

Guide to eLearning for Compliance Training

This guide will help you with the basics of logging in, getting help, 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

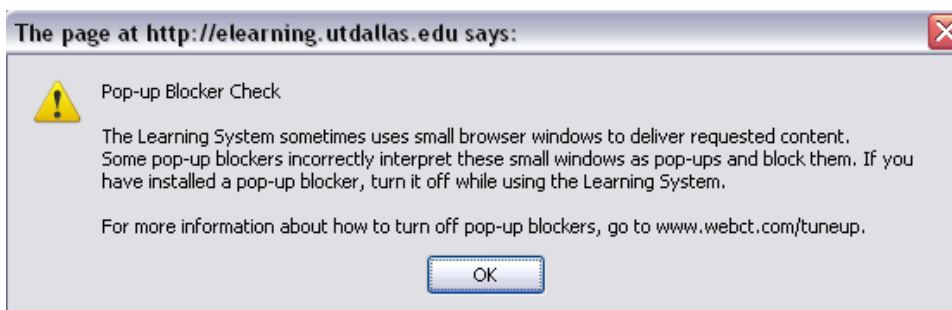
Here are some things you may need to configure to make your computer work efficiently with eLearning:

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, Organizations, and Research” which will include all your compliance training.

Clicking the “Training, Organizations, and Research” link will take you to the sign-in screen.



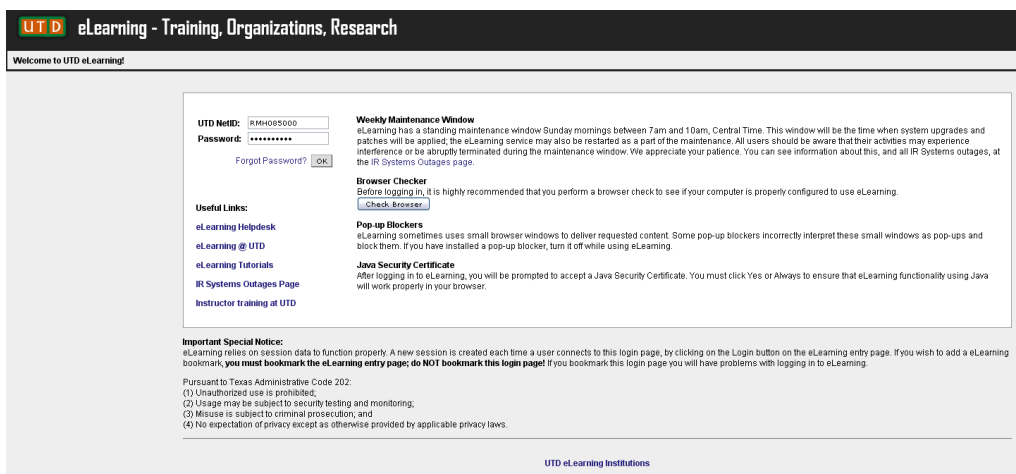
The screenshot shows the UTD eLearning 'Institution Listing' page. At the top is the UTD eLearning logo. Below it is the heading 'Institution Listing' and the instruction 'Click the name of the Institution you want to access.' There are two links: 'Academic' and 'Training, Organizations, and Research', with the latter highlighted in yellow. At the bottom, there is a link to '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.



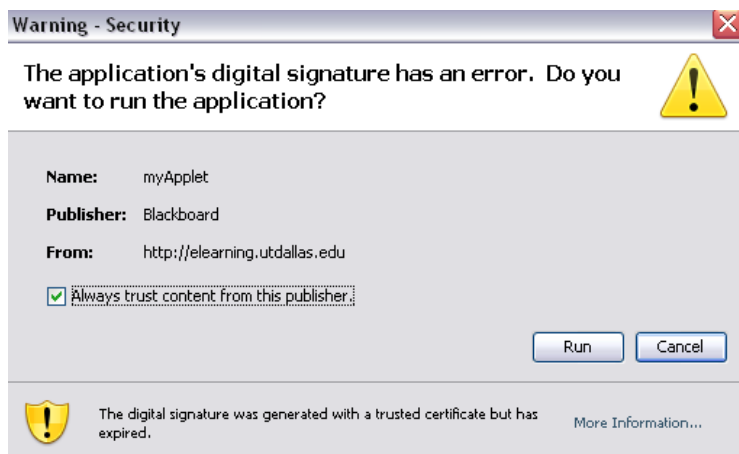
The screenshot shows the UTD eLearning login page. It features the UTD eLearning logo and the heading 'Welcome to UTD eLearning!'. There are two main sections: 'Log In' with links for 'Log in to eLearning' and 'Forgot your login information?', and 'Course List' with links for 'View course information', 'Preview a course', and 'Enroll in courses that accept self-registration'.



The screenshot shows the UTD eLearning login page with the login form. The form includes fields for 'UTD NetID' (with the example 'RMH05500') and 'Password'. There is a 'Forgot Password?' link with an 'OK' button. To the right of the form are several informational sections: 'Weekly Maintenance Window', 'Browser Checker', 'Pop-up Blockers', and 'Java Security Certificate'. Below the form is an 'Important Special Notice' and a list of terms of use. At the bottom, there is a link to 'UTD eLearning Institutions'.



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.

Accessing Your Modules and Quizzes

Once you log in to eLearning, you will see a Course List which will list the training you will need to access. The course titles will be different which depends on if you are Faculty, Staff, or a Research Assistant/Teaching Assistant. If you click the appropriate course listed, this will take you to all of the modules you will need to complete New Hire Training.



UTD eLearning - Training, Organizations, Research

My Courses | Content Manager

Welcome, ROBERT HOPKINS. Today is July 2, 2009 4:36 PM CDT.

Calendar Day
You currently have no entries for today.

To Do List
You currently have no items.

My Grades
You currently have no new grades.

Course List

[Staff - New Hire Training FY09](#)
Section Instructor: Robert Hopkins , Paul Teel

External Courses
You currently have no external courses.

Calendar Week
You currently have no entries for this week.

From the example above, you will want to click on Staff-New Hire Training FY09. Once you click this icon, it will display all the training modules you need in order to complete New Hire Training.

UTD eLearning - Training, Organizations, Research My Courses | Accessibility | Help | Log out

Staff - New Hire Training FY09

Your location: Home Page
















Course Tools

- Course Content
- Course Tools
- Course Content
- Announcements
- Assessments
- Learning Modules
- Web Links
- My Tools
- My Grades

UTD The University of Texas at Dallas

UTD Compliance Training Program
New-Hire Training - Staff Members

Click on each backpack below to access training content.

 Introduction to Compliance	 Computer Security & Use	 Contacts with Media, Government and Outside Investigators	 Contracts & Agreements	 Copyright and Intellectual Property
 Drug-Free Workplace	 Conflicts of Interest	 FERPA	 Property Inventory	 Retention and Disposal of Records
 Sexual Harassment & EEO Compliance	 Effectively Controlling Risk	 Standards of Conduct	 TX Hazard Communication	 Workplace Health and Safety



Click on any Module to continue to the training. Once you have started the chosen module, you will want to left click with your mouse over the presentation to continue to the next page. The module will indicate when you have read through all of the material and will let you know that you are ready to take your quiz.

You have finished reviewing required course materials for **Computers: Security and Use** training.

To receive credit for this course, you must complete and receive a satisfactory score on the corresponding quiz for this learning module.

UTD The University of Texas at Dallas
Compliance Training

DON'T FORGET!

Taking a Quiz

1. To begin your quiz, click the last link located in the Table of Contents on the left-hand side of the page.

UTD eLearning - Training, Organizations, Research

Your location: [Home Page](#) > [Computer Security & Use](#) > [FY08 - Computer Security Quiz](#) > **FY08 - Computer Security Quiz**

Table of Contents for Computer Security & Use

- [1. Computer Security and Use](#)
- [2. Computer Security and Use \(PDF Version\)](#)
- [3. FY08 - Computer Security Quiz](#)

FY08 - Computer Security Quiz

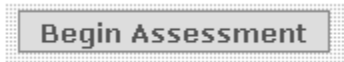
Description

Available starting: March 25, 2008 2:09 PM
Available until: Unlimited
Duration:
Note: your completion time is measured from when you click **Begin Assessment** to when you click **Finish**.
Question delivery: All at once
Note: questions can be answered in any order. You can revisit questions after you have answered them.

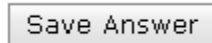
Attempts allowed: Unlimited
Attempts completed: 1
Grade: 100.0/100

[Begin Assessment](#) [View Submission](#) [Instructions and Troubleshooting](#)

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



- As you answer each question, click the **Save** button.



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



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

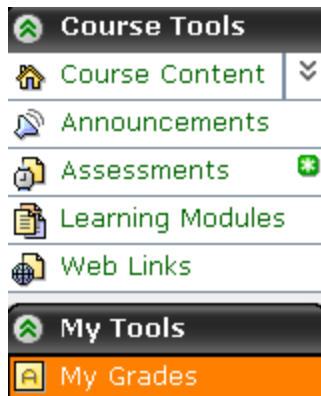


- At this point, you can now click on **View Attempt** to see your score.

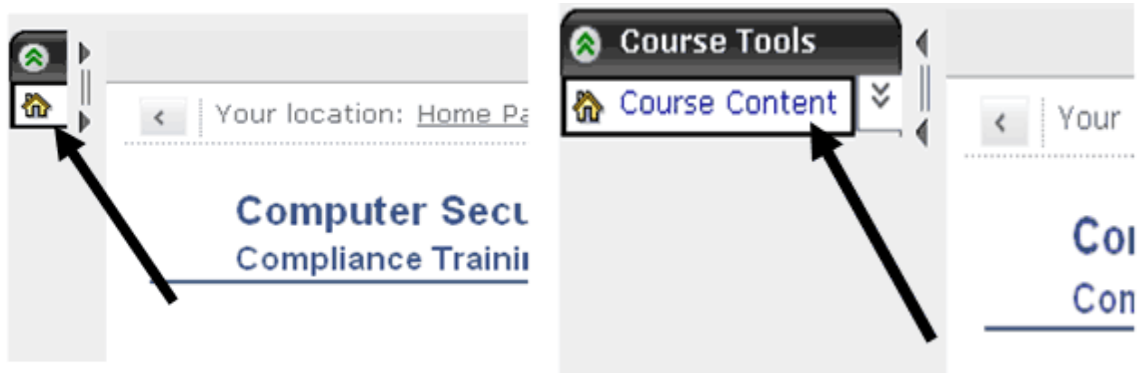


Please note: You must receive a grade of 70% or higher to receive credit for each module. If you do not reach this score, please go back to the quiz and try again until you are successful.

- To access all of your grades for each module, click on the **My Grades** button listed under the Course Tools Section on the upper left-hand side of your page.



8. 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.



If you have any questions regarding the Compliance Training, please contact the Compliance Office at x2233 or by email at compliance@utdallas.edu.