

香港浸會大學持續教育學院
幼兒及基礎教育部
Moodle網上學習系統
使用指引

一、系統登入

1. “SCE Moodle”學生登入頁面 (登入網址：<http://scemoodle.hkbu.edu.hk/>)

1.1 2012年8月或以後入學學員適用

學員首次使用SCE Moodle網上學習系統前，必需先進入網頁：<https://iss.hkbu.edu.hk/buam/activation> 啟動電子郵箱，詳情請參閱「學員個人電郵戶口使用指引」。

1.2 2012年7月或以前入學學員適用

學員的浸會大學郵用戶名稱即「學員編號」，共8位數值。

例子： 學員編號：04935678 → 使用者名稱：04935678

學員的浸會大學電郵密碼預設為**身份證號碼+生日日期**。舉例來說，如學員的身份證號碼為Z123456(7)，而生日日期為1980年7月31日，預設密碼為"Z1234567310780"。(註：所有英文字母請以大楷輸入)。

- 1.3 請在帳號名稱(Username)一欄填上學員的浸會大學電郵用戶名稱及在密碼>Password)一欄填上學員的浸會大學電郵密碼。然後按下“登入”按鈕。

2. 登入疑難

- 2.1 如學員未能成功登入 Moodle 系統，請留意電子郵箱是否經已啟動(2012 年 8 月或以後入學學員適用)，並檢查輸入的帳號名稱及密碼是否正確。(註：所有預設密碼之英文字母必須以大楷輸入)。如學員曾更改電郵密碼，請輸入學員已更改的密碼。

2.2 忘記密碼

學員可透過連結重設密碼：<https://iss.hkbu.edu.hk/buam/resetSSOidpwd>

如學員從未設立保安問題，或於 2012 年 7 月或以前入學，學員可將 (1)學生編號、(2)英文全名、(3)就讀課程及 (4)學生證副本 電郵至 hotline@hkbu.edu.hk，向資訊科技服務中心(ITO)要求重設密碼。

學員如欲查詢有關浸會大學電子郵件登入或密碼問題，請致電 ITO 用戶服務熱線 3411-7899。

二、系統介面及使用

1. 系統介面

The screenshot shows the SCEMoodle user interface. At the top, there is a navigation bar with links for 'Home', 'My Profile', 'My Personal Information', and 'Site Management'. The main header area displays the 'SCEMoodle' logo, a user login status (e.g., 'You are logged in as Mr. [Name]'), a 'Call for help?' button, and a language selector set to '正體中文 (zh_tw)'. The left sidebar contains a 'NAVIGATION' menu with links to 'My Home', 'Site Pages', 'Personal Information', and 'Courses I am participating in'. Below this is a '簡訊' (News) section showing '沒有簡訊' (No news) and a '主選單' (Main Menu) with links to 'Site news', 'User's Support Forum', 'Technical Support Discussion Area', and 'Moodle FAQs - Teacher'. The main content area is titled 'Welcome to SCEMoodle' and features a 'Welcome to sce moodle' banner. Below the banner is an 'Announcement' section with a message about a system upgrade on June 21, 2012. A '行事曆' (Calendar) widget shows the month of July 2012. A '部落格選單' (Blog Menu) section includes links to 'View all of my entries', '新增文章' (Add new article), and 'Blog RSS feed'. The '個人所參與的課程' (Courses I am participating in) section lists several courses, including 'CECE2701 Management and Organization (Section C1) [CKP2011 3]', 'CECE2702 Learning and Teaching (Section C1) [CKP2011 3]', 'CECE2702 Learning and Teaching (Section C1/C2) [CKP2011 3]', 'CECE2702 Learning and Teaching (Section C2) [CKP2011 3]', 'CECE3103 Methods of Enquiry (Meta Course) [BEC2011 3]', 'CECE3301 Chinese Enhancement for EC Educators III (Meta Course) [BEC2011 3]', 'CECE1202 Arts for Young Children: Creative Drama & Visual Arts (Meta Course) [HEC2011 1]', 'CECE1302 English Enhancement For Early Childhood Educators I (Meta Course) [HEC2009 2]', and 'CECE1305 Workshop on IT Application (Meta Course) [HEC2011 2]'. Annotations provide additional context: a callout for '學科列表' (Course List) explains that it shows all courses for the current semester, with links to course pages; a callout for '合併組別' (Combined Groups) explains that if a course has multiple teachers, students are grouped into Section 1, Section 1/2, and Section 2; another callout for '合併組別' (Combined Groups) explains that some courses have a 'Meta Course' group where all course materials and notes are centralized.

NAVIGATION

SCEMoodle

- 我的主頁
- 網站頁面
- 個人資料
- 個人所參與的課程

簡訊

沒有簡訊

簡訊

主選單

- Site news
- User's Support Forum 用戶技術支援討論區
- Moodle FAQs- Teacher

Welcome to SCEMoodle

Announcement:

SCEMoodle Announcement for upgrade 21 June 2012

There are some useful tip&hints in the [User support forum](#) on how to use Moodle in the support of your learning or teaching. This [User support forum](#), located in the left side menu, is actively maintained and administered by ITSC Moodle support team.

Personal Blogs

個人所參與的課程

CECE2701 Management and Organization (Section C1) [CKP2011 3]

CECE2702 Learning and Teaching (Section C1) [CKP2011 3]

Teacher: MS WONG WING KEI VICKY

CECE2702 Learning and Teaching (Section C1/C2) [CKP2011 3]

Teacher: MS WONG WING KEI VICKY

CECE2702 Learning and Teaching (Section C2) [CKP2011 3]

Teacher: MS WONG WING KEI VICKY

CECE3103 Methods of Enquiry (Meta Course) [BEC2011 3]

CECE3301 Chinese Enhancement for EC Educators III (Meta Course) [BEC2011 3]

CECE1202 Arts for Young Children: Creative Drama & Visual Arts (Meta Course) [HEC2011 1]

CECE1302 English Enhancement For Early Childhood Educators I (Meta Course) [HEC2009 2]

CECE1305 Workshop on IT Application (Meta Course) [HEC2011 2]

行事曆

2012年 07月

日	一	二	三	四	五	六
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	31				

部落格選單

View all of my entries

新增文章

Blog RSS feed

學科列表：
學員今季修讀的全部課程列於此處，按下科目名稱的連結進入有關的學科頁面內。

合併組別：
如學員修讀的學科設有講課及導修課，而任教該學科的導師多於一位，系統會將第 1 組同學加入(Section 1)及(Section 1/2)兩組，而第 2 組同學會被加入(Section 2)及(Section 1/2)兩組。

合併組別：
部份學科更設有合併組別「(Meta Course)」，將所有組別的學科資料及筆記集中置於該組別。
學員如未能於個別組別內找到所需筆記，請嘗試於合併組別(Section 1/2)或(Meta Course)內尋找。如最終仍未能找到筆記，請與講師或導師聯絡。

Questions? Need more? [ASK a Librarian!](#)

act as a Teaching Assistant in your course room.
[Assign TA for Support Team](#)

2. 學科頁面

CECE3101 Child Development: Contextual Studies (Section 1) [BEC2011 3]

您以 [Name] 身分登入 (登出)

正體中文 (zh_tw)

SCEMoodle > 課程 > 2011 Semester 3 > ECEED > BEC2011;3 > CECE3101 (1) [BEC2011 3]

NAVIGATION

LIBRARY TOOLKIT

OneSearch

More search options

More Tools

Library Catalogue

Library Services

主題大綱

News and Announcements

教學計劃

作業指引

如何搜尋電子剪報

2012年 07月

日 一 二 三 四 五 六

1 2 3 4 5 6 7

10 11 12 13 14

17 18 19 20 21

24 25 26 27 28

29 30 31

事件關鍵字

全站

課程

群組

用戶

1

講課筆記

導修筆記

概念清單

學科編號

本科簡介

筆記

3. 下載學科資料

NAVIGATION

LIBRARY TOOLKIT

主題大綱

News and Announcements

教學計劃

作業指引

如何搜尋電子剪報

行事曆

2012年 07月

日 一 二 三 四 五 六

4 5 6 7

11 12 13 14

18 19 20 21

25 26 27 28

按下你所需筆記 / 本科簡介的連結，下載有關檔案。

SCEMoodle > 課程 > 2011 Semester 3 > ECEED > BEC2011;3 > CECE3101 (1) [BEC2011 3] > General > 教學計劃

更新 線上資源

NAVIGATION

SCEMoodle

我的主頁

網站頁面

個人資料

個人所參與的課程

課程

幼兒教育學教育學士學位課程

教學計劃

學期 : 二零一二年夏季

學科編號 : CECE 3101

學科名稱 : 幼兒發展：情境研究

部份檔案未必可直接開啟，按下此處以下載所需筆記 / 本科簡介。

NEED HELP OR SUPPORT?

講課筆記

Unit10_12_sum.pdf

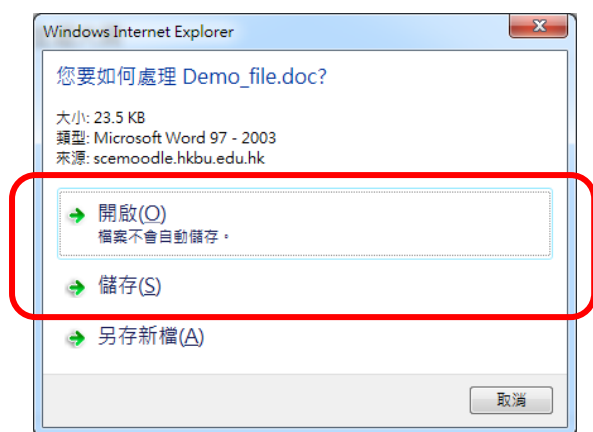
Unit11-1_12_sum.pdf

Unit11-2_12_sum.pdf

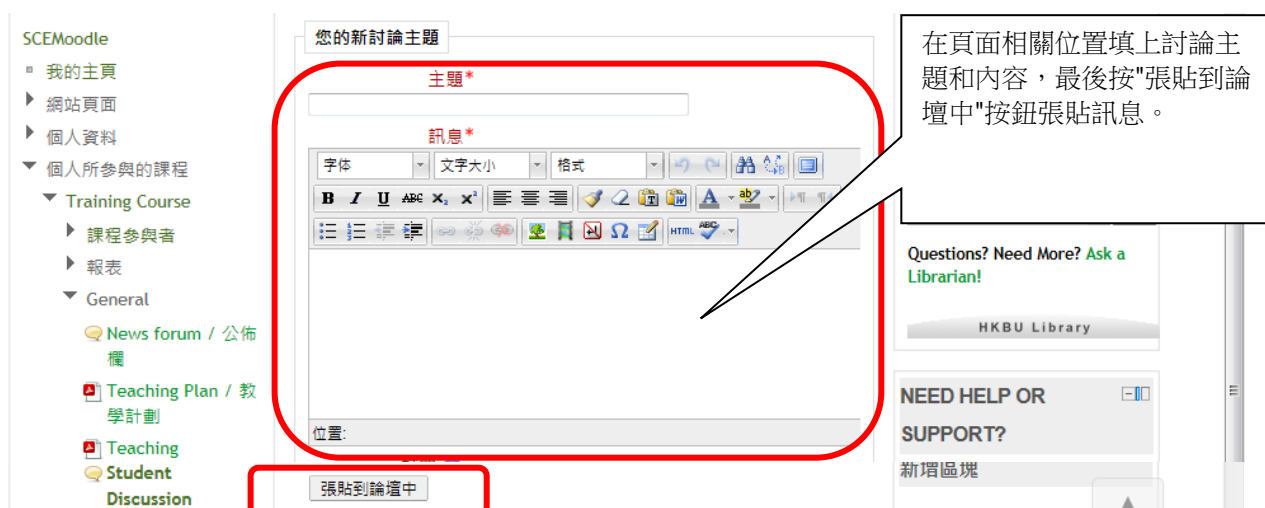
Unit12_12_sum.pdf

部份檔案以資料夾或列表形式列出，請在你所需筆記的名稱上按一下，下載檔案。

在新視窗內選取"開啟"以直接在瀏覽器內開啟該筆記，或選取"儲存"將該檔案儲存在學員的電腦內。



4. 在討論區內張貼訊息



5. 在網上學習系統提交功課 / 習作評核表 / 習作評分注解

5.1 提交功課

SCE Moodle Training Course

使用者: 課程參與者

主題大綱

行事曆

SCE Moodle Training Workshop

作業一

作業一 - 習作評核表

Assignment 2

Assignment 2 - Assessment Feedback Form

Assignment 2 - Assessment Rubrics Form

Assignment 3

在學科頁面內進入有關功課頁面。

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:

Refresh Submissions

Submission Title

Turnitin Paper ID

Submitted

Similarity

Grade

Submit Paper

按下“Submit Paper”開始提交功課檔案。

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

Please click here to read and accept the Agreement.

第一次使用 Turnitin 的用戶需要閱讀使用協議，先將捲軸往下拉，然後按“Please click here to read and accept the Agreement”。

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

閱畢使用協議後，然後按“I agree - continue 我同意 - 繼續”。此頁面會在第二次使用時不會再重複出現。

輸入"Submission Title 提交標題"

Submission Title *

File to Submit

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

File

You can click on the file to be added.

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

開啟視窗的檔案總管，選擇你需要上傳的習作檔案後，把檔案拖放至藍色箭咀的位置開始上傳。

勾選有關提交作業的聲明。

完成後按"Add Submission 添加提交物件"按鈕。

Close

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

成功提交功課後，狀況應顯示為"提交物件成功上傳至 Turnitin"或"Your submission has successfully been uploaded to Turnitin"。學員可按"Close"按鈕關閉此頁面。

學員需另行上載「習作評核表」，有關詳情見第 7 頁。

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

上載功課後，學員可在約一小時內在此查閱類似處指數 (Similarity Index)。如類似處指數顯示為"未決的" (Pending)，學員可於稍後時間再次查閱此頁面。學員可按此處查閱原創性報告。

Turnitin 原創性報告格式如下：

The screenshot shows a Turnitin report interface. At the top, there are tabs for 'Originality', 'GradeMark', and 'PeerMark'. The paper title is 'Paper_Rebecca' by 'REBECCA SHUK YING TAM'. The overall similarity score is 4%, labeled as 'SIMILAR'. The 'Match Overview' panel on the right lists eight matches, all with similarity scores below 1%:

Rank	Source	Similarity
1	Campus-Wide Publication	1%
2	Submitted to Pennsylv... 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 main text area shows the beginning of the paper, titled 'Memory@HKUL: a Web 2.0 Training Program'. It includes an 'Introduction' section that discusses the University of Hong Kong Libraries' six-week staff training on Web 2.0 in 2010. The text mentions that the training was part of an Operational Priority Team set up in October 2009, aimed at supporting teaching staff to use Web 2.0 techniques in support of teaching and learning. It also mentions that the training was organized in the form of individual seminars and that the team consists of three professional librarians, one technical staff, and one non-professional staff. The text further states that the professional librarians focus on the programme content and structure, while the technical staff provides advice and support in the setup and use of the Web 2.0 tools. The formal launch of the programme has mainly been done by the non-professional staff. So, each member has very specific and clear roles in the team. Further, we also have a Faculty member from the Faculty of Education as advisor.

The 'Literature Review' section begins with the sentence: 'HKUL has over 230 full-time staff members supporting some 102,000 registered users. Over the past few years, a number of Web 2.0 tools have been adopted for use. Back in 2006, subject blogs have been developed to share news about the library collection on various subject disciplines. RSS feeds have been used in various library websites and database alerts. Since 2007 Wiki@HKUL has been established for the collaborative building of the HKUL knowledgebase. In 2008, HKUL created its Facebook application, offering a web presence in this popular social networking site. In the same year, Web 2.0 elements, such as social bookmarking and book reviews, have progressively been integrated into the library catalogue. In the following year, the library introduced two more tools. The Youtube channel shares videos on booktalks and other library activities while Twitter has been adopted to share short messages regarding reference and instructional services.'

原創性報告顯示了文章對比的結果。系統會將學員的作業與已提交之作業或網上資源作出對比，並會在報告內列出類似處之百分比。學員可於提交作業限期前，修改並重新提交作業。

學員必須留意，Turnitin 系統並不會判斷學員提交之作業是否抄襲。學部會根據學科內容，判斷個案是否抄襲。學員如對原創性報告的結果有任何疑問，應先諮詢任教之導師。

5.2 提交「習作評核表」或「習作評分註解」

SCEMoodle > ECEED > **Training Course** > Turnitin 作業 > 作業一

學員應按下課程短名稱或課程編號回到學科頁面。

NAVIGATION

- SCEMoodle
 - 我的主頁
 - 網站頁面
 - 個人資料
 - 個人所參與的課程
 - Training Course**

總結 我的提交物件

更新提交

提交物件	已提交	類似處	成績	評語
Assignment 1 狀況: 提交物件成功上傳至 Turnitin。	2012/09/24 18:05	-	/100	(0)

SCEMoodle > 個人所參與的課程 > Training Course

使用者 課程參與者

NAVIGATION

- SCEMoodle
 - 我的主頁

主題大綱

- SCE Moodle Training Workshop
 - 作業一
 - 作業一 - 習作評核表**
 - Assignment 2
 - Assignment 2 - Assessment Feedback Form
 - Assignment 2 - Assessment Rubrics Form
 - Assignment 3

行事曆

在學科頁面內選取適當的「習作評核表」或「習作評分註解」連結。

導覽

SCEMoodle

- 我的主頁
- 網站頁面
- 個人資料
- 目前課程
 - ECEED Training Course
 - 成員
 - 論壇
 - 一般
 - 作業一 / Assignment 1 /
 - 習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)**

主題 1
主題 2
主題 3
主題 4
主題 5
主題 6
主題 7
主題 8

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

繳交狀態

作業提交次數	這是第1次繳交
繳交狀態	沒有繳交作業
評分狀態	尚未評分
規定繳交時間	2015年10月1日(四) 00:00
剩餘時間	30日7小時
最後修改	2015年08月26日(三) 15:54
作業加備註	評論 (0)

提交作業

更改你所繳交的作業

按下"提交作業 Add Submission"按鈕預備提交「習作評核表」。

NAVIGATION

SCEMoodle

- My home
- My profile
- My course
 - ECEED Training Course
 - Participants
 - Badges
 - General
 - 作業一 /
 - Assignment 1 /
 - 習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)**

Topic 1
Topic 2
Topic 3
Topic 4
Topic 5
Topic 6

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

File submissions

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

你可以拖放檔案或點選上傳來新增檔案。

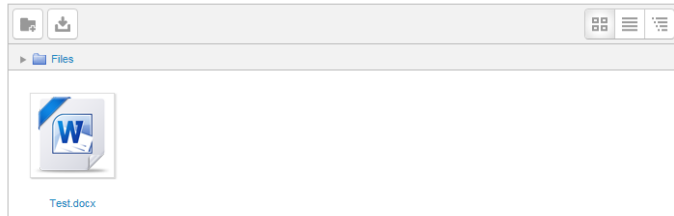
Save changes Cancel

開啟視窗的檔案總管，選擇你需要的習作評核表檔案後，把檔案拖放至藍色箭咀的位置開始上載。

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

File submissions

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



Save changes

Cancel

按下“Save changes”按鈕確定。

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

繳交狀態

作業提交次數	這是第1次繳交
繳交狀態	已繳交，等待評分中
評分狀態	尚未評分
規定繳交時間	2015年 10月 1日(四) 00:00
剩餘時間	30 日 6 小時
最後修改	2015年 08月 31日(一) 17:03
提交檔案	Test.docx
作業加備註	評論 (0)

繳交狀態將顯示“已繳交，等待評分中”，即代表學員已成功上載習作評核表。

修改我已繳交的作業

更改你所繳交的作業

三、系統支援

如有查詢，歡迎致電幼兒及基礎教育部Moodle網上學習系統支援熱線 3411-4310 與課程組職員聯絡。

同學如遇上其他問題，亦可電郵至scemoodle@hkbu.edu.hk與資訊科技服務中心用戶支援小組聯絡。