


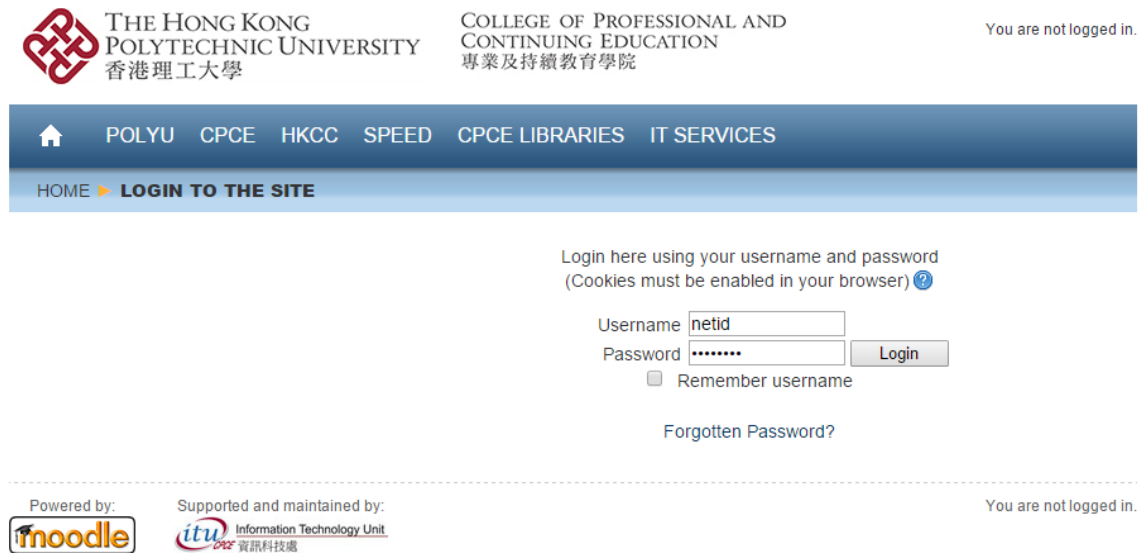
5.0 USING THE SYSTEM AS SUBJECT TEACHERS

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 left is the university logo and name. To the right, it says "You are not logged in." Below this is a navigation bar with links: HOME, LOGIN TO THE SITE, POLYU, CPCE, HKCC, SPEED, CPCE LIBRARIES, and IT SERVICES. The main content area contains a login form with the text "Login here using your username and password (Cookies must be enabled in your browser)". The form includes fields for Username (containing "netid") and Password (containing "*****"), a "Login" button, and a "Remember username" checkbox. A "Forgotten Password?" link is also present. At the bottom, there are logos for Moodle and the Information Technology Unit, along with the text "Powered by:" and "Supported and maintained by:". The text "You are not logged in." appears again in the bottom right corner.

2. Locate the course:

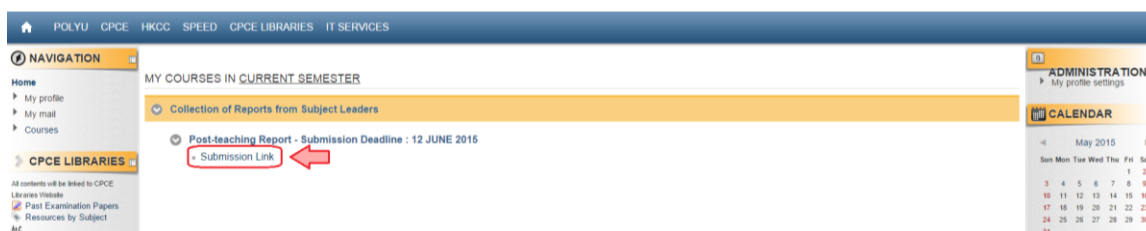
For Teaching Plan submission : **HKCC Admin Reports > Teaching Plan – Submission Deadline : 19 AUGUST 20XX > Submission Link**

For Learning Outcome Matrix submission : **HKCC Admin Reports > Learning Outcome Matrix (Continuous Assessment) – Submission Deadline : 19 AUGUST 20XX > Submission Link**

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

For Consultation Hours submission: **HKCC Admin Reports > Consultation Hours – Submission Deadline : 19 AUGUST 20XX > Submission Link**

For Confirmation Memo for Peer Class Visits and Workshop Attendance submission: **HKCC Admin Reports > Confirmation Memo for Peer Class Visits and Workshop Attendance – Submission Deadline : 19 AUGUST 20XX > Submission Link**

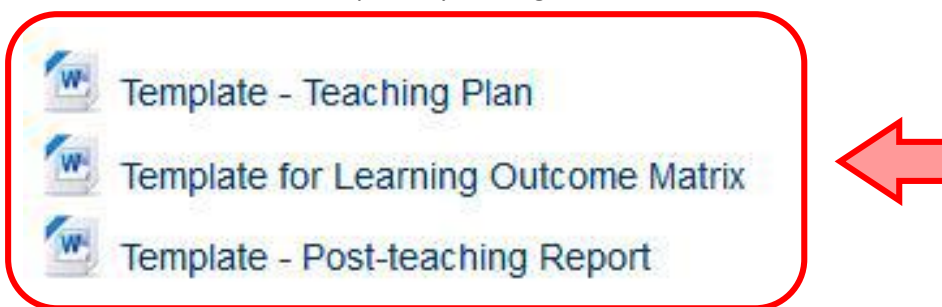


5.2 Submitting a Report

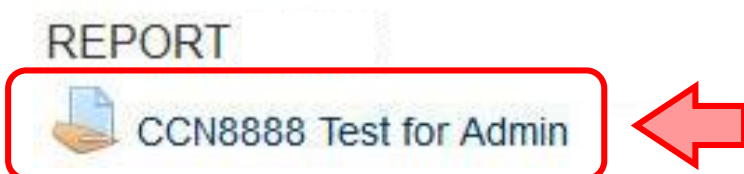
(Applicable to submission of (i) Teaching Plan, (ii) Learning Outcome Matrix, (iii) Post-teaching Report, and (iv) Confirmation Memo for Peer Class Visit and Workshop Attendance)

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
<div style="border: 1px solid gray; padding: 10px; display: inline-block;"> <input type="button" value="Add submission"/> </div> 	
<p>Make changes to your submission</p>	

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








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](#)

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

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

5.3 Submitting Consultation Hours

You can submit the Consultation Hours before the deadline.

1. When the Consultation Hours is ready for submission, click on your "Consultation Hours".

CONSULTATION HOURS



Consultation Hours - ITU Admin



2. You will see the submission status for this "Consultation Hours". Click **Add submission**.

SUBMISSION STATUS

Submission status	No attempt
Submission deadline	Sunday, 24 January 2016, 12:00 AM

Add submission



Make changes to your submission

5.0 USING THE SYSTEM AS SUBJECT TEACHERS

3. Select Number of Consultation Slot (max. 6 Consultation Slots). If you have teaching duties at non-home campus, please check the box and select corresponding Campus Location for each Consultation Slot.

CONSULTATION HOURS - ITU ADMIN (1)

▼ **Consultation Hours**

Number of Consultation Slot

I have teaching duties at **non-home campus** in Semester Two 2015/16

Time-slot	Day of Week	Start Time	End Time	Campus Location
1	Monday	09:00	11:00	HHB

Enter your Consultation Slot(s) by selecting Week Day, Start Time, End Time and then click **Save changes**.

CONSULTATION HOURS - ITU ADMIN (1)

▼ **Consultation Hours**

Number of Consultation Slot

I have teaching duties at **non-home campus** in Semester Two 2015/16

Time-slot	Day of Week	Start Time	End Time
1	Monday	09:00	10:00

- * Your total Consultation Hours should be at least 3 hours.
- * End Time should be greater than Start Time.
- * There should be no time conflict among all the Time-slots.

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




SUBMISSION STATUS

Submission status	Submitted			
Submission deadline	Sunday, 24 January 2016, 12:00 AM			
Latest submission	Wednesday, 23 December 2015, 11:59 AM			
Consultation Hours	Time-slot	Day of Week	Start Time	End Time
	1	Monday	09:00	10:00
	2	Tuesday	09:00	10:00
	3	Wednesday	09:00	10:00
	Total Consultation Hours: 3 hours 0 minute(s)			

[Edit submission](#)

Make changes to your submission

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

 Reply  Reply All  Forward



CPCE E-learning [CPCE] <pfmoodle@cpce-polyu.edu.hk>

CPCE E-learning [CPCE]

You have submitted your report for Consultation Hours - ITU Admin

[Consultation Hours - Submission Deadline : 23 JANUARY 2016](#) ->[Consultation Hour](#) ->[Consultation Hours - ITU Admin](#)

You have submitted a report for 'Consultation Hours - ITU Admin'.

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

5.4 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.



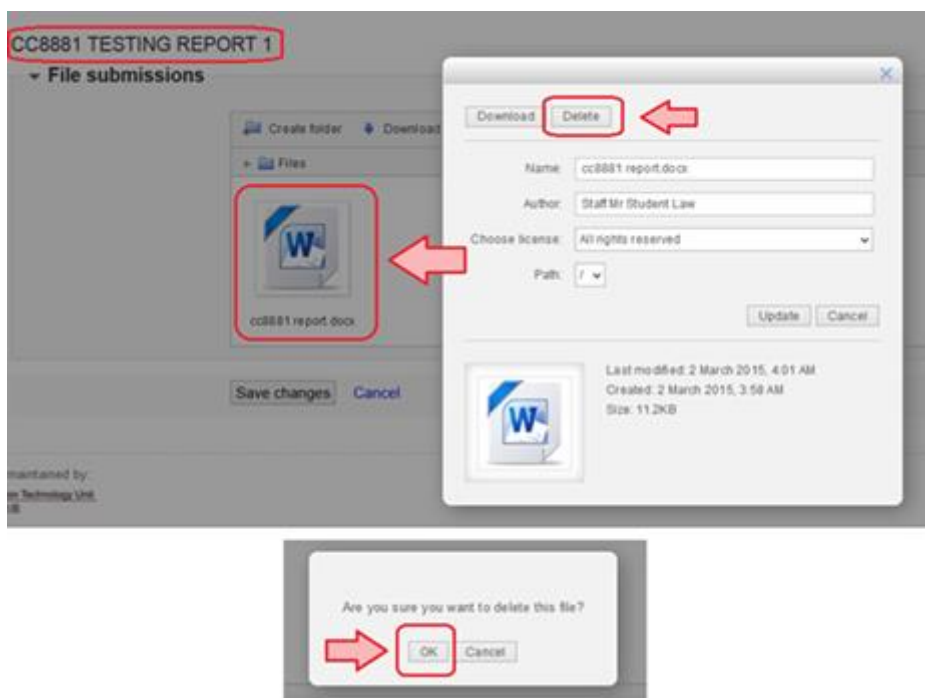
2. You will see the submission status for this report. Click **Edit submission**.

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

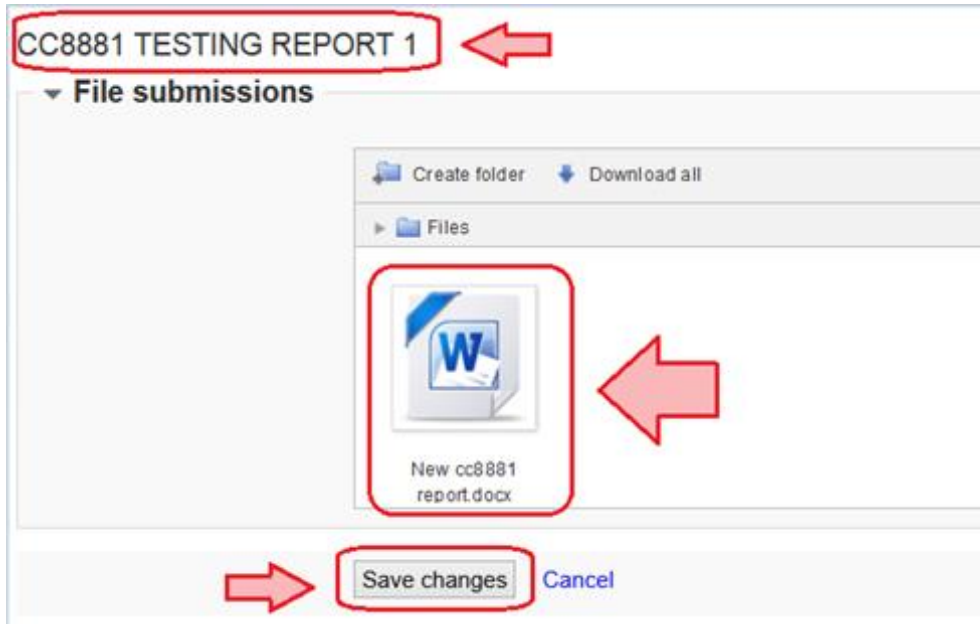
Make changes to your submission

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.



Mon 02-Mar-15 12:20 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](#)

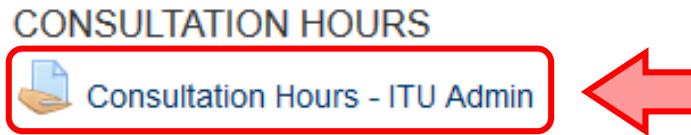
You have submitted a report for 'CC8881 Testing Report 1'.

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

5.5 Modifying Consultation Hours (Before Deadline)

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

1. When the Consultation Hours is ready for submission, click on your "Consultation Hours".



2. You will see the submission status for this "Consultation Hours". Click **Edit submission**.

SUBMISSION STATUS

Submission status	Submitted			
Submission deadline	Sunday, 24 January 2016, 12:00 AM			
Latest submission	Wednesday, 23 December 2015, 11:59 AM			
Consultation Hours	Time-slot	Day of Week	Start Time	End Time
	1	Monday	09:00	10:00
	2	Tuesday	09:00	10:00
	3	Wednesday	09:00	10:00
	Total Consultation Hours: 3 hours 0 minute(s)			
<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> Edit submission </div>				
Make changes to your submission				

3. Revise your Consultation Slot(s) and then click **Save changes**.

CONSULTATION HOURS - ITU ADMIN (1)

▼ **Consultation Hours**

Number of Consultation Slot

I have teaching duties at **non-home campus** in Semester Two 2015/16

Time-slot	Day of Week	Start Time	End Time
1	Monday	09:00	11:00
2	Tuesday	09:00	10:00

[Cancel](#)




5. You will see the updated Consultation Slot(s).

SUBMISSION STATUS

Submission status	Submitted			
Submission deadline	Sunday, 24 January 2016, 12:00 AM			
Latest submission	Wednesday, 24 December 2015, 11:59 AM			
Consultation Hours	Time-slot	Day of Week	Start Time	End Time
	1	Monday	09:00	11:00
	2	Wednesday	09:00	10:00
	Total Consultation Hours: 3 hours 0 minute(s)			

Make changes to your submission

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

 Reply  Reply All  Forward



CPCE E-learning [CPCE] <pfmoodle@cpce-polyu.edu.hk> | CPCE E-learning [CPCE]

You have submitted your report for Consultation Hours - ITU Admin

[Consultation Hours - Submission Deadline : 23 JANUARY 2016](#) ->[Consultation Hour](#) ->[Consultation Hours - ITU Admin](#)

You have submitted a report for 'Consultation Hours - ITU Admin'.

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