

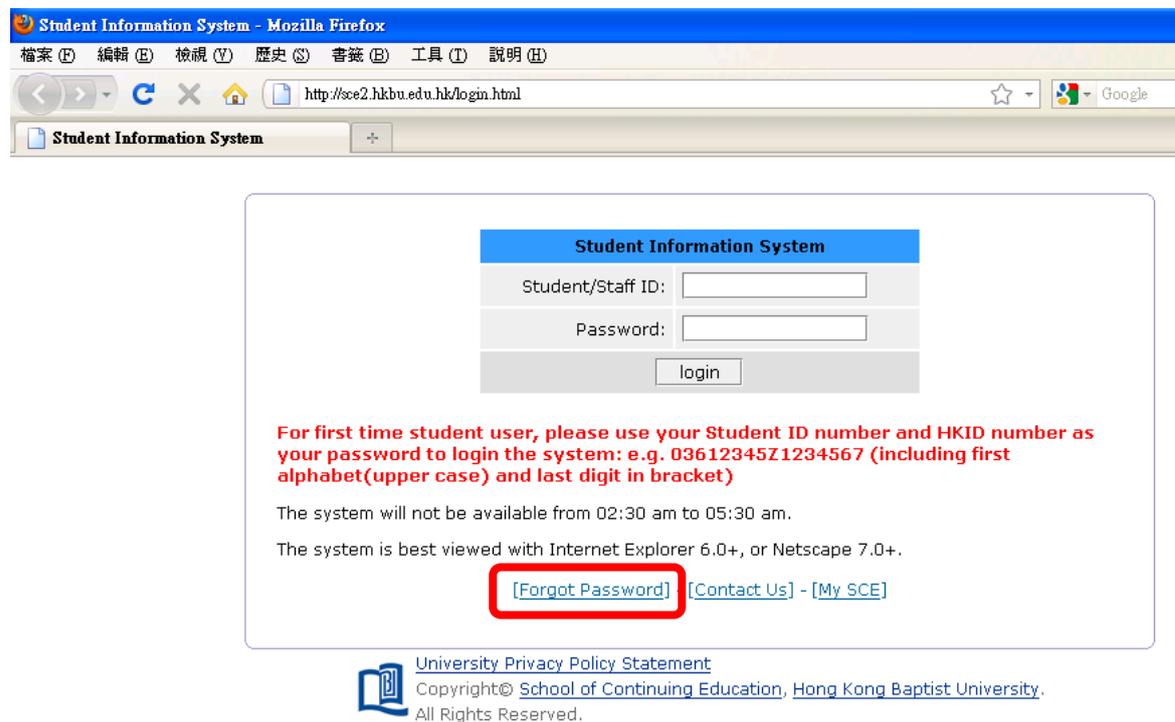
Online Grade Entry in Student Information System

1. Go to the Login page (sce2.hkbu.edu.hk/login.html).

Student/Staff ID: Staff ID (Full-Time / Part Time)

Default Password: Randomly generated (will be sent to tutors directly via email)

If you have any problems in login, you could press [Forgot Password] to reset the password. If problem persists, please contact us at 3411-4310.



Student Information System

Student/Staff ID:

Password:

For first time student user, please use your Student ID number and HKID number as your password to login the system: e.g. 03612345Z1234567 (including first alphabet(upper case) and last digit in bracket)

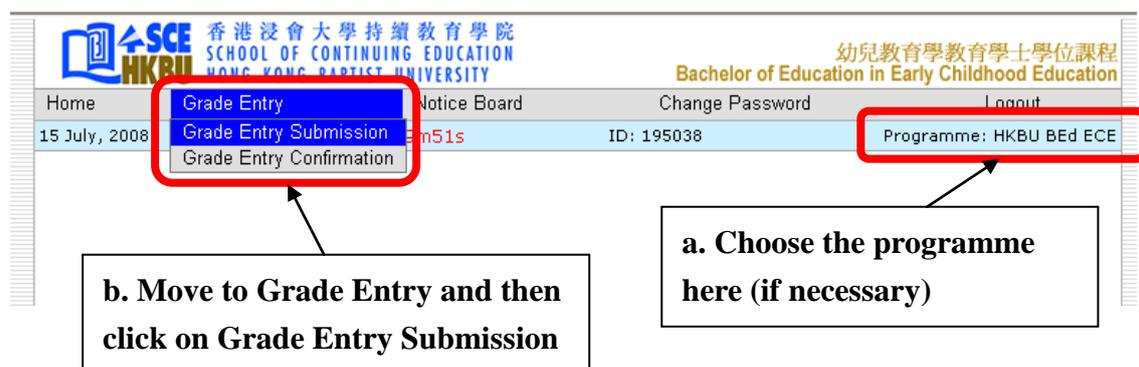
The system will not be available from 02:30 am to 05:30 am.

The system is best viewed with Internet Explorer 6.0+, or Netscape 7.0+.

[\[Forgot Password\]](#) [\[Contact Us\]](#) - [\[My SCE\]](#)

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2. Choose the programme (if necessary) and then choose the function you need: Grade Entry Submission / Grade Entry Confirmation.



Home **Grade Entry** Notice Board Change Password Logout

15 July, 2008 **Grade Entry Submission** n51s ID: 195038 Programme: HKBU BE ECE

Grade Entry Confirmation

b. Move to Grade Entry and then click on Grade Entry Submission

a. Choose the programme here (if necessary)

3. Choose the course session for marks input and then press “Retrieve”.

4. Input of marks

Course Year/Term: 2008/2
 Course: CECE3201 Section: 1
 Course: ECE Curriculum Design & Development Leadership
 Lecturer/Tutor: Dr LEE LAI MUI, FRANCES
 Lecturer-in-charge: Dr LEE LAI MUI, FRANCES

STEP 1:

- input marks for students;
- use “Tab” key to jump between records;
- put a tick in the “NS” box for students who have no assignment or exam scripts.

Please tick the "NS" box(es) for "Not Submitted" assignment(s) or exam script(s).

	Name	Student ID	Assignment 1 100%		Class Participation 10%		Examination 50%		Total 100%	Final Grade
			100 mark / NS	Grade	10 mark / NS	100 mark / NS	Grade			
1	CHAN Mei Kuen Nicole	08940134	80.00	B+	10.00		6.00	F	45	F
2	CHAN Po Ting	08940770	0.00	F	9.00		6.00	F	12	F
3	CHENG Wing Yan	03934667	0.00	F	5.00		50.00	D	30	F
4	CHOW Ka Man	03931889	0.00	F	6.00		70.00	B-	41	F
5	CHUANG Ming Ngan	07940041	80.00	B+	7.00		80.00	B+	79	B
	C+		7%				0%		C+	13.3%
	C		21%				14%		C	16.7%
	C-		10%				0%		C-	10.0%
	D		7%				21%		D	6.7%
	E		0%				10%		F	13.3%
	Mean		71.31		Mean	6.24	Mean	64.21	Mean	63.80
	Stdev		18.72		Stdev	2.95	Stdev	24.79	Stdev	19.01

STEP 2: press one of the Save buttons if you want to save the marks that were inputted.

STEP 3: After you finish all modifications, press EVERY Submit buttons to pass the marks to the Lecturer-in-charge.
For example, if there are 3 assessment components, you have to press ALL 3 Submit buttons.
NO further modification is allowed once the Submit button is pressed.