

# 香港浸會大學持續教育學院

## 幼兒及基礎教育部

### 「學生資訊系統」使用指南

(只適用於「幼兒教育學教育學士學位課程」之學員)

1. 登入香港浸會大學持續教育學院主網頁「<http://www.sce.hkbu.edu.hk>」，然後按入位於右下方之“mySCE”圖標。

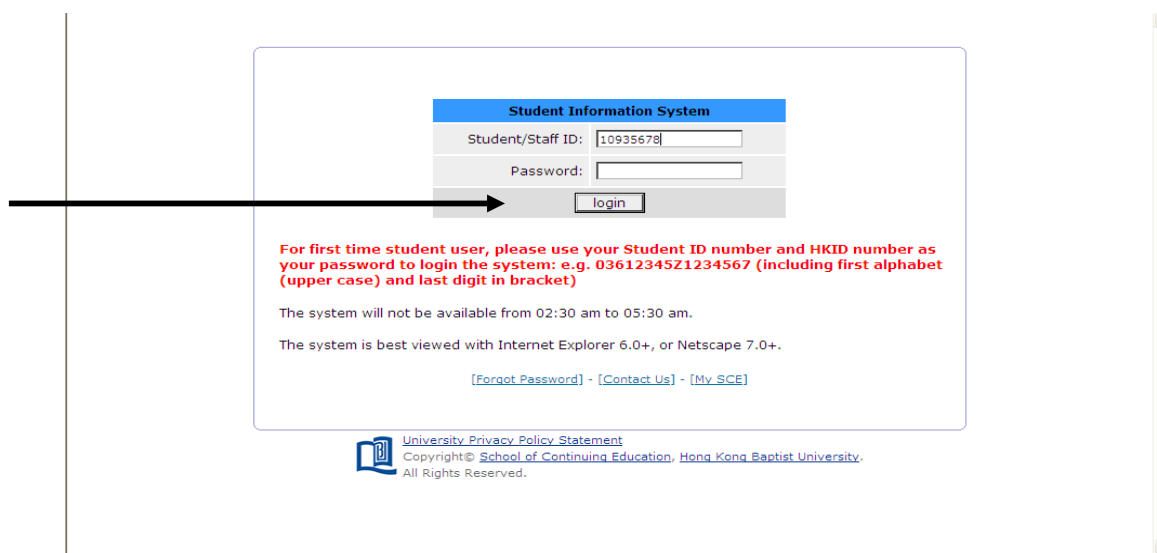


2. 畫面顯示「學生資訊系統」(Student Information System)之頁面。輸入「學生編號」(Student No.)，然後按“Go”。

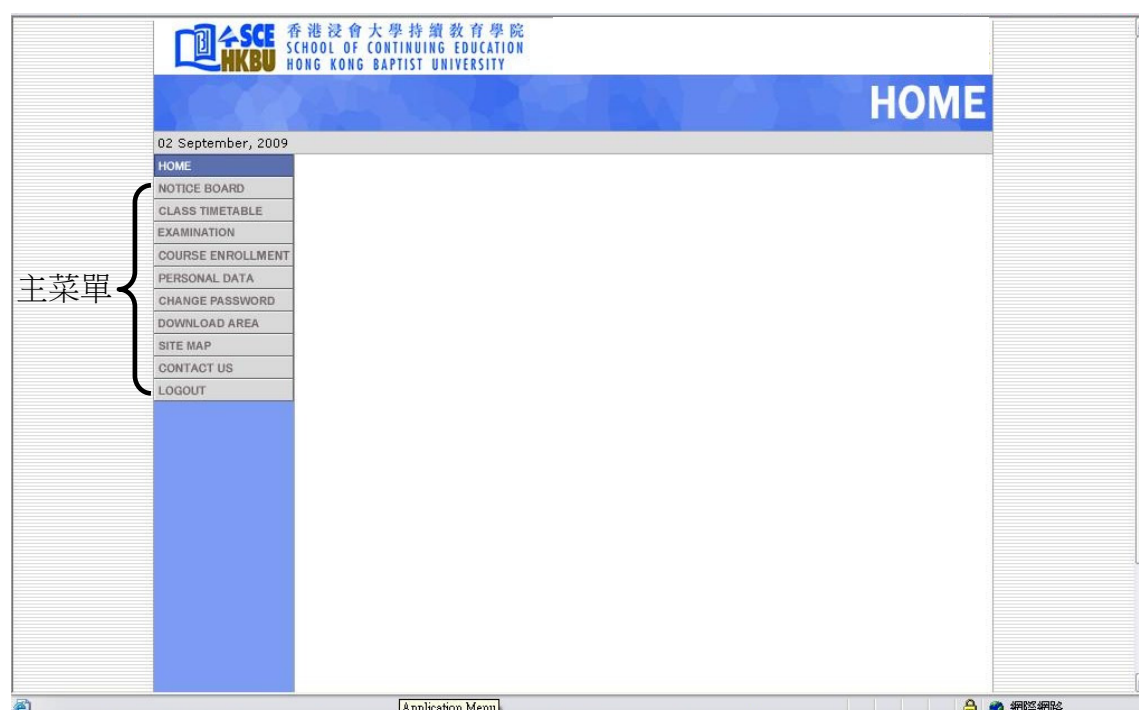


3. 按指示輸入密碼 (Password)，然後按“login”。首次登入此系統之預設密碼為「學生編號 + 身份證號碼」。例：學生編號為 03612345，身份證號碼為 Z123456(7)，則預設密碼為 03612345Z1234567 (包括首個英文字母及括號內之數字或字母，所有英文字母必須大寫)。

學員如按入了“Forgot password” (忘記密碼)，系統會自動將一個**全新密碼**傳送至學員的**香港浸會大學電郵戶口**，學員需登入其電郵戶口以查看新密碼。首次登入大學電郵戶口的預設密碼為「身份證號碼 + 出生日期 (DDMMYY)」，所輸入的身份證號碼須包括首個英文字母及括號內的數字或英文字母，所有英文字母須為大寫。詳細使用方法請參看「香港浸會大學電郵戶口使用指引」。



4. 成功登入系統後，畫面會顯示系統的主頁。畫面左方為主菜單，列出可供學員瀏覽的項目。



5. 從主菜單按入“NOTICE BOARD”，便會顯示最新之課程通告。

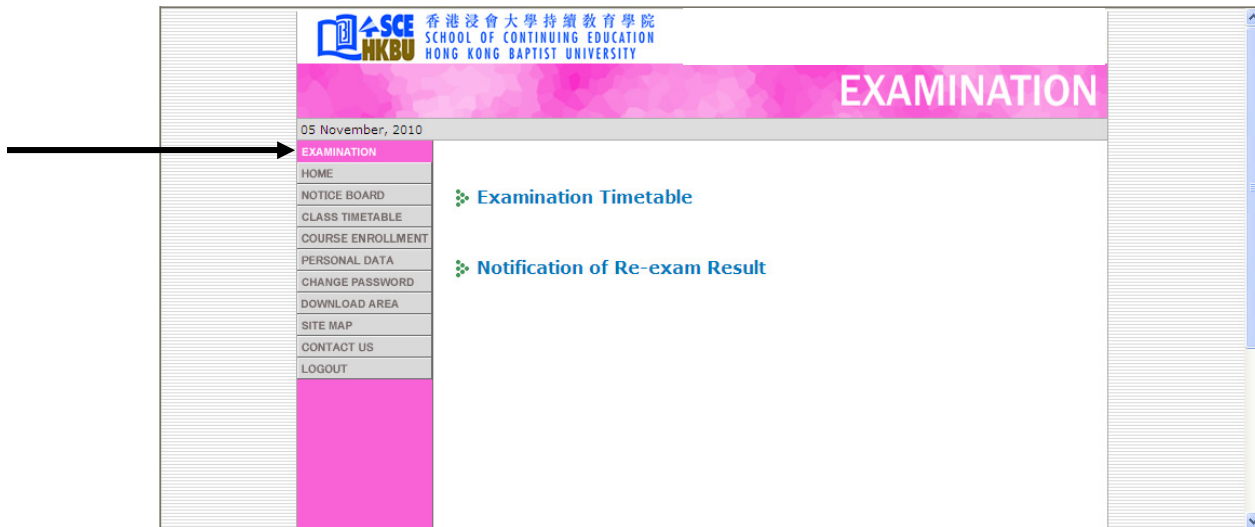
NOTICE BOARD	Update Notices
HOME	2010-10-26 學生資訊系統「查閱選科結果及增修學科」指南
CLASS TIMETABLE	2010-10-11 體育舞蹈(拉丁舞)班
EXAMINATION	2010-09-15 香港浸會大學幼兒教育學會 - 暫停行車路線
COURSE ENROLLMENT	2010-09-06 香港浸會大學幼兒教育學會 - 返學路線查詢資料
PERSONAL DATA	2010-08-27 香港浸會大學幼兒教育學會晚間專車服務
CHANGE PASSWORD	2010-08-03 持續教育大樓九樓佈告板暫停使用通知
DOWNLOAD AREA	2010-07-21 學會通告 - 晚間專車接載服務情況及未來發展
SITE MAP	2010-07-19 特殊幼兒工作訓練課程資歷
CONTACT US	2010-07-08 「學生資訊系統」使用指南
LOGOUT	2010-07-08 「Moodle 網上學習系統」學員指南
	2010-06-02 更改查詢電話及傳真號碼

6. 按入“CLASS TIMETABLE”，會顯示當季度之上課時間表。

上課時間表  
Timetable

檔案類型 File Format	檔案名稱 File Name	最後更新日期 Last Updated
	二零一零年秋季上課時間表 NEW	8 Sept 2010
	二零一零年秋季2501實習報告 工作坊及個別指導時間及地點安排 NEW	8 Sept 2010
	浸會大學校園地圖	8 April 2009

7. 按入“EXAMINATION”，會顯示當季度之考試時間表 (Examination Timetable)、重考／補考通知 (Re-exam Notification) 及重考／補考結果公佈 (Notification of Re-exam Result)。



8. 按入“COURSE ENROLLMENT”，再按入“COURSE ENROLLMENT RECORD”，可以閱覽學員之學科修讀紀錄。



9. 如上圖按入後，畫面便會顯示學員於每個季度曾修讀及現正修讀之學科名稱、學分、等級及積分點等資料。學員並可按“Friendly Print”以列印有關資料。

20 June, 2012

**COURSE ENROLLMENT**

Course Enrollment Record

**Friendly Print**

Student No.: **05912345**  
 Student Name: **CHAN TAI MAN**  
 Programme: **Bachelor of Education in Early Childhood Education**

Course Enrollment Record

Total Units Attempted: -  
 Total Units Gained: -

**Semester One, 2007-2008**

Course Code	Course Title	Unit	Grade
CECE2105	Children with Diverse Learning Needs	3	-
CECE2201	ECE Curriculum Design & Development: Principles	3	-
CECE2301	Chinese Enhancement for EC Educators II	2	-

Units Attempted: -  
 Units Gained: -  
 Grade Point Average: -  
 Programme Cumulative Grade Point Average: -

(This is not an official document)

**Semester Two, 2006-2007**

Course Code	Course Title	Unit	Grade
CECE2102	Teaching & Learning in ECE: Theory & Practice	3	B-

10. 按入“PERSONAL DATA”，便會顯示學員之個人資料。

18 December, 2007

**PERSONAL DATA**

**Programme Information**

Study Programme	Bachelor of Education in Early Childhood Education
Intake Year/Term	2006/1
Study Status	Active
Concentration	na
Stream/Level	na
Expected Completion Year/Term	-

**Personal Information**

Student Name	Chan Tai Man
Chinese Name	陳大文
Student No.	05912345
Sex	M
HKID	
Passport No.	110102198
Date of Birth	01 Jan 1996
Place of Birth	Hong Kong
Nationality	China (Mainland)
Correspondence Address	2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon

11. 學員如需要修改其個人資料，可按入畫面底部之“Edit Your Personal Information”按鈕。

The screenshot shows a web interface with a yellow sidebar on the left. The main content area displays a table of personal information. Below the table is a button labeled "Edit Your Personal Information" with a black arrow pointing to it from the right. Below the button, it says "Data as of 18 December, 2007". At the bottom, there is a navigation menu with links: [HOME]-[NOTICE BOARD]-[CLASS TIMETABLE]-[EXAMINATION]-[COURSE ENROLLMENT]-[PERSONAL DATA]-[CHANGE PASSWORD]-[DOWNLOAD AREA]-[SITE MAP]-[CONTACT US]-[LOGOUT]. Below the navigation menu is a link for "University Privacy Policy Statement" and a copyright notice: "Copyright © School of Continuing Education, Hong Kong Baptist University." The browser's taskbar at the bottom shows the system tray with a clock and network icon.

Nationality	China (Mainland)
Correspondence Address	2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon
Residential Address	(Same as Correspondence Address)
Phone No. (Residential)	34113011
(Mobile)	34113011
(Office)	34113011
Fax No.	34113362
HKBU e-mail	05912345@hkbu.edu.hk
Data to Alumni	Yes
Data to Student Union	Yes
Physical Disability	No

**Emergency Contact**

Name(surname first)	CHAN
Other Names	TAK MAN
Relationship with Student	Father
Phone No.	34113011

Edit Your Personal Information

Data as of 18 December, 2007

[HOME]-[NOTICE BOARD]-[CLASS TIMETABLE]-[EXAMINATION]-[COURSE ENROLLMENT]-[PERSONAL DATA]-[CHANGE PASSWORD]-[DOWNLOAD AREA]-[SITE MAP]-[CONTACT US]-[LOGOUT]

University Privacy Policy Statement  
Copyright © School of Continuing Education, Hong Kong Baptist University.

12. 按入“Edit Your Personal Information”後，學員可按需要修改其通訊地址及電話等資料。修改後再按畫面底部之“Update Your Personal Information”按鈕以確定所更新的資料。

The screenshot shows the same web interface as in the previous image, but the form fields are now active and contain text. A black arrow points to the "Update Your Personal Information" button at the bottom. The form fields are as follows:

Correspondence Address	2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon
Residential Address (input only if it is not the same as Corr. Address)	
Phone No. (Residential)	34113011
(Mobile)	34113011
(Office)	34113011
Fax No.	34113362
HKBU e-mail	05912345@hkbu.edu.hk
Data to Alumni	Yes
Data to Student Union	Yes
Physical Disability	No

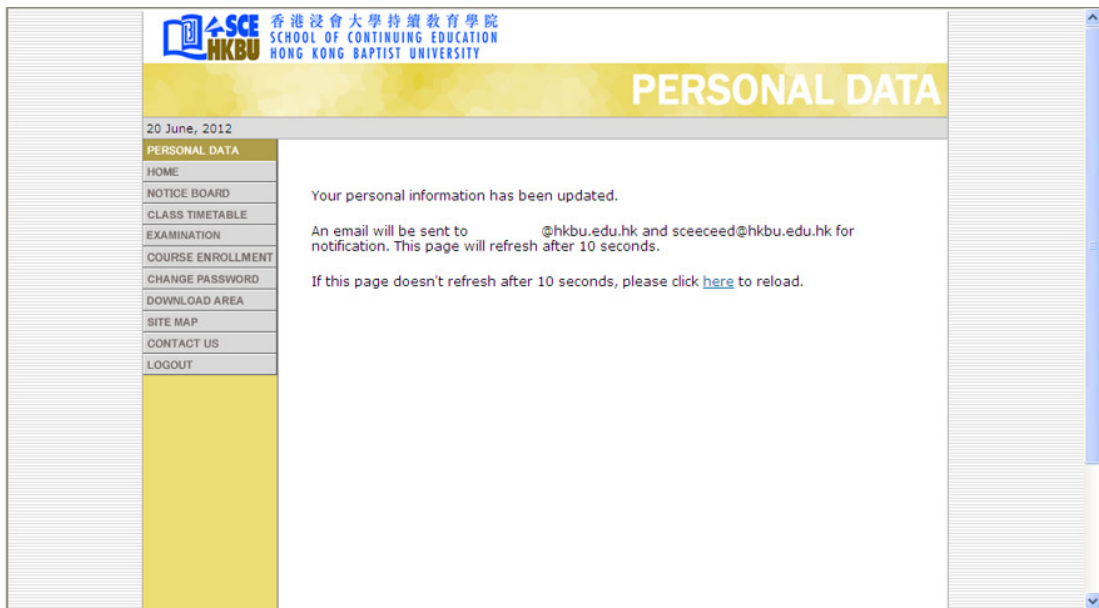
**Parents/Guardian Information**

Name(surname first)	CHAN
Other Names	TAK MAN
Relationship with Student	Father
Phone No.	34113011

Update Your Personal Information

Data as of 18 December, 2007

13. 畫面隨後會顯示已確定更新了學員之個人資料，系統並會分別發出通知電郵至學員之大學電郵戶口及課程組電郵戶口。



14. 學員可按入“CHANGE PASSWORD”以更改個人密碼，輸入後按“Submit”按鈕確定。



15. 按入“DOWNLOAD AREA”，畫面便會顯示課程之有關表格、手冊及其他資料以供下載。

香港浸會大學持續教育學院  
SCHOOL OF CONTINUING EDUCATION  
HONG KONG BAPTIST UNIVERSITY

## DOWNLOAD AREA

DOWNLOAD AREA

- HOME
- NOTICE BOARD
- CLASS TIMETABLE
- EXAMINATION
- COURSE ENROLLMENT
- PERSONAL DATA
- CHANGE PASSWORD
- SITE MAP
- CONTACT US
- LOGOUT

❖ 下載表格  
**Forms to Download**

檔案類型 File Format	檔案名稱 File Name	最後更新日期 Last Updated
	每季開辦科目一覽表 <b>NEW</b>	17 Apr 2012
	階段升讀申請表 <b>NEW</b>	2 Mar 2012
	更改個人資料申請表	19 Jan 2012
	學生手冊	20 Jul 2011
	求學救生圈	20 Jul 2011
	二零一一至二零一二年度課程年曆表	27 Jun 2011
	退修 / 休學申請表	28 Apr 2010
	復學申請表	28 Apr 2010

16. 按入“SITE MAP”，可顯示「學生資訊系統」之網站索引，學員亦可透過此索引進入菜單內各項目。

香港浸會大學持續教育學院  
SCHOOL OF CONTINUING EDUCATION  
HONG KONG BAPTIST UNIVERSITY

## SITE MAP

20 June, 2012

- SITE MAP
- HOME
- NOTICE BOARD
- CLASS TIMETABLE
- EXAMINATION
- COURSE ENROLLMENT
- PERSONAL DATA
- CHANGE PASSWORD
- DOWNLOAD AREA
- CONTACT US
- LOGOUT

❖ HOME

❖ NOTICE BOARD

❖ CLASS TIMETABLE

❖ EXAMINATION

❖ COURSE ENROLLMENT



17. 按入“CONTACT US”，便會顯示課程組之聯絡資料。

20 June, 2012

**CONTACT US**

HOME  
NOTICE BOARD  
CLASS TIMETABLE  
EXAMINATION  
COURSE ENROLLMENT  
PERSONAL DATA  
CHANGE PASSWORD  
DOWNLOAD AREA  
SITE MAP  
LOGOUT

**Contact Us**

Thank you for visiting the Student Information System. Send us your feedback via

E-mail: [sceceed@hkbu.edu.hk](mailto:sceceed@hkbu.edu.hk)

Mail: **Bachelor of Education in Early Childhood Education**  
School of Continuing Education, HKBU  
2/F, Franki Centre  
320 Junction Road  
Kowloon Tong, Kowloon.

九龍塘聯合道三百二十號德新中心二樓  
香港浸會大學持續教育學院  
「幼兒教育學教育學士學位課程」

Phone: (852) 3411-4333

Fax: (852) 3411-4302

17. 按入“LOGOUT”，便可登出「學生資訊系統」。

20 June, 2012

**NOTICE BOARD**

Update Notices

HOME  
CLASS TIMETABLE  
EXAMINATION  
COURSE ENROLLMENT  
PERSONAL DATA  
CHANGE PASSWORD  
DOWNLOAD AREA  
SITE MAP  
CONTACT US  
LOGOUT