

Blackboard Organizations

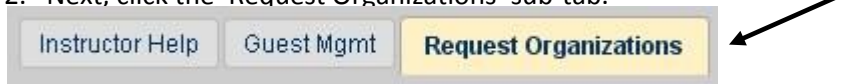
Blackboard Organizations are designed to be used by academic groups not connected to SIS (e.g. study groups) or by non-academic groups, such as clubs and teams. Organizations are very similar to courses; all of the same tools and features are available, including tests, surveys, and assignments, as well as the collaborative tools (discussion board, blog, wiki, etc.). Like courses, they also have a 2GB file limit. One difference is naming conventions - instead of 'instructors' and 'students,' organizations have 'leaders' and 'participants.' Another difference is that organizations do not have automatic enrollments, since they are not linked to SIS. Membership in an organization is determined by one or more leaders who can choose to manually add participants or have them self-enroll.

Creating a Blackboard Organization:

1. Once you've logged in to Blackboard, click the 'Faculty/Staff' tab at the top of the screen. (**Note:** Not all users will have the Faculty/Staff tab. If you do not have the tab and would like to create an organization, please send an email to blackboard@jhu.edu.)



2. Next, click the 'Request Organizations' sub-tab.



3. Fill in the required information about the organization. Select a category from the dropdown, leave template set to 'default,' type in a name and a brief description. (The Organization ID will be automatically generated.) Click Submit.

1. Request an Organization:

Category	* Arts and Sciences
Template	Default
Organization Id	ORG.AS.BIOLOGYTASITE
Name	* Biology TA site
Description	* Organization for Biology TAs to share information

2. Create organization

Cancel Submit

4. You will see a confirmation message that the organization has been created and that you have been added as a leader:

[October 14, 2011 02:51 PM]

Your organization test_org has been successfully created and you have been enrolled as a leader for the newly created organization.

Please click [here](#) to attempt to return to the organization request page.

To access the organization, click the 'Community' tab at the top of the screen. The organization should be listed in the 'My Organizations' module.



(Note: If it's not already there, the 'My Organizations' module can be added to the My Institution page for easier access to the organization. Click the My Institution tab, then the 'Add Module' button to search for and add 'My Organizations' to that page.)

Enrolling Participants in an Organization:

Once an organization is created, the instructor/leader determines how to enroll participants: manually or through self-enrollment.

Manual Enrollment:

- a. To set up an organization for manual enrollment, go to the Control Panel inside the organization and choose Customization > Enrollment Options.





- b. Select 'Instructor/System Administrator.' 'Allow Students to Email Enrollment Requests to the Instructor' is optional. This option allows participants to email the instructor/leader with enrollment requests.



1. Organization Title and Description

Instructor / System Administrator

Allow Students to Email Enrollment Requests to the Instructor

Self Enrollment

Start Date  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

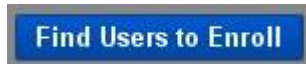
Require Access Code to Enroll

2. Submit

- c. Click Submit. The organization is now set up for manual enrollment.
- d. Leaders can now add participants by going to the Control Panel (lower left side) and selecting Users and Groups > Users.



Click the 'Find Users to Enroll' button at the top of the screen.



- 5.
6. Enter the person's JHED ID in the 'Username' field and select an appropriate role from the dropdown. (Multiple JHED IDs can be added here, separated by commas.) Make sure 'Enrollment Availability' is set to 'Yes' and click Submit.

1. Enroll Users

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

★ Username

Role ▼

Enrollment Availability Yes No

2. Submit

7. The participants will now be added to the organization and should show up in the 'Users' list:

Remove Users from Organization

<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	azimmer4	Amy	Brusini	abrusini@jhu.edu	Leader		Yes
<input type="checkbox"/>	mreese6	MIKE	REESE	mreese6@johnshopkins.edu	Participant		Yes
<input type="checkbox"/>	test1_student	test1	student	test1_student@jhu.edu	Participant		Yes

Manually added participants can now access the organization in the 'My Organizations' module on the 'My Institution' or 'Community' tab, when they log in to Blackboard.



Self-Enrollment:

1. To set up an organization for self-enrollment, go to the Control Panel in the organization and choose Customization > Enrollment Options.



2. Select 'Self Enrollment.' If desired, set dates for enrollment availability. If no dates are selected, enrollment will always be open. If desired, an access code can be created to verify enrollment.

1. Organization Title and Description

Instructor / System Administrator

Allow Students to Email Enrollment Requests to the Instructor

Self Enrollment

Start Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Require Access Code to Enroll

2. Submit

3. Click Submit. Students will now be able to self-enroll into the organization.

Self-Enrollment Instructions for Organization Participants:

1. Once you've logged in to Blackboard, the 'Community' tab at the top of the screen.

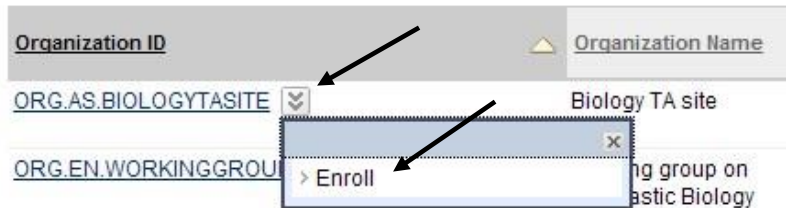


2. In the Organization Search box, type the name of the organization you are searching for or a keyword or two. Click Go.

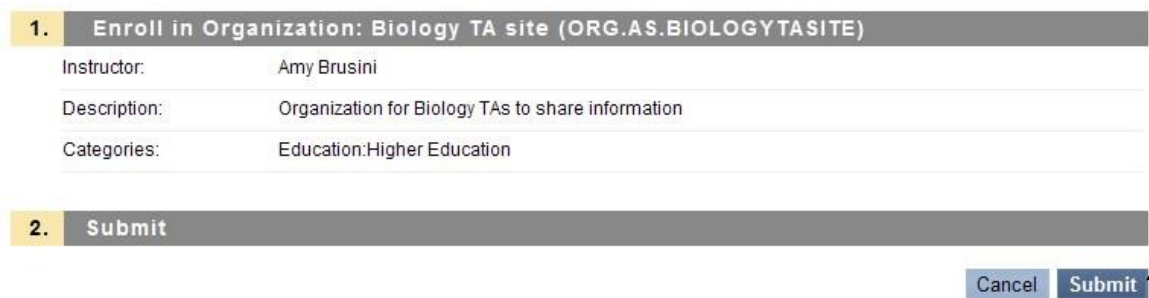


3. Locate the organization you are looking for in the resulting list. (If it does not show up in the list, try searching again with a different keyword(s).)

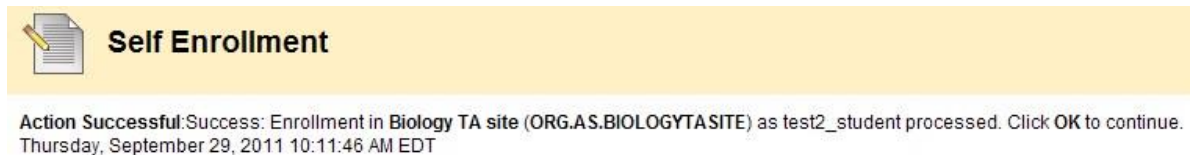
Click on the Edit dropdown next to the organization name and select 'Enroll.'



Click Submit to enroll into the organization.



- 4.
5. You will receive a confirmation message that you have been successfully enrolled. Click Ok to proceed to the organization.



You can now access the organization from the 'My Organizations' module on the 'My Institution' or 'Community' tab, once you log in to Blackboard.

