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!