

## Batch Enroll Users in an Organization

Instructors who have the role of **Org Leader** can simultaneously enroll a group of students into an organization.

1. On the **Organizations** page, locate the organization in which you want to enroll students. Click the name to access it. If the organization is not available yet, check the main tab for upcoming organizations.

The screenshot shows the UAMS Organizations page. The left sidebar contains navigation options: Institution Page, Cristina Gamalie (Adm), Activity Stream, Courses, Organizations (highlighted with a red box), and Calendar. The main content area is titled 'Organizations' and includes a search bar, a filter set to 'All Organizations', and a '25 items per page' dropdown. A red box highlights the 'Current Organizations' dropdown menu. Below the search bar, a list of organizations is shown under the heading 'Assorted Dates'. A red arrow points to the entry 'ORG-ECP Bb Exemplary Course Program', which includes a link for 'Multiple Leaders' and a 'More info' dropdown.

2. Once in the organization, under the **Control Panel**, click **Users and Groups > Users**.

The screenshot shows the Organization Management sidebar. The 'Control Panel' section is expanded, showing options like Content Collection, Organization Tools, Evaluation, and Grade Center. The 'Users and Groups' section is also expanded, showing 'Groups' and 'Users' (highlighted with a red arrow). Other options include Customization.

3. On the **Users** page, click the **Batch Enroll Users** button.

The screenshot shows the Users page. At the top, there is a search bar labeled 'Find Users to Enroll'. Below the search bar, there is a 'Batch Enroll Users' button, which is highlighted with a red arrow. The search bar includes a 'Search:' label, a dropdown menu for 'Username', a dropdown menu for 'Not blank', a text input field, and a 'Go' button.

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4. In the **File Upload** section on the **Batch Enroll Users** page, click the **Browse** button to locate the enrollment file with your users. Please see step 9 for file requirements.

### 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 and added to the Organization. User data is defined in a batch file that must be created outside 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 process the batch file and enroll users.*

\* Indicates a required field.

#### FILE UPLOAD

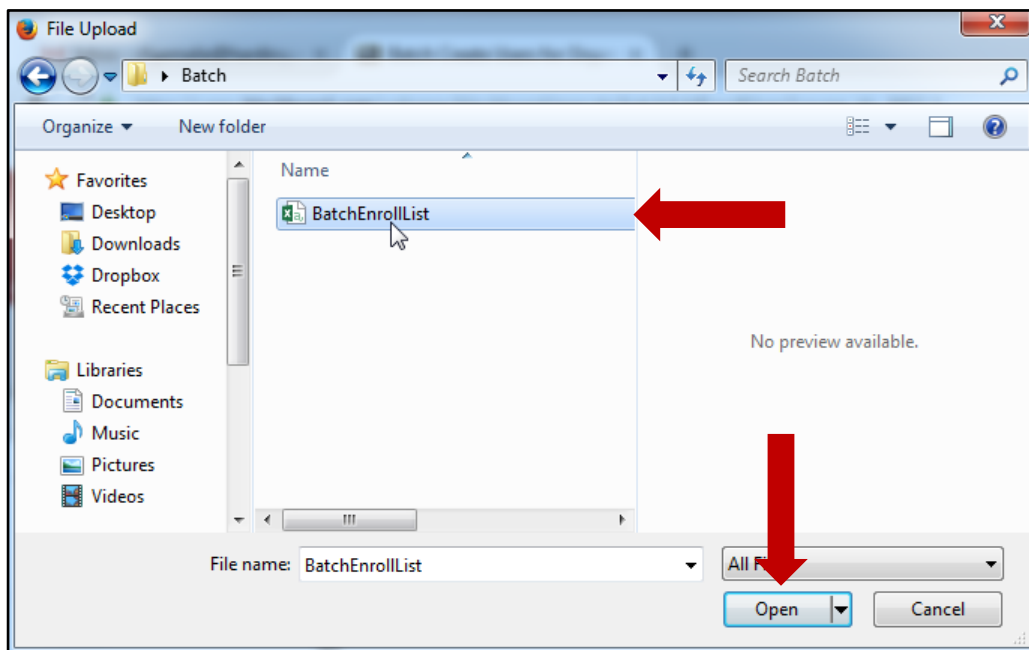
Click **Browse** to select the file to upload. Then select the delimiter that separates the data.

\* File Location  

Delimiter Type  Automatic  Comma  Tab  Colon

Click **Submit** to proceed. Click **Cancel** to go back.

5. Navigate to where you saved the batch file on your computer. Select the file and click the **Open** button.



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6. The File Location now displays the selected file. Leave the Delimiter Type as Automatic. Click the **Submit** button.

**FILE UPLOAD**

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

\* File Location **EnrollemntsList.csv** Remove

Delimiter Type  Automatic  Comma  Tab  Colon

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*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel Submit

7. The batch enrollment process begins. When the enrollment is complete, a results page displays. Click the **OK** button.

**Batch Enroll Users**

*Review the results of your operation below and click **OK**.*

The following rows were successfully processed:

Line: 1 Message: 2116876 was found in system and enrolled as Student (Available)

Line: 2 Message: 2686749 was found in system and enrolled as Student (Available)

Line: 3 Message: 2868421 was found in system and enrolled as Student (Available)

Line: 4 Message: 2827507 was found in system and enrolled as Student (Available)

Line: 5 Message: 2828599 was found in system and enrolled as Student (Available)

Line: 6 Message: 2849424 was found in system and enrolled as Student (Available)

Line: 7 Message: 2167069 was found in system and enrolled as Student (Available)

Line: 8 Message: 2329588 was found in system and enrolled as Student (Available)

Line: 9 Message: 2748860 was found in system and enrolled as Student (Available)

Line: 10 Message: 2834980 was found in system and enrolled as Student (Available)

Line: 11 Message: 2940001 was found in system and enrolled as Student (Available)

Line: 12 Message: 2078283 was found in system and enrolled as Student (Available)

Line: 13 Message: 2602707 was found in system and enrolled as Student (Available)

Line: 14 Message: 2667709 was found in system and enrolled as Student (Available)

Line: 15 Message: 2250026 was found in system and enrolled as Student (Available)

Line: 16 Message: 2008370 was found in system and enrolled as Student (Available)

Line: 17 Message: 2199452 was found in system and enrolled as Student (Available)

← **OK**

8. The Users page now displays the list of users enrolled in your course.

**Users**

Find Users to Enroll Batch Enroll Users

Search: Username  Not blank  Go

Remove Users from Organization Refresh

	USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE	OBSERVER	AVAILABLE
<input type="checkbox"/>					Participant		Yes
<input type="checkbox"/>					Org Leader		Yes

## Batch Enroll Users in an Organization

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9. When creating the Batch file, Blackboard requires specific columns be present in order for the file to be valid. For the Batch Enroll List file, please populate your columns in the order listed with this information:

- ◇ Username
- ◇ Last name
- ◇ First name
- ◇ UAMS email
- ◇ Empty column for the “Password” field.
- ◇ Role column with **S** for participant and **OL** for ORG Leader

	A	B	C	D	E	F	G
1	2222222	Doe	Jane	<a href="mailto:JDoe@uams.edu">JDoe@uams.edu</a>		S	
2							
3							
4							
5							

Above is an example of how your feed file will look using Microsoft Excel. The user has a username of “2222222”, last name of “Doe”, first name of “Jane”, email of “JDoe@uams.edu,” password of “empty field”, and organization role of “S”.

Each user you want to enroll will need to be on a separate row. For example, if you have 5 users you want to enroll, you will have 5 rows containing the required columns.

Save your enrollment file as a .csv file.