

Student Guide to eLearning

This guide will help you with the basics of logging in, getting help, moving around in your courses, and using some basic tools like email and discussions. It also includes information on configuring your computer to work with eLearning.

Making Your Computer Work with eLearning

There are a few things you will 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://webct6.utdallas.edu> to your trusted sites list.
3. Make sure you have ONE, AND ONLY ONE Java Runtime Environment installed, and that it passes the browser check eLearning runs when you log in.

How to Log In to eLearning

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

User ID/Password

You will use your normal NetID and password. Remember, you must change your password at least once a year. Make sure that your password is not expired. If it is, you will not be able to log into eLearning. You can change your password at <http://netid.utdallas.edu/>. The Helpdesk can help you if you have difficulties resetting your password.

How to Get Help

If you need help with eLearning, contact the UTD's 24/7 eLearning Helpdesk. Their contact information is below. If they are unable to resolve the issue, they will log a ticket and one of the expert support team will contact you.

UTD's 24/7 eLearning Helpdesk

- Phone: 866-588-3192
- Live Chat: <http://www.utdallas.edu/elearninghelp/>.

Accessing Course Materials

When you log into eLearning, you may see your courses listed on your My Courses list. (If you do not see a class listed, check with your instructor to see if eLearning is being used for that class.) Your professor may have arranged your course a little differently than you have seen before, so you need to give yourself some time to explore your courses at the beginning of the semester.

Navigating in Courses

Click on the course you want to access. When the course opens, you will probably see icons on the right side of the page and a course menu on the left side of the page.

Click on the item you want to open. Course tools such as the Discussion and Syllabus tools are on the course menu. You can access them from anywhere in the course by clicking on them on the course menu.

Accessing Learning Modules

Your course materials may be organized into Learning Modules. You can access all Learning Modules in the course from the Learning Modules tool on the Course Tools menu on the left side of the screen.

1. Click on the Learning Modules tool on the Course Tools menu.
2. Click on the Learning Module you want to access from the list of Learning Modules on the right side of the screen.
3. Click on the course materials you want to access. They will appear either in a table of contents on the left side of the screen or as links on the right side of the screen.

Course Tools

You may see different tools enabled in different classes. Your professor chooses which tools to enable or disable in the class. If you do not see a tool in a particular class, please talk to your professor about it. The eLearning team will not enable tools in classes unless the professor requests it.

Using the Discussion tool

You can read and post to any discussion threads. However, you will not be able to add or remove threads.

To Read a Post

1. Click on Discussions.
2. Click on the green triangle next to the thread you want to read. This will expand the thread.
3. Click on the message you want to read.

To Compose a Post

1. Click on Discussions.
2. Click on the Compose Message button at the top of the screen.
3. Click on the down arrow next to the Topic.
4. Choose the thread you wish to post to from the drop down list.
5. Type a subject for your message.
6. Type your message.
7. Click the Post button at the bottom of the screen.

Using the Email tool

The Email tool in eLearning is separate from UTD email. It only sends email to other members of the class within eLearning. The Email tool in eLearning is disabled in all classes until your professor chooses to enable it. If you do not see the Mail tool listed under the Course Tools menu on the left side of the screen, your professor has not enabled it.

To Read a Mail Message

1. Click on Mail.
2. Click on Inbox.
3. Click on the message you want to read.

To Send a Mail Message

1. Click on Mail.
2. Click the Compose Message button.
3. Click on the Browse... button next to the Send To line.
4. Select who you want to send the message to from the list.
5. Type a subject for your message.
6. Type your message.
7. Click the Send button at the bottom of the screen.

Using the Assignment tool

Your professor may require you to submit assignments through the Assignment tool. Your professor also determines the due dates and cutoff dates for your assignments. PLEASE NOTE: Due dates and times and cutoff dates and times are controlled by the clock on the eLearning server, not by the clock on your computer. In other words, it does not matter what time your computer clock says it is. If the cutoff date/time has passed on the server clock, eLearning will NOT accept the assignment. Submit your assignment at least 30 minutes prior to the cutoff time.

1. Click on Assignments.
2. Click on the Inbox tab.
3. Click on the Assignment you want to submit.
4. Type your assignment into the Submission box or click the Add Attachments button to upload your assignment files.
5. If you clicked the Add Attachments button, click on the My Computer icon and browse to where you saved your files. Select your files and click the Open button. Then click the OK button.
6. Type any comments you wish to send to your professor in the Add Comment: box.
7. Click the Submit button to submit your Assignment for grading.

Using the Assessments tool

The Assessments tool allows you to access any tests, quizzes, or surveys your professor has added to the course. Your professor determines the availability of each test, quiz, or survey as well as how long you have to complete it. Available assessments will show as blue links. Assessments that are not available will show as regular black text.

1. Click on Assessments.
2. Click on the assessment you want to take.
3. Click the Begin Assessment button.
4. Enter your answer for the question.
5. Click the Save and View Next button.
6. Repeat for each question.
7. IMPORTANT!!! When you have answered all questions and saved your answers, click the Finish button. If you do not click the Finish button, your test will not be submitted for grading.
8. You should see a yellow box with the following message "You have successfully submitted your Quiz," after you click the Finish button.