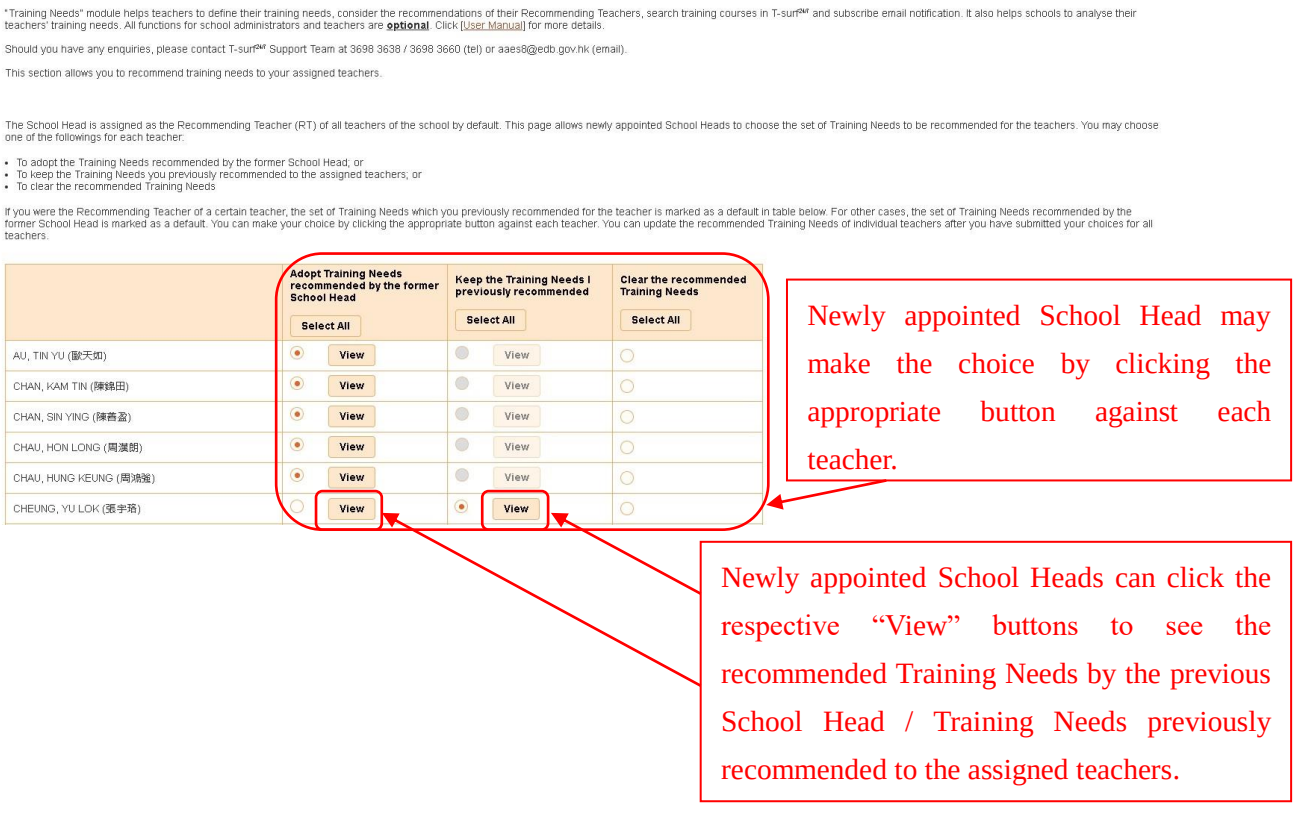
Before using "Recommendation of Training Needs" page, newly appointed School Heads has to choose the set of Training Needs to be recommended for the teachers. They can choose one of the followings for each teacher:

- To adopt the Training Needs recommended by the former School Head; or
- To keep the Training Needs you previously recommended to the assigned teachers (applicable to School Heads who was a Recommending Teacher in the same school before appointed as School Head ONLY); or
- To clear the recommended Training Needs.

For newly appointed School Head who was NOT a Recommending Teacher in the same school before appointed as School Head (including School Heads who did not serve in the same school)




For newly appointed School Head who was a Recommending Teacher in the same school before appointed as School Head



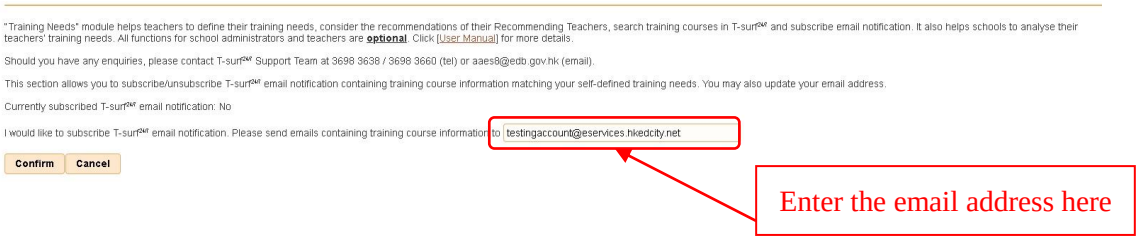
- Newly appointed School Heads can change the details of recommended Training Needs of a specific teacher after confirming all choices for all teachers.
- Unchosen choices will be deleted by the system. School Heads can still change the recommended Training Needs of a specific teacher via e-Services Portal > Teacher Desk > Training Needs > Recommendation of Training Needs (please refer to 4.2.2).

## 4.3 T-surf$^{24/7}$ Email Subscription

### 4.3.1 Subscribe T-surf$^{24/7}$ email notification service

Users can subscribe T-surf$^{24/7}$ email notification service via e-Services Portal > Teacher Desk > Training Needs > T-surf Email Subscription.

After clicking [Go to subscription] button, users may enter the email address that they wishes to receive email notification service.

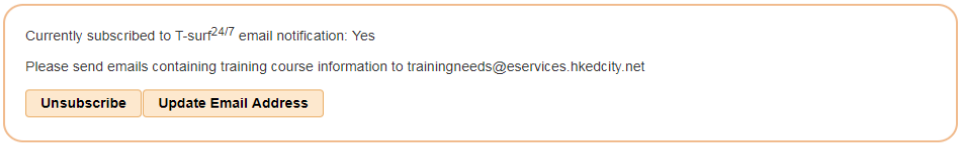



### 4.3.2 Email notifications to be received after T-surf$^{24/7}$ email notification service subscription

Users will receive weekly email notifications on the training programmes that are suitable for them according to the Training Needs that they defined in e-Services Portal.

### 4.3.3 Unsubscribe T-surf$^{24/7}$ email notification service

Users can unsubscribe T-surf$^{24/7}$ email notification service via e-Services Portal > Teacher Desk > Training Needs > T-surf Email Subscription.

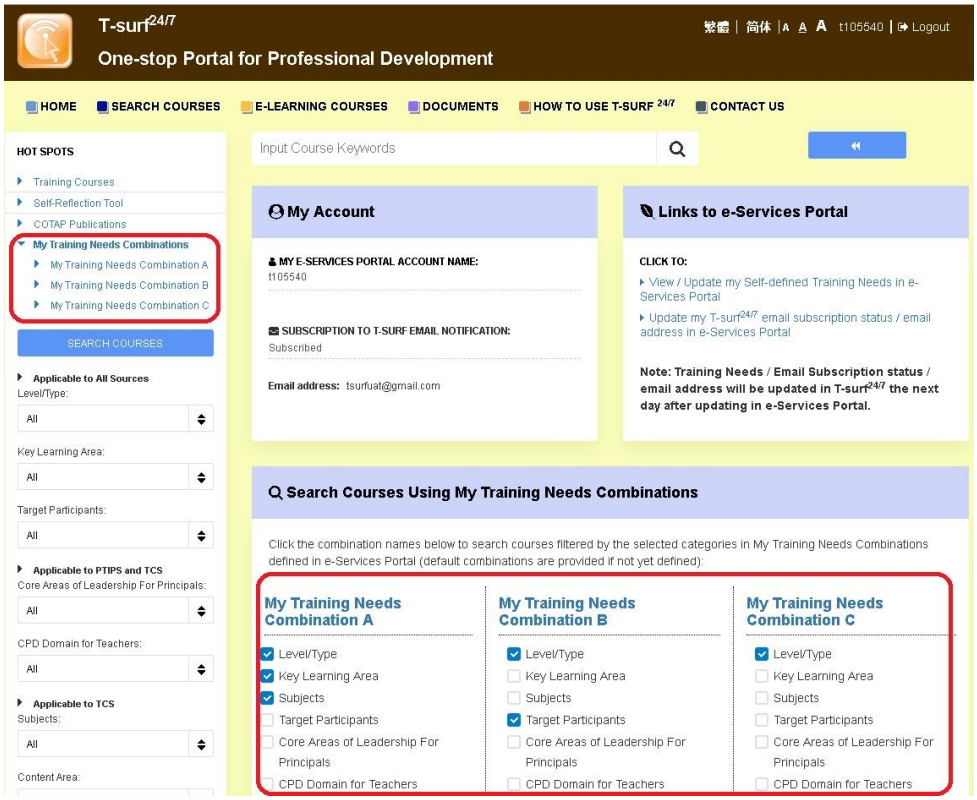


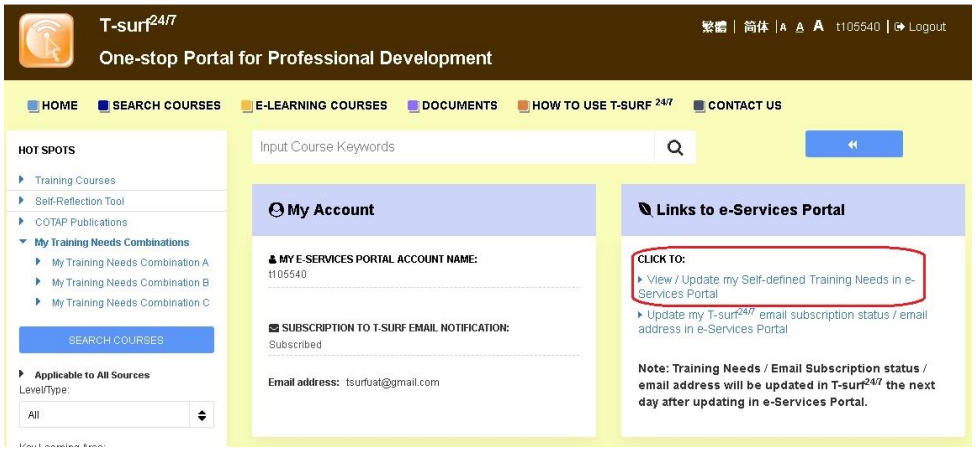

Users may check the current subscription status through the bar shown above. After clicking [Unsubscribe] button, users may unsubscribe email notification service.

## 4.4 Issues related to T-surf$^{24/7}$

4.4.1 Using different "Training Needs Combinations" to search suitable training courses in T-surf$^{24/7}$ by my self-defined Training Needs in e-Services Portal

After defining the Training Needs Items and Combinations, users can log in T-surf$^{24/7}$ to search for suitable training courses with the "Training Needs Combinations" in T-surf$^{24/7}$. Users may click on the name of the Training Needs Combinations to search for suitable training courses immediately.



## 5. School Desk

### 5.1 Role of School Administrators in the Training Needs page

The School Administrators are responsible for establishing / revising the relationship (of roles) among teachers for recommendation of Training Needs. The training needs (of both self-defined and recommended) can also be viewed and exported to an EXCEL file by the School Administrators.

### 5.2 Assignment of Recommending Teachers for Training Needs

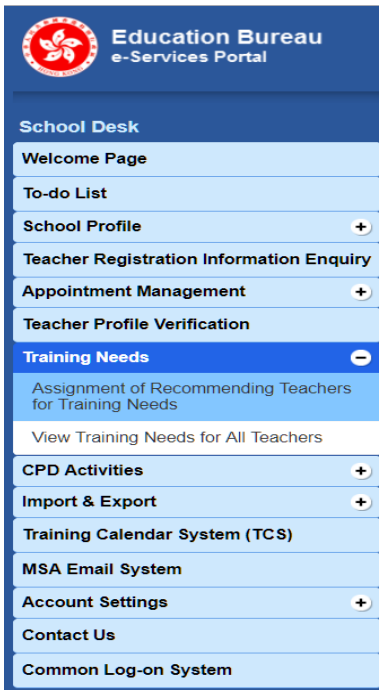
The teacher who makes recommendation (of Training Needs) to others is called **Recommending Teacher** while the one who receives such recommendation(s) is called **Assigned Teacher**. The relationship (of roles) among teachers for recommendation of Training Needs can also be viewed and exported to an EXCEL file by the School Administrators.

#### 5.2.1 Role of Recommending Teachers

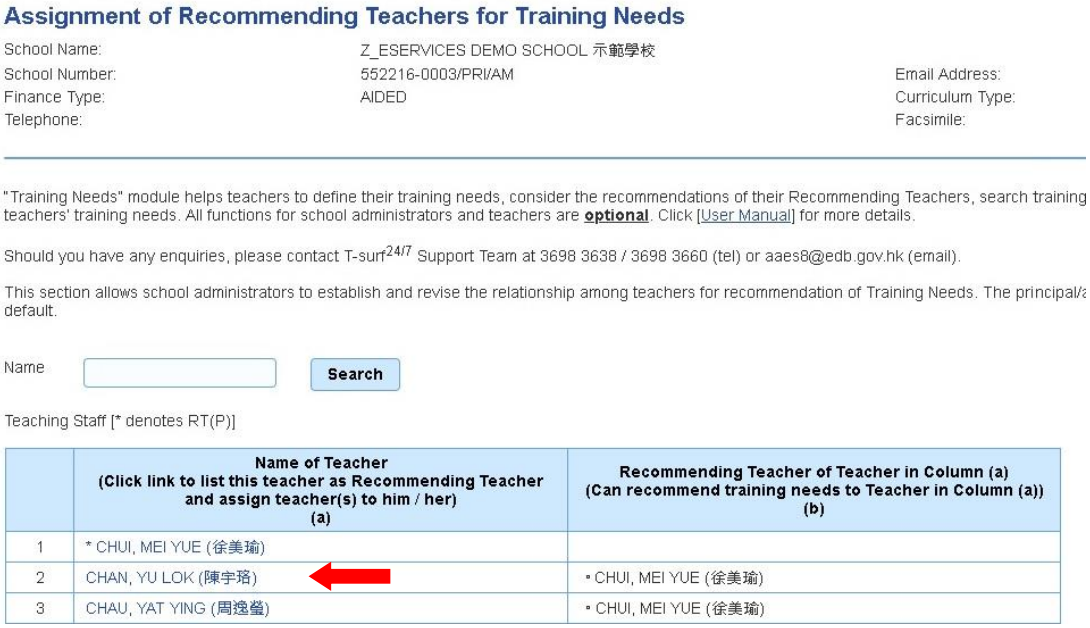
Recommending Teachers can recommend / revise Training Needs to his / her Assigned Teacher as long as the relationship (of roles) remains. The Training Needs recommended, if any, will be removed once the relationship (of roles) is removed.

#### 5.2.2 Assign a teacher as a Recommending Teacher

Users can assign a teacher as a Recommending Teacher via e-Services Portal > School Desk > Training Needs > Assignment of Recommending Teachers for Training Needs.



Click on a teacher's name in Column (a) who to be assigned as a Recommending Teacher;



**Assignment of Recommending Teachers for Training Needs**

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:
Email Address:
Curriculum Type:
Facsimile:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-surf$^{24/7}$ Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/a default.

Name [ ] Search

Teaching Staff [* denotes RT(P)]

| | Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a) | Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b) |
|---|---|---|
| 1 | * CHUI, MEI YUE (徐美瑜) | |
| 2 | CHAN, YU LOK (陳宇珞) | • CHUI, MEI YUE (徐美瑜) |
| 3 | CHAU, YAT YING (周逸瑩) | • CHUI, MEI YUE (徐美瑜) |

Click the [Update] button to enter the edit mode;

**Assignment of Recommending Teachers for Training Needs**

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:

Name of Teacher: MS CHAN, YU LOK (陳宇珞)
HKID Card Number: D514****

The following teacher(s) can be assigned to the Recommending Teacher listed above:

- ☐ CHUI, MEI YUE (徐美瑜)
- ☐ CHAN, YU LOK (陳宇珞)
- ☐ CHAU, YAT YING (周逸瑩)
- ☐ CHEUNG, HENG SEUNG (張杏嫦)
- ☐ CHEUNG, SO KWAN (張素筠)
- ☐ CHIN, KAM NIN (錢錦年)
- ☐ CHIU, LAI NA (趙麗娜)
- ☐ CHOW, CHAU SEUNG (鄒秋嫦)
- ☐ CHUI, BIK YEE (崔碧兒)
- ☐ SUNG, MAN KEI (宋曼琦)
- ☐ HUNG, MAN YAN (孔敏茵)
- ☐ KAN, SAI LEUNG (簡世良)
- ☐ KEUNG, KWAI YIN (姜桂燕)
- ☐ KONG, WAI LING (江惠玲)
- ☐ KUK, SO PO (谷素寶)
- ☐ KWAN, TZE LEI (關子薇)
- ☐ LAU, KIN HEI (劉建喜)
- ☐ LEE, WAI JING (李慧晶)
- ☐ LUI, SIU FOON (雷少歡)
- ☐ LUK, PUI SUET (陸珮雪)
- ☐ LUK, WING FUN (陸穎芬)
- ☐ NGAN, JO YU (顏祖宇)
- ☐ NGAN, WING WAI (顏詠慧)
- ☐ SUEN, SIU NA (孫少娜)
- ☐ SUEN, YUET FA (孫月花)

Update Back

Click the checkbox on the left side of the teacher's name who will become an Assigned Teacher. In the following example, 'CHAU, YAT YING' will become an *Assigned Teacher* of 'CHAN, YU LOK' (the *Recommending Teacher*). The relationship will be established after the [Save] button is clicked;

**Assignment of Recommending Teachers for Training Needs**

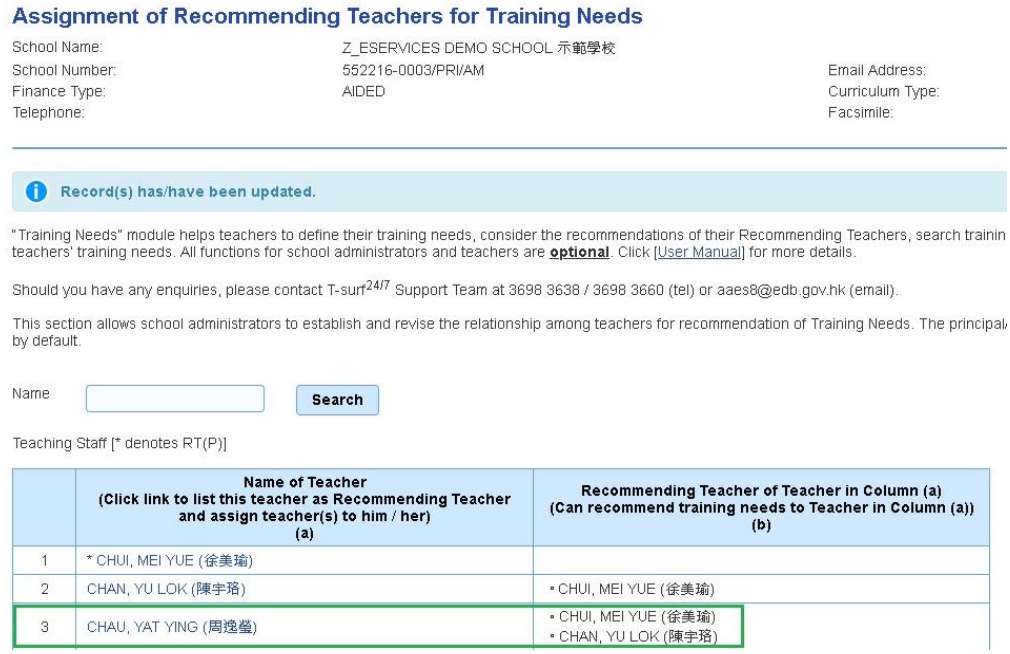
School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:

Name of Teacher: MS CHAN, YU LOK (陳宇珞)
HKID Card Number: D514****

The following teacher(s) can be assigned to the Recommending Teacher listed above:

- ☐ CHUI, MEI YUE (徐美瑜)
- ☐ CHAN, YU LOK (陳宇珞)
- ☑ CHAU, YAT YING (周逸瑩)
- ☐ CHEUNG, HENG SEUNG (張杏嫦)
- ☐ CHEUNG, SO KWAN (張素筠)
- ☐ CHIN, KAM NIN (錢錦年)
- ☐ CHIU, LAI NA (趙麗娜)
- ☐ CHOW, CHAU SEUNG (鄒秋嫦)
- ☐ CHUI, BIK YEE (崔碧兒)
- ☐ SUNG, MAN KEI (宋曼琦)
- ☐ HUNG, MAN YAN (孔敏茵)
- ☐ KAN, SAI LEUNG (簡世良)
- ☐ KEUNG, KWAI YIN (姜桂燕)
- ☐ KONG, WAI LING (江惠玲)
- ☐ KUK, SO PO (谷素寶)
- ☐ KWAN, TZE LEI (關子薇)
- ☐ LAU, KIN HEI (劉建喜)
- ☐ LEE, WAI JING (李慧晶)
- ☐ LUI, SIU FOON (雷少歡)
- ☐ LUK, PUI SUET (陸珮雪)
- ☐ LUK, WING FUN (陸穎芬)
- ☐ NGAN, JO YU (顏祖宇)
- ☐ NGAN, WING WAI (顏詠慧)
- ☐ SUEN, SIU NA (孫少娜)
- ☐ SUEN, YUET FA (孫月花)

Select All | Deselect All | Save | Cancel



**Assignment of Recommending Teachers for Training Needs**

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:
Email Address:
Curriculum Type:
Facsimile:

Record(s) has/have been updated.

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search trainin teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

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This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal by default.

Name [ ] Search

Teaching Staff [* denotes RT(P)]

| | Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a) | Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b) |
|---|---|---|
| 1 | * CHUI, MEI YUE (徐美瑜) | |
| 2 | CHAN, YU LOK (陳宇珞) | ▪ CHUI, MEI YUE (徐美瑜) |
| 3 | CHAU, YAT YING (周逸瑩) | ▪ CHUI, MEI YUE (徐美瑜)<br>▪ CHAN, YU LOK (陳宇珞) |

- Please note that the principal of the School ‘CHUI, MEI YUE’ is the “*Recommending Teacher of all teachers*” by default and therefore her name appears in Column (b) of every row.

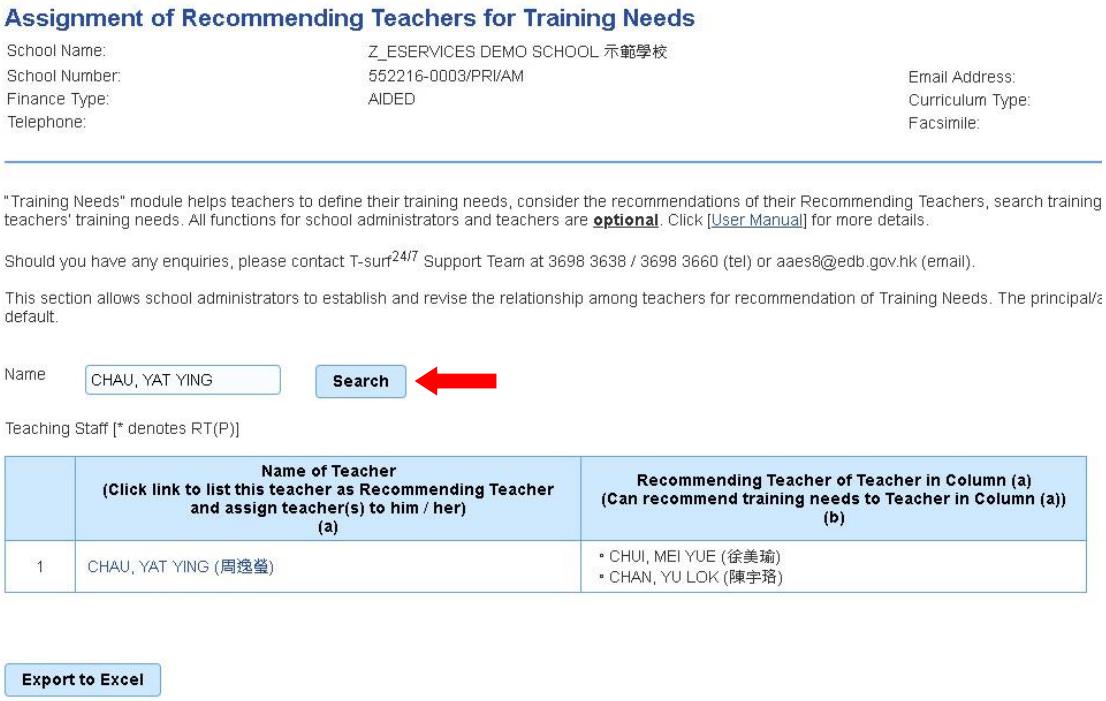
5.2.3 School Heads as Recommending Teacher for all teachers

The principal / acting principal of the School is assigned as “*Recommending Teacher of all teachers*” by default. He / she does NOT have a Recommending Teacher and can recommend Training Needs to every other teacher(s) of the School. Please note that the assignment of principal/acting principal references the ‘Headship’ update by EDB e-Services Team. It is independent from the ‘Rank’ defined by the School upon the appointment of a teacher OR the ‘Duties and Posts’ entered by the teacher in e-Services.

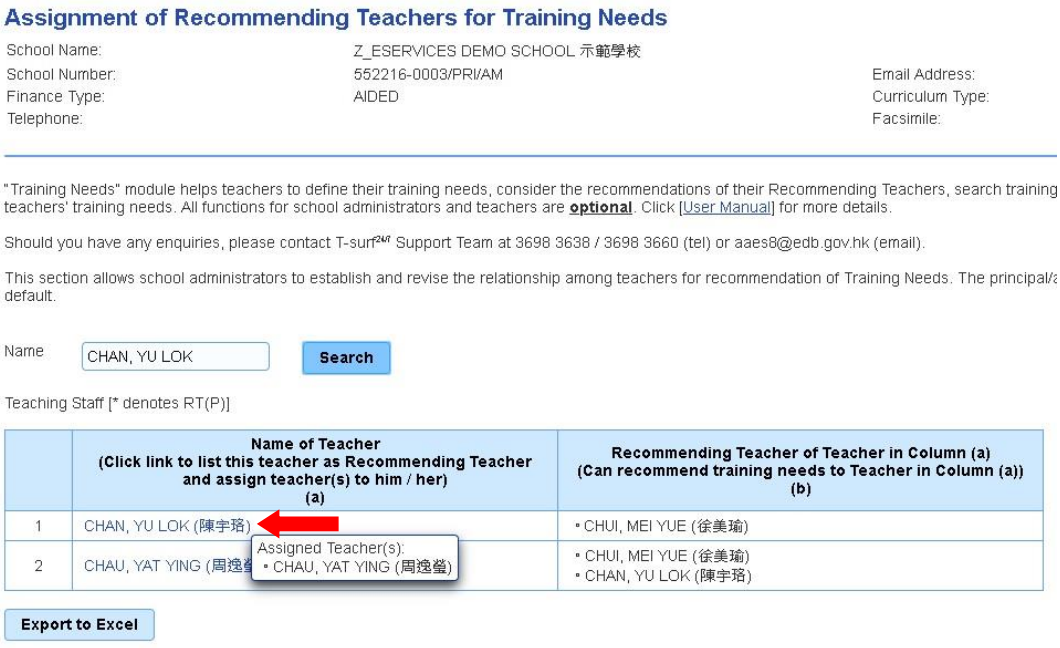
5.2.4 Remove a Recommending Teacher for a specific teacher

[For cases when the name of the Recommending Teacher is unknown]

Search for the specific teacher by entering his / her name in the [Name] field and press the [Search] button;



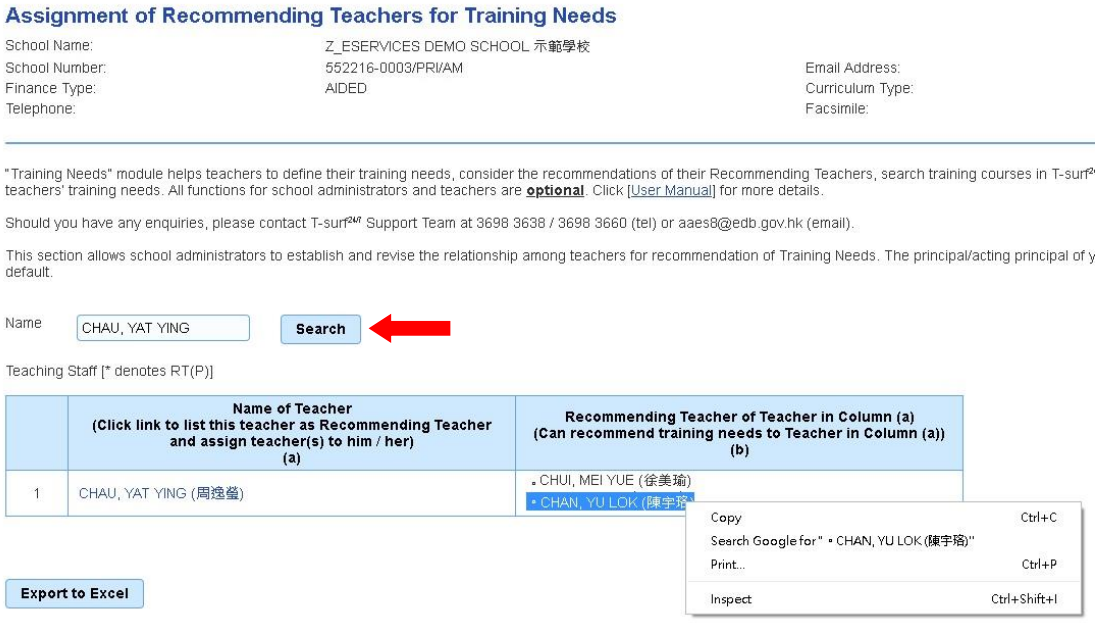

Copy the Recommending Teacher's name who will be removed from the specific teacher in Column (b);



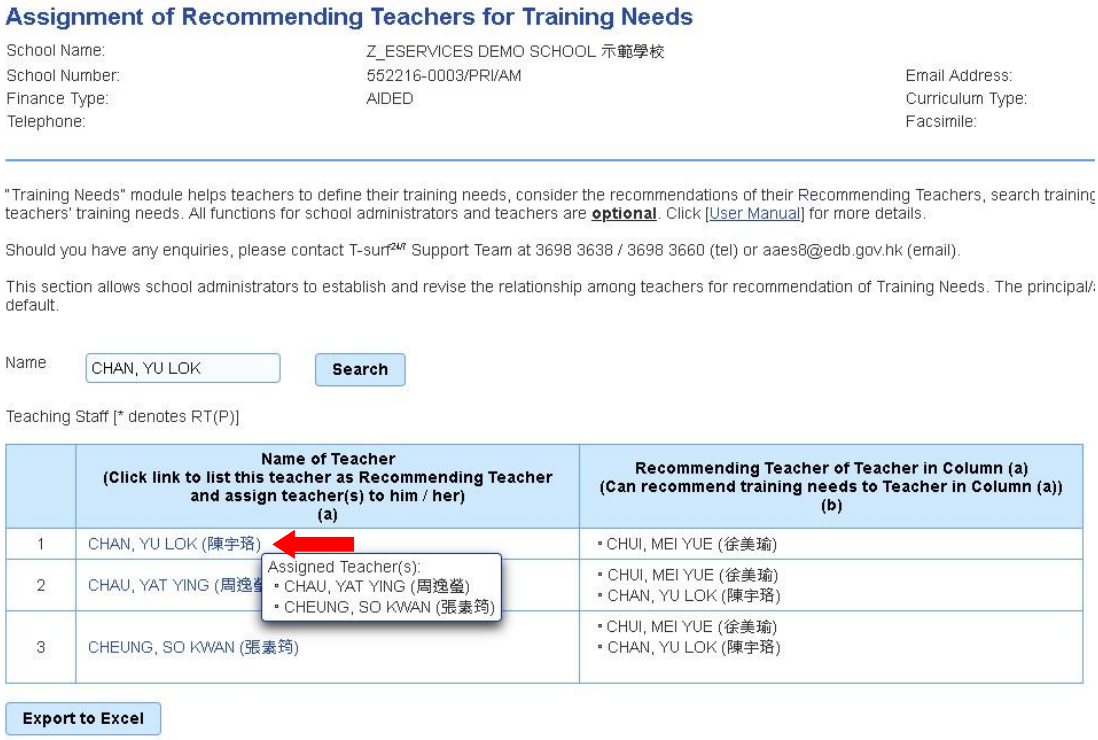

[Continue with the steps when the name of the Recommending Teacher is known in the next page.]

[For cases when the name of the Recommending Teacher is unknown]

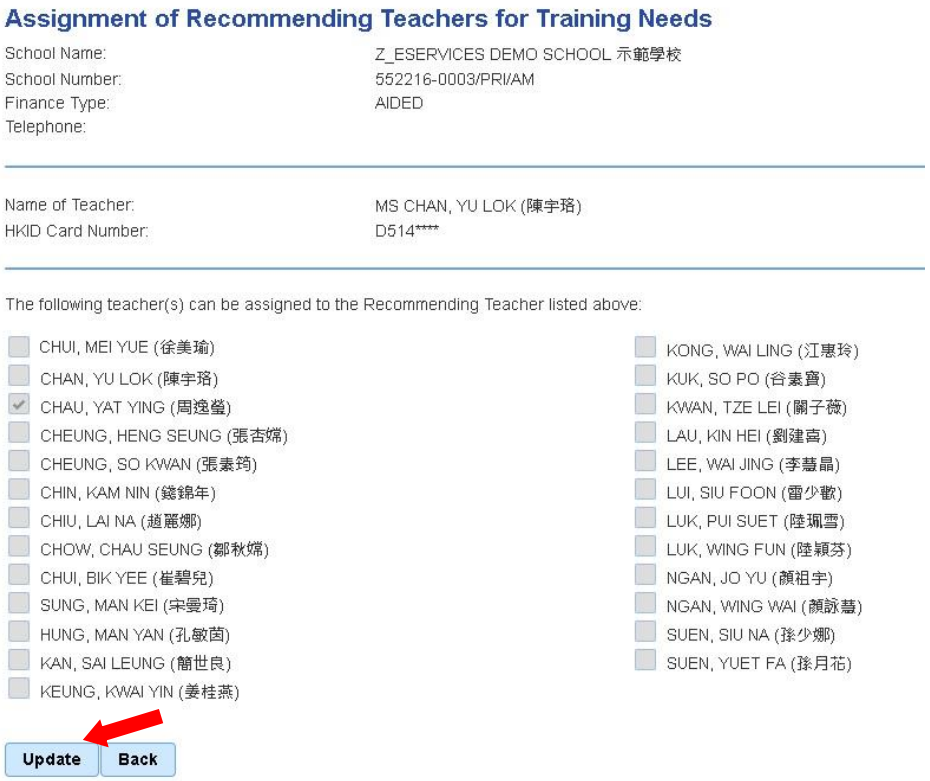
Type / Paste the Recommending Teacher's name in the [Name] field and press the [Search] button;



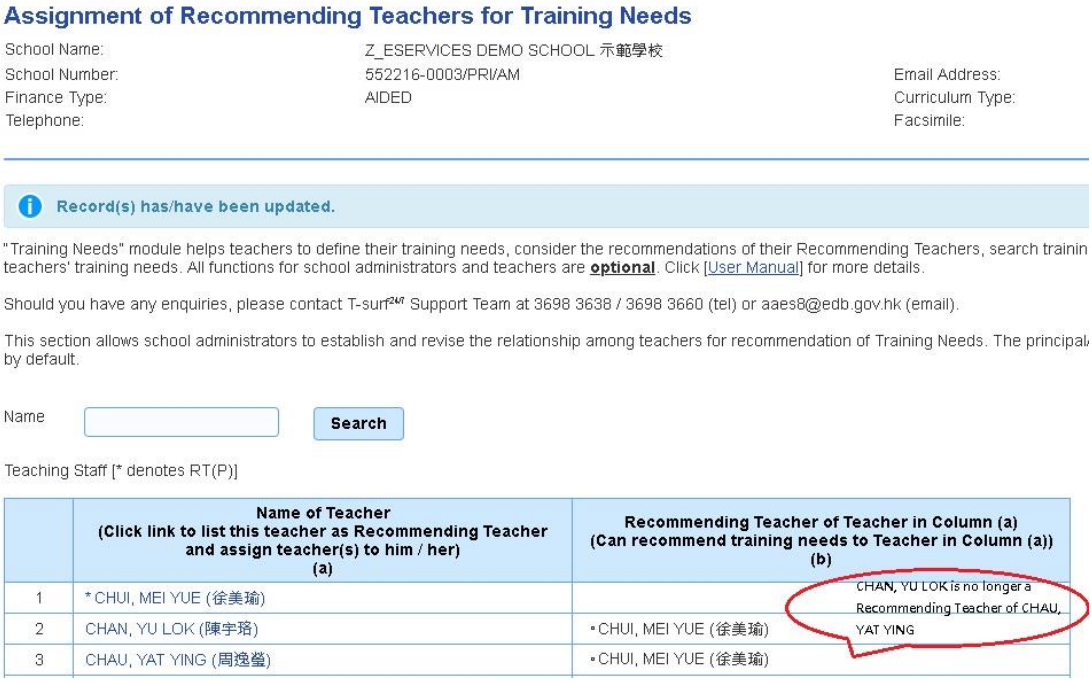

Click on the Recommending Teacher's name in column (a);



Press the [Update] button to enter the edit mode;

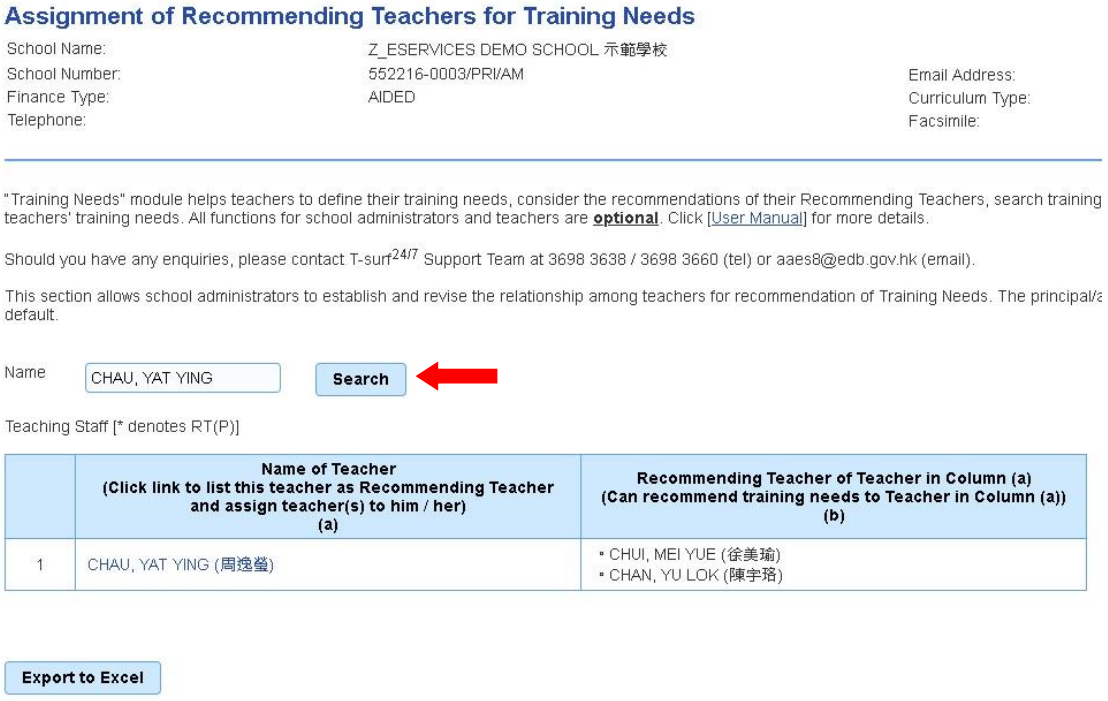



Uncheck the checkbox on the left of the specific person and click the [Save] button.



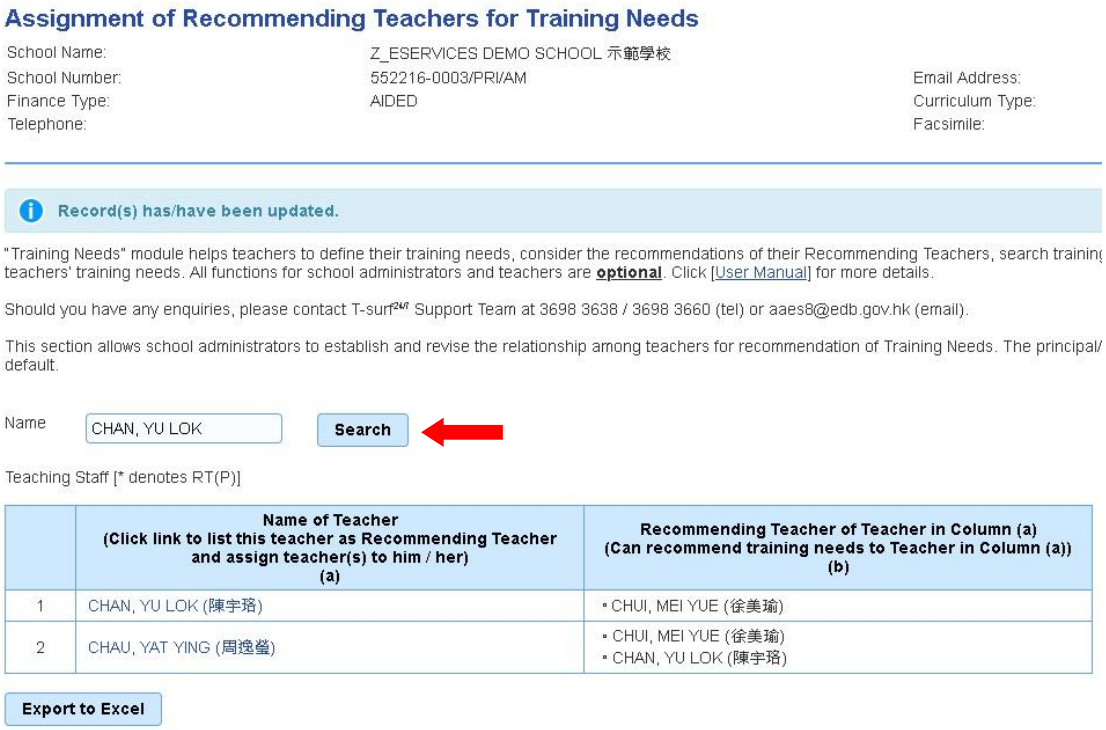

5.2.5 View the Recommending Teachers of a specific teacher

Search for the specific teacher by entering his / her name in the [Name] field and press the [Search] button. His/her Recommending Teacher name(s) is displayed in column (b) along with the principal/acting principal of the School. Please note that at most **5 Recommending Teachers** can be **assigned** for a specific teacher.



5.2.6 View the list of teachers assigned to a specific Recommending Teacher

Type the specific Recommending Teacher's name in the [Name] field and press the [Search] button;



Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:
Email Address:
Curriculum Type:
Facsimile:

Record(s) has/have been updated.

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search trainin teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-surf[24/7] Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/ default.

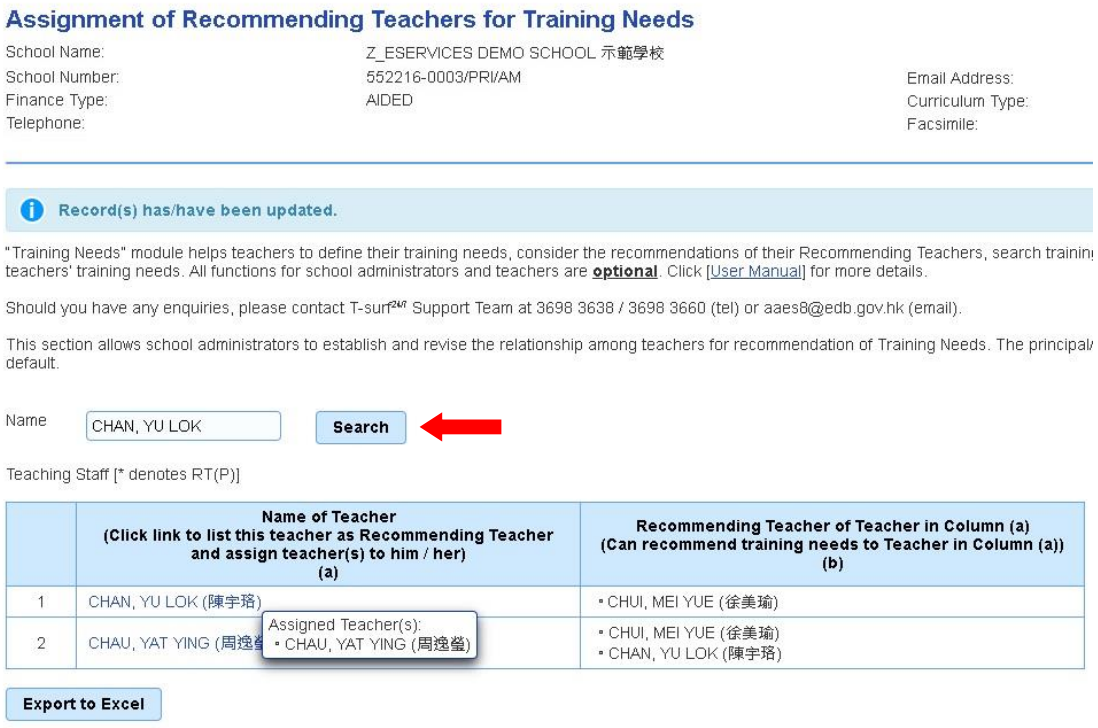
Name CHAN, YU LOK Search

Teaching Staff [* denotes RT(P)]

| | Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a) | Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b) |
|---|---|---|
| 1 | CHAN, YU LOK (陳宇珞) | ▪ CHUI, MEI YUE (徐美瑜) |
| 2 | CHAU, YAT YING (周逸瑩) | ▪ CHUI, MEI YUE (徐美瑜)<br>▪ CHAN, YU LOK (陳宇珞) |

Export to Excel

Click on the specific Recommending Teacher's name in column (a);



Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:
Email Address:
Curriculum Type:
Facsimile:

Record(s) has/have been updated.

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search trainin teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-surf[24/7] Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/ default.

Name CHAN, YU LOK Search

Teaching Staff [* denotes RT(P)]

| | Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a) | Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b) |
|---|---|---|
| 1 | CHAN, YU LOK (陳宇珞) | ▪ CHUI, MEI YUE (徐美瑜) |
| 2 | CHAU, YAT YING (周逸瑩) | ▪ CHUI, MEI YUE (徐美瑜)<br>▪ CHAN, YU LOK (陳宇珞) |

Assigned Teacher(s):
▪ CHAU, YAT YING (周逸瑩)

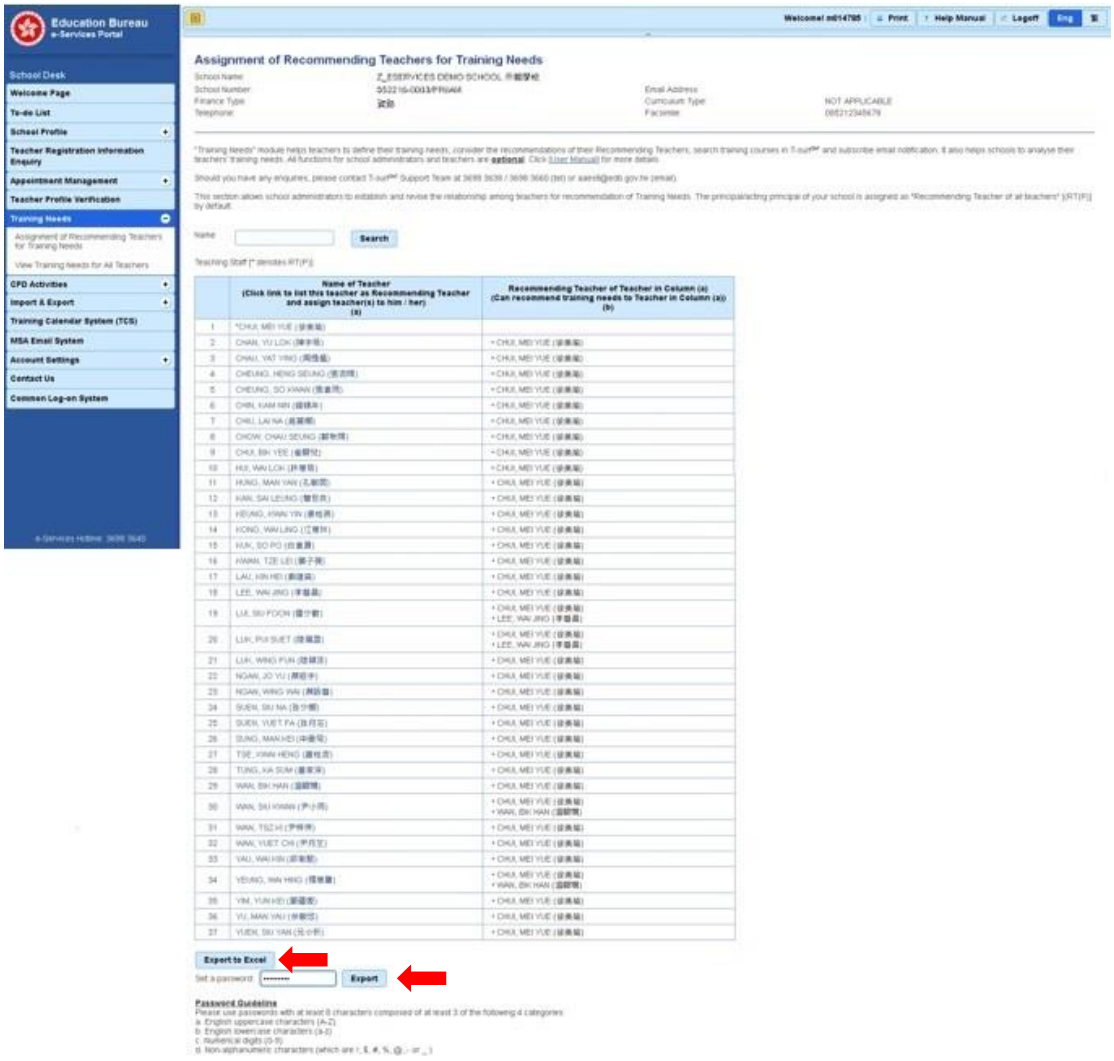
Export to Excel

All the teacher(s) assigned to the specific Recommending Teacher is displayed in the list with a '✓' mark on the left of his / her name.

5.2.7 Export the relationship (of roles) among teachers for recommendation of Training Needs to an EXCEL file

Users can export the relationship among teachers for recommendation of Training Needs to an EXCEL file via e-Services Portal > School Desk > Training Needs > Assignment of Recommending Teachers for Training Needs.

Scroll to the bottom of the function and press the [Export to Excel] button. Type in a password and press the [Export] button;



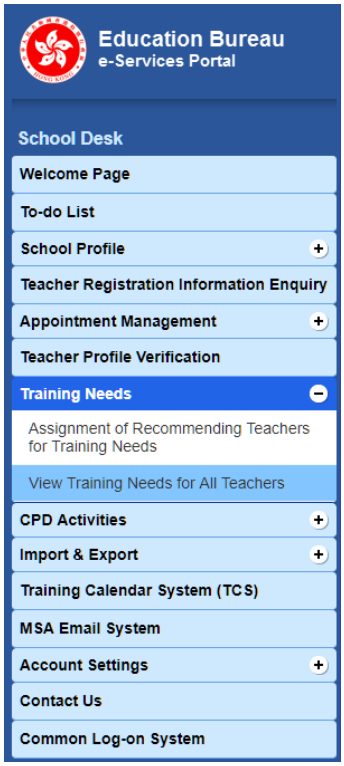

Save the exported EXCEL file to a designated location.

## 5.3 View Training Needs for All Teachers

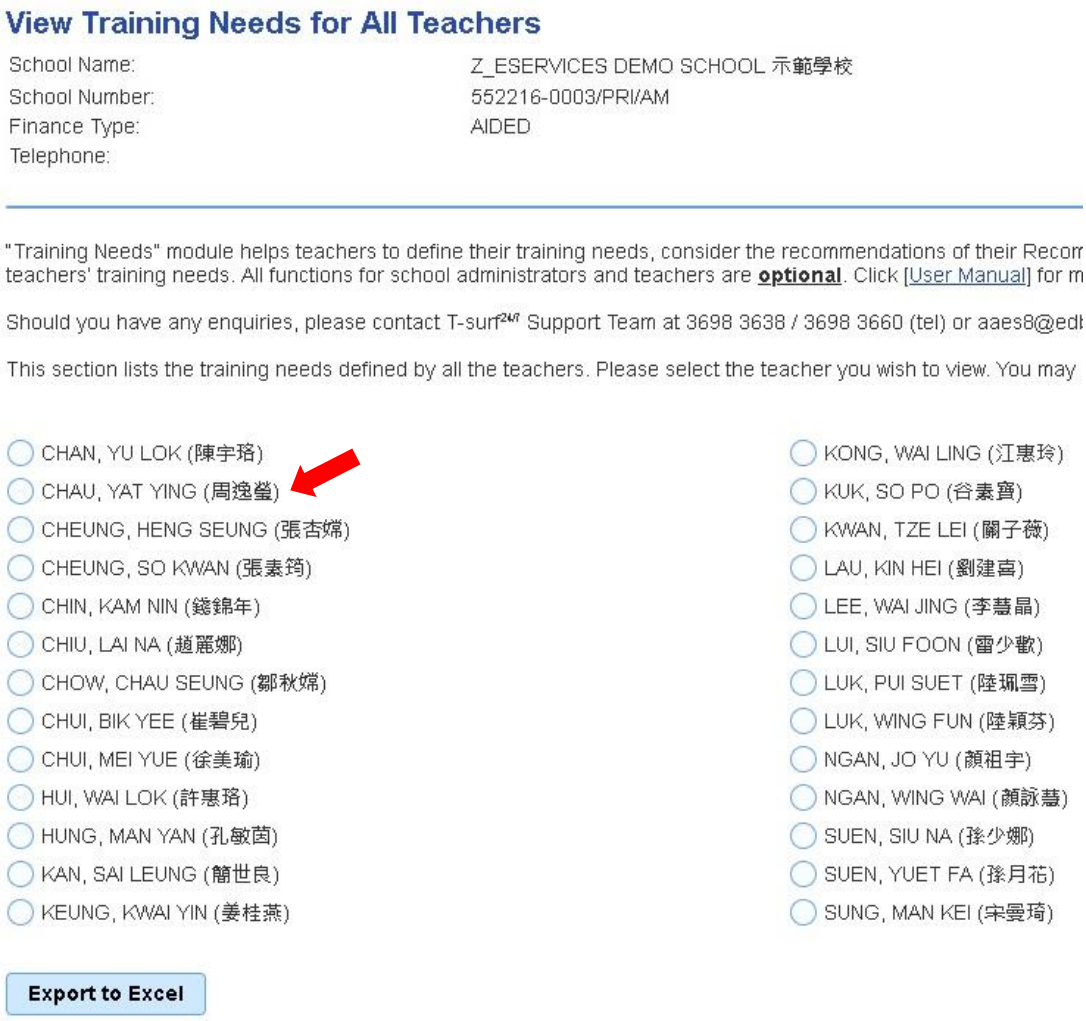
The teacher who makes recommendation (of Training Needs) to others is called **Recommending Teacher** while the one who receives such recommendation(s) is called **Assigned Teacher**. The principal/acting principal of the School is assigned as "*Recommending Teacher of all teachers*" by default. The training needs (of both self-defined and recommended) can also be viewed and exported to an EXCEL file by the School Administrators.

### 5.3.1 View the Training Needs for a specific teacher

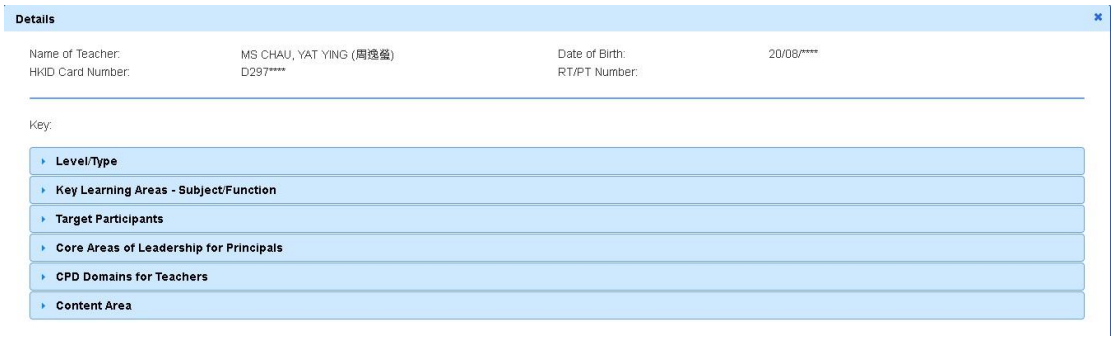
Users can view the Training Needs for a specific teacher via e-Services Portal > School Desk > Training Needs > View Training Needs for All Teachers.



Click on the radio button on the left side of a teacher's name to view his / her training needs;



The training needs details of the selected teacher is displayed in a pop up window. The training needs items are grouped into 6 categories (inside each toggle) as displayed;

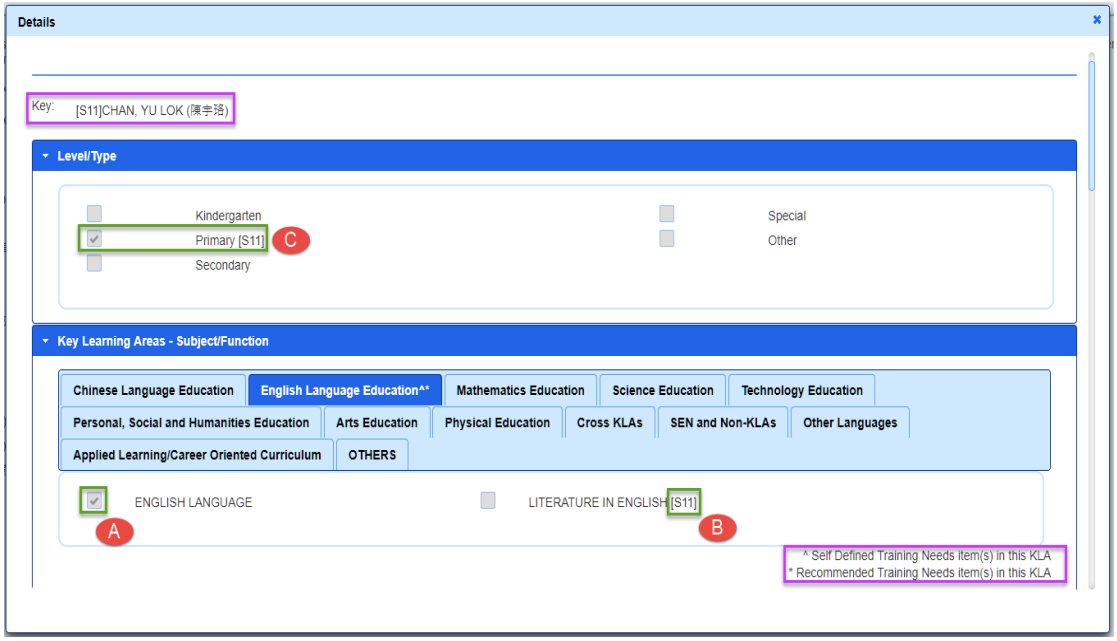



Each toggle can be expanded. The training needs items are denoted in either one of the following types:

A. **Self-defined** Training Needs is denoted by a '✓' mark;

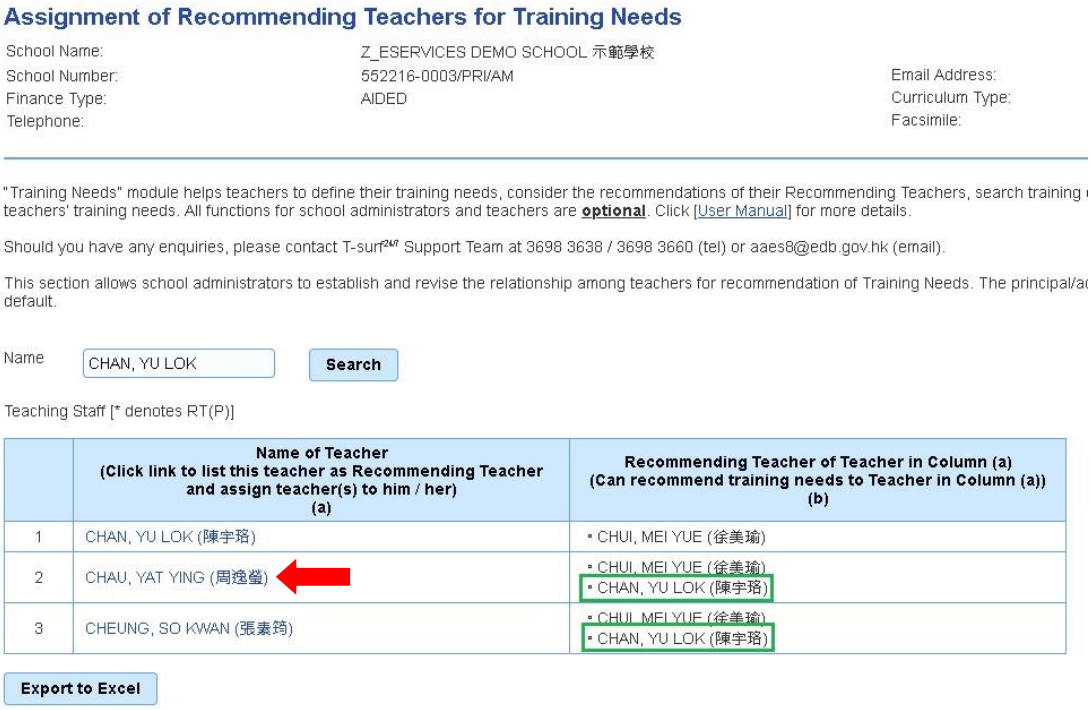
B. **Recommended** Training Needs is denoted by a key, [S11] in this example, *appended* on the right where the full name of the key can be found on top of the toggle (Level/Type). To ease identification of Training Needs among each tabs, the symbols '^' AND '*' are used to denote 'self-defined' AND 'recommended' Training Needs item(s) respectively. The symbols can be found in the tab header, [English Language Education] in this example;

C. **A combination** of (A) & (B)



5.3.2 View the Recommended Training Needs of a specific Recommending Teacher on a specific teacher

Users can follow Section 5.2.5 to view the Recommending Teachers of a specific teacher.



## Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:
Email Address:
Curriculum Type:
Facsimile:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training
teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-surf[24/7] Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/a
default.

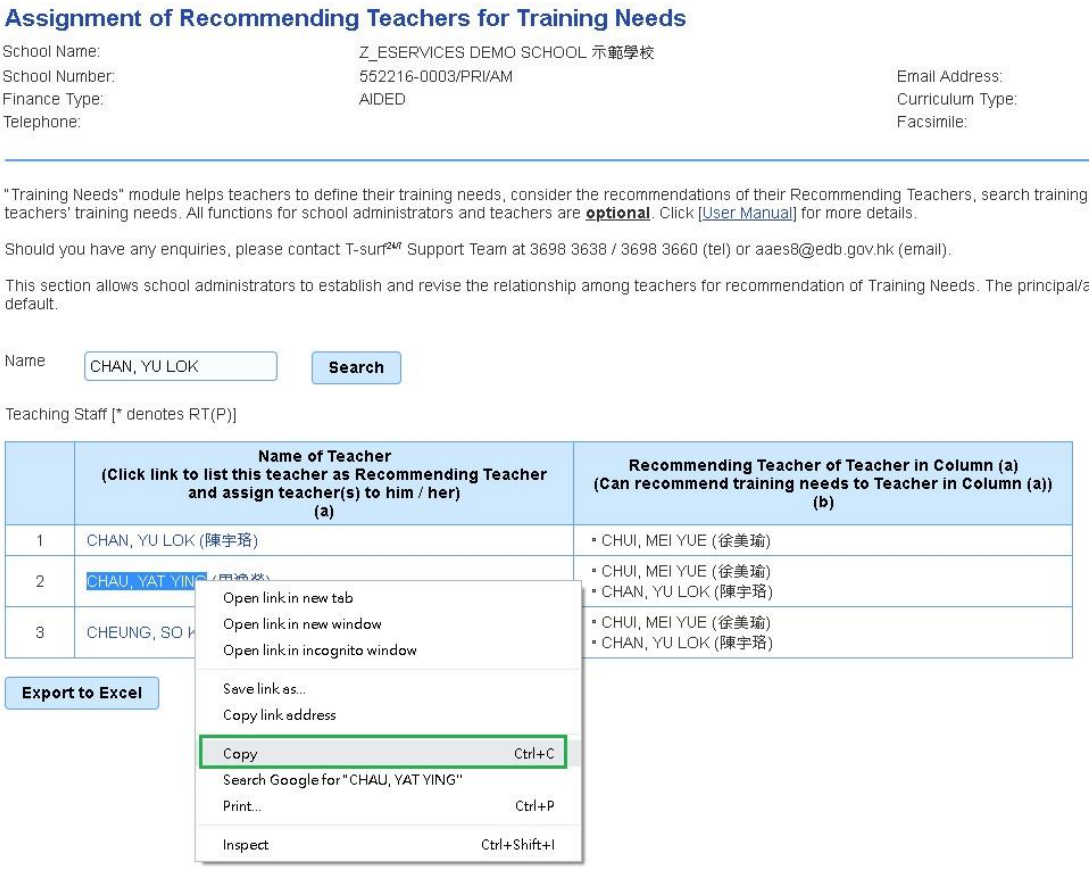
Name CHAN, YU LOK Search

Teaching Staff [* denotes RT(P)]

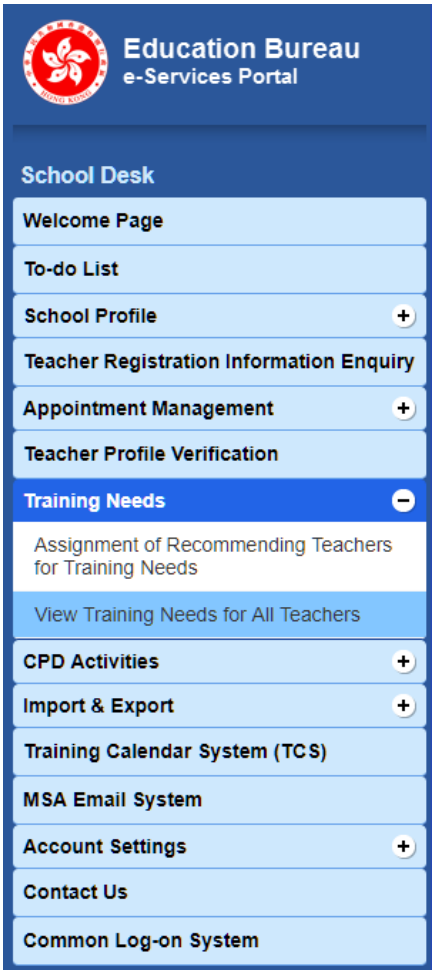
| | Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a) | Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b) |
|---|---|---|
| 1 | CHAN, YU LOK (陳宇珞) | ▪ CHUI, MEI YUE (徐美瑜) |
| 2 | CHAU, YAT YING (周逸瑩) | ▪ CHUI, MEI YUE (徐美瑜)<br>▪ CHAN, YU LOK (陳宇珞) |
| 3 | CHEUNG, SO KWAN (張素筠) | ▪ CHUI, MEI YUE (徐美瑜)<br>▪ CHAN, YU LOK (陳宇珞) |

Export to Excel

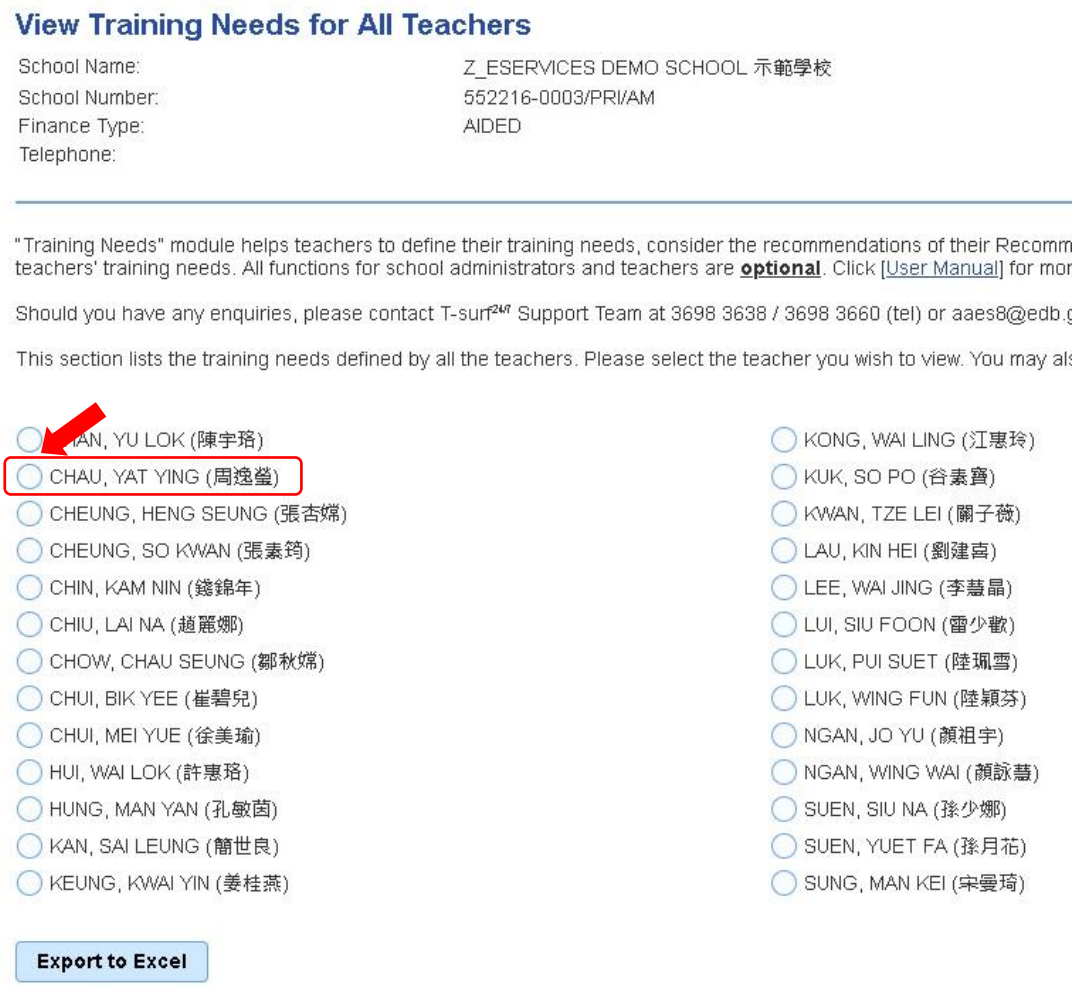
Highlight and right-click his / her name in column (a), select ‘Copy’;



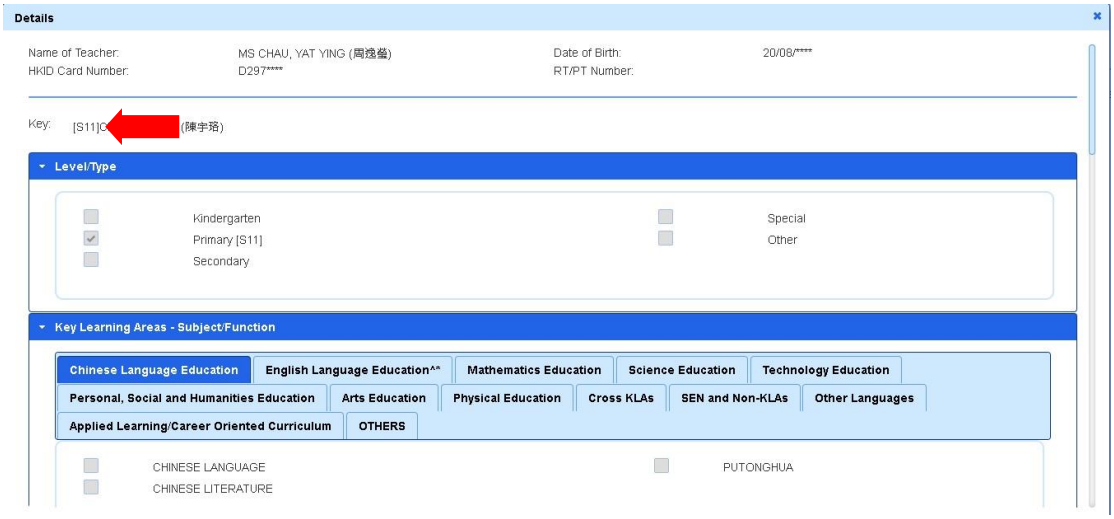
Go to [View Training Needs for All Teachers] function in School Desk;



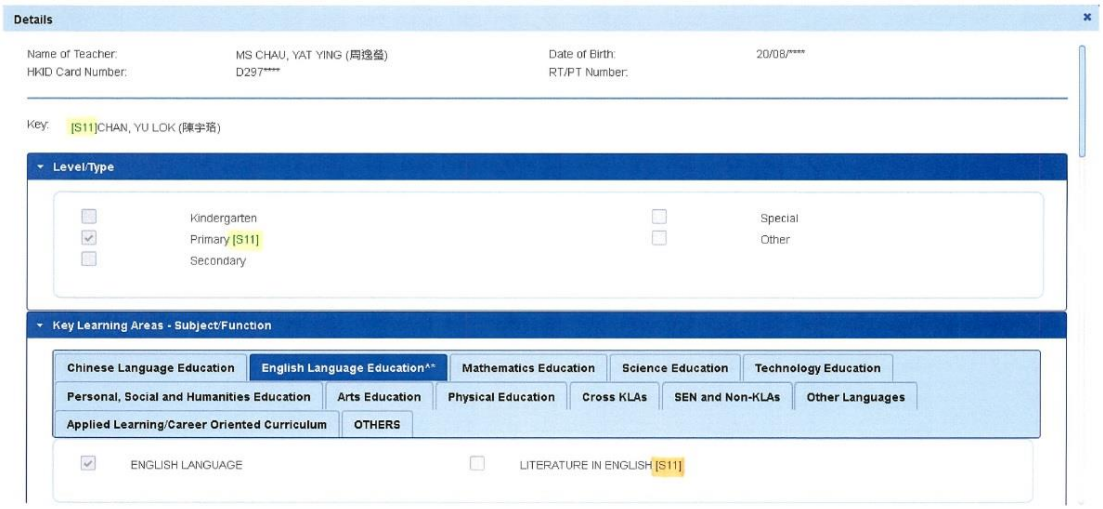
Search for the name copy from the above step and click on the radio button on the left side of his / her name;




Obtain the key, [S11] in this example, as appears on the left of the specific Recommending Teacher's name;



Search the Recommended Training Needs items by the key obtained from the above steps;




To obtain the Training Needs defined by all teachers, please follow Section 5.3.3.

5.3.3 Export the Training Needs defined by all teachers to an EXCEL file

Users can export the Training Needs defined by all teachers via e-Services Portal > School Desk > Training Needs > View Training Needs for All Teachers.

Scroll to the bottom of the function and press the [Export to Excel] button. Type in a password and press the [Export] button;

Save the exported EXCEL file to a designated location.