

User Manual

for Class Swapping on SCORE

August 2018

1 Introduction

1.1 Purpose of Document

This user manual is to provide step by step guide to perform Swapping via the Student and Course Record System (SCORE).

Please note that as the system will continuously be enhanced, screenshots shown in this user manual may not be exactly the same as what you would see in the system.

1.2 Before you start

Supported web browser

You will need a web browser to access SCORE. The supported type and version of the web browsers are listed as follows:

Operation System	Windows	Macintosh		
	7	10.6	10.7	10.8
Internet Explorer 8	✓			
Internet Explorer 9	✓			
Firefox 17	✓	✓	✓	
Chrome 24	✓			
Safari 5		✓	✓	
Safari 6			✓	✓

Pop-up blocker, JavaScript and Cookies settings

The system often displays information in pop-up windows. If your browser is set to block pop-up windows, the system may not work properly. If you click on a button or a link and there is no response from the system, you will probably need to adjust your pop-up blocker settings as well as enable JavaScript and Cookies for accessing the system when necessary.

Important Materials

Before you perform Swapping, please go through the following important materials:

- Curriculum
- Your Timetable

2 Access SCORE through the Learner Portal

1. By clicking the “Learner Portal” at the HKU SPACE PLK CC website (<http://hkuspace-plk.hku.hk>), you will be directed to the Learner Portal login page.




2. Click **Login** button



- To login, type your Student ID number and password, and then click **Login** button.

HKU SPACE Central Authentication Service




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

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.

- Go to **My e-Campus** tab and then click the link to access SCORE. You will then be navigated to SCORE directly.



Learning is Accomplished Through Determination 學成於毅

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](#)

My Services Enquiry

Community College

General Enquiry

- [Home page](#)
- ☎ 3416 6338 FAX 2824 1165

Application for Admission to Ass

- cnadmissions@hkuspace.com
- [Home page](#)
- ☎ (852) 3416 6338 FAX (852) 2824

Pre-Associate Degree Programm

IT Help

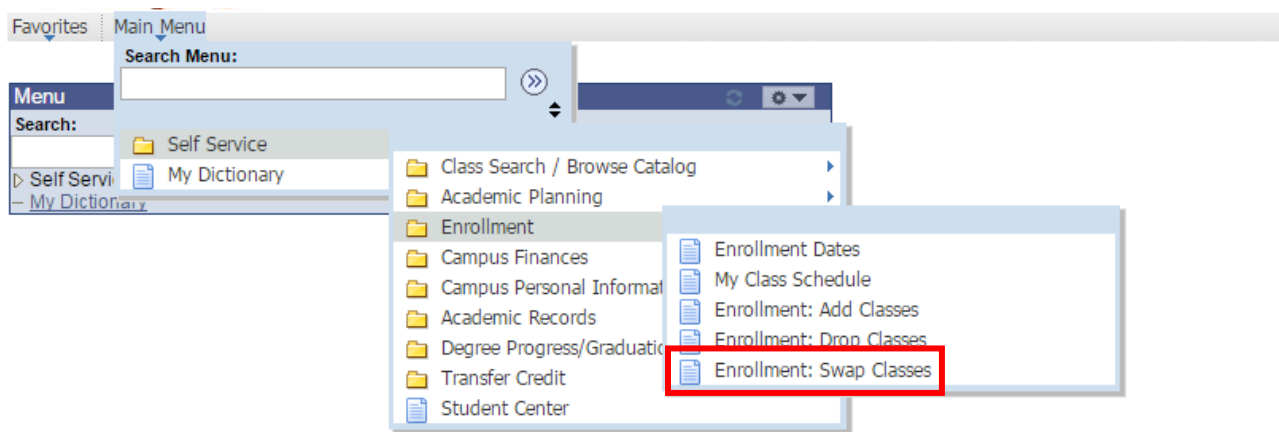
Have a technical problem in using online IT Help services and create

Shortcuts :

- You currently has 0 open ticke
- You currently has 11 closed tic
- [Create a ticket for your techni](#)

3 Navigating SCORE to Swapping Functions

Main Menu → Self Service → Enrollment → Enrollment: Swap Classes



4 Perform Swapping

How to Swap the Generic Courses/Classes?

1. Select the course you wish to swap with from the pull down menu and then click **Search**.
Click **swap** button.



2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)





A screenshot of the 'Swap This Class' form in the SCORE system. The form has a blue header and a white body. It contains a 'Select from your schedule' section with a dropdown menu. The dropdown menu is open, showing a list of courses: 'CCCH 4003: Advanced Chinese Language', 'CCCH 4003: Advanced Chinese Language', 'CCEN 4003: General English III', 'CCIT 4009: Introduction to Multimedia', 'CCSS 4028: Social Development and Service', 'HPCS 4003: Principles of Sociology', and 'HPCS 4004: Foundation Psychology'. The 'CCCH 4003: Advanced Chinese Language' option is highlighted with a blue background and a red box. Below the dropdown menu is a 'Search for Class' section with a search button labeled 'search'. A red arrow points to the 'search' button. At the bottom of the form, there is a 'My 2015-16 Semester 1 Class Schedule' section with a 'swap' button. Below the form, there are navigation links: 'Plan', 'Enroll', 'My Academics', 'My Class Schedule', 'Swap', and 'Term Information'. There is also a 'go to ...' dropdown menu with a right arrow icon.




2. You shall check your timetable and swap request against your programme curriculum.

- Students should NOT attend more than 4.5 consecutive hours.
- Students should NOT attend more than 7.5 hours in total per day.
- Students are NOT allowed to exchange to a class scheduled on a time which your programme will arrange tutorials / activities / visits / seminars / laboratory sessions.
- Courses with only 1 class offered WILL NOT be shown on the “SEARCH” list
- English Courses with specific requirements WILL NOT be shown on the “SEARCH” list

3. Click the blue link in the ‘Description’ column of the course you want to swap with.

 Taken	 In Progress
Course(s) completed in previous semester	Course(s) that you are allowed to swap in current semester

HD112(GS) (R000000247)		Not Satisfied			
▼ HD112(GS) (R000000247, L0010)		hide detail 2015-16 semester 1			
The following courses may be used to satisfy this requirement:					
Course	Description	Units	When	Notes	Status
CCCH4012	Practical Chinese	3.00	2015-16 Semester 1		
CCEN4003	General English III	3.00	2014-15 Semester 1		
CCEN4005	EAPP II	3.00	2015-16 Semester 1		
CCEN4011	English for Business	3.00			
	*** view multiple offerings				
CCIT4009	Introduction to Multimedia	3.00	2014-15 Semester 2		
CCSS4004	Intra- & Interpersonal Compete	3.00			
	*** view multiple offerings				

View All |  First  1-6 of 6  Last

4. Click [View All](#) to see more options. [Select](#) a lecture section (i.e. **HL03-LEC**) that is available in your timetable

The status of class quota is shown as below:

Key:	<input checked="" type="radio"/> Open – Class quota is still available	<input type="checkbox"/> Closed – Class quota is full already
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CCEN 4003 sections for 2015-16 Semester 1						
Section	Session	Status				
HL02-LEC (2851)	1	<input checked="" type="radio"/>	select			
Days	Start	End	Room	Instructor	Dates	
Th	1:30PM	3:00PM	HPC1404	Staff	11/09/2015 - 10/12/2015	
Fr	1:30PM	3:00PM	HPC1302	Staff	11/09/2015 - 10/12/2015	
Section	Session	Status				
HL03-LEC (2852)	1	<input checked="" type="radio"/>	select			
Days	Start	End	Room	Instructor	Dates	
We	12:00PM	1:30PM	HPC1002	Staff	11/09/2015 - 10/12/2015	
Th	4:30PM	6:00PM	HPC1401	Staff	11/09/2015 - 10/12/2015	
Section	Session	Status				
HL04-LEC (2853)	1	<input checked="" type="radio"/>	select			
Days	Start	End	Room	Instructor	Dates	
We	12:00PM	1:30PM	HPC1004	Staff	11/09/2015 - 10/12/2015	
Fr	12:00PM	1:30PM	HPC1302	Staff	11/09/2015 - 10/12/2015	
Section	Session	Status				
HL05-LEC (2854)	1	<input checked="" type="radio"/>	select			
Days	Start	End	Room	Instructor	Dates	
Tu	9:00AM	10:30AM	HPC1204	Staff	11/09/2015 - 10/12/2015	
Th	12:00PM	1:30PM	HPC1303	Staff	11/09/2015 - 10/12/2015	
Section	Session	Status				
HL06-LEC (2855)	1	<input checked="" type="radio"/>	select			
Days	Start	End	Room	Instructor	Dates	
We	3:00PM	4:30PM	HPC1304	Staff	11/09/2015 - 10/12/2015	
Th	3:00PM	4:30PM	HPC1401	Staff	11/09/2015 - 10/12/2015	
			View All		21-25 of 56	Last

5. Students can only swap classes that are taught at their affiliated campus. Courses with a Related Exam/ Tutorial Section, you must select a related section for courses with both lecture and exam/tutorial section; otherwise, you cannot proceed to the next step.

- a) For Courses with Lecture and Exam Sections
- Select an Exam section and then click **Next**

CCCH 4012 - Practical Chinese

Lecture selected: Section NL15
We 2:30PM - 5:30PM KWC304

Open Closed Wait List

Select Examination section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	2705	EXAM		TBA	Staff	●

View All Sections | First 1 of 1 Last

CANCEL **NEXT**

- b) For Courses with Lecture and Tutorial Sections
- Select a Tutorial section and then click **Next**

HUM 4003 - The Making of the Modern World

Lecture selected: Section L03
Mo 1:00PM - 2:30PM Rm401

Open Closed Wait List

Select Tutorial section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	1085	T01	Fr 10:00AM - 11:30AM	Rm402	Staff	●
<input checked="" type="radio"/>	1086	T02	Th 11:30AM - 1:00PM	Rm402	Staff	●
<input type="radio"/>	1087	T03	Th 1:00PM - 2:30PM	Rm402	Staff	●

View All Sections | First 1-3 of 3 Last

CANCEL **NEXT**

6. Proceeding to STEP 2, a confirmation page will be shown. To confirm your selection, choose **FINISH SWAPPING**.

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)

You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CCCH 4012-NL17 (2409)	Practical Chinese (Lecture)	Th 10:00AM - 1:00PM	KWC103	Staff	3.00	<input checked="" type="checkbox"/>
CCCH 4012-EXAM (2705)	Practical Chinese (Exam)		TBA	Staff		<input checked="" type="checkbox"/>

With this class

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CCCH 4012-NL16 (2408)	Practical Chinese (Lecture)	Mo 8:30AM - 11:30AM	KWC304	Staff	3.00	<input checked="" type="checkbox"/>
CCCH 4012-EXAM (2705)	Practical Chinese (Exam)		TBA	Staff		<input checked="" type="checkbox"/>

7. You will enter STEP 3 and see the “View results” page. Here you can check the results of your enrollment in the “Status” column. The “Message” column provides additional information.

Swap a Class



3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)

Success: Classes were swapped
 Error: Unable to swap class

Class	Message	Status
Swap CCCH 4012 with CCCH 4012	Success: This class has been replaced.	<input checked="" type="checkbox"/>

Swap result will be shown as follows:

Successful:

Swap a Class



3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)

✓ Success: Classes were swapped ✗ Error: Unable to swap class

Class	Message	Status
Swap CCCH 4012 with CCCH 4012	Success: This class has been replaced.	✓

MAKE A PAYMENT MY CLASS SCHEDULE

Unsuccessful:

Common reasons:

- Pre-requisites not fulfilled
- Time clash with another class
- Class quota is full
- **Minimum enrolment number required in your original class** (Your class swapping will be UNSUCCESSFUL, although there is a quota in the proposed class you would like to swap to)

Swap a Class



3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)

✓ Success: Classes were swapped ✗ Error: Unable to swap class

Class	Message	Status
Swap CCEN 4005 with CCEN 4005	Error: You cannot add this class due to a time conflict with class 3306. Select another class.	✗

MAKE A PAYMENT MY CLASS SCHEDULE

8. View Updated Timetable

Click [my class schedule](#)

Plan Enroll My Academics

[my class schedule](#) add drop swap term information

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 16/11/2015 - 22/11/2015 next week >>

Show Week of Start Time End Time

Time	Monday 16 Nov	Tuesday 17 Nov	Wednesday 18 Nov	Thursday 19 Nov	Friday 20 Nov	Saturday 21 Nov	Sunday 22 Nov
8:00AM							
9:00AM	CCSA 8001 - 2 Programme Activities 8:30AM - 11:30AM Location: TBA			CCEN 4005 - NL13 EAPP II Lecture 8:30AM - 10:00AM KWC303	CCFN 4004 - NL01 Insurance Lecture 9:00AM - 12:00PM KWC101		
10:00AM		CCEN 4005 - NL13 EAPP II Lecture 10:00AM - 11:30AM KWC104					
11:00AM							
12:00PM							

- THE END -