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

https://ets.utdallas.edu/elearning/instructors/tutorials/tutorials-handouts/makepdf
• 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
• 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 | 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
• 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.

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