兼職員工課程操作示範 Part-time Staff Course User Guide (合規主題 Compliance Topic 2,3)

*本教學所用的截圖或來自不同合規主題的課程,惟各課程的操作步驟均相同。 Screenshots may come from various compliance courses, but the steps are identical for all.

1. 你將收到電郵提示,點擊電郵內連結 (Course Link) 即可到達該合規主題的課程。

You will receive an email notification. Simply click the link (Course Link) provided in the email to access the course for that compliance topic.

FYI: A new learning item: "CT-Part Time 02 (Anti-discrimination laws of Hong Kong (4 ordinances))" has been assigned to you				
N no-reply-hcm@cloudsaas.hkbu.edu.hk ② ← ≪ → □ ⊗ 🖽 …				
To: O Thu 7/3/2025 5:35 PM				
Dear				
A learning item has been assigned to you.				
Please follow the steps under 'Action Requested' to access the learning item.				
Course Name: CT-Part Time 02 (Anti-discrimination laws of Hong Kong (4 ordinances))				
Course Duration: null hours				
Due Date: 31-08-2025				
Action Requested: Please clicit the <u>Course Link</u> This will lead you to Course details. Click "First Offering" followed by the "Enroll" button for the relevant offering to proceed with the course.				
Do reach out to your L&D/HR Team should you require any support.				

Thank You & Happy Learning!

With Warm Regards, Learning and Development Team

2. 選擇課程語言。 Select the course language.

請注意,課程語言選擇後則<u>無法更改</u>。 Kindly note that the course language cannot be changed after selection.

٢	CT-Part Time 02 (Anti-discrim Kong (4 ordinances)) Course Actions 🔹	ination laws of Hong		
🖲 You	r learning is due on 2025/08/31			×
Not	e about this assignment From Learning and Developm	ent Team: Please complete the assignment	within the due date	×
	Select an offering to complete this course Self-Paced English American English Self-Paced 繁體中文 Traditional Chinese			Select
	Additional info	Enrolled On	Enrolled By	
	OLC861114	2025/07/03	Learning and Development Team	

3. 點擊 "Launch" 開啓課程內容。

Click "Launch" to open the course content.

 CT-Part Time 02 (An Kong (4 ordinances)) Launch Actions • 	iti-discrimination laws of Hong)				
 Your learning is due on 2025/08/31 Note about this assignment From Learning and Development Team: Please complete the assignment within the due date 					
Note about this assignment From Learning	Note about this assignment From Learning and Development Team: Please complete the assignment within the due date X				
Total Attempts Allowed					
Additional info					
Enrollment Number OLC861114	Enrolled On 2025/07/03	Enrolled By Learning and Development Team			
View More Details					

4. 點擊開始後,請細閱短片的各個章節,並於最後完成測驗,方可完成本課程。

After clicking "Start," please carefully review each section of the video, and complete the quiz at the end in order to complete the course.



中文版本 Chinese Version

<u>英文版本 English Version</u>



5. 測驗會在觀看完各章節後才能開啟。

The quiz will only be available after all sections have been viewed.



中文版本 Chinese Version

英文版本 English Version



6. 通過測驗後會顯示結果,請按"完成測驗",再按右上角 "Save and Close" 儲存記錄 After passing the quiz, the results will be displayed. Please click "End of the quiz", then click "Save and Close" at the top right corner to save your record.

請注意!記緊點選"Save and Close"以保存記錄。否則可能會導致記錄無法儲存, 需重新測驗。 Please note that remember to click "Save and Close" to save your record. Otherwise, your record may not be saved and you may need to retake the quiz.



7. 儲存成功後,該主題頁面會更新紀錄為"Passed"。

After saving successfully, the record for the topic will be updated to "Passed" on the course page.

 CT-Part Time 02 (A Kong (4 ordinances Course Take Again Actions • 	(nti-discrimination laws of Hong s))	2
• You completed this learning on 2025,	/07/07 15:51	×
Note about this assignment From Lea	rning and Development Team: Please complete the assignment within the due date	×
View Content Past attempts Passed Unimpled On 225/07/07 15	-51 Actual Effort 30m 37s	
Actual Effort 0.52 hours	Total Attempts Allowed 1	

8. 你的 "Learning Transcript" 亦會隨即更新

Your "Learning Transcript" will also be updated immediately.

Learning Transcript			Print Updated just now
CT-Part Time 02 (Anti-discrimination laws of Hong Kong (4 ordinances)) Course	Completed on 2025/07/07	Effort Oh 31m Score 100	