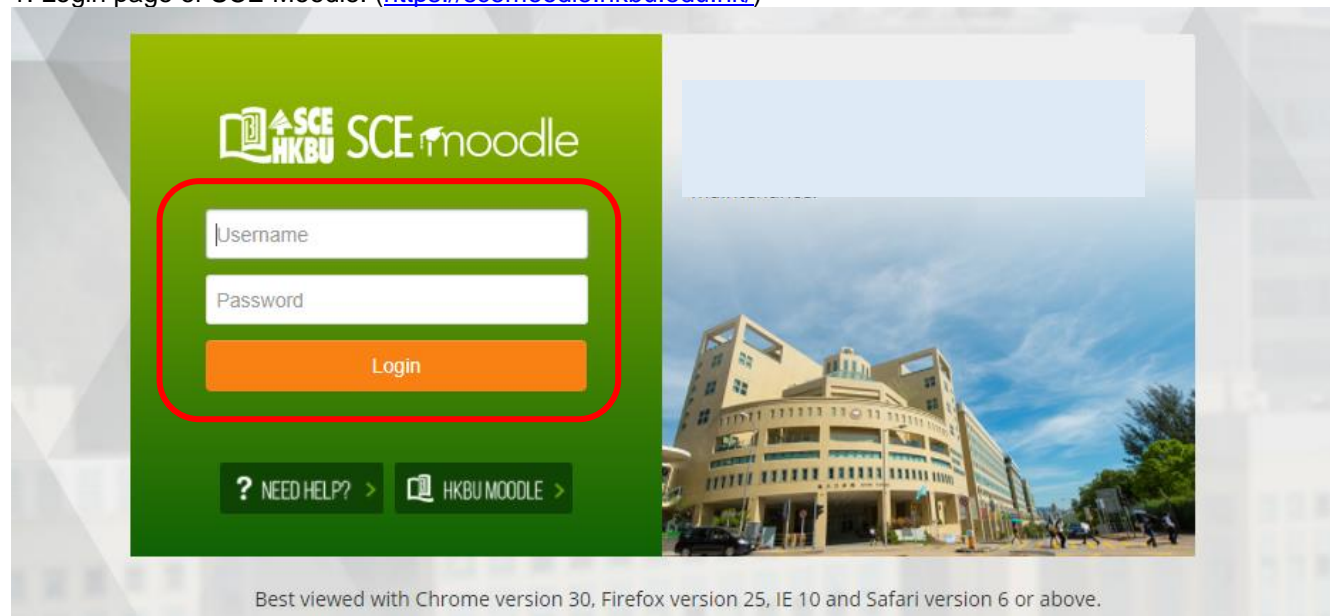


SCE Moodle User Guide

Early Childhood and Elementary Education Division School of Continuing Education Hong Kong Baptist University

A. Getting Started

1. Login page of SCE Moodle: (<https://scemoodle.hkbu.edu.hk/>)



1.1 For students who are admitted after August 2012

Students must activate their HKBU email account before logging in to SCE Moodle via the following website:
<https://iss.hkbu.edu.hk/buam/activation>

1.2 For students who are admitted before August 2012

The username is Your **HKBU email account username**, i.e. your 8-digit Student ID

Example: Your Student ID: 11935678
Your Username: 11935678

The password is the same as your HKBU email password, and the initial password of the email account is **HKID (capital letter) + Birthday (ddmmyy)**

Example: Your HKID: Z123456(A)
Your Birthday: 31 July 1980
Initial Password is: Z123456A310780

2. Login FAQ

2.1 If you fails to login to the system, please check whether you have activate your HKBU email account or not, and then double check the username and password you inputted. If you have changed your email password, please input the latest password to SCE Moodle.

2.2 If you forget your password, you can reset your password via : <https://iss.hkbu.edu.hk/buam/resetSSOidpwd>

In case you did not setup security questions before, or you were admitted before August 2012, you may send (1) Student ID no., (2) Your English full name, (3) Study Programme, and (4) Softcopy of Student ID Card to (hotline@hkbu.edu.hk) via email to request a reset of password.

Please contact the user hotline of ITO at 3411-7899 for enquiry of login and password of HKBU email.

B. SCE Moodle Interface

1. Moodle main page

The screenshot shows the SCE Moodle main page. At the top, there is a green header with the SCE Moodle logo and the language 'English (en)'. Below the header, there are several sections: a navigation menu on the left, a central banner with a laptop and colorful icons, an announcement section with four PDF icons, a message section, a calendar for November 2017, and an upcoming events section. The 'MY COURSES' section is highlighted with a callout box. Below it, there is a search bar and a footer with the text 'SCE Moodle Platform is supported and maintained by'.

NAVIGATION

- SCE Moodle
 - Dashboard
 - Site pages
 - My courses

MESSAGES

No messages waiting
Messages

ANNOUNCEMENT

- Announcement for Phase Out Old Turnitin Assignment Plugin (Turnitin Moodle Direct V1)
- How to retrieve the Turnitin assignments that I stored in Turnitin Moodle Direct V1
- End of Support for Turnitin Moodle Direct V1 (Turnitin Assignment (Outdated))
- Pan-university Standards for Adoption of e- Pedagogies for Effective Teaching and Learning

Message to graduating students:

Dear Graduating Students,

Please note that your account for SCE Moodle will cease with immediate effect upon your graduation.

We would like to remind you to backup your materials from SCE Moodle before your student status is changed to "Graduated". Please check with your relevant study programme administrators regarding the "change" date which may not be the same as the semester end date.

The University / School / College will not be responsible for any loss of data and messages.

For enquiry, please contact BU eLearning Support Team (sce Moodle@hkbu.edu.hk) or ext. 7899)

MY COURSES

- ULife1001 Academic Integrity Online Tutorial - SCE
 - Teacher: Miss Chan Ka Ying
 - Teacher: Dr Kwong Theresa F N
 - Teacher: Mr Lau Fat Man
 - Teacher: Dr Tan Alfred
 - Teacher: Dr Wong Eva Y W
- SCE 1001 Academic Integrity Online Tutorial [2017] BHE
- SCE 1001 Academic Integrity Online Tutorial [2017] BHP
- SCE 1001 Academic Integrity Online Tutorial [2017] GEC
- SCE 1001 Academic Integrity Online Tutorial [2017] GEP
- HECE1630 English for University Studies I (Section 1D) [BHE2017 1]
 - Teacher: Ms CHOW Ching Sum Sanchia
- HECE1690 Introduction to Chinese Culture (Section 2C/2D) [BHE2017 1]
 - Teacher: ... Wai

Search courses:

SCE Moodle Platform is supported and maintained by

CALENDAR

November 2017

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		

UPCOMING EVENTS

- Assessment Feedback Form (Research Report) BECE4010 Research Methods (Section 3C) [BHE2017 1] Today, 12:00 AM
- Assessment Feedback Form (Assignment 2) CEED2933 Introduction to Play Therapy (Section 1) [BEC2017 1] Today, 12:00 AM
- Assessment Feedback Form (Essay) EECE2810 Advertising and Public Relations (Section 4A) [BHE2017 1] Today, 12:00 AM

Callout boxes:

- Merged sessions:** If the course has more than one section (class), students would find two course sections in SCE Moodle. For example, the student of section 1 would be added to (Section 1) and (Section 1/2), and the student of section 2 would be added to (Section 2) and (Section 1/2).
- If the student could not find the course materials, student should try to find them in course room (Section 1/2). Or you may seek help from your course tutor.**
- The list of My courses:** You can find your enrolled courses here.
- Search for courses:** Student may not be able to access to all enrolled courses in the My courses list.
- To search for a particular course, scroll to the bottom of the page and enter course code and section, e.g. "1690" & "2C", then press the "Go" button.**

2. Course Page

Course code / Course title / Section code

EECE2810 Advertising and Public Relations (Section 4A) [BHE2017 1]

Course documents

- Announcements
- Teaching Plan / 教學計劃
- Assignment Specification / 作業指引
- 作業一 / Assignment 1
- 習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)

Course materials

Topic 1

- L1 notes
- L1 Demo PPT
- L2 notes

3. Download course materials

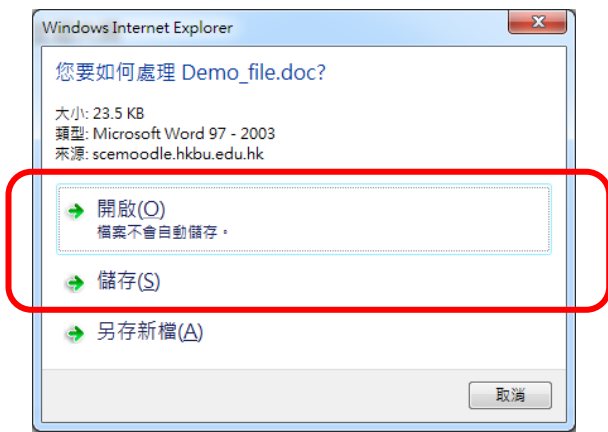
Click on the link to download the course documents or notes

Teaching Plan / 教學計劃

Click here to save the course documents or notes

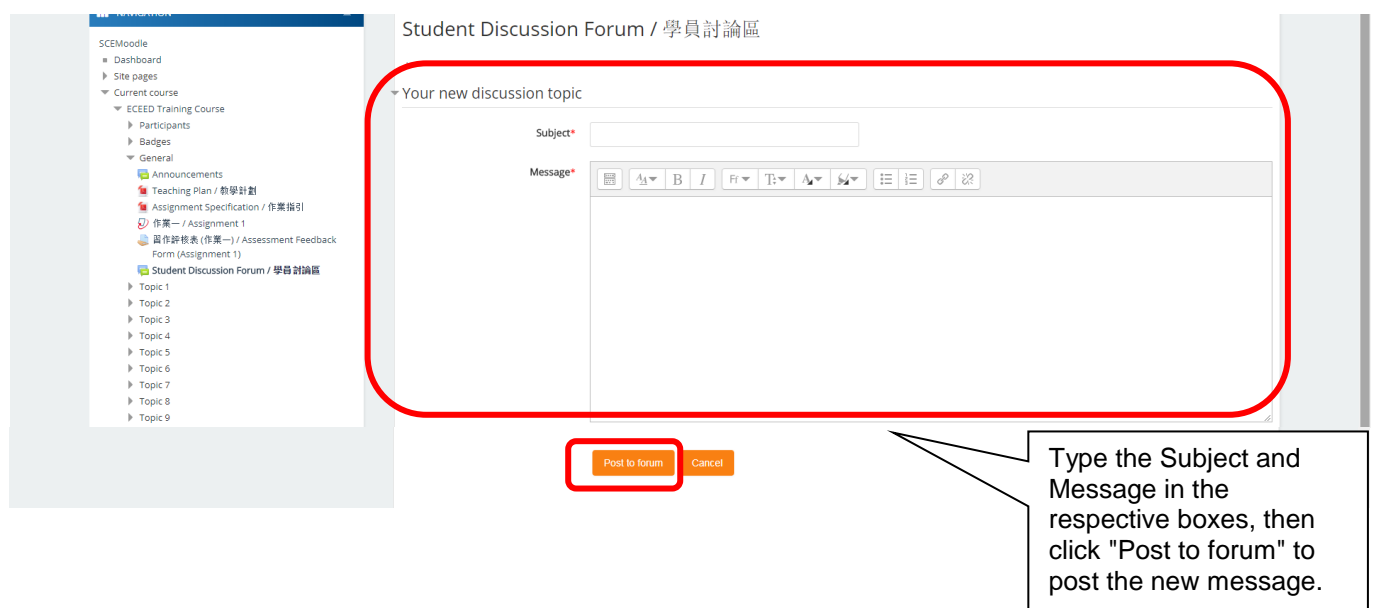
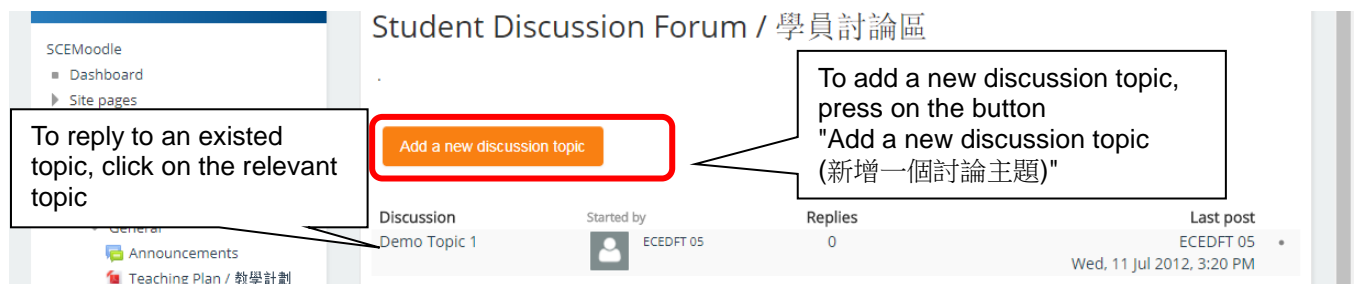
Notes

Some files may be listed in folder or list view, click on their name to save the notes



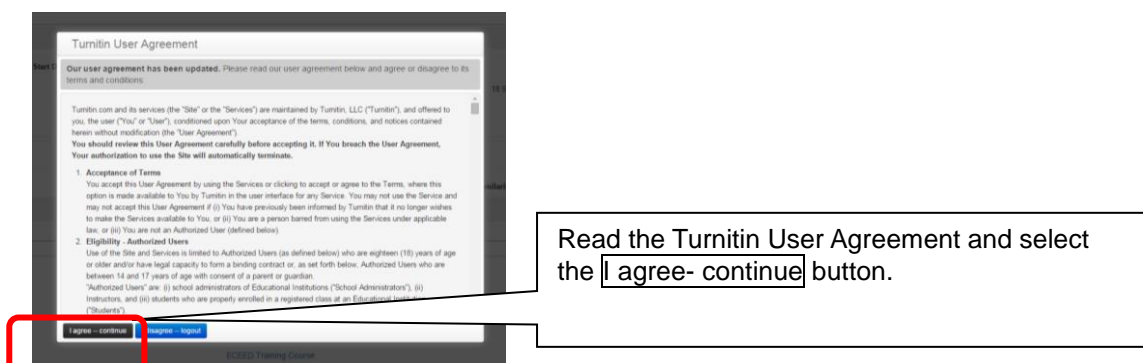
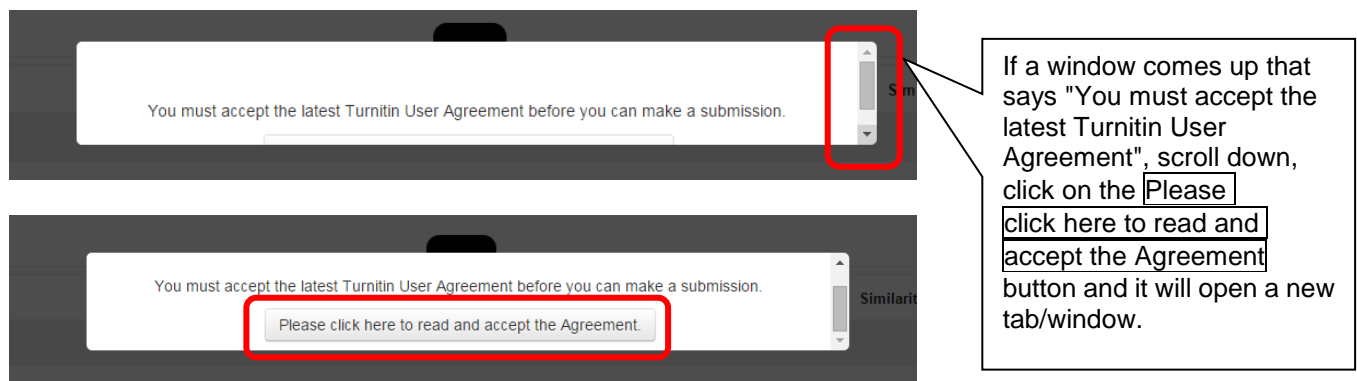
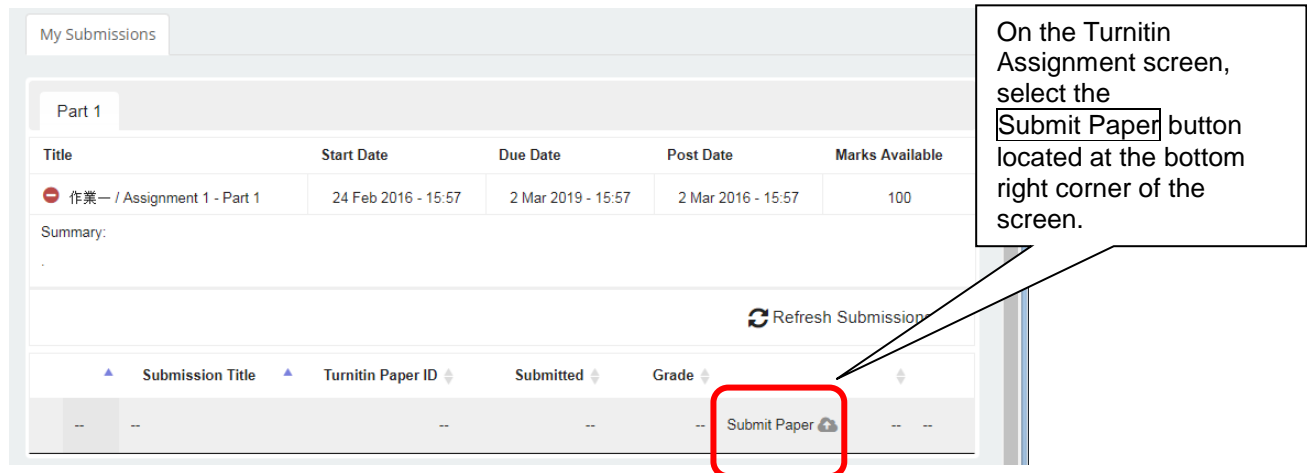
Choose "Open (開啟)" to open the file directly in the browser, or choose "Save (儲存)" to save the file to your computer.

4. Post a new message in the discussion forum



5. Submitting online assignment / assessment feedback form / assessment rubrics form

5.1 Submitting online assignment



Submit Paper

Fill in the "Submission Title"

Submission Title*

File to Submit

Maximum size for new files: 100MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Declaration: I declare that this submission represents my own work, and that it has not been previously included in any assignment or academic work submitted to the University or to any other institution for a degree, diploma or any other qualification. In abiding by the University's procedures governing student academic integrity, I have approached the task with honesty in citing published and non-printed sources. Both direct citations and paraphrases are properly acknowledged within the main text. Full details of the cited sources are provided in the end-text list of references. These sources of reference include but are not limited to book chapters, articles in edited books, journals and newspapers, as well as websites on the internet. I also understand that the instructor, or other relevant University staff, might conduct electronic or non-electronic checks for unoriginal materials on this assignment. I do not object to this assignment being subjected to these checks. I can provide evidence to defend myself against any academic integrity violation charge as a result of this submission. I am also fully aware of and willing to bear the consequences of being proved to have committed plagiarism with/without copyright infringement.

Add Submission

Open the File Explorer, select the file you would upload, and drag-and-drop it to the blue arrow box.

Tick the Declaration box.

Click the Add Submission button.

Course administration | Switch role to | My profile settings | English (en)

SCEMoodle 2

Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 568982996

Submission extract:

Test file for Turnitin This should have more than 20 words. Otherwise, the file will not be accepted. Current options for the file

Close

The assignment submission status will be shown here. For successful upload, the status should show "Your submission has successfully been uploaded to Turnitin". Press the "Close" button to leave this page.

You may follow the steps in P.8 to upload "Assignment Assessment Form".

My Submissions

第 1 部分

Title	Start Date	Due Date	Post Date
Assignment A (第 1 部分)	11 Sep 2015 - 16:17	18 Sep 2015 - 16:17	18 Sep 2015 - 16:17

Summary:

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
View Digital Receipt test	568982996	11/09/15, 16:29	0%	Submit Paper

You can find the Similarity Index here in around 1 hour. If the Similarity Index shows "Pending", check this page later. And you can click on the percentage to view the Turnitin originality report.

A sample of the Turnitin originality report is shown below.

The screenshot displays a Turnitin originality report for a document titled "Memory@HKUL: a Web 2.0 Training Program" by Rebecca Shuk Ying Tam. The overall similarity score is 4%, which is categorized as "SIMILAR". The report is divided into two main sections: the original document text on the left and a "Match Overview" sidebar on the right.

The document text includes an introduction and a literature review section. The introduction discusses the University of Hong Kong Libraries' six-week staff training on Web 2.0 in 2010, organized by an Operational Priority Team. It mentions the use of Web 2.0 techniques for teaching and learning and the role of professional librarians and technical staff. The literature review section notes that HKUL has over 230 full-time staff members supporting 102,000 registered users and lists various Web 2.0 tools adopted for use, such as subject blogs, RSS feeds, Wiki@HKUL, Facebook applications, and Twitter.

The Match Overview sidebar lists the following sources and their similarity percentages:

Rank	Source	Similarity
1	Campus-Wide Publication	1%
2	Submitted to Pennsylvania... Student paper	<1%
3	www.vala.org.au Internet source	<1%
4	Library Review, Volume... Publication	<1%
5	navy-reserve.org Internet source	<1%
6	Submitted to Ohio Univ... Student paper	<1%
7	tametheweb.com Internet source	<1%
8	www.ala.org Internet source	<1%

The result of the text matching mechanism would be generated and shown in the originality report. In the report, you can view the percentage of matching text found in the submitted work. You can revise and re-submit your assignments prior to the due date.

It is important to know that *Turnitin* does not make judgments on whether the submitted work is a plagiarized case. Faculty judgment is crucial to determine the occurrence of plagiarism based on subject knowledge. You can seek consultation with your lecturers or tutors on your *Turnitin* originality report as needed.

5.2 Submitting assessment feedback form / assessment rubrics form

Click on the short title or course code to navigate back to the course page.

Title	Start Date	Due Date	Post Date	Marks Available
作業一 / Assignment 1 - Part 1	24 Feb 2016 - 15:57	2 Mar 2019 - 15:57	2 Mar 2016 - 15:57	100

Student must submit the Assessment Feedback Form and Assessment Rubrics Form (if required). Click on the appropriate link in the course page.

習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)

習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 24 November 2017, 12:00 AM
Time remaining	6 days 10 hours
Last modified	-
Submission comments	Comments (0)

Press on "Add submission" button.

Add submission

習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)

File submissions

Drop files here to upload

Save changes Cancel

Open the File Explorer in your computer, choose the file of your Assessment Feedback Form, and drag-and-drop it to the Blue Arrow box in SCE Moodle.

習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)


File submissions Maximum size for new files: 100MB, maximum attachments: 1



Press on the "Save changes" button.

習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 24 November 2017, 12:00 AM
Time remaining	6 days 10 hours
Last modified	Friday, 17 November 2017, 1:51 PM
File submissions	 TSchedPgD(E).doc
Submission comments	▶ Comments (0)

[Edit submission](#)

The Submission status shows "Not graded", which indicates that the Assessment Feedback Form was submitted successfully.

C. System Support

For assistance, please contact our staff at 3411-4310.