


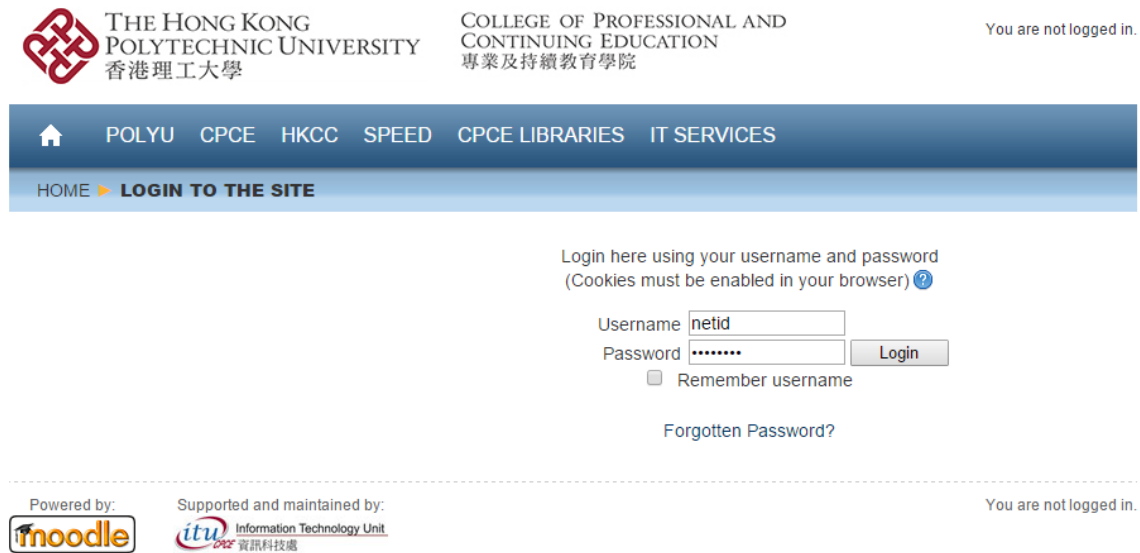
# 5.0 USING THE SYSTEM AS SUBJECT TEACHERS

## 5.0 USING THE SYSTEM AS SUBJECT TEACHERS

Using The System As Subject Teachers section provides a detailed description of system functions as a subject teacher role.

### 5.1 Login and Access the Subject Report Area

1. Login at <http://cc.cpce-polyu.edu.hk> to access Moodle system. Please use the recommended browser, Google Chrome .



The screenshot shows the Moodle login interface. At the top, there are logos for The Hong Kong Polytechnic University and the College of Professional and Continuing Education. A navigation bar contains links for HOME, LOGIN TO THE SITE, POLYU, CPCE, HKCC, SPEED, CPCE LIBRARIES, and IT SERVICES. The main content area features a login form with fields for Username (containing 'netid') and Password (containing '\*\*\*\*\*'), a 'Login' button, and a 'Remember username' checkbox. A 'Forgotten Password?' link is also present. The status 'You are not logged in.' is displayed in the top right corner. At the bottom, there are logos for Moodle (Powered by) and the Information Technology Unit (Supported and maintained by).

2. Locate the course:

For Post-Teaching Report submission: **SPEED Admin Reports > Post-Teaching Report – Submission Deadline : 19 AUGUST 20XX > Submission Link**

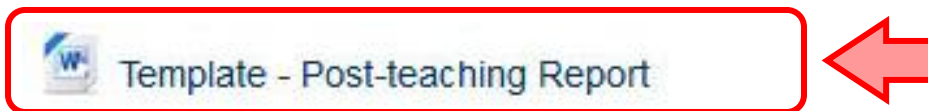


5.2 Submitting a Report

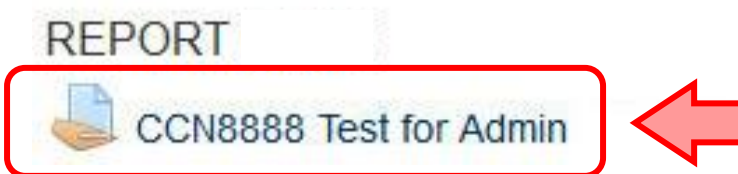
(Applicable to submission of Post-teaching Report)

You can submit the report before the deadline.

1. You can download the template by clicking the filename.



2. When the report is ready for submission, click on the report name that you are going to submit.



## 5.0 USING THE SYSTEM AS SUBJECT TEACHERS

3. You will see the submission status for this report. Click **Add submission**.

### SUBMISSION STATUS

Submission status	No attempt
Submission deadline	Friday, 12 June 2015, 11:59 PM

Make changes to your submission

4. Check the name of the report you are submitting, drag and drop file (max. 1 file per report) to the area and then click **Save changes**.


**CC8881 TESTING REPORT 1**

File submissions

Maximum size for new files: 2MB, maximum attachments: 1

Create folder Download all

Files




cc8881 report.docx

Save changes Cancel




5. You will see the updated submission status (submitted).

### SUBMISSION STATUS

Submission status	Submitted
Submission deadline	Friday, 12 June 2015, 11:59 PM
Latest submission	Monday, 4 May 2015, 3:21 PM
File submissions	 ccn0001 - Copy - Copy.docx

Make changes to your submission

6. You will receive an email notification about the submission.

 Reply  Reply All  Forward



Mon 02-Mar-15 12:02 PM

Staff Mr Student Law <moodle25smtp@gmail.com>

You have submitted your report for CC8881 Testing Report 1

To Sammy Law [ITU]

[Subject Reports](#) ->[Subject Report](#) ->[CC8881 Testing Report 1](#)

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You have submitted a report for 'CC8881 Testing Report 1'.

You can see the status of your [submission](#).

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### 5.3 Modifying a Submission of a Report (Before Deadline)


You may modify the submission before the submission deadline. **You cannot modify the submission after the deadline.**


1. When your file is ready, click on the report name that you are going to modify.



2. You will see the submission status for this report. Click **Edit submission**.

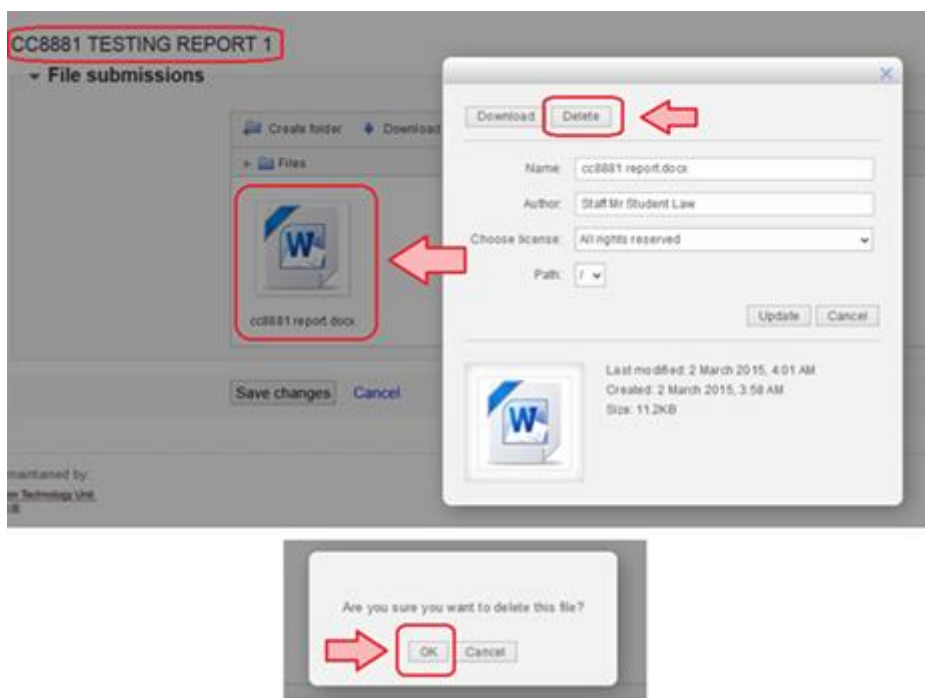
#### SUBMISSION STATUS

Submission status	Submitted
Submission deadline	Friday, 12 June 2015, 11:59 PM
Latest submission	Monday, 4 May 2015, 3:21 PM
File submissions	 ccn0001 - Copy - Copy.doc



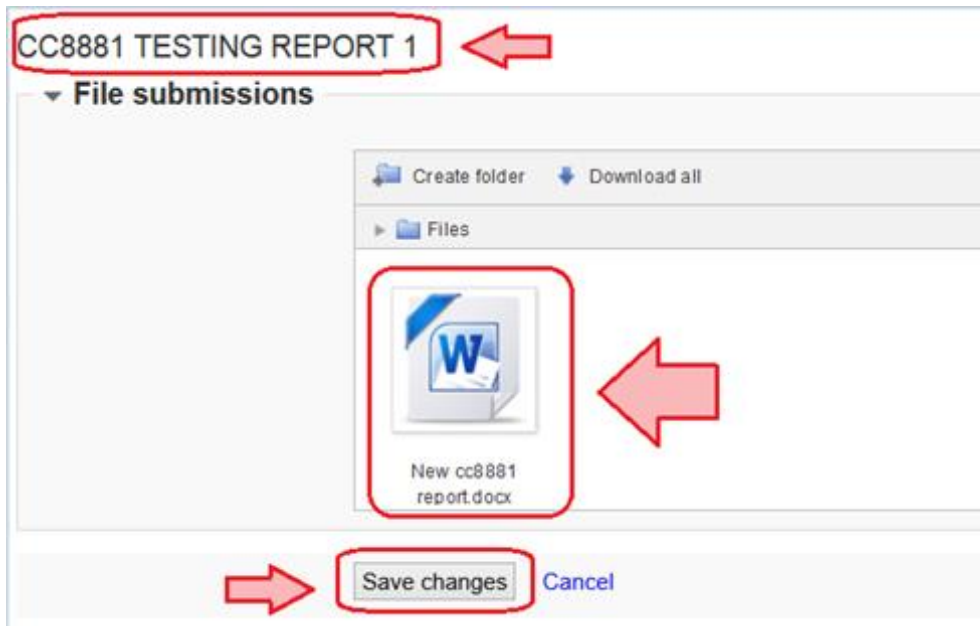
Make changes to your submission

3. Check the name of the report you are modifying. Click on the file icon from your last submission, then click **Delete**. Click **OK** when prompted.




## 5.0 USING THE SYSTEM AS SUBJECT TEACHERS

4. Drag and drop the new file (max. 1 file per report) to the area and then click **Save changes**.



5. You will see the updated submission status.

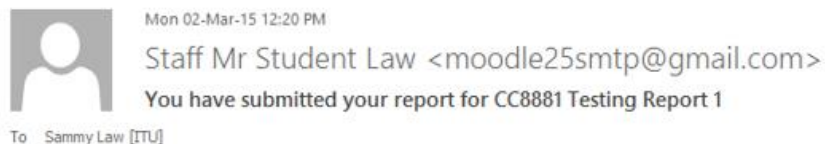
### SUBMISSION STATUS

Submission status	Submitted
Submission deadline	Friday, 12 June 2015, 11:59 PM
Latest submission	Monday, 4 May 2015, 3:21 PM
File submissions	 ccn0001 - Copy - Copy.doc

[Edit submission](#)

Make changes to your submission

6. You will receive an email notification about the submission.



[Subject Reports](#) -> [Subject Report](#) -> [CC8881 Testing Report 1](#)

You have submitted a report for 'CC8881 Testing Report 1'.

You can see the status of your [submission](#).