

Final Report of Project

Project No. : 2008/0217

Part A

Project Title: Use of New Technology for School Administrative Work

Name of Organization/School: Queen's College

Project Period: From August 2009(month/year) to January 2010(month/year)

Part B

1. Attainment of Objectives

Goal: To utilize new technology to streamline the administrative work

Objectives: (i) To develop personal Student Portfolios.

(ii) To analyze statistics reflecting the effectiveness of the learning from students so as to adjust the teaching pedagogy.

(iii) To let students' parents understand their kids profile in the school.

(iv) To reduce the workload of teachers from managing the students' portfolios

Table 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
Objective (i)	3	Fully achieved	S1 to S4 students have completed their learning portfolios and class teachers have checked these portfolios	NA
Objective (ii)	2	to be completed in May 2010		
Objective (iii)	3	to be completed in July 2010	Parents were informed of the progress via parent meetings, school homepage and school newsletters	NA

Objective (iv)	2	Fully achieved	Teachers shown support for the use of new platform on the school intranet	NA
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2. Project Impact

With the use of the new platform – “Student Portfolio” on the school intranet, the administrative work in compiling the students’ personal portfolios has been streamlined. Teachers welcomed the installation of the platform. In turn, there has been a greater sense of achievement among students and teachers. With suitable and timely training, teachers were able to utilize the platform more effectively. With the operation of the new platform, teachers’ professional development was enhanced.

Furthermore, the learning portfolios fostered students’ development in their potential. Students were able to systematically record their learning experiences and provide appropriate reflections. Besides, the training of students to meet future social demands and reflections on future careers were attained.

3. Cost-effectiveness

Table 2: Budget Checklist

Budget Items (Based on Schedule II of Agreement)	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Hardware and software	\$50,000 (from QEF)	\$99,500	-0.5%
	\$50,000 (from school)		

4. Activity List

Table 3: 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 (PI specify)	
Phase 1 The procurement and installation of hardware & software	Sept 2009 – Jan 2010 i. Contact system providers for quotations ii. Selection process iii. System setting – module upgrading and system migration		2			technical support from the technicians was helpful
Phase 2 Training for staff	March 2010 Training workshop for teachers		6			informative and practical

Phase 3 Training of students & Management of data	April 2010 Training students to use the system March to April 2010 Uploading of students information and academic results from WebSAMS to the new system Teachers and parents were informed on the progress the implementation of the student learning portfolio via various channels		2	200		
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5. Difficulties Encountered and Solutions Adopted

No difficulties encountered.