

## Guidelines for Using uReply in Online Teaching

With universities switching over to online teaching, we have prepared some guidelines to help you utilize uReply in your online teaching settings. Three use cases will be described:

1. Using uReply with ZOOM
2. Taking students' attendance
3. Assigning homework with multi-item

### Before you start an uReply session:

1. Teacher or teaching support staff should own a uReply account
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 \(demo video\)](#)

### 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.



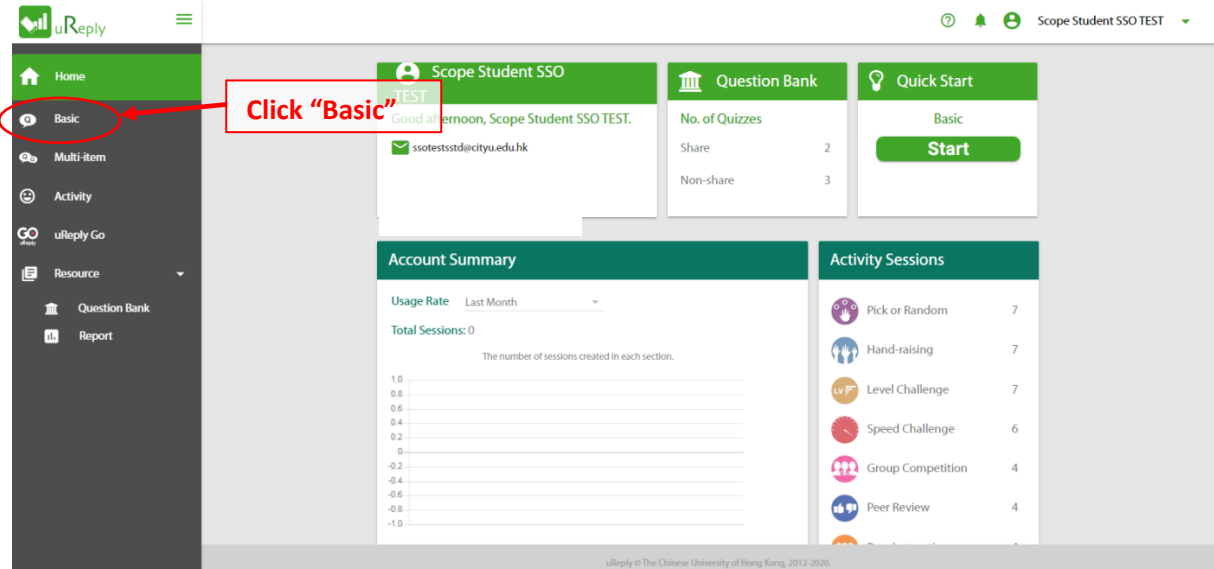
Open up your browser, go to the uReply teacher URL and then start the uReply session like you normally do. On the student side, they are now able to see the uReply interface through the screen shared through Zoom.

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

## Taking students' attendance using uReply

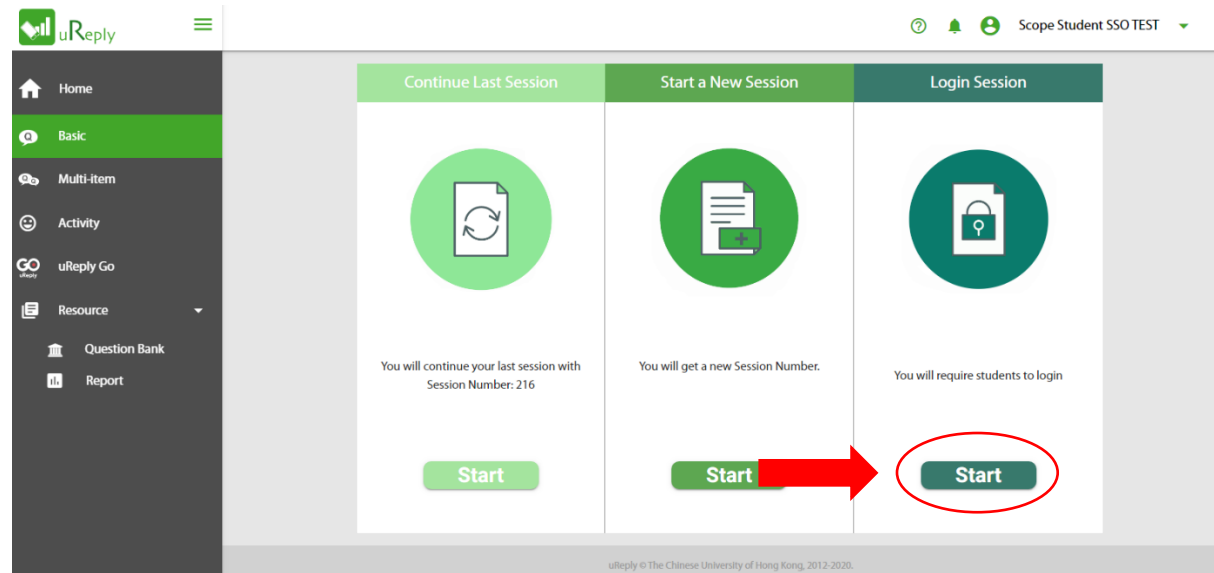
Teacher may ask a question in uReply for attendance taking purpose. Requiring login makes the attendance record more accurate.

Step 1: Login to uReply and click Basic

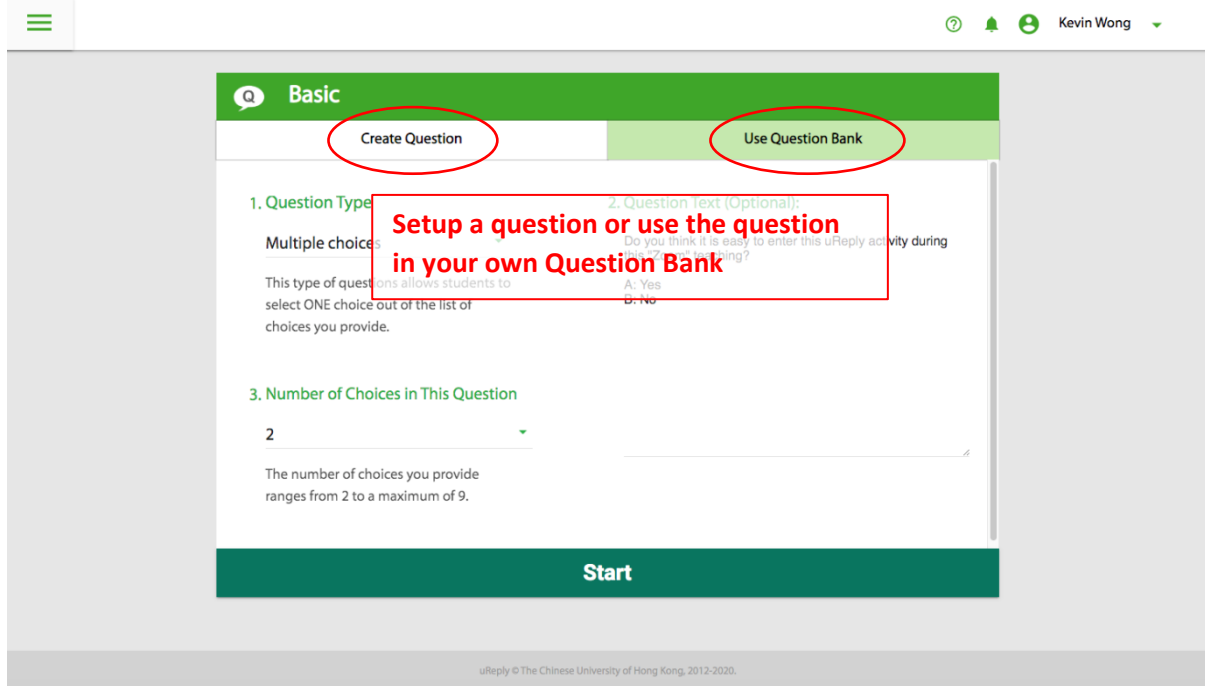


Step 2: Select "Login Session" to require your students to login.

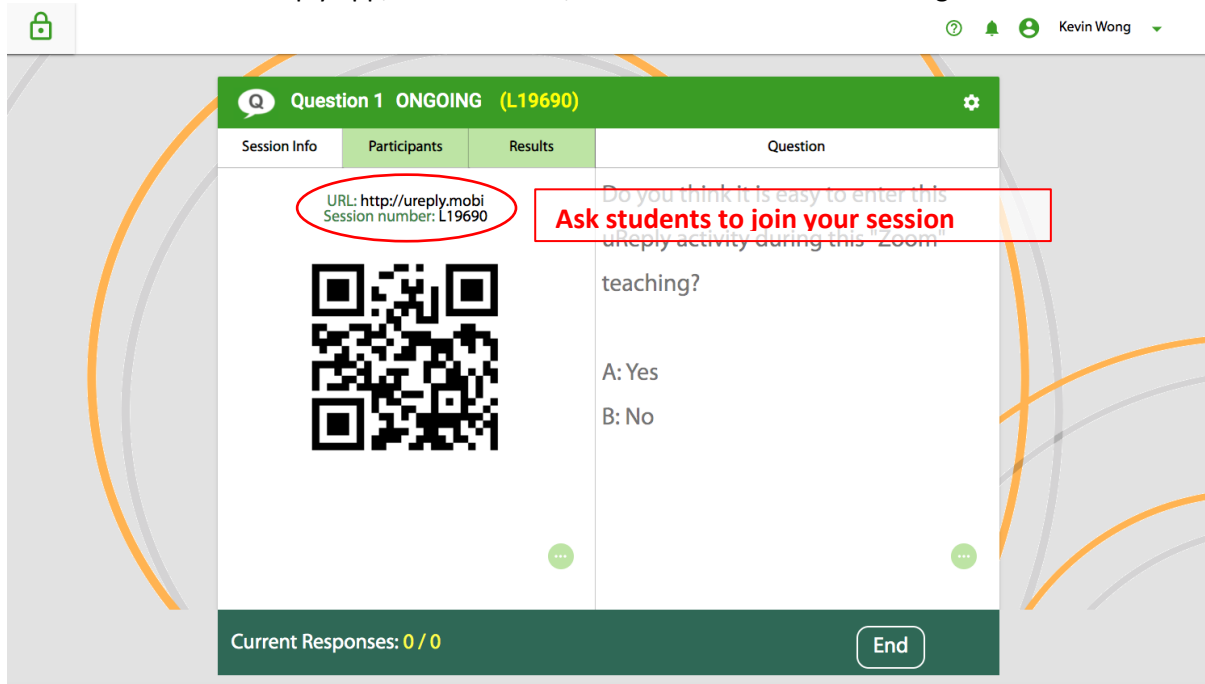
(P.S. It is strongly recommended but not compulsory to login for attendance)



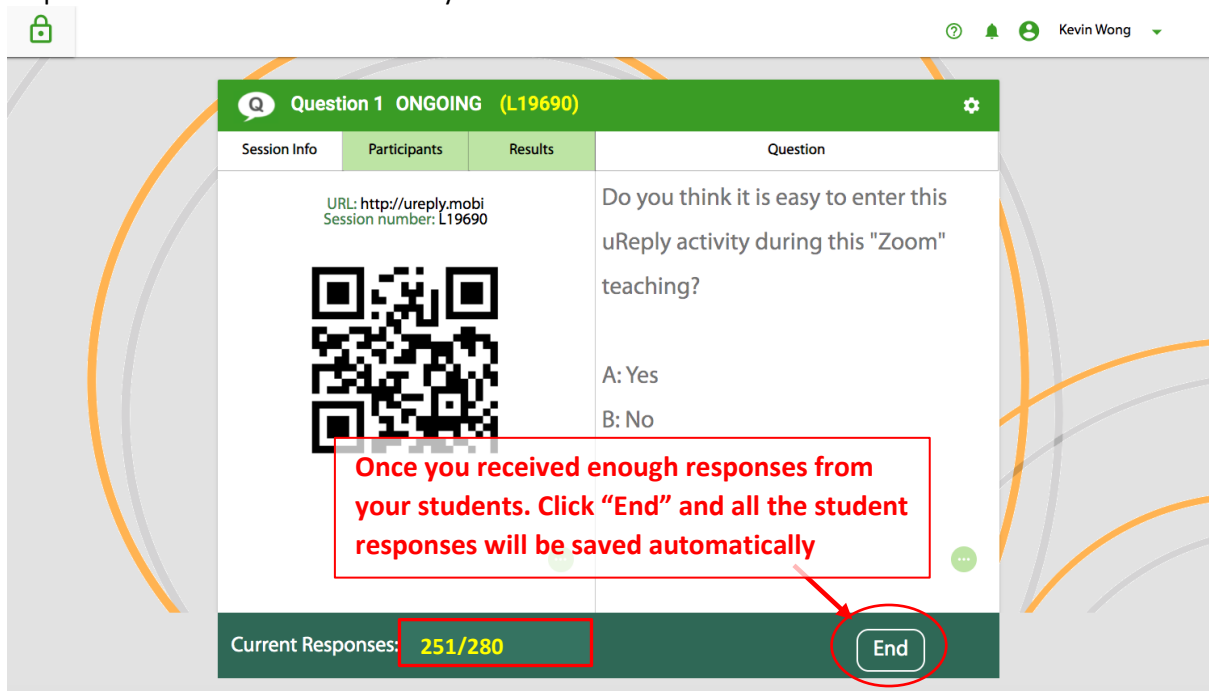
Step 3: Set up a question to ask or select a question from your Question Bank to start



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.

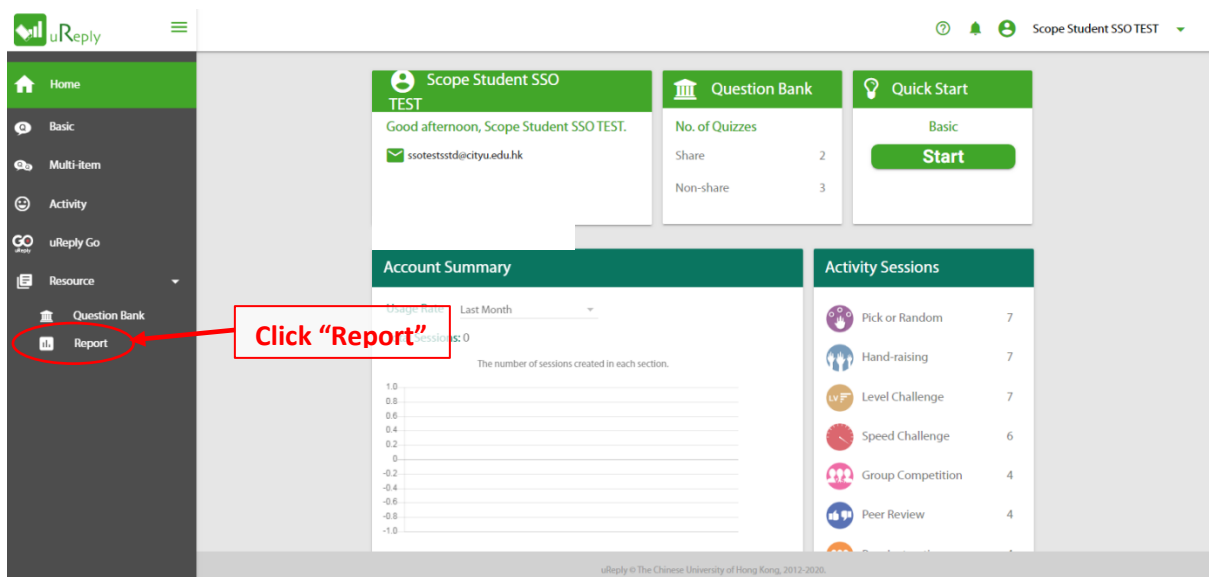


Step 5: Once you received enough responses from your students, click “End” and all the students responses will be saved automatically.



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 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 is a table with the following columns: Session No. (down arrow), Session Time, Qs, Avg. Responses, View, Download, and Delete. The table contains several rows of session data. Red annotations highlight specific elements: a red box with the number '1.' is placed over the 'View' button for session 216; a red box with the number '2.' is placed over the 'Qs' column for session 212; and a red circle highlights the 'Participant Details' link under the 'View' column for session 212. The interface also includes a sidebar on the left with navigation options like Home, Basic, Multi-item, Activity, uReply Go, Resource, Question Bank, and Report. The top right corner shows the user's name 'Scope Student SSO TEST'.

Session No. ↓	Session Time	Qs	Avg. Responses	View	Download	Delete
216	January 21, 2019, 3:13 pm	1	1.	🔍	📄	🗑️
212	January 21, 2019, 11:53 am	1	2.	🌐 Full Report (HTML) 🌐 Participant Details	📄	🗑️
211	January 21, 2019, 11:53 am	1	0	🔍	📄	🗑️
179	January 15, 2019, 3:33 pm	1	2	🔍	📄	🗑️
170	January 14, 2019, 4:38 pm	1	0	🔍	📄	🗑️
168	January 14, 2019, 3:33 pm	1	0	🔍	📄	🗑️
160	January 14, 2019, 11:09 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.

## Distributing homework to students using uReply

Teachers may want to give out homework to students after class. Using Multi-item in uReply, teachers can use your uReply question bank as homework.

Step 1: Create a quiz that you would like to be the homework in question bank. There is no limitation on the question types in the quiz.

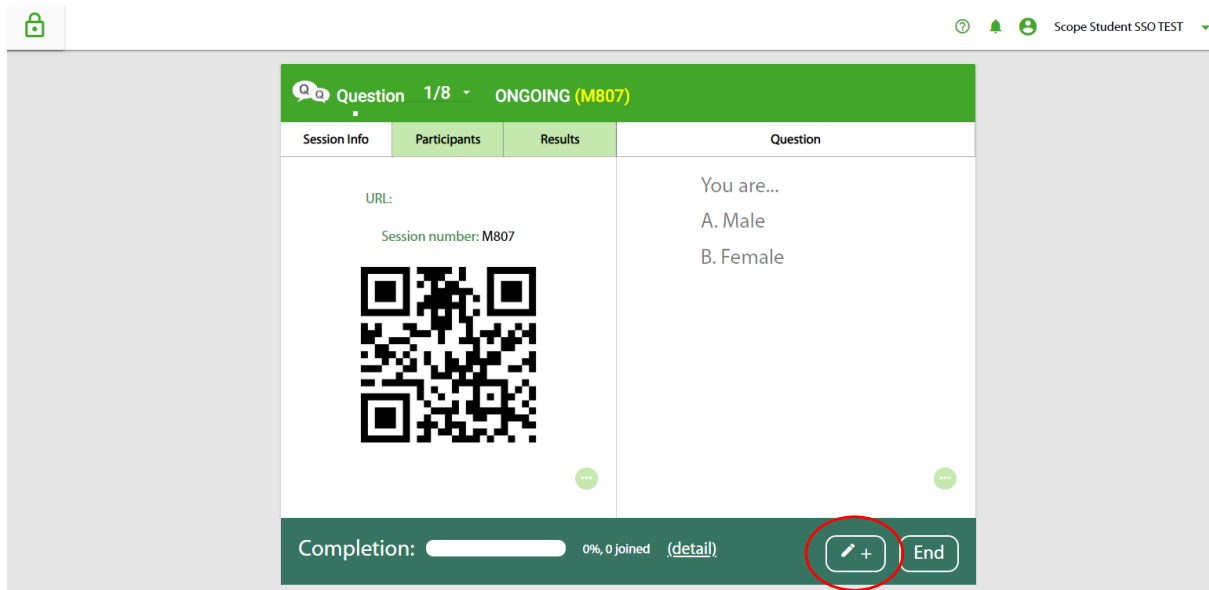
The screenshot shows the uReply interface. On the left sidebar, the 'Question Bank' menu item is highlighted with a red circle and labeled '1.'. The main content area displays the 'Question Bank (total 6 quizzes)' with a table of quizzes. The first row, 'Homework 01', is circled in red and labeled '2.'. The table has columns for Name, Sharing (Code), Date Created, Date Modified, and Delete.

Name	Sharing (Code)	Date Created	Date Modified	Delete
Homework 01	<input type="checkbox"/>	2020-02-12	2020-02-12	
demo (multi-item)	<input type="checkbox"/>	2018-08-30	2019-08-27	
demo (basic)	<input type="checkbox"/>	2018-08-30	2019-08-27	
quiz1	<input type="checkbox"/>	2019-01-10	2019-01-10	
quiz1	<input type="checkbox"/>	2019-01-10	2019-01-10	
UReplyGo	<input type="checkbox"/>			

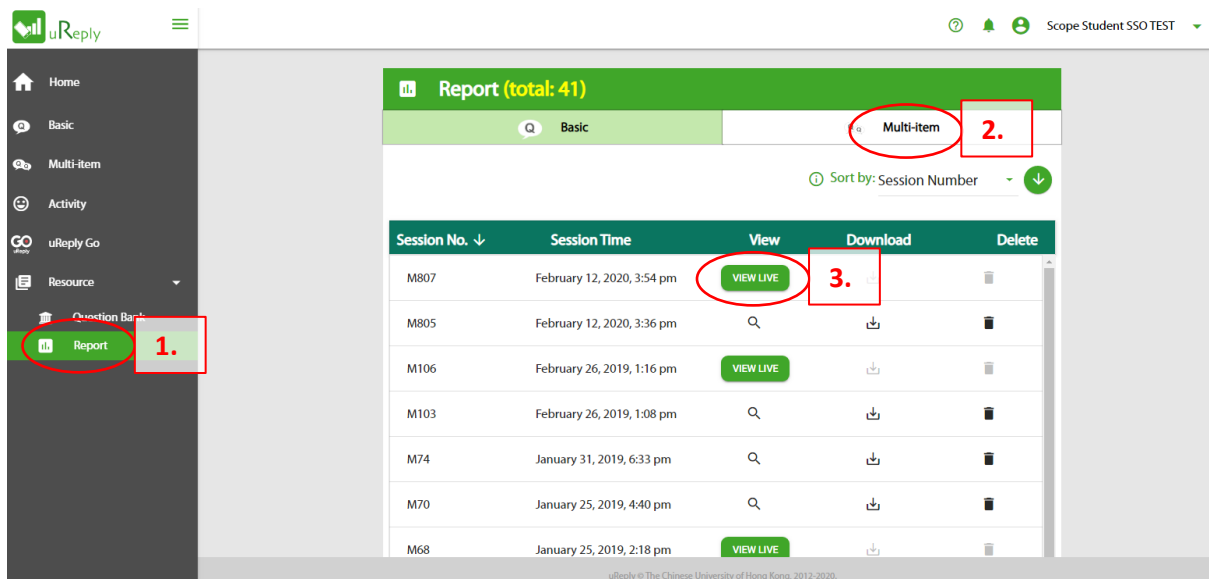
Step 2: Start a multi-item session. Choose the quiz that you have created as the homework.

The screenshot shows the 'Start a New Session' and 'Login Session' options. The 'Start' button under 'Start a New Session' is circled in red with a red arrow pointing to it. The 'Start' button under 'Login Session' is also circled in red with a red arrow pointing to it.

Step 3: Click the pencil icon to keep the homework session live even after the browser is closed. You will then see the icon changes to “Keep Open”, which means the session will not be closed automatically. It is now safe to close the browser.




Step 4: You can access to the session again by clicking the “Report” button. Click “Multi-item” and find your homework session. Click “view live” to re-enter to the session.



Step 5: Click the “End” button to end the session as usual. After that, you can check the student’s performance in the Report section.

The screenshot shows a quiz interface with a green header bar. The header contains a question icon, 'Question 1/8', and 'ONGOING (M807)'. Below the header is a table with four columns: 'Session Info', 'Participants', 'Results', and 'Question'. The 'Session Info' column contains 'URL:' and 'Session number: M807' above a QR code. The 'Question' column contains the text 'You are...' followed by two options: 'A. Male' and 'B. Female'. At the bottom of the interface, there is a 'Completion:' section with a progress bar, '0%, 0 joined', and a '(detail)' link. To the right of this section are two buttons: 'Keep Open' and 'End'. The 'End' button is circled in red.

Session Info	Participants	Results	Question
URL: Session number: M807 			You are... A. Male B. Female

Completion:  0%, 0 joined [\(detail\)](#) Keep Open End