eLearning FAQ for Faculty

How do I log into eLearning?

1. Open a web browser.
2. Type the following URL in the address bar: http://elearning.utdallas.edu.
3. Select the Institution into which you wish to log in.
4. Click on Log In.
5. Type in your normal NetID and password.

If you need to change your password, go to http://netid.utdallas.edu and follow the instructions on the page. If you need assistance, contact the UTD helpdesk at 972-883-2911.

Where do I go for help?

UTD's 24/7 eLearning Helpdesk

Phone: 1-866-588-3192
Live Chat: http://www.utdallas.edu/oee/distance/eLearningHelpdesk.html

How do I request space in eLearning for my class?

Beginning in Summer 2011, eLearning sections will automatically be created for every academic class. An announcement will be sent out to all faculty when these sections have been created. If you want to combine sections (i.e. all PHYS 1101 lab sections into one section) or cross-list your sections (i.e. PSY/SOC 1301.001), please complete the Cross-List/Combine Section Request Form, and you will receive an email when your section is ready.

How do I add/remove course tools from my eLearning class?

1. Log into eLearning.
2. Click on your course.
3. Click on the Build tab.
4. Click on Tools.
5. Check tools to add them or uncheck tools to remove them.
6. Scroll to the bottom of the page.
7. Click Save

How do I edit the course header?

1. Log into eLearning.
2. Click on your course.
3. Click on the Build tab.
4. Click on Course Contents.
5. Click on the Page Options button in the top right corner of the screen.
6. Click on Edit Header.
7. Click the Enable HTML Editor button.
8. Make any edits you wish.
9. Click the Save button.

How do I create a learning module?

1. Click on the Build tab.
2. Click on Learning Modules.
3. Click on Create Module.

4. Type a name and description for the module.
5. Click Save.

How do I add my syllabus to my eLearning class?

1. Click on the Build tab.
2. Click on the Syllabus option on the Course Menu.
3. Click the Use File option.
4. Click Browse…
5. Browse to the location of your syllabus file.
6. Click on the file.
7. Click OK.

How do I upload files?

1. Click on the Build tab
2. Click on the page or learning module to which you want to add a file.
3. Click on Add Files.
4. Click on Browse for files.
5. Browse to your files' location.
6. Click on the file.
7. Click OK.

How do I add external links?

1. Click on the Build Tab.
2. Click on the page or learning module to which you want to add the link.
3. Click on Add Content Link- Web Link- Create Web Link.
4. Type a title for the link.
5. Type a description for the link, if you wish.
6. Type the URL for the link.
7. Click Save.

How do I delete files and links?

1. Open the Learning Module containing the files you want to delete.
2. Click on the down arrow next to the file or link you want to delete.
3. Choose Remove Link.

4. Click OK.

How do I delete a learning module?

1. Navigate to the page containing the Learning Module you want to delete. This is usually the Course Content homepage.
2. Click on the down arrow next to the Learning Module.
3. Choose Delete.
4. Click OK.

How do I use the Discussion tool?

1. Adding a topic
2. Click on the Build tab.
3. Click on Discussions on the course menu.
4. Click on Create Topic.
5. Type a Title.
6. Type a Description.
7. Click Save.

Reading a post

1. Click on the Teach tab.
2. Click on Discussions on the course menu.
3. Click on the topic you want to read.
4. Click on the message you want to read.

Replying to a post

1. Using the instructions for Reading a Post, open the message to which you want to reply.
2. Click the Reply button.
3. Type your message.
4. Click Post.

Posting a new message

1. Click on the Teach tab.
2. Click on Discussions on the course menu.
3. Click on the topic to which you want to post.
4. Click on Create Message.
5. Type a Subject for your message.

6. Type your message.
7. Click Post.

How do I create new discussion threads?

1. Click on Discussions.
2. Click on Create Topic.
3. Type a Title for the topic.
4. Type a description for the topic.
5. Choose either Show Item or Hide Item.
6. Click Save.

How do I create gradable discussion threads?

1. Click on Discussions.
2. Click on Create Topic.
3. Type a Title for the topic.
4. Type a description for the topic.
5. Choose either Show Item or Hide Item.
6. Click the check box next to Topic is gradable under Topic Gradability.
7. Type a Grade Book column title.
8. Choose either Numeric Grade and type in a maximum point value or choose Alphanumeric grade.
9. Click Save.

How do I use the Mail tool in eLearning?

Reading messages

1. Click on the Teach Tab.
2. Click on Mail on the course menu.
3. Click on the message you want to read.

Replying to a message

1. Follow the instructions above for Reading messages.
2. Click on the Reply button.
3. Type your message.

4. Click Send.

Creating a new message

1. Click on the Teach tab.
2. Click on Mail on the course menu.
3. Click on Create message.
4. Click on Browse for Recipients…
5. Choose your recipients.
6. Click Save.
7. Type your Subject.
8. Type your message.
9. Click Send.

How do I use Selective Release?

1. Click on tool you want to set up selective release for. You can set selective release criteria for all tools except the Course Content page, Announcements, Calendar, Chat, and Mail.
2. Click on the drop down arrow next to the item you want to selectively release.
3. Choose Set Release Criteria.
4. Click on Add Date Criteria.
5. Set the Available Starting and Available Until dates and times.
6. Click Save.

How do I hide/reveal course objects?

1. Click on the down arrow next to the object you want to hide.
2. Choose Hide Item.
3. Click on the down arrow next to a hidden object.
4. Choose Reveal Item.

How do I use the Gradebook?

Manually adding grades

1. Click on the Teach tab.
2. Click on Grade Book under Instructor Tools.
3. Click on the name of the assignment or quiz for which you want to enter grades.
4. Click on Edit Values.
5. Type in grades and comments.

6. Click Save.

Adding the Grades Tool

1. Open the course.
2. Click on the Build tab.
3. Click on Manage Course.
4. Click on Tools.
5. Put a check mark in front of My Grades.
6. Click Save.

Releasing Grades

1. Open the course.
2. Click on the Teach tab.
3. Click on Gradebook.
4. Click on Gradebook Options- Column Settings.
5. Check the checkbox at the top of each column (grade) you want to release.
6. Click on Release.

Adding columns to the Grade Book

1. Click on the Teach tab.
2. Click on Grade Book under Instructor Tools.
3. Click on Create Column.
4. Choose the type of grade you want to enter in the column.
5. Type in a Column Label.
6. Click Save.

How do I change course icons?

1. Click on Manage Course.
2. Click on Change Course Icons.
3. Click Select New Content Icon Set.
4. Choose the set you want.
5. Click Select.

How do I change the background?

1. Click on the Course Content page.
2. Click on Page Options.

3. Click Customize Page Display.
4. To set a background image:
    a. Click Browse…
    b. Browse to the image file you wish to use.
    c. Click on the file.
    d. Click Open.
5. To set a background color:
    a. Click Select Color.
    b. Choose the color you want.
    c. Click Select.
6. Click Apply.

How do I change the course colors?

1. Click on Manage Course.
2. Click on Colors.
3. Choose the colors you want.
4. Click Apply.

How do I create groups, including using group sign-up sheets?

1. Click the Teach tab.
2. Click on Group Manager.
3. Click on Create Groups.
4. Click Create custom group.
    a. Click Continue.
    b. Type a name for the group.
    c. Click Add Members.
    d. Select members.
    e. Click Add Selected.
    f. Click Save.
5. Click Create Multiple Groups.
    a. Click Continue.
    b. Type a word or phrase all group names will start with.
    c. Select appropriate options under How Should the Groups Be Created?
    d. Click Continue.
    e. Click Save.
6. Click Create Groups with Sign-up Sheets.
    a. Type the number of groups.
    b. Type a word or phrase all group names will start with.

c. Type the Maximum students per group.
d. Type the Sign-up Sheet title.
e. Type the Sign-up Sheet instructions.
f. Choose where to place the Sign-up Sheet link.
g. Click Continue.
h. Click Save.