

OLE (LiPACE) User Manual for Students

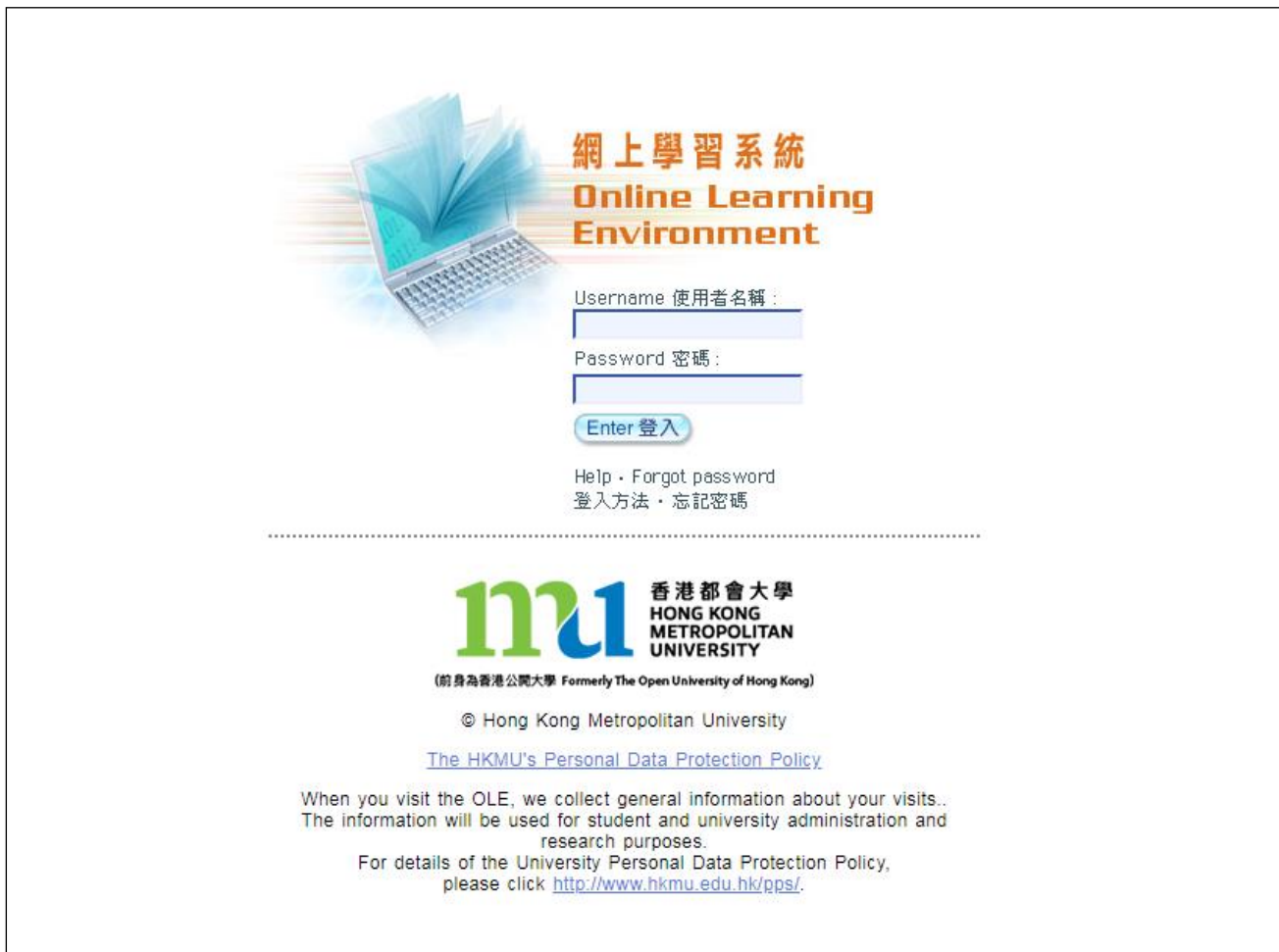
LiPACE's Online Learning Environment (OLE) Website

URL: <http://elipace.hkmu.edu.hk/>

Username & Password

Username = "s" + the first 7 digits of Student Number, e.g. s1234567

Password = HKMU single password



網上學習系統
Online Learning Environment

Username 使用者名稱 :

Password 密碼 :

Enter 登入

Help · Forgot password
登入方法 · 忘記密碼

mu 香港都會大學
HONG KONG METROPOLITAN UNIVERSITY
(前身為香港公開大學 Formerly The Open University of Hong Kong)

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[The HKMU's Personal Data Protection Policy](#)

When you visit the OLE, we collect general information about your visits..
The information will be used for student and university administration and research purposes.
For details of the University Personal Data Protection Policy, please click <http://www.hkmu.edu.hk/ppsf/>.

Figure 1 Login Page

OLE Homepage

The list of courses that you are studying is shown on the top. You can find Programme News/Shared Documents, Announcements (see Figure 2) at the bottom.

The screenshot displays the OLE (Online Learning Environment) homepage. At the top, there is a header with the text "Online Learning Environment" and the HKMU logo. Below the header, the user's name "Cheung Siu Siu" is visible on the left, and navigation links for "中文", "Change Password", "Refresh", and "Logout" are on the right. The main content area is divided into several sections:

- My Courses:** Shows the current course "FIN 3012EF" for the semester "2021 Aug". It includes links for "Course News", "Discussion Board", and "RSS".
- Programme News/Shared Documents:** A list of documents with their respective dates and times, such as "Student Handbook for Professional Programmes" (01/07/2019 09:55 AM).
- Announcements:** A prominent announcement regarding "IT maintenance on 14-8-2021 (22:30 to 01:30) [NEW]" dated 08/11/2021 12:10 PM. It provides details about the maintenance period and affected services (OLE, iBookcase App).
- E-Library E-Reserve readings:** A link to "E-Reserve readings" dated 07/12/2016 07:07 PM.

At the bottom of the page, there is a footer with links for "User Guide", "FAQs", "Contact Us", and "Privacy Statement", along with the copyright notice "© Hong Kong Metropolitan University, 2021".

Figure 2 OLE Homepage

Course Page

To view your course, simply click the course code or title on the OLE homepage (see Figure 3).



Figure 3 Click the course code or title to view course components.

The left column of the Course page (see Figure 3) contains a number of shortcuts. Students can read the course news, check the course calendar, post their messages in the discussion board, download course materials and assignments in the OLE.

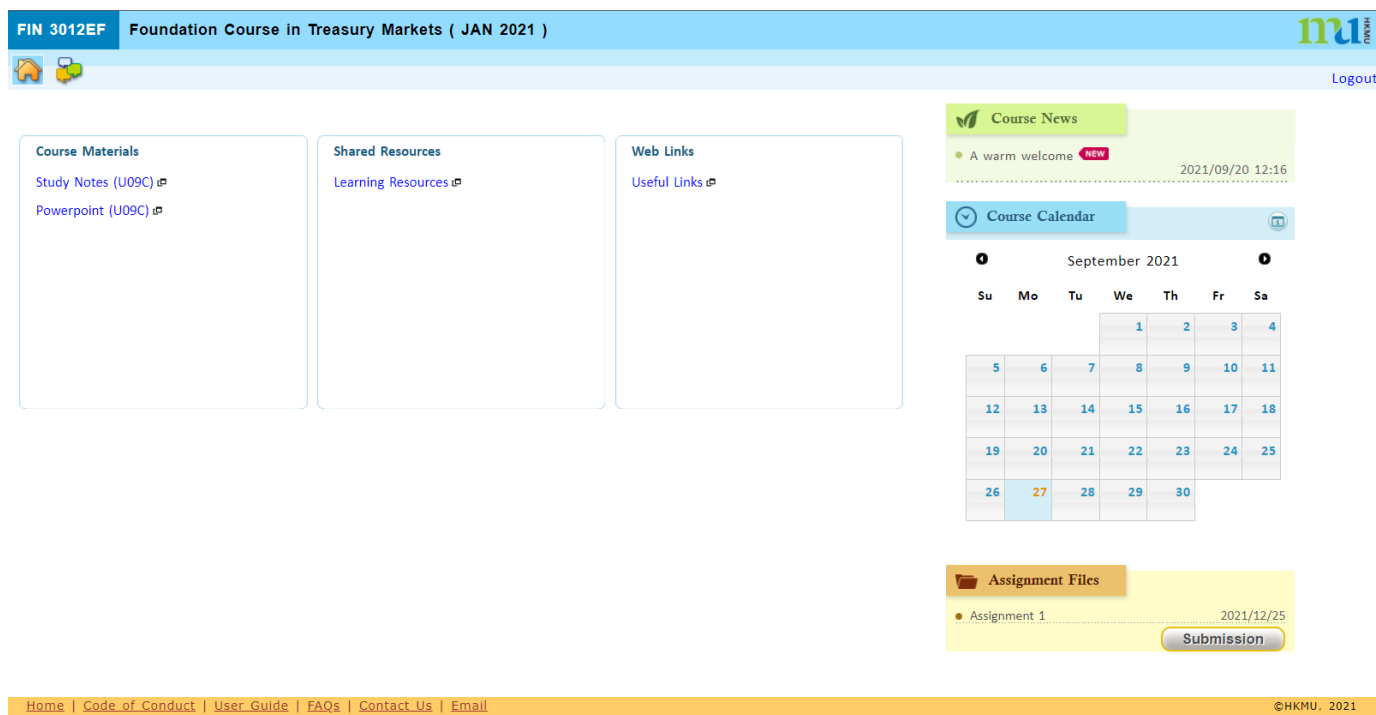


Figure 4 A sample course page.

Course News

Your course coordinator or instructor would post important notices here (see Figure 4). Click the title to read details.

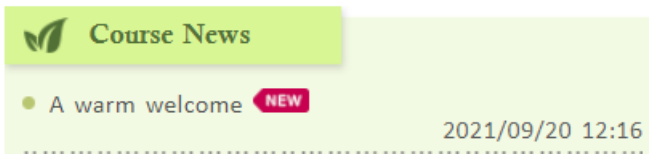


Figure 5 A sample welcome message.

Calendar

Each course has a Calendar for course coordinator or instructor to remind you any important dates or events (See Figure 6). You can add your own schedule on the calendar too.

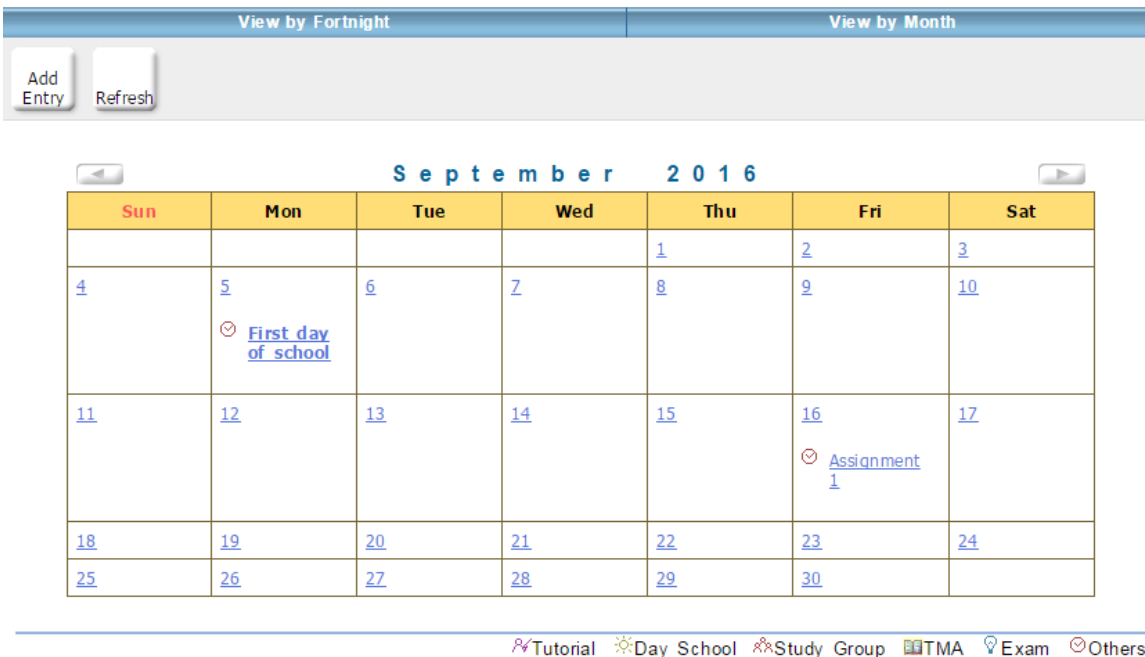
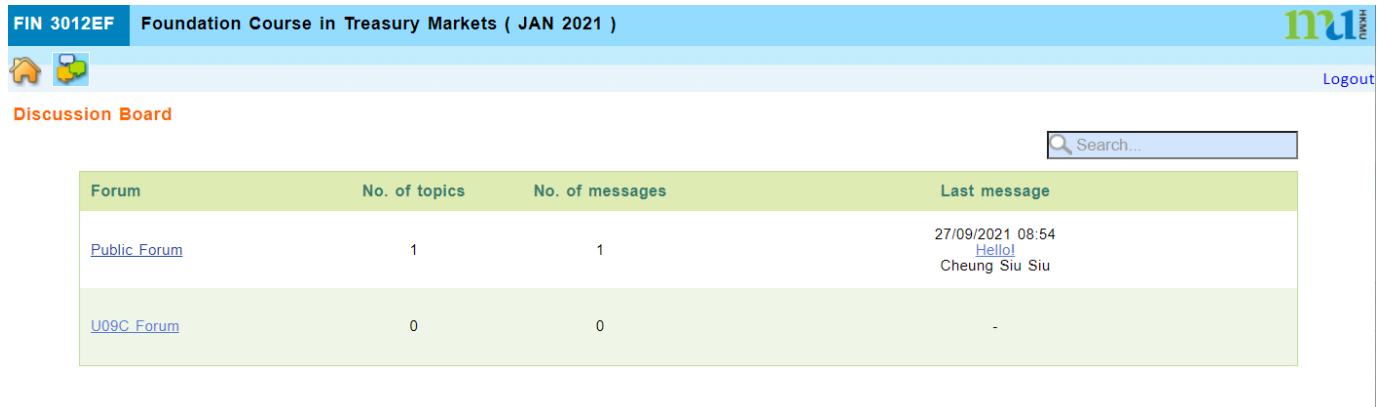


Figure 6 A sample learning schedule of a course.

Discussion Board

You can share your learning experience and obtain peer support through the Discussion Board (See Figure 7).




The screenshot shows the top navigation bar with 'FIN 3012EF' and 'Foundation Course in Treasury Markets (JAN 2021)'. Below the navigation bar, there are icons for home and a chat bubble, and a 'Logout' link. The main heading is 'Discussion Board'. A search bar is located at the top right. Below the search bar is a table with the following data:

Forum	No. of topics	No. of messages	Last message
Public Forum	1	1	27/09/2021 08:54 Hello! Cheung Siu Siu
U09C Forum	0	0	-

Figure 7 Students exchange their ideas and resources in the public forum.

To post a message, enter one forum then just click the “New Topic” button on the top left hand corner (see Figure 8) and write down the details. Then click “Post” button which is at the bottom left corner of the screen (see Figure 9).



The screenshot shows the 'Discussion Board' with a dropdown menu set to 'Public Forum'. Below the dropdown are three buttons: 'New topic', a refresh icon, and 'More...'. A blue arrow points to the 'New topic' button. To the right is a search bar. Below these elements is a table with the following data:

Subject	Author	No. of messages (unread replies)	Last message
Hello!	Cheung Siu Siu	1 (0)	27/09/2021 08:54

Figure 8 Click the “New topic” button.

The screenshot shows a web form for creating a new topic in a discussion board. At the top, there are navigation links: "Discussion Board", "Public Forum", and "Create a new topic". The form itself is enclosed in a box. It starts with a "Topic" label and an empty text input field. Below that are two "Attachment" labels, each followed by a "Choose File" button and the text "No file chosen". A rich text editor toolbar is positioned below the attachments, featuring dropdown menus for "Font", "Size", and "Format", along with icons for bold, italic, underline, strikethrough, subscript, and superscript. It also includes icons for text color, background color, source code, and undo/redo. Below the toolbar is a large, empty text area for the topic content. At the bottom of the form are four buttons: "Post", "Preview", "Save as Draft", and "Cancel". To the right of the form, a user profile for "Cheung Siu Siu (s123)" is visible, including a small profile picture icon.

Figure 9 A sample of adding new topic in the Discussion Board.

Course Materials

The learning materials are uploaded in this section. You can check them online or download if necessary (see Figure 10).



Course Materials	Shared Resources	Web Links
Study Notes (U09C)	Learning Resources	Useful Links
Powerpoint (U09C)		

Figure 10 Class teaching notes and learning resources.

Assignments

You can view and download your assignment files from this section (see Figure 11).

Assignment Files

- Assignment 1 2021/12/25

Submission

Figure 11 A list of assignment files given by instructor.

Logoff

When you are about to leave the OLE system, please click the Logout on the top right hand corner to complete the logoff procedure (see Figure 12).

[Refresh](#) | [Logout](#)

Course News

- A warm welcome NEW 2021/09/20 12:16

Figure 12 Logoff completely before you leave.

Code of Conduct

The Code of Conduct contains useful advice and rules about acceptable behaviour for users of the OLE. Read them carefully.

- Do not post or send any material which could be considered obscene, indecent, seditious, offensive, defamatory, threatening, liable to cite racial hatred, discriminatory, menacing or in breach of confidence.
- Do not post any answers or links to answers of TMAs/CMAs in the Discussion Board, Email, Chat or any other part of the OLE at any time.
- Do not infringe the copyright of the University or of third parties.
- Do not publicize any Internet source that itself would breach the code of practice.
- Do not post/attach files of large sizes to the OLE system (in the Discussion Board, Email, Users' Profiles).
- Treat others as you would like to be treated.
- Do not disclose personal information of any individuals without the consent of the data subject concerned.

Technical Support

You can contact the following hotline number and email address for technical support:

Hotline: 2768 6454 (Monday to Friday, normal office hours)

Email: olemaster@hkmu.edu.hk