eDossier CourseDen Technical Guide

Administrative Support

Requesting an eDossier course on CourseDen

1. Use the eDossier Sandbox Request form for each faculty member
2. Information needed
    a. eDossier template OR empty course for importing past eDossiers
    b. Names of review committee members
    c. Name of Faculty member

Managing Enrollments

Roles

- Faculty
    o Building the eDossier = TA (Design / No Grade)
    o Uploading Appeals = Student
    o Post-review archiving = TA (Design / No Grade)
- Review Committee Members
    o TA (Course Tutor)

Enrolling

1. Click **Communication** from the navigation bar
2. Select **Classlist**
3. Click **Add Participants**
4. Select **Add Existing Users**
5. Type their **email prefix as the username**
6. Click the **search button**
7. Click the **checkbox next to their name**
8. Click the **dropdown menu under role**
9. Set the **role** based on recommendations in the Roles section above
10. Click **Enroll Selected Users**
11. Click **Add More Participants** to repeat

Unenrolling

1. Click **Communication** from the navigation bar
2. Select **Classlist**

3. Click the **checkbox next to their name**
4. Click **Unenroll**
5. Click **Yes**

Faculty

Uploading Materials (e.g. PDF) to an eDossier

1. Click a **Unit/Module** to open the desired section
2. Click a **Folder/Sub-module** to open the appropriate source of evidence
3. Click **Add Existing** from the top-right corner of the page
4. Click **Browse** located inside the dotted upload box
5. Select the files
6. Click **Open**

Linking Materials (e.g. web sites) in an eDossier

1. Click a **Unit/Module** to open the desired section
2. Click a **Folder/Sub-module** to open the appropriate source of evidence
3. Click **Create New** from the top-right corner of the page
4. Click **WebLink**
5. Type a **title** for the web link
6. Paste the **URL for the Link**
7. Click **Hidden** to set the material as visible
8. Click **Save and Close**

Moving Materials Between Units and Folders

1. Click the **title of the material** from the table of contents panel
2. Click the **Ellipses ... menu** from the top-right corner of the page
3. Select **Move to**
4. Click the **Unit/Module** from the table of contents panel
5. Click the **Folder/Sub-module** from the table of contents panel to select the new destination
6. Click **Next**
7. Click the **arrows to reorder** the materials within the table of contents
8. Click **Done**

Downloading a completed eDossier

1. Click **Tools** from the navigation bar
2. Select **Course Admin**
3. Click **Import / Export / Copy Components**
4. Select **Export as Brightspace Package**
5. Click **Start**
6. Click **Select All Components**
7. Click **Continue**
8. Click the **checkbox Include course files in the export package** under Additional Components to Export
9. Click **Export**
10. Wait for the notification in CourseDen (the export runs behind the scenes)
11. Click the **Export Finished notification**
12. Click the **link Click here to download**…
13. *Recommended* Rename the downloaded file and store in multiple locations such as OneDrive

Importing an archived eDossier into the course

1. Click **Tools** from the navigation bar
2. Select **Course Admin**
3. Click **Import / Export / Copy Components**
4. Select **Import Components**
5. Click **Upload**
6. Select the **.zip of the eDossier download**
7. Click **Import All Components**
8. Wait for the import to complete

Sharing Documents for Review Appeals

The Appeals Dropbox is set up for any file type and unlimited submissions.

1. Click Assessments from the navigation bar of the eDossier course on CourseDen
2. Select Assignments
3. Click Appeals Dropbox to open the Assignment
4. Click Add a File
5. Locate the file from the appropriate location
6. Click **Add**
7. Click Submit

Review Committee Members

Review committee members are enrolled into eDossier courses as "TA (Course Tutor)." This role will grant reviewers full access to the course without the ability to make changes. If appeals documents are uploaded, an Appeals Dropbox is available for those materials within each eDossier course under the Assignments tool.