



香港中文大學·資訊科技服務處
Information Technology Services Centre, CUHK

Information Technology Services

Orientation Programme for New Teaching Staff 2015-16

(<http://www.cuhk.edu.hk/itsc>)

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User Support Division

Information Technology Services Centre

Aug 2015

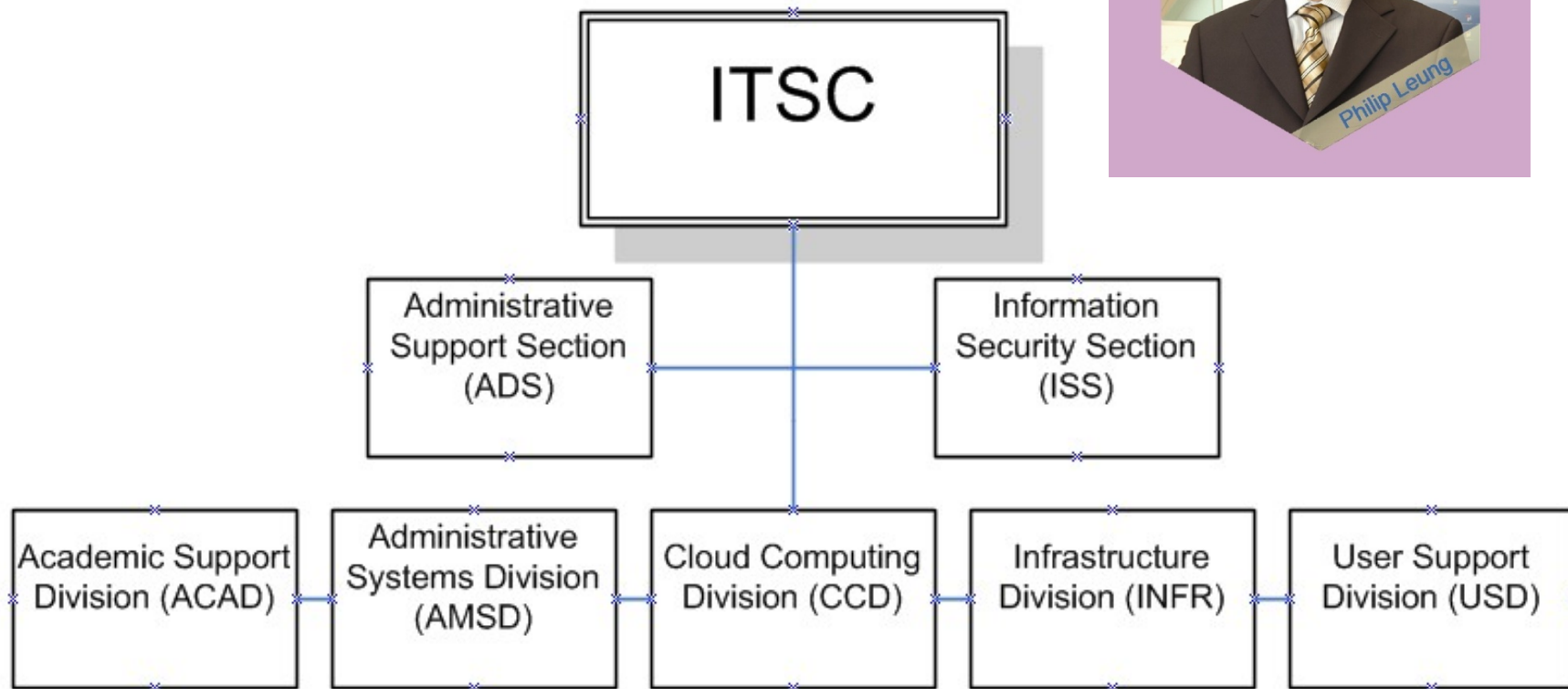


Agenda

1. Organization
2. Computing Accounts Information (CAI)
3. Internet and Campus Network
4. MyCUHK and CUSIS
5. Teaching & Learning
6. Free Software
7. Information Security
8. Useful Information



Organization





- Staff ID / Computing ID
- ITSC PC LAN, CWEM Password

COMPUTING ACCOUNTS INFORMATION (CAI)



Computing Account Information (CAI) Slip

The Chinese University of Hong Kong
Information Technology Services Centre
Computing Accounts Information Slip

Name and Department

L. _____
In _____

Staff ID

Computing ID
for Staff

A. Terms and Conditions

As a user of the University computer systems, you are automatically bound by the the policies and guidelines as specified in document 'RGEN002 Computer Network - Policies and Guidelines on Access and Usage' published at <http://www.cuhk.edu.hk/itsc/publications/userdoc/rgen002.html>.

Staff ID (UID)

6-digit

E.g. 123456

Computing ID (CID)

b + 6-digit-random-number

E.g. b765432

C. Computing Accounts Details:

(1) CUHK OnePass Account
Staff ID
Password

(2) CWEM Account
Staff ID
Computing ID
Password

(3) ITSC PC LAN Account
Computing ID
Password



Same as CWEM



Login with,

- Staff ID? Computing ID?
- OnePass = CWEM Password



Passwords

Once you got your **staff ID number**, please call 3943 8845 or visit Service Desk (6/F Wu Ho Man Yuen Bldg or Rm 109 Pi Chiu Bldg) to collect your CAI slip.

1. CUHK OnePass(<https://onepass.cuhk.edu.hk>)
 - ❖ access a number of CUHK online systems and services **with a single login (MyCUHK & CU eLearning System)**
 2. CWEM Password
 - ❖ **E-mail**
 - ❖ **Wi-Fi & Other Network Access**
 3. ITSC PC LAN Password
 - ❖ **User Areas (Term Time Opening Hours)**
 - 1/F Pi Ch'iu Bldg: 24/7
 - ❖ **Learning Commons (Term Time Opening Hours)**
 - 6/F Wu Ho Man Yuen Bldg: 24/7 (Closed for regular cleaning every Monday and Thursday 8:00 am - 10:00 am)
 - ❖ **College and Student Hostel computer laboratories**
- Change/Forgot Password:
<http://www.cuhk.edu.hk/itsc/onlineapp/form/sr.html>





香港中文大學·資訊科技服務處
Information Technology Services Centre, CUHK

- Connect your mobile and computer devices to the Campus Network and the Internet

INTERNET & CAMPUS NETWORK



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Information Technology Services Centre, CUHK

WiFi Hotspots





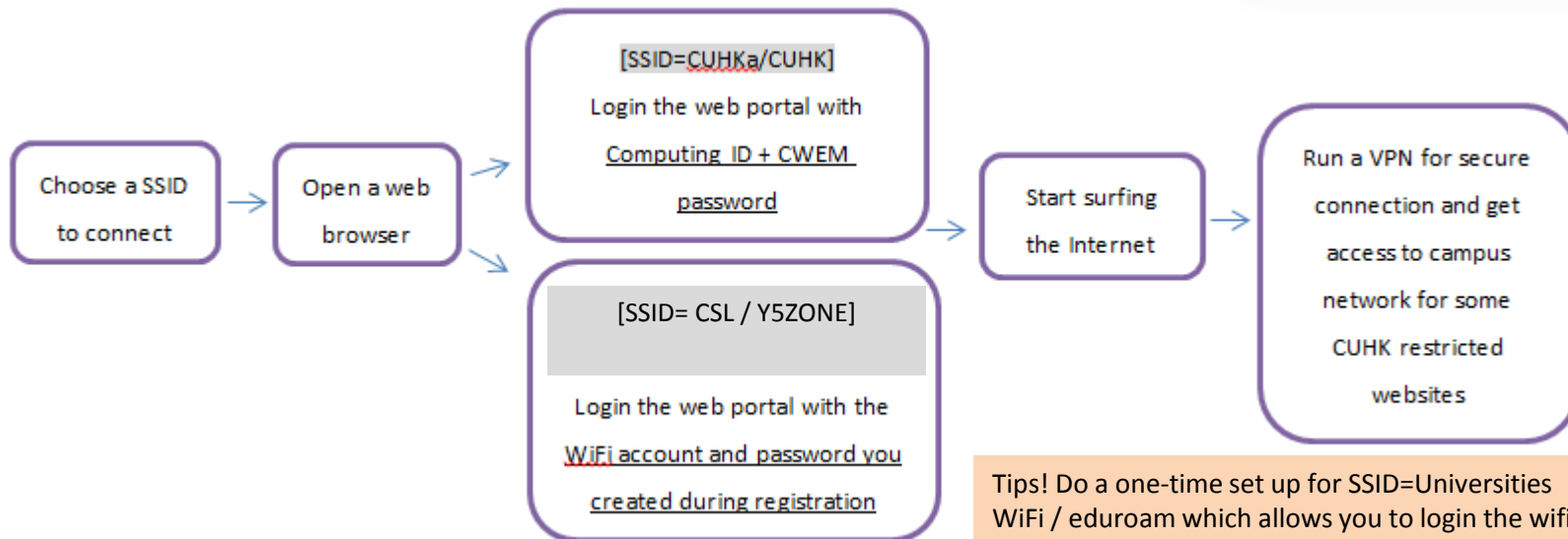
WiFi Services

1. CUHK Wi-Fi Service

- SSID = **CUHKa** / CUHK
- On-campus coverage:
<http://www.cuhk.edu.hk/itsc/network/wlan/coverage.html>

2. CUHK Wi-Fi Hotspot Partnership Programme

- SSID = Universities WiFi / **eduroam** / CSL / Y5ZONE
- Account registration is required:
<https://wifipartners.itsc.cuhk.edu.hk/myaccount.php>
- On & off campus coverage:
<https://wifipartners.itsc.cuhk.edu.hk/hotspot.html>



Tips! Do a one-time set up for SSID=Universities WiFi / eduroam which allows you to login the wifi service automatically!



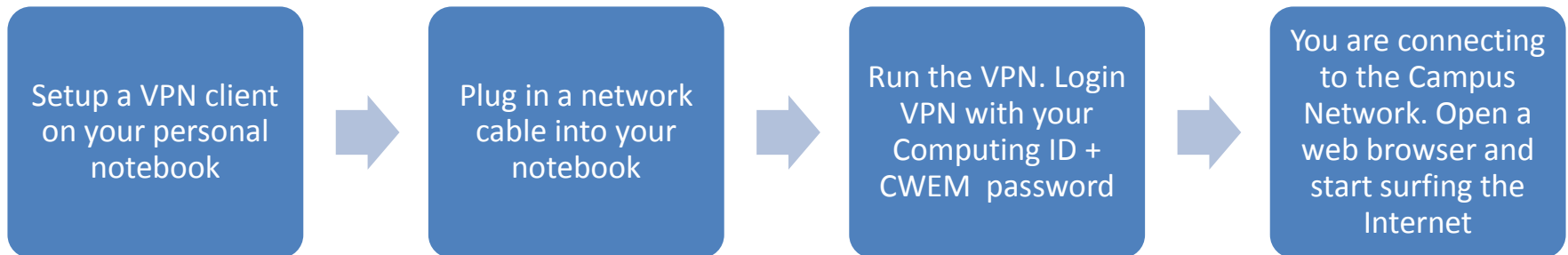


Network Connection in Classrooms

1. Built-in Computers in Connected Classrooms (Wired Connection)



2. Your Personal Notebook (Wired Connection)



3. Your Personal Notebook (WiFi Connection)

– Refer to slide #9

- VPN Setup details: <http://www.cuhk.edu.hk/itsc/network/vpn/vpn.html>



- **MyCUHK (University Portal)**
 - Get campus news and events
 - Access CUSIS and many campus-wide applications
- **Chinese University Student Information System (CUSIS)**
 - Access and manage related teaching and learning information anytime, anywhere

MYCUHK AND CUSIS



MyCUHK

- The University portal
- <http://portal.cuhk.edu.hk>
- Login MyCUHK using your Onepass Account
 - 6-digit **Staff ID** and
 - **OnePass** password

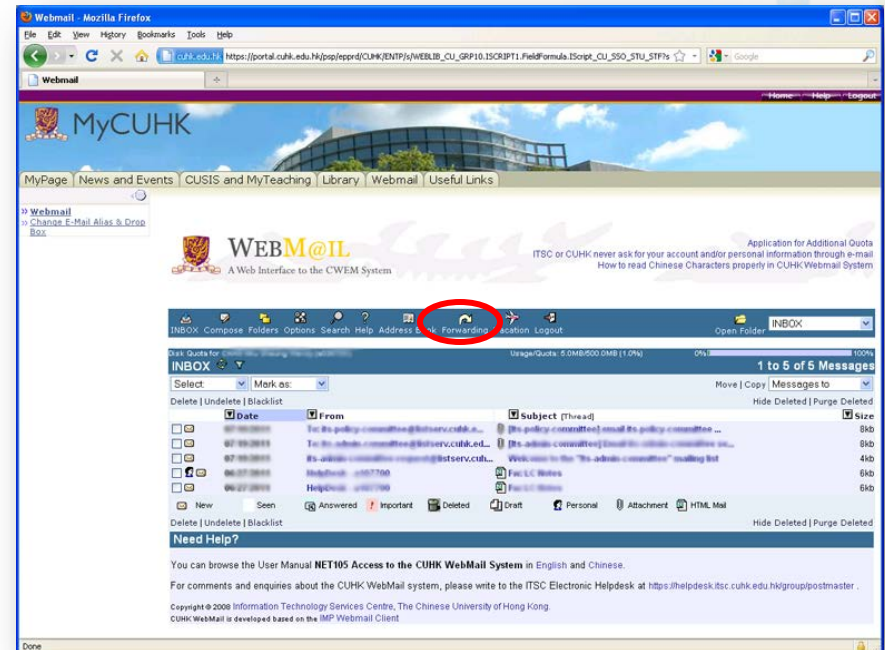
The screenshot displays the MyCUHK portal interface. At the top, it features the CUHK logo and the Information Technology Services Centre logo. The main heading is "MyCUHK". Below this, there is a "Welcome" message and a prominent "Login with CUHK OnePass" button. A sub-message states: "This will log you in via the CUHK Central Authentication System." To the right, there are several informational sections: "What is MyCUHK?", "Current Staff and Students" (with a link for instructions), "Alumni Account Initialization" (with a link for steps), and "To protect your privacy". Below these, there is a section for "Avoiding security certificate problems" with instructions for Windows, Mac OS X, and Firefox users. At the bottom of the main content area, there are links for "繁體中文" and "Using Chrome?". The bottom of the page features a large image of a CUHK building and a "Copyright (c) 2019" notice.

The bottom section of the screenshot shows the "Welcome to OnePass" login form. It includes fields for "Login ID:" and "Password:", with "Login" and "Clear" buttons. Below the form, there is a "CADS" logo and the text "(CADS Reference Number: 246)". To the right of the login form, there is a section titled "OnePass allows University staff, students & alumni to" with bullet points: "Access a number of CUHK online systems and services with a single sign-in" and "Staff & Students can additionally" with sub-bullets: "Reset your OnePass Password." and "Use OnePass Personalized Security Questions to get into your account if you forgot the password." Below this, there are two columns of "Notes to Staff & Students" and "Notes to Alumni", each with "What is Your Login ID?" and "Forgot Your Password?" sections. The "Notes to Staff & Students" section includes: "For staff, it is your Staff ID.", "For students, it is your Student ID.", "The Password is your OnePass (CRM) password.", "Use OnePass Personalized Security Questions to get into your account. Or", and "Request ITSC to reset the password." The "Notes to Alumni" section includes: "It is your Alumni ID.", "Initiate your Alumni Account here", "Forgot your Alumni ID?", "The Password is your Alumni Password", and "Click here to reset your Alumni Password." At the very bottom, there is a "Need Help? Write to ITSC Service Desk" link and a footer with the CUHK logo and "Copyright © 2015. All Rights Reserved. Information Technology Services Centre, The Chinese University of Hong Kong."



E-mail for Staff

- University e-mail box is: `computing-id@mailserv.cuhk.edu.hk`
- Your department may provide you with another e-mail box such as Exchange e-mail.
- You may consider forwarding a copy of your University e-mail to your Exchange e-mailbox.
- Details:
<http://www.cuhk.edu.hk/itsc/network/app/email/forward.html>





E-mail Address & Drop Box

- E-mail Address
 - default: computing-id@cuhk.edu.hk
 - change it to: your-name@cuhk.edu.hk
- E-mail Drop Box
 - Please keep the default one
e.g. b123456@mailserv.cuhk.edu.hk
- Change via
 - MyCUHK (portal.cuhk.edu.hk) -> Webmail tab -> Change E-mail Alias & Drop Box, or
 - <https://directory.itsc.cuhk.edu.hk/mmm/login.jsp>
- Details
 - <http://www.cuhk.edu.hk/itsc/network/app/email/email-alias.html>
- Remark: Students are using a different email system. Their e-mail address is Student-ID@link.cuhk.edu.hk or name@link.cuhk.edu.hk



Changing my E-mail Alias and E-mail Drop Box

Change My CUHK E-mail Alias and E-mail Drop Box

Name	TESTING A/C (ITSC STUDENT 009)
Computing ID	s888009
Department	SOCIOLOGY
E-mail Address	<input type="text" value="chantaimanpeter"/> @cuhk.edu.hk
E-mail Alias (At least 4 characters) Note: Please read [Help] before changing E-mail Address.	
E-mail Drop Box	<input type="text" value="s888009@mailserv.cuhk.edu.hk"/>

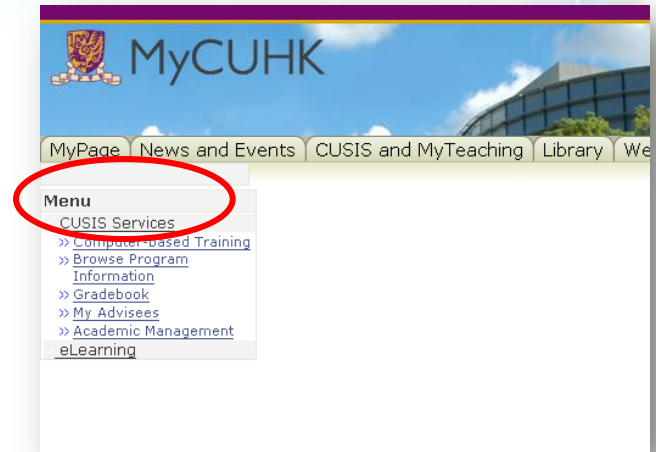
Warning: E-mail will be lost if E-mail Drop Box is invalid.

Submit Modification



CUSIS Functions (Accessible via MyCUHK)

- Academic Management
 - Viewing students' information of classes
 - Browse program information and teaching schedule
 - Managing class rosters
- Gradebook Management
 - Upload final grades with assignment marks
 - Gradebook upload function
 - View class grade distribution report for grading management
- To learn more,
 - Read Computer-based Training programmes via MyCUHK
 - visit FAQs and How-to page at <http://www.cuhk.edu.hk/cusis/faqs.html>





CUSIS

View student list

The screenshot shows the MyCUHK Faculty Center interface. The 'Faculty Center' link in the left sidebar is circled in red. Below it, the 'My Teaching Schedule > 2009-10 Term 1 > CUHK' section is visible. A table lists classes with a hand icon circled in red next to the first row.

Class	Class Title	Enrolled
ACCT 4131-A (1320)	Auditing (Lecture)	5
ACCT 4131-B (1321)	Auditing (Lecture)	4

The screenshot shows the MyCUHK Enrolled Students page. A table lists enrolled students with a red box highlighting the table content.

Notify	Photo	ID	Name	Grade Basis	Units	Program	Subplan(s)	Admit Year	Study Year	Colla
<input type="checkbox"/>		1133000431	CHAN, YU TUNG (陳玉童)	Graded	3.00	M.B., Ch.B.		2008	1	UC
<input type="checkbox"/>		1133000421	CHAN, YUEK-LI (陳若麗)	Graded	3.00	B.A. in Music		2008	1	CC
<input type="checkbox"/>		1133000418	CHAN, SUK HUI (陳蘇慧)	Graded	3.00	B.Eng. in Information Engineering		2009	1	NA
<input type="checkbox"/>		1133000444	CHOI, MAN CHUNG (蔡文忠)	Graded	3.00	B.B.A. in Hotel & Tourism Management		2009	1	MC
<input type="checkbox"/>		1004702161	HONG, CHIU TUN (洪卓天)	Graded	3.00	Bachelor of Nursing		2006	4	CC



CUSIS

View distribution of grades to facilitate adjustments

The screenshot shows the MyCUHK interface with the 'Gradebook' menu item circled in red. The main content area displays the 'Class Grade Distribution' for course CENG 4430, Section W, 2009-10 Term 2. It includes a table of student grades and a detailed report on the right.

Name	Student ID	Test	Final
HKW,Qhkb Mdx Hlwvwd	1006505643	0.00 <input type="checkbox"/> Note	100.00 <input type="checkbox"/> Note
NG,Pak Chi Patrick	1004928351	70.00 <input type="checkbox"/> Note	0.00 <input type="checkbox"/> Note
QHF,X,WFW HHXZ	1005862301	50.00 <input type="checkbox"/> Note	60.00 <input type="checkbox"/> Note

Assignment Average: 40.00 53.33
[Select a Different Class/Faculty Center/Class Assignments](#)

**The Chinese University of Hong Kong
Course Grade Distribution Report**

07/10/2010 17:28:22 Page 1 of 1

ALL Grades
2009-10 Term 2

CENG 4430 W: Discrete Systems and Networks

Grade	Student Count	Percentage	Cumulative %	Checking Reference Count
A	1	33.33%	33.33%	33.00%
A+	0	0.00%	33.33%	33.00%
B+	0	0.00%	33.33%	33.00%
B	1	33.33%	66.67%	102.00%
B-	0	0.00%	66.67%	102.00%
C+	0	0.00%	66.67%	102.00%
C	0	0.00%	66.67%	102.00%
C-	0	0.00%	66.67%	102.00%
D+	0	0.00%	66.67%	102.00%
D	0	0.00%	66.67%	102.00%
F	1	33.33%	100.00%	303.00%
NR	1	33.33%	100.00%	303.00%
Total	3	100.00%		

Note: Check Distribution Subtotals (Total) to ensure all students are included. Please also refer to Course Assessment Subtotal and Grade in Detail.
 Check the 'All' tab for the whole distribution.

Grade	Percentage	Cumulative %
A	33%	33%
A+	0%	33%
B+	0%	33%
B	33%	66%
B-	0%	66%
C+	0%	66%
C	0%	66%
C-	0%	66%
D+	0%	66%
D	0%	66%
F	33%	100%
NR	33%	100%

*** End of Report ***



香港中文大學·資訊科技服務處
Information Technology Services Centre, CUHK

- Systems & Tools
- eLearning Resources

TEACHING & LEARNING



Teaching & Learning

1. Deliver academic courses through a single eLearning platform - Blackboard



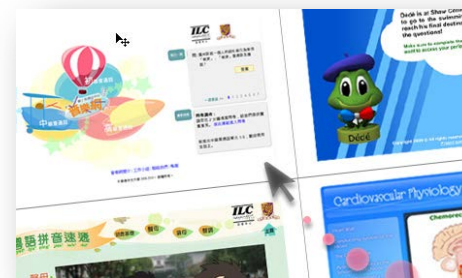
2. Record lectures



3. Release courses through CUHK iTunes U



4. Develop courseware





For New Teachers – 5 things you need to know about CU eLearning System (Blackboard Learn)

<http://elearning.itsc.cuhk.edu.hk/blog/?p=4687>

1. What is CU eLearning System (Blackboard Learn)?
2. How to login the system?
3. How to set your course available to your students?
4. How to enroll users?
5. Where can I learn more about CU eLearning System (Blackboard Learn)?

The screenshot shows a blog post on the CU eLearning System (Blackboard Learn) website. The main content is a video player with a green overlay that reads "5 THINGS YOU NEED TO KNOW ABOUT CU eLearning System". The video list includes: 1. CU eLearning System, 2. Login to the System, 3. Course Availability, 4. Course Enrollment, and 5. User Guide and Support. The page header includes "eLearning BLOG" and "CUHK eLearning @ CUHK". The navigation menu includes "HOME", "ANNOUNCEMENTS", "SYSTEMS AND TOOLS", "TEACHERS' SHARING", and "TECH TIPS". The page also features a search bar, a "LOGIN" button, and a "Submit Problem/Request" button. The footer includes "ITSC Service Desk" and "Contact Us" buttons. The page also includes "Quick Links" for "CUHK on iTunes U", "eLearning@CUHK", and "Lecture Recording". The "FAQ" section includes "For Teachers/TAs" and "For Students". The "Support and Services" section includes "Getting Started with CU eLearning System", "Services Requests", and "Training & Events".



eLearning @ CUHK

<http://www.cuhk.edu.hk/elearning>

The screenshot shows the eLearning @ CUHK website interface. At the top, there is a navigation bar with the site logo, navigation icons (home, mail, RSS), and a search box. Below the navigation bar, there is a main content area with a large image of students and staff interacting. To the right of this image is a section for the 'eLearning Assistant' team, including a description and a list of services. Further right is a 'CU@Learning System LOGIN' section with links for 'Info for Students', 'Info for Teachers', and 'Ask for Help'. Below these are sections for 'System Availability' (with a maintenance notice) and 'News & Events' (with a list of recent updates). At the bottom, there are four columns of service categories: 'eLearning Services', 'Systems & Tools', 'eLearning Resources', and 'eLearning Strategy', each with a list of specific services and links.



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Information Technology Services Centre, CUHK

CUHK Mobile



CUHK Mobile

- Get the CUHK hottest news & events
- Find your way in CUHK
- Get online library services
- Tips for new admission



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Information Technology Services Centre, CUHK

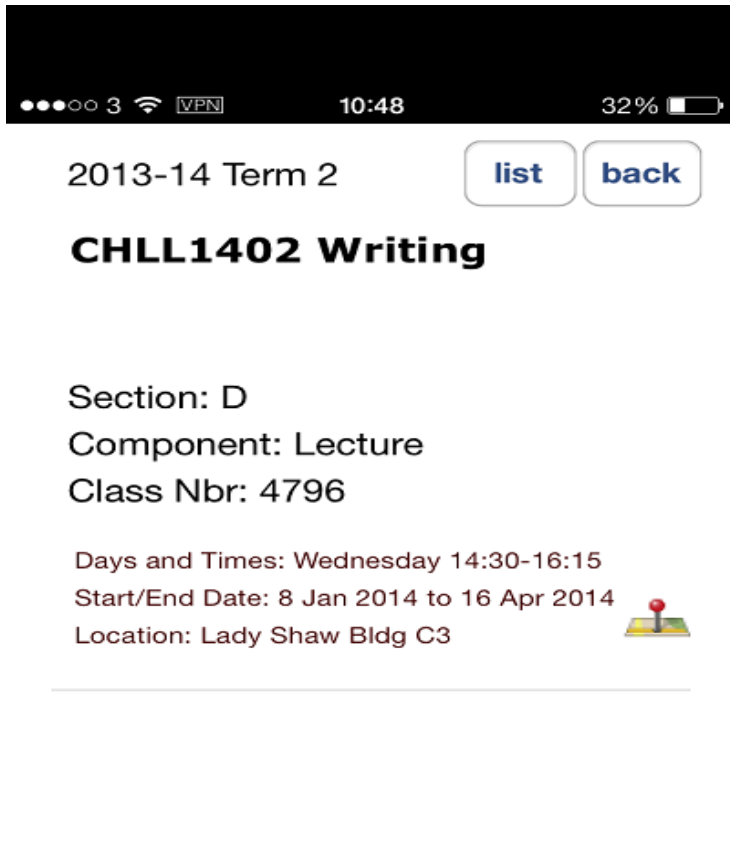
Download CUHK Mobile at **Play/Apple Store!**

Google Paly



Apple Store





Teaching Timetable App

1. Check
 - Your teaching timetable & information
 - Enrollment information
2. Merge the timetable to your calendar
3. E-mail students in your class



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Information Technology Services Centre, CUHK

Download Teaching Timetable App at **CUHK Mobile App Store!**



The Teaching Timetable app is available for both Android and iOS devices and downloadable from CUHK Mobile App Store at <http://campusapps.itsc.cuhk.edu.hk/store>.



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FREE SOFTWARE



Campus License Program

Details: <http://www.cuhk.edu.hk/itsc/compenv/license>

Software	Win Support	Mac Support	Home Use	Office Use
Selected Microsoft Applications such as MS Office (Work at Home Use Rights under MS Campus Agreement)	Yes	Yes	Yes	Yes
Respondus (creating and managing online tests)	Yes	No	Web App	Web App
Kaspersky Anti-virus Solution	Yes	Yes	Yes	Yes
McAfee Endpoint Security for Data Encryption	Yes	No (Coming soon)	No	Yes



- Keep Your Data Out of Hackers' Reach

INFORMATION SECURITY



– Tips 1 –

Secure Your Data by Adopting Endpoint Security Solutions

- ! Encrypt your USB storage device or laptop so that unauthorized person cannot read the data easily!
- ! Visit <http://epss.itsc.cuhk.edu.hk> for details.





– Tips 2 –

Never disclose or share your password to anyone

Subject: Webmail Account Owner

This message is from web mail administrator regarding center to all webmail account owners. We are currently conducting a security audit of all webmail accounts. We have identified some unused webmail accounts. We would like to update your account information. Please update your account information by clicking on the link below. If you do not update your account information, we will delete your account. Please update your account information by clicking on the link below. If you do not update your account information, we will delete your account.

Beware of Phishing E-mail

CONFIRM YOUR EMAIL IDENTITY BELOW

Email Username :=====

Email Password :=====

Date of Birth :=====

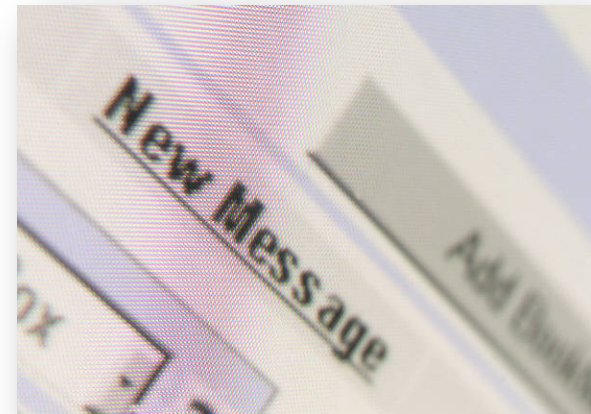
Warning!!! Any account owner that refuses to update his/her account within Three days of this update notification will lose his/her account permanently. Thank you for using web mail.



– Tips 3 –

Be Alert to Email Attachment or URL You Received

- ! Stay alert even though it's sent by your colleagues!
- ! Viruses, Trojans and worms can be transmitted through email links or attachments.
- ! Verify the sender's identity and scan every file with an anti-virus program (e.g. Kaspersky) before opening.





– Tips 4 –

Use and Keep Safe your Password

- Staff A had given his/her CWEM account to Staff B for wifi access
- Staff B not only could use this account for wifi access, but also use it to login the University portal and check Staff A's email, personal data,





– Tips 5 – Safeguard Your Computers

- ☑ Enable personal firewall
- ☑ Install anti-virus software
Kaspersky – CUHK staff and students can get a copy for free
- ☑ Keep virus/spyware signatures updated
- ☑ Keep windows and other software patches updated





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Information Technology Services Centre, CUHK

Contact us

USEFUL INFORMATION



Info for New Staff

<http://www.cuhk.edu.hk/itsc/newuser>



The screenshot shows the ITSC website interface. At the top, there are navigation links for 'Student', 'Staff', and 'Knowledgebase', along with 'Home', 'Forms', 'Policies and Guidelines', and 'Contact Us'. A search bar is also present. The main header features the CUHK logo and the text '香港中文大學 資訊科技服務處 Information Technology Services Centre THE CHINESE UNIVERSITY OF HONG KONG'. Below the header, there is a navigation menu with links for 'About Us', 'Accounts', 'Departmental IT', 'eLearning & Research', 'Information Security', 'Network Services', 'Online Systems', and 'User Area'. The main content area is titled 'New Users' and includes a 'Quick Guide for New Staff' section. This section contains a list of 13 steps for getting started, accompanied by an image of three people walking and a speech bubble that says 'Getting Started!'.

New Users

- Quick Guide for New Students
- Quick Guide for New Staff

Quick Guide for New Staff

At CUHK, you will often make use of IT resources to facilitate your work. To enable you get started with ease, we have designed this quick guide for you to grasp some ideas on how to

Getting Started !

1. Manage Your Accounts and Passwords
2. Collect Your CU Link Card and Change PIN
3. Get Network Access On and Off Campus
4. Stay Connected through E-mail
5. Keep Your Data out of Hackers' Reach
6. Install Free Anti-Virus Software for Your PC
7. Access MyCUHK and CUSIS
8. Facilitate Your Teaching Using eLearning Systems and Tools
9. Purchase Notebooks and Software at Discounted Prices
10. See What Other IT Resources and Facilities You Can Enjoy
11. Read Carefully the IT Resources Use Policies and Guidelines
12. Get "What's New" in ITSC Facebook
13. Contact Us When You Need Help



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Information Technology Services Centre, CUHK

<http://www.cuhk.edu.hk/price/special>



The Chinese University of Hong Kong
STUDENT NOTEBOOK
Ownership Program 2015 For Students, Staff and Alumni



01
Roadshow

CUHK Main Campus 中大校園

Date : 7 - 19 September 2015
Time : 11:00 - 20:00 (Mon - Sat)
(closed on Sun and Public Holidays)
Venue : LG, Benjamin Franklin Centre, CUHK
中大范克廉樓地庫 (玻璃房)

02
Roadshow

Prince of Wales Hospital 威爾斯親王醫院

Date : 9 - 10 September 2015
Time : 11:00 - 20:00
Venue : Hostel Common Room (G03), Madam S.H. Ho Hostel for Medical Students, PWH
何善衡夫人醫科生宿舍學生休息室 (G03)

SCAN ME
Online Ordering Available from 19 Aug to 17 Oct
24hrs. Online Ordering <http://www.cuhk.edu.hk/price/special>

Acer Hotline : (852) 2616 2466
Mon - Fri: 10:00 - 18:00 (Closed on Sat, Sun & Public Holidays)

Lenovo Hotline : (852) 8208 8922
Mon - Fri: 10:00 - 19:00 / Sat: 10:00 - 18:00 (Closed on Sun & Public Holidays)

中大學生會 崇基學生會 新亞學生會 聯合學生會 逸夫學生會 農圃學生會 善勤學生會 敬文學生會 伍宜孫學生會 和聲學生會 中大研究生會 商務館 資訊科技服務處



> Go to ACER



> Go to LENOVO





Contact Us

- ❖ ITSC Website: <http://www.cuhk.edu.hk/itsc>
 - ❖ New User Guide : <http://www.cuhk.edu.hk/itsc/newuser>
 - ❖ ITSC eNewsletter: <http://www.cuhk.edu.hk/itsc/digest>

- ❖ Service Desk: <http://servicedesk.itsc.cuhk.edu.hk>
Every request is traceable!

- ❖ ITSC Office:
 - CU Link Card Centre: 1/F Pi Ch'iu Bldg
 - User Areas: 1/F Pi Ch'iu Bldg
 - Learning Commons: 6/F Wu Ho Man Yuen Bldg
 - Service Desk: Duty-consultant (User Areas and Learning Commons)

- ❖ ITSC Facebook:
 - ❖ <http://www.facebook.com/itsc.cuhk>

- ❖ Phone:
 - General: 3943 8845 (with voice mailbox)
 - eLearning: 3943 1711





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Get this PPT online!

- <http://www.cuhk.edu.hk/itsc/training/orientation2015/teachingstaff.pdf>

