

# Module Information Collection

Case Providing Department: Management Information Technology and

System Office

Supported by LM

## 1. Background

Collecting faculty teaching arrangements each semester is critical for workload calculation, resource allocation, and academic operations.

Previously, our Academy used email-based manual collection, which suffered from low efficiency (scattered responses requiring manual sorting), high error rates (inconsistent formatting/data entry mistakes), delayed aggregation, and cumbersome follow-ups—burdening administrators and compromising management accuracy.

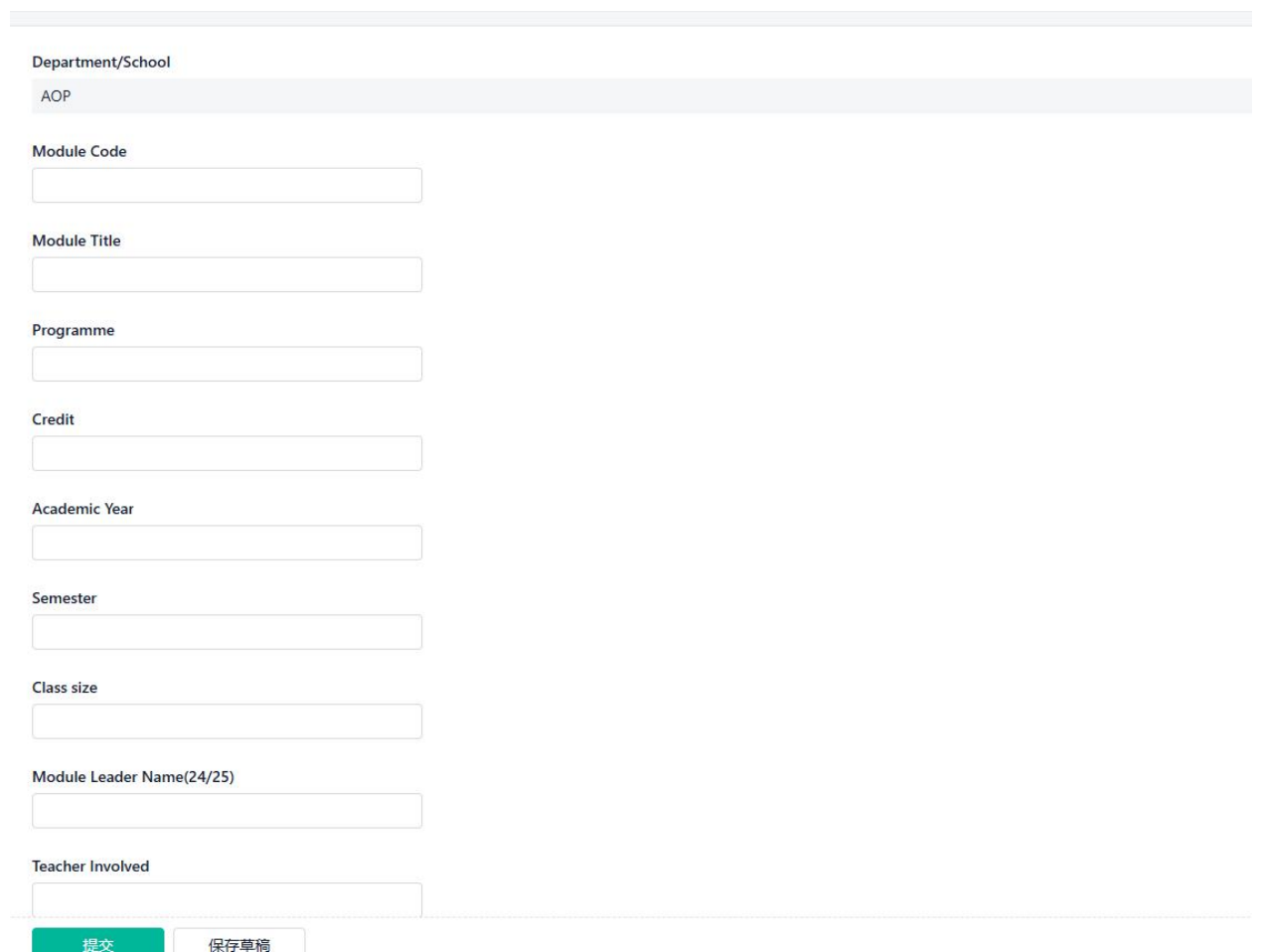
## 2. Solutions

Module Information Collection is designed based on the No-Code Platform and is a user-friendly, centralized digital tool addressing these pain points with core functions:

- Standardized Online Submission: Faculty log in via institutional accounts to complete structured forms (course code, credit hours,

teaching mode, resource needs, etc.) for consistent data.

- Real-Time Validation: Built-in rules flag errors (duplicates, missing fields) for immediate correction.
- Automated Reporting: Data is auto-compiled into workload/resource reports, eliminating manual collation.
- Transparent Tracking: Admins monitor progress via a dashboard; automated reminders prompt late submissions.



Department/School

AOP

Module Code

Module Title

Programme

Credit

Academic Year

Semester

Class size

Module Leader Name(24/25)

Teacher Involved

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Figure 6 Module Information Collection Form

### 3. Outcomes and Benefits

- Efficiency: Data collection time reduced.
- Accuracy: Errors decreased via standardization/validation.
- User Experience: Simplified submission for faculty; streamlined workflows for admins.
- Data-Driven Decisions: Reliable real-time insights support workload/resource planning.

### 4. Replicability and Promotion Value

- Universal Applicability: Aligns with core needs of all academic institutions.
- Low Barriers: User-friendly design, minimal training, and integration with existing campus systems.
- Scalability: Extendable to include course evaluations, resource reservations, etc.
- Cost-Effective: No administrative budgets needed from the Academy.

## 5. Next Steps

- Integrate with TDC (timetabling), student information and HR systems for data synchronization.
- Add customizable form/report templates for department-specific needs.
- Gather regular user feedback to refine functionality