IN-SMART Project Calendar (2025-2026)

IN-SMART Project calendar	Events	Objectives of events	Admin Issues and remarks
July 2025 | Sun	Mon	Tue	Wed	Thu	Fri	Sat | | | | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 | | |	**Kick off meeting** Date: 9 Jul 2025 Time: 3:00-4:30pm Venue: Room 206, Runme Shaw Building, HKU	**Kick-off meeting** Teachers gain a brief introduction to CITE, get a taste of the IDEALS system and network with other project schools	
August 2025 | Sun	Mon	Tue	Wed	Thu	Fri	Sat | | | | | | | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | | | | | | |			**Late Aug** Consent forms to be made available on the project website by the CITE team **Late Aug** CITE team invites school to submit staff and students participating list and consent forms from schools ● Principal ● Teachers ● Students

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September 2025 Sun Mon Tue Wed Thu Fri Sat 　 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 **17** 18 19 20 21 22 23 24 25 26 27 28 29 **30**	**1st EC meeting** Date: 17 Sep 2025 Time: 3:00-5:00pm Venue: Room 101, Runme Shaw Building, CITE, HKU **Workshop 1** Topic: Moon Survival: Designing AI-Assisted, Open-Ended Scenarios for Interdisciplinary STEM Education Date: 30 Sep 2025 Time: 3:00-5:00pm Venue: Zoom	**1st EC meeting** An opportunity for schools to learn about the objectives of the IN-SMART project, its timeline, and the activities involved in the support process **Workshop 1** This workshop will immerse teachers in a moon survival game that uses AI for problem-solving. Participants will experience student-centered inquiries and learn to transfer the skills learnt into classroom-ready activities	CITE team arranges pre-project interviews **19 Sep** CITE team starts distributing principal, teacher and student pre-project surveys (only after the school has submitted its consent forms; timing depends on each school's submission)
October 2025 Sun Mon Tue Wed Thu Fri Sat 　 　 1 2 3 4 5 6 7 8 9 10 11 12 13 14 **15** 16 17 18 19 20 21 22 23 **24** 25 26 27 28 29 30 31	**Workshop 2** Topic: Applying Learning Design Triangle in Designing AI-Integrated SDL-STEAM Curriculum Date: 15 Oct 2025 Time: 3:00-5:00pm Venue: CPD 3.41, Jockey Club Tower, HKU **Technical Training** Date: 24 Oct 2025 Time: 3:00-4:30 pm Venue: Zoom	**Workshop 2** Participants will be introduced to the Learning Design Triangle Theory, gaining an understanding of it and learning how to apply it to enhance the effectiveness of learning design **Technical Training** Participants will learn to conduct basic learning design, manage student learning, and perform learning analytics functions using the IDEALS system, in order to enhance student learning effectiveness and support teacher professional development	**Early Oct (consent form cut-off)** Schools submit list of participating students and consent forms from students and parents **22 Oct (survey cut-off)** Schools complete principal, teacher and student pre-project surveys

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November 2025 | Sun	Mon	Tue	Wed	Thu	Fri	Sat | |						1 | | 2	3	4	5	6	7	8 | | 9	10	11	**12**	13	14	15 | | 16	17	18	19	20	21	22 | | 23	24	25	26	27	28	29 | | 30						|	**Workshop 3** Topic: From Concept to Classroom: AI-Enhanced Learning Design Date: 12 Nov 2025 Time: 3:00-5:00pm Venue: Room 206, Runme Shaw Building, HKU	**Workshop 3** Building on the previous workshop, participants will be introduced to learning design patterns that integrate AI learning elements with self-directed learning. This will further their understanding of how to apply the Learning Design Triangle Theory to enhance the effectiveness of learning designs related to AI learning	
December 2025 	Sun	Mon	Tue	Wed	Thu	Fri	Sat	 |	1	2	3	4	5	6 | | 7	8	9	**10**	11	12	13 | | 14	15	16	17	18	19	20 | | 21	22	23	24	25	26	27 | | 28	29	30	31			|	**Workshop 4** Topic: Designing Effective Assessment through the Journey of Design-aware Learning Analytics Date: 10 Dec 2025 Time: 3:00-5:00pm Venue: CPD 3.41, Jockey Club Tower, HKU	**Workshop 4** Participants will explore the approach to design effective assessment which aligns with the components described in the learning design triangle. Through the journey, we will co-construct knowledge and skills to carry out "design-aware learning analytics", which consists of strategies to collect and analyze learning evidence, and thereby promote our assessment literacy	

IN-SMART Project Calendar (2025-2026)

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January 2026 	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31		**Workshop 5** Potential theme: Digital literacy and AI literacy Date: 21 Jan 2026 Time: TBC Venue: TBC	**Workshop 5** Participants will understand what digital literacy and AI literacy are, and how to cultivate these literacies in students through learning design	
February 2026 	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28				

IN-SMART Project Calendar (2025-2026)

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March 2026 	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31						**Workshop 6** Potential theme: Multilevel Multiscale Model of Connected Learning, Architecture for learning Date: 11 Mar 2026 Time: 3:00-4:30pm Venue: Online	**Workshop 6** Participants will understand how to leverage the "Learning Structure" to establish the expansive power of SDL-STEAM educational innovation, and how to achieve the scalability of educational innovation through expandable models	
April 2026 	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30				**Teacher Award Scheme** Date: 25 Apr 2026 Time: 9:00am -1:00pm (tentative) Venue: HKU	**Teacher Award Scheme** Participants will receive awards based on the evaluation of their learning designs and will share outstanding designs and course examples with others	**29 Apr** CITE team distributes principal, teacher and student post-project surveys

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May 2026 | Sun	Mon	Tue	Wed	Thu	Fri	Sat | | | | | | | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | | | | | | |	**2nd EC meeting** Date: 6 May 2026 Time: 3:00-5:00pm Venue: HKU **Territory-wide dissemination** TBC (following the date of CITE Research Symposium)	**2nd EC meeting** To share insights from the completed surveys and learn about the role of MLMS in school development in STEAM education	
June 2026 | Sun	Mon	Tue	Wed	Thu	Fri	Sat | | | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | | | | |	**Project Review** Date: 17 Jun 2026 Time: 3:00-4:30pm Venue: Online	**Project Review** Participating schools will present summaries of their completed STEAM courses and attend presentations from other schools, offering valuable insights to guide STEAM innovations in the coming year	**5 Jun (Survey cut-off)** Schools complete principal, teacher and student post-project surveys CITE team arranges principal and teachers' project review

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July 2026 Sun Mon Tue Wed Thu Fri Sat — — — 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	**Student Award Scheme** Date: 11 Jul 2026 Time: 9:00am-1:00pm Venue: HKU	**Student Award Scheme** This event offers a platform for schools to showcase their students' STEAM learning outcomes. Students will have the opportunity to share their work and learn collaboratively with peers from other schools	CITE team arranges principal and teachers' project review

Remarks

	Public Holiday
	IN-SMART project events

Simple workflow for survey distribution and collection

Step 1: Collect consent forms and prepare pre-survey materials
      Collect informed consent forms from participating teachers and students
      Prepare pre-survey instruments and related materials

Step 2: Prepare pre-survey tokens based on participation
      Generate individual pre-survey tokens according to the number of signed consent forms
      Conduct internal team testing of the pre-survey instruments

Step 3: Distribute pre-test survey
      Send the survey invitations, instructions, and tokens to the school coordinator **19 Sep**
      Provide a clear deadline for survey completion

Step 4: Monitor the pre-survey response rate and report progress
      Continuously track survey response rates during the open period
      Provide weekly progress reports to the team to enable follow-up by SDO/PA

Step 5: Close the pre-survey and conduct data analysis
      End pre-survey collection on the cut-off date **22 Oct**
      Begin data cleaning and preliminary analysis of the pre-survey results