Points to note for students regarding Blackboard assignment and test submissions

Last Modified on 28/03/2024 10:15 am HKT

- 1. Please reserve ample time for submitting assignment or test attempts to Blackboard.
- 2. Students should use a computer and the web version of Blackboard (https://blackboard.cuhk.edu.hk

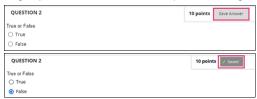
 $\label{lem:https://blackboard.cuhk.edu.hk) (instead of Blackboard App) to complete assignments or tests on Blackboard. \\$

- For assignments: "Confirmation numbers and email notifications for submission receipts are not available in the app" (Blackboard Help: Tests and Assignments in the Blackboard App (https://help.blackboard.com/Blackboard_App/Tests_and_Assignments
- For tests: Blackboard App does NOT support all question types (Blackboard Help: Tests and Assignments in the Blackboard App (https://help.blackboard.com/Blackboard_App/Tests_and_Assignments)). And there is no auto-save feature.
- 3. Students should ensure they have accessed to a **stable network** before submitting assignment or test attempts on Blackboard. If needed, students in Mainland China can register for CUHK VPN Add-On Service (https://help.edtech.cuhk.edu.hk/docs/blackboard-onlinetest-best-practices-for-teachers-and-supporting-staff).
- If you are required to use Respondus Lockdown Browser (LDB) (https://help.edtech.cuhk.edu.hk/docs/using-respondus-lockdown-browser-and-a-webcam-for-online-exams-for-cuhk-students), please check and update LDB to the latest version

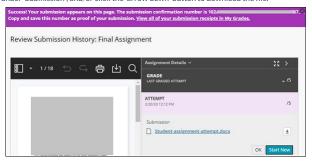
(https://support.respondus.com/support/index.php?/Knowledgebase/Article/View/326/0/how-to-update-lockdown-

browser#:--text=How%20to%20update%20LockDown%20Browser%20%2D%20Powered%20by%20Kayako%20Help%20Desk%20Software&text=For%20Windows%20users%2C%20start%20Responded perform self-practice (https://www.cuhk.edu.hk/eLearning/c_systems/blackboard/Blackboard-OnlineCourse-CU-ITSC-EXAM-TRIAL.pdf) after updating it.

5. Students should avoid refreshing the page / closing window / clicking the 'Go back' button in the browser while taking Blackboard tests. (See 'Tips for taking a test (https://help.blackboard.com/Learn/Student/Original/Tests_and_Surveys)'). Please also check the 'Save Answer / Saved' button regularly to see if the answers are automatically saved while taking the test on Blackboard.



- 6. To prevent session timeout, avoid leaving Blackboard idle for a long period of time before submitting attempts.
- 7. For long answers, if feasible, students are advised to save their answers on their computers (as a backup) before uploading them to Blackboard. This prevents the loss of answers due to session timeout or disconnection.
- 8. If students encounter any issues when submitting attempts on Blackboard, they should record and report them to their instructors and/or TA immediately.
- 9. Students should make sure they have submitted their assignment or test attempts to Blackboard successfully.
 - o Blackboard (Original Course View) Assignment: confirmation number and submission receipt
 - Students will see a success message with a confirmation number after a successful submission. Please consider taking a screenshot and/or copy the information for the record. You could also check the submitted file by clicking the file name under 'Submission', and/or click the 'arrow down' button to download the file.



Students will also receive an email copy of the submission receipt after a successful submission. Please check the details in the email. Students should keep the email as a record. In case you cannot receive the email, you should check if the submission is successful on Blackboard.

Your suck was received!

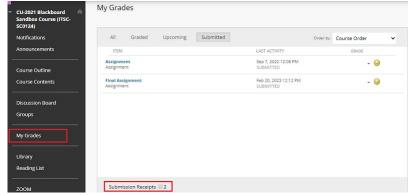
You successfully submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when your submission was received. You can view your submission on your My Grades page.

Submission details:

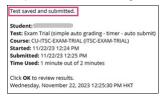
Submission of retails:

Submission

• Students can check the submission receipt under 'My Grades' > 'Submitted' if it is set to be shown to students.



- For more information, please refer to Blackboard Help: Common Questions About Assignments (https://help.blackboard.com/Learn/Student/Original/Assignments/Assignments_FAQ) (See 'How do I check that my assignment was
- o Blackboard (Original Course View) Test: "Test saved and submitted"
 - After submitting a test, please make sure you can see the success message: "Test saved and submitted".



o Blackboard (Ultra Course View) Assignment and Test: Please refer to Blackboard Help: Assessment Submission $\textbf{Confirmation} \ (\texttt{https://help.blackboard.com/Learn/Student/Ultra/Assignments/Submit_Assignments/Confirmation}) \\$

 $Please\ contact\ us\ at\ ITSC\ Service\ Desk\ (https://servicedesk.itsc..cuhk.edu.hk)\ or\ elearning@cuhk.edu.hk\ 0\ if\ you\ have\ questions.$