## **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.

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檔案 (E) 編輯 (E)	檢視 (♡)	歴史③書	籡(B)	工具 ( <u>T</u> )	說明 ( <u>H</u> )		
<>>- C	× 🏠	http://s	ce2.hkbu.	edu.hk/logi	n.html		🖒 👻 🚼 🗝 Google
Student Inform	mation Syste	m	+				
					Student Inf	ormation System	
					Student/Staff ID:		
					Password:		
						login	
		For firs your pa alphab	t time asswor et(upp	studeni d to log er case	t user, please use yo in the system: e.g. I ) and last digit in br	our Student ID number an 03612345Z1234567 (incl acket)	nd HKID number as uding first
		The syst	tem will	not be a	available from 02:30 am	n to 05:30 am.	
		The syst	tem is b	est view	ed with Internet Explo	rer 6.0+, or Netscape 7.0+.	
					[Forgot Password]	[ <u>Contact Us</u> ] - [ <u>My SCE</u> ]	
		L		Univers Copyrig All Right	ity Privacy Policy Stater ht© <u>School of Continui</u> :s Reserved.	<u>nent</u> ng Education, <u>Hong Kong Baj</u>	otist University.

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



## 3. Choose the course session for marks input and then press "Retrieve".

Notice Eaved Change Password Lagout         Lagout         Lagout         State: St
15 July, 2008       Time Left:59m29s       10: 195038       Programme: HK8U BEELECE         Vogramme: HK8U BEELECE       Vogramme: HK8U BEELECE       Vogramme: HK8U BEELECE         Vogramme: HK8U BEELECE       Vogramme: HK8U BEELECE       A. Choose the course & session         Course: Veor/Term:: 2007/2       Section: 1       Bington marks         Course: Veor/Term:: 2008/2       Section: 1       Input of marks         Course: VECE Course:: CCC Course: Dr. Left LAI MUL, FRANCES       Section: 1       Input marks for students;         Lecturer/Inter: Dr. LEFL LAI MUL, FRANCES       Section: 1       Input 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 evan script(s).       Print       Sort By Student Not         Neme       Student ID       Student ID       Sort By Student Not       Sort By Student Not         Student Vor 100 mark/ Scrapt       Sort By Student Not       Sort By Student Not       Sort By Student Not         Student Vor 100 mark Scrapt       Sort By Student Not       Sort By Student Not       Sort By Student Not         Student Vor 100 mark Scrapt       Sort By Student Not       Sort By Student Not       Sort By Student Not         Student Vor 100 mark Scrapt       Sort By Student Not       Sort By Student Not       Sort By Student Not         S
Grade Entry Submission         Programme: HKBU BEE ECE:         Year/Term: 2007/2         Course: Course & session         Course: Course & session         Student Name ()         STEP 1:         Course: Year/Term: 2007/2         Course: KEE Couriculum Design & Development Leardership         STEP 1:         Course: EEE Couriculum Design & Development Leardership         Learner: Tutor: Dr LEE Lai MUL, FRANCES         Course: Stepter subject or section         Nonce other subject or section         Proce other subject or section         Nonce other Mult, FRANCES         Course: Class dia Mult, FRANCES         Course: Subject or section         Nonce other Nonce Operation         Subject or section         Subject or section         S
<ul> <li>A. Input of marks</li> <li>B. Curse Year/Term: 2008/2 Curse: CEC Curriculum Design &amp; Development Leardershile Lecturer/Intuin: Dru ELE LAI MUL, FRANCES Exturer-in-charge: Dr LEE LAI MUL, FRANCES</li> <li>Choose other subject or section</li> <li>Please tick the "NS" box(es) for "Not Submitted" assignment or exam scripts.</li> <li>Please tick the "NS" box(es) for "Not Submitted" assignment (s) or exam script(s).</li> <li>Name Student ID 00 mark / Grade 10 mark / Sort By Student Name Sort By Student IN 000 F 1000 F</li></ul>
Name         Student ID         Assignment 1 10%         Class Participation 10%         Examination 50%         Total         Final           1         CHAN Mei Kuen Nicole         08940134         80.00         F         9.00         F         45         F           2         CHAN Mei Kuen Nicole         08940134         80.00         F         9.00         5000         F         12           3         CHENG Wing Van         03934667         0.00         F         9.00         5000         D         30         F           0.00         F         5.00         70.00         B+         17.00         80.00         B+         19.00         8.411         F           5         CHUANG Ming Ngan         07940041         B+         7.00         80.00         B+         79         B           STEP 2: press one of the Save           buttons if you want to save the         D         2%         76         76         74         74%
Name       Student ID       Assignment 1       10%       Class Participation 10%       Examination 50%       Total       Final 100%         1       CHAN Mei Kuen Nicole       08940134       80.00       B+       10.00       F       45       F         2       CHAN Po Ting       08940770       0.00       F       9.00       5000       D       30       F         3       CHENG Wing Van       03934667       0.00       F       50.00       D       30       F         5       CHUANG Ming Ngan       07940041       80.00       B+       70.00       B-       41       F         STEP 2: press one of the Save buttons if you want to save the marks that were inputted.       C       21%       C       10%       F       13.3%         Mean       41.31       Mean       6.24       Mean       64.21       Mean       6.380         Stdev       18.72       Stdev       2.95       Stdev       2.479       Stdev       19.01
Name         Student ID         Assignment 1/40%         Class Participation 10%         Examination 50%         Total 100 mark / Grade         Final 100 mark / NS           1         CHAN Mei Kuen Nicole         08940134         80.00         B+         10.00         F         45         F           2         CHAN Po Ting         08940770         0.00         F         9.00         600         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+         70.00         B+         70.00         B+         70.00         B+         79         B           STEP 2: press one of the Save         C+         7%         C+         7%         C+         10%         C+         13.3%           buttons if you want to save the marks that were inputted.         D         2%         0%         F         10.0%         F         13.3%           Mean 71.31         Mean 6.24         Mean 64.21         Mean 63.80         380         380         380         380         380         380
1       CHAN Mei Kuen Nicole       08940134       80.00       B+       10.00       F       4000       F       12       F         2       CHAN Po Ting       08940770       0.00       F       9.00       50.00       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       8         C+       7%       C+       0%       C+       13.3%         STEP 2: press one of the Save         buttons if you want to save the marks that were inputted.       C       10%       C-       10%       F       10.3%         Mean       7.131       Mean       6.24       Mean       64.21       Mean       63.80         Stdev       18.72       Stdev       2.95       Stdev       24.79       Stdev       19.01
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%       C+       14%       C+       13.3%         C       21%       C+       10%       C+       10.0%       C+       10.0%         STEP 2: press one of the Save       C       10%       C-       10%       C-       10%       C-       10.0%         D       7%       C       10%       F       0%       F       10%       F       13.3%         marks that were inputted.       Mean       71.31       Mean       6.24       Mean       64.21       Mean       63.80         Stdev       18.72       Stdev       2.95       Stdev       24.79       Stdev       19.01
3       CHENG Wing Yan       03934667       0.00       F       5.00       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%       C+       7%       C+       13.3%         STEP 2: press one of the Save buttons if you want to save the marks that were inputted.       C       21%       C       16.7%         C       21%       D       2%       D       21%       D       6.7%         Stdev       18.72       Stdev       2.95       Stdev       24.79       Stdev       19.01
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%       C+       0%       C+       13.3%         STEP 2: press one of the Save         buttons if you want to save the marks that were inputted.       C       21%       C-       10%       C-       10.0%         Sidev       18.72       Sidev       2.95       Sidev       24.79       Sidev       19.01         Save
5 CHUANG Ming Ngan       07940041       80.00       B+       7.00       80.00       B+       79       B         C+       7%       C+       0%       C+       13.3%         STEP 2: press one of the Save         buttons if you want to save the marks that were inputted.         C       21%       C-       10%       C-       10.0%         D       7%       C       11.3%       C-       10.0%       C-       10.0%         D       7%       C-       10%       C-       10.0%       C-       10.0%         Save       Save       Save       Save       Save       Save       Save       Save
STEP 2: press one of the Save buttons if you want to save the marks that were inputted.       C+       7%       C+       0%       C+       13.3%         C       21%       C       10%       C-       0%       C-       10.0%         D       7%       D       21%       D       6.7%         F       0%       F       10.0%       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.       C       21%       C       16.7%         C       10%       C-       0%       C-       10.0%         D       2%       D       21%       D       6.7%         F       10%       F       13.3%       Mean       6.24       Mean       64.21       Mean       63.80         Save
buttons if you want to save the marks that were inputted.       C-       10%       C-       10.0%         Save       Save       Save       Save       Save       Save
buttons if you want to save the marks that were inputted.     0     21.0     0     0.7.0       Mean     71.31     Mean     6.24     Mean     64.21     Mean     63.80       Save     Save     Save     Save     Save     Save     Save
marks that were inputted.       Mean       71,31       Mean       6.24       Mean       64.21       Mean       63.80         Stdev       18.72       Stdev       2.95       Stdev       24.79       Stdev       19.01         Save       Save       Save       Save       Save       Save       Save       Save
Save Save Save Save Save
Save Save Save
Submit Submit
STEP 3: After you finish all modifications, press EVERY Submit
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For example, if there are 3 assessment components, you have to press ALL 3 Submit buttons.
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