

Lam Tai Fai College

2017 – 2018

Report on Use of Strengthening School Administration Management Grant

Task / Action	Teacher-in-charge	Evaluation & Suggestions	Income & Expenditure
<p>To employ a technical support staff member to handle some administrative jobs for our current IT Officer (Media Education) to develop and enhance our existing school-based electronic systems</p>	<p>Head of IT support unit (ITSU): Mr. Fung Kam Hang</p> <p>IT Officer (Media Education): Mr. Chan Siu Kin</p> <p>Technical support staff: Ms. Ng Wing Yin Janet</p>	<ul style="list-style-type: none"> ● The school-based electronic system has been enhanced. The server has been upgraded, with newly developed functions. The current electronic system has upgraded to enable the use of updated version of scripts. ● The procedures involved in daily and assessment mark input have been minimized. In the past, a lot of preparation work and steps were required before inputting the marks onto WebSAMS. After developing and enhancing the new mark input system by our IT officer, the marks can be inputted onto our school-based system directly, without needing to enter marks to WebSMS first. The enhanced system also supports generation of student report cards in a more efficient manner. ● A migration of system has been conducted. Report cards can be generated automatically and directly through eGroup, a school-based system, instead of WebSAMS. Teachers were not required to input data onto Crystal Report from WebSAMS. ● The Student Learning Profile (SLP) has been migrated from eClass to a school-based system developed by our IT Officer. Student Portfolios can be generated automatically and directly in form of an editable word processing 	<p>Income (SSAMG): HK\$ HK\$250,000</p> <p>Expenditure (Salaries & MPF of the 1-year technical support staff): HK\$250,000</p>

		<p>document. Our clerical staff members can edit the format and content of each portfolio more efficiently and effectively.</p> <ul style="list-style-type: none">● The Discipline Unit (DU) record input system has been enhanced. Warning letters can be generated from the system directly. All the discipline unit records have been saved in the new system developed by our IT Officer. The data for award and punishment can be uploaded and saved in the school-based system and generated automatically to the report cards.	
--	--	---	--