

IN-SMART Project Calendar (2025-2026)

IN-SMART Project calendar								Events	Objectives of events	Admin Issues and remarks		
July 2025								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	
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August 2025												
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September 2025								1st EC meeting Date: 17 Sep 2025 Time: 3:00-5:00pm Venue: Room 101, Runme Shaw Building, CITE, HKU	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	CITE team arranges pre-project interviews																																									
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October 2025								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	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	Early Oct (consent form cut-off) Schools submit list of participating students and consent forms from students and parents																																									
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November 2025							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																																																	
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December 2025							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																																																	
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April 2026								Teacher Award Scheme	Teacher Award Scheme	29 Apr																																																
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May 2026								2nd EC meeting Date: 6 May 2026 Time: 3:00-5:00pm Venue: HKU	2nd EC meeting To share insights from the completed surveys and learn about the role of MLMS in school development in STEAM education																																																	
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June 2026								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																																																
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July 2026							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