



Powered by uReply

uAsk Instructions

(For student users at The Chinese University of Hong Kong)

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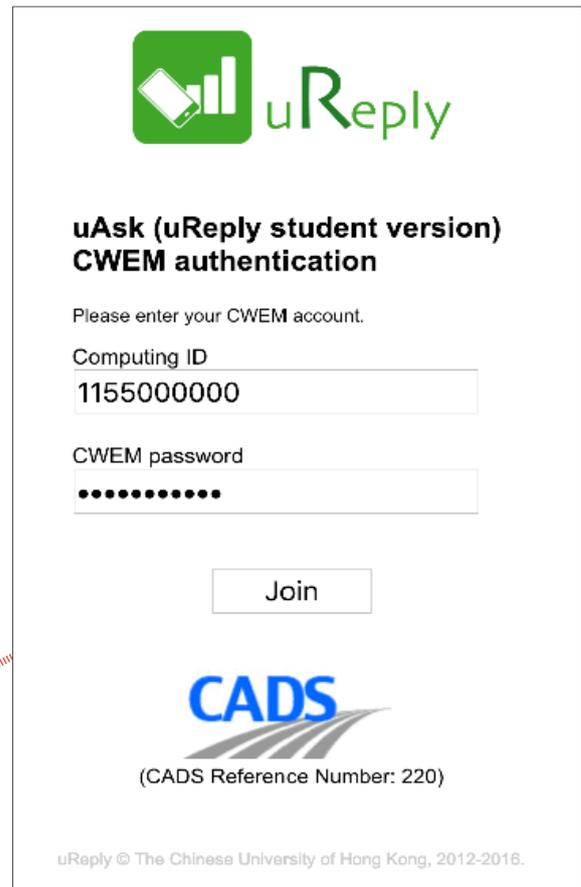
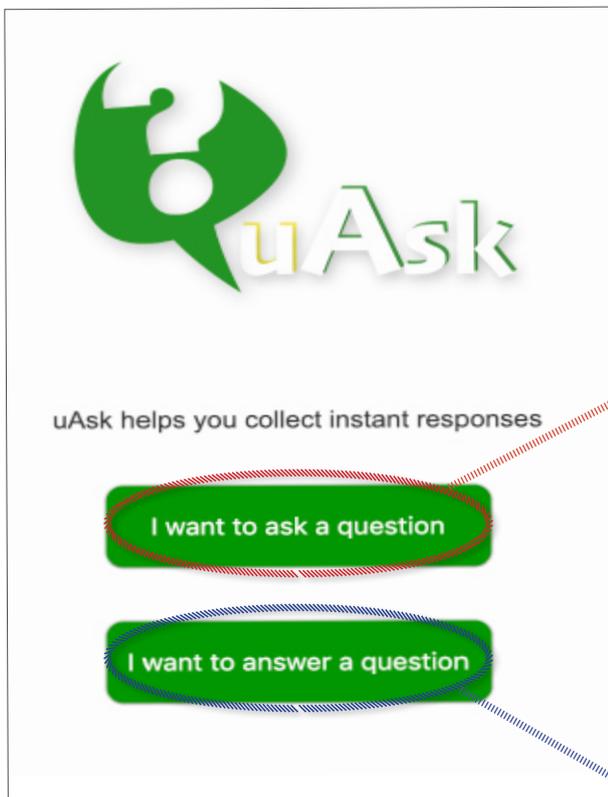
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Getting started

Information about how to log into the uAsk interface.

Get in to ask a question

Student gets access to the system on a web browser (<https://uask.mobi/web/>). For questioner, click 'I want to ask a question'. Then, key in your 10-digit University Student ID (USID) and CWEM password to log into the system.



The image shows the uReply authentication page. At the top is the uReply logo, which includes a green square with a white smartphone icon and the text 'uReply'. Below the logo is the title 'uAsk (uReply student version) CWEM authentication'. The text 'Please enter your CWEM account.' is followed by two input fields: 'Computing ID' with the value '1155000000' and 'CWEM password' with a masked password '.....'. A 'Join' button is located below the password field. At the bottom of the page is the CADS logo (The Chinese University of Hong Kong) and the text '(CADS Reference Number: 220)'. The footer contains the copyright notice 'uReply © The Chinese University of Hong Kong, 2012-2016.'

Get in to answer a question

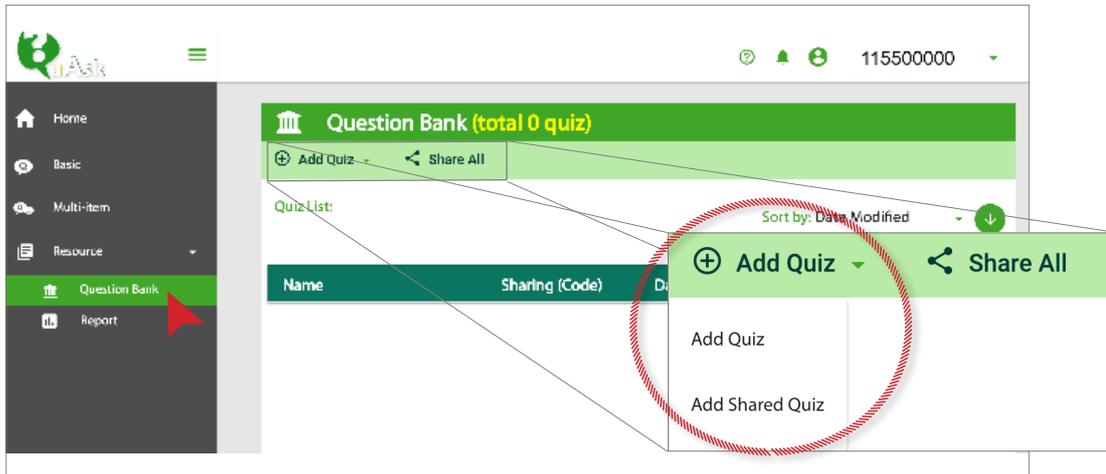
To answer a question, please click 'I want to answer a question' and follow the steps under 'Participants get into a session' in Q&A Sessions on page 4.

Question Bank (QB)

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

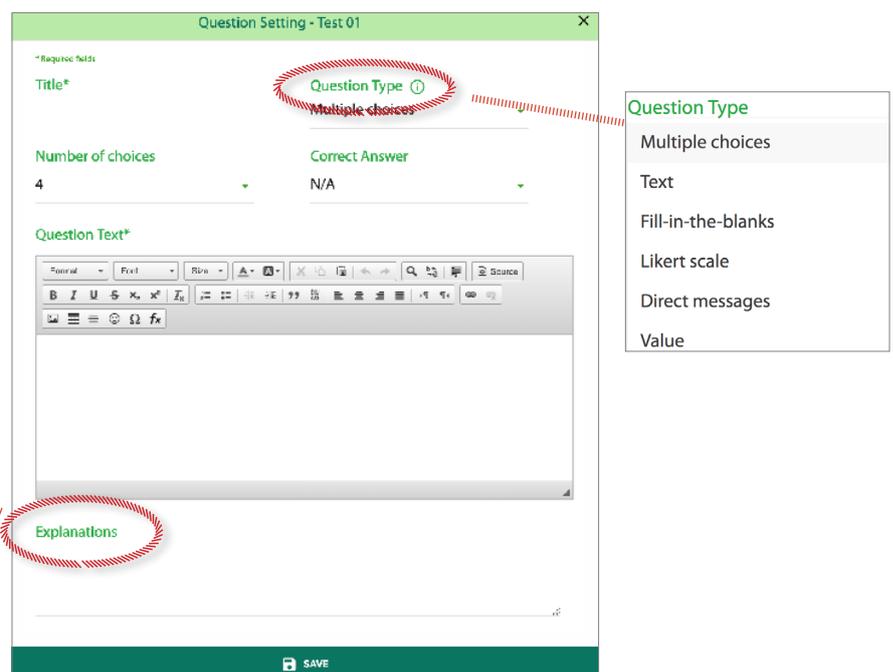
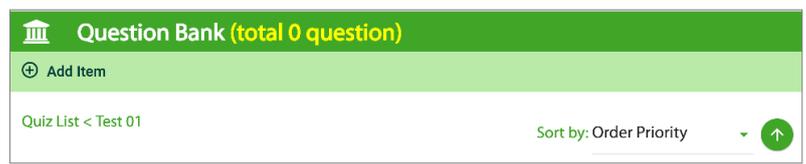
Create quiz

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	2019-02-13		
1	1A	2019-02-13		
3	1C	2019-02-13		

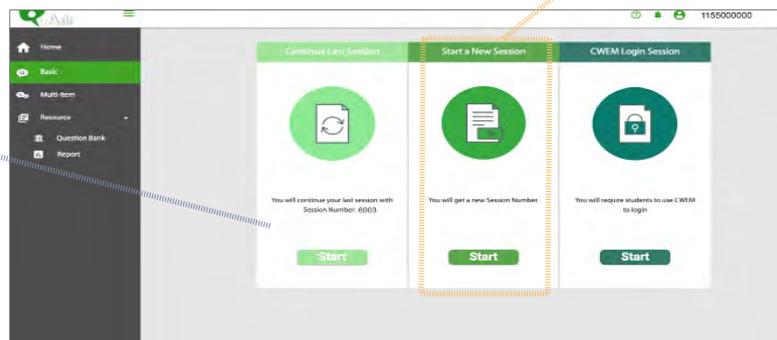
Q&A sessions

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

Users 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.

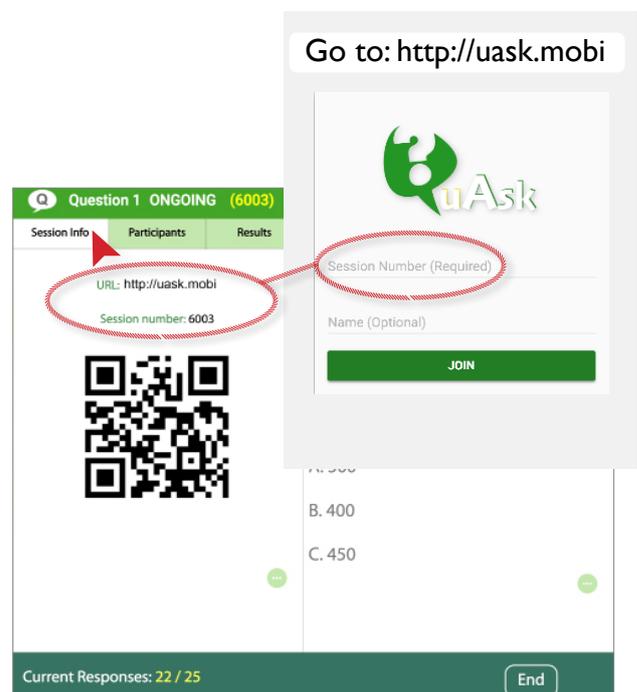
However, users also have the option of reusing the previous session number. This function is particularly useful if the user has closed the session by accident and wants to relieve participants from the trouble of logging out and keying in a new session number.



Participants get into a session

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

As there may be multiple ongoing sessions in other places, 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

Users choose the question type. If it is an MC question or Likert scale question, users need to specify the number of choices too. Users 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 users 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 questioners 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

Users 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

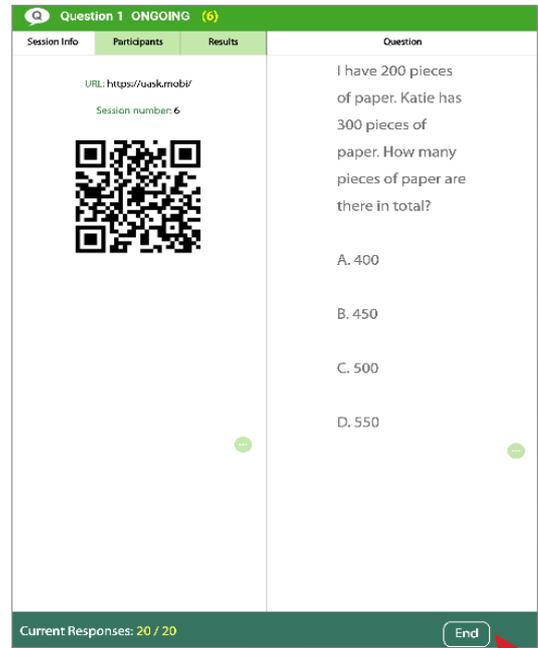
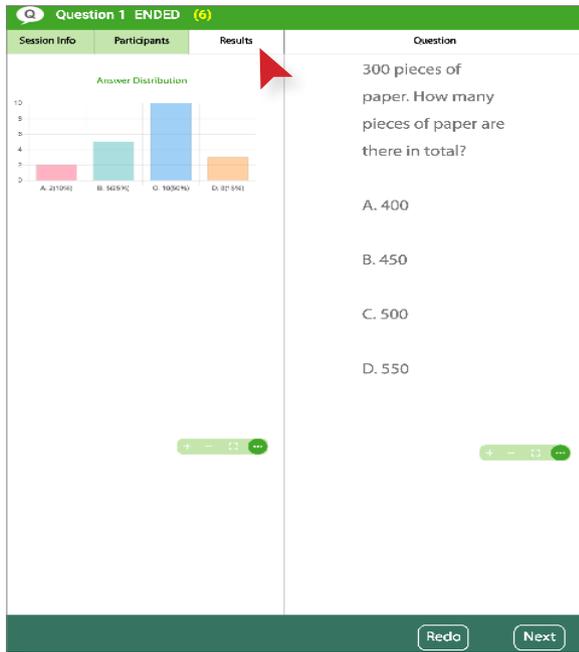
Participants are able to read the question text (if available) on the mobile devices when the question is active. Participants pick and choose a choice, or input text as response depending on the question type. Participants may re-select or re-type as many times as they like before the question ends. 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 users to judge the progress of the activity. Users may choose to hide the list from the display by clicking other items on the menu to show other pages.

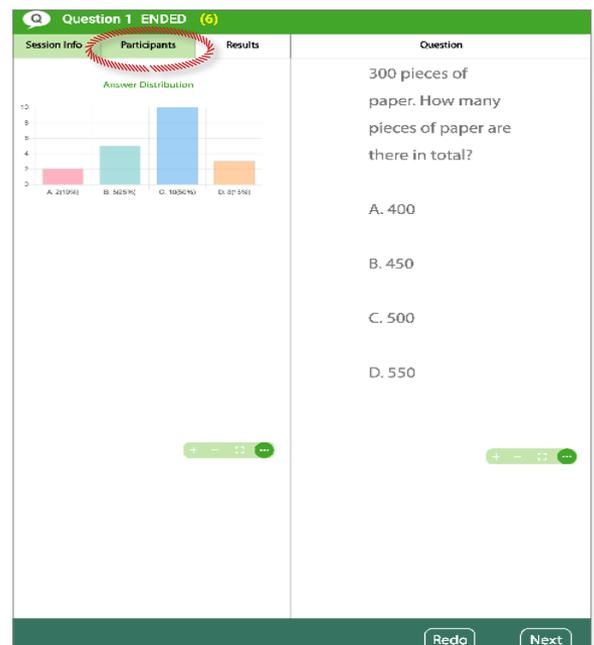
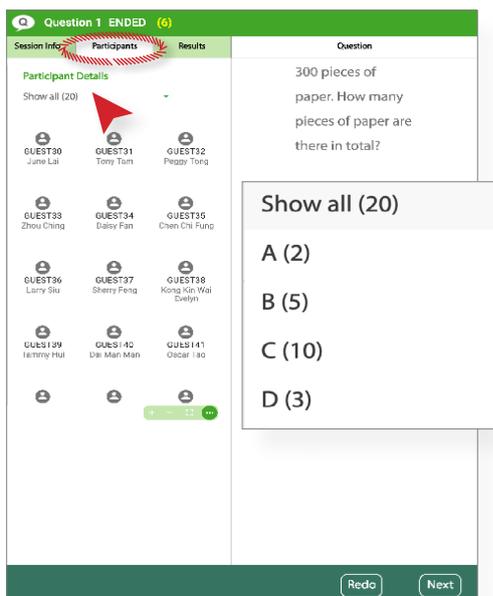
Displaying results

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 users may want to turn off this live display by clicking other items on the menu.



Ending a question

Users 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, users will find that they are able to get even more information in the display area.



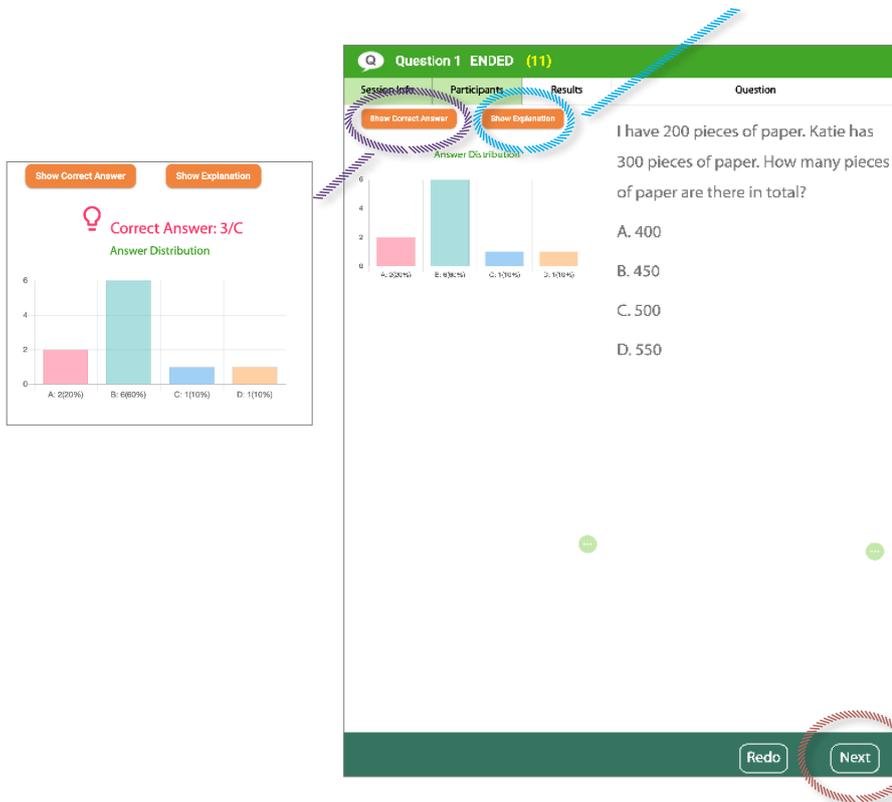
For example, if participants logged in with their names, users can find out who picked a certain choice in an MC question by choosing a participant choice in the participants tab. They can also relate textual replies to the participants who made them.

Correct answer

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

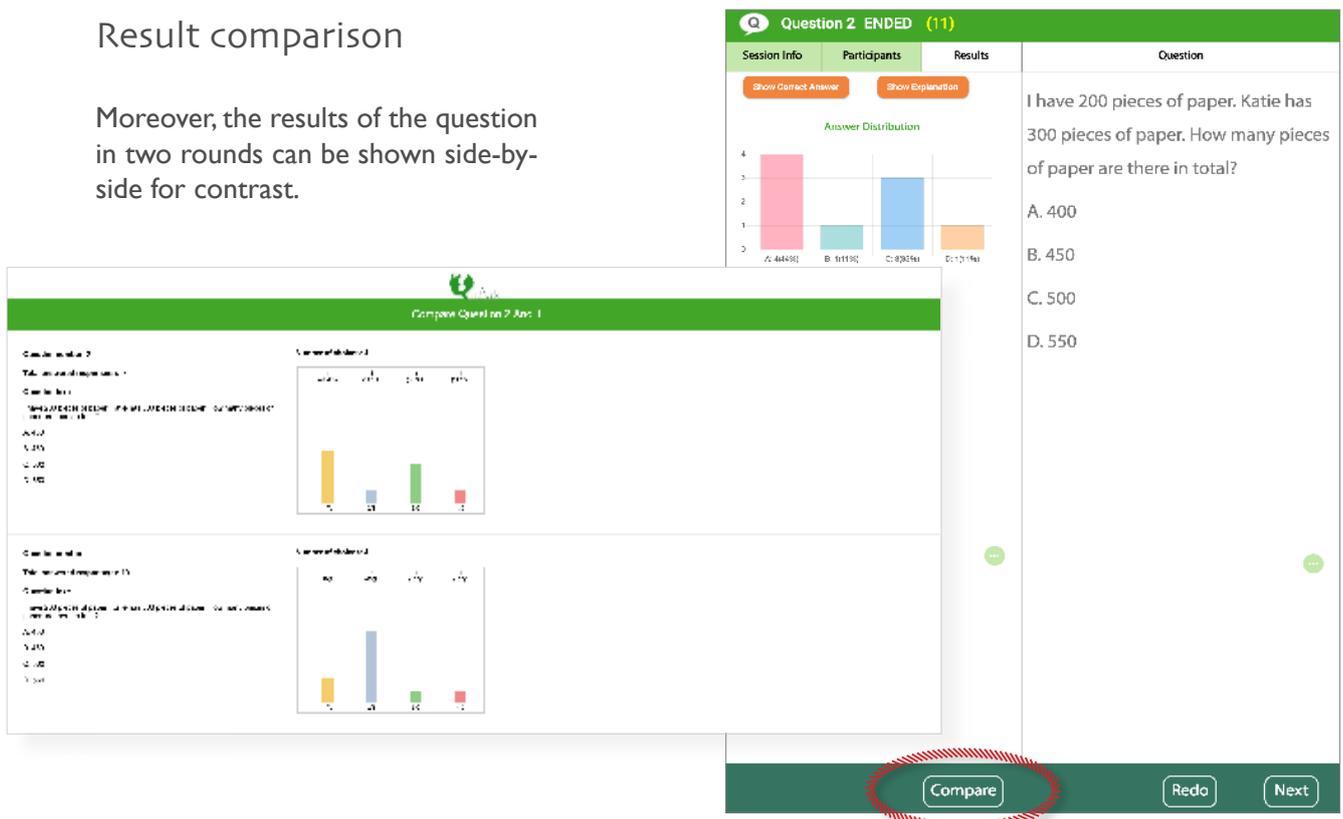


Redo

The 'Redo' function enables questioners 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.



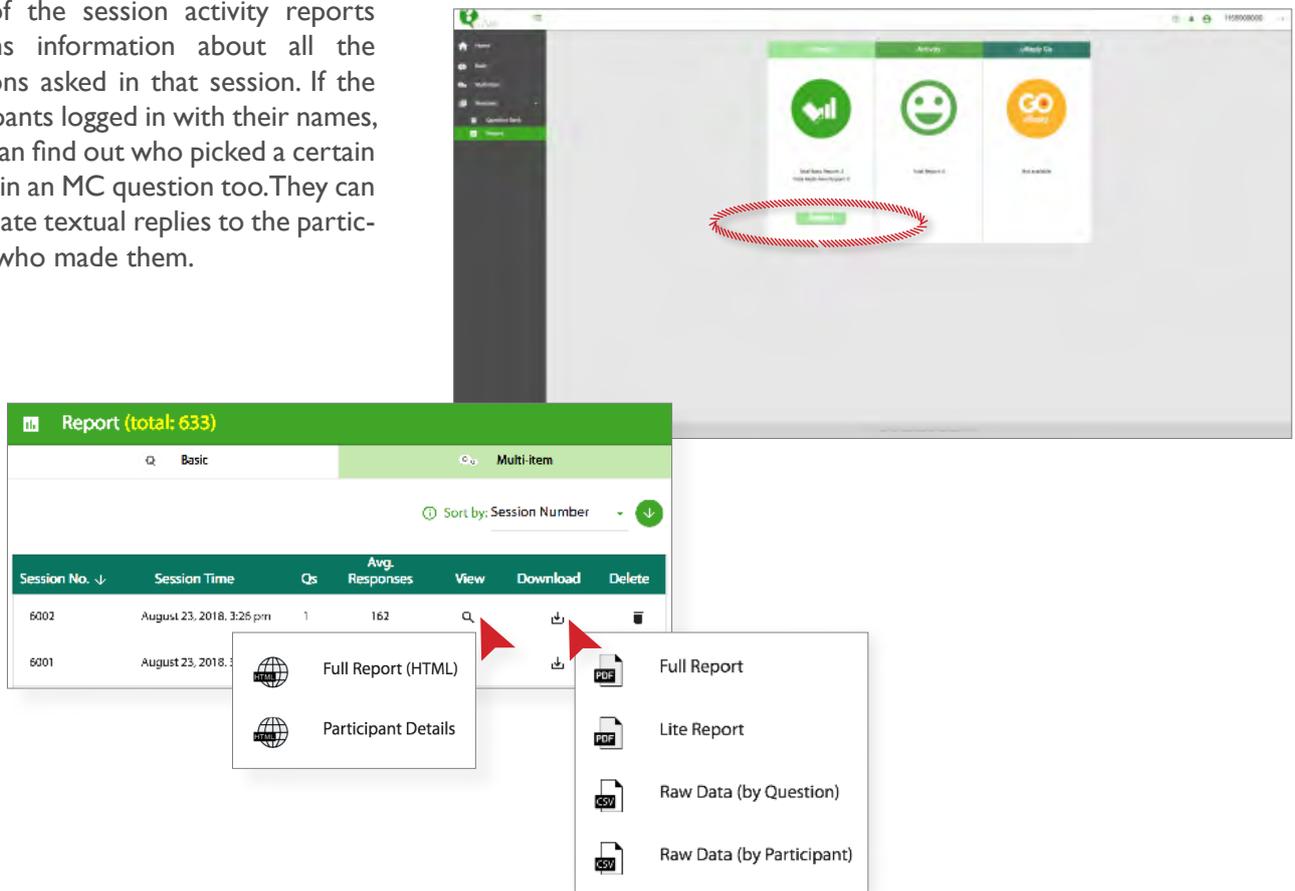
Reports

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 users who would like to take a closer look at individual performance while the lite reports can be good for users 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 users 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 users 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, users 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

- uAsk portal
<http://uask.mobi/web/>
- uAsk user login page
<https://uask.ureply.mobi>
- uAsk participant login page
<http://uask.mobi>
- uAsk website
<http://web.ureply.mobi/explore/uask>