

The My Organizations Plus module provides access to organization sites as well as the added ability for leaders to manage organization enrollments. Users with the role of "leader" in an organization will be able to add users, batch add users, remove users, and batch remove users. To access the "Organization Enrollment Tools" click on [Edit Users] next to the site title.



Note: This link will only appear if you are enrolled in the organization as a "leader"

Overview

The "Organization Enrollment Tools" page consists of three main parts:

- o The Action Bar
 - o Click the appropriate button on the Action bar to execute a specific task.



- o The User List

Unenroll	Name	Username	Email	Organization Role
<input type="checkbox"/>	Brown, Mary	mbrown1	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Wrong, Steven	swrong1	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Smith, Derek	dsmith	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Riely, Johnathon	jriely3	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Lambert, Phillip	plambert2	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Windle, Erin	ewindle4	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Bennett, Melonie	mbennett2	email@yourinstitution.edu	Participant
<input type="checkbox"/>	White, Marsha	mwhite6	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Pasco, Jason	jpasco	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Cameron, Andrea	acameron	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Peirce, Cathy	cperce	email@yourinstitution.edu	Participant
<input type="checkbox"/>	Grey, Jason	jasongrey	email@yourinstitution.edu	Leader

- o Lists all users enrolled in this organization. Up to 100 users will be listed per page.
- o The number of users enrolled in this organization will be listed at the bottom of the user list.
- o Check the "Unenroll" check box to remove someone from this organization.
- o Sort the user list by Name, Username or Email Address. Click the carat above the appropriate column to sort by these criteria.



- The Submission Buttons.
 - Click Modify to save changes to the organization enrollments or click Back to return to the module tab.

Adding Users

To add a user to an organization click on the Add User button the *“Organization Enrollment Tools”* action bar then follow the steps below:

1. Enter the username of the individual(s) you wish to enroll in this site.
 - a. Multiple users can be added in this step separated by a comma

1 Select User(s) to enroll

Input the user name(s) (you can input multiple usernames seperated by commas) or click "browse" to search for users then click "Submit" to enroll.

Username(s):

Note: Click Browse to search for users if you are unsure of their username.

2. Select the role to be associated with the user(s) you are adding to this site.

2 Select Role for users selected

Select an Organization role for the users that you wish to add.

Role:

3. Click ADD to add these users or CANCEL to return to the *“Organization Enrollment Tools”* page.

Batch Add Users

This feature allows the organization leader to enroll an entire list of users in one step. The leader needs to create a text file containing the username and role of the people being enrolled.

Note: Use the Notepad tool found in Window Accessories to create this file.

For the batch add process to work correctly the file must have one record per line and each record must follow the format below:

Username**, Organization Role



The username and organization role MUST be separated by a comma. No other delimiter will work for this file. All values in each record must be surrounded by quotation marks ("").

**The username is the only required field for a batch add file. If an organization role is not specified for a user they will be enrolled with the organization role 'Participant'.

Organization Roles

The organization roles and the potential access of each are listed below:

Leader = p

- Full access to the organization Control Panel
- Can modify role of all enrolled users
- Has access to the Organization Enrollment Tools

Assistant = t

- Full access to the Organization Control Panel
- Can modify the role of most users
- Cannot modify the role of the leader

Builder = b

- Limited access to the Organization Control Panel
- Can add, modify and remove documents
- No access to "gradebook" areas
- Cannot access or modify user roles

Grader = g

- Limited access to the Organization Control Panel
- Cannot add, modify or remove documents
- Can access, add, modify and remove gradebook information
- Cannot access or modify user roles

Participant = s

- Has no access to the Organization Control Panel
- Can only 'view' material in the site.

Sample File

"jsmith","t"

"tconnors","p"

"fclark"

"mpeters","b"


Follow the steps below to batch add users:



1. Click Batch Add Users in the “Organization Enrollment Tools” Action Bar.



2. Click the BROWSE button to locate the Batch Add file you created.

 Batch Add Users

1 Select Batch Enrollment File

Use this process to enroll existing users into this organization. If the users do not exist in the system, those records will be skipped.

File Format:

For the batch process to work, the file **must** have one record on each line of the file. Each record must be in the following field order:

Username*, **Organization Role**

Each field entry within the record should be separated from the next by a special character, called the delimiter. The delimiter for this file **MUST** be a comma. No other delimiters will work.

Example:

```
"user_a", "P"
"user_b"
```

Restrictions:

- Fields marked with an asterisk * and colored **RED** are required.
- All field values must be enclosed in double quotes ("").
- Valid **Organization Role** field values are: **B** - Organization Builder, **G** - Grader, **P** - Leader, **S** - Participant, **T** - Assistant
- If there is no field value for the **Organization Role** field, **Organization Role** will default to Participant for that record.

Procedure:

Click the **Browse** button to select the file to upload. Ensure that the delimiter that separates the data is a **comma**.

Due to browser timeout issues, batch files should include 500 records or less.

Upload File:

3. Click Submit to add the users within the file

Note: Due to browser timeout issues, batch files should not include more than 500 records.

Manually Remove Users

To manually remove users simply click on the Unenroll check box associated with the user and click the MODIFY button. You will be presented with a message asking if you are sure you wish to unenroll this user(s). Click OK to remove them or cancel to stop.

Once you have removed the selected users the page will refresh and only the current enrollments will be displayed.

Batch Remove Users

This feature allows the organization leader to remove (unenroll) an entire list of users in one step. The leader needs to create a text file containing the username of the people being removed.

Note: Users can use the same file to remove users as was used to batch add them.



For the batch remove process to work correctly the file must have one record per line and each record must follow the format below:

Username**

**The username is the only required field in the batch remove file. However the organization role may be included in the file. If the role is included all values in the record must be separated by a comma and surrounded by quotation marks.

Follow the steps below to batch remove users:

1. Click Batch Remove Users in the *“Organization Enrollment Tools”* Action Bar.



2. Click the BROWSE button to locate the Batch Remove file you created (or a Batch Add file created previously).

Batch Remove Users

1 Select Batch Un-Enrollment File

Use this process to unenroll existing users from this organization. If the users do not exist in the system, those records will be skipped.

File Format:

For the batch process to work, the file **must** have one record on each line of the file. Each record must be in the following field order:

Username*, **Organization Role**

Each field entry within the record should be separated from the next by a special character, called the delimiter. The delimiter for this file **MUST** be a comma. No other delimiters will work.

Example:

```
"user_a", "P"
"user_b"
```

Restrictions:

- Fields marked with an asterisk * and colored **RED** are required.
- All field values must be enclosed in double quotes ("").
- Valid **Organization Role** field values are: **B** - Organization Builder, **G** - Grader, **P** - Leader, **S** - Participant, **T** - Assistant
- The **Organization Role** field is optional and is allowed for reuse of batch enroll files for unenrolling. The information is not used in the unenroll process.

Procedure:

Click the **Browse** button to select the file to upload. Ensure that the delimiter that separates the data is a comma, if Organization Role is included.

Due to browser timeout issues, batch files should include 500 records or less.

Upload File:

3. Click Submit to remove the users within the file

Note: Due to browser timeout issues, batch files should not include more than 500 records.

