



Learning Support Services

學習支援服務

“ To develop an organisational environment in which students and staff exhibit a shared vision of the future, high morale, harmonious working relationship and responsiveness to change; and to develop a quality culture and a culture of life-long learning and innovation among staff and students.

為學生和教職員建立
共同的遠景，營造一個
士氣高昂、工作關係諧協、
敏於應變的工作環境；
並發展終身學習、奮進創新
的素質文化。”

Learning Support Services

During the year, the Institute acted on its strategic objective of promoting a learning environment in which staff and students could develop a shared vision of the future, with high morale, harmonious working relationships, and responsiveness to change. A rich learning environment and sense of community were further developed through the Institute's state-of-the-art physical and virtual facilities, for meeting, sharing, socialising and working for the Institute community. A quality culture and a culture of life-long learning and innovation is, as a result, developing steadily within the aesthetically stimulating environment of the Tai Po campus.

Promoting information technology

The Strategic Plan has placed particular emphasis on making full use of IT, supporting Government initiatives in strengthening IT in education. During the year the Institute did much to promote the use of IT both as a teaching and learning tool and to improve campus services and facilities.

Internal communications have been enhanced through electronic communication systems, allowing for quick and convenient access to the Intranet, staff bulletins, the *HKIED Magazine* and open staff forums. Such a network contributes greatly to the quality of the learning environment and culture of the campus.

The Department of Information and Applied Technology

Various projects were run by the Department of Information and Applied Technology to develop IT to support and enhance teacher education, and to help student teachers develop positive attitudes towards the use of IT in the classroom. These projects included the Teaching and Learning on the Net (TALENT) Project; and the IT – Immersion Environment to Enhance the Teaching and Learning of Computer Aided Design and Computer Aided Manufacturing Project.

The Office of Information Technology and Services (ITS)

ITS continued its rapid development in delivering new electronic communication applications and services, and was responsible for ensuring all computers and electronic devices were fully tested and rectified for a smooth transition to the new millennium.

The Smartcard system, known as IEdSmart, was prepared for implementation in the summer of 2000. IEdSmart will provide convenient access to the Library, sports and other facilities, enhancing the smooth operation of these services. Students will also be able to use it to make various payments.

ITS further upgraded the Institute's information superhighway, which staff and students can access across the campus and from their offices and homes. Students in the new hostels enjoy high bandwidth access to the Internet. In addition, a large number of notebook computers were deployed to academic departments for IT teaching and learning, as well as a pilot network of wireless notebook computers.



學習支援服務

年內教院切實推行策略目標，建立能令師生一起構想未來遠景，士氣高昂，工作關係和諧而敏於應變的工作環境。教院先進的實體及資訊科技設施，有利於在校園進行會議、交流、社交及工作，使學習環境及群體精神更益豐盛。一種高素質的文化及終身學習、與時並進的精神，正逐步在優美的大埔校園上建立起來。

促進資訊科技

政府在教育工作方面引入資訊科技，故本校的《策略方案》亦強調資訊科技的應用。年內教院極力促進採用資訊科技為教學工具，及用以改善校園的服務及設施。

由於採用了電子通訊系統，校內傳訊比前增強，接駁內聯網、職員通訊、香港教育學院校刊及公開論壇，更方便快捷。這網絡大大提高了學習環境的素質，有助建立校內文化。

資訊與應用科技系

資訊與應用科技系舉辦了數個課程，旨在發展資訊科技以輔助教師教育，培養學生在課室使用資訊科技的積極態度。課程包括「互聯網上的教與學」及「教授及學習電腦輔助設計及電腦輔助製造強化訓練課程」。

資訊科技服務處

資訊科技服務處在引入新的電子通訊應用與服務上，繼續迅速發展，確保校園內所有電腦及電子儀器均通過測試及調正，能順利過渡二千年。

教院正製作名為「教院通」的智能咭系統，將於二零零零年暑期實施。這系統使教院教職員和學生進出圖書館、體育場地及其他設施更方便各項服務運作更暢順。日後學生亦可用智能咭結賬。

資訊科技服務處更新了本校的資訊高速公路，教職員和學生可在校園、辦公室及住所接上網絡，宿生更可用寬頻上網。另外，教院把大批筆記本電腦分配給各學系，以便教學之用。小型無線筆記本電腦網絡也在試用階段。

資訊科技服務處轄下的十個電腦室都經過改良，可供多媒體製作。由於使用量日升，開放時間亦相應延長，週末及公眾假期照常開放。

二零零零年二月，該處開辦「易學資訊科技能力提升課程」，歡迎所有同學參加。這課程為本校首創，是一專為教師報考資訊科技能力水平測試而設的中文自學教材套，還設立了一網址作為輔助。

資訊科技服務處亦舉辦了一連串教職員培訓課程，三個技術講座和一個大型會議。

語文研習中心

本校的語文研習中心由語文教育中心管理，為加強語文發展提供支援。中國語文（包括普通話）及英國語文兩個研習中心，可供五百人同時使用，內有多媒體室、視聽室、閱讀室，以及電腦輔助自習區和資源區，供應各種市面出版及供校內研習用的語文學習資源，鼓勵獨立自學，藉以提高本港教師的語文技巧。

除以上兩所中心，本校還設有六個特殊課室供語文教學之用，包括兩個電腦語言室、一個電腦寫作實驗室、一個語言實驗室和兩個多媒體語言實驗室。

Services in the 10 computing laboratories managed by ITS were improved to facilitate multimedia production. Opening hours were also extended to meet the growing demand for their use, including at weekends and on public holidays.

The Easy Learning IT Empowering programme was introduced to all students in February 2000. This programme is the first of its kind, a teacher-oriented, Chinese self-learning package to prepare students for the IT Competency Standards. A website has been designed to support it.

A series of IT training courses for staff members was also conducted, along with three technical seminars and a conference.

Language Learning Centres

The Institute's Language Learning Centres, run by the Centre for Language in Education, support the many initiatives to enhance language development. The two Language Learning Centres, one for English and one for Chinese (including Putonghua), can together accommodate 500 users at one time. They comprise multimedia, audio-visual and reading rooms, as well as computer self-access learning areas and resource areas. They provide access to published and in-house language learning resources and promote learner independence, essential for enhancing the language skills of Hong Kong teachers.

In addition to the two Centres, there are six special rooms for language teaching and learning, including two computer language rooms, a computer writing laboratory, a language laboratory and two multimedia language laboratories.



Library

The Library has become a central hub for learning and research, with its extensive library resources, state-of-the-art IT services and a comfortable working and reading environment. During the year, the Library further enhanced its operations, supporting the Strategic Plan by promoting both academic excellence and independent, life-long learning.

Use of the Library increased during the year, with the number of loans for library materials increasing by 48 per cent. The extension of web-based information, along with a relaxed policy towards loans helped promote increased use of the Library.

Several new services were introduced, including the Current Awareness Service, in which the tables of contents of newly arrived journals are sent to academic departments to keep staff informed of the latest journal articles. Library hours were extended to more than 80 hours a week during term.

User education sessions were held throughout the year. The Library also launched the Information Literacy Initiative in September 1999 and worked with four academic Departments on a trial basis to develop library classes incorporating information skills in course content.

Library collections

Collections were upgraded significantly, in size, scope and level. The number of books, media and bound journals was increased by 19 per cent (72,871), reaching a total of 453,642. Notable additions included 1,800 doctoral and master degree theses on education from universities in the United States, the United Kingdom, the East China Normal University and the University of Macau. New emphasis was placed on collecting materials for specific subjects, as well as those related to the Institute's areas of excellence and strengths, such as citizenship education, IT in arts and music, language teacher education and early childhood education. Materials enhancing a wider cultural appreciation were also expanded, to include popular literature, current affairs, music and the media, to support the all-round development of students.

圖書館

由於圖書館擁有充足的資源、先進的資訊科技服務、舒適的工作和閱讀環境，已成為學習及研究的凝聚點。在這一年中，圖書館進一步加強運作，既提升師生的學術水平，也鼓勵獨立與終身學習的精神，為《策略方案》提供支援。

年內圖書館的使用量持續增長，資料借出率增加了百分之四十八。隨着網上資料增多和借閱規限放寬，圖書館的使用量亦較前增加。

圖書館還推出了數項新服務，其中一項是最新資料介紹服務，將新添置期刊的目錄發放至各學系，讓教職員得悉期刊文章的最新出版消息。在學期內，圖書館的開放時間每星期超過八十小時。

圖書館終年舉辦使用指導講座，一九九九年九月推行了資訊認知計劃，與四個學系合作試辦內含資訊技巧的圖書館課程。

館藏

圖書館的館藏無論在數量、種類及水平上，都大幅提升。圖書、多媒體及期刊合訂本的數量增加了百分之十九（七萬二千八百七十一種），共達四十五萬三千六百四十二種，主要是增加了包括來自美國、英國、華東師範大學及澳門大學的一千八百篇教育博士及碩士論文。近期的館藏重點在搜集特定學科的資料，以及屬於教院強項的文獻，例如公民教育、用於藝術與音樂的資訊科技、語文教師教育及幼兒教育。同時又擴闊文化欣賞的領域，收納流行文學、時事、音樂及傳播媒介的資料，以助學生全面發展。

Library collections

圖書館館藏

Books	書籍	402,469
Bound journals	期刊合訂本	11,344
Media resources	媒體資料	39,829
Microforms	縮微膠片	593,893
Slides	幻燈片	7,047
Journals	期刊	2,819
Electronic database	電子數據庫	86
Electronic full-text journals	電子全文期刊	8,653

資訊科技與圖書館

改善資訊科技，包括硬件、軟件及資源，是圖書館長期的任務。年內這方面的主要發展，包括：裝置互聯網界面 Winframe，方便交換唯讀光碟的數據庫；改善圖書館網絡；添置多部筆記本電腦，給教職員和學生借用；製作全新圖書館網頁，內含更多聯網資源；安裝新伺服器。圖書館亦增加了電腦工作站的數量，方便搜尋數據，改善了網頁與期刊的連繫。

圖書館也增加了電子館藏，訂購了數個大型的聯網形式資料服務。

圖書館設施

年內圖書館改進的設施，包括裝置了全港圖書館最大的視聽訊號分布系統，及購置新式的視聽和多媒體器材。另外又增添了一個音樂欣賞區，及一個設有軟座的休閒閱讀區。

本地及外地夥伴

與其他大學圖書館及圖書館機構結成夥伴，可擴充本校的教研資源，對本校圖書館的發展極其重要。圖書館繼續參與中文編目合作計劃、版權工作小組及大學圖書館聯合諮詢顧問委員會的 INNOPAC 用戶小組的事務。由於本校圖書館是大學圖書館聯合諮詢顧問委員會的成員，也是館藏合作發展常務委員，於訂購電子數據庫時享有可觀折扣。

圖書館與香港演藝學院、香港公開大學及澳門大學達成合作協議，使用者可享有互通閱讀證及借閱服務。

圖書館與華東師範大學達成了協議，在刊物互換、館際互借、館藏發展及職員培訓方面合作，又應邀參加由上海市圖書館發起的亞太區市際數碼圖書館計劃，這個計劃的目標是加強區內圖書館的交流合作。

圖書館館長和市區分校圖書館館長參與社會服務，成為香港圖書館協會理事。圖書館亦參與由勞工處舉辦的展翅計劃。



IT in the Library

Improving information technology, including hardware, software and the availability of IT resources, is an on-going process. Major IT developments during the year included the implementation of Winframe, a web interface for individual CD-ROM databases; the upgrading of the library network; the provision of new notebook computers for loan to students and staff; a new Library homepage with more web resources and new servers. The Library also increased the number of workstations for database searching, and improved journal links on its homepage.

The Library improved its electronic collection, by subscribing to several major web-based information services.

Library facilities

Facilities upgraded during the year included the installation of a new Audio-visual Signals Distribution System, the largest of its kind in Hong Kong libraries; and new AV and multimedia equipment. Other additions included a listening area for music appreciation and a sofa area for relaxed reading.

Partnerships in Hong Kong and beyond

Partnerships with other university libraries and library organisations are important for the development of the Library and to extend the resources available for teaching, learning and research. The Library continued to take part in the Chinese Cooperative Cataloguing Project, the Copyright Working Group and the INNOPAC User Group of the Joint University Libraries Advisory Committee (JULAC). As a member of JULAC and its Collaborative Collection Development Steering Committee, the Library enjoys major discounts in subscriptions to electronic databases.

The Library entered into collaborative agreements with the libraries of the Hong Kong Academy for Performing Arts, the Open University of Hong Kong and the University of Macau. Reciprocal reader cards and loan services are provided to users of each library.

The Library signed an agreement with the East China Normal University, on publication exchange, inter-library loans, collaborative collection development and staff training. It was also invited to join the Intercity Digital Library in the Asia-Pacific Region Project initiated by the Shanghai Library, which aims to strengthen exchange and cooperation among libraries in the region.

The Librarian and Town Centre Librarian reached out to the community by serving on the Council of the Hong Kong Library Association. The Library also participated in the Youth Pre-employment Training Programme organised by the Labour Department.

The Education Technology Services Unit (ETU)

ETU organised various programmes and provided professional support to staff and students to enhance creativity and effectiveness in the application of education technology in learning and teaching.

New and upgraded facilities

Professional TV Studios and an AV Distribution Network System were opened in January 2000 while a new Multimedia Laboratory was opened in May 2000. With the opening of these venues and facilities, services were enhanced in the production of teaching and learning materials, as well as assisting in delivery of IT/multimedia learning and teaching.

The ongoing upgrading of classroom installation continued with IT projection systems installed in 19 classrooms and automatic systems and lecterns, which act as a one-stop multimedia presentation console for users, installed in lecture theatres.



教育科技處

教育科技處舉辦了多項計劃，為教職員和學生提供專業支援，把教育科技運用於教育及學習之上，促進創作力及提高工作效率。

新設施及改進設施

二零零零年一月，專業電視錄影室及視聽網絡系統開始啟用；同年五月，一個多媒體實驗室亦投入服務。這些設施啟用後，既加強了教材製作的服務，亦為資訊科技和多媒體的教與學提供輔助。

課室裝置亦不斷改進，十九個課室加添了資訊科技投射系統，而演講廳則添置了自動系統及講台，講者可使用這種一站式控制台作多媒體授課。

促進教育科技的活動

教育科技處為教職員舉辦了一系列關於錄像製作、電腦輔助學習及多媒體實驗室使用工作坊，同時為了使教職員及學生對新教育科技及其使用有更深認識，於二零零零年五月主辦了「教師最新教育科技展覽會」，邀請供應商在會場內向與會者講解最新發展及服務。

學生亦可參加該處舉辦的工作坊、使用示範及介紹班。內容包括關於多媒體製作的教育資訊科技能力、視聽器材運用與媒體製作的操作示範、影帶剪輯及錄音技術等。年內，教育科技處共舉辦了二十四個迎新會，供新生參加。在迎新會上，職員向新同學簡介本校的視聽設施及教育科技場地，方便他們日後預備教材，撰寫作業。

支援全校活動

教院舉行大型活動之時，教育科技處都會在各方面予以協助及提供專業意見，例如在會場內裝置視聽器材、錄影製作、平面設計及攝影。是年舉行的盛會包括香港教育研究學會年會、第五屆畢業典禮、學校效能與改革國際會議、策略方案2000論壇及香港教育學院舞蹈比賽。

對外聯繫

本校的教育科技處與嶺南大學聯合出席了第十二屆教育媒體二零零零世界年會。該年會由教育電算促進會舉辦，於二零零零年六月廿六日至七月一日在加拿大蒙特里爾舉行，主題為「教育多媒體、超媒體及電訊」。與會者建立了寶貴的聯繫，交流了意見。

由教資會資助的教學發展撥款項目，年內舉辦了連串關於資訊科技及教學發展的免費工作坊，名為「促進教學技巧及科技聯會」，於香港教育學院、嶺南大學、香港科技大學及香港浸會大學舉行。教育科技處為教院場館提供了後勤支援，該處職員更在其中三個工作坊擔任講員。



Activities promoting education technology

A wide range of workshops was offered for staff in video production, computer assisted instruction and Multimedia Lab end-user training. In order to expose our staff and students to the latest developments in, and applications of education technology, a Show Case on “Latest Education Technology for School Teachers” was held in May 2000 with suppliers invited to set up exhibition booths to inform the audience of noteworthy developments and services.

Workshops, demonstrations and orientation sessions were also arranged for students. These included IT Competency in Education workshops in Multimedia Production; operational demonstrations in the areas of AV Equipment Operation and Media Production as well as workshops on video editing and audio recording techniques. During the year, 24 orientation sessions were organised for new students of various courses provided by the Institute. In the orientations, ETU staff briefly introduced AV facilities and education technology venues which students can make use of for preparing their learning materials and assignments.

Support for institution-wide functions

ETU provided support including professional advice and technical support for the setting up of AV equipment, video production as well as graphic design and photography, for large functions held in the Institute such as the HKERA Annual Conference, the 5th Graduation Ceremony, the ICSEI Conference, the Strategy 2000 Forum and the HKIEd Dancing Competition.

External links

ETU and Lingnan University jointly participated in the 12th ED-MEDIA 2000 World Conference on Educational Multimedia, Hypermedia & Telecommunications, which was organised and launched by the Association for the Advancement of Computing in Education, held at Montreal, Canada from 26 June to 1 July 2000. Valuable contacts were established and ideas exchanged.

A series of free workshops on IT and teaching development was held with support from the UGC funded Teaching Development Grants project entitled “The Consortium for the Promotion of Teaching Skills and Technology”. The workshops were held in HKIEd, Lingnan University, Hong Kong University of Science and Technology and Hong Kong Baptist University. ETU participated by providing logistic support in HKIEd venues. ETU staff also acted as presenters for three of the workshops.