

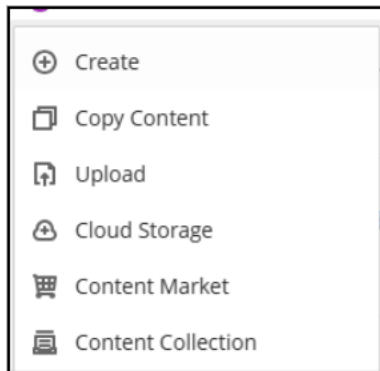
# Print Directions

## Enrolling Users in the Blackboard Ultra Dossier Site

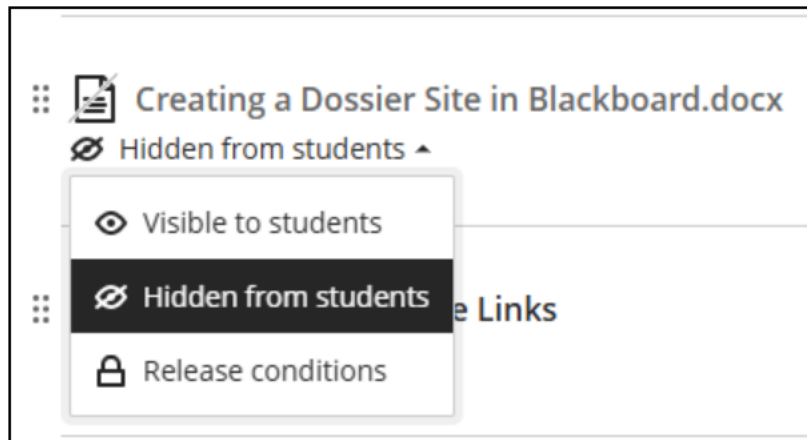
- Select the appropriate Blackboard dossier site from the list of your sites in Blackboard.
- In the Blackboard dossier site, in the Details & Action menu, locate the Roster.
- Click on the plus symbol at the top right corner of the roster site.
- Type in the username of the user and click on the plus symbol to add the user.
- Make sure that the role of the person you wish to enroll is listed in the drop down menu as "Student" or "Instructor," as appropriate. If not, select this role from the menu. If you need someone to be able to add user and change roles in the Dossier site, please select the role of "Course Administrator"
- Click on "Save."

## Adding Materials to a Blackboard Dossier Site

- To upload into a folder or module, click on the name or expand the folder or module by clicking on the action arrow.
- Click on the plus symbol to add content to the course. Choose the appropriate item to add to your folder or module. Choose upload if you are adding files to the course.



- Choose the file to upload.
- Edit your file options. You can change the name of the file and choose file options like view and download.
- Make sure that the name includes any necessary information (e.g., whether an article is refereed or un-refereed).
- Click Save.
- Make sure to make the file visible to users. All files added to Ultra Courses are hidden from student view.
- Click on the drop-down arrow for Hidden from students and select Visible to students.



## Demoting the Candidate to Student Status

- In the Blackboard site, under the Details & Action panel, select Roster.
- Locate the individual you need to demote.
- Click on the three dots and choose Member information.
- Click on the drop-down listing in the role box.
- Choose student role.

## Removing Users from the Blackboard Site

- In the Blackboard site, under the Details & Action panel, select Roster.
- Find the names of the people to remove and make sure they have a student role in the course and click on the three dots by their name.
- Choose Member information.
- Click on the trashcan icon by the user to remove from the course.

Please note: If you are trying to remove another Instructor or Course Administrator from the Dossier site, you will need to demote the role to a student and then remove.