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](https://ets.utdallas.edu/elearning/instructors/tutorials/tutorials-handouts/makepdf)

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**
- **How to Create a Virtual Whiteboard in ELEARNING (by Dr. Richard Golden)**

Managing Content

- **Adding Tool Links To Course Menu**
- **Reordering Objects On A Menu**
- **Copying content from an old course to a new course**
- **Renaming Contents**
- **Applying Adaptive Release Rules**

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**

Content Collection

- **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

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
• Uploading a Multiple Choice Test into eLearning using Respondus
• 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

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

Additional Blackboard Videos

Additional Videos from Blackboard also available.