



Stanley Ho
Community College



PO LEUNG KUK

香港大學專業進修學院保良局何鴻燊社區書院

1

INTRODUCTION OF THE KEY FUNCTIONS OF E-LEARNING PLATFORMS

Campus Workstations – Location

2

Workstations available in the following locations:

- 4/F : Library
- 5/F : Learning Commons
- 6/F : Open Access Lab (Room 601)
- 6/F – 15/F : Lift Lobby

Campus Workstations – Login

3

- Username: **Student ID Number**
- Default Password: **First 5 characters of your HKID Number**
(including alphabets and digits)

- **Example:**

Username: **20091234**

Default Password: **Y1234**

Students holding other ID documents (e.g. Passport, Exit-Entry Permit for Travelling to and from Hong Kong and Macau 往來港澳通行證, etc.), please also input the first 5 characters of your ID Document Number as password.

First time users are required to change password immediately if your username and default password are correct.

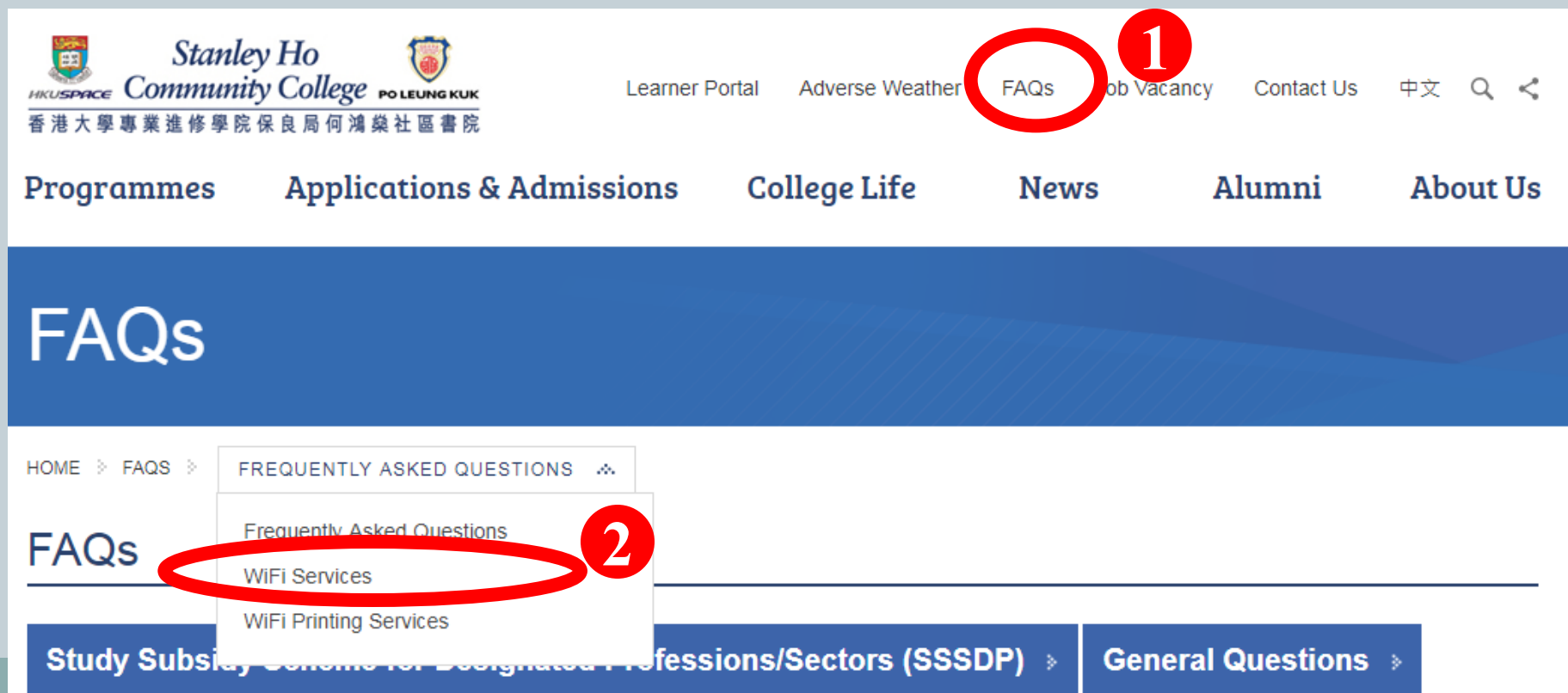
Campus WiFi

4

Step 1: Click “FAQs” via HPSHCC college webpage at

<http://hkuspace-plk.hku.hk>

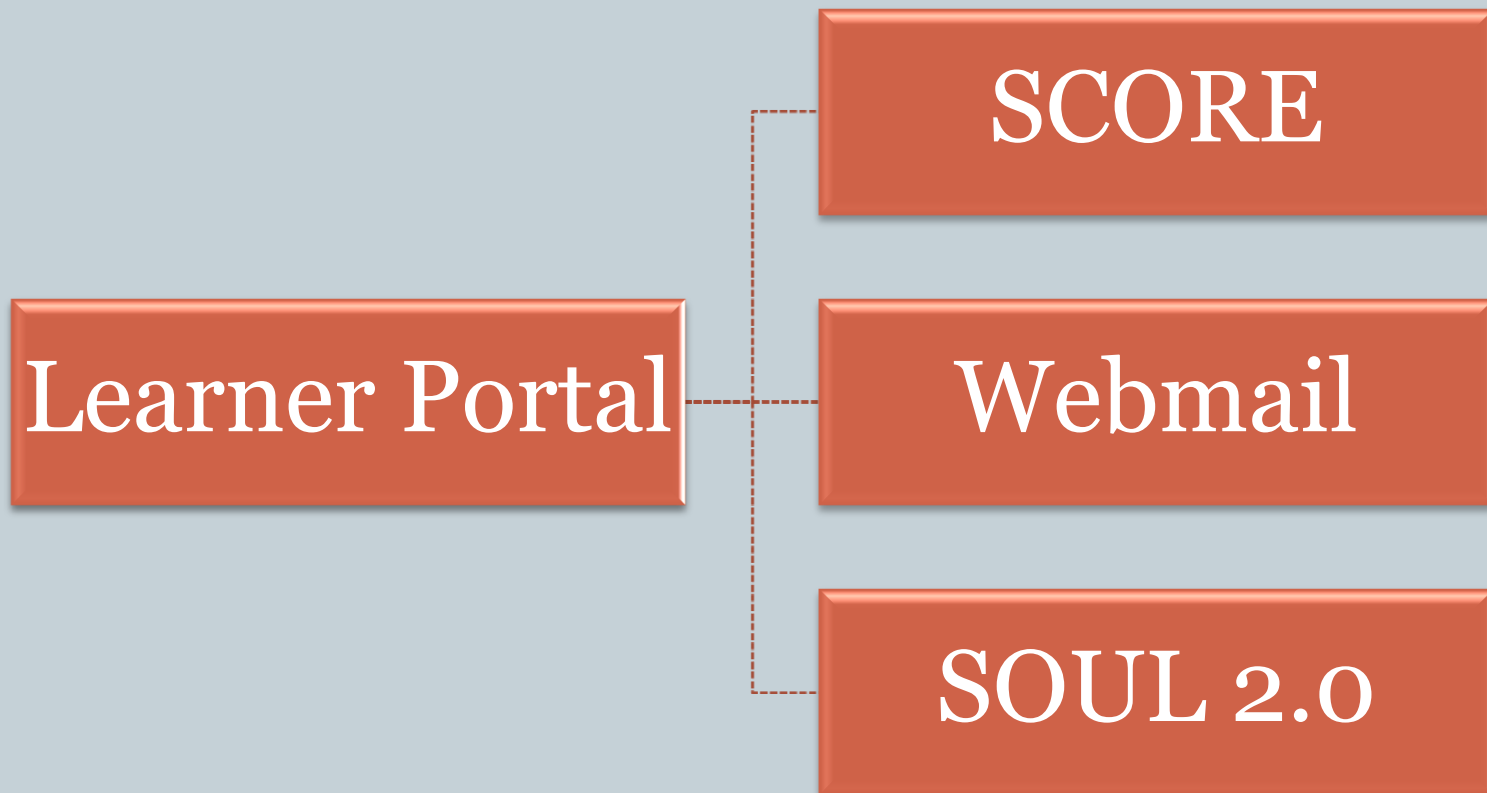
Step 2: Click “WiFi Services” under “FREQUENTLY ASKED QUESTIONS” for user guides



The screenshot displays the Stanley Ho Community College website. At the top, the college's name and logo are visible, along with navigation links: Learner Portal, Adverse Weather, **FAQs** (circled in red with a red circle containing the number 1), Job Vacancy, Contact Us, and 中文. Below these are links for Programmes, Applications & Admissions, College Life, News, Alumni, and About Us. The main content area features a large blue banner with the text "FAQs". Below the banner, a breadcrumb trail shows "HOME > FAQS > FREQUENTLY ASKED QUESTIONS". A dropdown menu is open under "FREQUENTLY ASKED QUESTIONS", showing three options: "Frequently Asked Questions", **WiFi Services** (circled in red with a red circle containing the number 2), and "WiFi Printing Services". At the bottom, there are two blue buttons: "Study Subsidy Scheme for Designated Professions/Sectors (SSSDP)" and "General Questions".

HPSHCC eLearning Platforms – Overview

5



Overview - eLearning Platforms in HPSHCC

6

1. Learner Portal

- Gateway to other systems
- An e-notice board (College to Students)
- Please check everyday

2. SCORE

- Students and course record system
E.g. checking class schedule, exam results, unofficial transcript

3. Webmail

- Official email system
- Main channel for communications
- Please check at least once or twice a day

4. SOUL 2.0

- Classroom activities system (Lecture notes downloading, assignment submission)
- Lecturer → Students

Part 1

Learner Portal

(LP)

Learner Portal – Overview

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- **“One-stop” online information hubs**
- **College → Students**
- **Useful information and e-Services:**
 - retrieve notices
 - student services forms
 - register for activities
- **A gateway to other systems (SOUL2.0, SCORE, Webmail)**



**Check
Regularly**

Learner Portal – Login

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- **Step 1:**

Click “Learner Portal” via HPSHCC college webpage at <http://hkuspace-plk.hku.hk>



Learner Portal – Login

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- Step 2: Click “Sign In My Portal”

Learner Portal

HKUSPACE

HKU SPACE Today | CareerSPACE | General Information | Links and Resources | **Sign In MyPortal**

School's News

HKUSPACE
HONG KONG UNIVERSITY OF PROFESSIONAL AND APPLIED EDUCATION
Mar 20, 2019 - Sep 20, 2019
Your Career SPACE has launched!

Community College News

Community College
HONG KONG UNIVERSITY OF PROFESSIONAL AND APPLIED EDUCATION

International College News

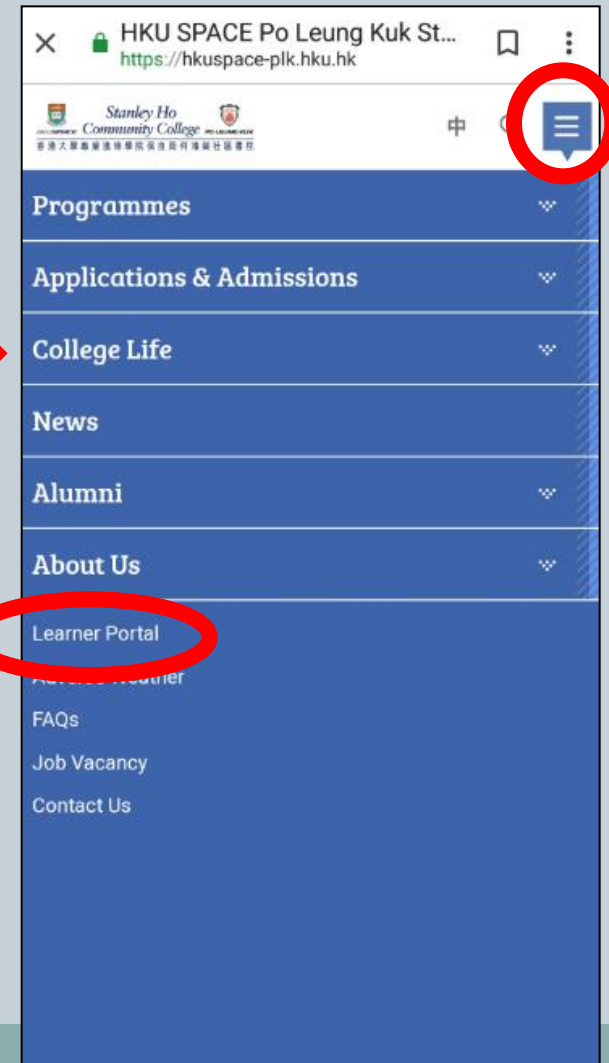
IC HKU SPACE INTERNATIONAL COLLEGE
香港大學專業進修學院國際學院
Jun 06, 2019 - Jul 31, 2019
International Degree Programmes for AD/HD graduates
[Final Round Application Deadline: 31/7]

**HPSHCC students should sign in
Learner Portal to view HPSHCC
notices and information**

Learner Portal – Login (via mobile)

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- **Step 1:**
Click
“Learner
Portal” via
HPSHCC
college
webpage at
<http://hkuspace-plk.hku.hk>

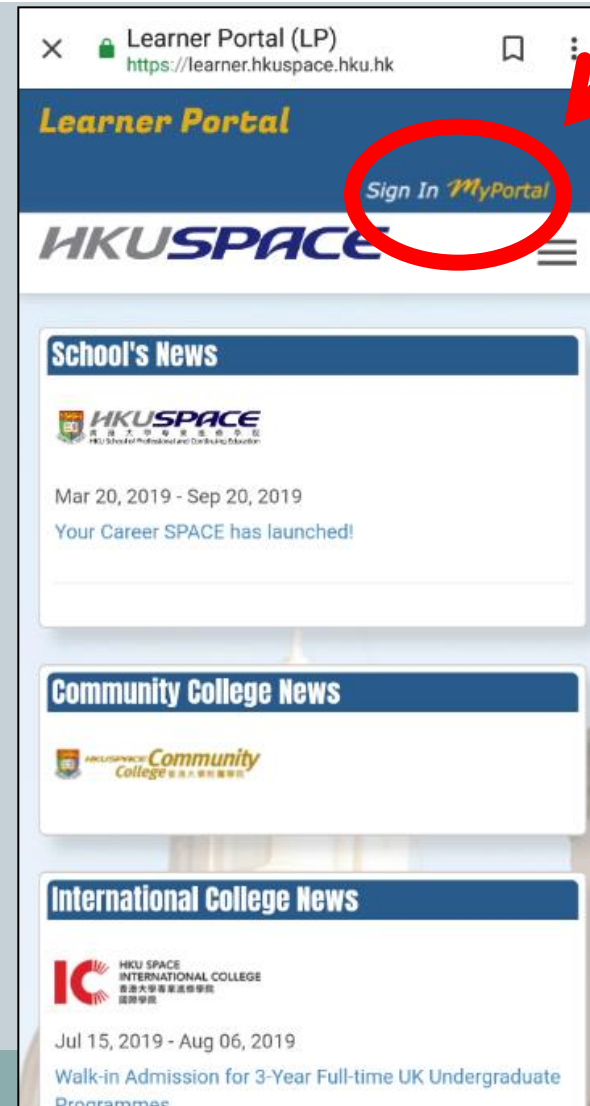


Learner Portal – Login (via mobile)

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- **Step 2: Click “Sign In My Portal”**

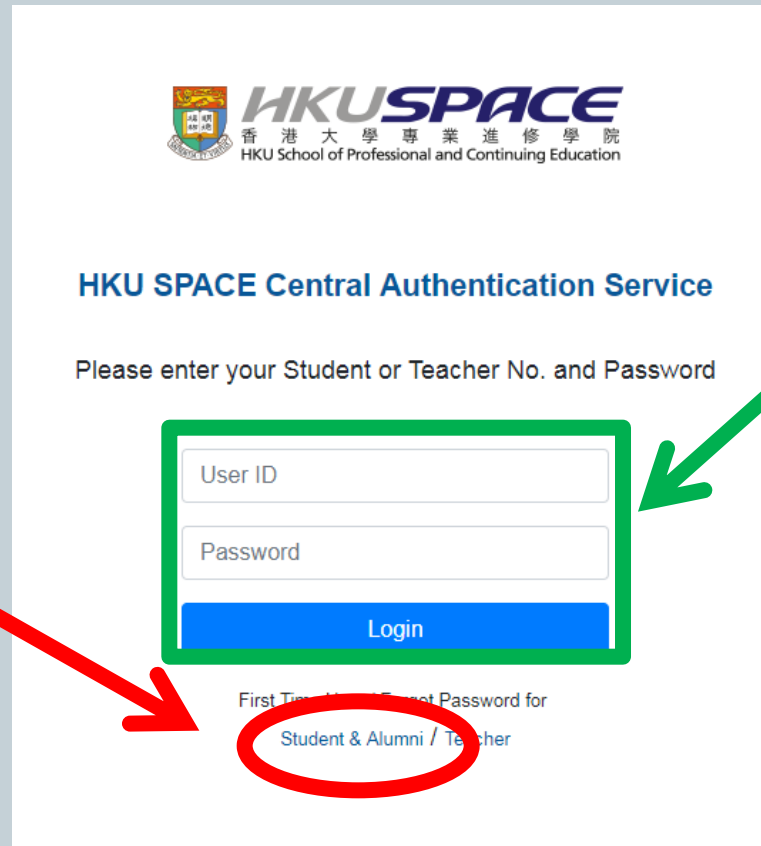
**HPSHCC students
should sign in
Learner Portal to
view HPSHCC
notices and
information**



Learner Portal – First Time Login

13

- **Step 3:**



The image shows the HKU SPACE Central Authentication Service login page. At the top is the HKU SPACE logo with the text '香港大學專業進修學院' and 'HKU School of Professional and Continuing Education'. Below this is the title 'HKU SPACE Central Authentication Service'. A prompt says 'Please enter your Student or Teacher No. and Password'. There is a login form with two input fields: 'User ID' and 'Password', and a blue 'Login' button. Below the form, there is a link for 'First Time User? Forgot Password for Student & Alumni / Teacher'. A green arrow points from the text 'Normal User' to the login form. A red arrow points from the text 'Only for first time user or a user who forgot password' to the 'First Time User? Forgot Password for Student & Alumni / Teacher' link, which is circled in red.

HKU SPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

HKU SPACE Central Authentication Service

Please enter your Student or Teacher No. and Password

User ID

Password

Login

First Time User? Forgot Password for
Student & Alumni / Teacher

Normal User

**Only for first
time user or a
user who forgot
password**

Learner Portal – First Time Login

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- **Step 4:** Enter your student number, Captcha and click “Confirm”.



If you are first time user or forgot your password, please complete the following steps to update it.

Step 1

Enter Student Number

Step 2

Send Validation Code

Step 3

Enter Validation Code

Step 4

Update Password

Step 1. Enter Student Number

Student Number:

7 [REDACTED]

Please enter your student number.

Captcha:



avcwAr

Please enter the displayed Captcha value on the upper textbox.

Confirm

Clear

Learner Portal – First Time Login

15

• Step 5:

Select to receive validation code by either mobile phone (SMS) or personal email and click “Confirm”.



If you are first time user or forgot your password, please complete the following steps to update it.

Step 1

Enter Student Number

Step 2

Send Validation Code

Step 3

Enter Validation Code

Step 4

Update Password

Step 2. Send Validation Code

We are going to send you a validation code, please select which way you want to receive the code:

☒ A validation code will be sent to your mobile phone number, 9xxxxxx1.

☐ A validation code will be sent to your email address, jxxxxxxxxx6@gmail.com.

☐ If it is not your mobile phone number or email address, please contact our IT Help for assistance.

Confirm

**Please refer to
Slide 18 if you
found your
mobile
number or
email address
incorrect.**

Learner Portal – First Time Login

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• Step 6:

Enter the validation code you received and click “Confirm”.



If you are first time user or forgot your password, please complete the following steps to update it.

Step 1

Enter Student Number

Step 2

Send Validation Code

Step 3

Enter Validation Code

Step 4

Update Password

Step 3. Enter Validation Code

The validation code has been sent to you by SMS/email. Please enter the code into the system within 5 minutes.

If the code expires, please click “reload” to try again.

Validation Code:

Confirm

Clear

Learner Portal – First Time Login

17

• Step 7:

Enter your new account password and click “Confirm”. Once your password has been updated, a confirmation message will be shown. Acknowledgement will be sent to your mobile phone (SMS) and mailbox.



If you are first time user or forgot your password, please complete the following steps to update it

Step 1

Enter Student Number

Step 2

Send Validation Code

Step 3

Enter Validation Code

Step 4

Update Password

Step 4. Update Password

New Password:

1. Has to be at least 10 characters long
2. Contains at least an uppercase (A - Z), a lowercase (a - z) and a numeric (0 - 9) character
3. Does not contain white space character and either of these characters, \$ " ' /
4. Password must NOT be repeated for at least 3 cycles of change
5. [| More Info |](#)

Re-type New Password:

Important: Please note that your new password can only be used to log in the HKU SPACE Central Authentication Service (CAS).

Confirm

Clear

Learner Portal – Login Failure

18

- If you fail to receive the validation code by mobile or email, please seek IT Help for assistance.

Select for IT Help and click “Confirm”

If you are first time user or forgot your password, please complete the following steps to update it.

Step 1

Enter Student Number

Step 2

Send Validation Code

Step 3

Enter Validation Code

Step 4

Update Password

Step 2. Send Validation Code

We are going to send you a validation code, please select which way you want to receive the code:

☒ A validation code will be sent to your mobile phone number, 9xxxxxx1.

☐ A validation code will be sent to your email address, jxxxxxxx6@gmail.com.

☐ If it is not your mobile phone number or email address, please contact our IT Help for assistance.

Confirm

Learner Portal – Login Failure

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- Click “For Guest User”



[Learner Portal](#) | [Teacher Portal](#) | [SOUL](#)

Open a New Ticket

IT Help is a service ticket system that provides an easy way for you to request IT support services, to find answers of your IT questions/problems.

Clicking on "Sign in" if you have a user account.

Sign in

If you do not have a user account, or forgot your Login ID or Password, please click "For Guest User".

For Guest User

You can also contact us by:



WhatsApp: 6803 5480



WeChat: 6803 5480



Email: it.help@hkuspace.hku.hk

IT Help Chatbot

Hi, I'm IT Help Chatbot!
I'm here to help you fixing account problems. Just ask me a question like "How do I reset password?" or type some keywords like "one day account". Alternatively, you may click the below buttons to start:

[Fix login problems](#)

[Create one-day account](#)

- **Create your IT Help ticket with necessary information:**
 - **Personal Email: a valid email address**
 - **User ID: your Student ID Number**
 - **Phone Number (optional)**
 - **Help Topic: Select “General Enquiry”**
 - **Summary: Simply describe the problem, e.g. Unable to receive validation code for first time login to LP due to wrong mobile number & email address**
 - **Enter the CAPITAL Text according to the image provided**
 - **Click “Create Ticket”**

Open a New Ticket

Please fill in the form below to open a new ticket.

Contact Information

Personal Email *

User ID (for Registration Only) *

--

Phone Number

Help Topic

2. General Enquiry ▼
— Select a Help Topic —
1. Report IT Problem
2. General Enquiry

Please Describe Your Issue

Summary

Details on the reason(s) for opening the ticket

⊕ Drop files here or choose them

CAPTCHA Text:

67F21

Enter the text shown on the image.

Create Ticket Reset Cancel

Learner Portal – Login Failure

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- After receiving your IT Help Ticket, the ITS Team will send you an email and ask you to provide some user information for confirmation purpose.
- Then, the ITS Team will send you another email with a link (only valid within 24 hours) for you to create a password.
- After successfully creating your password, please sign in to Learner Portal as a **normal user** (Refer to Slide 9 to 13)

Don't forget to update your correct mobile number and email address in your online student enrollment form OR submit the form "Application for Personal Data Amendment" to the College Office.

Learner Portal – Home Page

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- 3 main sections, e.g. My News / My Resources / My Events
- Gateway to other systems, e.g. SOUL 2.0 / SCORE / Webmail
- Other useful tools, e.g. IT Help / Setting / Google Chrome

Learner Portal

HKUSPACE

Hi, Log Out

My News | My Resources | My Events | CareerSPACE

Latest News

17 Jul 2019

SCORE

Job Posting - Maxim's Caterers Limited (Food Factory)

15 Jul 2019

IC HKU SPACE INTERNATIONAL COLLEGE 香港大學專業進修學院國際學院

Walk-in Admission for 3-Year Full-time UK Undergraduate Programmes

11 Jul 2019

Stanley Ho Community College

Release of transcripts (Updated on 11 July 2019)

08 Jul 2019

Stanley Ho Community College

Registration for Semester 1, 2019-20

08 Jul 2019

SCORE

Job Posting - iclub Hotels

08 Jul 2019

SCORE

Job Posting - Dah Sing Bank (Counter Services Trainee)

All News

Search...

#HKU School of Professional and Continuing Education #HPSHCC Students' Union #HKU SPACE PLK SH CC Associate Degree Year 02 #HKU SPACE PLK SH CC International College #Student Development Resource Centre #Jul 2019 #Jun 2019 #May 2019 #Apr 2019 #Mar 2019 #May 2018

Job Posting - Maxim's Caterers Limited (Food Factory)
17 Jul 2019 - Student Development Resource Centre

Walk-in Admission for 3-Year Full-time UK Undergraduate Programmes
15 Jul 2019 - International College

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08 Jul 2019 - HKU SPACE PLK SH CC

Job Posting - iclub Hotels
08 Jul 2019 - Student Development Resource Centre

Job Posting - Dah Sing Bank (Counter Services Trainee)
08 Jul 2019 - Student Development Resource Centre

Learner Portal – My News

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Notice posted by SDRC

Notice posted by College Office

Learner Portal
HKUSPACE

Hi, Log Out

My News | My Resources | My Events | CareerSPACE

Latest News

- 17 Jul 2019**
Job Posting - Maxims Caterers Limited (Food Factory)
- 15 Jul 2019**
Walk-in Admission for 3-Year Full-time UK Undergraduate Programmes
- 11 Jul 2019**
Release of transcripts (Updated on 11 July 2019)
- 08 Jul 2019**
Registration for Semester 1, 2019-20
- 08 Jul 2019**
Job Posting - iclub Hotels
- 08 Jul 2019**
Job Posting - Dah Sing Bank (Counter Services Trainee)

All News

Search...

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- Job Posting - iclub Hotels
08 Jul 2019 - Student Development Resource Centre
- Job Posting - Dah Sing Bank (Counter Services Trainee)
08 Jul 2019 - Student Development Resource Centre

You can search the notice you need or view all notices here

Learner Portal – My Resources

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My Resources

HKU SPACE PLK SH CC > Course Documents

Enrolled Program

HKU SPACE PLK SH CC

Others

Enrolment/Payment Slip(s)

International College

Research Ethics Committee

Student Assessment (Part-time programme)

Course Documents

Course Effectiveness Reports

Grade Descriptors for Final Grade

List of Course Offered 2018/19

Student Handbook 2018/19

Student Services Forms

Students Financial Assistance

Students' Union

Including:

- **Course Documents**
- **Course Effectiveness Reports**
- **Grade Description for Final Grade**
- **List of Course Offered**
- **Student Handbook**
- **Student Services Forms**
(e.g. Application for Transcript, Application/ Report for Absence from Lessons, Assignment Cover Sheet, etc.)
- **Student Financial Assistance**
- **Students' Union**

Learner Portal – My Events

25

- Contains information relating to online enrollment for activities

Your enrolled activities are listed here

Active activities are listed here

All Events					
Status	Title	Post	Start	End	
No data available in table					

Enrolled Events
No data available in table

Part 2

Student and

Course Record

System

(SCORE)

SCORE – Login

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- Click “SCORE” after logging in to Learner Portal

Learner Portal

HKUSPACE

My News

My Resources

My Events

CareerSPACE

Latest News

17 Jul 2019



Job Posting - Maxim's Caterers Limited
(Food Factory)

15 Jul 2019



HKU SPACE
INTERNATIONAL COLLEGE
香港大學專業進修學院
國際學院

Walk-in Admission for 3-Year Full-time UK
Undergraduate Programmes

11 Jul 2019



Release of transcripts (Updated on 11 July
2019)

All News

Search...

#HKU School of Professional and Continuing
Education #HPSHCC Students' Union #HKU SPACE PLK
SH CC Associate Degree Year 02 #HKU SPACE PLK SH
CC #International College #Student Development
Resource Centre #Jul 2019 #Jun 2019 #May 2019 #Apr
2019 #Mar 2019 #May 2018

Job Posting - Maxim's Caterers Limited (Food
Factory)

17 Jul 2019 - Student Development Resource Centre

Walk-in Admission for 3-Year Full-time UK
Undergraduate Programmes

15 Jul 2019 - International College

Release of transcripts (Updated on 11 July 2019)

11 Jul 2019 - HKU SPACE PLK SH CC

Registration for Semester 1, 2019-20

08 Jul 2019 - HKU SPACE PLK SH CC

Job Posting - Iclub Hotels

08 Jul 2019 - Student Development Resource Centre

Job Posting - Dah Sing Bank (Counter Services
Trainee)

08 Jul 2019 - Student Development Resource Centre

08 Jul 2019



Registration for Semester 1, 2019-20

08 Jul 2019



Job Posting - iclub Hotels

08 Jul 2019



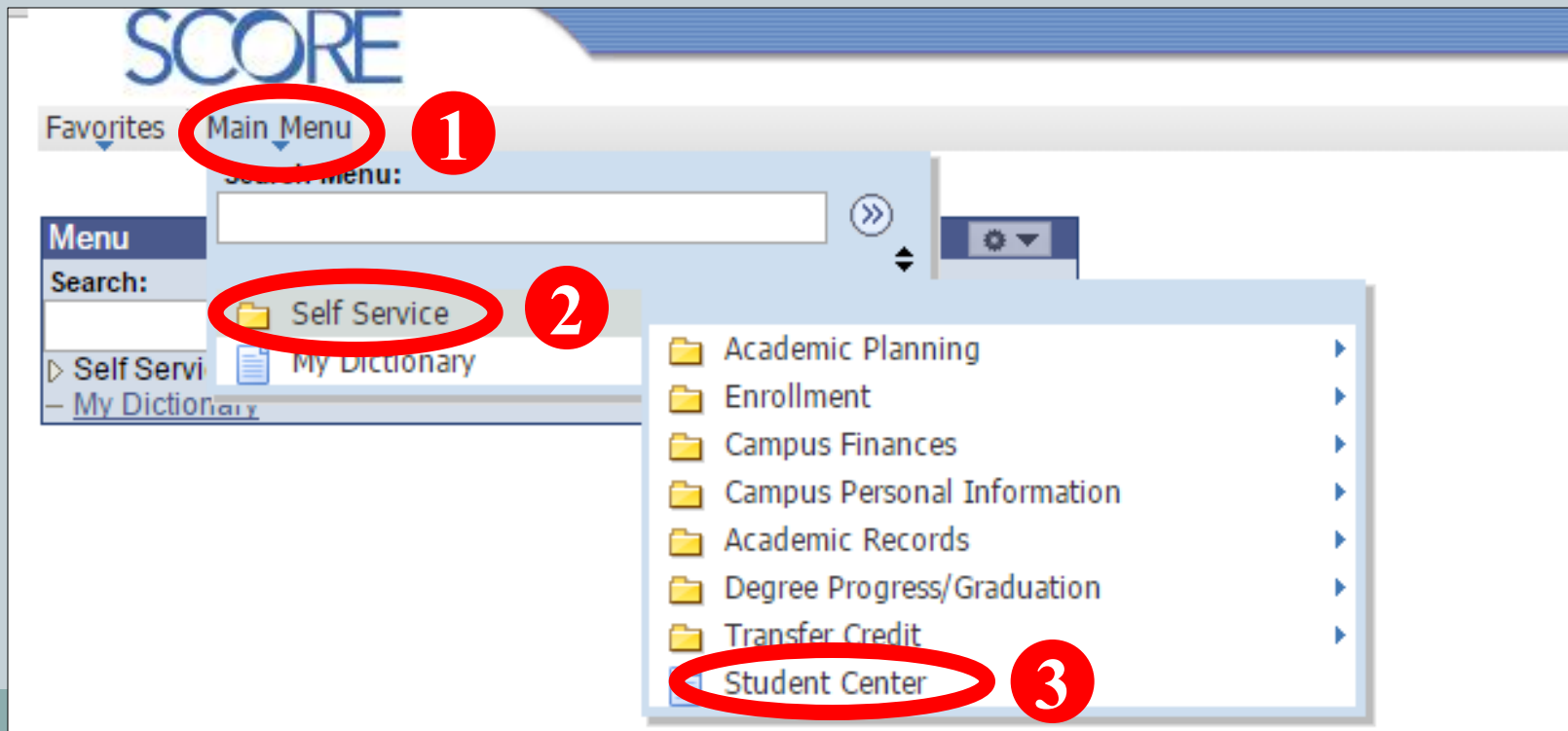
Job Posting - Dah Sing Bank (Counter
Services Trainee)

SCORE SCORE

SCORE – Student Center

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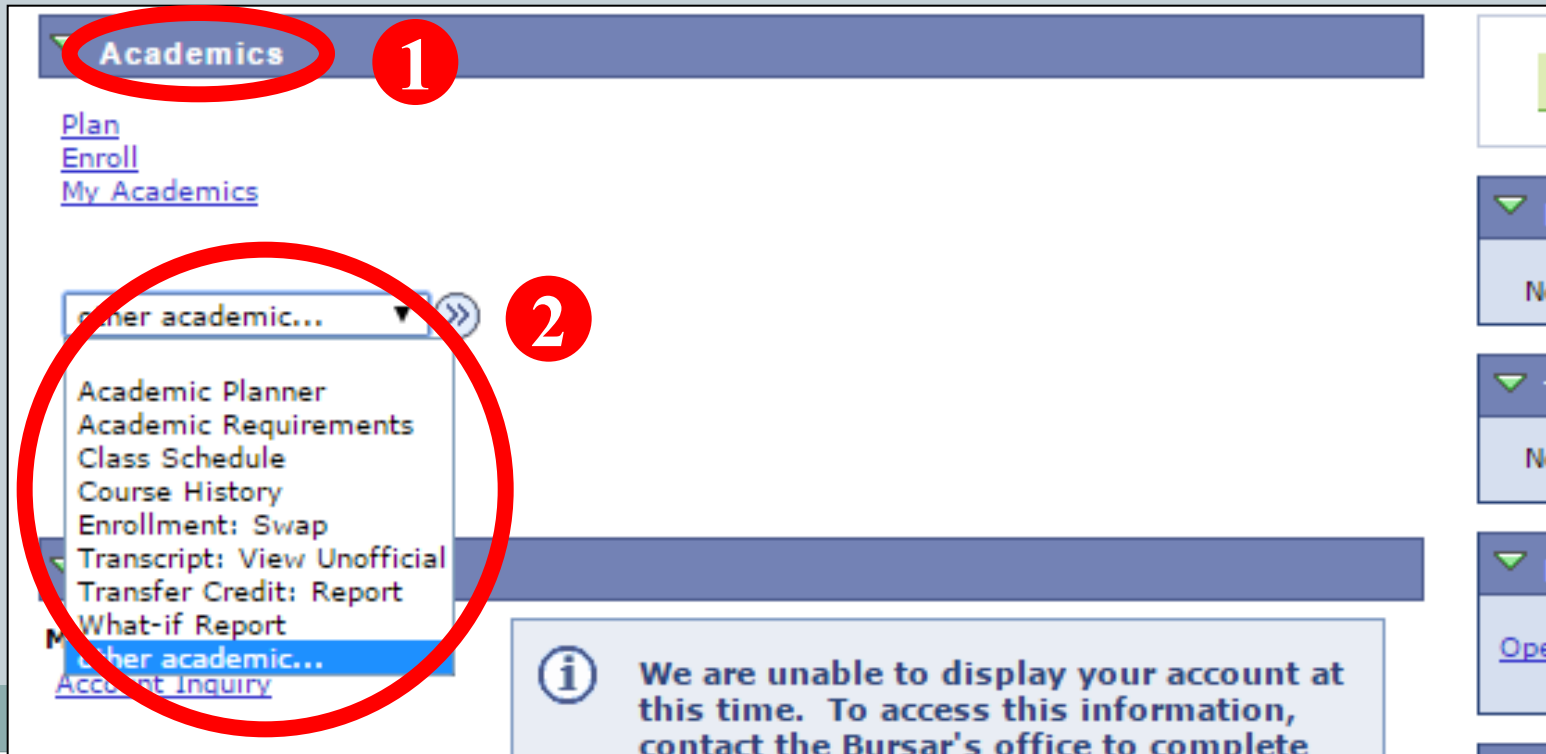
- After you accessed SCORE, you will be directed to the Main Menu page. You can view your information summary under sections (i) Academics, (ii) Personal Information in the Student Centre.



SCORE – Student Center (i) Academic

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- Under **Academics section** in student center, you can view the summary of your academic information and enrollment-related information. You can navigate to different pages such as “Class Schedule”, “Academic Requirements”, “Transcript: View Unofficial” via the dropdown menu on the left.



SCORE – Student Center (ii) Personal Information

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- Your **contact information** will be shown on this page. You can view other personal information via the dropdown menu on the left.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... ▼ >>

Contact Information

Home Address: [Redacted]
Correspondence Address: [Redacted]

KOWLOON, DIYKA JIAZ

...m.hk

SCORE – Student Center (ii) Personal Information

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If you need to change **ANY** of your personal information (e.g. mobile number, email address, correspondence address, etc.), you have to officially submit a form **Application for Personal Data Amendment** (can be downloaded from Learner Portal > My Resources) to the College Office without delay.

If the updated data involves **Emergency Contact, HKID Number, Name and/or Date of Birth**, you should submit your completed application form together with legal documentary evidence.

Personal Information

Participation

addresses

names

phone numbers

email addresses

emergency contacts

demographic information

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Home	12345678			<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

SCORE – View Timetable

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- Through clicking **Class Schedule** in the dropdown menu and select the term (e.g. **2020-21 Semester 1**), you will be directed to your personal timetable.

The screenshot illustrates the steps to view a personal timetable in the SCORE system. It shows the 'Academics' menu, a dropdown list with 'Class Schedule' highlighted, and the 'My Class Schedule' page with a table of terms. Red circles and arrows indicate the sequence of actions: 1. Click 'Academics', 2. Click 'Class Schedule' in the dropdown, and 3. Select a term from the table.

1 Academics

[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... >>

Academic Planner
Class Schedule
Enrollment: Swap
Transcript: View Unofficial
Transfer Credit: Report
What-if Report
other academic...
[Account Inquiry](#)

2

3

Term	Career	Institution
2014-15 Semester 1	CC/HPCC Full-time programmes	SPACE
2014-15 Semester 2	CC/HPCC Full-time programmes	SPACE

CONTINUE

SCORE – View Timetable

33

- You can view the class schedule either in List View or Weekly Calendar View by selecting display option.

List View

The screenshot displays the SCORE system interface for viewing a class schedule. The interface includes a top navigation bar with tabs for Plan, Enroll, and My Academics. Below this, there are buttons for 'my class schedule', 'drop', 'swap', and 'term info'. The 'my class schedule' button is circled in red and labeled with a red circle containing the number 1. Below the navigation bar, the 'My Class Schedule' section is visible. It includes a 'Select Display Option' section with two radio buttons: 'List View' (selected) and 'Weekly Calendar View'. The 'List View' radio button is circled in red and labeled with a red circle containing the number 2. Below the display options, the semester and college information is shown: '2014-15 Sem 1 | Undergraduate | Centennial College'. A 'Class Schedule Filter Options' section is present, with checkboxes for 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Withdrawn Classes'. A 'filter' button is also visible. The main content area displays a table for the class 'CHI 5001 - A Survey of Classical Chinese'. The table has columns for Status, Units, Grading, and Deadlines. Below this, a detailed table lists the class schedule with columns: Class Nbr, Section, Component, Days & Times, Room, Instructor, and Start/End Date. The first row shows Class Nbr 1001, Section 1, Lecture, Mo 12:00 - 13:30, TBA, Staff, and Start/End Date 12/09/2014 - 12/12/2014. This table is circled in red and labeled with a red circle containing the number 3.

Status	Units	Grading	Deadlines
Enrolled	3.00	Graded	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1001	1	Lecture	Mo 12:00 - 13:30	TBA	Staff	12/09/2014 - 12/12/2014

SCORE – View Timetable

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Weekly Calendar View

<< previous week

Week of 21/1/2019 - 27/1/2019

next week >>

Print View

Show Week of 24/01/2019

Start Time 8:00AM

End Time 10:00PM

refresh calendar

	Monday 21 Jan	Tuesday 22 Jan	Wednesday 23 Jan	Thursday 24 Jan	Friday 25 Jan	Saturday 26 Jan
12:00						
1:00						
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11:00						
12:00						
1:00						
2:00						
3:00						
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6:00						
7:00						
8:00						
9:00						
10:00						
11:00			</			

SCORE – View Timetable

35

3-hr Class

CCIT 4073 - HL11
Info Technology & Applications
Lecture
9:00AM - 12:00PM
HPC602

<< previous week Week of 21/1/2019 - 27/1/2019 next week >> Print View

Show Week of 24/01/2019 Start Time 8:00AM End Time 10:00PM refresh calendar

	Monday 21 Jan	Tuesday 22 Jan	Wednesday 23 Jan	Thursday 24 Jan	Friday 25 Jan	Saturday 26 Jan
8:00AM - 10:00AM						
10:00AM - 12:00PM	CCIT 4073 - HL11 InfoTechnology & Applications Lecture 9:00AM - 12:00PM HPC602					
12:00PM - 2:00PM						
2:00PM - 4:00PM		HPHS 5005 - HL02 Sport & Rec Mgt & Sport C Pjt Lecture 10:30AM - 1:30PM HPC1101				
4:00PM - 6:00PM						
6:00PM - 8:00PM						
8:00PM - 10:00PM						

Block Off

HPBO 9999 - HL82
Block Off for other activities
Programme Activities
9:00AM - 1:30PM
Location: TBA

TBA = To be announced

1.5-hr Class

CCEN 4005 - HL07
EAP II
Lecture
3:00PM - 4:30PM
HPC1104

Example: CCIT4073-HL11

CCIT4073 = Course Code

HL = Lecture

(HT = Tutorial, HE = Exam)

11 = Class 11

Example: HPC602 & 1104

HPC = HPSHCC Campus

602 = Room 02 of 6/F

1104 = Room 04 of 11/F

SCORE – View Timetable

36

Block Off Period

- Reserved for school/ programme/ class activities
- No class swapping is allowed in this period
- **No need to come back to the campus if there is no activity arranged**
- Activity schedule and details will be announced on Learner Portal/ SOUL/ Email or by lecturers during lessons
- More than one block off period for some programmes

SCORE – View Timetable

37

You should also pay attention to “Class Notes” which includes the special arrangement for a specific course. For example:

- The first lesson will start on 24 Sep 2020.
- This course is offered in lecture-tutorial teaching mode. The 1.5-hour tutorial will be held on 15 Oct, 29 Oct, 12 Nov and 26 Nov 2020. Any change of the schedule will be advised by the lecturer/College in advance.

Time	Monday 30 Mar	Tuesday 31 Mar	Wednesday 1 Apr	Thursday 2 Apr	Friday 3 Apr	Saturday 4 Apr	Sunday 5 Apr
9:00AM							
10:00AM			HPTH 4006 - HL07 Housekeeping Operation Lecture 9:00AM - 12:00PM HPC701	CCIT 4009 - HL14 Introduction to Multimedia Lecture 9:00AM - 12:00PM HPC602			
11:00AM							
12:00PM							

Class Notes




Class Notes :

Class	Course Title	Class Note
CCEN 4004 - HE02 (Examination)	English for Academic and Professional Purposes Part I	
CCEN 4004 - HL30 (Lecture)	English for Academic and Professional Purposes Part I	
CCIT 4009 - HE05 (Examination)	Introduction to Multimedia	
CCIT 4009 - HL14 (Lecture)	Introduction to Multimedia	
HPTH 4005 - HE02 (Examination)	Front Office Management	
HPTH 4005 - HL07 (Lecture)	Front Office Management	
HPTH 4006 - HE01 (Examination)	Housekeeping Operation	

SCORE – View Timetable

38

You can view the **Examination schedule** in **Weekly Calendar View** two weeks before the exam period.

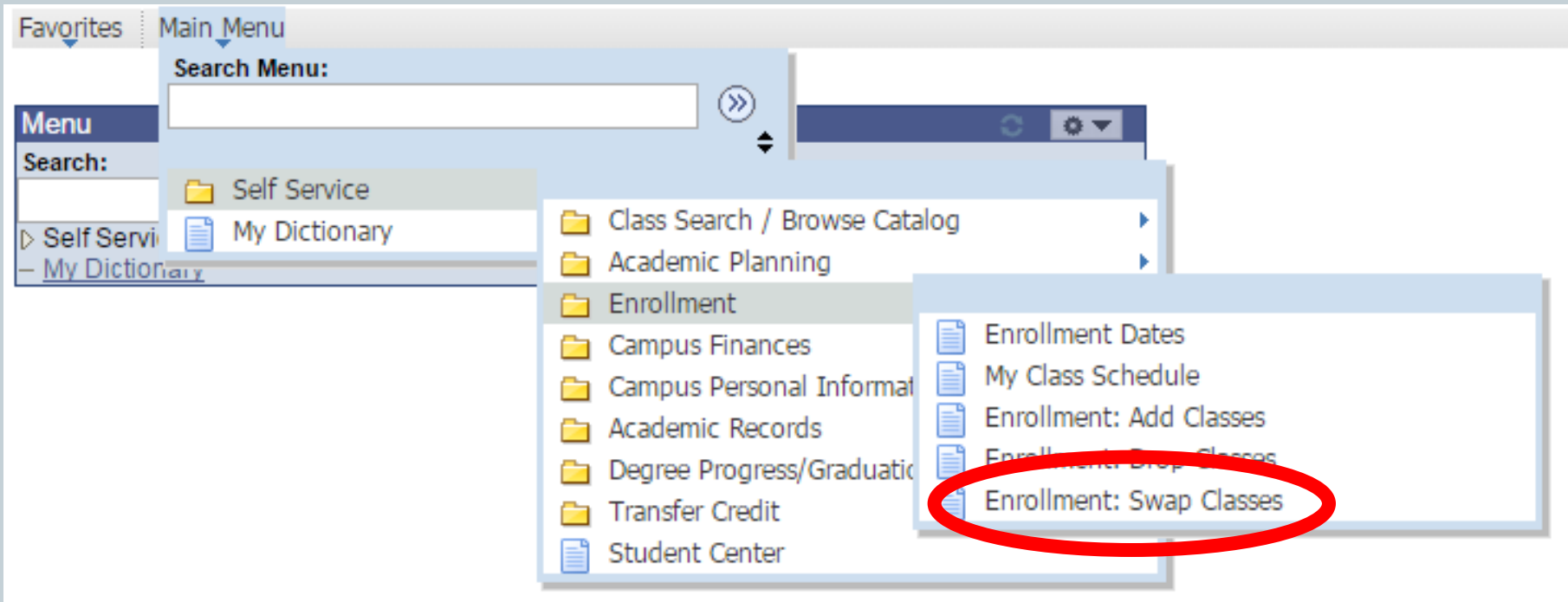
<div> << previous week Week of 22/12/2014 - 28/12/2014 next week >> </div>							
<div> Show Week of <input type="text" value="26/12/2014"/>  Start Time <input type="text" value="08:00"/> End Time <input type="text" value="18:00"/> refresh calendar </div>							
Time	Monday 22 Dec	Tuesday 23 Dec	Wednesday 24 Dec	Thursday 25 Dec	Friday 26 Dec	Saturday 27 Dec	Sunday 28 Dec
08:30							
09:00		ENG 4002 - E01 Examination 09:00 - 10:00 Location: TBA					
10:00			ENG 5001 - EXAM Examination 10:00 - 11:00 Location: TBA				
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							

CUL 5003 - EXAM Examination 14:00 - 17:00 Main Campus RM104
--

SCORE – Swap Classes

39

- **Main Menu → Self Service → Enrollment → Enrollment: Swap Classes**



SCORE – Swap Classes

40

- Select the course you wish to swap with from the pull down menu and then click Search. Click swap button.

2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)

Swap This Class

Select from your schedule

CCCH 4003: Advanced Chinese Language

CCCH 4003: Advanced Chinese Language

CCEN 4003: General English III

CCEN 4003: Introduction to Multimedia

CCSS 4028: Social Development and Service

HPCS 4003: Principles of Sociology

HPCS 4004: Foundation Psychology

With This Class

Search for Class



My 2015-16 Semester 1 Class Schedule

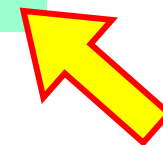
[Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Swap](#) [Term Information](#)

go to ...



search



SCORE – Swap Classes

41

- Click the blue link in the ‘Description’ column of the course you want to swap with.

HD112(GS) (R000000247)
Not Satisfied

▼ HD112(GS) (R000000247, L0010)
hide detail 2015-16 semester 1

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Notes	Status
CCCH4012	Practical Chinese	3.00	2015-16 Semester 1		◆
CCEN4003	General English III	3.00	2014-15 Semester 1		◆
CCEN4005	EAPP II	3.00	2015-16 Semester 1		◆
CCEN4011	English for Business *** view multiple offerings				
CCIT4009	Introduction to Multimedia	3.00	2014-15 Semester 2		✓
CCSS4004	Intra- & Interpersonal Compete *** view multiple offerings				

Allowed to swap in current semester


Course(s) completed before


View All | First 1-6 of 6 Last


SCORE – Swap Classes

42

- If you wish to check the number of available seats of a particular class, click the blue link of the lecture section. Select a lecture section (i.e. HLO3-LEC) that is available in your timetable.

CCEN 4003 sections for 2015-16 Semester 1						
Section	Session		Status			
HLO2-LEC (2851)	1		 select			
Days	Start	End	Room	Instructor	Dates	
Th	1:30PM	3:00PM	HPC1404	Staff	11/09/2015 - 10/12/2015	
Fr	1:30PM	3:00PM	HPC1302	Staff	11/09/2015 - 10/12/2015	

Section	Session		Status			
HLO3-LEC (2852)	1		 select			
Days	Start	End	Room	Instructor	Dates	
We	12:00PM				<div>Open – Class quota is still available</div>	
Th	4:30PM					



Section	Session		Status			
HLO4-LEC (2853)	1		 select			
Days	Start	End	Room	Instructor	Dates	
We	12:00PM				<div>Closed – Class quota is full already</div>	
Fr	12:00PM					

SCORE – Swap Classes


43

- For courses with a Related Exam/ Tutorial Section, You must select a related section for courses with both lecture and exam/tutorial section; otherwise, you cannot proceed to the next step.

Select Tutorial section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	1085	T01	Fr 10:00AM - 11:30AM	Rm402	Staff	
<input checked="" type="radio"/>	1086	T02	Th 11:30AM - 1:00PM	Rm402	Staff	

Select Examination section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	2705	EXAM		TBA	Staff	

[View All Sections](#) | [First](#) [1 of 1](#) [Last](#)

CANCEL

NEXT

SCORE – Swap Classes

44

- Confirm the swapping by clicking Next.

CCCH 4012 - Practical Chinese

Class Preferences

CCCH 4012-EXAM Exam ● Open

Wait List ☐ Wait list if class is full

CCCH 4012-NL16 Lecture ● Open

Permission Nbr

Session Regular Academic Session

Grading Graded

Career CC/HPSHCC Full-time
programmes

Units 3.00

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
EXAM	Exam		TBA	Staff	01/09/2015 - 10/12/2015
NL16	Lecture	Mo 8:30AM - 11:30AM	KWC304	Staff	11/09/2015 - 10/12/2015

SCORE – Swap Classes

45

- a confirmation page will be shown. To confirm your selection, choose Finish Swapping.

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)

You are replacing this class

☒ Enrolled
 ☐ Dropped
 ☐ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CCCH 4012-NL17 (2409)	Practical Chinese (Lecture)	Th 10:00AM - 1:00PM	KWC103	Staff	3.00	✓
CCCH 4012-EXAM (2705)	Practical Chinese (Exam)		TBA	Staff		✓

With this class

☒ Open
 ☐ Closed
 ☐ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CCCH 4012-NL16 (2408)	Practical Chinese (Lecture)	Mo 8:30AM - 11:30AM	KWC304	Staff	3.00	●
CCCH 4012-EXAM (2705)	Practical Chinese (Exam)		TBA	Staff		●

CANCEL

FINISH SWAPPING

SCORE – Swap Classes

- View result page - Successful


Swap a Class


123


3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)

 Success: Classes were swapped

 Error: Unable to swap class

Class	Message	Status
Swap CCCH 4012 with CCCH 4012	Success: This class has been replaced.	

MAKE A PAYMENT

MY CLASS SCHEDULE

SCORE – Swap Classes

47

- **View result page - Unsuccessful**

Class	Message	Status
Swap CCEN 4005 with CCEN 4005	Error: You cannot add this class due to a time conflict with class 3306. Select another class.	✗

- **Common unsuccessful reasons include:**

- ✗ **Pre-requisites not fulfilled**
- ✗ **Time clash with another class**
- ✗ **Class quota is full**
- ✗ **Minimum enrolment number required in your original class (*Your class swapping will be UNSUCCESSFUL, although there is a quota in the proposed class you would like to swap to*)**

SCORE – Swap Classes

48

Students should also pay attention to the following:

- **Should NOT attend more than 4.5 consecutive hours**
- **Should NOT attend more than 7.5 hours in total per day**
- **NOT allowed to exchange to a class scheduled on a time which your programme will arrange tutorials / activities / visits / seminars / laboratory sessions**
- **Courses with only 1 class offered WILL NOT be shown on the “SEARCH” list**
- **English Courses with specific requirements WILL NOT be shown on the “SEARCH” list**

Please refer to Learner Portal for any updated details

SCORE – Course History

49



- You can view the courses you have taken and the final grades on the Course History page of Student Center.

The screenshot displays the Student Center interface. On the left, a navigation menu is shown with the 'Academics' section highlighted by a red circle and labeled with a red '1'. Below 'Academics', there are links for 'Plan', 'Enroll', and 'My Academics'. A dropdown menu is open, showing options like 'Academic Planner', 'Academic Requirements', 'Course History' (highlighted by a red circle and labeled with a red '2'), 'Transcript: View Unofficial', 'Transfer Credit: Report', 'What-if Report', and 'other academic...'. On the right side of the interface, there are sections for 'Holds' (No Holds.), 'To Do List' (No To Do's.), and 'Enrollment' (Open Enrollment). A search bar is visible at the top right. At the bottom, a message states: 'We are unable to display your account at'.

SCORE – Course History

50

- You will then be directed to this page. The course list shows all courses you took in previous semester(s) and courses you are taking in the current semester.

 Taken  Transferred  In Progress					
Course	Description	Term	Grade	Units	Status
BUS 4002	Principles of Economics	2013-14 Sem 1	A+	3.00	
BUS 5010	Macroeconomics	2013-14 Sem 2	B+	3.00	
ENG 5003	Speaking for Academic and Prof	2013-14 Sem 2		3.00	
MGT 5432	Modern Management: The Drucker	2013-14 Sem 1	EX	3.00	
POL 5001	China and the World	2013-14 Sem 1	A+	3.00	
POL 5002	Global Political Economy	2013-14 Sem 2		3.00	
POL 5004	Contemporary International Pol	2013-14 Sem 1	A+	3.00	
POL 5005	Political Development in Conte	2013-14 Sem 2		3.00	
SOC 5002	World Cities and Sustainable D	2013-14 Sem 2		3.00	

SCORE – View Transcript

51

- You can obtain the complete record of course results of your study at the College by generating an unofficial transcript on SCORE any time.

The screenshot displays the SCORE system interface. On the left, a blue navigation bar contains the 'Academics' menu item, which is circled in red and labeled with a red '1'. Below it are links for 'Plan', 'Enroll', and 'My Academics'. A dropdown menu is open, showing options like 'Academic Planner', 'Academic Requirements', 'Class Schedule', 'Course History', 'Enrollment: Swap', 'Transcript: View Unofficial' (circled in red and labeled with a red '2'), 'What-if Report', and 'other academic...'. On the right, there is a search bar, a 'Holds' section showing 'No Holds.', a 'To Do List' section showing 'No To Do's.', and an 'Enrollment' section with a link to 'Open Enrollment'. At the bottom, a message states 'We are unable to display your account at'.

SCORE – View Transcript

52

- Select **Academic Institution: HKU SPACE (incl. CC and HPSHCC)**, **Report Type: FT Unofficial (Eng)** and **Academic Program: Your Programme** from the dropdown menu and then click **view report**. The unofficial transcript will be generated in pdf format.

If you need an official transcript, you should submit the completed application form (can be downloaded from Learner Portal > My Resource), together with the application fee to the College Office. The normal processing time for the application is **at least two weeks**.

View Unofficial Transcript

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution HKU SPACE(incl. CC and
HPSHCC)
Report Type FT Unofficial (Eng)
***Academic Program** HP505



view report

SCORE – More Information

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The user manual for SCORE which shows the steps of accessing the major functions is available by clicking the SCORE icon which is located on the left side of the main page screen after you login to the Learner Portal

Part 3

Webmail

Official email account

Please check at least once/ twice a day

My Webmail – Login

55

- Click “Webmail” after logging in to Learner Portal

The screenshot shows the HKUSPACE Learner Portal interface. The top navigation bar includes the HKUSPACE logo and links for My News, My Resources, My Events, and CareerSPACE. The left sidebar contains a vertical menu with icons for SCORE, Webmail (highlighted with a red circle and arrow), Google, OneDrive, SOUL 2.0, a question mark, and a wrench. The main content area is titled 'Latest News' and features several news items:

- 17 Jul 2019**: Job Posting - Maxim's Caterers Limited (Food Factory)
- 15 Jul 2019**: Walk-in Admission for 3-Year Full-time UK Undergraduate Programmes
- 11 Jul 2019**: Release of transcripts (Updated on 11 July 2019)
- 08 Jul 2019**: Registration for Semester 1, 2019-20
- 08 Jul 2019**: Job Posting - iclub Hotels
- 08 Jul 2019**: Job Posting - Dah Sing Bank (Counter Services Trainee)

On the right side, there is an 'All News' section with a search bar and a list of news items, including:

- Job Posting - Maxim's Caterers Limited (Food Factory)
- Walk-in Admission for 3-Year Full-time UK Undergraduate Programmes
- Release of transcripts (Updated on 11 July 2019)
- Registration for Semester 1, 2019-20
- Job Posting - iclub Hotels
- Job Posting - Dah Sing Bank (Counter Services Trainee)

My Webmail – First Time Login

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Normal User



[Click to use Webmail](#)

(Login Username is <Student Number>@learner.hkuspace.hku.hk)

[Click to Change Password for First-time User](#)

[Webmail FAQ](#)

If you haven't changed your password of Learner Portal before, you have to change it for your first time login to webmail

My Webmail – First Time Login

57



One account. All of Google.

Sign in to continue to Gmail

your student number@learner.hkuspace.hku.hk



Enter your email

Next

Please enter your full email address
example@learner.hkuspace.hku.hk

[Need help?](#)

Password: Same as Learner Portal

[Create account](#)

One Google Account for everything Google



Part 4

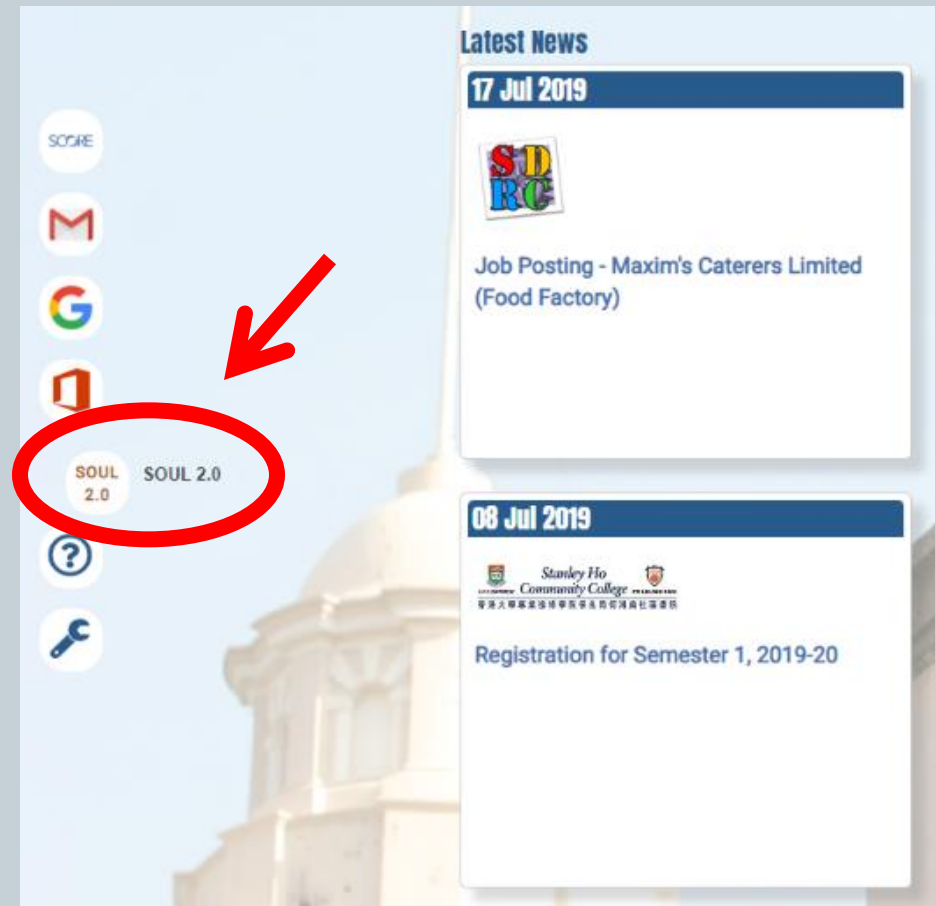
SOUL 2.0

Activities inside classroom

SOUL 2.0 – Overview & Login

59

- Click “SOUL 2.0” after logging in to Learner Portal
- Access to materials posted by the course lecturers, including:
 - Teaching materials release
 - Assignment submission
- Access to special notices, including:
 - Class cancellation
 - Change of classroom



SOUL 2.0 – Home Page

60

- Logged SOUL 2.0 account window will be pop-up automatically
- 3 main areas, e.g. Menu, Function Blocks, Support Information

The screenshot displays the SOUL 2.0 Home Page interface. A red box on the left highlights the 'Dashboard' menu, which includes 'Site home' and 'My courses'. A red arrow points from this menu to the text 'Menu, e.g. Dashboard, Site home, My courses'. Another red box on the right highlights the 'Support Center' section, which includes 'User Guide & FAQs' and links for 'For Learner', 'For Instructor', 'For Programme Administrator', and 'FAQs'. A red arrow points from this section to the text 'Support info, e.g. User guides, HKU library eServices, etc.'. A third red box in the center highlights the 'Function Blocks' area, which includes 'School announcements', 'Timeline', and 'Recently accessed courses'. A red arrow points from this section to the text 'Function blocks, e.g. School announcements, Timeline, Course overview, etc.'.

SOUL 2.0
Your Learning SPACE

Student 009a Pilot

Dashboard

- Site home
- My courses

School announcements

PILOT009A : Pilot Course 009A

Academic Writing Skills Seminar on 30 Sept 2019 - 2019-08-19 04:40 pm

Timeline

Saturday, 7 September

"Assignment 1 - Part 1"

"Pilot Course 009A"

Add Submission

Show 5

Recently accessed courses

Pilot Course 009A

Pilot Course 009B

Support info, e.g. User guides, HKU library eServices, etc.

Function blocks, e.g. School announcements, Timeline, Course overview, etc.

Support Center

User Guide & FAQs

- For Learner
- For Instructor
- For Programme Administrator
- FAQs

SOUL 2.0 – View Announcements

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- All active course announcements are listed under “School announcements”. You can click the topic to view the content.
- To view the announcements of a specific course, you can select the course code under “My courses” or “Course overview”.

School announcements

The screenshot shows the SOUL 2.0 dashboard interface. On the left is a blue sidebar with a 'Dashboard' header and two menu items: 'Site home' and 'My courses'. A red arrow points from the 'My courses' menu item to a red-bordered yellow box labeled 'My courses'. The main content area has a top right button 'Customise this page'. Below this, there are three main sections: 1. 'School announcements' section, which contains a link to 'PILOT009A : Pilot Course 009A' and a sub-link 'Academic Writing Skills Seminar on 30 Sept 2019 - 2019-08-19 04:40 pm'. A green arrow points from a green-bordered yellow box labeled 'School announcements' to this section. 2. 'Timeline' section, showing a date 'Saturday, 7 September' and an announcement titled '"Assignment 1 - Part 1"' for 'Pilot Course 009A' with a '15:01' timestamp and an 'Add Submission' button. 3. 'Course overview' section, which includes a 'Show 5' dropdown, a filter button 'All', a 'Sort by' dropdown set to 'Course name', and a 'List' button. A purple arrow points from a purple-bordered yellow box labeled 'Course overview' to this section. On the right side of the dashboard, there is a 'Navigation' sidebar with a 'Dashboard' header and a list of links: 'Site home', 'My courses', 'PILOT009A', 'PILOT009B', and 'Courses Maintenance'. Below this is a 'Support Center' section with a link to 'User Guide & FAQs'. At the bottom of the main content area, there is a progress bar for 'Pilot Course 009A' showing '0% complete'.

SOUL 2.0 – View Announcements

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You can also view the course announcements under “Announcement” of “Site home”

The screenshot displays the SOUL 2.0 user interface. On the left, a blue sidebar contains a menu with three items: 'Dashboard' (with a globe icon), 'Site home' (with a house icon and highlighted by a red box), and 'My courses' (with a graduation cap icon). The main content area has a blue header with the 'SOUL 2.0' logo and the tagline 'Your Learning SPACE'. Below the header, the text 'SOUL 2.0' is displayed. A red box highlights an 'Announcement' section containing the text 'PILOT009A : Pilot Course 009A' and 'Academic Writing Skills Seminar on 30 Sept 2019 - 2019-08-19 04:40 pm'. At the bottom, there is a 'Search courses' input field with a 'Go' button and a help icon, followed by the text 'Site announcements'.

SOUL 2.0 – View Announcements

63

- In a specific course page, click “Announcements” to get all messages of the course

PILOT009A

- Participants
- Badges
- Competencies
- Grades
- General
- Lecture 1
- Lecture 2
- Assignment 1

Pilot Course 009A

Dashboard / My courses / PILOT009A

Announcements

Lecture 1

- Lecture 1 - Useful Link
- Lecture 1 - Notes

SOUL 2.0 – Download Course Materials

64

- Click the appropriate file to download the course material in the middle column of the course home page if the lecturer has uploaded any document to SOUL 2.0

PILOT009A

- Participants
- Badges
- Competencies
- Grades
- General
- Lecture 1
- Lecture 2
- Assignment 1
- Topic 4
- Topic 5
- Topic 6

Pilot Course 009A

[Dashboard](#) / [My courses](#) / [PILOT009A](#)

Your progress ?

Announcements

Lecture 1

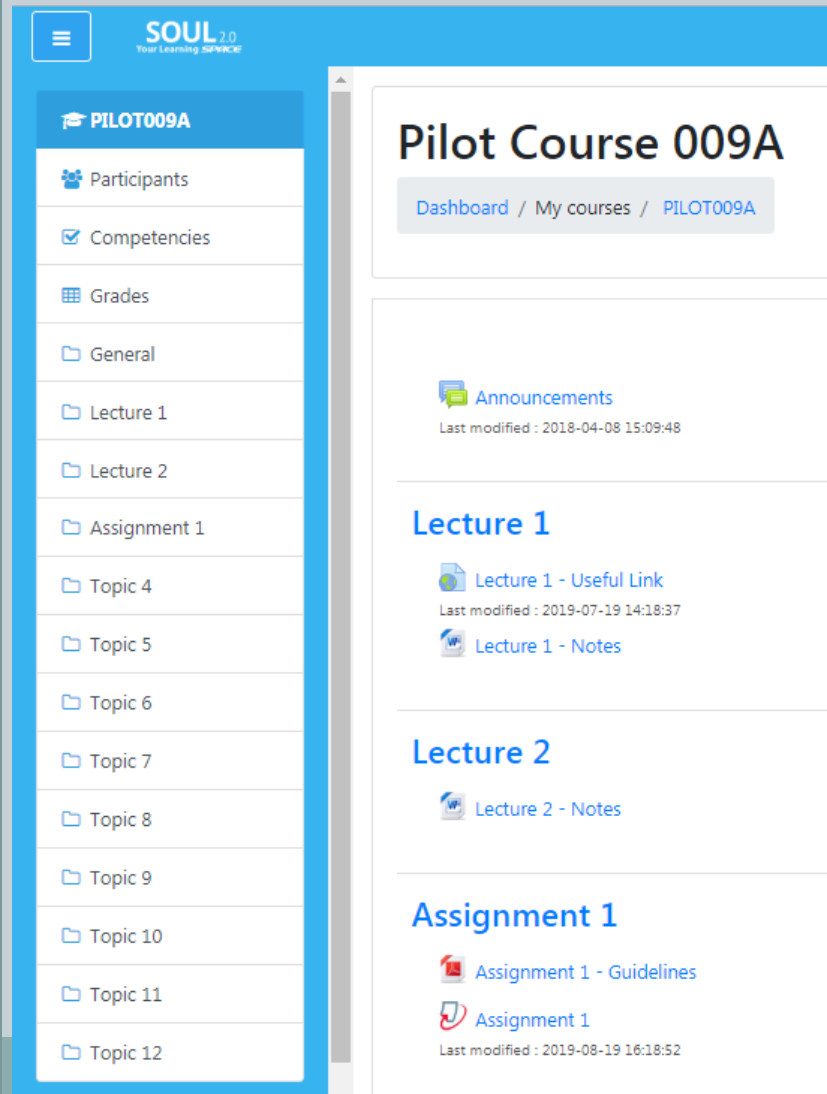
- [Lecture 1 - Useful Link](#) ☐
- [Lecture 1 - Notes](#) ☐

Lecture 2

- [Lecture 2 - Notes](#) ☐

SOUL 2.0 – Submit Assignments

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- **Two submission methods:**
 - 1) **uploading a file to submission folder**



- 2) **submitting a file via Turnitin (for plagiarism checking)**



- **Assignment activity should be created by the lecturer in the course page**

SOUL 2.0 – More Information

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SOUL 2.0 Webpage

<https://soul2.hkuspace.hku.hk>

Full User Guide and 1-minute Demo

<http://soul2.hkuspace.hku.hk/public/course/view.php?id=2>

IT Help on e-Learning Platforms

67

- After logging in to LP, click “IT Help” on the left

The screenshot shows the HKUSPACE Learner Portal. On the left sidebar, the 'IT Help' link is circled in red with a red arrow pointing to it. The main content area displays 'Latest News' with several article cards. The first card is dated 17 Jul 2019 and titled 'Job Posting - Maxim's Caterers Limited (Food Factory)'. The second card is dated 15 Jul 2019 and titled 'Walk-in Admission for 3-Year Full-time UK Undergraduate Programmes'. The third card is dated 11 Jul 2019 and titled 'Release of transcripts (Updated on 11 July 2019)'. Below these, there are more cards dated 08 Jul 2019, including 'Registration for Semester 1, 2019-20', 'Job Posting - iclub Hotels', and 'Job Posting - Dah Sing Bank (Counter Services Trainee)'.

IT Help on e-Learning Platforms

68

- Before logging in to LP, click “Contact Us” and scroll down for “Information Technology Services”

The screenshot shows the HKUSPACE Learner Portal. At the top, there is a navigation bar with links: HKU SPACE Today, CareerSPACE, General Information, Links and Resources, and **Contact Us** (circled in red with a red '1' next to it). Below the navigation bar, the main content area is divided into sections. On the left, there is an 'Online Feedback Form for Students' section. On the right, there is a sidebar with sections: International College, 中醫藥學, and **Information Technology Services** (circled in red with a red '2' next to it). The 'Information Technology Services' section contains links for IT Help Contact (email: it.help@hkuspace.hku.hk), WhatsApp / WeChat (6803 5480), and IT Help Service Ticket System. A red arrow points from the 'Information Technology Services' section to a red box on the left that contains the text: 'You can seek IT Help via: Email, WhatsApp/ WeChat, IT Help Chatbot/ Ticket'.

Learner Portal

HKUSPACE

HKU SPACE Today | CareerSPACE | General Information | Links and Resources | **Contact Us**

International College

General Enquiry

ic@hkuspace.hku.hk
Home page
2910 7555

中醫藥學

中醫藥學

tcmenquiry@hkuspace.hku.hk
Home page
2527 0112

Information Technology Services

IT Help Contact

it.help@hkuspace.hku.hk

WhatsApp / WeChat: 6803 5480 (Hours of Operation 09:00 – 17:50 Monday to Friday)

IT Help Service Ticket System

Home page

You can seek IT Help via:

- Email
- WhatsApp/ WeChat
- IT Help Chatbot/ Ticket

Reminder - Password

69

- Remember! The system password that you have made changed affects on ALL e-Learning Platforms (i.e. Learner Portal, SOUL, SCORE and Webmail)
- However, it **DOES NOT** take effect on campus workstations (i.e. the student computers located on different floors in the College). They are two SEPARATED systems.
- Please remember **BOTH** sets of login and password

Reminder - Logout

70

Remember to logout

If you are using a public computer, it is important for you to logout before leaving the computer unattended. Otherwise, others can access your information using the same computer or even alter the data if your account remains logged in. The system will be logged out only when you logout from the Learner Portal and close the browser.

Learner Portal

HKUSPACE

My News | My Resources | My Events | CareerSPACE

Hi, [username]
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