

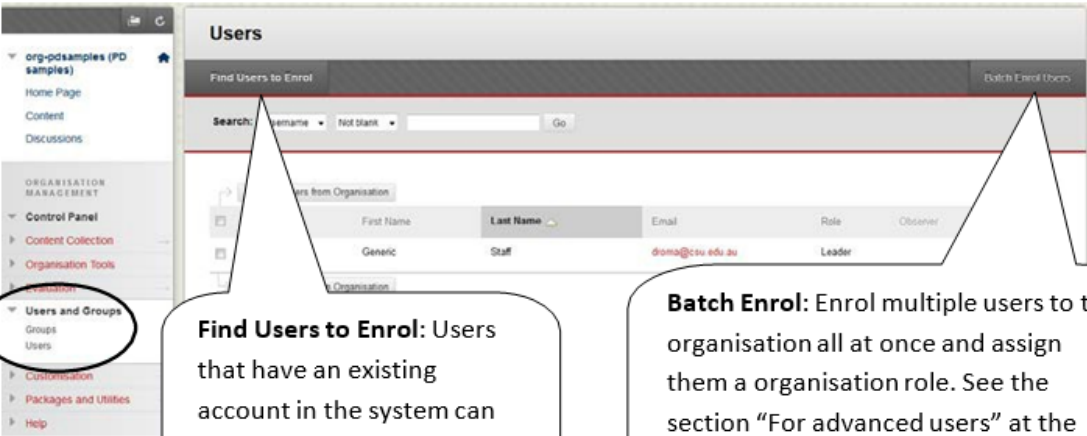
Managing Users in Interact2 Organisations

The **Users** page lists all enrolled users in a site and allows you to manage their settings. Anyone with the **Leader** role in an organisation can add or delete users as well as change roles and availability in the organisation.

Enrolling users

Go to **Control Panel > Users and Groups > Users**.

There are two ways of adding users to your organisation – **Find Users to Enrol** (locate users individually) and **Batch Enrol** (add a set of usernames, first and last names).



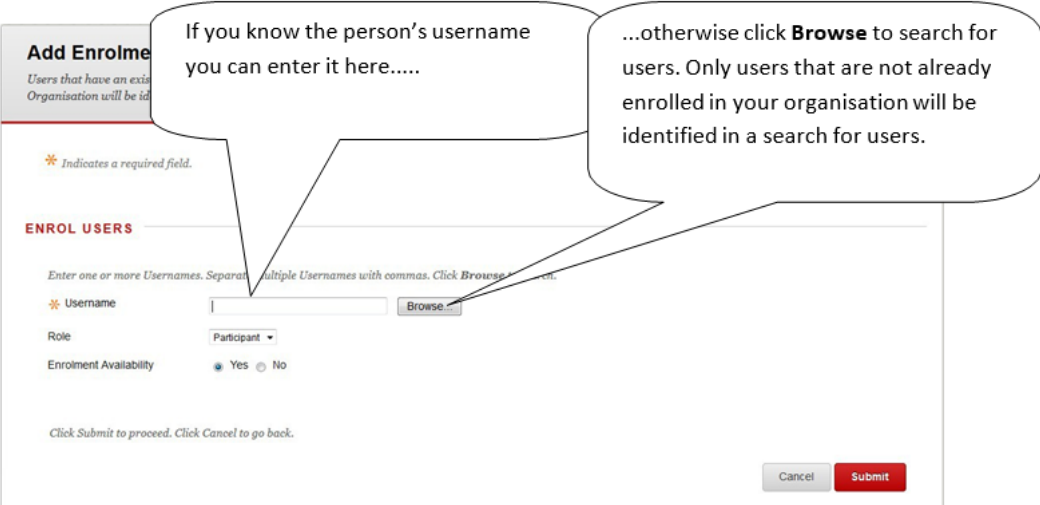
The screenshot shows the 'Users' page in the Interact2 interface. The left sidebar has 'Users and Groups' selected. The main content area has two tabs: 'Find Users to Enrol' (active) and 'Batch Enrol Users'. A search bar is visible. Below it is a table with columns: First Name, Last Name, Email, Role, Observer. A row shows 'Generic', 'Staff', 'dromo@csu.edu.au', 'Leader'. Two callout boxes provide instructions: one for 'Find Users to Enrol' and one for 'Batch Enrol'.

Find Users to Enrol: Users that have an existing account in the system can be enrolled in the organisation.

Batch Enrol: Enrol multiple users to the organisation all at once and assign them a organisation role. See the section "For advanced users" at the end of this document for instructions.

Find Users to Enrol

1. Go to **Control Panel > Users and Groups > Users**.
2. On the **Users** page, select **Find Users to Enrol**.



The screenshot shows the 'Add Enrolment' form. It has a title 'Add Enrolment' and a subtitle 'Users that have an existing Organisation will be identified'. There is a note '* Indicates a required field.' Below that is the section 'ENROL USERS'. It contains a text input field for 'Username' with a 'Browse' button next to it. Below the input field are dropdown menus for 'Role' (set to 'Participant') and 'Enrolment Availability' (radio buttons for 'Yes' and 'No'). At the bottom are 'Cancel' and 'Submit' buttons. Two callout boxes provide instructions: one for the 'Username' field and one for the 'Browse' button.

If you know the person's username you can enter it here.....

...otherwise click **Browse** to search for users. Only users that are not already enrolled in your organisation will be identified in a search for users.

Interact2 Help and Support

3. If you click **Browse** the following screen opens in a new window:

The screenshot shows a search interface titled "Users". It features a search bar with a dropdown menu set to "Username", a "Contains" dropdown menu, an empty search input field, a "Go" button, and an "Options: User Information" dropdown menu. Three callout boxes provide instructions: A. Search by Username, First Name, Last Name or Email; B. Select from Contains, Equal to, Starts with, or Not blank; C. Click Go.

4. The search will produce a list of results:

The screenshot shows the search results page titled "Users". It displays a table with columns: Status, First Name, Last Name, Username, and Email. Two users are listed: Ann and Nathalie. The "Ann" row is highlighted in yellow and has a checkmark in the "Status" column. A callout box points to the checkmark with the text "Select the user(s) you wish to add....". Below the table, there are buttons for "Cancel" and "Submit". A callout box points to the "Submit" button with the text "..and click **Submit**. Note that you may need to scroll down to see this button."

5. Repeat the search until you have selected all the users you want to add.

The screenshot shows the "ENROL USERS" form. It includes a text input field for "Username" with a "Browse..." button, a "Role" dropdown menu set to "Participant", and "Enrolment Availability" radio buttons for "Yes" and "No". A callout box points to the "Role" dropdown with the text "Select a role for this group of participants. Note that all participants in the list will be given the same role." Another callout box points to the "Username" field with the text "Separate multiple usernames with commas." At the bottom, there are "Cancel" and "Submit" buttons. A callout box points to the "Submit" button with the text "..and click **Submit**."

Search results: The results of a search will display up to 25 names on a page. Searches that result in more than 25 users will display users on multiple pages. You cannot enrol multiple users who appear on different pages. Instead, select users to enrol from a single page and click Submit. Redo the search to select additional users to enrol.

Availability: Users who have been made **Unavailable** by CSU cannot be enrolled in an organisation. Users who have been enrolled in an organisation but made **Unavailable** by you will not see your organisation in **My Organisations** and do not have access to your organisation. You need to set the organisation to **Available** for these users so they can see they are enrolled in your organisation.

Removing users from an organisation

Removing users from your organisation is final and irreversible. Deleted users and their corresponding information cannot be restored to your organisation. However, you can re-enrol a deleted user into your organisation without any associated data.

1. Go to **Control Panel > Users and Groups > Users**

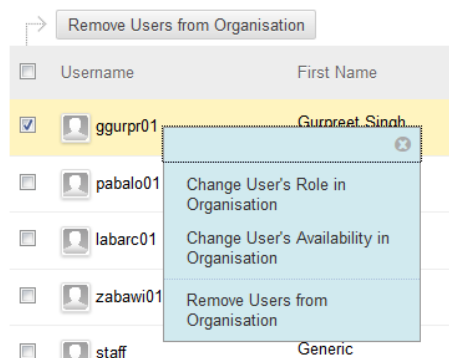
The screenshot shows the 'Users' management interface. At the top, there's a search bar with 'Find Users to Enrol' and 'Batch Enrol Users' buttons. Below the search bar, there's a table of users. The first four users (ggurpr01, shahn01, labarc01, zabawi01) are highlighted in yellow and have their checkboxes checked. A callout box points to these checkboxes with the text '2. Select the check boxes next to the users you want to remove from your organisation.' Another callout box points to the 'Remove Users from Organisation' button at the bottom of the table with the text '3. Click Remove Users From Organisation.' The table has columns for Username, Role, Observer, and Available. The bottom of the page shows 'Displaying 1 to 5 of 5 items' and 'Show All' and 'Edit Paging...' buttons.

2. A pop-up window warns you that the action is final. Click **OK** to delete the users.

Alternatively, you can delete users one at a time by using the option in each user's contextual menu – see next section.

Managing Settings for Users

The following functions are accessed in a user's contextual menu (the dropdown menu to the right of each username on the **Users** page).



The options include:

- **Change User's Role in Organisation:** Select the role for a user. This setting only affects the organisation you are leading.
- **Change User's Availability in Organisation:** Set a user's availability to **Yes** or **No**. This setting only affects the organisation you are leading. Availability appears in the right column on the **Users** page.
- **Remove Users From Organisation:** Select this option to delete users. You will be prompted to confirm the removal.

For advanced users: Batch Enrol Users

Batch Enrol Users adds multiple users to your organisation and assigns them an organisation role. Users must be in the system before they can be added via **Batch Enrol**. You can use Microsoft Excel to create the batch file.

To batch enrol users in an organisation:

1. Create the batch file of users to be added.

Open Microsoft Excel and add user information as described below. Do not use headings for the columns, however:

- The batch file must include only one record per line and contain **Username**, **Last Name**, **First Name**, **Email**, Password, **Course Role**. Fields coloured **RED** need to contain data – others can be left blank, but a column must be present for each field.
- The Batch-Enrol process cannot be used to change information about a user already in the system. If the Username is recognised, the enrolment will be processed, but no changes will be made to the user data. For users already

in the system, the only values that are processed are the Username, Course Role and Course Availability.

- Course Roles for an organisation: S = Participant, T = Assistant, CSUO = Leader
- To save the file in CSV format, go to **Office Button > Save As > Other Formats** and choose CSV from the dropdown list of file types.
- Example:

aperson	Person	Arty			S
bstudent	Student	Betty			T
cteacher	Teacher	Charles			CSUO

2. Go to **Control Panel > Users and Groups > Users**.
3. On the **Users** page, click **Batch Enrol Users**.
4. Click **Browse** to locate the batch file, and select **Comma** for the **Delimiter Type**.
5. Click **Submit**.

Blackboard recommends that each batch file not exceed 500 records because of timeout restrictions associated with most browsers.