# Enrolment Tasks



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# How do I enrol on a Blackboard module that I want to use for my teaching?

Prior to the start of the academic year when the new Blackboard modules are released, any staff who were enrolled as instructors on the previous year module will be auto-enrolled onto the new Blackboard module. This can mean that some staff are enrolled on modules on which they are no longer teaching, or not enrolled on modules on which they are teaching. The module leader (or other designated member of teaching staff) can enrol [[tell me how]](http://celt.our.dmu.ac.uk/blackboard/blackboard-how-do-i/blackboard-site-management-tasks/enrolment-tasks/#ENRSTFF) staff onto the relevant Blackboard modules where necessary. If a Blackboard module is not visible when you have logged in you will need to request this from ITMS (usually done by the module leader) [[tell me how]](http://celt.our.dmu.ac.uk/support-using-technology/dmu-core-elt/blackboard/blackboard-how-do-i/blackboard-site-management-tasks/enrolment-tasks/enroll-user/).

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# How are my students enrolled on my Blackboard module?

Your students are enrolled for you automatically via the QLS system. They may not have been enrolled yet if your module is not current. For example, they may not been enrolled on your module at the beginning of an academic session if your module is scheduled to run only in Semester 2 of that session. If you think your students should have been enrolled on your module but you don’t think they have been, first check in your Blackboard module to see if this is the case [[tell me how]](http://celt.our.dmu.ac.uk/blackboard/blackboard-how-do-i/blackboard-site-management-tasks/enrolment-tasks/#CHKENR). If, after doing this, you find they have not been enrolled, contact the Faculty Office regarding their enrolment status on QLS.

You **MUST NOT** attempt to manually enrol students on your module, as this may cause problems with the system data.

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# How do I check to see whether students or staff are enrolled on my Blackboard module?

To check which users are enrolled on your module:

1. login to your Blackboard module

2. from the **Control Panel** – select **Users and Groups**

3. select **Users** from the dropdown menu.

**Note:** staff names are obtained from the HR database which uses the member of staff’s first name and surname, irrespective of whether the individual is known by their first name or by another name. For example, John Adam Smith might use his second name (Adam) in preference to his first name, but he will be listed on the HR database (and hence on Blackboard) as “John Smith”.

**You MUST NOT attempt to manually enrol students on to your module shell** as this can cause problems with the systems data.

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# How do I enrol other members of staff onto my Blackboard module?

If you have ‘Instructor’ status you can enrol members of staff (e.g. your module team) onto it by logging into your Blackboard module and [following this procedure](http://celt.our.dmu.ac.uk/support-using-technology/dmu-core-elt/blackboard/blackboard-how-do-i/blackboard-site-management-tasks/enrolment-tasks/enroll-user/).

We recommend that as a courtesy, if an instructor (who is not the module leader) needs to enrol another member of staff on to a module, they inform the module leader first.

Be aware that any instructors who have been manually enrolled on a module will be auto-enrolled on all subsequent modules, year on year.

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# How do I enrol students on my Blackboard module?

**You MUST NOT attempt to manually enrol students on to your module shell** as this can cause problems with the systems data. Students are enrolled onto Blackboard from the QLS database. If you know that a student should, or should not be on your Blackboard module, you (or the student) must contact the Faculty Office and ask them to change the student’s status on the QLS system. Once this has been done, Blackboard will be updated (each night) when it “talks” to QLS. In other words, the error has to be corrected ***on QLS first*** before the change will be seen on Blackboard (**on the next day**).

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# How do I remove a user from my Blackboard module?

You can’t remove a user from your Blackboard module once they have been enrolled on it! The only thing you can do as an ‘Instructor’ is to prevent a user (student or staff) having access to your module. Do this by:

1. logging into your Blackboard module

2. under the **Control Panel** selecting **Users and Groups**

3. then selecting **Users**.

4. Find your user and select the double drop-down chevron near the username and select ‘Change users role in Course’. Find the option to change role and availabilty and under ‘Availabilty’ select the ‘No’ radio button. Select Submit.

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# How do I enrol a member of staff who does not work for DMU (e.g. a visiting lecturer)?

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| --- |
| importantFaculty staff **must not** enrol an **external examiner** in Blackboard until they have been advised to do so by **Louise Newell in Student and Academic Services** who will provide the account username. |

For visiting lecturers or other guests: Complete a **CP2 form**: <https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/ITMS/Documents/Staff%20Forms/CP2%20External%20Blackboard%20Account%20Request.pdf#search=CP2> and return it to the ITMS Service Desk – Gateway House –1.6 (itmsservicedesk@dmu.ac.uk)

To access this form you will need to login to the Staff Portal/intranet using you usual username and password. Academic staff who are responsible for a module or programme will manage this process with any guests who require access in order to co-deliver the curriculum on-line.

The **CP2 form** is an official record of external staff using our systems to access DMU information. The form must be completed (with details provided by the external party) and must be submitted by a DMU contact electronically via email (the electronic submission acts as our verification that the DMU employee agrees with the third party to have access to our systems).

The account is then created with the following conditions:

* Accounts will have access to Blackboard, Staff Portal, Library Resources and a Smart Card (should they ever need to come on site and access the Library).
* Accounts will be set to expire on the **31st of July of the academic year their account is created**. If the account then needs extending for the following academic year then a simple email to request can action this.
* Once the account is created, ITMS submit the details back to the DMU contact to forward on to the third party. (Please note, accounts only come active in Blackboard after the overnight transfer).

IMPORTANT NOTE: If the guest users are being enrolled for purposes of external examination or for teaching, tell ITMS to enrol them with **Instructor** status. If they are enrolled with **Guest** status  they will not be able to access the content required for external examination or teaching.

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# How do my repeating/deferred students gain access to my Blackboard module?

This is a slightly complicated process, but most of it is not done by you, the Instructor, but by other people. Initially, the process involves your Faculty Office checking that a student is eligible for a resit/defer after the student has submitted a module re-assessment form to them. Once this eligibility has been confirmed, the Faculty Office will request the creation of a resit/defer module from Data Management.

The module will be named, for example, modulename\_2011\_YR (for a resit module) or modulename\_2011\_YD (for a defer module). When Data Management has created such a module, the Faculty Office will enrol the student on QLS. For students enrolled on modulename\_2011\_YD or modulename\_2011\_YR, the student will view the \_Y version of the module in Blackboard. For students enrolled on modulename\_2011\_1D or \_1R, \_2D or \_2R, \_XD or \_XR, the student views the \_1, \_2 or \_X version of the module in Blackboard. **Your role as the Instructor will be to copy materials into this newly-created module using the Course Copy facility in Blackboard** [[tell me how]](http://celt.our.dmu.ac.uk/support-using-technology/dmu-core-elt/blackboard/blackboard-how-do-i/blackboard-site-management-tasks/copying-and-backup-tasks/course-copy/).

Please note that there may be cases where, for example, students who are enrolled on XXXX\_2010\_Y will resit/defer in XXXX\_2011\_XR or \_XD. They will be enrolled on the \_2011\_X version that you may not have used or plan to use. In this scenario, learning materials from XXXX\_2010\_Y will have to be copied to the module XXXX\_2011\_X

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