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

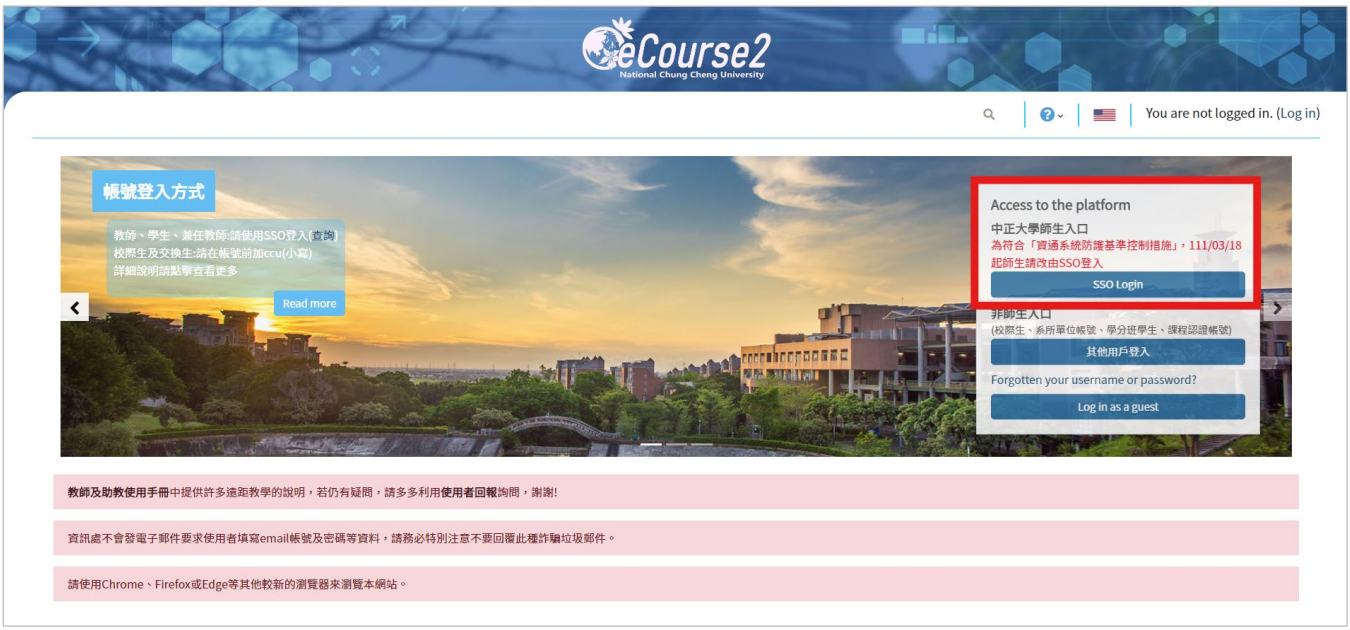
XII. System Management - Permission Settings

I. Getting Started

1-1 User Login

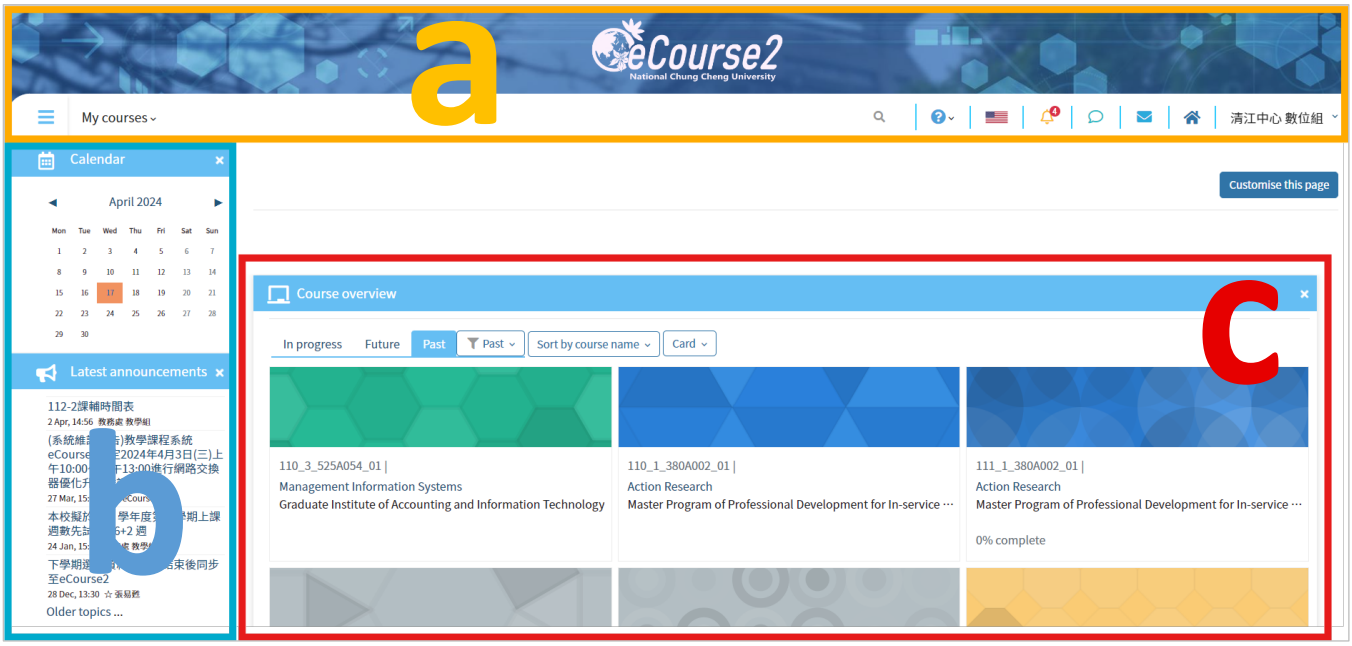
- Open your browser and go to this URL: https://ecourse2.ccu.edu.tw/
- Enter your **username** and **password** to log in.

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



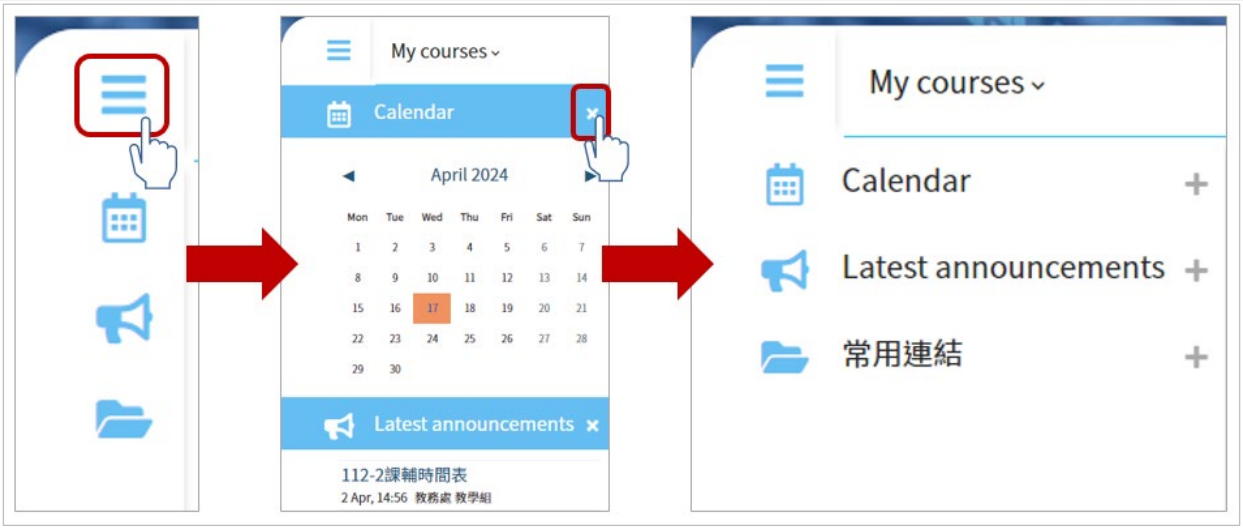
1-2 Interface Introduction

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.

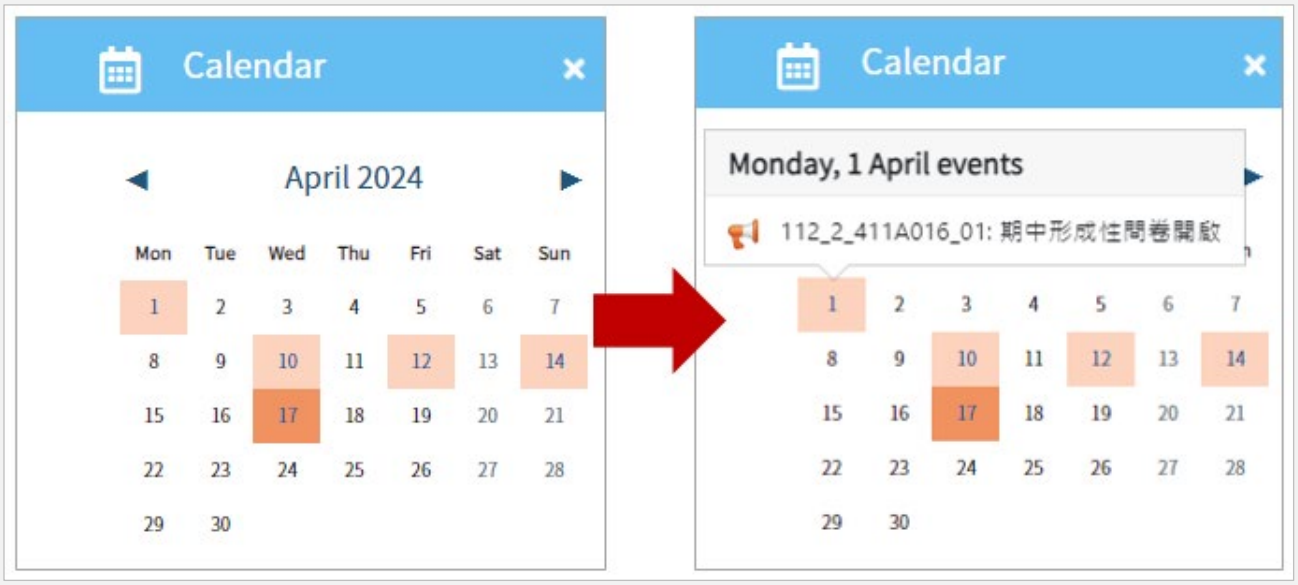
- Notifications: eCourse2 platform notifications lists.
- Messages: eCourse2 platform message lists.
- Home: Switch between the Homepage and the Dashboard page.

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.



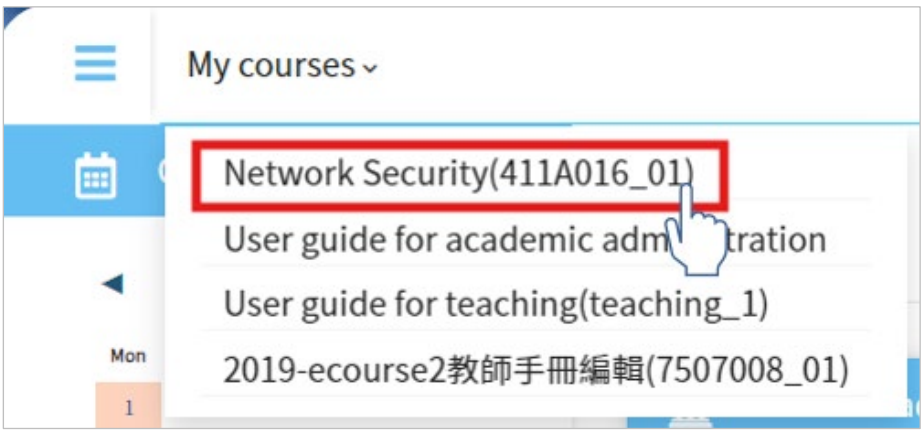
c. Content Area Section:

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

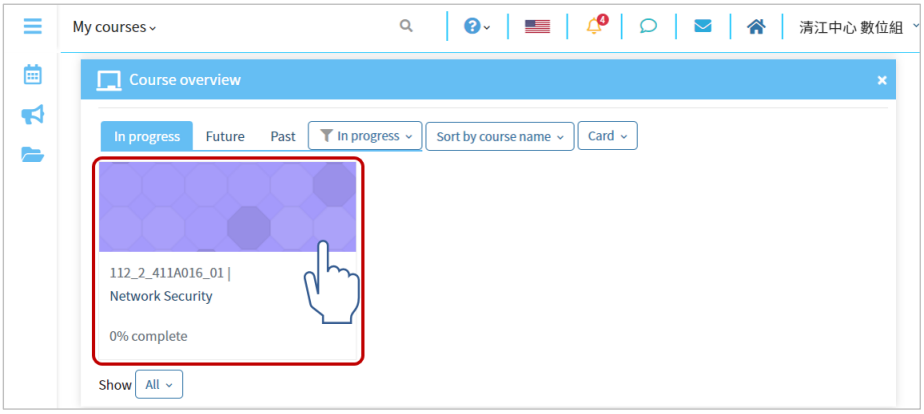
1-3 Accessing Courses

Two ways to access the course:

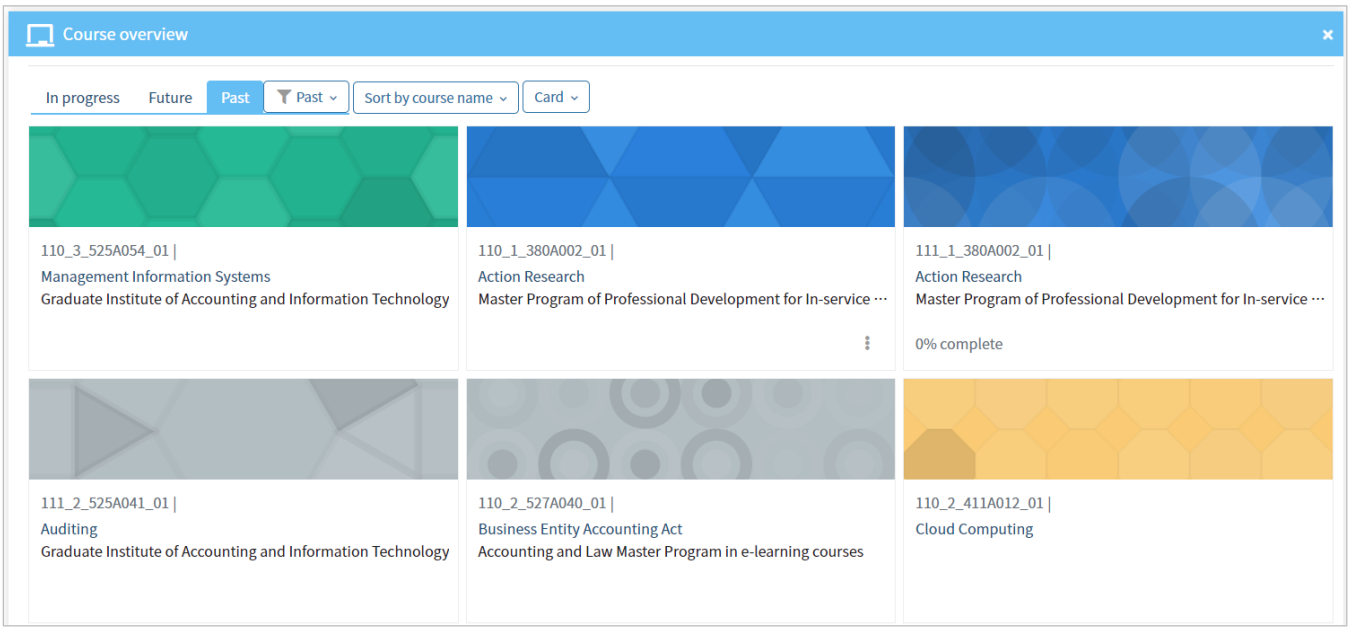
❶ From Navigation Bar → My Courses → select a course.

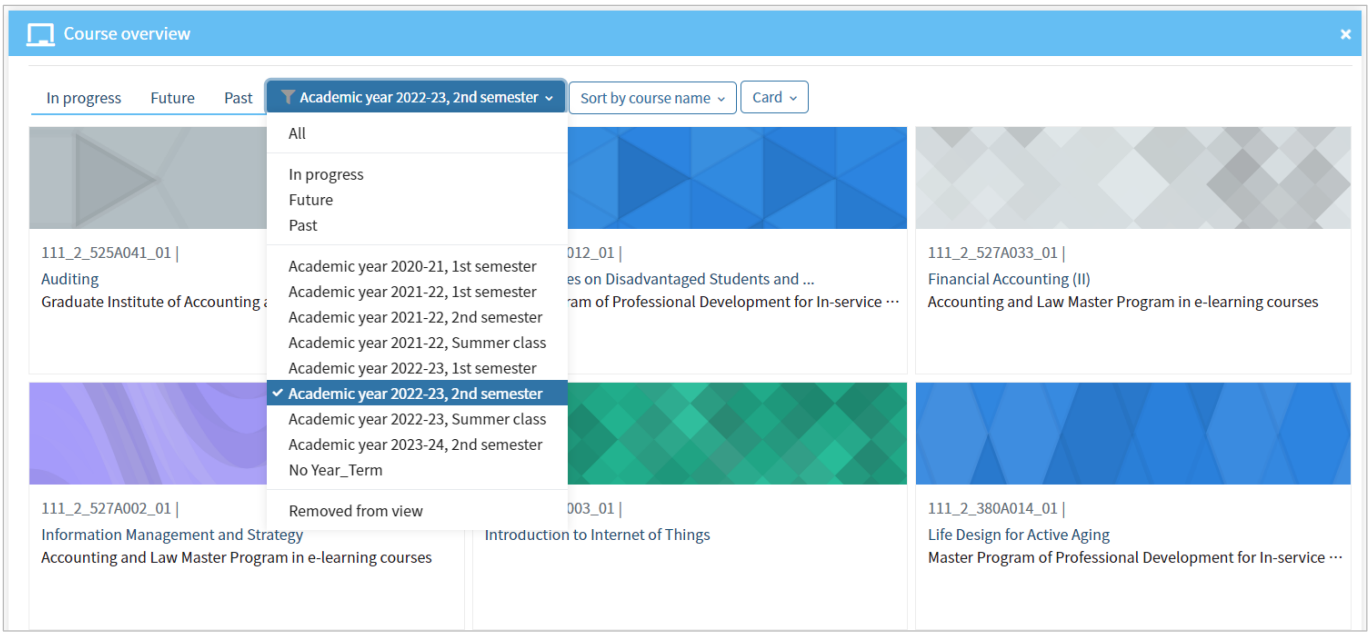


❷ From Content Area Section -> Click on any course to access.



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.

  ❶ Activate Edit Mode.

  ❷ Click on add a new block.
- C：Course Content Area: [Latest Announcements], [Discussion Forum], [Course Content].

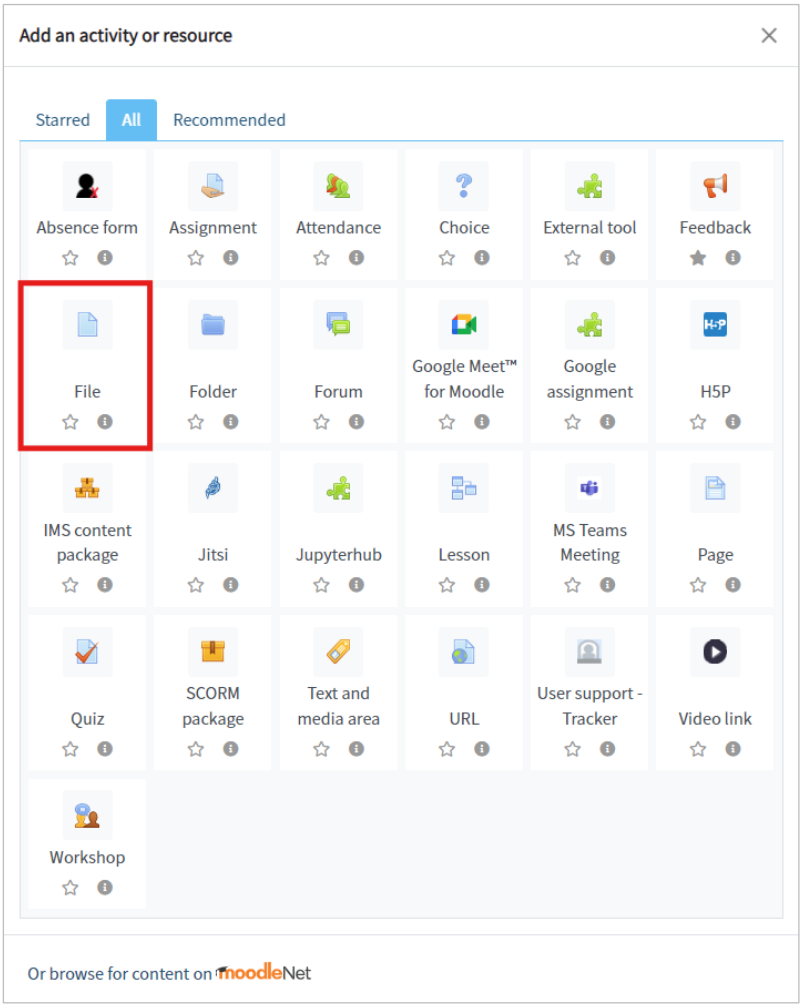
II. Course Materials

2-1 Uploading Teaching Materials

①Click on “Course Content” and select “Unit 1” to start.

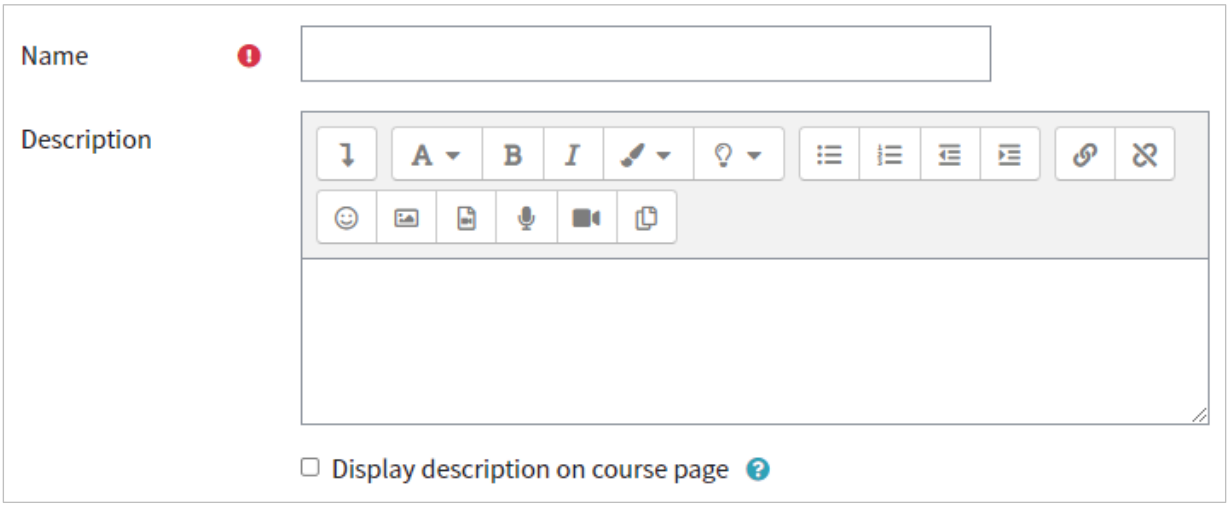
②Click on “+ Add an Activity or Resource” in the upper-right corner of Unit 1.

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.

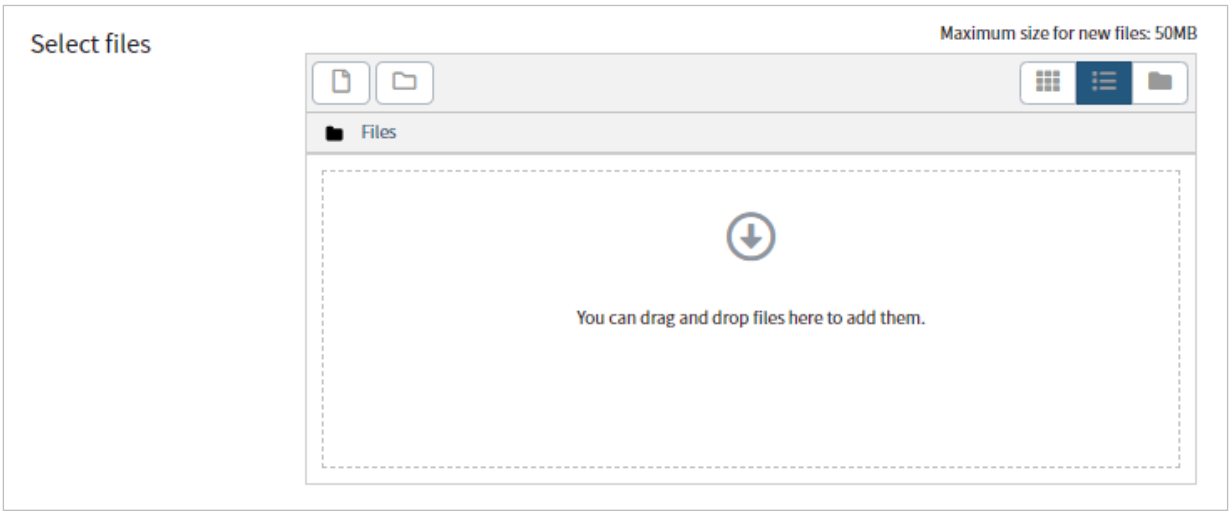


④Fill in the title, description, etc.

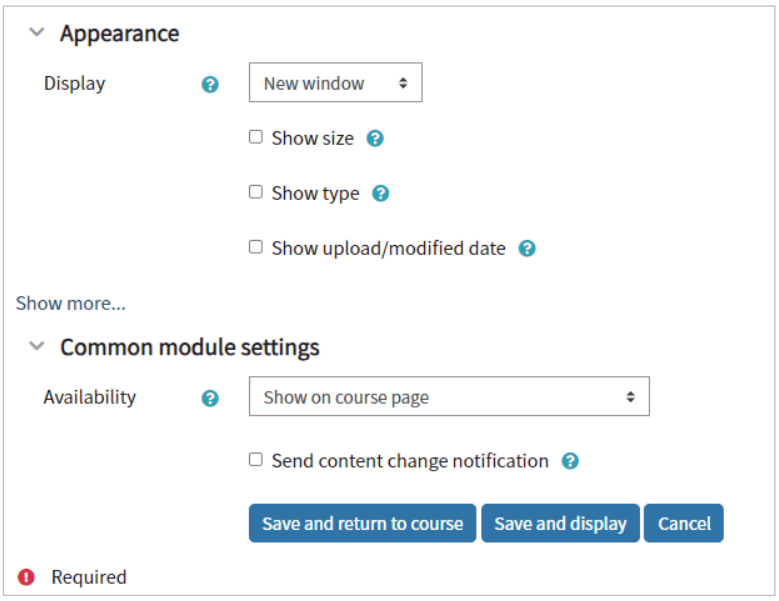
Note: Fields marked with a red exclamation mark are mandatory.



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

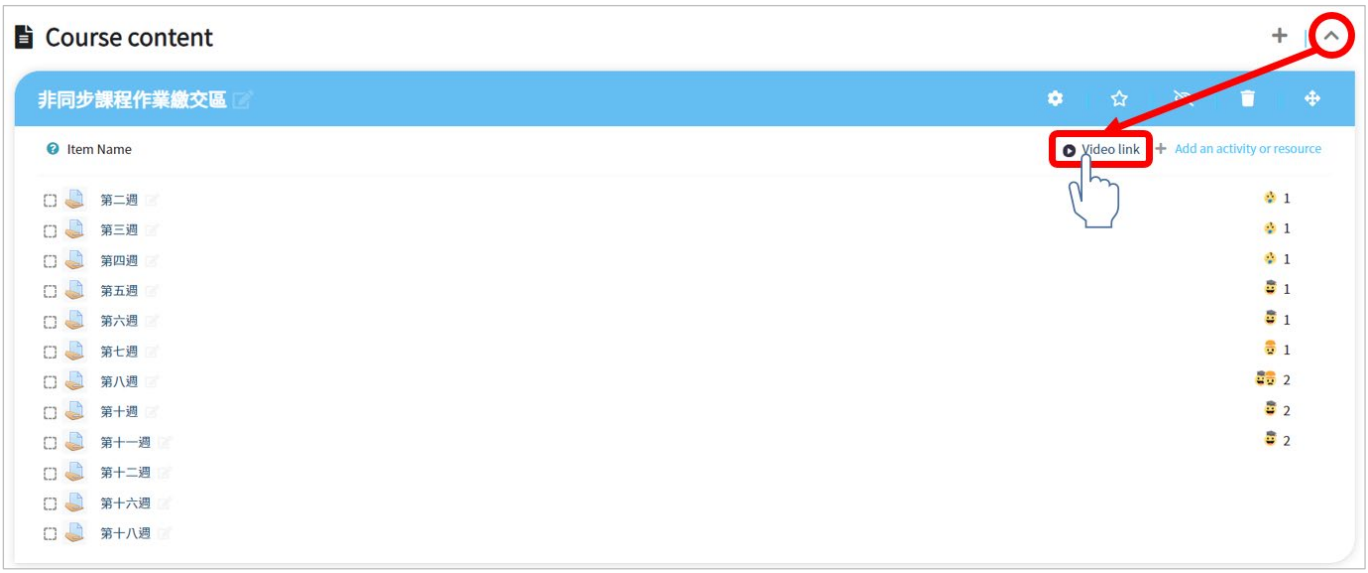


⑥Appearance, Common module settings restrictions can be adjusted to control the display status of course files.

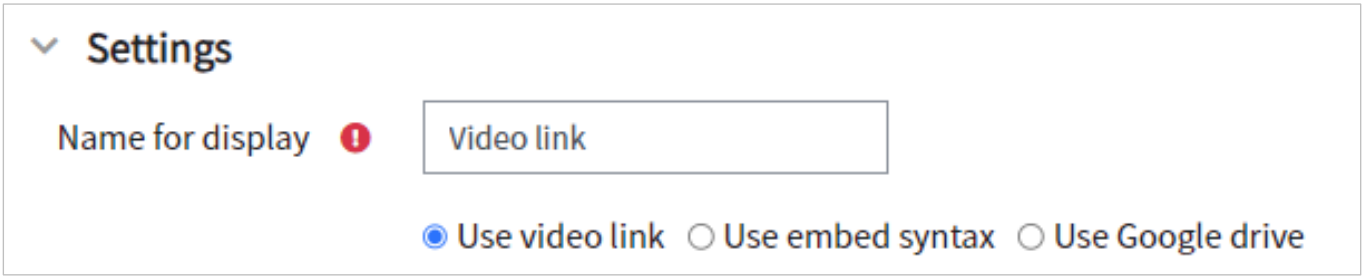


2-2 Upload Video Materials

① Click on "Video link."

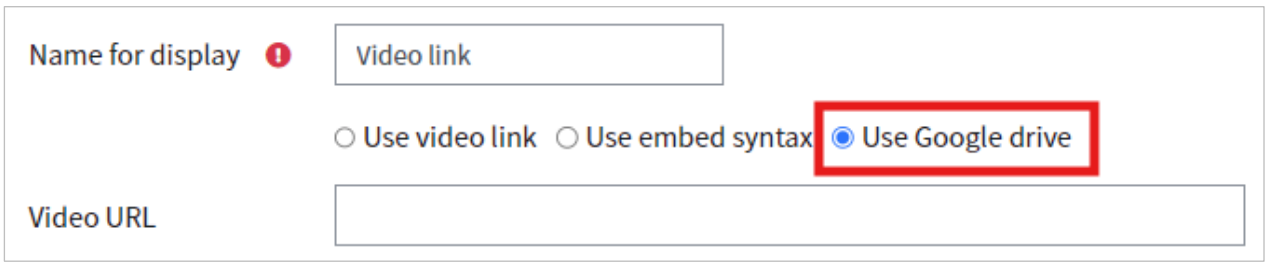


② Fill in the video file title.

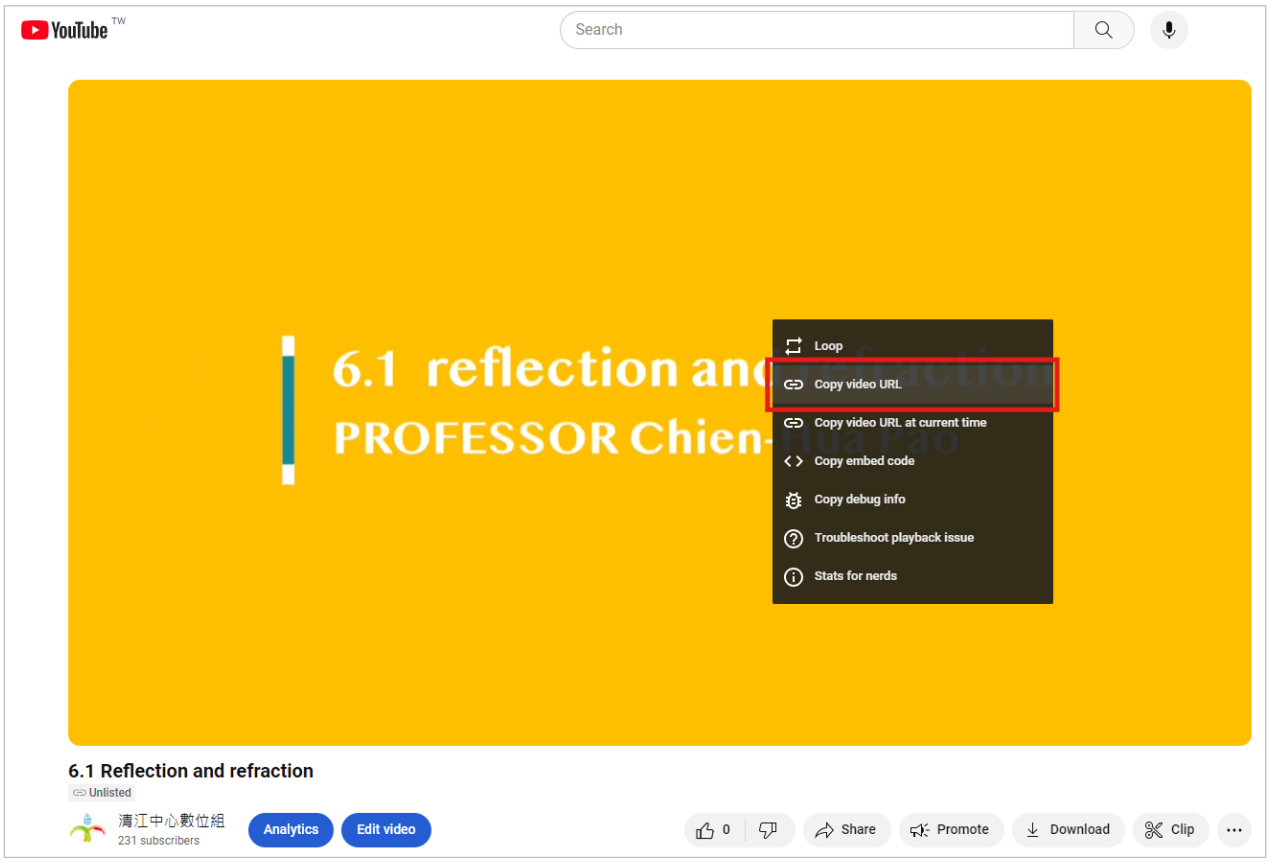


③ Insert the Video URL.

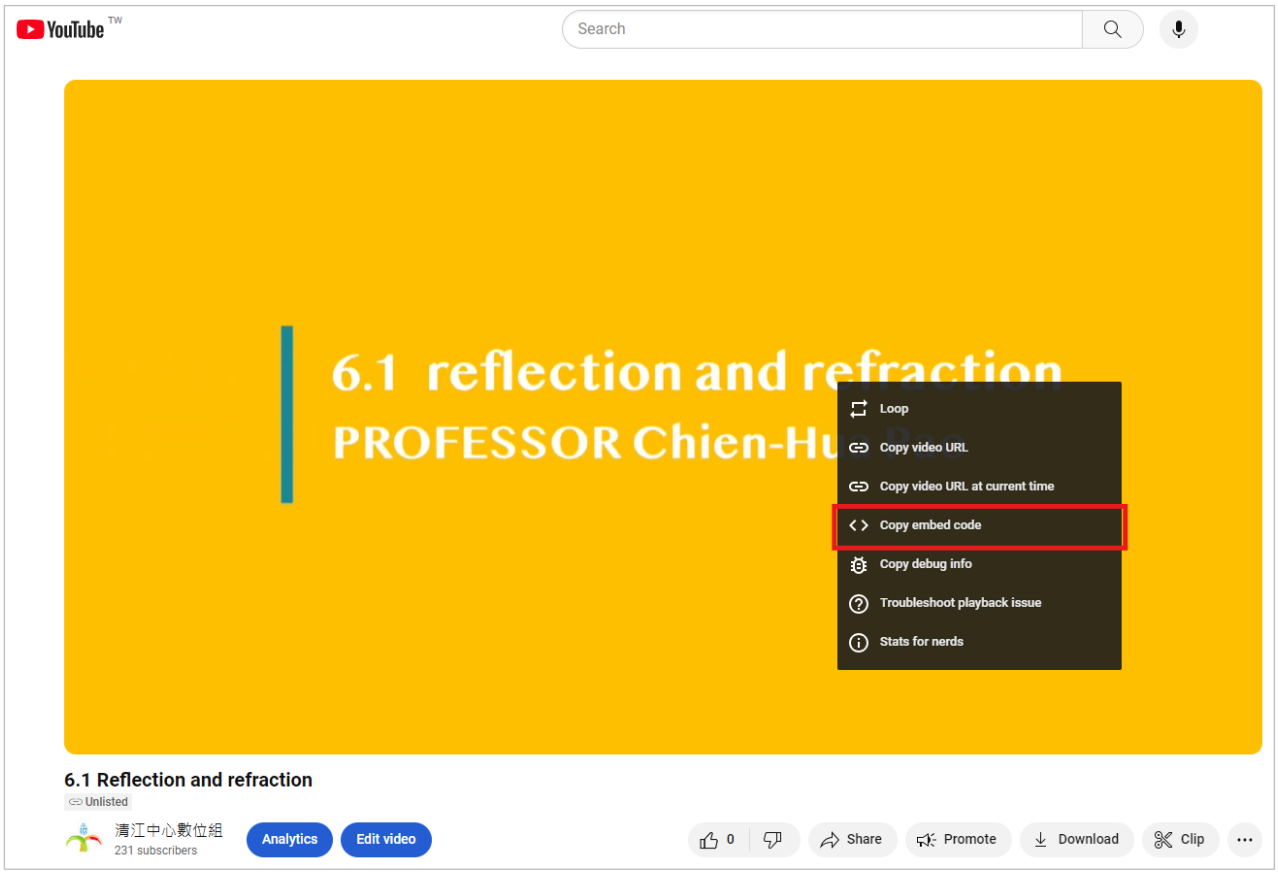
- When using a Google Drive video, select the "Use Google drive".



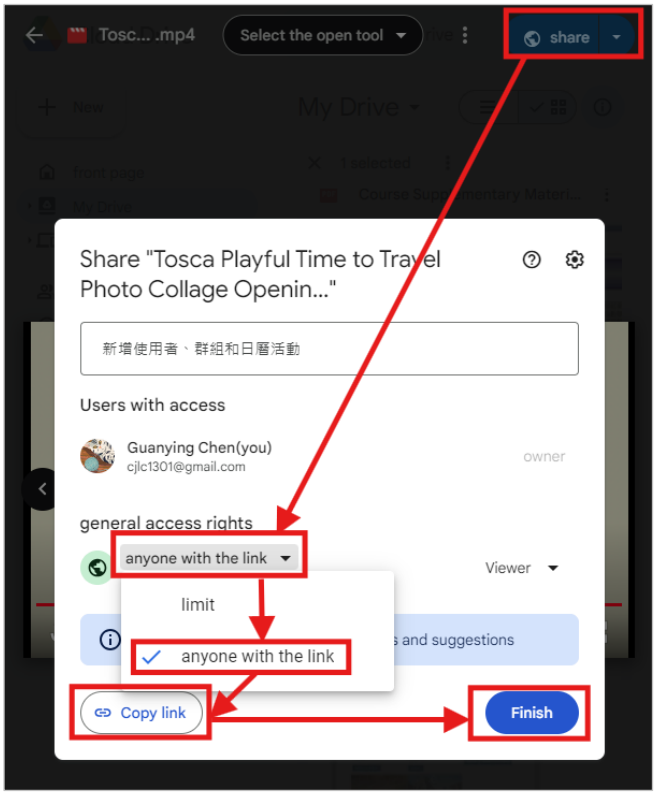
- For using a link URL, take YouTube as an example. Right-click on the video screen and choose [Copy Video URL].



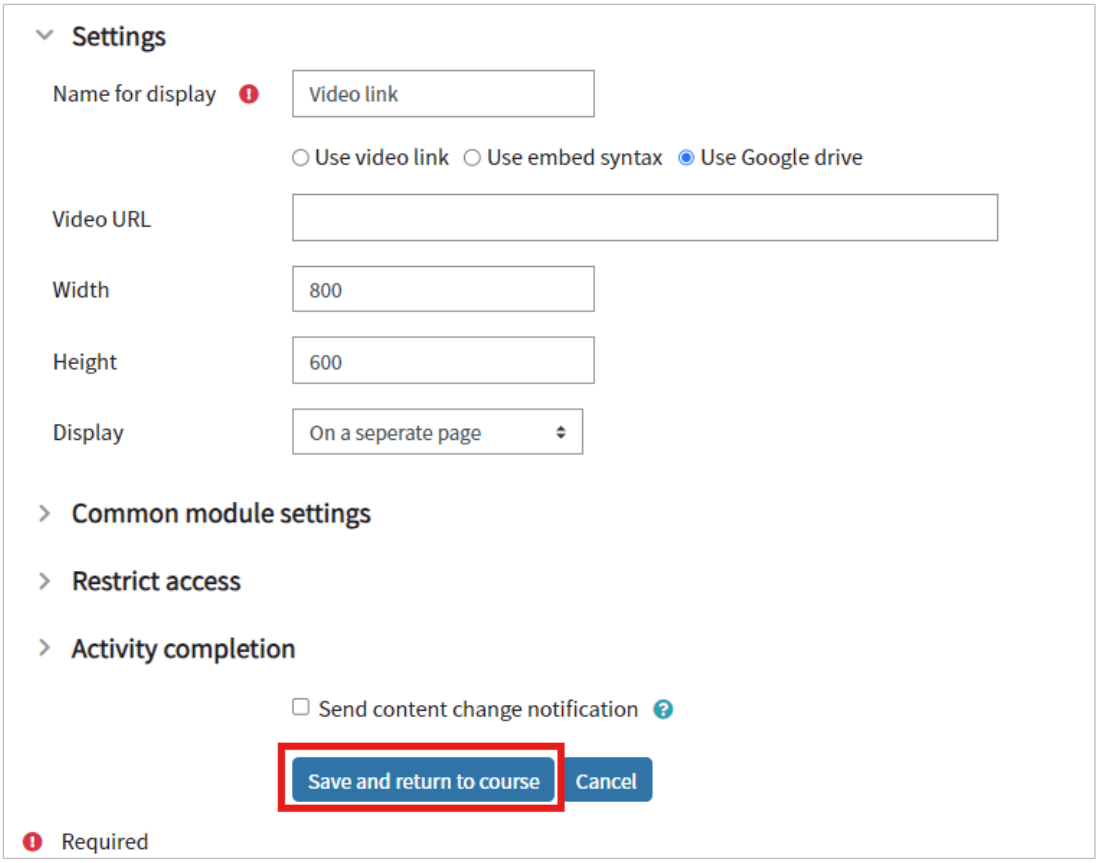
- For using embed code, take YouTube as an example, right-click on the video screen and choose [Copy Embed Code].



- 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.

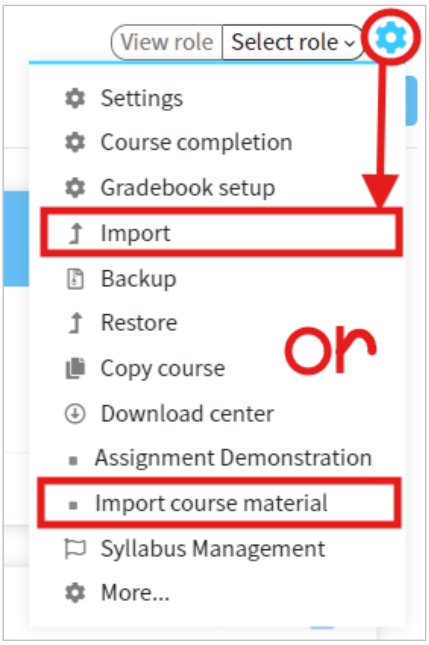


④Set video **width, height,** and **display preferences**. After configuring, click "Save and Return to Course."



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].

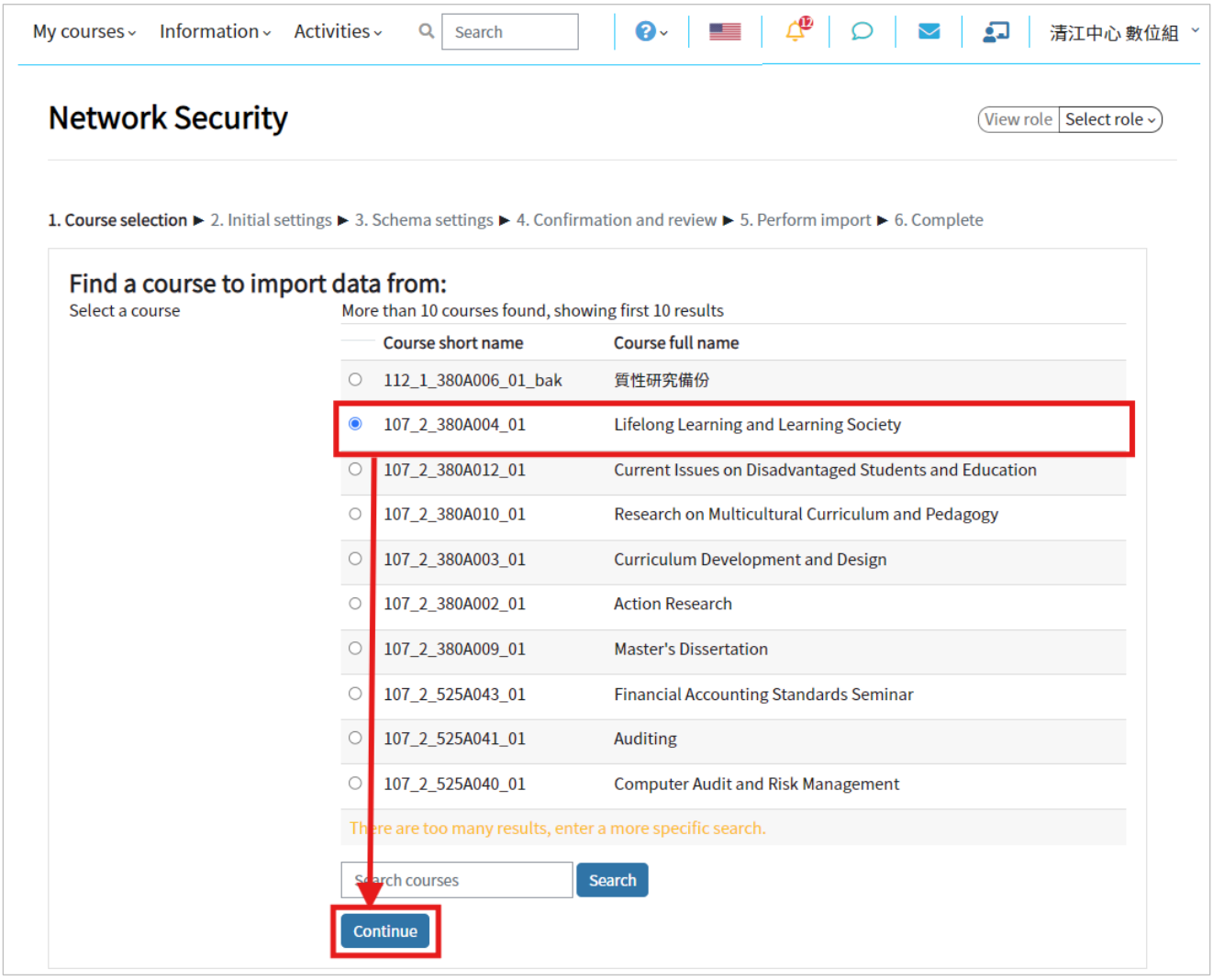
Note: These two options have different import restrictions.

- [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.

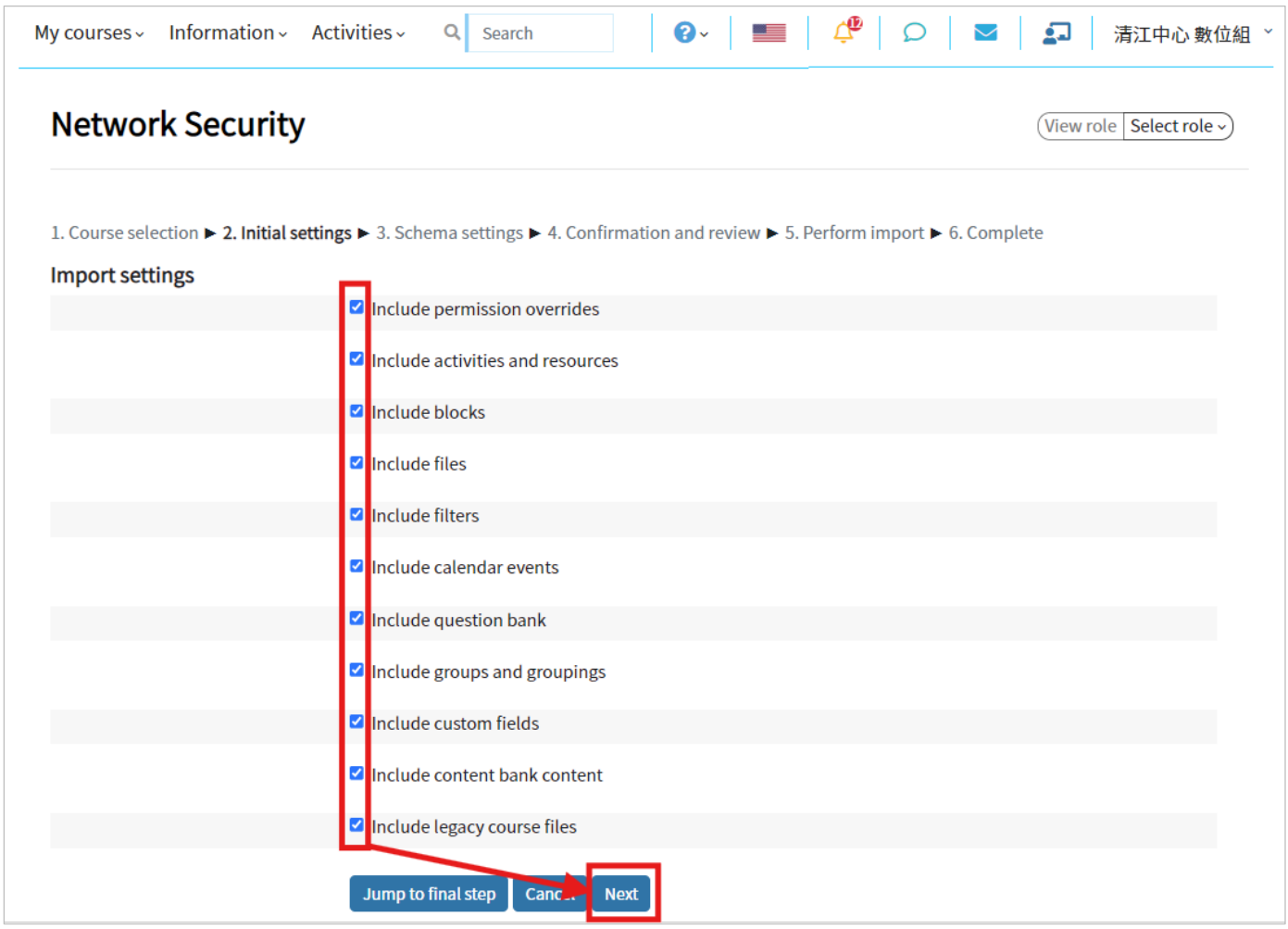
Steps for using [Import]:

❶ Click on [Settings] in the upper right corner, and select [Import].

❷ Click and selected the course materials that you want to import.

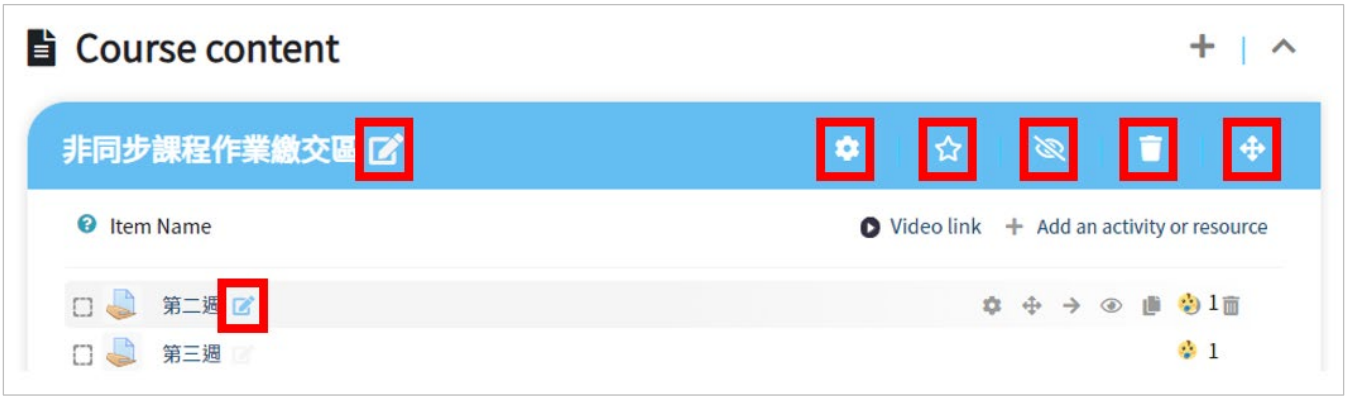


❸ Click [Next] to complete the initial settings and subsequent schema settings steps.

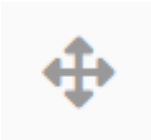


2-4 Modifying Material Settings

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



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

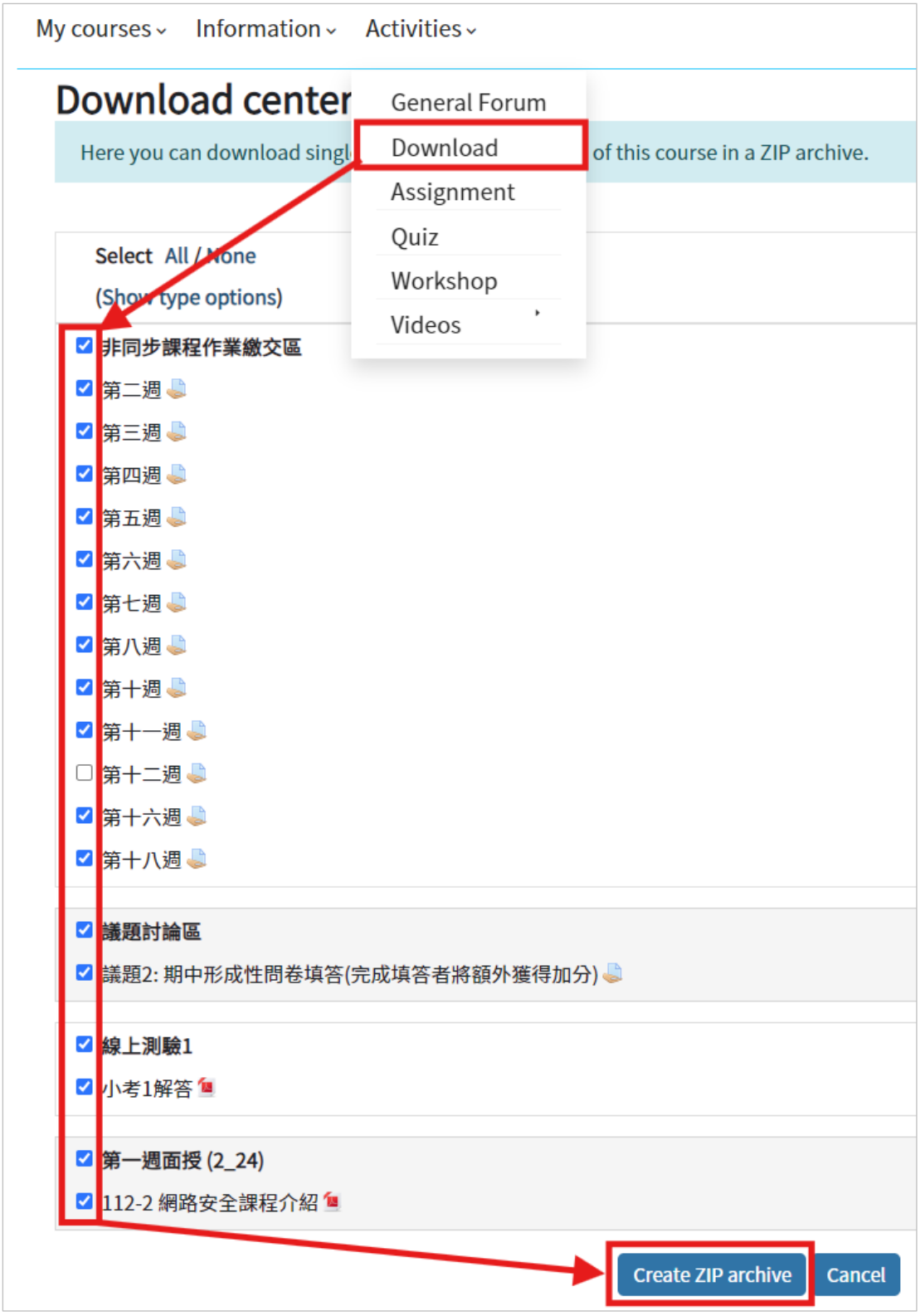


：You can move and adjust the arrangement of items.

：Edit the summary of the unit.

：Edit the title.

2-5 Downloading Material



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."

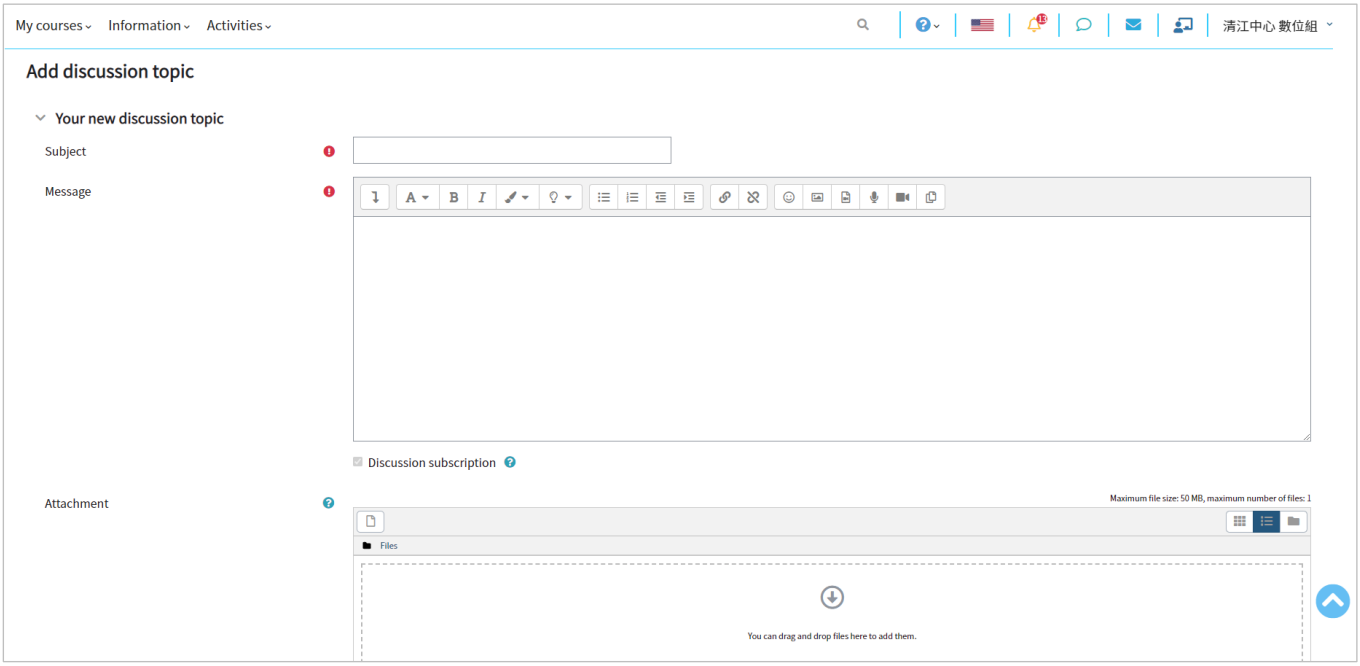
Note: It can download files only. It cannot download video link, assignment, quiz and etc. The file size should be within 1GB for a single download.

III. Course Information Management

3-1 Posting Announcements to the Bulletin Board

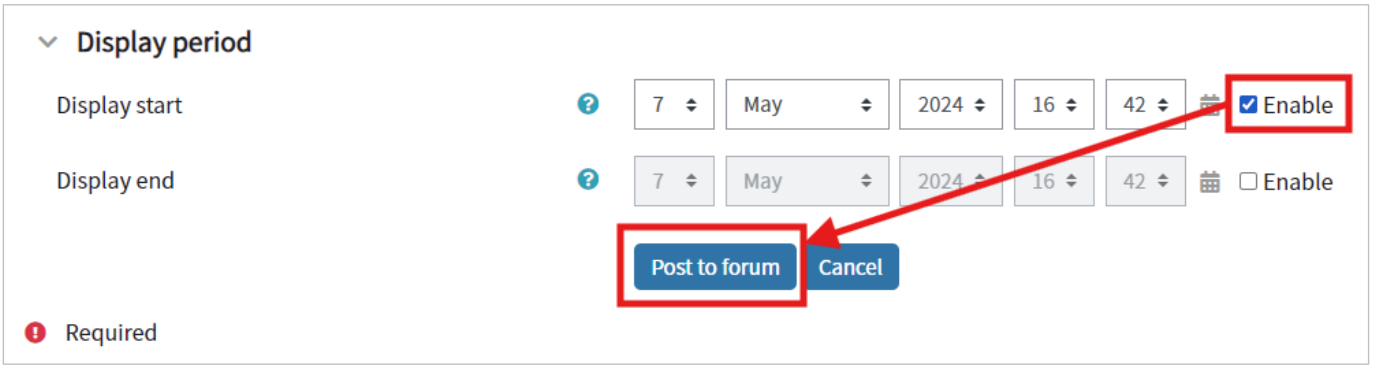
❶ Click on the [+] on the right next to the latest announcement to enter.

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

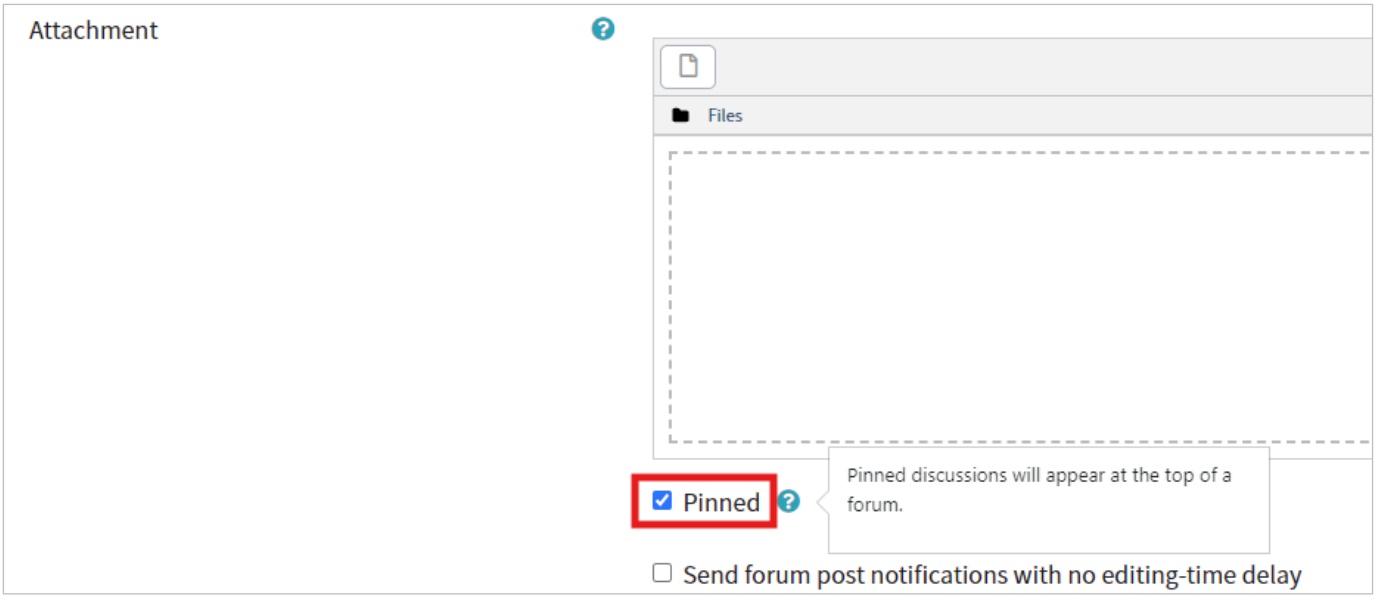


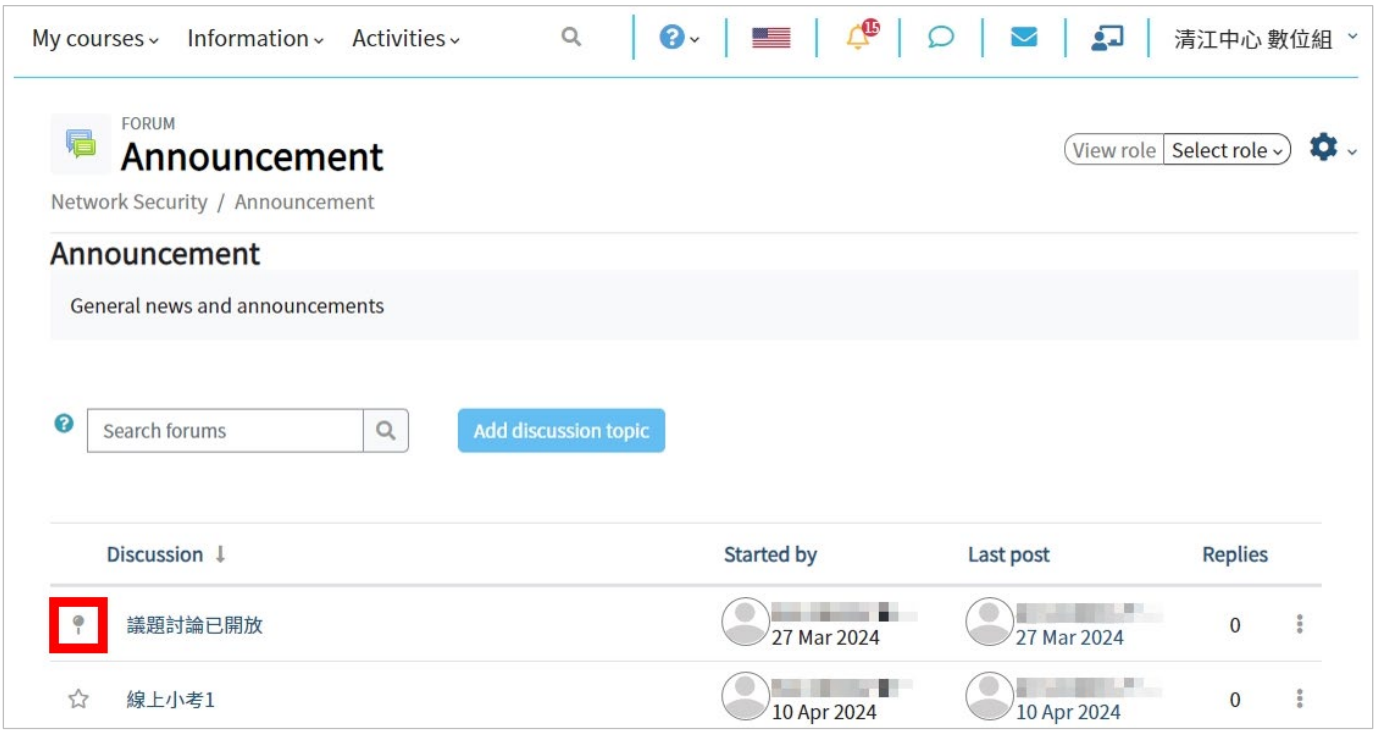
Note: Fields marked with a red asterisk are mandatory.

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



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

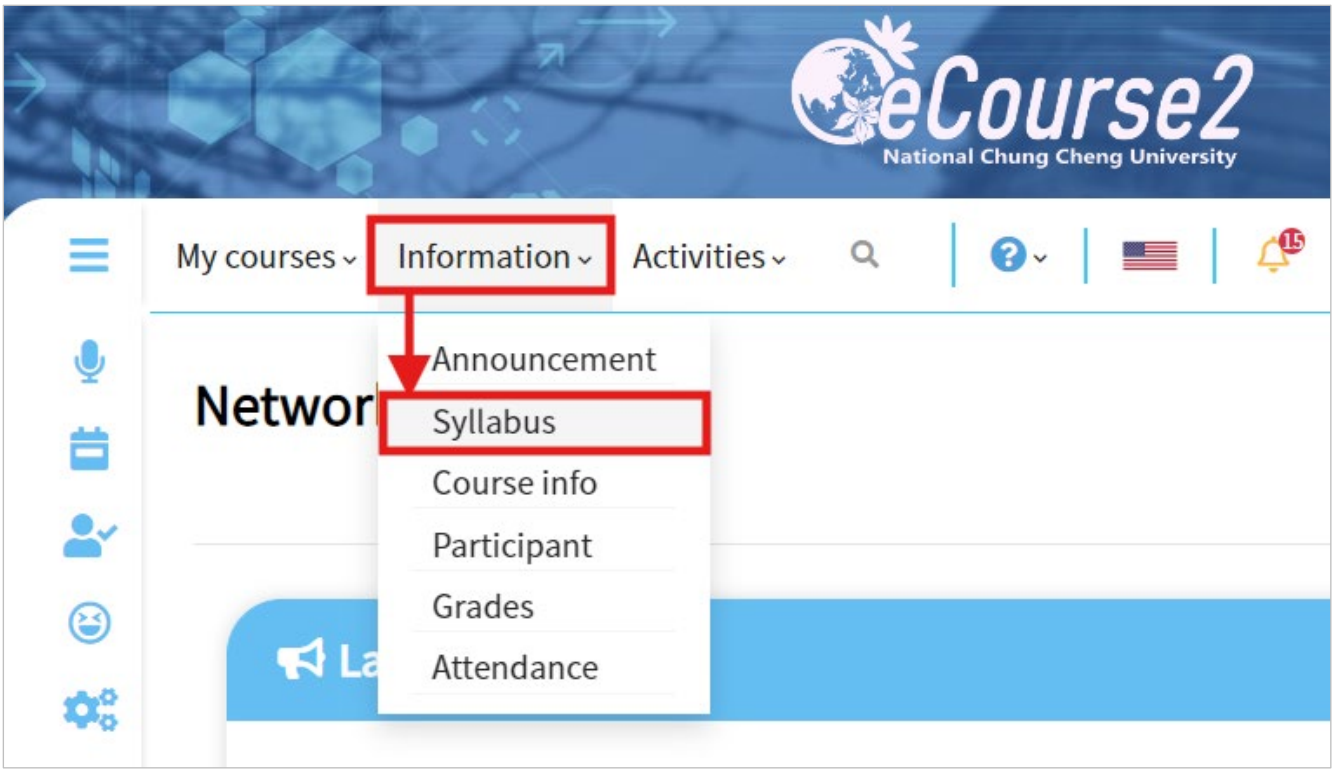




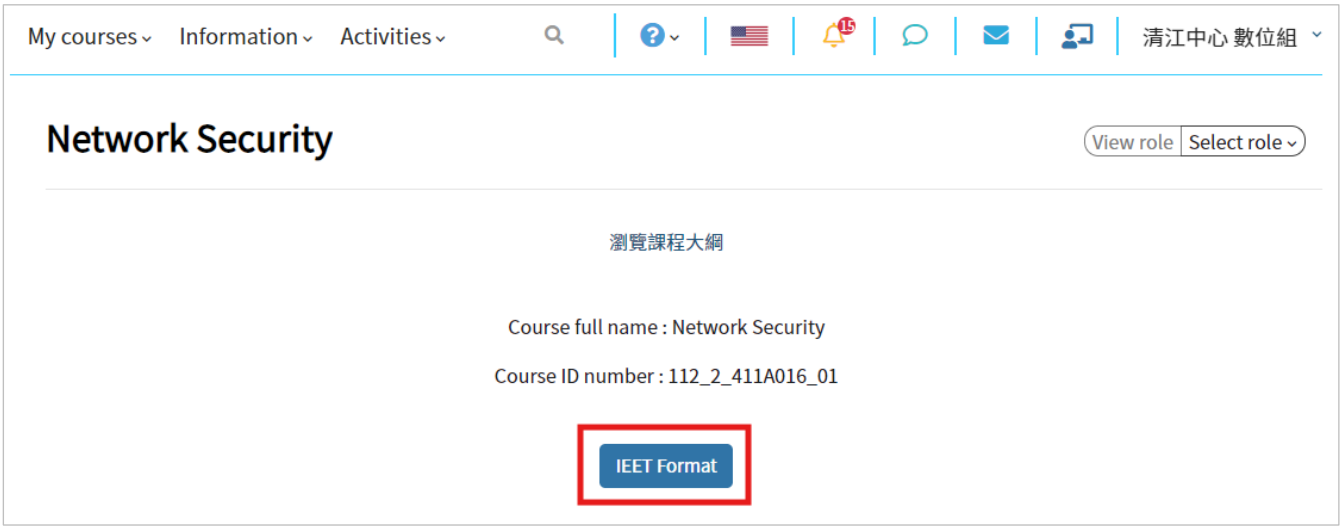
3-2 Course Outline

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.



❸ Fill in the form content.

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

Textbook：

Textbook list:

Name	Author	ISBN	Other	Operation
No textbook				

More description:

Course Syllabus – Number of Units：1

Course Syllabus		Number of Hours				Core Capabilities	Remarks
Topic	Content	Lecture	Demonstration	Assignment	Others		
						□1□2□3□4□5□6□7□8	

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)：□Self Developed□Provided by Textbook Authors

2. Teaching Methods(Checkboxes)：□Lecture Slides□Blackboard Teaching

3. Grading Methods(Checkboxes)：
□Attendance %,
□Quiz %,
□Assignment %,
□Programming %,
□Technical Report %,
□Project Report %,
□Mid-Term Exam %,
□Final Exam %,
□Final Report %,
□Other %

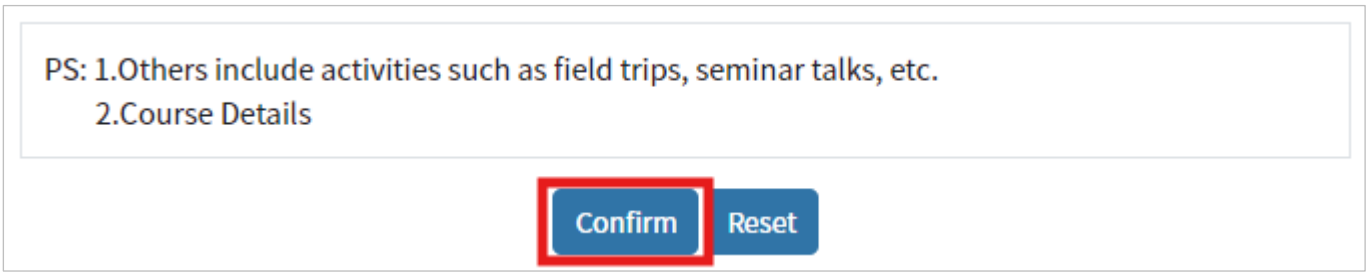
4. Teaching Resources：□Course Web Site □Downloadable Electronic Materials □Lab Web Site

5. Other requirements：

Relationship between course education goals and core capabilities	
Please select：□1□2□3□4□5□6□7□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。

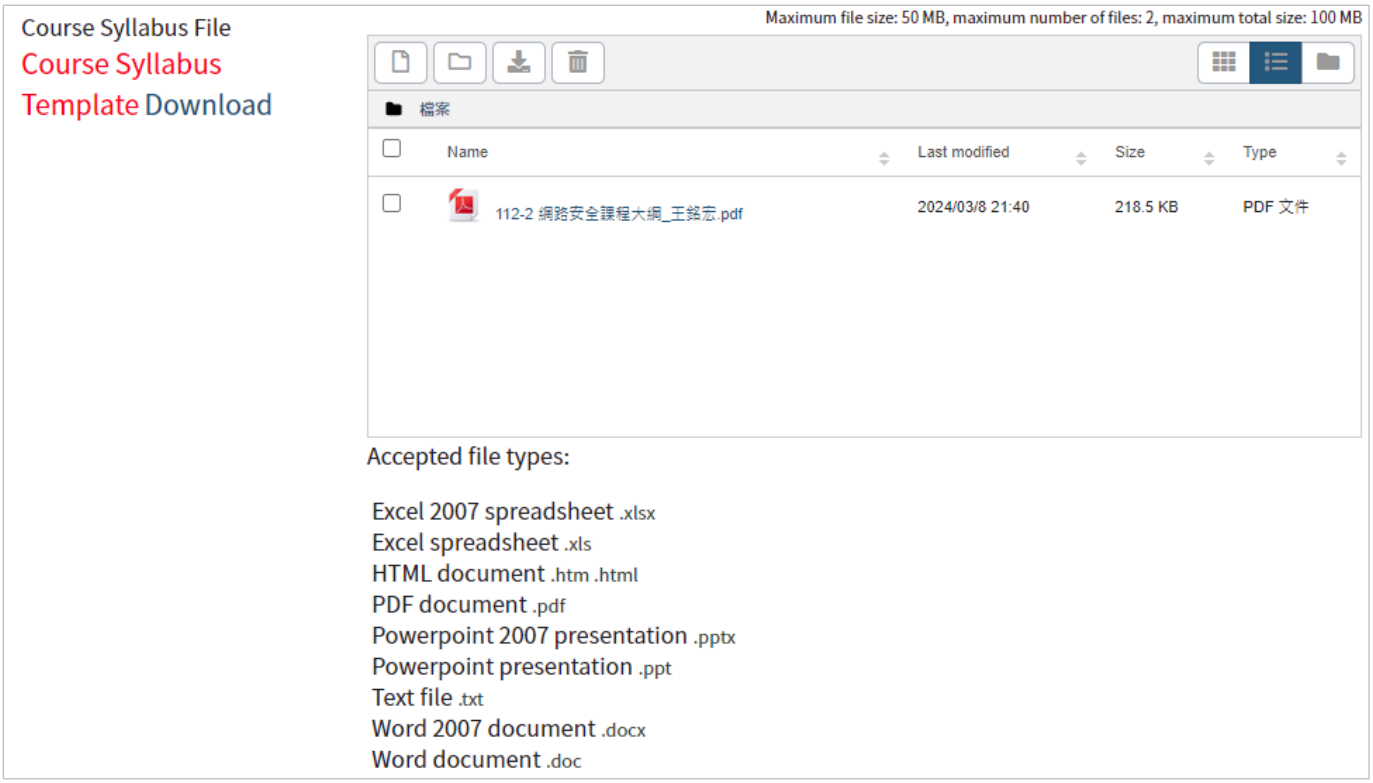
PS: 1.Others include activities such as field trips, seminar talks, etc.
2.Course Details

❹ After completion, click [Confirm] at the bottom.

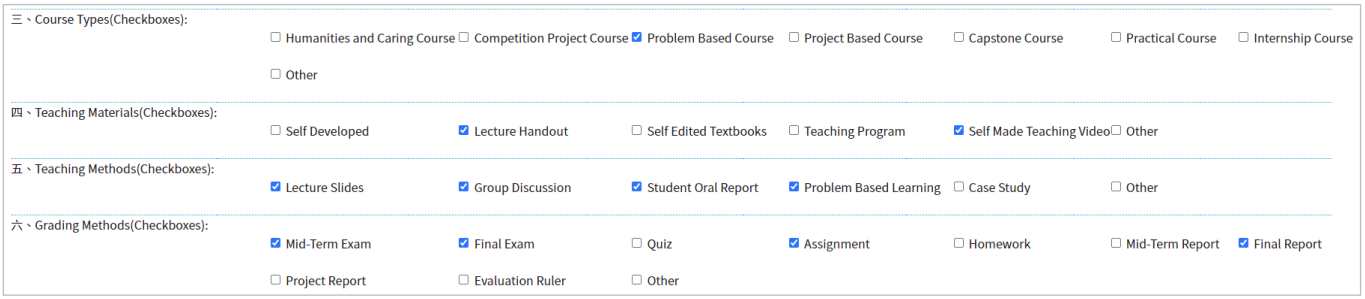


❺ Return to step 1 page and continue to fill in the Course Introduction.

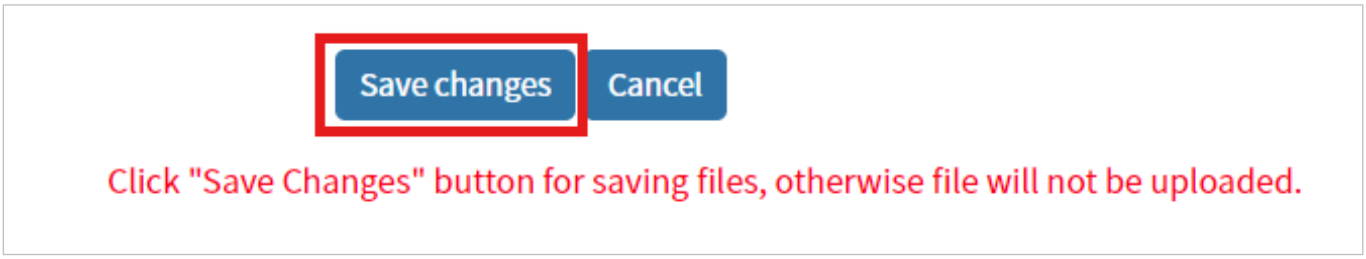
❻ Upload files.



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



❽ Click [Save Changes] at the bottom.



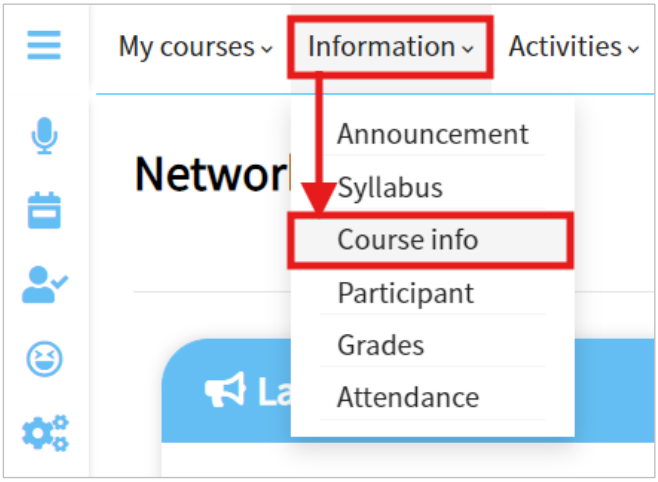
3-3 Course info

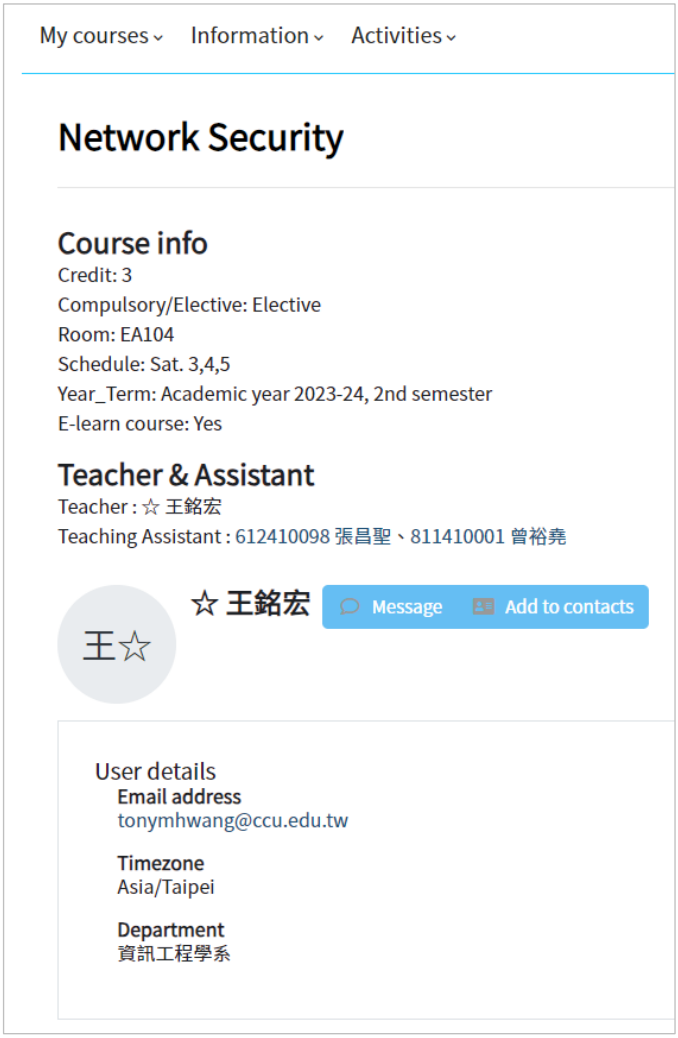
Selected Information -> Course info to enter the page. Content includes course information and teacher & assistant details to help students have a basic understanding.

Information -> Course info

Course info

Teacher & Assistant

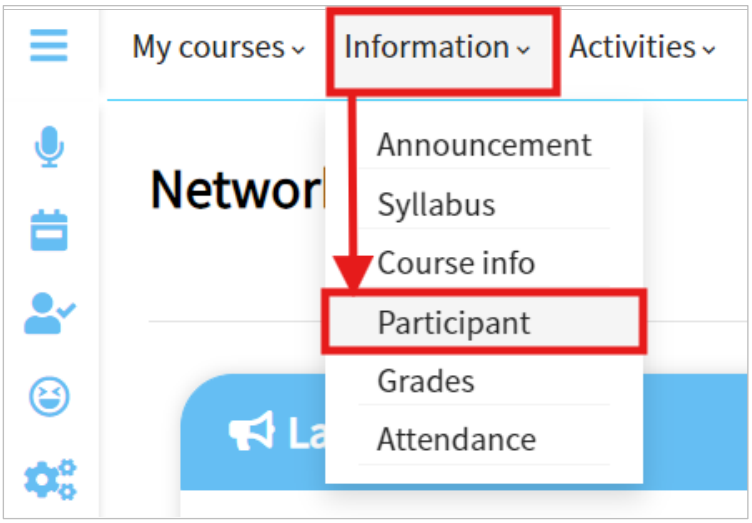




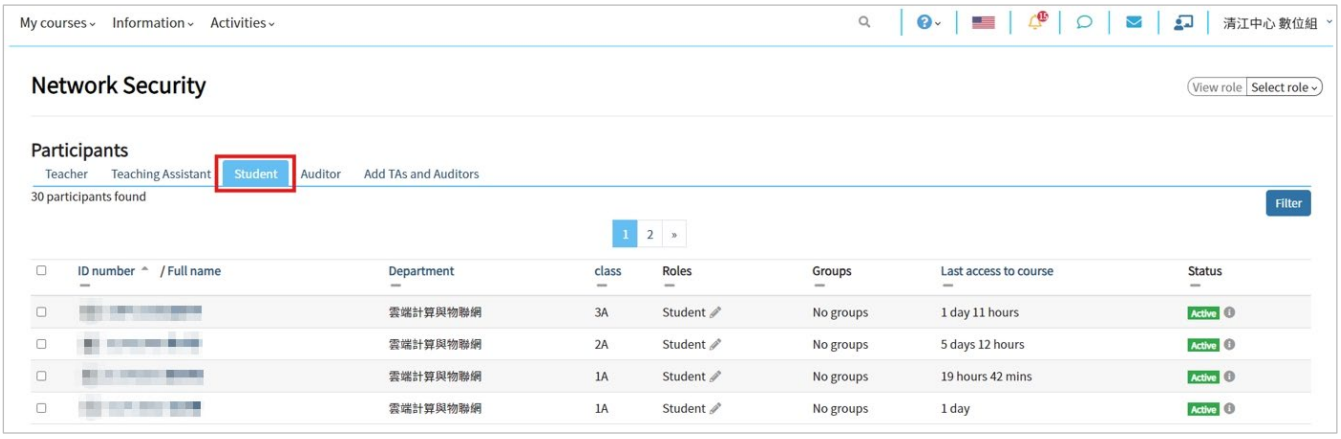
IV. Teaching Assistants

4-1 Setting Up Teaching Assistants

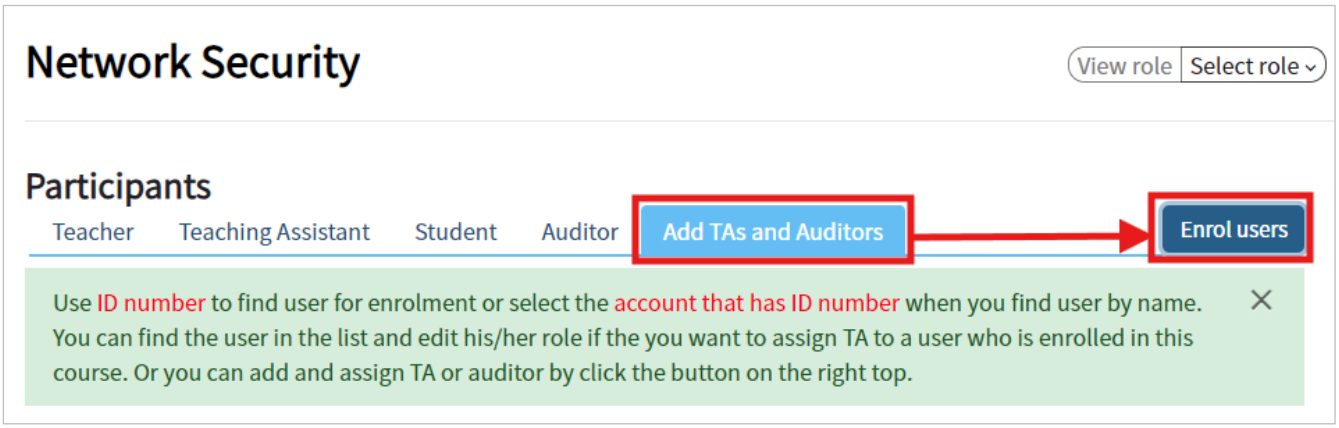
❶ Click on Information" -> "Participant".



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

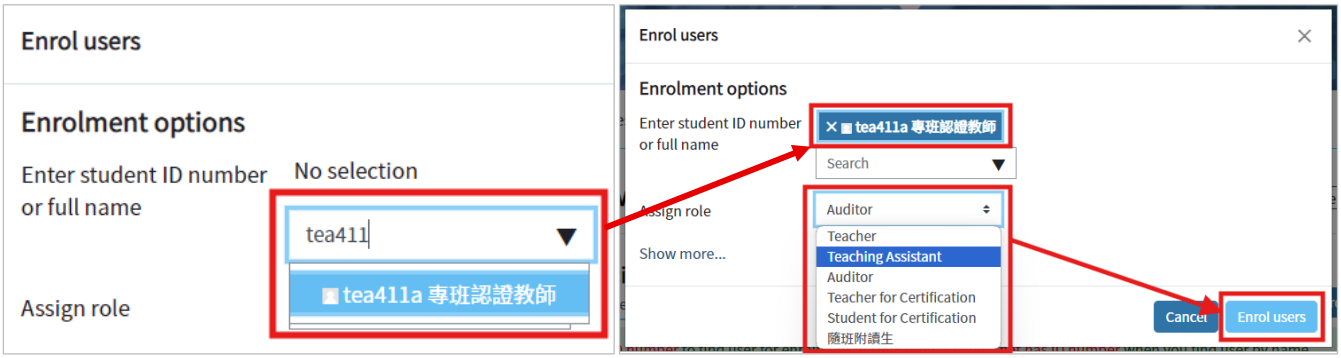


❸ Click on "Add TAs and Auditors"-> " Enrol users ".



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

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



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.

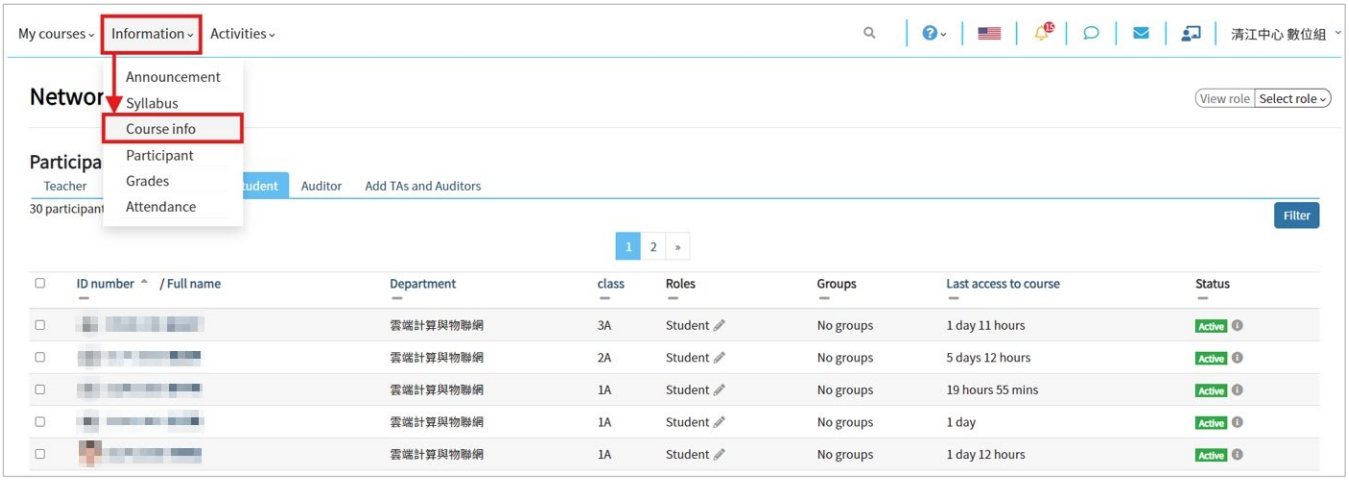
4-2 Add Auditors

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

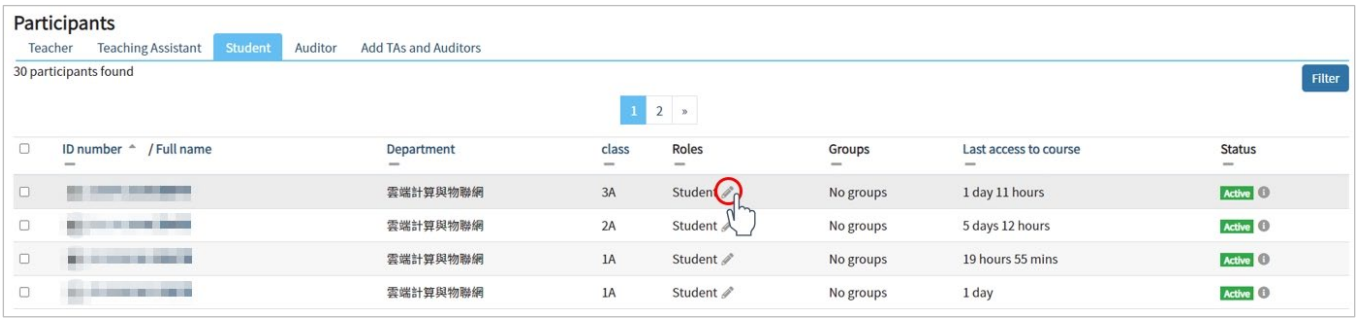
4-3 Change Member Roles

For example: Changing a student to be a teaching assistant

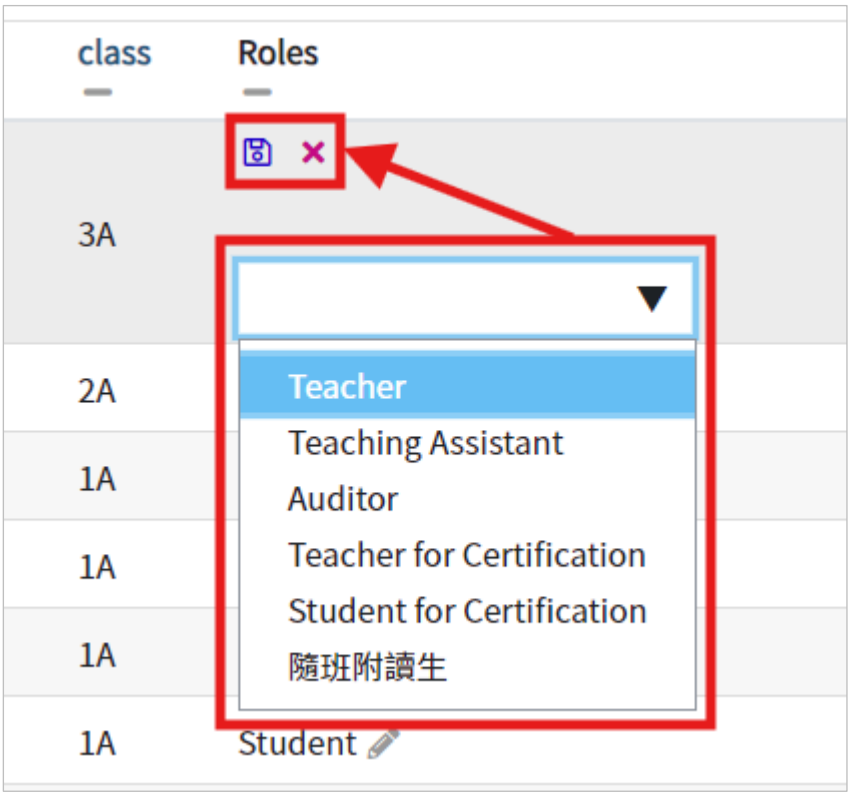
❶ Click on "Course Information" -> "Members." Find the member who needs to be changed from the member list.



❷ Under the "**Role**" section, click on the **pencil icon** on the right to edit.



❸ 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.



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

V. Grades

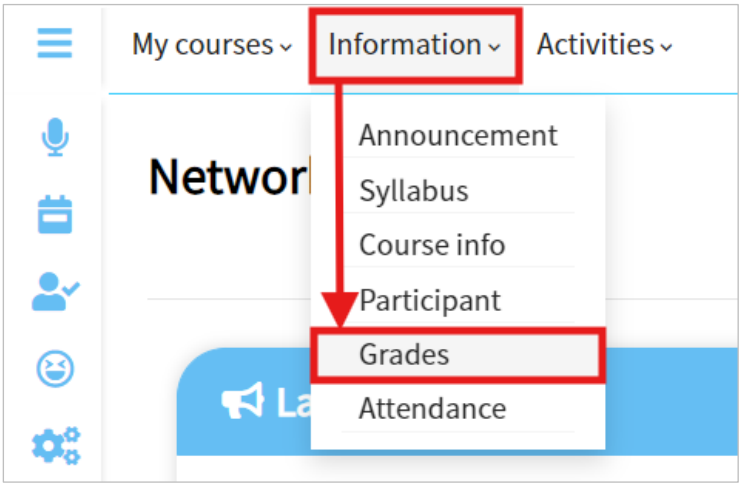
There are two sources for grades:

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.

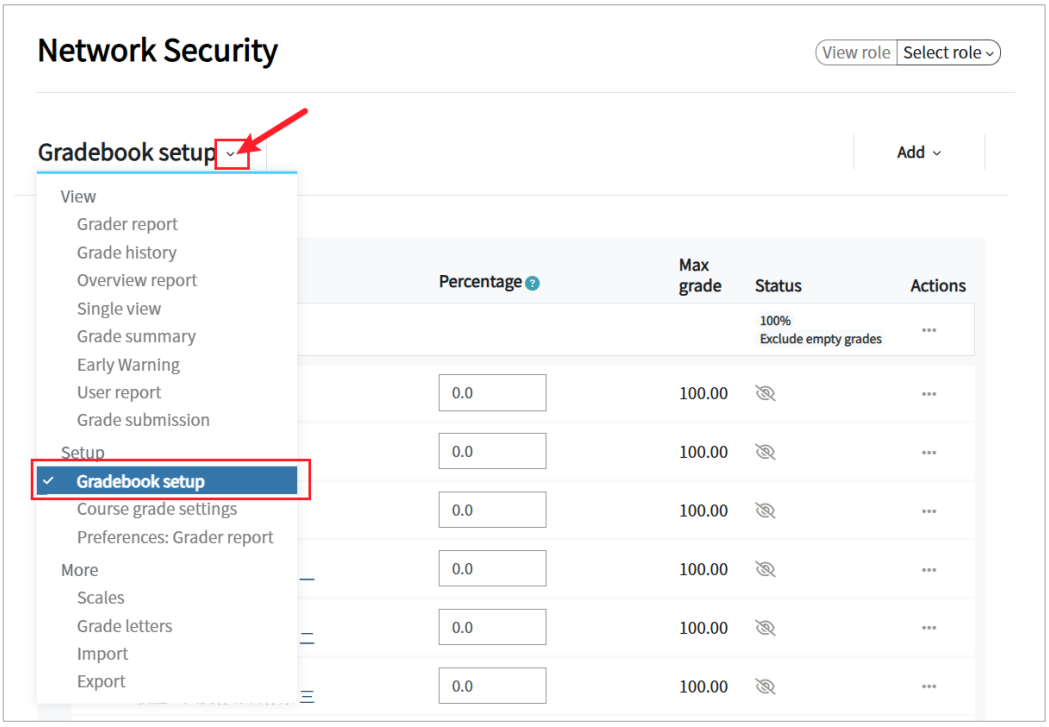
- **Grader Report:** Allows a quick overview of all students' grade situations.
  Note: To adjust a student's score, the **edit mode** must be activated.
- **Setup:** Adjusts the weightage of each grade item.

5-1 Setting Grade Percentages

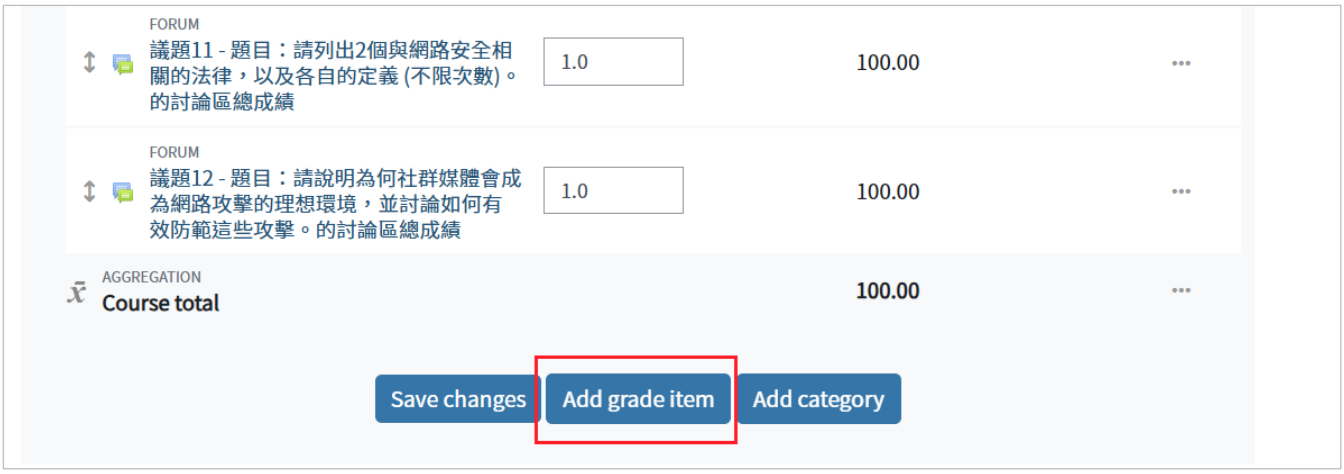
❶ Click on the "Information" from navigation bar -> "Grades" to enter.



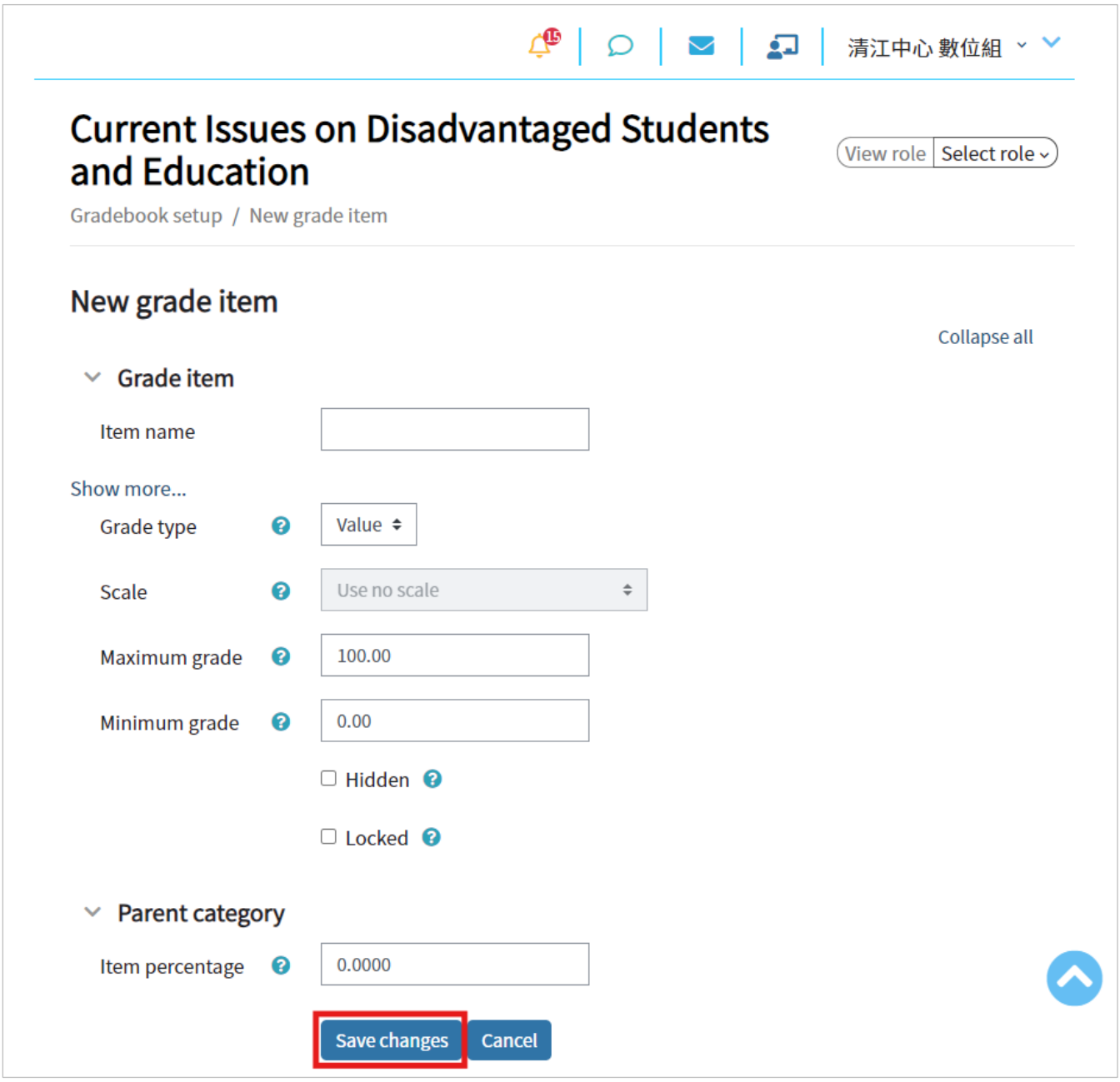
❷ Click on " Setup " (Gradebook Setup).



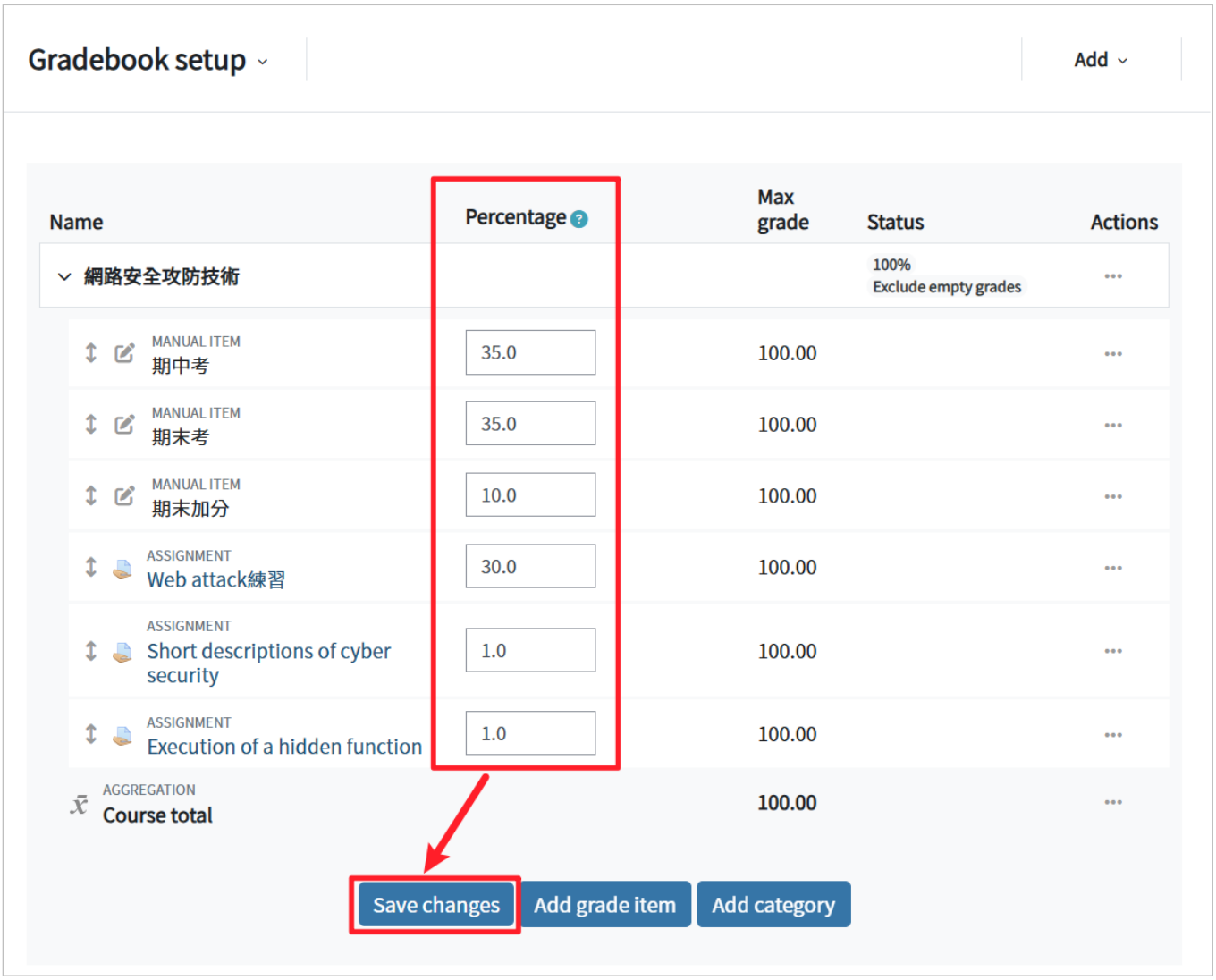
❸ Click on **"Add Grade Item."**



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

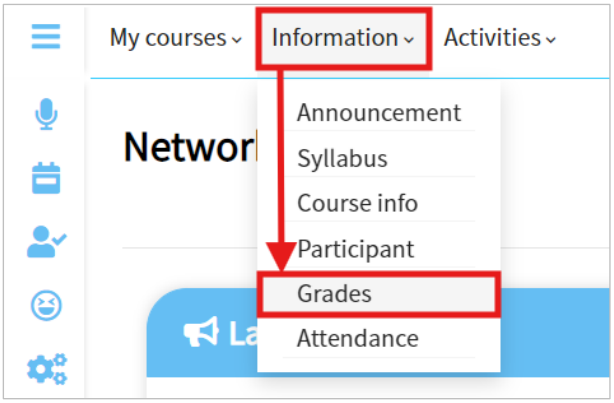


❺ Set up the **percentage**, and after configuring, click on **save changes**.

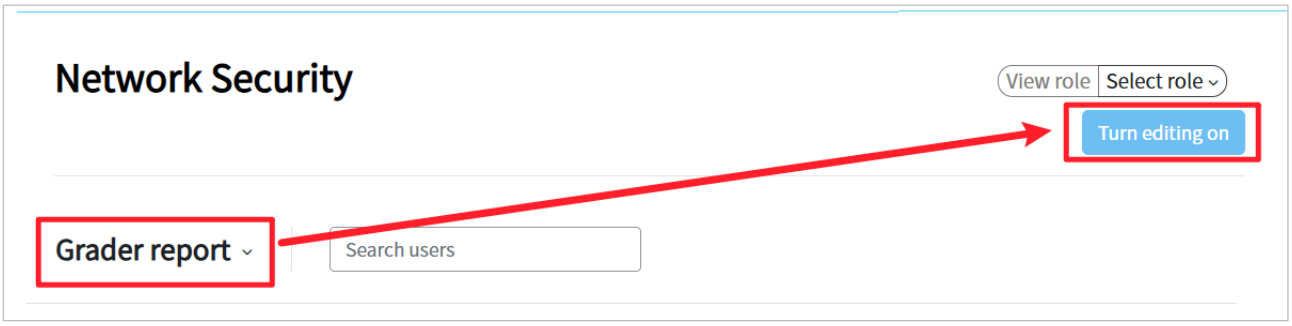


5-2 Modifying Grades

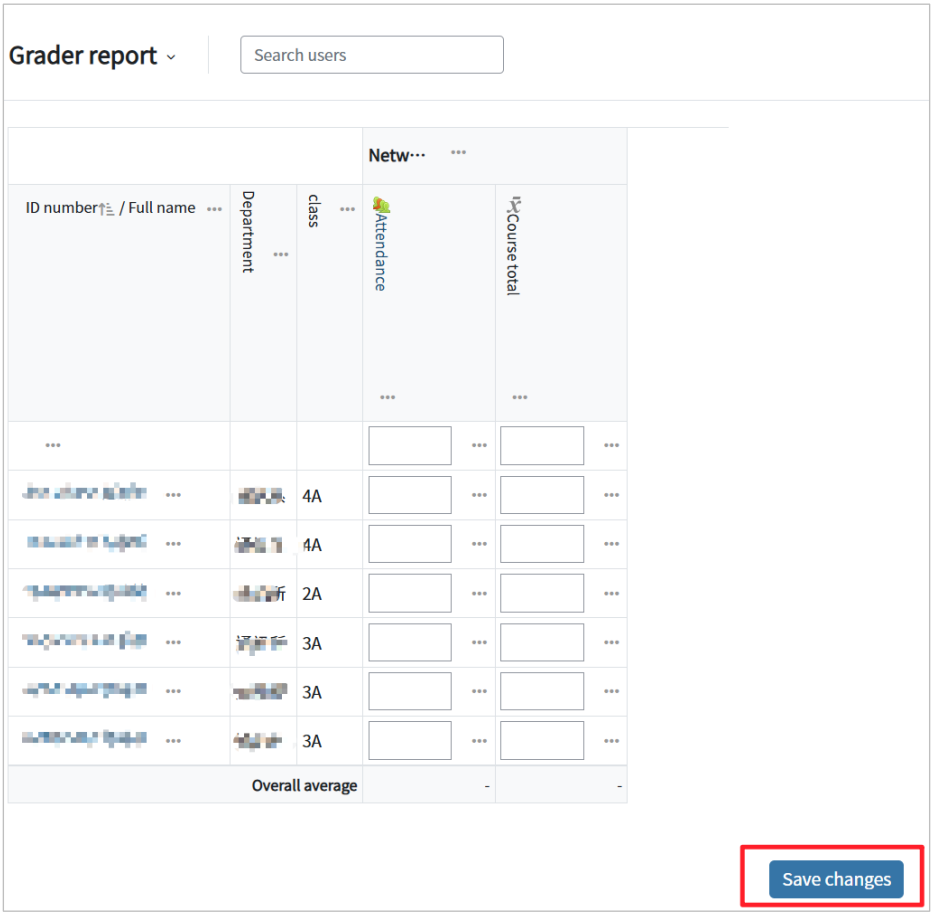
❶ Click on the " Information " from navigation bar -> " Grades " to enter.



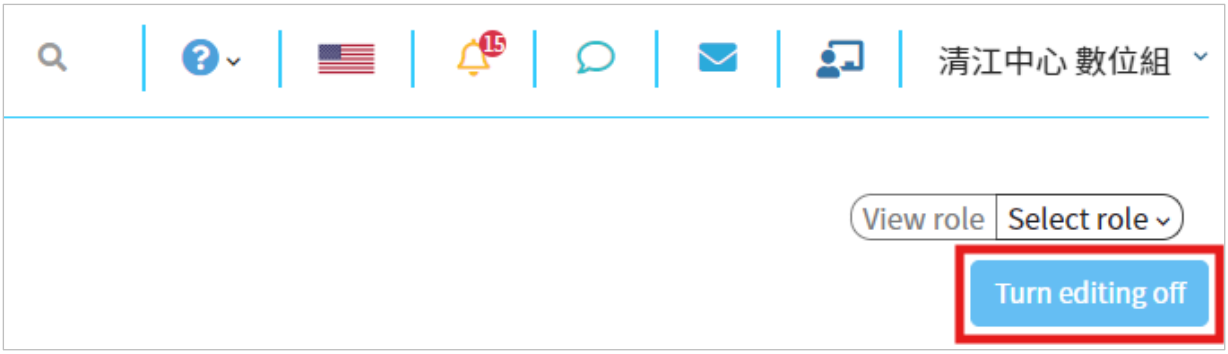
❷ Click on 'View' -> 'Grader Report,' then select 'Turn editing on' in the upper right corner.



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

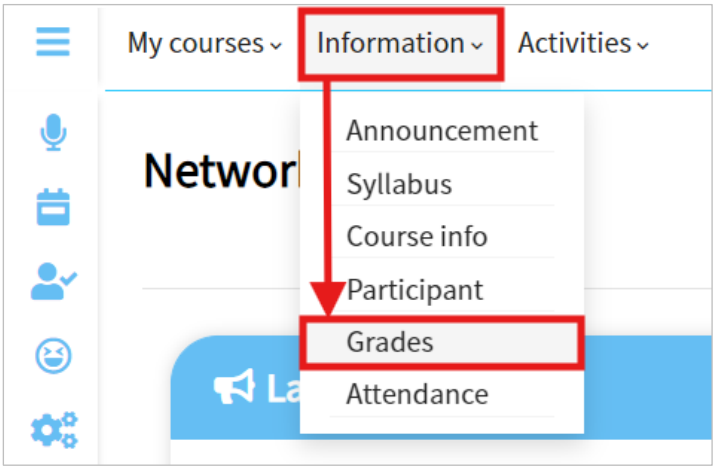


❹ After editing, click on " **Turn editing off** " at the top right to return to the original interface.

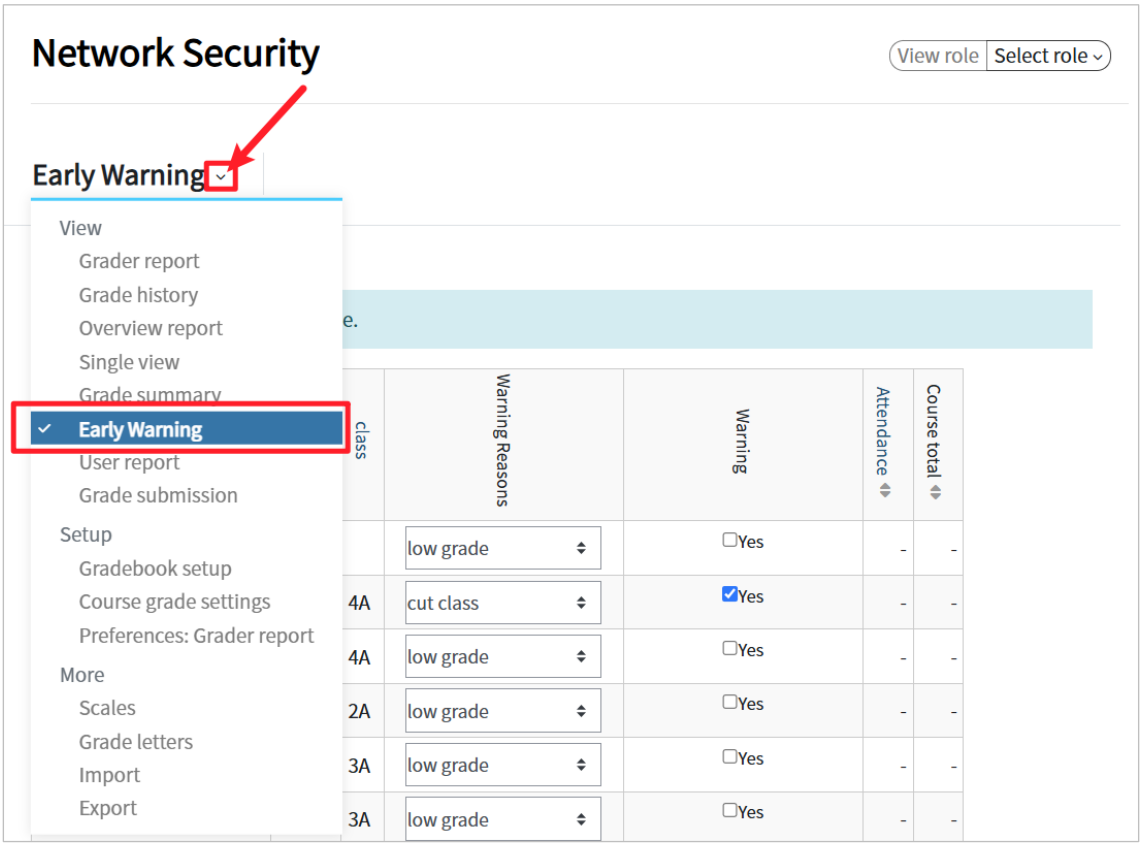


5-3 Grade Alerts

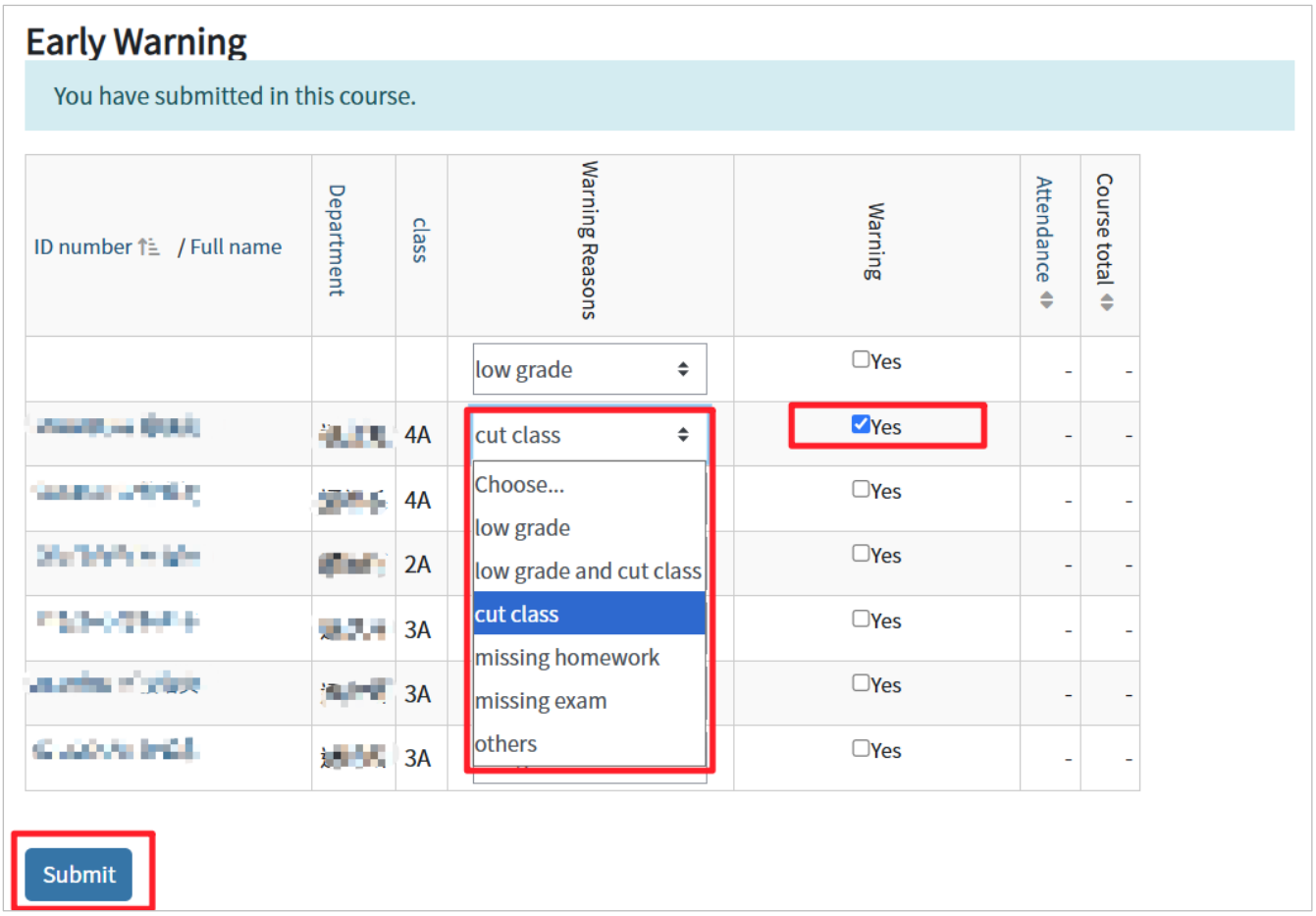
❶ Click on the "Information" from navigation bar -> "Grades."



❷ Click on "View" -> "Early Warning."

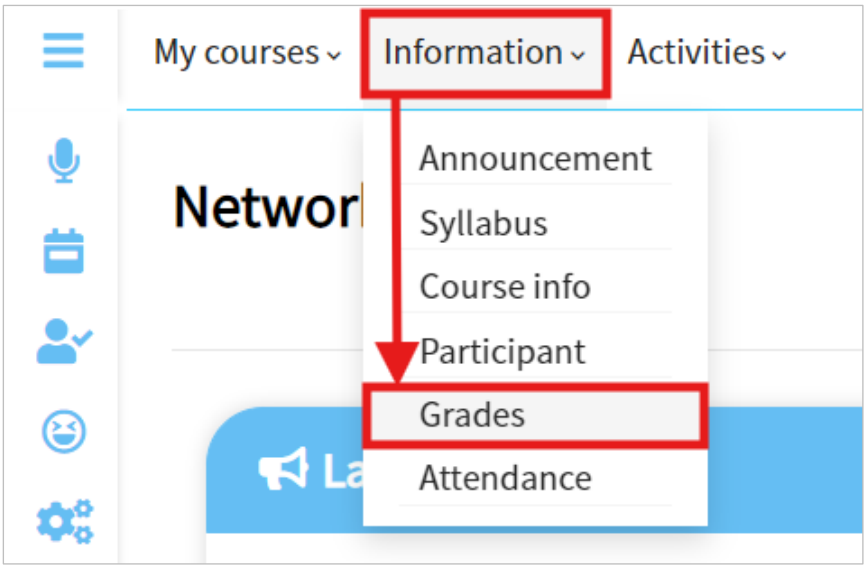


❸ Choose the **warning reasons**, and check **whether to issue a warning**. Click "**Submit**" at the bottom **when it's completed**.



5-4 Upload Semester Grades

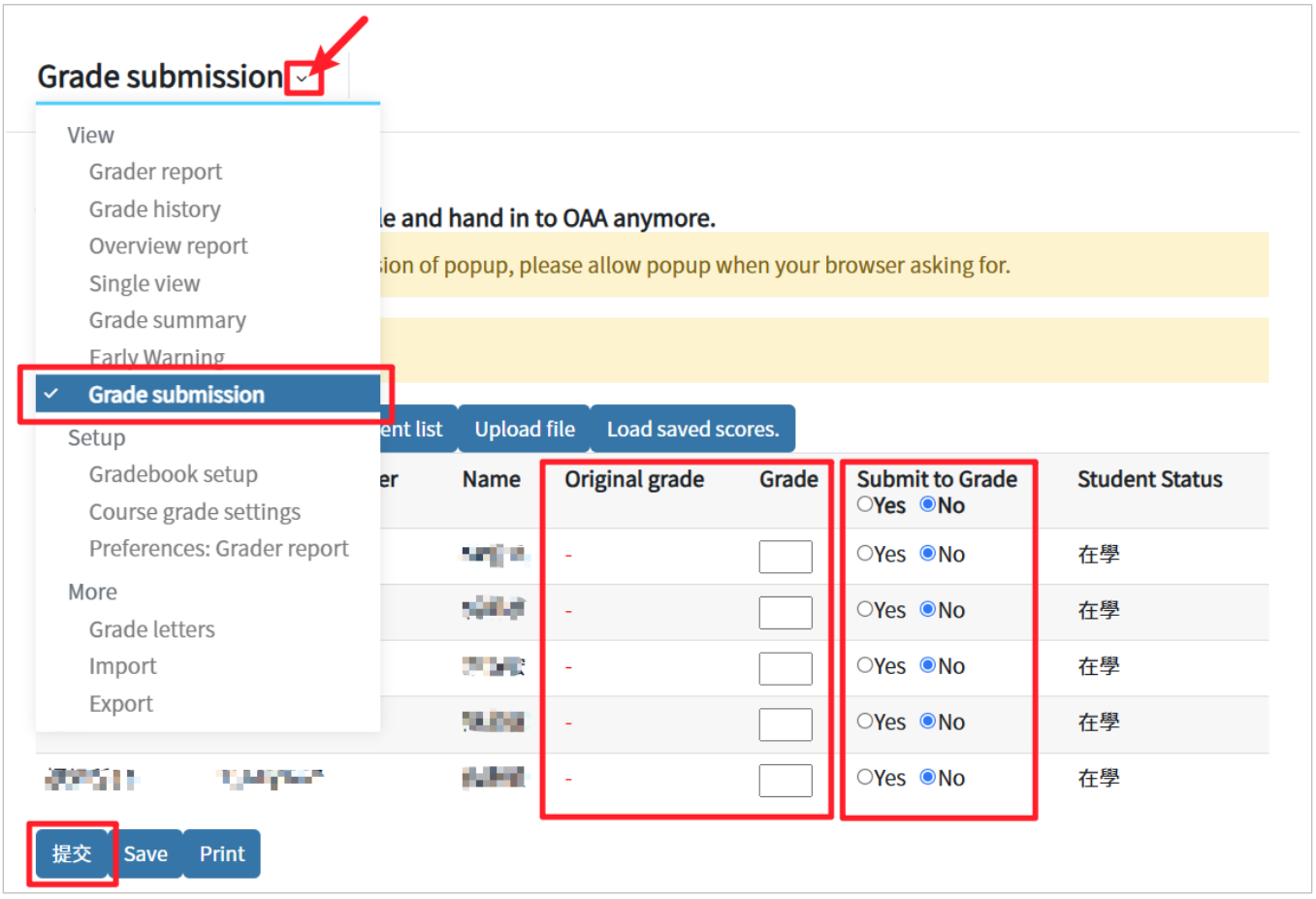
❶ Click on the **"Information"** from navigation bar -> click on **"Grades."**



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.



VI. Course Activities

6-1 Discussion Forum

There are two types of discussion forums on eCourse2:

- General Discussion Forum: Located on the course page.

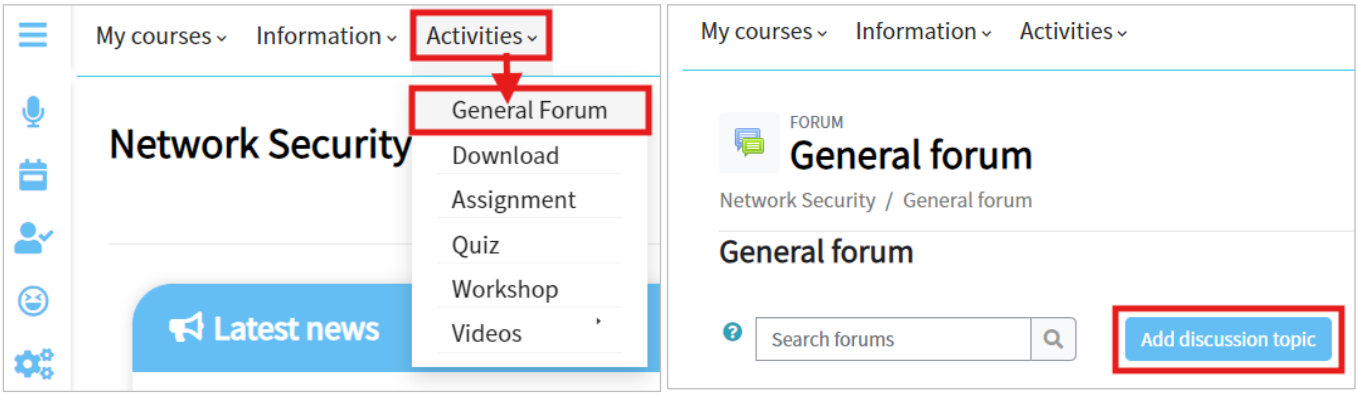
- Unit Discussion Forum: Placed as an activity under each unit.

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

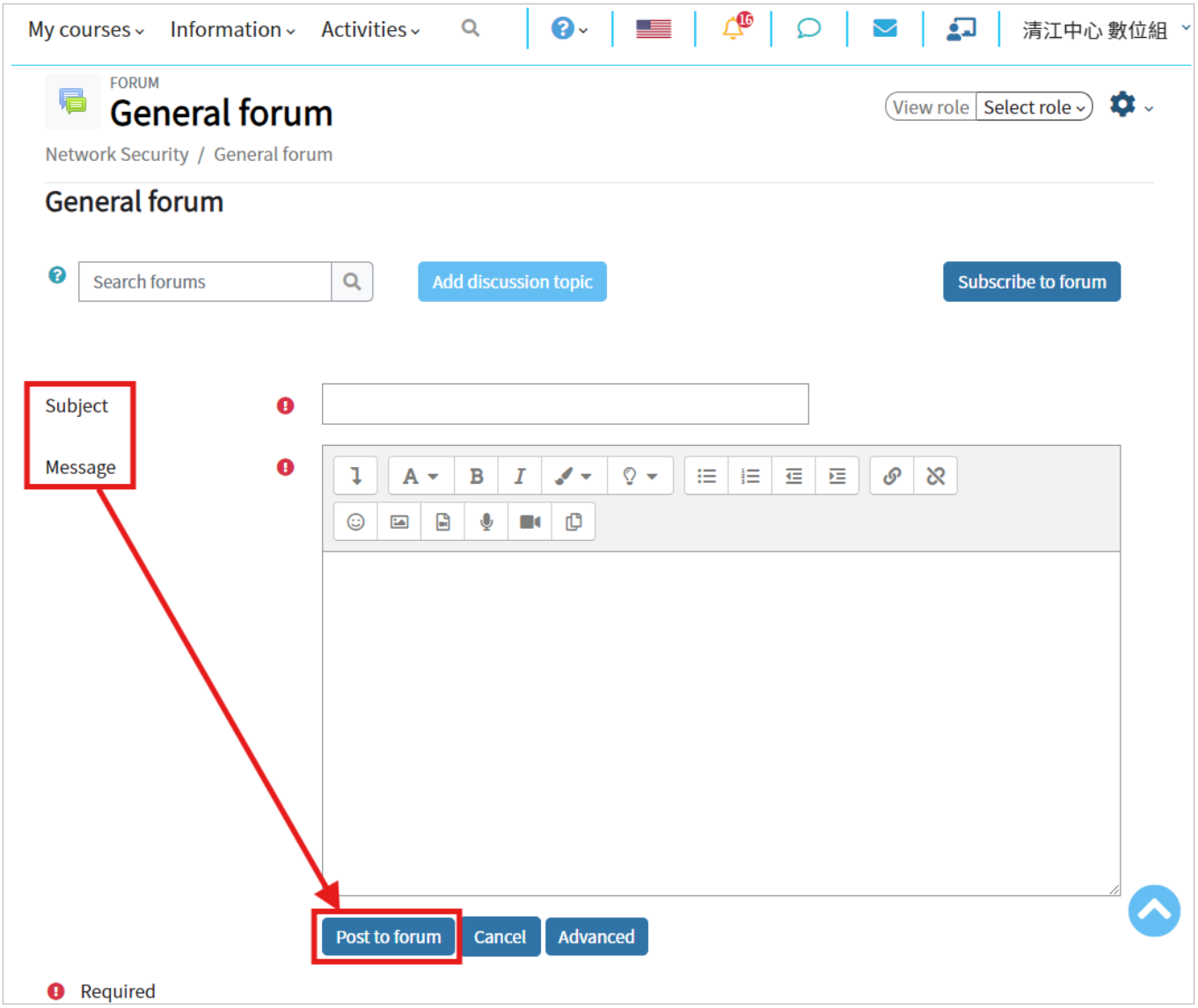
Both types are the same function but are placed in different locations.

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.



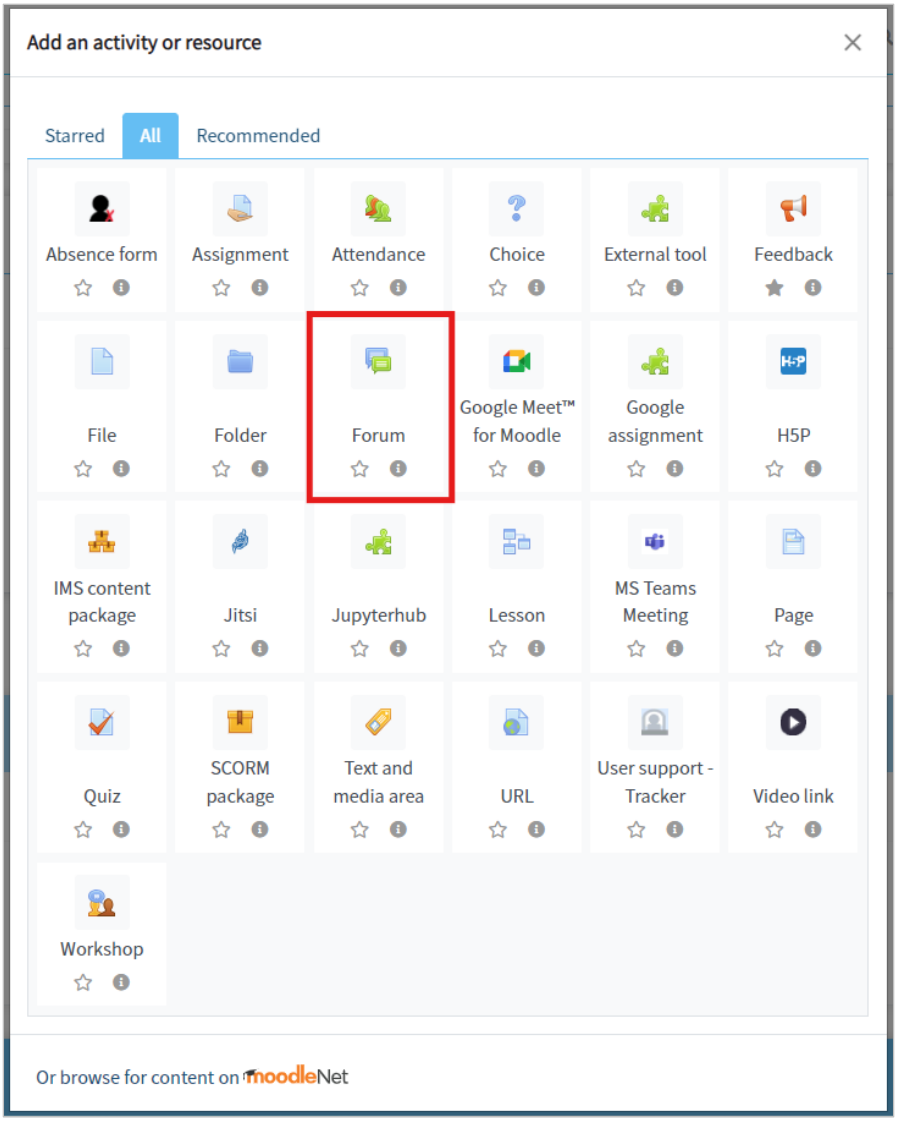
❷ Fill in the subject title and message. Click "Post to forum" when it's completed.



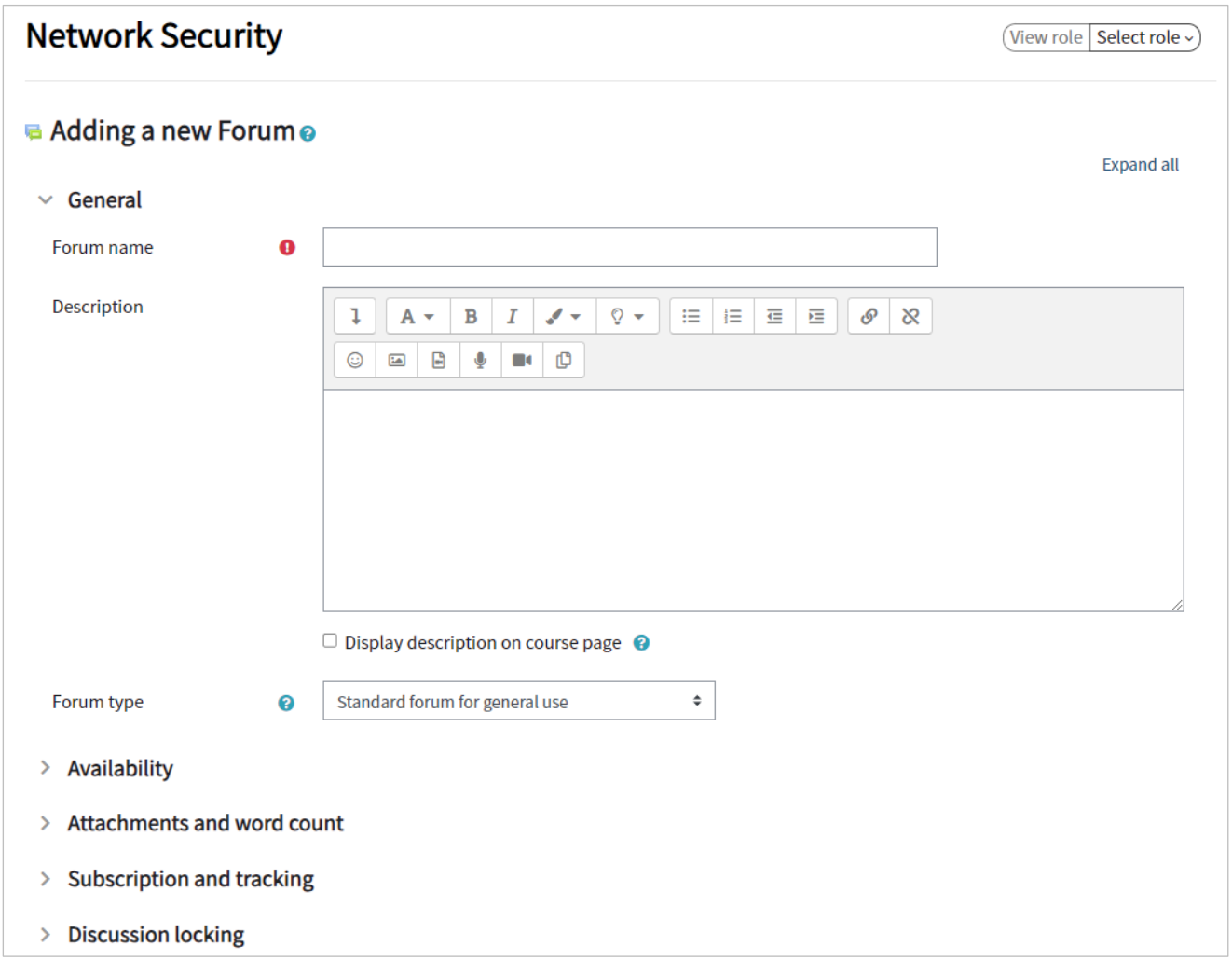
6-3 Adding Unit Discussion Forums

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

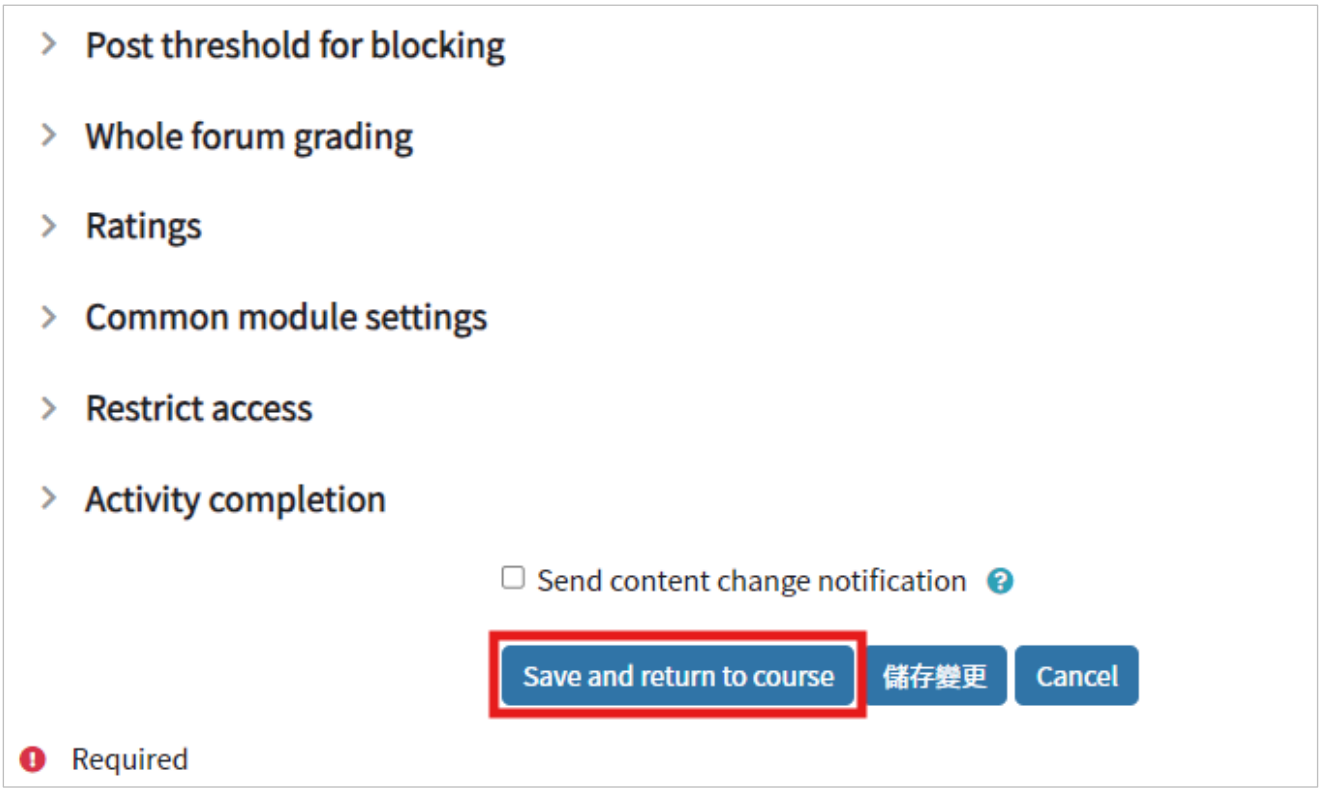
❷ Click on "**Forum.**"



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

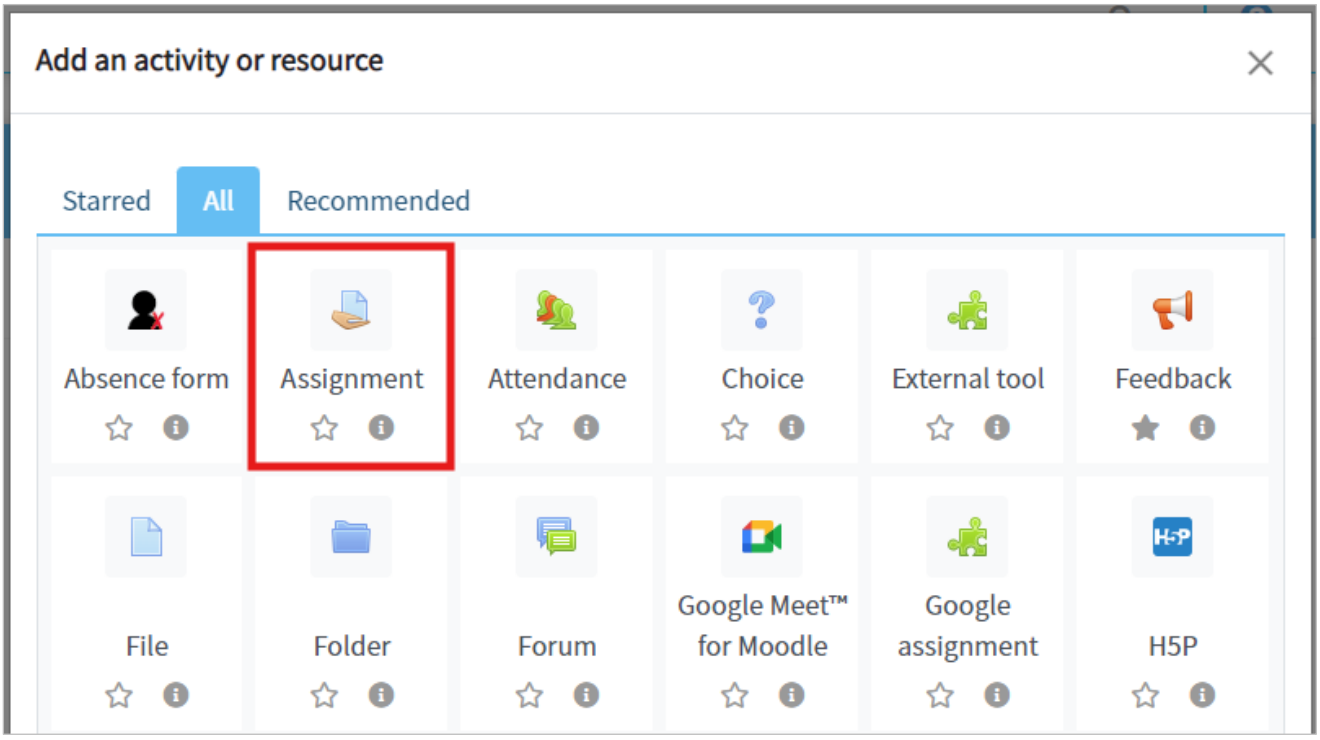


❹ Click "**Save and return to course**" at the bottom after complete.

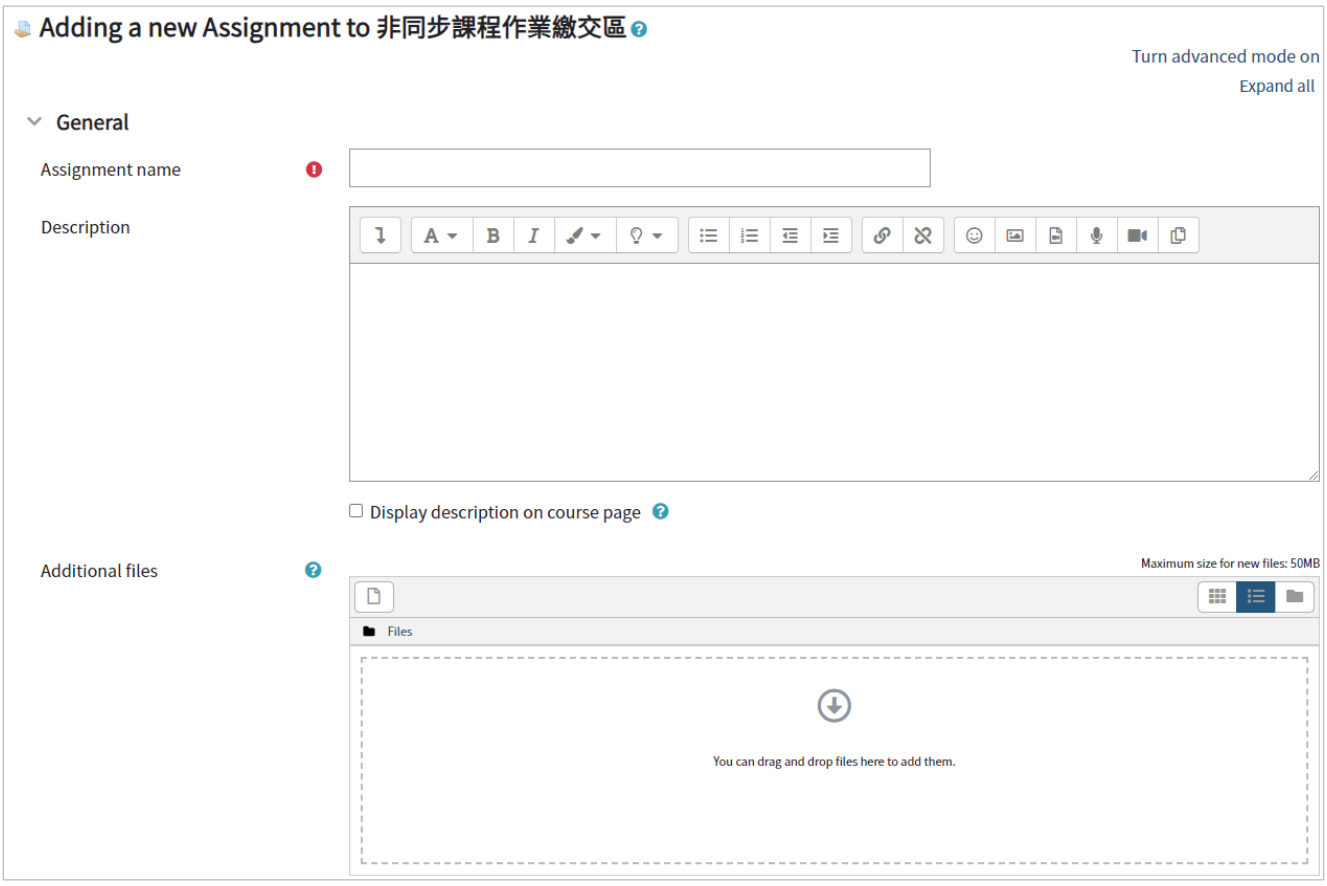


6-4 Adding Assignments

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

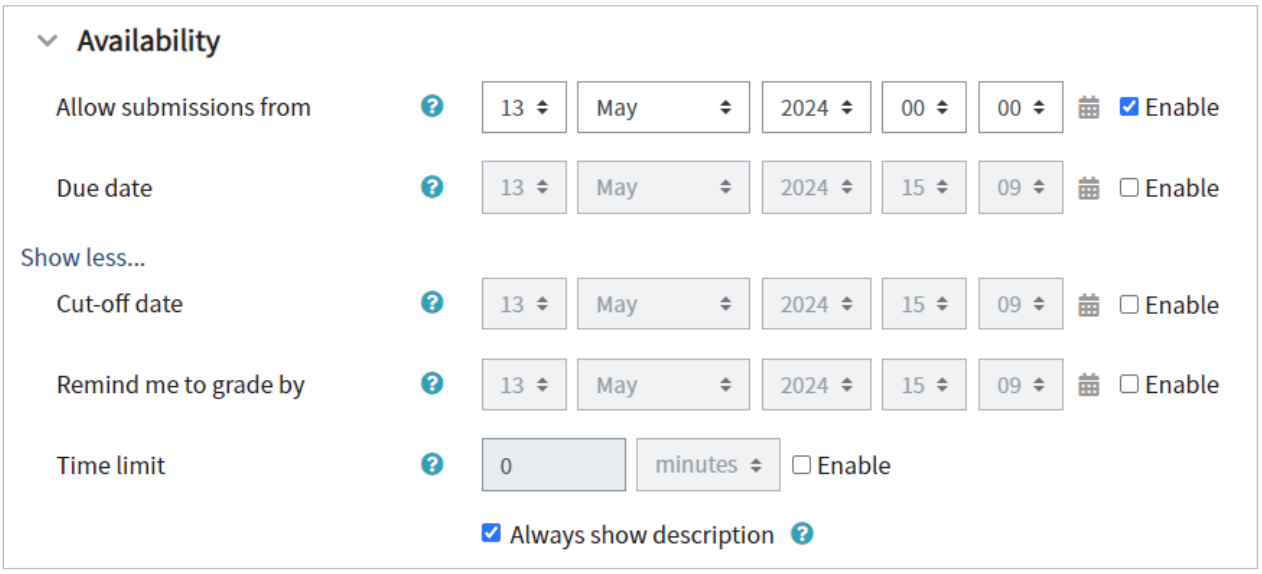


❷ On the Adding a new Assignment page, fill in the subject title and relevant information.



❸ practical settings: Availability, Submission Type, and Grades.

1. Availability:



- 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:

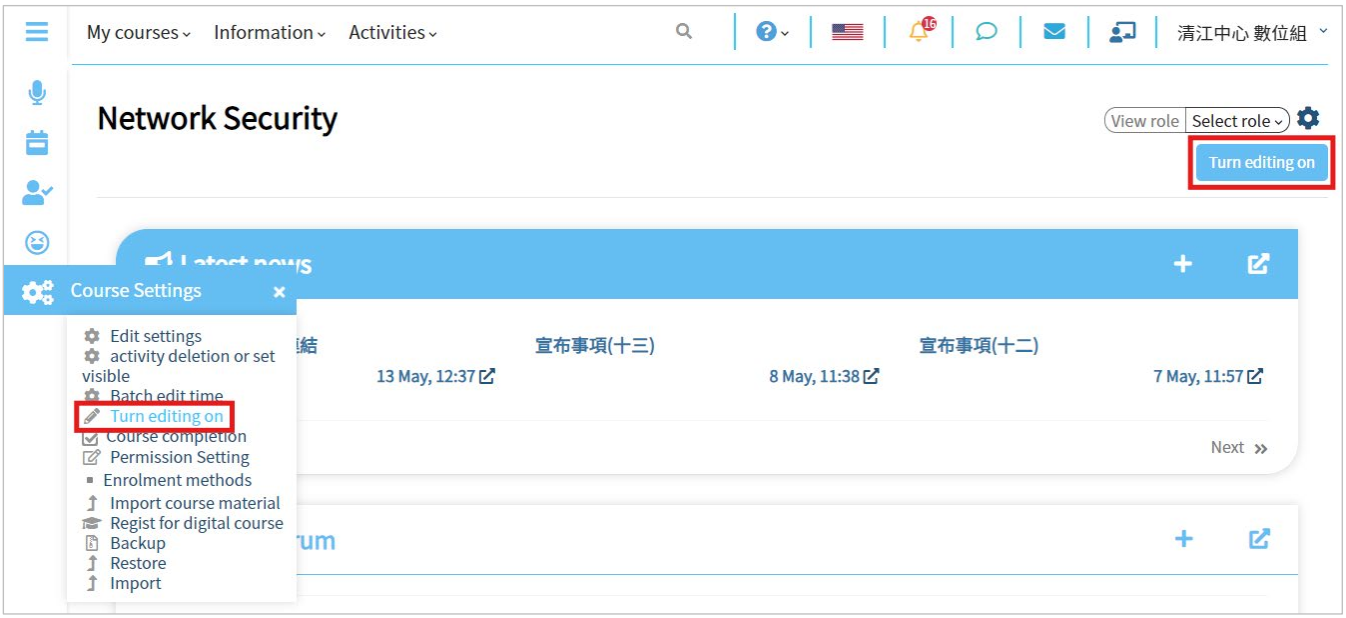
   You can choose to input text directly or upload assignment files.

3. Grade:

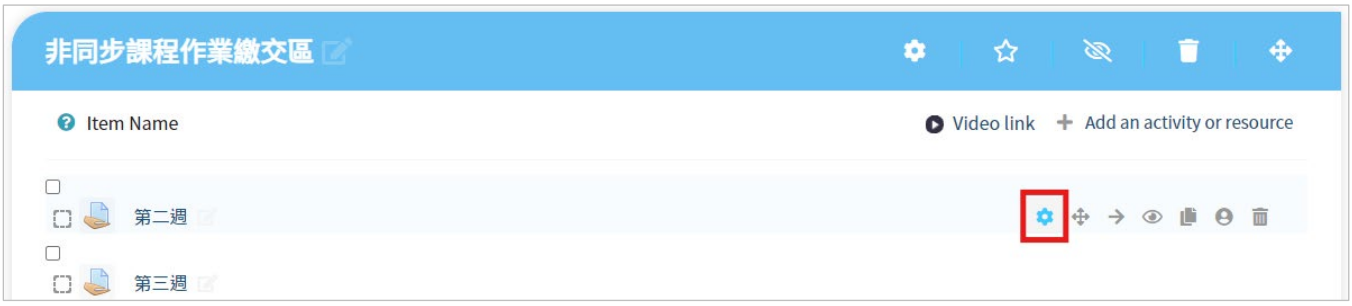
   After adding the assignment, the eCourse2 system will automatically create the grade item. The percentage of the assignment grade setting can be configured in 'Information' -> 'Grades'.

6-5 Modify Assignment Settings

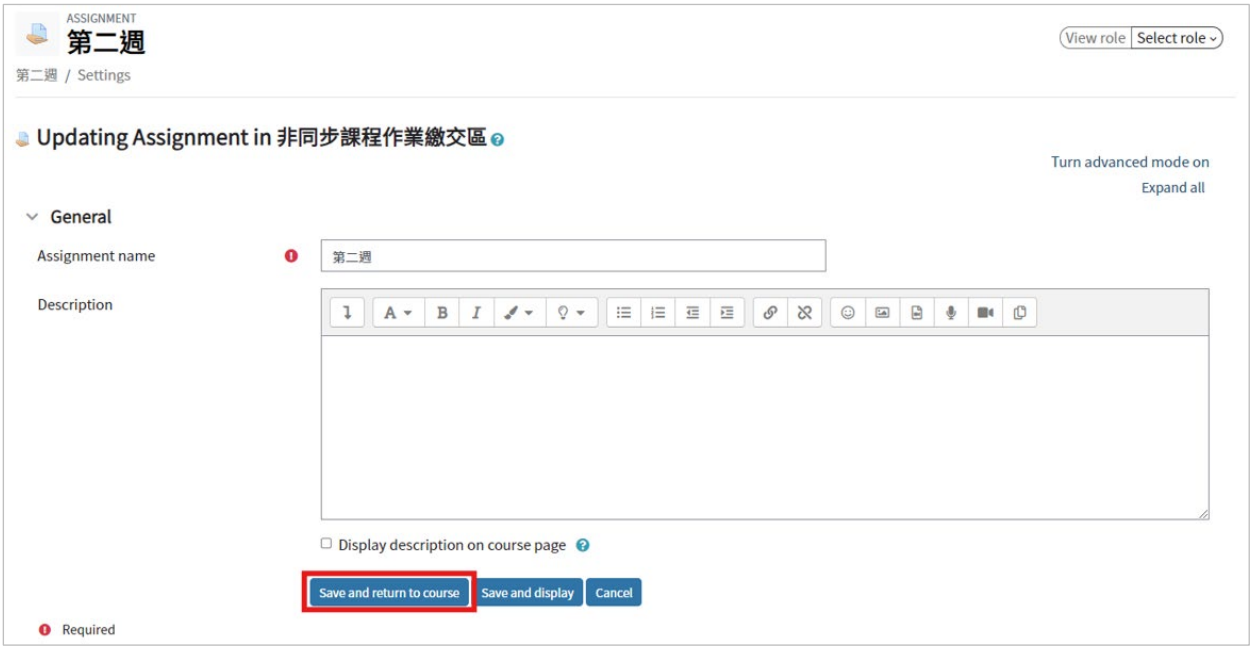
❶ Click 'Turn editing on' from Course settings, or you can click 'Turn editing on' in the upper right corner.



❷ Click on **the setting icon** on the right side of the assignment.



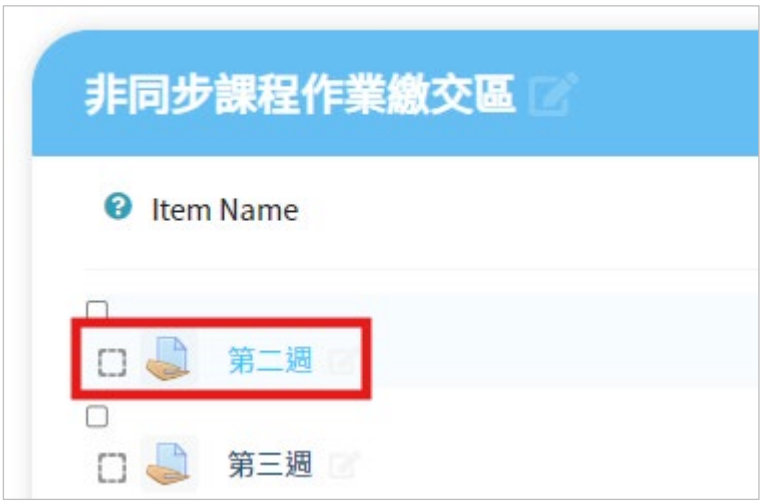
❸ After making changes on the modification page, click "Save and return to course."



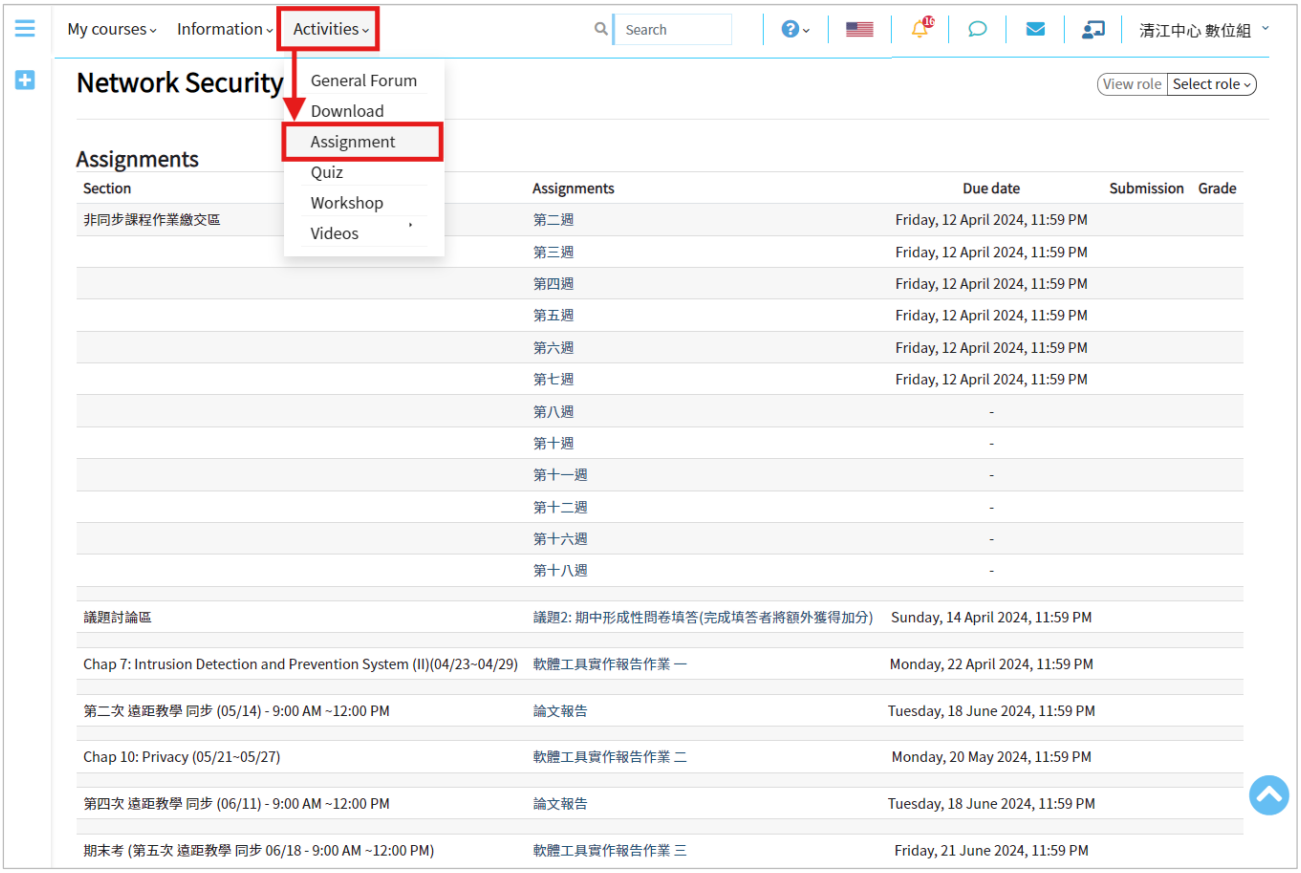
6-6 Checking Assignments

There are two ways to check assignments:

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



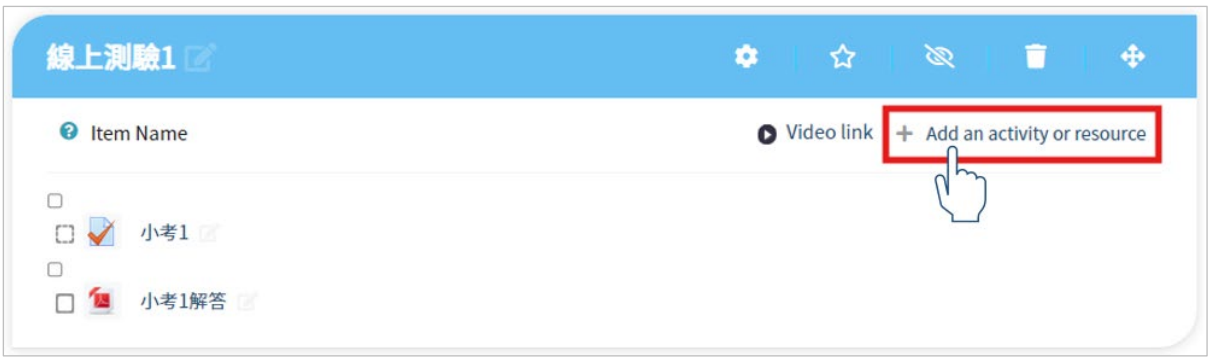
2. All unit assignments: Click on “Activities” from Navigation bar -> Assignment" to list all assignments for every unit.



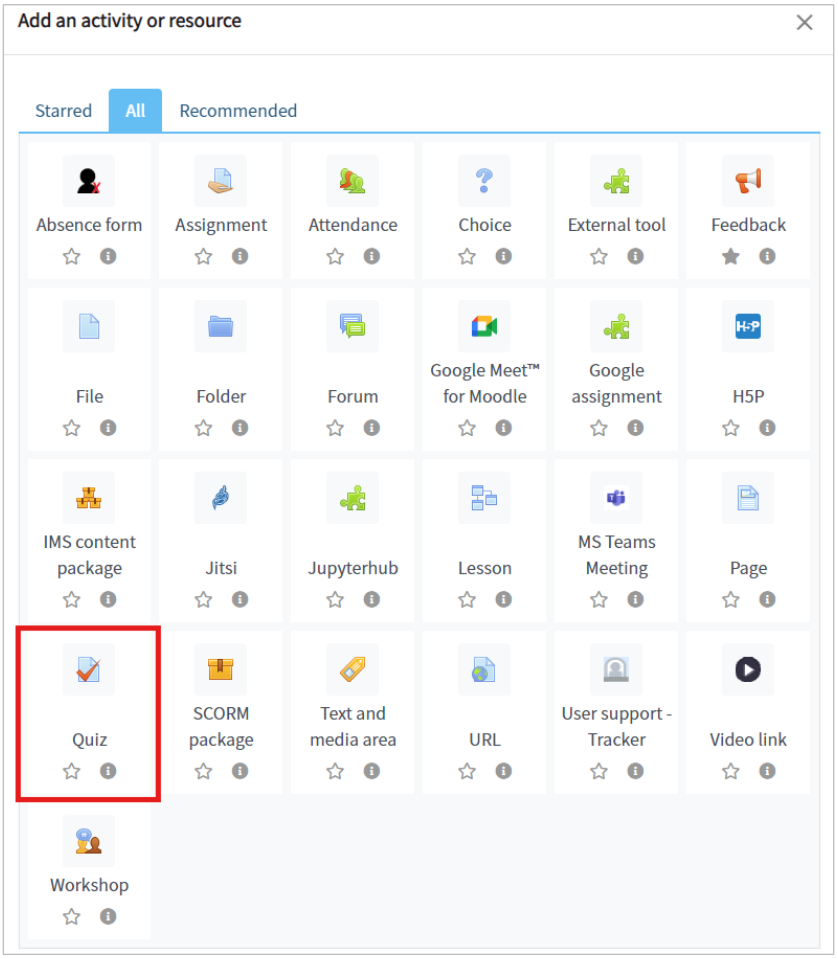
VII. Quizzes - Make Quizzes

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).

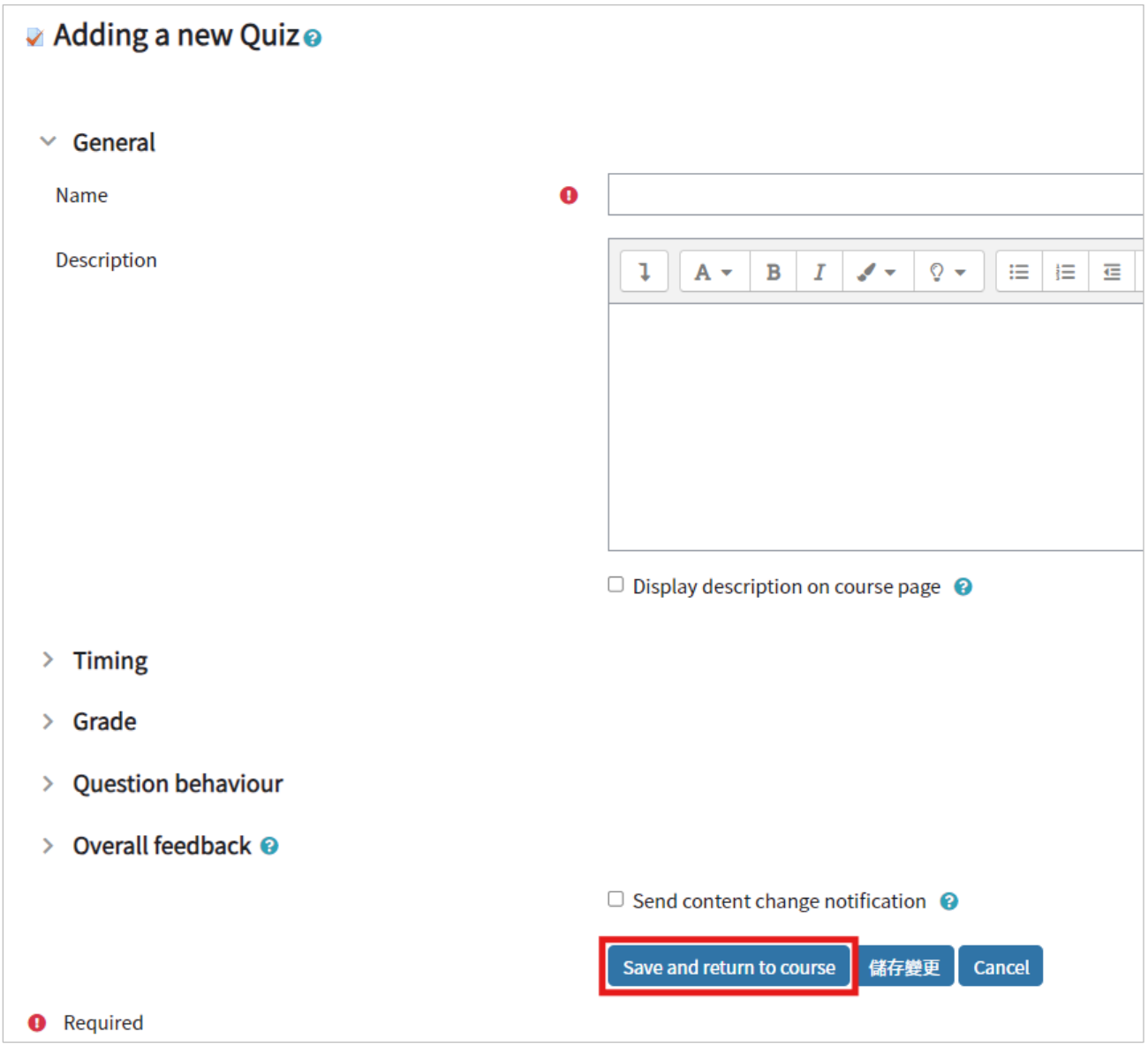
❶ On the Unit page, click on the tool icon below and select "Add an activity or resource."



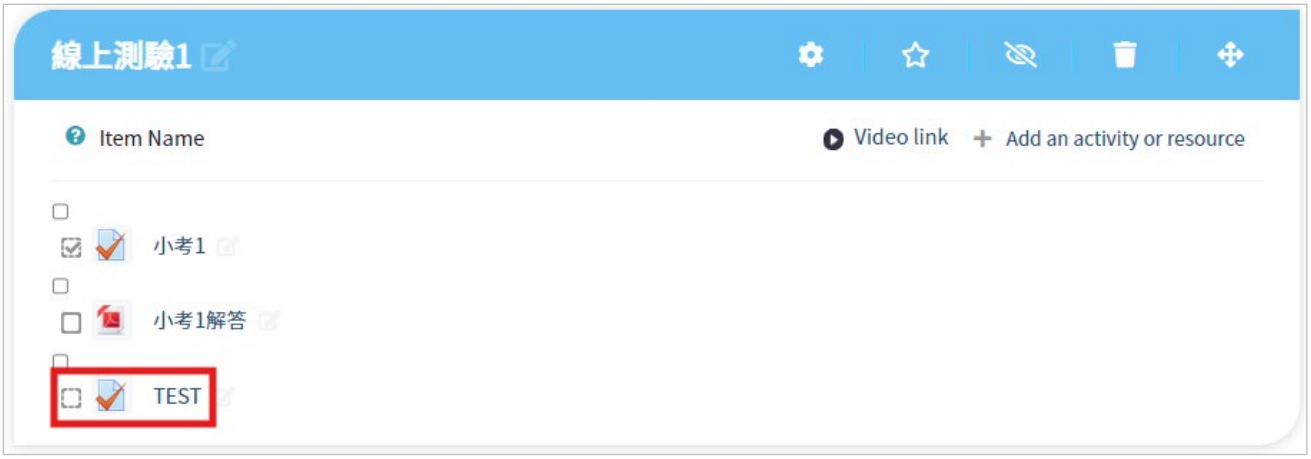
❷ Choose "**Quiz**".



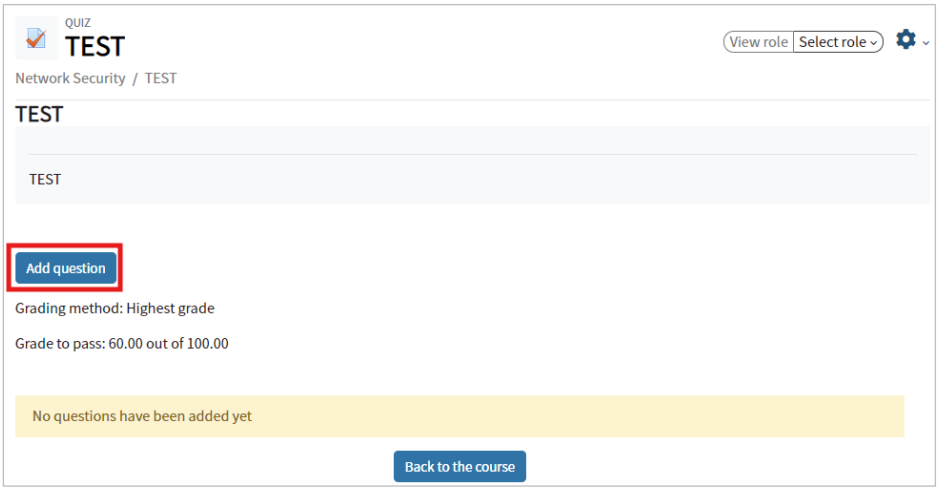
❸ Fill in the information on the page and Click “Save and return to course” when it completed.



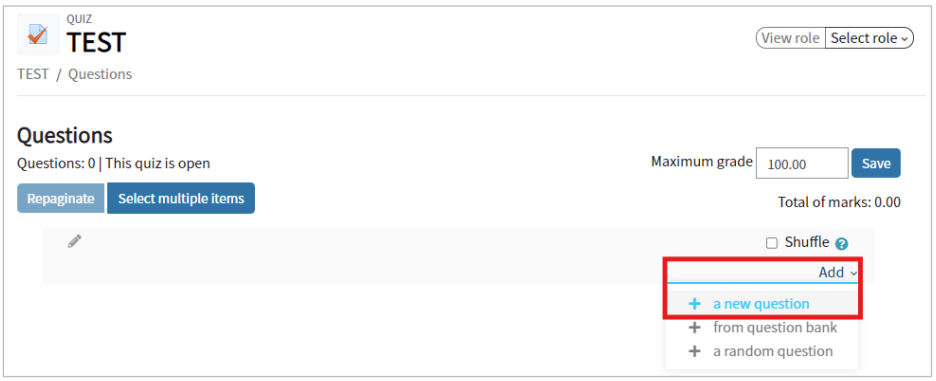
❹ Go back to Unit **page**, and click on " **TEST**"



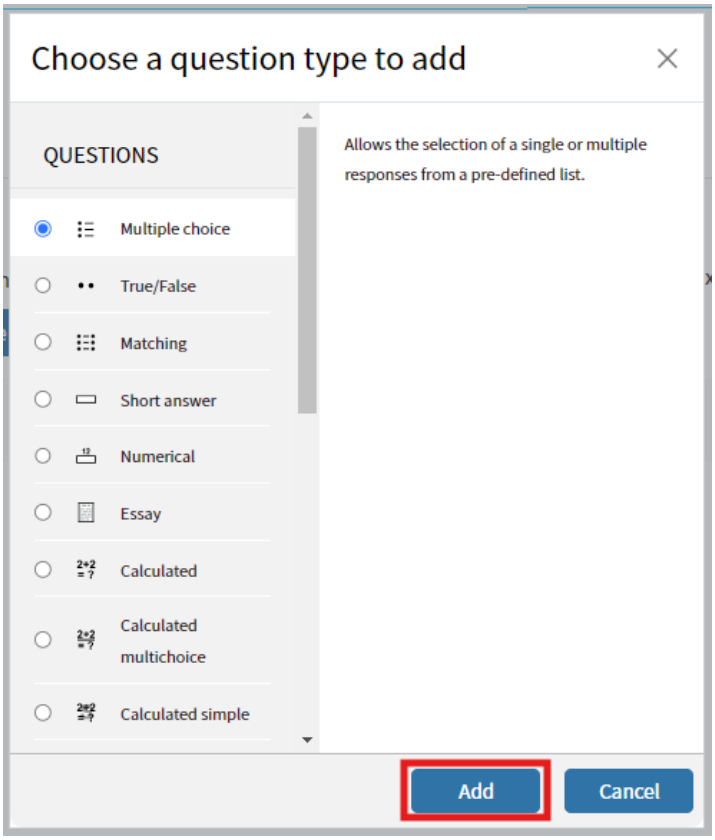
❺ Click "**Add question**" to add questions.



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



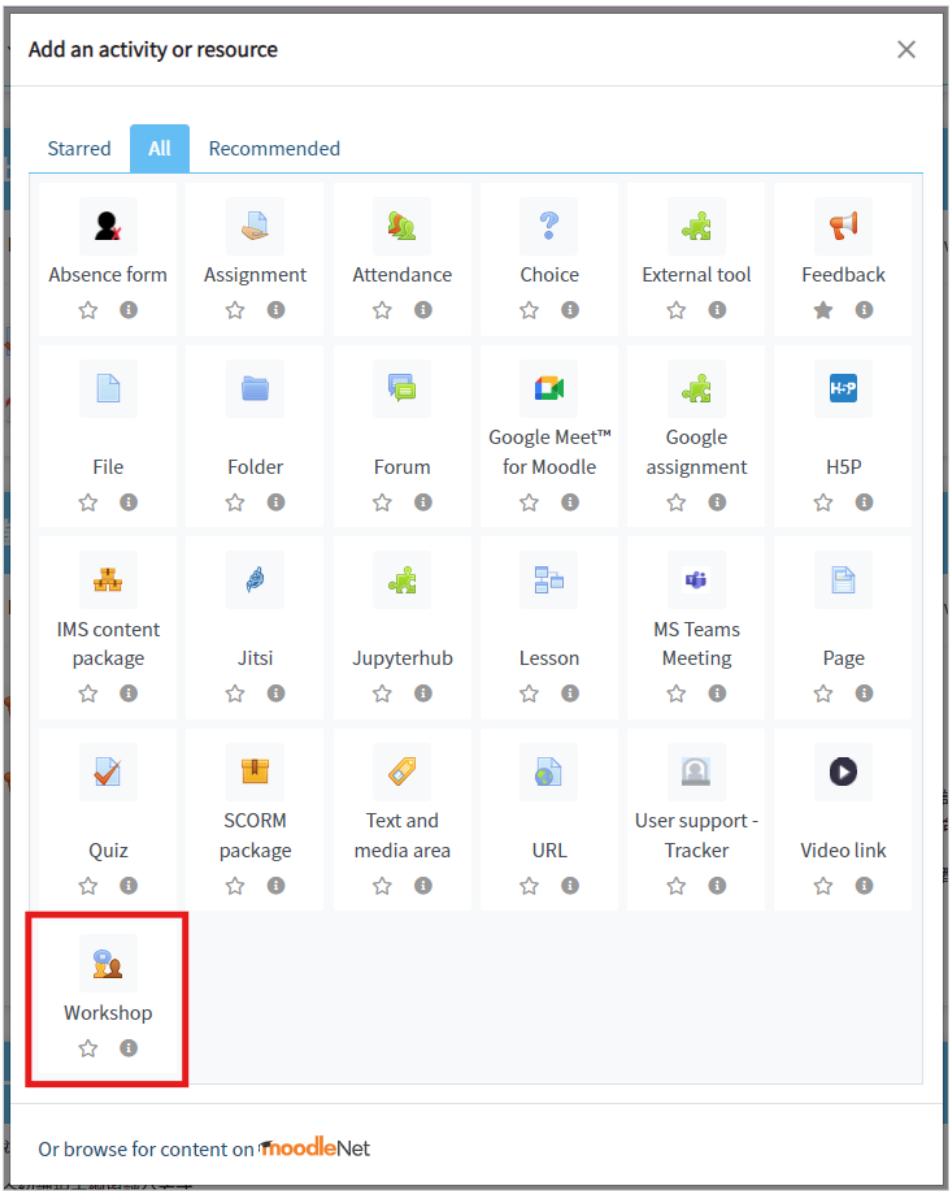
❼ After selecting a question type, click "**Add**." Fill in the details and settings for each question type by steps, and your question will be added.



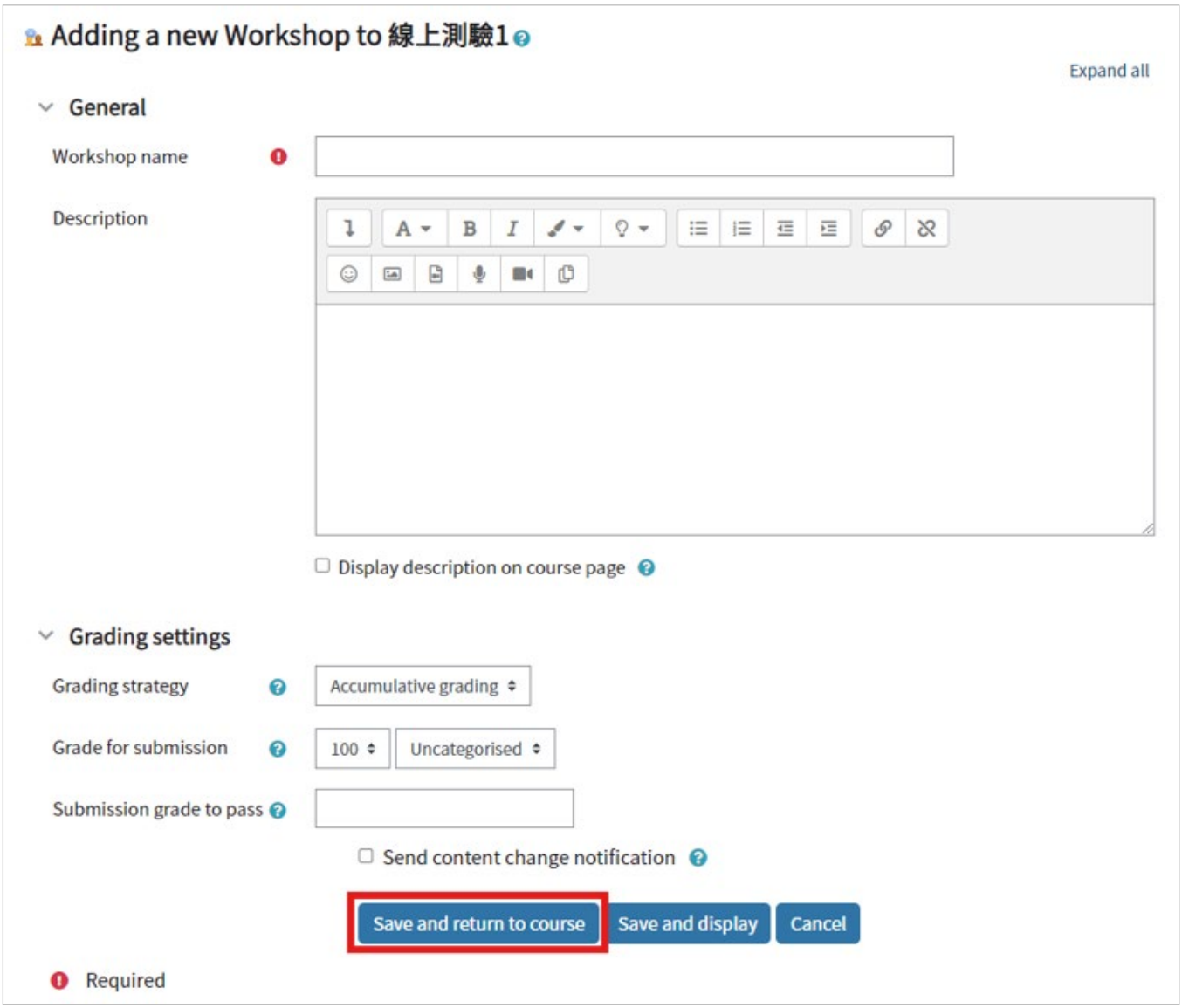
VIII. Collaborative Learning - Add Peer Reviews

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

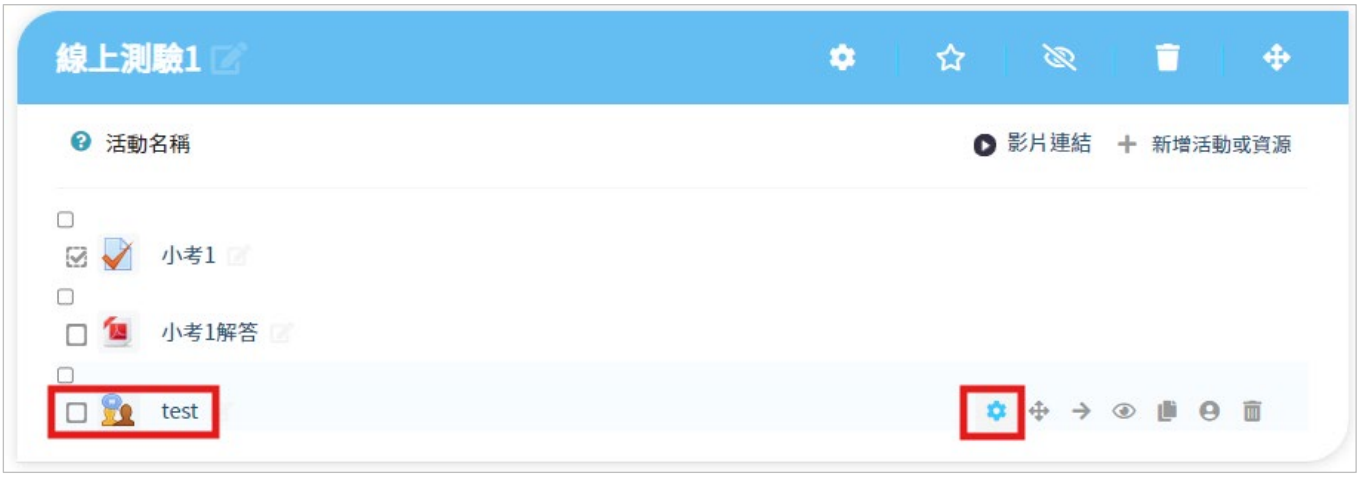
❷ Choose "**Workshop**" Under the activity options.



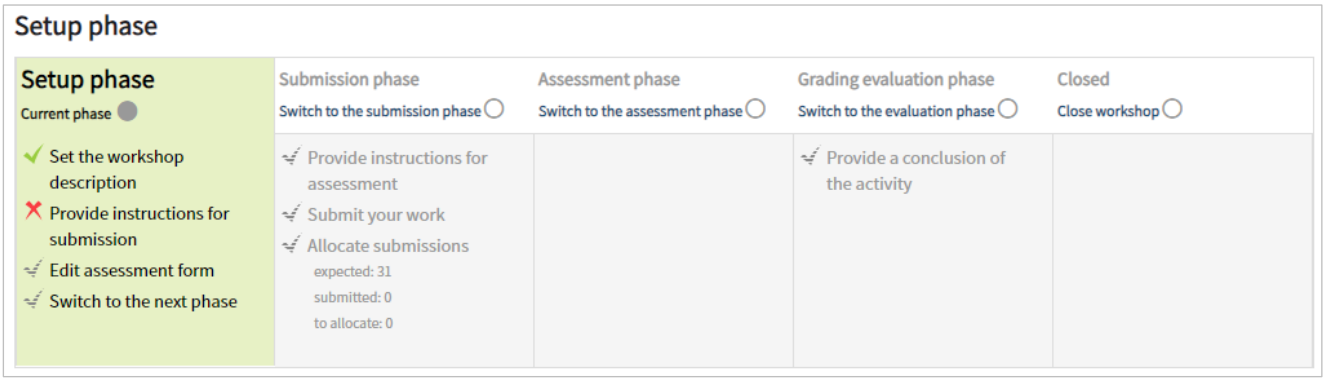
❸ On the Peer Assessment page, fill in the relevant details, and click "**Save and return to course**" at the bottom.



❹ 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.

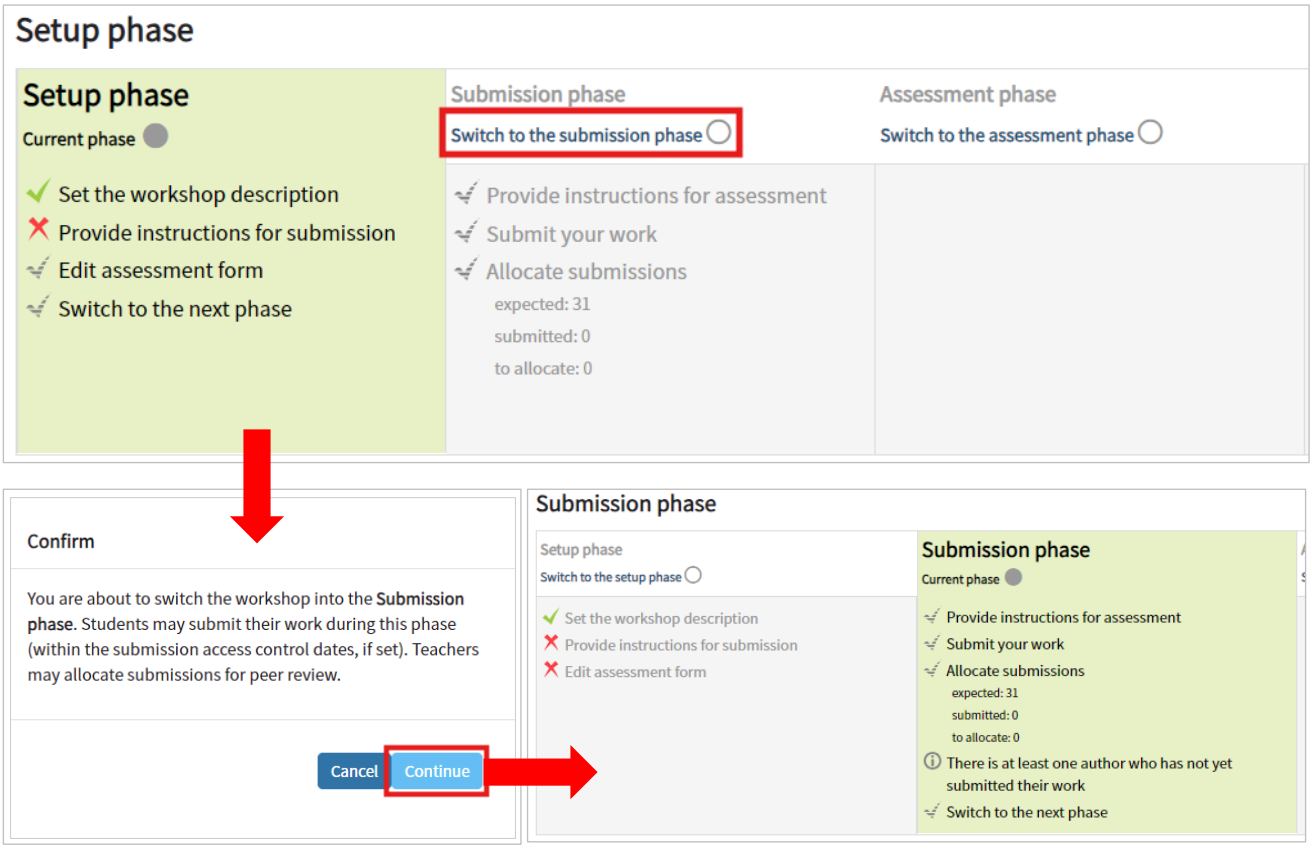


❺ In the Peer Review stage settings, Peer Review is divided into five stages: Setup phase, Submission phase, Assessment phase, Grading evaluation phase, and Closed. You can change the stage based on the course progress.



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

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



IX. Multimedia Zone

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

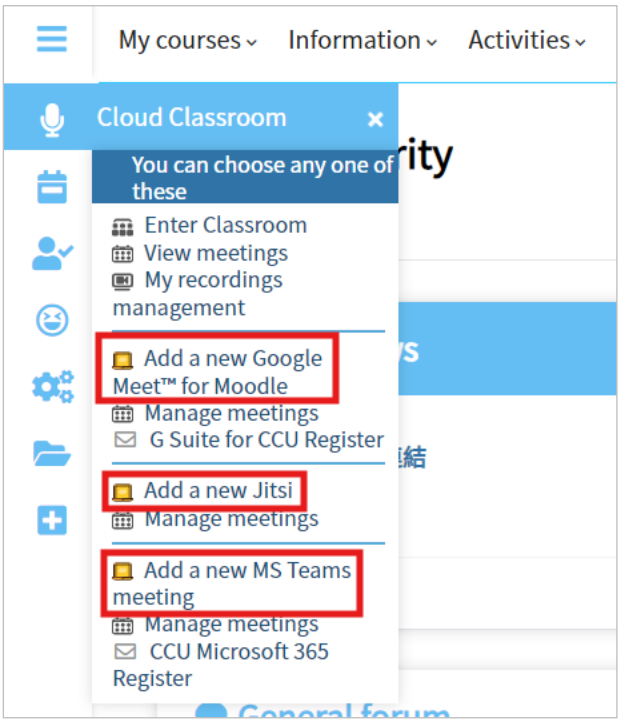
9-1 Multimedia Links

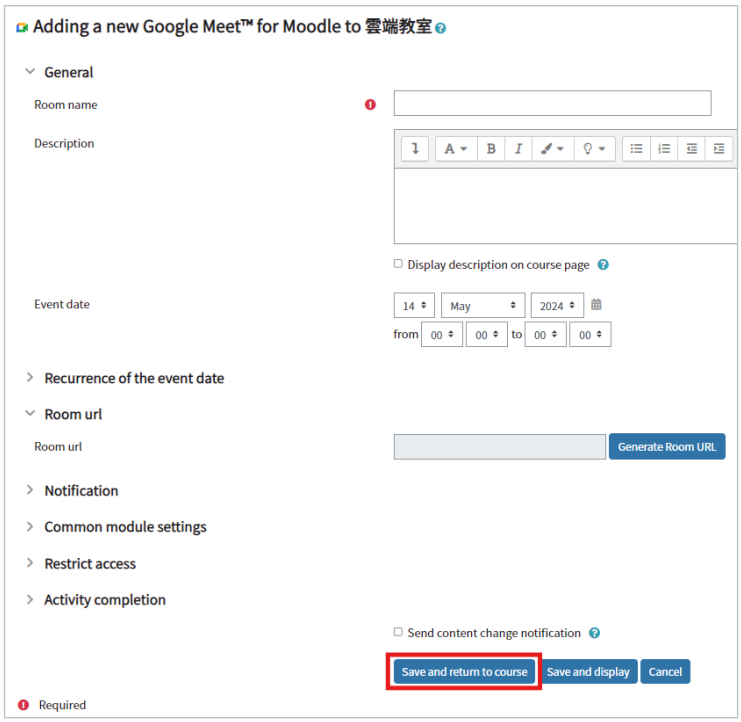
Please refer to section 2-2 for instructions.

9-2 Set Up Cloud Classrooms

❶ Click on the function bar on the left -> Cloud Classroom. Choose the cloud classroom mode you want to make: Google Meet, Jitsi, MS Teams.

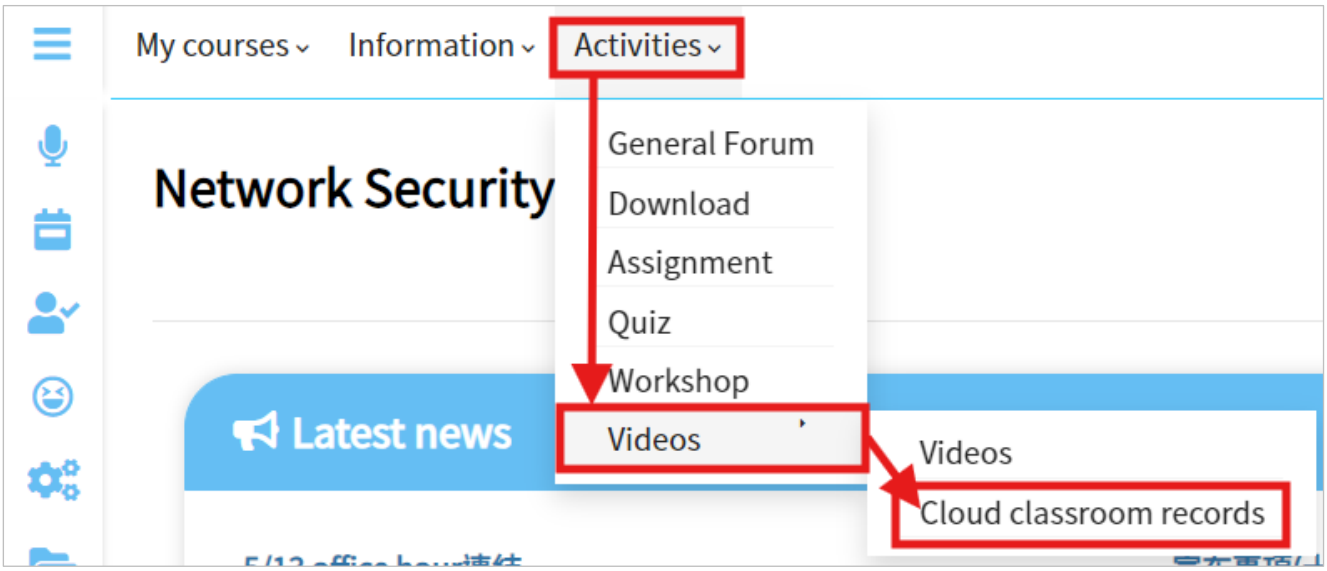
❷ Click on the desired cloud classroom mode, fill in the relevant information, and click "Save and return" at the bottom.



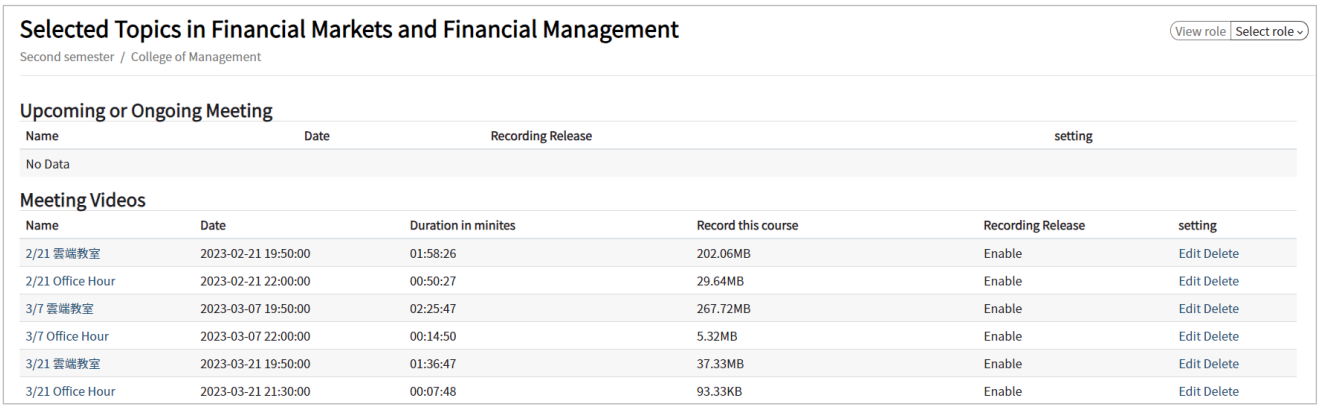


9-3 Manage Video Files

Click on the Activities from navigation bar -> Video -> Cloud Classroom Records.



On the cloud classroom records page, you can see all the cloud meeting recording files. You can modify the content settings at the bottom right, or you can delete or download the cloud classroom recording files.



Selected Topics in Financial Markets and Financial Management

View role | Select role

Second semester / College of Management

Upcoming or Ongoing Meeting

Name	Date	Recording Release	setting
No Data			

Meeting Videos

Name	Date	Duration in minites	Record this course	Recording Release	setting
2/21 雲端教室	2023-02-21 19:50:00	01:58:26	202.06MB	Enable	Edit Delete
2/21 Office Hour	2023-02-21 22:00:00	00:50:27	29.64MB	Enable	Edit Delete
3/7 雲端教室	2023-03-07 19:50:00	02:25:47	267.72MB	Enable	Edit Delete
3/7 Office Hour	2023-03-07 22:00:00	00:14:50	5.32MB	Enable	Edit Delete
3/21 雲端教室	2023-03-21 19:50:00	01:36:47	37.33MB	Enable	Edit Delete
3/21 Office Hour	2023-03-21 21:30:00	00:07:48	93.33KB	Enable	Edit Delete

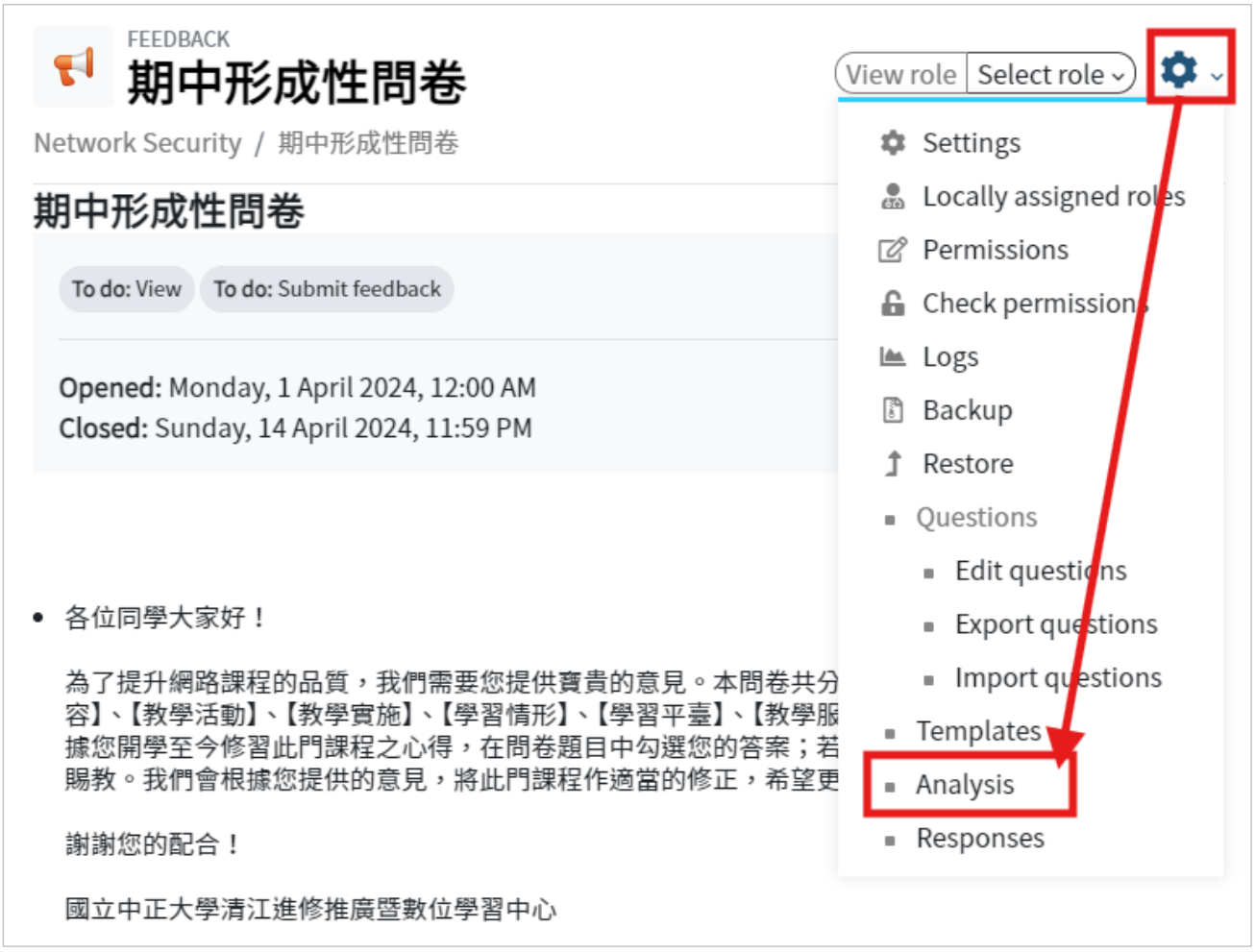
Note: To delete video links in the video section, you need to return to the unit of the course to activate the edit mode.

X. Online Surveys - Survey Analysis

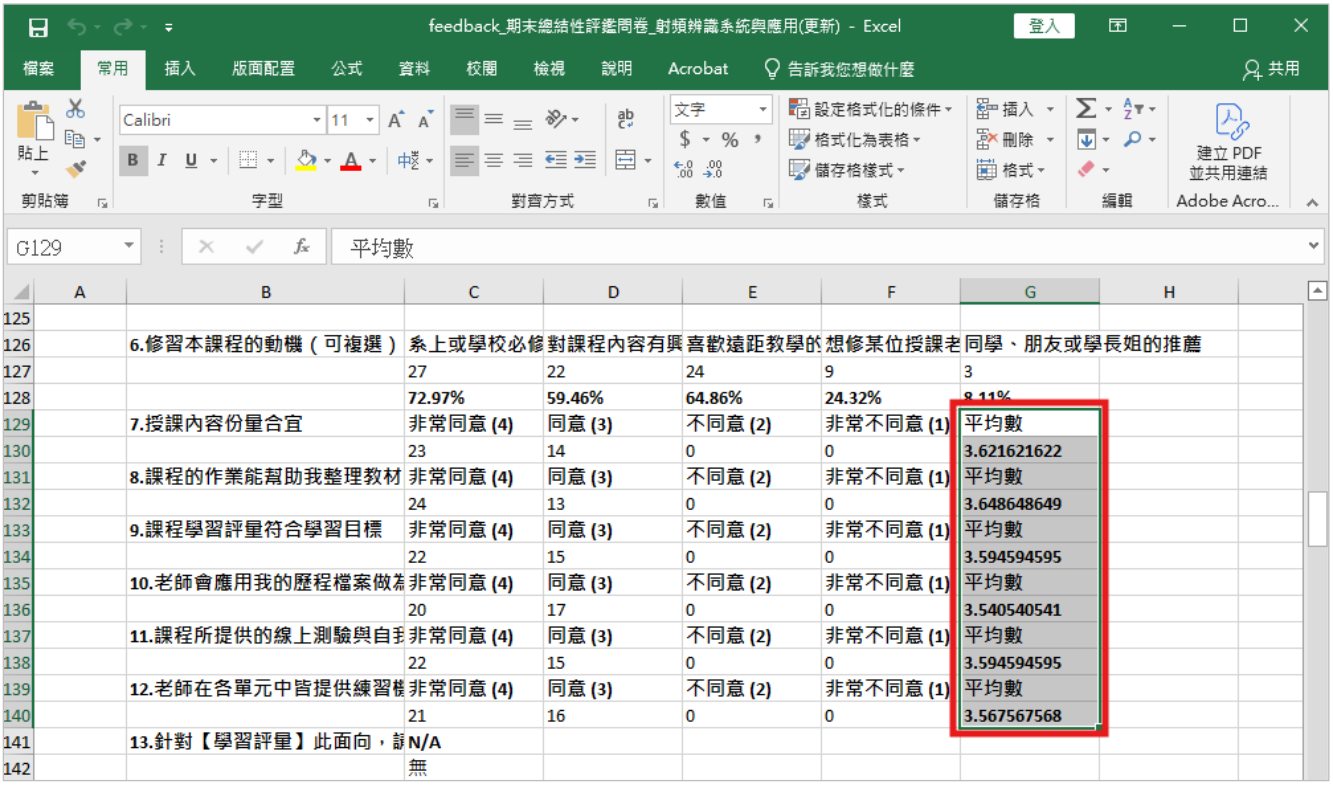
Creating an online questionnaire is similar to creating a quiz. Please refer to the instructions for **VII. Quiz - Creating Quiz.**

Questionnaire Analysis

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



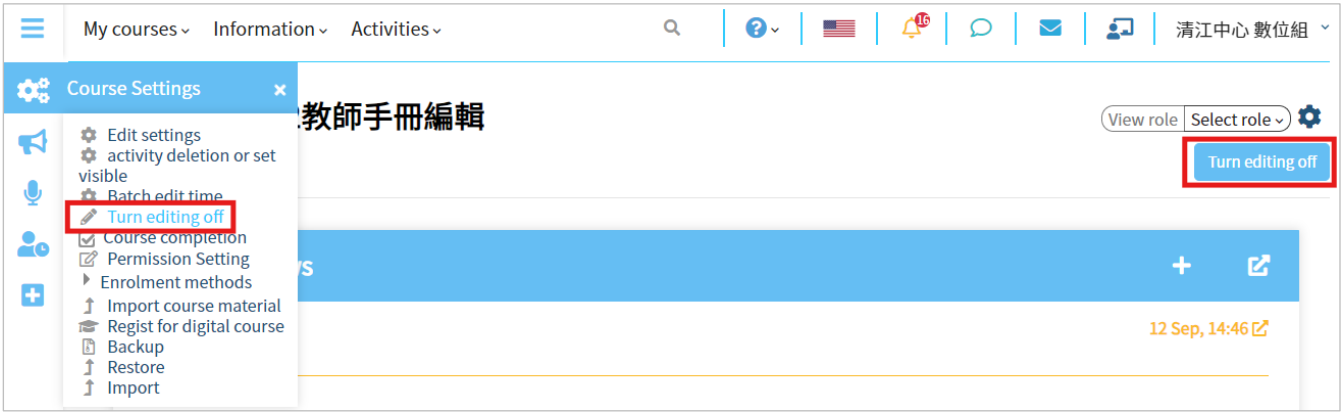
❷ Click on "**Export to Excel**" to export the analysis report.



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.

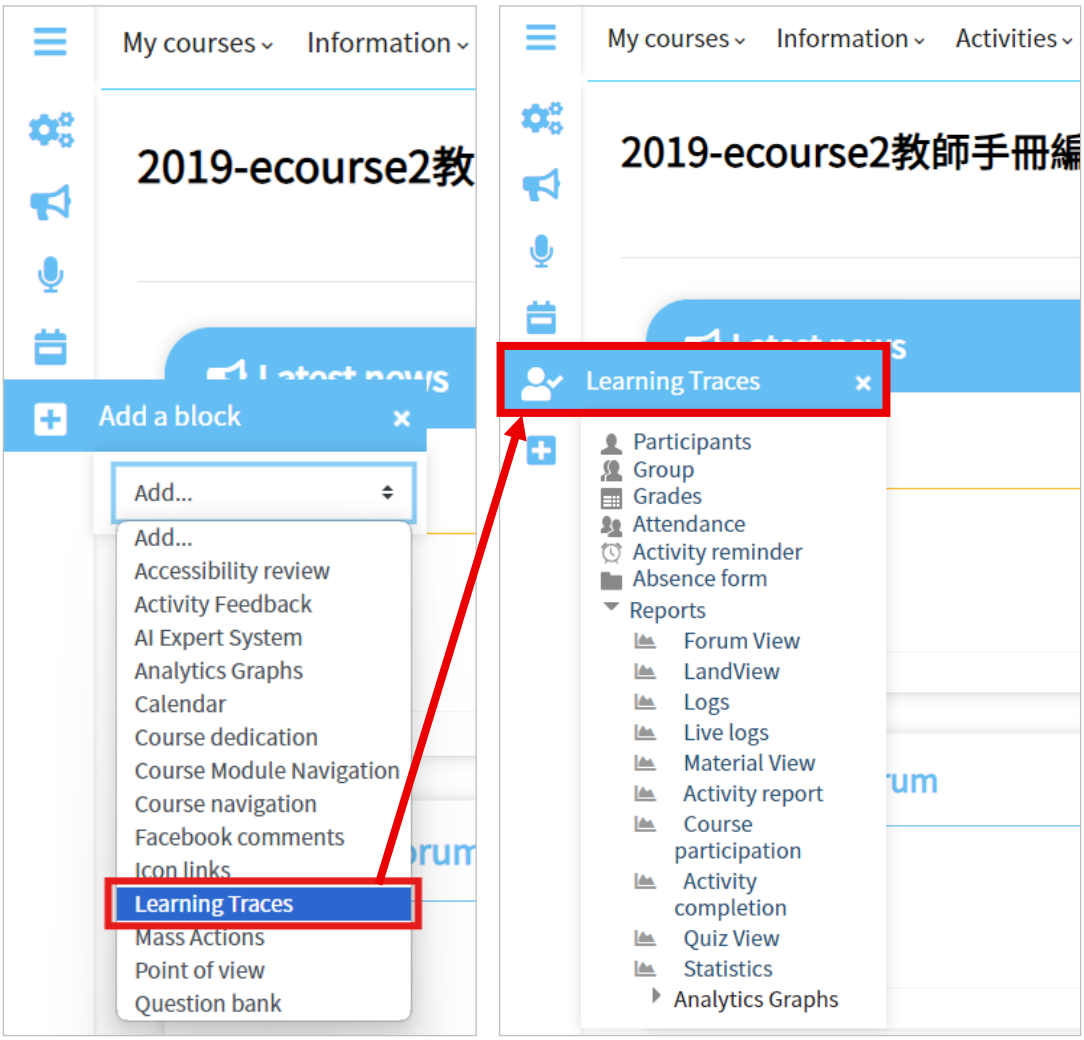
XI. Learning Track

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.

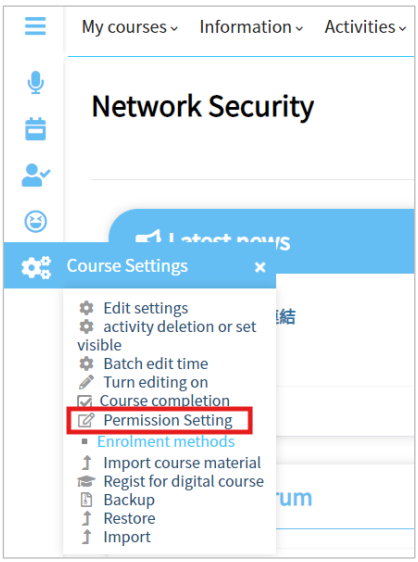
❸ After adding it, you can find the Learning Analytics in the function bar. Analyzing data through **reports** allows us to have a clearer understanding of each student's learning progress.

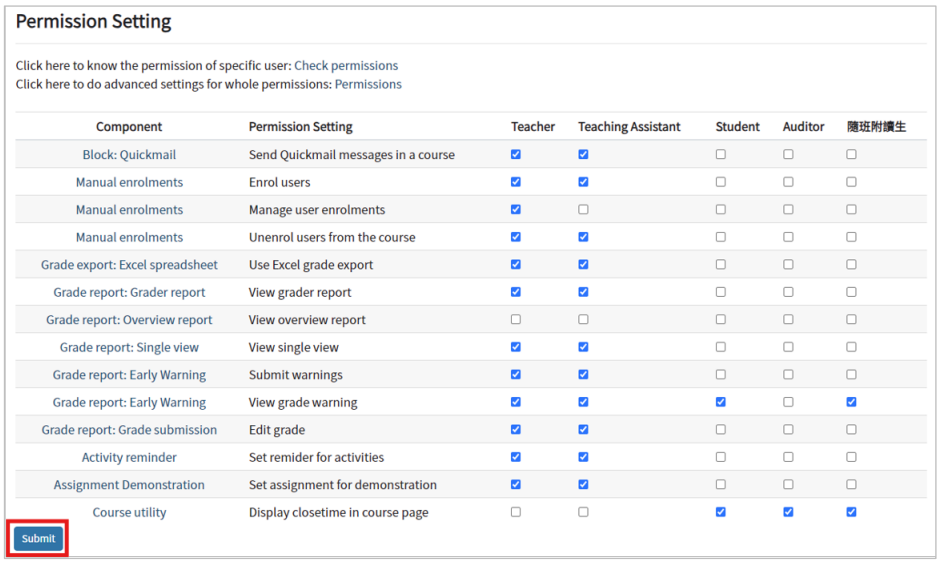


XII. System Management - Permission Settings

❶ Course Settings from function bar -> **Permission Setting**.

❷ You can adjust various permission settings on the page. Click "**Submit**" at the bottom when **it's completed.**





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