

SCE Moodle User Guide

Early Childhood and Elementary Education Division

School of Continuing Education

Hong Kong Baptist University

A. Getting Started

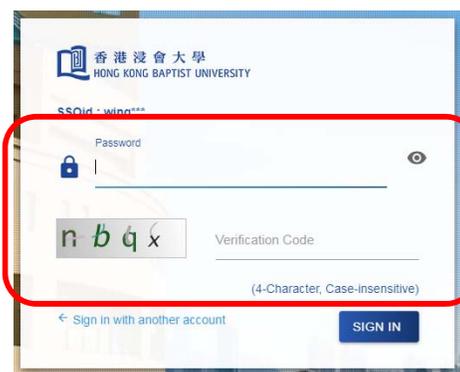
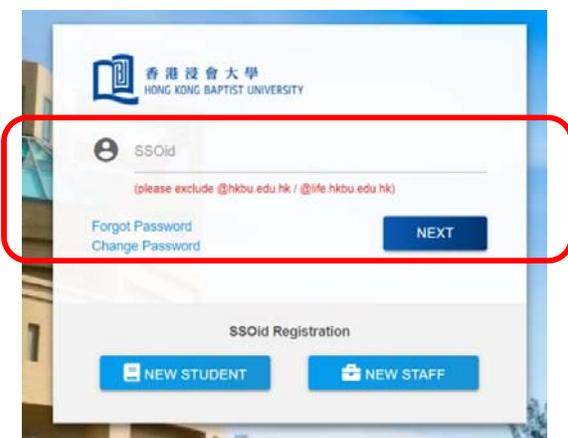
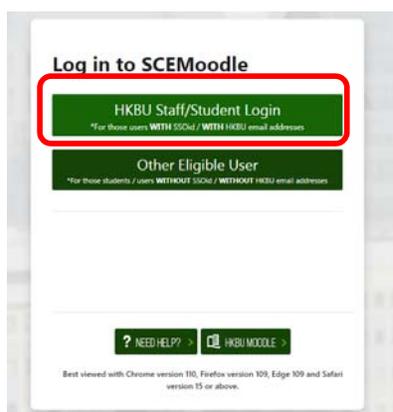
1. Students must activate their HKBU email account (<https://iss.hkbu.edu.hk/buam/activation>) and register for the Two-Factor Authentication (<https://iss.hkbu.edu.hk/buam/DuoReg>) before logging in to SCE Moodle

Login page of SCE Moodle: (<https://scemoodle.hkbu.edu.hk/>)

SCE Moodle main feature walkthrough video:

<https://vod02.hkbu.edu.hk/video/file/v.php?f=ito/moodle/Usage-of-Moodle-E-learning-platform-SCE.mp4>

- 1.1 Select **HKBU Staff/Student Login (WITH SSOid / WITH HKBU email addresses)**



Fill in the SSOid (please exclude @life.hkbu.edu.hk) and press the “Next” button.
Then fill in the password of your HKBU email account and press the “Login” button.

2. Login FAQ

- 2.1 If you fails to login to the system, please check whether you have activated your **HKBU email account and Duo Two-Factor Authentication (2FA)**, and then double check the username and password you inputted. If you have changed your email password, please input the latest password to SCE Moodle.
- 2.2 If you forget your password, you can reset your password via : <https://iss.hkbu.edu.hk/buam/resetSSOidpwd>

In case you did not setup security questions before, you may send (1) Student ID no., (2) Your English full name, (3) Study Programme, and (4) Softcopy of Student ID Card to (hotline@hkbu.edu.hk) via email to request a reset of password.

Please contact the user hotline of ITO at 3411-7899 for enquiry of login and password of HKBU email.

B. SCE Moodle Interface

1. Moodle main page

The screenshot shows the SCE Moodle main page. At the top, there is a navigation bar with the SCE Moodle logo, 'SCE Moodle', 'Dashboard', and 'My courses'. Below this is a 'Welcome back,' message. A red banner contains a message about Turnitin's AI detection feature. An 'Announcement' section follows, with navigation arrows and several announcement items. A search bar labeled 'Search courses' is positioned above a list of courses for '2023 Semester 1'. The course list includes 'BECE3510 Appreciation and Writing of Children's Literature [BHE2023 1]' with sections 31 and 41; 'BECE3511 Field Practice III [BHE2023 1]' with sections 31/32/33/34, 34, 31/32/33 - Ms, 31, and 32; and 'BECE3550 Introduction to Play Therapy [BHE2023 1]' with sections 41/42, 41, and 42. Three callout boxes provide additional information: one points to the search bar, another to the course list, and a third to the merged sessions for BECE3550.

Search for courses:
Student may not be able to access to all enrolled courses in the My courses list.

To search for a particular course, scroll to the bottom of the page and enter course code and section, e.g. "1690" & "31", then press enter.

Merged sessions:
If the course has more than one section (class), students would find two course sections in SCE Moodle. For example, the student of section 41 would be added to (Section 41) and (Section 41/42), and the student of section 42 would be added to (Section 42) and (Section 41/42).

If the student could not find the course materials, student should try to find them in course room (Section 41/42). Or you may seek help from your course tutor.

The list of My courses:
You can find your enrolled courses here.

2. Course Page

Course code / Course title / Section code

Course documents

Course materials

3. Download course materials

Click on the link to download the course documents or notes

Teaching Plan / 教學計劃

Click here to save the course documents or notes

4. Submitting online assignment

4.1 Submitting Turnitin assignment

Demonstration video: <https://vod02.hkbu.edu.hk/video/file/v.php?f=ito/moodle/Anti-Plagiarism-Checking-on-SCE-Moodle.mp4>

The image shows a sequence of screenshots from a Moodle course page. The first screenshot shows a navigation menu with 'Individual Assignment Submission' highlighted in a red box. A callout points to it with the text: 'Enter the online assignment page in the course page.' The second screenshot shows the 'My Submissions' page for 'Part 1' of an assignment. A table lists submission details. At the bottom right, a 'Submit Paper' button is highlighted in a red box. A callout points to it: 'On the Turnitin Assignment screen, select the Submit Paper button located at the bottom right corner of the screen.' Below the table is a warning message: 'You must accept the latest Turnitin User Agreement before you can make a submission. Please click here to read and accept the Agreement.' The third screenshot shows the 'Turnitin User Agreement' page. The 'I agree' button is highlighted in a red box. A callout points to it: 'For first time submission, please press "You must accept the latest Turnitin User Agreement".' Another callout points to the 'I agree' button: 'Read the Turnitin User Agreement and select the I agree button to continue.'

Individual Assignment Submission

Group Presentation Submission

Enter the online assignment page in the course page.

My Submissions

Part 1

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

Summary:

Refresh Submission

Submit Paper

You must accept the latest Turnitin User Agreement before you can make a submission. Please click here to read and accept the Agreement.

Turnitin User Agreement

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

Turnitin End-User License Agreement

*Users who are not in the European Union refer to Section A only.
**Users in the European Union refer to Section B.

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational measures to protect your personal data.

*Section A (For Users who are not in the European Union)

Turnitin and its services (the "Site" or the "Services") are operated and maintained by Turnitin, LLC ("Turnitin"), and provided to you, the user ("You" or "User" or "End-User"), conditionally upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). Depending on the Turnitin solution utilized, references to "You", "student", or "End-User" shall include any person submitting papers through the Service, however they are defined.

You should review this User Agreement carefully before continuing. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.

I disagree I agree

For first time submission, please press "You must accept the latest Turnitin User Agreement".

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

Submit Paper

Submission Type: File Upload

Submission Title:

File to Submit:

1. Fill in the "Submission Title"

2. Open the File Explorer, select the file you would upload, and drag-and-drop it to the upload file area.

3. Tick the Declaration box.

4. Click the **Add Submission** button.

Declaration:

I declare that this submission represents my own work, and that it has not been previously included in any assignment or other work submitted to the University or to any other institution for a degree, diploma or any other qualification.

In abiding by the University's procedures governing student academic integrity, I have approached the task with honesty in citing and non-printed sources. Both direct citations and paraphrases are properly acknowledged within the main text. Full details of the sources are provided in the end-text list of references. These sources of reference include but are not limited to book chapters, articles, edited books, journals and newspapers, as well as websites on the Internet. I also understand that the instructor, or other relevant University staff, might conduct electronic or non-electronic checks for unoriginal materials on this assignment. I do not object to the University subjecting to these checks.

I can provide evidence to defend myself against any academic integrity violation charge as a result of this submission. I am and willing to bear the consequences of being proved to have committed plagiarism with/without copyright infringement.

Add Submission

Required

Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 568982996

Submission extract:

Test file for Turnitin This should have more than 20 words. Otherwise, the file will not be accepted. Current options for the file

The assignment submission status will be shown here. For successful upload, the status should show "Your submission has successfully been uploaded to Turnitin".

My Submissions

Title	Start Date	Due Date	Post Date
Assignment A (第 1 部分)	11 Sep 2015 - 16:17	18 Sep 2015 - 16:17	18 Sep 2015 - 16:17

Summary:

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

You can find the Similarity Index here in around 1 hour. If the Similarity Index shows "Pending", check this page later. And you can click on the percentage to view the Turnitin originality report.

Mr Wan Michael Y S | Assignment 1

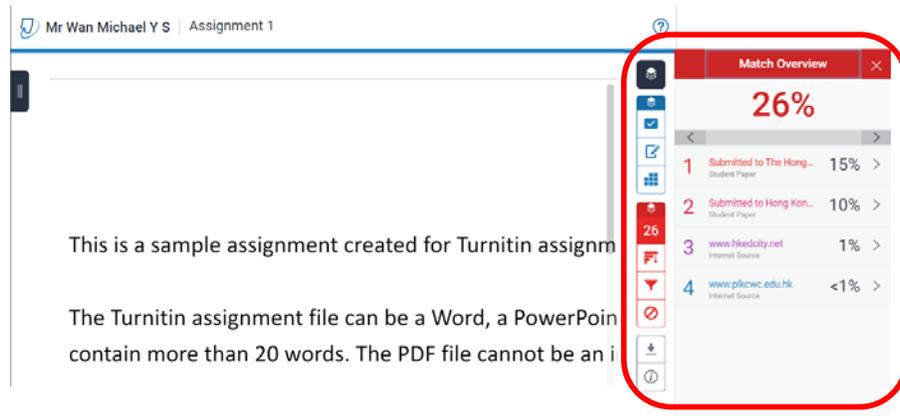
0

Press "Match Overview".

This is a sample assignment created for Turnitin assignment

The Turnitin assignment file can be a Word, a PowerPoint, or a PDF file. The PDF file cannot be an image.

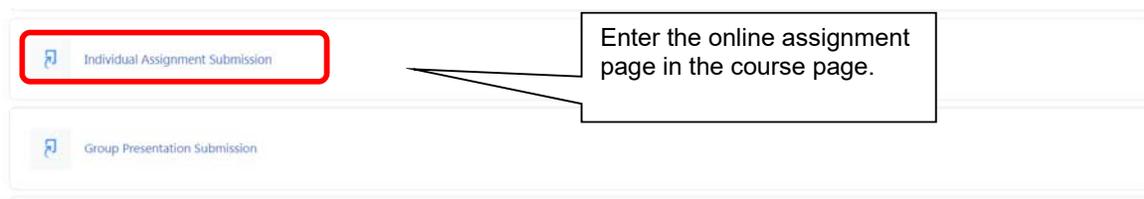
A sample of the Turnitin originality report is shown below.



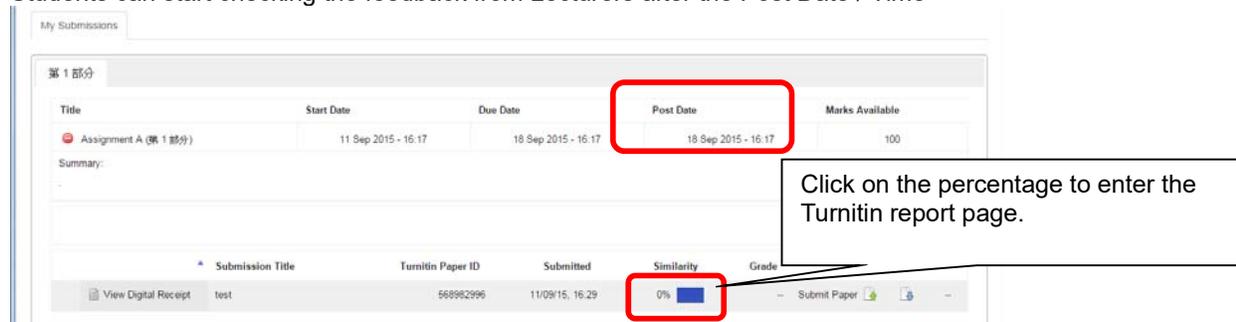
The result of the text matching mechanism would be generated and shown in the originality report. In the report, you can view the percentage of matching text found in the submitted work. You can revise and re-submit your assignments prior to the due date.

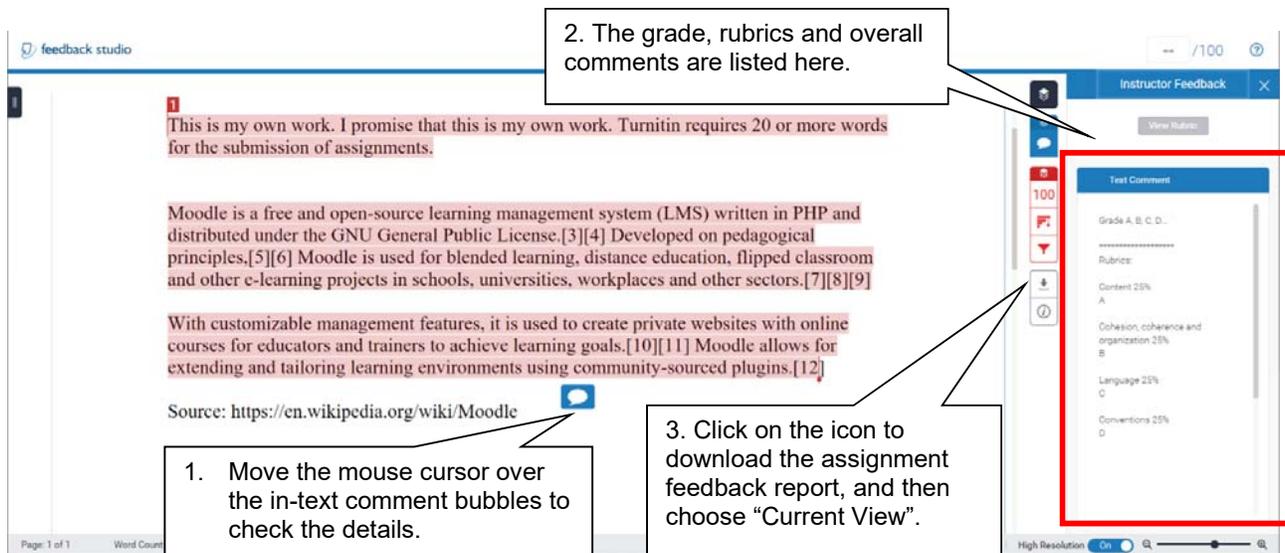
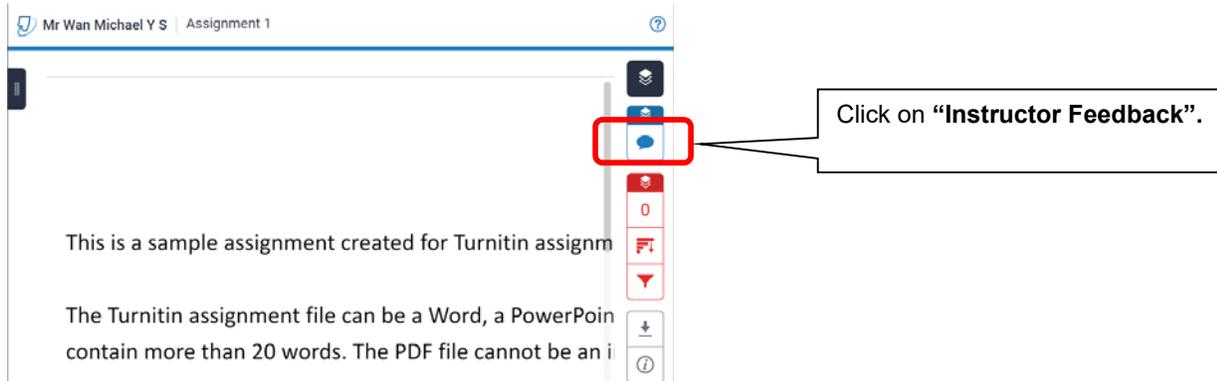
It is important to know that *Turnitin* does not make judgments on whether the submitted work is a plagiarized case. Faculty judgment is crucial to determine the occurrence of plagiarism based on subject knowledge. You can seek consultation with your lecturers or tutors on your *Turnitin* originality report as needed.

4.2 Checking Turnitin assignment feedback



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





C. System Support

For assistance, please via email to scemoodle@hkbu.edu.hk to contact the IT Service Section or contact our Programme staff at:

BEd (Hons) in ECE (Full-time)	3411 4300
BEd (Hons) in ECE (Part-time) / HD in ECE	3411 4333
Certificate & Diploma Programmes	3411 4310
PGDECE	3411 4309