

**2024/25**

# **TEACHING WITH TECH OVERVIEW**

**For CUHK Teachers, Teaching Assistants, and Support Staff**

**(2024 August)**

# INTRODUCTION

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This presentation intends to provide teachers, TAs, and support staff one-stop access to updates on eLearning systems, tools, services, and features in 2024/25.

If you are new to the systems, tools, services, or features mentioned, some links have been included for you to access the relevant information web pages.

For questions, please contact ITSC Service Desk or [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk) for further questions.



# SUPPORT

## eLearning website



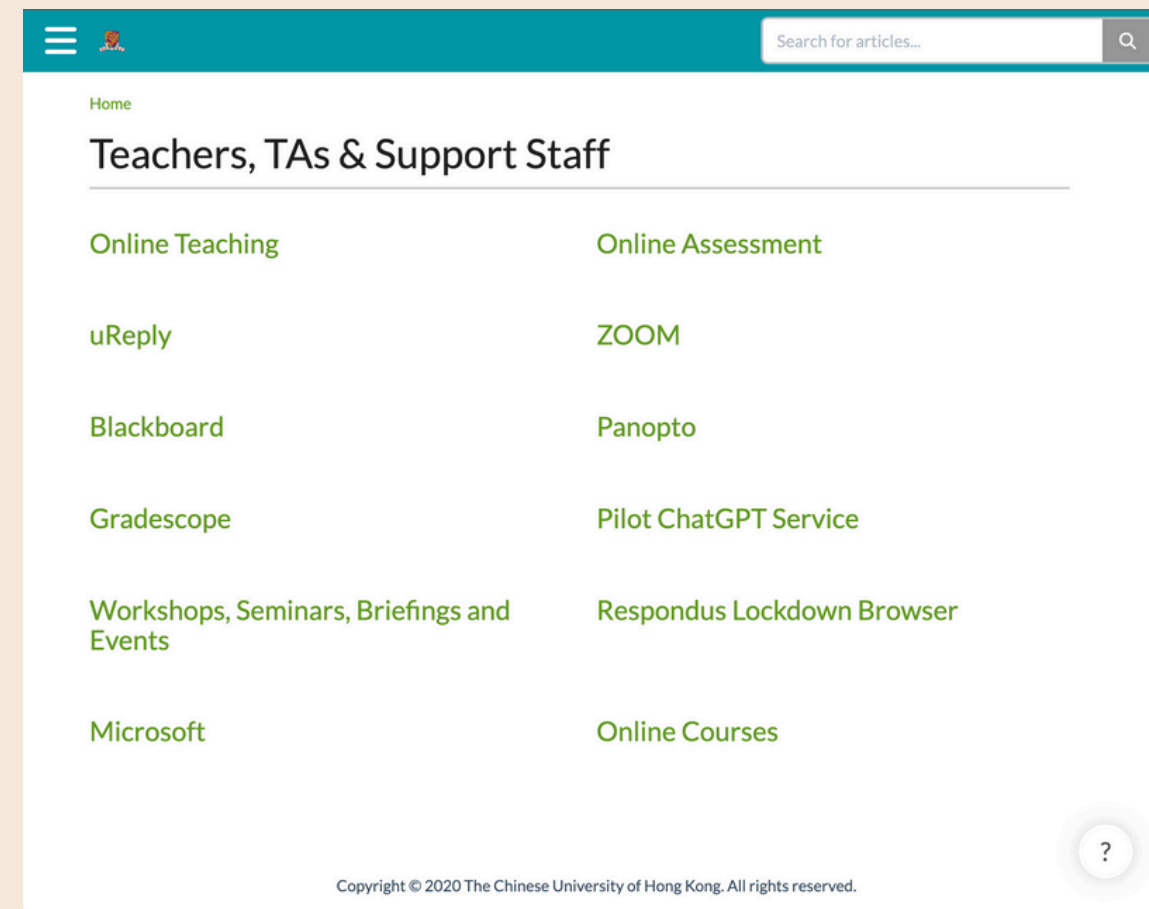
The screenshot displays the eLearning website with three main content areas:

- Learning with Technology:** Includes News (CUHK e-Learning on IG, Learning with Tech Overview, Online courses and webinars), Strategies, Suggestions & Tips (Use of Artificial Intelligence Tools in Teaching, Learning and Assessments - A Guide for Students, Tips for Successful Online Learning @ CUHK, How to Maximize Your Online Learning Experience, Copyright Basics, Copyright in Teaching and Learning, Honesty in Academic Work), Help on Tools (ZOOM, Microsoft Q365, Blackboard, KEEP, Panopto (Help), Camtasia, VeriGuide (Express), Gradescope, Respondus Lockdown Browser + Webcam (Self-Practice), uReply, Qualtrics), Resources for Learning (Library's Off Campus Support, Independent Learning Centre (ILC), CUHK Mobile App Store, CUHK MOOCs, Microsoft Learn, Coursera for Students), and More Tools and Services (CUSIS).
- Teaching with Technology:** Includes News (Teaching with Tech Overview, Online courses, webinars (summaries), and events, eLearning Newsletter), Strategies, Suggestions & Tips (Use of Generative AI Tools in Education, Supporting SEN Students, Tips on Hybrid Classrooms, General Tips for Online Teaching and Learning, Suggestions and Tips for Online Examinations, Suggestions for Non-Invigilated Examination: "Take-Home" Open-Book Exam, Invigilated Online Examination: Measures to Mitigate Risks, eLearning Evaluation, Copyright Basics, Copyright in Teaching and Learning, Cases and Stories in CUHK, Gallery of Content-specific Tips, Pedagogical Tips, FAQs & Top 10s), Help on Tools (ZOOM, Microsoft Q365, Blackboard, KEEP Moodle & Open edX, Panopto, Camtasia, VeriGuide, Gradescope, Respondus Lockdown Browser + Webcam, uReply, Qualtrics), Resources for Teaching (Library), and More Services (eLearning Assistant Services, Courseware Development Service).
- Supporting Teaching and Learning with Technology:** Includes News & Ideas (Information Security Best Practices, ITSC News, Wifi and Network, China Access: Pilot CUHK VPN Add-On Service, Instructional Continuity Plans shared by other Universities, Accessibility, Diversity, Equity, and Inclusion (DEI) (EDUCAUSE)), Initiatives/Projects/Communities (Teaching and Learning Innovation Expo, eLearning Community of Practice, Innovative Teaching: Flipped Classroom Community, Mobile Learning @ CUHK, Outcomes-based eLearning at CUHK), Grants (UGC Funding Scheme for Teaching and Learning Related Proposals, Teaching Development and Language Enhancement Grant (TDLEG), Courseware Development Grant Scheme (CDGS)), and Support Centres / Units / Section (Academic and Quality Section (AQS), Registry, Centre for Learning Enhancement And Research (CLEAR), Centre for eLearning Innovation).

eLearning website:

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

## EdTech Help Center



The screenshot shows the EdTech Help Center website with a search bar at the top. Below the search bar, there is a grid of links for various tools and services:

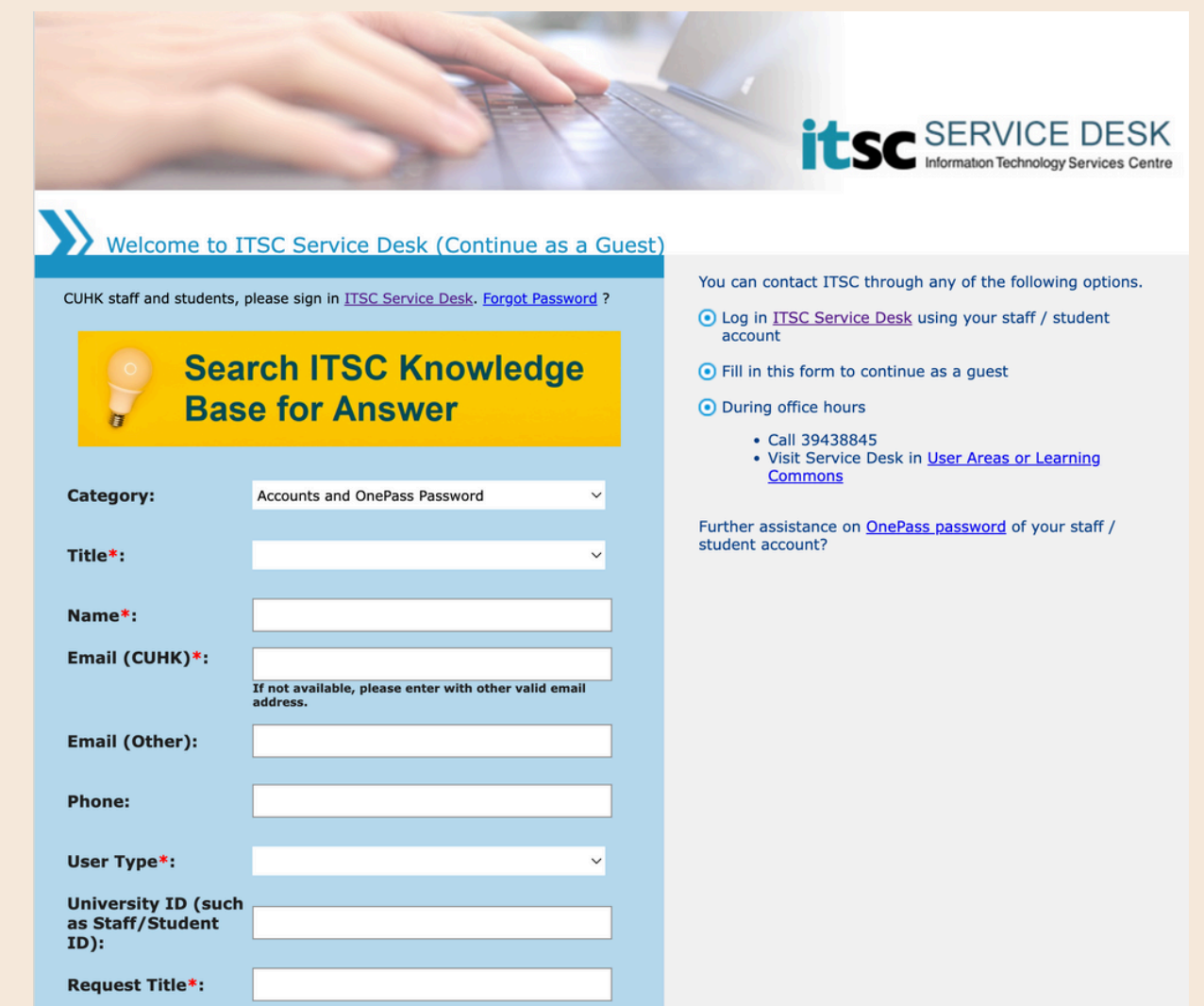
- Home
- Teachers, TAs & Support Staff
- Online Teaching
- Online Assessment
- uReply
- ZOOM
- Blackboard
- Panopto
- Gradescope
- Pilot ChatGPT Service
- Workshops, Seminars, Briefings and Events
- Respondus Lockdown Browser
- Microsoft
- Online Courses

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EdTech Help Center:

<https://help.edtech.cuhk.edu.hk/docs>

## ITSC Service Desk



The screenshot displays the ITSC Service Desk website. It features a search bar at the top and a form for submitting a request. The form includes fields for Category, Title, Name, Email (CUHK), Email (Other), Phone, User Type, University ID (such as Staff/Student ID), and Request Title. There is also a section for contact information and a link to the ITSC Service Desk.

itsc SERVICE DESK  
Information Technology Services Centre

Welcome to ITSC Service Desk (Continue as a Guest)

CUHK staff and students, please sign in [ITSC Service Desk](#). [Forgot Password ?](#)

You can contact ITSC through any of the following options.

- Log in [ITSC Service Desk](#) using your staff / student account
- Fill in this form to continue as a guest
- During office hours
  - Call 39438845
  - Visit Service Desk in [User Areas or Learning Commons](#)

Further assistance on [OnePass password](#) of your staff / student account?

ITSC Service Desk:

<https://www.itsc.cuhk.edu.hk/all-it/service-desk-training/service-desk/>

# IMPORTANT

## Classroom Internet Connection

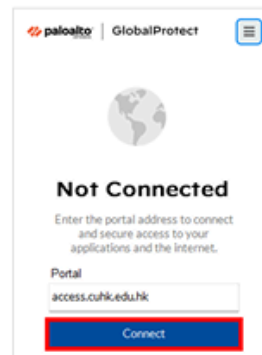
### Connect to the Internet

NEW Method

- 1 Double-click the **GlobalProtect** icon.



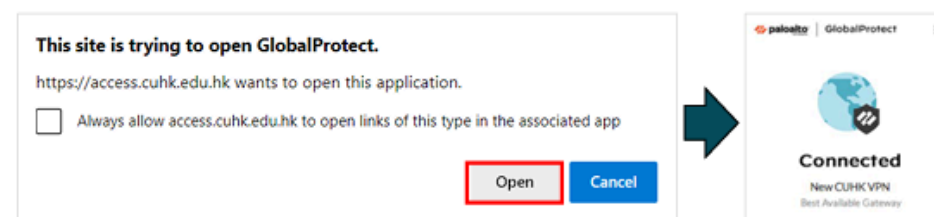
- 2 Click the **Connect** button.



- 3 When prompted, enter your **CUHK email address** and **OnePass password**, and respond to the **Duo 2FA push message** on your mobile phone.



- 4 Finally, follow the prompt and click **Open** to complete the connection.



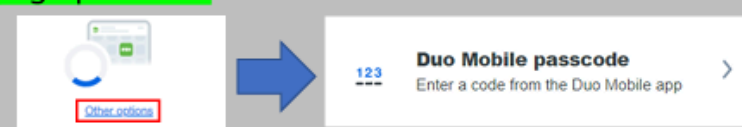
**DO NOT CLOSE THE BROWSER WINDOW!**

#### Using a Token for 2FA?

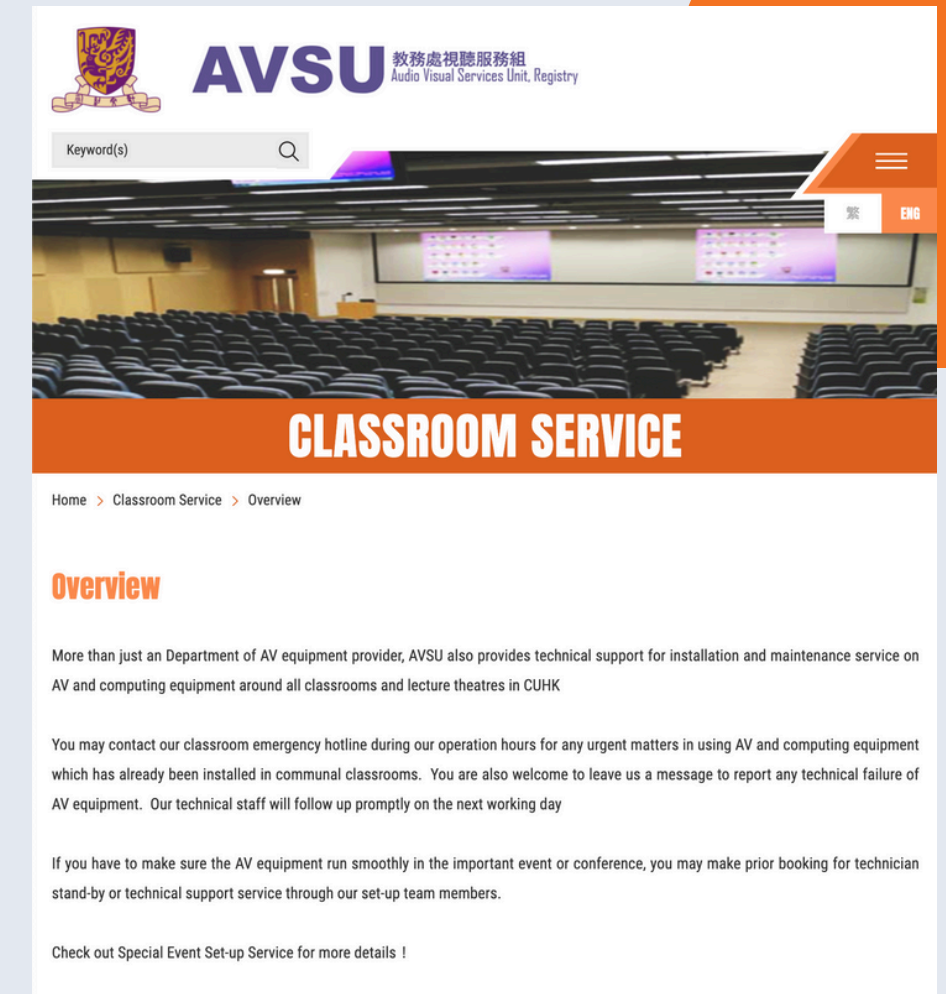
1. Check your **six-digit passcode** in the DUO app / hardware token.



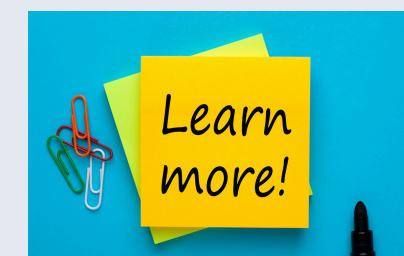
2. Click **Other options** > **Duo Mobile passcode** and input the **six-digit passcode**.



(Note: You need to obtain a new passcode for every sign in.)



[http://www.avsu.cuhk.edu.hk/en/classroom\\_service/overview/](http://www.avsu.cuhk.edu.hk/en/classroom_service/overview/)



<https://www.itsc.cuhk.edu.hk/images/content/Connect-to-the-Internet-in-Classroom.pdf>

**Need help? Check out ITSC KB**



# AVSU

## Equipment in Classrooms



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



# 2FA IMPLEMENTATION



[More about 2FA](#)

Users are required to verify their identity using Duo 2FA when logging into the following systems:

- Blackboard
- Zoom
- Panopto
- Qualtrics
- CUHK EdTech Software License Management System

## Learn More:

<https://www.itsc.cuhk.edu.hk/news/>

<https://www.itsc.cuhk.edu.hk/tc/it-policies/information-security-policies/2fa-application-authentication/>

<https://www.itsc.cuhk.edu.hk/tc/it-policies/information-security-policies/2fa-policy-for-all-university-accounts/>



# MORE THAN TECH

**We Care, Listen & ACT!**

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Support Services for SEN Students

- Tips to facilitate the eLearning of Students with Special Educational Needs
- Online Training Kit for Supporting Students with Special Educational Needs

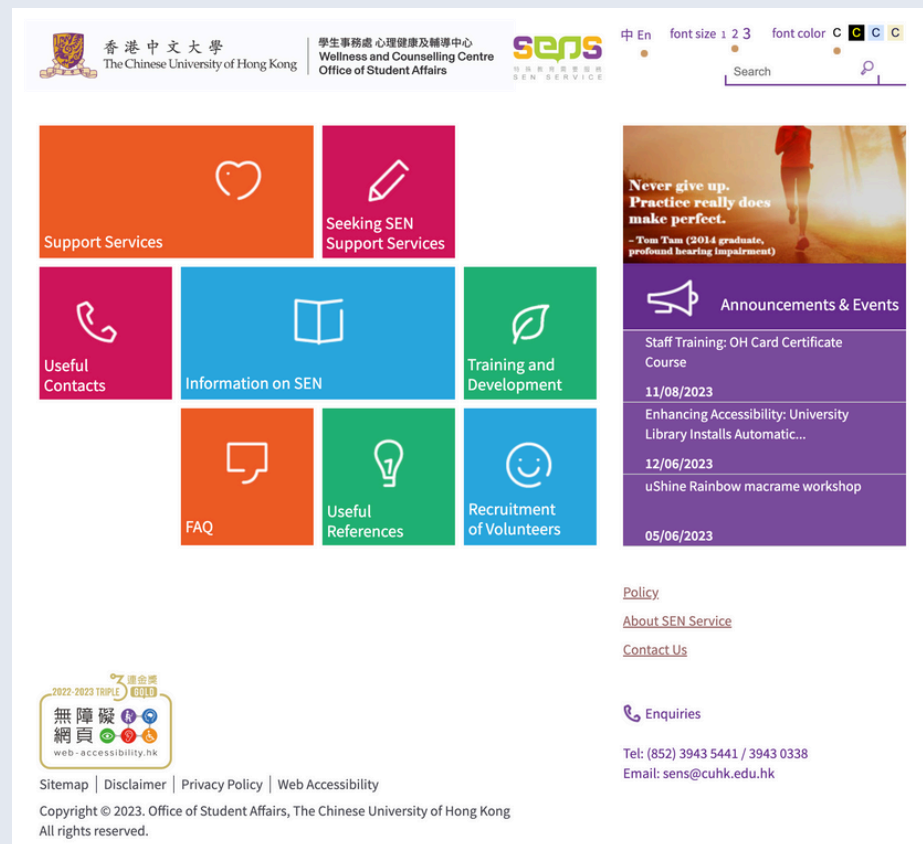
You are also welcome to contact us: ITSC Service Desk or [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk)



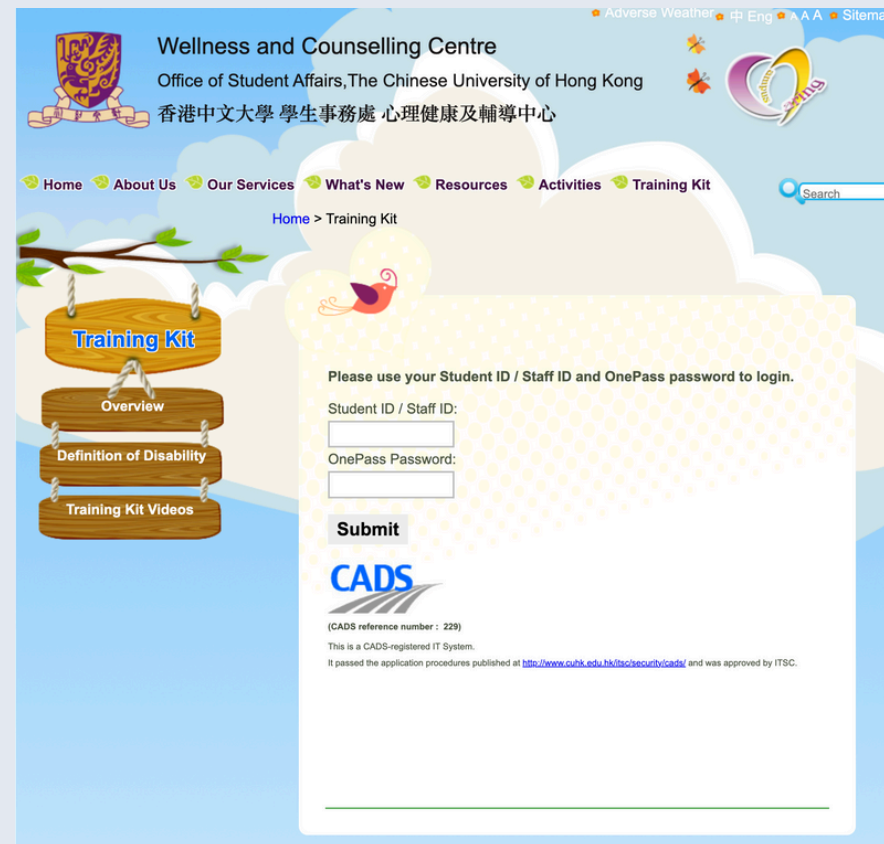


# SUPPORT

## Wellness and Counselling Centre

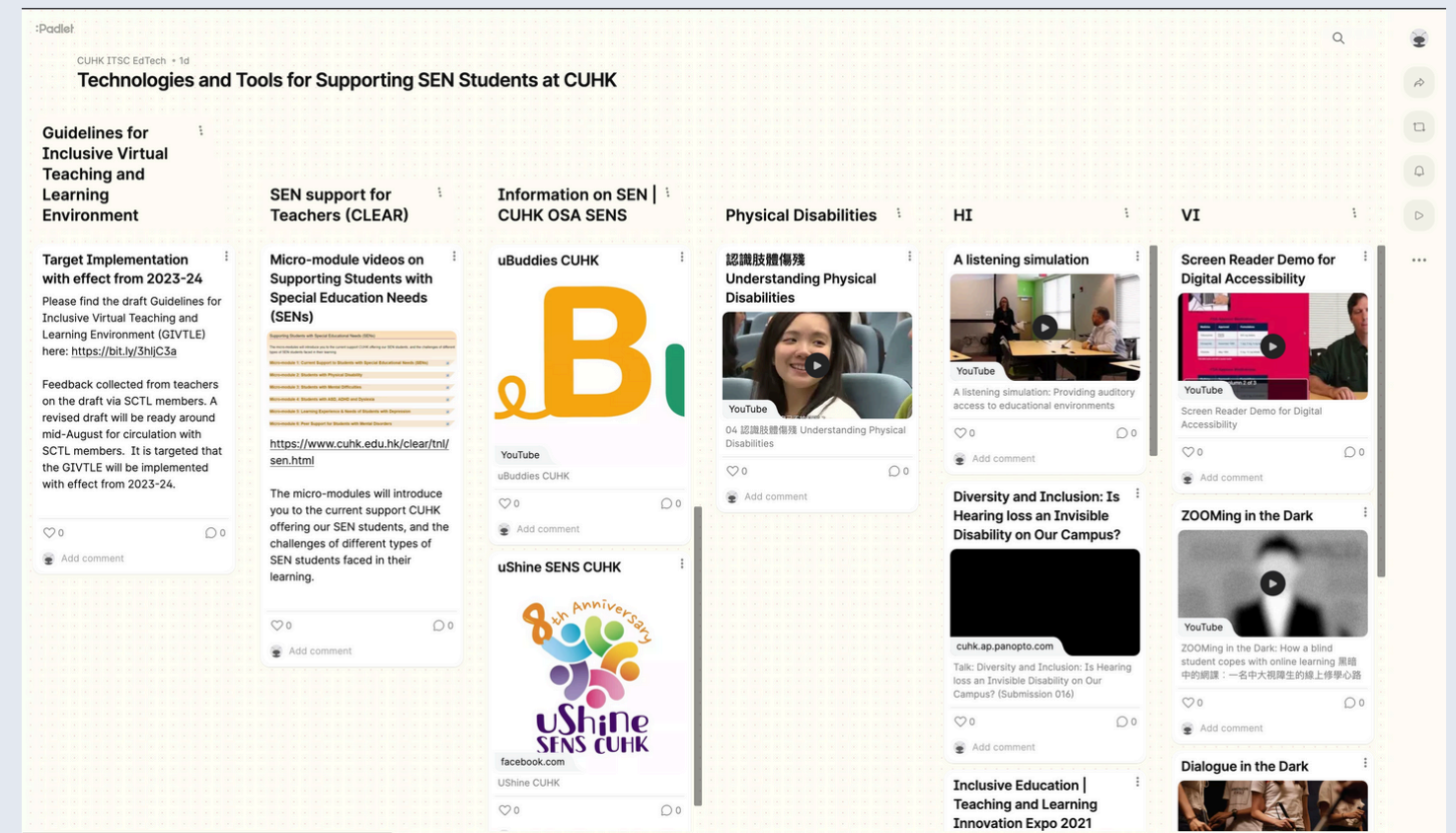


<http://www2.osa.cuhk.edu.hk/sens/en-GB/>



<https://www2.osa.cuhk.edu.hk/wacc/en-GB/training-kit>

## Technologies and Tools for Supporting SEN Students at CUHK



<https://cuhk-edtech.padlet.org/web/technologies-and-tools-for-supporting-sen-students-at-cuhk-ab9fi5vxc2m9xabu>

## Tips to facilitate the eLearning of Students with Special Educational Needs

[http://www2.osa.cuhk.edu.hk/sens/images/content/training\\_materials/Tips to facilitate the eLearning of Students with Special Educational Needs.pdf](http://www2.osa.cuhk.edu.hk/sens/images/content/training_materials/Tips_to_facilitate_the_eLearning_of_Students_with_Special_Educational_Needs.pdf)

# Guides & Tips

## Tips on Hybrid Classrooms

### Tips on Hybrid Teaching

Centre for Learning Enhancement And Research (CLEAR) &  
Information Technology Services Centre (ITSC)

The Chinese University of Hong Kong  
(Revised 2 Sept 2021)

#### Table of contents

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| Basic and advanced requirements – “see”, “hear” and “communicate”   | p. 8-9   |
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| The basic model: What if I need to move about the classroom?  | p. 11    |
| The basic model: How can I keep track of the virtual meeting when I am presenting a PPT?                    | p. 12    |
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## eLearning Evaluation

## Copyright Basics

## Copyright in Teaching and Learning

## General Tips for Online Teaching and Learning

### Suggestions and Tips for Online Examinations

### Suggestions for Non-Invigilated Examination: “Take-Home” Open-Book Exam

### Invigilated Online Examination: Measures to Mitigate Risks

## Cases and Stories in CUHK

## Gallery of Content-specific Tips

## Pedagogical Tips

**eLearning website**

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

# POLICIES, GUIDELINES AND PROCEDURES

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- Quality Manual
- Honesty in Academic Work: A Guide for Students and Teachers
- Information on Training on Academic Honesty
- Assessment of Student Learning in Taught Programmes
- Guidelines on Approval for Virtual Teaching and Learning Courses in Taught Programmes
- Teaching Modes for Courses in Taught Programmes at CUHK (Annex 1)
- Proposal for Introduction of Virtual Teaching and Learning Courses in Taught Programmes (Annex 2)
- Guidelines on the Use of Artificial Intelligence Tools in Teaching, Learning and Assessments
- Use of Artificial Intelligence Tools in Teaching, Learning and Assessments – A Guide for Students

## More:

**Academic and Quality Section (AQS) website:** <https://www.aqs.cuhk.edu.hk/policies-guidelines-and-procedures/>

**CUHK website:** <https://www.cuhk.edu.hk/english/teaching/teaching-quality.html>



“ Teachers should consider using the recommended eLearning systems/tools to help ensure a uniform student learning experience.

Other options are available in CUHK and in the market.

Teachers should check with respective Faculty/ Department/ Programme/ Unit Head if they choose to use other systems/tools to support teaching.

# Learning Management System (LMS)

A single location for virtual teaching, learning & communication.

## Products

- **Recommended: Blackboard**
- Alternatives available at CUHK:
  - KEEP Moodle, KEEP Open edX, MS Teams - Teams
- Other alternatives:
  - Coursera Private Course Authoring, XueTangX Cloud

## How to Choose

- **Course shell** creation and enrollments are automated in Blackboard
- Check out the Instructor Guide or this article on the features of Blackboard. Make sure your chosen technology offer the features you need.



Blackboard  
Instructor Guide



Learn Teaching  
Essentials



Learn Advanced  
Teaching



Student  
Orientation





# KEEP Moodle / Open edX vs Blackboard?

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Blackboard is CUHK's current University-wide eLearning system / learning management system.

KEEP Moodle and KEEP Open edX are two additional systems which teachers at CUHK can consider to use to offer:

- small private online courses (SPOC) for CUHK students,
- cross-institutional courses with other UGC-funded Universities, and
- open online courses targeting HK secondary students / general public / learners around the world

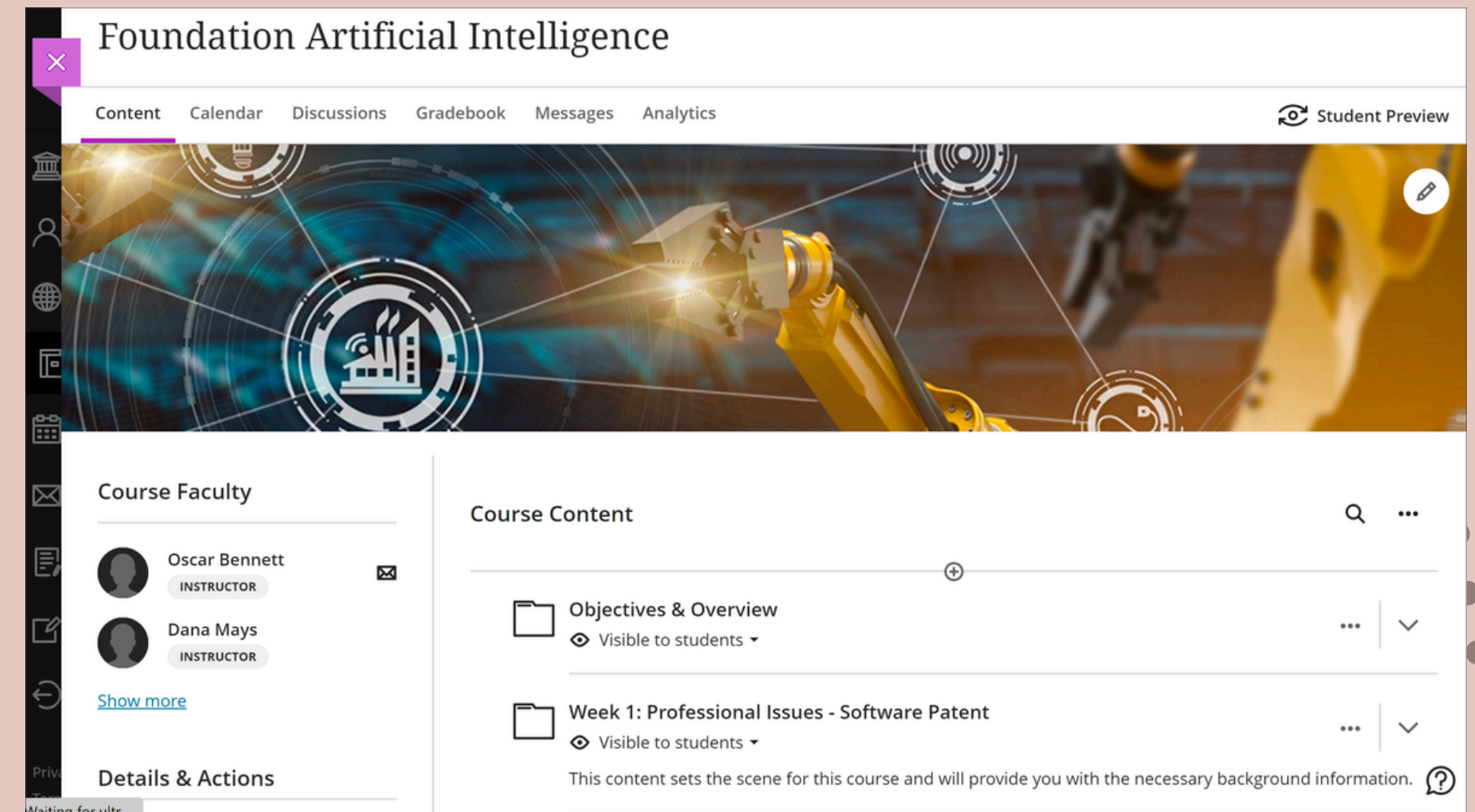
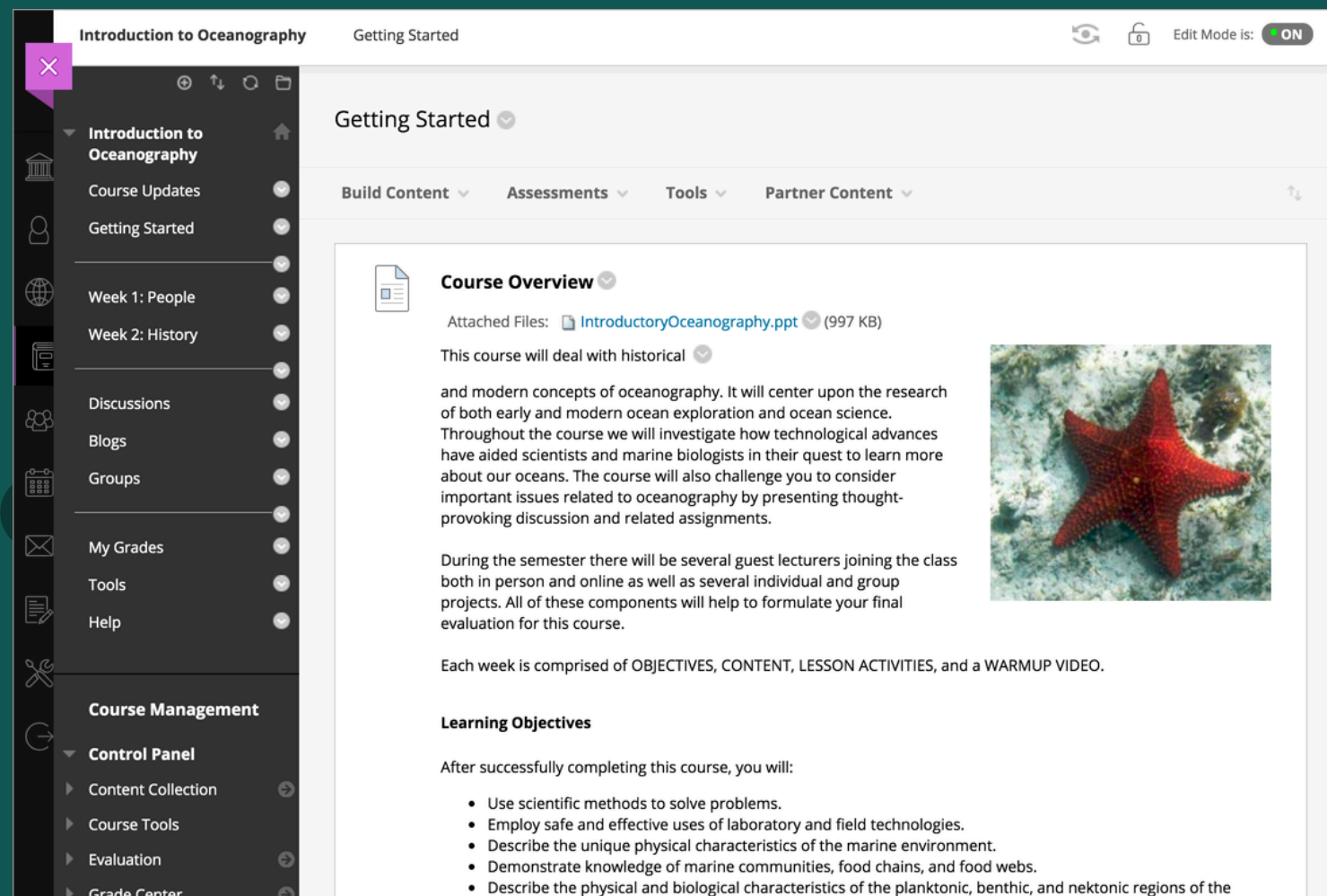
**KEEP** <https://keep.edu.hk/>



# BLACKBOARD ORIGINAL COURSE VIEW

# VS.

# BLACKBOARD ULTRA COURSE VIEW



Teaching with Tech Overview – Ultra Course View?

# ULTRA COURSE VIEW

## Getting Started with Blackboard Ultra Course View

<https://help.edtech.cuhk.edu.hk/docs/getting-started-with-blackboard-ultra-course-view>

## Blackboard Quick Start Checklist for Staff Users (Ultra Course View)

<https://help.edtech.cuhk.edu.hk/docs/blackboard-quick-start-checklist-for-staff-users-ultra-course-view>

## Blackboard Instructor Guide (Ultra Course View)

<https://help.edtech.cuhk.edu.hk/docs/blackboard-instructor-guide-ultra-course-view>

## Blackboard online courses

**Instructor / TA/Support Staff:** [Blackboard: Learn Teaching Essentials for Ultra \(ITSC-BL-ULE-TE\)](#)

**Student:** [Blackboard: Student Orientation for Ultra \(ITSC-BL-ULE-SO\)](#)

## New Artificial Intelligence features in Blackboard Learn Ultra

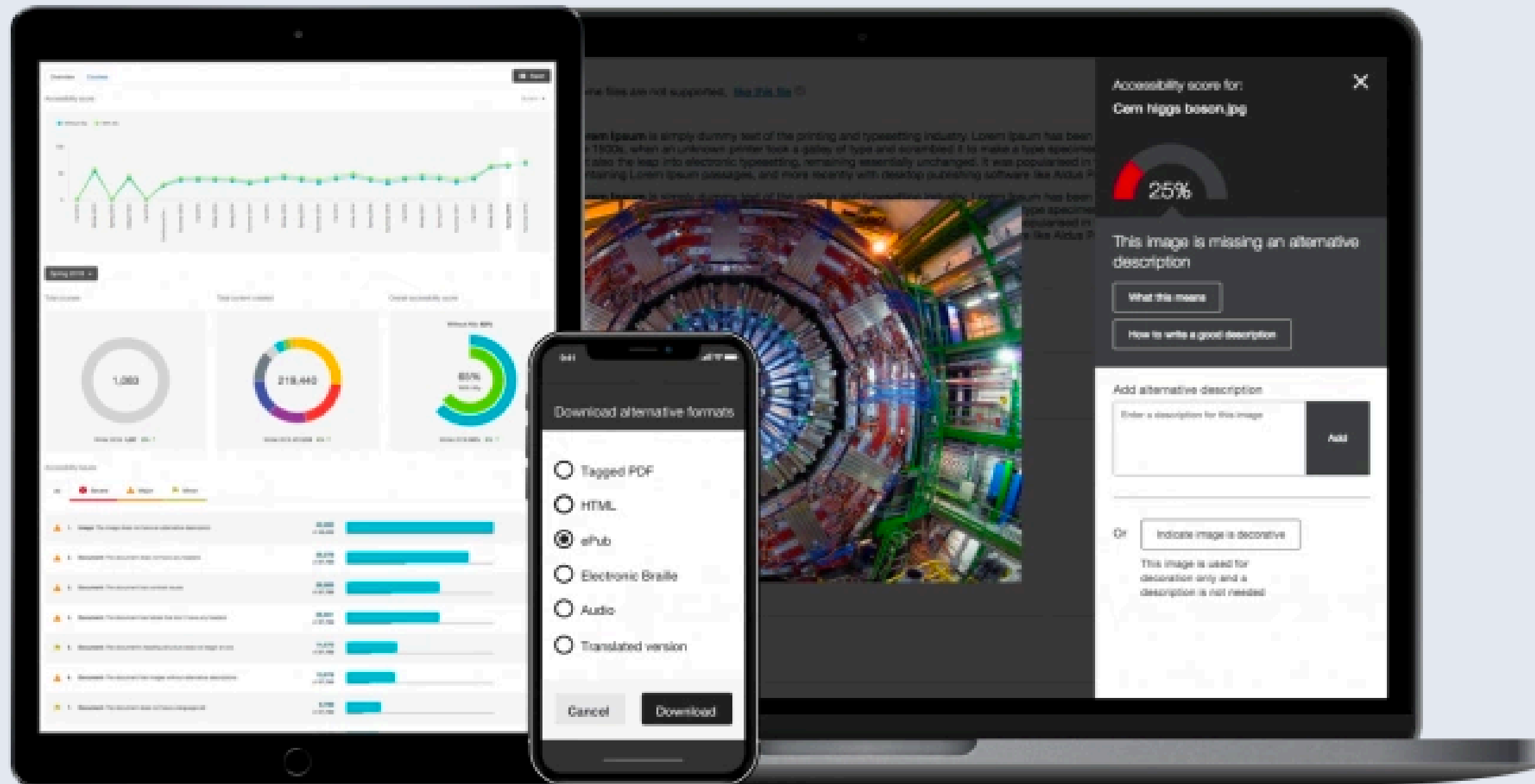
[https://help.blackboard.com/Learn/Instructor/Ultra/Course\\_Content/Create\\_Content/AI\\_Design\\_Assistant](https://help.blackboard.com/Learn/Instructor/Ultra/Course_Content/Create_Content/AI_Design_Assistant)

Demo video: <https://www.youtube.com/watch?v=Bu9d7OeP1rk>

It can auto-generate the following

- **Course structure suggestions**
- **Rubric generation**
- **Test question generation**

# BLACKBOARD ALLY



[https://help.blackboard.com/Ally/Ally\\_for\\_LMS](https://help.blackboard.com/Ally/Ally_for_LMS)



# Teaching and Learning Video System

A video streaming system which allow teachers to deliver video content to students asynchronously. It is commonly used for lecture recording. It also allows students to submit video assignments.

## Products

- **Recommended: Panopto**
- Alternative available at CUHK:
  - H5P (available in both Blackboard and Moodle)
- Other alternatives:
  - YouTube, Vimeo

## How to Choose

- Panopto provides detailed statistics and allows selective sharing of your videos
- Use Panopto to collect students' video assignments



[Panopto  
Instructor Guide](#)



[How to log in to  
Panopto Mobile App](#)

# Online Meeting Tool

A tool which teachers can use to deliver synchronous lessons remotely.  
Features for supporting class activities online are actively added by vendors.

## Products

- Recommended: ZOOM Meeting
- Alternatives available at CUHK:
  - ZOOM Webinar, MS Teams - Meeting, Blackboard Collaborate Ultra, Panopto - Webcast
- Other alternatives:
  - Google Meet, Tencent Meeting, DingTalk



ZOOM  
Instructor Guide

## How to Choose

- Whether the tools offer features needed to support the planned class activities
- Students' familiarity and readiness
- Teacher's familiarity and readiness



# MORE

## Zoom

<https://help.edtech.cuhk.edu.hk/docs/zoom-instructor-guide>

<https://help.edtech.cuhk.edu.hk/docs/the-current-zoom-license-allows-a-meeting-with-up-to-300-participants-only-what-if-more-than-300-participants-are-expected>

[https://www.cuhk.edu.hk/eLearning/c\\_news/announce/zoom-cloud-reminder.html](https://www.cuhk.edu.hk/eLearning/c_news/announce/zoom-cloud-reminder.html)

## Microsoft 365

<https://help.edtech.cuhk.edu.hk/docs/microsoft-365-for-teachers-2020-aug>

<https://www.itsc.cuhk.edu.hk/tc/all-it/email-messaging-and-collaboration/microsoft-teams/>

## Chat in Microsoft Teams

<https://support.microsoft.com/en-us/office/chat-in-microsoft-teams-f3a917cb-1a83-42b2-a097-0678298703bb>

## Panopto

<https://support.panopto.com/s/article/Live-Webcast>





# Quick Start for Blackboard, Panopto, and Zoom

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**Blackboard®**



**zoom**

<https://help.edtech.cuhk.edu.hk/docs/quick-start-for-blackboard-panopto-and-zoom-itsc-bpz-qs>

# More Tools

**The tools are useful only when used with good pedagogy.**

## Ideas

### Communications

- Teachers > Students | Students > Teachers | Students <> Students | ...

### Prepare content

- Record lectures | Create your own instructional materials | ...

### Share content

- Share your own instructional materials | recorded lectures
- Ask students to create and contribute contents
- Ask students to collaboratively create and contribute contents
- Ask students to provide feedback on peer works
- ...

### Facilitate in-class/virtual/hybrid activities

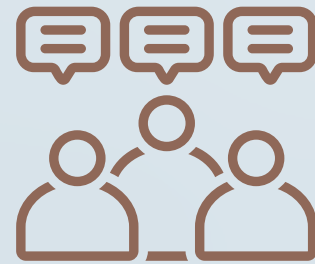
- Engage students | Facilitate active learning | Developing skills
- Facilitate small-group discussions / study groups / group projects / fieldworks
- ...

### Assess Learning

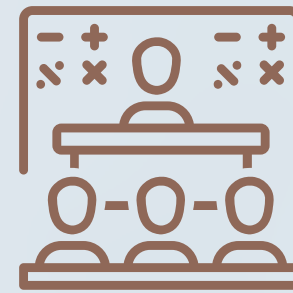
- Support Teacher-led Q&As | Students led Q&As | Question Prompts
- Conduct online quizzes / tests / exams for formative / summative assessments
- Collect written works / students' presentations / team projects
  - Faciliate students' self-assessments / peer-review activities / e-portfolios
- Provide grades and timely feedback to support student learning and growth to ensure success
- ...

# MORE TOOLS

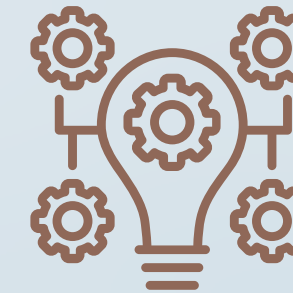
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- Microsoft 365:  
Word / PowerPoint /  
OneNote / OneNote  
Class Notebook
- Padlet / Miro / Mural /  
Google Docs / Sheets /  
Slides



- uReply
- Qualtrics
- Microsoft Forms
- Blackboard Tests
- Kahoots! / Slido / Google  
Forms



- VeriGuide
- Panopto Video Assignment
- Gradescope
- Piazza
- Camtasia
- RemoteApp
- CUHK Coursera Partner  
Consortium Learning Program
- Class for ZOOM



# VeriGuide

<https://academic2.veriguide.org/portalcuhk/>

## Overview: VeriGuide for CUHK

This is the new front-end for VeriGuide, a system to check similarities on documents from different sources to uphold academic honesty. Using this site, students could turn in their course assignments, and course lecturers could check the submission status. Please visit [Honesty in Academic Work](#) website for more information on academic honesty policy.

You may select one of the following editions of VeriGuide to upload your submission. Please refer to the [factsheet](#) on the differences between VeriGuide 2020 and VeriGuide Express.



### VeriGuide 2020

This is the new VeriGuide which allows students to submit assignments, and teachers to view the similarity percentage and originality report of the students' submissions under each course in CUSIS. Teachers using VeriGuide 2020 can create assignment deadlines and assignment names. Permitted staff members can use the VeriGuide self-check function to check documents for general purpose, or submit research proposals to ORKTS.

[Click here to login VeriGuide 2020](#)



### VeriGuide *Express*

VeriGuide Express is a web application that provides an alternative method for students to quickly submit assignments to [VeriGuide 2020](#). Students should consider using VeriGuide Express during the peak submission period. Please note students should wait 15 minutes before going to [VeriGuide 2020](#) to check their uploaded submissions. The submission time of the file upload will be unaffected and it is recorded when the students redirected to the assignment submission successful page.

[Click here to login VeriGuide Express](#)

[Home](#) | [Services](#) | [Partners](#) | [About](#)

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[Submission](#)

[History](#)

[Resource](#)

[Logout](#)

## Self-Check Upload



[Overview](#) > Self-Check Upload



### Submission Successful

The document has been submitted **SUCCESSFULLY**.

Please note your submission reference number: **A070130065642771**

After uploading the Self-Check submission, VeriGuide system will start report generation process immediately. Please note that, regarding all these Self-Check submissions, **NO REPORT READY NOTIFICATIONS** will be delivered. Please check for the report status in [Submission History](#) page.

[Home](#) | [Services](#) | [News](#) | [Partners](#) | [About](#)

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# Integrated Tools in Blackboard

## 1. Online Meetings:

### ZOOM Integration:

Allows seamless integration with ZOOM for hosting online meetings, webinars, and virtual classrooms.

### MS Teams Integration:

Integrates with Microsoft Teams for real-time collaboration, communication, and video conferencing.

## 2. Blackboard's ZOOM Panopto Integration:

Automatic upload of ZOOM cloud recordings to Panopto Cloud:  
Streamlines the process of uploading ZOOM recordings to Panopto, facilitating easy access and management of video content.

## 3. Hand Written Assignment:

### Gradescope:

Supports the grading and feedback process for hand-written assignments

# Integrated Tools in Blackboard

## 4. Questions & Answers:

### Piazza:

Facilitates online discussions, collaboration, and Q&A among students and instructors in a structured and organized manner.

## 5. Plagiarism Detection:

### VeriGuide (integration with Blackboard):

Offers a comprehensive plagiarism detection system to maintain academic integrity and prevent plagiarism in student submissions.

## 6. Interactive Content Authoring:

### H5P Integration:

Allows instructors to create and embed interactive content, such as quizzes, interactive videos, presentations, and more, directly within Blackboard.

## 7. Test & Exam:

### Respondus Lockdown Browser & Monitor:

Provides a secure browser and monitoring system for online exams to maintain academic integrity.

# Integrated Tools in Blackboard

**8. Test/Exam question management:**  
Enables efficient management of test and exam questions within Blackboard.

## **Respondus 4.0:**

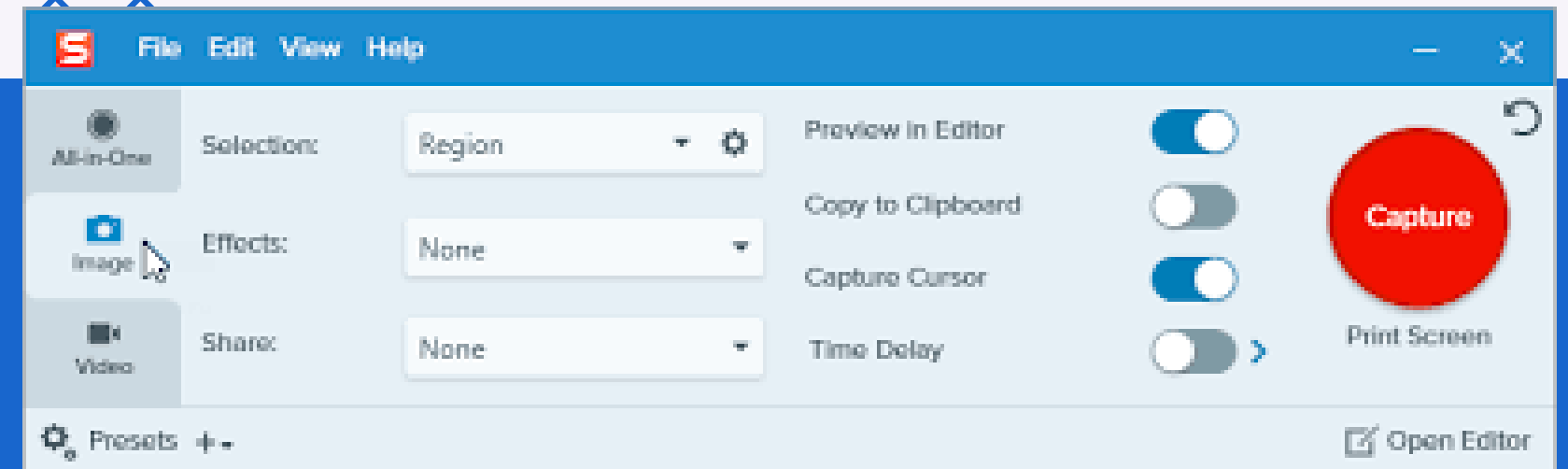
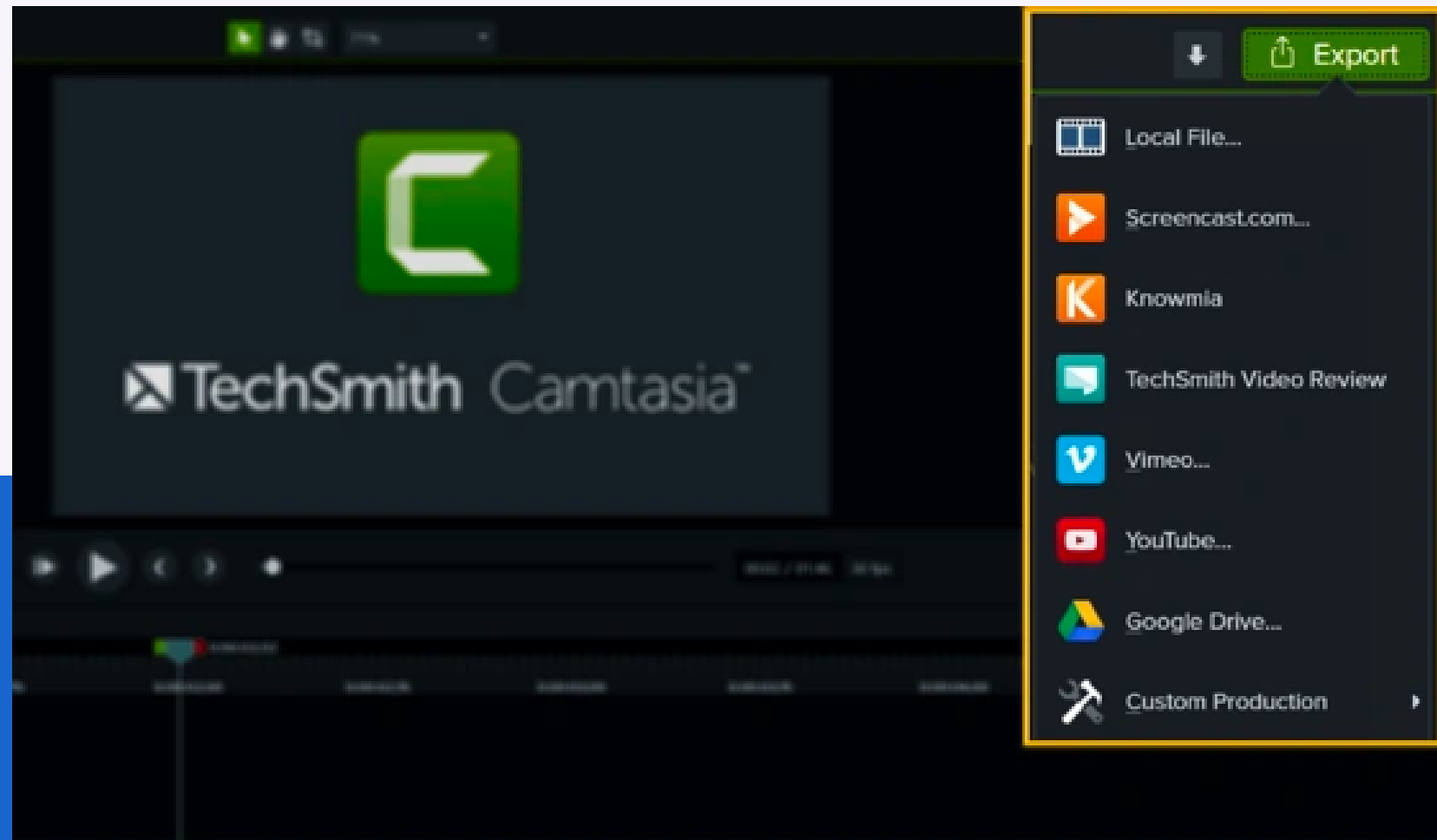
Allows instructors to create and manage online assessments, including quizzes and exams.

## **9. Library's Reading List:**

Provides easy access to the library's reading list resources for students.  
Contact the Faculty Liaison Librarians of your Department/School to learn more.



# Camtasia and Snagit Subscription for Teaching and Learning Support



<https://www.itsc.cuhk.edu.hk/tc/all-it/teaching-learning-and-research/camtasia-site-license-program/>

<https://help.edtech.cuhk.edu.hk/docs/tools-and-software-for-video-content-creation>


# RemoteApp for Accessing University Software Remotely




RemoteApp for Accessing University Software Remotely




ITSC - IBM SPSS Amos Graphics



ITSC - IBM SPSS Statistics



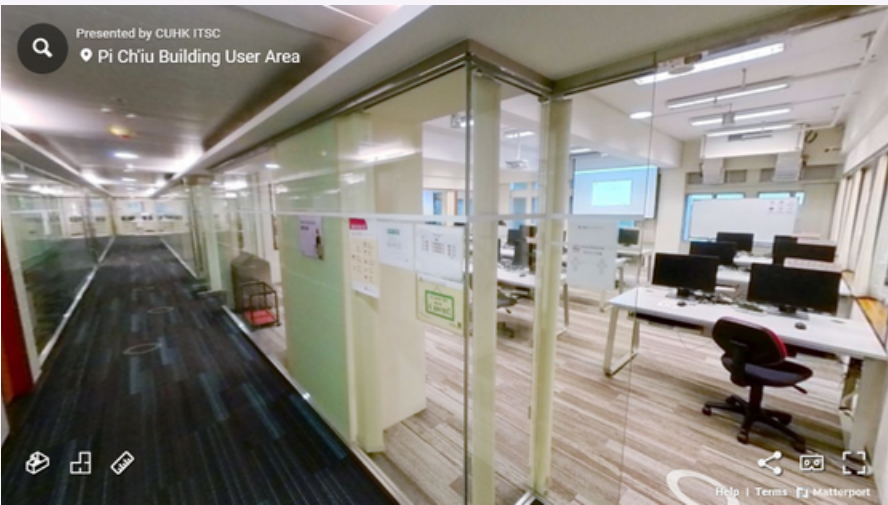
ITSC - MATLAB



ITSC - SAS

<https://www.itsc.cuhk.edu.hk/tc/all-it/it-facilities/remoteapp/>

Also:






Training rooms available for class teaching

| Campus-wide Software   |             |       |                       |
|--|-------------|-------|-----------------------|
| ITSC deals with software vendors every year to provide a coordinated and economical way for departments to acquire the software. For those widely demanded among staff, students and departments, their site licenses are purchased under central funding to save cost and are provided as Campus-wide Software. |             |       |                       |
| Campus-wide Software   | Department# | Staff | Student               |
| 1. Amazon Web Services (AWS) Educate   |             | ✓     | ✓                     |
| 2. Anti-virus solution – Kaspersky Total Security for Business   | ✓           |       |                       |
| 3. Anti-virus solution – Kaspersky Anti-virus for Windows and Mac  |             | ✓     | ✓                     |
| 4. Microsoft Campus Agreement  | \$          | ✓     | Student Organizations |
| 5. Office 365 ProPlus  |             | ✓     | ✓                     |
| 6. Q9 Chinese Input Program  | ✓           |       |                       |
| 7. Respondus – Assessment Tool for Learning System   | ✓           | ✓     |                       |
| 8. Winrar  | ✓           |       |                       |
| 9. MATLAB and Simulink   | ✓           | ✓     | ✓                     |
| 10. Camtasia   | ✓           | ✓     | ✓                     |

Software applications for office (or even personal) computers

# Coursera Partner Consortium Learning Program



**coursera** |   CUHK Coursera Part | Search in 'CUHK Coursera Partner Consortium ...' 

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**Filter by** **105,046 results**


**Duration**


- ☐ Under 60 Minutes
- ☐ Less Than 2 Hours
- ☐ 1-4 Weeks
- ☐ 1-3 Months
- ☐ 3-6 Months


**Learning Product**


- ☐ **Videos**  
Explore subjects by watching short videos for quick learning
- ☐ **Lessons**  
Learn from a collection of videos addressing a well-defined learning objective
- ☐ **Guided Projects**  
Build job-relevant skills in under 2 hours with hands-on tutorials.
- ☐ **Courses**  
Learn from top instructors with graded assignments, videos, and discussion forums.
- ☐ **Specializations**  
Get in-depth knowledge of a subject by completing a series of courses and projects.
- ☐ **Professional Certificates**  
Earn career credentials from industry leaders that demonstrate your expertise.


**Subject**


 Vanderbilt University  
**Prompt Engineering for ChatGPT**  
Skills you'll gain: Advertising, Business Analysis, Communication, Computer Graphics, Computer Programming, Critical Thinking, ...  
★ **4.8** (706 reviews)  
Beginner · Course

 University of Michigan  
**Python for Everybody**  
Skills you'll gain: Computer Programming, Python Programming, Statistical Programming, Data Management, SQL, Databases, Extract, ...  
★ **4.8** (266k reviews)  
Beginner · Specialization

 Stanford University  
**AI in Healthcare**  
Skills you'll gain: Machine Learning, Applied Machine Learning, Data Management, Finance, Leadership and Management, Clinical Data...  
★ **4.7** (1.1k reviews)  
Beginner · Specialization

 Yale University  
**Financial Markets**  
Skills you'll gain: Finance, Regulations and  
*New in 2017*

 Macquarie University  
**Excel Skills for Business**  
Skills you'll gain: Business Analysis, Microsoft

 Stanford University  
**Writing in the Sciences**  
Skills you'll gain: Communication, Writing, Social

<https://help.edtech.cuhk.edu.hk/docs/coursera-opportunities>





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# More Tools for Enhancing Collaboration and Feedback Collection

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# Communication

Microsoft 365 (Word, PowerPoint, OneNote, OneNote Class Notebook)



uReply



uReply

Qualtrics

qualtrics<sup>XM</sup>

Microsoft Forms



Blackboard Tests



# DIGITAL EXAM TOOLS

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## ON-CAMPUS

- Using University-managed computers
- Students' own devices (BYOD)



## REMOTE

- Students' own devices



Online Exam and  
Invigilation  
Technologies

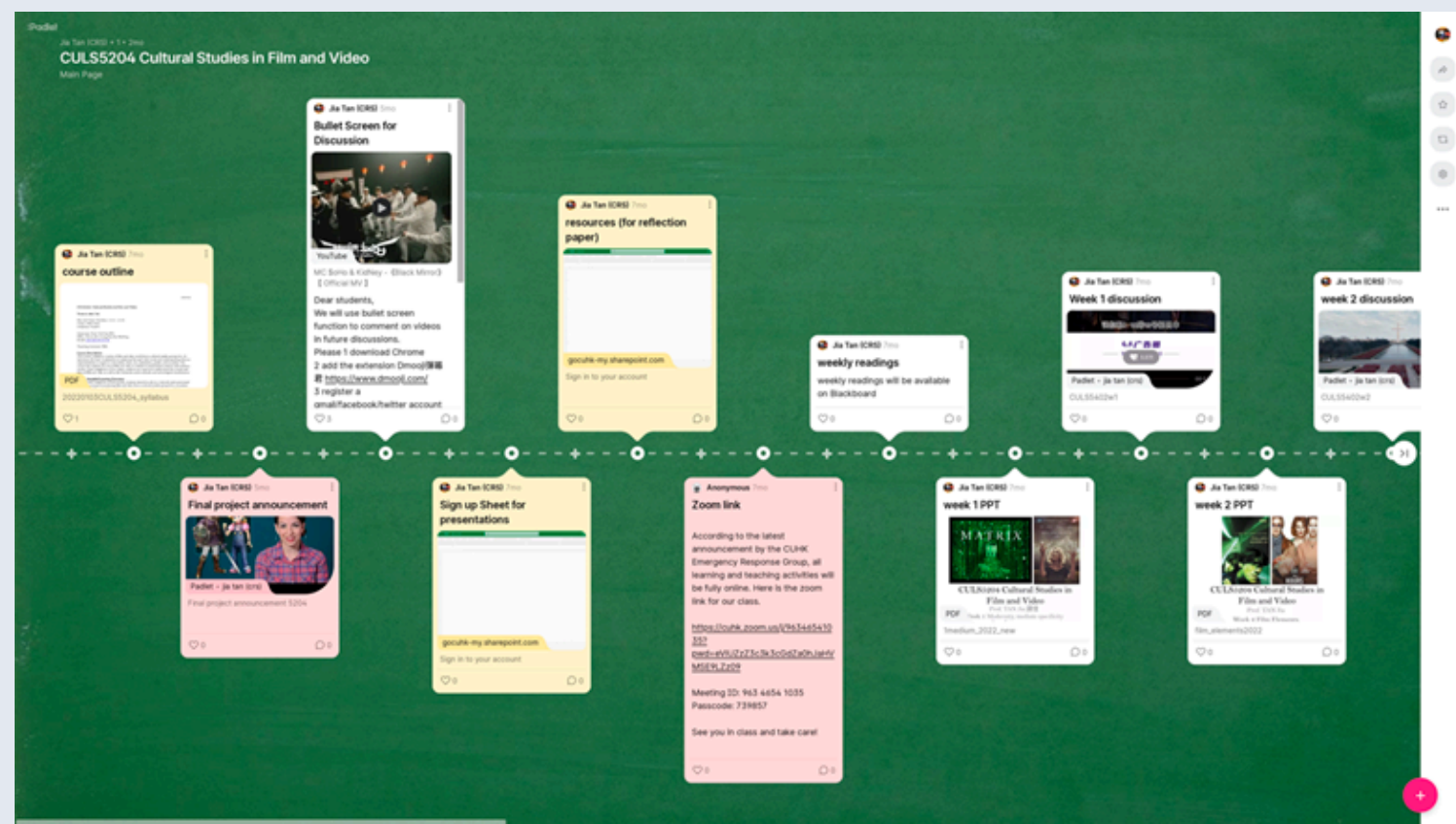


**Available for  
User Pilot**

- Examsoft



# “Bullet Screen” / Danmu Tool for Virtual and In-class Learning




## Acknowledgement:

The project was initially funded by the one-off Special Grant for Strategic Development of Virtual Teaching and Learning (VTL)

Project duration: From 1 September 2021 to 30 June 2023

Principal supervisor: Prof. TAN Jia

<https://www.cuhk.edu.hk/proj/bulletscreen/>

The Chinese University of Hong Kong Video Danmu Exercise


### Assignment I

The opening in *The Hours* presents the lives of three women from three different locations and eras. Comment on the use of film elements (e.g., mise-en-scene, cinematography, and editing) in the opening scene using the Danmu (bullet screen) tool.

Think about danmu as 眉批.

Leave short comments timely so that the comment can show up immediately on screen. (For example, you can respond by saying “agree”, “well said” or “but...”)

Word limit of 50. If you have a long comment, you can divide it into several short comments. (Be mindful of the time delay).



| Time  | Danmu  |
|-------|--|
| 00:00 | 场面调度非常顺滑，画面大部分时间将主人公固定在画面中心，其他时候也保持着三分线法则构图，并且整体画面 |
| 00:00 | 在 action，镜头跟随人物运动，剪辑时发生角度变换                        |
| 00:00 | Low key lighting                                   |
| 00:00 | 光源为空间外界，空  |
| 00:00 | In this film,                                      |

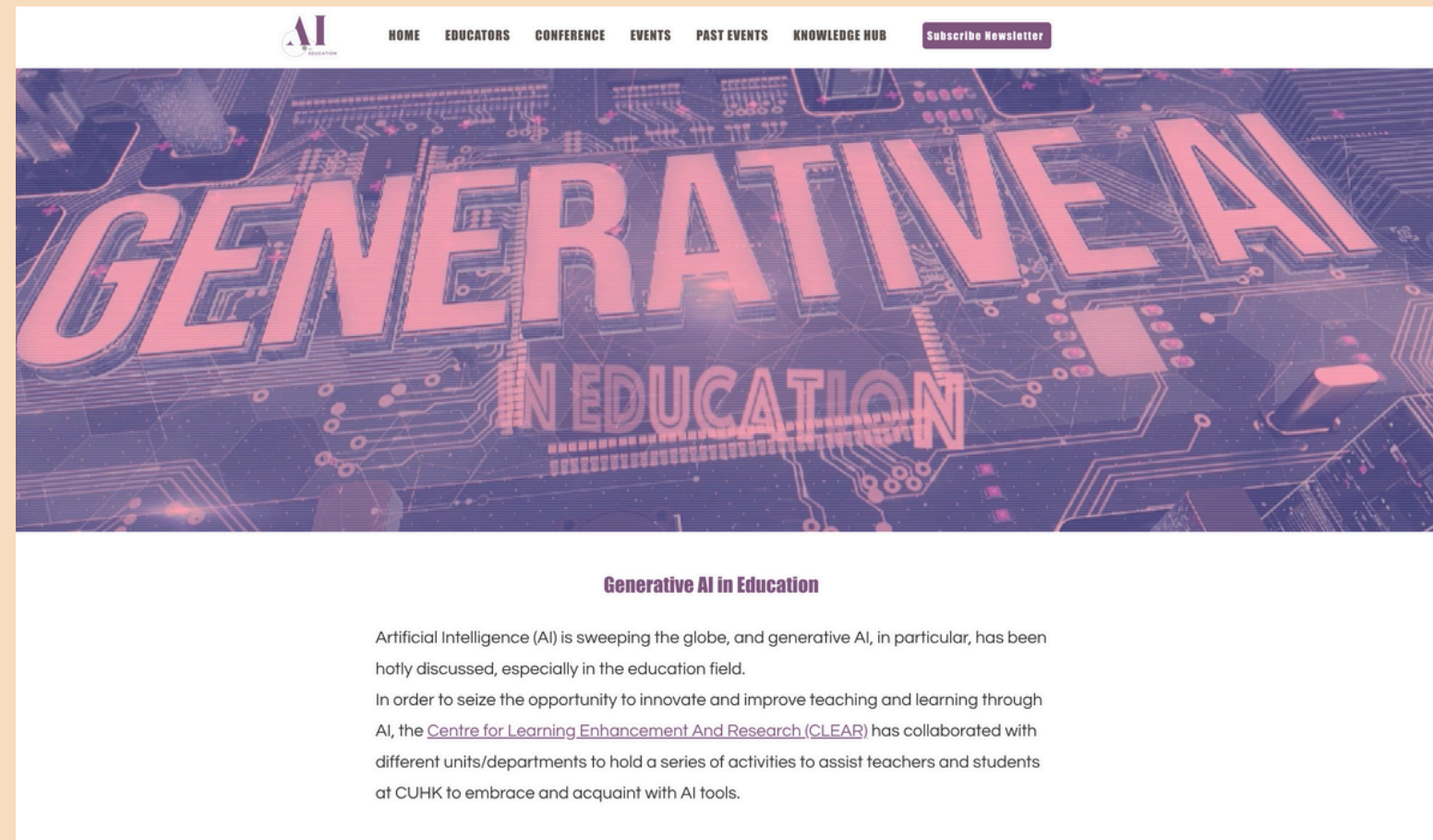
© The Chinese University of Hong Kong. All Rights Reserved.

## Learn more and register

- <https://help.edtech.cuhk.edu.hk/docs/bullet-screen-for-virtual-and-in-class-learning>
- <https://www.cuhk.edu.hk/clear/new/2223-s2-09.htm>



# Generative AI Tools

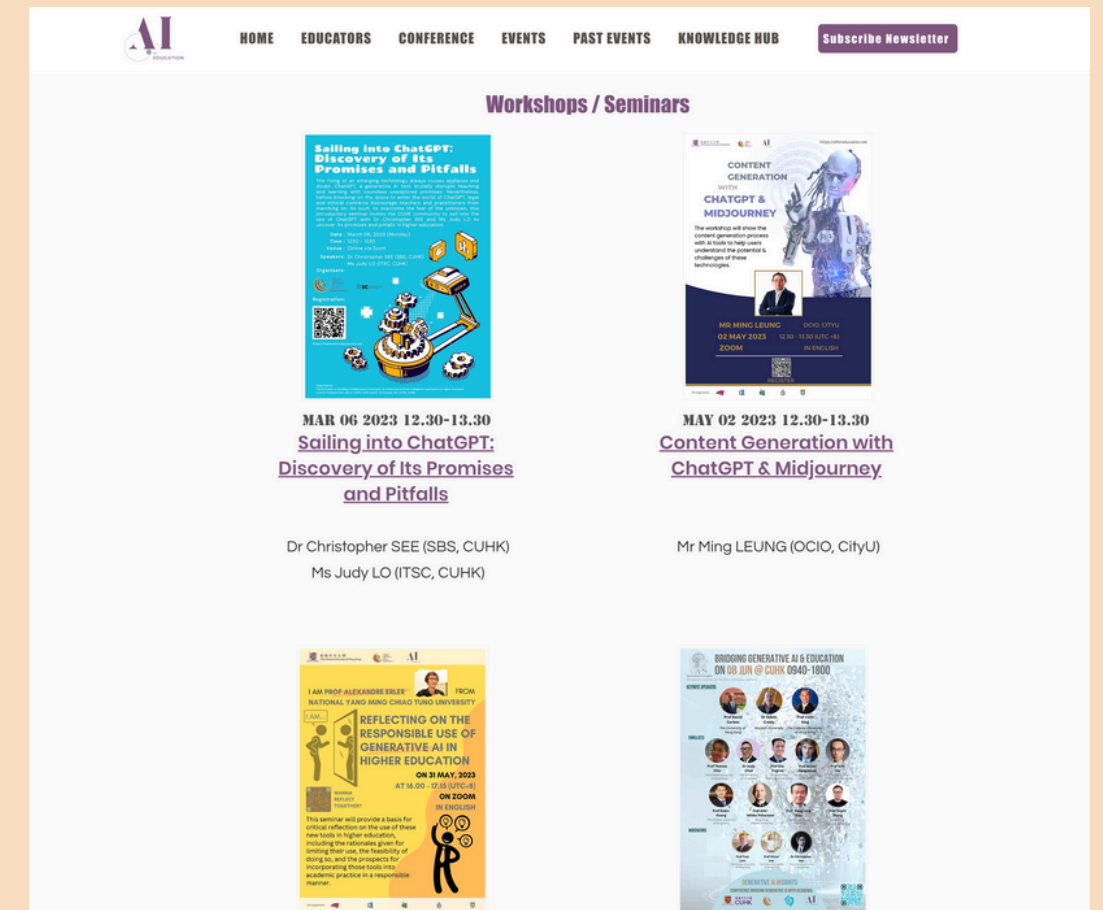


## SUPPORT

<https://www.cuhk.edu.hk/clear/eduAI/clear-ai.html>

<https://www.aiforeducation.net/generative-ai-in-education>

<https://www.elearning.cuhk.edu.hk/generative-artificial-intelligence-in-education>





# “Use of Generative AI Tools in Education” Padlet

:Padlet

CUHK ITSC EdTech • 2d

## Use of Generative AI in Education

There have been a lot of discussions around the use of generative AI in education, with tools like ChatGPT being at the forefront of the recent talks.

### G-AI Tools (Language)

#### CUHK Pilot ChatGPT Service for Teaching and Learning

help.edtech.cuhk.edu.hk

Pilot ChatGPT Service for Teaching and Learning

The Pilot ChatGPT Service is primarily designed to assist teachers and students in exploring the use of ChatGPT for teaching, learning, and implementing innovative pedagogies at CUHK. Any other use cases must be explicitly detailed and will be evaluated individually.

#### Free tools are free for a reason

Free tools (!!!) They are free for a reason

- MS Azure Cost (gpt-3.5-turbo)
- MS Azure Cost (gpt-4-32k)
- MS Azure Cost (gpt-4-32k)

|                             | gpt-3.5-turbo | gpt-4  | gpt-4-32k |
|-----------------------------|---------------|--------|-----------|
| 1000 tokens per 1000 tokens | \$0.001       | \$0.03 | \$0.06    |
| 1000 tokens per 1000 tokens | \$0.001       | \$0.03 | \$0.06    |
| 1000 tokens per 1000 tokens | \$0.001       | \$0.03 | \$0.06    |

#### Poe (by Quora)

Poe

Fast, helpful AI chat

### Tools (Detectors)

#### OpenAI Classifier

openai.com

New AI classifier for indicating AI-written text

#### GPTZero

gptzero.me

GPTZero | AI Content Detector and Writing CAPTCHA for Chat GPT, OpenAI, Bard, Education

#### Turnitin

turnitin.com

Sneak preview of Turnitin's AI writing

### Tools (Image & Music)

#### Midjourney

midjourney.com

#### OpenAI DALL-E 2

openai.com

DALL-E 2

#### Stable Diffusion

stablediffusionweb.com

Stable Diffusion Online

#### Playground

playgroundai.com

### Tools (Avatars, Speech & Presentations)

#### D-ID

d-id.com

D-ID Creative Reality™

#### Synthesia

synthesia.io

Synthesia | #1 AI Video Generator

#### More avatar generators

plainlyvideos.com

AI video generator - I tested 10 of these so you don't have to

#### Beautiful.ai

beautiful.ai

Presentation Software | Basic to

### More Tools

#### Azure OpenAI Learning Plan Resources

microsoft.github.io

Azure OpenAI

Data, privacy, and security for Azure OpenAI Service

- <https://learn.microsoft.com/en-us/legal/cognitive-services/openai/data-privacy>
- More: Azure OpenAI Service frequently asked questions

#### Supercharging Search with generative AI – Google

blog.google

Supercharging Search with generative AI

#### the new Bing

bing.com

Introducing the new Bing

### News, Articles, Videos, and more

#### Responsible AI principles from Microsoft

microsoft.com

Responsible AI principles from Microsoft

#### XuetangX on ChatGPT

mp.weixin.qq.com

ChatGPT

顺利定成学习并通过了考核

清华大学

mp.weixin.qq.com

ChatGPT学了一门清华慕课，还拿到了课程证书

#### How AIs, like ChatGPT, Learn

YouTube

How Machines Learn

@CGPGrey

### Past Seminars/workshops

#### Introductory Seminar “Sailing into ChatGPT: Discovery of Its Promises and Pitfalls” (6 March 2023)

CUHK :: Centre for Learning Enhancement And Research :: Generative AI @ CUHK

**Sailing into ChatGPT: Discovery of Its Promises and Pitfalls**

The rising of an emerging technology always arouses applause and doubt. ChatGPT, a generative AI tool, strongly disrupts teaching and learning with countless unexplored promises. Nevertheless, before knocking on the doors to enter the world of ChatGPT, legal and ethical concerns discourage teachers and practitioners from marching on. As such, to overcome the fear of the unknown, this introductory seminar invites the CUHK community to sail into the sea of ChatGPT with Dr Christopher SEE, and his Judy LO to uncover its promises and pitfalls in higher education.

Date: March 06, 2023 (Monday)  
Time: 12:30 - 1:30  
Platform: Online via Zoom

PDF: Dr Christopher SEE (SBS, CUHK)  
Ms Judy LO (ITSC, CUHK)

Sailing into ChatGPT - Discovery of Its Promises and Pitfalls (6 March 2023)

**Date:** 6 March 2023 (Monday)  
**Time:** 12:30 pm - 1:30 pm  
**Venue:** Online via Zoom (Zoom link would be sent to registrants via email by 5:00 pm on 3 March 2023)

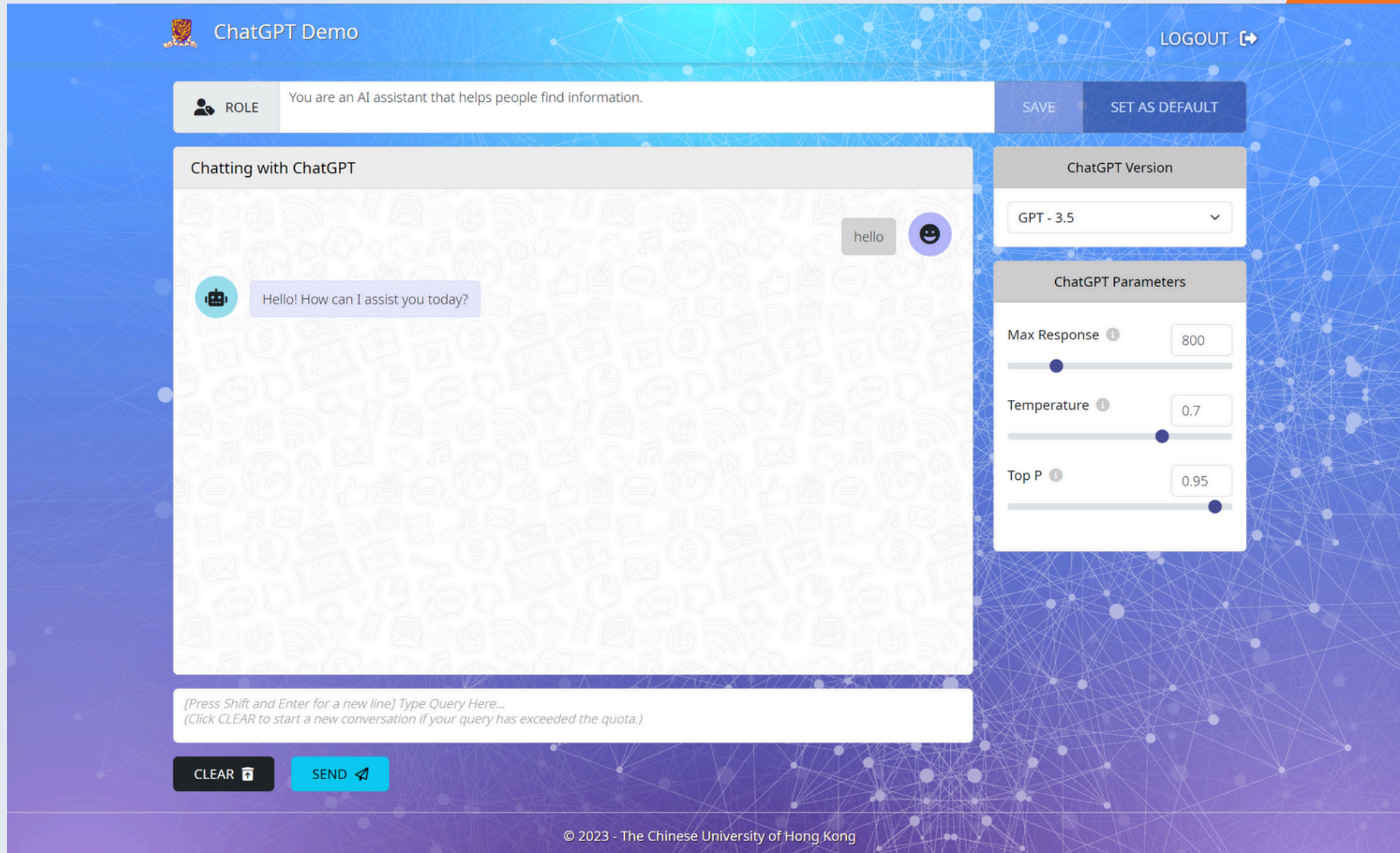
**Speakers:** Dr Christopher SEE (SBS, CUHK) and Ms. Judy LO (ITSC, CUHK)  
**Targeted Audience:** CUHK community  
**Medium of Instruction:** English

The rising of an emerging



# Pilot ChatGPT Service for Teaching and Learning

Interested in building your own companion chatbot?



The screenshot displays the 'ChatGPT Demo' web interface. At the top, there's a header with the university crest and 'ChatGPT Demo' text, and a 'LOGOUT' button. Below the header, a 'ROLE' section contains a text box with the prompt 'You are an AI assistant that helps people find information.' and buttons for 'SAVE' and 'SET AS DEFAULT'. The main chat area, titled 'Chatting with ChatGPT', shows a conversation with a user saying 'hello' and the AI replying 'Hello! How can I assist you today?'. To the right of the chat area is a 'ChatGPT Parameters' sidebar with settings for 'ChatGPT Version' (GPT - 3.5), 'Max Response' (800), 'Temperature' (0.7), and 'Top P' (0.95). At the bottom, there's a text input field with instructions '[Press Shift and Enter for a new line] Type Query Here...' and '(Click CLEAR to start a new conversation if your query has exceeded the quota.)', along with 'CLEAR' and 'SEND' buttons. The footer indicates '© 2023 - The Chinese University of Hong Kong'.

## LINKS

### Info Page:

<https://help.edtech.cuhk.edu.hk/docs/pilot-chatgpt-service-for-teaching-and-learning>

### Application form:

<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13667353>

# Security

## Terms of Use:

**Familiarize yourself with the terms of use provided by the service provider. It's important to understand the usage rights, limitations, and any restrictions associated with the AI tool you are using.**

## Data Privacy:

**Ensure that the AI tool adheres to strict data privacy standards. Verify that the tool handles personal data and sensitive information in a secure and compliant manner, following relevant data protection regulations.**

## Model Hosting:

**Determine whether the AI model used by the tool is vendor-hosted, proprietary, open-source, or self-hosted. Each hosting option has its own implications in terms of control, customization, and potential limitations.**

## Prompt and Conversation Data:

**Inquire about how the prompt and conversation data you provide to the AI tool will be handled. Clarify whether the service provider retains and stores this data, and if so, how it is used. Additionally, confirm if the data is used for training the AI models or improving the service.**

## Ethical Considerations:

**Consider the ethical implications of using AI tools in your teaching. Reflect on issues such as bias, fairness, and responsible AI use. Ensure that the AI tool aligns with your ethical principles and promotes inclusivity and fairness in its outcomes.**

## More Security Tips:

<https://www.itsc.cuhk.edu.hk/tc/user-trainings/information-security-best-practices/security-tips-when-using-artificial-intelligence-ai-tools/>



# Suggestions for Teachers

## 1. Set clear guidelines:

**Clearly communicate the purpose and expectations of using generative AI tools to students. Establish guidelines on the appropriate use of the tools and the ethical considerations involved.**

**Consider:** Illustrate the guidelines with actual examples created using the course assignments/exercises – state clearly what is appropriate use of tools and what is inappropriate with examples

## 2. Encourage critical thinking:

**Clearly communicate the purpose and expectations of using generative AI tools to students. Establish guidelines on the appropriate use of the tools and the ethical considerations involved.**

**Consider:** Try using AI tools to complete the course assignments/exercises, illustrate why students need to do the work you want them to do (instead of just asking the chatbot for the answers) by reviewing the outputs generated by AI tools together. This also shows students that you are aware of the AI tools that they may be using to complete the work.

## 3. Foster creativity:

**Use generative AI tools as a means to spark creativity and inspire students to explore new ideas. Encourage students to experiment and think outside the box when using these tools.**

**Consider:** Suggest students to check using ChatGPT first and then work on ideas beyond those suggested by ChatGPT

## 4. Promote collaboration:

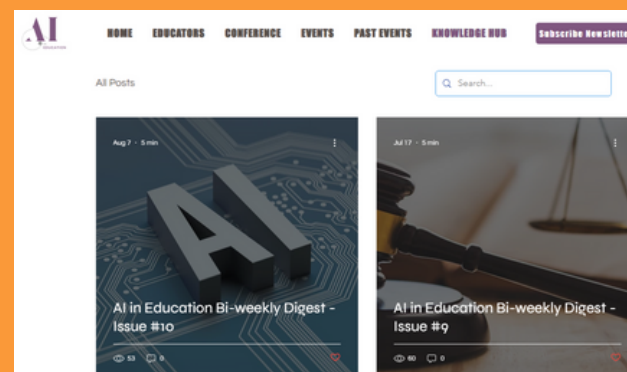
**Encourage students to collaborate and share their experiences with generative AI tools. Foster a supportive learning environment where students can learn from each other and exchange ideas.**



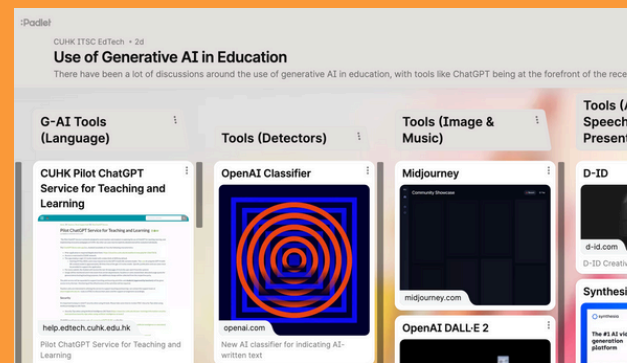
# More Resources



<https://www.cuhk.edu.hk/clear/eduAI/clear-ai.html>



<https://www.aiforeducation.net/hub>



<https://www.elearning.cuhk.edu.hk/generative-artificial-intelligence-in-education>

- **CUHK Guidelines on Generative AI**
- **Q&A on Generative AI**
- **Workshops on Generative AI**

# Suggestions to Students

## LIBRARY GUIDE

### Using Information Responsibly for Your Assignments

<https://libguides.lib.cuhk.edu.hk/usinginfo/Home>

- **Using Information Responsibly**
- **Citation Formats**
- **Bibliographic Management Tools**
- **Copyright**
- **Useful Resources**
- **AI in Education**

Home

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Honesty in Academic Work

- The Chinese University of Hong Kong places very high importance on honesty in academic work. Please visit the website "Honesty in Academic Work: A Guide for Teachers and Students" below for more details.
  - <http://www.cuhk.edu.hk/policy/academichonesty/>
- Short videos that help students understand Academic Honesty/Plagiarism
  - [English version](#) (9 minutes)
  - [Cantonese version](#) (10 minutes)
  - [Putonghua version](#) (8 minutes)
- Short video clip that helps students understand the outcomes of improper / unauthorized use of AI Tools in teaching, learning and assessment
  - [Academic Honesty: Outcome of Improper / Unauthorized Use of AI Tools in Teaching and Learning](#) (3 minutes)

[https://www.cuhk.edu.hk/clear/tnl/acad\\_honesty.html](https://www.cuhk.edu.hk/clear/tnl/acad_honesty.html)

# Ethical Use of Generative AI Tools

By ChatGPT

01

**Respect intellectual property rights:** Encourage students to create original content and respect the copyrights of others when using generative AI tools. Teach them to properly attribute sources and seek permission when necessary.

02

**Avoid harmful or offensive content:** Emphasize the importance of creating content that is respectful, inclusive, and free from harmful or offensive material. Teach students to use generative AI tools responsibly and consider the potential impact of their creations.

03

**Privacy and data protection:** Educate students on the importance of protecting personal information and respecting privacy. Teach them to be mindful of the data they input into generative AI tools and to understand the implications of sharing that data.

04

**Transparency and explainability:** Encourage students to understand how generative AI tools work and the algorithms behind them. Teach them to critically evaluate the outputs and consider the ethical implications of the tool's decisions.

# Additional Guidelines, Tips, and Resources



By ChatGPT

## 1. Start small:

Begin by introducing generative AI tools in small projects or assignments to familiarize students with the technology and its capabilities.

## 2. Provide feedback and guidance:

Regularly provide feedback to students on their use of generative AI tools. Guide them in improving their skills and understanding of ethical considerations.

## 3. Encourage reflection:

Ask students to reflect on their experiences using generative AI tools. Discuss the benefits, challenges, and ethical implications they encountered during the process.

## 4. Stay updated:

Keep yourself informed about the latest developments and research in generative AI tools. Attend workshops, conferences, and webinars to enhance your knowledge and skills.

## 5. Collaborate with peers:

Engage with other educators and experts in the field to exchange ideas, share experiences, and learn from one another.





# Opportunity – CDGS

## Courseware Development Grant Scheme



**Application for the  
funding is now open**

[https://www.cuhk.edu.hk/eLearning/  
c\\_tnl/cdgs/index.html](https://www.cuhk.edu.hk/eLearning/c_tnl/cdgs/index.html)

- **Scheme 1:** to set up exemplary examples for micro-module (MM) production and implementation of new and innovative pedagogies (e.g., game-based learning, project-based learning, AR/VR/MR-based learning, virtual teaching and learning, use of generative AI for teaching and learning)
- **Scheme 2:** to promote and build capacity for pedagogy research on virtual teaching and learning.
- **Scheme 3:** to encourage teachers experienced with micro-module production to move forward to aim at the development of high-quality small private online courses (SPOCs) or other Virtual Teaching and Learning (VTL) courses from high-quality micro-modules
- **Scheme 4:** to set up exemplary examples for non-MM courseware production and implementation of new and innovative pedagogies (e.g., game-based learning, project-based learning, AR/VR/MR-based learning, virtual teaching and learning, use of generative AI for teaching and learning)
- **Scheme 5 (Reserved):** to support faculties/departments/programmes/units to enhance capacities to support the exploration of new initiatives and further development (e.g., set up/upgrade its hardware/software/equipment to promote courseware development and implementation of new and innovation pedagogies, support SEN students, support service learning, engage postgraduate students in teaching and teaching development) at the University level

- **Guidance Notes**

- **Application – Grants Platform**

**\*Please use [Staff ID] as the Username and [OnePass password] to access the Guidance Notes and forms.**

**For other enquiries, please email:  
[cdgs@cuhk.edu.hk](mailto:cdgs@cuhk.edu.hk).**

# Early Feedback Collection System Implementation

## The planned dates of implementations in 2024–25

### Term 1

- **The EFCS is conducted for all undergraduate and postgraduate courses.**
- **Feedback collection period (from 9:00 am to 7:00 pm)**
  - from 26 September (Thursday) to 2 October 2024 (Wednesday)
- **Report review period (from 9:00 am to 7:00 pm)**
  - from 4 October (Friday) to 10 October 2024 (Thursday)

### Term 2 (tentative)

- **The EFCS is conducted for all undergraduate and postgraduate courses (excluding courses offered only for 4-term postgraduate programmes for this term).**
- **Feedback collection period**
  - from 4 February (Tuesday) to 10 February 2025 (Monday)
- **Report review period**
  - from 11 February (Tuesday) to 17 February 2025 (Monday)



# Early Feedback Collection System Implementation

## The planned dates of implementations in 2024–25


### Term 3 (tentative)

- **Feedback collection period**
  - from 18 March (Tuesday) to 24 March 2025 (Monday)
- **Report review period**
  - from 25 March (Tuesday) to 31 March 2025 (Monday)

### Summer Session and Term 4 (tentative)

- **The EFCS is conducted for all undergraduate and postgraduate courses (excluding courses offered only for 3-term postgraduate programmes).**
- **Feedback collection period**
  - from 27 May (Tuesday) to 2 June 2025 (Monday)
- **Report review period**
  - from 3 June (Tuesday) to 9 June 2025 (Monday)



 Early Feedback Collection System

Dear [redacted],

The early feedback collection system is established to facilitate an earlier collection of student feedback on course teaching. The system captures student feedback on individual courses/ classes after the add/ drop period so that any problems concerning the delivery of teaching can be identified and dealt with in a timely manner. All data collected will be kept confidential and anonymous.

Please note the followings for submission of your feedback:

1. The number of words that are allowed in each box is 2,000 English letters or 1,000 Chinese characters (including punctuation, numbers, symbols etc),
2. Please click the button "Save" for each course.
3. Before 2016/02/17, students can modify the comments and resubmit the form. The system will be closed on and after 2016/02/17 .

---

1 . 2015R2-CSCI3100

(a) What are the best aspects of the course so far?

(b) Which aspects are most in need of improvement so far?

Save

---

2 . 2015R2-CSCI3100-T01

(a) What are the best aspects of the course so far?

(b) Which aspects are most in need of improvement so far?

Save

## Teachers are invited to:

- encourage students to provide their feedback during the feedback collection period,
- review the reports during the report review period and, where appropriate, follow up on any feedback for their course(s).

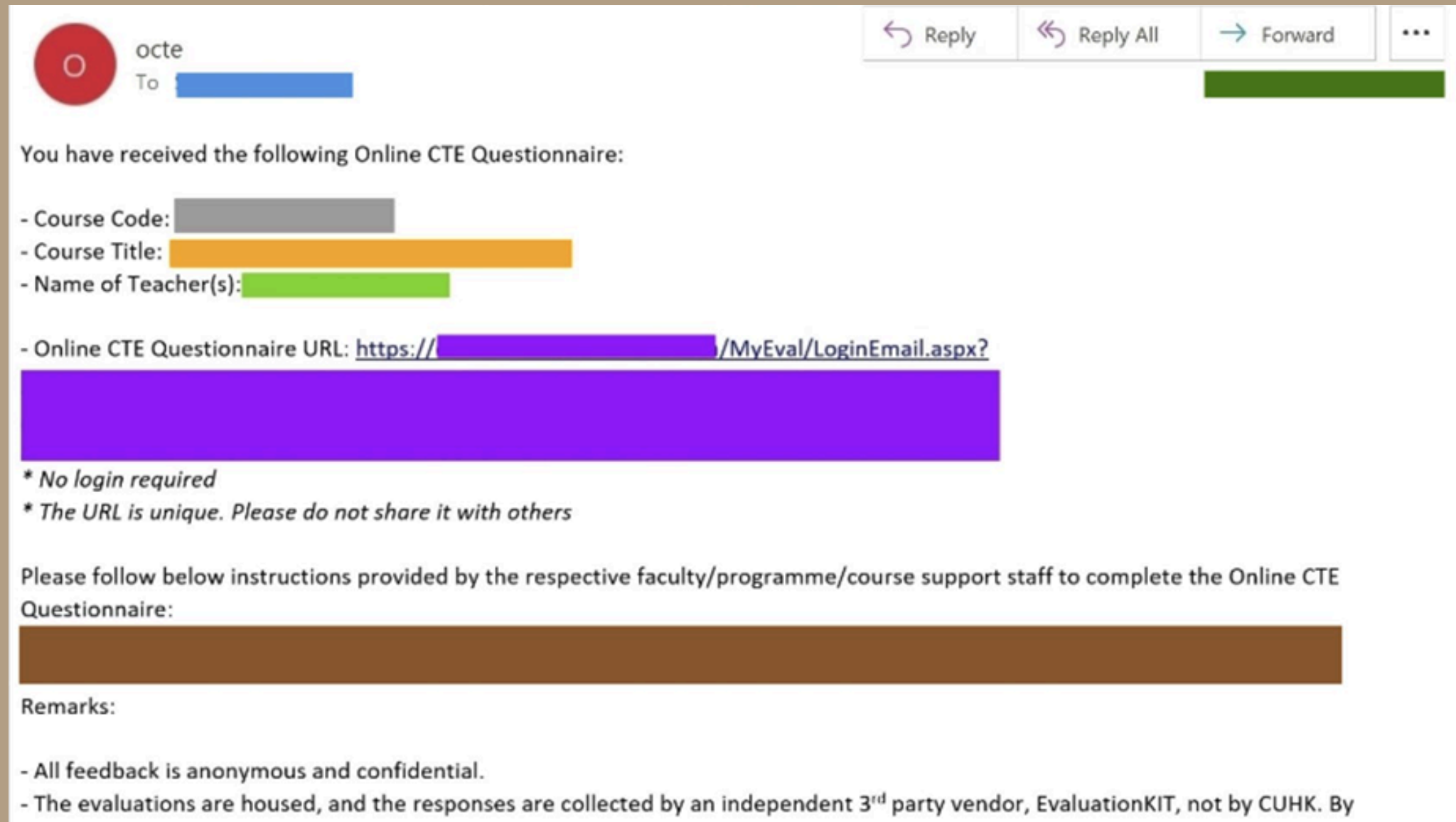
## LEARN MORE

<https://cloud.itsc.cuhk.edu.hk/efcs>

<https://apps.itsc.cuhk.edu.hk/files/EFCS-Operation.pdf>

<https://apps.itsc.cuhk.edu.hk/files/EFCS-Operation-ManageAdmin.pdf>

# Course and Teaching Evaluation



The screenshot shows an email interface with a header bar containing a red circular logo with a white 'O' and the text 'octe'. Below the logo, it says 'To' followed by a blue rectangular redaction box. To the right of the header are buttons for 'Reply', 'Reply All', 'Forward', and a three-dot menu. The main body of the email starts with the text 'You have received the following Online CTE Questionnaire:'. This is followed by a list of details: '- Course Code:' with a grey redaction box, '- Course Title:' with an orange redaction box, and '- Name of Teacher(s):' with a green redaction box. Then, it lists the URL: '- Online CTE Questionnaire URL: [https://\[redacted\]/MyEval/LoginEmail.aspx?](https://[redacted]/MyEval/LoginEmail.aspx?)' with a large purple redaction box below it. Two italicized notes follow: '\* No login required' and '\* The URL is unique. Please do not share it with others'. A paragraph of instructions follows: 'Please follow below instructions provided by the respective faculty/programme/course support staff to complete the Online CTE Questionnaire:' with a large brown redaction box below it. The 'Remarks:' section contains two bullet points: '- All feedback is anonymous and confidential.' and '- The evaluations are housed, and the responses are collected by an independent 3<sup>rd</sup> party vendor, EvaluationKIT, not by CUHK. By

**Teachers are invited to:**  
encourage students to provide  
their feedback

## **LEARN MORE**

### **Quality Manual - Chapter 7**

<https://www.cuhk.edu.hk/clear/qm/ch7.html>

### **OCTE Student User Guide**

<https://www.cuhk.edu.hk/proj/octe/OCTEUserGuide-Students-streamline.pdf>

### **OCTE Admin User Guide**

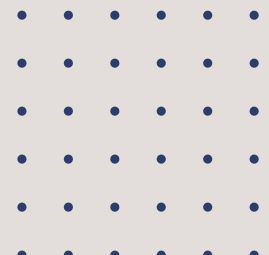
<https://www.cuhk.edu.hk/proj/octe/staff/OCTE-CTEAdmin-Workshop-PPT-streamline.pdf>





If you have any further questions or need support,  
please contact our ITSC Service Desk or email us  
at [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk).

## MORE SUPPORT

- **CLEAR** <https://www.cuhk.edu.hk/clear/pointer/about.html>
  - **ELITE** <https://www.elite.cuhk.edu.hk/about-us> (new facilities)
  - **KEEP** <https://keep.edu.hk/about/>
  - **ITSC** <https://www.itsc.cuhk.edu.hk/about-itsc/>
- 



Thank  
you! :)