CU eLearning System Student Guide

Information Technology Services Centre
The Chinese University of Hong Kong

Last updated: Aug 1, 2014

Index

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)

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.**
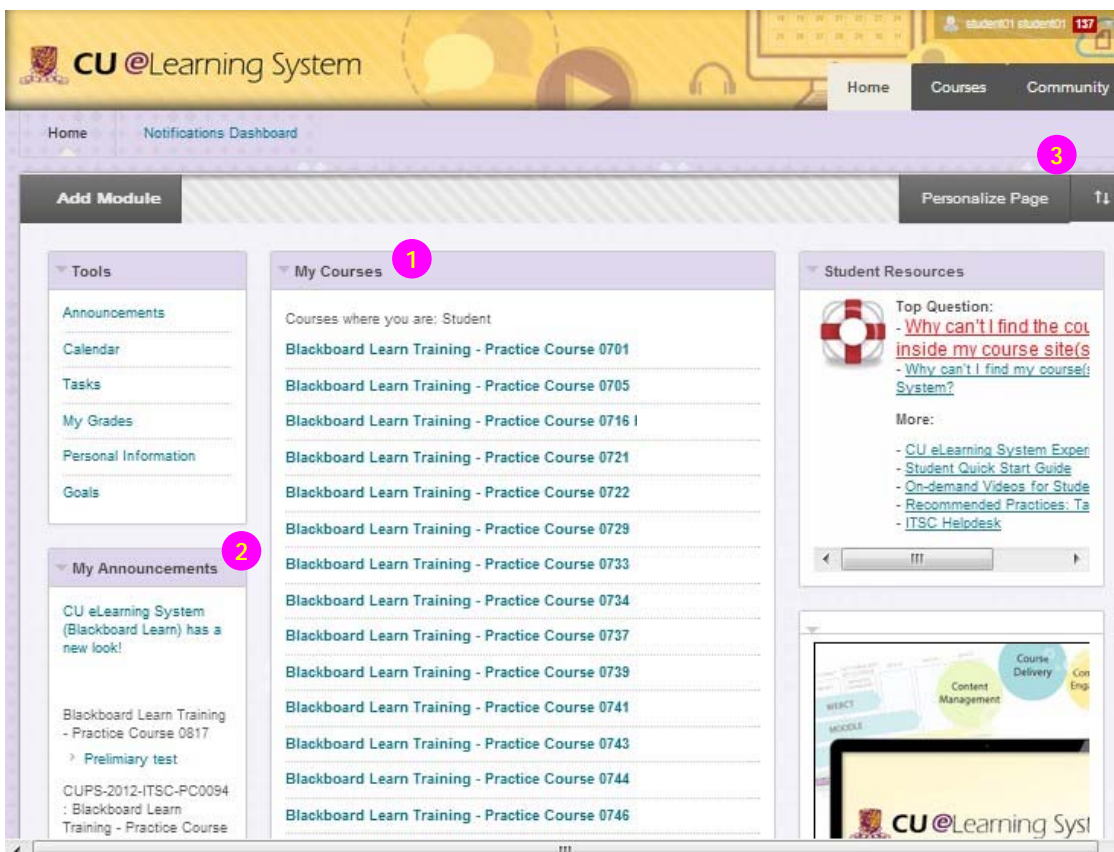
Logging in (direct login)

CU eLearning System:
http://elearn.cuhk.edu.hk
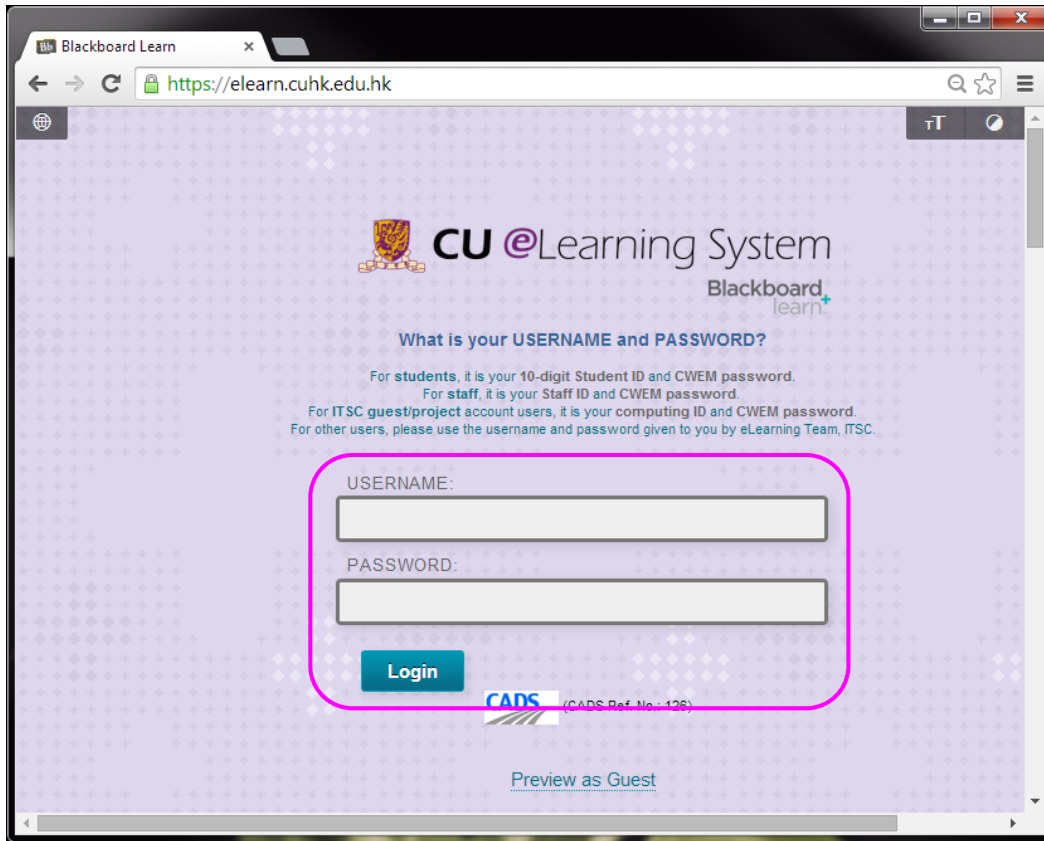
- Username:
  Staff ID / Student ID
  (e.g. 123456 / 1100123456)

- 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)

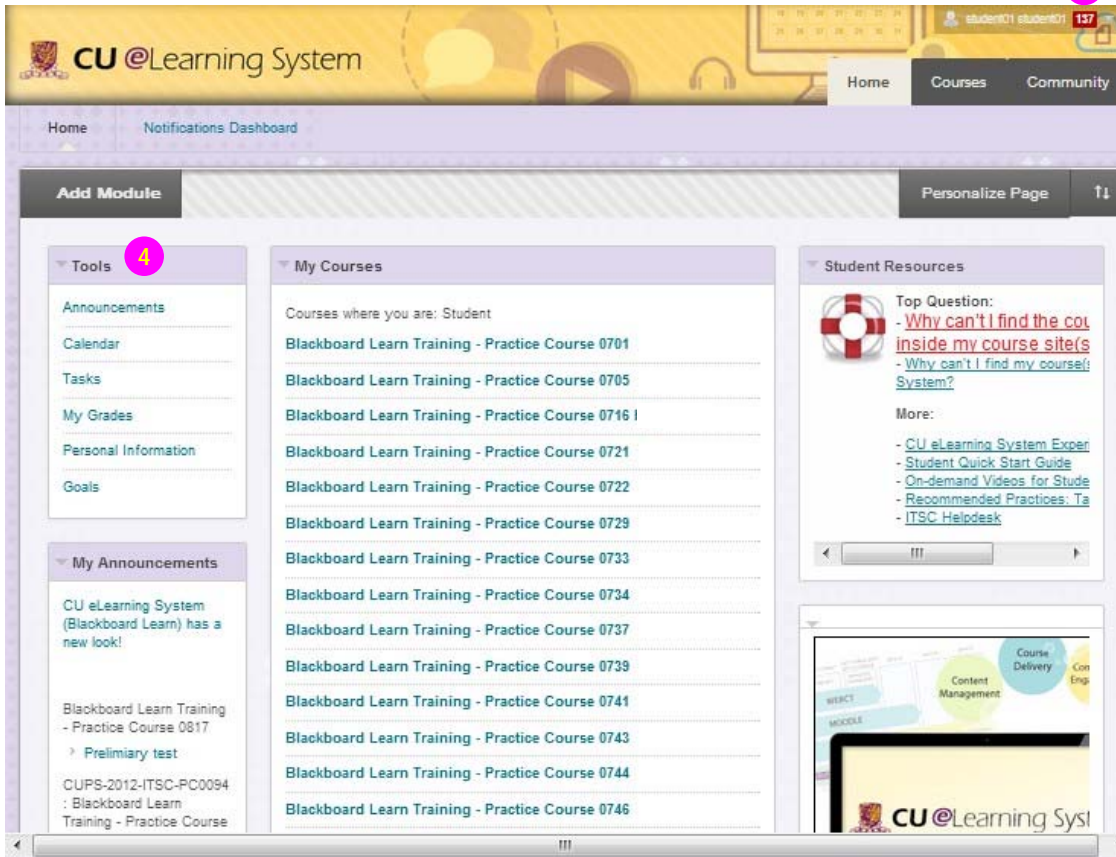# Home

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	**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

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 appears 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.

Submitting Assignments

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.

Submitting Assignments

Review Submission History: Assignment

4) On the **Review Submission History** page, click **Continue**.

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Submitting Assignments

Upload Assignment: Assignment

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

Attached files

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

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

This assignment is complete. Review the Submission History.

5) When finished, make sure to click **Submit**.

6) A success message appears, confirming the assignment submission. *Please check.*

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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Reviewing Assignment 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.

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Reviewing Assignment Grades

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.
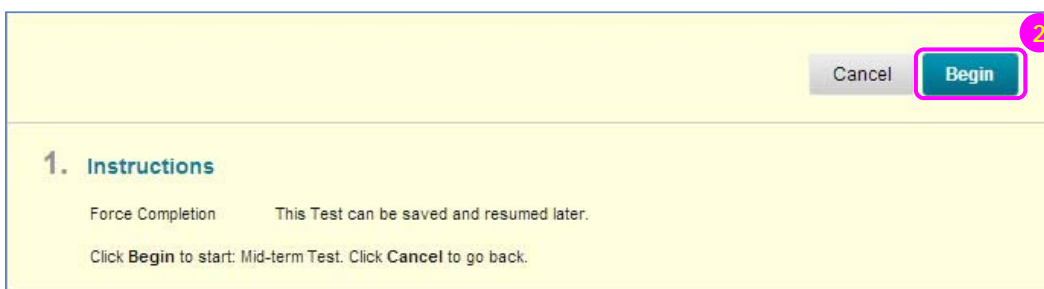
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Taking Tests

Course Content

① Mid-term Test

Discussions

Blog - Language Learning

Cancel | **Begin ②**
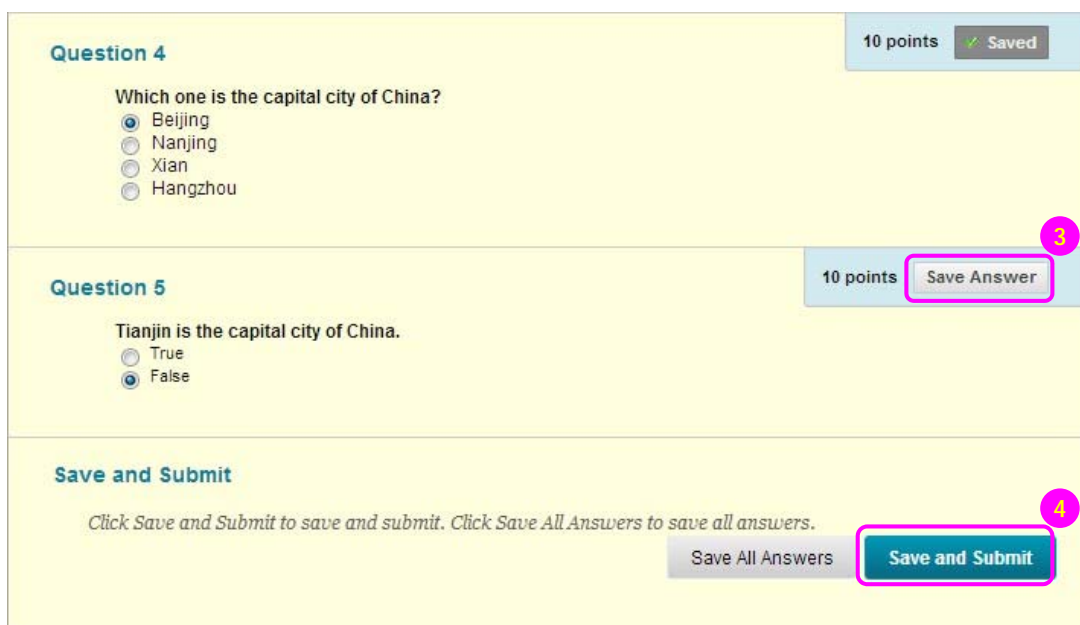
1. Instructions

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

③

Question 5   10 points | Save Answer |

Tianjin is the capital city of China.
- ○ True
- ◉ False

Save and Submit

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

Save All Answers | **Save and Submit ④**

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) ← OK

Chengdu is the capital city of China.
Selected Answer: No
Correct Answer: No

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

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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.

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Creating Threads in a Forum

List View   Tree View

Forum: General Discussions

Create Thread   **Subscribe**   Search   Display ∨

1. Message

✳ Subject   Question about 334 Education Reform

Message

T T T   Arial ▼   3 (12pt) ▼   T ▼   ☰ ▼   ☷ ▼   ✓ ▼   🔗 ⮌   🖥 i ⛶ ⌄

I would like to ask...

Path: p   Words:4

2. Attachments

Attach File   Browse My Computer   Browse Content Collection

3. Submit

Cancel   Save Draft   **Submit**

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 <u>or</u> click **Submit** to publish your reply.

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Replying Discussion Posts

Thread Actions ∨   Collect

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

Thread Actions ∨   Collect

Displaying **1** to **1** of **1** items   Edit Paging...

Select: All None   Message Actions ∨   Expand All   Collapse All   **1** Posts in this Thread   **0** Unread

☐   **student01 student01**   2 minutes ago

     Question about 334 Education Reform

     I would like to ask...

     Reply

Select: All None   Message Actions ∨   Expand All   Collapse All

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

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**.

* Indicates a required field.

Cancel   Save Draft   **Submit**

* Subject   RE: Question about 334 Education Reform

Message

T T T   Arial   3 (12pt)   T ·   ☰ ·   ☰ ·   ✓ ·   🔗 ᴄ➔   🖥 *i* ⛶ ⌄

Answer...

Path: p   Words:0

Attach File   Browse My Computer   Browse Content Collection

Cancel   Save Draft   **Submit**

Creating a Wiki Page

1) Select a wiki title in a content area.

Course Content

   Mid-term Test

   Wiki - Philosophy of Education

   Discussions

Creating a Wiki Page

2

Create Wiki Page

My Contribution

3

1. Wiki Page Content

✳ Name   About John Dewey

Content

| T T T T̄ | Paragraph ▾ | Arial | ▾ | 3 (12pt) | ▾ | ☰ ▾ | ☰ ▾ | T ▾ | ✎ ▾ | ⌫ | 🖥 | i | ⛶ | ⌃ |

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| 🔴 | 📎 | 🖼 | ▶ | fₓ | ✦ Mashups ▾ | ¶ | ❝ | © | ☺ | ⚓ | ▦ | ▦ ▦ ▦ ▦ ▦ ▦ ▦ ▦ ▦ ▦ | □ □ | HTML CSS | 🔠 |

(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.

Path: p   Words:62

2. Submit

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

4

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**   Edit Wiki Content

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

(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.
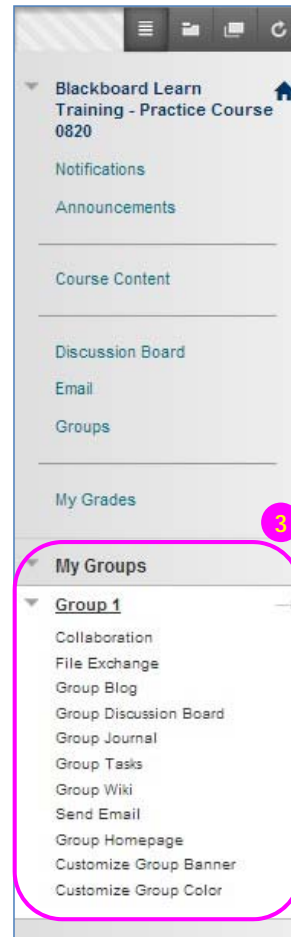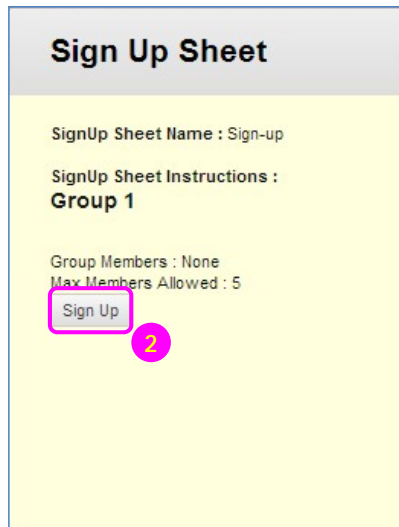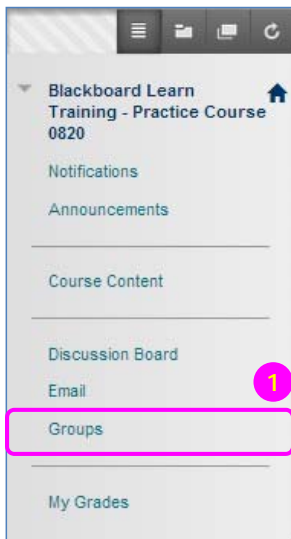
2

Comment

Comment

abc
✓

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/