



Final Report of Project

Project No. : 2008/0101

Part A

Project Title: Use of New Technology to increase School Administration Efficiency

Name of Organization/School: True Light Girls' College

Project Period: From 4/2009 (month/year) to 6/2010 (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 8th 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 8th 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.*

1. Attainment of Objectives

| Objective statement | Activities related to the objective | Extent of attainment of the objective | Evidence or indicators of having achieved the objective | Reasons for not being able to achieve the objective, if applicable |
|---|--|---------------------------------------|--|--|
| <p>To lessen teachers' workload by use of IT in handling administrative work</p> | <ul style="list-style-type: none"> ● Student Activity Administration and Management System ● Student Portfolio Management System | <p>90%</p> | <ul style="list-style-type: none"> ● They systems were successfully installed. ● The time of the administrative work for enrolling extra-curricular activities was reduced. ● The roll call time for student taking activities was reduced. ● The enrolment for students activities can be done online unlimited by venue and time. ● Students' SLP and Learning Portfolio can be created successfully and efficiently by the system. | <ul style="list-style-type: none"> ● Workload of teachers cannot be lessened due to the difficulties in finding a staff for handling the input work of the system. ● The data from the Student Activity Administration and Management System cannot transfer to the Student Portfolio System due to bugs in the system and the software supplier has not yet fixed it. |
| <p>To streamline administrative workflows with wise adoption of smart cards and the complementary administrative system</p> | <ul style="list-style-type: none"> ● Student Portfolio Management System ● Door Access system | <p>Fully attained</p> | <ul style="list-style-type: none"> ● Average time taken for all the administrative work in all the preparation stage, implementation stage and evaluation stage for each activity was reduced. ● Part of the OLE records was allowed to be inputted by students themselves so as | |



| | | | | |
|---|--|----------------|--|--|
| | | | to upgrade students' ability and skills in self-engagement and management, and promote learning reflection. | |
| To digitize and systemize administration, through using the administration system in an effective manner | <ul style="list-style-type: none"> ● Staff Attendance System ● Student Activity Administration and Management System | Fully achieved | <ul style="list-style-type: none"> ● Our school's security system and management were strengthened ● Teachers and other staff do not need to get somebody to open or lock the rooms for them. ● Traditional keys were replaced and the number of keys was reduced ● Staff attendance report can be produced as the migration of the manual staff attendance system to an automatic and electronic one. | |

2. Project Impact on learning effectiveness, professional development and school development

After installing the Door Security System, traditional keys of special rooms were replaced by smartcard to manage and monitor the access control of the rooms. Teachers and other staff will not need to get somebody to open or lock the rooms for them and efficiency is increased. On the other hand, Student smartcard not only can replace traditional student cards and prove students identity, but also highlight the school's image and to improve our students', teachers/staff's sense of belonging to the school.

The Staff Attendance System notifies the school the staff attendance instantly, so substituting teachers can be assigned as soon as possible. Besides, the system provides a variety of teacher' attendance reports for analysis and evaluation purposes, and the generation of reports is fast and easy. The attendance data is also ready for other system such as payroll software. The migration of the Manual "Sign in/out" progress to an automatic and electronic Staff Attendance System really can reduce the



number of human errors like wrong time entry, signature in wrong position, incomplete attendance record, etc. Also, it takes time to keep track of teachers' attendance and the subsequent assignment of substitute teachers. Furthermore, attendance data can be used to generate reports of different kinds for analysis and evaluation purpose. Efficiency of handling staff attendance was improved.

By using the iPortfolio system to hold and to manage all the records of students' extra-curricular activities, achievements, awards, prizes as well as academic performance, paperwork were greatly reduced. With parent accounts set in the portfolio system, parents can keep track of students learning experience at any time, and appropriate guidance and support can then be provided to their children. In addition to all other learning experiences, students can learn self-engagement and skills of self-management. Learning reflection can also be promoted and students can also share their achievements, both in and outside the classroom with their peers, teachers and even their parents. Peer evaluation will thus be encouraged.

3. Cost-effectiveness

| Budget Items (Based on Schedule II of Agreement) | Approved Budget (a) | Actual Expense (b) | Change [(b)-(a)]/(a) +/- % |
|---|------------------------|-----------------------|----------------------------------|
| Staff Cost | HK\$73,000 | HK\$69,000 | -5.48% |
| Equipment | HK\$39,900 | HK\$18511.66 | -53.6% |

4. Deliverables and Modes of Dissemination

| Item description (e.g. type, title, quantity, etc.) | Evaluation of the quality and dissemination value of the item | Dissemination activities conducted (e.g. mode, date, etc.) and responses | Is it worthwhile and feasible for the item to be widely disseminated by the QEF? If yes, please suggest the mode(s) of dissemination. |
|---|---|---|---|
| A guideline for teachers in handling the OLE records | | Distributed to all teaching staff during the staff meeting | |
| A guideline for students in using the iPortfolio system and Student Profile | | Distributed to all S.4 students during the workshop and to all S.1 to S.3 students in the Computer Literacy lessons | |



5. Activity List

| Types of activities (e.g. seminar, performance, etc.) | Brief description (e.g. date, theme, venue, etc.) | No. of participants | | | | Feedback from participants |
|--|--|---------------------|----------|----------|----------------------------|----------------------------|
| | | schools | teachers | students | others (Please specify) | |
| 2-hr Administration training of Student Portfolio Management System | 20 Aug 2009 | | 5 | | | Useful |
| Completion of installation and testing of hardware and software for door access system | 24 Aug 2009 | | | | Service Provider | |
| Start of using Staff Attendance System | 7 Sept 2009 | | 50 | | | |
| Upgrade of eClass Platform | 6 th Nov 2009 | | | | Service Provider | |
| SLP Workshop for S.4 students | 10 th Dec 2009 | | 2 | 158 | | Useful |
| Start of using eEnrolment System | 25 th Feb 2010 | | 1 | 158 | | Convenient and efficient |
| 2-hr Training of eClass Platform | 2 nd Mar 2010 | | 50 | | | Useful |
| SLP teaching for S.1 to S.3 students | 25 th Mar 2010 to 31 st Mar 2010 | | 6 | 482 | | Useful |



6. Difficulties Encountered and Solutions Adopted

There were some difficulties in getting quotations from service providers. We have faxed to seven companies but only a few replies were received. Moreover, due to the delay of the installation and construction work of the server and smart card system, the setup of the staff attendance system and the Student Portfolio Management System was postponed. As a result, there is a delay of our implementation schedule and we applied for an extension of the end of the project period to 30th June 2010 instead of 28th February 2010 so as to have enough time for hiring staff and complete the project.

We found difficulties in recruiting the post of technician during the project period. The first staff quitted the job after one week of the employment. Thus, we had to spend time recruiting a new staff and trained her again to take up the post. Unfortunately, the staff worked for three months and resigned in March. We have to do the recruitment process again but we cannot find the right person to take up the post. As a result, all the data input work has to be done by teachers, and this will not only increase the workload of teachers and activity masters, but also violate the underlying principle of setting up student learning portfolio.

On the other hand, due to the upgrade of the Platform, some data was lost after the migration. We have to re-enter the lost information and this leads to the delay of our implementation schedule.