

The background is a light gray field filled with various educational icons in a sketchy, hand-drawn style. These icons include books, pencils, paper airplanes, globes, magnifying glasses, paint palettes, lightbulbs, and geometric shapes like triangles and circles. Some icons are highlighted with blue outlines or blue motion lines. Large, flowing blue abstract shapes are positioned on the right, top, and bottom edges of the page.

# **eCourse2 Platform Teacher and Teaching Assistant Manual**

# Table of Contents

## **I. Getting Started**

- 1-1 User Login
- 1-2 Interface Introduction
- 1-3 Accessing Courses
- 1-4 Course Page Overview

## **II. Course Materials**

- 2-1 Uploading Teaching Materials
- 2-2 Add Video Materials
- 2-3 Importing Materials
- 2-4 Modify Material Settings
- 2-5 Download Materials

## **III. Course Information Management**

- 3-1 Posting Announcements to the Bulletin Board
- 3-2 Course Outline
- 3-2 Course info

## **IV. Teaching Assistants**

- 4-1 Setting Up Teaching Assistants
- 4-2 Add Auditors
- 4-3 Modify Member Roles

## **V. Grades**

- 5-1 Configuring the Grade Percentage
- 5-2 Modify Grades
- 5-3 Grade Alerts
- 5-4 Uploading Semester Grades

## **VI. Course Activities**

- 6-1 Discussion Forum
- 6-2 Creating General Discussion Forums
- 6-3 Creating Unit Discussion Forums
- 6-4 Creating Assignments
- 6-5 Modify Assignment Settings
- 6-6 View Assignments

## **VII. Quiz - Creating Quiz**

## **VIII. Collaborative Learning - Add Peer Reviews**

## **IX. Multimedia Zone**

- 9-1 Multimedia Links
- 9-2 Set Up Cloud Classrooms
- 9-3 Manage Video Files

## **X. Online Surveys - Survey Analysis**

## **XI. Learning Track**

## **XII. System Management - Permission Settings**

# I. Getting Started

## 1-1 User Login

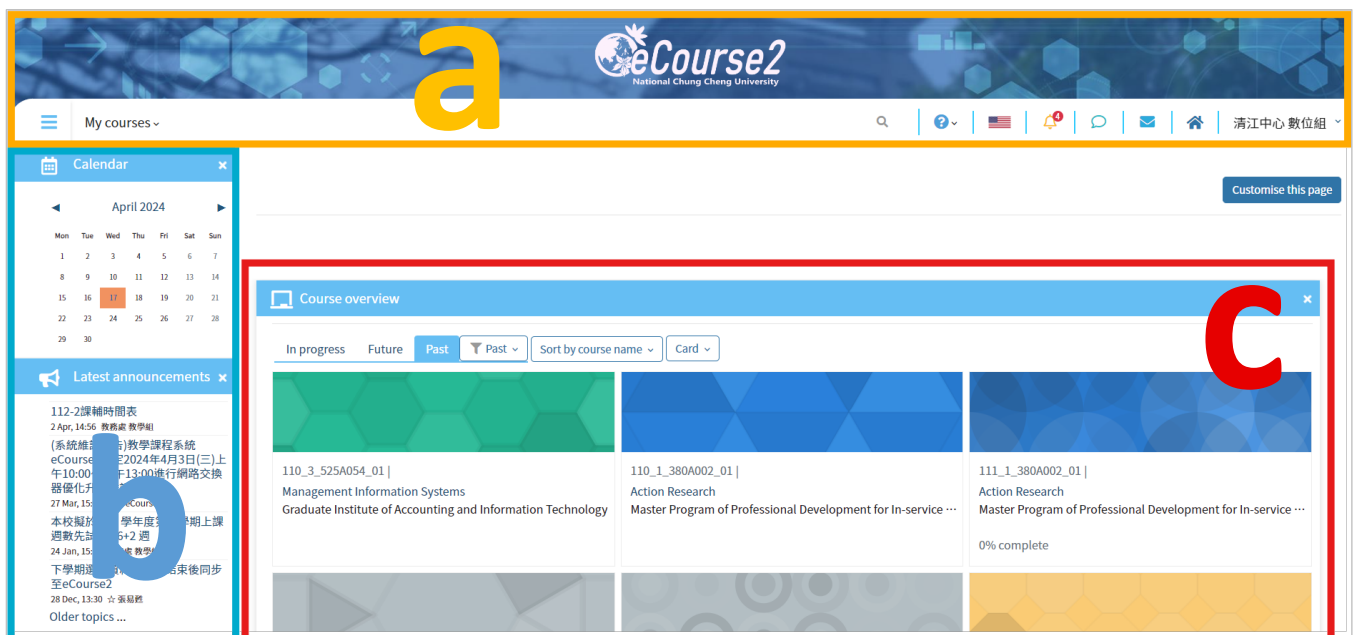
- Open your browser and go to this URL: <https://ecourse2.ccu.edu.tw/>
- Enter your **username** and **password** to log in.

Note: For teachers, log in with the CCU administrative account and password.



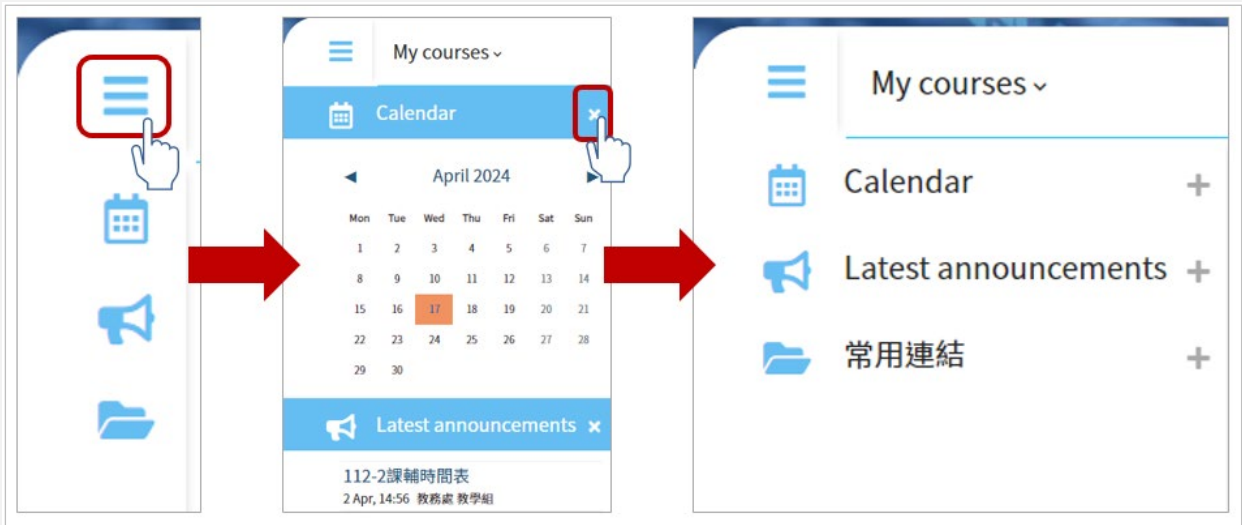
## 1-2 Interface Introduction

After log in, you will see the eCourse2 dashboard page, divided into sections a Navigation Bar, b Function bar, and c Content Area.



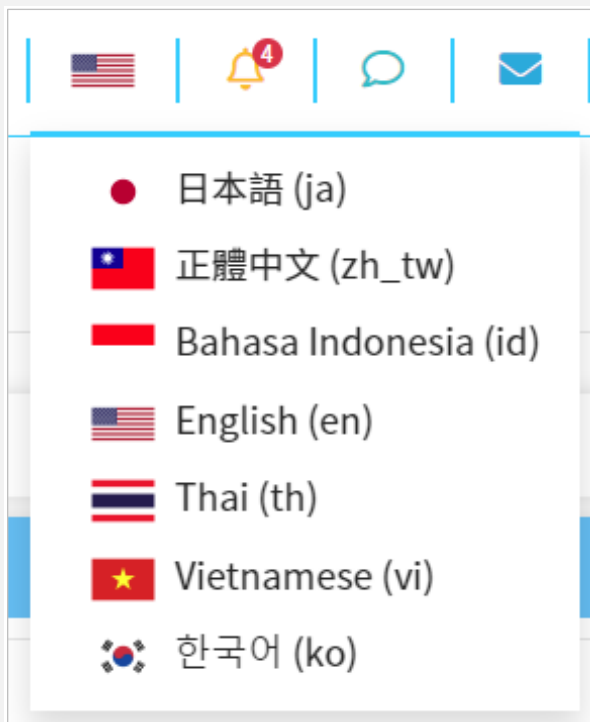
**a. Navigation Bar Section:** Toolbar Toggle, My Courses, User Feedback and Teaching Manuals, Language Options, Notifications, Messages, Home.

- Toolbar: Open and close the toolbar.



- My Courses: Displays all the courses the user is enrolled in on the eCourse2.
- User Feedback and Teaching Manuals: Members' issues report and eCourse2 instructional videos, guides, and manuals.

- Language Options: eCourse2 supports 7 languages.



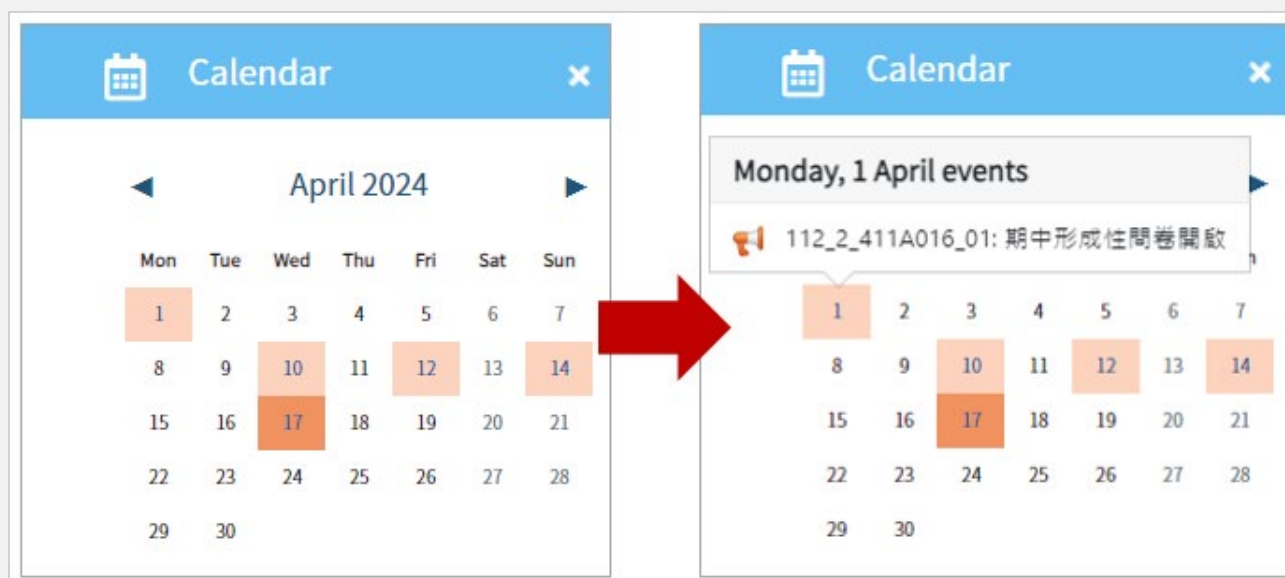
- Notifications: eCourse2 platform notifications lists.
- Messages: eCourse2 platform message lists.
- Home: Switch between the Homepage and the Dashboard page.

**b. Function Bar Section:** Latest News, Calendar.

- Latest News: Messages from the CCU administration department primarily contain announcements about eCourse2 and CCU schedule notifications.

Note: The [Latest Announcements] after entering a course are announcements published within that course.

- Calendar: Automatically displays events with set dates.



**c. Content Area Section:**

- Teaching Affairs Management: Includes an overview of teaching affairs, course outlines, etc.
- My Courses: Lists all the user's courses on the eCourse2 platform.

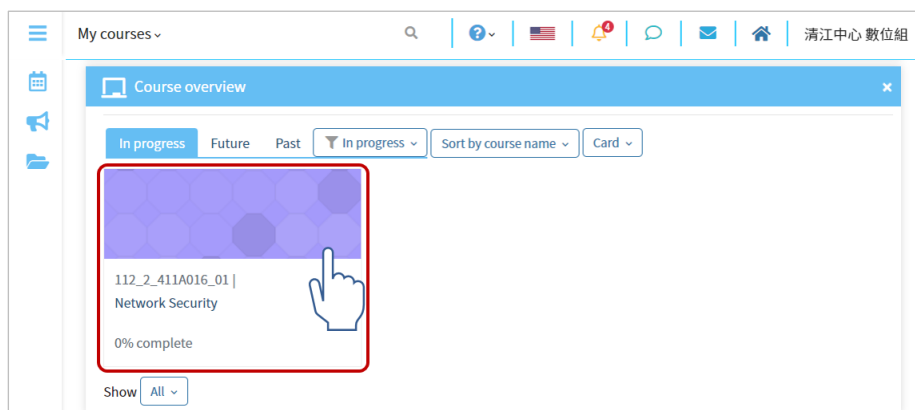
## 1-3 Accessing Courses

Two ways to access the course:

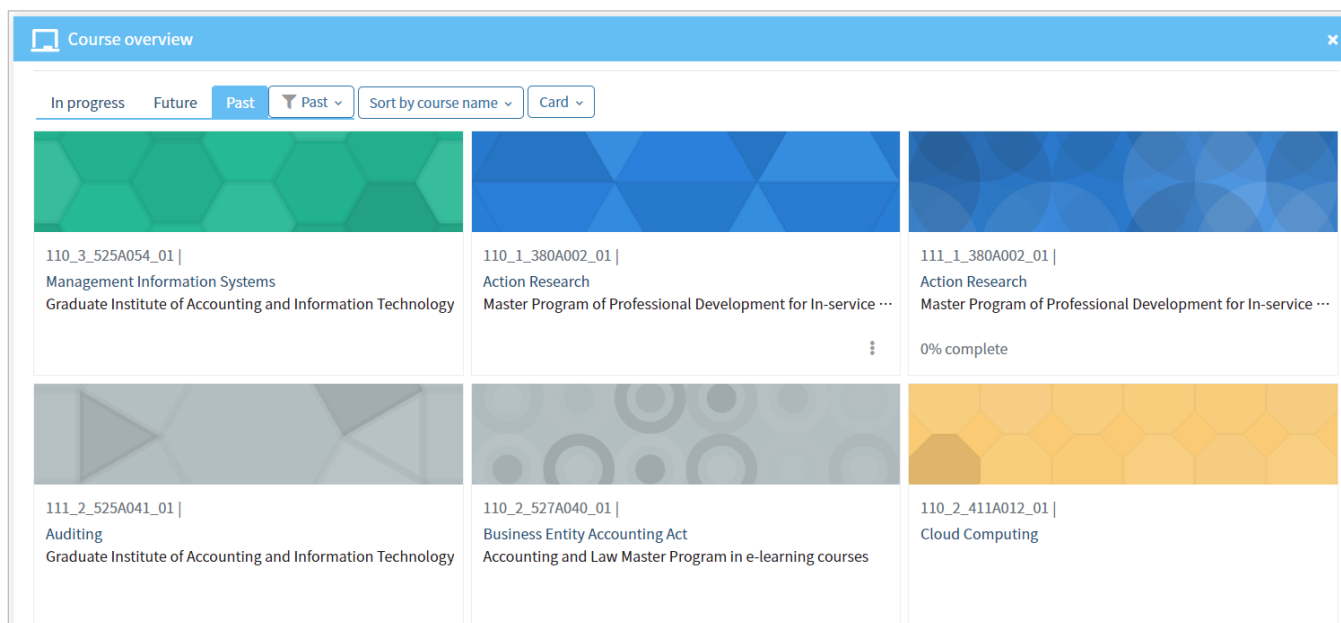
- 1 From Navigation Bar → My Courses → select a course.



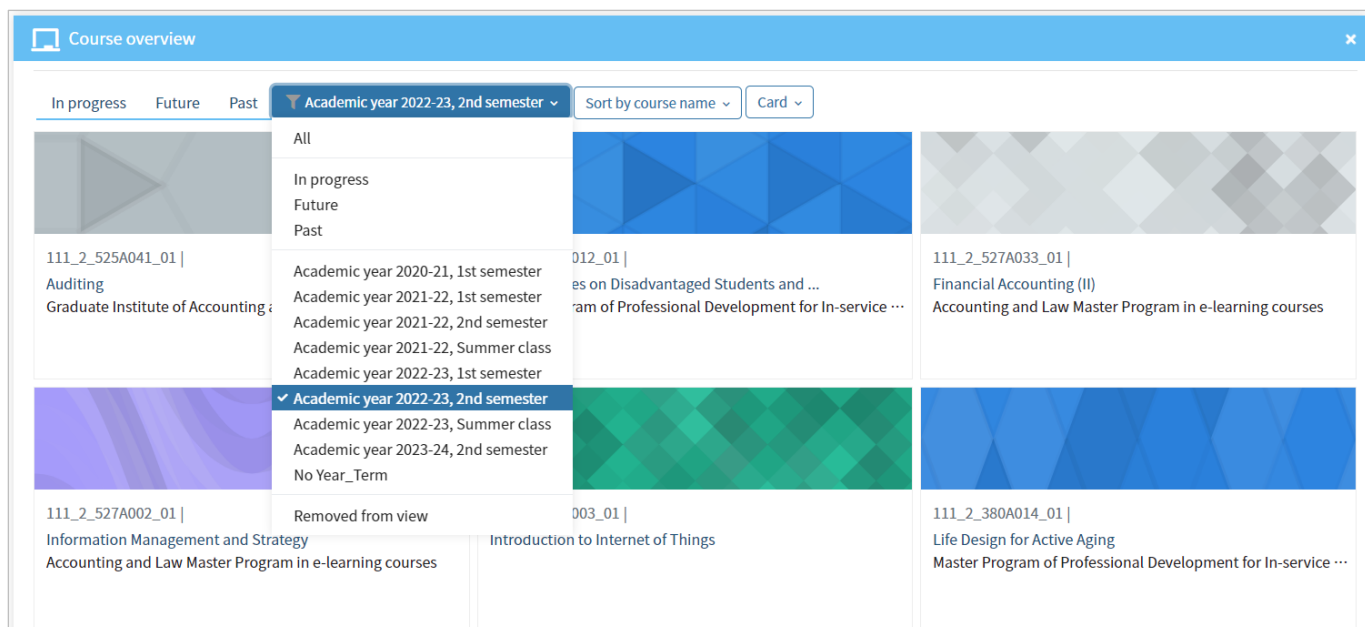
- 2 From Content Area Section -> Click on any course to access.



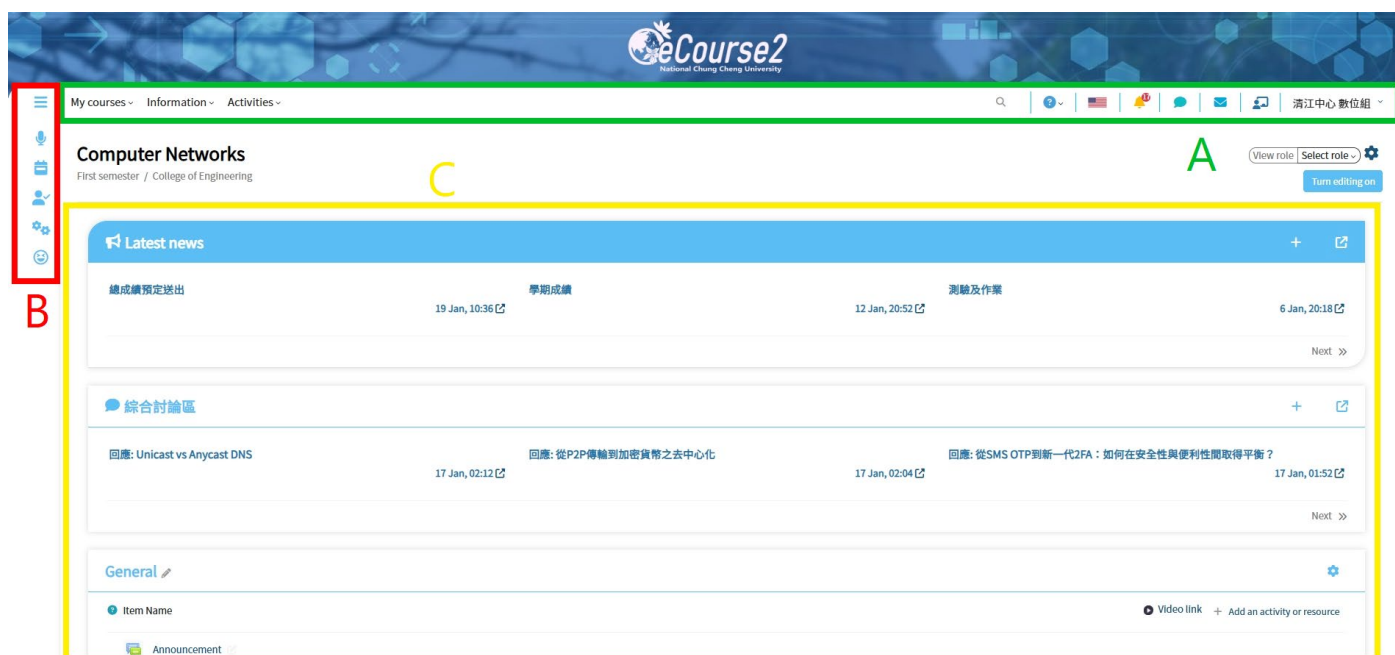
Note: Ongoing courses are automatically displayed. To find courses for a specific semester, click the right filter and choose the semester.







## 1-4 Course Page Overview



- A : When you access the course, it will automatically add two sections in Navigation Bar: [Course Information] and [Materials and Activities]
- B : The Function Bar allows customization of commonly used tools.
  - ① Activate Edit Mode.
  - ② Click on add a new block.
- C : Course Content Area: [Latest Announcements], [Discussion Forum], [Course Content].



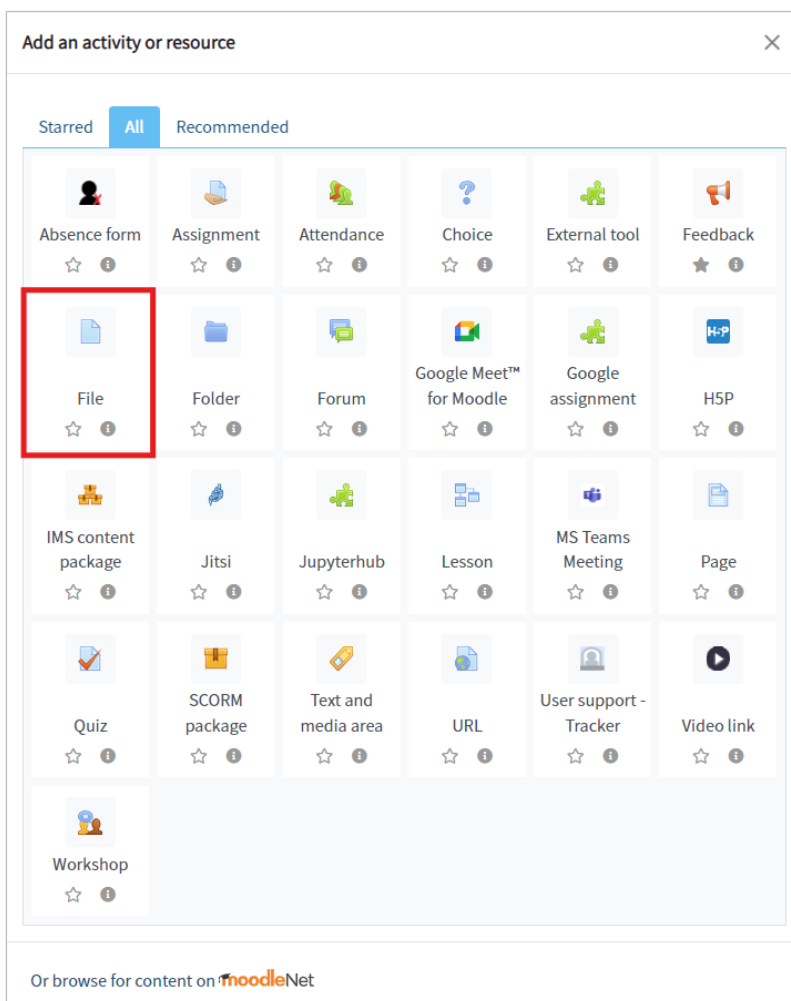
## II. Course Materials

### 2-1 Uploading Teaching Materials

- ①Click on “Course Content” and select “Unit 1” to start.
- ②Click on “+ Add an Activity or Resource” in the upper-right corner of Unit 1.



- ③Once entering the "Add an Activity or Resource" section, you can choose to add various activities or materials. Below is an example of adding a file.



④ Fill in the title, description, etc.

Note: Fields marked with a red exclamation mark are mandatory.

The form contains two main sections: 'Name' and 'Description'. The 'Name' section has a text input field with a red exclamation mark icon to its left, indicating it is mandatory. The 'Description' section has a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image. Below the editor is a checkbox labeled 'Display description on course page' with a help icon.

⑤ To uploading a file, the quickest method is to drag and drop the file directly from your computer folder into the unit.

The interface is titled 'Select files' and includes a note 'Maximum size for new files: 50MB'. It features a large dashed rectangular area with a downward arrow icon in the center. Below the area, the text reads 'You can drag and drop files here to add them.'.

⑥ Appearance, Common module settings restrictions can be adjusted to control the display status of course files.

The settings panel is divided into two sections. The 'Appearance' section includes a 'Display' dropdown menu set to 'New window', and three checkboxes: 'Show size', 'Show type', and 'Show upload/modified date'. A 'Show more...' link is located below these options. The 'Common module settings' section includes an 'Availability' dropdown menu set to 'Show on course page' and a checkbox for 'Send content change notification'. At the bottom are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red exclamation mark icon and the word 'Required' are at the bottom left.

## 2-2 Upload Video Materials

① Click on "Video link."



② Fill in the video file title.

**Settings**

Name for display ⓘ

☒ Use video link ☐ Use embed syntax ☐ Use Google drive

③ Insert the Video URL.

Video URL

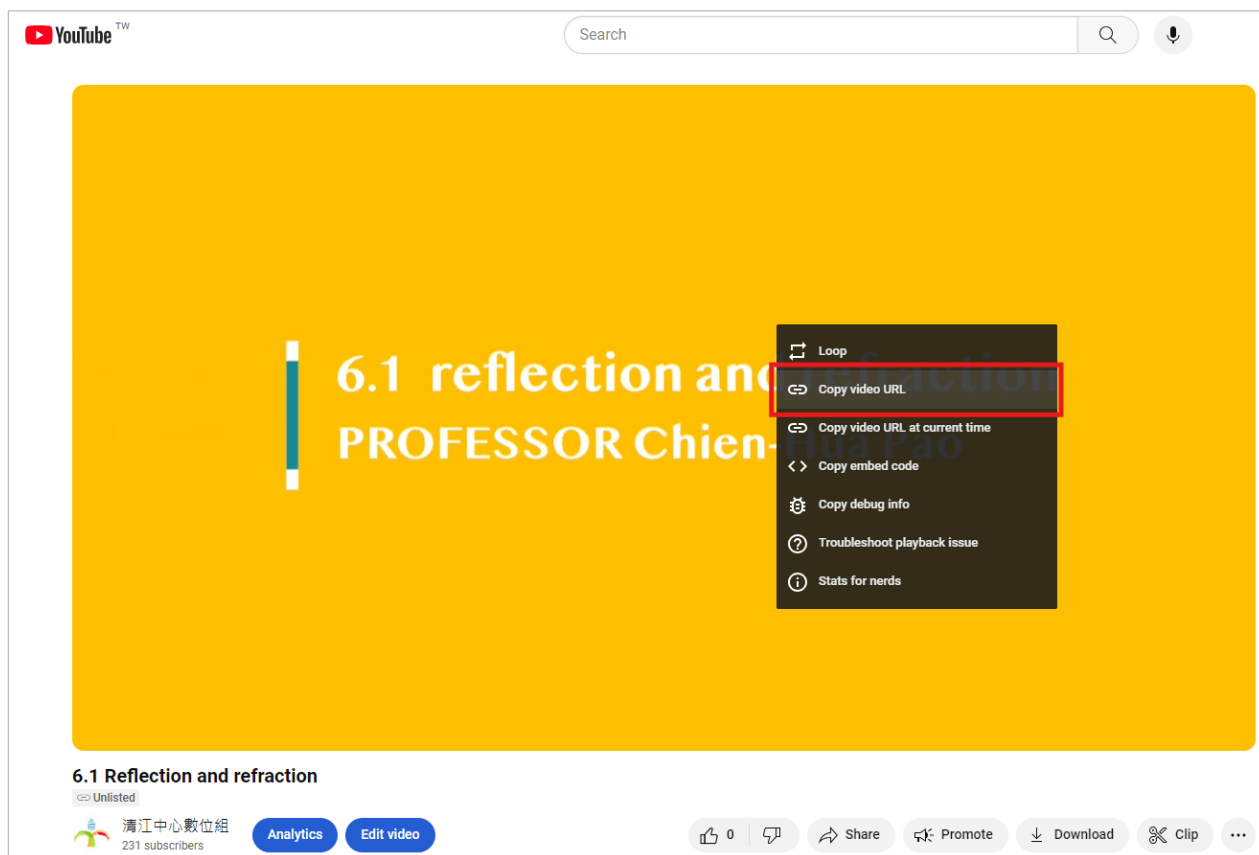
- When using a Google Drive video, select the "Use Google drive".

Name for display ⓘ

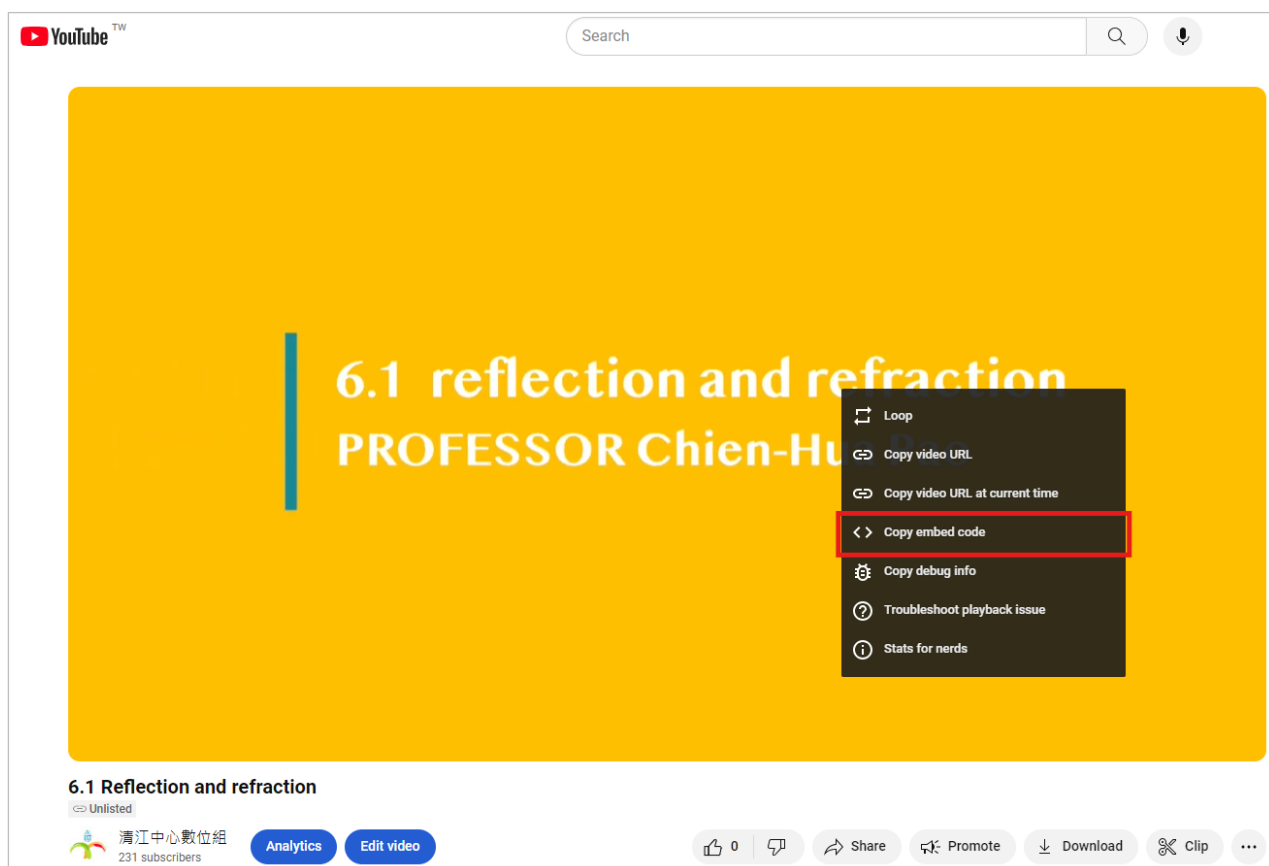
☐ Use video link ☐ Use embed syntax ☒ Use Google drive

Video URL

- For using a link URL, take YouTube as an example. Right-click on the video screen and choose [Copy Video URL].

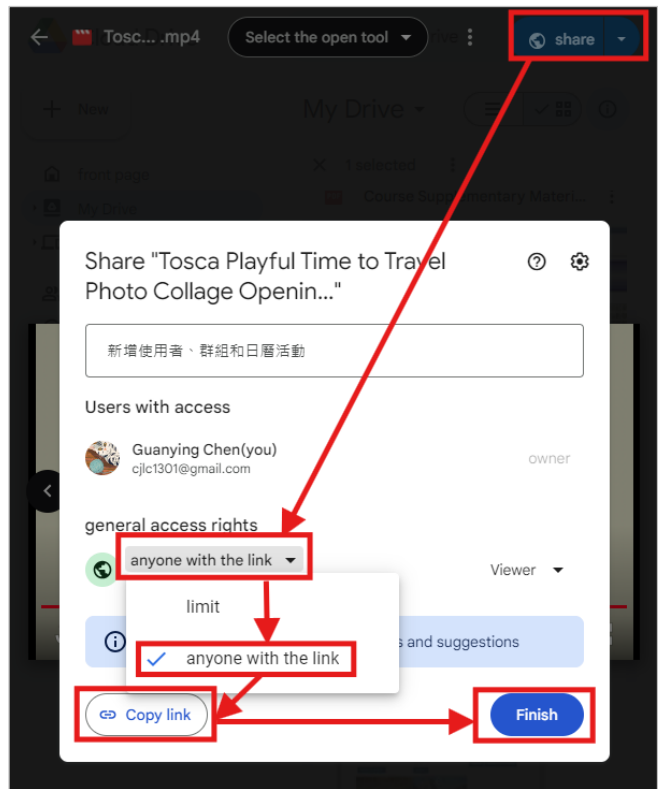


- For using embed code, take YouTube as an example, right-click on the video screen and choose [Copy Embed Code].



- To share Google Drive video, please follow these steps as below:

1. Log in your google drive and upload the video that you want.
2. Right-click on the video after uploading → [Share].
3. Adjust permissions to “Anyone with the link ” ( as shown ).
4. Click Finish.
5. Right-click on the video -> [Get shareable link].
6. Copy and paste the link in the [Video Link URL] field.



- ④ Set video **width**, **height**, and **display preferences**. After configuring, click "Save and Return to Course."

Settings

Name for display ⓘ

Video link

☐ Use video link
 ☐ Use embed syntax
 ☒ Use Google drive

Video URL

Width

800

Height

600

Display

On a seperate page ▾

> Common module settings

> Restrict access

> Activity completion

☐ Send content change notification ⓘ

Save and return to course

Cancel

ⓘ Required

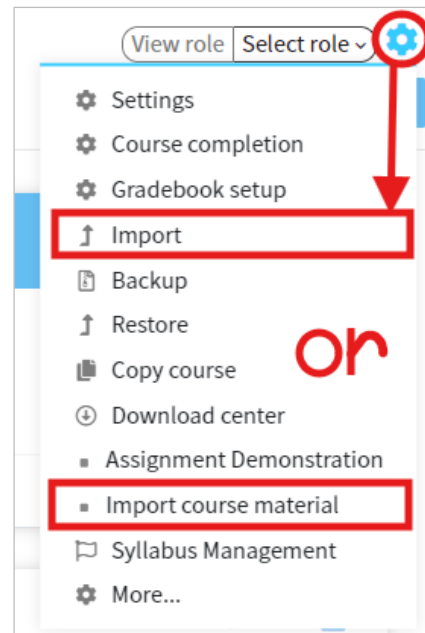
Note: If using the file method to upload videos, the video size must be limited to **50MB** or less.

## 2-3 Importing Materials

In the course settings menu, there are two options for importing materials: [Import] and [Import Course Materials].

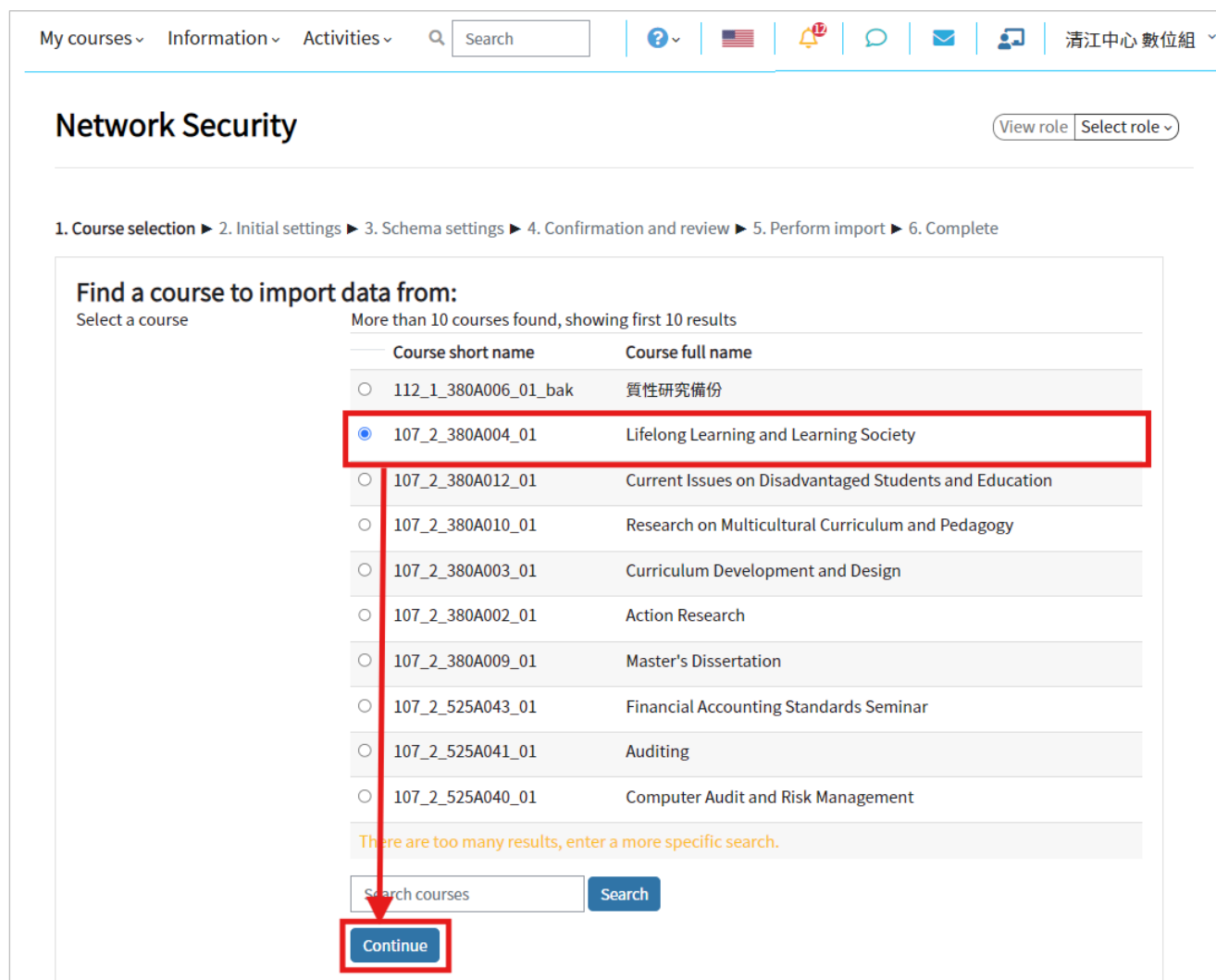
Note: These two options have different import restrictions.

- [Import]: It can import teaching materials from other courses managed by the teacher on eCourse2.
- [Import Course Materials]: Teachers can import materials from the other platform (cyberCCU or eCourse) with the same course code.



Steps for using [Import]:

- ❶ Click on [Settings] in the upper right corner, and select [Import].
- ❷ Click and selected the course materials that you want to import.



- ③ Click [Next] to complete the initial settings and subsequent schema settings steps.

My courses ▾ Information ▾ Activities ▾  ? ▾ 清江中心 數位組 ▾

## Network Security

[View role](#) [Select role ▾](#)

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

### Import settings

- ☒ Include permission overrides
- ☒ Include activities and resources
- ☒ Include blocks
- ☒ Include files
- ☒ Include filters
- ☒ Include calendar events
- ☒ Include question bank
- ☒ Include groups and groupings
- ☒ Include custom fields
- ☒ Include content bank content
- ☒ Include legacy course files

[Jump to final step](#) [Cancel](#) [Next](#)

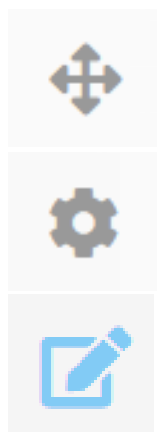


## 2-4 Modifying Material Settings

On the main page, there are editable items on the course content.



On editing mode, all the adjustable objects will appear various icons representing modifications or edits (as above)



: You can move and adjust the arrangement of items.

: Edit the summary of the unit.

: Edit the title.

## 2-5 Downloading Material

The screenshot shows the 'Download center' interface. At the top, there are tabs for 'My courses', 'Information', and 'Activities'. Below the tabs, the 'Download center' title is followed by a description: 'Here you can download single materials of this course in a ZIP archive.' A dropdown menu is open, showing options: 'General Forum', 'Download', 'Assignment', 'Quiz', 'Workshop', and 'Videos'. The 'Download' option is highlighted. Below the menu, there is a section titled 'Select All / None (Show type options)'. A list of items is shown, each with a checkbox and a folder icon. The items are: '非同步課程作業繳交區', '第二週', '第三週', '第四週', '第五週', '第六週', '第七週', '第八週', '第十週', '第十一週', '第十二週', '第十六週', '第十八週', '議題討論區', '議題2: 期中形成性問卷填答(完成填答者將額外獲得加分)', '線上測驗1', '小考1解答', '第一週面授 (2\_24)', and '112-2 網路安全課程介紹'. The 'Create ZIP archive' button is highlighted at the bottom right, with a 'Cancel' button next to it. Red arrows indicate the sequence of actions: from the 'Download' menu item to the list of items, and from the 'Create ZIP archive' button.

- ❶ Click on “Download” from Materials & Activities menu.
- ❷ Click the files you want to download as a zip package.
- ❸ Click "Create ZIP archive."

Note: It can download files only. It cannot download video link, assignment, quiz and etc. The file size should be within 1GB for a single download.

# III. Course Information Management

## 3-1 Posting Announcements to the Bulletin Board

❶ Click on the [+] on the right next to the latest announcement to enter.




❷ Fill in the subject title, message... etc., and then upload attachment files.


The screenshot shows the 'Add discussion topic' form. It has three main sections: 'Subject', 'Message', and 'Attachment'. The 'Subject' field is a simple text input. The 'Message' field is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and list creation. The 'Attachment' section includes a 'Discussion subscription' checkbox and a file upload area. The file upload area has a dashed box for dragging files and a text prompt: 'You can drag and drop files here to add them.' Above the file upload area, it states 'Maximum file size: 50 MB, maximum number of files: 1'. There are red asterisks (\*) next to the 'Subject' and 'Message' fields, indicating they are mandatory.

Note: Fields marked with a red asterisk are mandatory.


③ You can set a **display period** to manage the announcement in advance. Please check the " **Enable** " box and confirm the posting when finished.

▼ **Display period**

Display start ? 7 May 2024 16 42  ☒ **Enable**


Display end ? 7 May 2024 16 42  ☐ Enable


**Post to forum** Cancel

 Required

Note: If you check "**Pinned**", this announcement will be placed at the top of the latest announcements.

Attachment

 Files

☒ Pinned 

Pinned discussions will appear at the top of a forum.

☐ Send forum post notifications with no editing-time delay

My courses ▾

Information ▾

Activities ▾

Q

?

US Flag

15

🔔

💬

✉️

👤

清江中心 數位組 ▾

FORUM

Announcement

View role

Select role ▾

⚙️ ▾

Network Security / Announcement

Announcement

General news and announcements

?

Search forums

Q

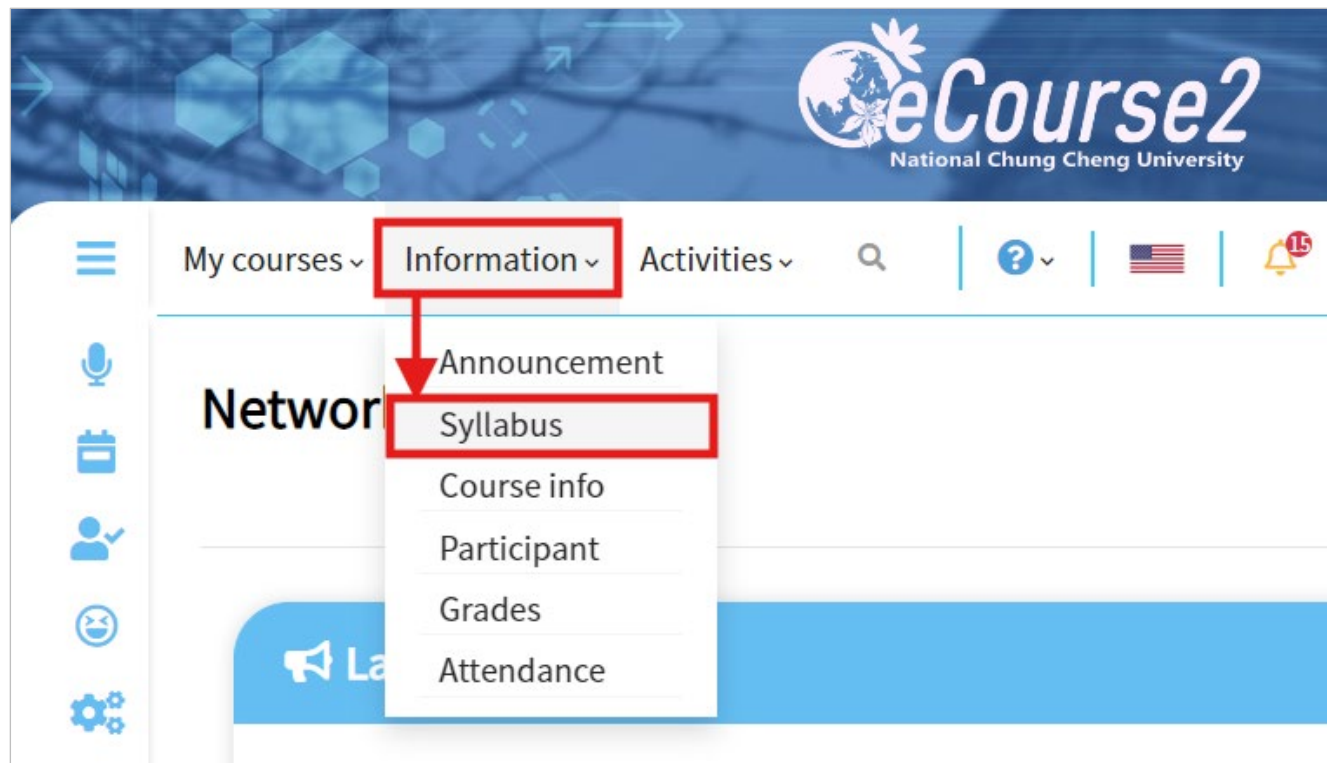
Add discussion topic

Discussion ↓	Started by	Last post	Replies
<div>🔔</div> <div>議題討論已開放</div>	<div>👤</div> <div>27 Mar 2024</div>	<div>👤</div> <div>27 Mar 2024</div>	<div>0</div> <div>⋮</div>
<div>☆</div> <div>線上小考1</div>	<div>👤</div> <div>10 Apr 2024</div>	<div>👤</div> <div>10 Apr 2024</div>	<div>0</div> <div>⋮</div>

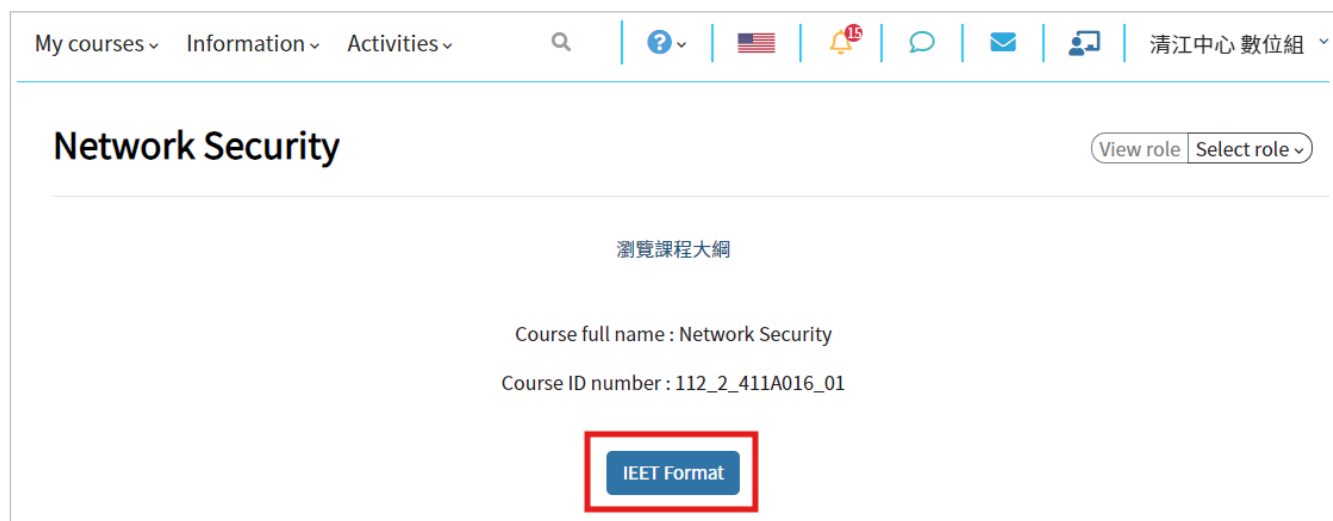
## 3-2 Course Outline

There are two ways to generate the course outline: uploading files and filling out online.

❶ After entering the course, click on "Course Information" -> "Course Outline" to access the course outline page.



❷ Select [IEET Format] at the top.



### ③ Fill in the form content.

Course Title (Chinese) :	<input type="text" value="網路安全"/>	Teaching Unit :	<input type="text" value="雲端計算與物聯網數位學習碩士在職專班"/>
Course Title (English)	<input type="text" value="Network Security"/>	Course Code	<input type="text" value="411A016_01"/>
Lecturer :	<input type="text"/>	Number of Credits	<input type="text"/>
Mandatory/Elective	<input type="text" value="Elective"/>	Year	<input type="text"/>
Prerequisites :	<input type="text"/>		
Course Introduction :	<input type="text"/>		
Learning Goals :	Number of Learning Goals : <input type="text" value="1"/> Learning Goals :		

Textbook :	Textbook list: <table border="1"> <thead> <tr> <th>Name</th> <th>Author</th> <th>ISBN</th> <th>Other</th> <th>Operation</th> </tr> </thead> <tbody> <tr> <td colspan="5">No textbook</td> </tr> <tr> <td colspan="5"><input type="button" value="+"/></td> </tr> </tbody> </table> More description: <input type="text"/>	Name	Author	ISBN	Other	Operation	No textbook					<input type="button" value="+"/>				
Name	Author	ISBN	Other	Operation												
No textbook																
<input type="button" value="+"/>																

Course Syllabus		Course Syllabus - Number of Units : <input type="text" value="1"/>				Core Capabilities	Remarks
Topic	Content	Lecture	Demonstration	Assignment	Others	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="7"/> <input type="text" value="8"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

#### Education Goals

- 1.具雲端計算及物聯網相關科技產業研發及創新之能力
- 2.具團隊合作精神及專案執行之能力
- 3.具自我挑戰與終身學習能力之人才
- 4.具有專業倫理及國際觀之人才

#### Core Capabilities

- 1.具有雲端計算與物聯網領域之專業知識。
- 2.具有創新思考、問題解決、獨立研究之能力。
- 3.具有撰寫專業論文及簡報之能力。
- 4.具有策劃及執行專題研究之能力。
- 5.具有溝通、協調、整合及進行跨領域團隊合作之能力。
- 6.具有終身學習與因應資訊科技快速變遷之能力。
- 7.認識並遵循學術與工程倫理。
- 8.具有國際觀及科技前瞻視野。

Please respect to the intellectual property rights, do not photocopy the textbooks which assigned by professors.

Course Details :
1. Teaching Materials(Checkboxes) : <input type="checkbox"/> Self Developed <input type="checkbox"/> Provided by Textbook Authors
2. Teaching Methods(Checkboxes) : <input type="checkbox"/> Lecture Slides <input type="checkbox"/> Blackboard Teaching
3. Grading Methods(Checkboxes) :
<input type="checkbox"/> Attendance <input type="text" value=""/> %
<input type="checkbox"/> Quiz <input type="text" value=""/> %
<input type="checkbox"/> Assignment <input type="text" value=""/> %
<input type="checkbox"/> Programming <input type="text" value=""/> %
<input type="checkbox"/> Technical Report <input type="text" value=""/> %
<input type="checkbox"/> Project Report <input type="text" value=""/> %
<input type="checkbox"/> Mid-Term Exam <input type="text" value=""/> %
<input type="checkbox"/> Final Exam <input type="text" value=""/> %
<input type="checkbox"/> Final Report <input type="text" value=""/> %
<input type="checkbox"/> Other <input type="text" value=""/> %
4. Teaching Resources : <input type="checkbox"/> Course Web Site <input type="checkbox"/> Downloadable Electronic Materials <input type="checkbox"/> Lab Web Site
5. Other requirements : <input type="text"/>

Relationship between course education goals and core capabilities	
Please select : <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="7"/> <input type="text" value="8"/>	
1	具有雲端計算與物聯網領域之專業知識。
2	具有創新思考、問題解決、獨立研究之能力。
3	具有撰寫專業論文及簡報之能力。
4	具有策劃及執行專題研究之能力。
5	具有溝通、協調、整合及進行跨領域團隊合作之能力。
6	具有終身學習與因應資訊科技快速變遷之能力。
7	認識並遵循學術與工程倫理。
8	具有國際觀及科技前瞻視野。
PS: 1.Others include activities such as field trips, seminar talks, etc. 2.Course Details	

- ④ After completion, click [Confirm] at the bottom.

PS: 1.Others include activities such as field trips, seminar talks, etc.  
2.Course Details

Confirm

Reset

- ⑤ Return to step 1 page and continue to fill in the Course Introduction.

IEET Format

Course Introduction  
為配合教育部「大學校院課程資源網」調查，敬請協助於方框內填入此課程之「課程概述」。

Please enter content here.

- ⑥ Upload files.


Course Syllabus File

Course Syllabus

Template Download

Maximum file size: 50 MB, maximum number of files: 2, maximum total size: 100 MB

檔案

<input type="checkbox"/>	Name	Last modified	Size	Type
<input type="checkbox"/>	 112-2 網路安全課程大綱_王發宏.pdf	2024/03/8 21:40	218.5 KB	PDF 文件

Accepted file types:  
Excel 2007 spreadsheet .xlsx  
Excel spreadsheet .xls  
HTML document .htm .html  
PDF document .pdf  
Powerpoint 2007 presentation .pptx  
Powerpoint presentation .ppt  
Text file .txt  
Word 2007 document .docx  
Word document .doc

21



⑦ Select the Course Types, Teaching Materials, Teaching Methods, and Grading Methods content.

三、Course Types(Checkboxes):	<input type="checkbox"/> Humanities and Caring Course	<input type="checkbox"/> Competition Project Course	<input checked="" type="checkbox"/> Problem Based Course	<input type="checkbox"/> Project Based Course	<input type="checkbox"/> Capstone Course	<input type="checkbox"/> Practical Course	<input type="checkbox"/> Internship Course
	<input type="checkbox"/> Other						
四、Teaching Materials(Checkboxes):	<input type="checkbox"/> Self Developed	<input checked="" type="checkbox"/> Lecture Handout	<input type="checkbox"/> Self Edited Textbooks	<input type="checkbox"/> Teaching Program	<input checked="" type="checkbox"/> Self Made Teaching Video	<input type="checkbox"/> Other	
五、Teaching Methods(Checkboxes):	<input checked="" type="checkbox"/> Lecture Slides	<input checked="" type="checkbox"/> Group Discussion	<input checked="" type="checkbox"/> Student Oral Report	<input checked="" type="checkbox"/> Problem Based Learning	<input type="checkbox"/> Case Study	<input type="checkbox"/> Other	
六、Grading Methods(Checkboxes):	<input checked="" type="checkbox"/> Mid-Term Exam	<input checked="" type="checkbox"/> Final Exam	<input type="checkbox"/> Quiz	<input checked="" type="checkbox"/> Assignment	<input type="checkbox"/> Homework	<input type="checkbox"/> Mid-Term Report	<input checked="" type="checkbox"/> Final Report
	<input type="checkbox"/> Project Report	<input type="checkbox"/> Evaluation Ruler	<input type="checkbox"/> Other				

⑧ Click [Save Changes] at the bottom.

Save changes

Cancel

Click "Save Changes" button for saving files, otherwise file will not be uploaded.

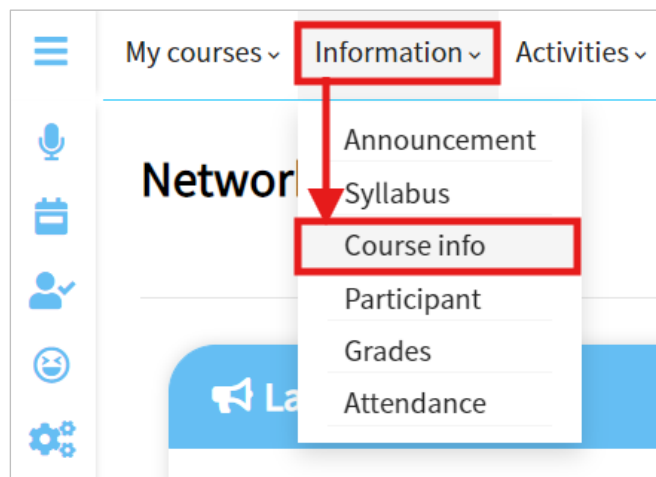
### 3-3 Course info

Selected Information -> Course info to enter the page. Content includes course information and teacher & assistant details to help students have a basic understanding.

Information -> Course info

Course info

Teacher & Assistant



My courses ▾ Information ▾ Activities ▾

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## Network Security

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### Course info

Credit: 3  
Compulsory/Elective: Elective  
Room: EA104  
Schedule: Sat. 3,4,5  
Year\_Term: Academic year 2023-24, 2nd semester  
E-learn course: Yes

### Teacher & Assistant

Teacher : ☆ 王銘宏  
Teaching Assistant : 612410098 張昌聖、811410001 曾裕堯

王☆

☆ 王銘宏

[Message](#) [Add to contacts](#)

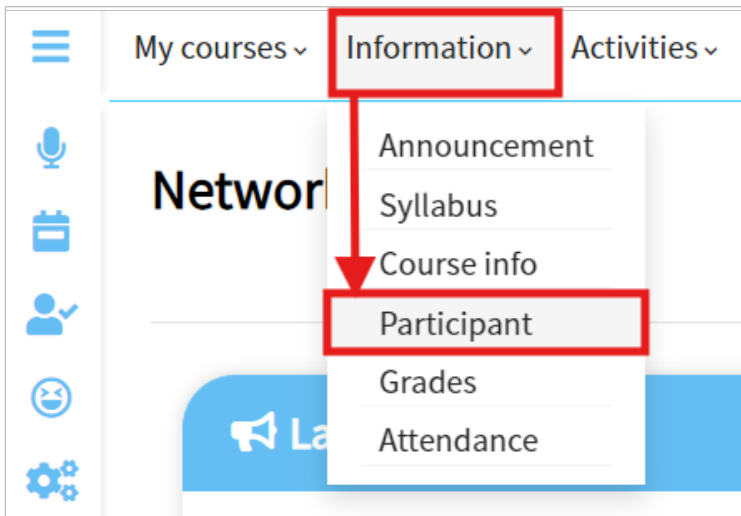
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**User details**  
**Email address**  
tonymhwang@ccu.edu.tw  
**Timezone**  
Asia/Taipei  
**Department**  
資訊工程學系

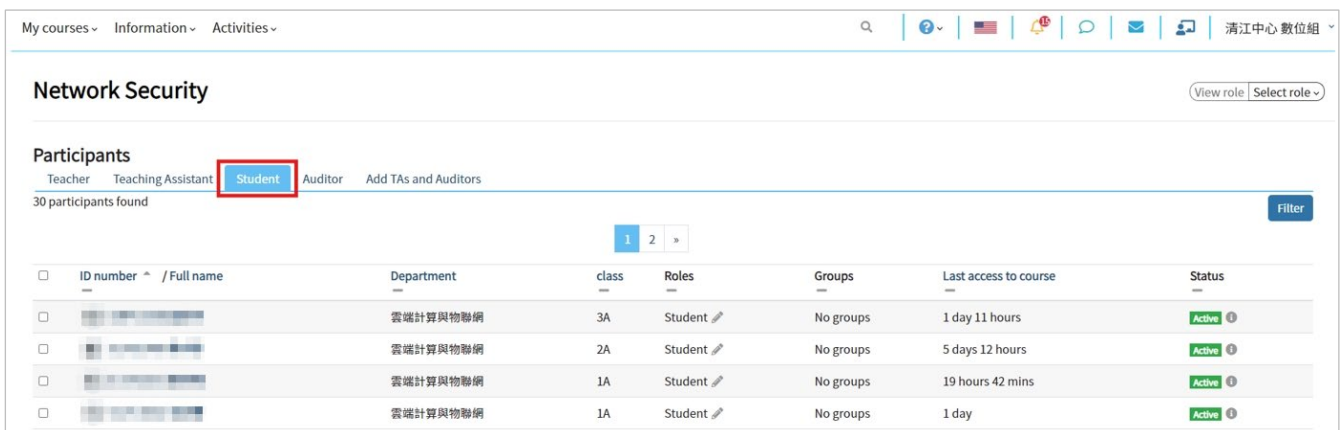
# IV. Teaching Assistants

## 4-1 Setting Up Teaching Assistants

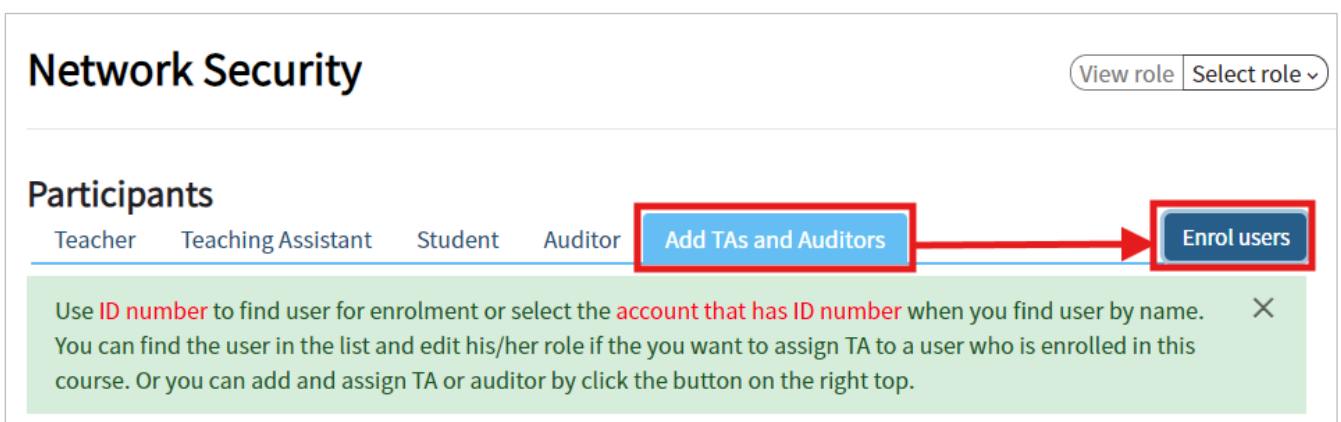
❶ Click on "Information" -> "Participant".



❷ It will display the list of course students by default.



❸ Click on "Add TAs and Auditors"-> "Enrol users".



Note: If the teaching assistant you want to add is in the student list, you can simply edit their role to set it.

- 4 Fill in the student ID number or full name, and Assign role as "Teaching Assistant." Click "Enrol users" when it's completed.

The image shows two screenshots of the 'Enrol users' form. The left screenshot shows the 'Enrolment options' section with a search box containing 'tea411' and a dropdown menu showing 'tea411a 專班認證教師'. The right screenshot shows the 'Assign role' dropdown menu with 'Teaching Assistant' selected. Red boxes and arrows highlight the search box, the role dropdown, and the 'Enrol users' button.

Members who are already in the course will not be listed in the dropdown menu. You must find the member you wish to adjust from the member list in order to change their role. Please refer to section 4-3 for instructions on changing member roles.

## 4-2 Add Auditors

The process of adding Auditor follows the same steps as mentioned above for teaching assistants, with the only difference being the Assign role.

## 4-3 Change Member Roles

For example: Changing a student to be a teaching assistant

- 1 Click on "Course Information" -> "Members." Find the member who needs to be changed from the member list.

The screenshot shows the 'Members' page in a learning management system. The 'Information' dropdown menu is open, showing 'Course info' selected. The table below lists members with columns for ID number, Full name, Department, class, Roles, Groups, Last access to course, and Status.

ID number	Full name	Department	class	Roles	Groups	Last access to course	Status
		雲端計算與物聯網	3A	Student	No groups	1 day 11 hours	Active
		雲端計算與物聯網	2A	Student	No groups	5 days 12 hours	Active
		雲端計算與物聯網	1A	Student	No groups	19 hours 55 mins	Active
		雲端計算與物聯網	1A	Student	No groups	1 day	Active
		雲端計算與物聯網	1A	Student	No groups	1 day 12 hours	Active

② Under the "Role" section, click on the **pencil icon**



on the right to edit.

Participants

Teacher Teaching Assistant **Student** Auditor Add TAs and Auditors

30 participants found Filter

1 2 >

ID number ^ / Full name	Department	class	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	雲端計算與物聯網	3A	Student	No groups	1 day 11 hours	Active ⓘ
<input type="checkbox"/>	雲端計算與物聯網	2A	Student	No groups	5 days 12 hours	Active ⓘ
<input type="checkbox"/>	雲端計算與物聯網	1A	Student	No groups	19 hours 55 mins	Active ⓘ
<input type="checkbox"/>	雲端計算與物聯網	1A	Student	No groups	1 day	Active ⓘ

③ Choose the predefined role from the dropdown menu, and Click the **save icon** at the top of the menu to save, or the **cancel icon** to cancel changes.

class Roles

3A

2A

1A

1A

1A

1A

Student

Teacher

Teaching Assistant

Auditor

Teacher for Certification

Student for Certification

隨班附讀生

Note: The role of a **student** can only be changed to **Teaching Assistant or Auditor**.

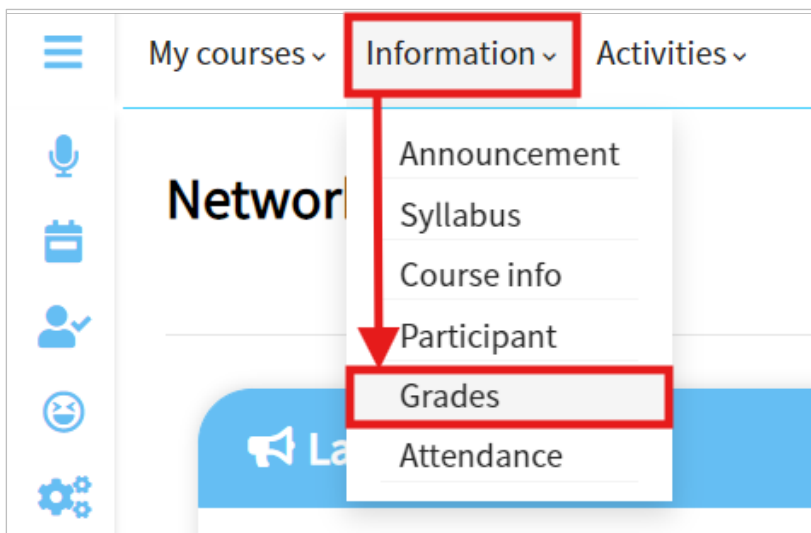
# V. Grades

There are two sources for grades:

1. **Generated automatically by the system:** For example, adding **quiz, assignment, or attendance** in the course content.
  2. **Custom section:** You can click on "**Add Grade Item**" on the " Setup " page.
- **Grader Report:** Allows a quick overview of all students' grade situations.  
Note: To adjust a student's score, the **edit mode** must be activated.
  - **Setup:** Adjusts the weightage of each grade item.

## 5-1 Setting Grade Percentages

- 1 Click on the "Information" from navigation bar -> "Grades" to enter.



- 2 Click on " Setup " (Gradebook Setup).

## Network Security

View role Select role

View Setup Letters

Gradebook setup Course grade settings Preferences: Grader report

### Gradebook setup

Name	Percentage ?	Max grade	Actions
Network Security		-	Edit
Attendance	0.0	100.00	Edit
習題練習	0.0	100.00	Edit





③ Click on "Add Grade Item."

↑	測驗八-弱勢學生與教育公平	1.0	100.00	Edit ▾
↑	測驗四-弱勢學生課業輔導	1.0	100.00	Edit ▾
Course total 100%.			100.00	Edit ▾

Save changes

Add grade item Add category

④ Fill in the item name and other required information as shown below, then click 【Save Changes】 when you're finished.

清江中心 數位組 ▾ ▾

## Current Issues on Disadvantaged Students and Education

View role Select role ▾

Gradebook setup / New grade item


### New grade item


Collapse all


Grade item


Item name


Show more...


Grade type  Value ▾

Scale  Use no scale ▾


Maximum grade  100.00

Minimum grade  0.00


☐ Hidden 

☐ Locked 

Parent category

Item percentage  0.0000

Save changes Cancel





⑤ Set up the **percentage**, and after configuring, click on **save changes**.

### Gradebook setup

Name	Percentage ?	Max grade	Actions
Current Issues on Disadvantaged Students and Education		-	Edit ▾
Attendance	<input type="text" value="0.0"/>	100.00	Edit ▾
作業一	<input type="text" value="1.0"/>	100.00	Edit ▾
作業二	<input type="text" value="1.0"/>	100.00	Edit ▾
作業四	<input type="text" value="1.0"/>	100.00	Edit ▾
作業三	<input type="text" value="1.0"/>	100.00	Edit ▾
測驗一-弱勢學生與教育	<input type="text" value="1.0"/>	100.00	Edit ▾
測驗二-零體罰&代理代課教師	<input type="text" value="1.0"/>	100.00	Edit ▾
測驗六-弱勢學生與新移民	<input type="text" value="1.0"/>	100.00	Edit ▾
測驗三-特教社群之研究&教師實施品德教育	<input type="text" value="1.0"/>	100.00	Edit ▾
測驗九-弱勢學生的學習困境&教師情緒勞務	<input type="text" value="1.0"/>	100.00	Edit ▾
測驗五-多元文化觀點探討東南亞新住民	<input type="text" value="1.0"/>	100.00	Edit ▾
測驗七-多元文化觀點探討東南亞新住民2	<input type="text" value="1.0"/>	100.00	Edit ▾
測驗八-弱勢學生與教育公平	<input type="text" value="1.0"/>	100.00	Edit ▾
測驗四-弱勢學生課業輔導	<input type="text" value="1.0"/>	100.00	Edit ▾
Course total 100%.		100.00	Edit ▾

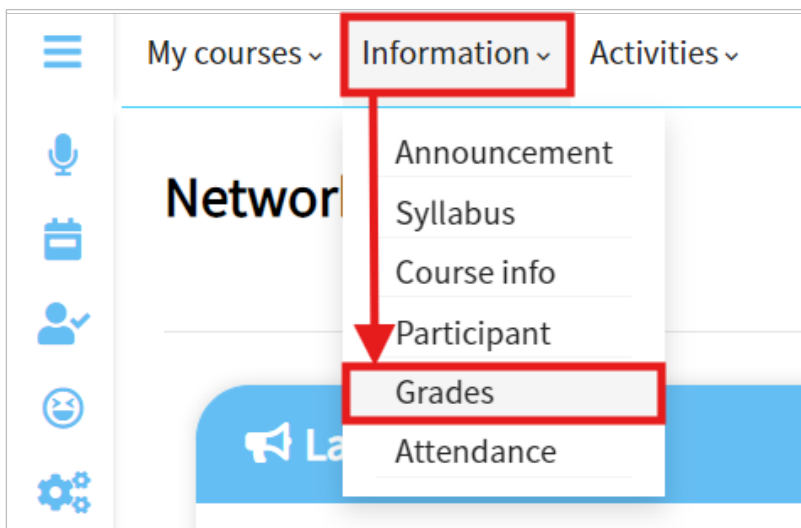
Save changes

Add grade item

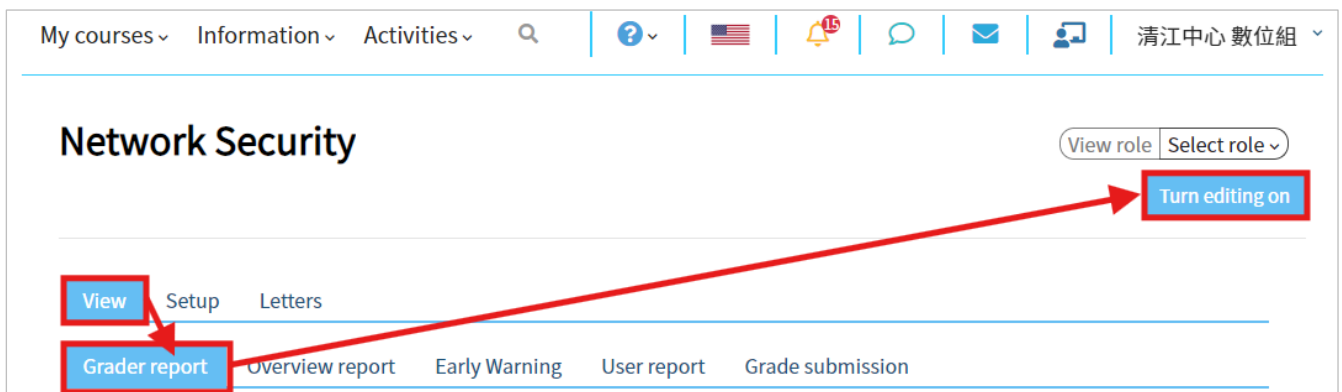
Add category


## 5-2 Modifying Grades

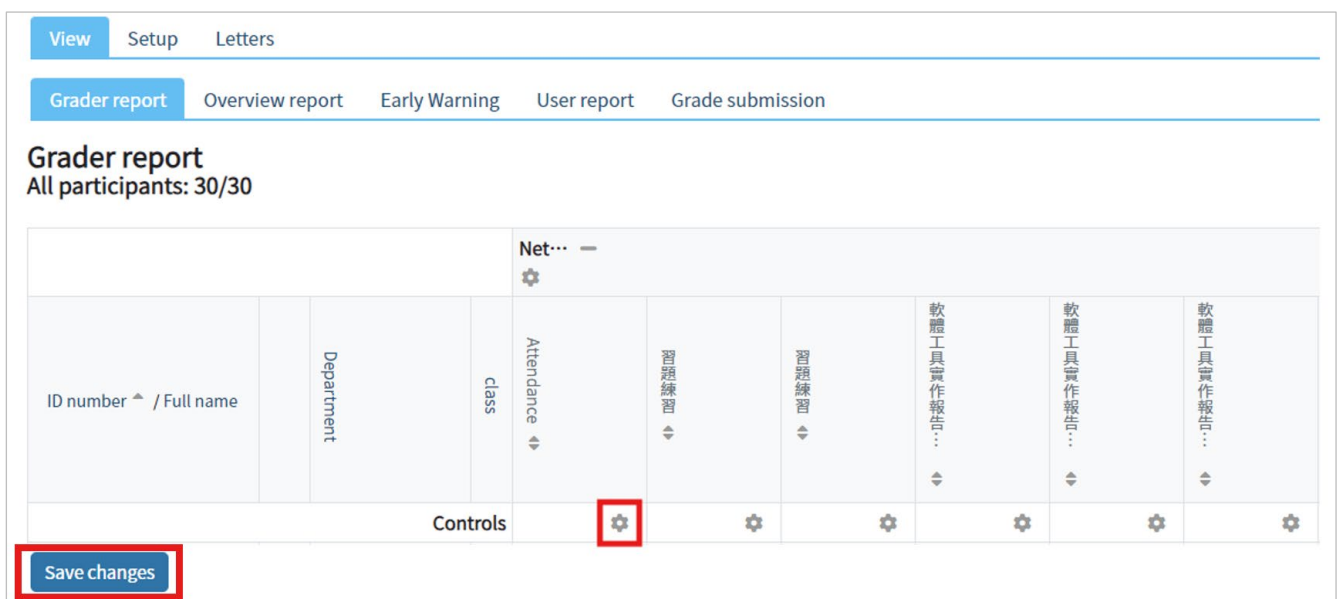
❶ Click on the " Information " from navigation bar -> " Grades " to enter.



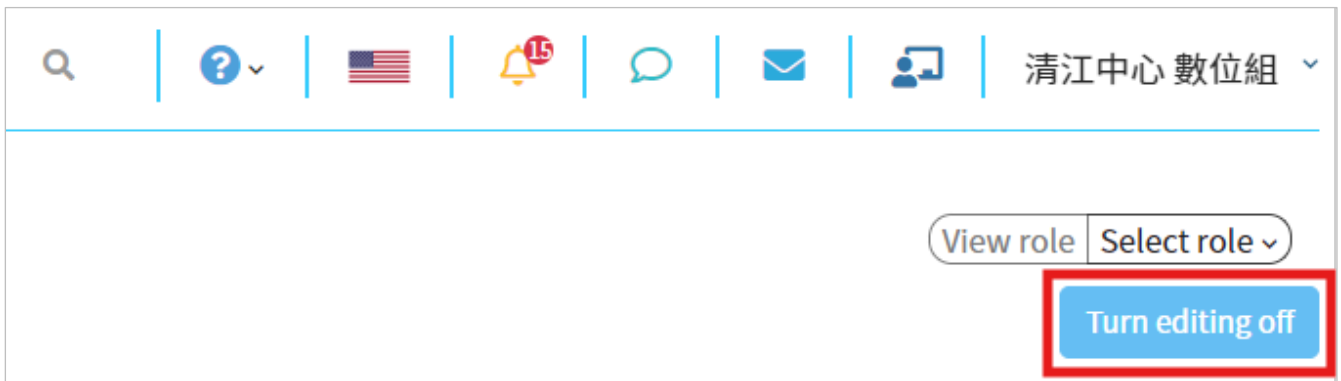
❷ Click on 'View' -> 'Grader Report,' then select 'Turn editing on' in the upper right corner.



❸ The **setting icon**  representation can be used to modify items. After making changes, click "Save Changes."

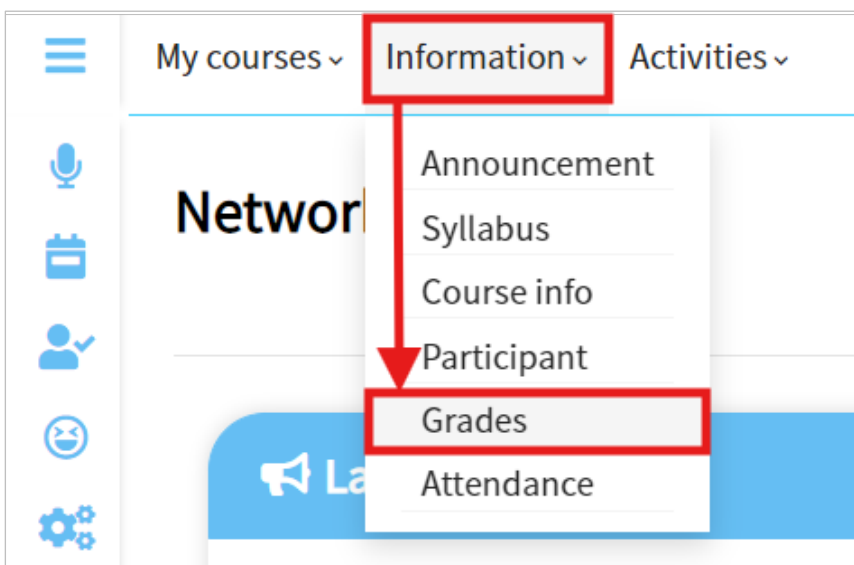


- ④ After editing, click on " **Turn editing off** " at the top right to return to the original interface.

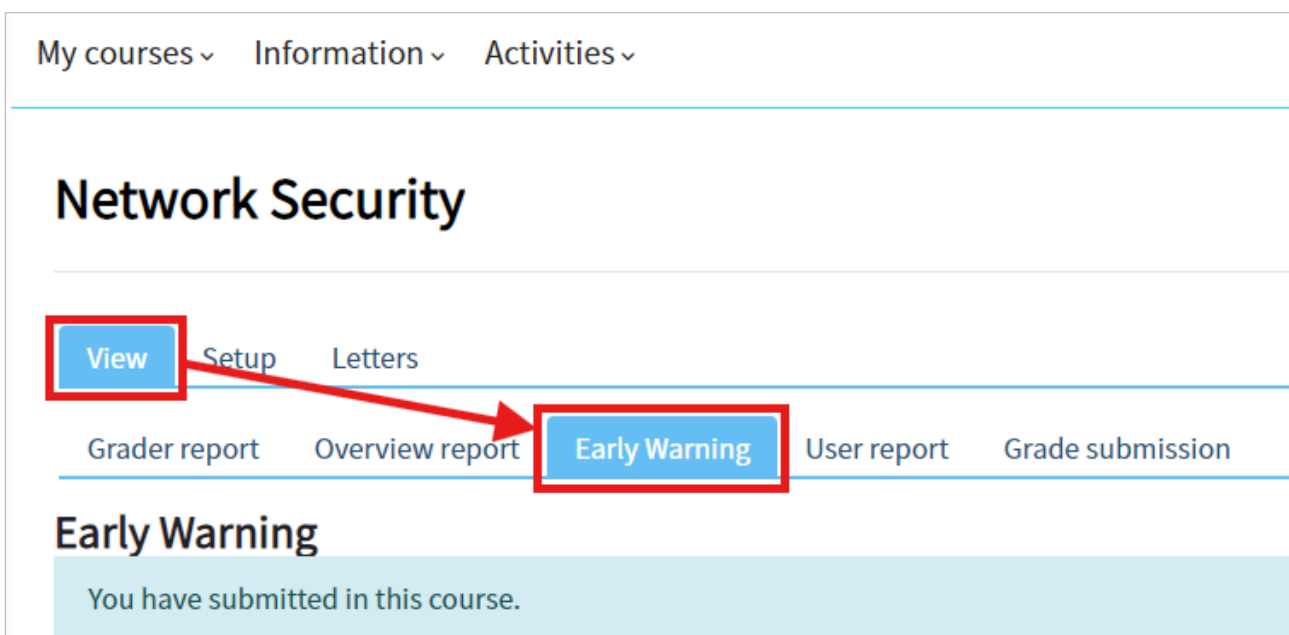


## 5-3 Grade Alerts

- ① Click on the "Information" from navigation bar -> "Grades."



- ② Click on "View" -> "Early Warning."



③ Choose the **warning reasons**, and check **whether to issue a warning**. Click "Submit" at the bottom when it's completed.

## Network Security

View Setup Letters

Grader report Overview report **Early Warning** User report Grade submission

### Early Warning

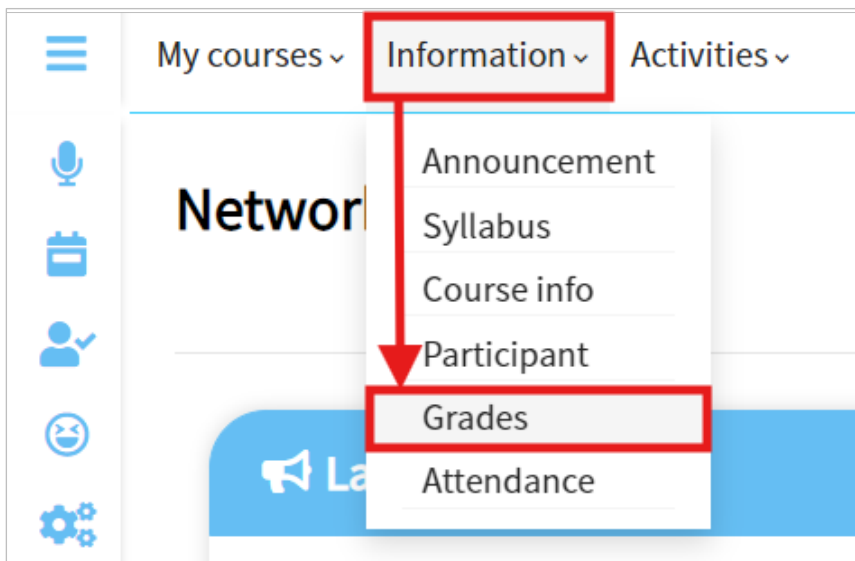
You have submitted in this course.

ID number ^ / Full name	Department	class	Warning Reasons	Warning	Attendance	問題練習	問題練習	軟體工具操作報告...
	雲端計算與物聯網	3A	low grade	<input checked="" type="checkbox"/> Yes	-	-	-	-
	雲端計算與物聯網	2A	Choose... low grade	<input type="checkbox"/> Yes	-	-	-	-
	雲端計算與物聯網	1A	low grade and cut class cut class	<input type="checkbox"/> Yes	-	-	-	-
	雲端計算與物聯網	1A	missing homework missing exam	<input type="checkbox"/> Yes	-	-	-	-
	雲端計算與物聯網	1A	others	<input type="checkbox"/> Yes	-	-	-	-

**Submit**

## 5-4 Upload Semester Grades

❶ Click on the "Information" from navigation bar -> click on "Grades."



❷ Click on "View" -> "Grade submission."

❸ After fill in the grades, check **Submit to Grade**. Click "Submit." when it's completed.

Note: Each student's grades can only be uploaded once. The student's field will be locked after the grade is uploaded.

The screenshot shows the 'Grade submission' page for 'Network Security'. The page has a top navigation bar with 'View', 'Setup', and 'Letters'. Below this is a sub-navigation bar with 'Grader report', 'Overview report', 'Early Warning', 'User report', and 'Grade submission'. The 'Grade submission' tab is selected. The main content area has a yellow banner with the text 'Not for upload yet!'. Below this is a table with columns: 'Department', 'Student Idnumber', 'Name', 'Original grade', 'Grade', 'Submit to Grade', and 'Student Status'. The table contains three rows of data. The 'Original grade' column has values 1.80, 1.90, and 1.80. The 'Grade' column has input fields with the value 2. The 'Submit to Grade' column has radio buttons for 'Yes' and 'No'. The 'Student Status' column has the value '在學'. Annotations include: 1. A red box around the 'Grade submission' tab. 2. A red box around the 'Submit to Grade' column. 3. A red box around the '提交' (Submit) button at the bottom left.

Department	Student Idnumber	Name	Original grade	Grade	Submit to Grade <input type="radio"/> Yes <input checked="" type="radio"/> No	Student Status
Information Management	101010101	張國棟	1.80	2	<input type="radio"/> Yes <input checked="" type="radio"/> No	在學
Information Management	101010102	陳國棟	1.90	2	<input type="radio"/> Yes <input checked="" type="radio"/> No	在學
Information Management	101010103	陳國棟	1.80	2	<input type="radio"/> Yes <input checked="" type="radio"/> No	在學

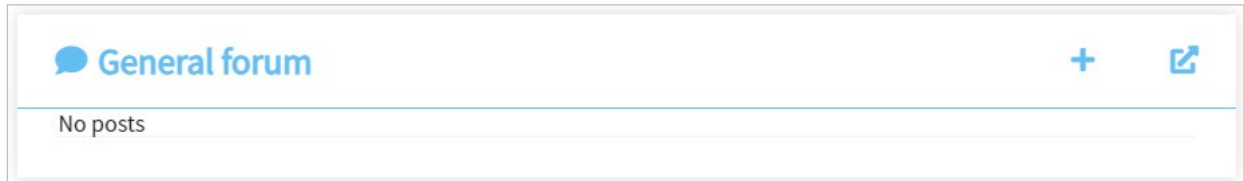
提交 Save Print

# VI. Course Activities

## 6-1 Discussion Forum

There are two types of discussion forums on eCourse2:

- General Discussion Forum: Located on the course page.



- Unit Discussion Forum: Placed as an activity under each unit.

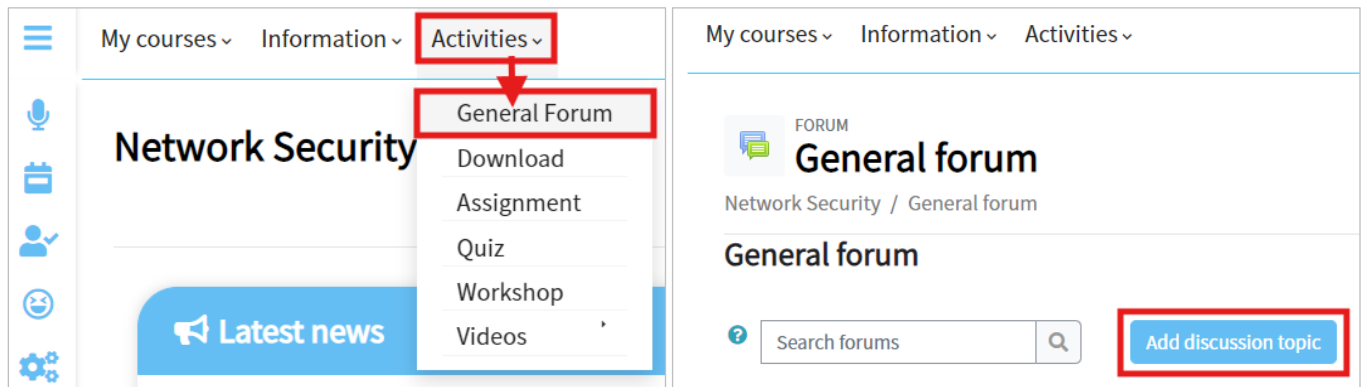
Item Discussion Forum: Click “Add an activity or resource” under the course content.



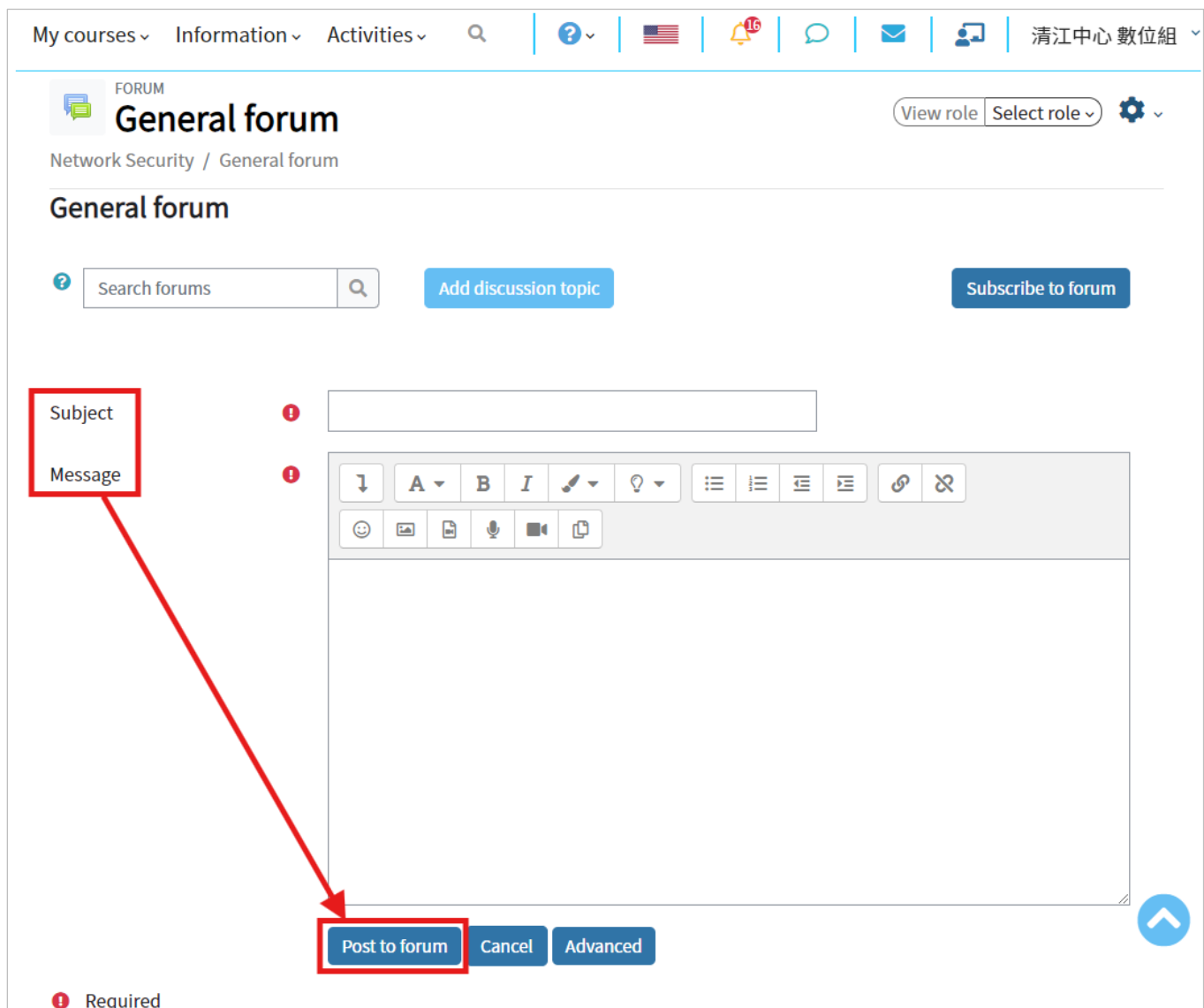
Both types are the same function but are placed in different locations.

## 6-2 Adding General Discussion Forums

❶ Click the "Activities" from the navigation bar, and then click on the "General Forum." Click on "Add discussion Topic" once enter the General Discussion Forum.



❷ Fill in the subject title and message. Click "Post to forum" when it's completed.



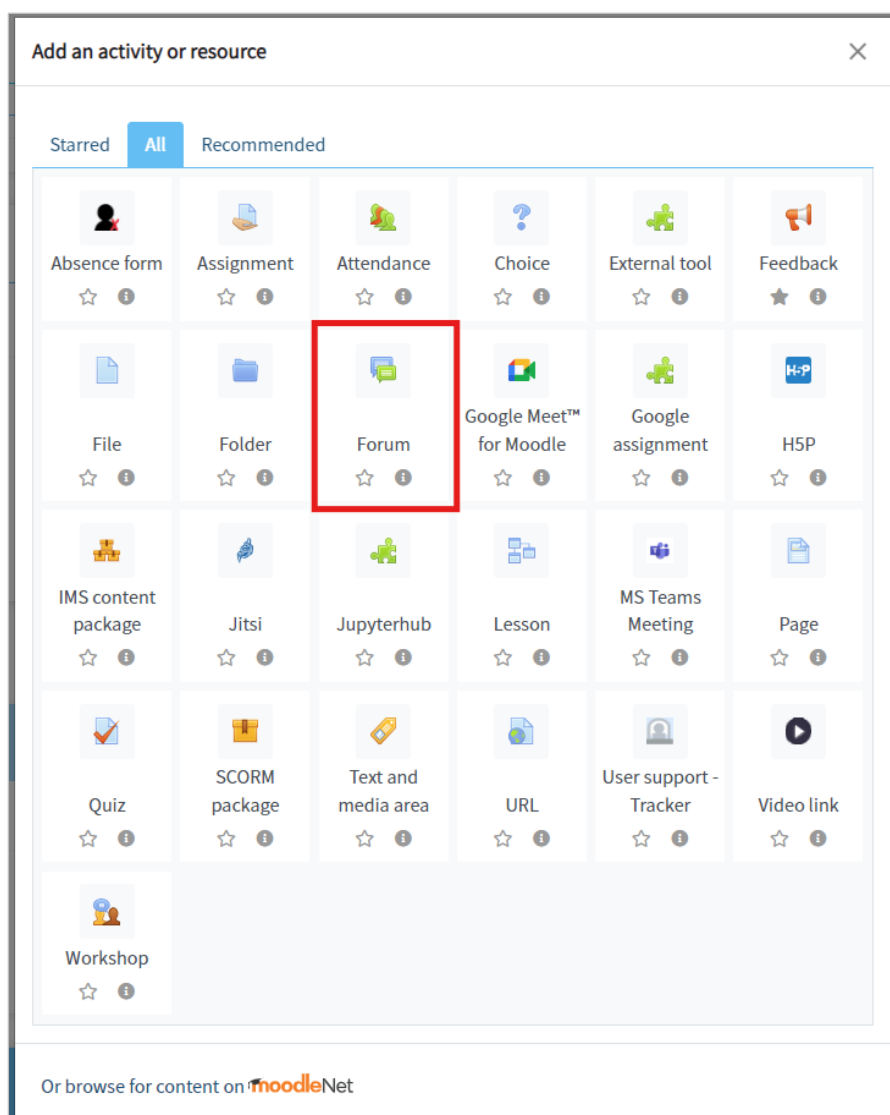


## 6-3 Adding Unit Discussion Forums

❶ In the course content area, click on the small tool icon below the unit and choose "+ Add an activity or resource."



❷ Click on "Forum."



**3** On the **Adding a new Forum** page, fill in the subject title, context and relevant settings.

# Network Security

View roleSelect role ▾

Adding a new Forum ?

Expand all

< General

Forum name ⓘ

Description

↓A ▼B I ↵ ☰ ⚡ 🔗 ✕

😊 🖼️ 📎 🎤 🎥 📄

☐ Display description on course page ?

Forum type ⓘStandard forum for general use ⇅

> Availability

> Attachments and word count

> Subscription and tracking

> Discussion locking

4 Click "Save and return to course" at the bottom after complete.

> Post threshold for blocking

> Whole forum grading

> Ratings

> Common module settings

> Restrict access

> Activity completion

☐ Send content change notification ?

Save and return to course

儲存變更

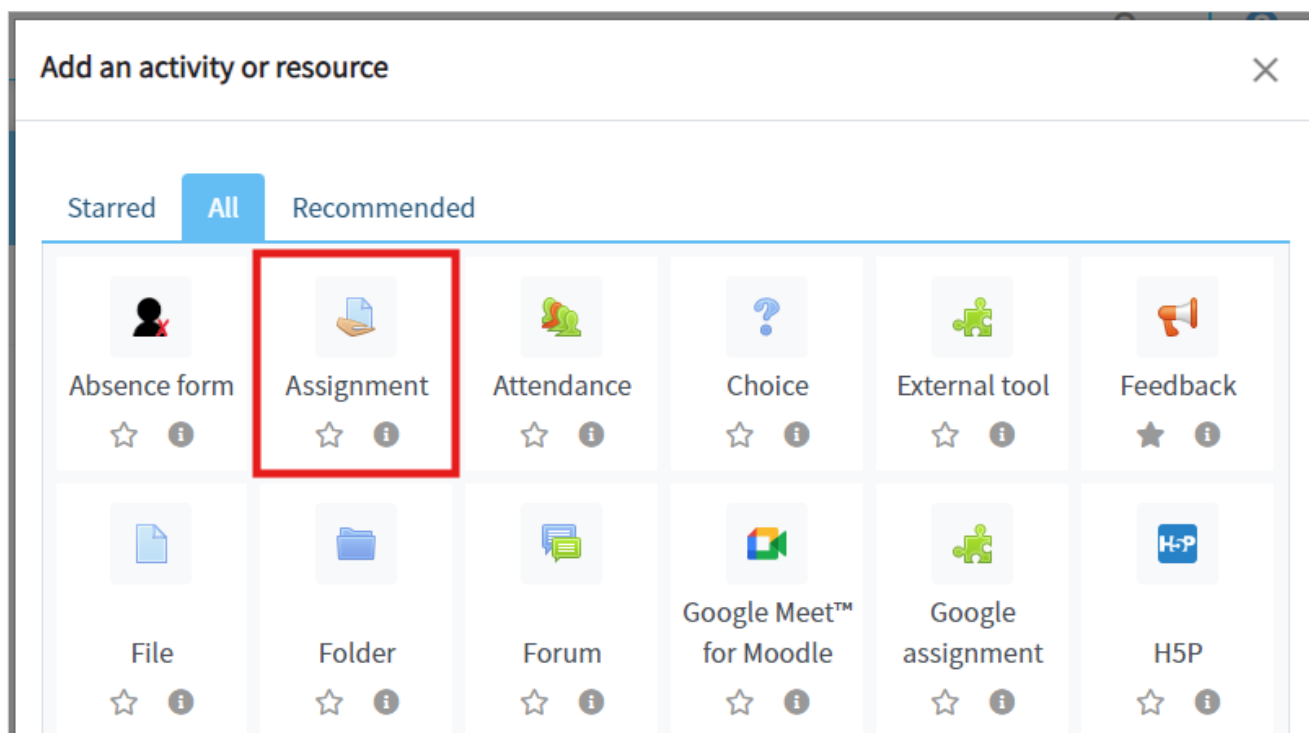
Cancel

!

Required

## 6-4 Adding Assignments

- 1 Click on the small icon for unit assignments to add a new one.



- 2 On the Adding a new Assignment page, fill in the subject title and relevant information.

Adding a new Assignment to 非同步課程作業繳交區 ?

Turn advanced mode on  
Expand all

General

Assignment name !

Description

☐ Display description on course page ?

Additional files ?

Maximum size for new files: 50MB

Files

You can drag and drop files here to add them.

### ③ practical settings: Availability, Submission Type, and Grades.

#### 1. Availability:

**▼ Availability**

Allow submissions from

?

13 ▾

May ▾

2024 ▾

00 ▾

00 ▾

☒ Enable

Due date

?

13 ▾

May ▾

2024 ▾

15 ▾

09 ▾

☐ Enable

Show less...

Cut-off date

?

13 ▾

May ▾

2024 ▾

15 ▾

09 ▾

☐ Enable

Remind me to grade by

?

13 ▾

May ▾

2024 ▾

15 ▾

09 ▾

☐ Enable

Time limit

?

0

minutes ▾

☐ Enable

☒ Always show description 

?

- Due date: The deadline for submitting the assignment. Submissions after the deadline will be marked as "late." To set a period where no submissions are accepted, you can configure the assignment submission system deadline as below.
- Cut-off date: Once enabled, students cannot submit assignments after this date unless an extension is granted.
- Remind me to grade by: The date will be displayed on the dashboard, reminding teachers to grade within the specified deadline.

#### 2. Submission Types:

You can choose to input text directly or upload assignment files.

**▼ Submission types**

Accepted file types

?

\*

Choose

All file types

#### 3. Grade:

After adding the assignment, the eCourse2 system will automatically create the grade item. The percentage of the assignment grade setting can be configured in 'Information' -> 'Grades'.

**▼ Grade**

Grade category

?

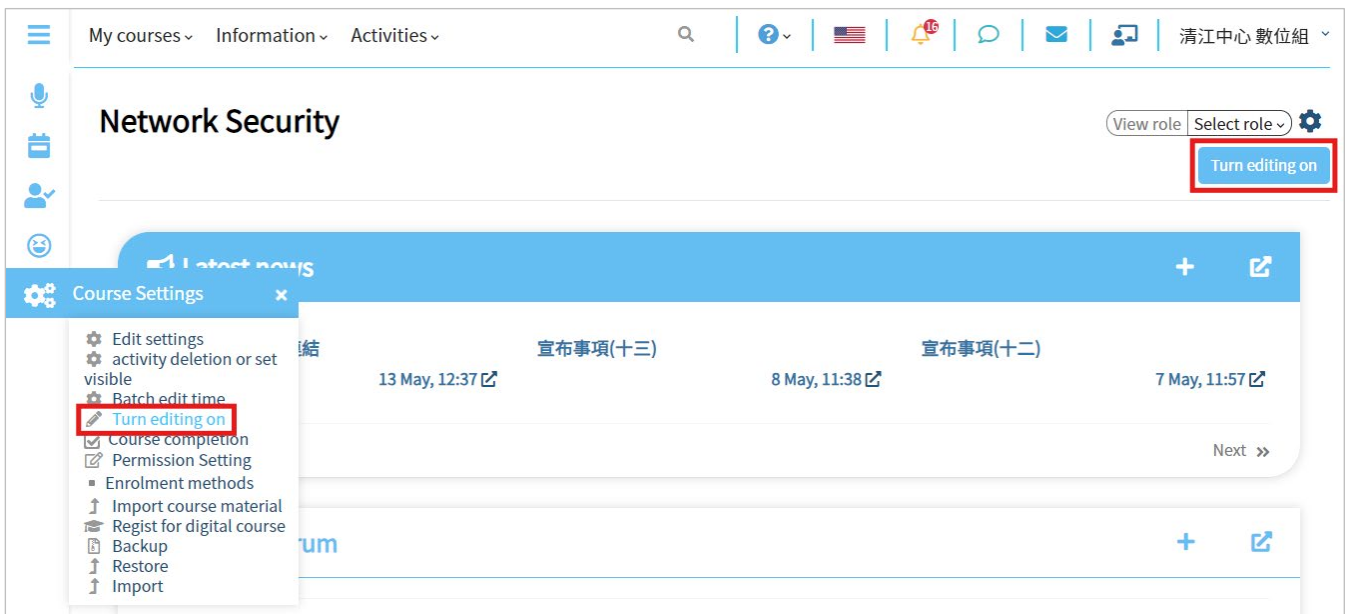
Uncategorised ▾

Percentage

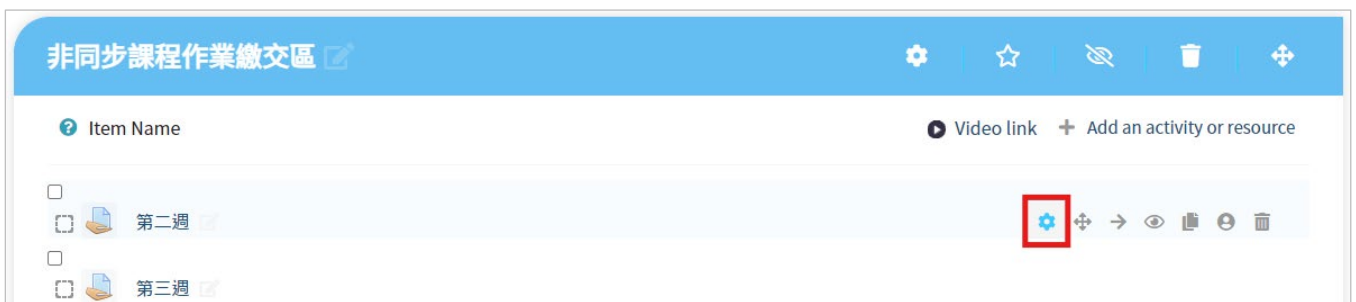
?

## 6-5 Modify Assignment Settings

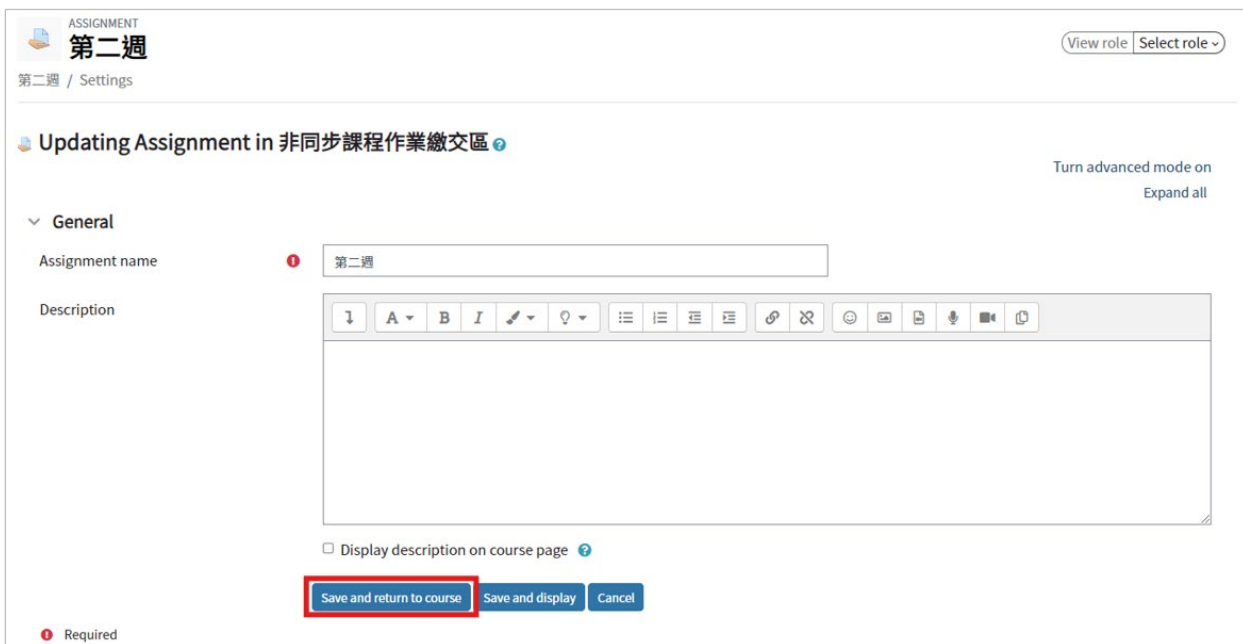
- 1 Click 'Turn editing on' from Course settings, or you can click 'Turn editing on' in the upper right corner.



- 2 Click on the setting icon on the right side of the assignment.



- 3 After making changes on the modification page, click "Save and return to course."



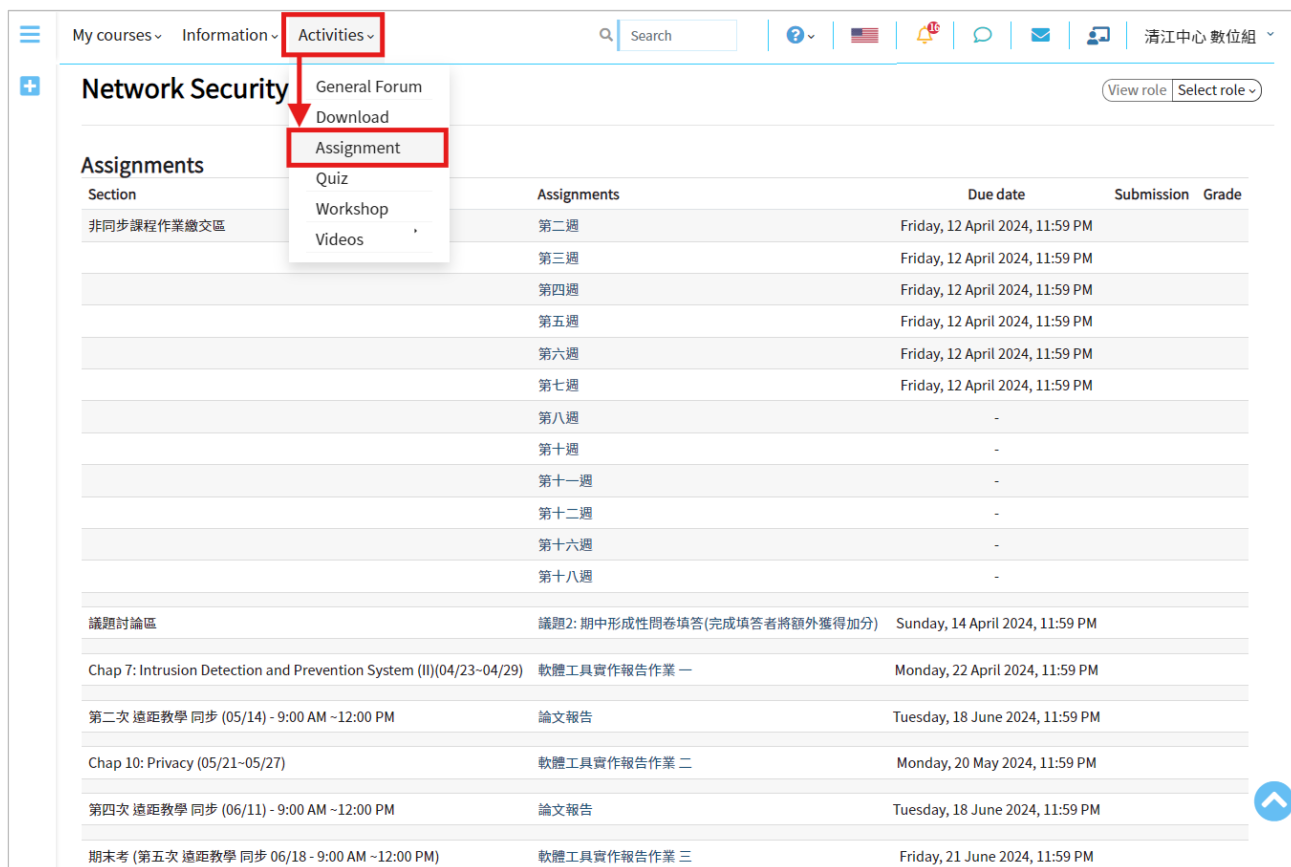
## 6-6 Checking Assignments

There are two ways to check assignments:

1. On specific unit assignments: Click on 'Assignments' to check.



2. All unit assignments: Click on “Activities” from Navigation bar -> Assignment” to list all assignments for every unit.

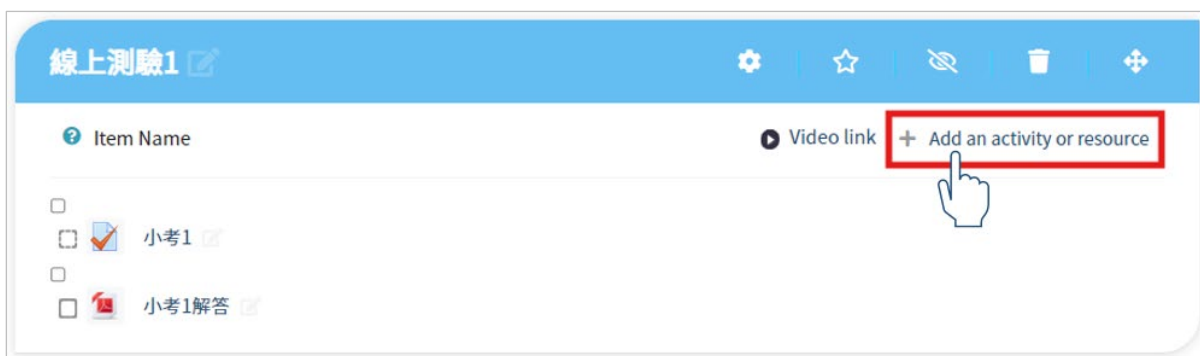


Section	Assignments	Due date	Submission	Grade
非同步課程作業繳交區	第二週	Friday, 12 April 2024, 11:59 PM		
	第三週	Friday, 12 April 2024, 11:59 PM		
	第四週	Friday, 12 April 2024, 11:59 PM		
	第五週	Friday, 12 April 2024, 11:59 PM		
	第六週	Friday, 12 April 2024, 11:59 PM		
	第七週	Friday, 12 April 2024, 11:59 PM		
	第八週	-		
	第十週	-		
	第十一週	-		
	第十二週	-		
	第十六週	-		
	第十八週	-		
議題討論區	議題2: 期中形成性問卷填答(完成填答者將額外獲得加分)	Sunday, 14 April 2024, 11:59 PM		
Chap 7: Intrusion Detection and Prevention System (II)(04/23~04/29)	軟體工具實作報告作業 一	Monday, 22 April 2024, 11:59 PM		
第二次 遠距教學 同步 (05/14) - 9:00 AM ~12:00 PM	論文報告	Tuesday, 18 June 2024, 11:59 PM		
Chap 10: Privacy (05/21~05/27)	軟體工具實作報告作業 二	Monday, 20 May 2024, 11:59 PM		
第四次 遠距教學 同步 (06/11) - 9:00 AM ~12:00 PM	論文報告	Tuesday, 18 June 2024, 11:59 PM		
期末考 (第五次 遠距教學 同步 06/18 - 9:00 AM ~12:00 PM)	軟體工具實作報告作業 三	Friday, 21 June 2024, 11:59 PM		

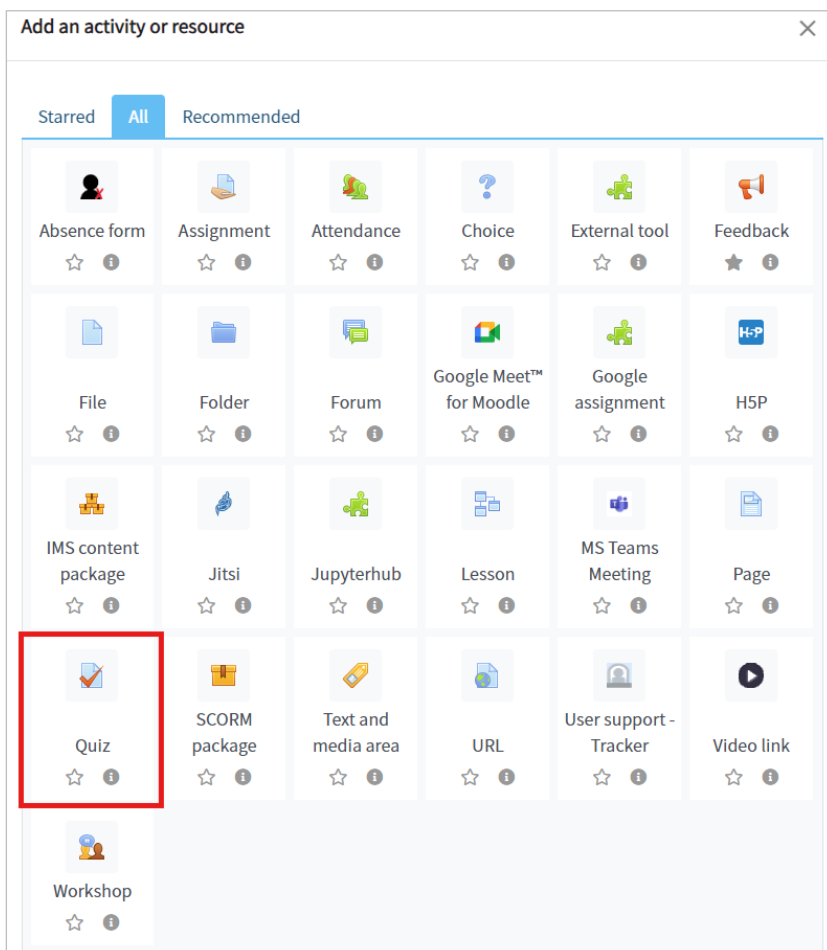
## VII. Quizzes - Make Quizzes

Teachers can create online quizzes with various question types such as multiple-choice, short answer, matching, numeric, fill-in-the-blank, essay, and more. Questions in the question bank can be randomly ordered, and settings like multiple attempts, opening/closing dates, and time limits can be configured. Except for essay questions, each question is automatically scored, and the scores will be transferred to the gradebook. Teachers can choose to display hints, feedback, or correct answers and can further set the answer display time. Some question types support automatic grading (e.g., multiple-choice, matching, numeric, true/false), but others require manual grading by teacher. (e.g., essay).

- 1 On the Unit page, click on the tool icon below and select "Add an activity or resource."



- 2 Choose "Quiz".



③ Fill in the information on the page and Click “Save and return to course” when it completed.

✓ Adding a new Quiz ?

▼ General

Name

Description

> Timing

> Grade

> Question behaviour

> Overall feedback ?

1

A ▼

B

I

☐ Display description on course page ?

☐ Send content change notification ?

Save and return to course

儲存變更

Cancel

1 Required

④ Go back to Unit **page**, and click on " **TEST**"

線上測驗1

?

Item Name

▶ Video link

+

Add an activity or resource

☐

☒

小考1

☐

☐

小考1解答

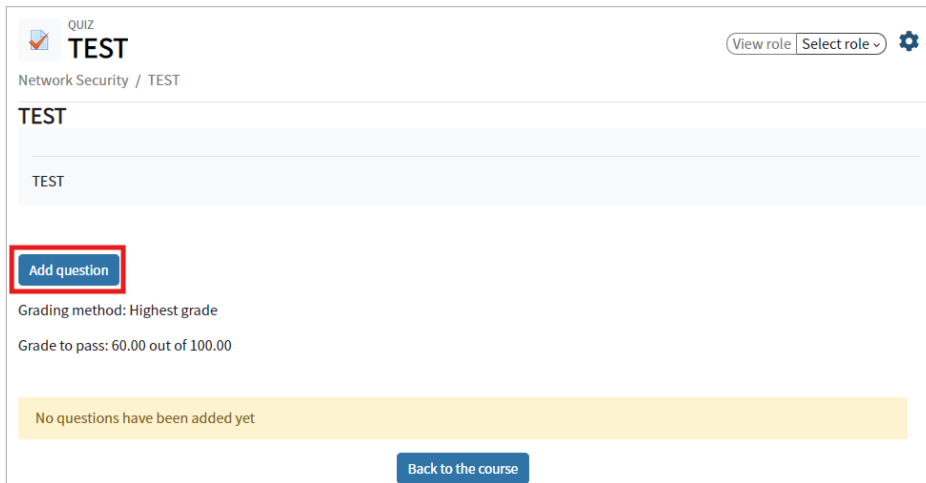
☐

☒

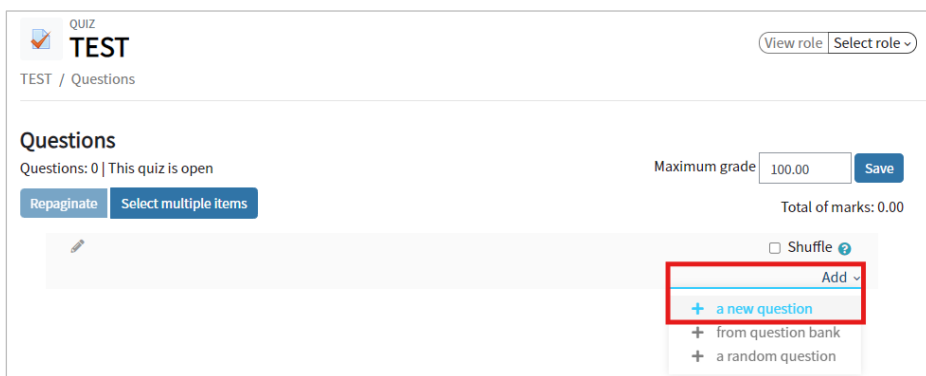
TEST



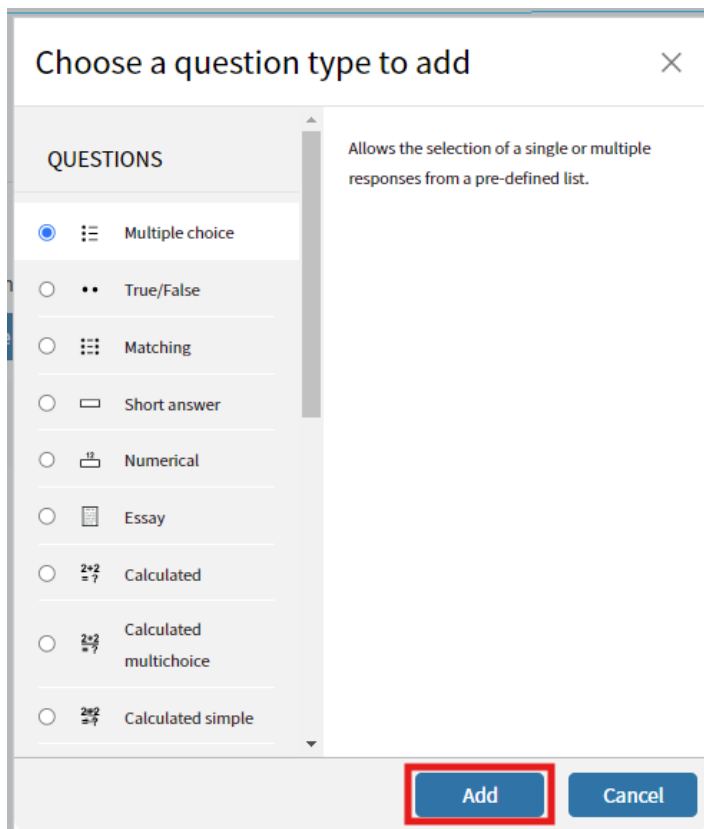
5 Click "Add question" to add questions.



6 On the right side of the Edit Quiz page, click "Add" and choose "a new question" from the menu.



7 After selecting a question type, click "Add." Fill in the details and settings for each question type by steps, and your question will be added.

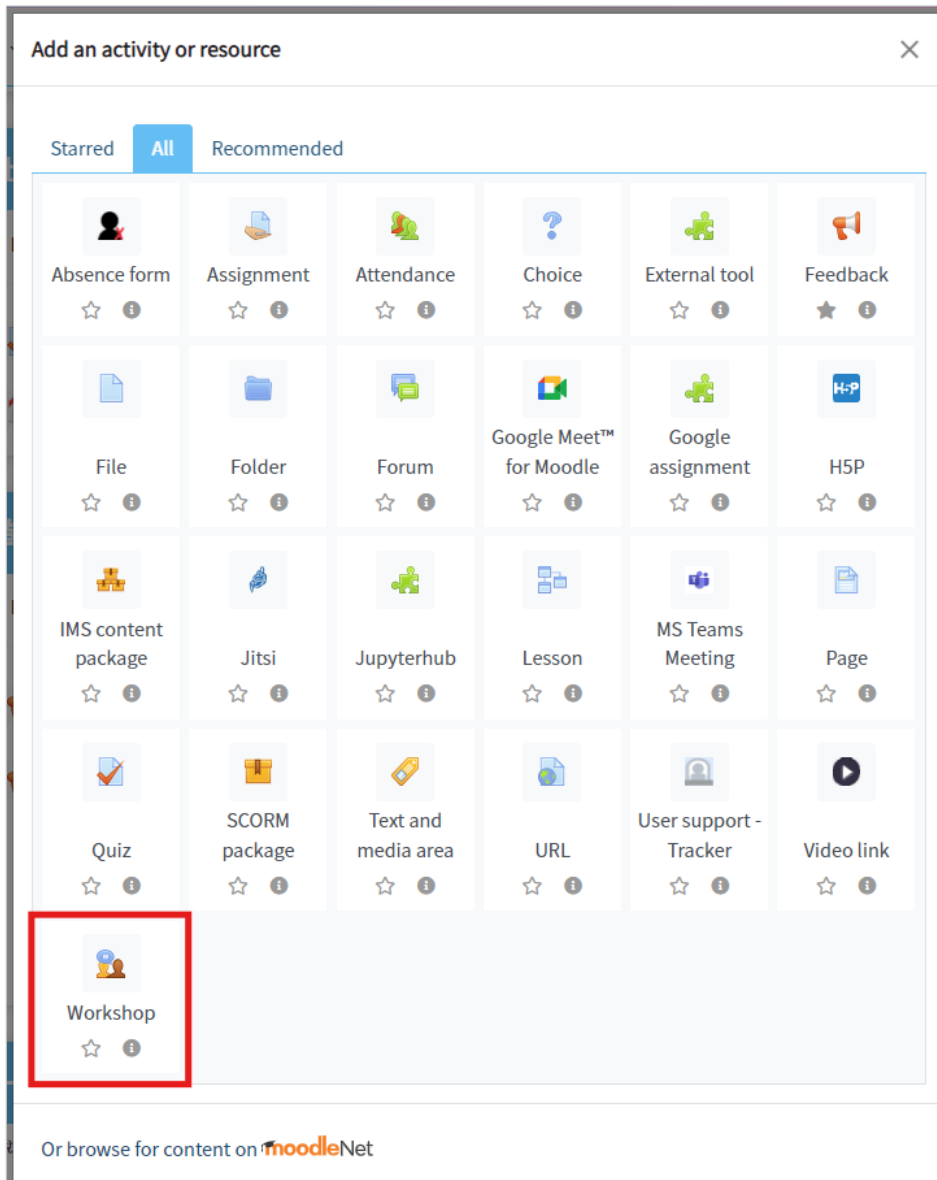


## VIII. Collaborative Learning - Add Peer Reviews

❶ Click on the **Tool icon** below the unit and select "Add an activity or resource."



❷ Choose "**Workshop**" Under the activity options.



③ On the Peer Assessment page, fill in the relevant details, and click "Save and return to course" at the bottom.

Adding a new Workshop to 線上測驗1

Expand all

▼ General

Workshop name

Description

☐ Display description on course page

▼ Grading settings

Grading strategy Accumulative grading

Grade for submission 100 Uncategorized

Submission grade to pass

☐ Send content change notification

**Save and return to course** Save and display Cancel

Required

④ After you have completed, click on 'Peer Review' to enter the Peer Review stage settings. If you need to modify the content, click on the **setting icon** on the right.

線上測驗1

活動名稱  影片連結 + 新增活動或資源

☐  
☒ 小考1

☐  
☐ 小考1解答

☐  
☐ test

⑤ In the Peer Review stage settings, Peer Review is divided into five stages: Setup phase, Submission phase, Assessment phase, Grading evaluation phase, and Closed. You can change the stage based on the course progress.

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
<b>Setup phase</b> Current phase ● <ul style="list-style-type: none"> <li>✓ Set the workshop description</li> <li>✗ Provide instructions for submission</li> <li>✓ Edit assessment form</li> <li>✓ Switch to the next phase</li> </ul>	Switch to the submission phase ○ <ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>✓ Submit your work</li> <li>✓ Allocate submissions expected: 31 submitted: 0 to allocate: 0</li> </ul>	Switch to the assessment phase ○ <ul style="list-style-type: none"> <li>✓ Provide a conclusion of the activity</li> </ul>	Switch to the evaluation phase ○ <ul style="list-style-type: none"> <li></li> </ul>	Close workshop ○ <ul style="list-style-type: none"> <li></li> </ul>

Note: The green section indicates the current stage in progress.

⑥ Click on the blue text below the stage; a confirmation page will appear. Click 'Continue' to proceed to the current stage.

### Setup phase

Current phase ●

- ✓ Set the workshop description
- ✗ Provide instructions for submission
- ✓ Edit assessment form
- ✓ Switch to the next phase

### Submission phase

Switch to the submission phase ○

- ✓ Provide instructions for assessment
- ✓ Submit your work
- ✓ Allocate submissions  
expected: 31  
submitted: 0  
to allocate: 0

### Assessment phase

Switch to the assessment phase ○

### Confirm

You are about to switch the workshop into the **Submission phase**. Students may submit their work during this phase (within the submission access control dates, if set). Teachers may allocate submissions for peer review.

Cancel Continue

### Submission phase

Setup phase ○  
Switch to the setup phase ○

- ✓ Set the workshop description
- ✗ Provide instructions for submission
- ✗ Edit assessment form

### Submission phase

Current phase ●

- ✓ Provide instructions for assessment
- ✓ Submit your work
- ✓ Allocate submissions  
expected: 31  
submitted: 0  
to allocate: 0
- ⓘ There is at least one author who has not yet submitted their work
- ✓ Switch to the next phase

## IX. Multimedia Zone

The navigation bar video section will list all video links and recordings from the cloud classroom in the course.

### 9-1 Multimedia Links

Please refer to section 2-2 for instructions.

### 9-2 Set Up Cloud Classrooms

- 1 Click on the function bar on the left -> Cloud Classroom. Choose the cloud classroom mode you want to make: Google Meet, Jitsi, MS Teams.
- 2 Click on the desired cloud classroom mode, fill in the relevant information, and click "Save and return" at the bottom.

The screenshot displays the Moodle Cloud Classroom setup interface. On the left, a sidebar menu under 'Cloud Classroom' lists several options, with 'Add a new Google Meet™ for Moodle', 'Add a new Jitsi', and 'Add a new MS Teams meeting' highlighted with red boxes. The main panel shows the 'Adding a new Google Meet™ for Moodle to 雲端教室' form. The form includes sections for General information (Room name, Description), Event date (with a date picker set to May 14, 2024), Recurrence of the event date, Room url (with a 'Generate Room URL' button), Notification, Common module settings, Restrict access, and Activity completion. At the bottom, the 'Save and return to course' button is highlighted with a red box, along with 'Save and display' and 'Cancel' buttons.

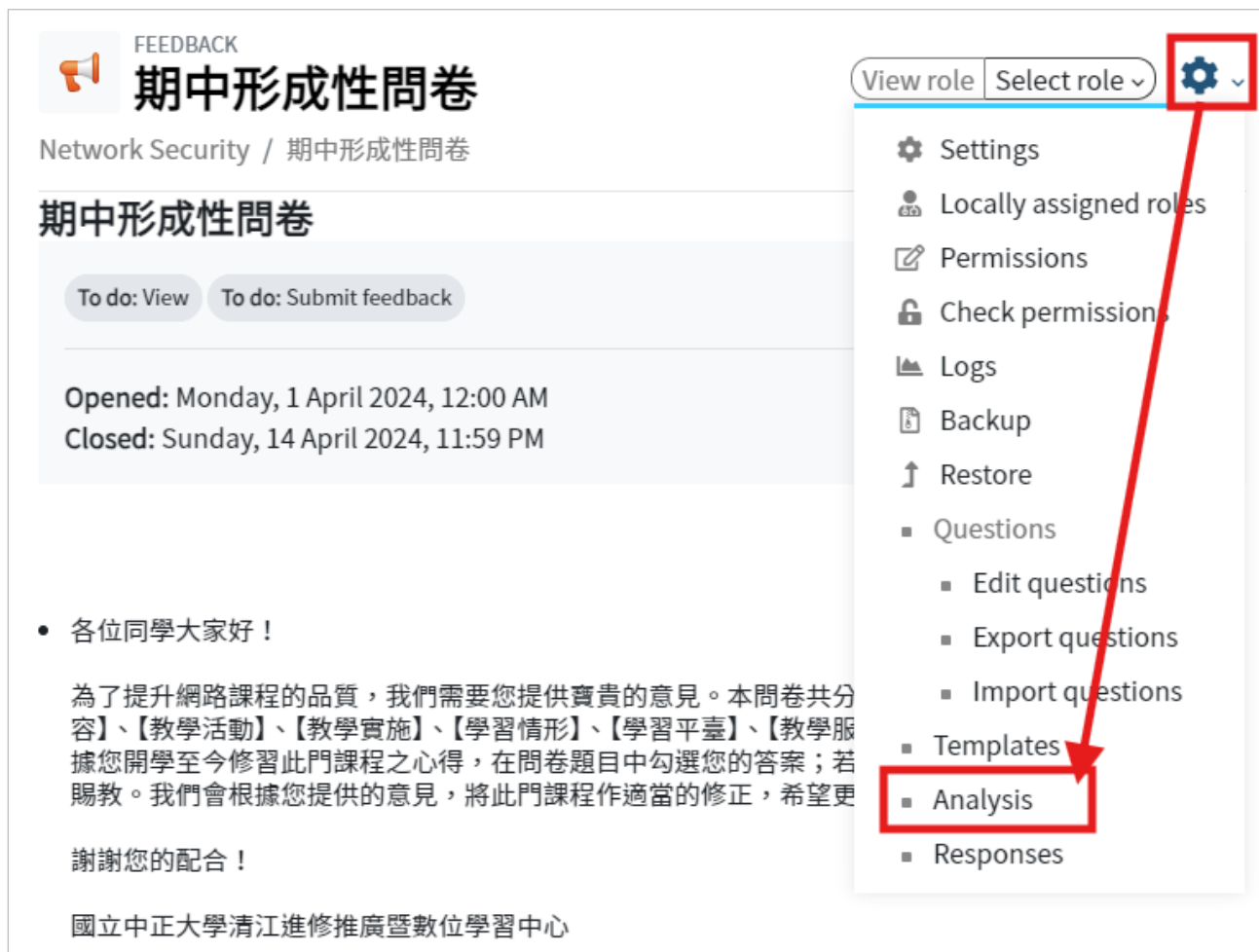


## X. Online Surveys - Survey Analysis

Creating an online questionnaire is similar to creating a quiz. Please refer to the instructions for VII. Quiz - Creating Quiz.

### Questionnaire Analysis

❶ Click on the questionnaire within the unit. Click on "Analysis" to enter the analysis page.



② Click on "Export to Excel" to export the analysis report.


**FEEDBACK**  
**期中形成性問卷**

[View role](#)
[Select role](#)

期中形成性問卷 / Analysis

## 期中形成性問卷

**Analysis**

Export to Excel

Submitted answers: 29

Questions: 54

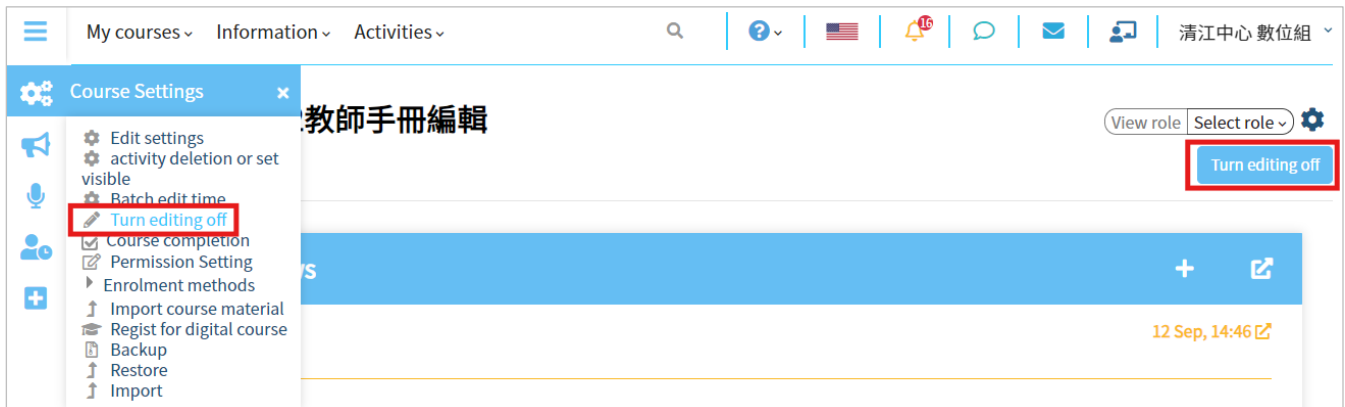
feedback_期末總結性評鑑問卷_射頻辨識系統與應用(更新) - Excel							
檔案 常用 插入 版面配置 公式 資料 校閱 檢視 說明 Acrobat 告訴我您想做什么 共用							
<div> <div> <div>貼上</div> <div>剪貼簿</div> </div> <div> <div>字型</div> <div> Calibri 11 </div> </div> <div> <div>對齊方式</div> <div> <div>文字</div> <div> \$ % ' </div> </div> </div> <div> <div>數值</div> <div> 0.00 0.0 </div> </div> <div> <div>樣式</div> <div> 設定格式化的條件 </div> </div> </div>							
G129 平均數							
A	B	C	D	E	F	G	H
125							
126	6.修習本課程的動機 (可複選)	系上或學校必修對課程內容有興喜歡遠距教學的想修某位授課老師、朋友或學長姐的推薦					
127		27	22	24	9	3	
128		72.97%	59.46%	64.86%	24.32%	8.11%	
129	7.授課內容份量合宜	非常同意 (4)	同意 (3)	不同意 (2)	非常不同意 (1)	平均數	
130		23	14	0	0	3.621621622	
131	8.課程的作業能幫助我整理教材	非常同意 (4)	同意 (3)	不同意 (2)	非常不同意 (1)	平均數	
132		24	13	0	0	3.648648649	
133	9.課程學習評量符合學習目標	非常同意 (4)	同意 (3)	不同意 (2)	非常不同意 (1)	平均數	
134		22	15	0	0	3.594594595	
135	10.老師會應用我的歷程檔案做為	非常同意 (4)	同意 (3)	不同意 (2)	非常不同意 (1)	平均數	
136		20	17	0	0	3.540540541	
137	11.課程所提供的線上測驗與自我	非常同意 (4)	同意 (3)	不同意 (2)	非常不同意 (1)	平均數	
138		22	15	0	0	3.594594595	
139	12.老師在各單元中皆提供練習機	非常同意 (4)	同意 (3)	不同意 (2)	非常不同意 (1)	平均數	
140		21	16	0	0	3.567567568	
141	13.針對【學習評量】此面向，請	N/A					
142		無					

Note: The average in the Excel report (refer to the area highlighted in the red box in the image above) can be useful for creating mid-term questionnaire analysis.



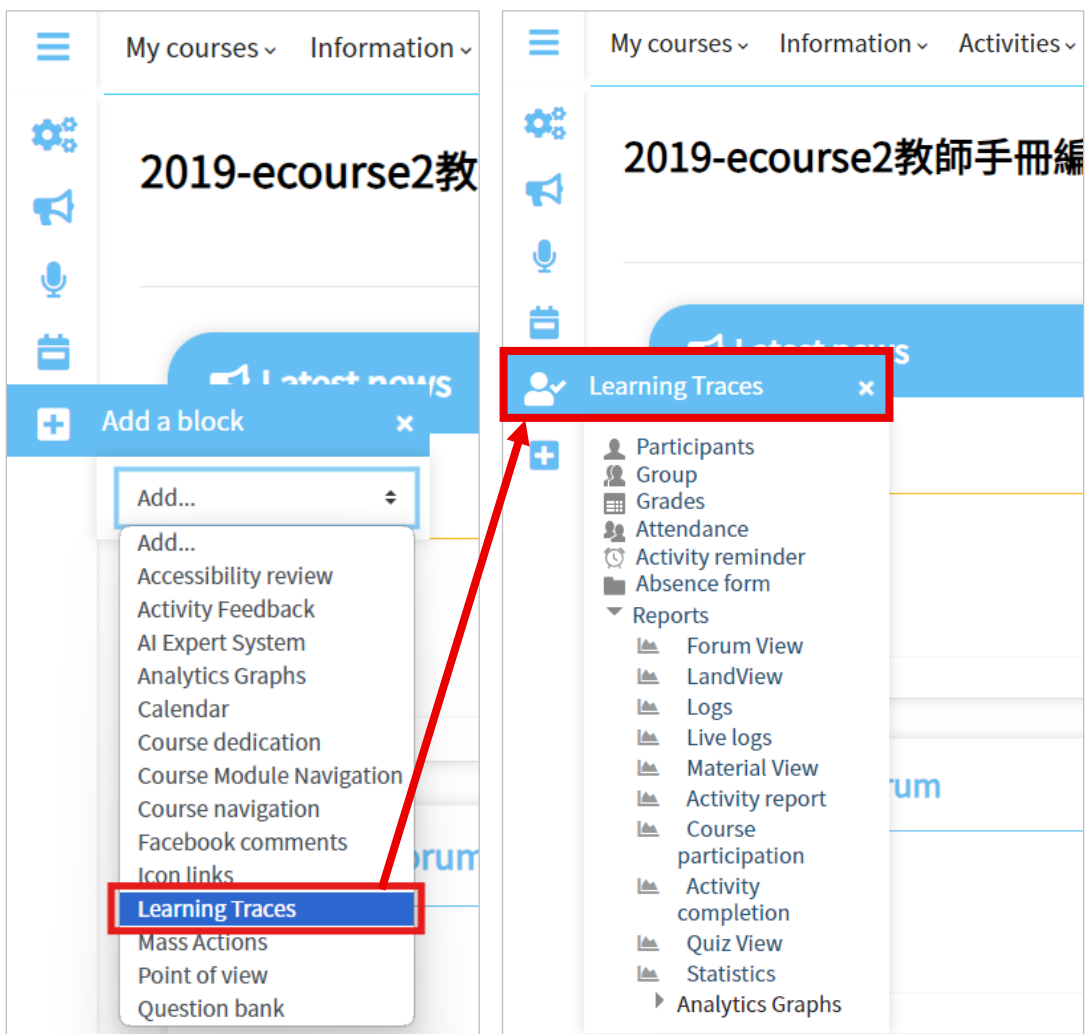
# XI. Learning Track

❶ You can click on 'Turn editing on' from the course settings in the function bar or select the 'Turn editing on' option in the upper right corner of the page.



❷ To enter Edit Mode, click on the “+ icon” in the function bar to add a new section. Then, select 'Learning Traces' from the dropdown menu.

❸ After adding it, you can find the Learning Analytics in the function bar. Analyzing data through **reports** allows us to have a clearer understanding of each student's learning progress.



## XII. System Management - Permission Settings

- ➊ Course Settings from function bar -> **Permission Setting**.
- ➋ You can adjust various permission settings on the page. Click "**Submit**" at the bottom when **it's completed**.

## Network Security

1 Start page

Course Settings

- Edit settings
- activity deletion or set visible
- Batch edit time
- Turn editing on
- Course completion
- Permission Setting**
- Enrolment methods
- Import course material
- Register for digital course
- Backup
- Restore
- Import

### Permission Setting

Click here to know the permission of specific user: [Check permissions](#)  
Click here to do advanced settings for whole permissions: [Permissions](#)

Component	Permission Setting	Teacher	Teaching Assistant	Student	Auditor	隨班附讀生
Block: Quickmail	Send Quickmail messages in a course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual enrolments	Enrol users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual enrolments	Manage user enrolments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual enrolments	Unenrol users from the course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade export: Excel spreadsheet	Use Excel grade export	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade report: Grader report	View grader report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade report: Overview report	View overview report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade report: Single view	View single view	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade report: Early Warning	Submit warnings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade report: Early Warning	View grade warning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grade report: Grade submission	Edit grade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity reminder	Set reminder for activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment Demonstration	Set assignment for demonstration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course utility	Display closetime in course page	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submit