Points to note for students regarding Blackboard assignment and test submissions

st Modified on 09/07/2025 12:33 pm HKT

1. Read through the user guides:

- Ultra Course View (Ultra)
 - Blackboard Help: Tests (https://help.blackboard.com/Learn/Student/Ultra/Tests and Surveys)
 - Blackboard Help: Submit Assignments (https://help.blackboard.com/Learn/Student/Ultra/Assignments/Submit_Assignments)
- Original Course View (Original)
 - Blackboard Help: Tests and Surveys (https://help.blackboard.com/Learn/Student/Original/Tests and Surveys)
 - Blackboard Help: Submit Assignments (https://help.blackboard.com/Learn/Student/Original/Assignments/Submit_Assignments)
- 2. Please reserve ample time for submitting assignment or test attempts to Blackboard.
- 3. 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)).
- 4. Students should use a computer and the web version of Blackboard (https://blackboard.cuhk.edu.hk
 - /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 in the Blackboard App (https://help.blackboard.com/Blackboard_App (https://help.blackboard_App (https://help. ents)).
 - 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.
- 5. 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).
- 6. 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
- 7. If you are required to use Respondus Lockdown Browser (LDB) (https://help.edtech.cuhk.edu.hk/docs/using-respondus-lockdown-browser-and-abcam-for-online-exams-for-cubk-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-lockdow

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

- 8. 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 (Original) (https://help.blackboard.com/Learn/Student/Original/Tests_and_Surveys), Tips for taking a test (Ultra) (https://help.blackboard.com/Learn/Student/Ultra/Tests_and_Surveys)).
- 9. Please check regularly to see if the answers are automatically saved while taking the test on Blackboard. • Ultra:
 - Every time an answer has been auto saved, you will see a Last saved notification at the bottom of the assessment.
 - YouTube Video: Test Taking and Submission (https://www.youtube.com/watch?v=Kkuldu3rrE0&list=PLontYaReEU1vndBOA5qA h9xk8U3&index=24)
 - - Blackboard Help: Tests (https://help.blackboard.com/Learn/Student/Ultra/Tests_and_Surveys)

• Original: 10

| QUESTION 2 | 10 points Save Answer |
|---------------|-----------------------|
| True or False | |
| ⊖ True | |
| ○ False | |
| QUESTION 2 | 10 points 🗹 Saved |
| True or False | |
| ○ True | |
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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.

• Original:



- 11. To prevent session timeout, avoid leaving Blackboard idle for a long period of time before submitting attempts.
- 12. For long answers, if feasible, students could consider saving 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.
- 13. If students encounter any issues when submitting attempts on Blackboard, they should report them to their instructors and/or TA immediately.
- 14. Students should make sure they have submitted their assignment or test attempts to Blackboard successfully.
 - Assignment and Test (Ultra): See Blackboard Help: Assessment Submission Confirmation ttps://help.blackboard.com/Learn/Student/Ultra/Assignments/Submit_Assignments/Confirmation)
 - Assignment (Original): 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

| | Copy and save | this number as proof of your submission. <u>View all of</u> | your submission receipts in My Grades. | |
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| | You successfully submitted your coursework. | Each time you submit coursework, you receive a unique confirmati | ion ID to verify when your submission was received. You can | view your submission on your My Grades page. |
| | Submission details: Submission confirmation ID: 102.a1E Title of course: CU-0201 Blackboard Sandbox to Course ID: 2021.1TSC-SC Title of coursevork: Final Assignment Date/time of submission: Obycen: Fib 20, 2023 32:12 Bize of written submission: Obycen: Assign Size and name of files received: Student-assign Unique tem ID (for administrator use only): | 62a687 Course (175C-SCC) PM 25 L_1 | | |
| | Students can check the s | ubmission receipt under 'My Grade | es' > 'Submitted' if it is set to be s | shown to students. |
| | CU-2021 Blackboard Sandbox Course (ITSC- SC0124) | My Grades | | |
| | Notifications | All Graded Upcoming Subr | mitted Orde | er by: Course Order 🗸 |
| | Announcements | ITEM | LAST ACTIVITY | GRADE |
| | Course Outline | Assignment Assignment | Sep 7, 2022 12:05 PM SUBMITTED | - 😣 |
| | Course Contents | Final Assignment Assignment | Feb 20, 2023 12:12 PM SUBMITTED | - 9 |
| | Discussion Board | | | |
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Please contact us at ITSC Service Desk (https://servicedesk.itsc.cuhk.edu.hk) or elearning@cuhk.edu.hk () if you have questions.