

SCE Moodle User Guide

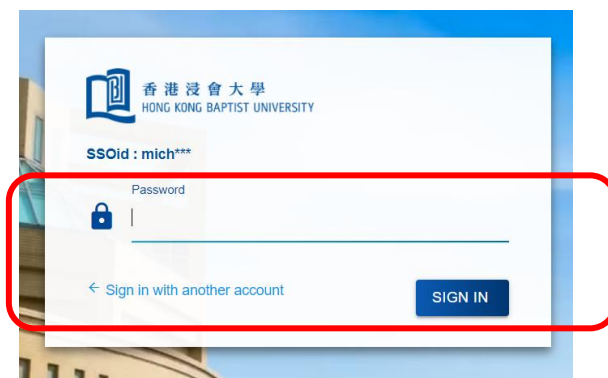
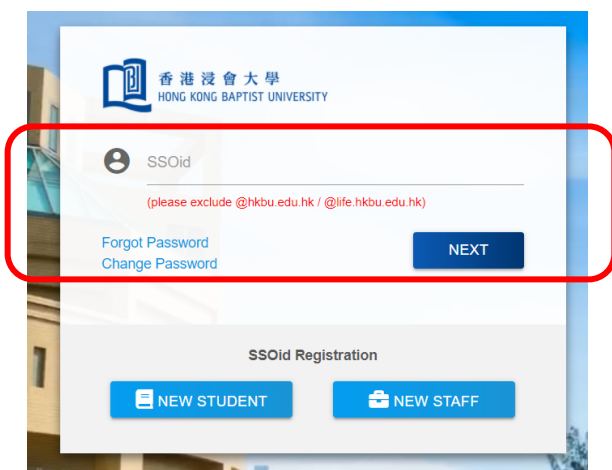
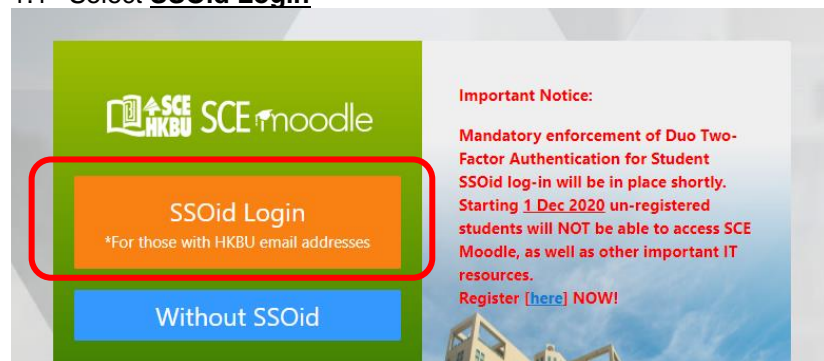
Early Childhood and Elementary Education Division School of Continuing Education Hong Kong Baptist University

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 screenshot shows the SCE Moodle main page. At the top, there is a green header with the SCE Moodle logo and the language 'English (en)'. Below the header, there are several sections:

- NAVIGATION:** A blue sidebar menu with options for 'Dashboard', 'Site pages', and 'My courses'.
- MESSAGES:** An orange banner indicating 'No messages waiting'.
- ANNOUNCEMENT:** A central area with a banner image and four PDF icons for announcements regarding Turnitin assignments, Moodle Direct V1, and pedagogical standards.
- MESSAGE TO GRADUATING STUDENTS:** A light blue box with text advising students to backup their materials before graduation.
- MY COURSES:** A list of enrolled courses, including 'ULife1001 Academic Integrity Online Tutorial - SCE' and 'SCE 1001 Academic Integrity Online Tutorial [2017] BHE/BHP/GEC/GEP'. Each course entry includes the teacher's name.
- CALENDAR:** A blue sidebar widget showing the calendar for November 2017.
- UPCOMING EVENTS:** A blue sidebar widget listing various assessment and assignment events.
- SEARCH COURSES:** A search bar at the bottom with the text 'Search courses: 1690 2C' and a 'Go' button.

Annotations on the page provide additional information:

- Merged sessions:** A text box explains that if a course has more than one section, students will find two course sections in SCE Moodle. For example, a student in section 1 would be added to (Section 1) and (Section 1/2), and a student in section 2 would be added to (Section 2) and (Section 1/2).
- Search for courses:** A text box notes that students may not be able to access all enrolled courses in the 'My courses' list. To search for a particular course, they should scroll to the bottom of the page, enter the course code and section (e.g., '1690' & '2C'), and press the 'Go' button.
- My courses list:** A text box points to the 'MY COURSES' section, stating that the list of enrolled courses can be found there.

2. Course Page

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

Course code / Course title / Section code

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

Course documents

- 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)

Course materials

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 events.

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

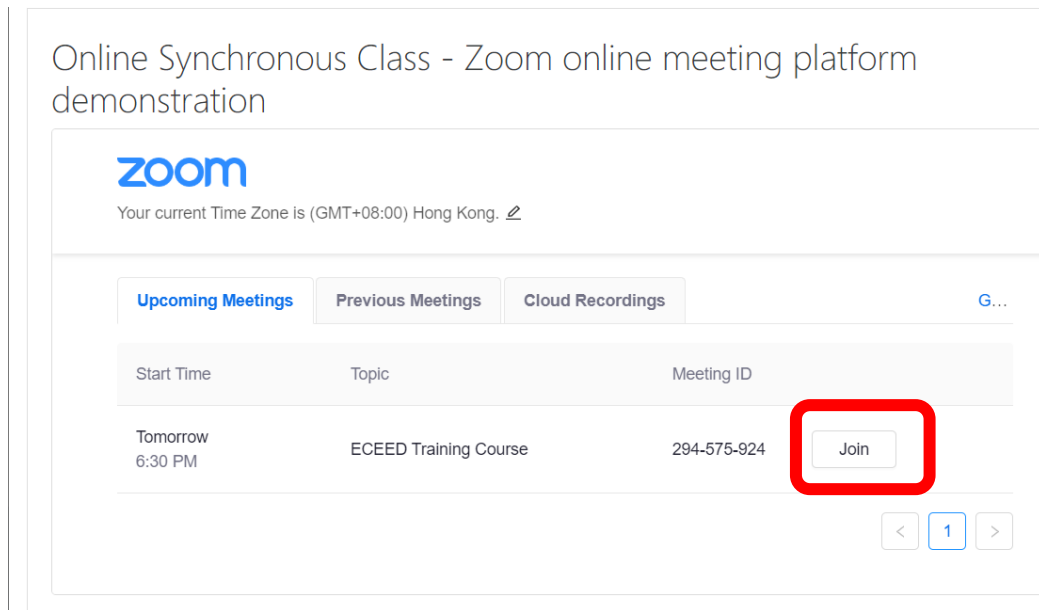
講義 (Lecture notes)

- 講課一

Zoom Online Lessons

- 講課一

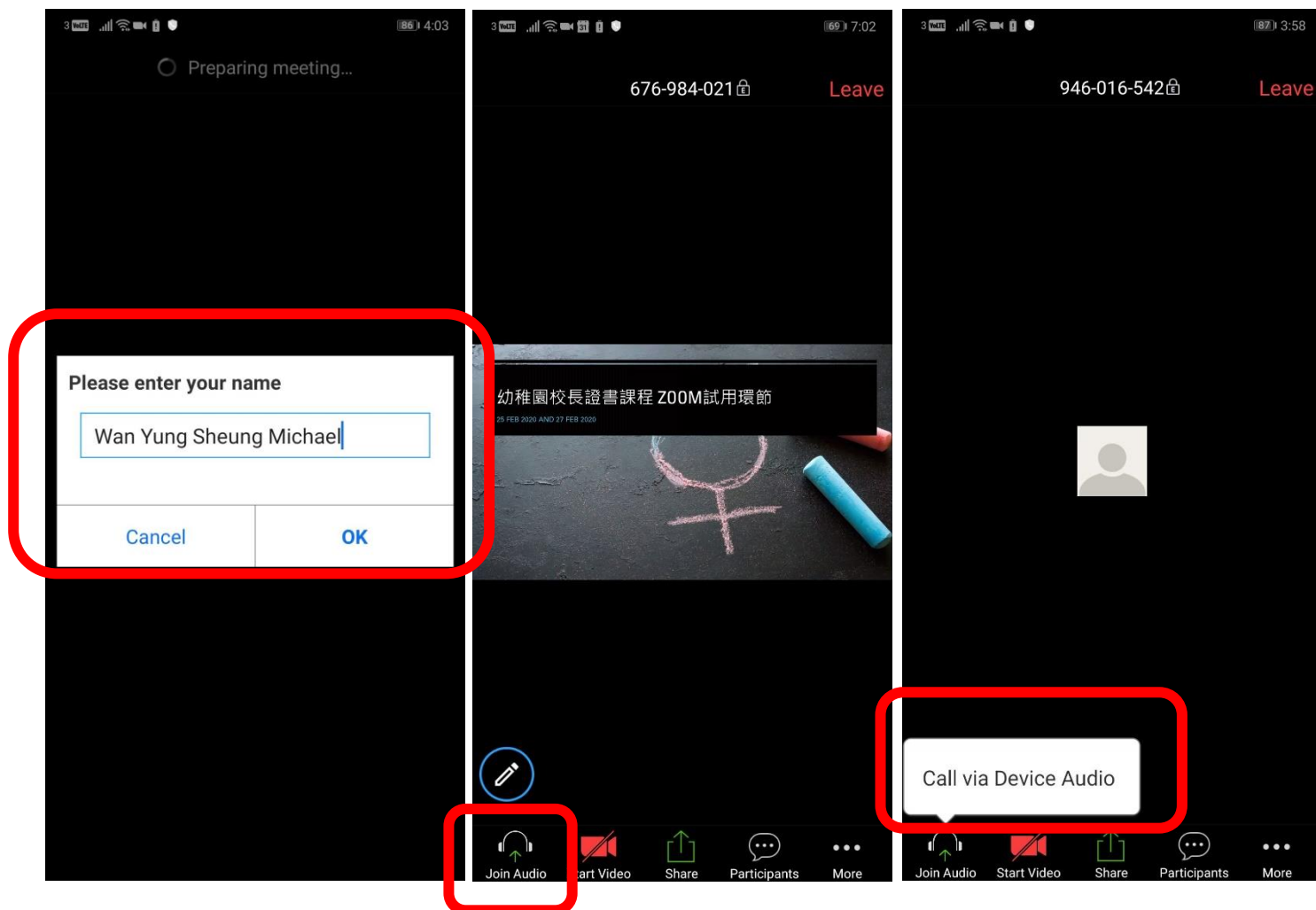
3.2 Press "Join" button



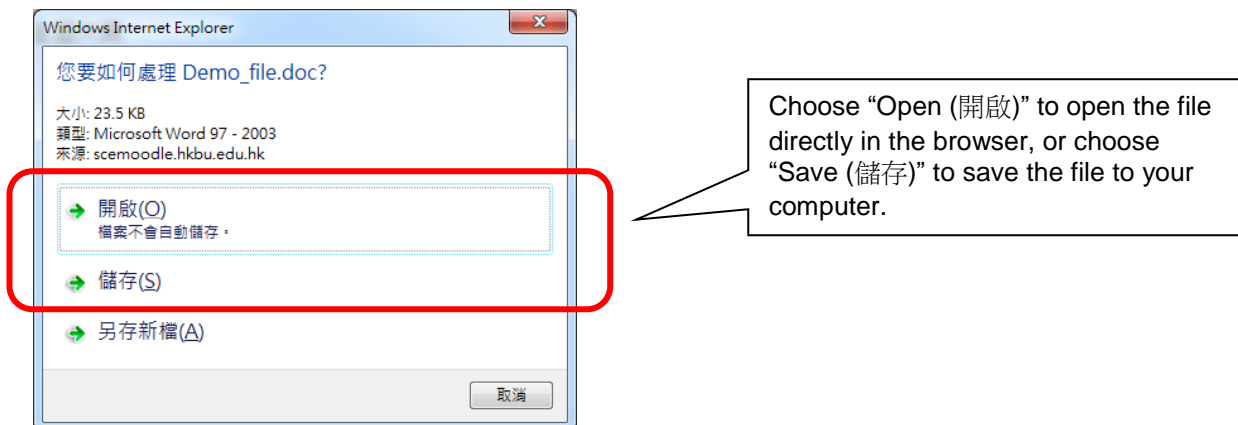
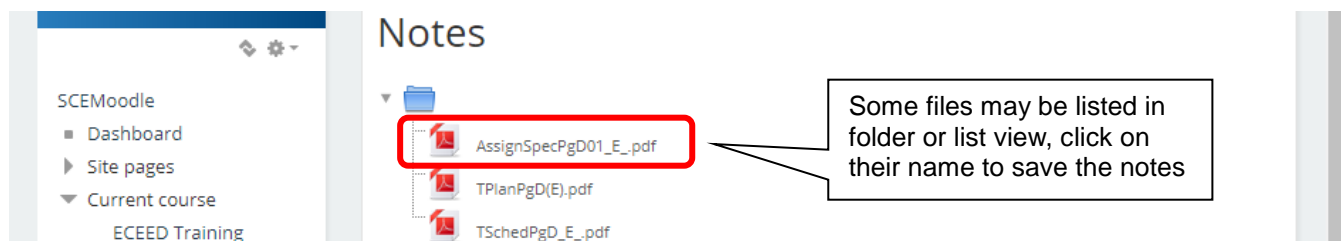
3.3 Enter your English Full Name if prompt, and press "OK" button.

3.4 Press "Join Audio" icon.

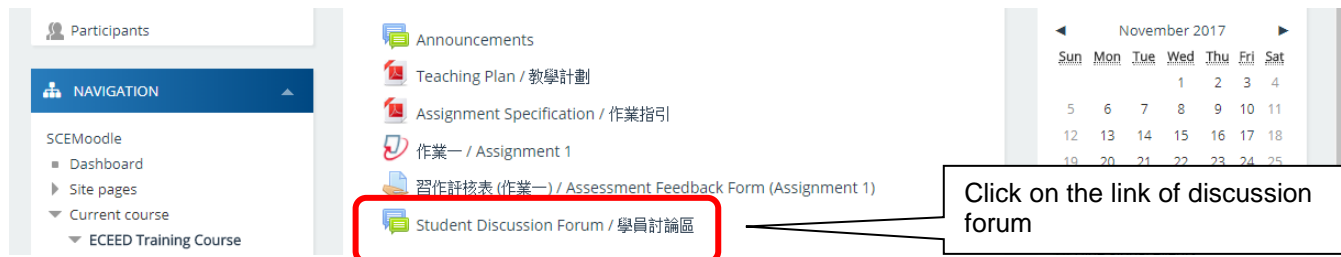
3.5 Choose "Call via Device Audio" option and join the Zoom online class.



4. Download course materials



5. Post a new message in the discussion forum



Student Discussion Forum / 學員討論區

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

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

Discussion	Started by	Replies	Last post
Demo Topic 1	ECEDFT 05	0	Wed, 11 Jul 2012, 3:20 PM

Student Discussion Forum / 學員討論區

Your new discussion topic

Subject*

Message*

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

Post to forum Cancel

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

6.1 Submitting online assignment

PEOPLE

Participants

NAVIGATION

SCEMoodle

- Dashboard
- Site pages
- Current 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)

CALENDAR

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

Enter the online assignment page in the course page.

My Submissions

Part 1

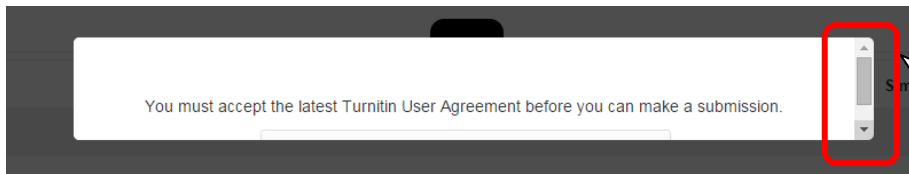
Title	Start Date	Due Date	Post Date	Marks Available
作業一 / Assignment 1 - Part 1	24 Feb 2016 - 15:57	2 Mar 2019 - 15:57	2 Mar 2016 - 15:57	100

Summary:

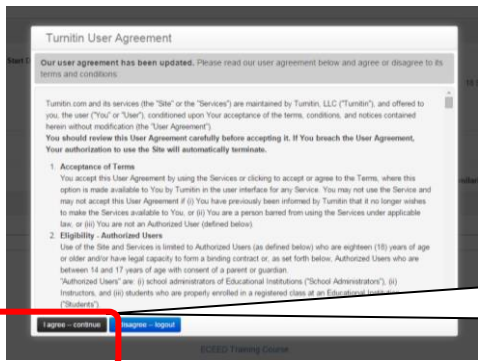
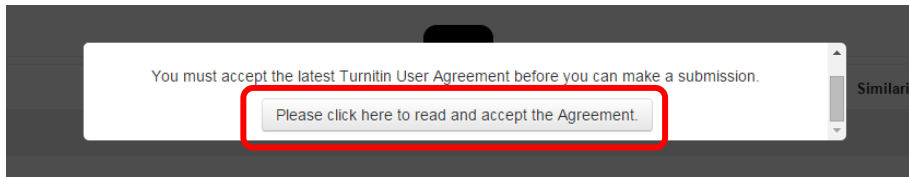
Refresh Submission

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

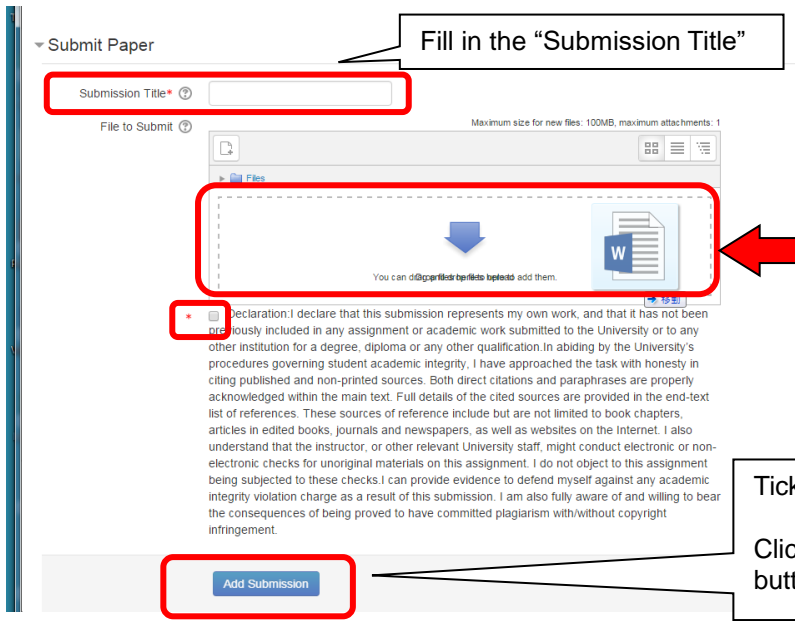
On the Turnitin Assignment screen, select the Submit Paper button located at the bottom right corner of the screen.



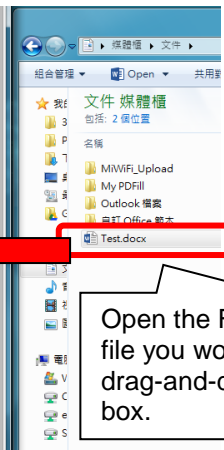
If a window comes up that says "You must accept the latest Turnitin User Agreement", scroll down, click on the **Please click here to read and accept the Agreement** button and it will open a new tab/window.



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

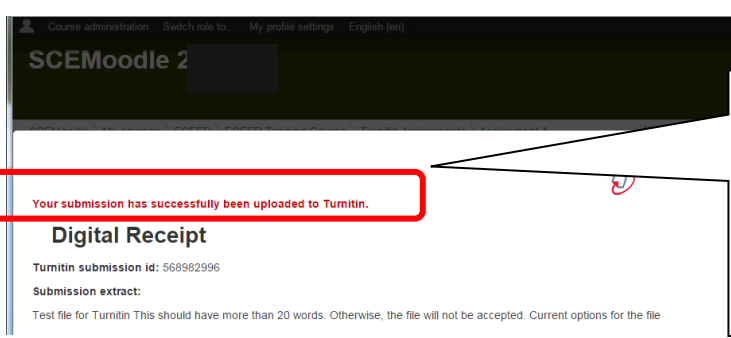


Fill in the "Submission Title"



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".

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.

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

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

Press "Match Overview".

This is a sample assignment created for Turnitin assignment. The Turnitin assignment file can be a Word, a PowerPoint, or a PDF file. The PDF file cannot be an image.

A sample of the Turnitin originality report is shown below.

Mr Wan Michael Y S | Assignment 1

This is a sample assignment created for Turnitin assignment. The Turnitin assignment file can be a Word, a PowerPoint, or a PDF file. The PDF file cannot be an image.

Match Overview

26%

- Submitted to The Hong... Student Paper 15% >
- Submitted to Hong Kon... Student Paper 10% >
- www.hkedcity.net Internet Source 1% >
- www.plkwc.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

The screenshot shows a Moodle course page with a sidebar on the left containing 'PEOPLE' (Participants) and 'NAVIGATION' (Dashboard, Site pages, Current course). The main content area lists course items: 'Announcements', 'Teaching Plan / 教學計劃', 'Assignment Specification / 作業指引', and '作業一 / Assignment 1' (highlighted with a red box). Below it is '習作評核表 (作業一) / Assessment Feedback Form (Assignment 1)'. A calendar on the right shows November 2017. A callout box points to the 'Assignment 1' link with the text: 'Enter the online assignment page in the course page.'

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

The screenshot shows the 'My Submissions' page for 'Assignment A (第 1 部分)'. A table lists submission details: Title, Start Date (11 Sep 2015 - 16:17), Due Date (18 Sep 2015 - 16:17), Post Date (18 Sep 2015 - 16:17, highlighted with a red box), and Marks Available (100). Below the table is a Turnitin report for a submission titled 'test' with a Turnitin Paper ID of 568982996, submitted on 11/09/15 at 16:29. The Similarity score is 0% (highlighted with a red box). A callout box points to the 0% similarity score with the text: 'Click on the percentage to enter the Turnitin report page.'

The screenshot shows the Turnitin assignment page for 'Mr Wan Michael Y S | Assignment 1'. The page contains instructions: 'This is a sample assignment created for Turnitin assignment...' and 'The Turnitin assignment file can be a Word, a PowerPoint, or a PDF file. The PDF file cannot be an image file.' A vertical toolbar on the right contains several icons, with the 'Feedback Summary' icon (a blue speech bubble) highlighted by a red box. A callout box points to this icon with the text: 'Click on "Feedback Summary".'

The screenshot shows the 'feedback studio' interface for 'Mr Chan Charles Y S | assignment'. The main area displays a typed assignment: 'This is another typed assignment.', 'My name is assignment 2.', and 'Turnitin would not allow upload of assignment with less than 20 words.' A blue comment bubble icon is positioned above the text. A feedback summary panel on the right is highlighted with a red box and contains: 'Text Comment', 'Grade: A, B, C, D...', 'Rubrics', 'Content: 25% A', 'Cohesion, coherence and organization: 25% B', 'Language: 25% C', and 'Conventions: 25% D'. Three callout boxes provide instructions: 1. 'Move the mouse cursor over the in-text comment bubbles to check the details.' 2. 'The grade, rubrics and overall comments are listed here.' 3. 'Click on the icon to download the assignment feedback report, and then choose "Current View".'

6.3 Submitting assessment feedback form / assessment rubrics form

Click on the short title or course code to navigate back to the course page.

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

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

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

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.

Add submission

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

File submissions

Drop files here to upload

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.

Save changes

Cancel

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.

Edit submission

C. System Support

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