



专项课题 课题申报人平台操作手册

江苏省高等教育学会

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课题申报人平台操作流程

1. 角色说明

课题申报人：参加学会专项课题申报的教师，依据提供的网址，按流程进行账号注册。

职责/任务：①在课题平台进行注册报名；②上传课题信息。

2. 注册

2.1 登录网址：江苏省高等教育学会课题平台

<https://gjxhktpt.mh.chaoxing.com/>（复制本网址到浏览器中打开，推荐微软、谷歌浏览器），进入高教学会课题平台，点击“专项课题”模块。



2.2 进入专项课题模块后，点击需要申报的专项课题项目。



2.3 进入具体的专项课题申报项目后，点击右上角【登录】，进入登录页面，点击登录模块下方【新用户注册】。



This screenshot shows the login and registration interface of a mobile application. At the top, there are two tabs: "手机号登录" (Login with Mobile Number) and "机构账号登录" (Login with Institutional Account). The "手机号登录" tab is selected. Below the tabs, there are two input fields: "手机号" (Mobile Number) and "密码" (Password). To the right of the password field is a link "忘记密码?" (Forgot Password?). Below these fields is a large blue button labeled "登录" (Login). At the bottom, there is a link "新用户注册" (New User Registration) which is highlighted with a red box, and a link "手机验证码登录" (Login with Mobile Verification Code). Below these links is a red text prompt: "注册请输入校验码: 2024ktpt" (Registration, please enter the verification code: 2024ktpt).

2.4 按照页面所示流程，依次输入手机号、所获取的验证码，并设置密码（如之前手机号已有超星账号，可设置同样的密码，如设置新密码，则之前手机号对应的超星账号密码则更改为本次设置密码）。

This screenshot shows the "新用户注册" (New User Registration) screen. At the top left is a "< 返回" (Return) button, and at the top right is a "客服" (Customer Service) button. The title "新用户注册" is centered. Below the title, there are three main input sections, each highlighted with a red box. The first section contains a country code dropdown set to "+86" and a "手机号" (Mobile Number) input field. The second section contains a "验证码" (Verification Code) input field and a "获取验证码" (Get Verification Code) button. The third section contains a "设置密码" (Set Password) input field with a "忘记密码?" (Forgot Password?) link to its right. Below the password field, there is a small red text prompt: "密码要求8-16位 至少包含数字、字母、字符两种元素" (Password requirements: 8-16 characters, must contain at least two of: numbers, letters, special characters). At the bottom, there is a large blue button labeled "下一步" (Next Step) which is also highlighted with a red box. At the very bottom, there is a small text prompt: "登录即表示同意平台《隐私政策》和《用户协议》" (Login indicates agreement with the platform's Privacy Policy and User Agreement).

2.5 在“完善信息”页面输入单位验证码【2024ktpt】，点击验证。

The screenshot shows a mobile app interface for the '完善信息' (Improve Information) page. At the top left is a '< 返回' (Return) button, and at the top right is a '客服' (Customer Service) link. The title '完善信息' is centered. Below it is a text input field containing the code '2024ktpt', which is highlighted with a red rectangular box. Below the input field is a large blue button labeled '验证' (Verify). At the bottom, there is a small gray text note: '绑定单位后密码以注册时输入的密码为准' (After binding the unit, the password will be based on the password entered during registration).

2.6 在“填写姓名”栏处输入真实姓名，点击【注册】。

The screenshot shows the same '完善信息' (Improve Information) page. The input field now contains the placeholder text '姓名' (Name), which is highlighted with a red rectangular box. Below the input field is a large blue button labeled '注册' (Register), which is also highlighted with a red rectangular box. The '< 返回' (Return) button, '客服' (Customer Service) link, title, and bottom note remain the same as in the previous screenshot.

2.7 点击下拉框，选择教师所在单位，点击单位名称后方的加号进行选中，最后点击【确认】即完成注册流程。



3. 登录

3.1 完成注册后，点击【登录】，通过手机号和验证码登录。



手机号登录 机构账号登录

手机号

密码 忘记密码?

登录

新用户注册 手机验证码登录

注册请输入校验码: 2024ktpt

返回

手机验证码登录

+86 手机号

验证码 获取验证码

登录

3.2 登录后，点击【课题提交】，进入个人页面即可进行课题内容提交。





4. 密码修改和重置


4.1 密码修改：登录账号后，在【个人中心】的【密码修改】模块修改密码。



5. 上传课题

5.1 点击【我的课题】即可进行课题内容上传和提交。

①填报基础信息。



江苏省高等教育学会
Higher Education Association of Jiangsu Province

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个人中心

我的课题

密码修改

退出

我的课题

暂存

提交

提交截止时间：2024-09-13 23:59:59（截止后不允许修改与提交）

1

2

课题基础信息

课题材料提交

* 课题名称

请输入

* 申请课题类别

☐ 重点课题

☐ 一般课题

第一课题主持人情况

* 姓名

请输入

* 学校

请输入

* 职称

请输入

* 职务

请输入

* 性别

请输入

* 出生年月

年-月-日 时:分

* 最后学历

请输入

* 最后学位

请输入

* 研究学科

请输入

* 专业技术职务

请输入

* 行政职务

请输入

* 通讯地址

请输入

* 联系电话

请输入

* 电子信箱

请输入

* 是否有第二主持人

☐ 有

☐ 无

8

5.2 作品提交后，根据审核进度有【待校级管理员审核】、【校级管理员审核通过，待学会管理员审核】和【审核通过】3 种状态，【审核通过】即作品被学校管理员和学会管理员审核通过。

The figure consists of three vertically stacked screenshots of a web application interface, specifically the 'My Topics' (我的课题) section. Each screenshot shows a sidebar on the left with '个人中心' (Personal Center), '我的课题' (My Topics), '密码修改' (Change Password), and a '退出' (Logout) button. The main content area is titled '我的课题' and includes an '编辑' (Edit) button in the top right corner.

Top Screenshot: The progress bar shows the first step, '待校级管理员审核' (Waiting for School Administrator Review), highlighted in yellow. Below the progress bar, a flow diagram shows two steps: '1 课题基础信息' (Topic Basic Information) and '2 课题材料提交' (Topic Material Submission). The form below contains fields for '课题名称' (Topic Name) with the value '人工智能技术助推高等教育人才培养模式变革研究' and '申请课题类别' (Topic Category) with '一般课题' (General Topic) selected.

Middle Screenshot: The progress bar shows the second step, '校级管理员审核通过，待学会管理员审核' (School Administrator Review Passed, Waiting for Association Administrator Review), highlighted in yellow. The flow diagram remains the same. The form below shows the '学校管理员审核' (School Administrator Review) status as '已通过' (Passed), '学校管理员建议' (School Administrator Suggestion) as '符合要求' (Meets Requirements), and '学会管理员审核' (Association Administrator Review) as '待审核' (Waiting for Review).

Bottom Screenshot: The progress bar shows the final step, '审核通过' (Review Passed), highlighted in green. The flow diagram remains the same. The form below shows '课题提交人' (Topic Submitter) as a masked input, '是否同意立项' (Do you agree to the project) as a masked input, and '学校管理员审核' (School Administrator Review) as '已通过' (Passed).

6. 作品编辑修改

6.1 课题上传后，可通过点击【暂存】按钮保存已经上传的课题资料。如后续需要修改，可在提交截止时间之前点击【编辑】进行修改。



6.2 如要重新上传文件，点击【编辑】后，将鼠标放在文件上，点击“×”删除原来上传的文件，重新上传文件即可。

如需预览文件内容，点击文件名即可预览。

修改编辑课题后，建议点击【暂存】保存文件，当确定作品无误后点击【提交】，完成课题提交。



6.3 对于已提交的课题，在提交截止时间之前，可通过点击【编辑】修改作品。学校管理员已审核通过的课题，原则上无法进行课题修改。

The screenshot shows the 'My Topic' (我的课题) page. On the left sidebar, there is a 'Personal Center' (个人中心) section with links to 'My Topic' (我的课题), 'Password Modification' (密码修改), and a 'Logout' (退出) button. The main content area is titled 'My Topic' and features a progress bar with two steps: '1. Topic Basic Information' (课题基础信息) and '2. Topic Material Submission' (课题材料提交). The current status is 'Pending School Admin Review' (待校级管理员审核), highlighted in a yellow box. A red box highlights the 'Edit' (编辑) button in the top right corner. Below the progress bar, there are form fields for 'Topic Name' (课题名称), 'Apply Topic Category' (申请课题类别) with radio buttons for 'Key Topic' (重点课题) and 'General Topic' (一般课题), and 'First Topic Host Situation' (第一课题主持人情况) with fields for 'Name' (姓名), 'School' (学校), 'Title' (职称), and 'Position' (职务).

6.4 对于学校管理员退回的课题，参评教师可以查看退回理由，根据退回理由修改后进行提交，提交后由学校管理员再次审核。

The screenshot shows the 'My Topic' (我的课题) page. The progress bar indicates the topic is at step 1, 'Topic Basic Information' (课题基础信息). The status is 'Rejected by School Admin' (审核未通过), highlighted in a red box. Below the progress bar, there are two red boxes: one for 'School Admin Review' (学校管理员审核) with the status 'Rejected' (已退回), and another for 'School Admin Suggestion' (学校管理员建议) with the reason 'Content does not meet requirements' (内容不符合). Below these, there are sections for 'School Admin Review' (学校管理员审核) with a 'Pending Review' (待审核) status, and 'School Admin Suggestion' (学校管理员建议) with a 'Please input' (请输入) field.

7. 课题结果查看

7.1 对于提交申报的课题，评审结束后可在课题提交页面—【我的课题】页面进行查看。



8. 结项材料提交

8.1 对于已立项的课题，后续可在课题提交页面—【我的课题】页面进行结题材料提交。

