

Guideline for using “uReply” and taking attendance during a class on Zoom (For users at the Chinese University of Hong Kong)

Before you start a uReply session:

1. Teacher or teaching support staff should own a uReply account

(If you haven't registered a personal account yet, you can register one by filling the simple online form (https://ureply.mobi/Desktop_teacherregisterv2.php). A system-generated password will be sent to your email account immediately.)

2. If you are new to uReply, you may want to click the following links for some basic instructions and demo videos on how to use the system:
 - i. [Explore the uReply components and demo videos](#)
 - ii. [How to start uReply on ZOOM \(demo video\)](#)
 - iii. [uReply User guide \(for teachers\)](#)

How to launch uReply on Zoom

Zoom has a simple polling function which enables you to ask very basic questions (basically MC only). What if you want to collect richer feedback from students or want to require students to do CWEM login before answering your questions? You can run uReply relatively easily while you are using Zoom. Here are the steps.

In Zoom, enable the "Share Screen" function so that students see your computer screen - click "Share" at the bottom of your Zoom and then choose to share the whole desktop.



Open up your browser, go to the uReply teacher URL: <http://teacher.ureply.mobi> and then start the uReply session like you normally do. On the student side, they are now able to see the uReply interface through the screen shared through Zoom.

This demo video gives you more details on: [How to start uReply on ZOOM](#)

Taking students' attendance on Zoom using uReply

Teacher may ask a question in uReply for attendance taking purpose. Requiring CWEM login makes the attendance record more accurate.

Step 1: Login uReply at <http://teacher.ureply.mobi> and click Basic

The screenshot shows the uReply interface. On the left sidebar, the 'Basic' option is highlighted with a red circle and a red arrow pointing to it, with a text box that says "Click 'Basic'". The main content area displays the user profile for Kevin Wong, a Question Bank with 0 share and 71 non-share quizzes, and a Quick Start section with a 'Start' button. Below these are sections for Account Summary and Activity Sessions.

Activity	Count
Peer Instruction	8
Speed Challenge	48
Pick or Random	45
Level Challenge	38
Peer Review	37
Hand-raising	31
Group Competition	30

Step 2: Select "CWEM Login Session" to require your students to use CWEM to login

The screenshot shows the uReply session selection screen. The 'CWEM Login Session' option is circled in red, with a red arrow pointing to it. The screen shows three options: Continue Last Session, Start a New Session, and CWEM Login Session.

Continue Last Session	Start a New Session	CWEM Login Session
You will continue your last session with Session Number: 19686	You will get a new Session Number.	You will require students to use CWEM to login
Start	Start	Start

Step 3: Set up a question to ask or select a question from your Question Bank to start

Basic

Create Question Use Question Bank

1. Question Type: Multiple choice

2. Question Text (Optional): Do you think it is easy to enter this uReply activity during this Zoom teaching?

3. Number of Choices in This Question: 2

Start

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Step 4: Then, ask students to join your session. Students need to put the Zoom aside and join uReply on a browser or the uReply app; but this is fine, as Zoom stills runs in the background.

Question 1 ONGOING (L19690)

Session Info Participants Results Question

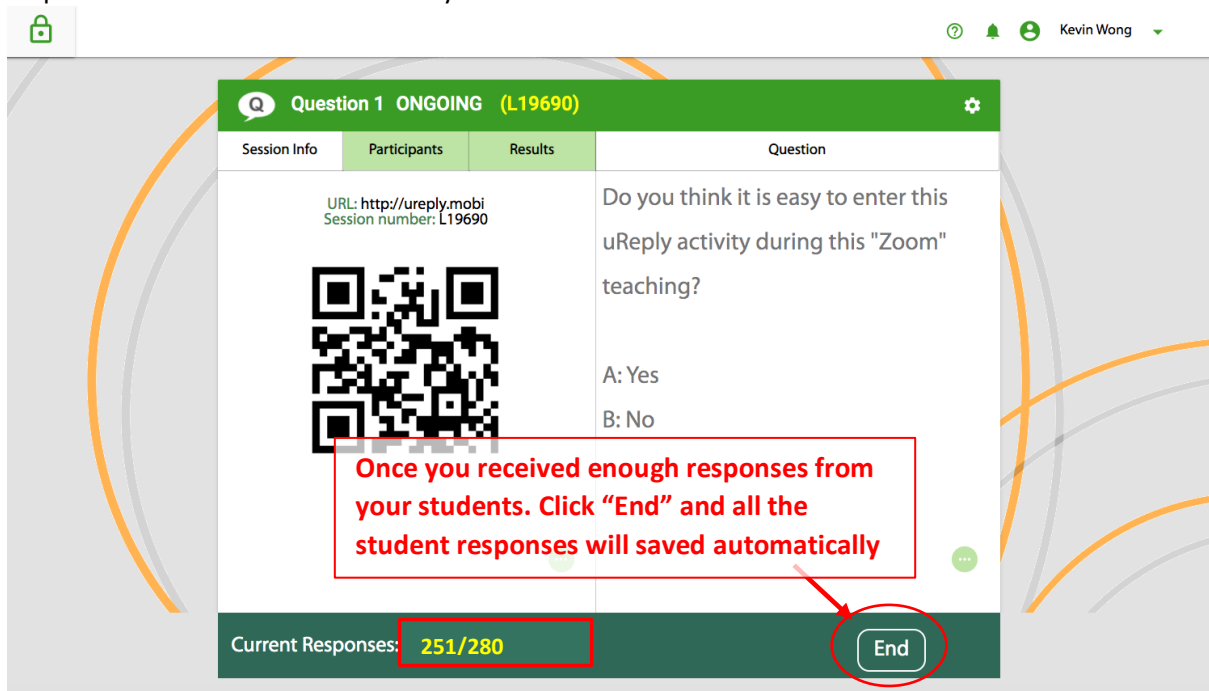
URL: <http://ureply.mobi>
Session number: L19690

Do you think it is easy to enter this uReply activity during this Zoom teaching?

A: Yes
B: No

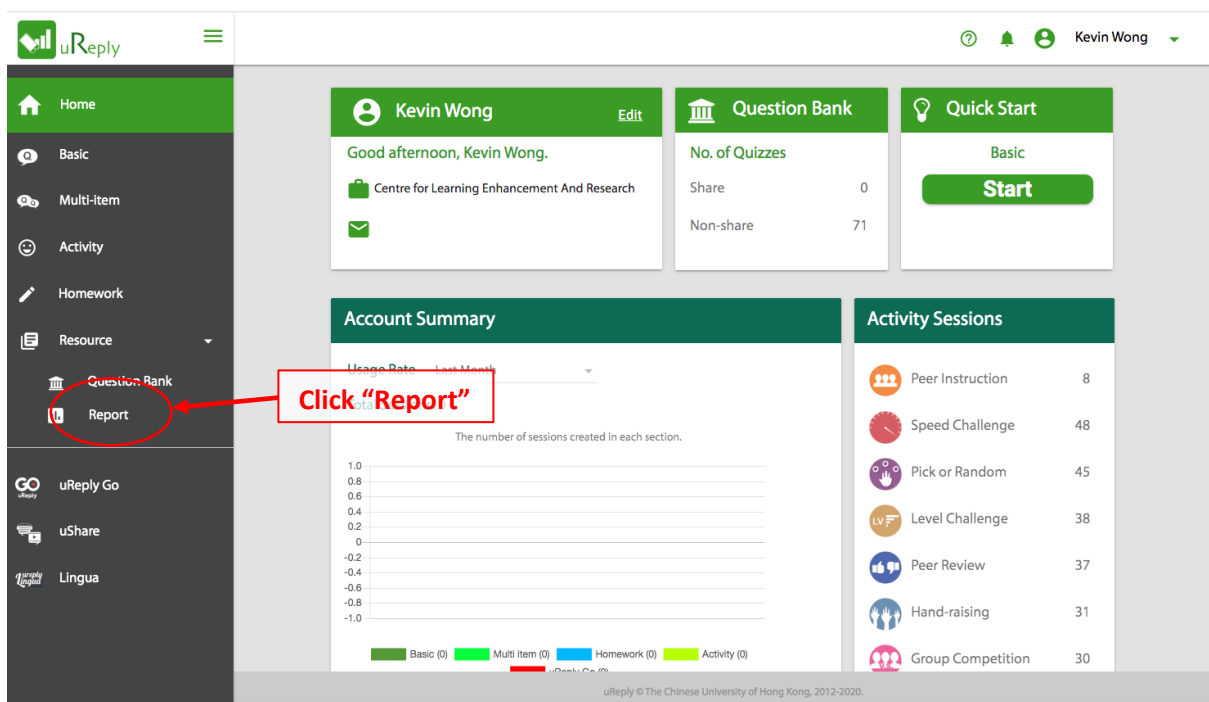
Current Responses: 0 / 0 End

Step 5: Once you received enough responses from your students, click “End” and all the students responses will be saved automatically.



Step 6 (optional): Teachers may continue the uReply activity by asking more questions for teaching and learning purpose. Students' participation in the whole session is also recorded if you want to track students' engagement in the whole class.

Step 7: Once the uReply session / Zoom lecture has ended, you can access uReply again at <http://teacher.ureply.mobi> and click the “Report” button to read the detailed report.



Step 8: If you have asked more than one question, the Participation report shows whether participants have replied each of the questions during the uReply session. To view the details, you need to click the “Participation details” under “View” button of the session you have run.

The screenshot shows the uReply Report interface. The main content area displays a table of sessions. The table has the following columns: Session No. (with a downward arrow), Session Time, Qs, Avg. Responses, View, Download, and Delete. The first row is highlighted in green and shows Session No. L19690, Session Time February 07, 2020, 1:45 pm, Qs 1, and Avg. Responses 1. A red box highlights the '1.' in the Avg. Responses column. A dropdown menu is open for the 'View' column of this row, showing options: Full Report (HTML), Participant Details (circled in red), and Ranking. Another red box highlights the 'Participant Details' option. The table also includes rows for sessions 19686, 19665, 19663, 19662, 19162, and 10105. The interface includes a sidebar on the left with navigation options like Home, Basic, Multi-item, Activity, Homework, Resource, Question Bank, and Report. The top right shows the user name Kevin Wong.

Session No. ↓	Session Time	Qs	Avg. Responses	View	Download	Delete
L19690	February 07, 2020, 1:45 pm	1	1.	🔍	📄	🗑️
19686	February 06, 2020, 4:12 pm	1	2.	🌐 Full Report (HTML) 🌐 Participant Details 🌐 Ranking	📄	🗑️
19665	February 03, 2020, 6:24 pm	1	1	🔍	📄	🗑️
19663	February 03, 2020, 2:44 pm	1	0	🔍	📄	🗑️
19662	February 03, 2020, 1:27 pm	1	1	🔍	📄	🗑️
19162	November 01, 2019, 9:38 am	4	1.8	🔍	📄	🗑️
10105	October 30, 2019, 5:00 am	1	0	🔍	📄	🗑️

Step 9 (optional): Lastly, the reports can be downloaded in a format that can be opened in Excel. It is good for teachers who would like to do further analysis on students’ participation and performance.

Should you have further enquiries, please do not hesitate to contact the uReply development team at ureply@cuhk.edu.hk