



HKUSPACE

*Stanley Ho*  
*Community College*



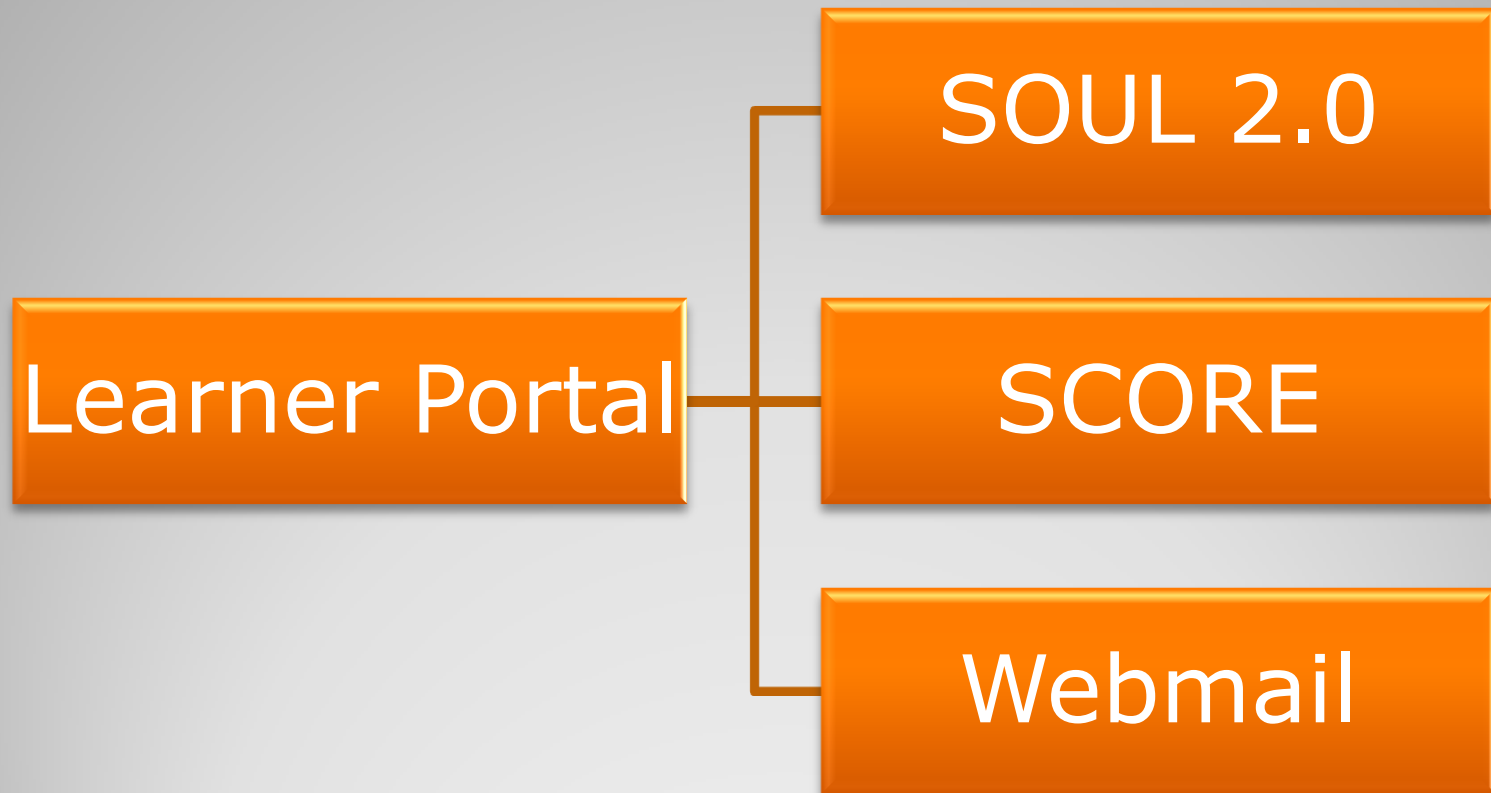
PO LEUNG KUK

香港大學專業進修學院保良局何鴻燊社區書院

# HPSHCC Orientation Day

**Introduction of the Key Functions of  
ALL eLearning Platforms**

# Overview of all eLearning Platforms in HPSHCC



# eLearning Platforms in HPSHCC

- **Learner Portal**
  - College → Students
  - Information center
  - Gateway to other systems
- **SOUL 2.0**
  - Lecturer → Students
  - Classroom activities system
- **SCORE**
  - Students record system
    - E.g. checking class schedule, exam result, unofficial transcript
- **Webmail**
  - Official email system
  - Main channel for communications
  - Please check at least once or twice a day

# Learner Portal (LP)

# Learner Portal

- **“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**



Check  
Regularly

# Login Learner Portal

- **Step 1:**
  - **Via HPSHCC College webpage**  
(<http://hkuspace-plk.hku.hk>)



The screenshot shows the HPSHCC website interface. On the left is a navigation menu with the following items: Applications & Admissions, College Life, Fees, Scholarships & Financial Assistance, College Campus, Programmes, About Us, Download, News & Events, FAQs, and Sitemap. The 'Learner Portal' link is circled in red, and a red arrow points to it from the left. The main content area features a large banner with the text 'HPSHCC 港大保良何鴻燊社區書院' and 'APPLY NOW'. Below this, it lists 'Associate Degree', 'Higher Diploma', and 'Diploma in Foundation Studies'. A pink arrow-shaped button contains the text '現正接受申請' (Now accepting applications). The banner also includes images of students and a mobile app interface.

# Learner Portal



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

HKU SPACE

29 Jul 15, 26°C 93%



[HKU SPACE](#) | [Teacher](#) | [SOUL](#) | [Alumni](#) | [Staff](#) | [About](#) | [FAQ](#)



Sign In *MyPortal*

[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



HKU SPACE  
Centre for  
Degree Programmes  
香港大學專業進修學院  
學位課程中心

**CDP Information Seminars for AD/ HD Graduates and Degree Holders on 1 Aug (Sat)**

29 Jul 15 - 01 Aug 15

# Login Learner Portal



- **Step 2:**

## HKU SPACE Central Authentication Service

**HKUSPACE** You have requested access to a site that requires authentication. Please enter your Student No./SPACE ID and Password.

**Login** My Learner Portal

Student No./SOUL ID/SPACE ID:

Password:

- If you are a first time user, [click here](#).
- If you forgot your password, [click here](#).

**Important Note:**

- For any technical enquiries, please contact [IT Help](#).
- Login requires your browser to **accept cookies**. Read [How to Set Cookies](#) for the instruction.



# Learner Portal Login ID

## Login ID:

Your "Student Number" is as your HKU SPACE Central Authentication Service (CAS) login ID.

# Learner Portal Password

New Initial Login Password  
( Please choose one of these schemes )

Scheme 1 -

Your **HKID and Date of Birth** are available in school record.

Click [here](#) for more

Scheme 2 -

Your **HKID is available**, but **date of birth is not available** in school record. Click [here](#) for more

Scheme 3 -

Your **HKID is NOT available**, but **passport & date of birth fields are available** in school record. Click [here](#) for more

Scheme 4 -

Your **HKID & date of birth are NOT available**, only **passport is available** in school record. Click [here](#) for more

Scheme 5 -

Your **both HKID & Passport are NOT available** in school record.

Click [here](#) for more

To get technical support, please click [here](#) for IT Help.

# Learner Portal Password

## Password scheme 1 -

Your HKID and date of birth are available in school record

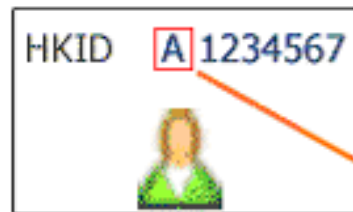
Your Initial password is

CAPITAL FIRST LETTER of your HKID + characters of your date of birth in YY-MM-DD

For Example:

Your HKID is A123456(7) and your date of birth is 1 Feb 1950 then,  
your initial password is A500201, but NOT a500201.

1st character of your HKID



Your birthday Year/Month/Day



Your Initial Login Password: A 5 0 0 2 0 1

### \*Important:

Your password will always apply to your entire e-Services account. This means that it will be valid not only for **Learner Portal**, but also for **SOUL, Online Enrolment Services**. So if you already changed your initial password through SOUL/Online Enrolment Services, please use the same password as your login password in Learner Portal.

# Learner Portal 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

## Password scheme 2 -

**Your HKID is available, but date of birth is not available in school record**

Your initial password will be **First 5 alphanumerics of your HKID**

(For example: If HKID is A1234567, the default password is A1234)

## Password scheme 3 -

**Your HKID is NOT available, but passport & date of birth fields are available in school record**

Your initial password will be **First alphanumeric of passport + birthdate in YYYYMMDD**

(For example: If passport #: 123456789 & birthdate : 1 Feb 1950, the default password is 1500201)

## Password scheme 4 -

**Your HKID & date of birth are NOT available, only passport is available in school record**

Your initial password will be **First 5 alphanumeric of passport**

(For example: If passport #: 123456789, the default password is 12345)

## Password scheme 5 -

**Your both HKID & Passport are NOT available in school record**

A random password will be assigned. Users have to contact IT support for followup

# Learner Portal Password

## Students with HKID

Please use "Password Scheme 2" as your login password,  
i.e. first 5 digits of your HKID

Example: HKID A123456(7) → Password A1234

## Students with Passport No. ONLY

Please use "Password Scheme 4" as your login password,  
i.e. first 5 digits of your Passport No.

Example: Passport No. 123456789 → Password 12345

# Retrieving Learner Portal Login / Password

If you fail to login, please reset your password by clicking “Forgot Password” on the login page of Learner Portal




Or you may go to the below path under Learner Portal FAQ for the reset password function:

[http://hkuspace.hku.hk/wwwfaq/storage/imagebank/store/FAQ\\_cchpshccforgotpassword.pdf](http://hkuspace.hku.hk/wwwfaq/storage/imagebank/store/FAQ_cchpshccforgotpassword.pdf)

# Retrieving Learner Portal Login / Password

Enter the required information step by step and then retrieve your password

### HKU SPACE Central Authentication Service

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

#### Forget CAS Password


If you forgot your password, please fill in the online form and we will reset the password for you.

<b>Step 1</b> Enter Student Number	<b>Step 2</b> Send Validation Code	<b>Step 3</b> Enter Validation Code	<b>Step 4</b> 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.

# Changing Password after your first-time login

HKUSPACE 05 Sep 16, 26°C 96% Home | My SOUL | S

學成於毅  
Learning is Accomplished Through Determination

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

User Profile

- Personal information
- Alternate email and SMILES
- Account password**

**Account password**

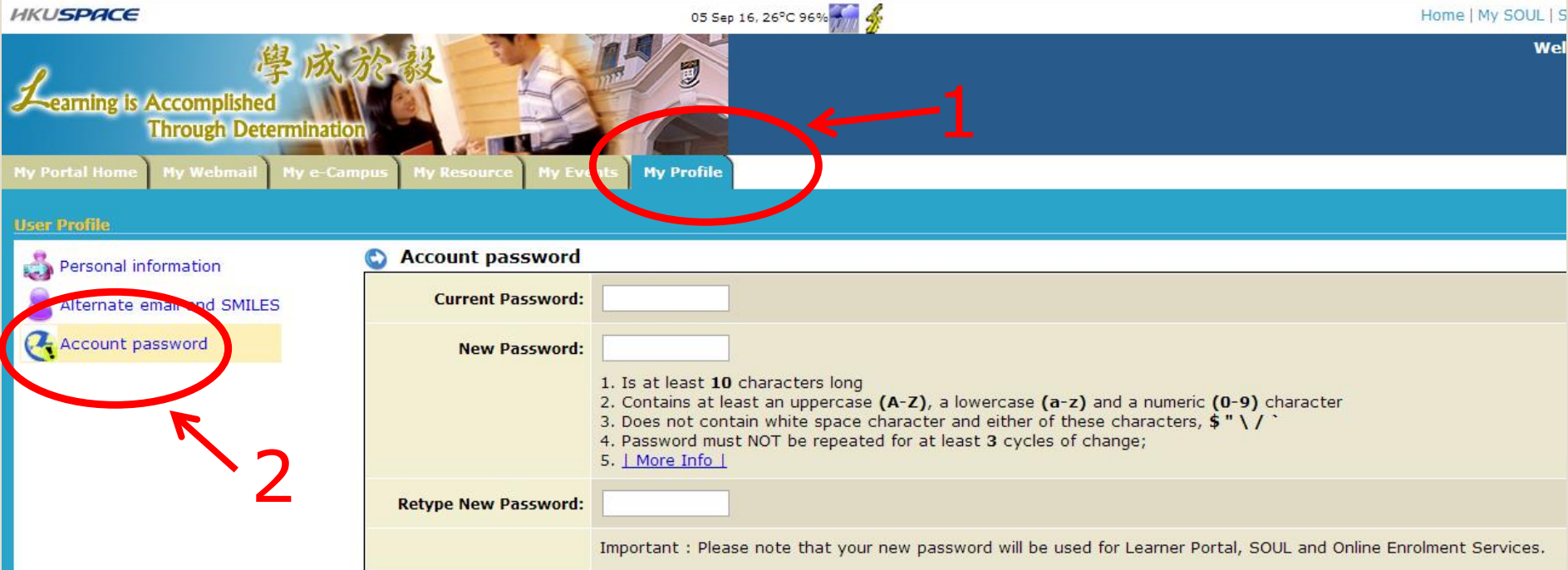
Current Password:

New Password:

1. Is 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 |](#)

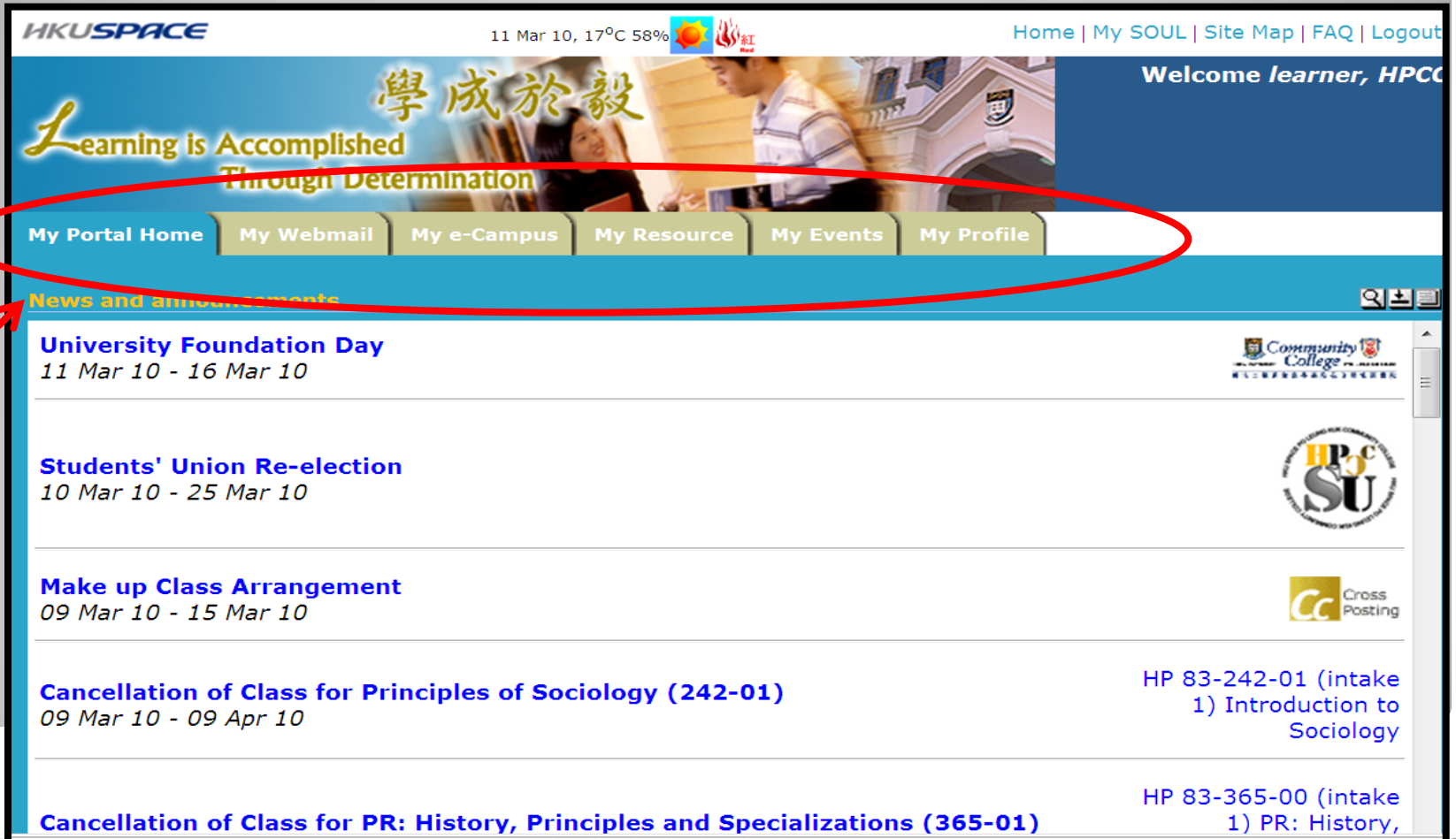
Retype New Password:


Important : Please note that your new password will be used for Learner Portal, SOUL and Online Enrolment Services.



# Learner Portal

- 6 main sections: My Portal Home, My WebMail, My e-Campus, My Resource, My Events and My Profile.



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

**學成於毅**  
*Learning is Accomplished Through Determination*

Welcome learner, HPC

**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

**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)**

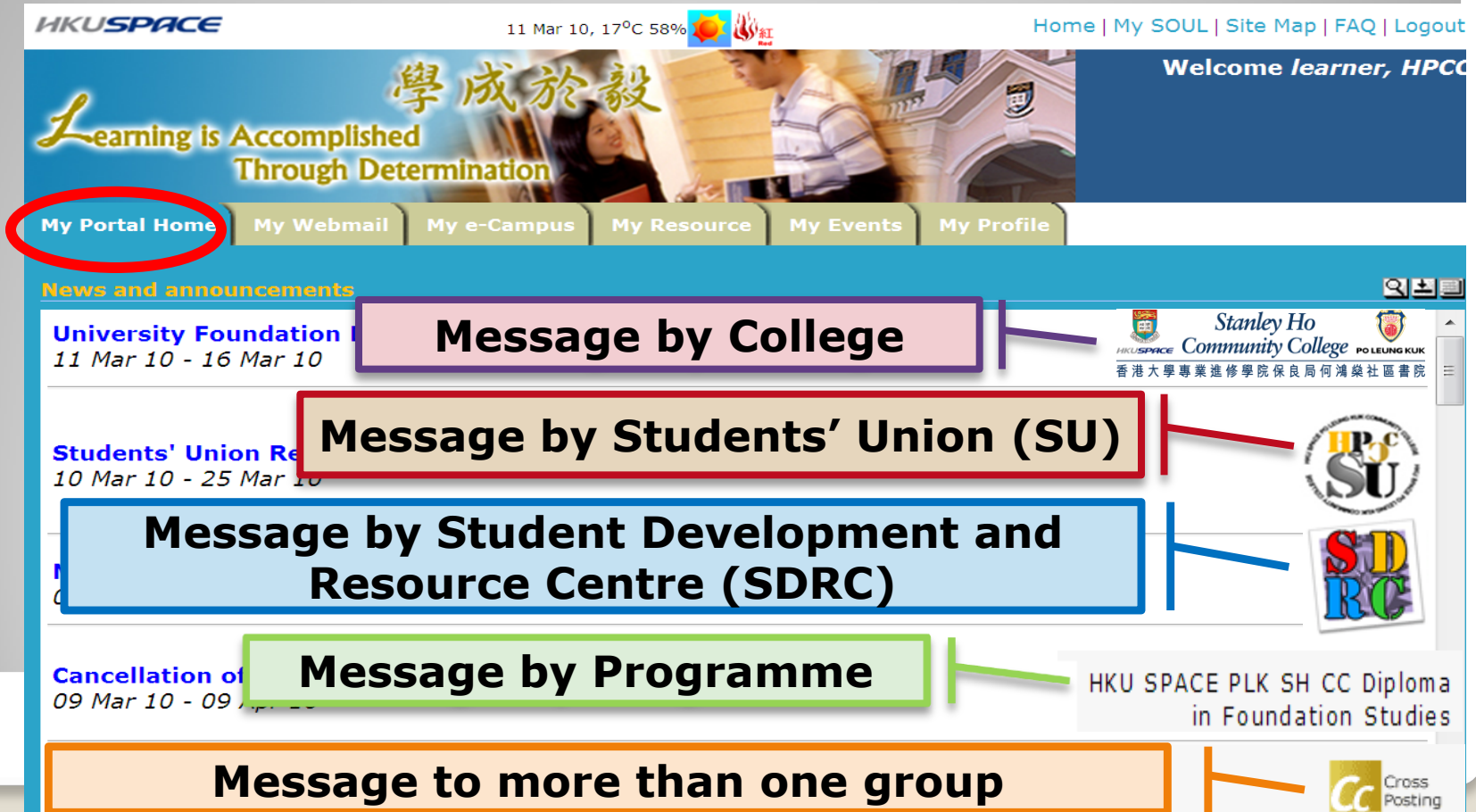
Community College  
HPc  
SU  
Cross Posting

HP 83-242-01 (intake 1) Introduction to Sociology

HP 83-365-00 (intake 1) PR: History,

# Learner Portal – My Portal Home

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




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 weather icon. To the right are links for Home, My SOUL, Site Map, FAQ, and Logout. Below the navigation bar is a banner with the text "Learning is Accomplished Through Determination" and "學成於毅". A red circle highlights the "My Portal Home" button in the main navigation menu. Below the menu is a "News and announcements" section with several news items. Each news item has a colored box with a label and a line pointing to the news item:

- Message by College** (purple box) points to "University Foundation Studies" (11 Mar 10 - 16 Mar 10).
- Message by Students' Union (SU)** (red box) points to "Students' Union Reunion" (10 Mar 10 - 25 Mar 10).
- Message by Student Development and Resource Centre (SDRC)** (blue box) points to "SDRC" (10 Mar 10 - 25 Mar 10).
- Message by Programme** (green box) points to "Cancellation of..." (09 Mar 10 - 09 Mar 10).
- Message to more than one group** (orange box) points to "HKU SPACE PLK SH CC Diploma in Foundation Studies".

On the right side of the page, there is a sidebar with the Stanley Ho Community College logo and the text "Welcome learner, HPC". Below the sidebar are logos for the Students' Union (SU) and the Student Development and Resource Centre (SDRC).

# Learner Portal – My e-Campus

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



The screenshot shows the Learner Portal interface. The browser address bar displays "Learner Portal". The page header includes the HKUSPACE logo, the date "11 Mar 10, 17°C 58%", and navigation links: "Home | My SOUL | Site Map | FAQ | Logout". A banner features the slogan "Learning is Accomplished Through Determination" with the Chinese characters "學成於毅". A navigation menu contains "My Portal Home", "My Webrail", "My e-Campus" (circled in red), "My Resource", "My Events", and "My Profile".

**School's Programme Search**

School's Programme Search help you to identify suitable courses that we are now offering.

Type the keyword here :

**My Services Enquiry**

HPCC

Enquiry

✉ enquiry@hkuspace-plk.hku.hk

🏠 Home page

☎ 39237000 FAX 39237111

**IT Help**

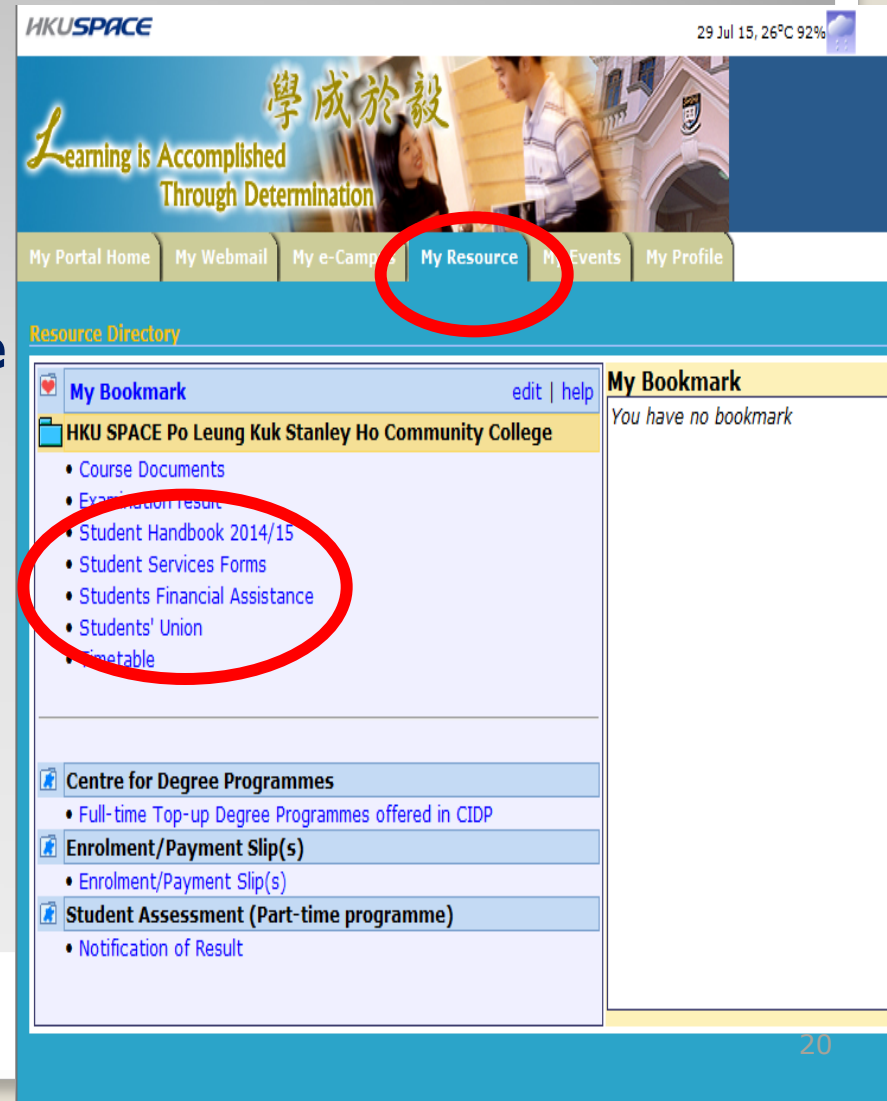
Have a technical problem in using the Learner Portal? You are welcome to visit our online IT Help services and create a service ticket.

Shortcuts :

- You currently has 0 open ticket(s)
- You currently has 0 closed ticket(s)

# Learner Portal – My Resource

- Course Documents
- Student Handbook 2016/17
- 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-Camp **My Resource** My Events My Profile

Resource Directory

**My Bookmark** edit | help

HKU SPACE Po Leung Kuk Stanley Ho Community College

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

**Centre for Degree Programmes**

- Full-time Top-up Degree Programmes offered in CIDP

**Enrolment/Payment Slip(s)**

- Enrolment/Payment Slip(s)

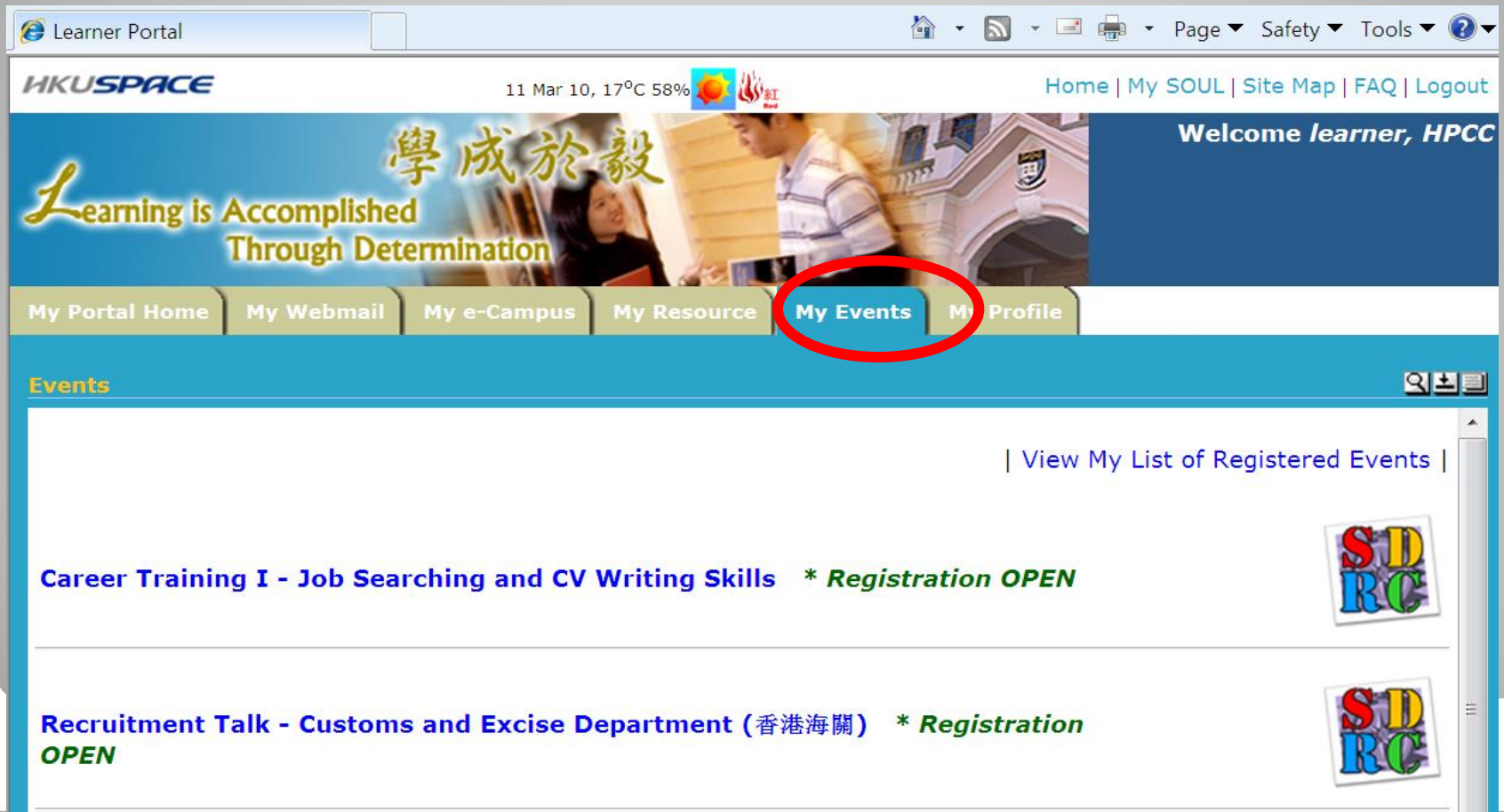
**Student Assessment (Part-time programme)**

- Notification of Result

**My Bookmark**  
You have no bookmark

# Learner Portal – My Events

- Contains information relating to online enrollment for activities

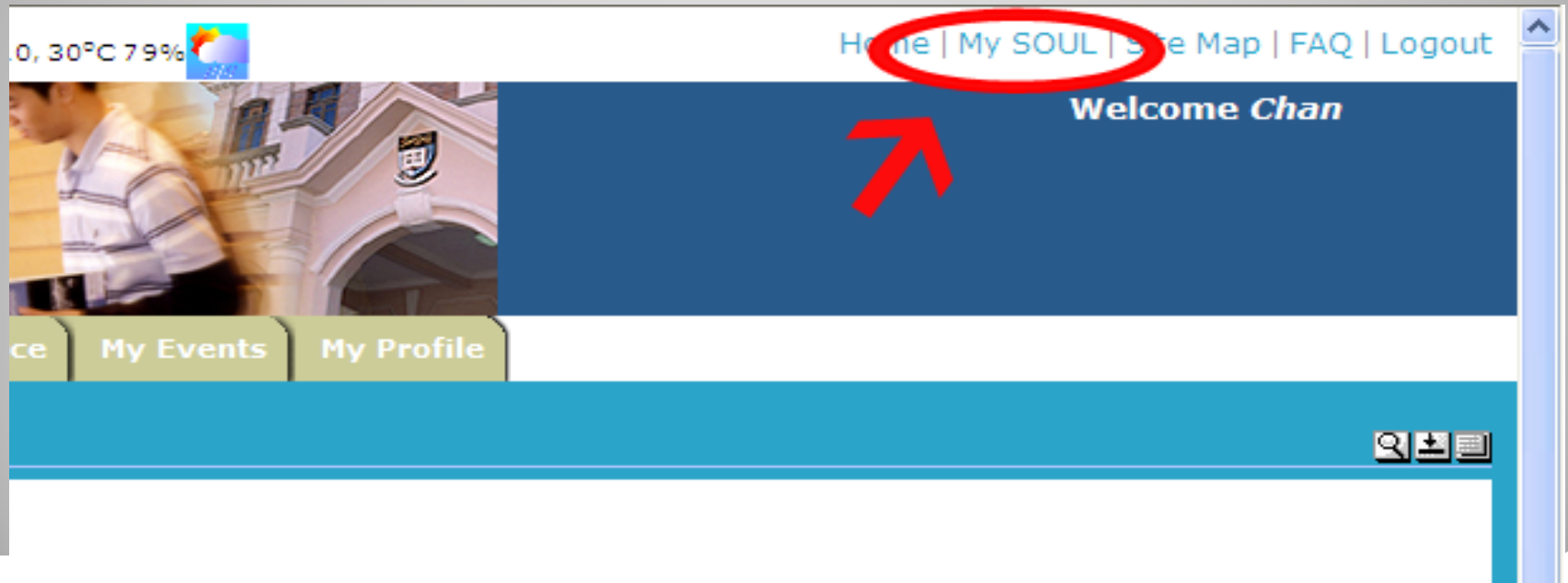


The screenshot shows the HKUSPACE Learner Portal interface. At the top, there is a navigation bar with the HKUSPACE logo, the date and weather (11 Mar 10, 17°C 58%), and a navigation menu including Home, My SOUL, Site Map, FAQ, and Logout. Below this is a banner with the slogan "Learning is Accomplished Through Determination" and the Chinese characters "學成於毅". A navigation menu below the banner includes "My Portal Home", "My Webmail", "My e-Campus", "My Resource", "My Events" (highlighted with a red circle), and "My Profile". The main content area is titled "Events" and features a search icon and a link to "View My List of Registered Events". Two event listings are visible: "Career Training I - Job Searching and CV Writing Skills \* Registration OPEN" and "Recruitment Talk - Customs and Excise Department (香港海關) \* Registration OPEN". Both listings include a small SDRC logo.

# SOUL 2.0

Activities inside classroom

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



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

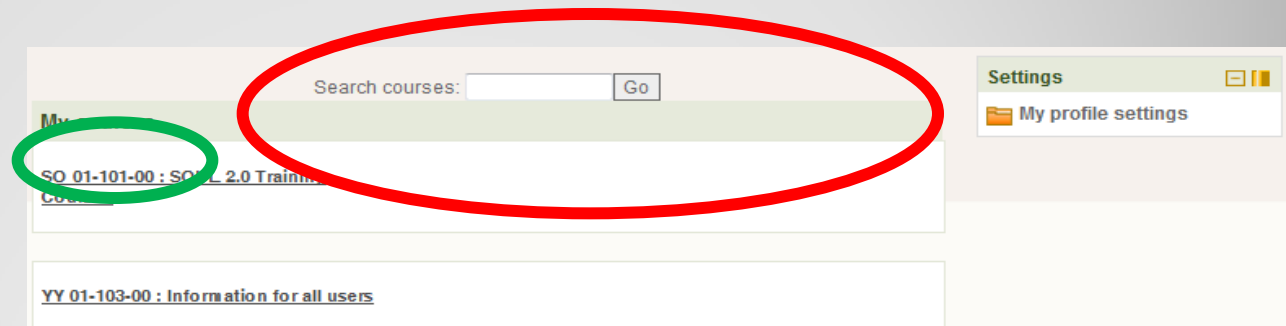


# SOUL 2.0

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

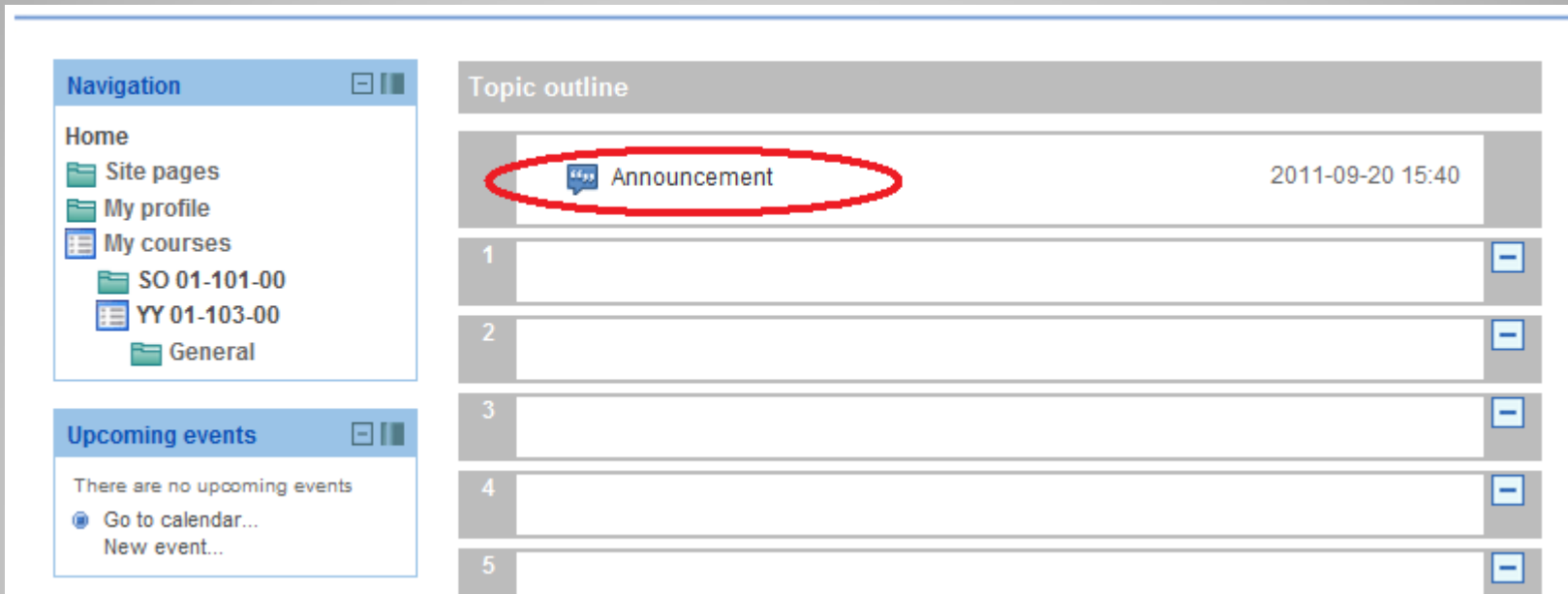


- **Step 2: To archive the outdated announcement, click the appropriate course under "My Courses" listed in the middle column of the Personal Homepage.**



## SOUL 2.0 – Viewing Announcements

- **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' sidebar with a 'Home' section containing links for 'Site pages', 'My profile', 'My courses', and 'General'. Under 'My courses', two specific course codes are listed: 'SO 01-101-00' and 'YY 01-103-00'. Below the navigation is an 'Upcoming events' section which states 'There are no upcoming events' and provides options to 'Go to calendar...' and 'New event...'. The main content area is titled 'Topic outline' and contains a list of five topics. The first topic, 'Announcement', is highlighted with a red oval and includes a speech bubble icon and a timestamp of '2011-09-20 15:40'. The remaining four topics are numbered 1 through 5 and each has a minus sign icon on the right side.

## SOUL 2.0 – Viewing Announcements

# SOUL 2.0 – Downloading Course Materials



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

Search courses:

**My courses**

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

# SOUL 2.0 – Downloading Course Materials



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

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

Home ► My courses ► HP 83-278-01 (11)

Navigation	Topic outline	Support Center
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)	<b>1 Timetable &amp; Course Syllabus</b> Announcement 2011-09-01 16:25 Timetable 2011-09-02 15:08 <b>Course Syllabus</b> 2011-09-08 10:06 <b>2 NOTES</b> 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 <b>3</b>	<b>Get familiar with SOUL 2.0</b> 1-Minute Demo FAQs User Guides <b>Need more help?</b> If you have any queries or comments regarding SOUL online services, please click here to let us know. <b>HKU SPACE e-Services</b> <b>Plagiarism</b> To know more about plagiarism, please click here to read the details.

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



# Student and Course Record System (SCORE)

Accessing  
SCORE

Student  
Center  
(Overview)

Student  
Center  
(Academics)

Enquiries



ENG 中文

Learner Portal

1

Applications & Admissions

College Life

Fees, Scholarships & Financial Assistance

College Campus



09 Mar 15, 23°C 76%

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

學成於毅  
ed  
termination

Sign In MyPortal

Login

Forgot Password?

2

You can access SCORE through the Learner Portal.



HKUSPACE 11 Mar 15, 16°C 77%

學成於毅  
Learning is Accomplished Through Determination

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

**School's Programme Search**

School's Programme Search help you to identify suitable courses that we are now offering.

Type the keyword here :

**SCORE System**

- [Please click here to access SCORE](#)
- [Student's manual for SCORE system](#)

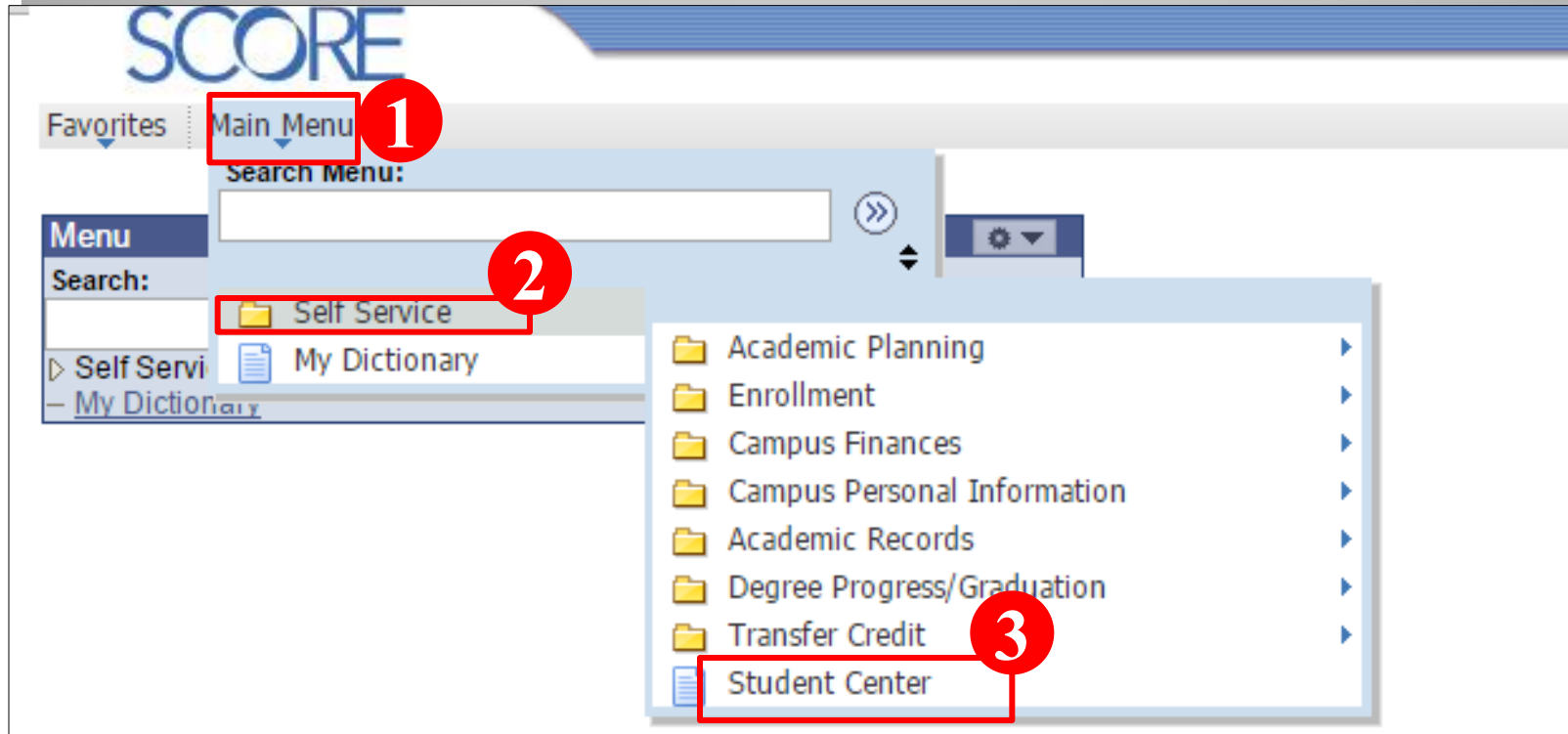
**You can access SCORE under My e-Campus of Learner Portal**

Accessing  
SCORE

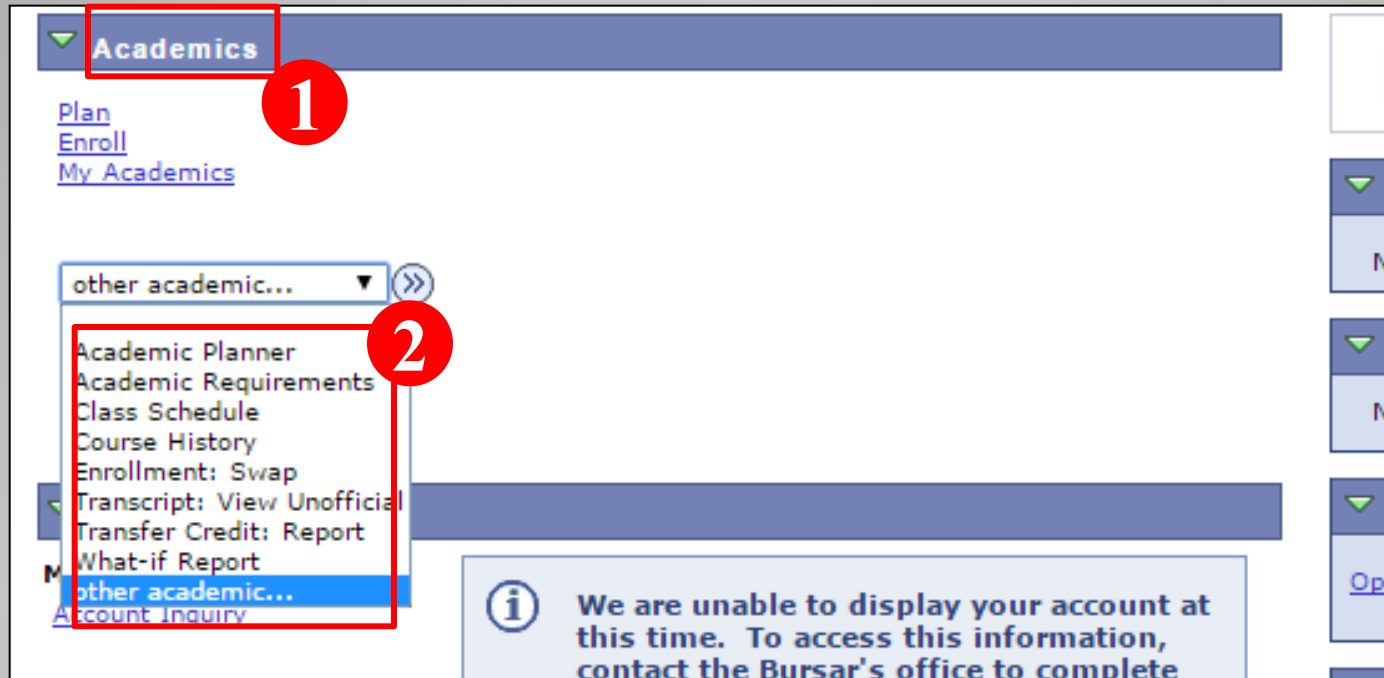
Student  
Center  
(Overview)

Student  
Center  
(Academics)

Enquiries



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**.



Under **Academics** section, 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.



**1** Personal Information

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

other personal... ▼ >>

**2** Contact Information

<a href="#">Home Address</a>	<a href="#">Correspondence Address</a>
[Redacted]	
<a href="#">Mobile Number</a>	<a href="#">Personal Email</a>
[Redacted]	

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

Accessing  
SCORE

Student  
Center  
(Overview)

Student  
Center  
(Academics)

Enquiries

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	Country	Preferred	
Home	12345678		<input checked="" type="checkbox"/>	<a href="#">delete</a>

ADD A PHONE NUMBER

SAVE

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**.



**1**

**2**

**3**

Academics

Plan  
Enroll  
My Academics

other academic... >>

- Academic Planner
- Academic Requirement
- Class Schedule**
- Course History
- Enrollment: Swap
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...
- Account Inquiry

Plan my class schedule

Enroll swap

My Academ term informa

### My Class Schedule

Select a term then click Continue.

Term	Career	Institution
<input 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

CONTINUE

Through clicking **Class Schedule** in the dropdown menu and select the term, you will be directed to your personal timetable.

Accessing  
SCORE

Student  
Center  
(Overview)

Student  
Center  
(Academics)

Enquiries

Plan Enroll My Academics

my class schedule add drop swap term info

### My Class Schedule

Select Display Option  List View  Weekly Calendar View

2014-15 Sem 1 | Undergraduate | Centennial College

Class Schedule Filter Options

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes [filter](#)

**CHI 5001 - A Survey of Classical Chinese**

Status	Units	Grading	Deadlines
Enrolled	3.00	Graded	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End
1030	<a href="#">1</a>	Lecture	Mo 12:00 - 13:30 Sa 14:00 - 15:30	TBA	Staff	12/09/2013 - 13/12/2014
1035	<a href="#">E01</a>	Exam	TBA	TBA	Staff	12/09/2013 - 13/12/2014

List View

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



## Weekly Calendar View

<< 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		<b>CUL 5003 - L01 Lecture 10:00 - 11:30 Main Campus RM203</b>			<b>CUL 5003 - L01 Lecture 10:00 - 11:30 Main Campus RM203</b>	<b>SCI 4003 - L01 Lecture 10:00 - 11:00 Main Campus RM304</b>	
11:00							
12:00	<b>ENG 4002 - L01 Lecture 12:00 - 13:00 Location: TBA</b>						
13:00					<b>ENG 5001 - L01 Lecture 13:00 - 15:00 Main Campus RM402</b>		
14:00							
15:00			<b>SCI 4003 - L01 Lecture 14:30 - 16:30 Main Campus RM205</b>				

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



## Weekly Calendar View

<< 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		<b>HPB09999-3 1-319</b> Block Off for other activities or Public Student Blockoff Student by Day Tuesday off (Required)			COL 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				

**HPB09999-3 1-319**  
 Block Off for other activities  
 or  
 Public Student Blockoff  
 Student by Day  
 Tuesday off (Required)

**Reserved for other school activities, no class exchange is allowed in this period**



<< previous week      Week of 30/3/2015 - 5/4/2015      next week

Show Week of 04/04/2015    Start Time 9:00AM    End Time 12:00PM    refresh

### Weekly Calendar View

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 :		
Class	Course Title	Class Note
CCEN 4004 - HE02 (Examination)	English for Academic and Professional Purposes Part 1	
CCEN 4004 - HL30 (Lecture)	English for Academic and Professional Purposes Part 1	
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	
HPTH 4006 - HL07 (Lecture)	Housekeeping Operation	
HPTH 4007 - HE01	Introduction to Food and Beverage	

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

Accessing  
SCORE

Student  
Center  
(Overview)

Student  
Center  
(Academics)

Enquiries

## Weekly Calendar View

<< previous week

Week of 22/12/2014 - 28/12/2014

next week >>

Show Week of

26/12/2014

Start Time

08:00

End Time

18:00

refresh calendar

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

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



1

Academics

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

other academic... >>

- Academic Planner
- Academic Requirements
- Class Schedule
- Course History
- Enrollment: Swap
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

SEARCH

Holds  
No Holds.

To Do Li  
No To Do's.

Enrollme  
[Open Enrollme](#)

We are unable to display your account at

You can view the courses you have taken and the final grades on **the Course History** page

Accessing  
SCORE

Student  
Center  
(Overview)

Student  
Center  
(Academics)

Enquiries



← Transferred

◆ In Progress

Course	Description	Term	Grade	Units	Status
BUS 4002	<a href="#">Principles of Economics</a>	2013-14 Sem 1	A+	3.00	✓
BUS 5010	<a href="#">Macroeconomics</a>	2013-14 Sem 2	B+	3.00	✓
ENG 5003	<a href="#">Speaking for Academic and Prof</a>	2013-14 Sem 2		3.00	◆
MGT 5432	<a href="#">Modern Management: The Drucker</a>	2013-14 Sem 1	EX	3.00	←
POL 5001	<a href="#">China and the World</a>	2013-14 Sem 1	A+	3.00	✓
POL 5002	<a href="#">Global Political Economy</a>	2013-14 Sem 2		3.00	◆
POL 5004	<a href="#">Contemporary International Pol</a>	2013-14 Sem 1	A+	3.00	✓
POL 5005	<a href="#">Political Development in Conte</a>	2013-14 Sem 2		3.00	◆
SOC 5002	<a href="#">World Cities and Sustainable D</a>	2013-14 Sem 2		3.00	◆

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.



1

Academics

Plan  
Enroll  
My Academics

other academic... >>

- Academic Planner
- Academic Requirements
- Class Schedule
- Course History
- Enrollment: Swap
- 2 Transcript: View Unofficial
- Transfer Credit Report
- What-if Report
- other academic...

SEARCH

Holds  
No Holds.

To Do List  
No To Do's.

Enrollment  
Open Enrollment

We are unable to display your account at

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



## 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)	<input type="button" value="view report"/>
Report Type	FT Unofficial (Eng)	
*Academic Program	HP505	

You will then be directed to this page. 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**.



## 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](mailto:enquiry@hkuspace-plk.hku.hk).

# Webmail

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

# My Webmail: Log in

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



The screenshot shows the HKUSPACE website interface. At the top left is the 'HKUSPACE' logo. In the center, the date and time '27 Feb 09, 25°C 70%' are displayed next to a weather icon. On the right, there are links for 'Home | My SOUL | Site Map | Logout'. Below this is a banner with the Chinese characters '學成於毅' and the English text 'Learning is Accomplished Through Determination'. A navigation menu contains several items: 'My Portal Home', 'My Webmail', 'My e-Campus', 'My Resource', and 'My Profile'. The 'My Webmail' item is circled in red. Below the navigation menu, the word 'Webmail' is visible on the left, and search, print, and refresh icons are on the right.

# My Webmail: Log in

ents My Profile

Google

[Click to use Webmail](#)

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

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

[Webmail FAQ](#)

Normal User

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

# My Webmail: Log in (First time user)



[My Portal Home](#) [My Webmail](#) [My e-Campus](#) [My Resource](#) [My Events](#) [My Profile](#)

## Webmail

Current Password:

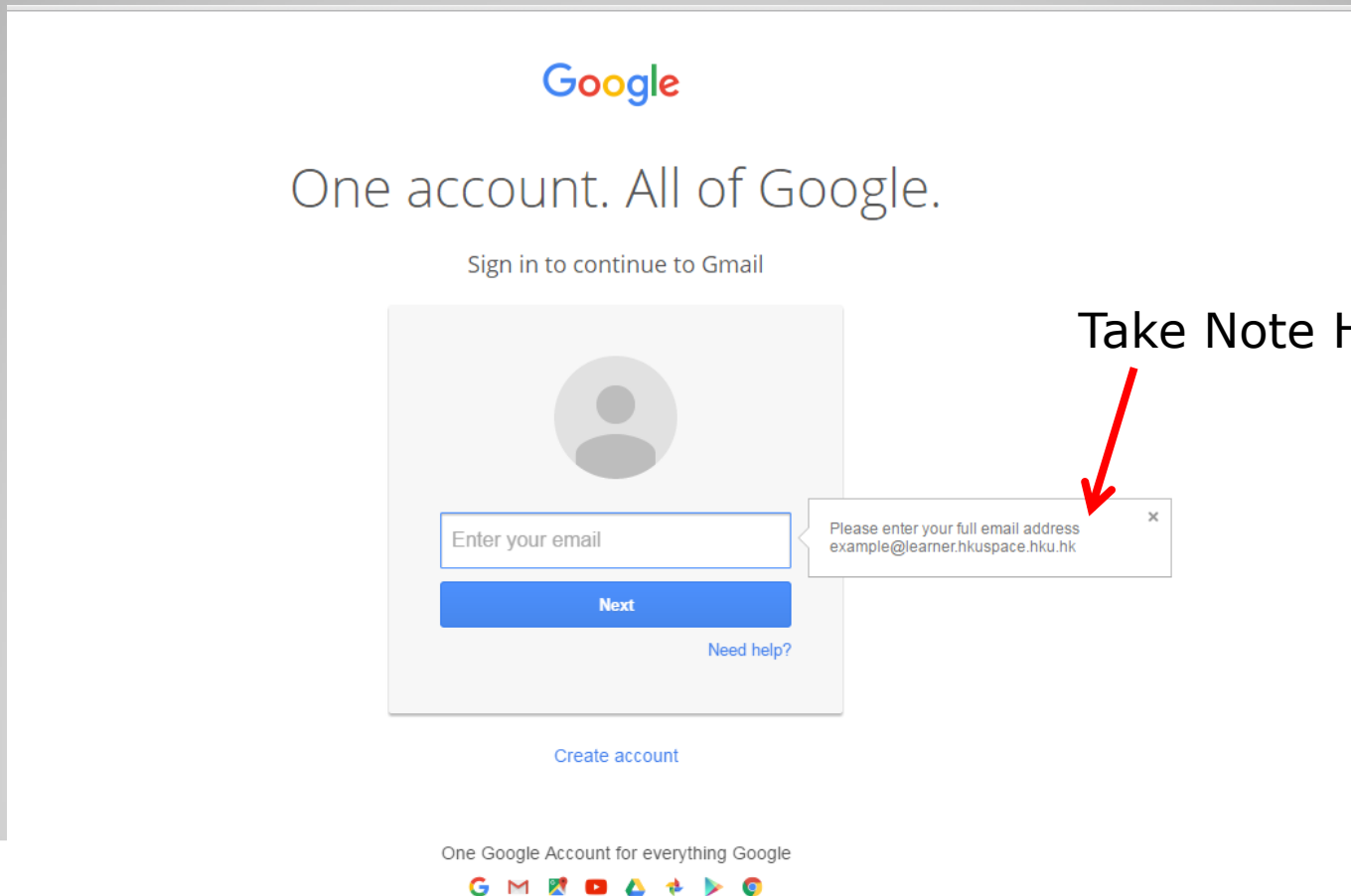
New Password:

1. Is 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](#)

Retype New Password:

Important : Please note that your new password will be used for Learner Portal, SOUL and Online Enrolment S

# My Webmail: Log in (non- First time user)



Google

One account. All of Google.

Sign in to continue to Gmail

Enter your email

Next

Need help?

Create account

One Google Account for everything Google

Take Note Here

Please enter your full email address  
example@learnerhkuspace.hku.hk

# More Information...

- **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



Contact Us  
(on the Login Page)

Sign In MyPortal

Login Forgot Password?

HKU SPACE Today General Information 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 page.

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 plays an important role in the process of monitoring as well as improving the quality of the programmes and services offered by the School.

## Services Enquiry

### Recreation and Sports Management

Diploma in Fitness and Exercise Studies

✉ steven.lai@hkuspace.hku.hk

🏠 Home page

☎ 3762 0801 FAX 2512 6416

### 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

☎ 2512 5111

### Information Technology Services

IT Help Contact

✉ it.help@hkuspace.hku.hk

📞 WhatsApp 6803 5480

IT Help Service Ticket System

🏠 Home page

IT Services FAQ

🏠 Home 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="text"/>
<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"/>



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

