

# Quality Enhancement Grant Scheme

Progress Report

Project No.: 09/QEGS/A-08-09

Reporting Period: From November 2009 (month/year) to April 2010 (month/year)

## Part A

Project Title: Adoption of open source course management system (CMS) in post-secondary institutions – A pilot study

Name of Grantee: The Community College at Lingnan University

Project Period: From May 2009 (month/year) to Dec 2010 (month/year)

## Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of reporting period.
5. Project variation\*, if any, during the reporting period, together with details and justifications.

Signature: Edward Fung

Name of Authorized

Person: Dr. Edward Fung

Organization Chop: 



Name of Grantee The Community College at

Organization: Lingnan University

Position of Authorized Dean of the

Person: Community College and Further Education

Date: 11 August 2010

\* A separate written application should be submitted to the Grant for prior written approval.

# Adoption of Open Source Course Management System (CMS) in Post-Secondary Institutions – A Pilot Study

## QEGS Progress Report (2) Nov. 2009 – Apr. 2010

<28 April 2010>

<v1.0>

### Report Status

Division:	QEGS Project Team at CC
Category:	[Category: Report]
Template number:	<b>Progress Report (2)</b>
Date Reviewed:	28 April 2010
Version:	1.0

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## **Project Summary in Phase 2**

System implementation and trial run are the most urgent tasks to execute in this reporting period. The customized open source course management system platform, namely CCLUCMS, was set up and launched in early January 2010 for a trial run. The trial run period covered the whole term 2 from January to May 2010. Six teachers voluntarily joined to participate in the trial run and there were about 280 students involved under in classes of these teachers. Furthermore, the participating students were from all the four major programme streams in the Community College (CC), namely Higher Diploma (HD), Associate Degree (AD), Pre-Associate Degree (Pre-AD), and the Project Yi Jin (PYJ).

Following our proposed project schedule submitted to the Education Bureau (EDB), we now compile a 6-month progress report to outline the milestones with regard to the following items:

- A. Project activities completed during the reporting period, i.e. from November 2009 to April 2010.
- B. Project milestones and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
- C. The finished portions of the Project at the end of reporting period.

## A. Project Activities and Milestones

The duration of the whole project is from May 2009 to December 2010. It is divided into three major phases covering project feasibility study, system design, implementation and deployment. The first 2 phases last for six months respectively while the final phase lasts for eight months.

The project activities and major milestones for Phase 2, covering from November 2009 to April 2010, are summarized in the following table:

Date	Milestone	Completed Activities
Nov. 2009	Development Phase	<ul style="list-style-type: none"> <li>2 Nov - 4 Dec 2009 - Analysis of the functional requirements was performed for the CMS system, including the design of functional enhancements.</li> <li>16 - 30 Nov 2009 - Compiled a system test plan which was used during the internal testing phase in December 2009.</li> </ul>
Dec. 2009	Internal System Testing	<ul style="list-style-type: none"> <li>7 Dec 2009 - 2 Jan 2010 - Conducted an internal system testing. This test mainly covered all the implemented functions to check if they were functioning properly or not.</li> </ul>
Jan. 2010	Documentation & Production System Setup  Production Trial Run	<ul style="list-style-type: none"> <li>4 -14 Jan 2010 - Compiled a User Guide manual for the course management system (CMS).</li> <li>2 - 6 Jan 2010 - Set up a trial run CMS production system, namely Lingnan University Community College Course Management System (CCLUCMS).</li> <li>7 Jan 2010 - Conducted an informal user training attended by four teachers. They would participate in the system trial run for the term 2 starting on 11 Jan 2010.</li> <li>7 Jan - 31 May 2010 - The CCLUCMS production system was launched. Six teachers were invited to use the system for their teaching. The classes involved would cover all the following programme streams: Pre-Associate Degree, Associated Degree, Higher Diploma, and Project Yi Jin. The total student size involved was about 280.</li> </ul>
Feb. - Apr. 2010	Bug Fix and System Feature Enhancements	<ul style="list-style-type: none"> <li>Fixed the bugs reported by teachers and students (using a bug reporting system - Bugzilla) during the Production Trial Run.</li> <li>Customized and developed some enhanced features that did not come with the open source standard CMS package. The new features serve the following</li> </ul>

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Adoption of Open Source Course Management System (CMS) in Post-Secondary Institutions – A Pilot Study

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		<p>functions:</p> <ul style="list-style-type: none"> <li>○ To support traditional Chinese characters and local time format.</li> <li>○ To install a newly developed <i>Grade Book</i> tool that helps teachers manage their grading work.</li> <li>○ To install a <i>Sign-Up</i> tool that allows users to organize office hours, and revision session, and other activities.</li> <li>○ To develop and install an <i>Attendance</i> tool that allows teachers to record a student's attendance and generate attendance statistics or reports accordingly.</li> </ul>
<b>Mar. 2010</b>	Committee Meeting	<ul style="list-style-type: none"> <li>• 10 Mar 2010 – The third committee meeting was held to review the progress of the project.</li> </ul>
<b>Mar. – Apr. 2010</b>	CCLUCMS User Survey with Web Questionnaires	<ul style="list-style-type: none"> <li>• 16 – 20 Mar 2010 – Prepared web questionnaire forms for conducting a survey on the evaluation of the CCLUCMS system.</li> <li>• 22 Mar – 20 Apr 2010 – Performed a user survey that served the following purposes:                             <ul style="list-style-type: none"> <li>○ To get feedback on users' experiences</li> <li>○ To have users' comments on how to improve the system, and</li> <li>○ To know what extra features that users want to have.</li> </ul> </li> <li>• 19 – 26 Apr 2010 – Compiled the survey report.</li> </ul>
<b>Apr. 2010</b>	Financial statement	<ul style="list-style-type: none"> <li>• Refer to <b>Annex 5</b> for the current financial status covering up to April 2010.</li> </ul>
<b>Date</b>	<b>Milestone</b>	<b>Completed Activities</b>

## B. Project Milestones/Deliverables Attained

Project deliverables and their descriptions are summarized in the following table at the end of the reporting period.

Project Milestone/ Deliverable	Details	Period / Evidence
1. Internal System Testing	<ul style="list-style-type: none"> <li>A system test plan was compiled which was used during the internal testing phase in December 2009.</li> </ul>	16 – 30 Nov. 2009 / See <b>Annex 1</b> for the Test Plan Guide report
2. CCLUCMS system development	<ul style="list-style-type: none"> <li>The system enhancement report (Phase 2) outlines the descriptions for new functions which have been integrated into the CCLUCMS.</li> </ul>	Jan. – April 2010 / See <b>Annex 2</b> for the System Enhancement report
3. Launch of the CMS trial run (CCLUCMS)	<ul style="list-style-type: none"> <li>Set up a CMS portal that is accessible through the Internet.</li> <li>The CCLUCMS User Guide (version 1.0) describes an overview of the CCLUCMS and the settings on some frequently used functions.</li> <li>The CCLUCMS evaluation report shows the usage feedback and the comments from teachers and students.</li> </ul>	Jan. – Apr. 2010 /  See <b>Annex 3</b> for the User Guide manual  See <b>Annex 4</b> for the User Survey report

### C. Percentage of Project Completion

From May to October 2009, Phase 1 had been 100% completed.

From November 2009 to April 2010, Phase 2 has currently been 100% completed.

Therefore, about 66% of the whole project is completed in the meantime. The finished portions are illustrated in the following overall project diagram.





