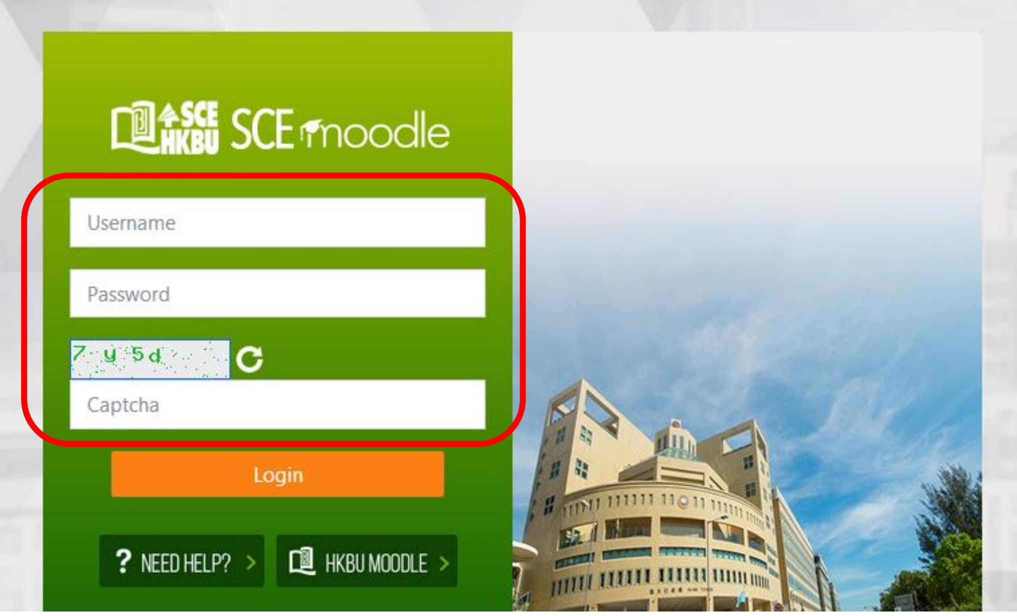
SCE Moodle User Guide

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/)



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

Fill in the username, password of your HKBU email account, input Captcha as shown and press “Login” button.

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.

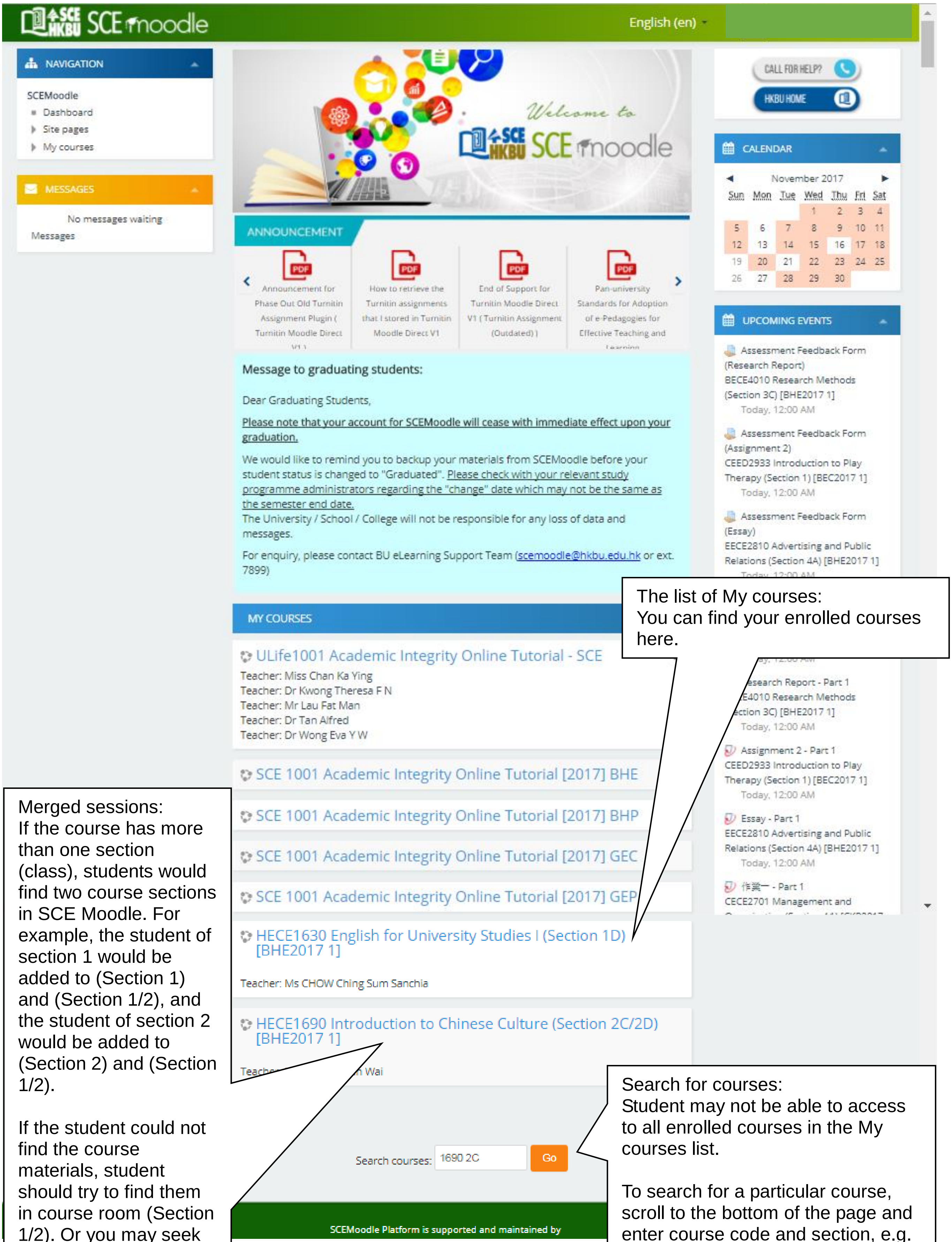
2.2 If you forget your password, you can reset your password via：https://iss.hkbu.edu.hk/buam/resetSSOidpwd

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



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End of Support for Turnitin Moodle Direct V1 (Turnitin Assignment (Outdated))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 SCEMoodle will cease with immediate effect upon your graduation.

We would like to remind you to backup your materials from SCEMoodle 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 (scemoodle@hkbu.edu.hk or ext. 7899)

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]

Teache n Wai

SCEMoodle Platform is supported and maintained by

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]

esearch Report - Part 1
E4010 Research Methods
ection 3C) [BHE2017 1]
Today, 12:00 AM

Assignment 2 - Part 1
CEED2933 Introduction to Play Therapy (Section 1) [BEC2017 1]
Today, 12:00 AM

Essay - Part 1
EECE2810 Advertising and Public Relations (Section 4A) [BHE2017 1]
Today, 12:00 AM

作業一 - Part 1
CECE2701 Management and

The list of My courses:
You can find your enrolled courses here.

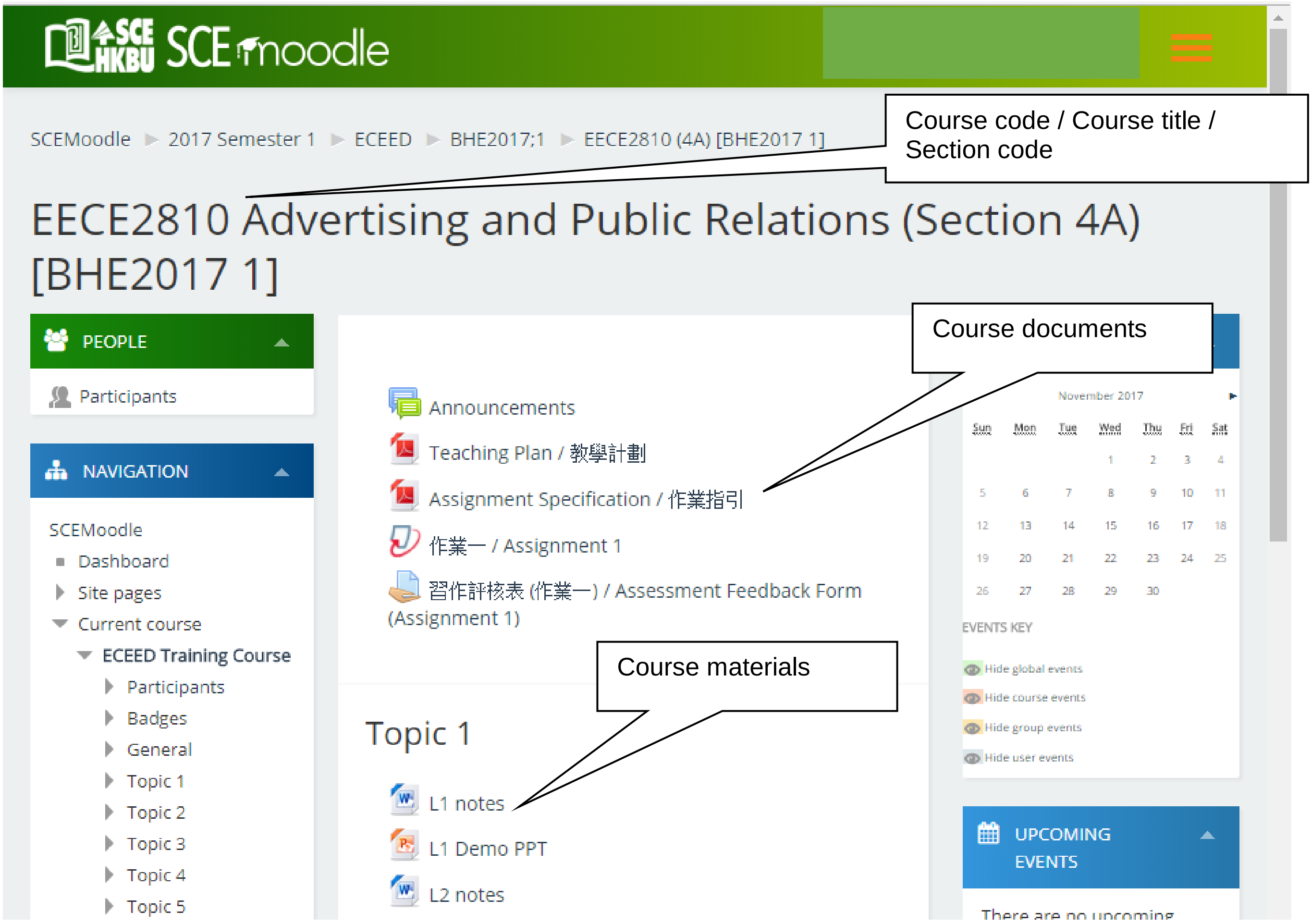
Merged sessions:
If the course has more than one section (class), students would find two course sections in SCE Moodle. For example, the student of section 1 would be added to (Section 1) and (Section 1/2), and the student of section 2 would be added to (Section 2) and (Section 1/2).

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.

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



SCEMoodle ▶ 2017 Semester 1 ▶ ECEED ▶ BHE2017;1 ▶ EECE2810 (4A) [BHE2017 1]

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

PEOPLE

Participants

NAVIGATION

SCEMoodle
- Dashboard
- Site pages
- Current course
  - ECEED Training Course
    - Participants
    - Badges
    - General
    - Topic 1
    - Topic 2
    - Topic 3
    - Topic 4
    - Topic 5

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)

Topic 1

L1 notes
L1 Demo PPT
L2 notes

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		

EVENTS KEY

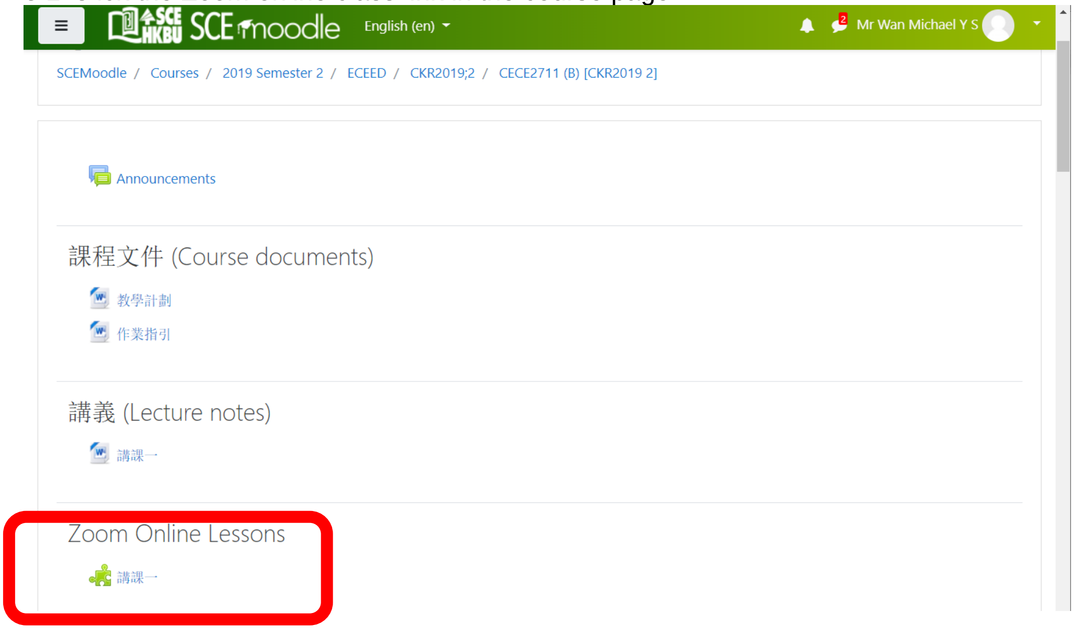
Hide global events
Hide course events
Hide group events
Hide user events

UPCOMING EVENTS

There are no upcoming

3. Join Zoom online class

3.1 Click the Zoom online class link in the course page.



SCEMoodle / Courses / 2019 Semester 2 / ECEED / CKR2019;2 / CECE2711 (B) [CKR2019 2]

Announcements

課程文件 (Course documents)

教學計劃
作業指引

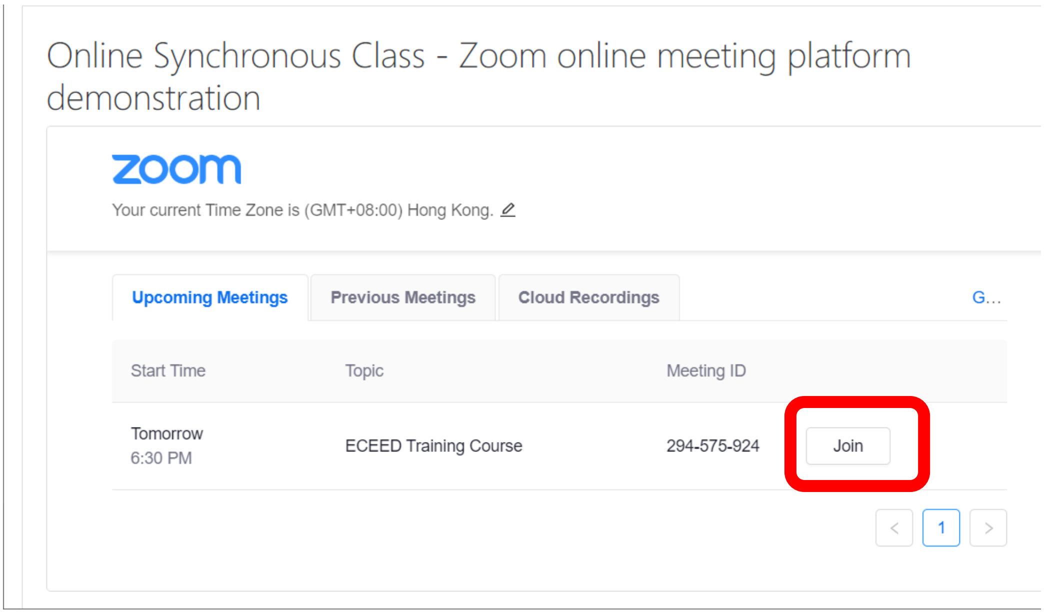
講義 (Lecture notes)

講課一

Zoom Online Lessons

講課一

3.2 Press ”Join” button。



Online Synchronous Class - Zoom online meeting platform demonstration

zoom

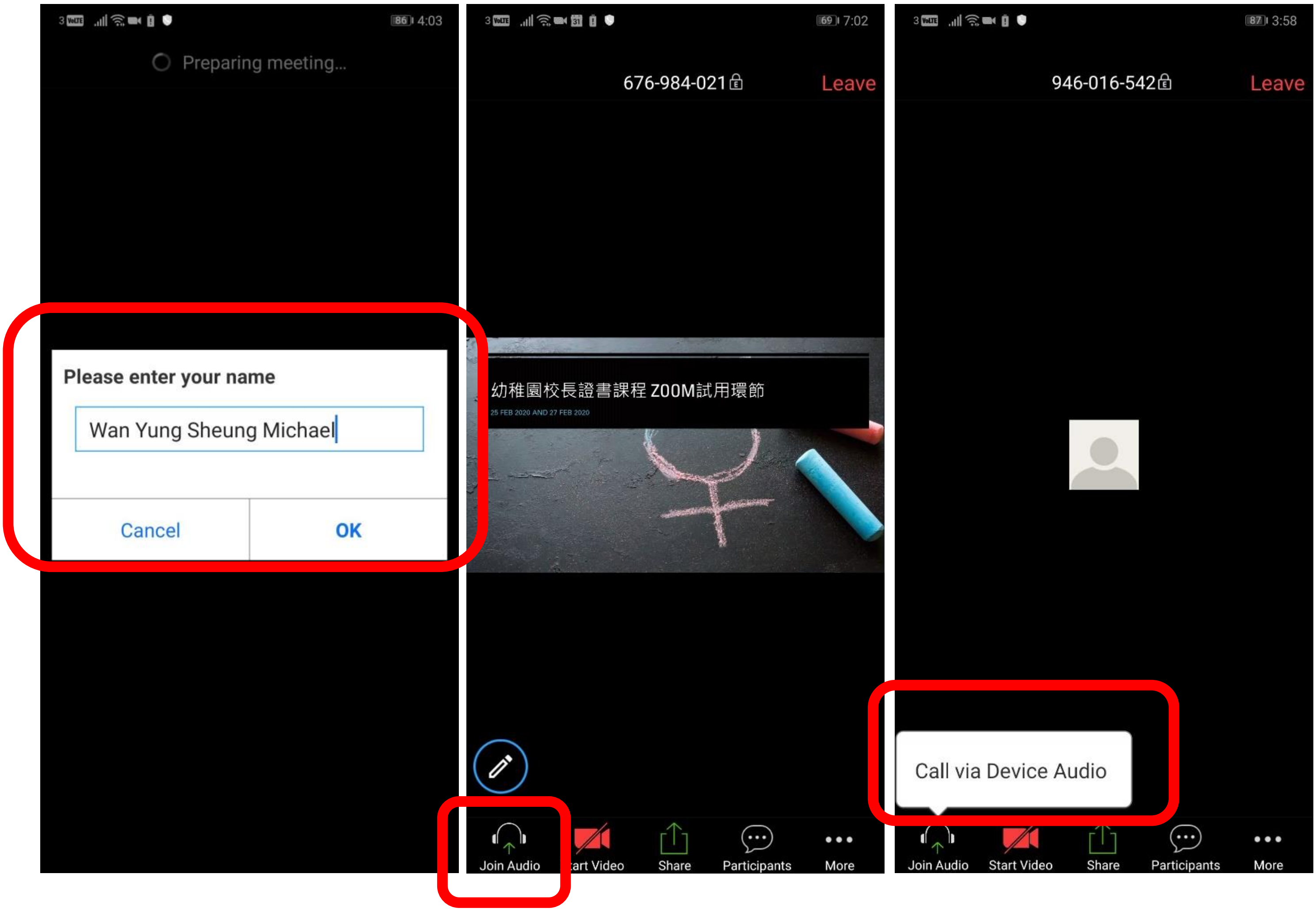
Your current Time Zone is (GMT+08:00) Hong Kong.

Upcoming Meetings
Previous Meetings
Cloud Recordings
G...

Start Time	Topic	Meeting ID	
Tomorrow 6:30 PM	ECEED Training Course	294-575-924	Join

1

3.3 Enter your English Full Name if prompt, and press ”OK” button.
3.4 Press ”Join Audio” icon.
3.5 Choose ”Call via Device Audio” option and join the Zoom online class.



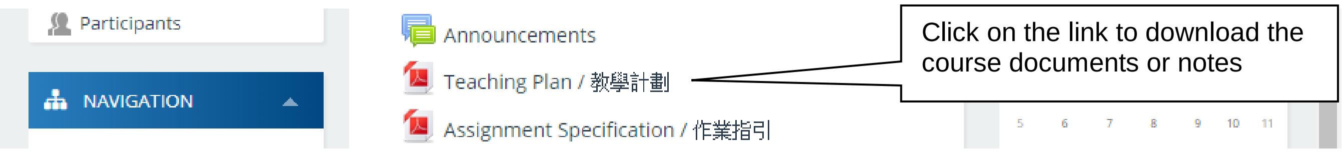
Preparing meeting...

Please enter your name

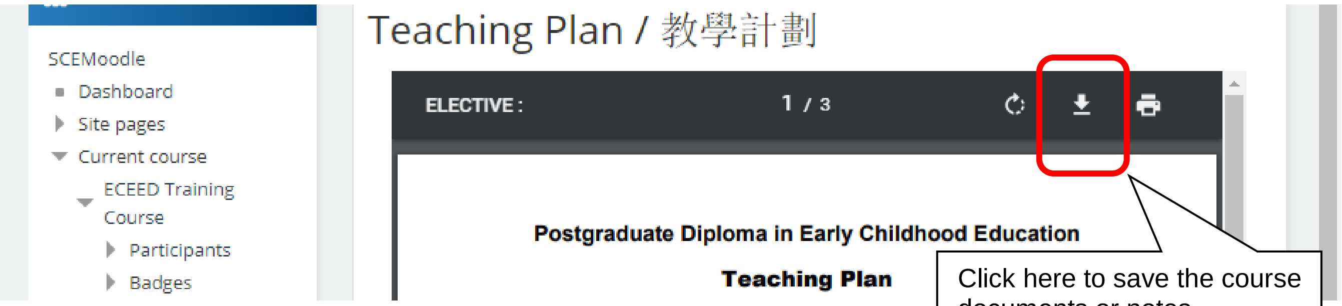
Wan Yung Sheung Michael

Cancel
OK
676-984-021
Leave
幼稚園校長證書課程 ZOOM試用環節
25 FEB 2020 AND 27 FEB 2020
Join Audio
art Video
Share
Participants
More
946-016-542
Leave
Call via Device Audio
Join Audio
Start Video
Share
Participants
More

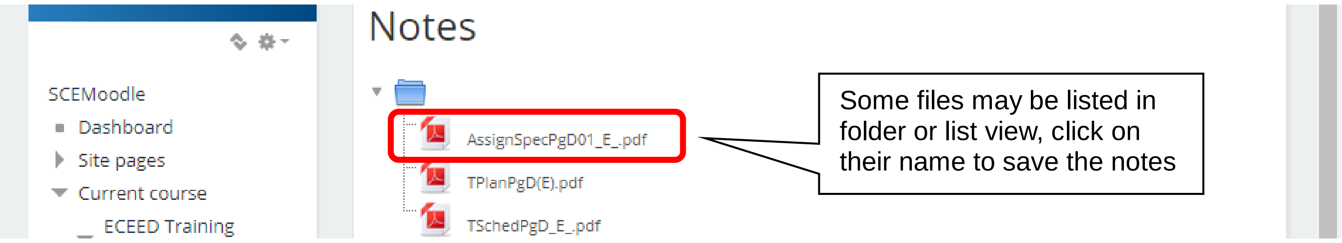
4. Download course materials


Participants
NAVIGATION
Announcements
Teaching Plan / 教學計劃
Assignment Specification / 作業指引
5 6 7 8 9 10 11

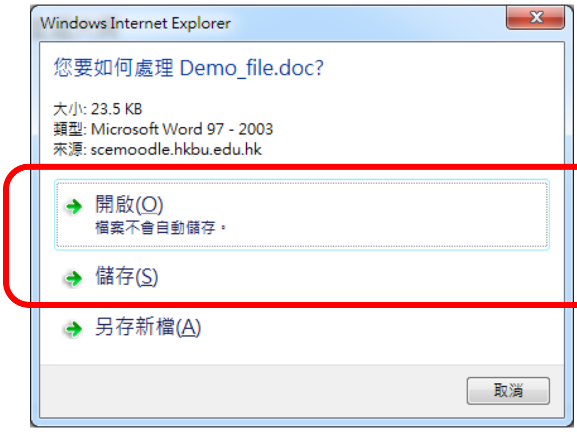
Click on the link to download the course documents or notes


SCEMoodle
Dashboard
Site pages
Current course
ECEED Training Course
Participants
Badges
Teaching Plan / 教學計劃
ELECTIVE :
1 / 3
Postgraduate Diploma in Early Childhood Education
Teaching Plan

Click here to save the course documents or notes


SCEMoodle
Dashboard
Site pages
Current course
ECEED Training
Notes
AssignSpecPgD01_E_.pdf
TPlanPgD(E).pdf
TSchedPgD_E_.pdf

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


Windows Internet Explorer

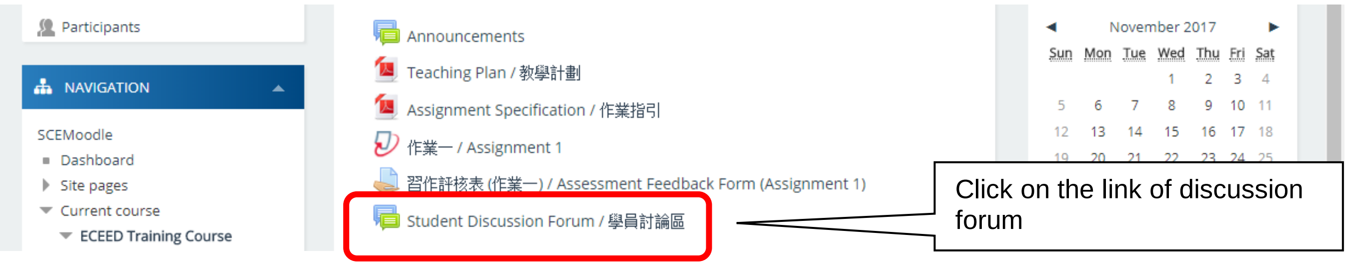
您要如何處理 Demo_file.doc?

大小: 23.5 KB
類型: Microsoft Word 97 - 2003
來源: scemoodle.hkbu.edu.hk

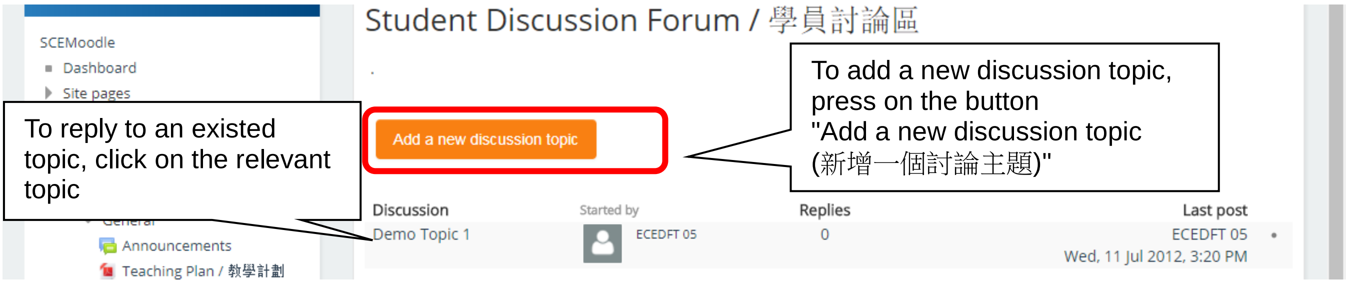
開啟(O)
檔案不會自動儲存。
儲存(S)
另存新檔(A)
取消

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

5. Post a new message in the discussion forum

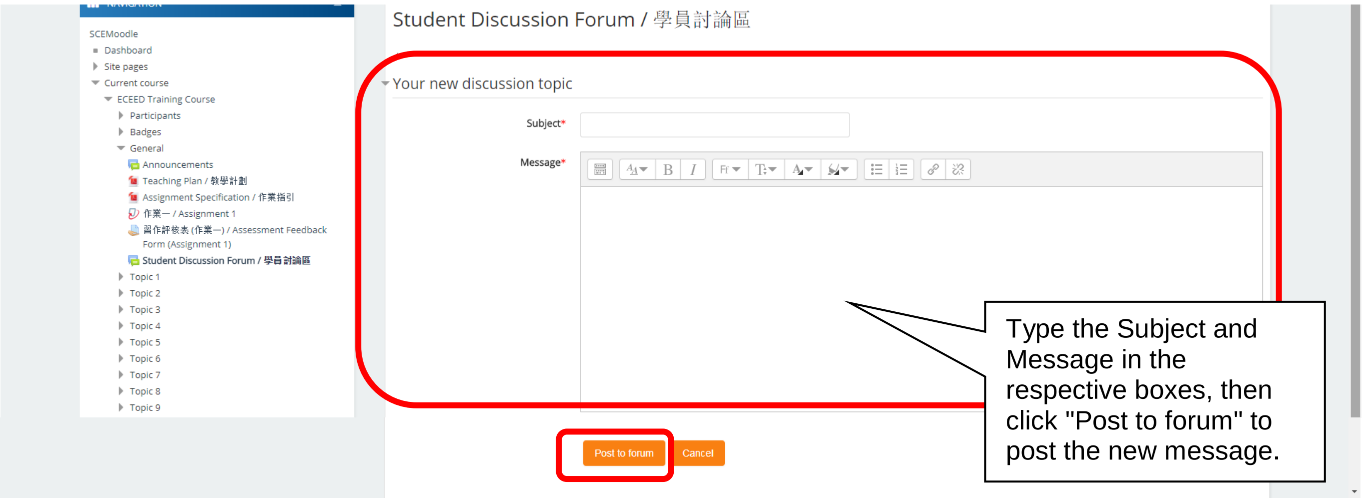

Participants
NAVIGATION
SCEMoodle
Dashboard
Site pages
Current course
ECEED Training Course
Announcements
Teaching Plan / 教學計劃
Assignment Specification / 作業指引
作業一 / Assignment 1
習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)
Student Discussion Forum / 學員討論區
November 2017
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18

Click on the link of discussion forum


SCEMoodle
Dashboard
Site pages
General
Announcements
Teaching Plan / 教學計劃
Student Discussion Forum / 學員討論區
Add a new discussion topic
Discussion
Started by
Replies
Last post
Demo Topic 1
ECEDFT 05
0
ECEDFT 05
Wed, 11 Jul 2012, 3:20 PM

To reply to an existed topic, click on the relevant topic

To add a new discussion topic, press on the button "Add a new discussion topic (新增一個討論主題)"


SCEMoodle
Dashboard
Site pages
Current course
ECEED Training Course
Participants
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Assignment Specification / 作業指引
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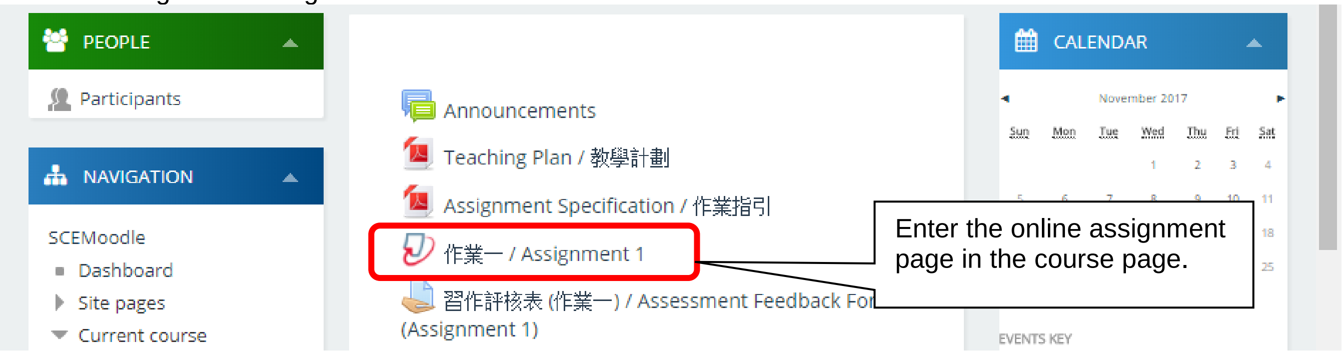
Student Discussion Forum / 學員討論區
Topic 1
Topic 2
Topic 3
Topic 4
Topic 5
Topic 6
Topic 7
Topic 8
Topic 9
Student Discussion Forum / 學員討論區
Your new discussion topic
Subject*
Message*
Post to forum
Cancel

Type the Subject and Message in the respective boxes, then click "Post to forum" to post the new message.

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

6.1 Submitting online assignment


PEOPLE
Participants
NAVIGATION
SCEMoodle
Dashboard
Site pages
Current course
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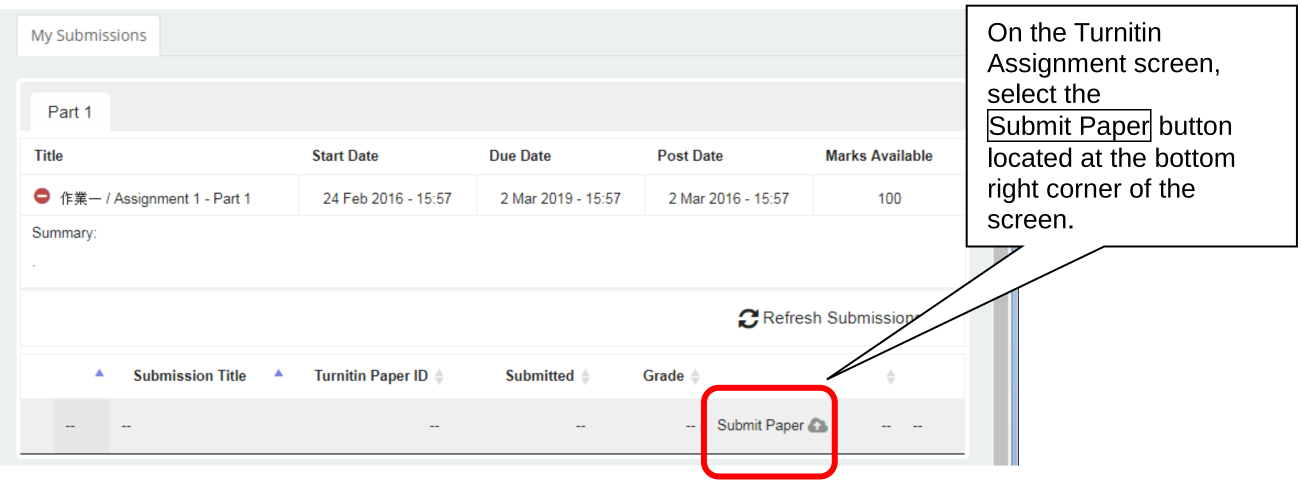
Teaching Plan / 教學計劃
Assignment Specification / 作業指引
作業一 / Assignment 1
習作評核表 (作業一) / Assessment Feedback For
(Assignment 1)
CALENDAR
November 2017
Sun
Mon
Tue
Wed
Thu
Fri
Sat
EVENTS KEY

Enter the online assignment page in the course page.

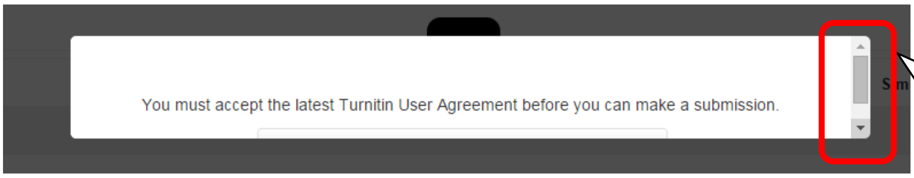

My Submissions
Part 1
Refresh Submissions
Submit Paper

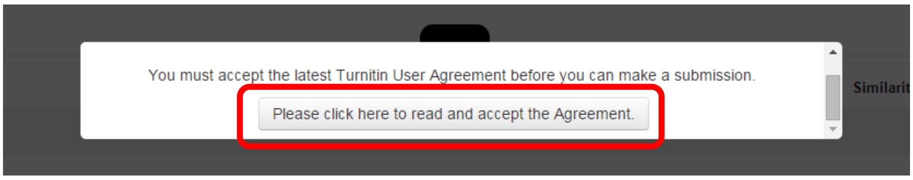
Title	Start Date	Due Date	Post Date	Marks Available
作業一 / Assignment 1 - Part 1	24 Feb 2016 - 15:57	2 Mar 2019 - 15:57	2 Mar 2016 - 15:57	100

Summary:

	Submission Title	Turnitin Paper ID	Submitted	Grade		
--	--	--	--	--	Submit Paper	-- --

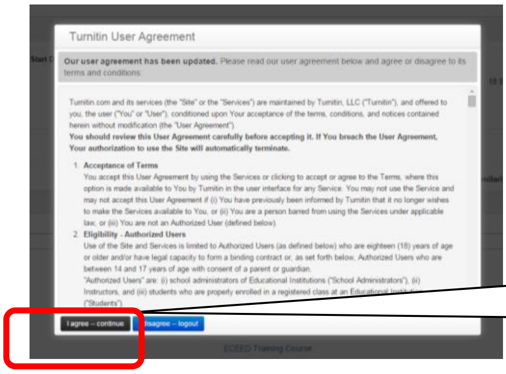
On the Turnitin Assignment screen, select the Submit Paper button located at the bottom right corner of the screen.


You must accept the latest Turnitin User Agreement before you can make a submission.


You must accept the latest Turnitin User Agreement before you can make a submission.

Please click here to read and accept the Agreement.

If a window comes up that says "You must accept the latest Turnitin User Agreement", scroll down, click on the Please click here to read and accept the Agreement button and it will open a new tab/window.


Turnitin User Agreement

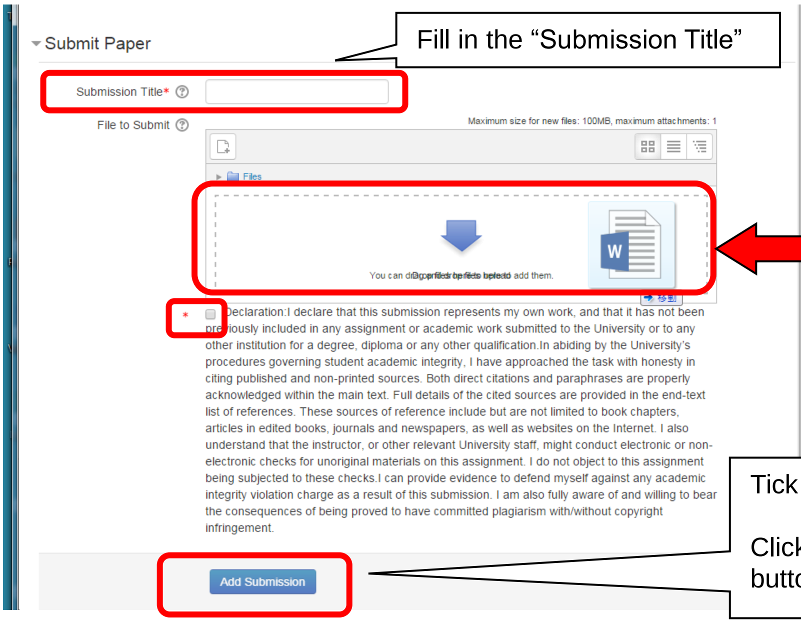
Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions

Turnitin.com and its services (the "Site" or the "Services") are maintained by Turnitin, LLC ("Turnitin"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement").
You should review this User Agreement carefully before accepting it. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.

1. **Acceptance of Terms**
   You accept this User Agreement by using the Services or clicking to accept or agree to the Terms, where this option is made available to You by Turnitin in the user interface for any Service. You may not use the Service and may not accept this User Agreement if (i) You have previously been informed by Turnitin that it no longer wishes to make the Services available to You, or (ii) You are a person barred from using the Services under applicable law, or (iii) You are not an Authorized User (defined below).
2. **Eligibility - Authorized Users**
   Use of the Site and Services is limited to Authorized Users (as defined below) who are eighteen (18) years of age or older and/or have legal capacity to form a binding contract or, as set forth below, Authorized Users who are between 14 and 17 years of age with consent of a parent or guardian.
   "Authorized Users" are: (i) school administrators of Educational Institutions ("School Administrators"), (ii) Instructors, and (iii) students who are properly enrolled in a registered class at an Educational Institution ("Students").

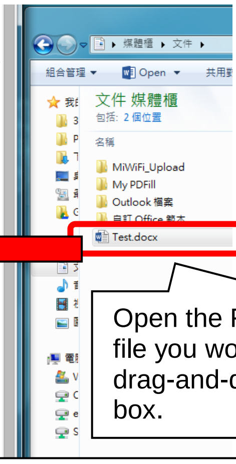
I agree -- continue
I disagree -- logout
ECEED Training Course

Read the Turnitin User Agreement and select the I agree- continue button.


Submit Paper
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.
Add Submission

☐ 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.

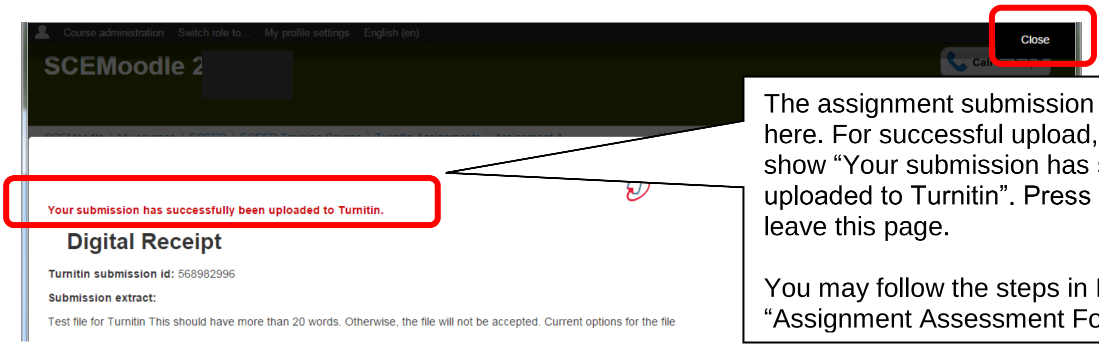
Fill in the “Submission Title”


媒體櫃 ▸ 文件 ▸
組合管理
Open
共用
文件 媒體櫃
包括: 2 個位置
名稱
MiWiFi_Upload
My PDFill
Outlook 檔案
自訂 Office 範本
Test.docx

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
Close

Your submission has successfully been uploaded to Turnitin.

Digital Receipt

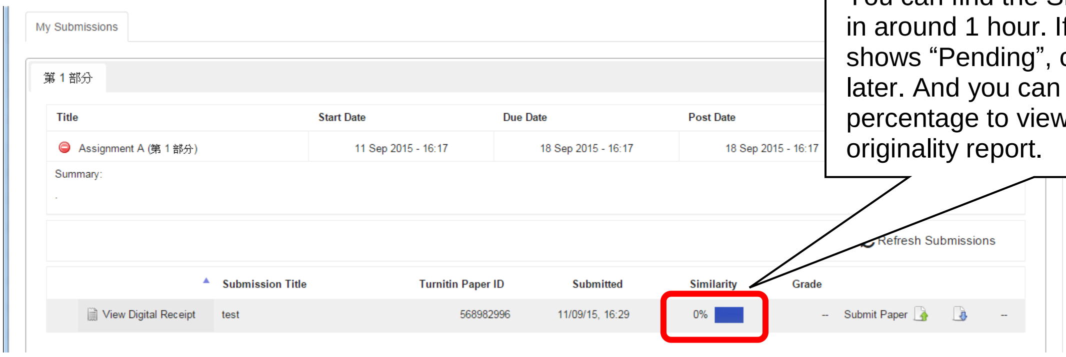
Turnitin submission id: 568982996

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

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”.

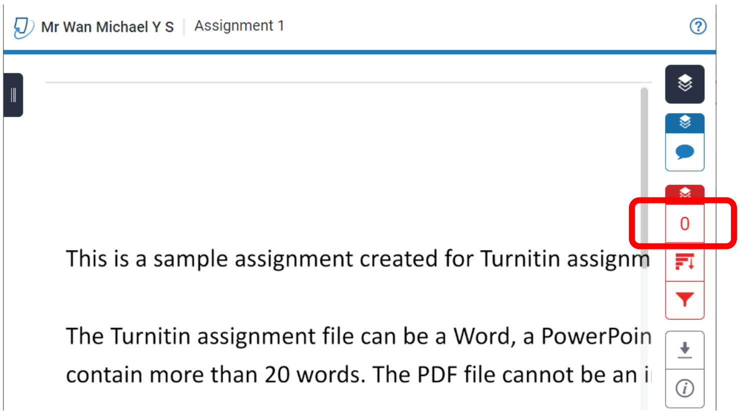


Title	Start Date	Due Date	Post Date
Assignment A (第 1 部分)	11 Sep 2015 - 16:17	18 Sep 2015 - 16:17	18 Sep 2015 - 16:17

Summary:

	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.

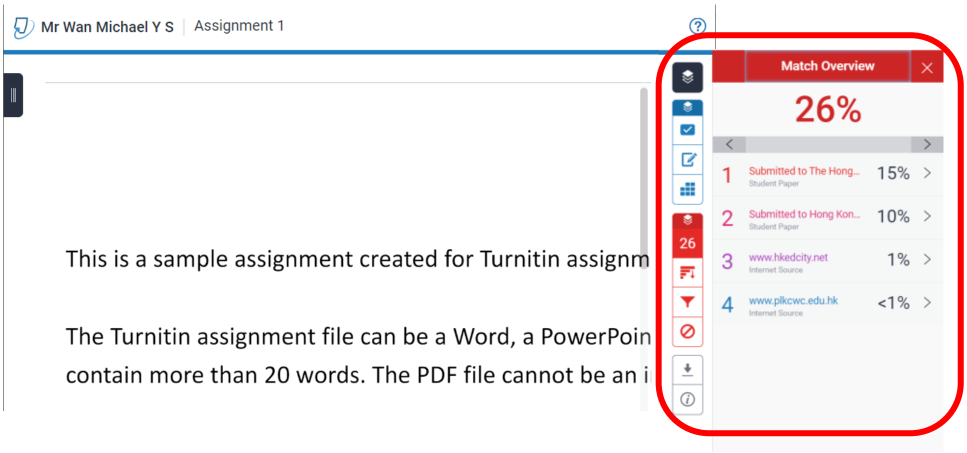


This is a sample assignment created for Turnitin assignm

The Turnitin assignment file can be a Word, a PowerPoin
contain more than 20 words. The PDF file cannot be an i

Press “Match Overview”.

A sample of the Turnitin originality report is shown below.



This is a sample assignment created for Turnitin assignm

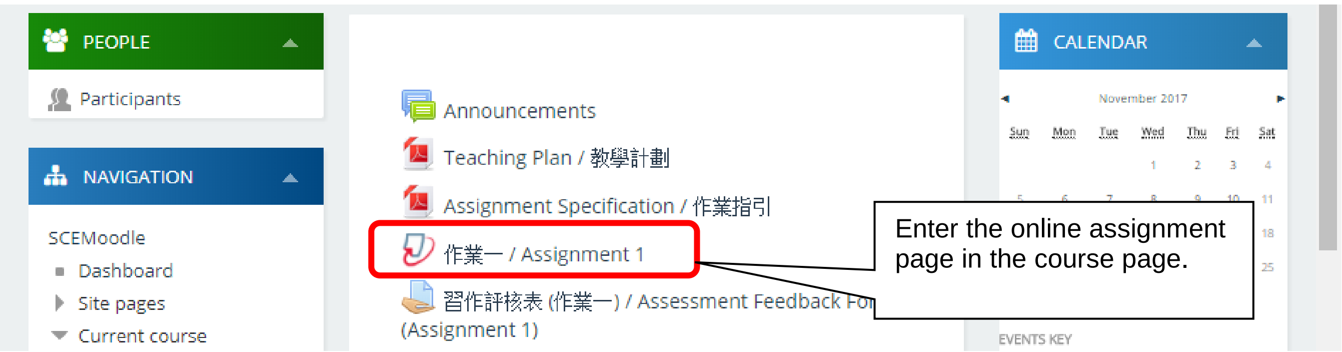
The Turnitin assignment file can be a Word, a PowerPoin
contain more than 20 words. The PDF file cannot be an i

1	Submitted to The Hong... Student Paper	15%
2	Submitted to Hong Kon... Student Paper	10%
3	www.hkedcity.net Internet Source	1%
4	www.plkcwc.edu.hk 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.

6.2 Checking online assignment feedback


PEOPLE
Participants
NAVIGATION
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EVENTS KEY

Announcements

Teaching Plan / 教學計劃

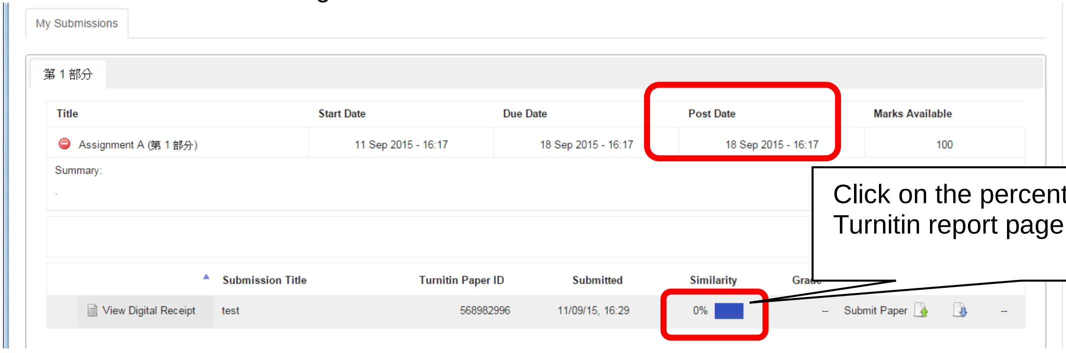
Assignment Specification / 作業指引

作業一 / Assignment 1

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

Enter the online assignment page in the course page.

Students can start checking the feedback from Lecturers after the Post Date / Time

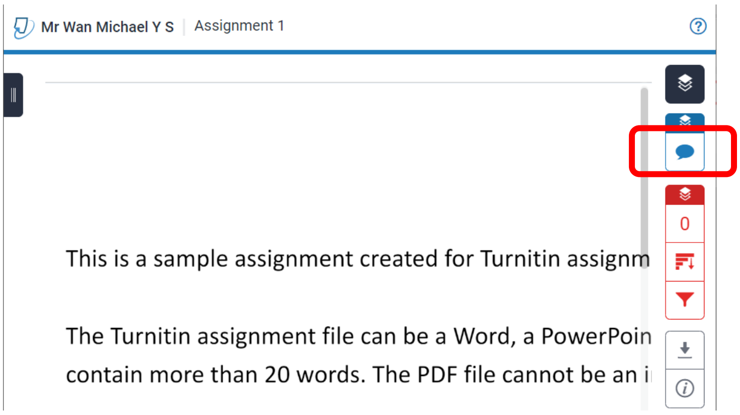

My Submissions
第 1 部分

Title	Start Date	Due Date	Post Date	Marks Available
Assignment A (第 1 部分)	11 Sep 2015 - 16:17	18 Sep 2015 - 16:17	18 Sep 2015 - 16:17	100

Summary:

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

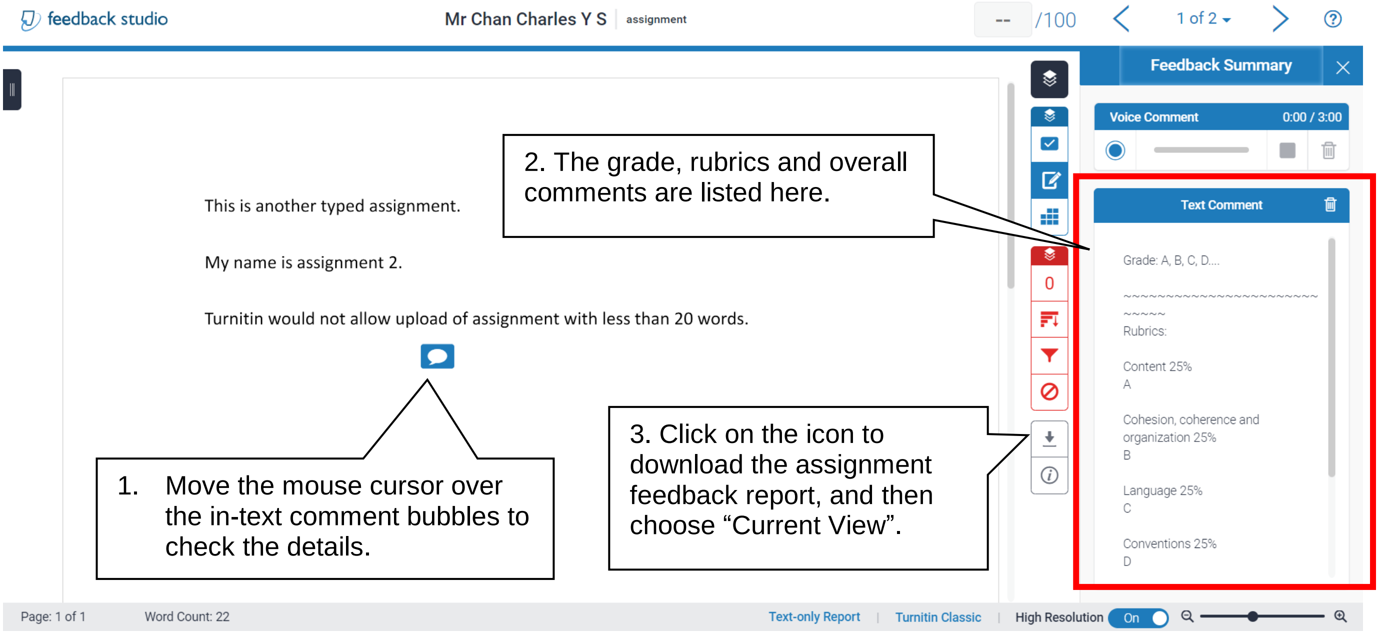
Click on the percentage to enter the Turnitin report page.


Mr Wan Michael Y S
Assignment 1
0

This is a sample assignment created for Turnitin assignm

The Turnitin assignment file can be a Word, a PowerPoin
contain more than 20 words. The PDF file cannot be an i

Click on **"Feedback Summary".**


feedback studio
Mr Chan Charles Y S
assignment
--
/100
1 of 2
Feedback Summary
Voice Comment
0:00 / 3:00
Text Comment
0
Page: 1 of 1
Word Count: 22
Text-only Report
Turnitin Classic
High Resolution
On

This is another typed assignment.

My name is assignment 2.

Turnitin would not allow upload of assignment with less than 20 words.

Grade: A, B, C, D....

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Rubrics:

Content 25%
A

Cohesion, coherence and organization 25%
B

Language 25%
C

Conventions 25%
D

2. The grade, rubrics and overall comments are listed here.

1. Move the mouse cursor over the in-text comment bubbles to check the details.

3. Click on the icon to download the assignment feedback report, and then choose "Current View".
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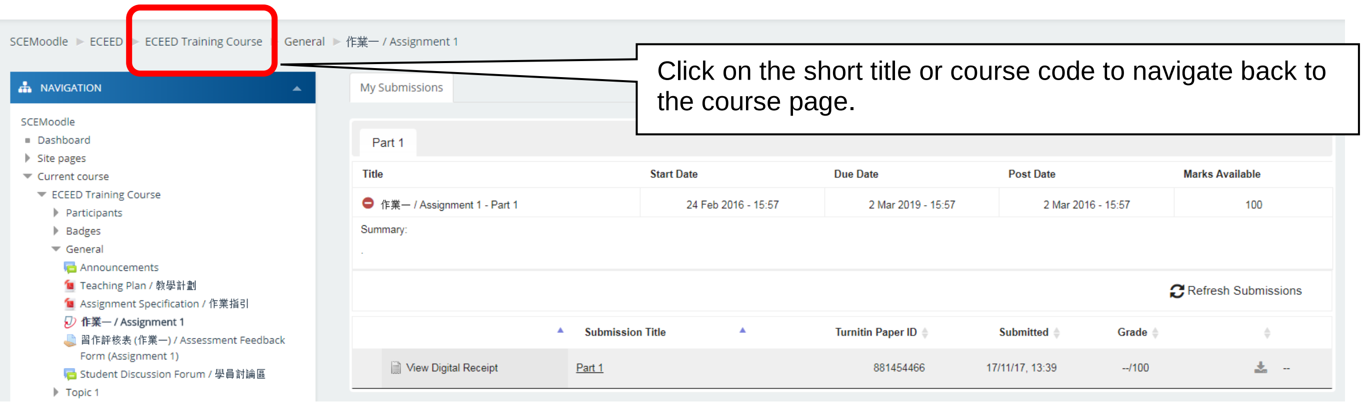
6.3 Submitting assessment feedback form / assessment rubrics form


SCEMoodle ▸ ECEED ▸ ECEED Training Course ▸ General ▸ 作業一 / Assignment 1
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Site pages
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ECEED Training Course
Participants
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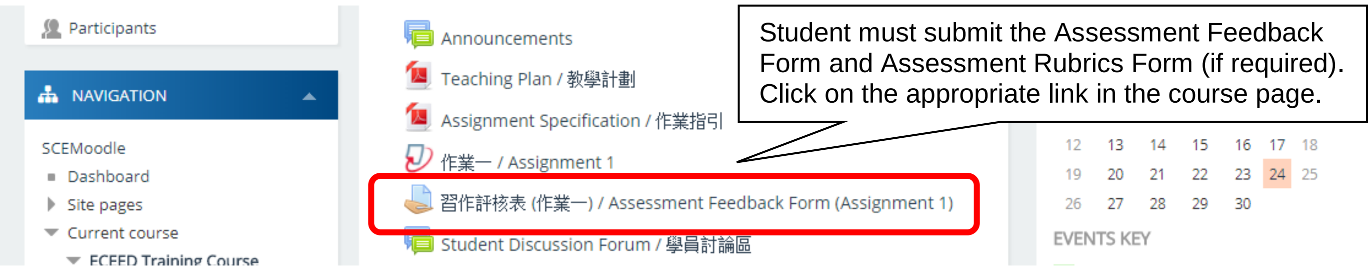
Teaching Plan / 教學計劃
Assignment Specification / 作業指引
作業一 / Assignment 1
習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)
Student Discussion Forum / 學員討論區
Topic 1
My Submissions
Part 1
Refresh Submissions

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

Summary:

	Submission Title	Turnitin Paper ID	Submitted	Grade	
View Digital Receipt	Part 1	881454466	17/11/17, 13:39	--/100	--

Click on the short title or course code to navigate back to the course page.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SCEMoodle
Dashboard
Site pages
Current course
ECEED Training Course
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Assignment Specification / 作業指引
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習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)
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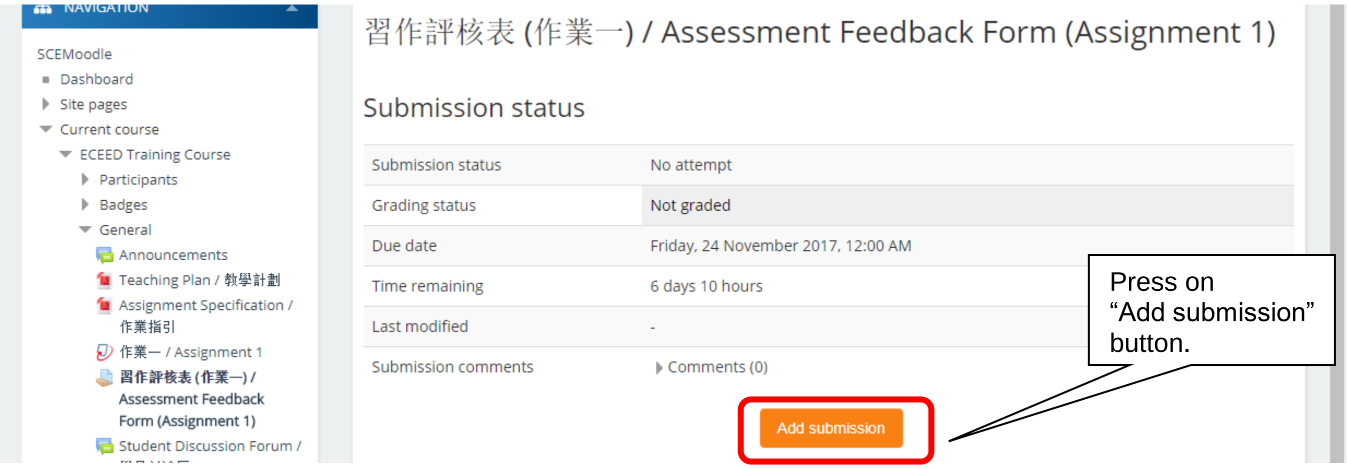
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30
EVENTS KEY

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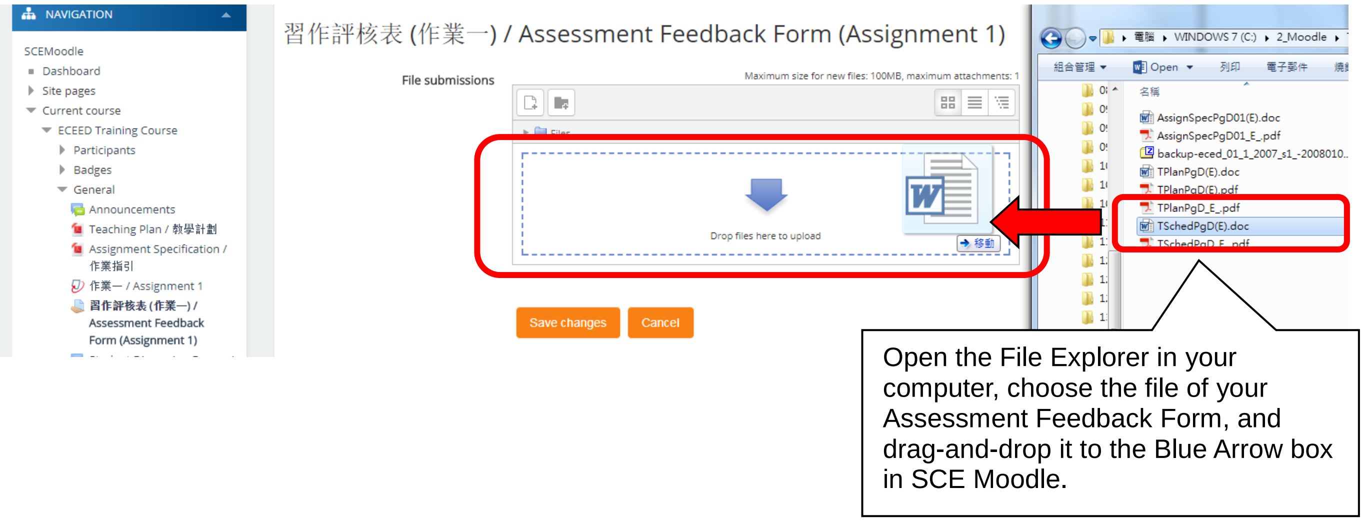
Add submission

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.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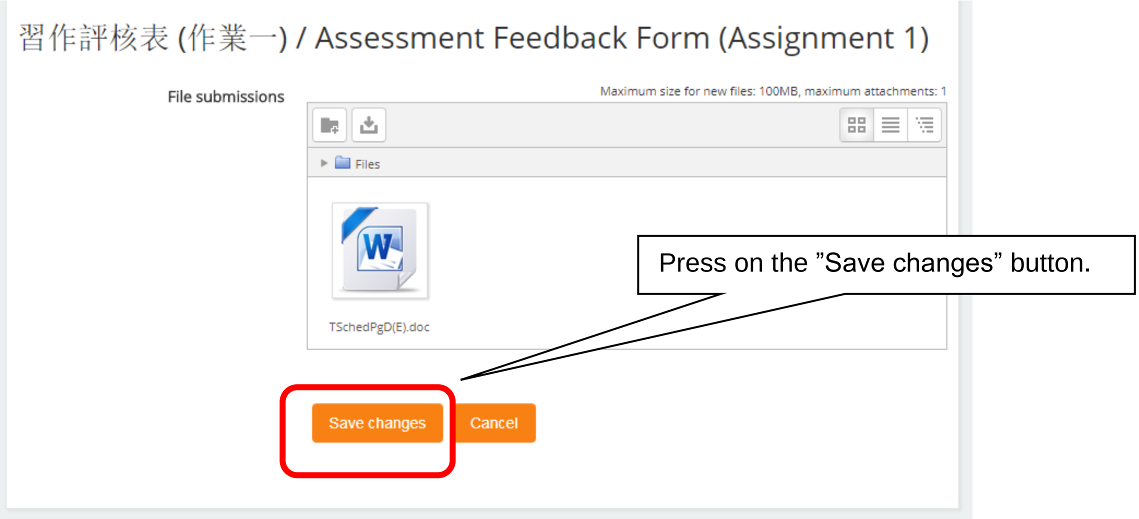
習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)
Files
Drop files here to upload
移動
Save changes
Cancel
電腦 ▸ WINDOWS 7 (C:) ▸ 2_Moodle
組合管理
Open
列印
電子郵件
名稱
AssignSpecPgD01(E).doc
AssignSpecPgD01_E_.pdf
backup-eced_01_1_2007_s1_-2008010..
TPlanPgD(E).doc
TPlanPgD(E).pdf
TPlanPgD_E_.pdf
TSchedPgD(E).doc
TSchedPgD_E_.pdf

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

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

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.

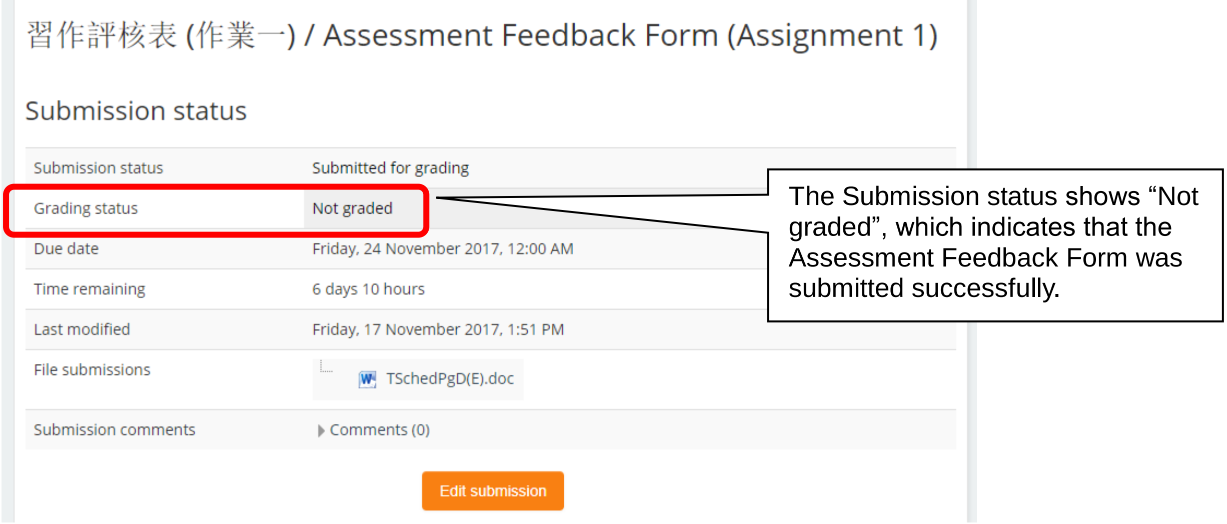


習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)

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)

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.