# 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

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

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
- 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.