



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

Part 2
Student and
Course Record
System
(SCORE)

SCORE – Login

3

- 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)

08 Jul 2019



Registration for Semester 1, 2019-20

08 Jul 2019



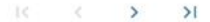
Job Posting - iclub Hotels

08 Jul 2019



Job Posting - Dah Sing Bank (Counter Services Trainee)

All News



Search...

#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

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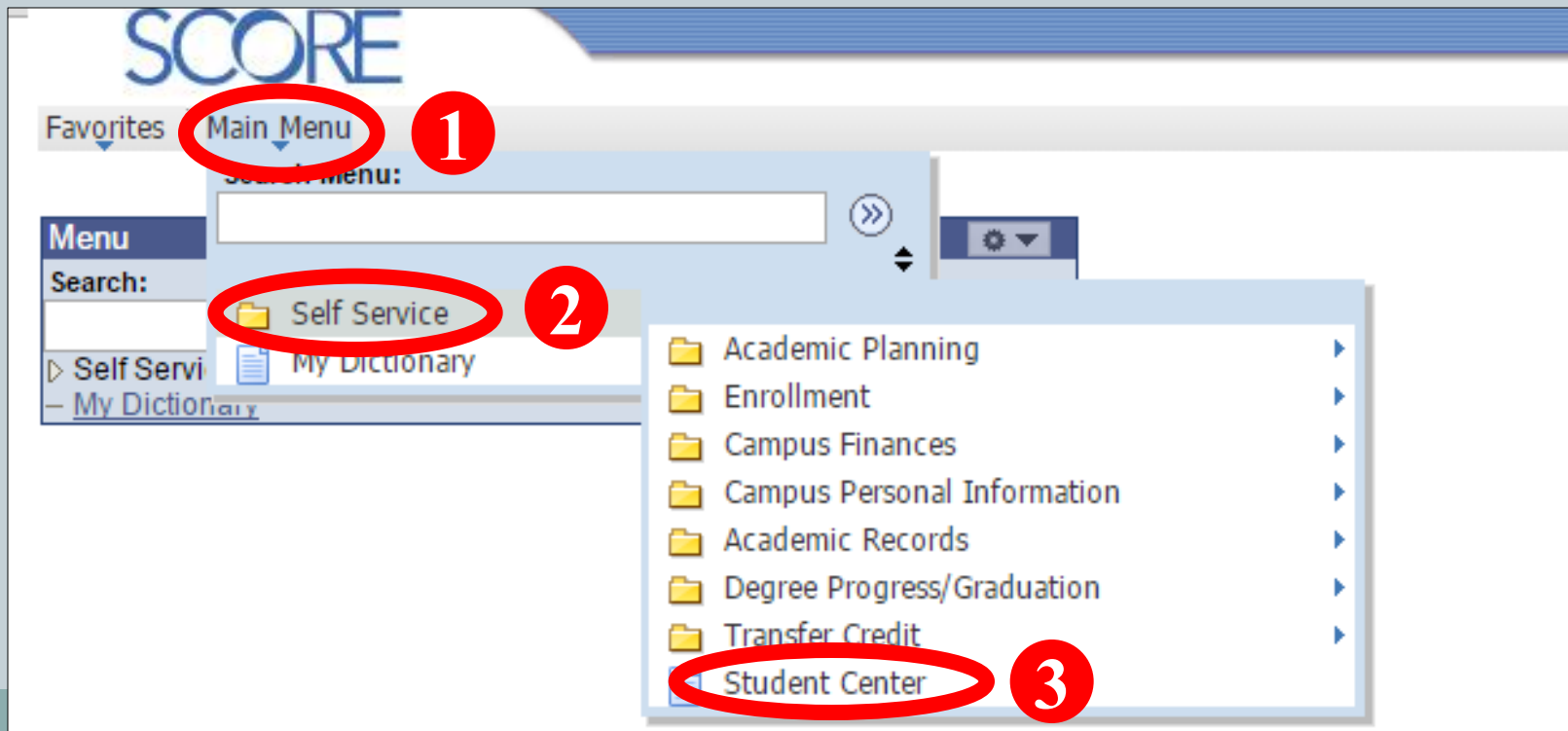
SCORE SCORE



SCORE – Student Center

4

- 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

5

- 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. At the top, a blue navigation bar contains the word "Academics" in white text, which is circled in red with a red circle containing the number "1". Below this bar, there are three blue links: "Plan", "Enroll", and "My Academics". A dropdown menu is open, showing a list of options: "Academic Planner", "Academic Requirements", "Class Schedule", "Course History", "Enrollment: Swap", "Transcript: View Unofficial", "Transfer Credit: Report", "What-if Report", and "Other academic...". The dropdown menu is circled in red with a red circle containing the number "2". At the bottom of the screenshot, there is a grey information box with a blue "i" icon and the text: "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

6

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

1

Personal Information

2

Contact Information

Demographic Data
Emergency Contact
Names

other personal... ▾ >>

Home Address Correspondence Address

nklf

KOWLOON, DIANA JTAZ

nm.hk

SCORE – Student Center (ii) Personal Information

7

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

8

- 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 shows the SCORE system interface. The 'Academics' menu is highlighted with a red circle and the number 1. A dropdown menu is open, showing 'Class Schedule' highlighted with a red circle and the number 2. A red arrow points from the 'Class Schedule' option to the 'My Class Schedule' page. On the 'My Class Schedule' page, the '2020-21 Semester 1' option is selected in the 'Term' column, highlighted with a red circle and the number 3. A 'CONTINUE' button is visible at the bottom right.

Plan	Enroll	My Academ
my class schedule	swap	term informa

My Class Schedule

Select term then click Continue.

Term	Career	Institution
<input checked="" type="radio"/> 2020-21 Semester 1	CC/HPCC Full-time programmes	SPACE
<input type="radio"/> 2020-21 Semester 2	CC/HPCC Full-time programmes	SPACE

CONTINUE

SCORE – View Timetable

9

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

List View

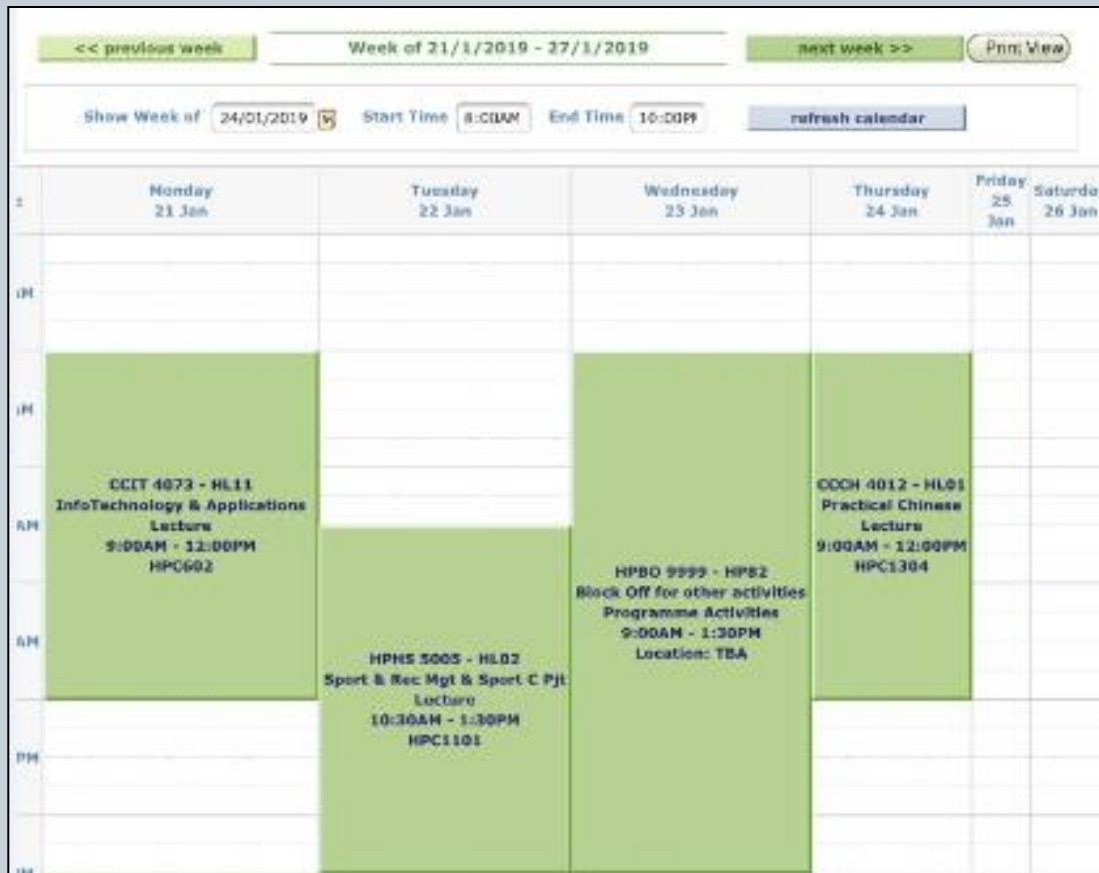
The screenshot shows the SCORE system interface. At the top, there are three tabs: 'Plan', 'Enroll', and 'My Academics'. Under the 'Plan' tab, there are four links: 'my class schedule', 'drop', 'swap', and 'term info'. The 'my class schedule' link is circled in red with a '1' next to it. Below the tabs, there is a section titled 'My Class Schedule'. Under this section, there are two radio buttons: 'List View' and 'Weekly Calendar View'. The 'List View' radio button is circled in red with a '2' next to it. Below the radio buttons, there is a section titled 'Class Schedule Filter Options'. Under this section, there are three checkboxes: 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Withdrawn Classes'. The 'Show Enrolled Classes' checkbox is checked. Below the filter options, there is a table for 'CHI 5001 - A Survey of Classical Chinese'. The table has columns for 'Status', 'Units', 'Grading', and 'Deadlines'. The 'Status' is 'Enrolled', 'Units' is '3.00', and 'Grading' is 'Graded'. Below this, there is a table with columns for 'Class Nbr', 'Section', 'Component', 'Days & Times', 'Room', 'Instructor', and 'Start/End Date'. The first row of this table is circled in red with a '3' next to it.

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

10

Weekly Calendar View



SCORE – View Timetable

11

3-hr Class

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

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

	Monday 21 Jan	Tuesday 22 Jan	Wednesday 23 Jan	Thursday 24 Jan	Friday 25 Jan	Saturday 26 Jan
9:00AM - 12:00PM	CCIT 4073 - HL11 InfoTechnology & Applications Lecture 9:00AM - 12:00PM HPC602					
10:30AM - 1:30PM		HPHS 5005 - HL02 Sport & Rec Mgt & Sport C Pjt Lecture 10:30AM - 1:30PM HPC1101				
3:00PM - 4:30PM		CCEN 4005 - HL07 EAP II Lecture 3:00PM - 4:30PM HPC901				
9:00AM - 12:00PM			HPBO 9999 - HP52 Block Off for other activities Programme Activities 9:00AM - 1:30PM Location: TBA	COOH 4012 - HL01 Practical Chinese Lecture 9:00AM - 12:00PM HPC1304		
3:00PM - 4:30PM				CCEN 4005 - HL07 EAP II Lecture 3:00PM - 4:30PM HPC801		

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

SCORE – View Timetable

12

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

13

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

14

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

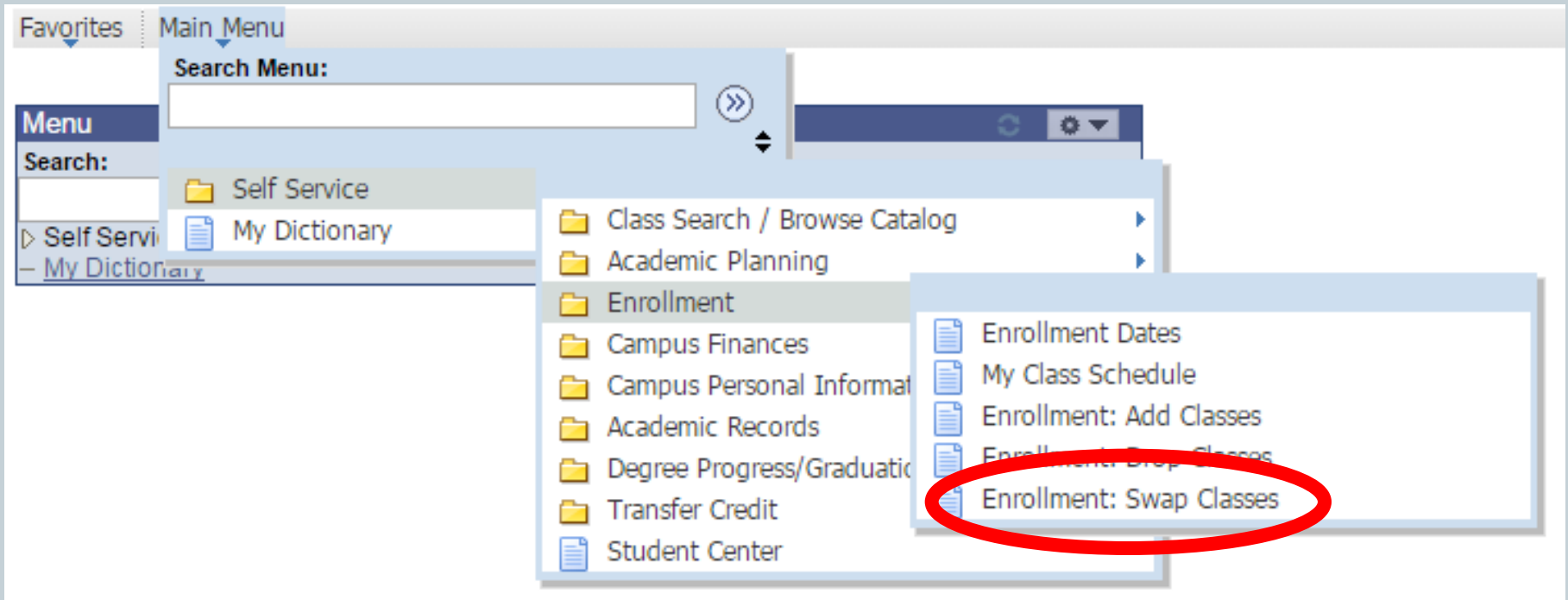
Time	Monday 22 Dec	Tuesday 23 Dec	Wednesday 24 Dec	Thursday 25 Dec	Friday 26 Dec	Saturday 27 Dec	Sunday 28 Dec
08:30							
09:00		ENG 4002 - E01 Examination 09:00 - 10:00 Location: TBA					
10:00			ENG 5001 - EXAM Examination 10:00 - 11:00 Location: TBA				
11:00							
12:00							
13:00							
14:00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

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

SCORE – Swap Classes

15

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



SCORE – Swap Classes

16

- 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

17

- 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				

View All | First 1-6 of 6 Last

Allowed to swap in current semester

Course(s) completed before

SCORE – Swap Classes

18

- 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				
HL02-LEC (2851)	1	<input checked="" type="radio"/>	<input type="button" value="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				
HL03-LEC (2852)	1	<input checked="" type="radio"/>	<input type="button" value="select"/>			
Days	Start	End	Room	Instructor	Dates	
We	12:00PM				Open – Class quota is still available	
Th	4:30PM					

Section	Session	Status				
HL04-LEC (2853)	1	<input type="checkbox"/>	<input type="button" value="select"/>			
Days	Start	End	Room	Instructor	Dates	
We	12:00PM				Closed – Class quota is full already	
Fr	12:00PM					

SCORE – Swap Classes

19

- 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

20

- 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

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

21

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

CANCEL

FINISH SWAPPING

SCORE – Swap Classes

22

- 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

23

- **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

24

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

25

- 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. 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

26

- 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

27

- 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'. Below it, the 'Transcript: View Unofficial' option is highlighted with a red circle and a red '2'. The interface also shows 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 – View Transcript

28

- 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 – IT Help

29

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

Learner Portal File Log Out

HKUSPACE My News My Resources My Events CareerSPACE

Latest News

- 17 Jul 2019**

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All News

Search...

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IT Help

SCORE – IT Help

30

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

The screenshot shows the HKUSPACE Learner Portal. The navigation bar includes 'HKUSPACE Today', 'CareerSPACE', 'General Information', 'Links and Resources', and 'Contact Us'. The 'Contact Us' link is circled in red with a '1' next to it. Below the navigation bar, there is a section for 'International College' and '中醫藥學'. The 'Information Technology Services' section is circled in red with a '2' next to it. A red box with a red arrow points to the 'Information Technology Services' section, containing the text: 'You can seek IT Help via: • Email • WhatsApp/ WeChat • IT Help Chatbot/ Ticket'. Below this, there is a 'Validation code' section with a CAPTCHA image showing 'CHKMBJ'.

You can seek IT Help via:

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

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

Reminder - Password

31

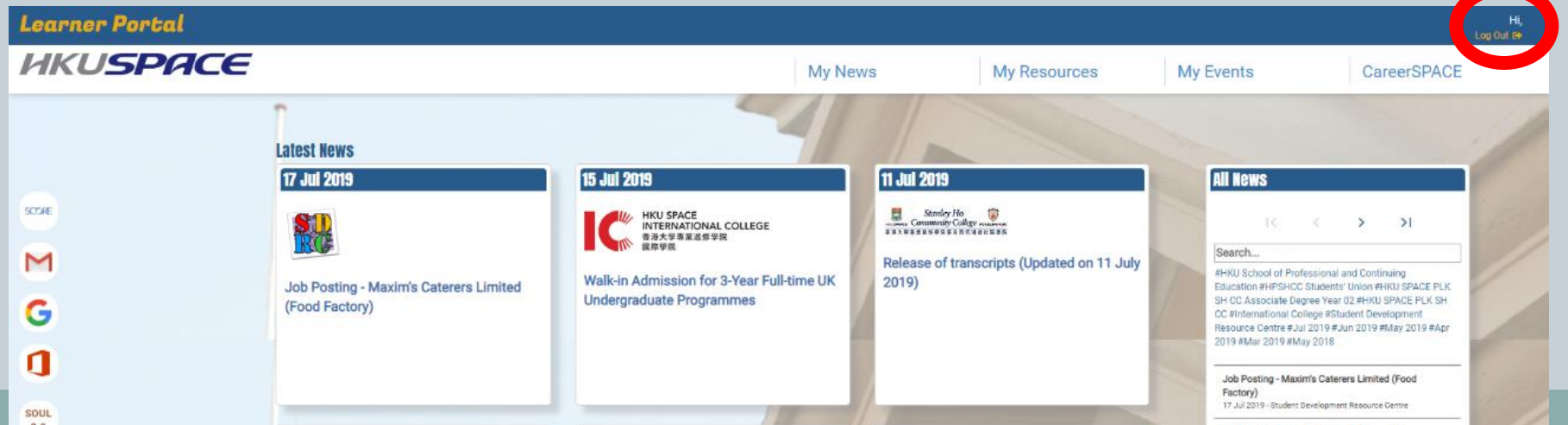
- Remember! The system password that you have made changed affects on ALL e-Learning Platforms (i.e. Learner Portal, SOUL, SCORE and Webmail)
- However, it **DOES NOT** take effect on campus workstations (i.e. the student computers located on different floors in the College). They are two SEPARATED systems.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

Reminder - Logout

32

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.



SCORE – More Information

33

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

