eLearning Student Tutorials

Getting Started with eLearning

• Part 1: Understanding the eLearning Homepage
• Part 2: A look inside a course

Working in your course

Each course is designed differently. So you may or may not see all of these tools in your course. Your instructor decides which tools are needed in the course. The syllabus will tell you which tools will be used in the course.

Accessing course meetings and recordings on MS Teams/ Stream

• How to Access a Course Meeting in MS Teams (Student Instructions)
• How to Access a Lecture Recording in MS Teams (Student Instructions)

Blackboard Collaborate

• How to use Blackboard Collaborate - Video, Handout
• How to use Blackboard Collaborate in a group
• How to join breakout groups
• How to add a Profile Picture to Blackboard Collaborate - Video, Handout

Online Tests

• How to take an Online Test
• How to view a Graded Test

LockDown Browser Tests

• How to Install the LockDown Browser
• How to take an online test in LockDown Browser

Assignments

• How to Submit Assignments

Check out some FAQs on eLearning assignments here: https://help.blackboard.com/Learn/Student/FAQ/Assignment_FAQ

Grades & Rubrics

• How to check your grades
• How to Locate and Review Rubrics
Email

This tool is meant to help you easily locate your instructor’s and classmates’ emails in order to contact them. It is a send-only tool which means the emails you send will be viewed in your recipients’ Outlook inbox. And you will see their replies in Outlook as well.

- **How to send emails from within the course**

Groups

- **How to join a group**
- **How to Submit a Group Assignment**

Blogs and Journals

- **How to make a Blog Post**
- **How to create a Journal Entry**

Discussion Boards

- **How to use the Discussion Board**

Wikis

- **How to Create a Wiki Page**
- **How to Edit and comment on a wiki**

Self and Peer Assessment

- **How to submit your responses**
- **How to evaluate your classmates’ responses**

For more videos please subscribe to [UT Dallas eLearning team’s YouTube Channel](https://www.youtube.com/utdallas_elearning).

If you would like us to create tutorials on any other topics related to eLearning, please email us at [elearning@utdallas.edu](mailto:elearning@utdallas.edu).

You can also find tutorials at [Blackboard’s Student Help Page](https://ets.utdallas.edu/elearning/students/current/tutorials/).