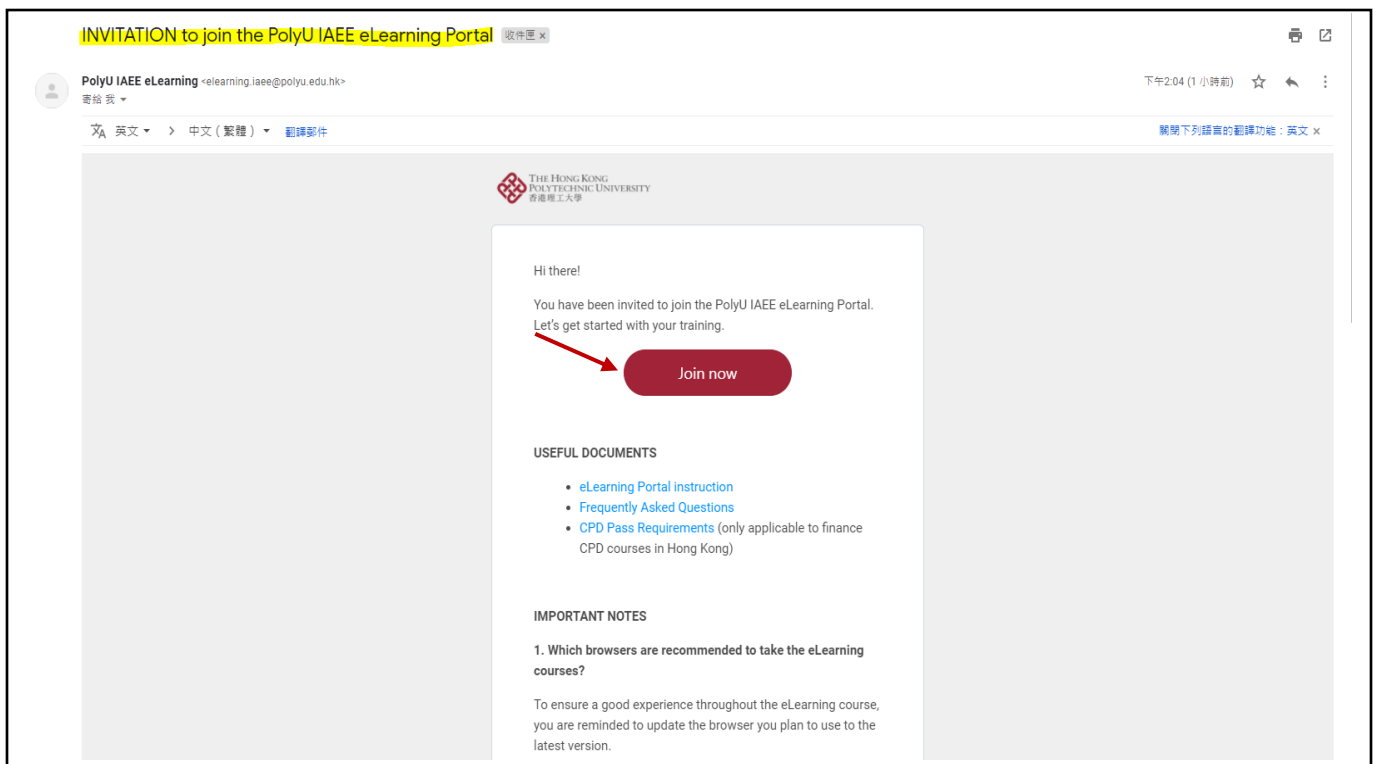THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Please scroll down for the English version. **本文件英文版載於中文版後。**
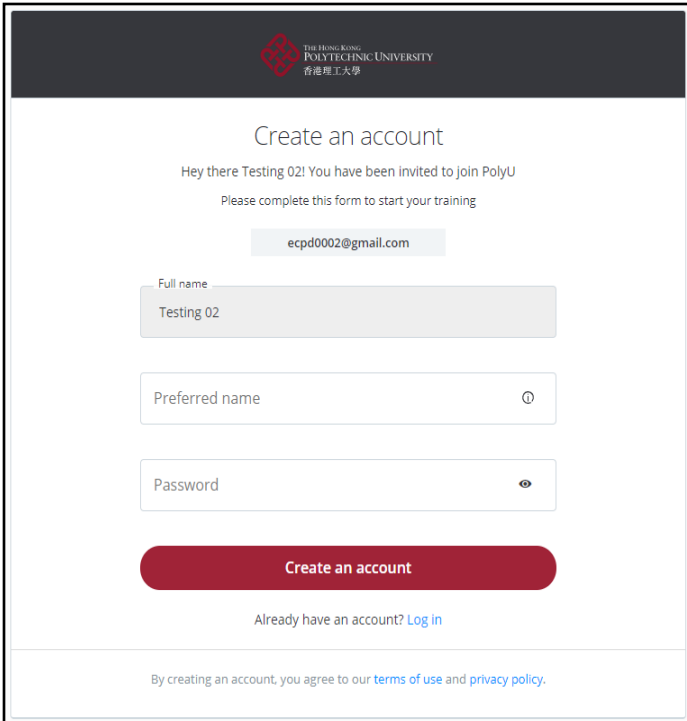
線上學習平台指引

設立帳號

1. 請在您報名時所提供的電郵信箱裏，打開啟動課程的邀請電郵，標題為 "INVITATION to join the PolyU IAEE eLearning Portal"，然後點擊電郵內的「**Join Now**」進入線上學習平台。

   邀請電郵可能會被誤判為垃圾郵件。若您未能在收件匣中找到此郵件，請檢查垃圾郵件匣，或 直接在郵箱中搜尋由 elearning.iaee@polyu.edu.hk 發送的郵件。

2. 在線上學習平台上設立帳號，並輸入您的英文名稱，然後設定密碼。
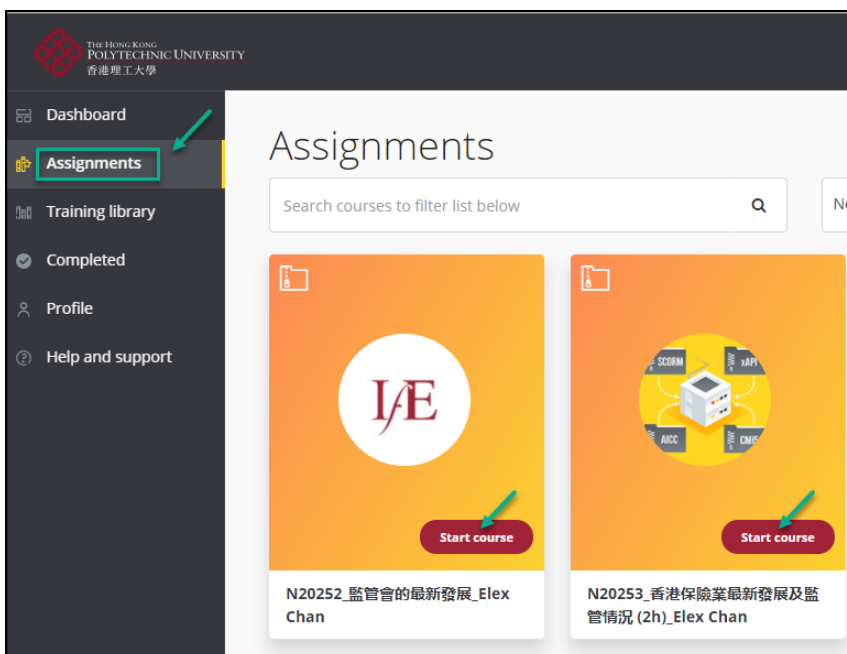
開始課程

首次登入線上學習平台後，請點擊工具列上的「**Assignments**」。您所報讀的課程將會在此顯示。點擊「**Start course**」，然後開始您的學習旅程。

登入學習平台

當您完成以上賬號設立的步驟後，您可以不受任何時間及地域限制，透過此連結 https://elearning-ife.polyu.edu.hk/Login/PolyU 登入學習平台。

課程修讀期

由收到課程的邀請電郵起計 3 個星期內，您必須完成整個課程。

課程進度通知

您將於每週透過電郵收到學習進度報告，以顯示正在進行的所有課程。如果您連續 4 週沒有登入線上學習平台，您將不會收到此電郵，直到您再次登錄。

課程結束

若您符合該課程的指定時數要求，並於總測驗補測取得合格，將透過電郵收到完成課程的通知，當中列明閣下在該課程的學習時數及總測驗分數。

課程查詢

若閣下對線上課程或學習平台有任何疑問或查詢，歡迎致電 +852 3400 2773 (香港時間 星期一至五上午 9:00 至下午 5:30) 或電郵至 elearning.iaee@polyu.edu.hk 與我們聯絡。

Please scroll up for the Chinese version. 本文件中文版載於英文版前。
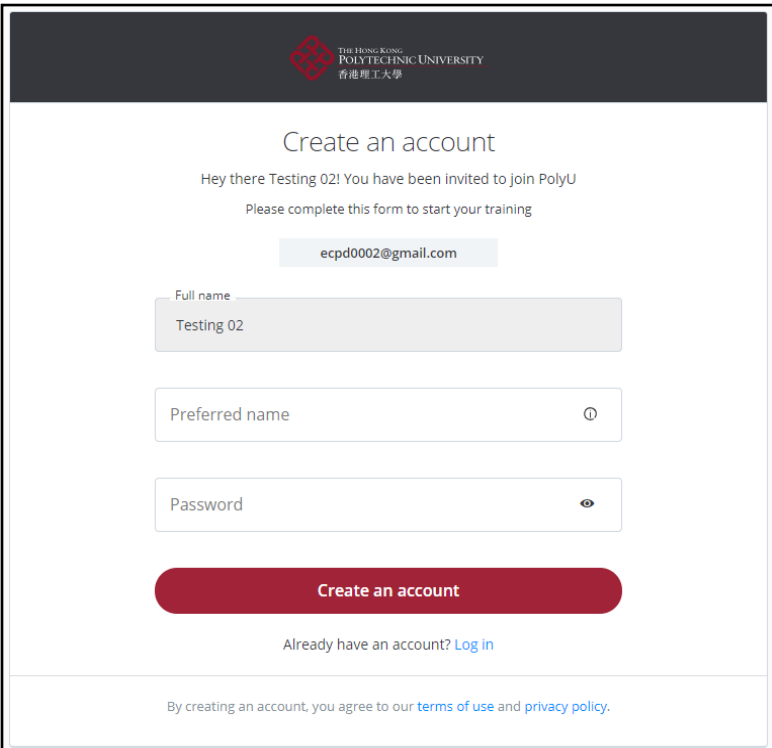
eLearning Portal Instruction

Account Set Up

1. Please find the INVITATION Email in the email account you provided. Click 'Join now' and you will be directed to the eLearning portal.

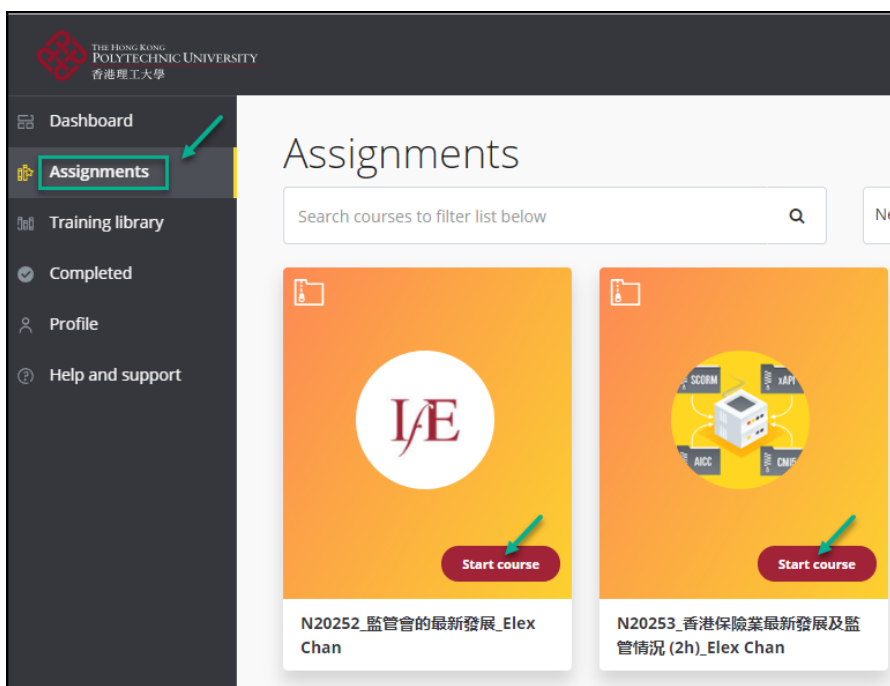   If you can't find the Invitation Email in your Inbox, please check your Junk Box in the email.
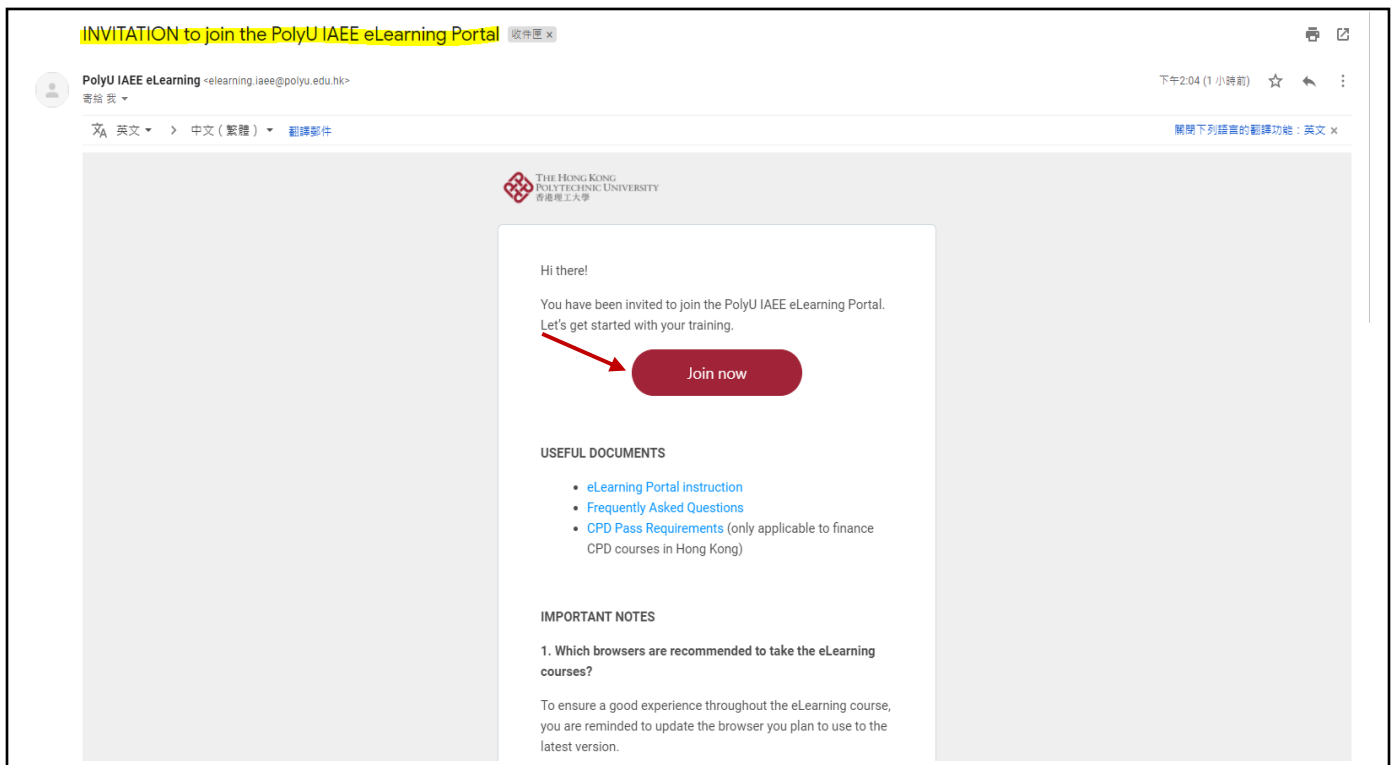
2. To create your own account for the eLearning portal, please fill in your preferred name and set your own password.

Start the Course

When you log in for the first time, you will see the course(s) you enrolled in under the '**Assignments**' tab. To start learning, please click the '**Start course**' bottom in the course icon.

Access the eLearning Portal

After you set up the eLearning portal, you can log in from https://elearning-ife.polyu.edu.hk/Login/PolyU to access the portal anytime and anywhere.

Course Duration

Individual learners will have 3 weeks to complete the course from the day you receive the Invitation Email.

Weekly Progress Email

An email will be sent to you showing the learning progress (i.e. Time spent on the course, Assessment status) once a week on all the courses you are currently taking. If you don't log in for 4 consecutive weeks, these emails will be suspended until you log in again.

Course Completion

When you fulfil the course requirements, you will receive an email with the completion details (Learning time and/or Assessment score).

Enquiry

Should you have any questions about the eLearning courses or the portal, please contact us on +852 3400 2773 (Monday to Friday 9:00am to 5:30pm Hong Kong time) or elearning.iaee@polyu.edu.hk.