

Introduction to the Online Learning Environment

Your course is supported by an online platform, the Online Learning Environment (OLE). Through the OLE, you can communicate electronically with your tutor and other students, and access the latest course information, study materials, assignments, multimedia files (if any), etc.

To access the OLE:

1. Enter the following URL: <https://ole.hkmu.edu.hk>
2. Enter your
 - Username: student: 's' + *the first 7 digits of your student number*
tutor: 't' + *the 6 digits of your tutor number*
 - Password: the Single Password you have created (If you are a new student or tutor, you will need to create a Single Password at <https://www.hkmu.edu.hk/itu/password/student> or <https://www.hkmu.edu.hk/itu/password/tutor> respectively.)
3. Select your course on the homepage.

For further details on navigating the OLE, refer to the online *OLE User Guide* at <https://ole.hkmu.edu.hk/help.html>.

Make sure that you access the News component every few days to see news related to your course. To read course materials in PDF format, you need to have Acrobat Reader DC (or later versions), with which you can highlight text and add comments.

Unless otherwise specified, you must submit your assignments online through the OLE. You must name your file as follows: *course code* + 's' + *the first eight digits of your student number* + *the assignment number* (a1, a2, etc.). For projects, use the project no. (p1, p2, etc.). In case you need to extend the deadline for assignment submission, you must also apply through the OLE.

The Discussion Board is the main place for communication in the course. You can discuss any study problems with your tutor and other students in the main / tutorial group forum. Your tutor may not answer your problem immediately but will give you a reply within a few days.

You can access the HKMU O365 email account through https://student.intranet.hkmu.edu.hk/hkmu_o365 or through the OLE. **It is important that you check your email frequently as your course information will be sent to your email account.**

For the 2024 Summer Term, access to the OLE will be available from **15 May 2024 (Wednesday)**. If you have any technical problems accessing the OLE, please contact the Technical Support Team at 2768 6454 (office hours) or via email (olemaster@hkmu.edu.hk).

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