

UNSW BLACKBOARD
Application for Course Builder Role

Technology Enabled Learning and Teaching
(TELT) Administration

Who is this form for?

This form is for anyone who has the role of **TELT Administrator** in a Faculty or School. TELT Administrators assist with Blackboard course design and development, management of templates, and course content recycling from one semester to the next.

NOTE: The Course Builder role provides the ability to self-enrol as an "Instructor" in all courses within the Faculty or School. The Instructor role provides access to all student data within the course, including the ability to modify grades in the Grade Center and to add, delete and modify content in the course.

Requests for School level access require the approval of the relevant Head of School.

Requests for Faculty level access require the approval of the relevant Associate Dean Education.

1. Applicant Details (All applicants to answer these questions. Please print in CAPITAL LETTERS)

Title (Dr, Mr, Ms, etc)	Employee No:
First Name:	Last Name:
e-Mail:	Telephone:
Faculty/School/Department:	

PLEASE FILL IN ALL THE DETAILS BELOW

I agree that the Course Builder role in UNSW Blackboard is required by

_____ and I give my approval for this access.

Please circle: Associate Dean Education / Head of School:

Print name: _____

Signature: _____

Date: _____ Employee Number: _____

Contact Phone No: _____ E-mail: _____

Please return this form via e-mail to TELAdmin@unsw.edu.au, by fax to 9385 8106 (Ext 58106), or to TELAdmin, Room 1225, Mathews Building.