

# Quality Enhancement Grant Scheme

Progress Report

Project No. : 19/QEGS/2011

Reporting Period : From Mar/2013 (month/year) to Aug/2013 (month/year)

## Part A

Project Title : Development of a Knowledge Management Platform for Resource Sharing in Teaching and Learning

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

Project Period : From Sep/2011 (month/year) to Feb/2014 (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

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



Organisation Chop: \_\_\_\_\_



Name of Authorised Person: Lam Yuet Ching Jeanne

Name of Grantee HKU SPACE

Organisation: \_\_\_\_\_

Position of Authorised Person: Associate Head, Centre for Cyber Learning

Date: 16-Sep-2013

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

# Quality Enhancement Grant Scheme

The University of Hong Kong  
School of Professional and Continuing Education

Development of a Knowledge Management Platform for  
Resource Sharing in Teaching and Learning  
建立教學資源分享的知識管理平台

## 4<sup>th</sup> Progress Report (Mar 2013 – Aug 2013)

### 1. Project Activities during the 4<sup>th</sup> Six Months

#### 1.1 Staffing

New System Developer on board at 6 May 2013.

#### 1.2 Project Activities

Regular project meetings were held every 2-3 months. During the meetings, members reported on the project progress and discussed project related matters. During the 4<sup>th</sup> six months, three project meetings, conference seminar and workshop, system pre-test and one pilot group interviews were held and details are summarized as follow:

Date	Nature	Brief Description
7 May 2013 10:00 - 11:25	7 <sup>th</sup> Project Meeting	<b>Discussed topics:</b> <ul style="list-style-type: none"><li>• Collection of learning objects</li><li>• OER materials added to the KM platform</li><li>• Implementation of new user interface to the KM platform</li><li>• Two papers abstract were submitted to ICT 2013 Conference</li><li>• Defined the run-down for the half day seminar and workshops and prepared ICT 2013 QEGS KM Seminar and Workshop promotional materials.</li><li>• Postpone the enhancement of KM platform integration with SOUL 2.0 after ICT 2013 Conference</li></ul> <p><i>*See Appendix 1 – 7<sup>th</sup> Meeting Minutes</i></p>
10 May 2013 10:00 - 12:00	Meeting with College Principal Lecturer	Meeting with College Principal lecturer Dr. Angela Fok in English domain. Two subjects areas have been discussed – ‘After-class online exercise for English Phonetics and Phonology’ and IELTS self-practice materials. She would like to develop online exercises for DSE and mainland students and potentially upload to the KM platform when completed.  <p><i>*See Appendix II – KM Meeting Summary</i></p>

Jun - Aug 2013	Phone Consultation	<p><b>Discussions for potential projects</b></p> <ul style="list-style-type: none"> <li>• Dr. Margery Yeung (English domain teacher) about quiz and pre-class exercise</li> <li>• Mr. Biggs Michael Wayne, (English for science and technology) about vocabulary database and self-exercises.</li> </ul>
25 Jun 2013 10:00 - 11:00	8 <sup>th</sup> Project Meeting	<p><b>Discussed topics:</b></p> <ul style="list-style-type: none"> <li>• Equipment procurement</li> <li>• Arrangement and promotional strategy of the ICT 2013 QEGS KM Seminar and Workshop</li> <li>• ICT 2013 QEGS KM Seminar and Workshop website released (<a href="http://ict2013.hkustspace.hku.hk/qegskm/">http://ict2013.hkustspace.hku.hk/qegskm/</a>)</li> <li>• Four student helpers recruited for ICT 2013 conference</li> </ul> <p><b>System update:</b></p> <ul style="list-style-type: none"> <li>• CAS implemented to the KM platform</li> <li>• New function added to the KM platform to support OER materials upload.</li> <li>• System demonstration to all team members</li> <li>• Coarse language filtering implemented</li> </ul> <p><i>*See Appendix III – 8<sup>th</sup> Meeting Minutes</i></p>
27 Jul 2013 – 1 Aug 2013 10:00 -17:00	Training and System pre-test by students	<p><b>System pre-test</b></p> <p>A pre-test training provided to the students. The students were required to perform a list of functions defined by the project team to test all functions and features available in the KM platform and reported if there were any bugs founded.</p>
2 Aug 2013 14:00 - 16:00	Student Focus Group	<p><b>Focus Group Discussion</b></p> <p>Students commented on different roles after a few days of intensive usage on the KM platform. Discussion on the areas for improvement, workflow enhancement or new suggestions.</p> <p><i>*See details in Section 3.4</i></p>

### 1.3 ICT 2013 QEGS KM Conference Seminar & Workshop

One Keynote and three workshops had arranged:

<b>[Keynote]</b>	Managing and Facilitating Outcome Based Learning and Teaching with Moodle by Mr. Buck Ng the CEO (Asia) of Pukunui Limited
<b>[Workshop 1]</b>	Initiate a Knowledge Management Practice for Sustainable Continuing Education
<b>[Workshop 2]</b>	Development of a Rich-Multimedia Knowledge Management Platform for Resource Sharing in Teaching and Learning
<b>[Workshop 3]</b>	Application of Open Educational Resources in Teaching and Learning - Suggestions based upon the Moodle Platform

Seminar and Workshop Website: <http://ict2013.hkustspace.hku.hk/qegskm/>

Two papers were submitted to ICT 2013 Conference and one of the paper title 'Initiate a Knowledge Management Practice for Sustainable Continuing Education' will be publish in a volume under the Communications in Computer and Information Science (CCIS) series (Springer).

*\*See Appendix IV – ICT 2013 Conference QEGS KM Seminar and Workshop A5 flyer*

*\*See Appendix V – ICT 2013 Conference QEGS KM Seminar and Workshop photo*

#### 1.4 Meeting with the School teachers

Several telephone consultations and meetings with Teachers in English, Science & Technology domains on implement KM platform into their teaching and learning.

#### 1.5 Revision of the SOUL 2.0 integration function design and workflow

An enhanced workflow for the implementation of KM learning objects into SOUL 2.0 had been designed. Function architecture and technical implementation details had discussed with the SOUL 2.0 development team for advise, approval and implementation timeline. The SOUL 2.0 development team agreed to provide a testing environment.

*\*See Appendix VI – SOUL 2.0 integration revised framework*

### 3. Project Development

The team was completed all 4<sup>th</sup> six months milestones as planned.

Milestones	Percentage of Completion
1. Conduct of system pre-test	100%
2. Provision of training workshop for staff and students	100%
3. Launch of the knowledge management system	100%
4. System evaluation through focus group discussion and data analysis	100%

#### 3.1 Conduct of system pre-test

System pre-test has been held on 27 July 2013 to 2 August 2013. Four student helpers tested 89 KM platform functions and features included display style on the platform, system bugs and suggestions on user friendliness of the platform.

The 89 tested items were prioritized into three levels of importance for bug fix:

- High – System bug will affect usage were required to fix as soon as possible.
- Medium – System bug required to fix but not urgent
- low – for workflow enhancement and not urgent.

Priority	Number of cases	Fixed	Related to mobile*
Low	28	23 #	7
Medium	28	23	5
High	33	22	11
<b>Subtotal</b>	<b>89</b>	<b>68</b>	<b>23</b>

\* Mobile platform has been tested at the same time, It will be resolve after SOUL 2.0 integration enhancement completed.

# Two cases related to mobile has been also resolved as well.

- 16 complex cases about the use of 'private' and 'public' settings for 'Media', 'Group', 'Forum', 'Album' and personal media. 9 cases required further follow-up for enhancement. The mentioned problems were scheduled for revision in October.

### 3.2 Provision of training workshop for staff and students

Two students and five teacher and staff training workshop has been arranged between July to September, details as follow:

Session	Date	Time	Target	Venue
1.	30 July 2013	10:00-11:00 am	Student	AIA1504
2.	4-Sep 2013	14:30-16:30pm	Staff/Teacher	FTC1407
3.	6-Sep 2013	14:30-16:30pm	Staff/Teacher	FTC1407
4.	10 Sep 2013	10:30-12:30pm	Staff/Teacher	KEC909
5.	16 Sep 2013	15:00-17:00pm	Staff/Teacher	KEC909
6.	27 Sep 2013	11:30-13:00pm	Student	KEC910
7.	27 Sep 2013	15:00-17:00pm	Staff/Teacher	KEC910

The 2013-14 academic years started on 12 Sep 2013. New students record could not be confirmed from the Student Registry before new semester commence and finalized student list will be release until the end of add/drop period. Hence, the first student training has been arranged on 27 July 2013 before system pre-test session and other student's training session arranged in late September.

\*See Appendix VII – KM platform Training Workshop run-down.

### 3.3 Launch of the knowledge management system

An announcement has been made in Staff Intranet for the KM platform launch in late August. A KM platform launch presentation had been conducted in HKU SPACE CC Staff meeting on 4 Sep 2013. An A4 folder with project leaflet and a memo pad were distributed to over 100 attendants. Refer to the platform usage statistics, more teachers attempted to access the KM platform in the past few months after promotions, seminar and workshops.

Period of Time	Visits	Unique Visitors	Page views
Jun – Jul	165	36	2,018
Jun – Aug	257	52	2,782
Jun – 12-Sep	451	104	7,450

\*See Appendix VIII – CC Staff Meeting presentation.

### 3.4 System evaluation through focus group discussion and data analysis

Student focus group has been conducted on 2- August with four students.

*\*See Appendix IX – Student Focus Group Discussion Summary.*

## 4. Project Variation

The School's ITSU agreed to provide server support for this project without extra cost. A request has been sent to EDB on 20 Feb 2013 for repurpose all the remains budget from "Equipment / Facilities – Servers" to "Equipment / Facilities – Special software tools and accessories". Approval had been granted from EDB on 15 Apr 2013 by email.

## 5. Financial position as at the end date of the reporting period

<b>Expenditure items</b>	<b>Approved budget (a)</b>	<b>Committed or actual expenditure (b)</b>	<b>Balance [(a)-(b)]</b>
a. Manpower	\$1,185,600 ✓	\$619,537	\$566,063
b. Equipment / facilities	\$134,000 ✓	\$85,555	\$48,445
c. Services	\$99,000 ✓	\$52,000	\$47,000
d. General expenses	\$15,000 ✓	-	\$15,000
e. Others	\$62,000 ✓	\$13,060-	\$48,940
f. Contingency	\$46,400 ✓	-	\$46,400
<b>Total</b>	<b>\$1,542,000</b>	<b>\$770,152</b>	<b>\$771,848</b>
<b>Project Income (if any)</b>			<b>-</b>
<b>Total Balance</b>			<b>\$771,848</b>