

User Guide for Students

Tutor Details and Class Schedule [this guide is applicable to distance learning courses]

Tutor details and the confirmed class schedule for **2023 Summer term** will be available in MyHKMU from **24 May 2023**. You can also access the information in Student Mobile App. Simple user guide for MyHKMU is provided below.

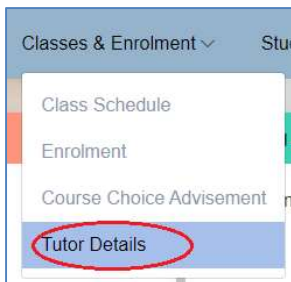
Notification will be sent to your university email account if the information is available earlier. The timetable displayed on the HKMU website during the application period is provisional and is subject to change without notification. You are advised to check the confirmed class schedule before the term starts. Some courses may involve laboratory sessions and/or compulsory day schools, please refer to the course guide or your School for details.

- **Tutor Details**

Login to MyHKMU of the HKMU website (Current Students) and click your programme under the section on 'My Programme'.



Click '**Tutor Details**' under the section of 'Classes & Enrolment' to view tutor details.



Only courses you have currently enrolled will be displayed. You do not need to enter term, subject area and catalog number. Click your course/class section. A group which you belong to is the 'class section'.



You can find contact details of your tutor. Your tutor has set times in a week when you can phone him/her for telephone tutoring.

Application for re-allocation of class section

If you have timetable clash problem or special circumstances, you may use **Form T-TR** to apply for reallocation of class section. The application period for **2023 Summer term** is as follows. The form can be downloaded below or in Notes of 'Tutor Details'.

Application period: 15 May – 11 June 2023

Application form: https://www.hkmu.edu.hk/REG/reg_rec/forms/t-tr.pdf

To facilitate communication with your tutor, you may complete the Student Contact Details Form and send it your tutor direct. The form can be found in Notes of 'Tutor Details'.

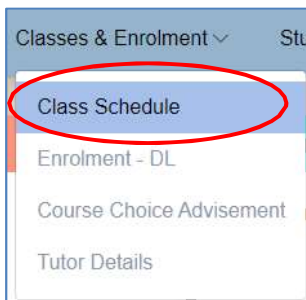
To view another course, click 'Select another course'. You will go back to the previous page and select another course.

The screenshot shows a student portal page with the following elements:

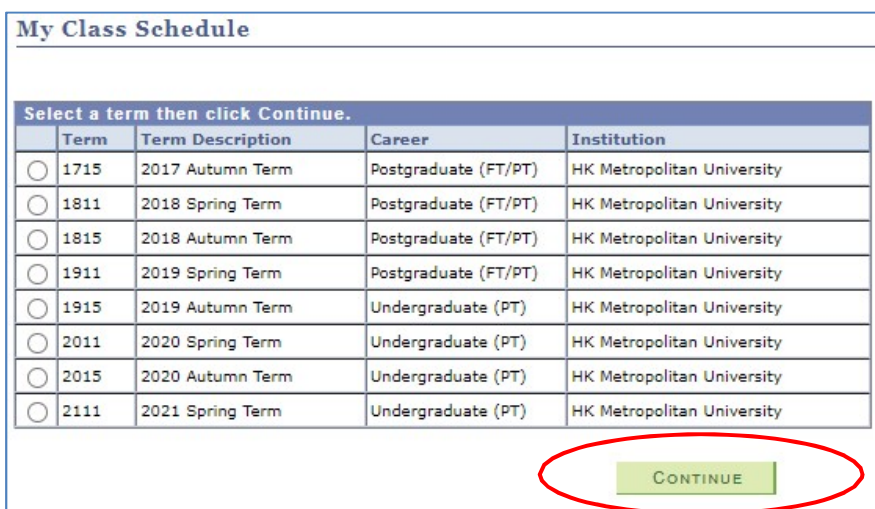
- At the top left, there are two links: "Back to Portal" and "Select another course". The "Select another course" link is circled in red.
- Below the links, it says "Dear Student," on the left and "Date : 04-AUG-2021" on the right.
- In the center, there is a link "Tutor Details".
- A paragraph states: "The University has arranged a tutor to assist you in your studies during this term. The information about your tutor is listed below:"
- Below this is a table with the following headers: "Term", "Course", "Class Section", and "Tutor's Name, Number, Address and Telephone No.".
- The table contains one row: "2021 SPRING TERM", a greyed-out course name, "T01", and a greyed-out tutor name.
- To the right of the table, there is a "Mobile Number :" field with a greyed-out number.
- Below the table, it says "Timetable: Please refer to 'Class Schedule' in MyHKMU."
- Below that, it says "Time Scheduled for Telephone Tutoring (students may contact their tutor at the time slots shown below.) :"
- Below that, it says "Fridays 09:00 - 17:30".
- At the bottom left, there is a "Notes :" section, which is circled in red.
- At the very bottom, there is a small note: "1. Assignments must be submitted electronically via the Online Learning Environment (OLE), unless otherwise specified."

- **Class Schedule [this guide is applicable to distance learning courses]**


In MyHKMU, click your programme under the section on ‘My Programme’ and then click ‘Class Schedule’ under the section on ‘Classes & Enrolment’ to view your timetable.



Make sure you select the right term, then click “Continue”.



Timetable is shown in a ‘List View’ (table form) by default. **‘Weekly Calendar View’ is NOT applicable for DL course timetable.** You will find the teaching and learning activities from the ‘Topic’ column. Click ‘View Location’ to find the full address and location map.

By clicking the ‘View All Class Schedule’ link, you can view the timetable of other groups. For some courses that the link ‘View Additional Information from OLE’ is available, you can click it to view more class information. You can download the class schedule by clicking the icon  .

My Class Schedule Use
gui

Select Display Option List View Weekly Calendar View

2021 Autumn Term | Undergraduate (DL) | HK Metropolitan University [change term](#)

ACT B313 - MGT & COST ACCOUNTING

Status	Units	Notes	Duration	View All Class Schedule
Enrolled	5.00		1 Term	View All Class Schedule

1-6 of 6

Date	Day of week	Section	Days & Times	Location	Topic
10/08/2021	Fri	T02	7:00PM - 9:00PM	HKMU / C0812	DL Tutorial
10/22/2021	Fri	T02	7:00PM - 9:00PM	HKMU / C0812	DL Tutorial
11/12/2021	Fri	T02	7:00PM - 9:00PM	HKMU / C0519	DL Tutorial
12/03/2021	Fri	T02	7:00PM - 9:00PM	HKMU / C0812	DL Tutorial
12/17/2021	Fri	T02	7:00PM - 9:00PM	HKMU / C0519	DL Tutorial
01/08/2022	Sat	T02	2:00PM - 4:00PM	JCC / E0311	DL Surgery

For enquiries, please call the Class Scheduling & Tutors Team at 2768 6677 during our office hours.

Last update: March 2023