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This training guide provides a list of the general topics Educational Technology provides in new adjunct & faculty training sessions, and links to articles detailing each procedure. We also have digital and print-friendly PDF versions of this article.

1. [UT homepage](#) 
 - a. Directory
 - b. [Academic Calendar](#) 
 - c. Tools
 - i. Web Mail
 - ii. Blackboard
 - iii. SpartanWeb
 - iv. Library
2. Domain Login
 - . Logon with Username and Password
 - a. Password Reset Utility and Instructions
 - . [Reset.ut.edu](#)  and instructions on SpartanWeb at [Self-Service Password Reset Information](#) .
 - b. Logon to [Web mail](#)  or from Tools on [UT homepage](#) 
3. [SpartanWeb](#) 
 - . Have SpartanWeb [password sent to your UT email account](#) 
 - a. Logon: (Enter Employee ID and the Password from email)
 - b. [Change Password](#) 
 - c. Employee Payroll Section
 - d. [IT Software/Technology Discounts](#) 
 - e. [Reserving a room](#) 
 - f. [Class Roster](#) 
 - g. [Clearing Students for Registration](#) 
 - h. [Enter Grades](#) 
4. [Blackboard](#) 
 - . Logon: (Enter Username and the Password provided by IT helpdesk at (813) 253-6293)
 - a. [Change Password](#)  or [here](#) 
 - b. [Getting Started](#) 
 - . [Edit Mode](#) 
 - i. [Tool link](#) 
 - ii. [Content area](#) 
 - iii. [Building an item](#) 
 - iv. [Setting course entry point](#) 
 - v. [Making course available](#) 
 - c. Assignments
 - . [Create Assignment](#) 
 - i. [Turnitin Assignments](#) 
 - d. Rubrics
 - . [Creating](#) and [Video here](#) 
 - i. [Associating](#) 
 - ii. [Grading](#) 
 - e. Assessments
 - . [Creating Tests](#) 

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- a. [Test items](#) and [here](#) 
- b. [Randomized Item Sets](#) 
- f. Grade Center

[Add column](#)

- i. [Edit Column](#) 
- ii. [Column organization](#) 
- iii. [Entering Grades](#) 
- iv. [Row visibility/hiding students](#) 
- v. [Hiding course from students](#) 
- vi. [Weighted grades](#) and [Video here](#) 

The University of Tampa, Department of Educational Technology

