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 Spring 2021 Course
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 & Moving Contents
• 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
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.