uReply

user guides

for users at the Chinese University of Hong Kong

Table of Contents

Table of Contents

Table of Contents

🚀 Getting Started

Creating an account and logging into teacher interface

Create an account

Teacher can access the system via a web browser (https://ureply.mobi/teacher). To register, click on "New User" on the uReply Teacher Login Page.

💥 We recommend that teachers complete the registration before attending class and securely store their ID and password for future use.

Log in

Teacher

To log into the system, teachers need to enter their ID and password.

Participants

Participants can access the system via https://ureply.mobi on their mobile devices.
For iPhone and Android phone users, dedicated apps called 'uReply' are available.

💥 Downloading and installing the apps may take some time, so teachers can advise participants to install the apps before class.
Participants do not need to register.

Change password

The teacher can update their password by following these steps:
1. Click on the "down arrow" icon located in the top menu bar
2. Select the "My Profile" page.
3. Click on the "Change password" button.
4. Fill out the form as prompted by the system.
5. Click on the "Submit" button.

Question Bank
Access pre-installed questions for easy retrieval.

Create a folder

To organize your questions, you first need to create a folder to store them. You can create multiple folders as needed.

1. Click the "+New" button and select "Add Folder".
2. Enter a folder name and click the "Check Availability" button. A tick icon will confirm the availability of the name.
3. Click "OK" button to create.

💥 If the folder name is already taken, a cross icon will appear. Click "Reset," and enter a unique folder name.

Add a shared folder

If a user shares their sharing code with you, you can import their shared folders into your question bank.

1. Click the "+New" button and select "Add Shared Folder".
2. Enter the sharing code.
3. Click "OK" button to add the shared folder.

Manage a folder

1. Teachers can perform various actions on folders by clicking the three dots button, such as renaming, duplicating, and deleting them.
2. To access a folder, teachers can select the corresponding row with the folder name.
3. Teachers can share a folder with other users by providing them with the sharing code.
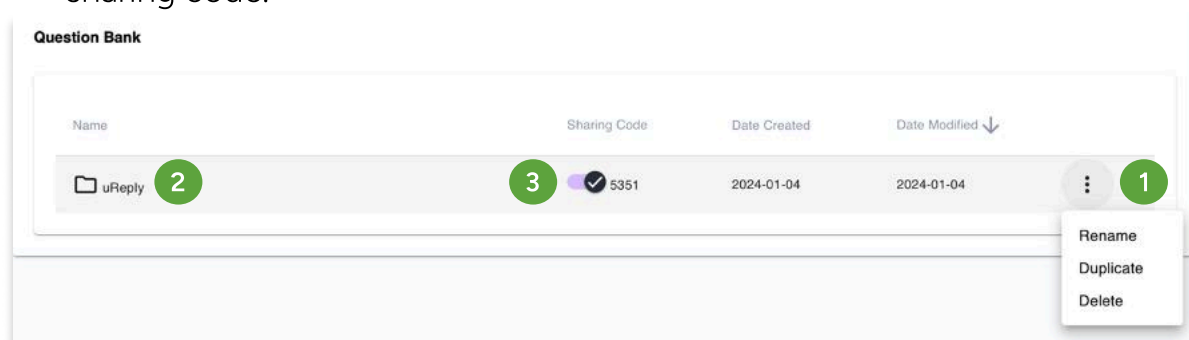
Create items in the folder

1. Select the row with the folder name you want on the Question Bank page.
2. Click the "New Question" button to create a new question.
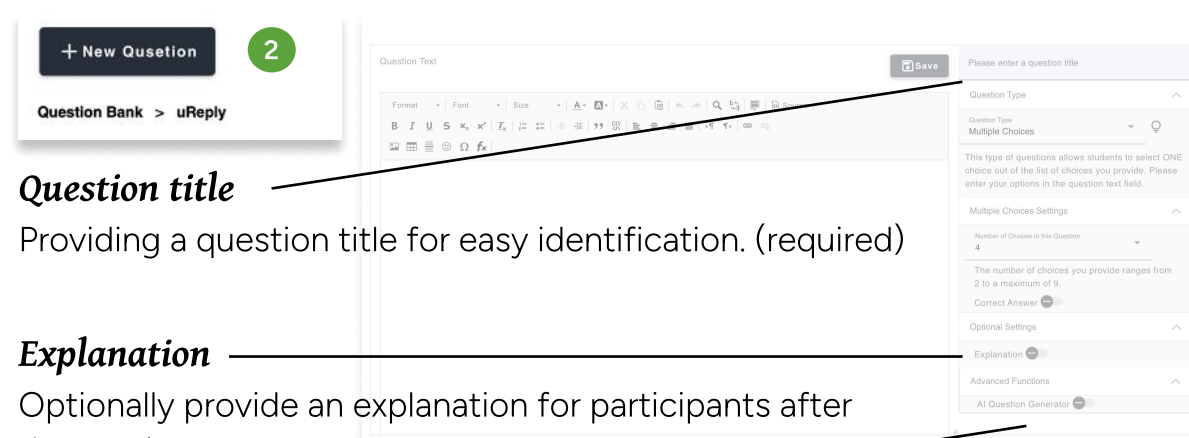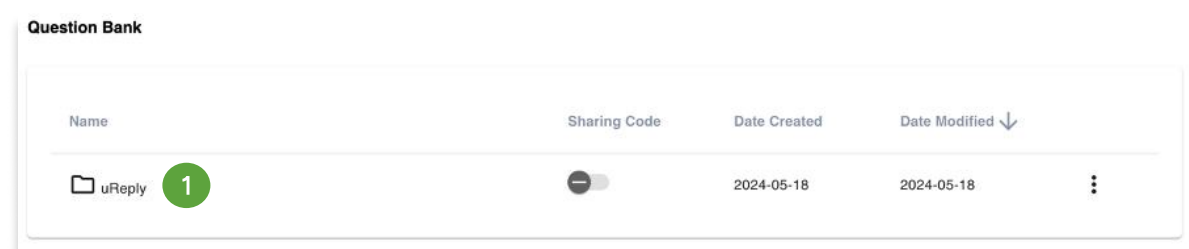
Question title

Providing a question title for easy identification. (required)

Explanation

Optionally provide an explanation for participants after the session.

AI-generated questions

An AI tool is available to assist in generating questions based on provided keywords.

Generate AI Questions

1. Choose the question type and configure the question settings.
2. Toggle on the "AI Question Generator".
3. Enter your desired keyword(s) and press the "Enter" key.
4. Click the "Generate" button.
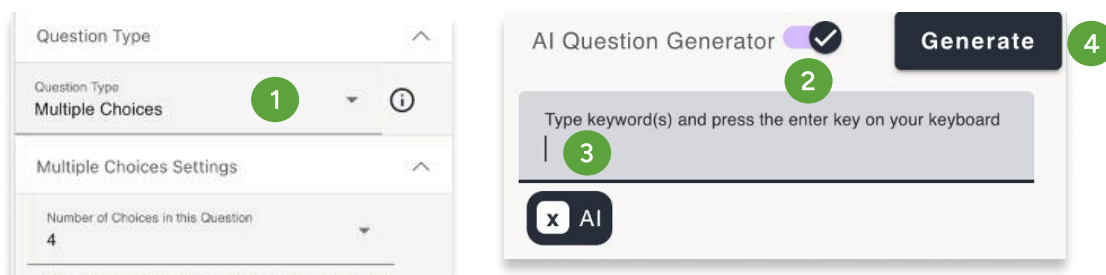
A dialog box will display three AI-generated questions for teachers to choose from. To select a question, click the "Select" button.

View the explanation and correct answer
Click the "down arrow" button.

Remove a tag
Click the "close" button next to the tag.
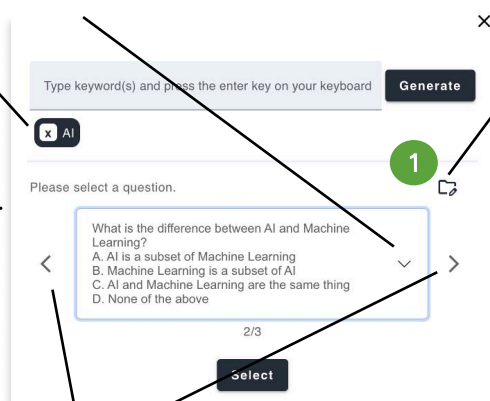
Save the question to your question bank

1. Click the "Add" button.
2. Choose a folder name
3. Click the "Save" button
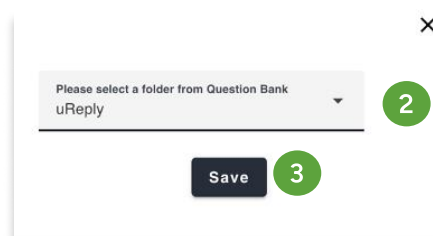
Switch a question
Use the "next" or "previous" button to preview different questions.

Arrange items in the folder

Items are arranged by creation time, from oldest to newest.
You can adjust the order of questions.
1. Click the "Settings" button.
2. Use the "move up" or "move down" button to rearrange the questions.
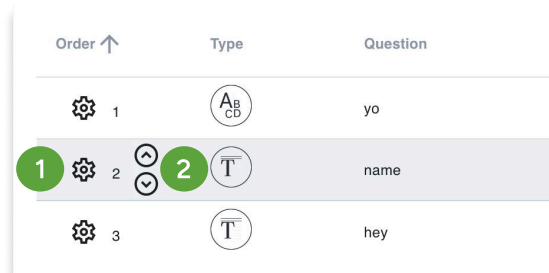
Manage a question

1. Teachers can perform different actions on question by clicking the three dots button, such as copying it to another folder, duplicating it, or deleting it.
2. To edit a question, teachers should select the respective question title row.
3. To view a question, click on the "Preview" button.
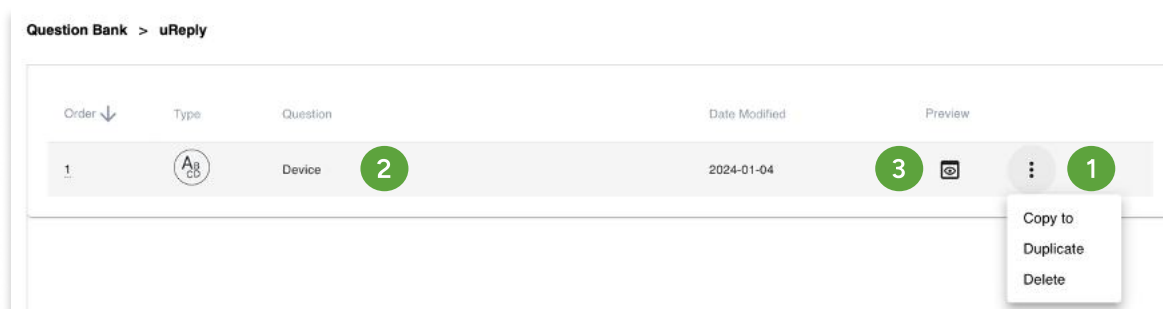
My Activities

Create multiple sessions for both in-class and after-class sessions

Each activity can generate different sessions for both in-class and after-class tasks using a single uReply code. This feature enables teachers to reuse the same code within the same course and among students, simplifying the process of grouping activity reports.

Create an activity

1. Clicking the "Create a new activity" button.
2. Enter the activity name
3. Click the "Create" button.

Please enter activity name

Activity name
My uReply activity (21-May-2024 03:12am) **2**

Create **3**

My Activities (1 activities)

1 + Create a new activity

Activity name	No.of tasks	Date modified
My uReply activity (21-May-2024 03:12am)	0	2024-05-21

Rename
Delete

Access an activity

Teachers can access an activity by selecting the row with the activity name.

Manage an activity

Teachers can perform various actions on activities by clicking the three dots button, such as renaming and deleting them.

Create a task to start a session

The system will automatically generate the session code and QR code for you. To create a task, simply click the "+Start" button.

uReply Session code: 1 My uReply activity (21-May-2024 03:12am)   My Activities Question Bank Report CU

My uReply activity (21-May-2024 03:12am) tasks: ✎   + Start

Tasks:

Task name	Status	No.of questions	Participants no.	Date & Time	Action
		No task found			

🌟 You can share the session code and QR code with students so they can join the activity.

1

Each activity can host one in-class session (either basic or multi-item) at a time, with no limit on assessment sessions.
Starting a session, teachers can choose between:-
1. "Q&A One by One (Basic)",
2. "Q&A Multiple (Multi-item)"
3. "Assessment".

Resume the ongoing in-class session

If a teacher accidentally closes the browser without ending the session, they can resume the previous in-class session.

💥If an in-class session is already in progress, a pop-up alert will appear, prompting the teacher to conclude the current session before starting a new one.
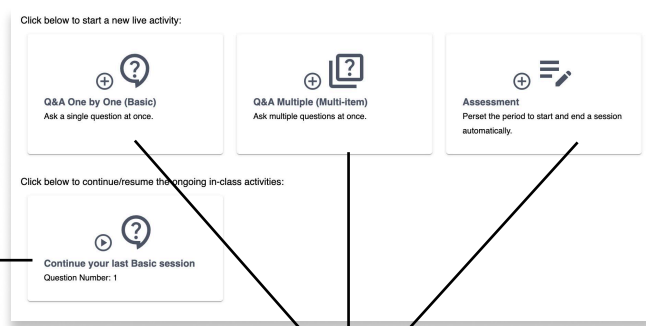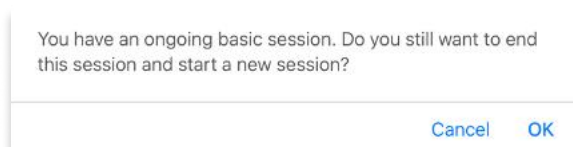
Default Joining Method: Login Mode
After selecting the student join method, click the "Start" button.
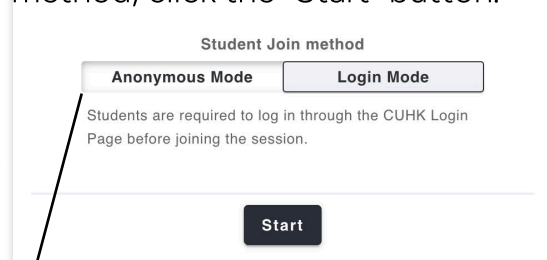
💥 *Anonymous Mode*
Students can choose to enter their ID and name. If they prefer not to provide an ID or name, the system will assign a random ID for them to join anonymously. In this case, teachers will not know their identity.

Q&A One by One (Basic)

Ask one question at a time.

Teachers can either pose an instant question or use their question bank to ask questions individually during the class.
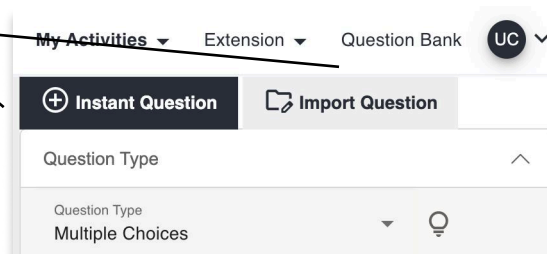
💥 Each activity supports only ONE live in-class session at a time.
To start a new basic or multi-item session, the current in-class session must be ended first.

Instant Question

1. Switch to the "Instant Question" tab.
2. Choose a question type and customize the question settings.
3. Type the question text. (Optional)
4. Click the "Start" button

Question example

💥 If students are already know the question through other methods, such as verbal explanations, printed materials, or questions displayed on PowerPoint slides on a separate screen in a classroom with two projectors.

Group Mode

For instant MC questions ONLY.
1. Toggle the button to activate group mode.
2. Enter the number of groups
3. Optionally, select the chat room option if needed.

Rule for group question: The final answer is determined based on the option chosen by the maximum number of team members. In case of a tie, the option submitted in the fastest time by team members is considered the final answer.

Import Question

1. Switch to the "Import Question" tab.
2. Choose the desired folder name.
3. Select the question title you wish to use.
4. Click the "Start" button

Q&A Multiple (Multi-item)

Ask multiple questions simultaneously

To initiate a multi-item session, teachers must arrange the questions from a specific folder in their question bank. This allows students to view and answer all questions at once.
  1. Select the desired folder name.
  2. Click the "Start" button

Preview question

Teachers can preview the questions in the folder

☀️ Each activity supports only ONE live in-class session at a time.
If you intend to commence a new basic or multi-item session, you must first conclude the ongoing in-class session.

Assessment
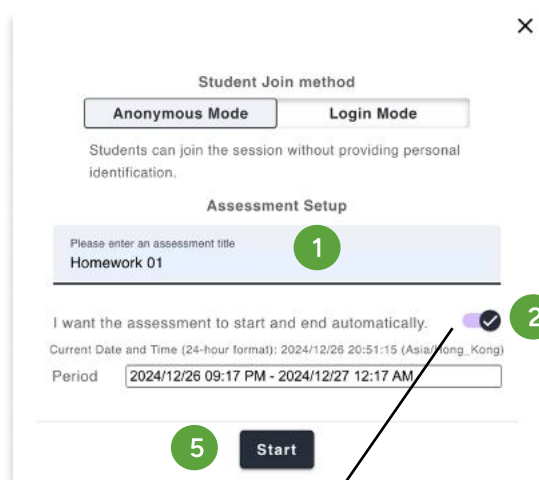
The assessment functions similarly to the Multi-item module.
Teachers must organize questions from a specific folder in their question bank.
Additionally, it enables you to automatically schedule the start and end times of a session, allowing teachers to assign exercises for students to complete outside of class time.
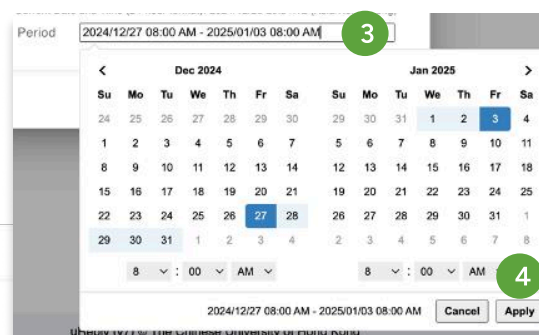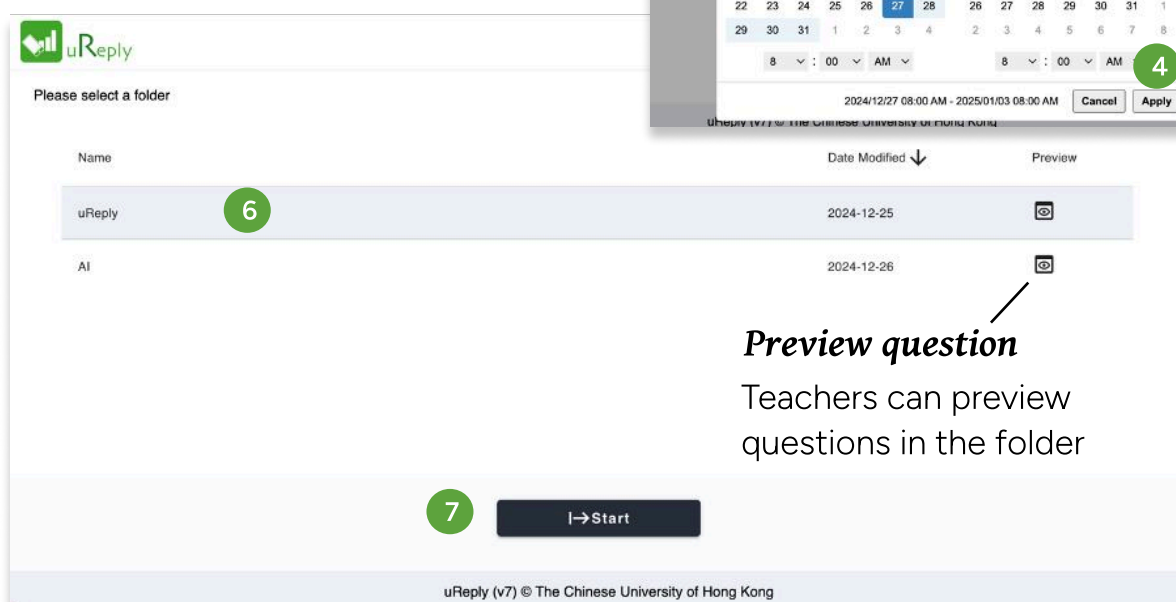
☀️ Each activity can host multiple live assessment sessions simultaneously.

Set up Assessment

1. Enter an assessment title.
2. Toggle the switch to enable automatic start and end times.
3. Choose the duration and set the period for the assessment's automatic start and end.
4. Click the "Apply" button.
5. Click the "Start" button
6. Select the desired folder name.
7. Click the "Start" button

The system defaults to setting the duration for the automatic start and end of the session.

Preview question

Teachers can preview questions in the folder

Manage a session

After selecting the activity name, a list of assessments and in-class sessions will be displayed.

Live session

1. Edit Setup (For assessment module ONLY)
   Teachers can adjust the assessment setup by changing the title and session duration.
2. View Live
   If the session is currently "live", teachers can proceed with it until it ends.
3. Delete
   Teachers can delete the session.

Module (Mode)	Status	No.of questions	Participants no.	Date & Time	Action
Assessment (Anonymous) HW	Live	3	5	End manually	⋮
Assessment (Anonymous) test4	End	3	0	End manual	Edit Setup ① View Live ②
Assessment (Anonymous) test 2	End	3	0	From 2024- to 2024-06-	Delete ③

Ended session

1. Reopen (For assessment module ONLY)
   If the assessment session has ended, teacher can reopen the session.
2. Report
   It offers various report types, including full report, lite report, participants details and ranking.
3. Raw Data
   It provides data grouped by question and participant in Excel format.
4. Delete
   Teachers can delete the session.

Module (Mode)	Status	No.of questions	Participants no.	Date & Time	Action
Assessment (Anonymous) HW	End	3	5	End manually	⋮
Assessment (Anonymous) test4	End	3	0	End manual	Reopen ① Report▾ ②
Assessment (Anonymous) test 2	End	3	0	From 2024- to 2024-06-	Raw Data▾ ③ Delete ④

Session

Engage students by posing questions during class or assigning assessments for completion outside of class.
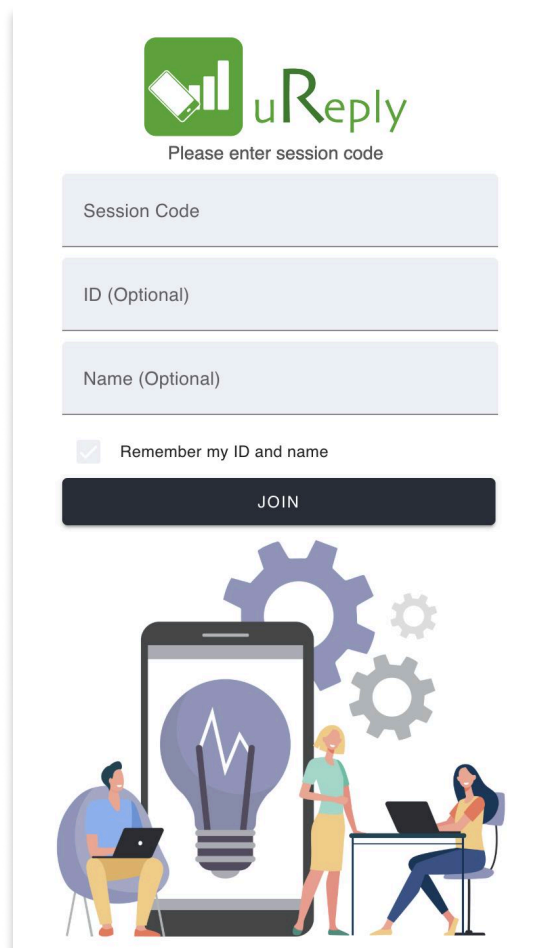
Participant Entry

Participants can join the activity by scanning the QR code or visiting the webpage at https://ureply.mobi/ and entering the session code.
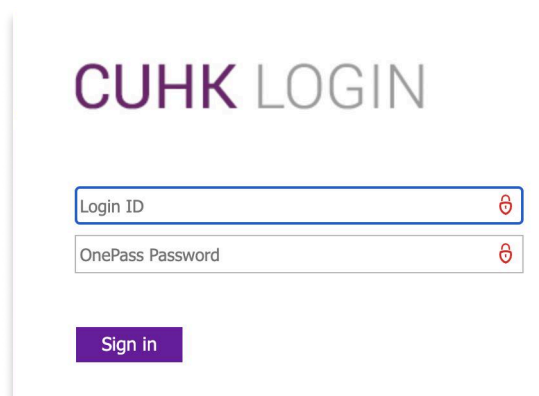
In anonymous mode, students have the option to enter their 'Student ID' and 'Name', which is not mandatory. If students opt not to provide this information, the system will assign a random ID for them to use during the session. In this case, teachers will not have access to their identities.

For gathering student information and viewing individual performance in reports, teachers can start a session in login mode. Upon clicking the "Join" button, students will be redirected to the CUHK login page.

During the session, students can view the question text on their mobile devices (if available). They can select an option or provide a text response based on the question type. Students can alter their selection or text response multiple times before the session concludes. The system will save their final answers based on their last input.

Ongoing Session Functions

Basic module

① Guidance for students on joining the session in full screen

② QR code window

⑤ Timer

⑧ Settings

⑨ Exit

Go to https://ureply.mobi and use the session code: 1

Module Basic - Question 1   Status: ONGOING   ⚙ Settings   ⊡ Exit

Hide QR code | Show Results | Timer ▾ | End | Next | Redo | Group Info

② QR code window

What does 'AI' stand for?

A. Artificial Intelligence

B. Automated Integration

C. Advanced Innovation

D. Applied Informatics

④ Show results

⑥ End a session

⑦ Group info

Scan QR code to join the session ⊗

⑩ Zoom in /out

Participant
3 / 5

③ Participation

Session Code: 1

Multi-item / Assessment module

Go to https://ureply.mobi and use the session code: 2

Module Multi-item - Question 1   Status: ONGOING   ⚙ Settings   ⊡ Exit

Hide QR code | Show Results | Previous | Question No. 1/4 ▾ | Next | End | Interactive Mode

⑧ Settings

What does 'AI' stand for?

A. Artificial Intelligence

B. Automated Integration

C. Advanced Innovation

D. Applied Informatics

⑫ Switch a question

⑬ Interactive mode

Scan QR code to join the session ⊗

Completion
55%

⑪ Completion

Participant
4 / 5

Session Code: 2

1. Guidance for students on joining the session in full screen

2. QR code window

The QR code window remains visible by default until the session concludes, allowing students to join at any time during the session.
 To move the window, click and hold the window bar. Teachers can hide the window by clicking the "close" button. Additionally, teachers can switch between the "Hide QR code" and "Show QR code" buttons.

3. Participation

The system shows the number of participants who have joined the session and the number of participants who have submitted their answers at the bottom left corner of the screen. This feature assists teachers in monitoring the session's progress.

Done and Not Done

Teachers can differentiate between students who have submitted their answers and those who have not.

Show Student ID
View the student IDs in the "Done" and "Not Done" lists.

4. Show results

Teachers can opt to display live responses during ongoing questioning by clicking 'Show Results'. Multiple-choice (MC) responses are shown graphically, while text question responses are listed in table format.

5. Timer

The timer function is specifically available in the basic module. Select a duration between 10 seconds and 30 minutes. A countdown dialog will appear when there are 10 seconds remaining. Teachers can turn off the timer by clicking the "close" button.

Cancel timer — ⊗
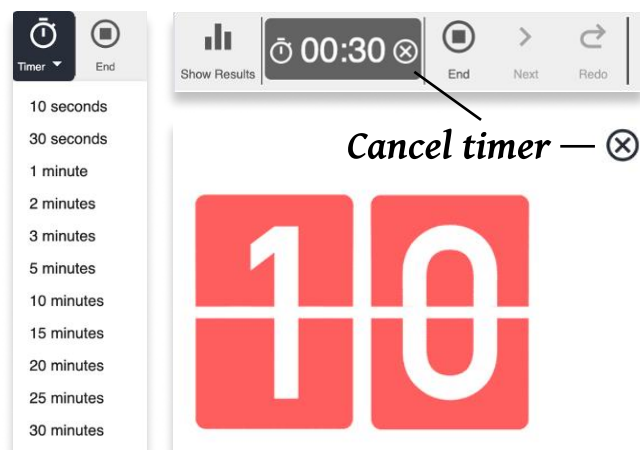
6. End a session

Once a session ends, no further responses will be recorded, and students will not be able to modify their answers.

7. Group info

During a session, teachers can enable or disable the chat room by checking or unchecking the chat room box.

Activate the chat room

8. Settings

Basic and Multi-item Module

Teachers can turn the background music and timer sound on or off.

For Basic module only ×

Background Music

Timer Sound
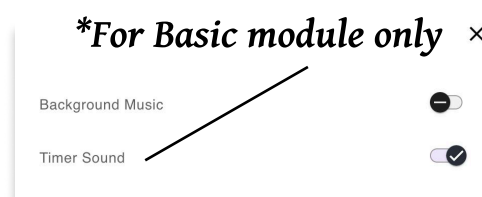
Assessment Module

1. Edit the assessment title.
2. Toggle the switch to to enable automatic start and end times for the assessment.
3. Choose the duration and set the period for the assessment's automatic start and end.
4. Click the "Apply" button.
5. Click on the "Edit" button

Edit assessment setting ×

Background Music

Assessment Setting

Assessment Setup

Please enter an assessment title
HW 01 ①

I want the assessment to start and end automatically. ②
Current Date and Time (24-hour format): 2025/05/27 11:52:50 (Asia/Hong_Kong)

Period 2024/12/26 01:00 PM - 2024/12/26 02:00 PM

Edit ⑤

Period 2024/12/27 08:00 AM - 2025/01/03 08:00 AM ③

Dec 2024   Jan 2025

2024/12/27 08:00 AM - 2025/01/03 08:00 AM Cancel Apply ④
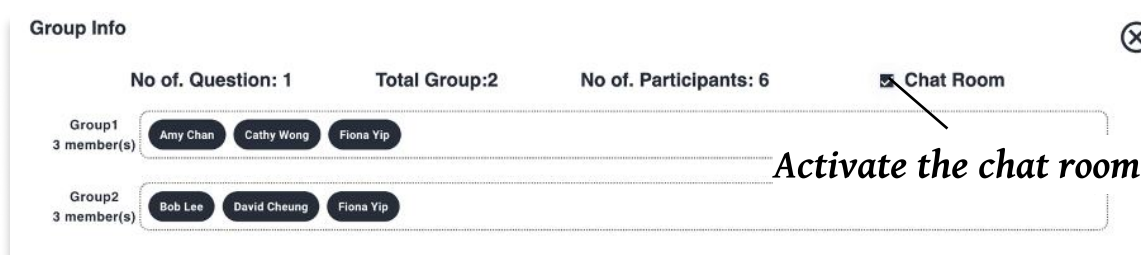
9. Exit

Teachers can opt to keep the session active, allowing students to continue joining and answering questions after class. Alternatively, teachers can end the session directly by clicking the "End Session" button and confirming by clicking "Yes."

Your session is ongoing.
Do you want to keep this session alive?

End Session   Keep Session Alive

Are you sure to quit this session?

Yes   No
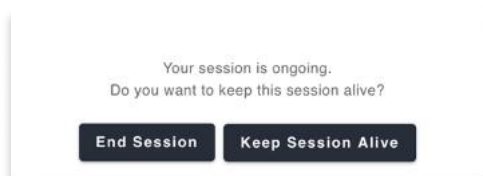
10. Zoom in / out

Teachers can adjust the screen size by zooming in or out. 160% ×

11. Completion

During the multi-item session, teachers can monitor the real-time completion rate for each question.

Complete Rate ⊗

Question 1		100%(5 / 5)
Question 2		60%(3 / 5)

12. Switch a question

1. Teachers can navigate to a specific question by selecting the question number.
2. They also have the option to move to the next or previous question.

Previous question ② ‹ Question ... 1/3 › ② *Next question*

Previous Next

1/3 ①
2/3
3/3

Select a question

13. Interactive mode

Teachers can view live responses for all questions simultaneously.

Return to the session panel

‹ uReply   Go to https://ureply.mobi and use the session code: **2**

Status: ONGOING

Hide all responses —*Hide results*   Completion: 70%, 5 Joined

Q1

What does 'AI' stand for?

A. Artificial Intelligence

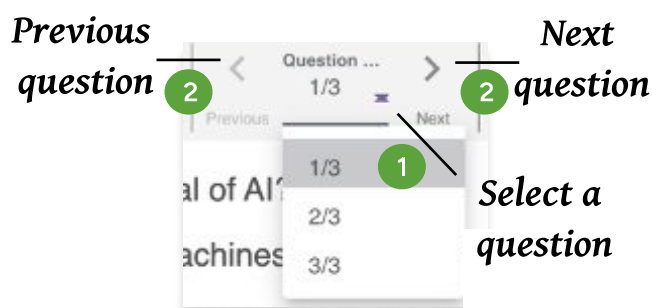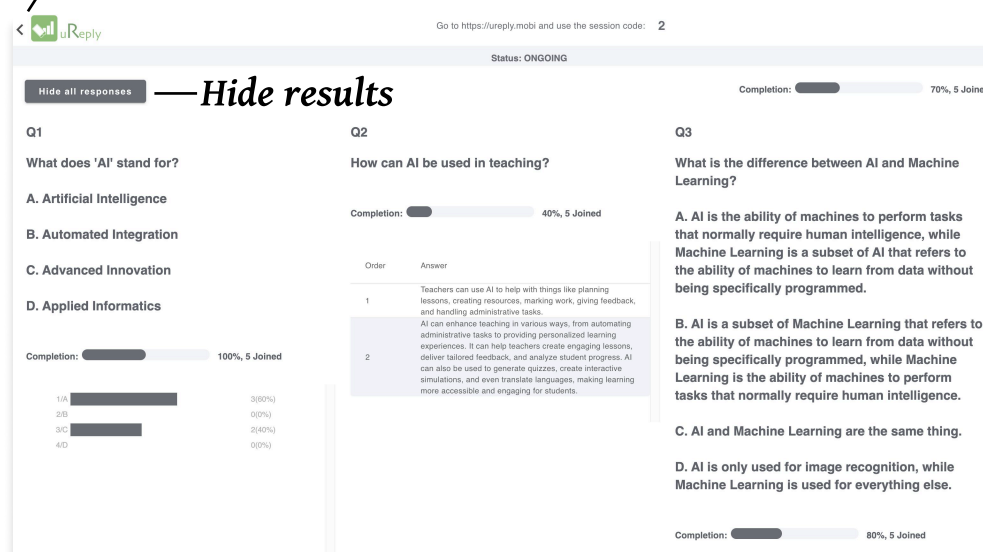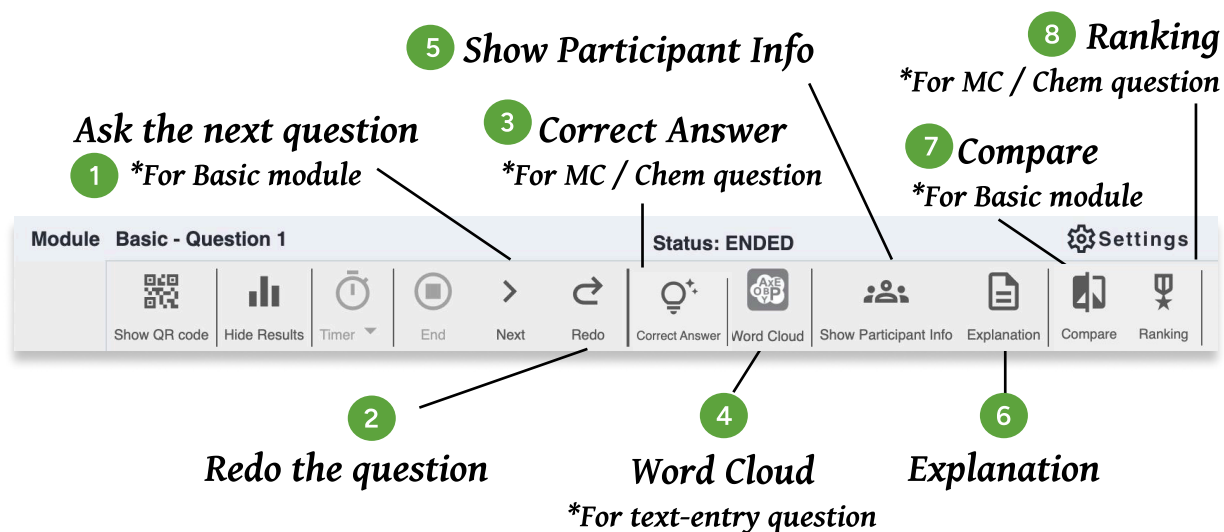B. Automated Integration

C. Advanced Innovation

D. Applied Informatics

Completion: 100%, 5 Joined

1/A	3(60%)
2/B	0(0%)
3/C	2(40%)
4/D	0(0%)

Q2

How can AI be used in teaching?

Completion: 40%, 5 Joined

Order	Answer
1	Teachers can use AI to help with things like planning lessons, creating resources, marking work, giving feedback, and handling administrative tasks.
2	AI can enhance teaching in various ways, from automating administrative tasks to providing personalized learning experiences. It can help teachers create engaging lessons, deliver tailored feedback, and analyze student progress. AI can also be used to generate quizzes, create interactive simulations, and even translate languages, making learning more accessible and engaging for students.

Q3

What is the difference between AI and Machine Learning?

A. AI is the ability of machines to perform tasks that normally require human intelligence, while Machine Learning is a subset of AI that refers to the ability of machines to learn from data without being specifically programmed.

B. AI is a subset of Machine Learning that refers to the ability of machines to learn from data without being specifically programmed, while Machine Learning is the ability of machines to perform tasks that normally require human intelligence.

C. AI and Machine Learning are the same thing.

D. AI is only used for image recognition, while Machine Learning is used for everything else.

Completion: 80%, 5 Joined

Ended Session Functions

5 **Show Participant Info**

8 **Ranking**
For MC / Chem question

Ask the next question
1 *For Basic module*

3 **Correct Answer**
For MC / Chem question

7 **Compare**
For Basic module

Module Basic - Question 1   Status: ENDED   Settings

Show QR code | Hide Results | Timer | End | Next | Redo | Correct Answer | Word Cloud | Show Participant Info | Explanation | Compare | Ranking

2 **Redo the question**

4 **Word Cloud**
For text-entry question

6 **Explanation**

1. Ask the next question (For Basic module)

When utilizing items from the question bank, the next question in the folder will automatically appear in the editor.
Alternatively, teachers can create a new question on-the-fly.

2. Redo the question

Teachers can quickly present the current question again.

3. Correct answer (For MC / Chem questions)

For questions with predetermined correct answers, the correct answer can be displayed after the session ends.

Correct Answer: 1/A ⊗
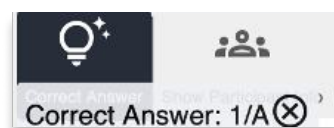
4. Word Cloud (For text-entry questions)

The Word Cloud feature assists teachers in quickly understanding the key points in participants' feedback by visually displaying recurring words in the responses. Larger words in the Word Cloud indicate higher frequency in participants' responses.

Words	Counts
learning	11
E-learning	8
or	6
e-learning	5
which	4
has	3
different	3
technologies	3

☑ Exclude common words ⤩ Reshuffle

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

5. Show Participant Info

Alongside direct message questions, student details and their answers will be visible if students have logged in using their names and/or student IDs.

MC / Likert scale question

Choice tab

ID	Name
4	Emily Cheung
3	Cathy Choi
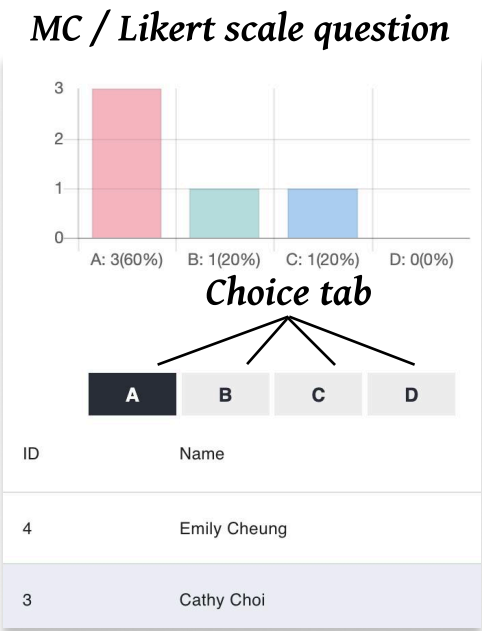
Text question

Order ↓	Answer	ID	Name
5	Evaluate assignments and provide detailed feedback, streamlining the grading process, ensuring consistency and saving teachers time.	5	Daniel Yu
4	AI can provide immediate feedback to students and offer virtual tutoring support, enhancing their understanding and learning outcomes	4	Emily Cheung
3	AI can also create personalized learning experiences for students, tailoring content and assessments to their individual needs and learning styles.	3	Cathy Choi
2	It can automate grading, lesson planning, and even administrative tasks, freeing up teachers' time for more engaging activities	2	Bob Lee
1	AI can enhance teaching by automating tasks, personalizing learning, and providing valuable insights.	1	Amy Chan

Value question

Median: 90   **Mean: 90.40**   **Mode: none**

Order ↑	Answer	ID	Name
1	88	5	Daniel Yu
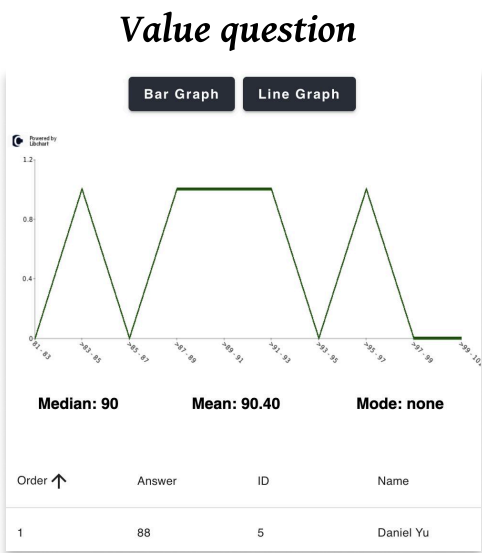
List question

	Answer List	
1	1 (20%)	▲
	Cathy Choi (3)	
2	4 (80%)	▼

6. Explanation

For questions with predetermined explanations, these can be displayed after the session concludes.

7. Compare (For Basic module)

The "Compare" button becomes visible after the current question ends and from the second question onwards. Teachers can compare the total responses between two questions.
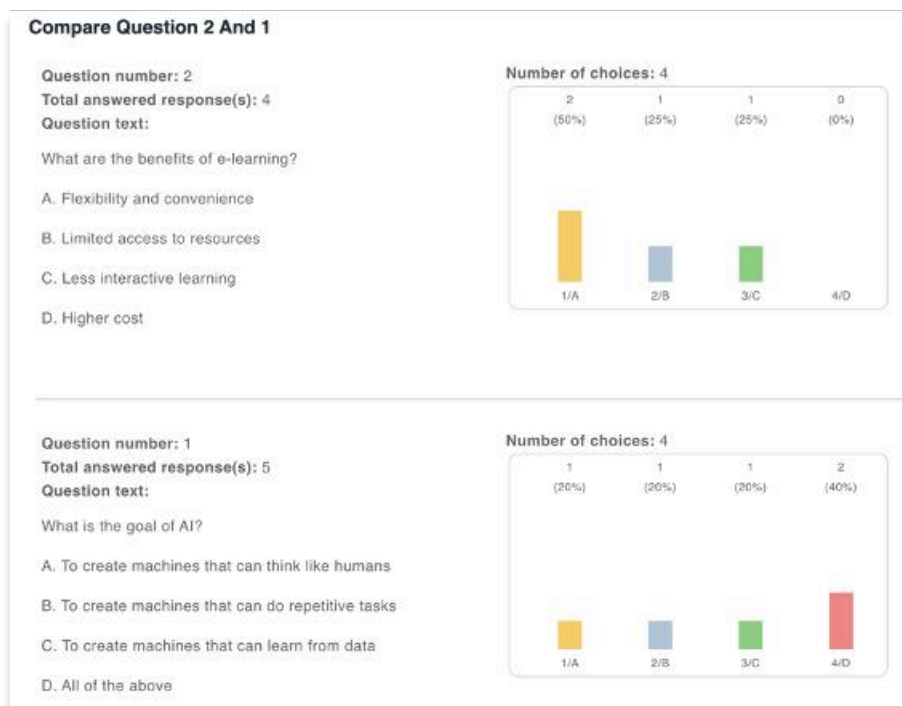
8. Ranking (For MC / Chem questions)

For MC and chemistry questions with predetermined correct answers, teachers can check the class ranking and review students' scores.

Reports

Access activity reports at any time after the session ends.

Teachers can access reports by selecting "My Activities" in the top right menu bar.

1. My Activities and Reports
   (For the new version of uReply)
2. Legacy Reports
   (For the previous version of uReply)
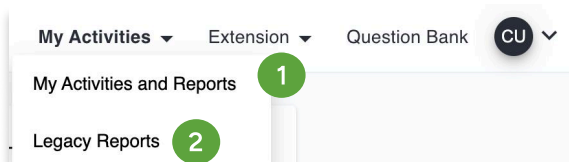
My Activities and Reports (For the new version of uReply)

After selecting the activity name, a list of assessments and in-class sessions will be displayed.

1. Report

- Full reports offer comprehensive details on responses from individual students.
- Lite reports give a general overview of class performance without revealing individual student data.
- "Participation Details" display participants' responses to each question along with response rates for each participant.
- Rankings are provided based on students' scores (applicable to multiple-choice and chemistry questions with specified correct answers).

Full report and Lite report
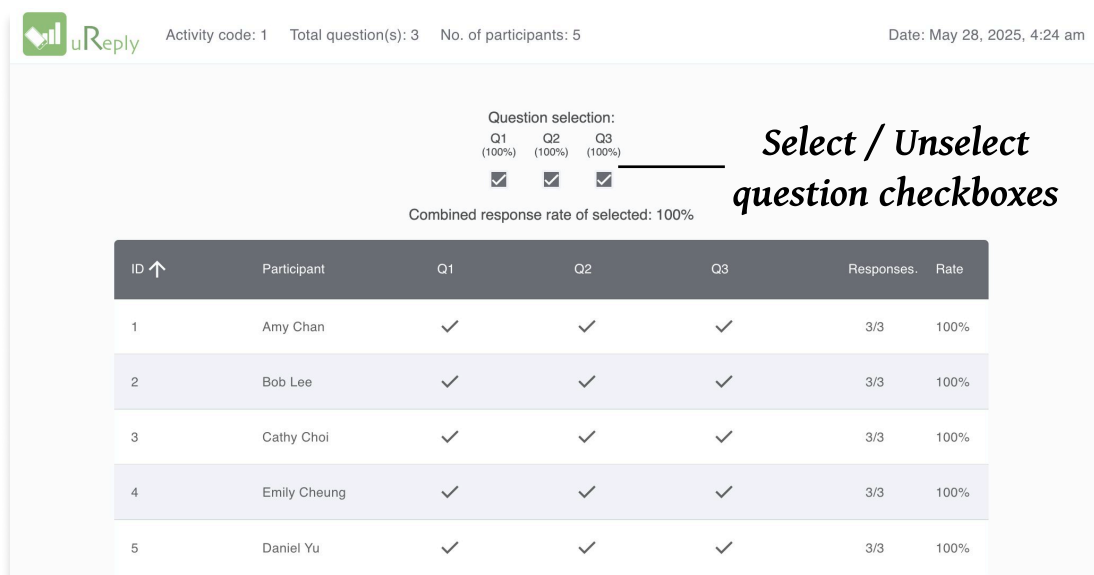
Download report in Excel format

Participation Details

Select / Unselect question checkboxes

2. Raw Data

- Data grouped by questions is presented in Excel format.
- Data grouped by participants is showcased in Excel format.

3. Combined Report

The combined report feature is accessible only for sessions in login mode.

1. Choose filter options such as class period, day of the week, and class timeslots to locate reports.
2. Select the report format - either worksheet or workbook.
3. Click the "Search" button.
4. Choose the sessions you want.
5. Click the "Download Combined Report" button.

The worksheet combines all selected sessions into a single spreadsheet,
The workbook divides each session into separate worksheets.

Legacy reports (For the previous version of uReply)

The "Legacy Report" page shows reports generated during the session by the previous version of uReply ONLY.

🔗 Useful Links

New version of uReply login page

https://ureply.mobi/teacher

Previous version of uReply login page

https://ureply.mobi/teacher/Desktop_teacher.php

uReply student login page

https://ureply.mobi

uReply website

https://web.ureply.mobi