

CU eLearning System Student Guide

Information Technology Services Centre
The Chinese University of Hong Kong

Last updated: Aug 1, 2014

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Welcome to CU eLearning System

CU eLearning System is powered by Blackboard Learn. It is a full-featured and widely adopted eLearning environment around the world. Students can check course announcements, download course materials, submit assignments and collaborate with team members in a group.

To learn more please visit our website at <http://www.cuhk.edu.hk/eLearning>

Java & browser requirement

Ensure that you are using supported browser and operating system:

- Check the supported browsers and operating systems list from <http://kb.blackboard.com/pages/viewpage.action?pageId=72810639>
- Java Runtime Environment (JRE) is required, you can download from <http://java.sun.com/javase/downloads/index.jsp>

Logging in (via MyCUHK)

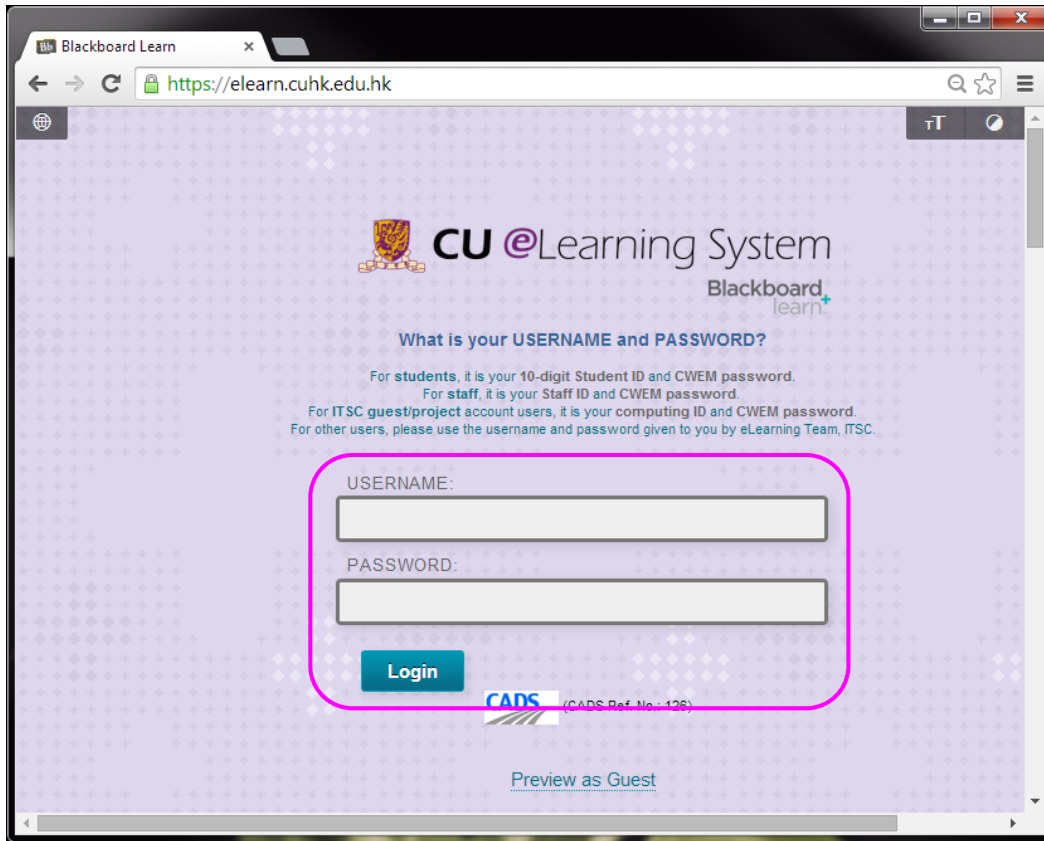
The screenshot shows the MyCUHK login interface. At the top, it says 'Welcome to MyCUHK'. Below this are two input fields: 'Login ID:' and 'Password:'. A pink box highlights these fields with a '1' in a pink circle. Below the login page is a navigation menu with 'CUSIS and MyStudy' highlighted in pink. Underneath, a sub-menu is visible with 'CU eLearning System' highlighted in pink, and a '2' in a pink circle next to it. The 'My Courses' section lists several courses:

My Courses
Courses where you are: Instructor
Blackboard Learn Training - Practice Course 0786 (unavailable)
Blackboard Learn Training - Practice Course 0820
CUPS-2012-ITSC-PC0099: For team testing
IT SCT12: ITSC Training - Student Course
ITSC SCORM Demonstration

- 1) MyCUHK:
<https://portal.cuhk.edu.hk>
 - Login ID:
Staff ID / Student ID
(e.g. 123456 / 1100123456)
 - Password:
CWEM password
- 2) CUSIS and My Study > eLearning > CU eLearning System

Notes:
If you can only see VeriGuide under eLearning, please check if you are using your Student ID (10-digit, without 'R') to login.

Logging in (direct login)



CU eLearning System:
<http://elearn.cuhk.edu.hk>

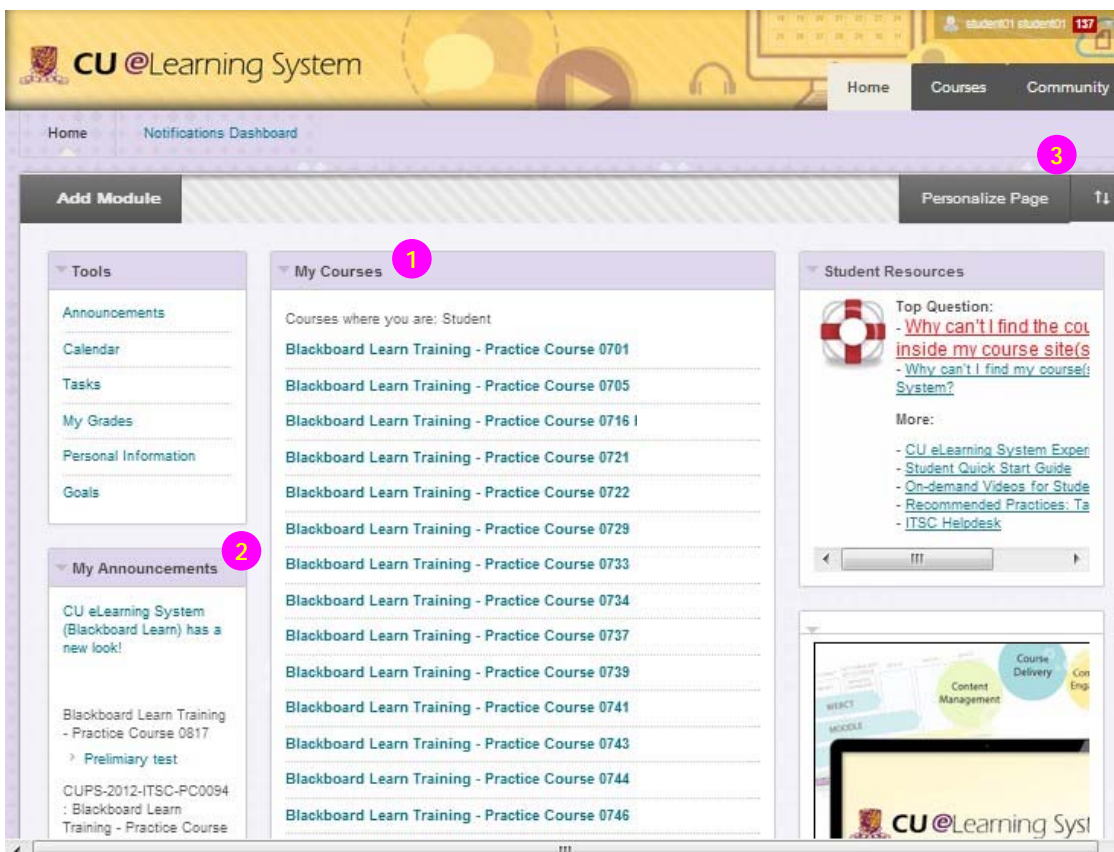
- Username:
Staff ID / Student ID
 (e.g. 123456 / 1100123456)

- Password:
CWEM password

Notes:
 Newly admitted students can collect accounts and password online via the Student Computing Accounts Collection System (<http://cai.itsc.cuhk.edu.hk/>).

More information for Computing Accounts and IDs for Student (<http://www.cuhk.edu.hk/itsc/onlineapp/accounts/cai.html#student>)

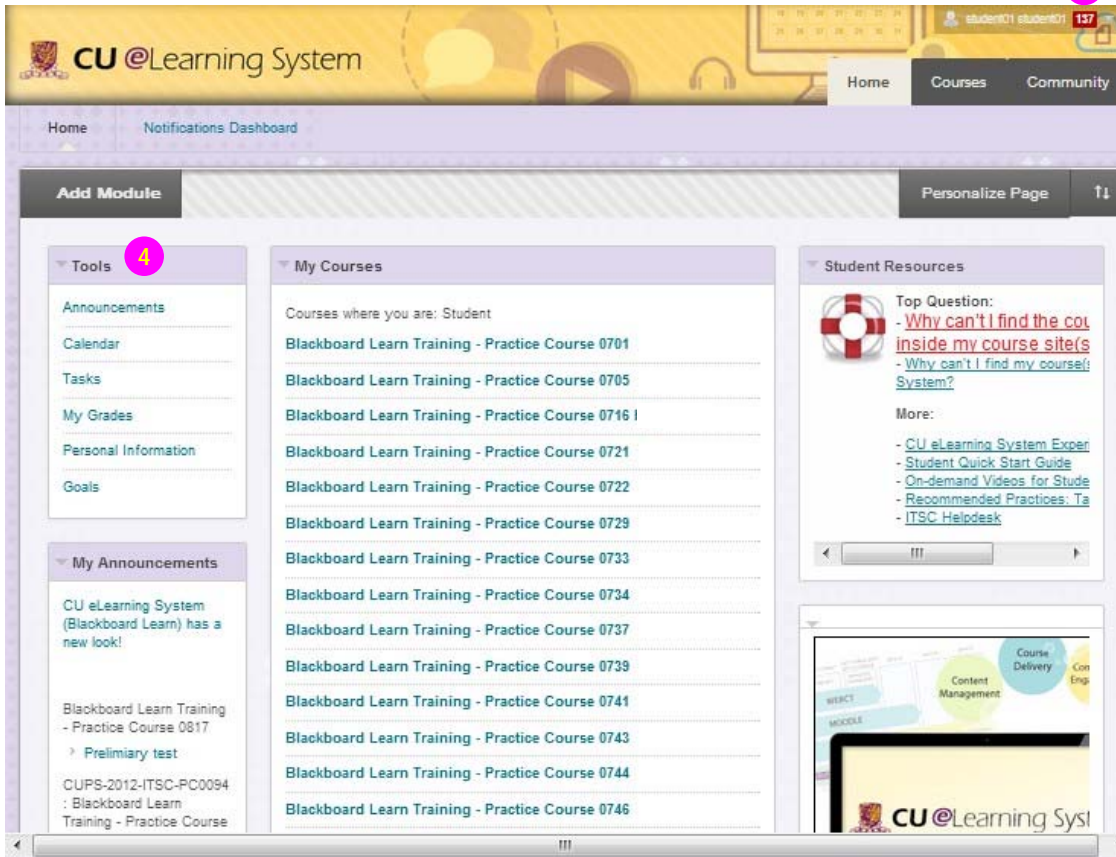
Home



- 1) **My Courses:**
 Displays links to course you are enrolled in.
- 2) **My Announcements:**
 Displays announcements for courses and from your institution. Announcements communicate important, time-sensitive information.

- 3) **Personalize Page:**
 Change the color scheme of the page. Your institution determines if you are allowed to personalize the page.

Home



4) **Tools:** View announcements and grades for all courses a user is enrolled in. Send email to course members. View course calendar dates and tasks added by instructors. Add private personal calendar events and tasks. Access and edit personal information.

5) **Global navigation** is available everywhere in CU eLearning System. They present a personalized view of the learning environment. Click the arrow next to your name at the top of the screen to access the global navigation panel.

Global Navigation

Tools	Description
	Bb Home: Gives you an overview of the items that are due and have recently been graded. Move your cursor over View to reveal your grade. Bb Home displays the five most recent activities relevant to you.
	My Calendar: Review everything you have due and be reminded of when you need to complete it.
	Posts: Displays the latest posts in the courses and organizations you are enrolled in and follow. For example, you can see when a classmate submits a blog post in your course.
	Updates: Review a list of notifications alerting you to important events and information. For example, you can see when an assignment has been graded.
	My Grades: View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course.

Courses

The screenshot shows the CU @Learning System interface for the 'Courses' section. It features three main panels:

- Course Search (1):** A search box with a 'Go' button.
- Course List (2):** A list of courses under the heading 'Courses where you are: Student'. The list includes several 'Blackboard Learn Training - Practice Course' entries with IDs ranging from 0701 to 0741.
- Course Catalog (3):** A tree view showing course sessions for the years 2011-12 and 2012-13, including Summer Sessions and Terms 1 through 4, plus an 'Others' category. A 'Browse Course Catalog' button is located at the bottom of this section.

- 1) Course Search:** You can search for a course, and if allowed, preview the course. Type a keyword or text string in the box, click **Go**. The results appear on the **Browse Course Catalog** page.
- 2) Course List:** From the list, you can access any course you are enrolled in or teaching. For example, if you are a student in two courses and a teaching assistant in one course, your course list is divided into the courses you are enrolled in and the courses you are a TA for.
- 3) Course Catalog:** You can search the catalog for courses or organizations. Select a category link or click **Browse Course Catalog** to begin your search.

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Submitting Assignments

The screenshot shows the 'Upload Assignment' page in the CU @Learning System. It is divided into two main sections:

- Course Content (1):** A yellow bar with an 'Assignment' icon and text.
- Upload Assignment: Assignment (2):** A form area with a 'Cancel' button, a 'Save as Draft' button (3), and a 'Submit' button.

Below the form area, there are two sections:

- 1. Assignment Information:** Displays 'Name Assignment', 'Due Date Sunday, August 31, 2014 11:05:00 AM CST', and 'Points Possible 10'.
- 2. Assignment Submission:** Contains a 'Text Submission' section with a 'Write Submission' button and an 'Attach File' section with a 'Browse My Computer' button (2) and a 'Browse Content Collection' button.

- 1) On the course menu, select the content area that holds the **assignment**.
- 2) On the **Upload Assignment** page, review the instructions and download any files provided by your instructor. If your response to the assignment is in a separate file, click **Browse My Computer**, and select a file to attach.
- 3) Click **Save as Draft** to save your changes and continue working later.

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Submitting Assignments

- On the **Review Submission History** page, click **Continue**.

Review Submission History: Assignment

Assignment Details

GRADE: -/10
Last Graded Attempt: 6/26/14 10:20 AM Attempt /10

SUBMISSION: PerferChan_paper_v2.pdf

Continue

Submitting Assignments

- When finished, make sure to click **Submit**.
- A success message appears, confirming the assignment submission. *Please check.*

Upload Assignment: Assignment

Cancel Save as Draft **Submit**

1. Assignment Information

Name Assignment
Due Date Sunday, August 31, 2014 5:00:00 PM CST
Points Possible 10
Chrysanthemum.jpg

2. Assignment Submission

Text Submission Write Submission

Attach File Browse My Computer Browse Content Collection

File Name	Link Title	
Desert.jpg	Desert.jpg	Mark for removal

Last Modified Tuesday, July 8, 2014 3:50:59 PM CST

Notes:
Avoid using long file name (i.e. more than 30 characters) or file name with special characters (e.g. @ ! # , () " % ' & ; * + :).
(<http://elearning.itsc.cuhk.edu.hk/blog/?p=979>)

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This assignment is complete. Review the Submission History.

Reviewing Assignment Grades

Blackboard Learn
Training - Practice Course
0820

Announcements

Notifications

Course Content

Course Outline

Email

Discussion Board

Groups

My Grades

- 1) On the **Course Menu**, select **My Grades**.
- 2) The grade appears in the **Assignment's** row. To view more detail, click the assignment's title to **Review Submission History** page.

My Grades

All **Graded** Upcoming Submitted Order by: Course Order

ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Mid Term Paper Assignment	Well done!	Jul 9, 2014 11:22 AM GRADED	80.00 /100
Test01 Test		Jun 25, 2014 12:53 PM GRADED	40.00 /40

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Reviewing Assignment Grades

Review Submission History: Mid Term Paper

Assignment Instructions 1 of 2

Assignment Details

GRADE Last Graded Attempt **80.00** /100

7/9/14 11:43 AM Attempt 4 **80.00** /100

SUBMISSION

SAMPLE1100.doc

COMMENTS

Feedback
7/9/14 11:47 AM
Well done!

File Name
SAMPLE1100-Feedback.doc

OK

Philosophy is the study of general and fundamental problems concerning matters existence, knowledge, values, reason, mind, and language. It is distinguished from other disciplines by its generally systematic approach and its reliance on rational argument. The word "philosophy" comes from the Greek φιλοσοφία (philosophía), which literally means "love of wisdom".

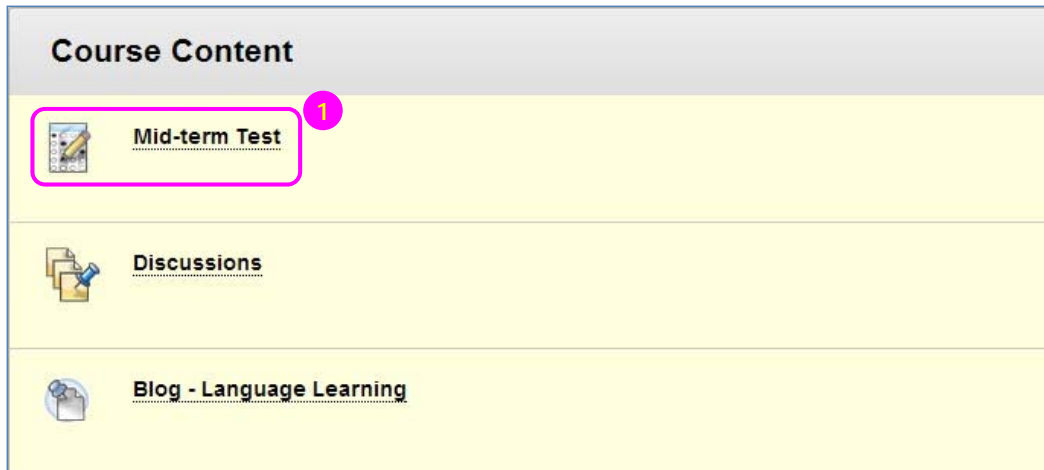
1.1 The following branches are the main areas of study:

- Metaphysics** is the study of the nature of being and the world. Traditional branches are cosmology and ontology.
- Epistemology** is concerned with the nature and scope of knowledge, and what knowledge is possible. Among its central concerns has been the challenge posed by skepticism and the relationships between truth, belief, and justification.
- Ethics**, or "moral philosophy", is concerned with questions of how persons ought to live if such questions are answerable. The main branches of ethics are meta-ethics, descriptive ethics, and applied ethics. Meta-ethics concerns the nature of ethical thought, the various ethical systems, whether there are absolute ethical truths, and how such truths can be known. Ethics is also associated with the idea of morality. Plato's early dialogues search for definitions of virtue.
- Political philosophy** is the study of government and the relationship of individuals and communities to the state. It includes questions about justice, the good, law, property rights and obligations of the citizen.
- Aesthetics** deals with beauty, art, enjoyment, sensory-emotional values, perception, and matters of taste and sentiment.
- Logic** is the study of valid argument forms. Beginning in the late 19th century, mathematicians such as Frege focused on a mathematical treatment of logic. Today the subject of logic has two broad divisions: mathematical logic (formal logic)

- 3) From the inline viewer toolbar you can **zoom** the contents of the document in or out and **download** the document.
- 4) You may also see grader's **Feedback** on this page.

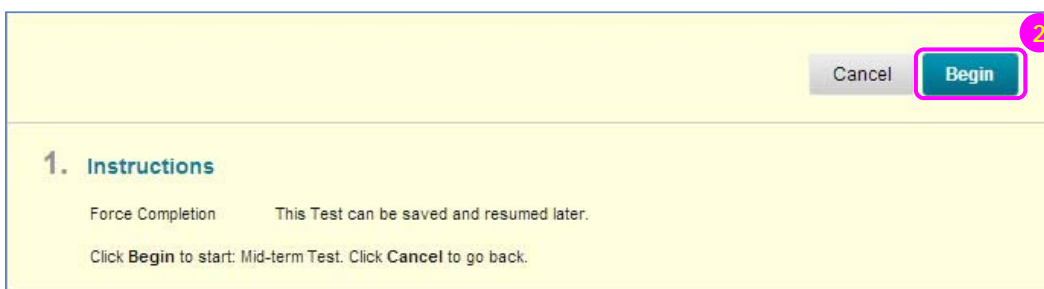
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Taking Tests



Course Content

- Mid-term Test** 1
- Discussions
- Blog - Language Learning



Cancel **Begin** 2

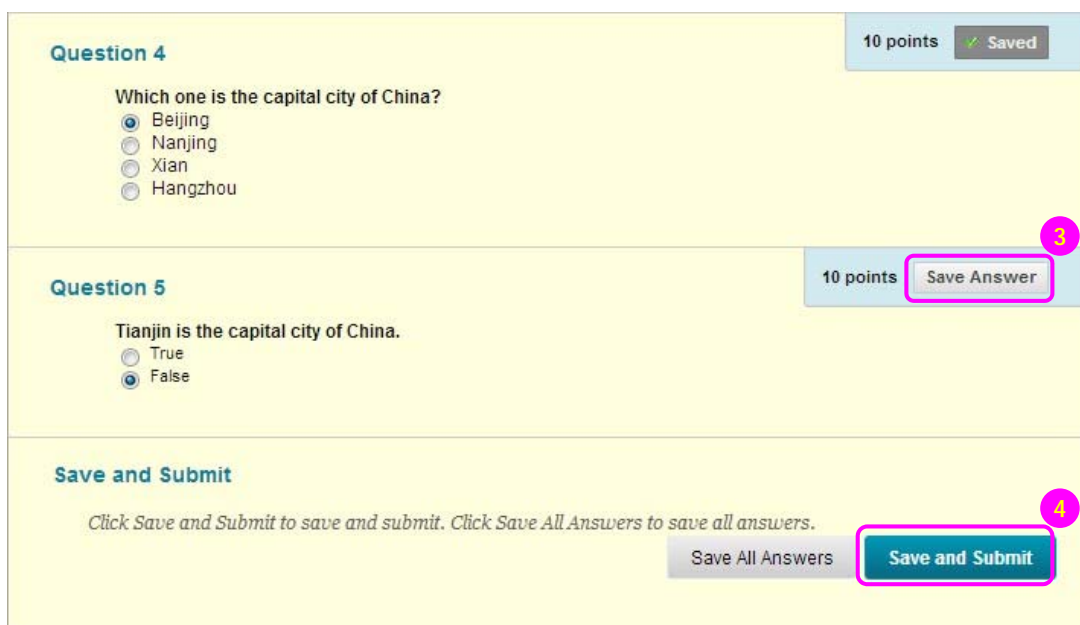
1. Instructions

Force Completion This Test can be saved and resumed later.

Click **Begin** to start: Mid-term Test. Click **Cancel** to go back.

- 1) Navigate to the test and click the link associated with it.
- 2) Read the instructions. Click **Begin** to take the test.

Taking Tests



Question 4 10 points **Saved**

Which one is the capital city of China?

- Beijing
- Nanjing
- Xian
- Hangzhou

Question 5 10 points **Save Answer** 3

Tianjin is the capital city of China.

- True
- False

Save and Submit 4

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

Save All Answers **Save and Submit**

- 3) As you work, answers will be saved automatically, or you can click **Save** next to each question.
- 4) Click **Save and Submit** when you complete the test.

Notes:
Please access the following link to see the recommended practices:
<http://elearning.itsc.cuhk.edu.hk/blog/?p=878>.

Taking Tests

Test Submitted: Sample Test (auto grading)

Test saved and submitted.

Student: student06 student06
Test: Sample Test (auto grading)
Course: CUPS-2012-ITSC-PC0096 : Blackboard Learn Training - Practice Course 0096 (2012-ITSC-PC0096)
Started: 7/29/13 12:24 PM
Submitted: 7/29/13 12:25 PM
Time Used: 1 minute.

Click OK to review results.
 Monday, July 29, 2013 12:25:40 PM CST

User	student06 student06
Course	CUPS-2012-ITSC-PC0096 : Blackboard Learn Training - Practice Course 0096
Test	Sample Test (auto grading)
Started	7/29/13 12:24 PM
Submitted	7/29/13 12:25 PM
Status	Completed
Attempt Score	50 out of 55 points
Time Elapsed	1 minute.
Instructions	

Question 1 5 out of 5 points (Extra Credit)

Chengdu is the capital city of China.

Selected Answer: No
 Correct Answer: No

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← OK

- 5) The performance results you receive after completing a test depend on the options selected by your instructor. For example, your instructor may only show the final score for one test, while for another test the final score and correct answers are displayed. Feedback includes one or more of the following:
- Final score for the test
 - Answers submitted
 - Correct answers
 - Feedback for the questions

Creating Threads in a Forum

Blackboard Learn Training - Practice Course 0820

- Notifications
- Announcements
- Course Content
- Discussion Board**
- Email
- Groups
- My Grades

Discussion Board

Search

Forum	Description	Total Posts	Unread Posts	Total Participants
General Discussions		0	0	0

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

- 1) Access a discussion forum.

Creating Threads in a Forum

The screenshot shows the 'Forum: General Discussions' interface. At the top right, there are 'List View' and 'Tree View' buttons. Below the forum title is a navigation bar with 'Create Thread' (highlighted with a pink box and a pink circle with the number 2), 'Subscribe', 'Search', and 'Display' with a dropdown arrow. The main content area is divided into three sections:

- 1. Message:** Contains a 'Subject' field with the text 'Question about 334 Education Reform' (highlighted with a pink box and a pink circle with the number 3). Below it is a rich text editor with a toolbar and a text area containing 'I would like to ask...'. At the bottom of this section, it shows 'Path: p' and 'Words: 4'.
- 2. Attachments:** Contains three buttons: 'Attach File', 'Browse My Computer' (highlighted with a pink box and a pink circle with the number 4), and 'Browse Content Collection'.
- 3. Submit:** Contains three buttons: 'Cancel', 'Save Draft', and 'Submit' (highlighted with a pink box and a pink circle with the number 5).

- 2) Click **Create Thread** on the action bar.
- 3) Type a **Subject** and **Message**.
- 4) Alternatively, in the **Attachments** section, attach a file clicking **Browse My Computer**.
- 5) Click **Save Draft** to store a draft of the post or click **Submit** to publish your reply.

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Replying Discussion Posts

The screenshot shows a forum thread listing table. The table has columns for 'Date', 'Thread', 'Author', 'Status', 'Unread Posts', and 'Total Posts'. One thread is highlighted with a pink box and a pink circle with the number 1:

Date	Thread	Author	Status	Unread Posts	Total Posts
7/29/13 2:40 PM	Question about 334 Education Reform	student01 student01	Published	0	1

At the bottom of the table, it says 'Displaying 1 to 1 of 1 items' and 'Edit Paging...'.

The screenshot shows a forum post from 'student01 student01' titled 'Question about 334 Education Reform'. The post content is 'I would like to ask...'. Below the post content is a 'Reply' button (highlighted with a pink box and a pink circle with the number 2). At the top right of the post area, it says '1 Posts in this Thread' and '0 Unread'. At the bottom of the post area, there are 'Message Actions', 'Expand All', and 'Collapse All' buttons.

- 1) Access a **forum** and select a **thread**.
- 2) For the first post, click **Reply**. Point to the post to see.

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Replying Discussion Posts

* Indicates a required field.

Cancel Save Draft **Submit**

* Subject 3

Message

Answer...

Path: p Words:0


Attach File


Cancel Save Draft **Submit** 4


- 3) If needed, edit the **Subject**. Provide your reply in the **Message** box. Attachments you upload using the content editor can be launched in a new window and can include alternate text to describe the attachment.
- 4) Click **Submit**.

Creating a Wiki Page

Course Content

 Mid-term Test

 Wiki - Philosophy of Education 1

 Discussions

- 1) Select a wiki title in a content area.

Creating a Wiki Page

2 Create Wiki Page

3 1. Wiki Page Content

Name: About John Dewey

Content:

(Sample content from Wikipedia)

John Dewey (*/ˈduːi/*; 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.

Path: p Words:62

4 2. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel Submit

- 2) On the wiki topic page, click **Create Wiki Page** on the action bar.
- 3) On the **Create Wiki Page**, type a **Name** for the wiki page. Type information in the **Content** text box. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups.
- 4) Click **Submit**.

Editing and Commenting a Wiki Page

1 About John Dewey

Created By student01 student01 on Monday, July 29, 2013 4:40:21 PM CST

Edit Wiki Content

(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.

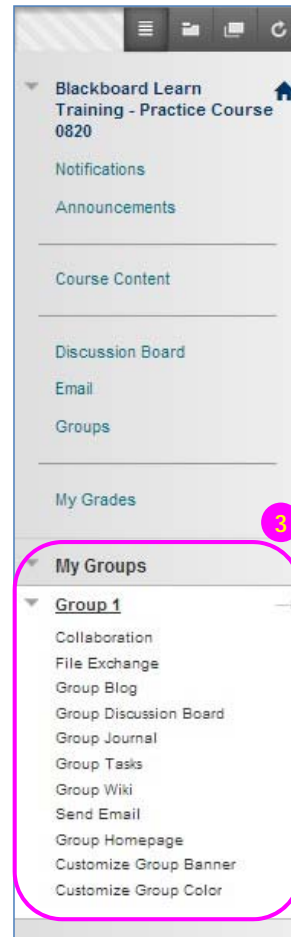
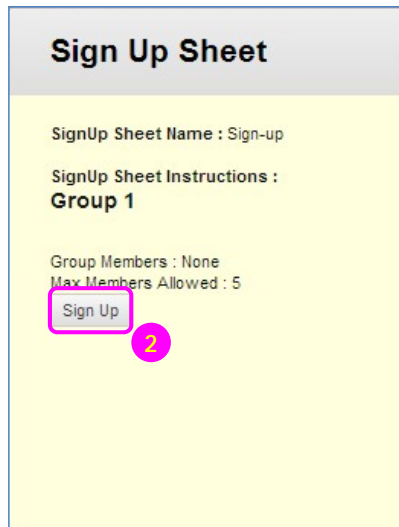
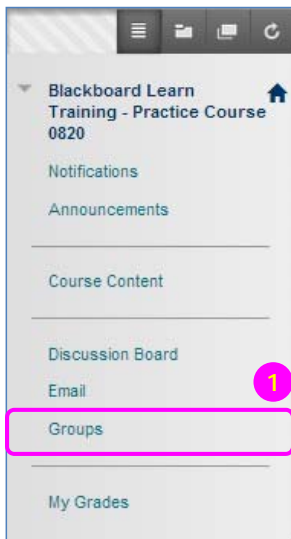
2 Comment

Comment

Cancel Add

- 1) Click **Edit Wiki Content** next to the page's title in the content frame. On the **Edit Wiki Page**, you can make changes to the name and content of the page.
- 2) Click **Comment** following the user's contribution. The Comment box appears. Type a comment in the Comment box. Click **Add**.

Signing Up to Join a Self-Enrollment Course Group



- 1) Find the group listed on the **Groups** page.
- 2) Click **Sign Up**.
- 3) The group will display on your **My Groups** control panel. And you will see the available tools under the group.

Notes:
Students cannot remove themselves once they have signed up for a group. Only Instructors/TAs have this privilege.

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/>