

City University of Hong Kong

Student Guide for Alternatives to Canvas

This guide is designed for the Business Continuity Plan (BCP) for the Canvas services at City University of Hong Kong (CityUHK or the University). When Canvas is outage, teachers may consider using other IT services as temporary channels to continue their online teaching.

This document will introduce the steps involved in accessing a class in Microsoft OneNote Class Notebook as a course to host course materials.

Date of Issue: 2026-03-17

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1 Available Services under Your CityUHK Computer Account

The University's IT services are detailed on the [Services & Facilities](#) web page, some of which can be used for online learning and teaching.

1.1 Log In Your CityUHK Computer Account

Students can access IT services through the University's identity access management and single sign-on (SSO) using their CityUHK EIDs.

1.2 Additional Microsoft 365 Accounts for Your Teachers

At the University, both staff and student email services are provided through Microsoft 365. However, these services operate in separate environments. Your teachers may use the additional Microsoft 365 Staff Account (-f@staff.cityu.edu.hk), designated for learning and teaching in the Microsoft services below.

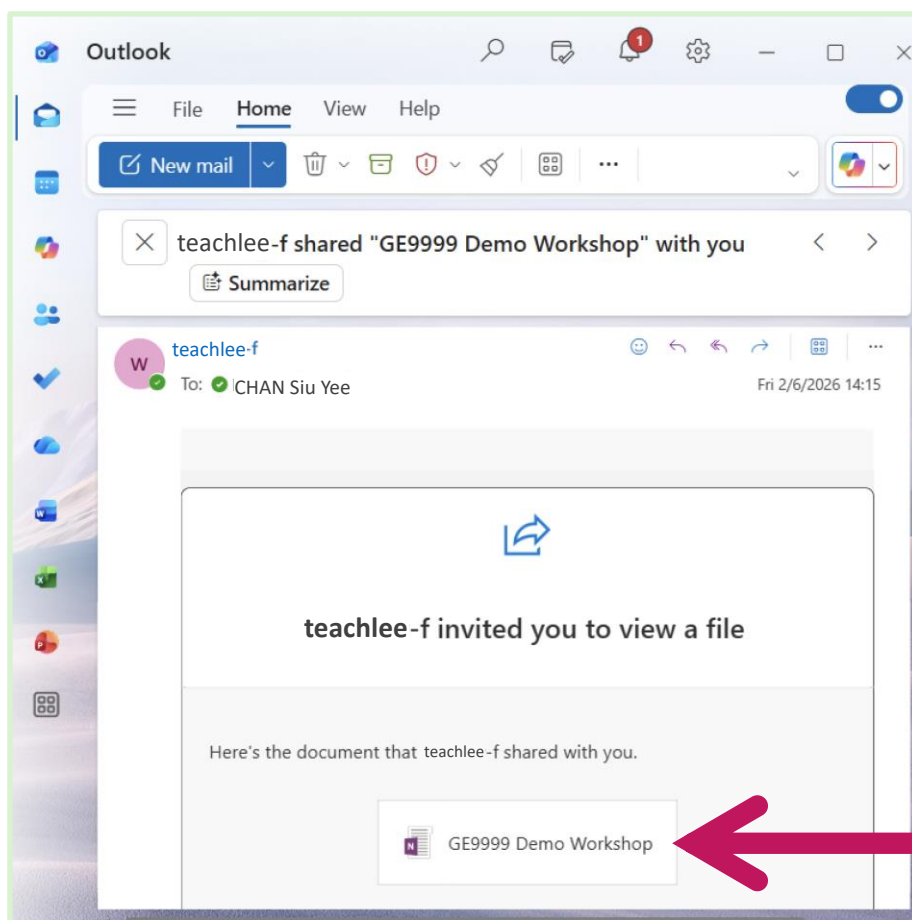
- [OneNote Class Notebook](#)
- [Microsoft Forms](#)

2 Microsoft OneNote Class Notebook

The OneNote Class Notebook is an app that helps a teacher set up OneNote in his/her class. You can access course materials once your teacher has released the class to you.

2.1 Accept Invitation to Access the Class Notebook

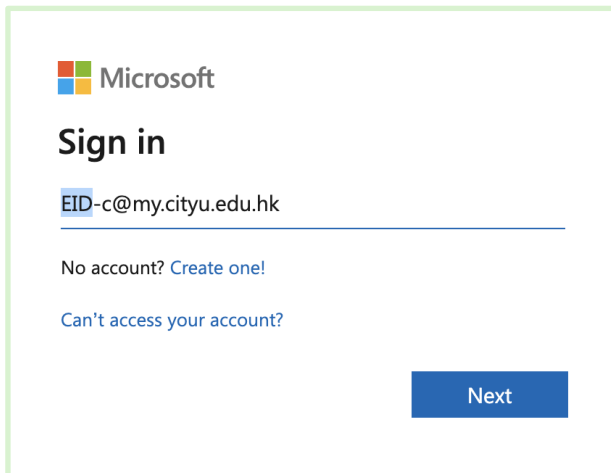
2.1.1 Once your teacher has shared the Class Notebook with you, you will receive an invitation email. Click on the link to access the Class Notebook.



Note: Please DO NOT delete this email until the Class Notebook ends. You can copy the link for your record.

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2.1.2 You may log in your Microsoft 365 Student Account “EID-c@my.cityu.edu.hk”, then **Next**.



Microsoft

Sign in

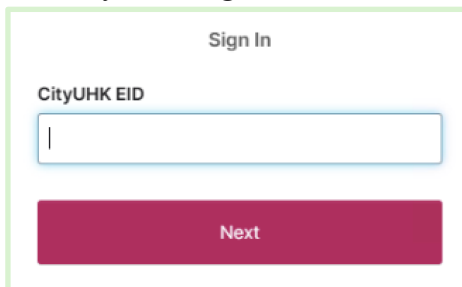
EID-c@my.cityu.edu.hk

No account? [Create one!](#)

[Can't access your account?](#)

Next

2.1.3 The CityUHK login screen should be shown. Sign in with your EID and password.



Sign In

CityUHK EID

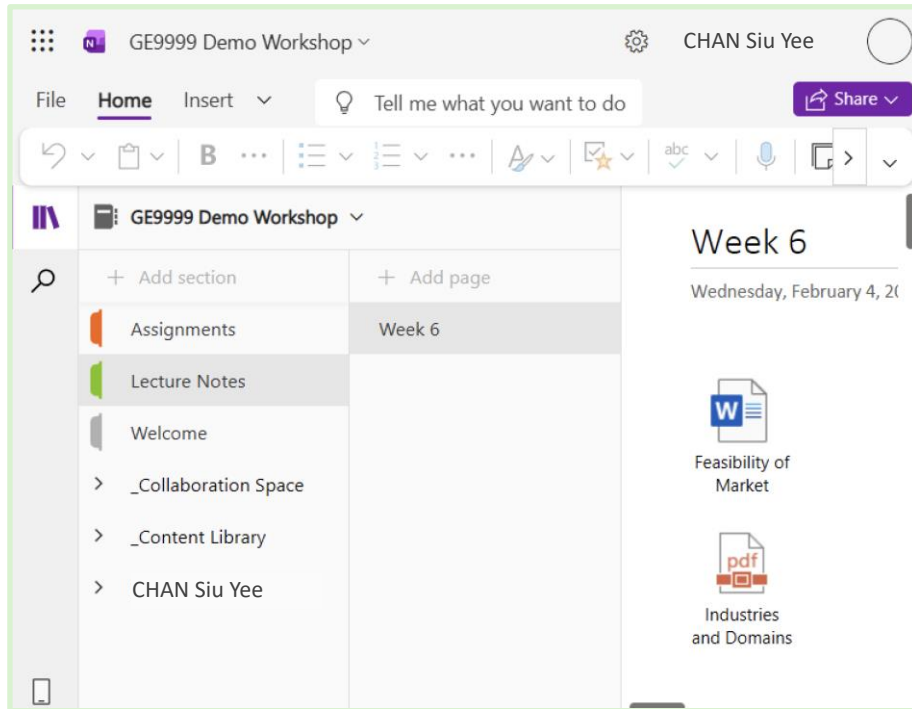
|

Next

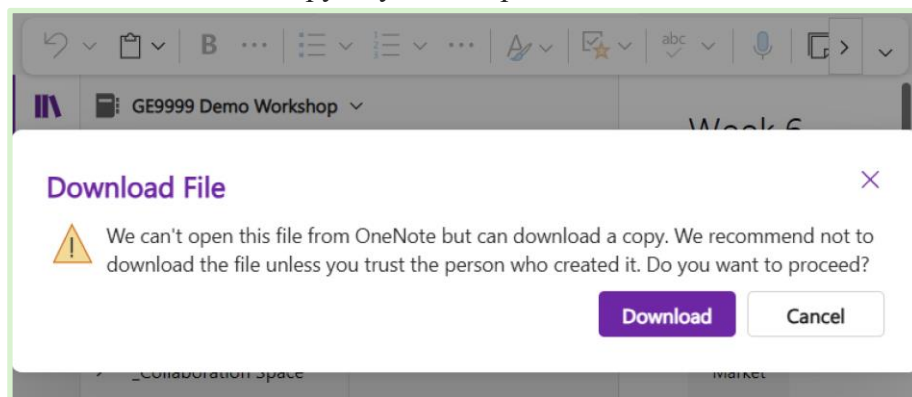
2.1.4 If you cannot find the Class Notebook link after logging in, please reopen the invitation email to click to access the link.

2.2 View Course Content

2.2.1 In the Class Notebook, you can open the content after clicking the item from the left panel.

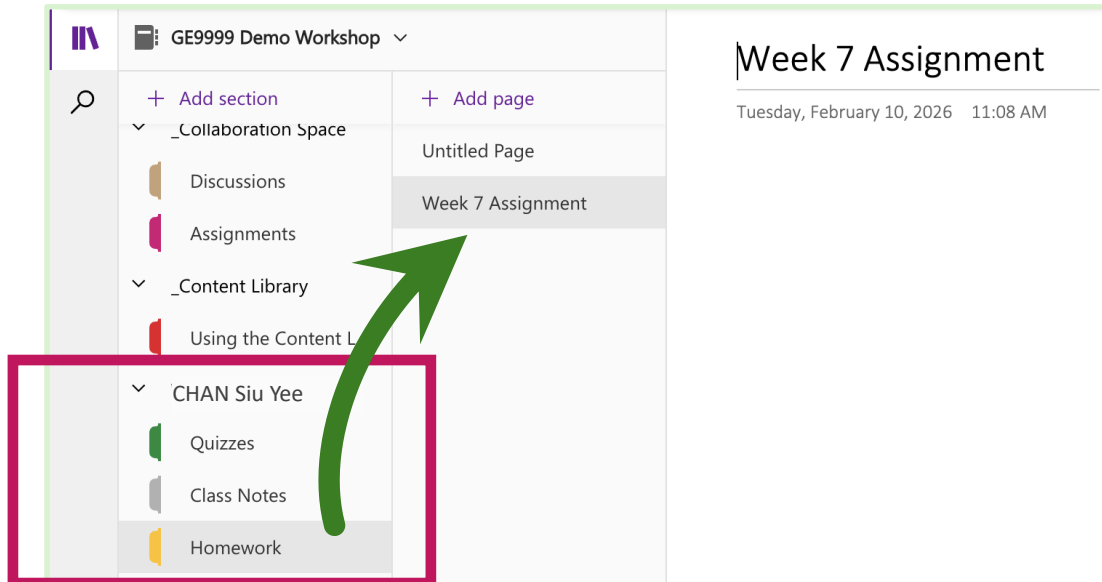


2.2.2 You can download a copy to your computer.

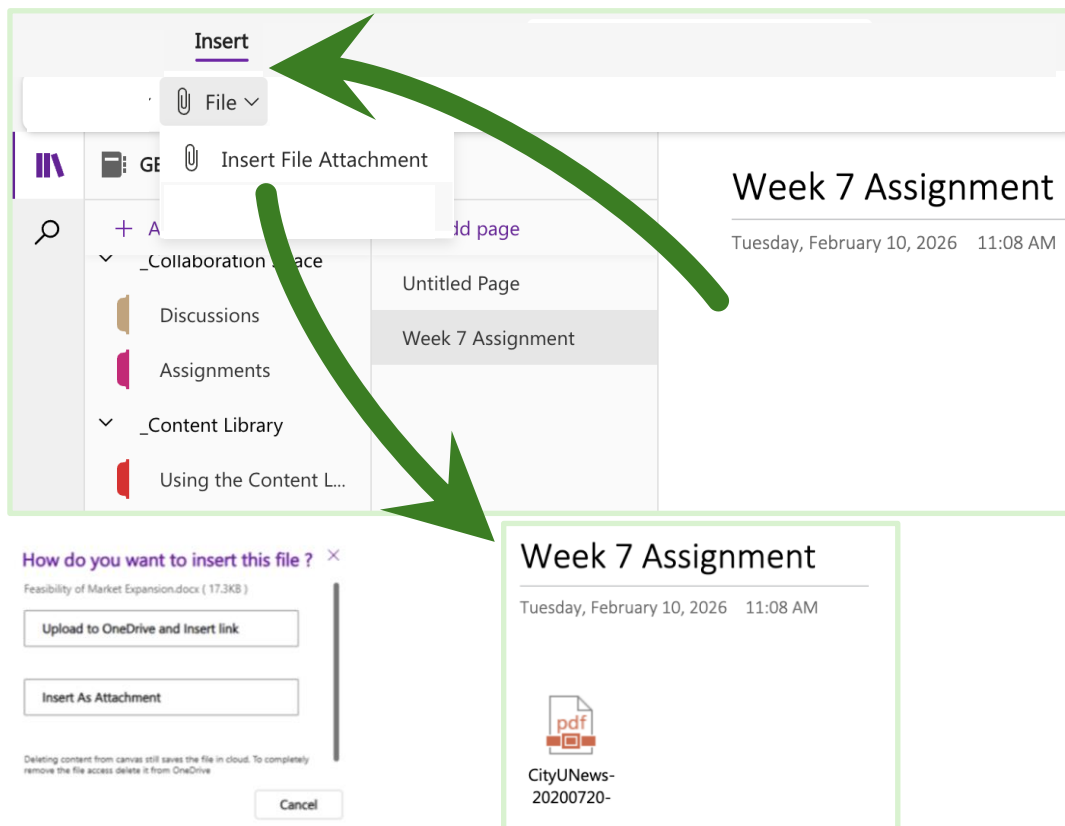


2.3 Submit an Assignment

2.3.1 Go to the assignment section under your private space, then open the assignment page.

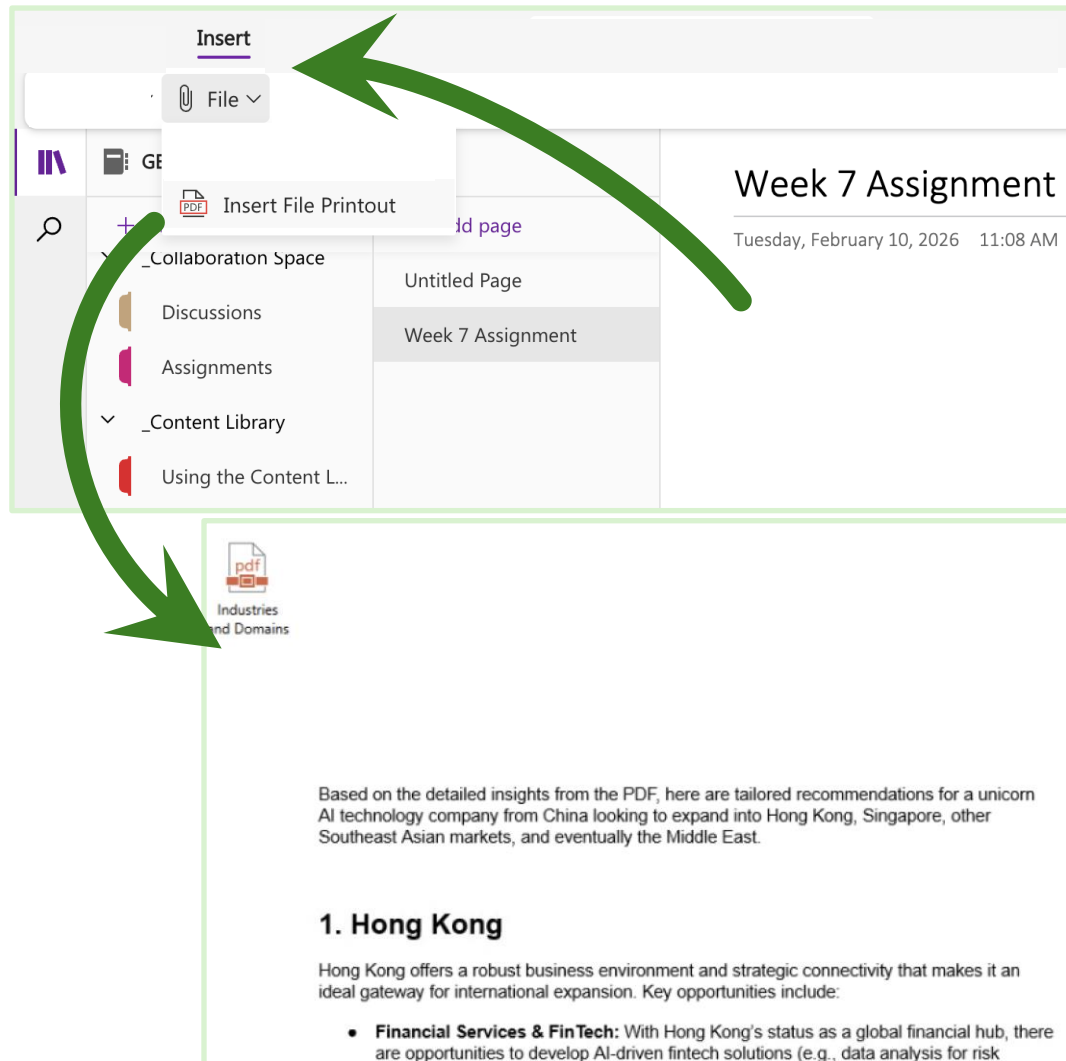


2.3.2 On the assignment page, click **Insert** then open the **File** menu, you can **Insert File Attachment**.

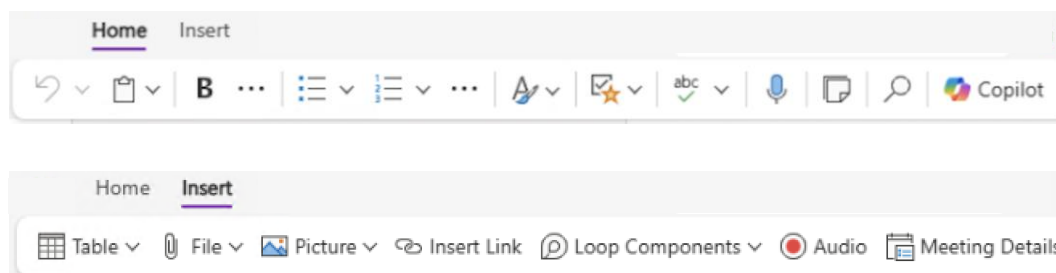


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2.3.3 If the file is a PDF document, you can **Insert File Printout**. Then the PDF content would display on the page.

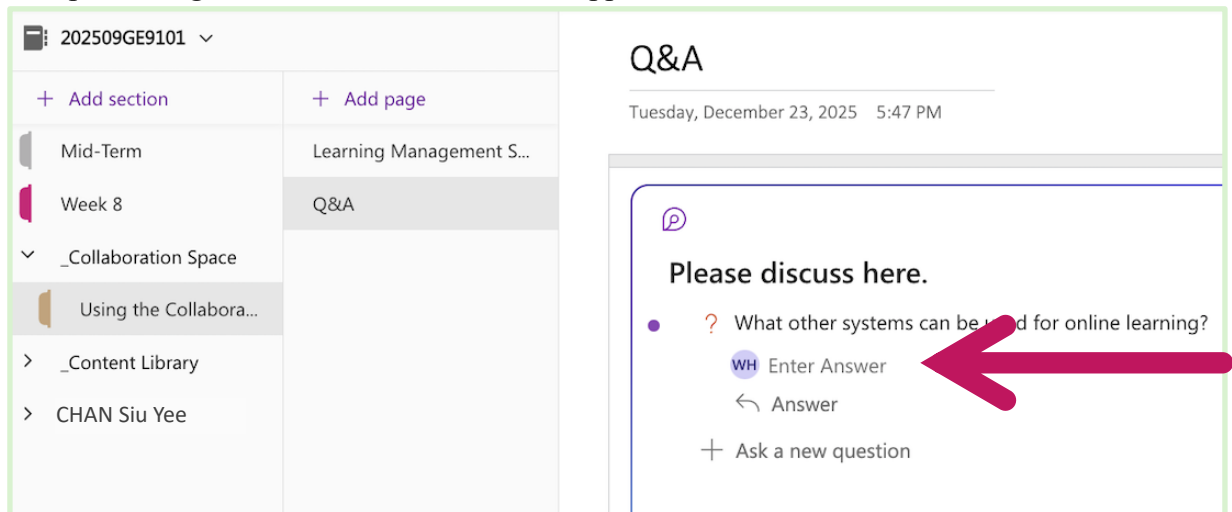


2.3.4 You can add rich content (e.g., Table, Picture, Insert Link) to the page.




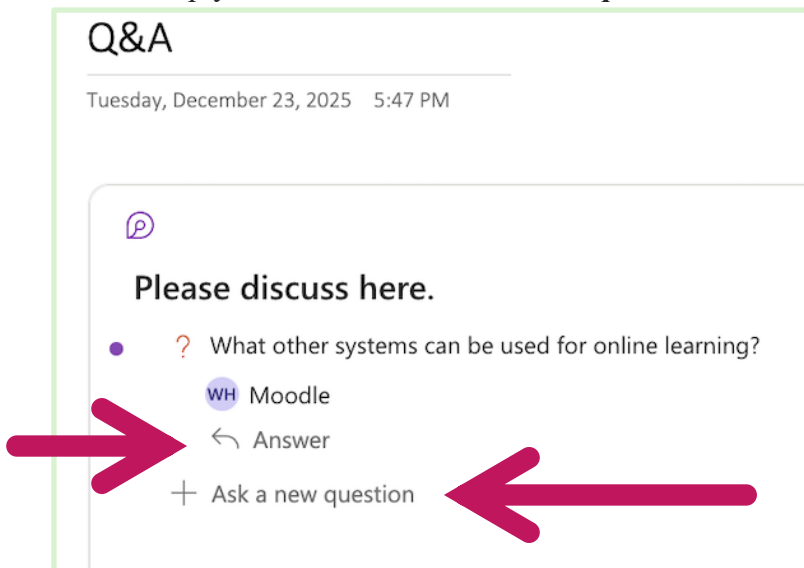
2.4 Post a Message in a Plain Text Discussion Using “Loop Components - Q&A”

2.4.1 Go to the “**Collaboration Space**” section, then open the discussion page. The Loop Component logo  would be shown at the upper-left corner of the discussion board.



Enter Answer or reply  **Answer** under the topic or question.

2.4.2 You can reply  **Answer** or + **Ask a new question** in the board.



Revision History

Version	Date	Summary of Changes
1.0	2026-03-17	Initial Release