Tutorials & Handouts

Commonly Used Tools

- eLearning Demo Videos for Faculty Part 1
- eLearning Demo Videos for Faculty Part 2
- Entering Text on the Course Page
- Creating Content Folders
- How To Post An Announcement | Handout
- How to Send an Email to all Students in Your Course
- Creating and Editing Assignments
- Grading Assignments
- How to Create a Discussion Forum
- How to Create a Discussion Board Post
- How to Reply to a Post

Pre-recorded Training Sessions

- Getting Started to eLearning
- Blackboard Collaborate Web conferencing
- Online Tests
- Creating ADA compliant lectures using MS Teams and Stream
- Course Building Basics

General

- eLearning Demo Videos for Faculty Part 1
- eLearning Demo Videos for Faculty Part 2
- Group Courses by Term on your eLearning Homepage
- Notifications
- Course Menu Customization
- Photo Roster | Handout
- Where to go to Grade Assignments and Tests
- Viewing the course as a Student (Student Preview Mode)
Content Creation Tools

Using Microsoft Teams and Stream for Course Lectures

- How to Create a Channel Meeting for your Course
- How to Create a Private Meeting
- How to Upload a Collaborate Recording to Stream
- How to Upload an MP4 Video to Stream
- How to Pre-Record a Lecture for Asynchronous Delivery Using Microsoft Teams
- How to Conduct Office Hours Using Teams
- Creating ADA compliant lectures using MS Teams and Stream
- For more information, please visit the OIT Microsoft Teams webpage

Course Menu

- What is the Course Menu?
- How to Hide/Restore the Course Menu
- How to Add a New Area for Content in the Course Menu | Handout

Adding Content

- Entering Text on the Course Page
- How to Add a Syllabus to a Course | Handout
- How to Add a Web Link in eLearning
- Creating Content Folders

Managing Content

- Adding Tool Links To Course Menu
- How to Reorder a Course Menu
- How to Add a New Area for Content in the Course Menu
- Copying content from an old course to a new course
- Renaming Contents
- Applying Adaptive Release Rules

Blackboard Ally

- Blackboard Ally

Copying and Updating Courses

- How To Copy Content From An Old Course To A New Course
- How to update a course for the new semester
Overview Of The Content Collection

Communication Tools

Announcements

- How To Post An Announcement | Handout
- Where Students See An Announcement That You've Posted
- How To Schedule An Announcement In Advance

Course Messages

- What are Course Messages?
- How to Add the Messages Tool to Your Course | Handout
- How to Send a Message to Your Students
- How to Reply to a Message
- UT Dallas Email vs Messages - What's the difference?

Email via eLearning

- What is the UT Dallas Email tool in eLearning?
- How to Send an Email to all Students in Your Course
- How to Send an Email to a Specific Student in Your Course

Blackboard Collaborate Ultra (Web conferencing)

- Getting Started: Setup (PDF)
- Blackboard Collaborate Ultra interaction attendee list
- Blackboard Collaborate Ultra interaction chats
- Blackboard Collaborate Ultra My Settings
- Blackboard Collaborate Ultra My Status and Setting and Session Menu
- Blackboard Collaborate Ultra Share Whiteboard and Files
- Blackboard's Collaborate Session Best Practices
- Accessing Blackboard Collaborate Recordings
- Tracking Attendance for Collaborate sessions
  - How to Mark Attendance in a Blackboard Collaborate Session
  - How to Sync Attendance tool with Blackboard Collaborate
  - How to review attendance in Collaborate
  - Tracking Student Times in Collaborate
  - Handout: Tracking Student Times
- How to run polls: Part 1 | Part 2
- How to open breakout groups
• How to manage breakout groups

**Student Engagement Tools**

**Discussion Boards**

• **How to Create a Discussion Forum**
• **How to Create a Discussion Board Post**
• **How to Reply to a Post**
• **How to Read Posts on a Discussion Board**
• **How to Create a Graded Discussion Board**
• **How to Grade Student Posts**
• **How Students see their Discussion Board Grades**
• **Adding a Discussion Board Link in the Course Menu** | Handout

**Blogs**

• **How to Create a blog**
• **How to Create a blog entry**
• **How to Grade a blog**

**Wikis**

• **How to Create and manage wikis**
• **How to Create and edit wikis**
• **How to Grade a Wiki**

**Journals**

• **How to create journal entries**
• **How to add journal entries**
• **How to grade journal entries**

**Portfolios**

• **Working with Portfolios - Faculty & Student Guide**

**Groups**

• **How to create groups**
• **How to create self-enroll groups**
• **How students enroll in a self-enroll Group**
• **How to create a group assignments**
• **How to grade group assignments**
• **Allowing groups to access Blackboard Collaborate**
  • Enabling Collaborate for Groups
  • Letting groups record Collaborate sessions
• How students use Collaborate inside groups

Assessment Tools

Assignments

• Creating and Editing Assignments
• How Students Submit Assignments
• Grading Assignments
• Working with Turnitin Assignments
• How to Create Turnitin Assignments
• How to Grade Turnitin Submissions

Rubrics

• Exporting a Rubric from a Class and Importing a Rubric into a Different Class (PDF)
• Adding a Rubric to an Assignment (PDF)

Tests

• Intro to creating Tests
• Creating Question Pools
• Building a Test
• Deploying a Test
• Student Preview and Grading
• Copying tests to other courses
• Adding Exceptions to Tests
• Applying a LockDown Browser to a Test
• Accessing the Test Access Log
• Checklist for Setting up an Online Proctored Exam in eLearning
• How to add a rubric
• How to grade using a rubric

Respondus

• Format Word Documents
• Import Word Documents
• Publish Questions
• Uploading a Multiple Choice Test into eLearning using Respondus
• Converting online test from eLearning to paper tests

Self & Peer Evaluations

• Instructions for Instructors Part 1 Part 2
• Instructions for Students Part 1 Part 2
Grade Center

- How to Access the Grade Center | Handout
- Smart Views in the Grade Center
- How to Create a Column in the Grade Center
- How to Enter Grades in the Grade Center
- How to See the Grade History of a Specific Student's Grade

Reporting Tests

- Reporting Options for Tests Part 1
- Reporting Options for Tests Part 2

Course Evaluation and Reports

- Retention Center Part 1: Access
- Retention Center Part 2: Customization

Additional Blackboard Videos

- Additional Videos from Blackboard also available.