

'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

Users

Batch Enrol Users

Search: Username Contains

Remove Users from Organisation	USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE	OBSERVER	AVAILABLE	Refresh
<input type="checkbox"/>	100232	Lorraine	Day	lorraine.day@test.nd.edu.au	Participant		Yes	
<input type="checkbox"/>	217098	John	Rogers	john.rogers@test.nd.edu.au	Community Leader		Yes	

Remove Users from Organisation

Displaying 1 to 2 of 2 items |

Enter username OR browse to find User - Submit

Add Enrolments: CLTEST

Users that have an existing account in the system can be enrolled in the organisation. Click **Browse** to search for users. Only

* Indicates a required field.

ENROL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username

Role

Enrolment Availability Yes No

Or Browse

Change User's Role

CLTEST (Community Leader Test Site)

Announcements

Information

Content

Discussions

Help

Organisation Management

Control Panel

Content Collection

Organisation Tools

Evaluation

Grade Centre

Find Users to Enrol

Search: Username Contains 217133 Go

USERNAME	FIRST NAME	LAST NAME
217133	Helen	Rogers

- Change User's Role in Organisation
- Change User's Availability in Organisation

ROLE AND AVAILABILITY

Role

Main Roles available for Community Sites

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

Available (this organisation only) Yes ▾

Change User's Availability

The screenshot shows the 'Users' management page. On the left is a navigation menu with 'CLTEST (Community Leader Test Site)' and various options like 'Announcements', 'Information', 'Content', 'Discussions', and 'Help'. Below that is 'Organisation Management' and a 'Control Panel' with 'Content Collection', 'Organisation Tools', and 'Evaluation'. The main area is titled 'Users' and 'Find Users to Enrol'. A search bar contains 'Username' as the search type, 'Contains' as the operator, and '217133' as the search term. Below the search bar is a table of users:

USERNAME	FIRST NAME	LAST NAME
217133	Helen	Rogers

A context menu is open over the user '217133', showing two options: 'Change User's Role in Organisation' and 'Change User's Availability in Organisation'. The second option is circled in red.

ROLE AND AVAILABILITY

Role

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

Available (this organization only)

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.

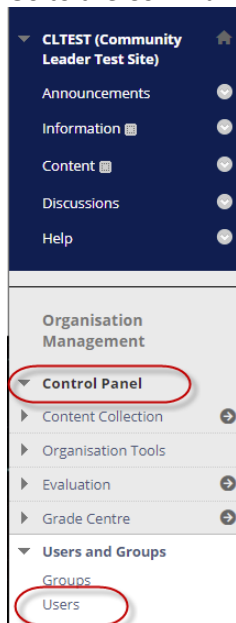
Username*, Last Name*, First Name*, Email, Password*, Course Role*, Student ID, Middle Name, Job Title, Department, Company, Street 1, Street 2, City, State / Province, Zip / Postal Code, Country, Work Phone, Home Phone, Work Fax, Mobile Phone, Website, Course Availability, Other Name, Suffix, Title

Leave blank

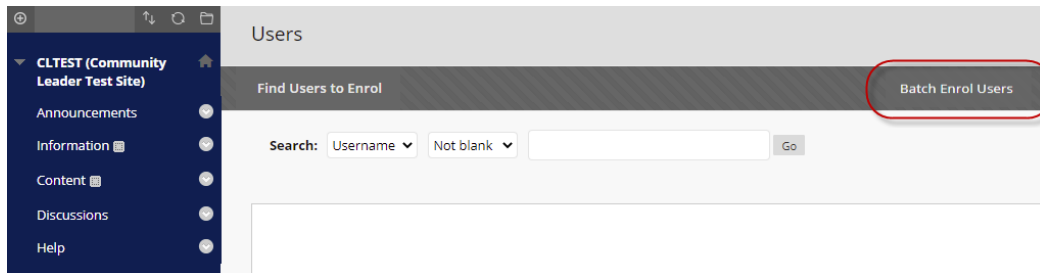
NB Required fields: Username*, Last Name*, First Name*, Email, Password* (*leave blank*), Course Role* (NB Student role = S, Instructor role = P)

	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 not exist in the system will be created in the system. Common creation tools are text editors and Microsoft Excel. Browse or enter the path to a batch file.

* Indicates a required field.

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

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.

Batch Enrol User to Community Site.csv

All Files (*.*)

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 the system. 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 proceed.*

* 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**

Delimiter Type Automatic Comma Tab Colon

Click **Submit** to proceed.