



HKU SPACE

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

HPSHCC Orientation Day

**INTRODUCTION OF THE KEY FUNCTIONS OF
ALL ELEARNING PLATFORMS**

Login College workstations

2

- Login id: Student ID number
- Login password: First 5 digits of HKID including letter
- Example:
Login id: 20091234
Login password: Y1234

Overview - eLearning Platforms in HPSHCC

3

Learner Portal

SOUL 2.0

SCORE

Webmail

Overview - eLearning Platforms in HPSHCC

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1. Learner Portal

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

2. SOUL 2.0

- Classroom activities system (Note download, assignment submission)
- Lecturer → Students

3. SCORE

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

4. Webmail

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

Part 1

Learner Portal (LP)

Overview of Learner Portal

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- **“one-stop” on-line 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)**



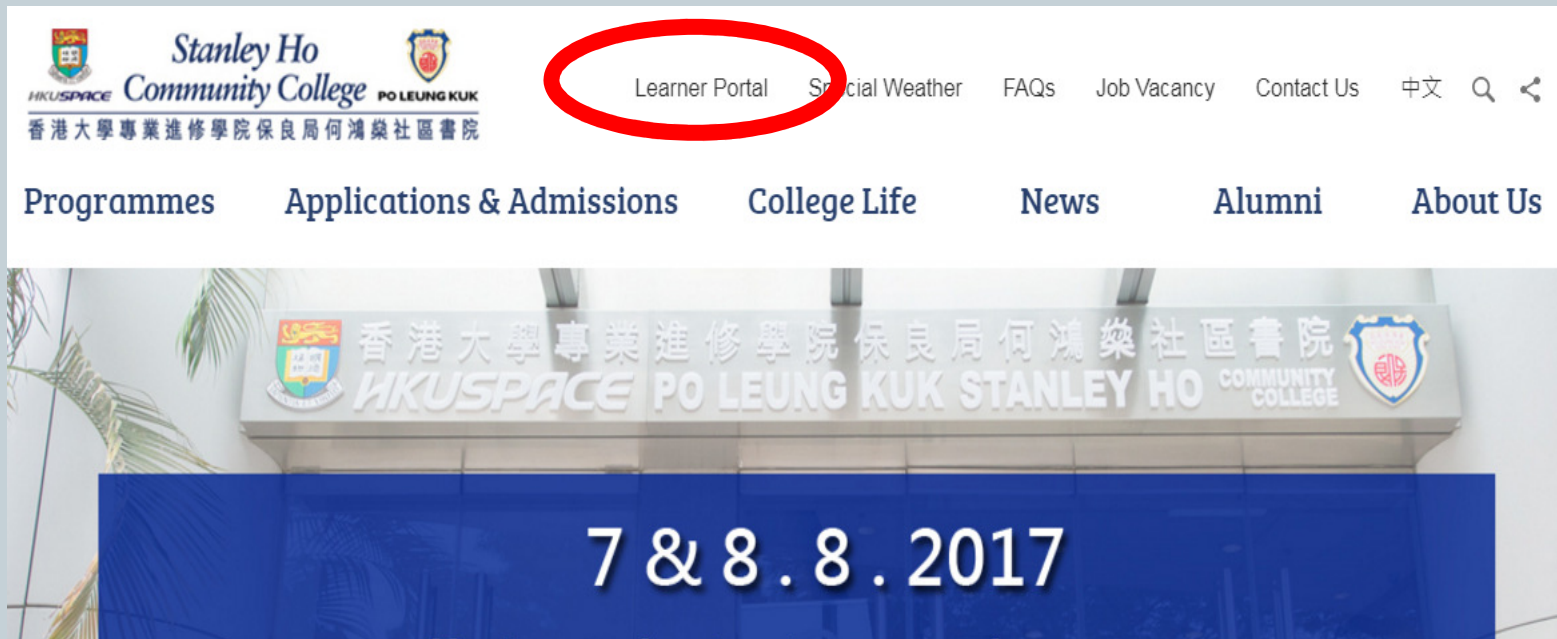
Check
Regularly

Login Learner Portal

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- **Step 1:**

- **Via HPSHCC College webpage (<http://hkuspace-plk.hku.hk>)**



Login Learner Portal

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• Step 2:

HKU SPACE 29 Jul 15, 26°C 93%

HKU SPACE | Teacher | SOUL | Alumni | Staff | About | FAQ

學成於毅
Learning is Accomplished
Through Determination

Sign In / Register

Login Forgot Password?

HKU SPACE Today General Information Links and Resources Contact Us

School's News There is no news available.

Community College News There is no news available.

Centre for Degree Programmes News

CDP HKU SPACE
Centre for
Degree Programmes
中心

CDP Information Seminars for AD/ HD Graduates and Degree Holders on 1 Aug (Sat)
29 Jul 15 - 01 Aug 15

Login Learner Portal

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- **Step 3:**



HKU SPACE Central Authentication Service

Please enter your Student or Teacher No. and Password

Login

First Time User / Forgot Password for

Student / Teacher

Login Learner Portal

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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:

Please enter your student number.

Captcha:



Please enter the displayed Captcha value on the upper textbox.

Confirm

Clear

Login Learner Portal

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• 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

Login Learner Portal

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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

Login Learner Portal

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• 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

Overview of Learner Portal

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- 6 main sections

The screenshot shows the HKUSPACE Learner Portal interface. At the top, there is a header with the HKUSPACE logo, the date and weather (11 Mar 10, 17°C 58%), and navigation links (Home | My SOUL | Site Map | FAQ | Logout). Below the header is a banner with the text "Learning is Accomplished Through Determination" and "學成於毅". A red oval highlights the navigation menu with the following items: My Portal Home, My Webmail, My e-Campus, My Resource, My Events, and My Profile. Below the navigation menu is a section titled "News and announcements" with several news items:

- University Foundation Day**
11 Mar 10 - 16 Mar 10
- Students' Union Re-election**
10 Mar 10 - 25 Mar 10
- Make up Class Arrangement**
09 Mar 10 - 15 Mar 10
- Cancellation of Class for Principles of Sociology (242-01)**
09 Mar 10 - 09 Apr 10
- Cancellation of Class for PR: History, Principles and Specializations (365-01)**

On the right side of the news section, there are logos for Community College, HPC SU, and Cross Posting. At the bottom right, there are course codes and titles: HP 83-242-01 (intake 1) Introduction to Sociology and HP 83-365-00 (intake 1) PR: History.

Learner Portal – My Portal Home

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- Contains all specific news relating to study in the College
- Includes the SOUL News

HKUSPACE 11 Mar 10, 17°C 58% Home | My SOUL | Site Map | FAQ | Logout

Welcome learner, HPCO

學成於毅
Learning is Accomplished Through Determination

My Portal Home My Webmail My e-Campus My Resource My Events My Profile

News and announcements

University Foundation Day
11 Mar 10 - 16 Mar 10

Message by College

Students' Union Re-election
10 Mar 10 - 25 Mar 10

Message by Students' Union (SU)

Message by Student Development and Resource Centre (SDRC)

Cancellation of Class for...
09 Mar 10 - 09 Apr 10

Message by Programme

Cancellation...

Message to more than one group

Learner Portal – My e-Campus

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- **School's Programme Search** - helps you identify suitable courses that we are now offering
- **My Services Enquiry** – helps seek contact information of HPSHCC
- **IT Help** - helps you seek technical support

The screenshot shows the HKUSPACE Learner Portal interface. At the top, there is a header with the HKUSPACE logo, the date and weather (11 Mar 10, 17°C 58%), and navigation links (Home, My SOUL, Site Map, FAQ, Logout). Below the header is a banner with the slogan "Learning is Accomplished Through Determination" and a photo of students. A navigation menu is located below the banner, with "My e-Campus" highlighted in a red circle. The main content area is divided into three sections:

- School's Programme Search**: A section with a search box and a "Search" button. The text reads: "School's Programme Search help you to identify suitable courses that we are now offering. Type the keyword here : [input field] Search".
- My Services Enquiry**: A section titled "HPCC" with an "Enquiry" link. Below it, there is contact information: "enquiry@hkuspace-plk.hku.hk", "Home page", "39237000 FAX 39237111".
- IT Help**: A section with the text: "Have a technical problem in using the Learner Portal? You are welcome to visit our online IT Help services and create a service ticket." Below this, there is a "Shortcuts" section with two items: "You currently has 0 open ticket(s)" and "You currently has 0 closed ticket(s)".

Learner Portal – My Resource

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- Course Documents
- Student Handbook 2018/19
- Student Services Forms
- Student Financial Assistance
- Students' Union

HKUSPACE 29 Jul 15, 26°C 92%

學成於毅
Learning is Accomplished Through Determination

My Portal Home My Webmail My e-Campus **My Resource** Events My Profile

Resource Directory

My Bookmark edit | help

HKUSPACE Po Leung Kuk Stanley Ho Community College

- Course Documents
- Examination result
- Student Handbook 2014/15
- Student Services Forms
- Students Financial Assistance
- Students' Union
- Timetable

My Bookmark
You have no bookmark

Centre for Degree Programmes
• Full-time Top-up Degree Programmes offered in CIDP

Enrolment/Payment Slip(s)
• Enrolment/Payment Slip(s)

Student Assessment (Part-time programme)
• Notification of Result

Learner Portal – My Events

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- Contains information relating to online enrollment for activities

The screenshot shows the HKUSPACE Learner Portal interface. At the top, there is a navigation bar with the HKUSPACE logo, the date and weather (11 Mar 10, 17°C 58%), and a red fire icon with the Chinese characters '紅' and '火'. The main header features a banner with the slogan 'Learning is Accomplished Through Determination' and the Chinese characters '學成於毅'. Below the banner is a navigation menu with tabs for 'My Portal Home', 'My Webmail', 'My e-Campus', 'My Resources', 'My Events' (highlighted with a red circle), and 'My Profile'. The 'My Events' section displays a list of events:

- Career Training I - Job Searching and CV Writing Skills** * *Registration OPEN*
- Recruitment Talk - Customs and Excise Department (香港海關)** * *Registration OPEN*

Each event listing includes a small logo with the letters 'S', 'D', 'R', and 'C' in a grid. A link to 'View My List of Registered Events' is visible in the top right corner of the events section.

Part 2

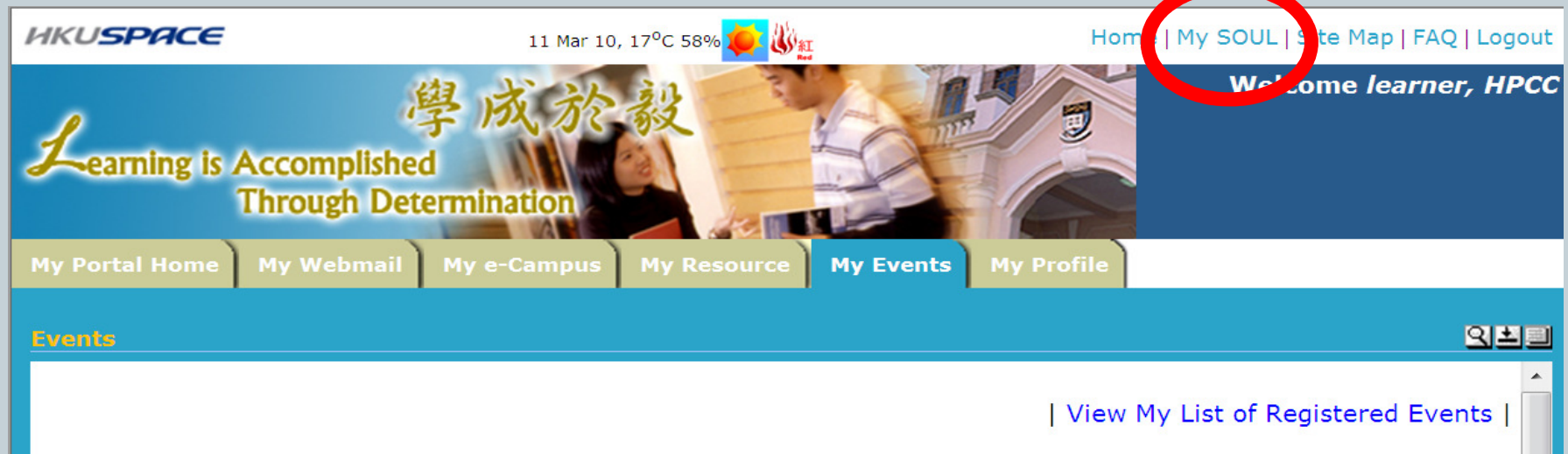
SOUL 2.0


Activities inside classroom

Overview of SOUL 2.0

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- **Access to materials posted by the course lecturers, including:**
 - Teaching materials release
 - Assignment submission
 - Special notices and announcement



HKUSPACE 11 Mar 10, 17°C 58%  Home | **My SOUL** | Site Map | FAQ | Logout

學成於毅
Learning is Accomplished
Through Determination

My Portal Home | My Webmail | My e-Campus | My Resource | My Events | My Profile

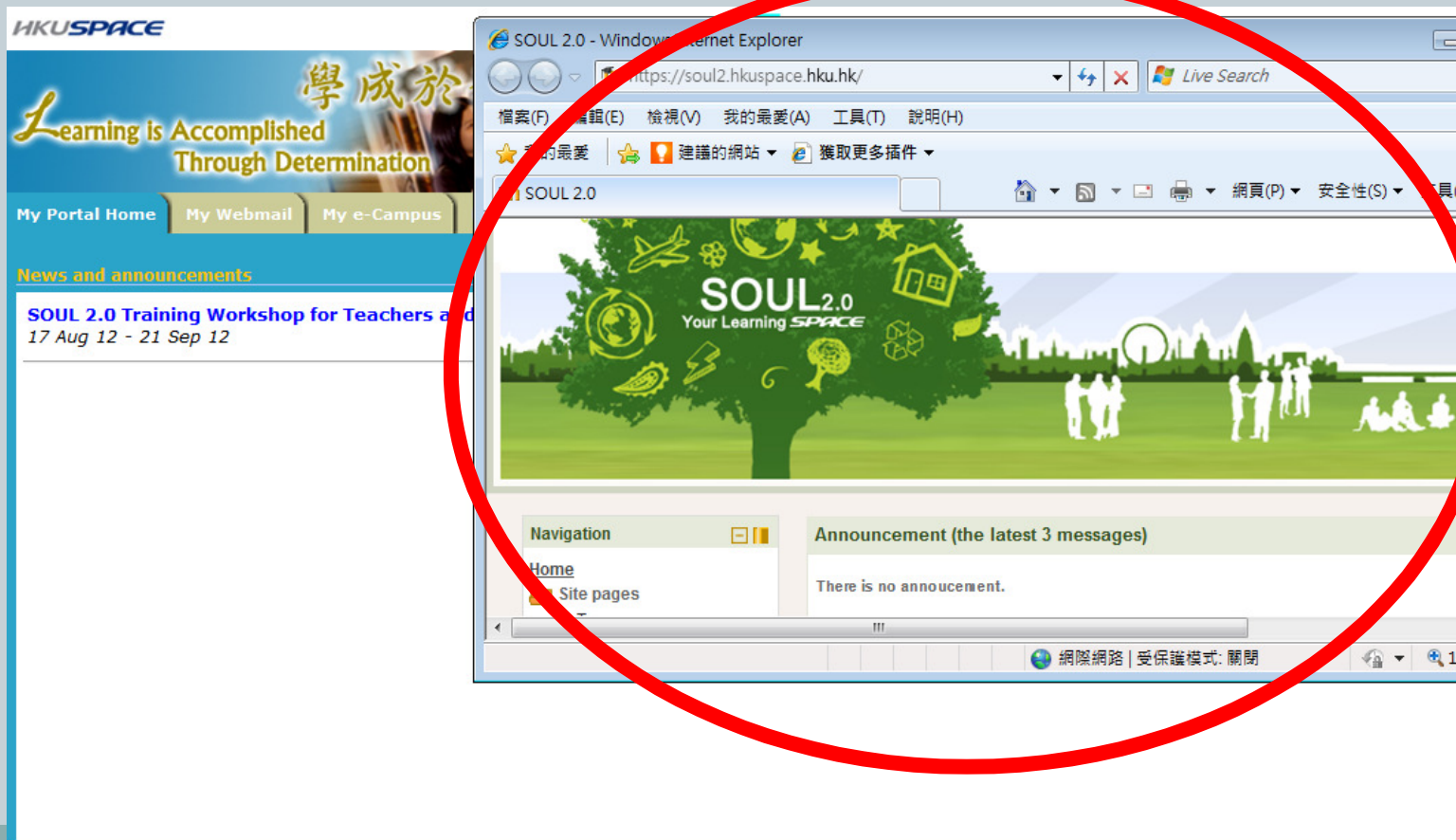
Events   

| View My List of Registered Events |

Login SOUL 2.0

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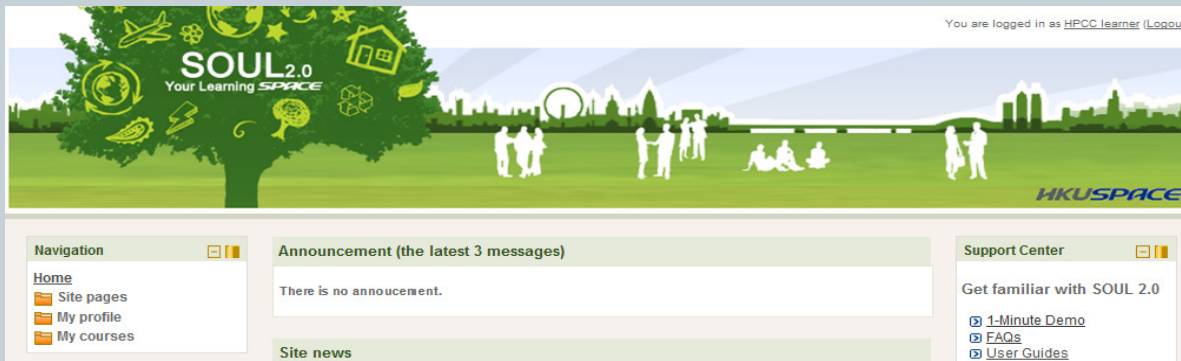
- **Logged SOUL 2.0 account window will be pop-up automatically.**



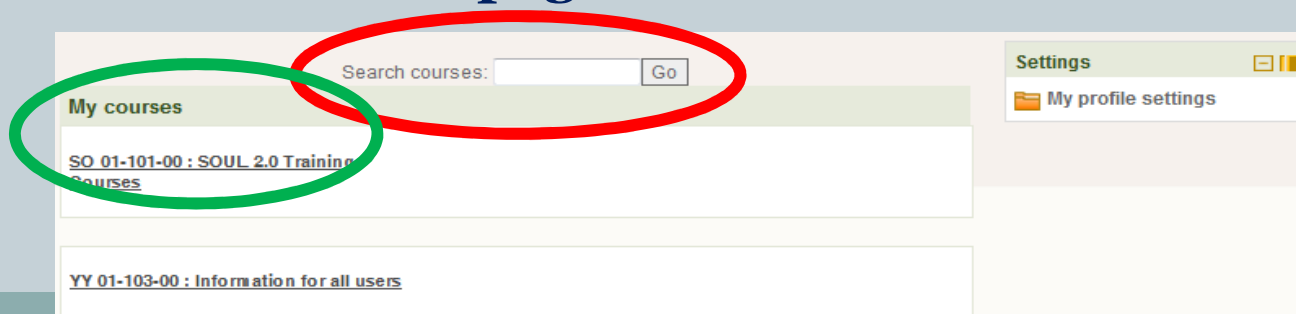
SOUL 2.0 – View Announcements

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- **Step 1: The most updated message will be shown at the top of the Personal Homepage.**



- **Step 2: To see all announcements of specific course, click the “search course” button in the middle column of the Personal Homepage to search and click into the course.**



SOUL 2.0 – View Announcements

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- **Step 3: Click “Announcement” to get all message of the course.**

The screenshot displays the SOUL 2.0 user interface. On the left, there is a navigation menu with the following items: Home, Site pages, My profile, My courses (with sub-items SO 01-101-00, YY 01-103-00, and General), and Upcoming events (with sub-items: There are no upcoming events, Go to calendar..., and New event...). On the right, the 'Topic outline' section is visible, containing a list of topics numbered 1 through 5. The first item, 'Announcement', is highlighted with a red oval and includes a speech bubble icon and the timestamp '2011-09-20 15:40'. Each topic item has a minus sign icon on the right side.

SOUL 2.0 – Download Course Materials

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- **Step 1: Click the appropriate course under “My Courses” listed in the middle column of the Personal Homepage.**

Search courses:

My courses

HP 83-109-00 (11) : Higher Diploma in Nutrition and Food Management (Foundation Programme) / 營養及食品管理高級文憑 - 基礎課程	Higher Diploma in Nutrition and Food Management (Foundation Programme) / 營養及食品管理高級文憑 - 基礎課程
HP 83-209-00 (11) : Higher Diploma in Nutrition and Food Management (Year 1) / 營養及食品管理高級文憑 - 一年級	Higher Diploma in Nutrition and Food Management (Year 1) / 營養及食品管理高級文憑 - 一年級
HP 83-277-01 (11) : Anatomy and Physiology I	Anatomy and Physiology I
HP 83-278-01 (11) : College Chemistry for Medical and Health Products Sciences	College Chemistry for Medical and Health Products Sciences

SOUL 2.0 – Download Course Materials

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- **Step 2: Click “Course Syllabus” under the Category “Timetable & Course Syllabus”.**

Home ► My courses ► HP 83-278-01 (11)

Navigation

- Home
- Site pages
- My profile
- My courses
 - HP 83-109-00 (11)
 - HP 83-209-00 (11)
 - HP 83-277-01 (11)
 - HP 83-278-01 (11)
- Participants
- Reports
- General
- Topic 1
- Topic 2
- Topic 3
- Topic 4
- Topic 5
- Topic 6
- Topic 8
- Topic 10
- HP 83-278-02 (11)

Topic outline

Announcement	2011-09-01 16:25
1 Timetable & Course Syllabus	
Timetable	2011-09-02 15:08
Course Syllabus	2011-09-08 10:06
2 NOTES	
Lecture Note 1	2011-09-08 20:57
Exercises 1 & 2	2011-09-08 21:03
Lecture Note 2A 2011	2011-09-13 20:09
Lecture Note 2B 2011	2011-09-13 20:11
Exercise 1 (answers)	2011-09-13 20:13
3	

Support Center

Get familiar with SOUL 2.0

- 1-Minute Demo
- FAQs
- User Guides

Need more help?

If you have any queries or comments regarding SOUL online services, please click here to let us know.

HKU SPACE e-Services

Plagiarism

To know more about plagiarism, please click here to read the details.

- **Step 3: Click the “Save” icon to download the documents.**

Home ► My courses ► HP 83-278-01 (11) ► Topic 1 ► Course Syllabus Update this

Click to save this file to your computer or another location

1. Aims and Objectives

This module aims to provide students with the basic principles and knowledge in general, physical, organic and natural products chemistry.

Students who satisfactorily complete the module should be able to

Part 3
Student and Course Record System
(SCORE)

Login SCORE

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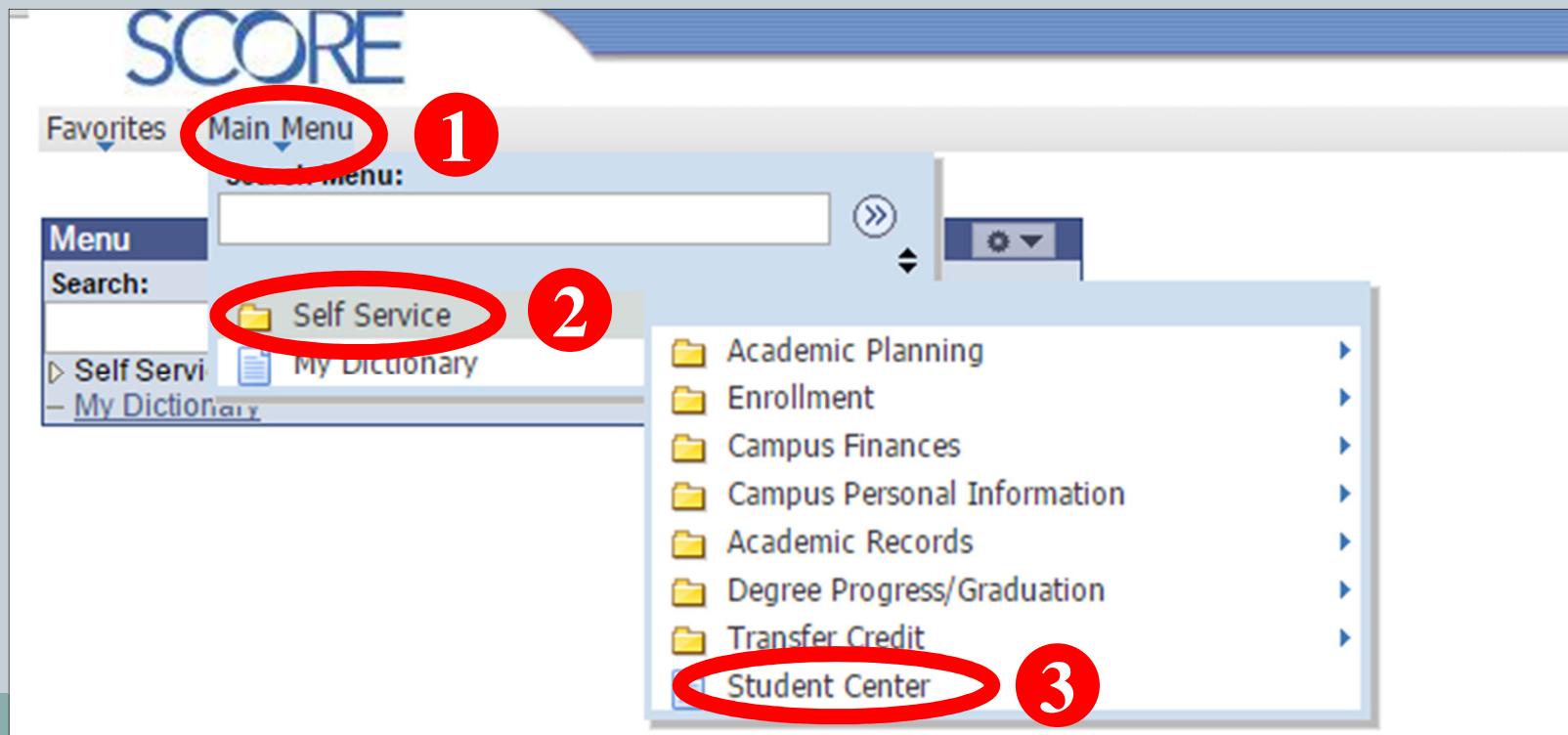
- You can access SCORE under My e-Campus of Learner Portal.

The screenshot shows the HKUSPACE Learner Portal interface. At the top left is the HKUSPACE logo. The top right displays the date and time: "11 Mar 15, 16°C 77%". Below this is a banner with the Chinese text "學成於毅" and the English text "Learning is Accomplished Through Determination". A navigation menu contains several items: "My Portal Home", "My Webma", "My e-Campus", "My Source", "My Events", and "My Profile". The "My e-Campus" item is circled in red with a red circle containing the number "1". Below the navigation menu is a section titled "School's Programme Search" with a search box and a "Search" button. At the bottom of the page, there is a section titled "SCORE System" with two links: "Please click here to access SCORE" and "Student's manual for SCORE system". The first link is circled in red with a red circle containing the number "2". On the right side of the page, there are sections for "My Serv" and "IT Help".

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.

The screenshot displays the SCORE Student Center interface. The 'Academics' section is highlighted with a red circle and a red circle containing the number '1'. Below it, a dropdown menu is open, showing options like 'Academic Planner', 'Academic Requirements', 'Class Schedule', 'Course History', 'Enrollment: Swap', 'Transcript: View Unofficial', 'Transfer Credit: Report', and 'What-if Report'. This dropdown menu is also highlighted with a red circle and a red circle containing the number '2'. A message box at the bottom right states: 'We are unable to display your account at this time. To access this information, contact the Bursar's office to complete'.

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 1

Demographic Data
Emergency Contact
Names

other personal... ▾ >>

Contact Information 2

Home Address: [Redacted] klf

Current Address: [Redacted]

[Redacted] ROWDON, BIRKA JHAZ

[Redacted] .hb

SCORE – Edit Personal Information

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Editable by Student on SCORE: **Home Address, Phone Numbers and Email Address**

Non-editable by Student on SCORE: **Emergency Contact, HKID Number, Name and Date of Birth**



If you need to change **any** of your personal information, you have to officially submit a form **[Application for Personal Data Amendment](#)** (can be downloaded from Learner Portal > My Resource) to the College Office, together with legal documentary evidence if for **Emergency Contact, HKID Number, Name and Date of Birth**.

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, you will be directed to your personal timetable.

The screenshot illustrates the steps to view a personal timetable in the SCORE system. It shows a navigation menu on the left with 'Academics' highlighted (1). A dropdown menu is open, showing 'Class Schedule' selected (2). A red arrow points from 'Class Schedule' to a 'My Class Schedule' page. On this page, a table lists terms, and the first term, '2014-15 Semester 1', is selected with a radio button (3). A 'CONTINUE' button is visible at the bottom right.

Term	Career	Institution
<input checked="" type="radio"/> 2014-15 Semester 1	CC/HPCC Full-time programmes	SPACE
<input type="radio"/> 2014-15 Semester 2	CC/HPCC Full-time programmes	SPACE

SCORE – View Timetable

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

The screenshot shows the SCORE system interface. At the top, there are tabs for 'Plan', 'Enroll', and 'My Academics'. Under the 'Plan' tab, there are buttons for 'my class schedule', 'drop', 'swap', and 'term info'. The 'my class schedule' button is circled in red with a '1' next to it. Below this, the 'My Class Schedule' section has a 'Select Display Option' section with radio buttons for 'List View' (selected) and 'Weekly Calendar View'. This section is circled in red with a '2' next to it. Below the display options, there is a section for 'Class Schedule Filter Options' with checkboxes for 'Show Enrolled Classes' and 'Show Waitlisted Classes', and a 'filter' button. The main content area shows a table for 'EN 5001 - A Survey of Classical Chinese'. The table has columns for 'Status', 'Units', 'Grading', and 'Deadline'. Below this, there is a detailed table with columns for 'Class Nbr', 'Section', 'Component', 'Days & Times', 'Room', 'Instructor', and 'Start/End Date'. This detailed table is circled in red with a '3' next to it.

Status	Units	Grading	Deadline
Enrolled	3.00	Graded	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1030	1	Lecture	Mo 12:00 - 13:30	TBA	Staff	12/09/2013 - 13/12/2014
			Sa 14:00 - 15:30	TBA	Staff	12/09/2013 - 13/12/2014
035	E01	Exam	TBA	TBA	Staff	12/09/2013 - 13/12/2014

SCORE – View Timetable

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

<< previous week Week of 15/9/2014 - 21/9/2014 next week >>

Show Week of Start Time End Time

Time	Monday 15 Sep	Tuesday 16 Sep	Wednesday 17 Sep	Thursday 18 Sep	Friday 19 Sep	Saturday 20 Sep	Sunday 21 Sep
08:30							
09:00							
10:00		CUL 5003 - L01 Lecture 10:00 - 11:30 Main Campus RM203			CUL 5003 - L01 Lecture 10:00 - 11:30 Main Campus RM203	SCI 4003 - L01 Lecture 10:00 - 11:00 Main Campus RM304	
11:00							
12:00	ENG 4002 - L01 Lecture 12:00 - 13:00 Location: TBA						
13:00					ENG 5001 - L01 Lecture 13:00 - 15:00 Main Campus RM402		
14:00							
15:00			SCI 4003 - L01 Lecture 14:30 - 16:30 Main Campus RM205				

CUL 5003 - L01
 Lecture
 10:00 - 11:30
 Main Campus RM203

SCORE – View Timetable

Block Off - Reserved for other school activities, no class exchange is allowed in this period
TBA – To be advised

		Week of 15/9/2014 - 21/9/2014					
		<< previous week		next week >>			
		Show Week of 19/09/2014		Start Time 08:00		End Time 18:00	
		refresh calendar					
Time	Monday 15 Sep	Tuesday 16 Sep	Wednesday 17 Sep	Thursday 18 Sep	Friday 19 Sep	Saturday 20 Sep	
08:30							
09:00							
10:00		HPB09999-3 1-319 Block Off for other activities or Public Student Blockoff Student by Day Tuesday off (Required)			CUL 5003 - L01 Lecture 10:00 - 11:28 Main Campus RM203	SCI 4003 - L01 Lecture 10:00 - 11:00 Main Campus RM304	HPB09999-3 1-319 Block Off for other activities or Public Student Blockoff Student by Day Tuesday off (Required)
11:00							
12:00	ENG 4002 - L01 Lecture 12:00 - 13:00 Location: TBA						ENG 4002 - L01 Lecture 12:00 - 13:00 Location: TBA
13:00					ENG 5001 - L01 Lecture 13:00 - 15:00 Main Campus RM402		
14:00							
15:00			SCI 4003 - L01 Lecture 14:30 - 16:30 Main Campus RM205				

SCORE – View Timetable

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Class Notes - You can see Class details, e.g. Site visits and programme activities will be held on Monday 09:00-13:30 occasionally.

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

Class Notes :		
	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

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

<< previous week Week of 22/12/2014 - 28/12/2014 next week >>

Show Week of Start Time End Time

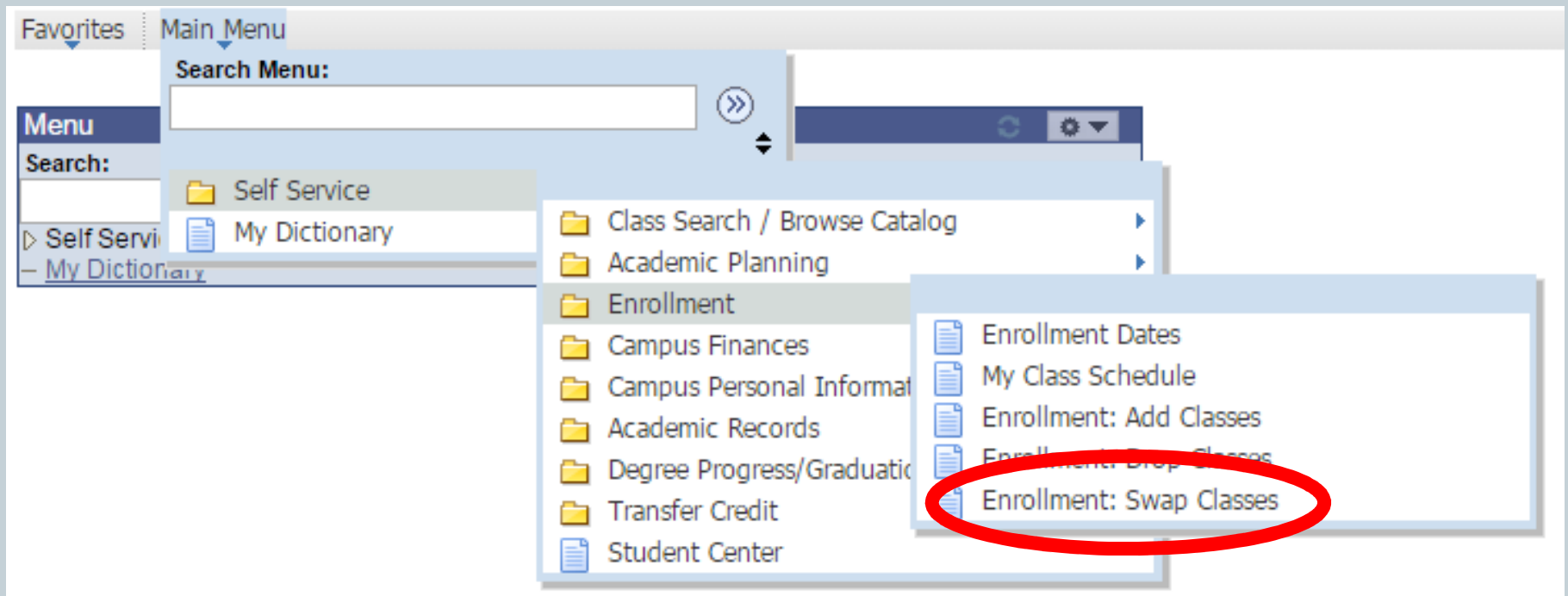
Time	Monday 22 Dec	Tuesday 23 Dec	Wednesday 24 Dec	Thursday 25 Dec	Friday 26 Dec	Saturday 27 Dec	Sunday 28 Dec
08:30							
09:00		ENG 4002 - E01 Examination 09:00 - 10:00 Location: TBA					
10:00			ENG 5001 - EXAM Examination 10:00 - 11:00 Location: TBA				
11:00							
12:00							
13:00							
14:00							
15:00	CUL 5003 - EXAM Examination 14:00 - 17:00 Main Campus RM104						
16:00							

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

SCORE – Swap Classes

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



SCORE – Swap Classes

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- 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

With This Class

Search for Class

CCCH 4003: Advanced Chinese Language
CCCH 4004: Chinese Language
CCEN 4003: General English III
CCEN 4004: Introduction to Multimedia
CCSS 4028: Social Development and Service
HPCS 4003: Principles of Sociology
HPCS 4004: Foundation Psychology

▶ My 2015-16 Semester 1 Class Schedule

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

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

go to ...

search




SCORE – Swap Classes





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- 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 Compet *** view multiple offerings				

View All |  First  1-6 of 6  Last

Allowed to swap in current semester


Course(s) completed before


SCORE – Swap Classes

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- 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
Th	1:30PM	3:00PM	HPC1404
Fr	1:30PM	3:00PM	HPC1302
	Instructor	Dates	
	Staff	11/09/2015 - 10/12/2015	
	Staff	11/09/2015 - 10/12/2015	

Section	Session	Status	
HLO3-LEC (2852)	1		select
Days	Start	End	Room
We	12:00PM		
Th	4:30PM	6:00PM	HPC1401
	Instructor	Dates	
	Staff	11/09/2015 - 10/12/2015	

Open – Class quota is still available

Section	Session	Status	
HLO4-LEC (2853)	1		select
Days	Start	End	Room
We	12:00PM		
Fr	12:00PM	1:30PM	HPC1302
	Instructor	Dates	
	Staff	11/09/2015 - 10/12/2015	

Closed – Class quota is full already

SCORE – Swap Classes

42

- 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

43

- **Confirm the swapping by clicking Next.**

CCCH 4012 - Practical Chinese

Class Preferences

CCCH 4012-EXAM	Exam	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
CCCH 4012-NL16	Lecture	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
Session	Regular Academic Session		Grading	Graded
Career	CC/HPSHCC Full-time programmes		Units	3.00

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

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- 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	<input checked="" type="checkbox"/>
CCCH 4012-EXAM (2705)	Practical Chinese (Exam)		TBA	Staff		<input checked="" type="checkbox"/>

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	<input type="checkbox"/>
CCCH 4012-EXAM (2705)	Practical Chinese (Exam)		TBA	Staff		<input type="checkbox"/>

SCORE – Swap Classes

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- **View result page- Successful**

Swap a Class

1 — 2 — 3

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

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- **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:**

**Pre-requisites not fulfilled / Time clash with another section
/ Class quota is full**

NOT attend more than 4.5 consecutive hours.

NOT attend more than 7.5 hours in total per day.

SCORE – Course History

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- You can view the courses you have taken and the final grades on the Course History page of Student Center (*refer to page 28*).

The screenshot displays the Student Center interface. The 'Academics' menu is highlighted with a red circle and a red circle containing the number '1'. Below it, the 'Course History' option is also highlighted with a red circle and a red circle containing the number '2'. The interface includes a search bar, a 'Holds' section with 'No Holds.', a 'To Do List' section with 'No To Do's.', and an 'Enrollment' section with 'Open Enrollment'. A message at the bottom states 'We are unable to display your account at'.

SCORE – Course History

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- 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.

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

49

- 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. The 'Academics' menu is highlighted with a red circle and a red '1'. The dropdown menu is open, showing options such as 'Academic Planner', 'Academic Requirements', 'Class Schedule', 'Course History', 'Enrollment: Swap', 'Transcript: View Unofficial', 'What-if Report', and 'other academic...'. The 'Transcript: View Unofficial' option is highlighted with a red circle and a red '2'. The right sidebar shows sections for 'Holds', 'To Do List', and 'Enrollment', each with a status message (e.g., 'No Holds.', 'No To Do's.', 'Open Enrollment'). A search bar is visible at the top right. A message at the bottom states: 'We are unable to display your account at'.

SCORE – View Transcript

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- 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](#)

Reminder

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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.



Enquiries

In case of enquiries, please contact the College Office at 39237000 during office hours or send an email to enquiry@hkuspace-plk.hku.hk.

Part 4

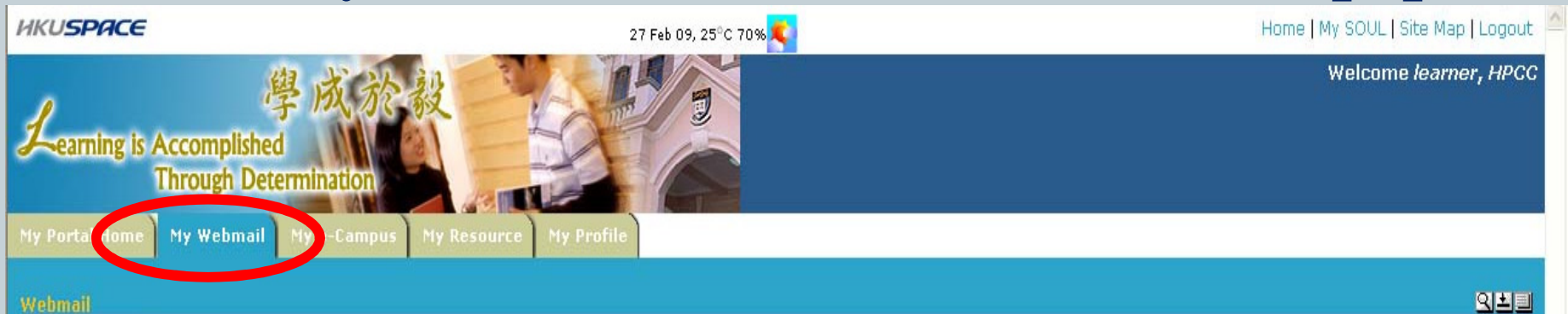
Webmail

Official email account
Please check at least once/ twice a day

Login My Webmail

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- Click “My Webmail” and a new window will pop out



Normal User

This is just for people who haven't change the password of Lerner Portal before

Login My Webmail

54

Google

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



More Information...

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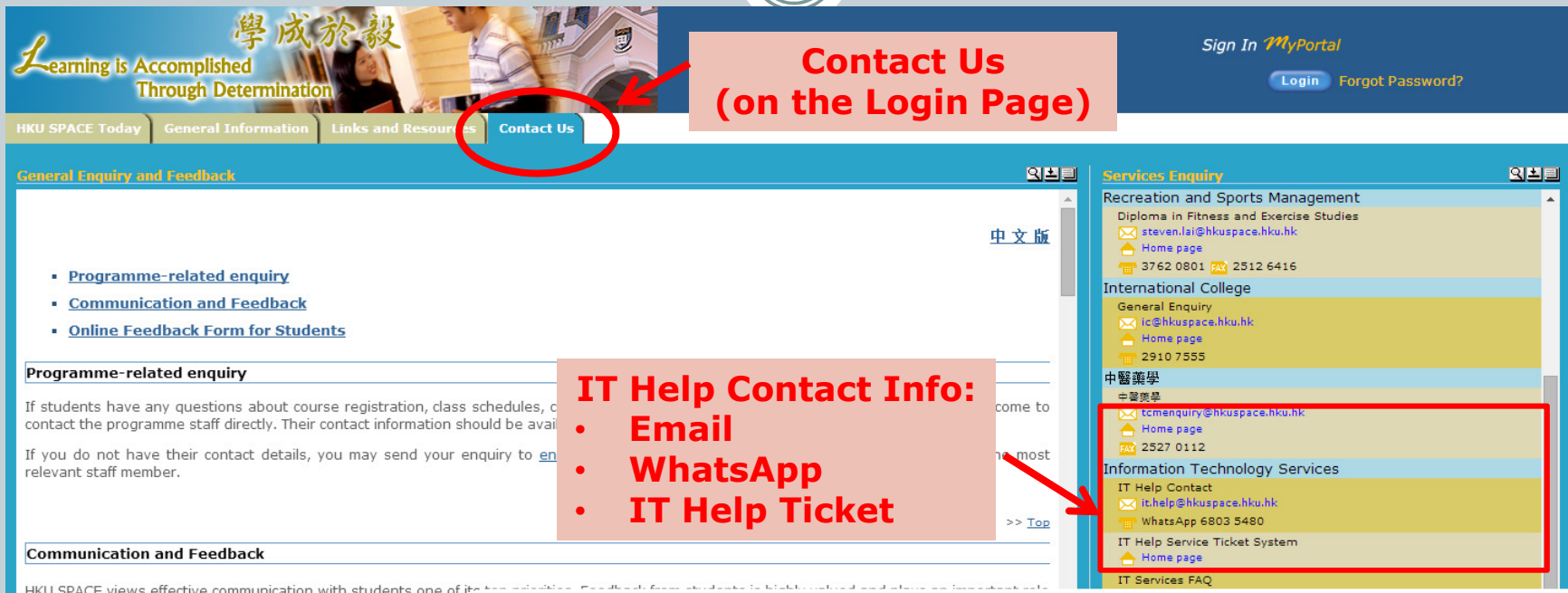
- **More information about SOUL 2.0**
 - SOUL 2.0 Webpage:
<https://soul2.hkuspacespace.hku.hk>
- **Full User Guide and 1-minute Demo**
 - <http://soul2.hkuspacespace.hku.hk/public/course/view.php?id=2>

Related handout can be downloaded from:

<http://hkuspacespace-plk.hku.hk/lp>

IT Help on LP & SOUL

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Learning is Accomplished Through Determination

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 [Links and Resources](#) |
 [Contact Us](#)

General Enquiry and Feedback

- Programme-related enquiry
- Communication and Feedback
- Online Feedback Form for Students

Programme-related enquiry

If students have any questions about course registration, class schedules, contact the programme staff directly. Their contact information should be available on the programme website.

If you do not have their contact details, you may send your enquiry to the relevant staff member.

Communication and Feedback

HKU SPACE views effective communication with students one of its top priorities. Feedback from students is highly valued and helps us to improve the quality of our services.

Services Enquiry

- Recreation and Sports Management
 - Diploma in Fitness and Exercise Studies
 - ✉ steven.lai@hkuspace.hku.hk
 - 🏠 Home page
 - ☎ 3762 0801 📠 2512 6416
- International College
 - General Enquiry
 - ✉ ic@hkuspace.hku.hk
 - 🏠 Home page
 - ☎ 2910 7555
- 中醫藥學
 - 中醫藥學
 - ✉ icmenquiry@hkuspace.hku.hk
 - 🏠 Home page
 - ☎ 2527 0112
- Information Technology Services
 - IT Help Contact
 - ✉ it.help@hkuspace.hku.hk
 - ☎ WhatsApp 6803 5480
 - IT Help Service Ticket System
 - 🏠 Home page
 - IT Services FAQ

Contact Us (on the Login Page)

IT Help Contact Info:

- Email
- WhatsApp
- IT Help Ticket

IT Help Ticket

HKUSPACE IT Help

[Create A New Ticket](#) | [View Ticket](#)

Create A New Ticket

(* - Compulsory fields)

Emergency	<input type="checkbox"/>
Category	Technical Enquiry (Learner Portal)
Priority	Medium
Full Name*	<input type="text"/>
Additional information for record checking	<input type="radio"/> Student No., <input type="radio"/> Tutor No., or <input type="radio"/> HKID / National No. (last 5 characters)
E-mail (Emails Separated By Commas)*	<input type="text"/>
Subject *	<input type="text"/>

Reminder on Password

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- Remember! The password that you have made changed affected on ALL e-Learning Platforms (Learner Portal, SOUL, Webmail & SCORE)
- However, it **DOES NOT** take effect on College workstations (e.g. the computer in computer lab, computer located on 4/F. 5/F, etc). They are two SEPARATED system.
- Please remember **BOTH** set of login and password



HKUSPACE

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

