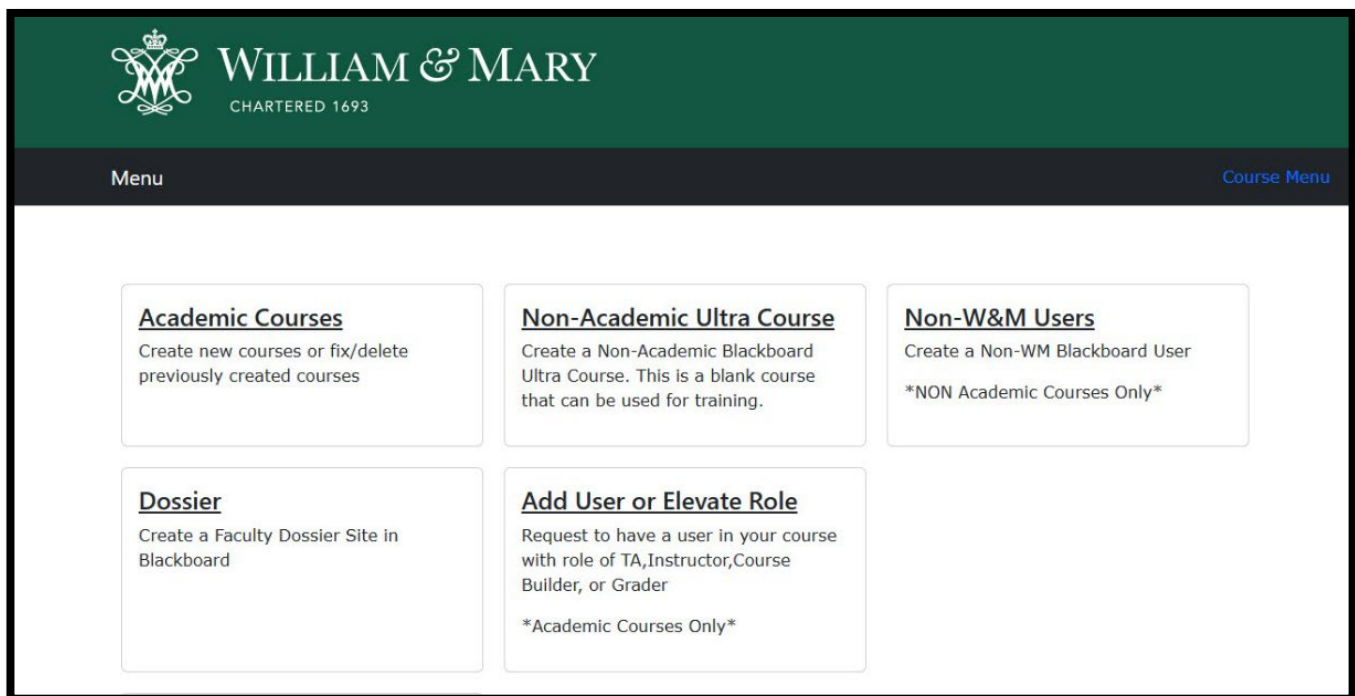


Creating a Faculty Dossier Site

Using the Blackboard Course Generator

What is the Blackboard Course Generator?

The Blackboard Course Generator allows faculty to create their own courses within the Blackboard Learning Management System to share course content with students in a secure online environment. In addition to the creation of academic courses, faculty have access to create non-academic courses and Dossier and Tenure sites. Within this tool, faculty have access to create non-W&M users to add external reviewers to a Dossier site.



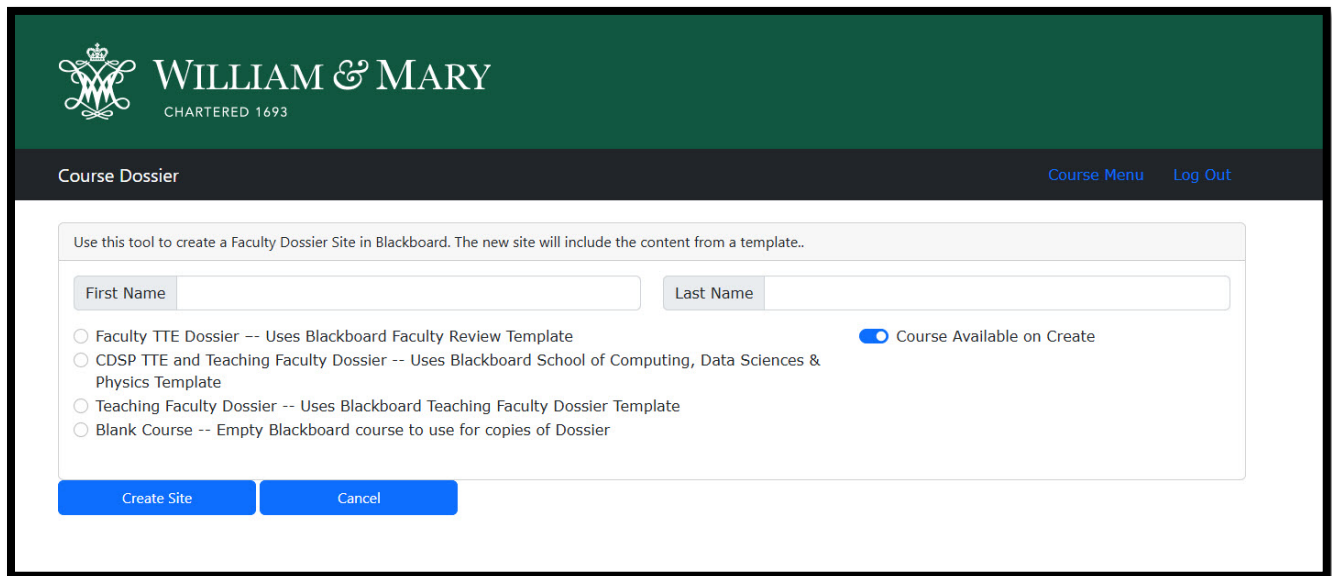
Types of Dossier Shells Available

- Faculty TTE Dossier
- CDSP TTE and Teaching Faculty Dossier
- Teaching Faculty Dossier
- Blank course to make copies of a Dossier

Creating Your Dossier/Tenure Site

To start the process:

1. Login to the [Blackboard Course Generator](#).
2. Locate the **Dossier** area in the menu listing.
3. Type your first and last name.
4. Select the Dossier template you need to create.
5. Click on Create Site.



The screenshot shows the William & Mary Blackboard interface for creating a Course Dossier. At the top is the William & Mary logo and name, with "CHARTERED 1693" below it. Below the header is a dark navigation bar with "Course Dossier" on the left and "Course Menu" and "Log Out" on the right. The main content area has a light gray background. At the top of this area is a message: "Use this tool to create a Faculty Dossier Site in Blackboard. The new site will include the content from a template..". Below this message are two input fields: "First Name" and "Last Name". Underneath these fields are four radio button options for selecting a template: "Faculty TTE Dossier -- Uses Blackboard Faculty Review Template", "CDSP TTE and Teaching Faculty Dossier -- Uses Blackboard School of Computing, Data Sciences & Physics Template", "Teaching Faculty Dossier -- Uses Blackboard Teaching Faculty Dossier Template", and "Blank Course -- Empty Blackboard course to use for copies of Dossier". To the right of these options is a toggle switch labeled "Course Available on Create", which is currently turned on. At the bottom of the form are two blue buttons: "Create Site" and "Cancel".

All courses are added to Blackboard automatically at the time of creation. To view your Dossier course, login to Blackboard and under the **Courses** tab, search for "Dossier" in the listing.

You will automatically be added as a **Course Administrator**. This role allows you to:

- Add others to the course, including Non-W&M users.
- Change the roles of individuals added to the Dossier site.
- Remove users from the course site.

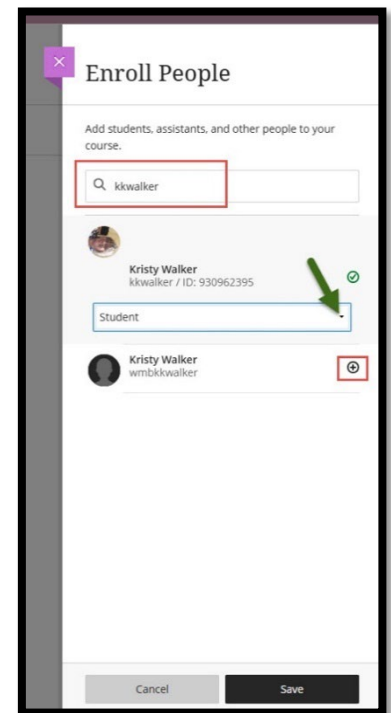
Enroll/Add People to your Dossier

After you have created your site, you will need to enroll individuals in the course with the proper roles. When turning over your Dossier site to your department, please select the Course Administrator role for that individual.

To add someone to your Dossier site:

1. Navigate to the **Details and Action** panel.
2. Click on Roster.
3. Click on the plus symbol, to add users.
4. Put in the username and select the user in the listing by clicking on the plus symbol.
5. In the dropdown menu, choose the correct role and **Save**.

Note: To remove a Course Administrator, Instructor or Teaching Assistant from the course, you will need to demote the role to a student and then remove.



To remove someone from your Dossier site:

1. Navigate to the **Details and Action** panel.
2. Click on the **Roster**.
3. Click on the **three dots** by the username in the listing.
4. Select member information.
5. Change the role if needed.
6. Click on the **trash can** icon and **Save**.

Make a Copy of Your Dossier/Tenure Site

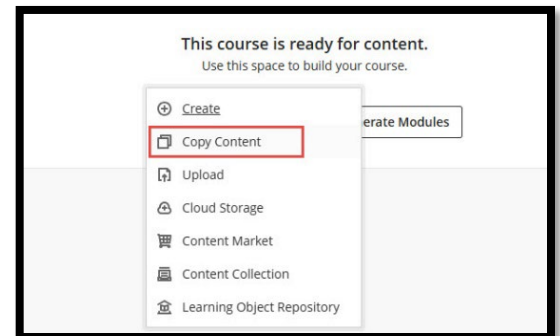
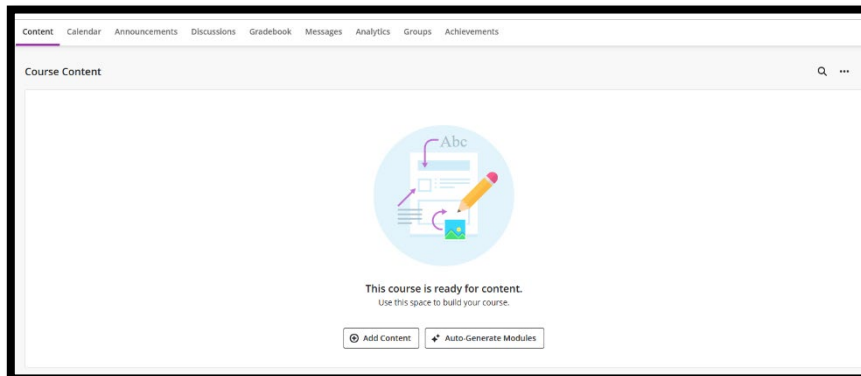
Before turning over your site and removing yourself, make a copy of your course. Once you have been removed from the original site and it has been turned over to the Dean, you will not have access.

To make a copy:

1. Login to the [Blackboard Course Generator](#).
2. Type your first and last name.
3. Select the **Blank Course**.
4. Click **Create Site**.

Once your Blackboard Course has been created, login to Blackboard and locate your course on the **Courses** tab. You can search for **Last Name, First Name Dossier Copy** in the description search menu.

1. Navigate to the blank course in Blackboard.
2. Click on **Add Content**.
3. Select **Copy Content**.
4. Search for the Dossier site you would like to copy.
5. Select the course and click on **Start Copy**.



Additional Resources

For more information on the Dossier process, visit the [Completing the Dossier site](#).

For more information on using blackboard Ultra, visit the [Blackboard Ultra Courses Resource site](#).

Questions?

Please reach out to the Technology Support Center with any additional questions at support@wm.edu or 757-221-HELP.