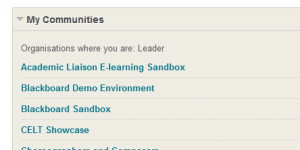
**How do I set up a Blackboard community shell?**

To set up a Blackboard community shell you will need to request one from ITMS.

Email the request to the ITMS service desk ([itmsservicedesk@dmu.ac.uk](mailto:itmsservicedesk@dmu.ac.uk)). Include the phrase **Blackboard Community Shell** in the subject line of the email, provide a **name for the community shell**, and the **name(s) and username(s) of the staff member(s)** who need to be enrolled on the community shell.

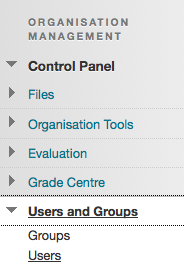
ITMS will email you when the site has been created.

Community shells appear in the **My Communities** panel on the Blackboard landing page.

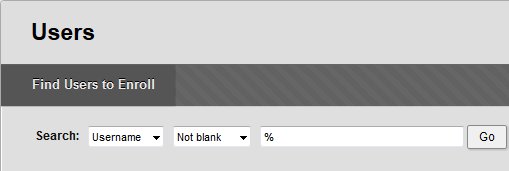


NOTE: A community shell is not linked directly to the staff and student database, so any student enrollments on a community shell will need to be carried out manually by whomever has ownership of the shell, as follows:

1. In the Community Shell - from the organisation management menu select **Users and Groups > Users**



2. Click the **Find Users to Enroll** button

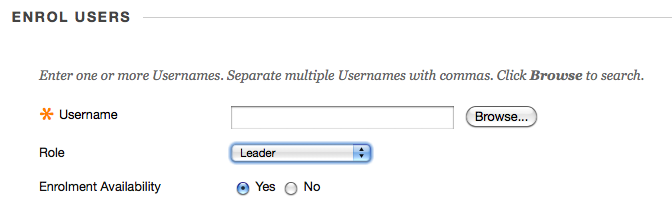


3. Add the Username of the person you want to enrol - multiple users can be added by separating their username with a comma + space (e.g. jbloggs00, bjoggs00, jsmith00).

If you want the user to have the same access privileges as a **student** in a normal module shell set the role to **Participant**.



If you want the user to have the same access privileges as an **instructor** on a normal module shell set the role to **Leader**.



4. Click the **Submit** button, and the user(s) will be enrolled on the community shell

Community shells can be populated with content in exactly the same way as Blackboard module shells.