

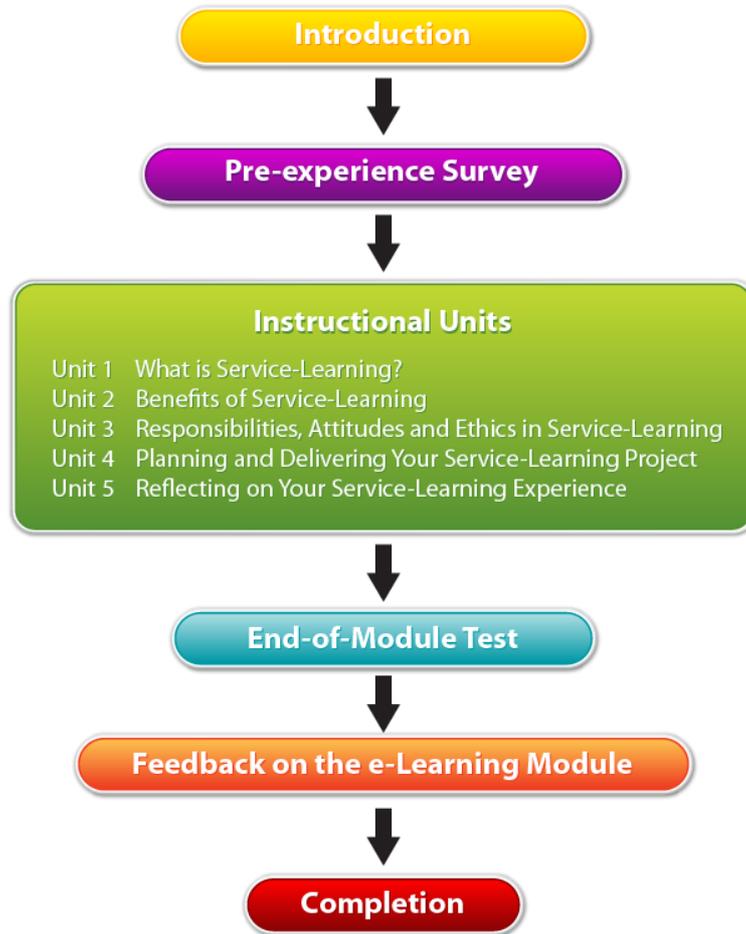
# Instructions for Using the e-Learning Module on Service-Learning for Students

## I. Accessing the e-Learning module

- 1.1 Login to LEARN@PolyU (<https://learn.polyu.edu.hk>) with your NetID and password
- 1.2 Under “**My Courses**”, select the course entitled “**e-Learning Module on Service-Learning**” to start the module.
- 1.3 You will see the following page.

The screenshot displays the LEARN@PolyU (理學網) interface. The top navigation bar includes 'LEARN@POLYU 理學網', 'LEARN@PolyU (理學網)', 'Courses', 'Community', 'Content Collection', 'Library', and 'SPECIAL ePortfolio'. The breadcrumb trail shows 'My Course Progress > Introduction'. The main content area is titled 'Introduction' and features a central graphic with the text 'The Concept and Practices of Service-Learning' and 'An e-Learning Module for PolyU Students'. The graphic includes the words 'fun', 'help', 'meaningful', and 'Learn' in colorful circles, along with images of students engaged in service-learning activities. Below the graphic, a welcome message states: 'Welcome to the e-Learning Module on Service-Learning for PolyU students. This module aims to introduce you to the concept of Service-Learning (SL), and to equip you with the basic knowledge, attitudes and skills required for planning and implementing an SL project effectively. We hope that, upon completing this module, you will be able to:'. A partially visible bullet point below reads: '• Explain what SL is, and distinguish it from other forms of experiential learning or community service programmes'.

- 1.4 In this e-Learning module, you must go through all of the components and instructional units in the order presented below the first time you access the component or unit. In other words, you must complete the *Introduction* part before you can move on to *Pre-experience Survey*, and you must complete the reading and activities of Unit 1 before you can access Unit 2.



You will get the following error message if you try to access the next component or unit before you have completed the previous one.

#### Resource Unavailable

**Warning:** Course Link: Item is unavailable.  
The Instructor may require you to view other content first or the tool used to view this content may be disabled by the system administrator.  
You may have access to other parts of the course.  
Wednesday, December 10, 2014 2:04:36 AM CST

- 1.5 However, on your subsequent logins, you will be allowed to access the components and units that you *have previously completed* in any order you prefer. [See instructions below on how to navigate to different components or units of the module.]

## II. Navigating the e-Learning Module

- 2.1 On the left hand side of your screen, you will find a green menu which helps you to navigate to different components or units and check your course progress



- 2.2 On the contents page, you can go to the next or previous page by clicking  or  on the top right corner. (e.g.  Page 3 of 8  )
- 2.3 Alternatively, you can go to different pages by using the table of contents. You can expand or minimize the table of contents by clicking  or  in the top left corner.



### III. The "Mark Review" Button and Accessing the "Activity"

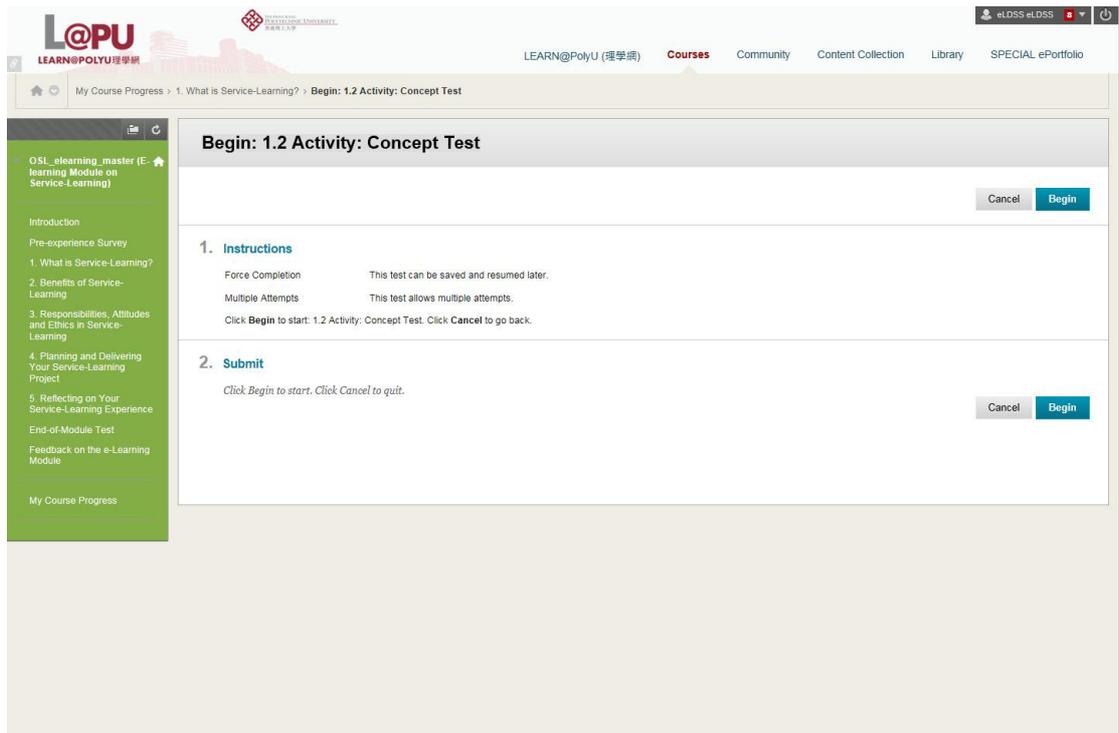
3.1 Please make sure that you click  on every page that does not contain any Learning Activity .

3.2 After clicking , you will find that the icon will change to .

3.3 On some pages, learning activities have been included to help you to understand the content better. Each activity is marked as  and you can click on  to start the activity.

Alternatively, you may click   on the contents page to start the activity.

3.4 You will be redirected to the following page.



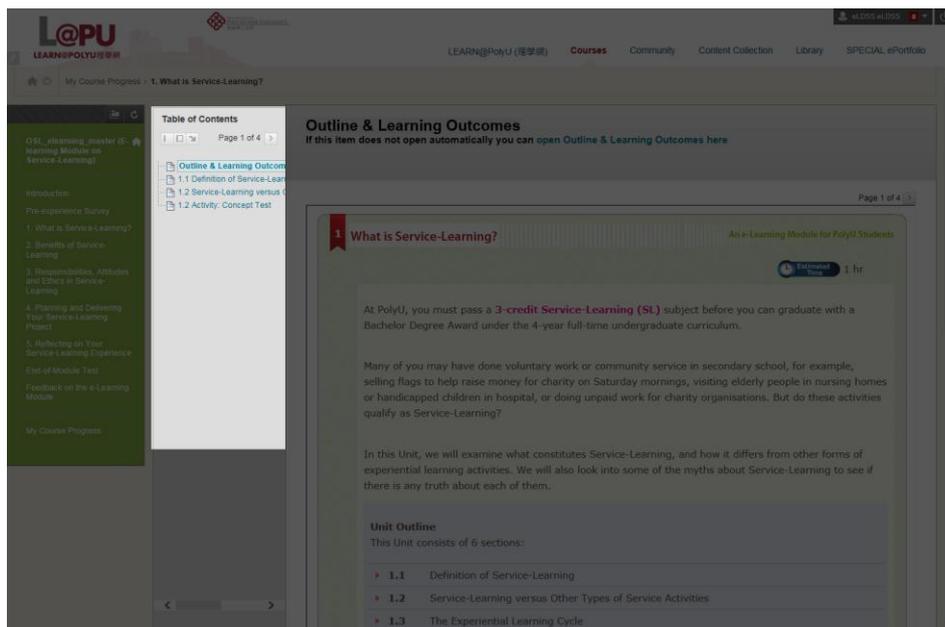
3.5 After reading the instructions, click "**Begin**" to start the activity.

3.6 After completing the activity, click "**Save and Submit**".

3.7 Click "**OK**" to review the activity result.

3.8 After reviewing the result, click "**OK**" to continue.

3.9 You will be redirected back to the table of contents page as follow.



3.10 Select the latest section to continue to the next section or page of the Unit.

#### IV. Completion of the Unit

- 4.1 If you have completed a unit successfully, for example, Unit 1, you will see the following message displayed in the Table of Contents on the left hand side of the screen.



Once you click the 'message', you will see the following page.



- 4.2 Remember that you will not be able to see the completion message until you
- have finished reading all pages of the Unit and clicked the "**Mark Reviewed**" buttons underneath; and
  - have completed all of the learning activities embedded in the Unit.

## V. Checking your Progress with “My Course Progress”

5.1 On the left hand side of your screen, you will find a green menu which helps you to check your course progress.

My Course Progress

5.2 You can review your course progress. The unit(s) or component(s) that you have already completed or are in the process of completing are shown in the lower part of the screen:

### My Course Progress



**Note: You cannot open a new unit or component until you have completed the previous ones.**

This e-Learning module consists of the following components:

- Introduction
- Pre-experience Survey
- Unit 1 What is Service-Learning?
- Unit 2 Benefits of Service-Learning
- Unit 3 Responsibilities, Attitudes and Ethics in Service-Learning
- Unit 4 Planning and Delivering Your Service-Learning Project
- Unit 5 Reflecting on Your Service-Learning Experience
- End-of-Module Test
- Feedback on the e-Learning Module

The unit(s) or component(s) that you have already **completed** or are **in the process of completing** are shown below:



#### Introduction



#### Pre-experience Survey

 [Click to start the survey](#)

 *If you would like to do or re-do this survey, click on the **Click to Launch** link above*



#### Pre-experience Survey

The purpose of this survey is to help us understand more about your attitude and behaviours before your Service-Learning experience. There are **NO** right or wrong answers to the questions, and your feedback will **NOT** affect your grades in this subject.

## VI. End-of-Module Test

- 6.1 After completing Unit 1 to Unit 5, you can access the **End-of-Module Test**. Please click **“Begin”** to start the test.

### Begin: End-of-Module Test

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**1. Instructions**

Force Completion      This test can be saved and resumed later.

Multiple Attempts      This test allows multiple attempts.

Click **Begin** to start: End-of-Module Test. Click **Cancel** to go back.  
You will be previewing this assessment and your results will not be recorded.

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**2. Submit**

Click **Begin** to start. Click **Cancel** to quit.

- 6.2 Your performance will affect your grading in this subject and you must get a mark of **at least 9 out of 15 marks** in this test. The questions will be generated randomly and you have a maximum of **three attempts** to pass the test. If you do the test more than once, the higher score of your attempt will be recorded.
- 6.3 After you click **“Begin”**, you can review the number of attempts, description and instructions.

Description	This is the End-of-Module Test.  It aims to assess your understanding of the concept and practices of Service-Learning after completing the e-Learning module. <b>Your performance will affect your grading in this subject and you must get a mark of at least 9 out of 15 marks in this test.</b>
Instructions	Please answer all questions in the Test.  The questions will be generated randomly and you have a maximum of <b>three attempts</b> to pass the test. If you do the test more than once, the highest score will be graded.
Multiple Attempts	This test allows 3 attempts. This is attempt number 1.
Force Completion	This test can be saved and resumed later.

- 6.4 After submitting the test, you can review your result as shown in the **“Attempt Score”** on the page below.

User	Lai Ping CHEUNG
Course	The Concept and Practices of Service-Learning
Test	End-of-Module Test
Started	3/29/16 2:46 PM
Submitted	3/29/16 2:55 PM
Status	Completed
Attempt Score	15 out of 15 points
Time Elapsed	9 minutes
Instructions	Please answer all questions in the Test.  The questions will be generated randomly and you have a maximum of <b>three attempts</b> to pass the test. If you do the test more than once, the highest score will be graded.

6.5 You can do the **End-of-Module Test** again by clicking under **“My Course Progress”**.



**End-of-Module Test** 

Enabled: Adaptive Release



**End-of-Module Test**

Enabled: Adaptive Release

 [Click to start the test](#)

 *If you would like to do or re-do this test, click on the **Click to Launch** link above*



### End-of-Module Test

This is the End-of-Module Test. It aims to assess your understanding of the concept and practices of Service-Learning after completing the e-Learning module. **Your performance will affect your grading in this subject and you must get a mark of at least 9 out of 15 marks in this test.**

Please answer all questions in the Test. The questions will be generated randomly and you have a maximum of **three attempts** to pass the test. If you do the test more than once, the highest score will be graded.

 *Please complete the test to proceed to the next section.*

## **VII. Successful Completion of the Module**

- 7.1 Once you have met all of the requirements for completing this e-Learning module successfully, you will see the following screen.

