SCE Moodle User Guide

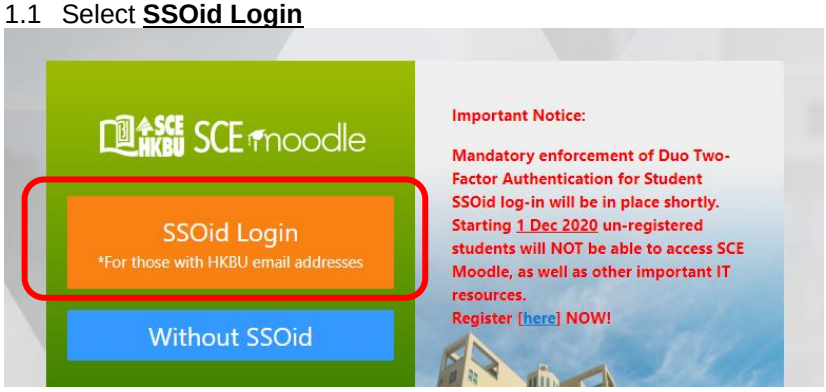
Early Childhood and Elementary Education Division
School of Continuing Education
Hong Kong Baptist University

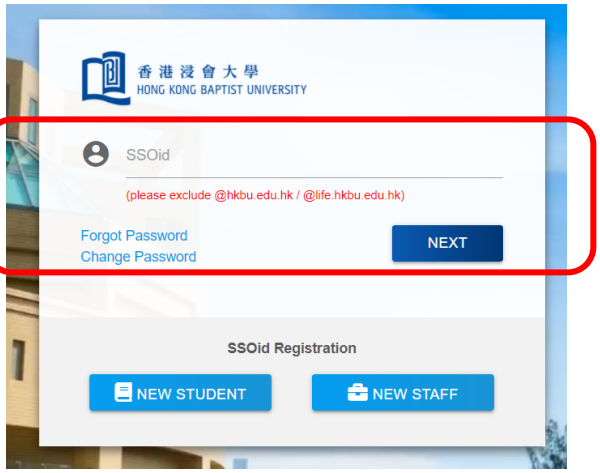
A. Getting Started

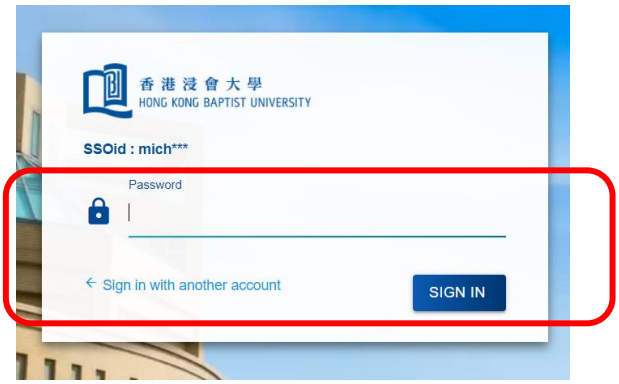
1. Students must activate their HKBU email account before logging in to SCE Moodle via the following website: https://iss.hkbu.edu.hk/buam/activation

   Login page of SCE Moodle: (https://scemoodle.hkbu.edu.hk/)

1.1 Select **SSOid Login**







Fill in the SSOid and press the “Next” button
Then fill in the password of your HKBU email account and press the “Login” button.

2. Login FAQ

2.1 If you fails to login to the system, please check whether you have activated your **HKBU email account and Duo Two-Factor Authentication (2FA)**, 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.

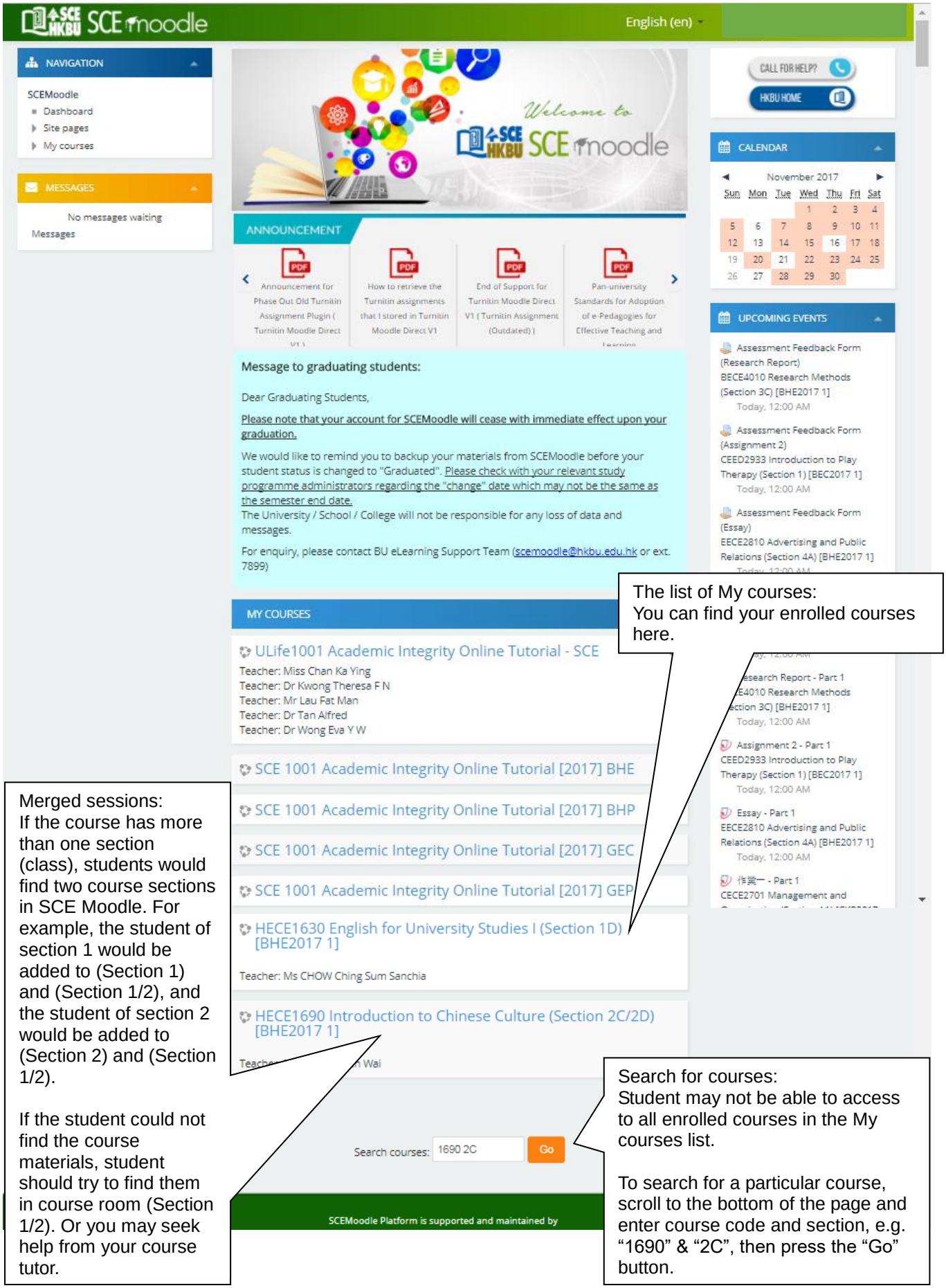
2.2 If you forget your password, you can reset your password via：https://iss.hkbu.edu.hk/buam/resetSSOidpwd

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



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

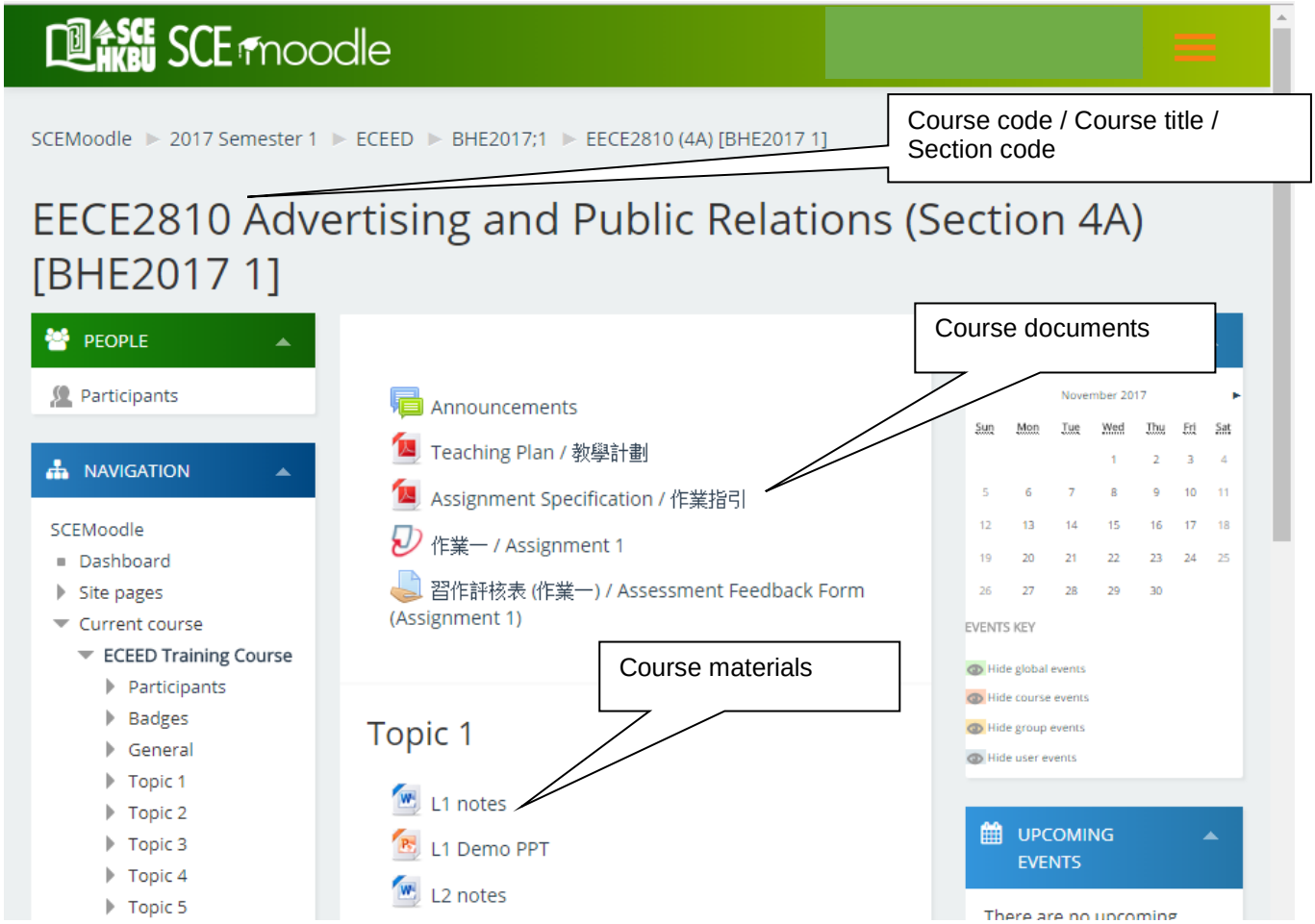
Merged sessions:
If the course has more than one section (class), students would find two course sections in SCE Moodle. For example, the student of section 1 would be added to (Section 1) and (Section 1/2), and the student of section 2 would be added to (Section 2) and (Section 1/2).

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.

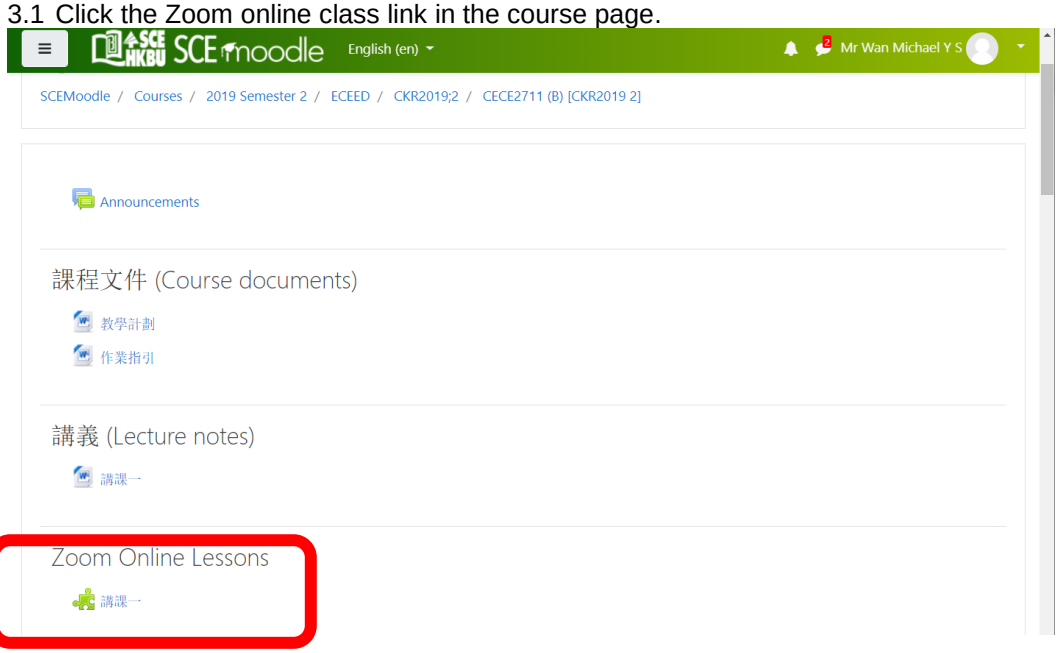
To search for a particular course, scroll to the bottom of the page and enter course code and section, e.g. “1690” & “2C”, then press the “Go” button.

2. Course Page

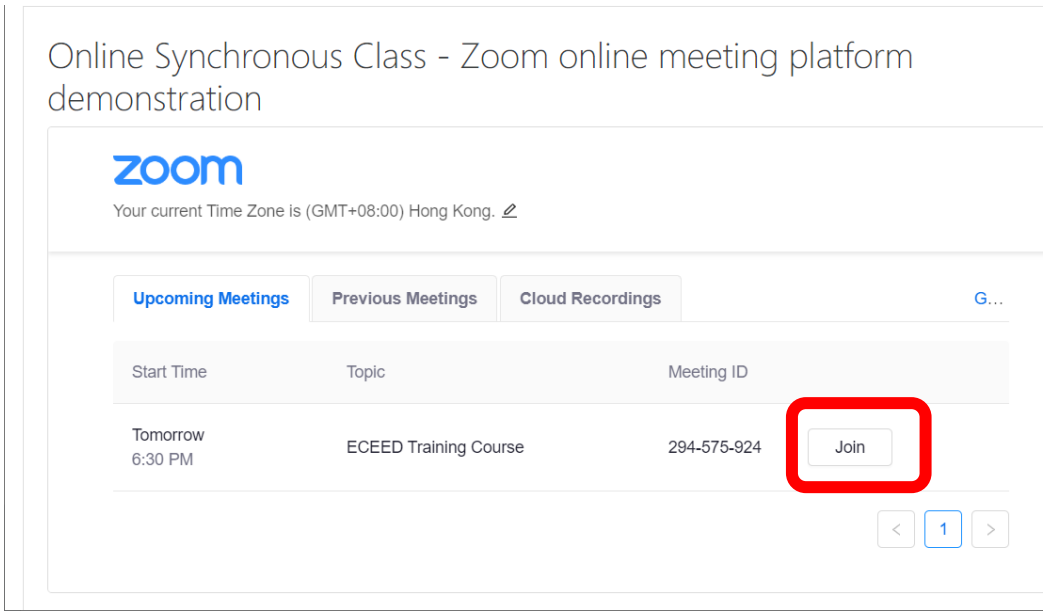


3. Join Zoom online class

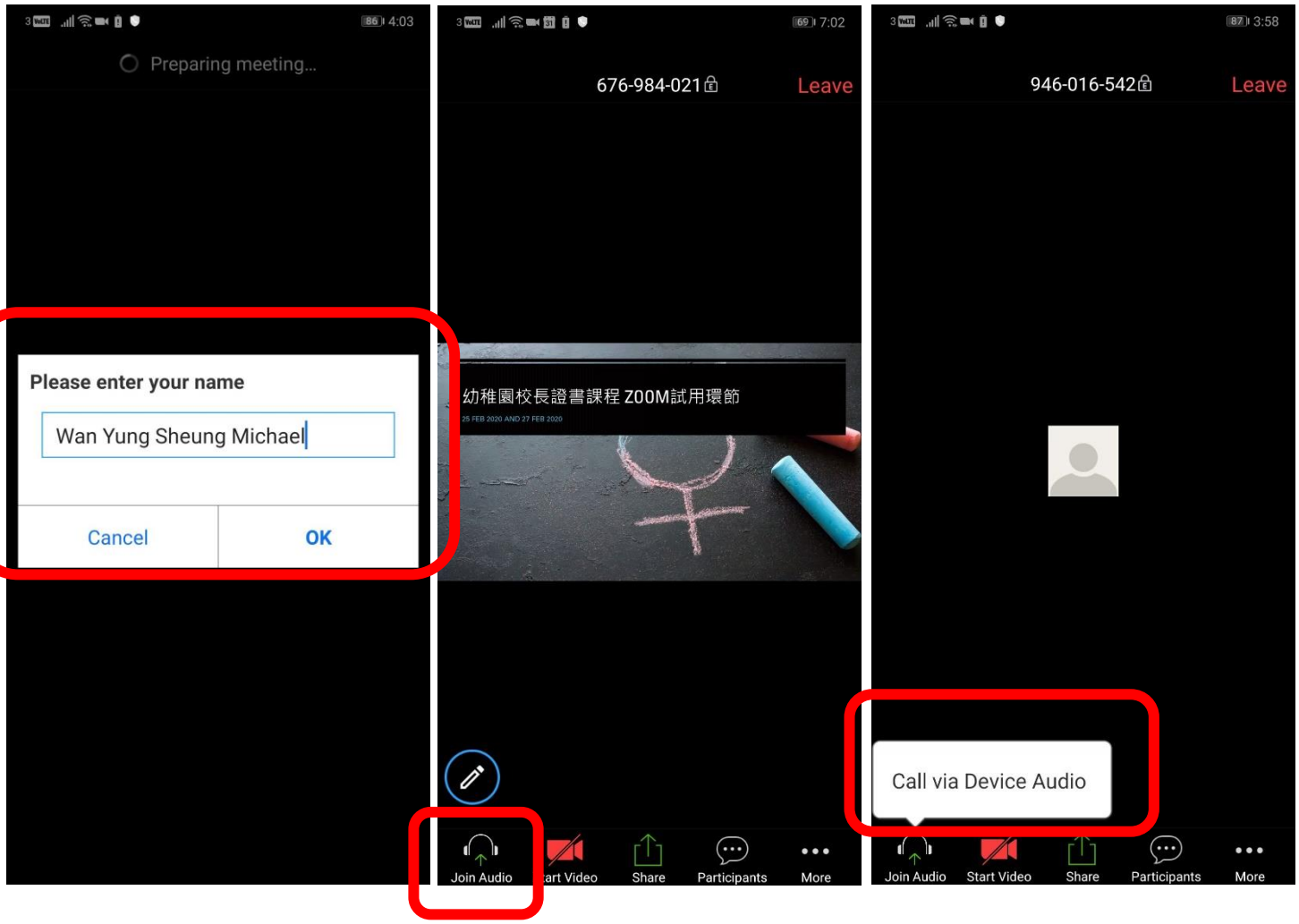
3.1 Click the Zoom online class link in the course page.



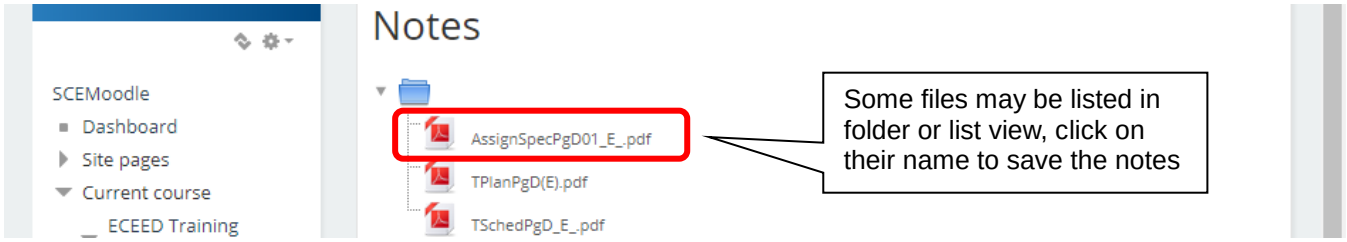
3.2 Press ”Join” button。

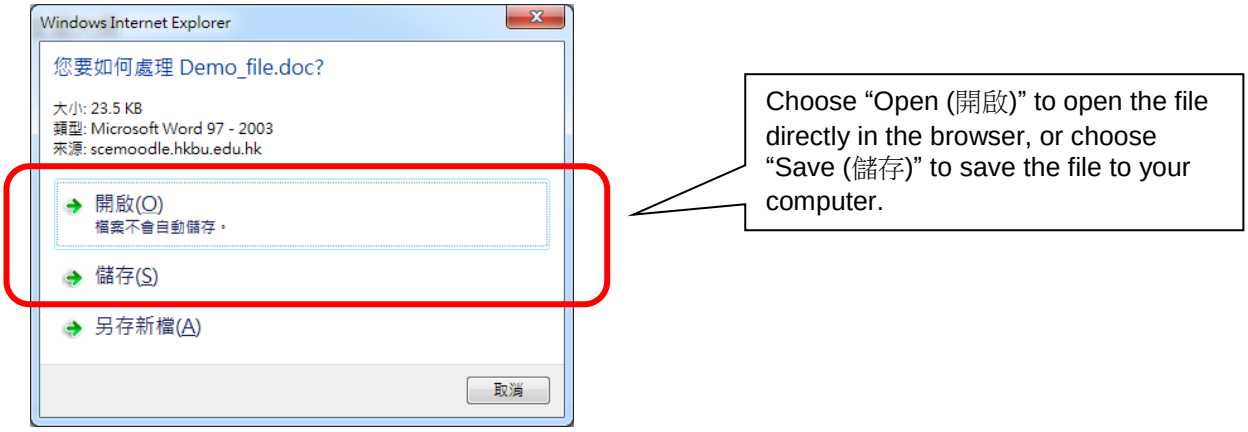


3.3 Enter your English Full Name if prompt, and press ”OK” button.
3.4 Press ”Join Audio” icon.
3.5 Choose ”Call via Device Audio” option and join the Zoom online class.

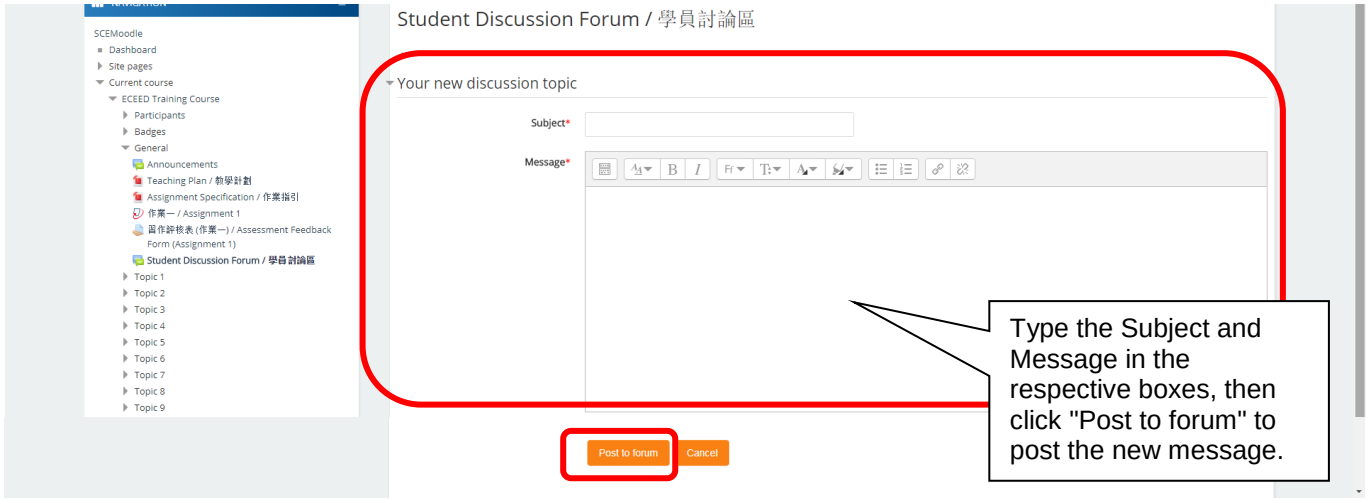


4. Download course materials



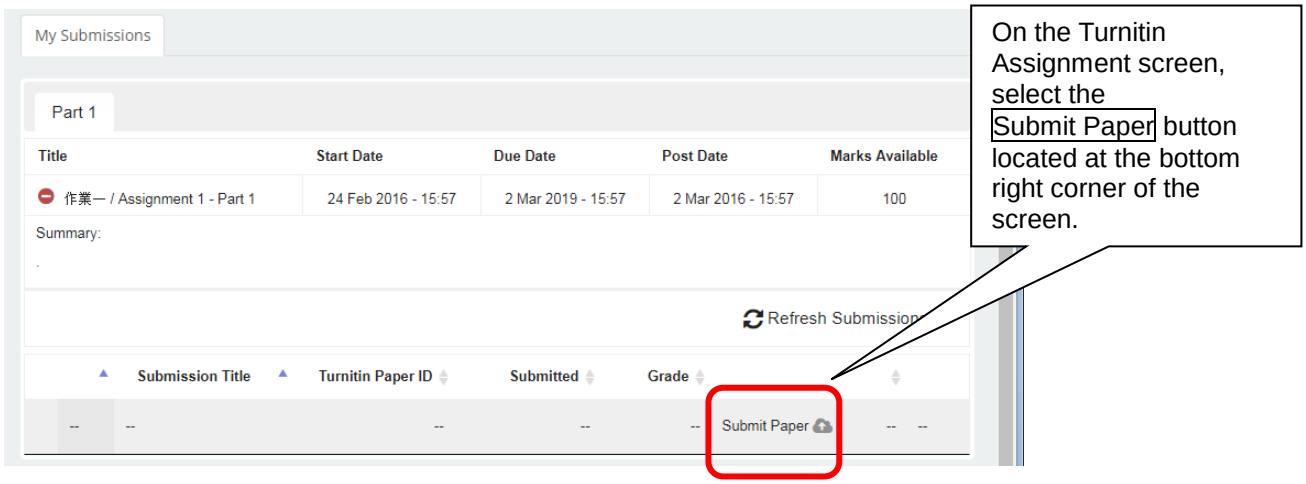


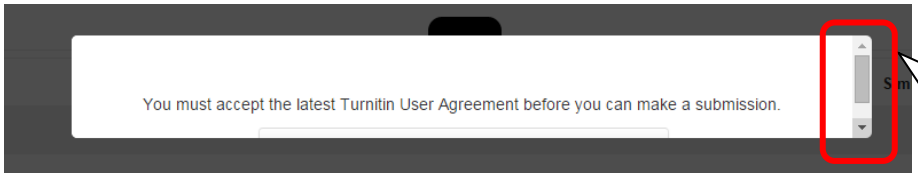
5. Post a new message in the discussion forum

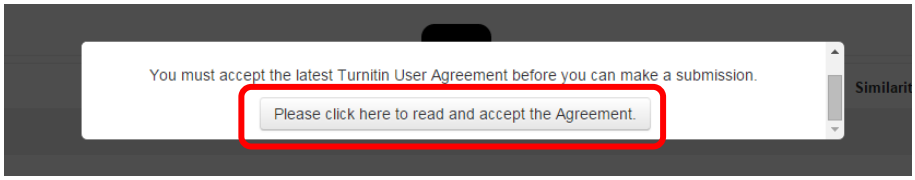


6. Submitting online assignment / assessment feedback form / assessment rubrics form

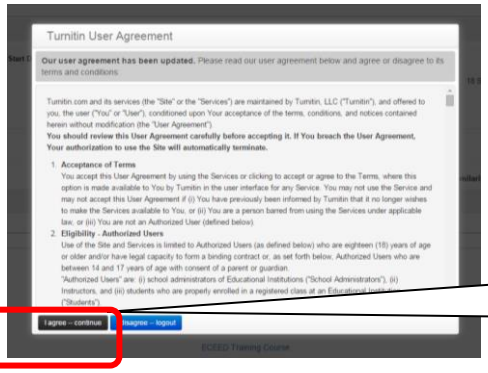
6.1 Submitting online assignment



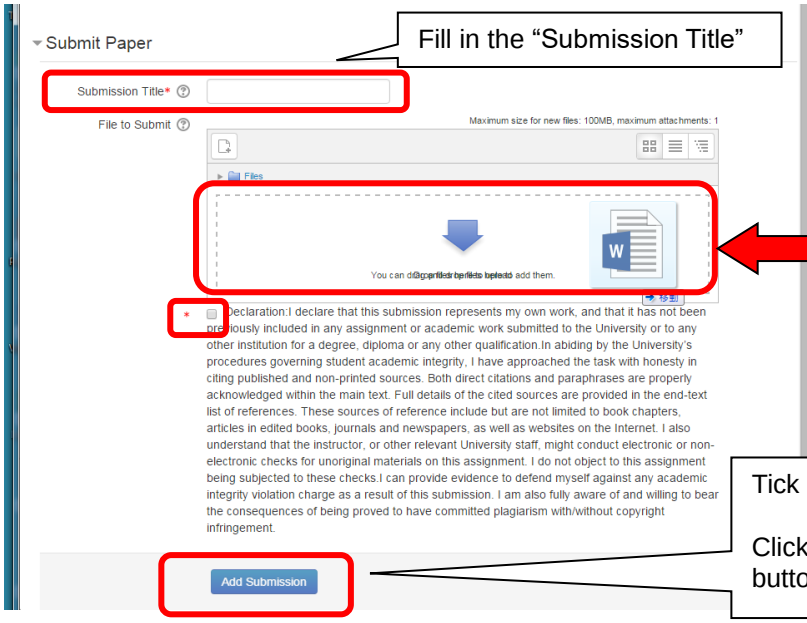




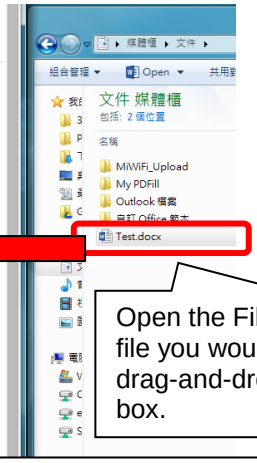
If a window comes up that says "You must accept the latest Turnitin User Agreement", scroll down, click on the Please click here to read and accept the Agreement button and it will open a new tab/window.



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



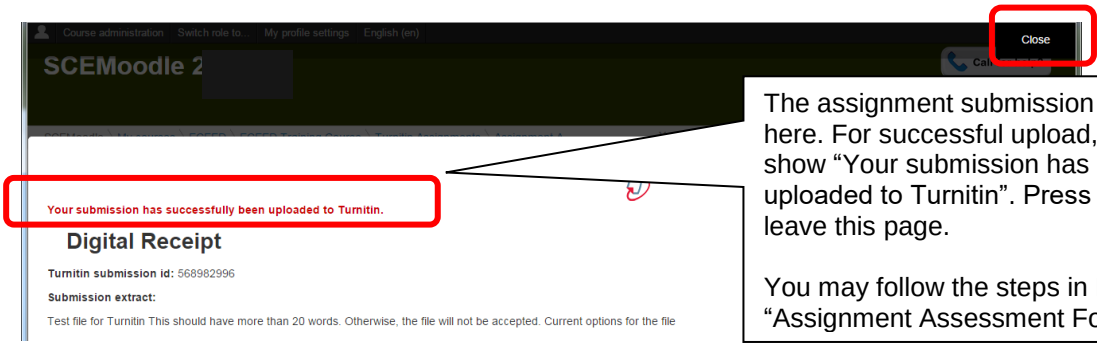
Fill in the "Submission Title"



Open the File Explorer, select the file you would upload, and drag-and-drop it to the blue arrow box.

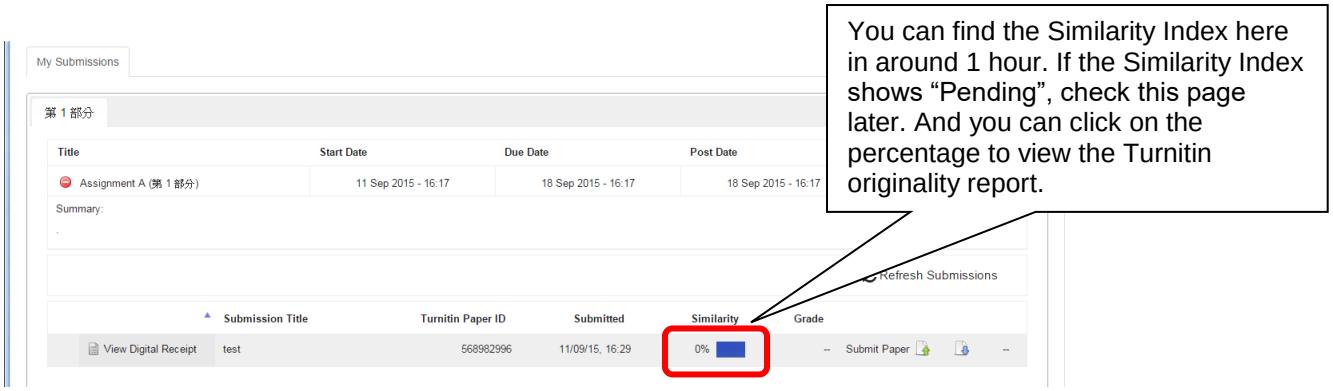
Tick the Declaration box.

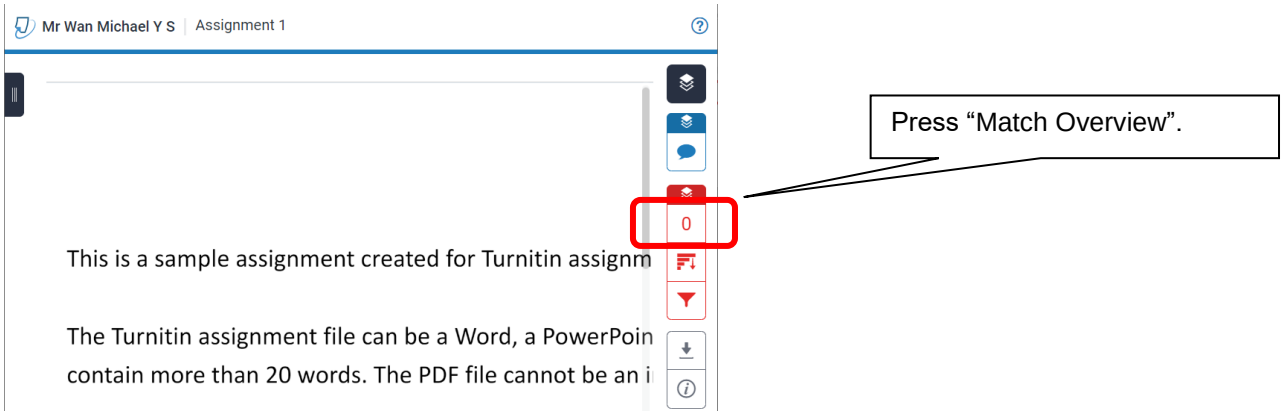
Click the Add Submission button.



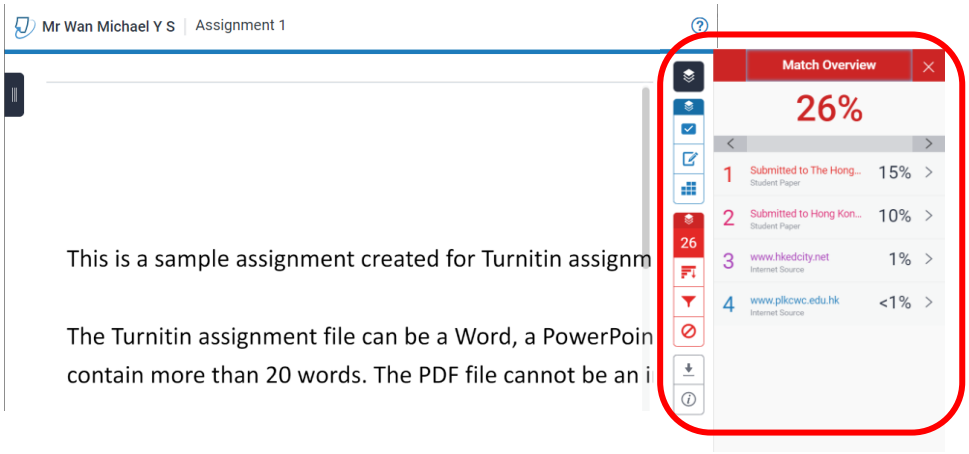
The assignment submission status will be shown here. For successful upload, the status should show "Your submission has successfully been uploaded to Turnitin". Press the "Close" button to leave this page.

You may follow the steps in P.8 to upload "Assignment Assessment Form".





A sample of the Turnitin originality report is shown below.

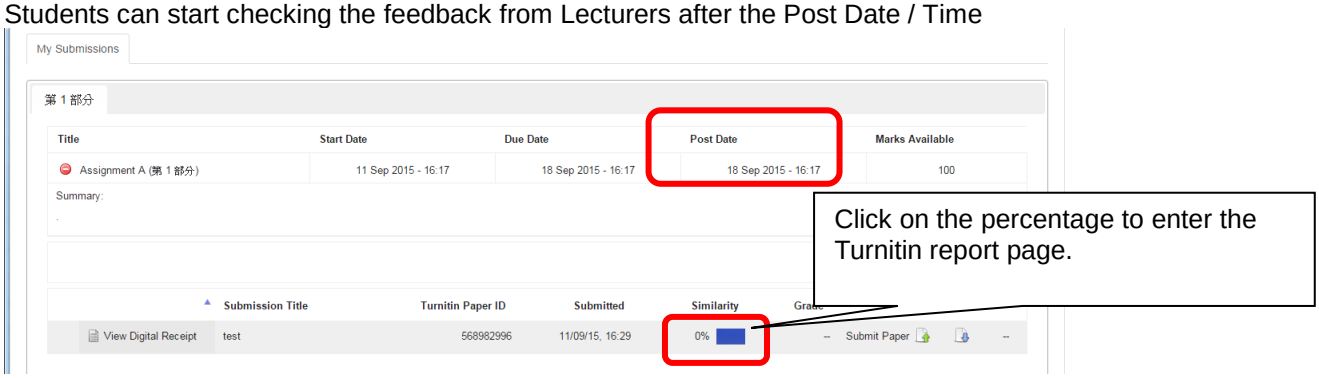


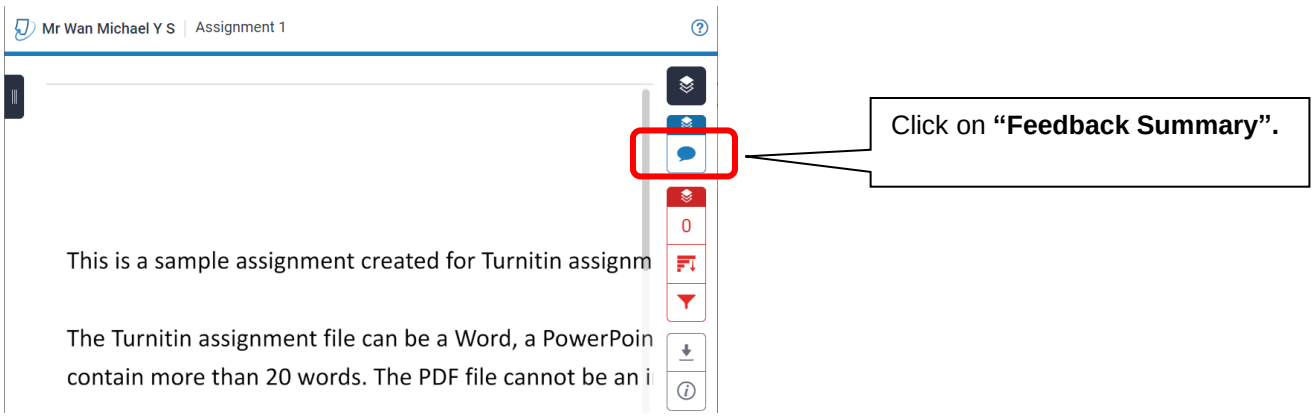
The result of the text matching mechanism would be generated and shown in the originality report. In the report, you can view the percentage of matching text found in the submitted work. You can revise and re-submit your assignments prior to the due date.

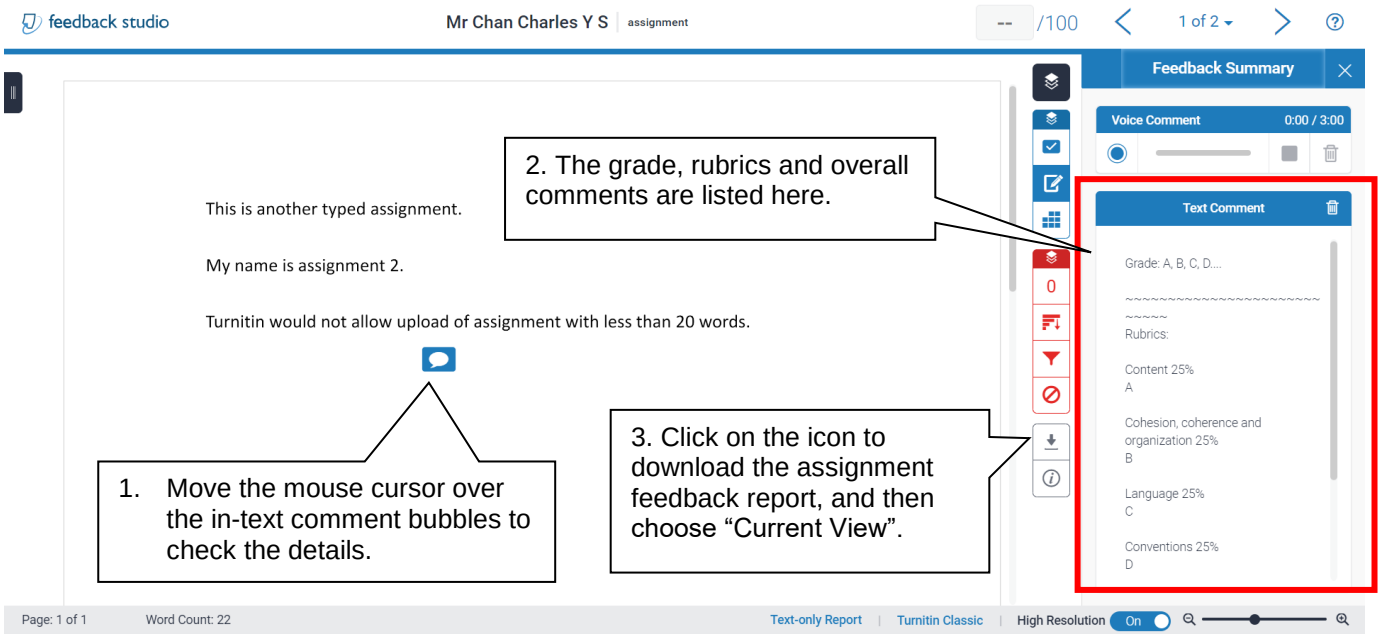
It is important to know that *Turnitin* does not make judgments on whether the submitted work is a plagiarized case. Faculty judgment is crucial to determine the occurrence of plagiarism based on subject knowledge. You can seek consultation with your lecturers or tutors on your *Turnitin* originality report as needed.

6.2 Checking online assignment feedback

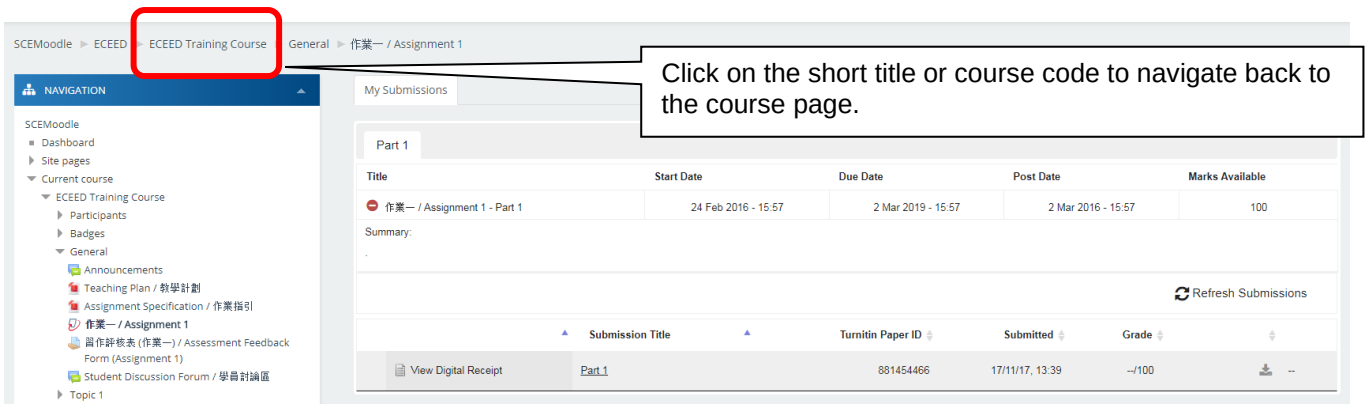
Students can start checking the feedback from Lecturers after the Post Date / Time

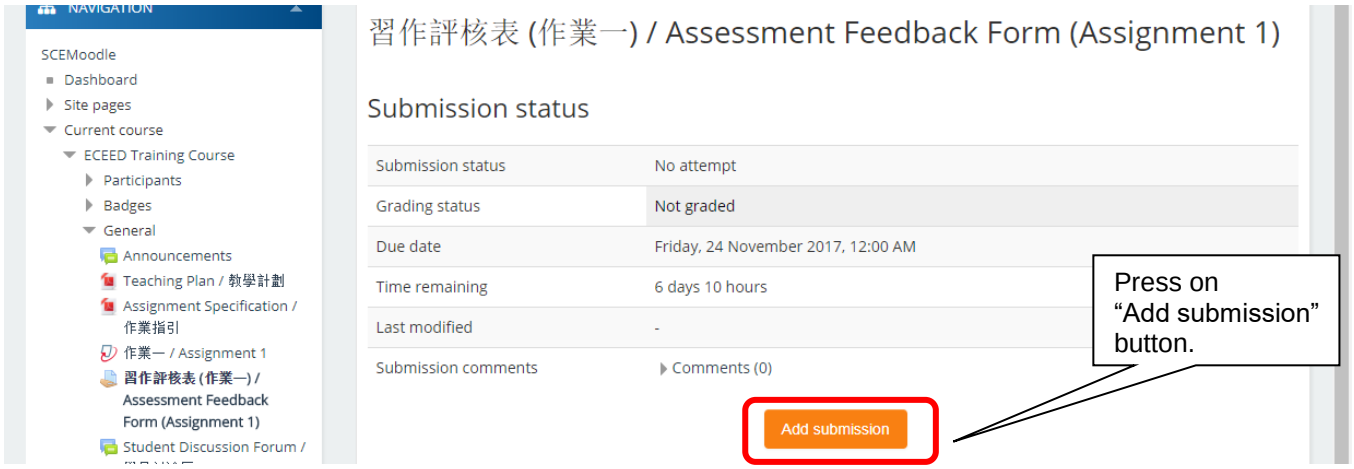


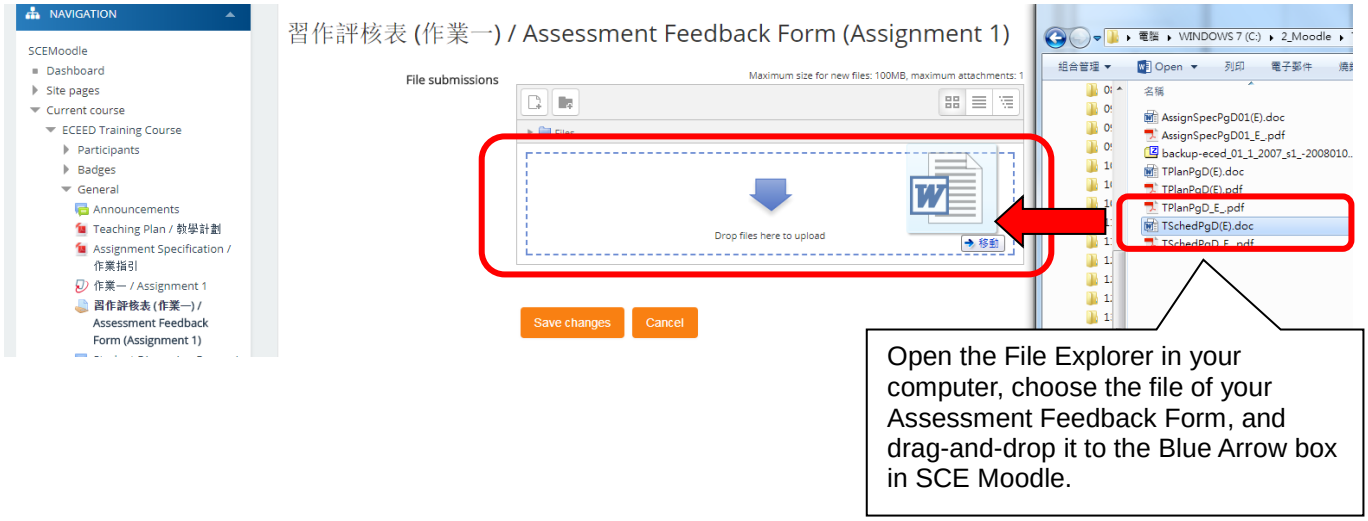


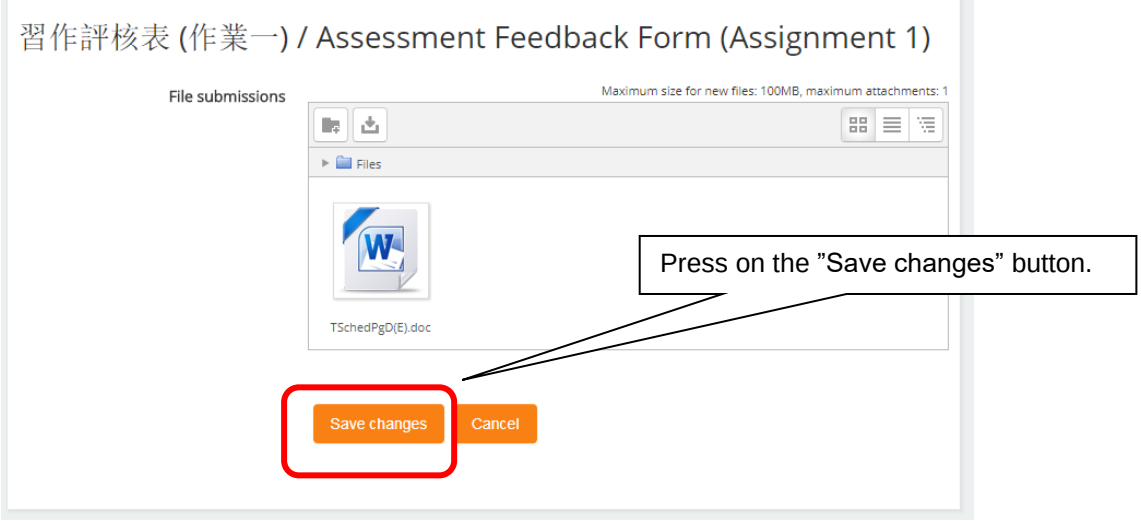


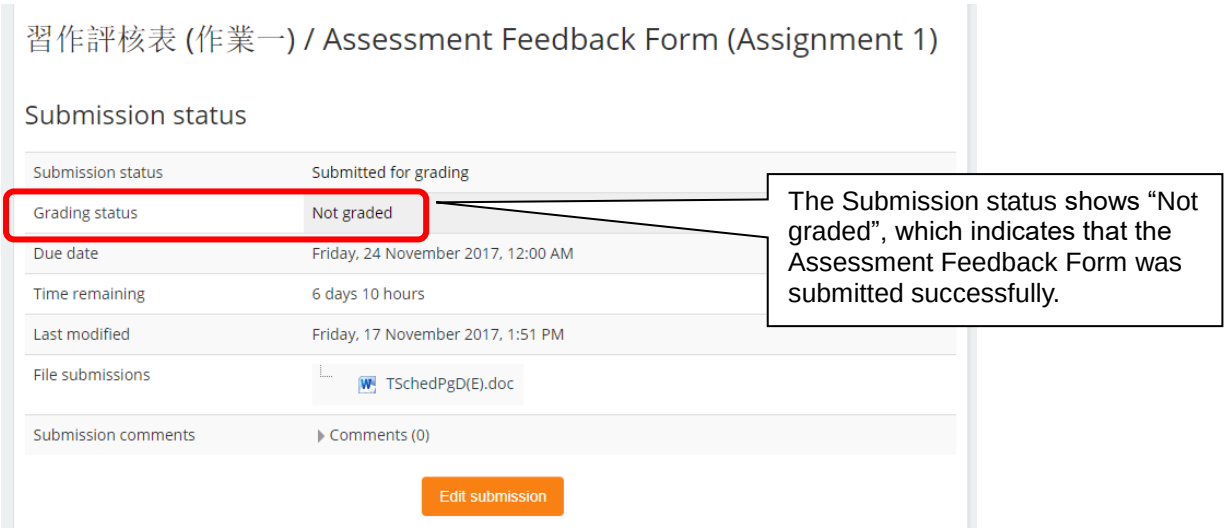
6.3 Submitting assessment feedback form / assessment rubrics form











C. System Support

For assistance, please contact our staff at 3411-4310.