'Community Leader' User Guide

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Introduction

The purpose of the '**Community Leader**' role is to provide community site (organization) leaders with the ability to **Enrol** & **Change User Role / Availability** within community sites (organizations). This will allow for more autonomous control in managing student / staff enrolments into NDA community sites for schools and departments.

Users enrolled with Community Leader (CL) role have the same permissions as those enrolled with the community site 'leader' role, but have the additional capability to perform the following functions. It is important to note that it is not possible to *remove* students / staff from a community site, as this would remove any data related to the user. Instead, the ability to *change a user's availability* in the site is provided (i.e. disable a user).

1. Enrol (Single) User
2. Batch Enrol (Multiple) Users
3. Change User's Role
4. Change User's Availability

User Roles Explained

- **Community Leader:** this is your role. You have access to everything (same as the Leader role below), but in addition can both enroll and enable/disable users in the community site.
- **Leader:** full access to all areas of the site, including Control Panel and Edit.
- **Assistant:** same full access to everything as the Leader, but cannot remove other users.
- **Participant**: 'student' role, cannot see hidden areas, no access to Control Panel or editing.
- **Organisational Builder:** access to most areas (including Control Panel and Edit) but *not the Grade Centre.*
- **Guest**: if the community site has guest access enabled, some areas of the course could be made accessible to external (unauthenticated) users.

NOTE: If you would like your staff to be able to use the community site as a 'sandpit' to trial different tools and to use the Test Student to see what students see, you have to assign them either **Leader** or **Assistant** role.

Enrol (Single) User

Login to Community site as 'Community Leader'
Control Panel – Users – Find Users to Enrol

Enter username OR browse to find User - Submit

Change User's Role

ROLE AND AVAILABILITY

Role

- Participant
- Leader
- Assistant
- Organisation Builder
- Marker
- Guest
- Community Leader
- Facilitator
- MTA Assistant
- VET Assistant
- Elevated Participant

Main Roles available for Commuinty Sites

Available (this organisation only)   Yes ▾

Change User's Availability

ROLE AND AVAILABILITY

Role

- ⦿ Participant
- ○ Leader
- ○ Assistant
- ○ Organization Builder
- ○ Grader
- ○ Guest
- ○ Community Leader
- ○ Facilitator
- ○ MTA Assistant
- ○ VET Assistant
- ○ Elevated Participant

Available (this organization only)   Yes

Batch Enroll (Multiple) Users

Create a **CSV** file for the Batch enrolment, as per Blackboard guidelines [here](#)

Fields must appear in the following order for each user record. Fields marked with an asterisk are required.

Username*, Last Name*, First Name*, Email, Password*, Course Role*, Student ID, Middle Name, Job Title, Department, Company, Street 1, Street 2, City, State / Province, Zip / Postal Code, Country, Work Phone, Home Phone, Work Fax, Mobile Phone, Website, Course Availability, Other Name, Suffix, Title

Leave blank

NB Required fields: Username*, Last Name*, First Name*, Email, Password* (*leave blank*), Course Role* (NB Student role = S, Instructor role = P)

	A	B	C	D	E	F
1	217098	Rogers	John	john.rogers@nd.edu.au		S
2	217133	Rogers	Helen	helen.rogers@nd.edu.au		S
3		**Last Name**		**email**		**Role**
4	**Username**		**First Name**			
5				**Password field blank**		
6						

Go to the Community site – Control Panel - Users
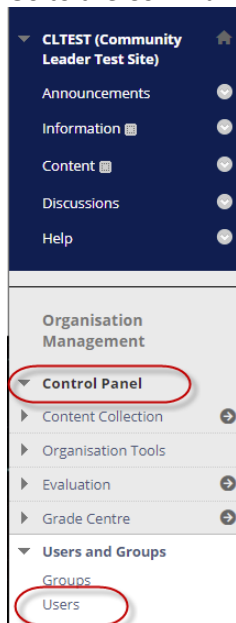
Batch Enrol Users
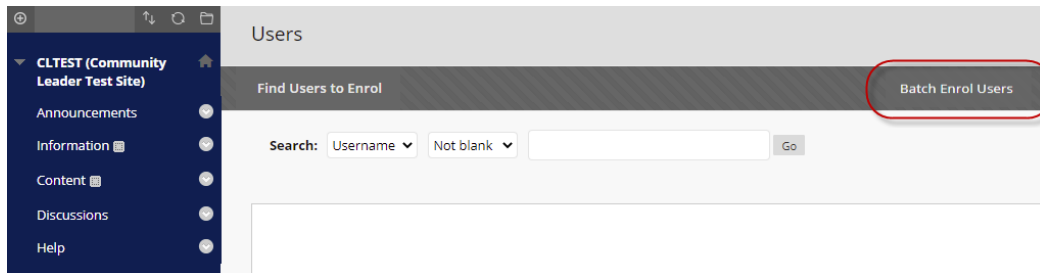
Browse to the CSV file created

Batch Enrol Users

Batch Enrol Users will add users to the Organisation and assign them an Organisation role. Users that do no outside the system. Common creation tools are text editors and Microsoft Excel. Browse or enter the path to

* Indicates a required field.

FILE UPLOAD

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

* File Location   [Browse]

Delimiter Type   ● Automatic ○ Comma ○ Tab ○ Colon

Name	Date modified	Type	Size
Batch Course Enable TXT.txt	17/11/20 1:01 PM	Text Document	2 KB
Batch Enrol User to Community Site.csv	07/05/21 3:48 PM	Microsoft Excel C...	1 KB
Batch Removal Feed.txt	01/12/17 4:52 PM	Text Document	3 KB
Book1.xlsx	17/11/20 1:01 PM	Microsoft Excel W...	12 KB
CLTEST Enrolments.csv	04/05/21 5:58 PM	Microsoft Excel C...	1 KB
Community Leader Role.docx	06/05/21 5:42 PM	Microsoft Word D...	822 KB
Instructor leader Perms.xlsx	04/05/21 5:16 PM	Microsoft Excel W...	17 KB
TCSI Testing TCSIUPG-1116 – May 5 2021....	05/05/21 12:29 PM	Microsoft Word D...	885 KB

This file can't be previewed.

[to Community Site.csv]   [All Files (*.*)]

[Open]   [Cancel]

Submit

Batch Enroll Users

Batch Enroll Users will add users to the Organization and assign them a Organization role. Users that do not exist in the system will be created in t Common creation tools are text editors and Microsoft Excel. Browse or enter the path to a batch file, select the Delimiter, and click **Submit** to proc

* Indicates a required field.

FILE UPLOAD

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

* File Location   **Batch Enrol User to Community Site.csv** [Remove]

Delimiter Type   ● Automatic ○ Comma ○ Tab ○ Colon

Click **Submit** to proceed.   [Cancel] [**Submit**]