

# Creating a Faculty Dossier Site

## Using the Blackboard Course Generator

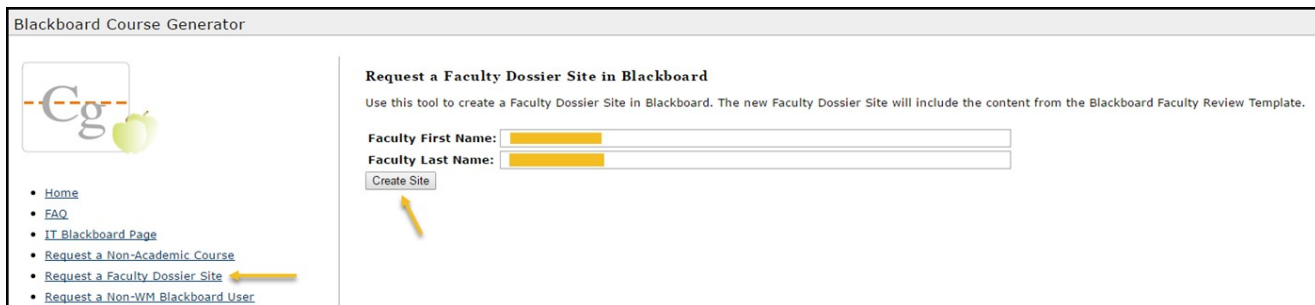
### What is the Blackboard Course Generator?

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.

By using the Blackboard Course Generator faculty:

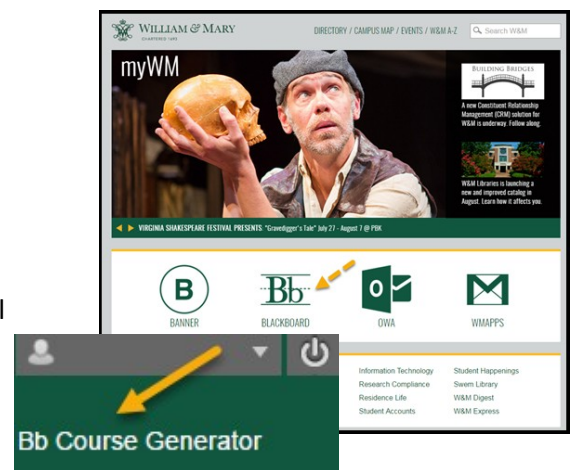
- create new blank courses using the default course shell
- combine sections into one course
- copy existing courses from previous semesters
- request a Non-Academic Course and Faculty Dossier Site
- request a non WM Blackboard user to be enrolled in your course

### To create your Faculty Dossier site:



1. Log in to Blackboard through the myWM portal and choose Blackboard.
2. After logging into Blackboard, click on the “**Blackboard Course Generator**” in the top right corner.
3. Click on “**Request a Faculty Dossier Site.**”
4. Type in your First Name and then Last Name.
5. Click on “**Create Site.**”

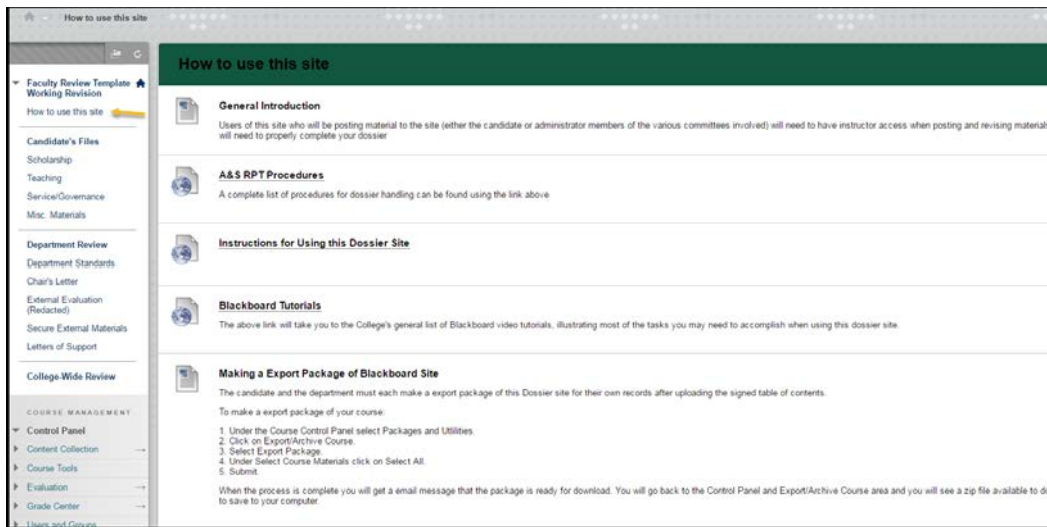
Sites are created daily at 7:15am and 6:15pm. The site create process will create your site First Name Last Name Dossier with a site id of Last Name-01-Materials.



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## Template Course Dossier Site

When entering your Dossier template site in Blackboard, be sure to look over the directions for submitting your resources. Start by looking over “How to use this site” in the Blackboard course menu listing.



To add content to your Dossier site make sure that the “**Edit Mode**” is turned on in the top right hand corner of the Blackboard site.



For more instructions on submitting Dossiers and Blackboard Tutorials, please visit the Arts & Sciences Resources for Faculty under Guiding Documents at <http://www.wm.edu/as/facultyresources/committees/rpt/guiding-documents/dossiers/index.php>.

## Adding the Dossier Manager to the Dossier Site

Once your materials have been uploaded into the appropriate sections of the Dossier site you will need to add the Dossier Manager as an instructor in the course.

1. Go to the Course Control Panel. Located within the Course Management listing.
2. Click on “**Users and Groups.**”
3. Click on “**Users.**”
4. Select “**Find Users to Enroll.**”
5. Type in the username and change the role to Course Administrator.
6. Click “**Submit.**”



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## Exporting the Dossier Site

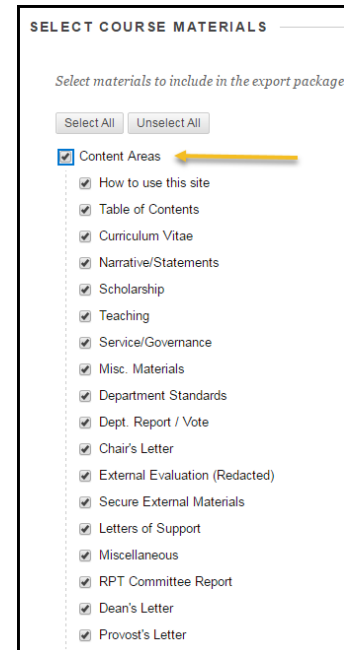
To export a package of your Dossier Site:



1. Log in to Blackboard.
2. Go to your Dossier site.
3. Go to the Course Management section and expand the Control Panel selections.
4. Click on Packages and Utilities.
5. Click on Export/Archive Course.
6. Select **"Export Package."**



7. Leave the File Attachments section alone.
8. Under **"Select Course Materials,"** click on the box **"Content Areas."**
9. Click **"Submit."**



**Note:** Once you have submitted the Dossier content, you will need to save the package to your computer. After clicking on submit, you will see a note at the top of the screen that says "Success: This action has been queued. An email will be sent when the process is complete." You will receive an email from the Blackboard Administrator that says, "The operation has completed. The file may be downloaded from the Control Panel."

## Access the Exported Package

Once you have received the email from Blackboard that the operation has been completed, you will go back to the Dossier site and access the Export/Archive file to download to your computer.

1. Log in to Blackboard.
2. Go to your Dossier site and locate the Course management section and go to the Control Panel selections.
3. Click on Packages and Utilities.
4. Click on Export/Archive Course.
5. You will see the exported file listed for you to download. Depending on your browser, you may just click on the file to download it to your computer in your Downloads file, or you may need to select "Save" to save it elsewhere on your computer.

### If you are using a Mac, please see the warning below:

Many Macs are setup to automatically extract files from a compressed format. To change this:

- Start Safari and open the Safari menu and Select Preferences.
- Uncheck Open "safe" files after download on the General tab. The file that you have downloaded/saved is in a compressed format (i.e., it is a .zip file). If you want to see the materials in the folder as they originally appeared, you will need to upload the .zip file to a new course within Blackboard.