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Accessing a BU eLearning Course Site

BU eLearning courses can be accessed by two ways: through the HKBU website or directly through the BU eLearning server. We will look at both methods in this lesson, as well as see a BU eLearning course’s default layout and users’ default profile settings.

In this lesson, you will:

- Log in to BU eLearning via HKBU website
- Log in to BU eLearning via the BU eLearning server
- Review the home page layout
- Edit profile settings
- Accessing Your Personal Profile
- View Calendar
- Add event to Calendar

Logging in to BU eLearning via HKBU website

Students and teachers can go to BU eLearning Platform links in HKBU website at http://www.hkbu.edu.hk.

1. In your web browser go to http://www.hkbu.edu.hk. Click the Current Students link.

2. Click the BU eLearning link.
3. Click **Login** to the **BU eLearning** button.

4. Enter your **Username** and **Password** and click **Login**.

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**Note about Single-Sign-On Account for IT Services**

Before you can gain access to all IT resources provided by the University, such as your HKBU email, University Information System (UIS), Library System as well as other IT services, all new students are required to activate a Single-Sign-On Account for IT services (https://iss.hkbu.edu.hk/buam/activation).

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**Logging in to BU eLearning via the BU eLearning Server**

Another option is to log in directly to the BU eLearning server. Users can bookmark this location for direct access to BU eLearning.
1. In your browser, go to http://buelearning.hkbu.edu.hk for BU eLearning. Or go to http://scemoodle.hkbu.edu.hk for SCE Moodle. The two platforms are independent and they have different colors for easy differentiation.

2. Enter your **Username** and **Password** and click **Login**. The courses you are enrolled have been listed under the heading **My Courses**.

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**Course Section Layout**

**Header Section**

A. **Hong Kong Baptist University link**. Clicking on this will bring you to the HKBU home page.

B. **Logout** link. Make sure to log out of BU eLearning when you are finished, especially if you are logged in at a public computer. If you do not log out and close the browser window, anyone who sits at that computer after you will have access to everything in your BU eLearning account.

C. **First level of BU eLearning**. Click on this link will bring you back to first level of BU eLearning.
D. Short name for course site. Instructors cannot change the short name of a BU eLearning site.

Main Section

A. Site format. There are two formats available for organizing course materials: Weekly and Topic. In this example, the format is Topic.

B. Blocks. Blocks are used for administrative tasks or section organization. They can be placed on the left or right side of the course home page by system administration configuration, or by system default action. Blocks are discussed in greater details in following sections.

C. Course resources and activities. These are laid out in the center column of the site’s home page.

D. Calendar. Academic calendar of which is setup by the AR in a beginning of an academic year. Site administrator will import the calendar events into BU eLearning at the beginning of an academic year.

Basic layout and courses
On BU eLearning main page you can see the screen divided into 3 columns each containing set of Blocks.

A. On the left hand side Blocks: Library Toolkit, Blog Menu, Site Pages, Profile
B. On the middle column Blocks: Site announcements, My Courses
C. On the right hand side Blocks: Messages, Calendar, Upcoming events, Latest News

Editing Your Profile

All first-time users should edit their personal Profiles when logging into BU eLearning for the first time. While the auto-fetch process will pull in necessary identification data, the user should confirm or change the default settings. Additionally, some fields are required by BU eLearning.

The Profile contains required settings for:

- Functionality and visibility of your e-mail address
- Forum auto-subscription and tracking
- HTML editor usage
- City, state, country, time zone, and language preference
- Personal description

Some optional settings include:

- Picture
- Web page URL
- Instant messenger identifiers

Recommended default e-mail settings:
Being “subscribed” to a forum means you will receive an e-mail whenever someone posts to a forum. You can choose from several subscription settings:

**No digest:** You will receive a separate e-mail each time anyone posts to a forum you have subscribed to.

**Complete:** You will receive one e-mail per day, sometime after 5:00 p.m., with full copies of all posts from all the forums.

**Subjects:** You will receive one e-mail per day, sometime after 5:00 p.m., with just the subject lines of each post.

### Accessing Your Personal Profile

1. Point to *My profile settings* in the top left corner and click *Edit profile*.

2. Confirm or change the default settings.
   - Surname, First name and Email address are input by default by the system when your account is created. The values cannot be changed.
   - Any field noted in red with an asterisk (*) is required.
3. To save changes you make to your own personal profile, scroll to bottom and click **update profile**.

**Note about Canceling the Editing of Profile**

There is no cancel button for the profile. To cancel editing your profile, go to the home page by clicking **BU eLearning** link.

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**View Calendar**

1. On BU eLearning main page or course page on your right hand side use the name of the current month to enter the calendar, e.g.:

![Calendar view](image)

2. You can see details of all scheduled activities for the current month such as global events, group events, course events and your, user events (use the option to hide any of these).

There are 4 types of events which are highlighted in different colors. **Color keys** are located at the bottom of month view:

- **Global event**: the event which is published by BU eLearning administrator.

- **User event**: private event that no one else can see; calendar with user events can be used as personal date book.

- **Group event**: can be seen by the members of the selected group only; you have to choose a group for this kind of event.

- **Course event**: available to everyone enrolled in the course.
* To hide/show a type of events: click the colour key of an event type.
* To view more details on event(s) in one day: Either click a date or an event name to open Day View page.

Add Event to Calendar

1. At the Month View page press **New Event** button.

2. You as a student can add only user event – screenshot taken from teacher view.

3. Press Save **changes** button when you have finished any input.
Navigating the Course Site

BU eLearning uses a “flat” navigation scheme to access all resources and activities from the home page. Resources are the course materials that a student accesses and/or reads but does not interact with (e.g., content files or links to web pages). Activities are items that a student interacts with or that enable interaction with other students (e.g., forums, glossaries, and quizzes).

In this lesson, you will:

✓ Navigate the course site using navigation bar
✓ Navigate the course site using Expandable/Collapsible Blocks
✓ Access an Index page

Navigating with navigation bar

To access a resource click on its link.

Once you access a resource or activity you can:

• Use the browser’s back button to go back to the previous page
• Use the navigation bar to go back home
Navigating with Expandable/Collapsible Blocks

This allows the user a lot of freedom to easily navigate to exactly where they want to go, while not being overwhelmed by too much information.

Inside of a block, look for an arrow that points to the right, or down. This means that the content can be expanded or collapsed.

The squares indicate that these items are not expandable. The right facing arrow indicates that this item is expandable, but has not yet been expanded. The down pointing arrow indicates that this item has already been expanded, and its content is indented below.

Accessing the Index Pages

One of the “blocks” that the instructor might make available on your course site is the Activities block. It serves as a direct link to the index pages for each category of activities and resources.
Working with Course Materials

After you access course main page, you will see some course materials which teacher has already uploaded. For this section, we will talk about how to download course materials and how to submit assignments.

In this lesson, you will be able to:

✓ View and download course materials
✓ Submit online assignments
✓ Upload a single file
✓ Advanced uploading of files
✓ Submit Online Text
✓ Offline activity
✓ View submission status and online grading
✓ Submit Turnitin assignments
✓ Originality Reports

View and Download Course Materials

1. At the BU eLearning main page, click on the course name under My Courses

2. It brings you to the Course page with middle column divided in several topics/weeks, here find a link to the document or a website

3. Click on it to read or to download
Submit Assignments

BU eLearning has 4 types of assignments:

- **Upload a single file**
  This allows each student to upload a single file in any format, including a ZIP file.

- **Advanced uploading of files**
  This allows each student to upload one or more files in any format. The instructor can also upload one or more files for each student, either at the start or in response to their submission. A student may enter notes describing your submitted files, progress status, or any other relevant information.

- **Online text**
  This allows students to input text online. The instructor can grade the assignment online and, if necessary, add inline comments or changes.

- **Offline activity**
  This is useful when the assignment is performed outside of BU eLearning. It could be something face-to-face or on paper. Students can see a description of the assignment, but you can't upload any files.

Upload a Single File

1. Go to your course page and look within the week/topic outline for icon of an assignment:

2. Click on "Upload a file".

3. Click on "Choose a file..."
4. Click on "Upload a file" and click on "Browse..."

5. Locate file on computer, select it, and then click on "Open"

6. Click on "Upload this file" and then click on "Save Changes"

**Advanced Uploading of Files**

1. Go to the assignment area.

2. Click **Upload files**, in the new window locate the file on your computer.
3. Click **Add**

4. Click on "Upload a file" and click on "Browse..."

5. Locate file on computer, select it, and then click on "Open"

6. Click on "Upload this file" and then click on "Save Changes"
7. Click Edit these files button to add more files to the instructor.

8. Click **Send for marking** button, once an assignment is ready for final evaluation.
Note about the Advanced uploading of files

You will be able to submit up to 20 separate files and leave notes to the instructor. You may be able to delete previous files before the deadline. Once you are ready for the assignment to be evaluated, you will be able to send it for final review.

Submit Online Text

You will be able to enter the assignment online using the default text editor.

1. Go to the assignment area.

2. Click Add submission.

3. Type or copy/paste your entry via the form provided and click Save changes
4. Then you will see the online text which has already submitted.

**Offline Activity**

If an assignment is defined as offline activity, student can do nothing in BU eLearning but should notice the due date of the assignment, if any.
Note about the Offline activity

This assignment assumes the assessed activity happens offline or online, outside of BU eLearning interface. You will not be able to submit anything here, but you will be able to check your grades.

View Your Submission Status and Online Grading

1. In order to view the status of your assignment and your grading, click inside the block Navigation on “My home”

2. Course Overview will list all assignments’ status of all your courses

3. Click on the one that you just submitted and you will see the grading
Submit Turnitin Assignments

Papers submitted to Turnitin may be compared against billions of internet documents, archived internet data that is no longer available on the live web, a local repository of previously submitted papers, and subscription repository of periodicals, journals, and publications. The comparison may be against any or all of these repositories as set on a specific assignment by the instructor of the class.

The comparison document is called an Originality Report. It provides a summary of matching or similar areas of text found in a submitted paper.

At the discretion of the instructor, student users may be able to view the Originality Reports for their own submissions on Turnitin. This is a preference that is selected on an assignment by assignment basis and may be updated at any time by the instructor. Only the instructor can change this setting.

1. Select the Turnitin assignment.

2. Click [My Submissions]
3. The paper submission page will open. Enter a title for your paper. To select a paper for submission, click the browse button and locate the paper on your computer. Turnitin accepts submissions in these formats: MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text (.txt)

After entering a title for your paper and selecting a file, select the check box to confirm that the submission is your own work. Click on Add submission
Note about Requirements for single file upload:

- File must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

4. After you confirm your submission, a digital receipt will be shown. This receipt will be e-mailed to you. To return to your portfolio and view your submission, click the Turnitin Assignment and click [My Submissions]

Note about Originality Reports for students

If you don’t see a percentage under the Similarity column, then the Originality Reports are not available to student users in this assignment. Students wishing to view or receive a copy of the Originality Report for their submissions must contact the instructor. The determination of authorizing access to this information is in the hands of the instructor and institution.

! By default, students cannot see their own Originality Reports. If you do not see an Originality Report icon in your portfolio and want to see your report, contact your instructor.

If you need further assistance with Turnitin or would like to learn about the advanced features the system offers, please download student user manual, which is available at http://www.turnitin.com/static/training.html
Originality Reports

When an Originality Report is available to be viewed an icon is placed in the contents column of the student class portfolio page. Originality Reports that have not finished generating have a grayed out icon placed under the contents column of the student class portfolio page.

**Note:** Overwritten or resubmitted papers may not generate a new Originality Report for a full twenty four hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.

The Originality Report icon shows a percentage and a corresponding color indicating on an index where this percentage falls in terms of matching content. This percentage is the overall similarity index.

The higher the percentage, the greater the amount of text in the submission that came up as matching against information in Turnitin’s repositories. The percentage range runs from 0% to 100%. The percentage is generated by the amount of similar or matching text compared to the number of words in the submission in total.

The view of the paper shown in the Originality Report is text only, no images are loaded. Plain text viewing allows for better recognition of matching areas.

**Overall Similarity Index**

Color of the report icon is linked to one of five tiers of overall similarity index. This is based on the amount of matching text found by the repository comparison. The possible similarity index percentage ranges are linked to a corresponding color:

• **blue** (no matching words)
• **green** (one matching word - 24% similarity index)
• **yellow** (25-49% similarity index)
• **orange** (50-74% similarity index)
• **red** (75-100% similarity index)

The overall similarity index and the corresponding color scaling of the icons provides a basic indication of how much information contained in a specific submission is matched to other sources in the Turnitin repository. This number is a raw amount of matching done against the repositories selected for the assignment the submission was made to. Direct quotation, citations, or bibliography areas of the paper are not automatically excluded. The decision to permanently exclude or disregard matches to these types of text in a paper is made solely by the instructor of the class.

**Warning:** These indices in no way reflect Turnitin’s assessment of whether a paper contains plagiarized material or improperly used material. The Originality Report provides instructors with a tool to more easily locate matching or similar text within the text of a submitted work. The determination and adjudication of proper citation and plagiarism are left solely to the instructor.
and institution to which the work was submitted. Any questions regarding the definition of plagiarism used at your institution should be directed to the instructor of the class or an appropriate institutional staff member.

**Overall Similarity Index**

% Matched Text found

We found [3] sources that contain similar or exact passages to those in your paper.

Overall Similarity Index

Least similar

1 2 3 4 5

Most similar

**BLUE (1) indicates that there are <0% matches**

**GREEN (2) 1%-24%**

**YELLOW (3) 25%-49%**

**ORANGE (4) 50%-74%**

**RED (5) 75%-100%**

Note: Careful consideration should be made before deciding whether a work is plagiarized or not. Academic judgment is needed to determine the final status.

**Opening the Originality Report**

Originality Reports are typically completed within ten to fifteen minutes of submissions. This report generation time may vary based on the extreme levels of usage that may occur during certain periods of the academic year or due to very large submissions.

If the Originality Report viewing preference is set by the instructor to allow students to access the reports, the Originality Report icon will allow the user to open the report.
You can view the **Originality Report** either as text only or whole document.

- **Text-Only Report**: Originality Report contains just the text of your submitted paper. So if the paper includes tables, graphs, charts, images and footnotes they will not appear in the report.
- **Document Viewer Report**: Originality Report contains a formatted view of your submitted paper. All of the text within the paper appears as it was submitted with tables, graphs, charts, images and footnotes intact.

**Switching From One View to the Other**

To switch to **Document Viewer Report** click on the **Document Viewer** button on the top left side of the Originality report. To switch **Text-Only Report** click on the **Text-Only Report** button on the bottom right side of the Originality Report.

**Text-Only Report**

When you open **Originality report**, you will see that it has three main sections:

**Paper information**: the top of the report page shows information about the submitted paper. This includes the paper title, the submitting user profile name information, the word count, date of the Originality report creation, and how many submissions have been made to the assignment. It also shows the expanded similarity index as in the image below:

<table>
<thead>
<tr>
<th>Similarity Index</th>
<th>Similarity by Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>21%</td>
<td>Internet Sources: 20%</td>
</tr>
<tr>
<td></td>
<td>Publications: 0%</td>
</tr>
<tr>
<td></td>
<td>Student Papers: 5%</td>
</tr>
</tbody>
</table>

**What's this?**
Each Originality Report will display the percentage of the paper’s content that matches content in each of the following repositories: (1) Internet Sources, (2) Publications, and (3) Student Papers.

Paper text: the extracted text only version of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Originality report.

Matching source: the list of matching sources for the highlighted areas of the paper text to the left.

To switch to the Document Viewer Report click on the Document Viewer button on the top left side of the Originality report.

Document Viewer Report

This format of Originality Report contains a formatted view of the student's paper. All of the text within the student's paper appears as it was submitted with tables, graphs, charts, images and footnotes intact. You are able to evaluate the paper and its matches in the context in which it was intended by the paper's author.

To switch to the Text-Only Report click on the Text-Only Report button on the bottom right side of the Originality report.

1. Open an Originality Report
2. Click on a highlighted area of text on the left hand (student paper) side

![Highlight Example](image)

3. A pop-up window will appear above the highlighted text displaying the matching text within the source of the match

![Pop-up Window Example](image)

4. Clicking on the URL link, available on live internet matches, brings up a view of the live website within a new browser tab or window

![URL Link Example](image)

   a. Click on the “x” in the top right corner of the pop-up to close the window
   b. To view the matching text within the full source text click on **Expand to Full Text** link

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**Excluding Quoted or Bibliographic Material**

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Originality Report. Students are only able to remove quoted or bibliographic material for the duration of the current view of the report. Permanent exclusion of this information must be handled by the instructor.
Please note that the functions for excluding material are approximate and human judgment is the final arbiter for proper quotation or bibliographic reference. Cited material cannot be excluded directly, and quotations can only be excluded if block-indentation or direct quotation marks (“”) begin and end the quotation.

1. Open an **Originality Report**

2. Click on the **Filter and Settings** icon

3. To exclude quoted or bibliographic material click the check box next to the **Exclude Quotes** and **Exclude Bibliography** exclusion options

4. Click on **Apply Changes** button at the bottom of the filter and settings sidebar to apply the changes

**Mode Menu**

The **mode** pull down menu provides you with a selection of 3 views of a Turnitin Originality Report. The default viewing mode is cumulative view which is listed as **show highest matches together**.

To change view of an Originality Report, click on **mode** pull down menu and select a different viewing mode. The report viewing screen will automatically change to the selected mode.
Printing or Saving Reports

Originality Report can be downloaded to the user’s computer for later reference. To print/download a report, click on the print and download icon at the bottom of the Originality Report. This will prepare a readable PDF version of the Originality Report.

Once a PDF version of the report has been saved to your computer, you may then use your computer’s default PDF viewing application to print the Originality Report.

User Report Preferences

The behavior and appearance of Originality Reports can be changed from the report preferences area. The available report settings can be changed:

• **color code matches** - by default matching text is color coded. This can be turned off or reactivated by selecting no from the color-code matches pull down menu
  
• **default mode** - when a report is opened, the default view mode is enabled. To change the default view mode, select the mode from the default mode pull down menu
  
• **auto-navigation** - when a match is clicked or activated, the text scrolls smoothly. To jump instead of smooth scrolling, select jump to next match from the auto-navigation pull down menu

To change Originality Report preferences, click on preferences at the top left of the Originality Report. This will open the Originality Report preferences pane. Change any of the preferences available using the corresponding pull down menus.

To complete the preferences change, the user must click on save in the corner of the Originality Report preference pane to save any changes that have been made.
Communicate among the System Users

BU eLearning has a variety of communication tools. It has links to the instant messenger, chat, forums and blog.

In this lesson, you will:

✓ Find out your teacher and classmate
✓ Message to other users
✓ Chat
✓ Use blogs

Find Out Your Teacher and Classmates

1. On the left side, click inside the block Navigation on “My Course”, click the name of the course, click on the “Participants”
2. “Participants” link will bring you to the list of all participants on this course, including teachers and students.

Message to Other Users

Instant messenger will allow you to chat privately with people who are currently online.

1. On BU eLearning main page, go to the right hand side block “Messages” where click on small link “Messages…”
2. Type the name in the text box and click tab “Search people and message”.

3. Click on his/her name and write the message and click Send message.
4. When you write and submit the message; system will deliver this message to the user via message block if the user is online or sent notification email if he/she is offline.

**Chat**

**Chat** will allow you to have real-time synchronous discussions online as a whole class or in a group.

1. Click on “Chat” in the center column of the course main page.
2. When you access to “chat” window, you can put in the message to the other users.

Use Blogs

Blogs in BU eLearning are user based; therefore each user has his/her own individual blog.

BU eLearning blog is a simple tool which can be used as an online journal for self-reflection, or an area for private notes and drafts.

The Individual Blog tool helps you keep regular notes and gives you an opportunity for self-reflection. You can keep your entries private or share them with other BU eLearning users.

Note that it is not possible to comment on entries, and there is no such thing as a class blog.
1. On BU eLearning main page, click View all my entries link under the Blog Menu area on the left.

2. Use the link “Add new entry” to enter your Blog entry via HTML editor page.

3. Attach files if necessary via the Browse button.

4. Choose who you wish to publish the entry to = who may see the entry. There are two options available:
   - Yourself (draft) - this entry will be visible only to you.
   - Anyone on this server: buelearning.hkbu.edu.hk - anyone who is logged in will be able to read your entry.

5. Add tags, if desired.

6. Click on the Save changes button.

7. Feel free to use this functionality within HKBU community

   **Note about the Read entries**

   **To read entries:**

   Go to your site homepage

   Click on the Participants link in Navigation block

   Click on the name and the Blogs below it
Working with Forums

The forum tool is an activity that is based on student contributions to the ongoing classroom dialog of knowledge. The forum tool can be set up to deliver a discussion topic, accept replies or new topics, and allow for student ratings of discussion postings.

In this lesson, you will:

✔ Examine the different types of forums
✔ Create a Standard Forum

Examining Forums

The Forums Index Page
In the Activities block, click Forums On the Forums index page, you will see a table of available forums for this Moodle site containing the forum name, a description (from the summary textbox), and the number of postings, an individual subscription setting, and a global subscription option for all postings. You may also see the table in multiple sections with headings. Forums in Section 0 are listed under the General Forums heading, while forums in Sections 1+ are listed under the Learning forums heading.

News Forum
Click the News Forum link under Topic Outline of your course.
The **News and Announcement** forum is an example of the format called **Standard forum for general use**. Every new site comes with a News Forum. The purpose of this forum is to disseminate announcements in the form of discussions that cannot be replied to, does not accept new discussion topics by students, and is set to initially not force a subscription. When there is a new announcement, the instructor creates another discussion topic in the News forum.

The forum summary (description) is displayed at the top center of the screen. For each new discussion topic, the forum table lists the discussion topic name under the “Discussion” heading, the author under the “Started by” heading, followed by the date of the last posting. The subscription option for this forum is found in the upper right corner.

Note that there are no links or buttons to Reply or Create a New Topic as the purpose of this forum type is to deliver news announcements only.

There is a menu, top and center, which give options for how to display replies from the instructor(s). Students cannot add replies of their own in this forum.
Single Simple Discussion
In this type of forum, the instructor posts one discussion topic. Students can reply to posts, but they cannot create new topics of their own. This creates one thread that might have many replies to the one starting point. Instructors may add the option of allowing students to rate each other’s postings. Using ratings may give a student incentive to post a reply of merit and value.

Create a Standard Forum

Standard Discussion (with Ratings)
Go to the Other Discussion Topics forum, and we will take a look at a standard discussion forum. In this forum, the instructor has set it up to allow students’ posts to be rated.

The forum Other Discussion Topics is an example of a Standard Forum with ratings. In standard forums, anyone can post a new discussion topic, and replies are allowed. The person that started the discussion topic, the number of replies and the last postings are in the forum table. We have also allowed all participants to rate postings. Instructors may use a standard numeric rating or a scale.

Just below the forum introduction statement, “An open forum for chatting about anything you want,” is the Add a new discussion topic button for easy creation of topics. To access any of the discussions already started, choose it from under the “Discussion” table heading.
The top of the forum looks like any other forum, but notice the Ratings menu in the lower right corner of each post. The rating scale is subjective: **Outstanding, Satisfactory, Not satisfactory**. Scales are another option for giving feedback, and they are not calculated in the Grade area.

To rate a posting, use the rating scale menu to pick a rating value, then scroll to the bottom of the screen and click the **Send my last ratings** button.

**Reviewing the Profile for E-mail and Forum Settings**

Below are the default E-mail and Forum setting in your profile, which are the recommended settings.

### Four Forum Types

**Single simple discussion**  
A single topic, all on one page. Useful for short, focused discussions.

**Standard forum for general use**  
An open forum where anyone can start a new topic at any time. The best general-purpose forum

**Each person posts one discussion**  
Each person can post exactly one discussion topic, and everyone can reply. Useful to reflect on a topic and motivate discussion.

**Q and A forum**  
Requires students post their perspectives before viewing the postings of other students. After the initial posting, students can view and respond to all students postings. Encourages
original and independent thinking.
Resources and Support

There are several help options available to assist you to using BU eLearning systems.

BU eLearning General and Technical Support for students and faculty/staff
ITO Help Desk
Location: 3/F, Run Run Shaw Building
Service Time: Monday – Friday 9:00 – 6:00 pm
Saturday 9:00 - noon
Hotline: 3411-7899

For BU Courses

General Enquiries:
Phone: (852) 3411-7899
E-mail: bulearn@hkbu.edu.hk

For SCE/CIE Courses

General Enquiries:
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If you want to know more about Moodle system, please visit www.moodle.org.
## Tools Overview

Below is a table with short descriptions of the various tools.

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<tr>
<th><strong>Forum</strong></th>
<th>Forums are online discussion boards for asynchronous communication. BU eLearning offers:</th>
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<td>- Four types, including a Q &amp; A forum that requires students to post their replies before viewing other students’ postings. After the initial posting, students can view and respond to others’ postings.</td>
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<td>- Peer ratings of each posting</td>
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<td>- Several ways to view forum postings (threaded, nested, flat).</td>
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<td>- Attachments and built-in HTML editor.</td>
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<td>- Subscriptions via e-mail: participants can receive copies of each new posting via e-mail. An instructor can impose a subscription on everyone if they want to.</td>
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| **Chat** | Chat allows all participants in the course to have a real-time synchronous discussion. |

| **Assignment** | Assignments allow instructors to collect student work in a digital format, either as an attachment or text typed online directly into BU eLearning |

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<tr>
<th><strong>Quiz</strong></th>
<th>Quiz tool is used for the directory of online quizzes. Questions are kept in a categorized database and can be reused within courses and even between courses.</th>
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<td>- Quizzes can allow multiple attempts.</td>
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<td>- Objective questions types in each attempt are automatically marked and the instructor can choose whether to give feedback or to show correct answers.</td>
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<td>- Import/Export capability.</td>
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<td>- Many question types, including, but not limited to multiple choice, short...</td>
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<tr>
<td>Tool</td>
<td>Description</td>
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<tr>
<td>Database</td>
<td>Database tool allows the instructor and/or students to build, display, and search a bank of entries. Entries can include images, files, URLs, numbers, text, and attachments. Database records can be commented upon and rated.</td>
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<td>Glossary</td>
<td>Glossary tool allows participants to create and maintain a list of definitions. It allows student entries, offers the ability to rate and comment entries, and provides the possibility to automatically create links to these terms from wherever they appear throughout the course.</td>
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<tr>
<td>Wiki</td>
<td>Wiki allows creating multiple wikis within the course. Therefore, participants can work together on web pages to add, expand, and change the content. Old versions are never deleted and can be restored. Wikis also have an HTML editor for easy formatting.</td>
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<tr>
<td>Choice</td>
<td>Choice is a voting/quick poll tool. Instructors can ask a single question and provide multiple answer choices. Results can be made visible to students.</td>
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<td>Blog</td>
<td>BU eLearning has an individual blogging tool. Blogs are user-based. Therefore, each user has their own blog, with entries that can be made private, visible to all BU eLearning participants, or to the whole world.</td>
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<tr>
<td>Grade</td>
<td>Grades area helps to record student grades. Graded items are added to the grade book automatically when an instructor creates the activity from the <em>Add a resource</em> dropdown on the course home page.</td>
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</table>
FAQ

1. **How can I change My BU eLearning password?**
The change password function will synchronize to all systems (UIS, Email, Wifi, Moodle, Library, ICS and other departmental ‘login required’ website).

   If you want to change your BU eLearning password, you can change it with the following URL: [http://www.hkbu.edu.hk/setpass/](http://www.hkbu.edu.hk/setpass/)
   Or call hotline for help at: 3411-7899

   If you can't remember the password, please find the following links for "UIS Forgot Password Demonstration" and they will guide you how to get a new UIS password.

   or

2. **I just registered/added a new course, why/when can I see that BU eLearning course?**
   Please allow the system to have one day time to setup the BU eLearning course for you. The BU eLearning courses synchronization process is run each mid-night to make the updates.

3. **Why am I getting all of those emails?**
   BU eLearning is highly integrated with an email system. You can choose not to receive any kind of email from BU eLearning site, if you disable your email in the BU eLearning profile settings (login to your course and click Edit profile link).

4. **I do not see HTML editor.**
   Safari and Opera do not show html editor. Please use Firefox browser.

5. **Is my course offered via BU eLearning?**
   BU eLearning administrator has created all academic courses in BU eLearning in each semester. It depends on your teacher to put materials for you. You need to contact your instructor if you want to find out whether your course has BU eLearning presence.

6. **How long is the session timeout?**
2 hours. If you logged in to BU eLearning are idle for a long (2 hours) time (without loading pages) then they are automatically logged out (their session is ended).