Assessment & Collaborative Tools in CU eLearning System
Workshop Handout

Information Technology Services Centre
The Chinese University of Hong Kong
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Assessment Tools in CU eLearning System

Creating Tests or Surveys
Building a Test
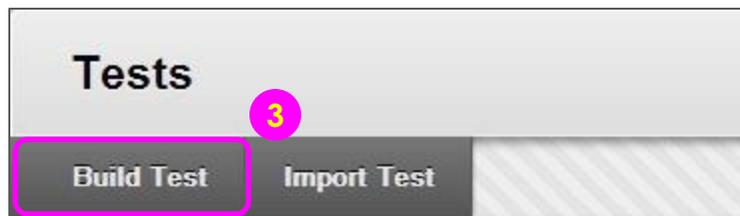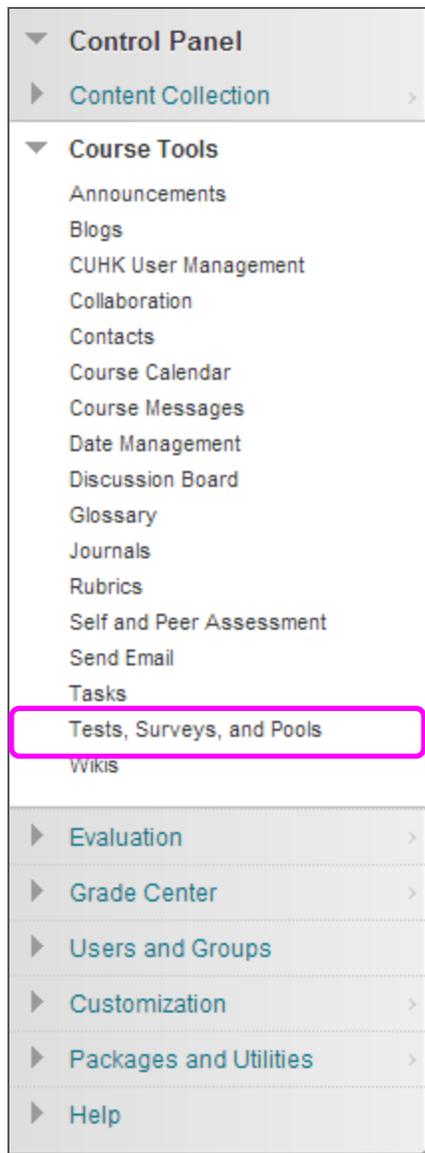
Control Panel
- Content Collection
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- Customization
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Tests, Surveys, and Pools

Tests **2**

Surveys

Pools

Tests

Build Test **3**   Import Test

1) On the **Control Panel**, expand the **Course Tools** section. Select **Tests, Surveys, and Pools**.

2) On the **Tests, Surveys, and Pools page**, select **Tests**.

3) On the **Tests** page, click **Build Test** on the action bar.

Creating Tests or Surveys
Building a Test

4) On the **Test Information** page, type a name, and optional description and instructions.

5) Click **Submit**.

Creating Tests or Surveys
Changing Question Settings

Test Canvas: Revision Test ⊙

Create Question ∨ Reuse Question ∨ Upload Questions Question Settings

Cancel **Submit**

FEEDBACK

☐ Provide feedback for individual answers.

IMAGES, FILES, AND WEB LINKS

☐ Add images, files, and web links to individual feedback.
☐ Add images, files, and web links to answers.

QUESTION METADATA

☑ Add categories, topics, levels of difficulty, keywords and instructor notes to questions.

SCORING

☑ Specify default points when creating questions. Default point value [10]
   ⦿ Use the currently assigned points when finding and adding questions.
   ◯ Use default points when finding and adding questions.
☑ Specify partial credit options for answers.
☑ Specify negative points options for answers.
☑ Provide option to assign questions as extra credit.

DISPLAY

☑ Specify random ordering of answers.
☑ Specify the horizontal or vertical display of answers.
☑ Specify numbering options for answers.

1. On the Test Canvas, click **Question Settings** on the action bar.

Notes:
For details of Questions Settings, please see:
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/080_Question_Settings

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Creating Tests or Surveys
Adding MC Questions

1) Point to **Create Question** to access the drop-down list. Select **Multiple Choice**.

2) On the **Create/Edit Multiple Choice Question** page, type the question.

Create Question ˅

Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Fill in Multiple Blanks
Fill in the Blank
Hot Spot
Jumbled Sentence
Matching
Multiple Answer   **1**
Multiple Choice
Opinion Scale/Likert
Ordering
Quiz Bowl
Short Answer
True/False

QUESTION

Question Title   [   ]

✳ Question Text   **2**

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Which of the following is the capital city of S. Korea?

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Notes:
Inside Test Canvas, you may rollover a question, click the plus sign ⊕ before or after it, and choose a question type to add a question.

Creating Tests or Surveys
Adding MC Questions

ANSWERS

Number of Answers   4 ▼

Correct

⦿ Answer 1.   Remove

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Seoul

Path: p   Words:0

FEEDBACK

Correct Response Feedback

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correct

Path: p   Words:0

Cancel   Submit and Create Another   **Submit**

3) The default number of choices is 4. If you want to increase this, select the **Number of Answers** from the drop-down list. To reduce the number of answers, click **Remove** next to the answer boxes to delete them. Type an **Answer** in each box. Select the **Correct** answer by clicking the appropriate option. Only one correct answer is selected.

4) Optionally, type feedback for correct and incorrect answers.

5) Click **Submit**.
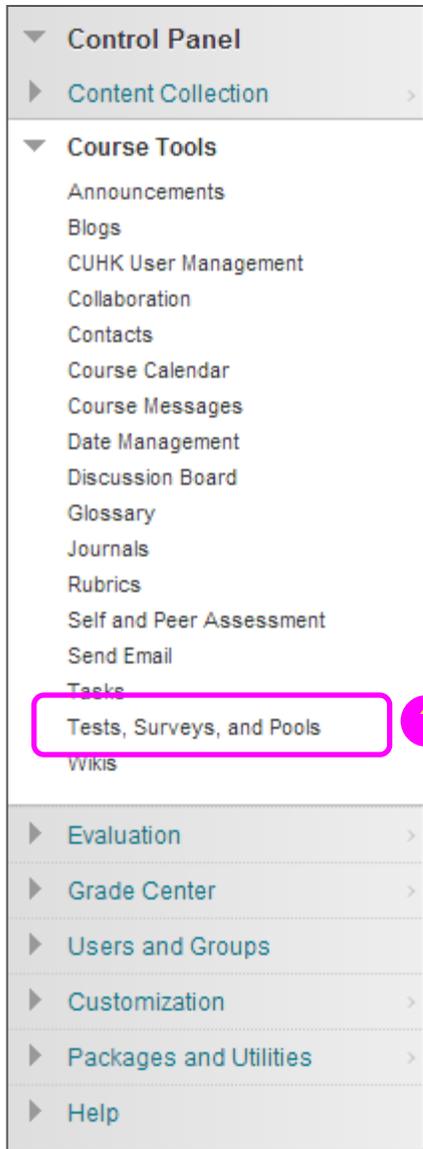
9

Creating Tests or Surveys
Building a Survey

1) On the **Control Panel**, expand the **Course Tools** section. Select **Tests, Surveys, and Pools**.

2) On the **Tests, Surveys, and Pools page**, select **Surveys**.

3) On the **Surveys** page, click **Build Survey** on the action bar.

Notes:
Survey results are anonymous, but you can see whether a student has completed a survey and view aggregate results for each survey question.

10

Creating Tests or Surveys
Building a Survey

4) On the **Survey Information** page, type a name, and optional description and instructions.

5) Click **Submit**.

Creating Tests or Surveys
Adding Opinion Scale / Likert Question

Create Question ⌄

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice **1**
- **Opinion Scale/Likert**
- Ordering
- Quiz Bowl
- Short Answer
- True/False

QUESTION

Question Title

[   ]

✳ Question Text

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"Noise pollution in HK is considered as a serious problem" Do you agree? **2**

Path: p   Words:13

1) Point to **Create Question** to access the drop-down list. Select **Opinion Scale/Likert**.

2) On the **Create/Edit Opinion Scale/Likert Question** page, type a question or statement.

Notes:
Inside Test Canvas, you may rollover a question, click the plus sign ➕ before or after it, and choose a question type to add a question.

Creating Tests or Surveys
Adding Opinion Scale / Likert Question

ANSWERS

Number of Answers   6 ▾

Answer 1.   Remove

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Strongly Agree

Path: p   Words:2

③

Cancel   Submit and Create Another   **Submit**   ④

3) Select the **Number of Answers** from the drop-down list or leave the default of six. Click **Remove** to delete an answer box.

4) Click **Submit**.

Making use of Question Sets
Creating and Using Question Sets

1) On the **Test Canvas** page, point to **Reuse Question** on the action bar. Select **Create Question Set**.

2) The **Create Question Set** pop-up window displays. Search for questions in the **Browse Criteria** panel.

3) Select the questions to include in the test. You can also select the check box in the header row to select all the currently displayed questions. Review your selected questions.

4) Click **Submit**.

Making use of Question Sets
Creating and Using Question Sets

5) When added to a test, a question set shows the total number of questions in the set, and the currently set number of questions to display to a student taking the test. The default is one. You can type a different value in the **Number of Questions to display box**.

Due to the randomized format of question sets, use caution when referring to specific question content or numbering, as the questions displayed will change with each attempt.

CU @Learning System

Deploying Tests or Surveys
Adding a Test or Survey to a Content Area

Build Content ∨	Assessments ∨	Tools ∨	Publisher Content ∨

Folder empty

Test
Survey
Assignment

1

Create Test

Cancel   **Submit**   **3**

ADD TEST

Create a New Test   Create

Add an Existing Test   -- Select Test Below --
testing (question set)
Revision Test   **2**
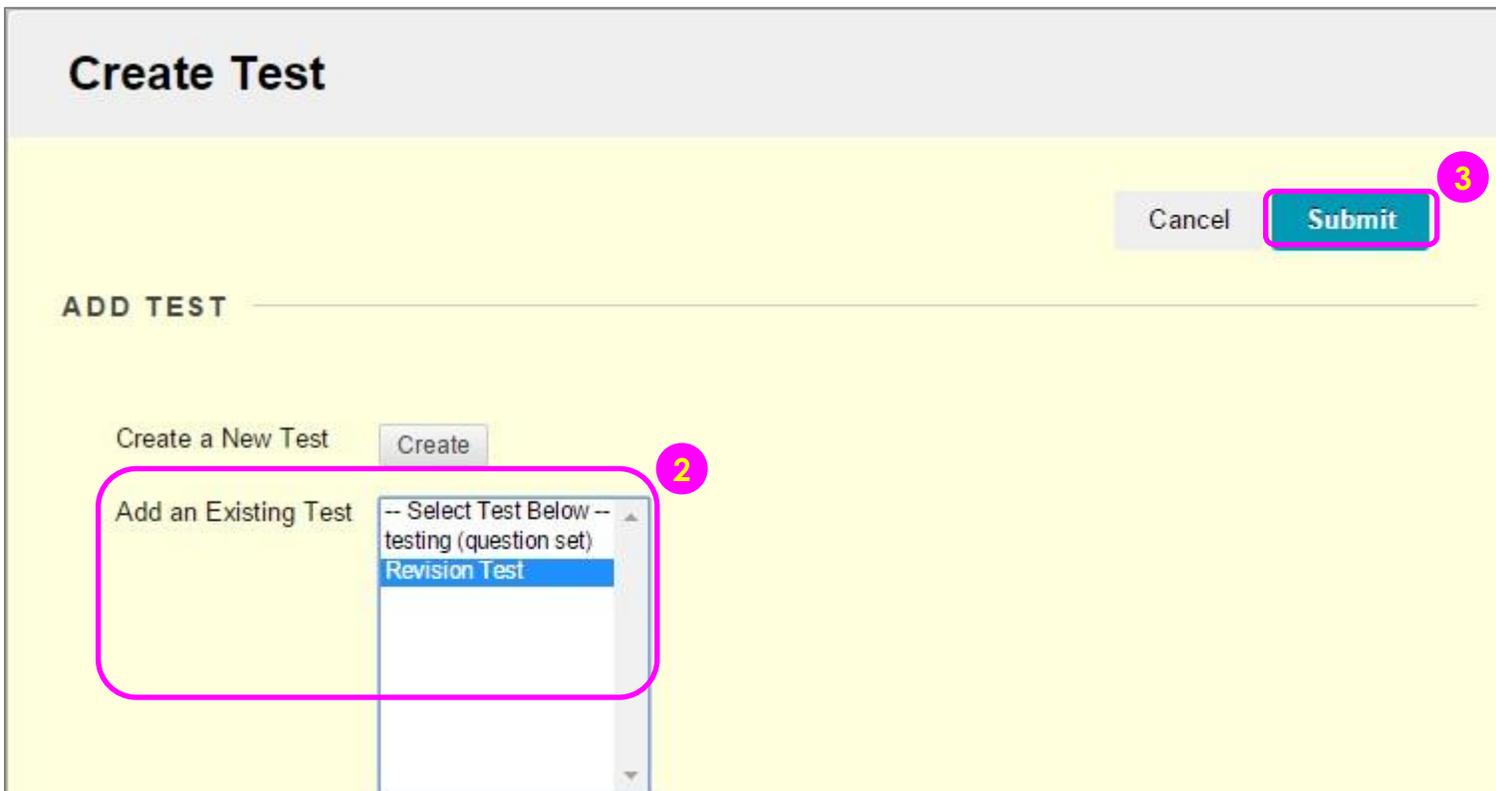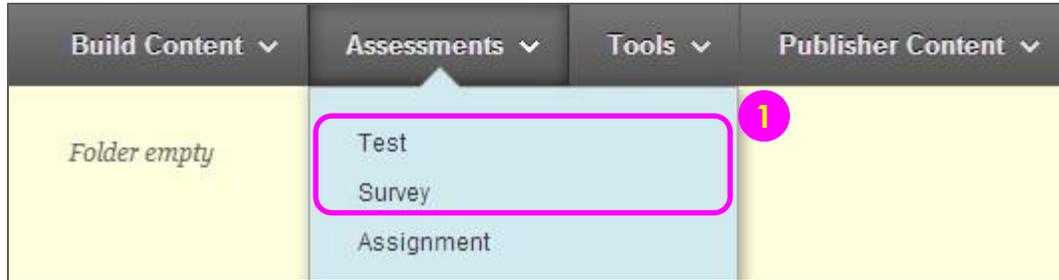
1) Navigate to the course area where you want to add a test or survey. On the action bar, point to **Assessments** to access the drop-down list. Select **Test** or **Survey**.

2) Select a test or survey from the **Add Test** or **Add Survey** list.

3) Click **Submit**. The **Test Options / Survey Options** page appears.

Deploying Tests or Surveys
Adding a Test or Survey to a Content Area

TEST AVAILABILITY

(1) Make the link available ⦿ Yes ○ No

Add a new announcement for this test ○ Yes ⦿ No

☑ Multiple Attempts **(2)**
⦿ Allow Unlimited Attempts
○ Number of Attempts [ ]

Score attempts using [Last Graded Attempt ▼]

☐ Force Completion

☐ Set Timer
[60] Minutes
Auto-Submit
⦿ OFF ○ ON

(1)
☐ Display After [06/24/2015] [📅] [12:12 PM] [🕐]
☐ Display Until [06/24/2015] [📅] [12:13 PM] [🕐]

☐ Password [ ]

(3)
SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

When ⓘ	Score per Question ⓘ	Answers ⓘ			Feedback ⓘ	Show Incorrect Questions ⓘ
[After Submission ▼]	☐	☐ All Answers	☐ Correct	☐ Submitted	☐	☐
[----Choose---- ▼]	☐	☐ All Answers	☐ Correct	☐ Submitted	☐	☐

1) **Make the Link Available & Display After/Until:** You can set this to available, and then use the Display After and Display Until fields to limit the amount of time the link appears.

2) **Multiple Attempts:** You can allow students to take a test or survey multiple times. With multiple attempts for a test, you can also select which attempt's score to use in the Grade Center from the Score attempts using drop-down list.

3) **Feedback Options:** You can set which results and feedback are available to students after they complete a test or survey.

Notes:
For details of Test and Survey Options, please see:
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/020_Test_and_Survey_Options#edit_test_availability

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Viewing Results
Attempts Statistics

Displays the **Statistics** page for tests and surveys. Each question for a test or survey appears, along with its score information for tests or percent answered for surveys. On the **Survey Statistics** page, you can view the survey results. The percentage of students who selected each answer appears. You cannot view individual results for surveys.

Test	Mobile Test (IE	testing (qu
--		
0.00		
--		
0.00		
10.00		
--		

Quick Column Information

Edit Test

Grade Attempts

Grade with User Names Hidden

Attempts Statistics

Download Results

View All Attempts

Grade Questions

Item Analysis

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Hide from Students (on/off)

Clear Attempts for All Users

Sort Ascending

Sort Descending

Hide from Instructor View

Test Statistics: Sample Test (auto grading)

Name	Sample Test (auto grading)
Attempt Score	14.56667
Attempts	12 (Total of 29 attempts for this assessment)
Graded Attempts	12
Attempts that Need Grading	0
Instructions	
Alignments	

Question 1: Either/Or   Average Score 0.83333 points (Extra Credit)

Chengdu is the capital city of China.

Correct	Answers	Percent Answered
	Yes	83.333%
✓	No	16.667%
	Unanswered	0%

Viewing Results
Download Results

1) Access a test column's contextual menu and select **Download Results**.

2) Select **Tab.** Choose **Format of Results** and **Attempts to Download** for the report, then **Click to download results**.

DOWNLOAD RESULTS

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

○ Comma

◉ Tab

Question text and results will download for all question types. Unsupported question types will be noted. Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions.
All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

Format of Results   ○ By User   ◉ By Question and User

Attempts to Download   ○ Only Valid Attempts   ◉ All Attempts

Cancel   **Click to download results**

Viewing Results
Download Results

Allows you to download Grade Center data for this column as a delimited file that is used in other applications, such as spreadsheet programs or statistical analysis programs.

When you download test results, the results include the users' names and usernames. **Unlike tests, surveys are intended to gather opinions from students where they can reply honestly because their anonymity is protected. As a result, when you download survey results, the results will not include any information that identifies each user.**

Neither test nor survey results include statistical information.

Viewing Results
View All Attempts

Displays the **View All Attempts** page for tests. From this page, you can grade the attempts, grade them anonymously, or grade by question.

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Viewing Results
Column Statistics

Displays the **Column Statistics** page for this column. The following appears: Column details, status distribution, grade distribution, and basic statistics, such as range, average, median, and variance.

Column **Test (Test)**

COLUMN DETAILS

Column	Test (Test)
Points Possible	10
Description	

STATISTICS

Count	3
Minimum Value	0
Maximum Value	10.00
Range	10.00
Average	3.33
Median	0
Standard Deviation	4.71
Variance	22.22

STATUS DISTRIBUTION

Null	3
In Progress	0
Needs Grading	0
Exempt	0

GRADE DISTRIBUTION

Greater than 100	0
90 - 100	1
80 - 89	0
70 - 79	0
60 - 69	0
50 - 59	0
40 - 49	0
30 - 39	0
20 - 29	0
10 - 19	0
0 - 9	2
Less than 0	0

Menu items:
- Quick Column Information
- Edit Test
- Grade Attempts
- Grade with User Names Hidden
- Attempts Statistics
- Download Results
- View All Attempts
- Grade Questions
- Item Analysis
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide from Instructor View

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Viewing Results
Test Access Log

You can view the Access Log for a test from the Attempts page of the test.

The access log shows a list of every interaction a students engaged in when taking a test.

Viewing Results
Item Analysis

1) Go to a Grade Center column for a test. Access the test's contextual menu. Select **Item Analysis**.

2) In the **Select Test** drop-down list, select a test. Only deployed tests are listed. Click **Run**.

3) View the item analysis by clicking the new report's link under the **Available Analysis** heading or by clicking **View Analysis** in the status receipt at the top of the page.

Viewing Results
Item Analysis

When students are allowed to take a test multiple times, the last submitted attempt is used as the input for item analysis.

Grade Center overrides do not impact the item analysis data because the item analysis tool generates statistical data for questions based on completed student attempts.

Manually graded questions or changes made to the question text, correct answer choice, partial credit, or points do not update automatically in the item analysis report. Run the analysis again to see if the changes affected the item analysis data.

[Blackboard Help page](#)

Collaborative Tools
in CU eLearning System

Groups
Overview

Group Enrollment		Single Group	Group Set
	Self-enroll	• 1 group • Students sign up	• More than 1 groups • Students sign up
	Manual enroll	• 1 group • Assign by instructor	• More than 1 group • Assign by instructor
	Random enroll	• Not Available	• More than 1 group • Assign by system

Group Tools:	
	• Blogs: In the Group area, all members of a Group can create entries for the same Blog, building upon one another. Any Course member can read and comment on a Group Blog, but cannot make Entries if they are not a member of the Group. Instructors can select the grade option for Group Blogs.
	• Collaboration: Users within the Group can create and attend Chat sessions and Virtual Classroom sessions.
	• Discussion Board: Users within the Group can create and manage their own Forums. The Group Discussion Board is available only to group members, not to the entire course.
	• Email: Users within the Group can email individual members or the entire Group.
	• File Exchange: Group members and the Instructor can share files in this area. All members, as well as the Instructor, can add files. They can also delete files, regardless of who added them.
	• Journals: When used in the Group area, all members of a Group can view each other's Entries, but the Group Journal can only be viewed by the Group and the Instructor. Instructors can select the grade option for Journals.
	• Tasks: Users within the Group can create Tasks that are distributed to all Group members.
	• Wikis: Users within the Group can edit their Group Wiki. All Students within the Course can view a Group Wiki. The Instructor can view and edit a Group Wiki and can select the grade option for Group Wikis.

Groups
Creating a Group Set (Manual Enroll)
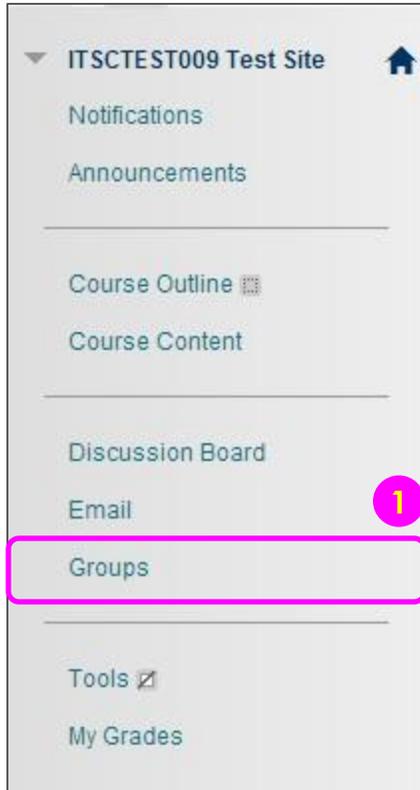
1) Access **Groups**.

2) Point to **Create** on the action bar to access the drop-down list. Select **Manual Enroll**.

28
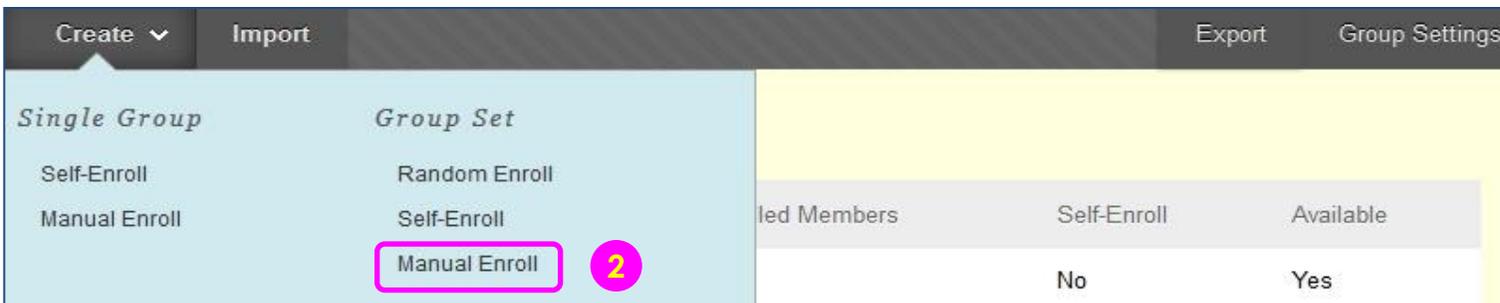
Groups
Creating a Group Set (Manual Enroll)

GROUP INFORMATION

Name   ③ Group

Description

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Path: p   Words:0

Group is visible to students   ○ No ● Yes ④

GROUP SET OPTIONS

Number of Groups ⑤ 2

☑ Create smart view for each group in set. ⑥

⑦ Cancel   **Submit**

3) Type a **Name** and optional **Description**.

4) Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.

5) Type the **Number of Groups** to create.

6) You can also **create smart view for each group in set**.

7) Click **Submit**.

__Notes:__
A smart view is a focused look at the Grade Center. It shows only the columns that match a set of criteria, and the view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data.

Groups
Creating a Group Set (Manual Enroll)

GROUP SET ENROLLMENTS

Filter Available Members   ☑ Hide members already in another group in this set   **8**

[Randomize Enrollments] [Collapse All]

⊟ **Group 1**

⁕ Name [Group 1]

[Add Users] **9**

No users have been added.

[Delete Group]

⊟ **Group 2**

⁕ Name [Group 2]

[Add Users]

No users have been added.

[Delete Group]

[Add Group]

Add Users

Search: [Any ▾] [Not Blank ▾] [   ] [Go] ☐ Show all users regardless of role

☐	Username	First Name	Last Name	Role
☑	👤 student01	demo	student01	Student
☑	👤 student02	demo	student02	Student
☐	👤 student03	demo	student03	Student
☐	👤 student04	demo	student04	Student

Add Users **2** ☐   [Cancel] [**Submit**]

10
[Cancel] [**Submit**]

8) You may uncheck the box **"Hide members already in another group in this set".**

9) In the pop-up window, click **Add Users**, select the students and click **Submit**.

10) Click **Submit.**

Groups
Creating a Group Set (Self-Enroll)
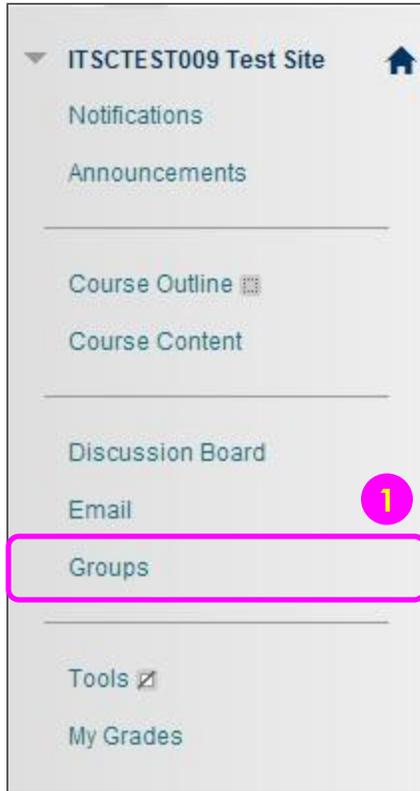
1) Access **Groups.**

2) Point to **Create** on the action bar to access the drop-down list. Select **Self-Enroll**.
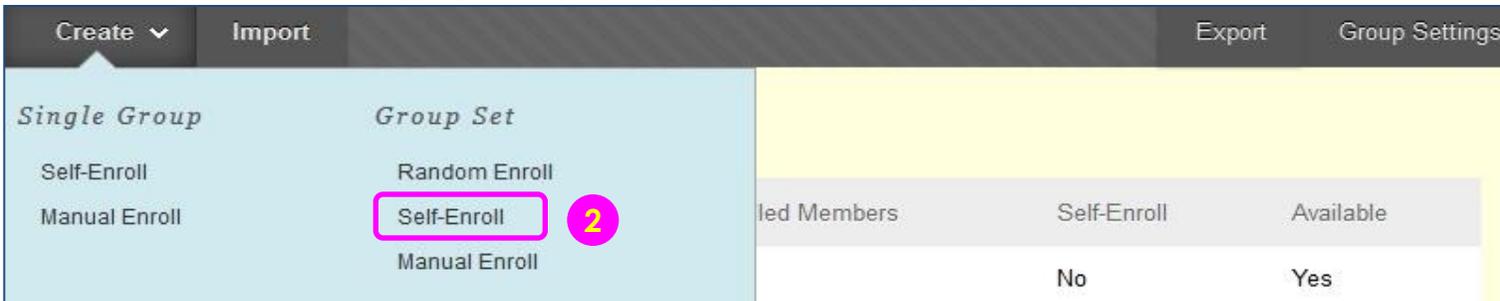
Groups
Creating a Group Set (Self-Enroll)

3) Type a **Name** and optional **Description**.

4) For self-enroll **Sign-up options**, type the **Name of Sign-up Sheet**.

GROUP INFORMATION

3

❋ Name   Group

Description

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Path: p   Words:0

❋ Group is visible to students   ◯ No ⦿ Yes ◯ Sign-up Sheet Only

SIGN-UP OPTIONS

4

❋ Name of Sign-up Sheet   Sign-up

Groups
Creating a Group Set (Self-Enroll)

Maximum Number of Members **3** ⑤

☑ Show Members ⑥

☑ Allow students to sign-up from the groups listing page.

GROUP SET OPTIONS

✳ Number of Groups **2** ⑦

☑ Create smart view for each group in set.

Cancel | **Submit** ⑧

5) Type the **Maximum Number of Members**.

6) Check the box **"Show Members"**.

7) Type the **Number of Groups.** You can also **create smart view for each group in set**.

8) Click **Submit.**

Notes:
A smart view is a focused look at the Grade Center. It shows only the columns that match a set of criteria, and the view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data.

Groups
Importing Group Members

Groups

Create ∨   Import   ① Export   Group Settings

EXPORT

○ Groups only
○ Group members only
② ◉ Groups and group members

☐ Include header row

Cancel   ③ **Submit**

Bulk Actions ∨   View Options ∨   ④

☐ Name

    Show Tool Availability
    Show Group Code

☐ group 1   group   0   →   Group Code

☐ group 2   group   0   group_gc_1

Bulk Actions ∨   View Options ∨   group_gc_2
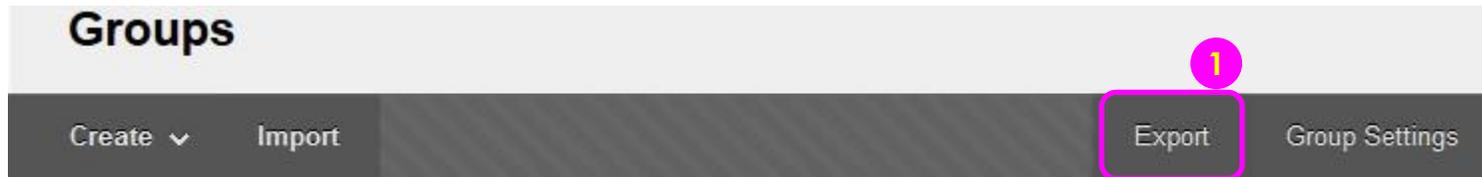
In case you have large number of groups to be created, you may export a CSV (comma-separated value) file containing your existing groups, edit them offline, and then import the file back to the system.

You are advised to create groups (with no members) in the system first. For details, please see "Creating a Group Set (Manual Enroll)".

1) On **Groups** page, Click **Export**.

2) Export **Groups and group members**.

3) Click **Submit**. **The CSV file will be emailed to you.**

4) Find **Group Codes**. Rollover **View Options**, click **Show Group Code**.

Groups
Importing Group Members

5) Open the CSV file that has been exported. Enter the **group code in the first column**, and the **Student ID in the second column**.

6) Save the file as **CSV (Comma delimited).**

7) On the Group page, click **Import**.

8) Under Import Group Members, click **Browse My Computer** and upload your file.

9) Click **Submit**.

Notes:
- You cannot remove users or groups.
- During these processes, you cannot add new users to your course.

Groups
Viewing and Editing Group
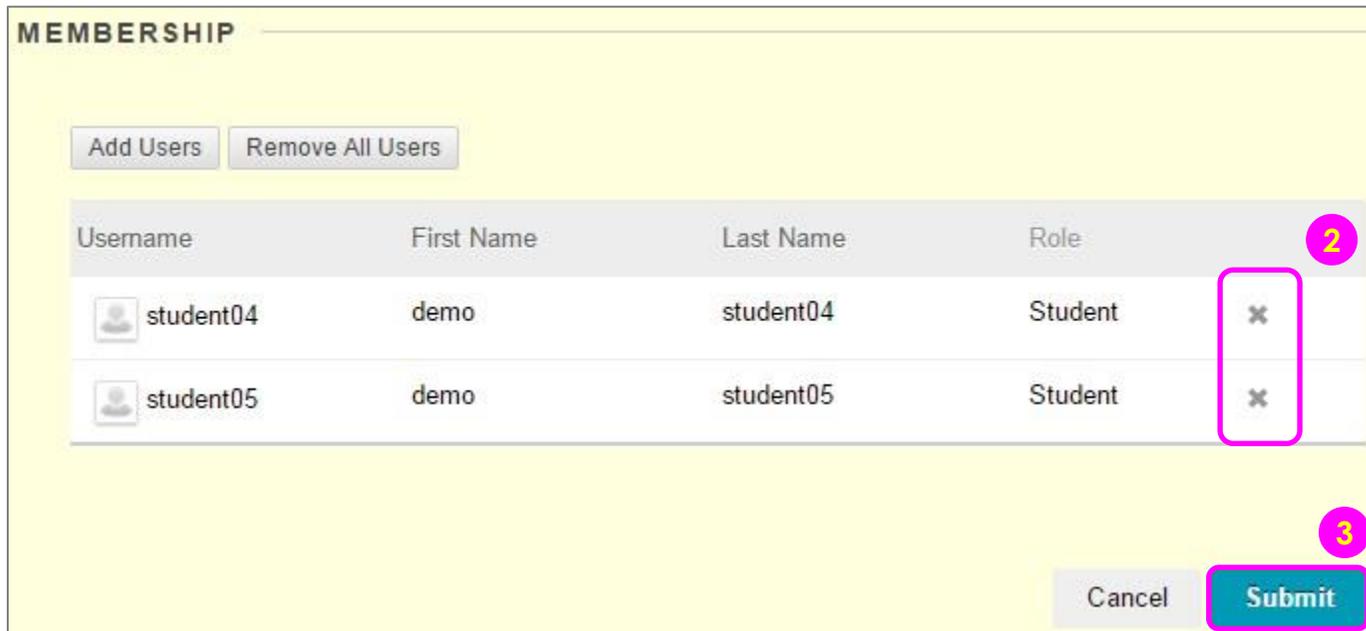
1) On the **Groups** page, access the group's contextual menu. Select **Edit Group**.

2) On the **Edit Group** page, you may go to **Membership** and delete the members.

3) Click **Submit**.

Groups
Creating Group Assignment

1) Access the course area where you want to create the group assignment. Point to **Assessment** to access the drop-down list. Select **Assignment**.

2) In the **Submission Details** section, select **Group Submission**.

3) In the **Items to Select** box, select the group or groups. Click the right-pointing arrow to move the selection into the **Selected Items** box.

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Groups
Creating Course Group Smart Views

1) In Full Grade Center, point to **Manage** to access the drop-down list. Select **Smart Views**.

Groups
Creating Course Group Smart Views

Smart Views

Smart Views are focused views of the Grade Center. Any number of Smart Views can be created based on a variety of criteria, including Grading Periods, Categories, and Performance. More Help

2

Create Smart View

Cancel   **Submit**

* Indicates a required field.

SMART VIEW INFORMATION

* Name   [Group 2]   **3**

Description   [   ]

Type   Custom

Add as Favorite   ☑   **4**

---

2) Click **Create Smart View**.

3) Type a **Name** for the smart view and provide an optional **Description**.

4) Optionally, select the **Add as Favorite** check box to make the smart view a favorite. In the Grade Center section of the Control Panel, favorite smart views appear in alphabetical order in the indented list in the Full Grade Center section.

Groups
Creating Course Group Smart Views

SELECTION CRITERIA

Type of View

- ⦿ **Course Group** View one or more Course Groups. **⑤**
- ○ **Performance** View specific users based on their performance on a single item.
- ○ **User** View individual users.
- ○ **Category and Status** View items by their category and status.
- ○ **Custom** Build a query based on user criteria.

Select Criteria

User Criteria: Condition: Value:

[Group ▾] [Equal to ▾] [Group 1 / Group 2 / Group 3] **⑥**

Filter Results

[All Columns ▾] ☐ Include Hidden Information

⑦

[Cancel] [**Submit**]

5) For Type of View, select **Course Group**.

6) In the Condition drop-down list, select Equal to or Not Equal to. In the Value box, select the group or groups. If no groups exist, the selection box is empty.

7) Click **Submit**.

Journal & Blog
Creating a Journal

Control Panel
- Content Collection
- **Course Tools**
  - Announcements
  - Blogs
  - CUHK User Management
  - Collaboration
  - Contacts
  - Course Calendar
  - Course Messages
  - Date Management
  - Discussion Board
  - Glossary
  - **Journals** **1**
  - Rubrics
  - Self and Peer Assessment
  - Send Email
  - Tasks
  - Tests, Surveys, and Pools
  - Wikis

Journals

2

Create Journal

JOURNAL INFORMATION

3

✳ Name   Film Review

Instructions

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1) On the **Control Panel**, expand the **Course Tools** section and select **Journals**.

2) Click **Create Journal**.

3) Type a **Name** for the journal.

Journal & Blog
Creating a Journal

JOURNAL SETTINGS

Index Entries   ○ Monthly ○ Weekly   **4**

☑ Allow Users to Edit and Delete Entries

☑ Allow Users to Delete Comments

☑ Permit Course Users to View Journal

GRADE SETTINGS

Grade Journal   ○ No grading

            ○ Grade : Points possible :

5

Cancel   **Submit**

4) Journal Settings:
- Select **Monthly** or **Weekly Index Entries**.
- Optionally, select the check box to **Allow Users to Edit and Delete Entries**.
- Optionally, select the check box to **Allow Users to Delete Comments**.
- Optionally, select the check box to **Permit Course Users to View Journal**. If selected, the journal becomes public. All users can view all journal entries made to the journal topic.

5) Click **Submit**.

Journal & Blog
Deploying a Journal

Build Content ∨	Assessments ∨	Tools ∨	Publisher Content ∨

Folder empty

Discussion Board

Blogs **1**

Journals

CREATE LINK: JOURNAL

○ Link to the Journal Page

● Link to a Journal **2**

Link to a Journal

----Select Journal below----
Film Review

Create New Journal   Create New Journal

Cancel   **3** Next

1) Access a content area. Point to **Tools** to access the drop-down list. Select **Journals**.

2) On the **Create Link: Journal** page: Select **Link to a Journal** and select a specific journal from the list.

3) Click **Next**.

Journal & Blog
Deploying a Journal

LINK INFORMATION

✳ Link Name	Film Review
Color of Name	⬛ Black
Link	Journal: Film Review

Text

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OPTIONS

4

Available	⦿ Yes ○ No
Track Number of Views	○ Yes ⦿ No
Date Restrictions	☐ Display After [＿＿＿] 📅 [＿＿＿] 🕐
	☐ Display Until [＿＿＿] 📅 [＿＿＿] 🕐

5

Cancel   **Submit**

4) Select Options.
- Select **Yes** to **Track Number of Views**.
- For **Date Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.

5) Click **Submit**.

Journal & Blog
Creating a Journal Entry

1) Click **Create Journal Entry**.

2) On the **Create Journal Entry** page, type a **Title** for the journal entry. Type text in the **Entry Message** box.

3) In the **Journal Entry Files** section, browse for a file to attach to the journal entry.

4) Click **Post Entry** to submit the journal entry or click **Save Entry as Draft** to add the entry later.

Journal & Blog
Commenting a Journal Entry

Film Review ⊘
If a Blog or Journal can be graded, a grade assigned to an individual member is applied only to that individual. *More Help*

Friday, July 4, 2014

12 years a slave ⊘
Posted by 👤 Student 01 at Friday, July 4, 2014 3:46:26 PM CST
Last Edited:Wednesday, July 9, 2014 3:27:27 PM CST

12 Years a Slave is a 2013 historical drama film and an adaptation of the 1853 slave narrative memoir *Twelve Years a Slave* by Solomon Northup, a New York State-born free African-American man who was kidnapped in Washington, D.C. in 1841 and sold into slavery. Northup worked on plantations in the state of Louisiana for twelve years before his release. The first scholarly edition of Northup's memoir, co-edited in 1968 by Sue Eakin and Joseph Logsdon, carefully retraced and validated the account and concluded it to be accurate.[6]

This is the third feature film directed by Steve McQueen. The screenplay was written by John Ridley. Chiwetel Ejiofor stars as Solomon Northup. Michael Fassbender, Benedict Cumberbatch, Paul Dano, Paul Giamatti, Lupita Nyong'o, Sarah Paulson, Brad Pitt, and Alfre Woodard are all featured in supporting roles. Principal photography took place in New Orleans, Louisiana, from June 27 to August 13, 2012. The locations used were four historic antebellum plantations: Felicity, Bocage, Destrehan, and Magnolia. Of the four, Magnolia is nearest to the actual plantation where Northup was held.

(sample text from Wikipedia)

Comment

Comment

abc

Cancel Add

Journal Details ⌄

👤 Student 01 (1)

Index
⊞ July

☐ Show Empty Journals

👤
Student 02 (1)

👤
Student 03 (1)

👤
Teacher 03 (0)

1) Access the journal topic page and select the journal entry or entries by selecting the user's name in the side panel in the More Journals section. The user's journal entry or entries open in the content frame.

2) Click **Comment** following the user's entry. The **Comment** box appears.

3) Type a comment in the **Comment** box.

4) Click **Add**. Click the **Comments** link below the entry to view the comment.

Journal & Blog
Creating a Blog

1) On the **Control Panel**, expand the **Course Tools** section and select **Blogs**.

2) Click **Create Blog**.

Control Panel

Content Collection

Course Tools
Announcements
Blogs ①
CUHK User Management
Collaboration
Contacts
Course Calendar
Course Messages
Date Management
Discussion Board
Glossary
Journals
Rubrics
Self and Peer Assessment
Send Email
Tasks
Tests, Surveys, and Pools
Wikis

Blogs

Blogs are an open communications tool for Students to share their thoughts.
More Help

② **Create Blog**

Journal & Blog
Creating a Blog

BLOG INFORMATION

3

* Name   Education Policy

Instructions

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BLOG PARTICIPATION

Blog Type   ⦿ Individual to All Students ◯ Course
                   ☑ Allow Anonymous Comments

BLOG SETTINGS

4

Index Entries   ⦿ Monthly ◯ Weekly

☐ Allow Users to Edit and Delete Entries

☐ Allow Users to Delete Comments

5

Cancel   **Submit**

3) Type a **Name** for the blog.

4) Blog Settings:
* Select Monthly or Weekly Index Entries.
* Optionally, select the check box to Allow Users to Edit and Delete Entries.
* Optionally, select the check box to Allow Users to Delete Comments.

5) Click **Submit**.

Journal & Blog
Deploying a Blog

Build Content ∨	Assessments ∨	Tools ∨	Publisher Content ∨

Folder empty

Discussion Board **1**

Blogs

CREATE LINK: BLOG

○ Link to the Blogs Page

● Link to a Blog **2**

Link to a Blog
----Select Blog below----
Education Policy

Create New Blog   Create New Blog

3

Cancel   Next

1) Access a content area. Point to **Tools** to access the drop-down list. Select **Blogs**.

2) On the **Create Link: Blog** page: Select **Link to a Blog** and select a specific journal / blog from the list.

3) Click **Next**.

Journal & Blog
Deploying a Blog

LINK INFORMATION

4) Select Options.
- Select **Yes** to **Track Number of Views**.
- For **Date Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.

5) Click **Submit**.

50

Journal & Blog
Creating a Blog Entry

Create Blog Entry   **1**   View Drafts

BLOG ENTRY INFORMATION

2

✳ Title   Education Reform

Entry Message

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(sample from Wiki) **Education reform** is the name given to the goal of changing public education.
Historically, reforms have taken different forms because the motivations of reformers have differed. In
modern years, education reform desires to reform an existing system, as opposed to revolutionizing,
supplanting, or providing competition to it. In the United States, therefore, education reform acknowledges
and encourages public education as the primary source of K-12 education for American youth. These
reformers desire to make public education more effective, with higher standards, higher achievement, and

Path: p   Words:184

BLOG ENTRY FILES

3

Attach File   Browse My Computer   Browse Course

4

Cancel   Save Entry as Draft   Post Entry

1) Click **Create Blog Entry**.

2) On the **Create Blog Entry** page, type a **Title** for the blog entry. Type text in the **Entry Message** box.

3) In the **Blog Entry Files** section, browse for a file to attach to the blog entry.

4) Click **Post Entry** to submit the blog entry or click **Save Entry as Draft** to add the entry later.

Journal & Blog
Commenting a Blog Entry

Friday, July 18, 2014

📖 **Mercury** ⌄

Posted by 👤 *lname fname at Friday, July 18, 2014 4:23:41 PM CST*
Last Edited:Friday, July 18, 2014 4:25:42 PM CST

(sample text from wiki)

Mercury is the smallest and closest to the Sun of the eight planets in the Solar System,[a] with an orbital period of about 88 Earth days. Seen from Earth, it appears to move around its orbit in about 116 days, which is much faster than any other planet. This rapid motion may have led to it being named after the Roman deity Mercury, the fast-flying messenger to the gods. Because it has almost no atmosphere to retain heat, Mercury's surface experiences the greatest temperature variation of all the planets, ranging from 100 K (−173 °C; −280 °F) at night to 700 K (427 °C; 800 °F) during the day at some equatorial regions.

①

Comment

Comment

②

abc ✓

☐ Comment on Entry as Anonymous

③

Cancel   Add

1) Click **Comment** following the user's entry. The **Comment** box appears.

2) Type a comment in the **Comment** box.

3) Click **Add**. Click the **Comments** link below the entry to view the comment.

Wiki
Creating a Wiki
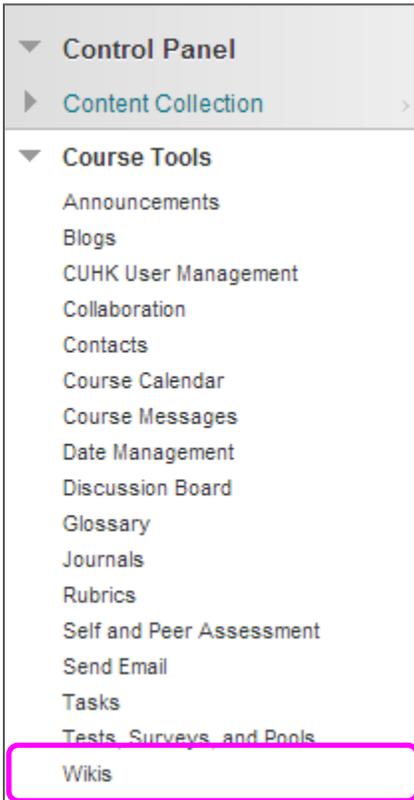
1) On the **Control Panel**, expand the **Course Tools** section and select **Wikis**.

2) Click **Create Wiki**.
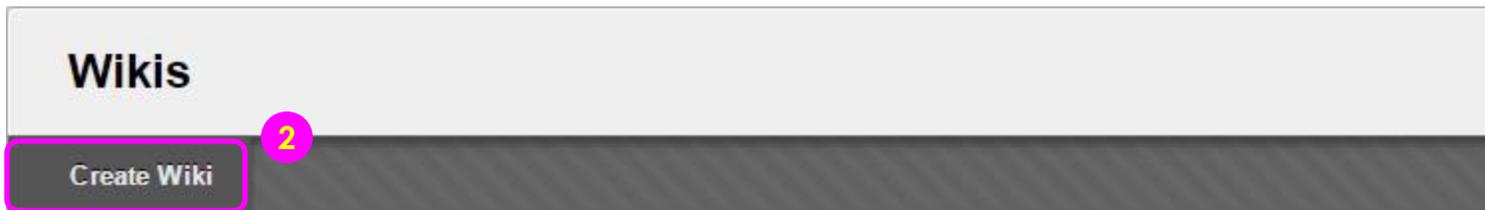
Wiki
Creating a Wiki

3) On the Create Wiki page, type a **Name**.

4) Select the **Student Access** option. You can change the student access at any time.

- **Closed to Editing**: Select this option when you are the only one contributing pages or to disallow further page editing by users, such as when you want to grade the wiki pages. You can still view wikis when you select **Closed to Editing**.
- **Open to Editing**: Allows users to modify any wiki page. In a group wiki, a user must be a member of the group to edit a wiki page.

5) Click **Submit**.

Wiki
Deploying a Wiki

1) Access a content area. On the action bar, point to **Tools** to access the drop-down list. Select **Wiki**.

2) On the Create Link: Wiki page: Select **Link to a Wiki** and select a specific wiki from the list.

3) Click **Next**.

Wiki
Deploying a Wiki

LINK INFORMATION

⊛ Link Name   Wiki (Astronomy)   **④**

Color of Name   ■◯ Black

Link   Wiki (Astronomy)

Text

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OPTIONS   **⑤**

Available   ⦿ Yes ○ No

Track Number of Views   ○ Yes ⦿ No

Date Restrictions   ☐ Display After [   ] 🗓 [   ] 🕗
                 ☐ Display Until [   ] 🗓 [   ] 🕗

⑥   Cancel   **Submit**

4) On the **Create Link** page, type a **Link Name**.

5) Select Options.
• Select **Yes** to **Track Number of Views**.
• For Date Restrictions, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the Display After and Display Until check boxes to enable the date and time selections.

6) Click **Submit**.

Wiki
Creating or Editing Wiki Content

1) Click **Create Wiki Page** to create a new wiki topic page.

2) To edit a wiki page, click **Edit Wiki Content** next to the page's title in the content frame, OR

3) In the side panel, access the page's and select **Edit**.

Wiki
Viewing Participation Summary

1) Access a wiki. Click **Participation and Grading** for graded wikis or **Participation Summary** for wikis with no grading.

2) On the **Participation Summary** page, view participation for the students who have contributed to the wiki.

3) In the side panel, view information about the wiki and select a user to view his or her **Participant's Contribution** page.

Wiki
Viewing Participation Summary

4) You can view any version, and compare two versions side by side.

Participant's Contribution: Student 01

All pages and versions that you have modified are listed. To see your specific changes, choose to compare versions under **User's Modifications**, if available. Click a link in the **Page Version** column to view the version without annotated changes. *More Help*

Page Version	User's Modifications	Created On	Words Modified
John Dewey (1)	Compare to Version 1	7/4/14 5:26 PM	192

Displaying 1 to 1 of 1 items   Show All   Edit Paging...

Wiki Details ∨

Student 01

PARTICIPATION SUMMARY

Comparison Details   Legend

Version:	1		Version:	2
Page Title:	About John Dewey		Page Title:	About John Dewey
Created On:	7/29/13 4:40 PM		Created On:	7/30/13 4:32 PM
Author:	student01 student01		Author:	student02 student02
Size:	1 KB		Size:	1 KB

About John Dewey

(Sample content from wikipedia)

John Dewey (FAA October 20, 1859 – June 1, 1952) was an American philosopher, psychologist, and educational reformer whose ideas have been influential in education and social reform. Dewey was an important early developer of the philosophy of pragmatism and one of the founders of functional psychology. He was a major representative of progressive education and liberalism.
Known for his advocacy of democracy, Dewey considered two fundamental elements—schools and civil society—as being major topics needing attention and reconstruction to encourage experimental intelligence and plurality.

Contact us
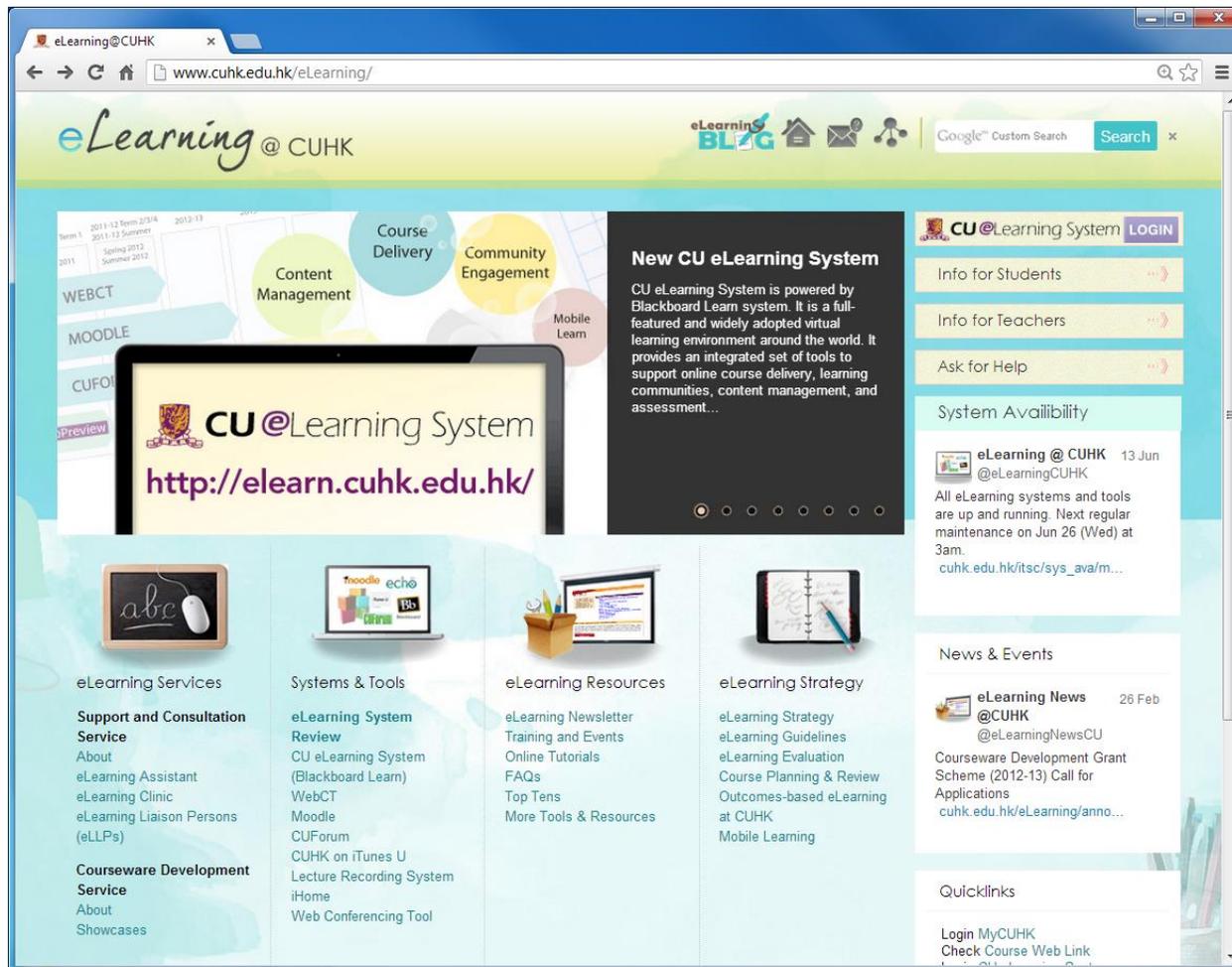
- **ITSC Service Desk:**
https://servicedesk.itsc.cuhk.edu.hk/

- **ITSC Consultation Hotline Service:**
Tel: 394 38845

- **ITSC eLearning blog:**
http://elearning.itsc.cuhk.edu.hk/blog/