

**Final Report of Project**

**Project No. : 2007 / 0466**

**Part A**

Project Title: Use of New Technology in School Administrative Work

Name of Organization/School: Munsang College

Project Period: From 09/2008 (month/year) to 08/2010 (month/year)

**Part B**

*Please read the **Guidelines to Completion of Final Report of Quality Education Fund Projects** before completing this part of the report.*

Please use separate A4-size sheets to provide an overall report with regard to the following aspects:

1. Attainment of objectives
2. Project impact on learning effectiveness, professional development and school development
3. Cost-effectiveness – a self-evaluation against clear indicators and measures
4. Deliverables and modes of dissemination; responses to dissemination
5. Activity list
6. Difficulties encountered and solutions adopted

*\* Final Report of Project prior to the 8<sup>th</sup> call should be signed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*

*\* Final Report of Project under the 8<sup>th</sup> and subsequent calls should be submitted via "Electronic Project Management System" (EPMS). Once submitted, these reports are regarded as already endorsed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*

**Munsang College**  
**Final Report of QEF Project**

<b>Project Number</b> <b>2007/0466</b>
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**Project Title:** Use of New Technology in School Administrative work  
**Project Number:** 2007/0466  
**Project Period:** From 09/2008 to 08/2010

**1. Goals and Objectives**

- (a) To streamline administrative workflows with wise adoption of smart cards and the integrated administrative system using information technology to handle matters related to students' attendance, merit and demerit records, report cards and extra-curricular activities (ECA).
- (b) To lessen teachers' administrative workload in system maintenance and development.
- (c) To digitize and systemize administration in an effective manner with the integrated platform.

**2. Expected Outcomes**

The new computerized system is expected to bring about the following outcomes:

- (a) The administrative work of the school can be streamlined and more effectively implemented with an integrated platform using information technology.
- (b) Teachers' workload of administrative work can be reduced in system maintenance and development.
- (c) Teachers and other staff members can make better use of the school data and students' records with the assistance of an integrated platform so as to provide timely and effective support for students' development.

**3. Performance Targets and Quality Assurance**

- (a) Performance Targets
  - (i) Teacher's workload in system maintenance and development will be reduced by 50%.
  - (ii) At least half of teachers consider the integrated platform effective in handling administrative work.
- (b) Quality Assurance
  - (i) Interview and collect feedback from staff members who are responsible for the maintenance and development of administrative system at the end of each school term in school year 2009 – 10.
  - (ii) In school year 2009 – 10, conduct a survey at the end of each school term to find out whether the performance targets have been achieved or not, and review effectiveness and work on any necessary improvements, if any.

**4. Project Activities**

Date	Activities	Remark
17-Sep-08	Quality Education Fund Agreement	The school received the agreement from the Quality Education Fund Secretariat.
19-Sep-08	Invitation for tenders	The invitation letters for tenders were sent to the five companies .  It had been confirmed with the Quality Education Fund Secretariat in early September by phone that it would not be a problem even if only one of the five companies being invited showed interest in the project and offered quotations finally. The school could proceed with that company after tendering in such case.

Date	Activities	Remark
6-Oct-08	Tender Opening and Vetting Meeting	and were invited to serve on the Tender Opening and Vetting Committee. The school only received the tender from the replied that she had no intention to tender because of the technical reasons. The other companies did not reply.
Oct – Nov 2008	Further clarification on the details of the tender	The proposal by particularly on customization was not up to our expectation. Further clarification on the details of the tender was made by phone and emails during this period. Besides, the Solution Consultant of was invited to attend a meeting on 27-Oct-08 with the Principal and the Project Team members to further discuss and clarify the details of the proposal. The attendees of the meeting:
4-Dec-08	Tender Approval Meeting	The meeting was held to seek approval from the Tender Approval Committee which was formed by The chairperson of PTA and the school supervisors were also consulted afterwards. The final approval was granted on 6-Dec-08.
Mid December 2008 – Early January 2009	Application for special budget from the school for the QEF project	The special budget was approved by the principal on 3-Jan-09.
12-Jan-09	Photo-taking for current students & design of smart cards	The students were arranged to have the photo taken on 12-Jan-09. Besides, it was agreed that the front of the smart card would be a picture of the school campus with the school name, student's particular (name, house and library code). was invited to provide the photo accordingly. There would be space on the reverse for filling in the school year and student's class. The smart cards would be renewed every three years.
14-Jan-09	Meeting with the project manager of	The installation of the new system started in early January 2009. However, serious technical problems were encountered, resulting in adverse effects in the operation of the school intranet. were invited to attend a meeting on 14-Jan-09 to discuss the matters. The attendees of the school:

Date	Activities	Remark
23-Jan-09	Testing of modules	<p>The technical problems were mostly fixed. The following modules had been installed and made ready for testing:</p> <p>However, [redacted] was still not yet ready for testing. The newer version of [redacted] would be installed on 20-Feb-09 and in May 2009 respectively.</p>
5-Feb-09	Installation of eAttendance	The module [redacted] was installed.
11-Feb-09	On-site training	Two training sessions, were conducted at H302 in the afternoon on [redacted] and [redacted]. The participating staff members were:
14-Feb-09	Cabling work and installation of card readers	Four card readers were installed at different spots on school campus for taking attendance. Two computers were installed in Tuck Shop to connect the readers to the home servers.
27-Feb-09	On-site training	Two training sessions, were conducted at H302 in the afternoon on [redacted] and [redacted]. The participating staff members were:
04-Mar-09	Design of smart card	The design of smart card was confirmed by the principal
10-Mar-09	Delay in system upgrade	It was informed by [redacted]

Date	Activities	Remark
	for	that the new version of was not yet ready. Thus, customization of the module would be pending until further notices. Probably, it would be delivered in Mid May.
11-Mar-09	Connection of card readers with home server	The card readers were connected to the home server through the intranet. The was ready for testing. But, customization of was still not yet ready for testing.
2-Jun-09	Meeting with	The new version and customization of and were not delivered as scheduled. A meeting was then arranged to talk with at Munsang College on 2-Jun-09. In the meeting, promised that the new version and customization of : and would be delivered in Mid July and Mid August respectively. The new eReportCard System with customization would be ready for testing in Mid October and it could be launched by the end of the year. The waiting period for smart card printing would be shortened to 2 weeks for Munang College. Beside, there could be 2 or more training sessions arranged for our staff in August on using to meet our need.
30-Jun-09	Delivery of	It was informed by that the new version of might be delivered from Mid July to 24 July 2009.
2-Jul-09	Design of smart card	The second sample card was received from
10-Jul-09	Design of smart card	The third sample card was received from
Late July	Partial delivery of	The was partly delivered for testing. The customization like New Leaf Scheme was not yet finished.
Mid Aug 09	Design of smart card	The fourth and fifth sample cards were received from
20-Aug-09	Delay in delivery of system upgrade and customization	The new modules and their customization were not delivered as scheduled. A meeting was then arranged to talk to , at his office on 20-Aug-09. said that the new system and customization would be running on their new platform . As the new features had not been deployed yet, he could only do briefing session in his office. He also expected that the new system would be available by Late August.
04-Sep-09	Post-meeting Action Plan	The school received the post-meeting action plan from "BroadLearning". The key points were: - <u>04-Sep-09</u> to provide a web host service and a server of _ _ _ with school data for trial.

Date	Activities	Remark
		<ul style="list-style-type: none"> <li>- <u>09-Sep-09</u> The school to evaluate the sever and inform of the result.</li> <li>- <u>From 10-Sep-09 to 11-Sep-09</u> to brief all the teachers on the new features and interface.</li> <li>- <u>11-Sep-09</u> to lend a server with and to the school.</li> <li>- <u>12-Sep-09</u> to perform on-site data migration for the school.</li> <li>- <u>13-Sep-09</u> to set up a server with all the school data.</li> <li>- <u>From 16-Sep-09 to 17-Sep-09</u> to install and onto the school server</li> <li>- <u>19-Sep-09</u> to perform complete data migration for the school server</li> <li>- <u>21-Sep-09</u> The school to return the trial server to</li> </ul>
16-Sep-09	Being ready for smart card printing	The students' personal particulars and their photographs were ready for printing smart cards.
17-Sep-09	Failing to implement the post-meeting action plan	The post-meeting action plan could not be implemented as scheduled. The remote data migration was not successful. A lot of bugs were found in the testing site. It seemed that everything continued to be far behind schedule. and urged him to take necessary steps to fix it.
17-Sep-09	Final sample smart card	Confirmation of final sample smart card before printing.
18-Sep-09	Printing of smart cards	The students' personal particulars and their photographs were sent to "BroadLearning" for printing smart cards.
18-Sep-09	Meeting with project team (CAL Room, 3:30p.m.)	A meeting was arranged among the project team members to discuss the progress of system upgrade, data migration and customization. The attendees were
21-Sep-09	Meeting with project team (CAL Room, 3:30p.m.)	Another meeting was arranged among the project team members to discuss the new attendance system. The attendees
22-Sep-09	Delivery of smart cards	The smart cards were delivered to the school.
06-Oct-09	Upgrade of system to	The system was upgraded but the customization of new features was still in progress.
12-Oct-09 & 13-Oct-09	Staff training on (CAL Room, 3:30p.m.)	Two identical workshops were held after school for all the teachers on the new features and interface of

Date	Activities	Remark
		<p>respectively, conducted the workshop. Besides, It was learnt that would take charge of the project. became the fourth contact person of</p>
20-Oct-09	<p>Staff training on (CAL Room, 3:30p.m.)</p>	<p>A training session was conducted by for the project team members and clerical staff on eAttendance. The attendees were</p> <p>Although the system customization was not finished yet, outlined the key features of and collected feedback from the attendees.</p>
Early October 2009 – November 2009	Update of school server	<p>The school spent a huge amount of time and manpower on updating the server with the latest information like classes and teachers' timetables and subject groups. The interfaces for data entry were not user-friendly. The wait-time during data processing seemed to be unreasonably long.</p>
26-Oct-09	Input of class seating plan	<p>The class teachers was invited to input the class seating plan for trial.</p>
08-Dec-09	<p>Meeting with project team (CAL Room, 3:30p.m.)</p>	<p>The system customization on and was not yet finished in Early December. A meeting was arranged among the project team members to discuss the matter on 08-Dec-09. The attendees were</p> <p>The attendees expressed concerns about the incompatibility between the data and applications of our server, readiness of printable seating plans, and customization of conduct assessment, management of students' attendance records and examination statistical reports etc.</p>
15-Dec-09	<p>Meeting with Executive Director of (CAL Room, 3:30p.m.)</p>	<p>In view of the delay of system customization, a meeting was held in the school to discuss the matter with on 15-Dec-09. The attendees were</p> <p>and . In the meeting, and demonstrated some of the newly customized features of the system and collected feedback from the attendees.</p>
21-Dec-09	Briefing session by	<p>A briefing session was conducted by the school on the customization of</p>

Date	Activities	Remark
	(CAL Room, 1:30p.m.)	confirmed the design of the statistical reports of the system with attendees in the meeting.
5-Jan-10	Meeting with (CAL Room, 3:30p.m.)	A meeting was held in the school with on fine-tuning of the like students' conduct assessment. The attendees were
11-Jan-10	Staff training on (CAL Room & E302, 3:15p.m.)	Two parallel workshops were held on 11-Jan-10 for all teachers on handling students' attendance, conduct assessment and entry of marks of the report cards. The trainers were
25-Jan-10	Launch of smart card system	The second term commenced on 25-Jan-10. All students needed to use their smart cards for roll call.
25-Jan-10	On-site technical support service by (General Office, 10:00a.m)	Due to the unresolved issues of the was invited to come to the school to and provide on-site technical support services.
Late February	Printing of report cards and records of merit and demerit	The report cards and monthly records of merit and demerit were printed with the new system and distributed to the parents on 27-Feb-10.
24-Mar-10	Preparatory Meeting (Conference Room, 3:45p.m.)	By that time, there were still issues remained unresolved. was invited to attend a meeting with the principal and project team on 25-Mar-10. In view of it, the principal and project team held a preparatory meeting. After the meeting, a checklist of bugs (as shown in appendices), unfinished items and items to be fine-tuned was compiled. The attendees of the meeting were
25-Mar-10	Evaluation Meeting with (Conference Room, 3:45p.m.)	A meeting was held in the school with on 25-Mar-10. The attendees of the school were



Date	Activities	Remark
		In the meeting, The checklist of bugs, unfinished items and items to be fine-tuned was discussed. The was asked to follow-up as soon as possible. Two follow-up meetings were scheduled on 12-Apr-10 and 26-Apr-10.
12-Apr-10	Follow-up Meeting with  (Conference Room, 3:45p.m.)	The checklist of bugs, unfinished items and items to be fine-tuned was updated according to the progress (as shown in the appendices). and attended the meeting with the principal, project team, the other staff members concerned. The attendees were  In the meeting, delineated the progress and had demonstration on what they had finished. They were urged to follow up the outstanding items as soon as possible.
26-Apr-10	Follow-up Meeting with  (Conference Room, 3:45p.m.)	met the project team and the other staff members concerned to report the progress of the project. Still, there were outstanding items like interface for viewing students' individual timetable, roll-call by school using seating plan, New Leaf Scheme, duplicate records in addition of reference number to individual records etc. All of the above items were to be finished by the coming summer vacation.
8-Jun-10	Evaluation meeting of the  (CAL Room, 10:00a.m.)	The project team members, the clerical staff and IT technician concerned attended the meeting. The attendees were
From 9-Jun-10 to 14-Jun-10	Teachers' questionnaire survey on the project	All teachers are invited to do the questionnaire to collect their feedback on the project. A statistical report was compiled accordingly

### 5. Attainment of Objectives

Owing to the late delivery of the new computerized system, only one questionnaire survey was conducted to collect feedback from the teachers for school year 2009 – 10 although the core members of project team were frequently consulted throughout the process of customization and fine-tuning of the new system. The two performance targets to be evaluated were as follows.

- (a) Teacher's workload in system maintenance and development will be reduced by 50%.
- (b) At least half of teachers consider the integrated platform effective in handling administrative work.

The effectiveness of the first target on teacher's workload in system maintenance and development was mainly assessed by the project team members whereas the second target was evaluated with a teacher questionnaire. In the questionnaire, teachers were also invited to give comments on the other aspects of the system like

For the first target "Teacher's workload in system maintenance and development will be reduced by 50%", the project team member agreed with reservations that the target was generally achieved. It

was mainly because tremendous manpower was deployed to set up the system and adopt remedial actions for the inadequacies of the new system. As mentioned in the interim reports, the school spent a huge amount of time and manpower updating the server with the latest information like classes and teachers' timetables and subject groups in beginning of school year 2009 – 2010. The interfaces for data entry were not user-friendly and the batch import of school data into the system was not available. The wait-time during data processing seemed to be unreasonably long. Since the [redacted] was not implemented till the second term of 2009 – 2010, students' attendance records of the first term needed to be processed manually by the staff, our staff members being overloaded as a result. Besides, the settings of the mark sheets were not flexible enough for handling the marks of different subjects and different classes. An attempt was made to provide teachers with standard electronic mark sheets for data entry so as to reduce the possibility of mistakes in the process. With the standard electronic mark sheets, teachers were only required to copy the final subject marks and paste them to the new computerized system. However, it resulted in extra workload to the project team members.

In the past years, the school administrative work was done with two self-developed computerized systems. One system was mainly for handling students' report cards and co-curricular activities whereas the other was used for handling students' attendance, merit and demerit records as well as conduct assessment. The staff members no longer needed to maintain and develop any computerized systems. Taking it into consideration, the project team member agreed with reservations that the target "Teacher's workload in system maintenance and development will be reduced by 50%" was generally achieved.

With the self-developed computerized systems mentioned earlier, students' academic, non-academic, merit and demerit records were being kept in different systems of which cross reference of data and immediate follow-up of students' progress were not that easy. Therefore, one of targets of the project was to introduce an integrated multi-purpose platform to handle most of the administrative work and to facilitate communications. With this in mind, [redacted] an additional module of [redacted] was added to the new computerized system, to facilitate easy reference of school and student data in a single platform. To evaluate the second target "At least half of teachers consider the integrated platform effective in handling administrative work", a teacher questionnaire survey was conducted in June 2010 (as shown in the appendices). The results of the corresponding item "The integrated platform is effective in handling administrative work, including viewing students' records of different kinds with [redacted]" were as follows:

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Don't know / N.A.
	A	B	C	D	E	F
4. The integrated platform is effective in handling administrative work, including viewing students' records of different kinds with [redacted]	1% (1)	16% (11)	48% (33)	32% (22)	3% (2)	---
Comment/Suggestion:	<ul style="list-style-type: none"> <li>• Should allow general teachers to access more data and rights</li> <li>• The platform can bring a lot of benefits; however, it needs to be made more user-friendly. As a teacher often needs to deal with more than one student, it would greatly aid efficiency if the number of "clicks" required to perform a task can be reduced.</li> <li>• We have to view the [redacted] of students one by one. It is a bit time consuming.</li> </ul>					

From the above statistics, it was clear that less than half of the teachers agreed with the effectiveness of the integrated platform. It also revealed that teachers expressed concern about the smooth operation of the system. As mentioned in the earlier interim reports, there was room for improvement in the system interfaces, the presentation of data, user-friendliness and so on.

In conclusion, the first target was generally attained but not the second.

## **6. Project Impact and Cost-effectiveness**

In the past, the school administration was implemented with self-developed computerized systems. Our staff was used to handle daily routines digitally with computers. Besides, the daily routines were handled in a unique way to meet the need of the school. For example, student attendance records were calculated in a lesson basis. In view of this, we intended to set up an integrated platform under the QEF project with customized functionalities to facilitate as far as possible a smooth transition from the old system to the new system in handling the daily routines. After working with [redacted] for almost two years, it was learnt that being flexible and adaptive was of vital importance in implementing the project. For example, the way of taking roll call and calculating attendance records was changed according to the limitation of new computerized system.

Having a good relationship and communication with the service provider was also crucial to the smooth running of the new system. In the past, all the bugs of the systems were fixed by the staff members. But now, it was necessary to report to the service provider and wait for their responses. Since the system especially those related to customization could not be bug-free in the early stage of implementation, we have to maintain a good partnership with them. At present, the customer support of [redacted] was quite responsive to our enquiries and requests. Besides, we needed to be alert to the irregularities of the system arising from the bugs and be prepared to formulate contingency plans accordingly. In the beginning of school year 2010 – 11, students' enrollment of co-curricular activities with [redacted] was not that smooth because of the system problems. Owing to the limitations of the new system, more needed to be done in identifying the best way to handle various daily routines with it.

A great difference between the old and new computerized systems was about the system accessibility. The new system was web-based. Things could be done over the Internet. School and student data became accessible outside the school at all times, allowing more flexibility for school administration. For instance, the enrollment of co-curricular activities by students could be done after school hours at home.

It was not appropriate to conclude the project merely by saying that it was cost effective or not. Nevertheless, the project indeed added a new dimension to the way school administration was being implemented.

## **7. Difficulties Encountered and Solutions Adopted**

There were a number of problems encountered in the project implementation like the late delivery of system customization, system bugs and irregularities which resulted in extra workload to our staff in the follow-ups such as re-printing of report cards, merit and demerit records, manual manipulation of student records and so forth. Since it was almost impossible to have a bug-free and totally customized system, the project team needed to report to the service provider immediately whenever there was a problem. In fact, there were improvements and newly added features of the system in past few months like the batch import of school data, faster printing speed of reports etc. If the problems could not be resolved due to system limitations, the school would explore workarounds by adjusting the ways of handling school administration. The school will continue to work with the service provider to make the system a user-friendly and effective integrated platform for the stakeholders.

**Budget Checklist**

<b>Budget Items</b> <i>(Based on Schedule II of Agreement)</i>	<b>Approved Budget</b> <b>(a)</b>	<b>Actual Expense</b> <b>(b)</b>	<b>Change</b> <b>[(b)-(a)]/(a)</b> <b>+/- %</b>
Equipment	\$200,000.00	\$200,000.00	0.00%

**Munsang College**  
**QEF Project (Project 2007-0466)**  
**A checklist of bugs, unfinished items and items to be fine-tuned**

	Checklist				General System	Being resolved as of 12-Apr-10 (put a '✓')		Remark
						Yes	No	
1.	The record of students' attendance and merit cannot be automatically transferred into the system for printing report cards and extra manpower is needed for data entry.	X						The students' attendance will be handled manually and imported into the system at the end of this school year.
2.	There are mistakes in the statistical reports.	X				✓?		Further checking is needed before Final Examination is a must!
3.	The printing of some statistical reports is too slow.	X						
4.	The interface for mark entry needs to be further customized to meet the requirements of the school.	X						The information is already passed to BroadLearning for follow-up.
5.	The conduct grades of some students are not correctly shown in the report cards.	X						
6.	The computation of conduct grades may be incorrect, especially for those adjusted in the conduct meetings.		X					
7.	The record of merit and demerit of some students is printed with repeated items.		X			✓		
8.	The New Leaf Scheme should be delivered as soon as possible. Otherwise, students' conduct grade may be affected as the records of demerit accumulate.		X					
9.	There is a lack of flexibility of the system in handling students' attendance in Mock Examinations and the major events like speech day and anniversary celebration of which there is a variation on the time for roll call. At the least, it is necessary allow the record of students' attendance of special events to be imported into the system manually.			X		✓?		The settings of the system can be adjusted for roll call of different groups of students. What about the arrangements for the next year with roll call being taken in the morning and afternoon session?
10.	The printable seating plan of each class is highly desirable.			X		✓		
11.	There is an urgent need for fine-tuning of the system to enable the teachers to make better use of the school data and students' records in different areas with the integrated platform for providing timely and effective support to the students.				X	?		Unable to update the system with the latest school data like merit and demerit record
12.	In order to ensure the smooth running of , immediate notification is a must after any system upgrade by				X	✓		

13.	The overall design of the programme needs to be fine-tuned in terms of the import, export, deletion and search of data.			X			The information is already passed to for follow-up.
14.	The user-friendliness of interface is an issue to be addressed. Sometimes the "Forward" and "Backward" icons may not function as properly as expected.			X			The information is already passed to for follow-up.
15.	The incompatibility between the new computerized system with the existing warning system of the school rules and regulations is also an issue to be addressed.		X				
16.	The teachers are required to take roll call for every individual lesson with the system. That is to say, the roll call would be taken two times for a double lesson, three times for a triple lesson etc. It is time-consuming and causes a lot of inconvenience to the teachers.			X			

**Munsang College**  
**QEF Project on "Use of New Technology in School Administrative work"**

The school started to formulate the project proposal in 2007 and got approval from the QEF in September 2008. The project includes the installation of the modules and as well as customization of the last three. Below is a summary of the expected outcomes and performance targets.

1. Expected outcomes
  - (a) The administrative work of the school can be streamlined and more effectively implemented with an integrated platform using information technology.
  - (b) Teachers' workload of administrative work can be reduced in system maintenance and development.
  - (c) Teachers and other staff members can make better use of the school data and students' records with the assistance of an integrated platform so as to provide timely and effective support for students' development.
2. Performance Targets
  - (a) Teacher's workload in system maintenance and development will be reduced by 50%.
  - (b) At least half of teachers consider the integrated platform effective in handling administrative work.

**Statistical Report of Teachers' Questionnaire**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Don't know / N.A.
	A	B	C	D	E	F
1. The _____ is effective in handling students' application for co-curricular activities. Note: Choose 'Don't know/N.A.' if you have not used _____. Comment/Suggestion: <ul style="list-style-type: none"> <li>• It shows the time that students apply the activity clearly.</li> <li>• Should have higher flexibility</li> </ul>	4% (2)	27% (14)	14% (7)	41% (21)	14% (7)	(18)
2. The '_____ ' is effective in handling students' examination marks. Note: The spreadsheet provided by _____ is not part of the _____ system. By _____ and large, you should focus on the entry of marks with the _____. Comment/Suggestion: <ul style="list-style-type: none"> <li>• However, I think it would be fairer for the students if the system can take figures of up to _____ at least one decimal place. Some students may give 2 bonus marks (total) for no good reason.</li> <li>• Only the overall mark is entered to eClass, the procedure is too simple.</li> </ul>	1% (1)	23% (16)	26% (18)	39% (27)	10% (7)	—
3. The _____ is effective in handling students' attendance records. Comment/Suggestion: <ul style="list-style-type: none"> <li>• _____ always not work, the system</li> <li>• However, the system's reliability needs to be improved. (We don't want students to exploit the occasional glitch by intentionally not tapping the cards because of lateness.)</li> <li>• It can save a lot of papers and relief the administrative workload of some staff. However, sometimes students fail to present their student cards. We do not know they are doing so intentionally or not. Also, Teacher still have to take the roll call again.</li> <li>• Many students have to find Angel in the first recess, which is a burden to both students and our school</li> <li>• not capable to function and too slow on reaction!</li> </ul>	1% (1)	25% (17)	33% (23)	35% (24)	6% (4)	—
4. The integrated platform is effective in handling administrative work, including viewing students' records of different kinds with 'iPortfolio'. Comment/Suggestion: <ul style="list-style-type: none"> <li>• Should allow general teachers to access more data and rights</li> <li>• The platform can bring a lot of benefits; however, it needs to be made more user-friendly. As a teacher often needs to deal with more than one students, it would greatly aid efficiency if the number of "clicks" required to perform a task can be reduced.</li> <li>• We have to view the _____ of students one by one. It is a bit time consuming.</li> </ul>	1% (1)	16% (11)	48% (33)	32% (22)	3% (2)	—