

# Quality Enhancement Grant Scheme

Schedule III (a)

<b>Progress Report</b>	<b>Project No. : 89992032</b>
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Project Period : From Aug 2010 (month/year) to Jan 2011 (month/year)

## Part A

Project Title : Development of a Blended Learning Model for Improving Teaching Effectiveness in Sub-Degree Accounting Courses

Name of Grantee : School of Professional and Continuing Education  
The University of Hong Kong (HKU SPACE)

Project Period : From Aug 2010 (month/year) to Jan 2011 (month/year)

## Part B

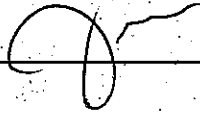
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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 the 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 each reporting period.
5. Project variation\*, if any, during the reporting period, together with details and justifications

# Quality Enhancement Grant Scheme



Signature: \_\_\_\_\_



Organization Chop: \_\_\_\_\_

Name of Authorized Person: LAM YUET CHING  
JEANNIE

Name of Grantee: HKU SPACE  
Organization: \_\_\_\_\_

Position of Authorized Person: ASSOCIATE HEAD,

CENTRE FOR CYBER LEARNING Date: 28 Feb 2011

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

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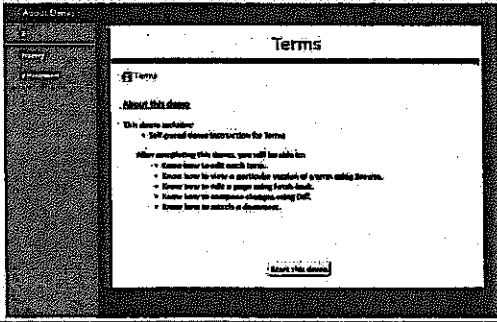
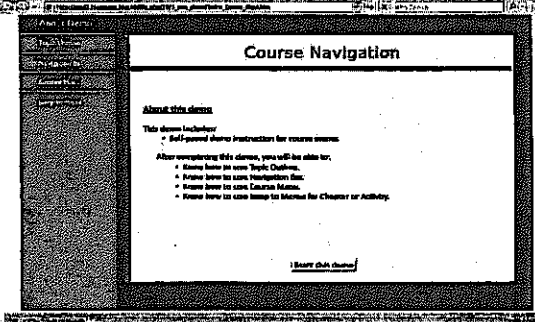
## 1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
<u>Pre-test Student workshop</u> 17 Aug 2010, 1:00 – 5:00pm Lecture Room, 2/F Admiralty Centre	To improve effectiveness of e-learning environment before the launch in Sep 2010 <u>Supporting Evidence:</u> Summary Report on Workshop for Improving Effectiveness of e-Learning Environment (Ref: C-0011)	30 – Students
<u>11<sup>th</sup> Regular Meeting</u> 21 Sept 2010, 9:30-11:00am Conference Room, 34/F United Centre, Admiralty	To discuss on the project progress and modifications made on the Blended Learning Model. <u>Supporting Evidence:</u> 11 <sup>th</sup> Regular Meeting (210910) (Ref: A-0011)	8 – Project team members
<u>12<sup>th</sup> Teacher Meeting</u> 30 Sept 2010, 10:30-12:00nn Conference Room, 34/F United Centre, Admiralty	To collect teachers' feedback and discuss the modifications made on online learning materials. <u>Supporting Evidence:</u> 12 <sup>th</sup> Teacher Meeting (300910) (Ref: B-0012)	4 – Project team members 5 – Teachers
<u>Pre-test Questionnaire survey</u> 11-15 Oct 2010, during class	To collect users' expectation and experience before the full launch of Blended Learning Model <u>Supporting Evidence:</u> Summary Report of Pre-test Survey on Online Learning (Ref: C-0012)	242 – Student participants
<u>12<sup>th</sup> Regular Meeting</u> 26 Oct 2010, 9:30-11:00am Conference Room, 34/F United Centre, Admiralty	To discuss on the project progress and modifications made on the Blended Learning Model. <u>Supporting Evidence:</u> 12 <sup>th</sup> Regular Meeting (261010) (Ref: A-0012)	9 – Project team members
<u>13<sup>th</sup> Regular Meeting</u> 24 Nov 2010, 9:30-11:00am Conference Room, 34/F United Centre, Admiralty	To discuss on the project progress and modifications made on the Blended Learning Model. <u>Supporting Evidence:</u> 13 <sup>th</sup> Regular Meeting (241110) (Ref: A-0013)	10 – Project team members
<u>13<sup>th</sup> Teacher Meeting</u> 14 Dec 2010, 10:00-12:00nn Room 308, 3/F Admiralty Centre	To collect teachers' feedback and discuss the modifications made on online learning materials. <u>Supporting Evidence:</u> 13 <sup>th</sup> Teacher Meeting (141210) (Ref: B-0013)	5 – Project team members 5 – Teachers
<u>14<sup>th</sup> Teacher Meeting</u> 29 Dec 2010, 2:30-4:00pm Meeting Room, 34/F United Centre, Admiralty	To collect teachers' feedback and discuss the modifications made on online learning materials. <u>Supporting Evidence:</u> 14 <sup>th</sup> Teacher Meeting (291210) (Ref: B-0014)	4 – Project team members 1 – Teacher

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<p><u>14<sup>th</sup> Regular Meeting</u> 30 Dec 2010, 9:30-11:00am Conference Room, 34/F United Centre</p>	<p>To discuss on the project progress and modifications made on the Blended Learning Model.</p> <p><u>Supporting Evidence:</u> 14<sup>th</sup> Regular Meeting (301210) (Ref: A-0014)</p>	<p>10 – Project team members</p>
<p><u>Post-test Questionnaire Survey</u> 29 Nov – 3 Dec 2010, during class</p>	<p>To collect users' quantitative feedbacks on their learning experience at the end of semester.</p> <p><u>Supporting Evidence:</u> Summary Report for Post-test Survey on Online Learning (Ref: C-0013)</p>	<p>239 – Student participants</p>
<p><u>Post-test Focus Group Student Sharing Session</u> 14 Jan 2011, 2:30-5:00pm Room 610, 6/F United Centre</p>	<p>To collect users' qualitative feedback on their learning experience at the end of semester.</p> <p><u>Supporting Evidence:</u> Post-test Focus Group Student Discussion Report (Ref: C-0014)</p>	<p>11 – Students 4 – Project team members</p>
<p><u>15<sup>th</sup> Teacher Meeting</u> 21 Jan 2011, 4:00-5:00pm Meeting Room, 34/F United Centre</p>	<p>To collect teachers' feedback and discuss the modifications made on online learning materials.</p> <p><u>Supporting Evidence:</u> 15<sup>th</sup> Teacher Meeting (210111) (Ref: B-0015)</p>	<p>4 – Project team members 1 – Teachers</p>
<p><u>15<sup>th</sup> Regular Meeting</u> 28 Jan 2011, 9:30-11:00am Meeting Room, 12/F United Centre</p>	<p>To discuss on the project progress and modifications made on the Blended Learning Model.</p> <p><u>Supporting Evidence:</u> 15<sup>th</sup> Regular Meeting (280111) (Ref: A-0015)</p>	<p>9 – Project team members</p>
<p><u>E-content Development</u> On going</p>	<p>To modify the e-learning contents from time to time in order to fit for users' needs.</p> <p>Please refer to <b>Appendix A</b> for the development made during the 3<sup>rd</sup> 6-month period.</p>	<p>Programme team, teachers and Technical team</p>
<p><u>Evaluation on feedbacks</u> On going</p>	<p>To collect and evaluate users' feedbacks from time to time to understand users' needs and modify e-learning contents</p> <p><u>Supporting Evidence:</u> Bi-weekly journal writings on teaching experiences by teachers (Ref: C-0015 and C-0016) Bi-weekly journal writings on learning experiences by students (Ref: C-0017 and C-0018)</p>	<p>Project team members</p>
<p><u>Modifications made on e-learning platform functions</u> Sept 2010</p>	<p><u>Activity Report</u> To add the no of attempts/no of not attempts and the Highest, Lowest and Average score in the Activity Report for more informative data in the report</p>	<p>Technical team</p>

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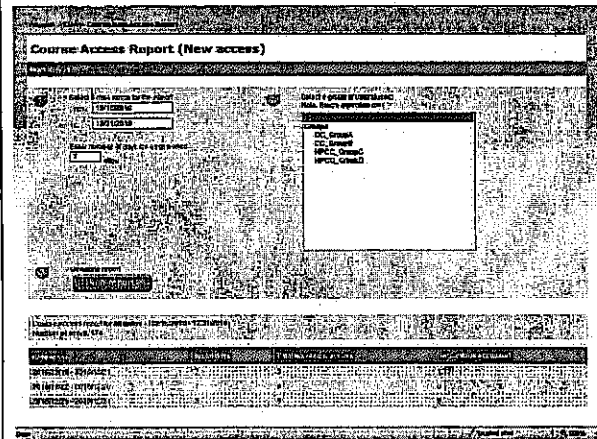
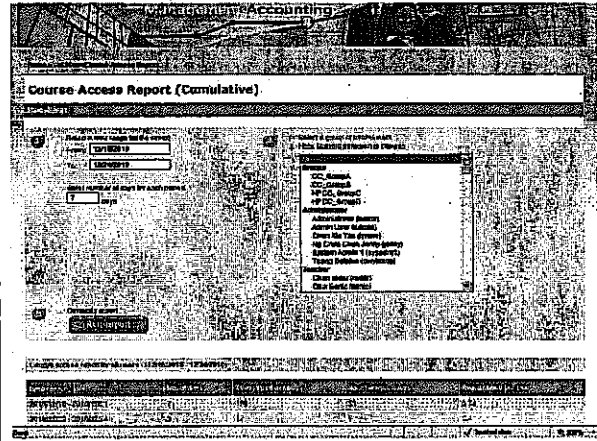
<p>Oct 2010</p>	<p><u>People List</u> To add Group selection for sending messages and last login on the People Listing page</p> <p><u>Self-help tool</u> To prepare the Supplementary Guideline for Blending Learning for Students To prepare the user manual for Instructor on SOUL 2.0.</p> <p><u>Supporting Evidence:</u> Supplementary Guideline for Blended Learning (Ref: C-0021) SOUL 2.0 User Guide for Instructor (C-0022)</p>	
<p>Nov– Dec 2010</p>	<p><u>1-Min Demo - Terms</u> To prepare one-min demo on how to start with online learning activity related to Wiki.</p>  <p><u>1-Min Demo – Course Navigation</u> To prepare one-min demo on how to navigate within the course.</p> 	

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Dec 2010 – Jan 2011

## Access Report and Accumulative Access Report

To create programs showing the percentage of new access/ accumulative access of learners to the course - provide statistical information of users' activities.



\* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).

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2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
3.1 Provide training session for teachers	100%	-
3.2 Launch the online environment	100%	-
3.3 Conduct the pre-test survey for pilot group	100%	-
3.4 Provide pre-class activities for pilot group	100%	-
3.5 Facilitate in-class and post-class activities for pilot group	100%	-
3.6 Collect student outcomes and learning experience	100%	-
3.7 Collect teachers' perceptions	100%	-
Note: The numbering of the above milestones is referred to the one used in the original submitted proposal.		
<b>Overall Project</b>	<b>75%</b>	
<b>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</b>		

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3. Project variation (a separate written application should be submitted to the QEGS Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from QEGS Secretariat
Not applicable	

4. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a) (in HK\$)	* Committed or actual expenditure (b) (in HK\$)	Balance [(a)-(b)] (in HK\$)
a. Manpower	967,200	523,128	444,072
b. Equipment / facilities	48,000	37,647	10,353
c. Services	230,000	164,834	65,166
d. General expenses	Nil	Nil	Nil
e. Others	102,400	5,924	96,476
f. Contingency	67,400	Nil	67,400
<b>Total</b>	<b>1,415,000</b>	<b>731,533</b>	<b>683,467</b>
<i>Project Income (if any)</i>			<i>Nil</i>
<i>Total Balance</i>			<i>683,467</i>

**\* Remark:**

*As the financial statement of Jan 2011 is under preparation, the above figures were updated as at 31 Dec 2010.*

*The updated figures will be submitted once the financial report of Jan 2011 is ready.*