

Promotion of external learning opportunities on CEDARS's website

(With Effect from January 2019)

Old page layout:
<https://www.cedars.hku.hk/campuslife/news/outside-bodies>



The screenshot displays the website of the Centre of Development and Resources for Students (Cedars) at The University of Hong Kong. The page is titled "Activities of Outside Bodies" and is part of the "Campus Life Section" under "News".

Navigation Menu:

- Home | Who We Are | Vision and Mission | Sustainability and Inclusion | Contact Us | Sitemap
- About Us | News | Accommodation | Student Amenities | Catering | Managing Your Finances
- Non-local Students | Outgoing Exchange Students | Societies and Activities | Visa Matters | Student Representatives | Forms

Breadcrumb Trail: Home » Campus Life Section » News » Activities of Outside Bodies

Activities of Outside Bodies Table:

Activities	Remarks
Hong Kong Arts Development Council - Nomination of Representative of Arts Interest 香港藝術發展局 - 藝術範疇代表提名推選活動	Deadline: March 29, 2019 (Friday) 5pm
突破機構 - 「社會調查實習證書計劃」基礎課程 (第三十二期) 招募 (Information in Chinese only)	Deadline: February 8, 2019 (Friday)
香港青年協會 - 哈薩克探索之旅 (Information in Chinese only)	Event Period: April 22-29, 2019
香港青年協會 - 俄羅斯歷史文化體驗之旅 (Information in Chinese only)	Event Period: April 18-26, 2019
香港青年協會 - 北韓深度探索體驗之旅 (Information in Chinese only)	Event Period: April 19-26, 2019
香港青年協會 - 「迎挑戰・上武當」, 2019 (Information in Chinese only)	Deadline: January 31, 2019 (Thursday) 5pm
HKU Campus Blood Donor Centre service resumes on Jan 21, 2019 香港大學校園捐血中心恢復服務	Monday - Friday: 10 a.m. to 6 p.m.
Sports Association HKUSU - Multi-Sports Touch Day # 2 香港大學學生會體育聯合會 聯合體驗日 第二彈	Event Date: January 19, 2019
The Hong Kong Philharmonic Orchestra Survey 2018/19 香港管弦樂團問卷調查研究 2018/19	Deadline: January 18, 2019 (Friday)
活現香港 - 活現我城故事 - 中西區兒童文化大使計劃「大哥哥、大姐姐」招募 (Information in Chinese only)	Extended Deadline: January 18, 2019 (Friday) 11:59pm
基督教靈實協會 - HOPES RUNNER 2019 靈實生命跑及慈善行 (Information in Chinese only)	Deadline: February 15, 2019 (Friday)
Recruitment of Student Ambassadors For "ECF Fairness under the Sun"	Deadline: February 28, 2019 (Thursday)
無障礙城市定向2019 - N世代青年義工訓練計劃 (Information in Chinese only)	Deadline: February 11, 2019 (Monday)
國際青年文化交流中心(香港) - 「夢想因你而起飛」 廣東山區義教2019	Deadline: January 30, 2019 (Wednesday)
聚雅舍福聯會 - 情牽煮義「百Brun」滋味在心頭, 烹飪比賽 (Information in Chinese only)	Deadline: January 15, 2019 (Tuesday)
Southeast Asian Leaders' Organization - ASEAN Youth Engagement Summit 2019	Deadline: February 9, 2019 (Saturday) (for special offer)

New page layout (to be launched very soon):

<https://www.cedars.hku.hk/index.php?route=information/activity>

The screenshot displays the CEDARS (Centre of Development and Resources for Students) website. The header includes the HKU logo, the CEDARS logo, and navigation links for HKU Home, High Contrast, and a search bar. A green navigation bar lists various services: Co-curriculum, Financial Resources, Housing, Careers, Counselling, Support to Student Groups/Projects, Disabilities, and Emergency. Below this, a secondary navigation bar lists user groups: New Students, Undergraduates, Postgraduates, Non-locals, Staff, and Employers.

The main content area is titled "External Learning Opportunities" and includes a breadcrumb trail: Home » External Learning Opportunities. It features a table of activities with their respective application deadlines.

Activities	Application Deadline
ASEAN Youth Engagement Summit 2019	9 February 2019
無障礙城市定向2019: N世代青年義工訓練計劃 (Information in Chinese only)	11 February 2019
第十屆大學文學獎 (Information in Chinese only)	15 February 2019
HOPES RUNNER 2019 靈實生命跑及慈善行 (Information in Chinese only)	15 February 2019
Basic Law Promotion Funding Scheme for Tertiary Institutions 2019	19 February 2019
Basic Law Quiz Competition 2018-19	22 February 2019
Voluntary Registration Scheme for Vehicle Maintenance: Four-Panel Photo Story Telling Competition	28 February 2019
新疆文化經濟探索之旅 (Information in Chinese only)	28 February 2019
Recruitment of Student Ambassadors For "ECF Fairness under the Sun"	28 February 2019
The Greater Bay Area STEM Excellence Award 2019 (Hong Kong)	8 March 2019
「夢電影・愛生命」奧斯卡（電影）生命教育「講」計劃「全港微電影創作大賽」 (Information in Chinese only)...	15 March 2019
「你想」校服大改造2019夏季校服設計比賽 (Information in Chinese only)	15 March 2019
Fuzhifangzhou Voluntary Teaching Programs 2019	26 April 2019
International Summer Programs for 2019 in Basel, Switzerland	20 June 2019
「光映躍動－青少年正向發展計劃」多媒體創作分享及體驗日 (Information in Chinese only)...	Not applicable

At the bottom of the table, there is a pagination control showing "Showing 16 to 30 of 41 (3 Pages)" and a search bar with a dropdown menu for "Category:" listing options like Competitions, Conferences / Forums / Summits / Symposia, Events / Programmes, Funding / Sponsorship, Service Learning / Volunteering, and Others.

Features of the new page layout

1. Listing activities by application deadline in chronological order

- Column of “Application Deadline”: either specific dates or “Not applicable”

2. Outdated activities to be removed from the page (for viewing of the public) automatically

3. Sorting/searching activities by categories

- Competitions
- Conferences / Forums / Summits / Symposia
- Events / Programmes
- Funding / Sponsorship
- Service Learning / Volunteering
- Others

Input of entries and approval (via CMS)

- Input / editing of entries by colleagues
- Approval / editing of entries by Dean of Student Affairs Office – Project Team (Jenny Mok & Carla Cheung)

Input of entries

- CEDARS CMS: <http://www.cedars.hku.hk/web-admin>
(HKU portal UID & PIN required)
- “University” → “Outside Activity” → “Activity”

Make a new entry

- Click “Insert” for making a new entry

The screenshot shows the 'OpenTemplate | ADMINISTRATION' interface. The user is logged in as Carol Yuen. The 'University' tab is selected in the navigation bar. The 'Outside Activity' table is displayed with the following columns: Activity Name, Category, Section, Activity Link, Application Deadline, Hidden on main page, Status, Sort Order, and Action. The 'Insert' button is circled in red.

<input type="checkbox"/>	Activity Name	Category	Section	Activity Link	Application Deadline	Hidden on main page	Status	Sort Order	Action
<input type="checkbox"/>	HOPES RUNNER 2019 希望生命跑及慈善行 (Information in Chinese...	• Events / Programmes	Dean of Student Affairs Office – Project Team	http://www.hohcs-etouch.org.hk/hopes-runner/	2019-02-15	No	Approved	1	[Edit]
<input type="checkbox"/>	活現我城故事 - 中西區兒童文化大使計劃 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://docs.google.com/forms/d/e/1FAIpQLSdBI7XCG5-4mrPYfED6Quh38_uMIYq-Ukxul9eMy7WbhYDRQq/viewform	2019-01-18	No	Approved	1	[Edit]
<input type="checkbox"/>	Tech [Life] Style Conference	• Conferences / Forums / Summits / Symposia	Dean of Student Affairs Office – Project Team	http://launchpadhk.com/startmeuphk2019/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	國際百萬森林計劃 - 第50期青年大使交流及訓練營 (Information in Chinese ...)	• Events / Programmes	Dean of Student Affairs Office – Project Team	http://www.hkqnu.org/reboisement2018_camp_de_ambassadeur_de_jeunesse_50.htm	2019-02-02	No	Approved	1	[Edit]
<input type="checkbox"/>	Cultural Journalism Campus Fellowship 2019	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://culturaljournalismcampus.org/2018/12/28/cjc-fellowship-2019-call-for-application/	2019-02-02	No	Approved	1	[Edit]
<input type="checkbox"/>	無國界領袖訓練計劃 (Information in Chinese only)...	• Service Learning / Volunteering	Dean of Student Affairs Office – Project Team	http://www.volunteer.org.hk/leader/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	ASEAN Youth Engagement Summit 2019	• Conferences / Forums / Summits / Symposia	Dean of Student Affairs Office – Project Team	ASEAN Youth Engagement Summit 2019	2019-02-09	No	Approved	1	[Edit]
<input type="checkbox"/>	「夢想因你而綻放」 粵曲山區義	• Service Learning /	Dean of Student Affairs						

Home :: Outside Activity

Outside Activity

Save Cancel

English

*** Activity Name:**

If activity information is in Chinese only, use a Chinese activity name, with "(Information in Chinese only)" after it.

Section

Dean of Student Affairs Office – Project Team

*** Category:**

Select at least one category

Competitions
Conferences / Forums / Summits / Symposia
Events / Programmes
Funding / Sponsorship
Service Learning / Volunteering
Others

*** Activity Link:**

Application Deadline:

If an applicable deadline does not apply, there is no need to select a date.

Clear Deadline

Your name:

for internal use only

Your email address:

for internal use only

Your contact number:

for internal use only

Remark:

For internal use only, e.g. suggesting when an entry without application deadline can be removed

Make a new entry

Field	Content
Activity name	In English. If activity information is in Chinese only, use a Chinese activity name, with “(Information in Chinese only)” after it, e.g. “第十屆大學文學獎 (Information in Chinese only)”
Section	Your section / team’s name - no need to input
Category	Select at least one (the most relevant one) or two at most [use “Ctrl” when selecting more than one]
Activity link	Provide a valid URL
Application deadline	Select a date from the calendar <u>OR</u> Do not select any date if an application deadline does not apply (“Clear Deadline” to un-do the date selection);
Your name	For internal use only – not to be shown on the webpage
Your email address	
Your contact number	
Remarks	For internal use only – e.g. suggesting when the entry without application deadline can be removed

Save an entry

- Click “Save” after completing an entry

The screenshot shows a web browser window with the URL <https://www.cedars.hku.hk/web-admin/index.php?route=university/activity/update&token=1a5f3fbe23c30c0e307f20f9a9c>. The page is titled "OpenTemplate | ADMINISTRATION" and shows the user is logged in as Carol Yuen. The navigation menu includes Home, Settings, University (selected), Design, Modules, Users, and System. The main content area is titled "Outside Activity" and contains a form for updating an entry. The form fields are as follows:

- Activity Name:** A text input field containing "HOPES RUNNER 2019 盡責生命跑及慈善行 (Information in Chinese only)".
- Section:** A dropdown menu with "Dean of Student Affairs Office – Project Team" selected.
- Category:** A dropdown menu with "Events / Programmes" selected. The list of categories includes: Competitions, Conferences / Forums / Summits / Symposia, Events / Programmes, Funding / Sponsorship, Service Learning / Volunteering, and Others.
- Activity Link:** A text input field containing "http://www.hohcs-etouch.org.hk/hopes-runner/".
- Application Deadline:** A text input field containing "2019-02-15" and a "Clear Deadline" button.
- Your name:** A text input field containing "Jenny Mok".

In the top right corner of the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red, indicating the action to be taken after completing the entry.

Check the status of an inputted entry

- Locate the relevant entry and check the column “Status”
- Two possibilities: “Waiting for approval” or “Approved”

The screenshot shows a web browser window with the URL <https://www.cedars.hku.hk/web-admin/index.php?route=university/activity&token=720a816ff35dbb9f51cf6973e4c40e4>. The page is titled "OpenTemplate | ADMINISTRATION" and shows a success message: "Success: You have modified activity!". Below this is a table titled "Outside Activity" with columns: Activity Name, Category, Section, Activity Link, Application Deadline, Hidden on main page, Status, Sort Order, and Action. A red circle highlights the "Status" column.

	Activity Name	Category	Section	Activity Link	Application Deadline	Hidden on main page	Status	Sort Order	Action
<input type="checkbox"/>	Nomination of Representative of Arts Interest	• Others	Dean of Student Affairs Office – Project Team	https://www.voteforhkadc2019.hk/ch/index.html	2019-03-29	No	Waiting for approval	1	[Edit]
<input type="checkbox"/>	社會調查實習進修計劃基礎課程 (第三十二期) 招募 (Information in Chinese ...)	• Service Learning / Volunteering	Dean of Student Affairs Office – Project Team	https://mrdresearch.wixsite.com/ssip/main-page	2019-02-08	No	Approved	1	[Edit]
<input type="checkbox"/>	哈薩克探索之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ve.hkfyq.org.hk/2018/12/04/%E5%93%88%E8%96%A9%E5%85%B6%E6%8E%A2%E7%B4%A2%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	俄羅斯歷史文化體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ve.hkfyq.org.hk/2018/12/19/%E4%BF%84%E7%BE%85%E6%96%AF%E6%AD%B7%E5%8F%B2%E6%96%87%E5%8C%96%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	北韓深度探索體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ve.hkfyq.org.hk/2018/12/05/%E5%8C%97%E9%9F%93%E6%B7%B1%E5%8A%A6%E6%8E%A2%E7%B4%A2%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]

Edit an entry

- Locate the relevant entry (either approved or waiting for approval in status)
- Click “Edit”

The screenshot shows the OpenTemplate ADMINISTRATION interface. The top navigation bar includes 'Home', 'Settings', 'University', 'Design', 'Modules', 'Users', and 'System'. The 'University' tab is selected. The main content area displays a table titled 'Outside Activity' with columns: Activity Name, Category, Section, Activity Link, Application Deadline, Hidden on main page, Status, Sort Order, and Action. The first entry, 'Nomination of Representative of Arts Interest', has a status of 'Waiting for approval' and a sort order of 1. The 'Action' column for this entry contains a red circle around the 'Edit' link.

	Activity Name	Category	Section	Activity Link	Application Deadline	Hidden on main page	Status	Sort Order	Action
<input type="checkbox"/>	Nomination of Representative of Arts Interest	• Others	Dean of Student Affairs Office – Project Team	https://www.voteforhkadc2019.hk/ch/index.html	2019-03-29	No	Waiting for approval	1	[Edit]
<input type="checkbox"/>	社會調查實習證書計劃基礎課程 (第三十二期) 招募 (Information in Chinese only) ...	• Service Learning / Volunteering	Dean of Student Affairs Office – Project Team	https://mrdresearch.wixsite.com/ssip/main-page	2019-02-08	No	Approved	1	[Edit]
<input type="checkbox"/>	哈薩克探索之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ye.hkfyq.org.hk/2018/12/04/%E5%93%88%E8%96%A9%E5%85%8B%E6%8E%A2%E7%B4%A2%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	俄羅斯歷史文化體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ye.hkfyq.org.hk/2018/12/19/%E4%BF%84%E7%BE%85%E6%96%AF%E6%AD%B7%E5%8F%B2%E6%96%87%E5%8C%96%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	北韓深度探索體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ye.hkfyq.org.hk/2018/12/05/%E5%8C%97%E9%9F%93%E6%B7%B1%E5%BA%A6%E6%8E%A2%E7%B4%A2%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]

Delete an entry

- Locate the relevant entry (either approved or waiting for approval in status)

- Click “Delete”

The screenshot shows a web browser window displaying the 'OpenTemplate ADMINISTRATION' interface. The URL is <https://www.cedars.hku.hk/web-admin/index.php?route=university/activity&token=720a816ff35dbb9f51cf6973e4c40e>. The user is logged in as Carol Yuen. The interface has a navigation bar with 'Home', 'Settings', 'University' (selected), 'Design', 'Modules', 'Users', and 'System'. Below the navigation bar, there is a success message: 'Success: You have modified activity!'. The main content area is titled 'Outside Activity' and contains a table with the following columns: Activity Name, Category, Section, Activity Link, Application Deadline, Hidden on main page, Status, Sort Order, and Action. The table lists five activities, each with a checkbox in the 'Action' column. The 'Delete' button is circled in red.

<input type="checkbox"/>	Activity Name	Category	Section	Activity Link	Application Deadline	Hidden on main page	Status	Sort Order	Action
<input type="checkbox"/>	Nomination of Representative of Arts Interest	• Others	Dean of Student Affairs Office – Project Team	https://www.voteforhkadc2019.hk/ch/index.html	2019-03-29	No	Waiting for approval	1	[Edit]
<input type="checkbox"/>	社會調查實習證書計劃基礎課程 (第三十二期) 招募 (Information in Chinese ...)	• Service Learning / Volunteering	Dean of Student Affairs Office – Project Team	https://mrdresearch.wixsite.com/ssip/main-page	2019-02-08	No	Approved	1	[Edit]
<input type="checkbox"/>	哈薩克探索之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ye.hkfyq.org.hk/2018/12/04/%E5%93%88%E8%96%A9%E5%85%8B%E6%8E%A2%E7%B4%A2%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	俄羅斯歷史文化體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ye.hkfyq.org.hk/2018/12/19/%E4%BF%84%E7%BE%85%E6%96%AF%E6%AD%B7%E5%8F%B2%E6%96%87%E5%8C%96%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	北韓深度探索體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project	https://ye.hkfyq.org.hk/2018/12/05/%E5%8C%97%E9%9F%93%E6%B7%B1%E5%BA%A6%E6%8E%A2%E7%B4%A2%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]

Be careful for editing / deleting entries!

- **Always check and confirm carefully** before taking actions
- Or you may edit / delete wrong entries inputted by your section / team!