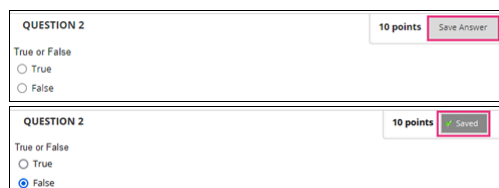


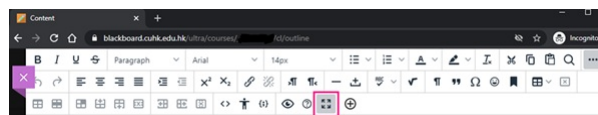
Points to note for students regarding Blackboard assignment and test submissions

Last Modified on 11/04/2025 9:30 am HKT

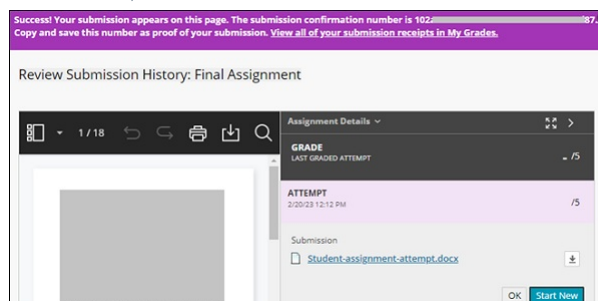
1. Please **reserve ample time** for submitting assignment or test attempts to Blackboard.
2. It is advised to **update the browser and the operating system (OS) to the latest available versions** before accessing Blackboard (Blackboard Help: [Browser Support](https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support) (https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support)).
3. Students should use a computer and the web version of Blackboard (<https://blackboard.cuhk.edu.hk> (<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) (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) (https://help.blackboard.com/Blackboard_App/Tests_and_Assignments)). And there is no auto-save feature.
4. 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-online-test-best-practices-for-teachers-and-supporting-staff) (<https://help.edtech.cuhk.edu.hk/docs/blackboard-online-test-best-practices-for-teachers-and-supporting-staff>).
5. **2FA (DUO Two Factor Authentication)** (<https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/>) is required for accessing Blackboard. Avoid changing your phone right before the assessment. Ensure that you have successfully enrolled your account and registered your device in DUO. Additionally, please check and attempt to sign on to Blackboard before the assessment.
6. 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) (<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%20Respondus%20LDB%20to%20update%20LDB%20to%20the%20latest%20version%20and%20perform%20self-practice%20and%20perform%20self-practice>) (https://www.cuhk.edu.hk/eLearning/c_systems/blackboard/Blackboard-OnlineCourse-CU-ITSC-EXAM-TRIAL.pdf) **after updating it**.
7. 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) (https://help.blackboard.com/Learn/Student/Original/Tests_and_Surveys)).
8. Please check the 'Save Answer / Saved' button regularly to see if the answers are automatically saved while taking the test on Blackboard.



For question types using the editor (e.g., Essay): If the editor window is expanded, the "Save Answer/Saved" button will be hidden. Please click the button as below to escape the Fullscreen view and check if your answers are saved.



9. To prevent session timeout, **avoid leaving Blackboard idle for a long period of time before submitting attempts**.
10. 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.
11. If students encounter any issues when submitting attempts on Blackboard, they should **record and report them to their instructors and/or TA immediately**.
12. Students should **make sure they have submitted their assignment or test attempts to Blackboard successfully**.
 - **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 work 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 confirmation ID: 103a162237432d87

Title of course: CUJ-2021 Blackboard Sandbox Course (ITSC-SC000000)

Course ID: 2021-ITSC-SC000000

Title of coursework: Final Assignment

Date/Time of submission: Feb-20, 2023 12:12 PM

Size of written submission: 0 bytes

Size and name of files received: Student-assignment-attempt.docx (18.0kb)

Unique Item ID (for administrator use only): _290000001_1

Questions: ellearning@cuhk.edu.hk

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

The screenshot shows the Blackboard 'My Grades' interface. On the left, a sidebar lists course navigation options, with 'My Grades' selected. The main content area displays a table of grades. The table has three columns: 'ITEM', 'LAST ACTIVITY', and 'GRADE'. Two rows are visible: 'Assignment' and 'Final Assignment', both marked as 'SUBMITTED'. Below the table, a 'Submission Receipts' link indicates there are 2 receipts.

- For more information, please refer to Blackboard Help: [Common Questions About Assignments](https://help.blackboard.com/Learn/Student/Original/Assignments/Assignments_FAQ) (https://help.blackboard.com/Learn/Student/Original/Assignments/Assignments_FAQ) (See 'How do I check that my assignment was submitted?').
- 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".

Test saved and submitted.

Student: [REDACTED]

Test: Exam Trial (simple auto grading - timer - auto submit)

Course: CU-ITSC-EXAM-TRIAL (ITSC-EXAM-TRIAL)

Started: 11/22/23 12:24 PM

Submitted: 11/22/23 12:25 PM

Time Used: 1 minute out of 2 minutes

Click OK to review results.

Wednesday, November 22, 2023 12:25:30 PM HKT

- Blackboard (Ultra Course View) Assignment and Test: Please refer to Blackboard Help: [Assessment Submission Confirmation](https://help.blackboard.com/Learn/Student/Ultra/Assignments/Submit_Assignments/Confirmation) (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 if you have questions.