Quick User-guide of eUreka for NBS

1. Accessing eUreka .........................................................................................................3
2. Accessing your projects in eUreka.................................................................3
3. Creating New Rubric .................................................................................................5
   3.1 Customizing Rubric from template .................................................................6
   3.2 Creating a new Rubric from scratch .............................................................8
4. Accessing Assessment Module ..............................................................................9
   4.1 Creating New Assessment................................................................................10
   4.2 Manage or Edit Assessment ............................................................................12
5. Grading Student..........................................................................................................13
6. View Reports of an Assessment..............................................................................15
7. Creating smaller Project groups from NTULearn..................................................16
8. Creating Ad-hoc Projects in eUreka .................................................................20
1. **Accessing eUreka**

All NTU faculty and students who have a valid NTU account will be able to login to eUreka through NTULearn.

To access eUreka,

1. Login to NTULearn (http://NTULearn.ntu.edu.sg) with your username and password
2. In NTULearn Tools page, click on [Here] to launch the system as shown in Fig 1.

![Fig 1: Logging in to eUreka through NTULearn](image)

2. **Accessing your projects in eUreka**

Once logged in to eUreka, you will be directed to **Project Home Page** as shown in Fig 2.1. Any time you need to see the list of projects that under you, you could click on the **Project Home** Icon as shown in Fig 2.1.
Fig 2.1: **Project Home Page** where you see all the projects

By default, 2 kinds of projects are automatically created for NBS users. They are:

- Projects for Tutorial and Seminar Classes
- Final Year Projects

Fig 2.2: Seminar and Tutorial Class Project Sites in eUreka
3. Creating New Rubric

You could create your own Assessment Rubric from scratch or customize an Assessment Rubric from the list of Rubric templates available to you. If you are re-using Rubrics created by NBS accreditation office in your Assessments, you may skip this section and proceed to section 4 directly.

To create new Rubric, click on Control Panel icon on the top menu, then click on New Rubric as shown below.

![Fig 3.1: Create New Rubric from Control Panel]
You will be directed to **New Rubric Page** as shown in Fig 3.2. You can either create a Rubric from scratch or load from a list of Rubric templates available to you.

![New Rubric Page](image)

**Fig 3.2: New Rubric Page**

### 3.1 Customizing Rubric from template

In the **New Rubric Page** as shown in Fig 3.3,

a) key in Rubric **Name**,

b) select option **Load from template** then select the Rubric from the list of templates available

c) click **update** button
Fig 3.3: Customizing Rubric from Rubric Template

d) You may change the number of rows and columns of the selected Rubric and then click the **Update** button as shown in Fig 3.4.

Fig 3.4: Changing number of rows and columns of Rubrics

e) You may also add/delete rows and columns by selecting the row or column, then clicking on the **Insert Col**/**Delete Col** button as shown in Fig 3.5. For example, when you select column 3 as shown in Fig 3.5 and click on **Insert Col** button, a column will be added in front of column 3.

Fig 3.5: Inserting and deleting of rows or columns of Rubrics
You may also change the description of the **Criteria** and **Performance**.

You may change the **Weight** for each **Criteria** to add up to total of 100%

Once you are ready with your changes, click on **Submit** button.

*Note: Please do not click on “Shared” checkbox if you do not intend to share the templates to all NTU staff. If this is checked, all staff can search for the Rubrics that you have created.*

### 3.2 Creating a new Rubric from scratch

In the **New Rubric Page** as shown in Fig 3.6,

- **a)** key in Rubric **Name**,
- **b)** select option **Create from Scratch**
- **c)** select number of **Rows** and **Columns**
- **d)** click **update** button
- **e)** key in description for **Criteria** and **Performance**
- **f)** assign the **weight** for the **Criteria**
- **g)** click on **Submit** button when you are ready
4. Accessing Assessment Module

Click on the Project Name in the Home Page as shown in Fig 4.1 and you will be directed to the Project Info Page of your Project Site as shown in Fig 4.2.

Fig 4.1: Accessing Project Site from Project Home Page

Fig 4.2: Project Info Page of your Project Site

To access the Assessment Page, click on Assessment Icon in the Project Info Page as as shown in Fig 4.2.
### 4.1 Creating New Assessment

Once inside **Assessment Page**, click on **New Assessment** button to add new assessment as shown in Figure 4.1.1. You will be re-directed to **New Assessment Page** as shown in Fig 4.1.2.

---

**Fig 4.1.1: Assessment Page**

In **New Assessment Page** as shown in Fig 4.1.2,

a) key in assessment **Name**,

b) select **Rubric** from the list of templates available

c) assign **Weight** to the assessment (eg: if you have 1 assessment the weight will be 100%; if you have 2 assessments the weight of each assessment might be 50% and etc)

---

**Fig 4.1.2: New Assessment Page**
d) set the **Permission** on what the students will see in their Assessment Page as shown in Fig 4.1.3 below

- Click on **View Rubrics** to allow students to see the grading criteria.
- Click on **View Scored Rubrics** to allow view scored Rubrics.
- Click on **View Grade** to allow students to view the assigned grade.
- Click on both **View Grade** and **View Scored Rubrics** to allow students to view both assigned grade and also how the Rubrics were scored.
- Do not click on any of the options if you do want the students to see any assessment or grade.

![Fig 4.1.3: Setting Permission](image)

e) Select a date that you want to release result to the students. By default, the **Release Result Date** is not selected which means that as long as the permission level in step d is selected, students will immediately see the results. If a release result date is being set, students would only see the result, based on the permission levels you have set, on the date of release.

f) click the **Submit** button when done.

*Note: You could grade your students without letting them see how they are being graded. When you are ready to let the students view their grades, you could Edit Assessment and set the permission options accordingly. To Edit Assessment, see section 4.2.*
4.2 Manage or Edit Assessment

In Assessment Page, Click on Manage Assessment button to edit assessment settings as shown in Figure 4.2.1.

![Fig 4.2.1: Click on Manage Assessment on Assessment Page](image)

In Manage Assessment Page as shown in Fig 4.2.2, you could

a) Change the Weight of your assessments,
b) Edit the assessment settings like Name, Rubric, Weight and Permission as in section 4.1 by clicking on the Edit button,

c) Delete the Assessment

![Fig 4.2.2: Manage Assessment Page](image)
5. Grading Student

To grade a student on a particular assessment, click on the empty cell as shown in Fig 5.1 and you will be directed to Fig 5.2.

Once you are in Grade Assessment Page as shown in Fig 5.2, 

a) Click on the Performance index for each criteria to grade the students

b) The Weighted Score for each criteria will change accordingly to the Weight that was set for the Rubric

c) The Total Score will automatically be tabulated

d) A Grade equivalent to the score will be assigned. You could change this grade manually be selecting from select box

e) Write a Comment for the students to view or for yourself to reference to

f) If you want the comment to be seen by the student, tick on the box Allow the student to see comments

g) Click on Save Grade to save the grade for the student
To change the grading, click on a particular score as shown in Fig 5.3 and you will be redirected to Fig 5.4.

Once you are in View Grade Page as shown in Fig 5.4, click on Grade this again. You will be brought to Grade Assessment Page as shown in Fig 5.2 where you can re-grade the students accordingly.
6. View Reports of an Assessment

Click on the Assessment Name in the Assessment Page as shown in Fig 6.1 below to see Fig 6.2.

![Fig 6.1: To view grading details for an Assessment](image)

Once you are in Assessment Score Page as shown in Fig 6.2, you will be able to see how your students fare in a particular assessment. You will also be able to see the average score for each criterion.

![Fig 6.2: Assessment Score Page](image)
7. Creating smaller Project groups from NTULearn

You could organize your students into different smaller groups in NTULearn and populate these as project groups to eUreka by following the steps below.

1. To organize your students into different groups in NTULearn, you will need to login to NTULearn and access your NTULearn course site. For more information on how to create group or group sets in NTULearn, please refer to Blackboard video guides [http://ondemand.blackboard.com/r91/movies/bb91_groups_creating_group_sets.htm or http://ondemand.blackboard.com/r91/movies/bb91_groups_creating_single_group.htm].

![Fig 7.1a: Creating groups in NTULearn](image1)

2. Once the groups are created in NTULearn, go to Control Panel, click on Course Tools then click on eUreka. You will be redirected to a Page as shown in Fig 7.1b.

![Fig 7.1b: eUreka2.0 Course Tool Page](image2)
3. Click on the link **Create Project for Group** as shown in Fig 7.1b, and you will be redirected to **eUreka - New Project** Page as shown in Fig 7.1c.

![Fig 7.1c: eUreka New Project Page](image)

4. Fill in the **Project Name**, **Description** (optional), **Start Date**, **End Date** and select **Group(s)** that you have created. Click on **Submit** when done. You will be directed to a success page as shown in Fig 7.1d.

![Fig 7.1d: Project Created Successfully Page](image)

5. Click on ‘OK’ button as shown on Fig 71d and you will be directed to **eUreka Course Tool** Page as shown in Fig 7.1e.
6. Click on link **Launch eUreka** shown in Fig 7.1e and you will be directed to **eUreka Project Listing** Page as shown in Fig 7.1f. This page will show all the eUreka projects that you have created for this course site.

**Note:** The Project Name created in eUreka will be 'Project Name - Group Name' as shown in Fig 7.1f. In this example, Project Name is 'Mid Term Project' and the 2 groups that are selected are 'Group 1' and 'Group 2' as shown in Fig 7.1c. Therefore the 2 Project Names will be 'Mid Term Project - Group 1' and 'Mid Term Project - Group 2'
7. Click on any of **Project Name** link in **eUreka Project Listing** Page as shown in Fig 7.1f and you will be directed straight to eUreka **Project Info** Page as shown in Fig 7.1g.

![Fig 7.1f: eUreka Project Info Page](image_url)
8. Creating Ad-hoc Projects in eUreka

At any time, you can create any ad-hoc sites for any formal and informal projects (such as researches, conferences, events, meetings, activities, etc).

To create an ad-hoc project:
   a) On Project Home Page, click ‘New Adhoc Project’ button
   b) You will be taken to New Adhoc Project Page as shown in Fig 8.1
   c) Fill in the information.
   d) Click ‘Submit’

![Fig 8.1: Page to create new project.](image)

   e) You will be directed to Manage Membership Page as shown in Fig 8.2

![Fig 8.2: Manage Membership Page](image)
f) Search for user(s) by filling in the info you know (username, first name, last name, email) then click on Go

g) Select the checkbox for the user you want to assign

h) Select the project role (e.g: Member, Leader, etc)

i) Click Assign >> to add members

j) To remove members, select the checkbox on the right-hand-side, then click <<Unassign

k) When you have finished assigning members, click on Project Info Page to go back to your project

Note: Students can create their own Ad-hoc Project Sites as well. Therefore for security reasons, Assessment Module is not available for all Ad-hoc projects.