Steps for Completing eLearning Training (ELT)

**Step One:** Review all Information on the *Getting Started* page.

- Read all information on the *Getting Started* page (Congratulations, if you are reading this you are almost done with step one!)
- Make a note of who to contact for assistance.
- Review, and if possible, print this document and the one titled *ELT Objectives*.

**Step Two:** Click on the link to the *Content Page*.

- On the left side of the screen on the *Getting Started* page click the *Content* link.
- Notice the other links on the left side of the screen remain visible. You can use them to go back to the *Getting Started* page or any other area of the course listed.

**Step Three:** Click on the *Required Steps for Completion* folder.

- Click on the title: *Required Steps for Completion*.
- This area contains the required elements of ELT. You will review all information and complete the assignment and quiz in this area.

**Step Four:** Review the *Common Elements of a Blackboard Course* folder.

- Click on the title: *Common Elements of a Blackboard Course*.
- Review all information on this page.
- When you are done you can return to the *Content* page using the links on the left side of the screen or by clicking on the *Breadcrumbs* (links) near the top of the screen.

**Step Five:** Review the *Using Course Mail* information.

- Review the information on *Using Course Mail*.
- Make note of the help document. This can also be accessed using the *Help Tools* link on the left side of the screen.
- Use the links on the left side of the screen or the *Breadcrumbs* (links) to navigate to the course mail and back to this page.
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**Step Six:** Review the **Using Discussion Boards** information.

- Review the information provided and note the help document.
- Use the links on the left side of the screen or the **Breadcrumbs** (links) to navigate to the discussion forum and back to this page.

**Step Seven:** Review the **Check My Grades** information.

- Review the information provided and note the help documents.
- Use the links on the left side of the screen or the **Breadcrumbs** (links) to navigate to **My Grades** and back to this page.

**Step Eight:** Review the **Completing an Assignment** information.

- Review the information provided and note the help document.
- Included in this topic is a step-by-step video tutorial showing how to complete the assignment. Notice that the video is provided in multiple formats and should be compatible with most computers, tablets and phones.
- You will complete the **ELT Assignment** below.

**Step Nine:** Review the **Completing a Quiz** information.

- Review the information provided and note the help documents.
- Most quizzes and tests are included in the **Content** area of each course.
- You will complete the **ELT Quiz** below.

**Step Ten:** Complete the **ELT Assignment**.

- Click on the title: **ELT Assignment**.
- Follow the directions by submitting any document file with your name and student number in it.
- Return to the **Content** page, **Required Steps for Completion** folder to take the **ELT Quiz**.

**Step Eleven:** Complete the **ELT Quiz**.

- Click on the title: **ELT Quiz**. Complete the **ELT Quiz**. You have unlimited attempts.
- Make sure you use the help document **How to View a Test After Taking**. This will let you see what answers you chose on the quiz as well as the correct answers if different.

**Step Twelve:** Final Completion and Approval

- Check the **My Grades** feature to make sure you have met all requirements for completion. Contact the Center for Instructional Excellence if you have any questions!