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
- 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

Course Evaluation and Reports

Retention Center Part 1: Access

Additional Blackboard Videos

Additional Videos from Blackboard also available.