

BATCH ENROLLING PARTICIPANTS IN BLACKBOARD ORGANISATIONS

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Introduction

The Administrator role can add large numbers of students to an Organisation using a CSV file. This guide explains the process

Creating a Comma Separated Value (CSV) File

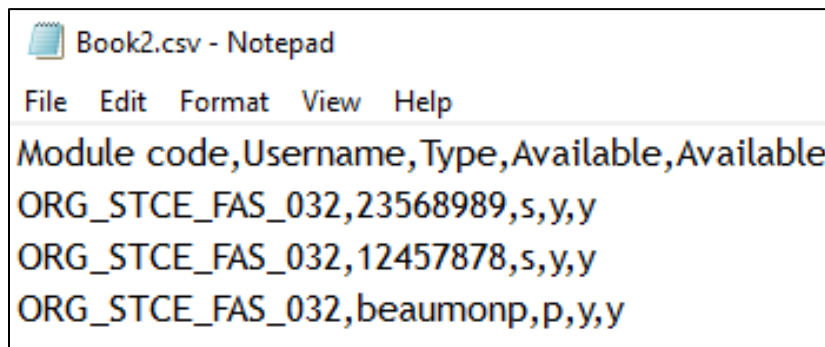
To create your own CSV file the following columns are required:

Module code	Username	Type	Available	Available
ORG_STCE_FAS_032	12345678	S	Y	Y

- ‘Module code’ is the Organisation ID.
- ‘Username’ refers to the student’s eight digit numbers, or staff usernames.
- ‘Type’ refers the user’s role.
 - S = participant/student.
 - P = leader/staff member.

- The fourth and fifth columns relate to whether the user is set as 'Available' in the Organisation. Always choose 'Y', which stands for yes.

You can create the CSV file using a text editor. This might look like the image below:



```
Book2.csv - Notepad
File Edit Format View Help
Module code,Username,Type,Available,Available
ORG_STCE_FAS_032,23568989,s,y,y
ORG_STCE_FAS_032,12457878,s,y,y
ORG_STCE_FAS_032,beaumontp,p,y,y
```

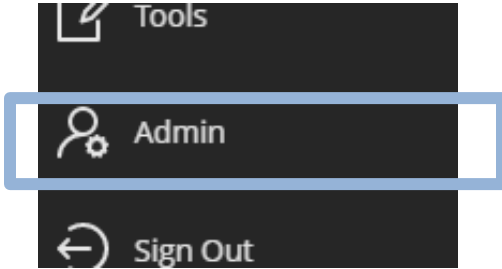
You could use spreadsheet software, as shown below.

1	Module code	Username	Type	Available	Available
2	ORG_STCE_FAS_032	22915958	S	Y	Y
3	ORG_STCE_FAS_032	22913734	S	Y	Y
4	ORG_STCE_FAS_032	23066288	S	Y	Y
5	ORG_STCE_FAS_032	22985123	S	Y	Y
6	ORG_STCE_FAS_032	22934308	S	Y	Y
7	ORG_STCE_FAS_032	22957359	S	Y	Y
8	ORG_STCE_FAS_032	23020491	S	Y	Y

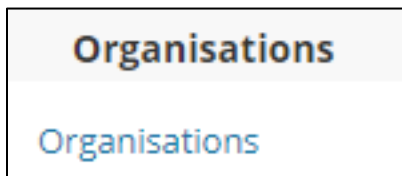
Save the file as a .csv file.

Finding Organisation IDs

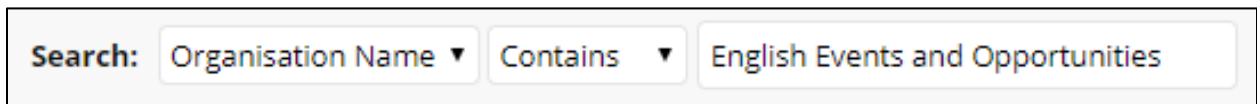
If you are unsure about the 'Organisation ID' you can search for it. Click on the 'Admin' button from the left menu on the homepage.





From the Administrator screen you will see a number of panels, locate the Organisations panel left side of the screen.



Click the 'Organisations' link, and use the search options to search for the name of the Organisation that you want to add users to.

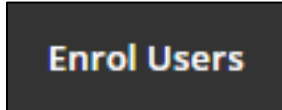


The Organisation ID and other information is displayed.

STATUS	ORGANISATION ID 	ORGANISATION NAME	DATE CREATED
	ORG_71CE_FAS_75	English Events and Opportunities	27/09/17 13:45

Uploading the CSV File

From the same 'System Admin' tab, click the 'Enrol Users' button. (Do not try to upload this file from within the Organisation itself as the file will fail)



You can use the 'Browse' button to select the CSV file that you have created.

FILE UPLOAD

*Click **Browse** to select the file to upload. Then select the delimiter that separates the data.*

* File Location

Delimiter Type Automatic Comma Tab Colon

The 'Delimiter Type' is normally Comma. If you are not sure, select the Automatic option.

Finally press the 'Submit' button to perform the upload. You will see the results of the operation. For example, the title row does not process, but all the users are added.

The following rows had errors in them:
Line: 1 Message: **Error: Invalid boolean: Available**
Module code, Username, Type, Available, Available

The following rows were successfully processed:
Line: 2 Message: teststudent1 enrolled in Organisation test_org as Participant
Line: 3 Message: beaumontp enrolled in Organisation test_org as Leader
Line: 4 Message: teststudent2 enrolled in Organisation test_org as Participant