eClass 3.1 User's Guide
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Introduction

The following topics introduces eClass and provide guidance on how to use this manual.

Preface

eClass is an online learning environment that helps teacher manage learning materials and assess students. Learning content can be authorized and shared and assessment in various forms and format can be carried out online. Communication tools like forum and chatroom are included to promote interactions among teacher and students in the virtual classroom.

This manual covers procedures of how to use major functions in eClass. Background and conceptual information are provided when necessary.

Additional Help

If you cannot find the information you want from this manual, you can

• Log on to eClass Community (http://support.broadlearning.com/) and browse to the forum;
• Go to eClass Community's Customer Support page(http://support.broadlearning.com/contact/) and submit your enquiry;

Manual Organization and Usage

This is a topic-based manual for eClass, an online teaching and learning system.

The manual is divided into individual topics which are expected to be read and understood on their own. Task topics contain instructions on how to use certain functions. Concept topics provide further information about a task or a group of tasks.

For ease of use, topics are grouped together by their relevance, but not necessarily by the functional categories they belong to in the system.
Managing Classroom & Student

Topics below contain instructions on how to manage classrooms and students in eClass.

Managing Classroom

Topics below contain instructions on how to manage classrooms in eClass.

Set Up New Classroom

Topics below contain instructions on how to set up classrooms in eClass.

About Setting Up Classroom

There are two ways to set up classrooms in eClass.

1. System administrator creates classrooms at admin console (See Add Classroom (By System Administrator) on page 5) and then adds teachers and students to the classrooms (See Add Users to Classroom (By System Administrator) on page 6).

2. System administrator grants teachers right to manage eClass at admin console (See Grant Teachers Right to Manage eClass on page 6). Teachers then create classrooms (See Add Classroom (By Teacher) on page 7) and import students (See Add Users to Classroom (By Teacher) on page 7) into the classrooms.

Add Classroom (By System Administrator)

Classroom is the place where teaching and learning take place. eClass uses the concept of classroom similarly, yet everything is carried out online. System Administrator can create classrooms at the eClass IP Admin Console, when teachers are not granted eClass management right.

To add classroom:

1. Log on to eClass IP Admin Console (http://www.[eclassip address].com/admin).
2. Visit eClass > eClass Mgmt Centre. You will see a list of classrooms.

4. Press Import at the top-left corner of the name list.
5. Enter **Course Code**, **Course Name**, **Course Description**.

6. Enter the maximum number of users allowed in this classroom at the **# Users** field.

7. Set storage limit of this classroom in megabyte.

8. If this classroom is opened for a particular class or subject, select a class and subject. Otherwise, choose N/A for both **Class** and **Subject**.

9. Use **Tools Embedded** checkboxes to activate add-on functions.

10. Select appropriate categories for this classroom. You can select none or more than one checkboxes.

Task completed. System displays **Record Added** message.

### Add Users to Classroom (By System Administrator)

The System Administrator can add teachers, students, and teaching assistant to any classroom at the eClass **IP Admin Console**.

Before adding teachers and students, you need to set up a classroom (See **Add Classroom (By System Administrator)** on page 5 for detailed procedure).

#### To add teachers and students:

1. Log on to eClass **IP Admin Console** (http://www.[eclassip address].com/admin).
2. Visit eClass > eClass Mgmt Centre. You will see a list of **classrooms**.
3. Press the **classroom** title. You will see a name list of existing teachers and students for this **classroom**.
4. Press **Import** at the top-left corner of the name list.
5. Choose student and teachers and press **Add** from at pop-up window.

   The **Identity** drop-down determine what kind of users you are adding to the classroom. You can add teachers, students, and teaching assistants.

   Classroom users are added to the name list.

### Grant Teachers Right to Manage eClass

System administrator can let teachers to manage eClass so they can add **classrooms** and import students into the **classrooms**.

You need to have access right for eClass **IP Admin Console**. Consult your system administrator if you do not already have the account.

#### To grant eClass management right:

1. Log on to eClass **IP Admin Console** (http://www.[eclassip address].com/admin).
2. Visit eClass > eClass Settings.
3. Check **Enable eClass Management for teachers** and **Allow teachers to add/edit/delete eClass**.
Add Classroom (By Teacher)

Classroom is the place where teaching and learning take place. eClass uses the concept of classroom similarly, yet everything is carried out online. Teachers can set up classrooms on class, subject or project basis.

Teachers cannot add classrooms unless they are granted the right to do so (See Grant Teachers Right to Manage eClass on page 6 for detailed instructions).

To add classroom:

1. Log on to eClass IP.
2. Visit eLearning > eClass. You will see blue boxes that represent available classrooms.
3. Press eClass Management from the left menu. You will see a list of active classrooms.
4. Press New at the top-left corner of the list.
5. Set up the classroom properties and check relevant course categories.

System displays Record Added message.

Add Users to Classroom (By Teacher)

Teachers can import students and other users (teacher, and teaching assistant) into any classroom that they create.

To add users to classroom:

1. Log on to eClass IP.
2. Visit eLearning > eClass. You will see blue boxes that represent available classrooms.
3. Press eClass Management from the left menu. You will see a list of active classrooms.
4. Press the number under #Users for the classroom to which you want to add students. You will see the user list.
5. At the top-left corner, press Import.
6. Add user at the pop-up window.
   a) Select a user Status. (S: Student; T: Teacher; A: Teaching Assistant)

   Note: This status will be applied to any user you add in the steps below. For example, when S (Student) is chosen and a teacher is then added, the teacher will be regarded as student in this classroom.
Tip: You can assign user to the default Add Teaching Assistant on page 8 by choosing A.

b) Select a user group category and group.
c) Select user(s) from the Select user(s) scroll box and press Add.
d) Press Close Window.
This is an example:

Task completed. The selected users are added to the user list.

Set Up Access Rights

eClass allows students and guests to log on to the classrooms. According to your needs, you can limit the functions available to these users.

To set up access rights:

1. Visit Course > eClass Setting > Function Settings.

2. Check the relevant checkboxes to grant student/guest user the right to access the corresponding functions.
3. Press Save.

Task completed. System displays Record Updated message.

Add Teaching Assistant

eClass allows teachers to perform all administrative tasks such as uploading learning content and create test questions. However, you can always assign teaching assistants to take up part of these administrative work. There must be at least one teaching assistant in each classroom.

To add teaching assistant:
1. Visit Course > eClass Setting > Function Settings.

2. Go to the Helper Management tab. You will see five helper titles.
3. Press the pencil icon to the right of a helper title.
4. Check the relevant checkboxes to grant the helper the right to access the corresponding functions.
5. Choose one or more students from the right scroll box and press Add.

Note: You cannot add students to the default teaching assistant. See Add Users to Classroom (By Teacher) on page 8 for information on how to assign teaching assistant.

6. Press Submit.

Task completed. System displays Record Updated message.

Archive/Restore the Classroom

You can pack a classroom's learning resources and content into a zip file and restore it in another classroom. This is a good way for backing up your classroom or to share it with other teachers.

To archive/restore the Classroom:

1. Visit Course > eClass Setting > eClass Archiving.

2. Archive:
a) Check relevant checkboxes to select the kind of content to archive.
b) Press Download.

3. **Restore:**
   a) Go to the Unpack tab.
b) Press Browse to look for the archive file.
c) Press Submit.

### Managing Student

Topics below contain instructions on how to manage students in *eClass*.

### About Managing Student

eClass is a virtual learning environment that works like the real classroom. You can add students with valid user accounts into a classroom, just like forming a class in the traditional classroom. You can also form students into different learning groups.

When divided into groups

* Each group can be given different learning materials. Sharing of information among groups is also possible.
* Group members can communicate with each other in forums and chatrooms.
* Group members can share files using the Group cabinet at Course > Resources > Files.

![Group cabinet screenshot](image)

### Create Student Group

You can create student groups in *eClass* so that teaching, resources sharing, and communications can be carried out on group basis.

**To form student group:**

1. Visit **Student > Information > Group List**.
2. Press **New** at the top-left corner.
3. Supply **Group Name** and **Description** to your group.
4. Choose group members from the right scroll box and press **Add**.
5. Optional: Set file storage space limit.
   Group members can share files using the Group cabinet at **Course > Resources > Files**.

6. Press **Submit**.

Task completed. System displays **Record Update** message.

**Activate/Suspend Student Account**

You can temporarily deny a student from accessing *eClass* by suspending her user account. The student can log on again once her account is re-activated.

**To activate/suspend student account:**

1. Visit **Student > Information > Student List**.

2. **Suspend:**
   a) Check the relevant student(s) and press **Suspend**.
   b) Press **OK** at the dialogue box.

3. **Activate:**
   a) Change the view filter to **Suspended**.
b) Check the relevant student(s) and press **Activate**.

Task completed. System displays **Record Updated** message.
Course Management

Topics below contain instructions on how to manage courses in eClass.

Course Management Overview

You can customize course information and change course settings in eClass. Course information includes class teacher and helper's contact, announcements, course schedule, course outline and poll topics. These information are displayed on the main page. You can change settings like classroom language, logo, and course category.

Course Vs. Classroom

As to common understanding, course refers to the content to be taught and classroom is the physical place where teaching takes place. In eClass, the same concepts apply. However, classroom becomes a virtual one. Course management is used loosely here to mean providing information about your course and to set up global properties of your classroom.

Course Information

The main page (entrance page) of eClass is divided into a number of areas. Course information, such as new poll topics, announcements, course outline and course schedule are displayed. You can customize these information to provide detailed information to students and guests.

As a teacher, you can create poll topics to collect students' opinions about the course. You can add announcements to remind students of important events, like when will be the exam, or who will be the speaker in the upcoming seminar.

To introduce students and guests the content of your course, you can create a course outline about what topics are covered and what textbooks are to be used. You can then input important milestone dates of your course as schedule entries.
Course Settings

Courses in eClass can be offered in Chinese and English. By customizing course language, you are in effect changing the user interface language.

You can set up a logo to let user to identify your classroom easily. By assigning one or multiple categories to your course, students and guests can navigate to your classroom via the eClass Directory in eClass Integrated Platform.

Setting Up Main Page

Topics below contain instructions on how to customize the main page of eClass.

Add Announcement

Announcements can be added and displayed on the main page to alert students of important events.

To add announcement:

1. Visit Course > eClass Setting > Main Page.

2. Four tables entitled Announcement, Schedule, Outline, and Polling are shown. Press \( \bigcirc \) to the right of Announcement.


4. Supply the announcement's Time and Content.

5. Optional: Set email alert options.
   • Send email to all users: An email notification will be sent to users via internet mail (with e-mail address).
   • Send Campusmail to all users: An notification will be sent to users via eClass IP internal mail (no e-mail address).
6. Press **Submit**.

Task completed. System displays **Record Added** message.

**Add Schedule Event**

Schedule events can be added and displayed on the main page to alert students of important dates.

![Schedule Event](image)

**To add schedule event:**

1. Visit **Course > eClass Setting > Main Page**.

![Main Page](image)

2. Four tables entitled **Announcement**, **Schedule**, **Outline**, and **Polling** are shown. Press ⬤ to the right of **Schedule**.

3. Press **New**.

4. Supply the event **Date** and details.

5. Choose **Public** (Choose **Private** if you want to edit the details later.)

6. **Optional**: Set email alert options.
   - **Send email to all users**: An email notification will be sent to users via internet mail (with e-mail address).
   - **Send Campusmail to all users**: An notification will be sent to users via eClass IP internal mail (no e-mail address).

7. Press **Submit**.

Task completed. System displays **Record Added** message.

**Compose Course Outline**

Course outline is a place for teachers to place free-form information about the course. For example, you can compose short introductory text about your courses or to highlight textbooks that will be used during the course.
To compose course outline:

1. Visit **Course** > **eClass Setting** > **Main Page**.

2. Four tables entitled **Announcement**, **Schedule**, **Outline**, and **Polling** are shown. Press to the right of **Outline**.

3. Outline content is added in sections. Press **New** to compose a section.

4. Supply the section **Title** and content. You can add images as well.

5. Press **Submit**.

Task completed. System displays **Record Added** message.
Learning Resources Management

Topics below contains instructions on how to manage learning resources such as files, web links, glossary entries, and eBook in eClass.

About Learning Resources

In eClass, learning resources refers to electronic documents, websites, glossary entries and questions stored in Question Bank. These learning resources can be shared among users or compiled into forms that facilitate teaching and learning, like eBook.

Below is an overview of learning resources supported by eClass.

Files

Files are electronic documents that stored in file cabinets. You can access these file cabinets by visiting Course > Resources > Files. You can create, upload, download and search for documents in file cabinets.

There are three types of file cabinets in eClass, each possesses different access rights and is used by different functions. They are represented by gray, yellow and orange colours.

Table 1: Overview of the cabinets.

<table>
<thead>
<tr>
<th>Cabinet Type</th>
<th>Access Restrictions</th>
<th>Cabinet Name/Content</th>
<th>Contents Used In</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray Cabinets</td>
<td>Accessible by classroom teachers and helpers only.</td>
<td>• Stores documents for eBook, such as presentations and videos</td>
<td>Course &gt; eBook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Stores images used in glossary</td>
<td>Course &gt; Resources &gt; Glossary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Stores documents for online assessments</td>
<td>Course &gt; Course Work &gt; Assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Stores student homework handed in via file upload</td>
<td>Course &gt; Course Work &gt; Assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Stores documents used in questions and standard answers</td>
<td>Course &gt; Resources &gt; Question Bank</td>
</tr>
</tbody>
</table>

XML to PDF by RenderX XEP XSL-FO Formatter, visit us at http://www.renderx.com/
<table>
<thead>
<tr>
<th>Cabinet Type</th>
<th>Access Restrictions</th>
<th>Cabinet Name/Content</th>
<th>Contents Used In</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Cabinets</td>
<td>Accessible by classroom teachers, helpers and students.</td>
<td>![Reference Files]</td>
<td>Course &gt; eClass Setting &gt; Main Page &gt; Outline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>![Public Files]</td>
<td>Community &gt; Bulletin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>![Group]</td>
<td>Course &gt; Course Work &gt; Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>![Photo Album]</td>
<td>Community &gt; Members</td>
</tr>
<tr>
<td>Teacher's Sharing Cabinet</td>
<td>For all users with teacher account.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Websites**

You can store website URLs in *eBook* to support other learning content.

**Glossary**

Glossary is a collection of terms and definitions, optionally supported by multimedia content. For English entries, eClass sorts glossary entries alphabetically. For Chinese entries, they are organized according to the number of strokes. Teacher can add entries from Glossary when compiling *eBook*.

![Figure 1: The Glossary.](image)

For more details, visit [XML to PDF by RenderX](http://www.renderx.com/).
Glossary being added into a eBook.

**Question Bank**

*Question Bank* is a place for teachers to create and store assessment questions. You can compile exercises or quiz/exam papers out of this stock of questions. Papers prepared this way can be marked by eClass automatically. Students can also do self-test composed of randomly drawn questions online. You can add questions one by one or via mass import using text or Word files. Multimedia contents are also supported.

**Using Files**

Topics below contain instructions on how to use file storage and sharing functions.

**File Manager Function Overview**

Files are stored in *cabinets* in eClass. Various standard file management tools are provided in the file manager interface. You can use these tools to create, download, upload, copy, move and delete file/folders. You can also use the file manager to decompress zip archive and to search for files.
Figure 3: The file manager

To manipulate files, you have to visit the file manager at **Course > Resources > Files**, and select a cabinet or folder first. On top of the file manager is a set of buttons for manipulating files. You can mouse-over the icons to view their text labels. Below is an overview of their functions.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>📁</td>
<td>Add folder</td>
</tr>
<tr>
<td>☑️</td>
<td>Add a file in text, html, Concept Map or mp3 format</td>
</tr>
<tr>
<td>📂</td>
<td>Upload file</td>
</tr>
<tr>
<td>🔎</td>
<td>Edit selected file</td>
</tr>
<tr>
<td>🔎🔗</td>
<td>Copy selected file to another location</td>
</tr>
<tr>
<td>🔎🔗</td>
<td>Move the selected file/folder to another location</td>
</tr>
<tr>
<td>🔎🔗</td>
<td>Delete the file</td>
</tr>
<tr>
<td>🔎🔗</td>
<td>Decompress the selected zip archive</td>
</tr>
<tr>
<td>🔎🔗</td>
<td>Download the selected file/folder</td>
</tr>
<tr>
<td>🔎🔗</td>
<td>Search for files</td>
</tr>
</tbody>
</table>
Add Folder to File Cabinet

You can create folders in file cabinet according to your needs.

To add folder to file cabinet:

1. Visit Course > Resources > Files.

2. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.

3. Press the Add Folder button.

4. Fill in the details of the new folder.

5. Set up access permissions:
   a) If you want only specific group(s) to have access right, select a group and click Add. You can press New Groups to create new user group.

   ![Add Group](image)

   b) Set up the access rights for the group added above and all other users. In this example, the group 5A will be granted read/write access to the folder while all non-5A users are granted read-only rights.
6. **Optional:** Set disk space quota.
7. Press **Submit**.

Task completes. You can see the newly-created folder in file manager.

![Image of file manager](image)

**Create File**

You can create files in file cabinets or folders. The files can be in text, html, epc (*eClass Concept Map* file) and mp3 formats (*eClass PowerVoice* add-on required).

**To create file:**

1. Visit **Course > Resources > Files**.

![Image of file manager](image)

2. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.

![Image of file manager](image)
3. Press the **Create File** button.

4. Select one of the file formats.
5. Fill in the file **Name** and **Description**.
6. Set up access permissions:
   a) If you want only specific group(s) to have access right, select a group and click **Add**. You can press **New Groups** to create new user group.

   ![Image of Permissions]

   b) Set up the access rights for the group added above and all other users.
   In this example, the group 5A will be granted read/write access to the folder while all non-5A users are granted read-only rights.

   ![Image of Access Rights]

7. Compose content:
   - **Text format**: Type into the **Contents** text box
   - **Html format**: Use the rich text editor to create content
   - **Epc/mp3 format**: Press **Edit** to launch *PowerConcept/PowerVoice* and create content using these add-ons.

8. Press **Submit**.

Task completes. You can see the newly-created file in file manager.

**Upload File**

If there are existing files, you can upload them to file manager to share them among students.
To upload file:

1. Visit Course > Resources > Files.

2. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.

3. Press the **Upload** button.

4. Press **Browse** to locate the file to upload. You can optionally press + to upload more files. You can also add description to your file(s).

5. Set up access permissions:
   a) If you want only specific group(s) to have access right, select a group and click **Add**. You can press **New Groups** to create new user group.
b) Set up the access rights for the group added above and all other users.
In this example, the group 5A will be granted read/write access to the folder while all non-5A users are granted read-only rights.

6. Press Submit.

Task completes. You can see the newly-uploaded file in file manager.

**Edit File**
You can edit file name, description, permissions and access rights for each file in file cabinets or folders.

**To edit file:**
1. Visit Course > Resources > Files.

2. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.
3. Check the checkbox to the right of a file and press the **Edit File** button.

4. Edit relevant file information, like file name, description, permissions and access rights.

5. Edit content:
   - **Text format**: Type into the **Contents** text box
   - **Html format**: Use the rich text editor to create content
   - **Epc/mp3 format**: Press **Edit** to launch *PowerConcept/PowerVoice* and create content using these add-ons.

6. Press **Submit**.

Task completes.

**Move File**

You can move file from one file cabinet/folder to another, or from one classroom to another.

To move file:

1. Visit **Course > Resources > Files**.

2. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.
3. Check the checkbox to the right of a file and press the **Move** button.

4. Press **OK** at the dialogue box.
5. Select the destination **Class** and **Location**.

6. Press **Submit**.
7. Press **OK** at the dialogue box.

Task completes. The file will be moved to the new location.

**Delete File**

You can delete file from file cabinets and folders.

**To delete file:**

1. Visit **Course > Resources > Files**.
2. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.

![Image of file cabinets/folders]

3. Check the checkbox to the right of a file and press the **Move** button.

![Image of moving file]

4. Press **OK** at the dialogue box.

Task completes. The file will be deleted.

**Decompress File**

You can decompress zip files directly from cabinets and folders.

To decompress file:

1. Visit **Course > Resources > Files**.

2. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.

![Image of decompress file]

3. Check the checkbox to the right of a file and press the **Unzip** button.

![Image of unzipping file]

4. Select the decompression destination.
5. Press **OK** at the dialogue box.

Task completes. The file will be decompressed to the destination.

**Download File**

You can download files from file manager and save them to local drives.

**To download file:**

1. Visit **Course > Resources > Files**.

![File Manager](image)

2. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.

![File Cabinet](image)

3. Right-click on one of the file icons and choose **Save As**.
4. Browse for a location to save the file.
5. Press **Save** at the dialogue box.

Task completes.

**Search for Files**

You can search for files from file manager using criteria like keywords and locations.

**To search for files:**

1. Visit **Course > Resources > Files**.

![File Manager](image)

2. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.
3. Press the **Search** button on the toolbar.

4. Enter a search **Keyword** and **Location**.

**Note:** If you have chosen a *folder* instead of a *cabinet* at Step 2, you will not be able to change the search location, like below.
5. **Optional**: You may select the type of data to search from the **Category** drop down.

6. Press **Search**.

Task completes. The file(s) that matches the search criteria will be displayed.

**View Files (Student View)**

Students can view files uploaded by teachers.

**To view eBook:**

1. Log in using student account.
2. Visits **Reference > Files**.

   ![File cabinet](image)

System displays the cabinet and folders that the student is permitted to view.

**Compiling eBook**

Topics below contain instructions on how to compile **eBook** in **eClass**.

**How Is eBook Organized in eClass?**

While traditional books are organized into chapters, the same can be done in eClass. By creating **pages** and organize them hierarchically, chapters and sub-chapters can be created. You can re-organize eBook pages at any time. A table of content will be generated to reflect the book structure. Besides book chapters, you can add glossary and reference web links to the end of the book as well.

The concept of page is used metaphorically in eClass. Any text, graphic and multimedia document can be used as eBook pages. Besides drawing content internally from Files, Web Links and Glossary (Found under **Course > Resources**), and from the internet, you can also create HTML and Concept Map content instantly. If your school has purchased **CampusTV** and eClass courseware, you can draw content from these modules as well.
Figure 4: Typical eBook organization.

Figure 5: Drawing page content from different sources.
Creating Book Page and Adding Content

This part contains the following topics:

Add Page

eBook, like a traditional book, is composed of pages. You can add a page with original content or content taken from other sources.

To add page:

1. Visit Course > eClass Setting > Main Page.


3. Fill in Page title and Description.

4. Create page content using one of the following methods:
   - Use Content from File Cabinets on page 35
   - Use External Content on page 37
   - Create Content Using Content Editing Tool on page 38

5. Set the hierarchical position of the page.

   A page can either be placed subsequent to another page (choose the option After) or within another page (Choose the option Subordinate to). A page with other pages subordinated to itself will become a chapter cover page. eClass supports a maximum of FIVE hierarchical layers.

   If the page you are creating is the first page of the entire eBook, choose "/" from the position dropdown.

   Tip: While you can use a chapter cover page as normal pages, you can also create introduction content on these pages, like what the chapter is about and what kind of topics it covers.

6. Publicize Content Only:
   a) Choose Public.
   b) Input Start Time and End Time.
You can use the icon to select a date from the calendar.

c) **Optional:** Check the Add to Schedule checkbox to post the event in the course Schedule at the eClass front-page. (Refer to #unique_50 for details on using Schedule.)

7. **Optional:** Select one of the email notification options.

   - **Send e-mail to all users:** Users will be notified of the newly added page via internet mail.
   - **Send Campusmail to all users:** Users will be notified of the newly added page via intranet mail.

   The Activities Selection page appears to allow you to associate learning activities to the book page just added.

8. **Optional:** Associate a learning activity.

   Learning activities refer to additional information that are related to the content of the book page, such as glossary entries or reference website, or related assignments and exercises.

   a) Select an activity type from the dropdown list, then press Next.
      
   A pop-up window appears

   b) Select an entry from the list and press Attach.

   ![Activities Selection](image)

   **Figure 6:** In this example, a glossary entry is selected to be attached.

   The associated learning activity item(s) appears, like the example below.

   ![New Activities Selection](image)

   c) Press Next.
9. **Optional**: Set access permission.
   By default, contents are available to the whole class. However, you can assign a group of users to enjoy exclusive access.
   a) Select a group from the group list on the right and press **Add**.
   b) **Optional**: Press **New Groups** to create a new group.

10. Press **Submit**.

The book page is created and displayed to the right of the table of contents.

**Use Content from File Cabinets**
Learning resources in form of electronic files are stored in file cabinets under **Course > Resources > Files**. You can use content from those file cabinets as **eBook** pages. PowerPoint presentations, Word documents, graphics and video files can all be stored in file cabinets and then be used as eBook content.

The task below can be performed when you are adding new **eBook** pages (see **Add Page** on page 33).

**To use content from file cabinets:**

1. Press **Browse...** in the **New** (**Course > eBook > New**) screen.

   ![File manager popup](image)

The file manager pops up.
2. Select the file you want to use as book page and press the Attach button.

The file manager closes and the file path is filled in in the Source of the page text field.

The file manager closes. The file path appears in the Source of the page text field.
Use External Content
You can use content from a third-party website as eBook pages by simply inputting the websites' URLs. When the book page is accessed, the referenced website will be loaded within eClass automatically.

The task below can be performed when you are adding new eBook pages (see Add Page on page 33).

To use external content:

1. Select the lower radio button to the right of Source of the page in the New (Course > eBook > New) screen.

2. Input a URL (including the http:// part).
Create Content Using Content Editing Tool
You can create eBook pages using the built-in rich format content editor. This option is especially useful when your content is entirely original, or when you are creating content based on existing materials, which can be attached to your content in the form of graphics and multimedia.

The task below can be performed when you are adding new eBook pages (see Add Page on page 33).

To create content using content editing tool:

1. Press Create Content in the New (Course > eBook > New) screen.

2. Select one of the content types:
HTML. The eClass content editor will be launched. You can create formatted text content and attach graphics and multimedia files.

EPC (Concept Map) 

PowerConcept will be launched. You can create concept maps using this intuitive tool.

epb (Free Drawing) 

PowerBoard will be launched. You can create free drawings using this intuitive tool.

1 PowerConcept customer only
2 PowerBoard customer only
3. **For Content Editor**: Do the following to save your work:
   
a) Press **SAVE**.

   ![Save button](image1)

   b) Type in a file name.

   ![File name input](image2)

   ![Folder selection](image3)

4. **For PoweConcept**: Do the following to save your work:
   
a) Press **Exit**.

   b) Press **Save & Exit**.
c) Type in a file name and press **Submit**.

5. **For PoweBoard**: Do the following to save your work:
   a) Press **Exit**.
   b) Press **Save & Exit**.
c) Type in a file name and press **Submit**.

![Create File](image)

The path of the file created by the content editing tools appears in the **Source of the page** field.

![Source of the page](image)

**Reorganizing Pages**

Once *eBooks* are created, the order and hierarchy of book pages can be organized.

**To reorganize pages:**

1. Visit **Course > eBook**.
2. Press Organize.

3. Do one of the following action:
   - **Move page(s):**
     2. Press Move.
        
        **Note:** If the book page selected possesses subordinate pages, those pages will be moved as well.

     3. Select a reference page and the position (After or Subordinate to) to move the selected page to from the dropdown menu shown below.

   4. Press Save.

   - **Swap two pages:**
2. Press **Swap**.
3. Select the page with which to exchange position form the dropdown menu.
4. Press **Save**.

Task completes. System displays **Record Updated** confirmation message.

**View eBook (Student View)**

After setting up *eBooks*, classroom students can log in and view using their own account.

**To view eBook:**

1. Log in using student account.
2. Visits *eBook*.

System displays the *eBook*. 
Building the Question Bank

Topics below contain instructions on how to create content in eClass's Question Bank.

What Can You Do with Question Bank?

*Question bank* is a central storage of questions. These questions can be used for generating self-tests, quizzes and exams.

*Question bank* is composed of a set of file cabinets. Different types of questions are stored in their corresponding cabinets. You can create new questions of any of the support types one by one. You can also import a batch of questions into *question bank* via text file, Microsoft Word file or zip archive.

![Question Bank](image)

**Figure 8:** The question cabinets.

For each question, you can add text, graphics, as well as multimedia content. While text can be edited with the supplied rich-format content editor, graphics and multimedia attachments can be added via online file manager. For audio clips, you can add them simply as files, or record them right within eClass via *PowerVoice* add-on.

![Question Authoring Tools](image)

**Figure 9:** Question authoring tools.
Question Types and Import Modes

*Question Bank* supports multiple types of questions, including multiple-choice, fill-in-the-blanks, true & false, matching and short question. You can add questions one by one or via mass import. The three import modes support different input formats.

*eClass* supports 5 question types and 3 import modes: Basic Mode, Advanced Mode and Image Mode (multiple-choice questions only). Below are comparisons of supported features for different import modes and question types.

**Table 2: Comparisons of supported features for different import modes and question types.**

<table>
<thead>
<tr>
<th></th>
<th>Basic Mode</th>
<th>Image Mode</th>
<th>Advanced Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-Choice</td>
<td>Free Text</td>
<td>Radio Button</td>
<td>Rich Format, HTML Tag s, Graphics, Audio (via PowerVoice), File Attachment</td>
</tr>
<tr>
<td>架, 上面, 中心, 下面</td>
<td></td>
<td></td>
<td>Rich Format, HTML Tag s, Graphics, Audio (via PowerVoice), File Attachment</td>
</tr>
<tr>
<td>Question Input Format</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Answer Input Format</td>
<td>O (max. 5 choices)</td>
<td>Does not support answer input in text</td>
<td>O (max. 5 choices)</td>
</tr>
<tr>
<td>Add hint, explanation, reference</td>
<td></td>
<td></td>
<td>O</td>
</tr>
</tbody>
</table>
Adding Question

You can add various kind of questions into Question Bank.

Add Multiple Choice Question in Basic Mode and Advanced Mode

Multiple choice questions can be added in two modes. Basic Mode support text-only question and answers. Advanced Mode allows rich-text and multimedia content.

To add multiple choice question:

1. Visit Course > Resources > Question Bank.

2. Press New at the top-left corner.

3. Choose Multiple Choice from the drop-down menu.
4. Choose **Basic Mode** or **Advanced Mode** by pressing either tab.

5. Choose a question **Difficulty** and designate/type in the **Category**. Then, check the **Public** checkbox.

6. Fill in the question and answer text.

   **If you are in Advanced Mode**

   • You can format text using the HTML editor and add multimedia content.

   ![HTML Editor](image.png)

   **Figure 11: Compose question text using the HTML editor.**

   ![Audio Recording/Attachment](image.png)

   **Figure 12: Add audio recordings/file attachment.**

   ![Compose Answer Text](image.png)

   **Figure 13: Compose answer text using HTML editor and add audio recordings/file attachment.**

   **Note:** The arrangement of icons will be slightly different for different question types.

   • You can also supply hint, explanation and reference to your question.
Note: The arrangement of icons will be slightly different for different question types.

7. Designate the correct answer by pressing the corresponding radio button.
8. Press Submit.
9. Press OK at the confirmation dialogue box.

Task completed. System displays Record Added message.

Add Multiple Choice Question in Image Mode
Multiple choice questions can be added in Image Mode if the choices are composed of images only. For example, which of the following pictures is the picture of Jupiter will be a good question for Image Mode.

To add multiple choice question (Image Mode):
1. Visit Course > Resources > Question Bank.

![Image Bank]

2. Press New at the top-left corner.
3. Choose Multiple Choice from the drop-down menu.
5. Choose a question Difficulty and designate/type in the Category. Then, check the Public checkbox.
6. Fill in the question text and attach any images needed.
7. Designate the Number of Choices and the correct Answer.
8. Press Submit.
9. Press OK at the confirmation dialogue box.

Task completed. System displays Record Added message.

Add Fill-in-the-Blanks Question
Fill-in-the-blanks question can be added in two modes. Basic Mode support text-only question and answers. Advanced Mode allows rich-text and multimedia content.

To add fill-in-the-blanks question:
1. Visit Course > Resources > Question Bank.

![Image Bank]

2. Press New at the top-left corner.
3. Choose Fill-in-the-blanks from the drop-down menu.
4. Choose Basic Mode or Advanced Mode by pressing either tab.
5. Choose a question Difficulty and designate/type in the Category. Then, check the Public checkbox.
6. Fill in the question and answer text.

If you are in Advanced Mode

• You can format text using the HTML editor and add multimedia content.

![Figure 14: Compose question text using the HTML editor.](image)

![Figure 15: Add audio recordings/file attachment.](image)

![Figure 16: Compose answer text using HTML editor and add audio recordings/file attachment.](image)

**Note:** The arrangement of icons will be slightly different for different question types.

• You can also supply hint, explanation and reference to your question.
Note: The arrangement of icons will be slightly different for different question types.

7. Enclose the answers with [ ].
8. Press Submit.
9. Press OK at the confirmation dialogue box.

Task completed. System displays Record Added message.

Add True & False Question

True & false questions can be added in two modes. Basic Mode support text-only question and answers. Advanced Mode allows rich-text and multimedia content.

To add true & false question:

1. Visit Course > Resources > Question Bank.

2. Press New at the top-left corner.
3. Choose True & False from the drop-down menu.
4. Choose Basic Mode or Advanced Mode by pressing either tab.
5. Choose a question Difficulty and designate/type in the Category. Then, check the Public checkbox.
6. Fill in the question and answer text.

If you are in Advanced Mode

• You can format text using the HTML editor and add multimedia content.

Figure 17: Compose question text using the HTML editor.

Figure 18: Add audio recordings/file attachment.

Note: The arrangement of icons will be slightly different for different question types.

• You can also supply hint, explanation and reference to your question.
Note: The arrangement of icons will be slightly different for different question types.

7. Designate the correct answer by pressing the corresponding radio button.
8. Press Submit.
9. Press OK at the confirmation dialogue box.

Task completed. System displays Record Added message.

Add Matching Question
Matching questions can be added in two modes. Basic Mode support text-only question and answers. Advanced Mode allows rich-text and multimedia content.

To add matching question:
1. Visit Course > Resources > Question Bank.

2. Press New at the top-left corner.
3. Choose Matching from the drop-down menu.
4. Choose Basic Mode or Advanced Mode by pressing either tab.
5. Choose a question Difficulty and designate/type in the Category. Then, check the Public checkbox.
6. Select the number of matching pairs.
7. Fill in the question and answer text.

If you are in Advanced Mode
• You can format text using the HTML editor and add multimedia content.
Figure 19: Compose question text using the HTML editor.

Figure 20: Add audio recorings/file attachment.

Figure 21: Compose answer text using HTML editor and add audio recorings/file attachment.

Note: The arrangement of icons will be slightly different for different question types.

• You can also supply hint, explanation and reference to your question.

Note: The arrangement of icons will be slightly different for different question types.

8. Press Submit.
9. Press OK at the confirmation dialogue box.
Task completed. System displays Record Added message.

Add Short Question

Short questions can be added in two modes. Basic Mode support text-only question and answers. Advanced Mode allows rich-text and multimedia content.

To add short question:

1. Visit Course > Resources > Question Bank.

2. Press New at the top-left corner.
3. Choose Short Question from the drop-down menu.
4. Choose Basic Mode or Advanced Mode by pressing either tab.
5. Choose a question Difficulty and designate/type in the Category.
6. Select the number of matching pairs.
7. Fill in the question and answer text.

If you are in Advanced Mode

• You can format text using the HTML editor and add multimedia content.

Figure 22: Compose question text using the HTML editor.

Figure 23: Add audio recordings/file attachment.

Note: The arrangement of icons will be slightly different for different question types.

• You can also supply hint, explanation and reference to your question.
Note: The arrangement of icons will be slightly different for different question types.

8. Press Submit.
9. Press OK at the confirmation dialogue box.

Task completed. System displays Record Added message.

**Importing Question**

You can add questions into *Question Bank* in batch using the import function.

**Import Text-Only Questions**

The import function allows you to add multiple questions to question bank efficiently. To import, you write your question in particular formats in one of the supported source file types, then upload the file to the system.

Before import, you have to create the source file containing question written in the desired format. Each question type has its own format that you have to follow strictly. You can download instructions on how to format your questions during import.

If your questions contain only text, you can use text file as the source file.

**To import text-only question:**

1. Prepare the source file.
   Formatting rules for text source file can be viewed from *Course > Resources > Question Bank > (Any of the question type) > Basic Mode > View Format.*
2. Go to the question import page by:
   a) Visit Course > Resources > Question Bank.
   b) Press import.

3. Choose a question type.
4. Press the Basic Mode tab.
5. Question category is an arbitrary name to describe the nature of the question. By default, the Source contains category checkbox is checked, meaning that you will be providing question category names in the import source file. If that is not the case, uncheck Source contains category and input a category name. You can click on the icon to select a category.
6. Press the **Browse** button to browse for the source file.

7. Check the **Public** checkbox when appropriate.

   Questions which are publicized can be accessed by students as *self-test* at **Course Work > Self-Test**.

8. Select the question level from the **Difficulty** dropdown menu.

9. Press **Submit**.

10. Press **OK** at the confirmation dialogue box.

Task completed. System displays **Record Added** message.

You will see similar screen after questions are imported successfully. This is an example for multiple-choice question.

![Multiple Choice Question](image)

### Import Questions with Text and Multimedia Files

The import function allows you to add multiple questions to question bank efficiently. To import, you write your question in particular formats in one of the supported source file types, then upload the file to the system.

Before import, you have to create the source file containing question written in the desired format. Each question type has its own format that you have to follow strictly. You can download instructions on how to format your questions during import.

If your questions contain text and graphics, you can use Microsoft Word file as the source file. Pictures for the questions are inserted in the Word file before being imported.

**To import questions with text and graphics:**

1. Prepare the source file with reference to the sample Microsoft Word templates below
Important:

• Only common graphic formats like jpg, bmp and gif are supported. Clip Art coming with Word is not supported.

• Text wrapping is not supported. To disable text wrapping, select pictures on your Word file, on the Format tab, in the Arrange group, click Position. Click the first icon.

2. Go to the question import page by:
   a) Visit Course > Resources > Question Bank.
   b) Press import.

3. Choose a question type.
4. Press the Advanced Mode tab.
5. Question category is an arbitrary name to describe the nature of the question. Input a question category name. You can click on the icon to select a category.
6. Press the Browse button to browse for the zip archive.
7. Check the Public checkbox when appropriate.
   Questions which are publicized can be accessed by students as self-test at Course Work > Self-Test.
8. Select the question level from the Difficulty drop-down menu.
9. Press Submit.
10. Press OK at the confirmation dialogue box.

   Task completed. System displays Record Added message.

---

Question category is an arbitrary name to describe the nature of the question. For example, a question about the causes of WWII can be put under "world history" or "modern history".
You will see similar screen after questions are imported successfully. This is an example for multiple-choice question.

![Multiple Choice]

Import Questions with Text and Multimedia Files

The import function allows you to add multiple questions to question bank efficiently. To import, you write your question in particular formats in one of the supported source file types, then upload the file to the system. You can use a text file or a zip archive as the source file.

Before import, you have to create the source file containing question written in the desired format. Each question type has its own format that you have to follow strictly. You can download instructions on how to format your questions during import.

If your questions contain text, graphics and multimedia files, you can use a zip archive as the source. Question text, graphics and other multimedia files are compressed inside the zip archive before being imported.

To import questions with text and multimedia files (including graphics):

1. Prepare the question text source file.
   Formatting rules for text source file can be viewed from Course > Resources > Question Bank > (Any of the question type) > Advanced Mode > View Format.
2. Prepare graphics and multimedia files.
   These files can be located in the same folder as the question text source file created at Step 1. Optionally, you can put them inside folders. By doing so, you will need to include the folder name in your question text source file when referencing to these files.
   For example, if you have a graphic file flower.jpg put in the folder pic, you have to input pic/flower.jpg inside the [[ ]] tag, which is shown in this sample. Similarly, a video file called videotest.rm inside the rm folder, would be referenced as [[rm/videotest.rm]].

```
[[CATEGORY]=Flower
[ PUBLIC]=Yes
[ DIFFICULTY]= 1

Which of the following pictures shows a dinosaur?
[[HTML]]
picture A
[[pic/cabin.jpg]]
picture B
[[pic/flower.jpg]]
**picture C
[[pic/dinosaur.jpg]]
picture D
[[pic/foster.jpg]]

[HINT]=this is hint
[[]]
[EXPLANATION]= this is explanation
[[]]
[REFERENCE]=this is reference
[[rm/videotest.rm]]
```  

3. Put question text source file prepared at Step 1 and other files prepared at Step 2 into a single zip archive.

4. Go to the question import page by:
   a) Visit Course > Resources > Question Bank.
   b) Press import.
5. Choose a question type.
6. Press the Advanced Mode tab.
7. Question category is an arbitrary name to describe the nature of the question. Input a question category name.
   You can click on the icon to select a category.
8. Press the Browse button to browse for the zip archive.
9. Check the Public checkbox when appropriate.
   Questions which are publicized can be accessed by students as self-test at Course Work > Self-Test.
10. Select the question level from the Difficulty drop-down menu.
11. Press Submit.
12. Press OK at the confirmation dialogue box.

Task completed. System displays Record Added message.

You will see similar screen after questions are imported successfully. This is an example for multiple-choice question.
Work On Self Test (Student View)

Self-test is a test composing of questions randomly drawn from the question bank. When status of a question is set to "public", the question will immediately be available for self-test. Students can start self-test after selecting difficulty levels, question types, and question categories. Their performance will be stored for analysis.

You have to login the system as a student before working on self-test.

To work on self test:

1. Visits Course Work > Self-Test.
2. Press Go To Test. The test setup page appears.
3. Check the Set Difficulty checkbox to set difficulty for the self-test. Questions of the difficulty level(s) selected will be used to generate the test.
   For example, you can select to just include Easy and Normal questions.
4. Check the **Set Type** checkbox to set types of questions to include in the self-test. Questions of the type(s) selected will be used to generate the test. For example, you can select to just include multiple-choice and matching questions.

5. Select the number of questions to include in the test from the **Total question** dropdown menu.

6. Select the type of test.

   - **Paper-based**: Questions will be presented on one page.
   - **Question-based**: Questions will be presented one by one.

7. Start doing the test.

8. **Optional**: Student can save up answers for completion next time. To do so, press **Save**. To complete unfinished test, student can press the corresponding icon under **Start Time** at Step 2, and choose a test type (See Step 7) to continue.
9. Press **Submit**.

10. Press **OK** at the confirmation dialogue box.

The test result page appears.
Using Course Work Tools

Topics below contain instructions on how to use course work tools in eClass.

Assignment Marking and Submission Workflow

As a virtual teaching environment, eClass helps you manage and automate the traditional assignment marking and submission workflow. Activities supported include assignment creation, submission, marking in manual and auto mode, acceptance/rejection of assignment, and assignment publication.

Different activities in the workflow are conducted by different roles. The workflow starts by assignment creation by teachers. You can decide on the deadline, submission method and permission (whether to have the whole class doing the assignment). Your assignment can include text, graphic and multimedia attachments. Model answer in textual or multimedia form can be attached as well.

Then, student can login to eClass to complete and submit their assignments. These assignments can be marked manually by the teacher or automatically by eClass. If assignments are not completed to standard, you can return them back to the students via the redo command.

Finally, marked and accepted assignments can be publicized and shared among the whole class.

Figure 24: The diagram below illustrate the complete assignment marking and submission workflow.

Using Work Bank

Work bank is the place for managing assignments, projects and surveys in eClass.
Assignment

Topics below contains instructions on how to use assignment related functions in eClass.

Add Assignment

In eClass, assignments can be added to the Coursework module. Assignments can come with file attachment and model answer in text and multimedia format. You can choose from a number of submission methods as well.

To add assignment:

1. Visit Course > Course Work > Assignment.

2. Press New at the top left corner.

3. Provide the assignment Title and Instruction.

4. Select a Method of submission.

   - File Upload: Student will complete the assignment by uploading file(s).
   - Answer Sheet: Student will complete the assignment by filling in answer sheet.
   - Writing Online: Student will complete the assignment using the supplied text editor.
   - Concept Map: Student will complete the assignment using PowerConcept add-on.
   - Sound Recording: Student will complete the assignment in audio.
   - Pronunciation Practice: Student will listen to pre-recorded demonstration and record their pronunciations using PowerVoice add-on.

5. Optional: Press the PowerVoice buttons to record audio attachment or model answer. Press the Browse buttons to attach file and model answer.

6. Optional: Set access permission.
By default, contents are available to the whole class. However, you can assign a group of users to enjoy exclusive access.

a) Select a group from the group list on the right and press Add.
b) Optional: Press New Groups to create a new group.

7. Set up the submission Deadline.
8. Choose Public (Choose Private if you want to edit the details later.)
   • Send email to all users: An email notification will be sent to users via internet mail (with e-mail address).
   • Send Campusmail to all users: An notification will be sent to users via eClass IP internal mail (no e-mail address).

10. Press Submit.

Task completed. System displays Record Added message.

Submit Assignment (Student View)
Student can log on eClass to complete her assignment online, or to hand in the completed assignment as file.

To submit assignment:

1. Log in using student account.
2. Visits Course Work > Assignment.
3. Press the assignment title.
4. Press Do it now. Depending on the assignment submission method designated by the teacher, students will be given different tools:

   File Upload: Student will complete the assignment by uploading file(s).
   Answer Sheet: Student will complete the assignment by filling in answer sheet.
   Writing Online: Student will complete the assignment using the supplied text editor.
   Concept Map: Student will complete the assignment using PowerConcept add-on.
   Sound Recording: Student will complete the assignment in audio.
   Pronunciation Practice: Student will listen to pre-recorded demonstration and record their pronunciations using PowerVoice add-on.

Mark Assignment
Teachers can assess submitted assignments online by supplying grade/mark and comments. You can also attach answer to marked assignments.

To mark assignment:

1. Visit Course > Course Work > Assignment.
2. In the **Submitted** column of the record table, press the number corresponding to the assignment you want to mark.
You will see a list of students who have submitted the assignment. In the **Submitted Assignment** column, you will a text link named by the submission method. For example, if the chosen assignment is completed using concept map, you will see a **Concept Map** link. Any assignment not yet marked will be given a **NEW** icon.

3. Press the text link to view the assignment in a pop-up window.

   **Note:** For assignments which have been rejected (See for **Reject Assignment** on page 69 details), a [**Redo**] label will be given. Press the icon

4. Provide grade/mark and comments at the bottom of the window. You can press **Select** to entered preset comment phrase. You can optionally attach a model/reference answer by pressing **Browse**.

5. Press **Save** to store your marking.

Task completed. Grade/mark and comment will be displayed in the table you see in Step 2.

**Auto-Mark Assignment**
Assignments submitted using answer sheet can be marked automatically by **eClass**.

**To auto-mark assignment:**

1. Visit **Course > Course Work > Assignment**.

2. In the **Submitted** column of the record table, press the number corresponding to the assignment you want to mark.

   **Note:** You will see a list of students who have submitted the assignment. In the **Submitted Assignment** column, you will a text link named by the submission method. For example, if the chosen assignment is completed using concept map, you will see a **Concept Map** link. Make sure that the assignment concerned is answered using answer sheet and you see a screen similar to this one:

3. Check all the records and press **Automark**.
4. Press **OK** at the confirmation dialogue box.
5. Press **Submit**.

Task completed. System displays **Record Updated** message.

**Reject Assignment**

Teachers can reject unsatisfactorily completed assignment to student. Student will have to redo the assignment for a second time assessment.

**To reject assignment:**

1. Visit **Course > Course Work > Assignment**.

![Course Work](image)

2. In the **Submitted** column of the record table, press the number corresponding to the assignment you want to reject.
   You will see a list of students who have submitted the assignment. a **NEW** icon.
3. Check the assignments you want to reject and press **Redo**.
4. Press **OK** at the dialogue box.
5. Check either **Email** or **Campusmail** and press **Send** to inform student(s) of your rejection. Email notification will be sent to the student’s e-mail address if Email is checked. Otherwise, the notification will be sent via internal eClass IP internal mail (no e-mail address needed).

Task completed.

After the student has re-submitted her work, the teacher can re-assess it (See **Mark Assignment** on page 67 for detailed instructions). To accept the re-submitted work, select it at Step 3 and press **Accept Correction**.

![Accept Correction](image)

**Publicize Assignment and Assignment Results**

When assignments are completed and marked, teacher can publicize the work and results to the group or the whole class.

**To publicize assignment and assignment results:**
1. Visit Course > Course Work > Assignment.

2. In the Submitted column of the record table, press the number corresponding to the assignment you want to mark.
3. Check relevant student and press Public Result Setting.
4. Check the Public Grade/Mark checkbox to publicize assessment results to students of the same group as the submitter. Press the Public Exercise checkbox to let other students of the same group to view the assignment.
   If the submitter is not belonging to any group, the whole class can view the publicized work/results.
5. Press Submit.

Task completed. System displays Setting of Public Result Updated confirmation message. Students will be able to view other classmates/group mate's work/results when they log on and visit Course Work > Assignment and press View Result.

View Assignment Statistics
For marked assignments submitted using answer sheet, teach can view statistical information like the most popular choice for a multiple choice question and the number of attempts for each choice.

In order to view the statistics, the assignment has to be marked first (See Auto-Mark Assignment on page 68 for instructions on marking).

To view assignment statistics:
1. Visit Course > Course Work > Assignment.
2. In the Submitted column of the record table, press the number corresponding to the assignment you want to mark.

   **Note:** You will see a list of students who have submitted the assignment. In the Submitted Assignment column, you will a text link named by the submission method. For example, if the chosen assignment is completed using concept map, you will see a Concept Map link. Make sure that the assignment concerned is answered using answer sheet and you see a screen similar to this one:

3. At the top left corner, press Show Statistics.

   Task completed. Results statistics is displayed in a pop-up window.

**Publicize Overall Assignment Results Statistics**

For marked assignments submitted using answer sheet, eClass can provide statistical data like standard deviation, average score, lowest score and highest score.

<table>
<thead>
<tr>
<th>Overall Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Deviation</td>
</tr>
<tr>
<td>Average Score</td>
</tr>
<tr>
<td>Lowest Score</td>
</tr>
<tr>
<td>Highest Score</td>
</tr>
</tbody>
</table>

To publicize assignment results statistics:

1. Visit Course > Course Work > Assignment.

2. In the Submitted column of the record table, press the number corresponding to the assignment you want to mark.

3. Check the Public the overall statistics checkbox.
4. Press **Submit**.

Task completed. System displays **Setting of Public Result Updated** confirmation message. Students will be able to view the statistics when they log on and visit **Course Work > Assignment** and press **View Result**.

![Project](image)

**Project**

Topics below contain instructions on how to create and submit project in *eClass*.

**Add Project**

Project is multi-phase assignment to be completed by one or multiple students. Students will be accessed in each of the phases. When adding a project, you will have to define both project and phase properties

**To add project:**

1. Visit **Course > Course Work > Project**.

2. The project list is displayed. Press **New** at the top left corner of the list.
3. Fill in the project properties. For **Type**, choose **Individual** if project is for one student only. Otherwise, select **Group**. You may optionally add attachment by pressing **Browse**.
4. Set **Status** to **Public** if you do not plan to modify the project's properties any more after the project is added. Otherwise, choose **Private** to hide the project up from students.
5. **Optional:** Set email alert options.
   - **Send email to all users**: An email notification will be sent to users via internet mail (with e-mail address).
   - **Send Campusmail to all users**: An notification will be sent to users via eClass IP internal mail (no e-mail address).
6. **Optional:** Set access permission.
   
   By default, contents are available to the whole class. However, you can assign a group of users to enjoy exclusive access.
   
   a) Select a group from the group list on the right and press **Add**.
   
   b) **Optional:** Press **New Groups** to create a new group.
7. Press **Next**.
8. Set phase properties. Below is an example.
9. Set **Project Deadline** and then press **Submit**.

Task completed. System displays **Record Added** message.

**Submit Project Report**
Student can log on and submit their project reports in the format designated by the teacher.

**To submit project report:**

1. Log in using student account.
2. Visits **Course Work > Project**.

3. Press the project title.
4. Press the **My Progress** tab.
5. In the **Report** column, press the text link.

   **Note:** Name of the text link varies with the report format designated by the teacher.

6. Check the checkbox in the **Finished** column when the report has been finished. Otherwise leave the checkbox unchecked. eClass will store any submitted but unfinished work.
7. Press **Update**.

Task completed.

**Survey**

Topics below contain instructions on how to use survey related functions in *eClass*.

**Create Survey**

Survey is a tool intended to help teachers to know how well students understand a particular topic. A survey contains questions that students are expect to answer.

**To create survey:**

1. Visit **Course > Course Work > Survey**.

2. Press **New** at the top left corner of the screen.
3. Enter the survey **Title** and **Instruction**. You can optionally press **Browse** to add attachment. Check **Answer Sheet** if you want student to complete the survey using answer sheet.
4. **Optional:** Set access permission.
   - By default, contents are available to the whole class. However, you can assign a group of users to enjoy exclusive access.
   - a) Select a group from the group list on the right and press **Add**.
   - b) **Optional:** Press **New Groups** to create a new group.
5. Set survey **Deadline**.
6. Set Status to **Public** if you do not plan to make change to the survey after creation. Otherwise choose **Private**.
7. **Optional:** Set email alert options.
   - **Send email to all users:** An email notification will be sent to users via internet mail (with e-mail address).
   - **Send Campusmail to all users:** An notification will be sent to users via eClass IP internal mail (no e-mail address).
8. Press **Submit**.
9. If the **Answer Sheet** option is selected at Step 3, a pop-up window appears. See *Edit Answer Sheet* You can attached electronic answer sheets to accompany existing exam papers and exercises. *eClass* can mark these answer sheets automatically and display results statistics. The types of questions supported include...
multiple-choices, true-and-false and fill-in-the-blanks. For detailed instructions on how to create answer sheet.

Task completed. System displays Record Added message.

Submit Survey (Student View)
Students can log on eClass to complete surveys online.

To submit survey:
1. Log in using student account.
2. Visits Course Work > Survey.

3. Press the survey title.
4. Submit answer
   • For survey that does not come with answer sheet, press Browse to locate the file which contain answers to the survey. Then, press Upload.
   • For survey that come with answer sheet, press Do it now.

View Survey Result
Teacher can view result of submitted survey. Statistics such as the most popular choice for a multiple choice question and the number of attempts for each choice will be displayed for survey that comes with answer sheet.

To view survey result:
1. Visit Course > Course Work > Survey.

2. In the Submitted column, press the number corresponding to the survey whose result you want to view.
3. View result/statistics
   • For survey that comes with answer sheet, press Answer Sheet under Submitted Survey. Press Show Statistics to view statical information.
   • For survey that comes with no answer sheet, press the file name under Submitted Survey.

Using Question Paper Bank

Question Paper Bank is the place for managing exercises and quizzes/exams in eClass.
Exercise

Topics below contain instructions on how to use exercise related functions in eClass.

Add Exercise
Teacher can create exercises that can be attempted a single or multiple times. Exercise questions can be taken manually from Question Bank or randomly by eClass.

To add exercise:

1. Visit Course > Course Work > Exercise.

2. Press New at the top left corner of the screen.
3. Provide the exercise Title and Description.
4. Set up other properties. For Answering Mode, choose Paper-based if you prefer questions to be displayed on one screen. Choose Question-based if you want questions be presented one after one.
5. Optional: Set access permission.
   By default, contents are available to the whole class. However, you can assign a group of users to enjoy exclusive access.
   a) Select a group from the group list on the right and press Add.
   b) Optional: Press New Groups to create a new group.
6. Press Save.
7. Add questions
   • To add question manually:
     2. Use the filters and the Search button to select a group of questions.
     3. Check the questions you want to add.
4. Press Select.

- To add question automatically:
  1. Press +Add Question at Random.
  2. Set the type of question to include by checking relevant Difficulty, Type, and Category.
  3. Enter the number of questions to include, then press Select.

System displays Record Updated confirmation message when questions are added.

8. Set number of mark for each question.
9. Press Save.
10. Check the checkbox of the newly added exercise entry and press Public.

Task completed. System displays Record Updated message.

Submit Exercise (Student View)
Student can log on eClass to complete her exercise online.

To submit exercise:

1. Log in using student account.
2. Visits Course Work > Exercise.
3. Press the exercise title.

   Note: For exercises where the teacher lets student to decide the Answering Mode only.

5. Work on the exercise. Press Submit when completed.

   Note: Student can press Save to store answers without submitting her work. She can log on and amend the answers thereafter.

6. Press OK at the confirmation dialogue box.

Task completed. System marks the exercise and display the results in the pop-up window.
View and Export Exercise Results

Teacher can view results of individual exercise. The types of information provided include individual students' scores, and each person's percentage of correct answers. The average score and average percentage of correct answers of all students who have attempted the exercise are provided as well. You can export results data as CSV file.

To view exercise results:

1. Visit Course > Course Work > Exercise.

2. In the Results column, press the number corresponding to the exercise whose results you want to view. System displays results in a pop-up window.
3. **To export:** Press **Export Student Marks** or **Export Student Answer** in the pop-up window, then press **Save** at the Windows dialogue box.

### Quiz/Exam

Topics below contain instructions on how to use quiz/exam related functions in *eClass*.

#### Add Quiz/Exam

Quiz/Exam is one of the way to assess students' understand of the course. Quiz/exam is a collection of questions that can only be attempted once. Similar to Exercise, quiz/exam questions can be taken manually from *Question Bank* or randomly by *eClass*.

**To add quiz/exam:**

1. Visit **Course > Course Work > Quiz/Exam**.

2. Press **New** at the top left corner of the screen.

3. Provide the quiz/exam **Title** and **Description**.

4. Set up other properties. For **Answering Mode**, choose **Paper-based** if you prefer questions to be displayed on one screen. Choose **Question-based** if you want questions be presented one after one.

5. **Optional:** Set access permission.
   - By default, contents are available to the whole class. However, you can assign a group of users to enjoy exclusive access.
     - a) Select a group from the group list on the right and press **Add**.
     - b) **Optional:** Press **New Groups** to create a new group.

6. Choose when to release the marked paper.

7. Press **Save**.

8. Add questions
• To add question manually:
  2. Use the filters and the Search button to select a group of questions.
  3. Check the questions you want to add.
  4. Press Select.

• To add question automatically:
  1. Press +Add Question at Random.
  2. Set the type of question to include by checking relevant Difficulty, Type, and Category.
  3. Enter the number of questions to include, then press Select.

System displays Record Updated confirmation message when questions are added.

9. Set number of mark for each question.
10. Press Save.
11. Check the checkbox of the newly added quiz/exam entry and press Public.

Task completed. System displays Record Updated message.

Submit Quiz/Exam (Student View)
Student can log on eClass to complete her quiz/exam online.

To submit quiz/exam:
1. Log in using student account.
2. Visits Course Work > Quiz/Exam.
3. Press the exercise title.

Note: For quiz/exam where the teacher lets student to decide the Answering Mode only. Otherwise, press Start.

5. Work on the quiz/exam. Press Submit when completed.

Note: Student can press Save to store answers without submitting her work. She can log on and amend the answers thereafter.
6. Press **OK** at the confirmation dialogue box.

Task completed. System displays Exam has been submitted. Please come back later for your result message. After the exam period, student can log on again, visit **Course Work > Quiz/Exam**, choose **Marked** from the circled filter below to view all marked quizzes/exams with their results.

---

**Mark Quiz/Exam**
You can mark submitted quizzes/exams manually or automatically.

**To mark quiz/exam:**

1. Visit **Course > Course Work > Quiz/Exam**.

2. At top right of the screen, press **Exam be marked** to access a list of unmarked quizzes/exams. This link will be visible whenever there are unmarked quizzes/exams.

3. Mark the quiz/exam
   - To mark manually:
     1. Press the quiz/exam title. The quiz/exam appears.
     2. Give mark and comment under each question.
3. Press **Submit**.

- To mark automatically:
  1. Check the quiz/exam to mark.
  2. Press **Automark**.

3. Press **OK** at the dialogue box.

Task completed. Marked quiz/exam will be removed from the Exam to be marked list.
View and Export Quiz/Exam Results
Teacher can view results of individual quiz/exam. The types of information provided include individual students' scores, and each person's percentage of correct answers. The average score and average percentage of correct answers of all students who have attempted the quiz/exam are provided as well. You can export results data as CSV file.

To view quiz/exam results:

1. Visit Course > Course Work > Quiz/Exam.

2. In the Results column, press the number corresponding to the quiz/exam whose results you want to view. System displays results in a pop-up window.

3. To export: Press Export Student Marks or Export Student Answer in the pop-up window, then press Save at the Windows dialogue box.
Using Mark Sheet

Topics below contain instructions on how to use mark sheet related functions in eClass.

Create Mark Sheet

You can create an overall mark sheet to record scores/grades for multiple assessments, regardless of whether they are performed online or offline. You can choose the mark sheet format so that either scores or grades can be recorded and displayed.

Mark sheet provides a convenient place to record multiple students' performances. You can record results from a single assessment onto a mark sheet. By adding more columns, results from multiple tests, quizzes or exams can be viewed and compared easily. You can assign a weighting (i.e. mark proportion) to each of the assessments listed, then the overall performances of students can be calculated with reference to the proportion.


2. Click New.
3. Select a mark sheet format from the Type dropdown menu.
   - Score Sheet: You can input results as score number onto the mark sheet.
   - Grade Sheet: You can enter results as grade letter onto the mark sheet.

4. Enter the Title and Description.
5. Optional Step: If you don't want to include all student from the current classroom, choose the group of student you want to include and click Add.

6. Click Submit. eClass displays the raw mark sheet showing a list of students.
7. As a single mark sheet can be used to record results from multiple assessments, you can add more columns to the mark sheet. Enter a column name (e.g. Test 1) in the textbox shown below, enter the full score and the mark weighting, then click Add.

You will see an additional column added to the mark sheet.

8. Optional Step: Repeat Step 7 to add more columns.

9. Press Mark Sheet to return to the starting menu.
**Input Score**

You can input score onto mark sheet manually, by editing the columns, or by importing from *assignments*, *projects*, *exercises*, and *exams*.

**To input score:**

1. Visit **Student > Report > Mark Sheet**.

2. Press the mark sheet title.
3. Enter score manually:
   a) Check a column and press edit.

   b) Input marks under **Score** column.

   Task completed. Marks appear under the selected column.

4. Enter score via import:
   a) At the upper left corner of the mark sheet, press **Import**.
   b) Select a type of course work.
   c) Check individual items to import.
   d) Make necessary changes to the column names, score and weighting. Then, press **Submit**.

   Task completed. Marks sheet columns and data will be updated.
**View Statistics**

*eClass* can provide statistical data based on information on the mark sheet. These includes mean, standard deviation, highest score and lowest score of the class. These data will be displayed using bar chart.

**To view statistics:**

1. Visit **Student > Report > Mark Sheet**.

3. At the upper left corner of the mark sheet, press **Show Statistics**.

Task completed. System shows statistical information for each assessment item.
Using Communication Tools

Topics below contain instructions on how to use communication tools in eClass.

Poll

Topics below contain instructions on how to use poll related functions in eClass.

Add Poll

Poll is a tool intended for collecting opinions from students. For example, how well do you think you learn in eClass would be an ideal question for poll.

To add poll:

1. Visit Course > eClass Setting > Main Page.

2. Four tables entitled Announcement, Schedule, Outline, and Polling are shown. Press to the right of Polling.
4. Supply the poll’s Time, Question and choices. You need to give a minimum of two choices.
5. Optional: Press Browse to locate a reference file or enter a reference website.
6. Press Submit.

Task completed. System displays Record Added message.

View Poll Result

After students have responded to the poll at the main page of eClass, teacher can view the poll result.
To view poll result:

1. Visit Course > eClass Setting > Main Page.

2. Four tables entitled Announcement, Schedule, Outline, and Polling are shown. Press the poll title to the right of Polling.

Task completed. System displays the poll result in a pop-up window.

Using Planner

Topics below contain instructions on how to use planner related functions in eClass.

Add Event

Planner is a place for sharing schedules. You can add events to the planner in two ways.

To add event:

1. Press the Main Page icon.
2. Press Planner at the lower left corner. System displays the planner in month view.

3. Add event
   - Standard method:
     1. Press New.
     2. Enter the event details. Beware that Private event can only be viewed by yourself. Should you want other users of the class to view your event, choose Open to all people... to the right of Status.
     3. Press Submit.
   - Quick method:
     1. Press Quick Add.
     2. Enter event Title, Date/Time and Duration.
     3. Press Add.

Task completed. The event will be displayed on the planner.

**View Event Details**

You can view event details by pressing event title on the planner.

To view event details:

1. Press the Main Page icon.

2. Press Planner at the lower left corner. System displays the planner in month view.

3. Locate the event and press its title.

   **Note:** You can use the View By filter, the List button, and the Search field to help locate your event.

The book page is created and displayed to the right of the table of contents.

**Using Forum**

Topics below contain instructions on how to use forum related functions in eClass.
Create Forum

Forum is a place for exchanging ideas around a topic. You can create forum in bulletin.

To create forum:

1. Visit Student > Community > Bulletin.

2. Press New at the top left corner of the screen.
3. Enter the forum topic and Description.
4. Optional: Set access permission.
   By default, contents are available to the whole class. However, you can assign a group of users to enjoy exclusive access.
   a) Select a group from the group list on the right and press Add.
   b) Optional: Press New Groups to create a new group.
5. Set other properties:
   - Allow attachment from
   - Chatroom
     - Open: Activate the chatroom immediately
     - Next Session: Activate the chatroom at a specific time
   - Allow change after submission
6. Press Submit.

Task completed. System displays Record Added message.

Post Topic

You can post a topic in any forum. Rich-text and multimedia content are supported.

To post topic:

1. Visit Student > Community > Bulletin.

2. Press the title of the forum you want to contribute.
3. Create page content using one of the following methods:
4. Press New at the top left corner of the screen.
5. Enter the subject and the content of your post. You may optionally press Add to add file attachment or related web link. You can also press the microphone icon to add audio.

6. Press Submit to publish the content.

   **Tip:** You can press Save Draft to save your content without publishing them.

Task completed. System displays **Record Added** message.

**Reply to Forum Topic**

You can reply a forum topic. Rich-text and multimedia content are supported.

**To reply to forum topic:**

1. Visit **Student > Community > Bulletin.**

2. Press the title of the forum you want to reply to.

3. Press the topic you want to reply to.

4. Press **New** at the top left corner of the screen.

5. Enter the subject and the content of your reply in the **Post Reply** section. You may optionally press Add to add file attachment or related web link. You can also press the microphone icon to add audio.

   **Tip:** You can press **Quote** to add all the text of the original topic to your reply.

6. Press **Submit** to publish the content.

   **Note:** You can notice the user who posts the topic of your reply by checking the **Reply to sender via mail** option.

Task completed. System displays **Record Added** message.