



高等学历继续教育网络教学平台

学生学习手册



目录

一、教学平台登录.....	3
1. 登录方式.....	3
2. 登录方法.....	5
3. 学习界面.....	6
4. 手机客户端登录.....	6
二、使用窗口介绍.....	7
1. 课程学习区.....	7
2. 辅助功能区.....	8
三、课程.....	8
四、考试.....	9
五、成绩.....	10
六、毕业.....	11
七、论文.....	12

一、教学平台登录

1. 登录方式

1.1 平台地址登录

<http://c.jzx.sqmc.edu.cn/>

登陆后将显示界面

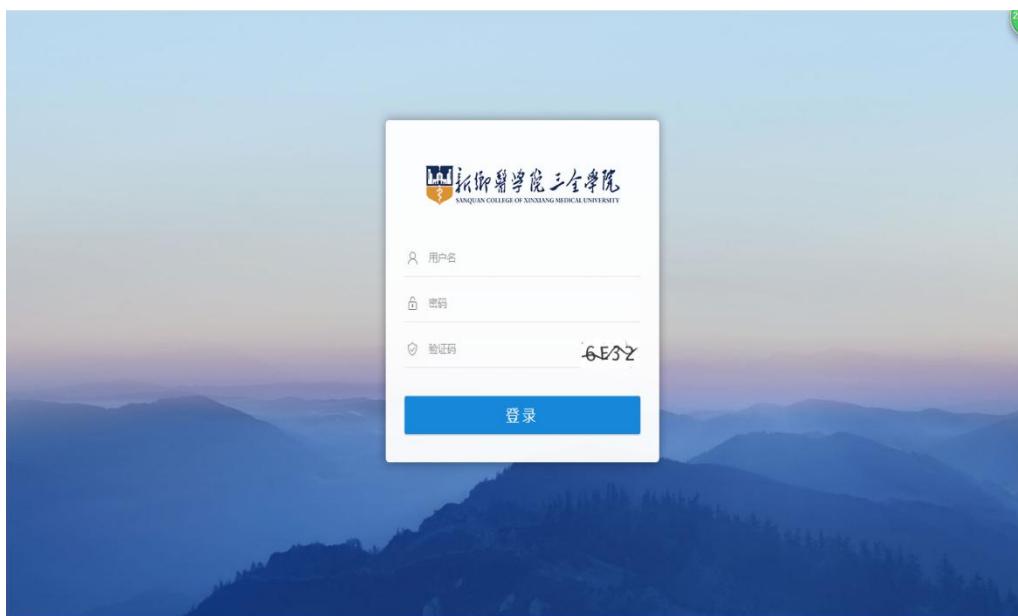


图 1-1

1.2 学院官网登录 打开继续教育学院官网→在线学习平台



2. 登录方法

在指定位置输入账号和密码（如图 1-2），用户名：本人学号
(录取通知书上)； 密码：初始密码为身份证后六位



图 1-2

3. 学习界面

登陆后显示学习界面

The screenshot shows the learning interface after logging in. At the top, there is a navigation bar with links for '首页' (Home), '财务' (Finance), '个人' (Personal), '消息' (Messages), and '注销' (Logout). Below the navigation bar, there are several course modules listed under the heading '学习中' (In Progress). Each module includes a thumbnail of an open book, the course name, teacher information, post count, video play count, total duration, and links for '课程学习' (Course Study), '课程论坛' (Course Forum), '作业列表' (Assignment List), '导学资料' (Study Guide), and '阶段练习' (Stage Practice). To the right of the course modules, there is a user profile section showing a placeholder profile picture, the greeting 'Hi, [redacted]', and the text '上次登录: --'. Below this is a '通知公告' (Notice Announcements) section with a placeholder icon and the text '暂无数据' (No data available).

图 1-3

4. 手机客户端登录

在手机商城内搜索“学起”APP，下载安装，选择新乡医学院三全学院登录

4.1 登录界面



图 1-4

4.2 进入首页



图 1-5

二、使用窗口介绍



图 2-1

- 页面上方为菜单导航栏
- 右侧为辅助功能区
- 左侧为课程学习区

1. 课程学习区

课程学习：点击课程学习进入课件进行课件学习

课程论坛：点击跳转到此课程的课程论坛

作业列表：展示所有列表情况，老师发布作业后显示。点击每套作业后蓝色“做作业”即可做作业

导学资料：导学资料下载

阶段练习：阶段练习下载

2. 辅助功能区

公告：管理员发布的公告信息，请同学们及时查看并按照通知完成学习任务

待办：展示待办工作，直接点击待办可以跳转到业务办理页面

三、课程

1. 功能概述 学生可以查看自己的教学计划以及课程学习情况

2. 功能操作

The screenshot shows the course management section of the system. At the top, there is a navigation bar with links for Home, Finance, Personal Information, Messages, and Log Out. Below the navigation bar, there is a secondary navigation menu with icons for Courses (highlighted in red), Exams, Scores, Graduation, Papers, Degrees, and Test Takers. A breadcrumb trail indicates the user is at 'Home > My Courses'. The main content area displays a table of courses for the student. The table has columns for Course Name, Course Type, Credits, Semester, Degree Course, Start Date, Status, Grade, and Action. Three courses are listed: 'Computer Application' (Public Foundation Course, 0.0 credits, Spring semester, Yes, Start Date 2019-03-07, Action:教材详情), 'English' (Public Foundation Course, 0.0 credits, Spring semester, Yes, Start Date 2019-03-07, Action:教材详情), and 'Political Theory' (Public Foundation Course, 0.0 credits, Spring semester, Yes, Start Date 2019-03-07, Action:教材详情). Above the table, there are four tabs: 'My Current Evaluation Criteria' (highlighted in red), 'Courses I am Studying', 'Courses I have Learned', and 'Courses I am Pending'.

课程名称	课程类型	学分	学期	学位课程	开课日期	成绩状态	课程成绩	操作
计算机应用	公共基础课	0.0	—	否	2019-03-07			教材详情
英语	公共基础课	0.0	—	否	2019-03-07			教材详情
政治理论	公共基础课	0.0	—	否	2019-03-07			教材详情

图 3-1

学生可以看到自己专业所有课程信息，以及对应的教材详情（图3-1）

四、 考试

1. 功能概述 学生查看和办理考试相关业务

2. 功能操作

The screenshot shows a web interface for student examination management. At the top, there is a navigation bar with links for '首页' (Home), '财务' (Finance), '个人' (Personal), '消息' (Messages), and '注销' (Logout). Below the navigation bar, there is a horizontal menu with icons for '课程' (Courses), '考试' (Exams), '成绩' (Grades), '毕业' (Graduation), '论文' (Theses), '学位' (Degrees), and '统考' (Unified Exams). The '考试' (Exams) button is highlighted with a red border. The main content area has a header '医学检验技术' (Medical Laboratory Technology) and a sub-header '我的考试' (My Exams). Below this, there are several tabs: '考试日程表' (Exam Schedule) which is underlined, '缓考申请' (Postponement Application), '停考查询' (Suspension Inquiry), '准考证下载/打印' (Admission Card Download/Print), and '在线考试' (Online Exam). A dropdown menu for '考试批次' (Exam Batch) is shown. A table below lists exam details: 考试日期 (Exam Date), 考试时间 (Exam Time), 场次 (Venue), and 课程 (Course). The table is currently empty.

图 4-1

学生可以看到自己所有需要考试的信息（图 4-1）

The screenshot shows the 'My Exams' page for the 'Medical Laboratory Technology' exam. At the top, there are tabs for 'Courses', 'Exams' (which is selected), 'Grades', 'Graduation', 'Theses', 'Degrees', and 'Statistics'. Below the tabs, a breadcrumb navigation shows 'Home > My Exams'. The main content area displays the exam title 'Medical Laboratory Technology' and several buttons: 'Exam Schedule', 'Postponement Application', 'Suspension Inquiry', 'Admission Card Download/Print', 'Online Exam' (which is underlined and highlighted with a red box), and 'Details'. A dropdown menu for 'Exam Batch' is also visible.

图 4-2

选中“在线考试”点击参加考试即可开始答卷（只有在考试有效期间内“参加考试”显示蓝色可以被选中，灰色不会被选中）

五、成绩

1. 功能概述 可通过此功能查看成绩
2. 功能操作

The screenshot shows the 'My Courses' page for the 'Medical Laboratory Technology' course. At the top, there are tabs for 'Courses', 'Exams' (selected), 'Grades' (highlighted with a red box), 'Graduation', 'Theses', 'Degrees', and 'Statistics'. Below the tabs, a breadcrumb navigation shows 'Home > My Courses'. The main content area displays the course title 'Medical Laboratory Technology' and several buttons: 'Courses in Progress', 'Courses Completed', and 'Invalid Courses'. A table header for 'Courses' includes columns for 'Course Type', 'Course Name', 'Credits', 'Grade Status', 'Retake Times', 'Course Grade', and 'View Details' (which is underlined and highlighted with a red box).

图 5-1

分为学习中的课程、已学过的课程以及无效课程，无效课程指学籍异动后原先教学计划的课程。点击打开可以查看分项成绩（图 5-1）。打开后即可看到每门课程的考核标准、实际值、折算分数

六、 毕业

1. 功能概述 毕业时需要通过此功能填写毕业生登记表

2. 功能操作

The screenshot displays the 'Graduate Registration Form' interface. At the top, there is a navigation bar with links for Home, Finance, Personal, Message, and Logout. Below the navigation bar, a horizontal menu bar includes 'Courses', 'Exams', 'Grades', 'Graduation' (which is highlighted with a red box), 'Papers', 'Degrees', and 'Audits'. The main content area is titled 'Graduate Registration Form' and contains several input fields and sections:

- 个人信息 (Personal Information):** Fields include Name (李正晖), Gender (男), Nationality (--), Political面貌 (群众),籍贯 (河南省南阳市方城县), ID Number (411322199502020013), Work Start Time (--), Position (--), Residential Phone (--), Mobile Phone (18638972866), Work Unit (--), and Family Address (--). A placeholder message '未到填写毕业生登记表时间' (Not yet time to fill out the graduate registration form) is displayed above the form.
- 家庭主要成员和主要社会关系 (Family Members and Main Social Relations):** A table with columns: 与本人关系 (Relationship to me), 姓名 (Name), 性别 (Gender), 年龄 (Age), 工作单位 (Work Unit), 政治面貌 (Political面貌), 现住址 (Current Address), and 操作 (Operation). A red box highlights the '添加' (Add) button at the bottom right of the table.
- 在校期间受过何种奖励、处分 (Rewards and Punishments Received During Study):** Fields for '奖励' (Rewards) and '处分' (Punishments).
- 学历简历 (Educational History):** A table with columns: 起止时间 (Start/End Time), 学校名称 (School Name), and 证明人 (Witness).
- 工作简历 (Work History):** A table with columns: 起止时间 (Start/End Time), 工作单位 (Work Unit), 职务 (Position), and 证明人 (Witness).
- 自我鉴定* (Self-Assessment):** A section with a 'Edit' link.

图 6-1

毕业生需要等到毕业审核通过时才可进行毕业生登记表填写

七、论文

1. 功能概述 此功能用于论文上传（图 7-1）

2. 功能操作

论文

论文批次: -- 所在专业: -- 选方向阶段起止时间: --

论文要求: (暂无论文要求)

序号	论文方向名称	论文方向描述	参考论题	参考文献	选题情况(已选/总人数)	操作
----	--------	--------	------	------	--------------	----

论文方向选择 论文写作 论文成绩查询

论文

论文批次: -- 所在专业: -- 论文方向: --

查看任务书: (暂无任务书)

老师信息

论文导师: -- 性别: -- 聘用机构: --
电话: -- 邮箱: --

论文方向选择 论文写作 **论文成绩查询**

7-1

论文批次开始后，需要先选择论文方向，论文方向通过后学校会分配论文指导老师

可以通过“查看任务书”（图 7-1）下载任务书，按照论文写作步骤完成论文，每个阶段得分可以通过“论文成绩查询”页面进行查看（图 7-2）

The screenshot shows the website's navigation bar with links for Home, Finance, Personal, Message, and Logout. Below the navigation is a horizontal menu with icons for Course, Exam, Grade, Graduation, Paper (highlighted in orange), Degree, and Uniform Examination. A breadcrumb trail indicates the user is at the Home > Paper page. The main content area has a title '论文' and several search filters: Thesis Batch, Major, Advisor, Thesis Title, Final Score, Status, and Thesis Score Inquiry Activation Time. At the bottom is a table with columns for Stage Name, Stage Score, and View Details, showing one entry: '7-2'.

7-2

联系我们

咨询地点：新乡市平原示范区新乡医学院三全学院行政楼 3 楼继续教育学院办公室

咨询电话：0373-7376918

新乡医学院三全学院网址：<http://www.sqmc.edu.cn/>

继续教育学院网址：<http://jxjy.sqmc.edu.cn/>

