

## Guide to eLearning for Compliance Training

This guide will help you with the basics of logging in, getting help, accessing your pre-quizzes, accessing your training modules, completing the quiz at the end of each module, and understanding when your training is complete. It also includes information on configuring your computer to work with eLearning.

### ***Making Your Computer Work with eLearning***

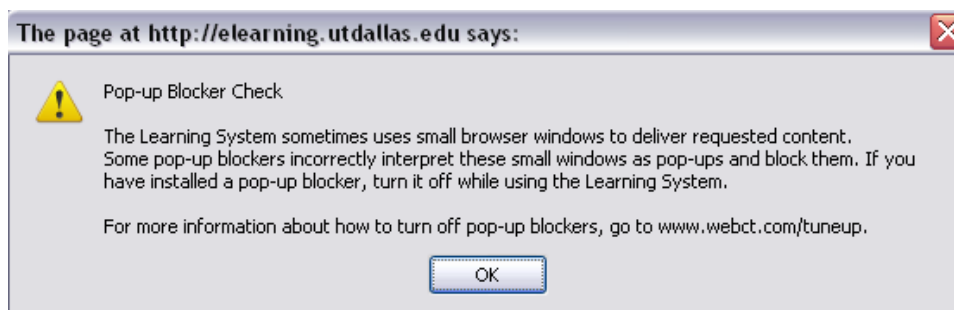
Here are some things you may need to configure to make your computer work efficiently with eLearning:

1. Disable any pop up blockers for <http://elearning.utdallas.edu>.
2. If you are using Internet Explorer, add <http://elearning.utdallas.edu> to your trusted sites list.


### ***How to Log In to eLearning***

You may access courses via the following URL: <http://elearning.utdallas.edu>.

When you initially browse to the eLearning website, a warning box for a pop-up blocker check may appear. This box will give you instructions to turn off your pop-up blocker on your web browser so it won't affect the eLearning training experience.



Once you go to the eLearning website, you will see two options you can click to sign in. There will be one link for “Academic” courses and one link for “Training” which will include all your compliance training. Clicking the “Training” link will take you to the sign-in screen.



**Institution Listing**

Click the name of the Institution you want to access.


[Academic](#)

[Training](#)

For further assistance, visit Learning System [Help](#).

### ***User ID/Password***

You will use your NetID and password. Make sure that your password has not expired. If it has, you will not be able to log into eLearning. You can change your password at <http://netid.utdallas.edu/>, but you will need to wait a day before attempting to log in again. The helpdesk can help you if you have difficulties resetting your password.



**Training Log In**

Blackboard  
learning System  
Vista Enterprise License

**Log In**

User name:

Password:

[Forgot your password?](#) Receive your user name and a new password via e-mail.

**Course List**  
View course information Enroll in courses that allow self-registration

Once you have logged in using your NetID and password, a security warning may appear on your screen letting you know the digital signature has an error. Please check the box, “Always trust content from this publisher,” and then click run. If you follow these steps you won’t get this error message again in the future, and your training will run successfully.





## ***How to Get Help***

If you encounter problems with eLearning, please call the eLearning Help Desk at 1-866-588-3192, or visit them for online support at <http://www.utdallas.edu/elearninghelp>.

If you have any questions in regards to the Compliance Training, please contact the Compliance Office at x2233 or by email at [compliance@utdallas.edu](mailto:compliance@utdallas.edu).


## ***Accessing Your Pre-Quizzes***

Once you log in to eLearning, you will see a Course List which will list the training you will need to access. If you click the course **“FY09 Compliance Training,”** this will take you to all of the modules you will need to complete Annual Compliance Training. The pre-quiz feature will give you the opportunity to bypass the learning modules if you receive a 100%. If you are not successful at receiving a 100% on the pre-quiz, you will need to review the training module in full and take the quiz at the end of the module.

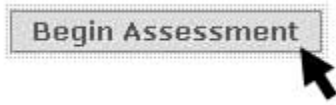


### **[PRE-QUIZ: FERPA](#)**

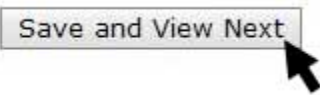
## **Taking a Quiz**

1. To begin your quiz, click the Next button  at the top-right corner of the page.

2. To begin taking your quiz, click the **Begin Assessment** button.



3. As you answer each question, click the **Save and View Next** button.



4. As you answer and save each question, you see a checkmark appear for that question in the Question Status area of the quiz window.



5. Once you've answered all of the questions, click the **Finish** button, then click OK.



6. At this point, you can now click on **View Attempt** to see your score.

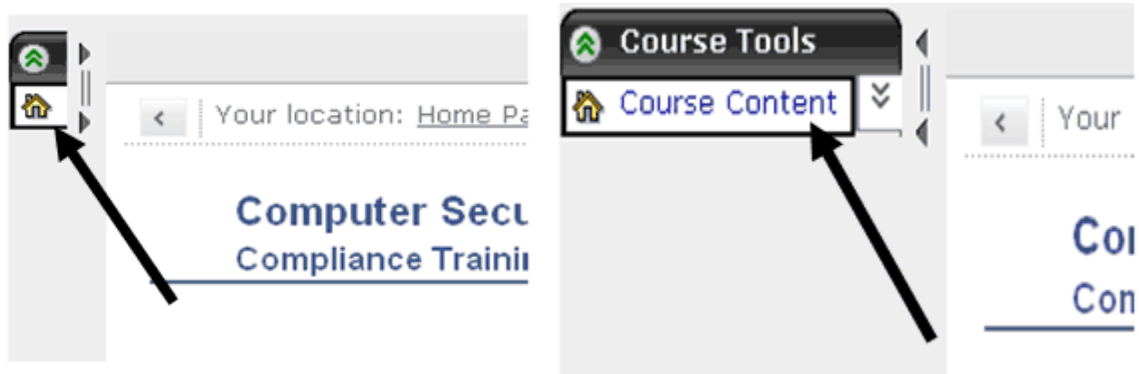


**Please Note:**

***If you do not make a 100% on the pre-quiz, you must review the module in full and re-take the quiz at the end of the module to get full credit for completing the course.***

**Once you have either passed the pre-quiz or fully completed the module, you will see a ✓ icon placed over the module letting you know that you have completed the module successfully.**

7. Once you've looked over your submission, now click on the **Course Home Page** button in the Course Menu to continue working through the Compliance Training.



### ***Accessing Your Training Modules***

If you didn't receive a 100% on the pre-quiz, you will need to complete the training modules in full and take the quiz at the end of each module. The training module will appear with an icon that looks like a yield sign that says review on it.



[REVIEW: FERPA](#)

### ***Completing Your Training Modules***

Once you have received a grade of 100% on each module, you will see a ✓ icon that will appear over the training module. Once all the modules have a check mark over them, you will have completed all your training and do not need to do anything further.



[COMPLETED: FERPA](#)



If you have any questions regarding the Compliance Training, please contact the Compliance Office at x2233 or by email at [compliance@utdallas.edu](mailto:compliance@utdallas.edu).