

# uReply Instructions

(For users at The Chinese University of Hong Kong)

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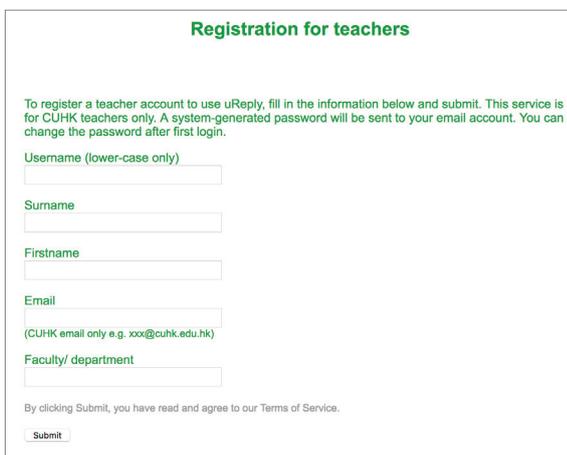
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# Getting started

Information about how to apply for user account and how to log into the teacher interface.

## Create account

The teacher gets access to the system on a web browser (<http://teacher.ureply.mobi>). Registration can be done through clicking the 'New user' button on the system home. Teachers are advised to complete the registration before attending class and keep/ remember the id and password well for long-term use.



**Registration for teachers**

To register a teacher account to use uReply, fill in the information below and submit. This service is for CUHK teachers only. A system-generated password will be sent to your email account. You can change the password after first login.

Username (lower-case only)

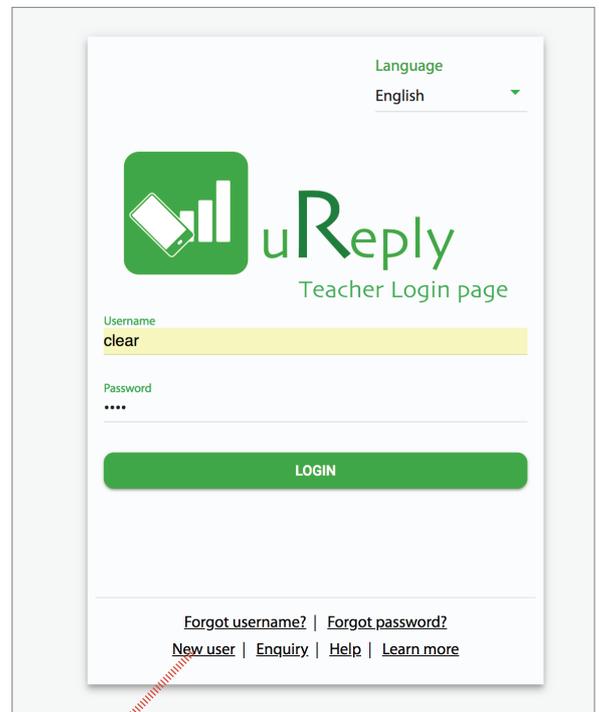
Surname

Firstname

Email   
(CUHK email only e.g. xxx@cuhk.edu.hk)

Faculty/ department

By clicking Submit, you have read and agree to our Terms of Service.



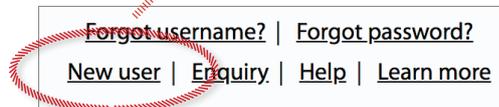
Language  
English

**uReply**  
Teacher Login page

Username  
clear

Password  
....

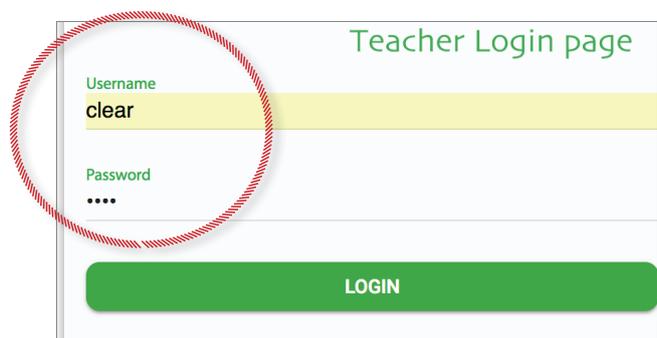
[Forgot username?](#) | [Forgot password?](#)  
[New user](#) | [Enquiry](#) | [Help](#) | [Learn more](#)



[Forgot username?](#) | [Forgot password?](#)  
[New user](#) | [Enquiry](#) | [Help](#) | [Learn more](#)

## Get in

The teacher gets access to the system on a web browser (<http://teacher.ureply.mobi>). Teacher then keys in the previously-acquired id and password to log into the system.



**Teacher Login page**

Username  
clear

Password  
....

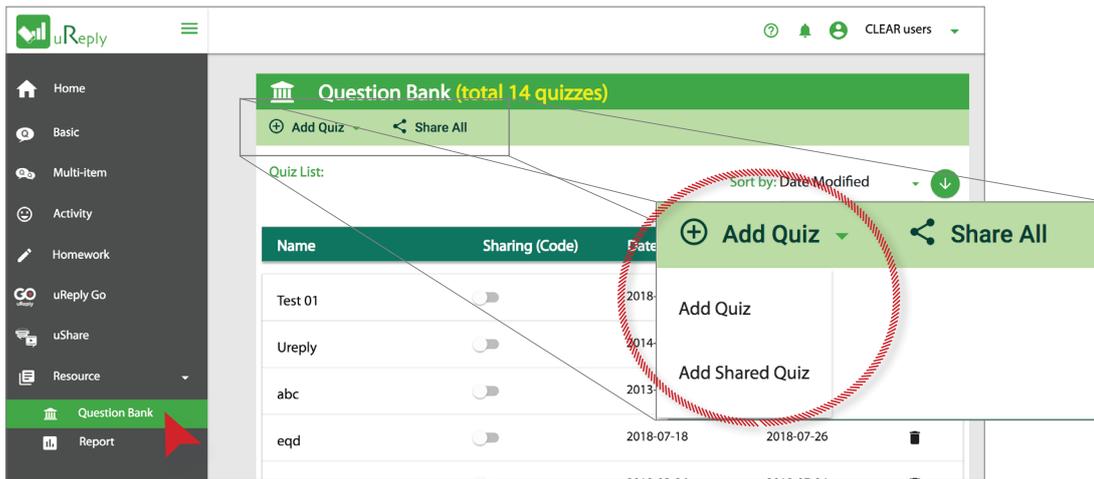
Participants go to <http://ureply.mobi> on their mobile devices. For iPhone and Android phone users, there are dedicated apps created, called 'uReply', for the purpose. Downloading and installing the apps may take time and so teachers may ask participants to install the apps before attending class. Participants DO NOT need to register. Click [here](#) to view the apps on iTunes Store.

# Question Bank (QB)

Teachers can pre-install questions and arrange them into quizzes in the question bank for convenient retrieval in the classroom.

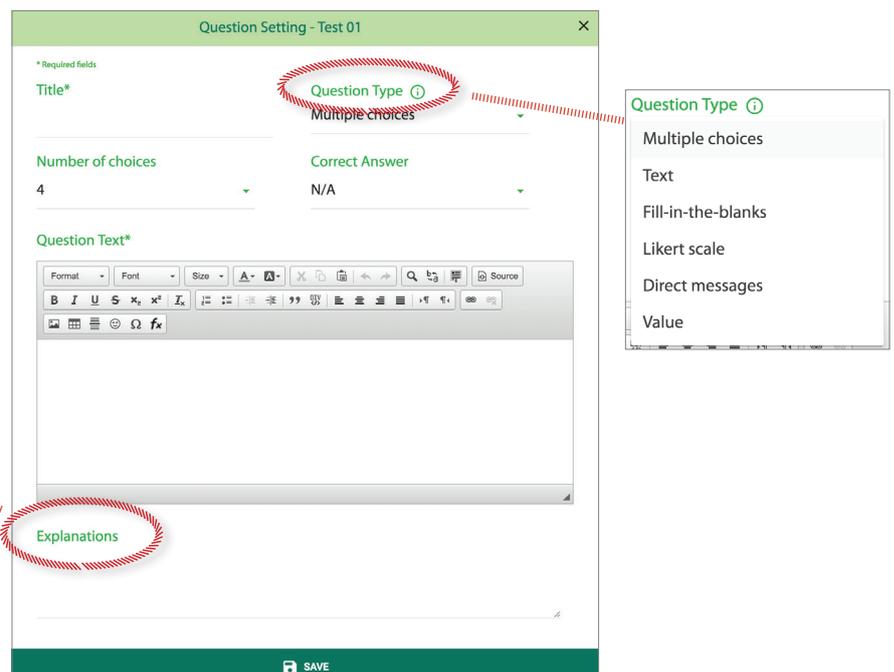
## Create quiz

Before making any questions, you need to create a quiz (folder) to house the questions. There are no limits to the number of quizzes you create. Also, copying question items from one quiz to another is easy.



## Create items in quiz

Inside a quiz, you can create your questions one by one. You can choose from multiple question types including MC-type, text-type and many others.



For the MC questions, you can preset the correct choice as well as type in feedback you would like to display after the question is completed in the class. For the text questions, typing in explanation to participants is also possible.

## Arrange items in quiz

By default, items in a quiz are arranged according to their time of creation (older items are higher up in the quiz). You can change the order simply by dragging and dropping an item to a new position.

Order ↑	Question	Date Modified	Preview	Function
2	1B	2018-08-06	Q	⋮
1	1A	2018-08-06		
3	1C	2018-08-16	Q	⋮

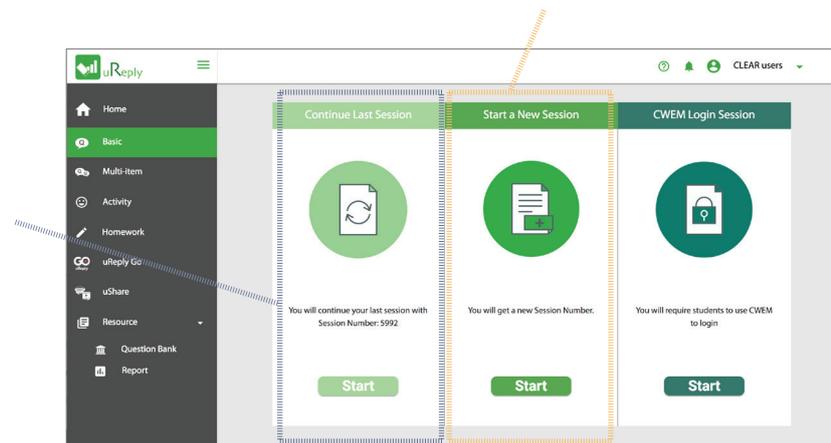
## Q&A sessions

Doing Q&A exercise in the class using uReply is done through starting a 'session'. The number of questions in a session is not limited.

### Start a session

Teachers click 'Start a New Session' to start a session. Create a question or choose from your Question Bank. A 'session number' will show up on the screen.

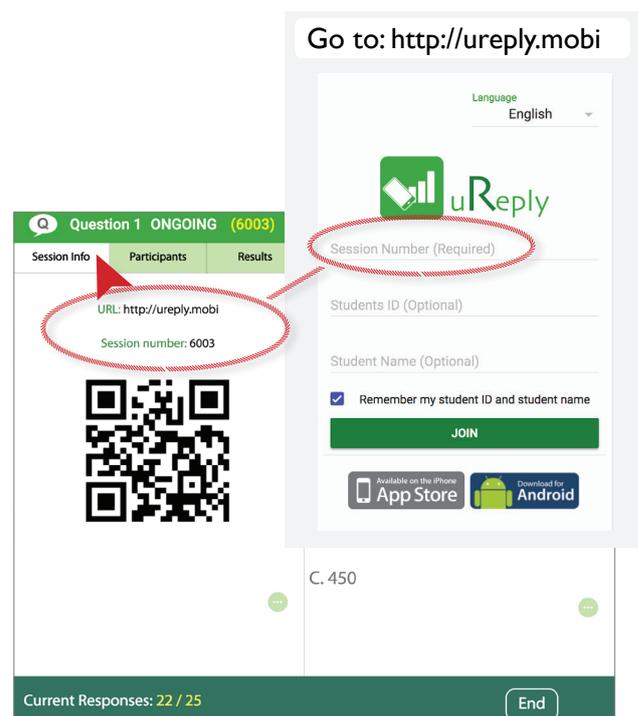
However, teachers also have the option of reusing the previous session number. This function is particularly useful if the teacher has closed the session by accident and wants to relieve participants from the trouble of logging out and keying in a new session number.



### Participants get into a session

Participants are asked three pieces of information on the very first page of the system: 'Session number', 'Student ID' and 'Student name'. 'Session number' is obligatory and their input should match the session number as indicated on the teacher side. 'Student ID' and 'Name' are optional. If teachers want anonymity, they may ask participants to leave them blank. On the contrary, if teachers want to associate replies with individual participants, they may want to verbally require/ encourage participants to key in their student ID and their names on the login page.

As there may be multiple ongoing sessions in other classrooms, the session number serves to distinguish the communications in your classroom from the others. Please make sure participants key in the 'session number' correctly to get into the right place.



## Create a question on the fly

Teachers choose the question type. If it is an MC question or Likert scale question, teachers need to specify the number of choices too. Teachers may also want to type (or copy-and-paste) the question text (include the choices as well if it is an MC) onto the system but this is optional particularly if participants know about the information already through other means, such as questions explained verbally, questions printed on worksheets/ books, questions on PowerPoint slides being shown on another screen in a two-projector classroom, or questions on a smaller window sharing the same computer screen.

Basic

Create Question Use Question Bank

1. Question Type  
Multiple choices  
This type of questions allows students to select ONE choice out of the list of choices you provide.

2. Question Text (Optional):  
E.g Divide 30 by half and add ten. What do you get?  
A. 25  
B. 15  
C. 60  
D. 70

3. Number of Choices in This Question  
4  
The number of choices you provide ranges from 2 to a maximum of 9.

Start

The presence of question text, however, will help teachers understand the activity reports particularly when they retrieve and read these reports a long time after. Click 'Start' to begin accepting participant responses.

## Use QB

Teachers can run a session using questions they have already pre-installed in their personal question bank. Simply choose the question bank tab, find the quiz you have created and then pick the question item you would like to open.

Basic

Create Question Use Question Bank

Quiz List: Sort by: Date Modified

Name	Date Created	Date Modified ↓
abc	2013-11-26	2018-07-30
eqd	2018-07-18	2018-07-26
0_test	2018-03-26	2018-07-24
Demonstration	2018-03-26	2018-07-11
01_text	2018-04-24	2018-05-28

Basic

Create Question Use Question Bank

Quiz List < Ureply

Question	Preview	Date Modified
Client Info	Q	2015-07-03
MC demo	Q	2018-08-23
Text demo	Q	2015-07-03
direct	Q	2014-10-10
value	Q	2014-10-10

## Run Q&A

### Participants answering

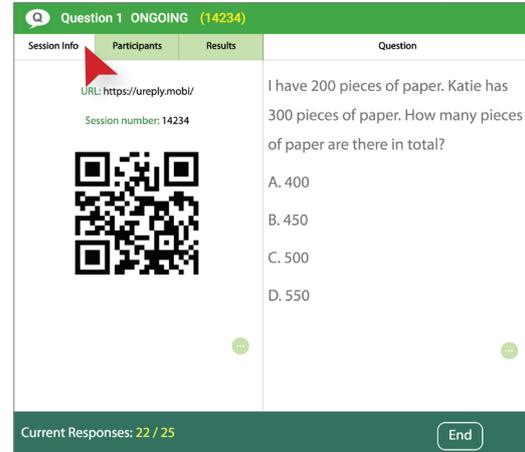
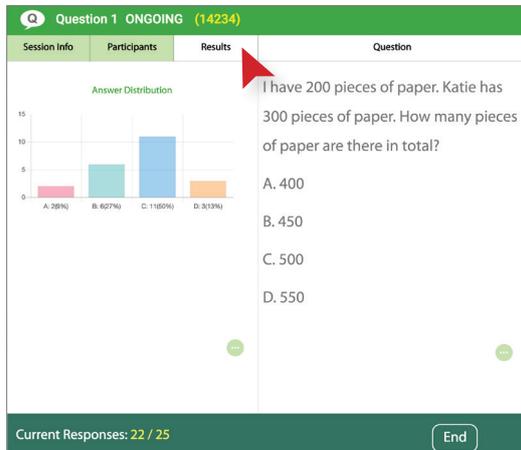
Participants are able to read the question text (if available) on the mobile devices when the question is active. Participants pick and choose a choice, or input text as response depending on the question type. Participants may re-select or re-type as many times as they like before the question ends. The system records the last entry of the participants' input as their final answers.

### Participation

The system shows the list of the participants who have joined the session by default. There are also indications showing who have already submitted an answer to the question. The ratio of the number of participants responded / the number of total participants in the session is also available at the bottom left corner of the screen as a quick way for teachers to judge the progress of the activity. Teacher may choose to hide the list from the display by clicking other items on the menu to show other pages.

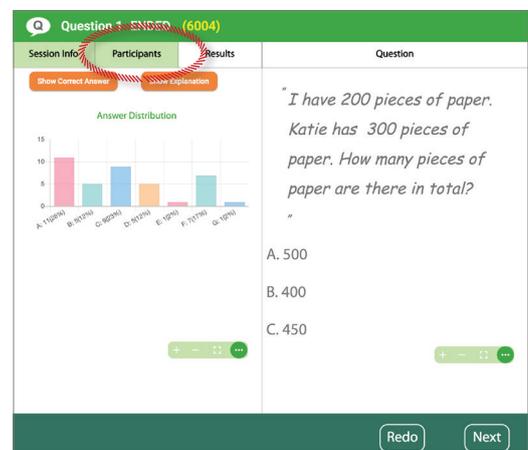
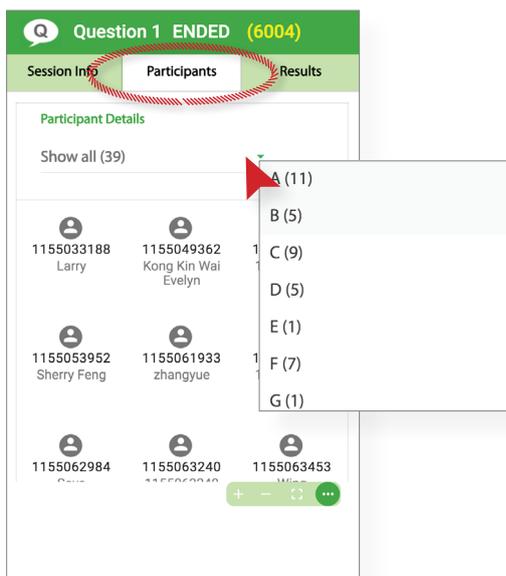
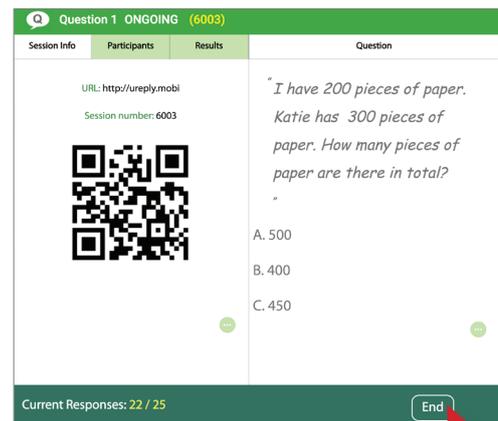
## Displaying results

MC responses are displayed graphically while responses to a text question are listed in table format. By default, live responses are shown in the result display area even when the questioning is in progress, but teacher may want to turn off this live display by clicking other items on the menu.



## Ending a question

Teachers end the question by clicking 'End'. After that, no more new responses will be recorded and participants can no longer change what they have already submitted. When a question is ended, teachers will find that they are able to get even more information in the display area.



For example, if participants logged in with their names and/or student ids, teachers can find out who picked a certain choice in an MC question by choosing a participant choice in the participants tab. They can also relate textual replies to the participants who made them.

## Correct answer

A 'Show Correct Answer' button is visible when a question item has a predefined answer and when the question is ended. The teacher can choose to display the correct answer by clicking the 'Show Correct Answer' button.

## Feedback to participants

A 'Show Explanation' button is visible when a question item has some preloaded feedback and when the question is ended. Then the teacher can choose to display the feedback by clicking the 'Show Explanation' button.

The screenshot shows the 'Question 1 ENDED (6004)' interface. At the top, there are two buttons: 'Show Correct Answer' and 'Show Explanation'. Below them is a bar chart titled 'Answer Distribution' showing the frequency of each answer choice. The question text is: "I have 200 pieces of paper. Katie has 300 pieces of paper. How many pieces of paper are there in total?". The answer choices are A. 500, B. 400, and C. 450. At the bottom, there are 'Redo' and 'Next' buttons.

## Redo

The 'Redo' function enables teachers to easily redo a previous item (likely after further explanation or discussion) no matter it is created on-the-fly or it is an item in the question bank.

## Result comparison

Moreover, the results of the question in two rounds can be shown side-by-side for contrast.

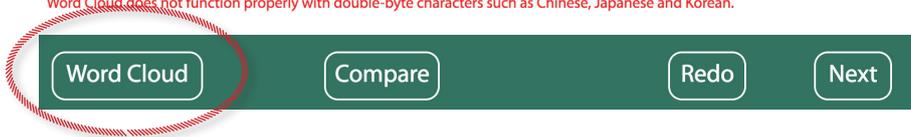
The screenshot shows the 'Compare Question 2 And 1' interface. It displays two side-by-side bar charts comparing the results of two different rounds of the same question. The top chart is for 'Question number: 2' with 15 total answered responses. The bottom chart is for 'Question number: 1' with 39 total answered responses. Both charts show the distribution of answers for choices 1/A through 7/G. At the bottom, there are 'Compare', 'Redo', and 'Next' buttons.

## Word Cloud

The Word Cloud function allows teachers to quickly grasp the main points in participants' feedback by showing and combining repeated words in the replies into interesting graphical representations. Bigger words in the Word Cloud means these words appear more frequently in participants' replies. Word Cloud function is only available in certain question types that require text entry; such as 'open-text' and 'fill in the blanks'.

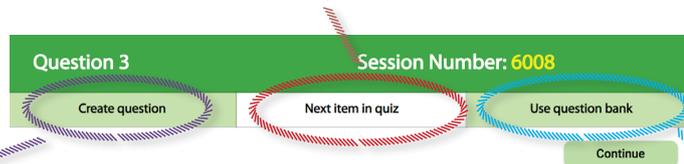


Word Cloud does not function properly with double-byte characters such as Chinese, Japanese and Korean.



## Go to next question

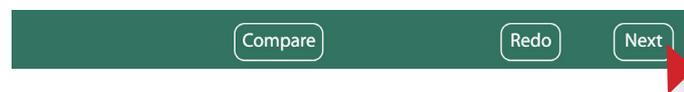
If the teacher has been using question bank items, the 'Next item in quiz' button lets the teacher quickly jump to the next question in the quiz.



Alternatively, the teacher may choose to create the next question on-the-fly

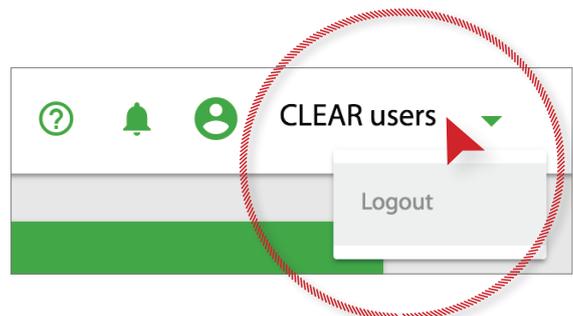
I \_\_\_\_\_ (play) basketball yesterday.

**OR** view and pick other items in the Question Bank.



## Log out

If there are no more questions to ask, the teacher may EXIT by clicking 'Log out'. Logging out makes the session number no more valid. Starting a new session by default means there will be new allocation of session number and participants have to log into the system again. As noted earlier, however, teachers have the option of reusing the previous session number. This function is particularly useful if the teacher has closed the session by accident and wants to relieve participants from the trouble of logging out and keying in a new session number.



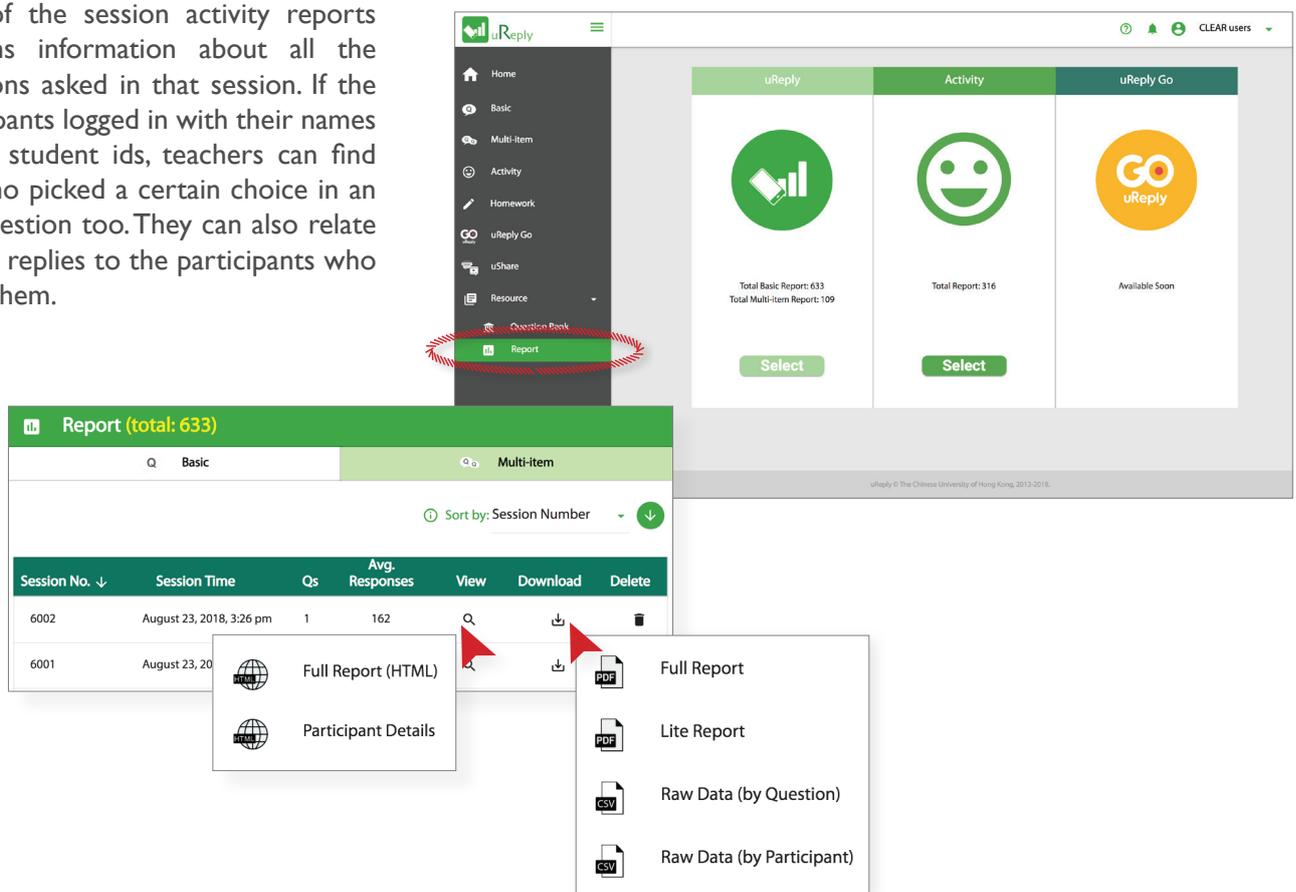
# Reports

Users can retrieve activity reports at any time after the session is closed. The report area of the system has records of all the previous sessions of users.

## View previous reports

Full version reports have information of responses by individual respondents while the lite reports show only the whole-class performance. Full version reports are good for teachers who would like to take a closer look at individual performance while the lite reports can be good for teachers who would like to give participants a record of how the whole class responded to questions. In other words, the lite reports are relatively safe for teachers to directly send to participants as they are free of individual information. The 'Participation Details' shows whether participants have replied each of the questions. A response rate for each participant is calculated. Lastly, the 'CSV' format provides the information in a style that can be opened in Excel. It is good for teachers who would like to do more precise analyses on participants' answers.

Each of the session activity reports contains information about all the questions asked in that session. If the participants logged in with their names and/or student ids, teachers can find out who picked a certain choice in an MC question too. They can also relate textual replies to the participants who made them.



## Useful links

uReply teacher login page  
<http://teacher.ureply.mobi>

- uReply student login page  
<http://ureply.mobi>

- uReply website  
<http://web.ureply.mobi>

- uReply Facebook  
<http://www.facebook.com/UreplyCUHK>