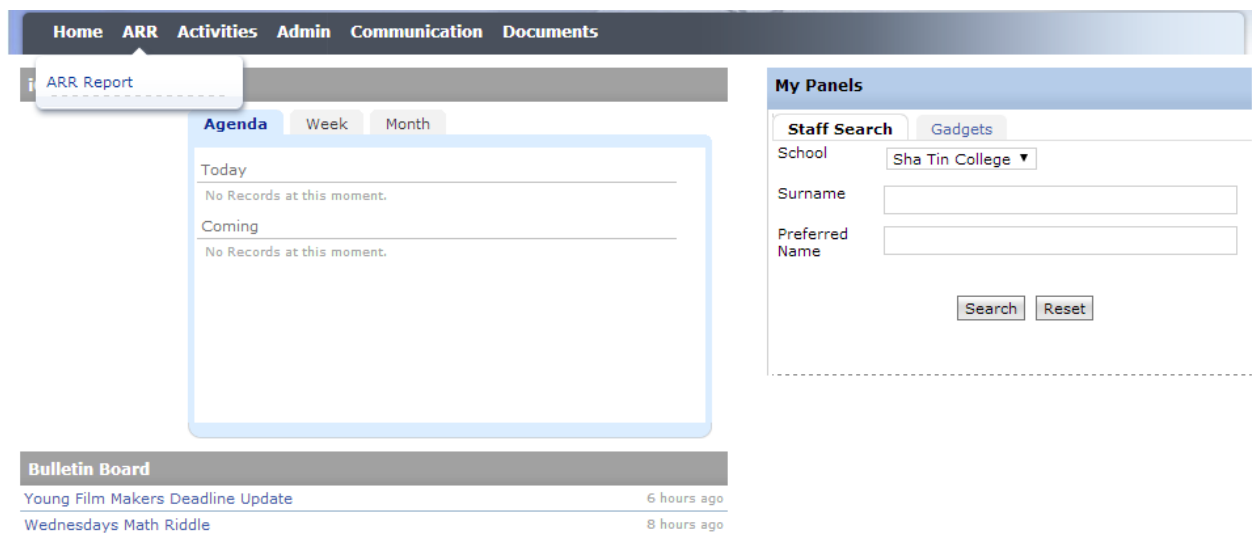


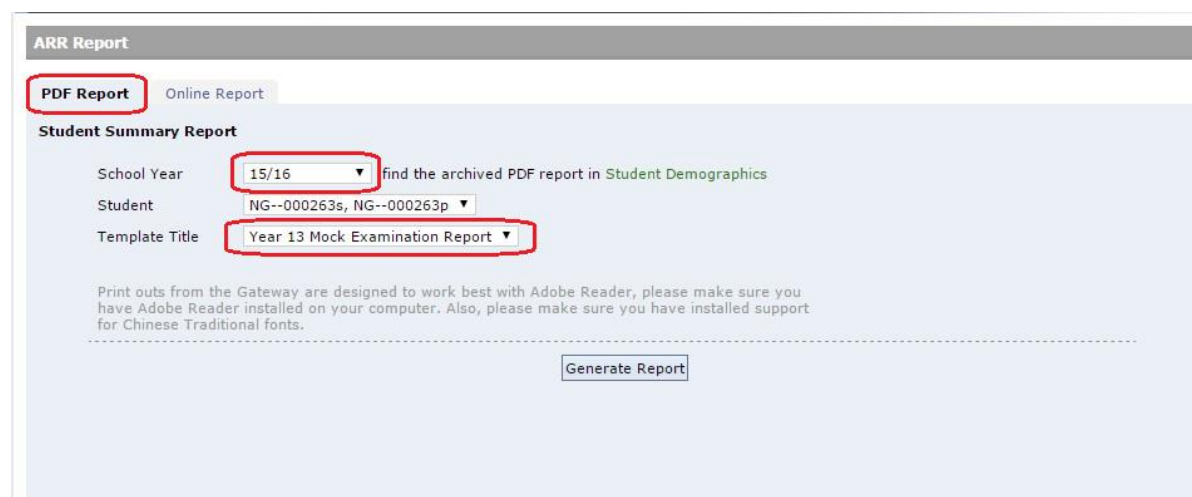
Accessing the Year 13 Mock Exam reports

1. Log into Gateway using your browser and typing the web address <http://gateway.shatincollege.edu.hk>
2. Once you have logged in successfully, select **ARR Report** under the **ARR** tab.



The screenshot shows the Gateway website interface. At the top, there is a navigation bar with links for Home, ARR, Activities, Admin, Communication, and Documents. The ARR tab is selected, and a dropdown menu is open, showing the ARR Report option. Below the navigation bar, there is an Agenda section with tabs for Today, Week, and Month. The Today tab is selected, and it shows "No Records at this moment." for both "Today" and "Coming". To the right of the Agenda section is the My Panels section, which includes a Staff Search form with fields for School (Sha Tin College), Surname, and Preferred Name, and buttons for Search and Reset. Below the My Panels section is a Bulletin Board section with two entries: "Young Film Makers Deadline Update" (6 hours ago) and "Wednesdays Math Riddle" (8 hours ago).

3. You will see the screen below. **PDF Report** is selected as default. The school year is set as 15/16 (current year). Your child's name is selected automatically. The default template title is **Year 13 Mock Examination Report**.



The screenshot shows the ARR Report page. The PDF Report tab is selected. The Student Summary Report section is visible, with the following fields: School Year (15/16), Student (NG--000263s, NG--000263p), and Template Title (Year 13 Mock Examination Report). A "Generate Report" button is located at the bottom of the form. A note below the form states: "Print outs from the Gateway are designed to work best with Adobe Reader, please make sure you have Adobe Reader installed on your computer. Also, please make sure you have installed support for Chinese Traditional fonts."

4. Click on the **Generate Report** button to create the report for your child in PDF format. There is the option to print it out if you so wish.