

My Organizations Plus

Managing Membership In Your Portal (Blackboard) Organization



The My Organizations Plus Portal module (Figure 1) allows users with the role of "Leader" the ability to manage their Organization membership. Leaders can add users, batch add users, remove users, and batch remove users.

Begin by clicking the [Edit Users] link beside an Organization that you are leading.



Figure 1: My Organizations Plus

This will take you to the Organization Enrollment Tools (Figure 2) screen. The Organization Enrollment Tools allows you to add and/or remove members in your Organization.

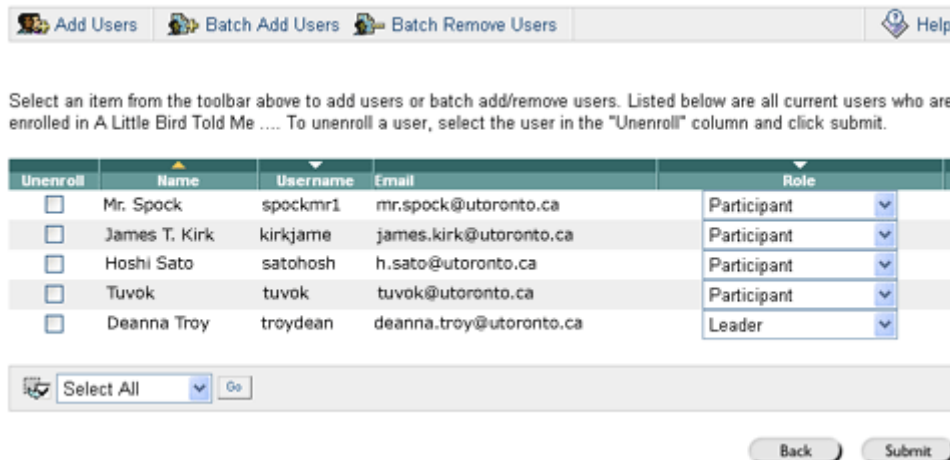


Figure 2: Organization Enrollment Tools

Add and Remove Members

Add One Member

To add one or a small number of members not currently enrolled in your Organization, click on the Add Users icon as seen in *Figure 2*.

1. Type in the UTORid of the member you want to add (*Figure 3*). You can type in multiple UTORids separated by commas.
2. Select the Role you want to assign to the UTORid(s) entered in step one. *Participant* is assigned most often. Individuals may also be assigned the role *Leader* or *Organization Builder*.

A *Leader* has full access to the Organization, the Control Panel (to manage the Organization and the Edit Users command (to manage enrollment) in My Organizations Plus.

The *Organization Builder* has full access to the Organization and the Control Panel but cannot manage enrollment.

The *Participant* has access to the Organization.

1 Select User(s) to enroll
Input the user name(s) (you can input multiple usernames seperated by commas)
Username(s):

2 Select Role for users selected
Select Organization role for the users that you wish to add.
Role:

type in one or more UTORids 1

select the appropriate role 2

Cancel Add 3

Figure 3: Add Users to Organization

Add Many Members

To add a larger group of members at one time (also called a batch process), you will need to create and save a plain text file with a list of UTORids and a letter that indicates the role of each member. **Valid Organization Role letters are: P - Leader, S – Participant and B - Organization Builder.** For the batch process to work, the file **MUST have one UTORid on each line of the file.** Each record must be in the following field order:

UTORid, Role

In the following example, three members will be added, one as a leader and two as participants. Note there **MUST be a comma** between each UTORid and the Organization Role letter.

picardje, P
tpol, S
kimharry, S

Save your file as batch-add.txt. Next click the Batch Add Users icon on the Organization Enrollment Tools (Figure 2) screen. Scroll to the **Upload File** field, click the **Browse...** button and locate your batch-add.txt file. Click **Submit**. Blackboard will confirm that all the UTORids have been added and/or report any errors.

Remove One Member

To remove a one or a small number of members, go to Organization Enrollment Tools (Figure 2). Click the check box(es) beside the member(s) you wish to remove. Click **Modify**. Blackboard will confirm your selections have been removed.

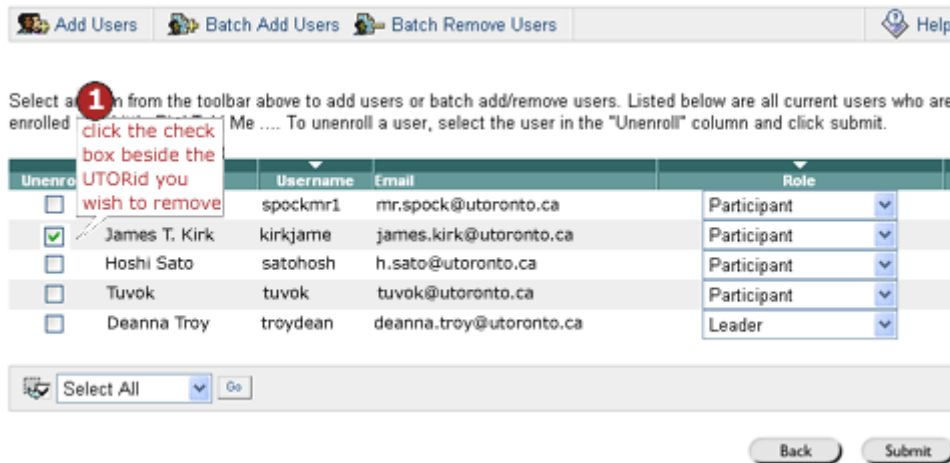


Figure 4: Remove Users

Remove Many Members

To remove a larger group of members at one time (also called a batch process), you will need to create and save a plain text file with a list of the UTORids you wish to remove. For the batch process to work, the file **MUST** have one UTORid on each line of the file. In the following **EXAMPLE**, three members will be removed:

kirkjame
satohosh
tuvok

Save your file as batch-remove.txt.

Click the **Batch Remove Users** icon on the Organization Enrollment Tools *(Figure 4)* screen. Scroll to the **Upload File** field, click the **Browse...** button and locate your batch-remove.txt file. Click **Submit**.

Blackboard will confirm that the designated UTORids have been removed and/or report any errors.