

Organization Management

Enroll a user

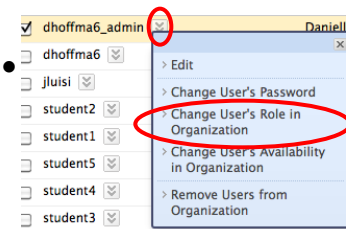
- From the Organization in the Control Panel
- Select Users and Groups, Users
- Click the blue Enroll User button



- Click find users to enroll
- Search for user
- Click the check box next to their name
- Click Submit to Enroll

Change users role to Leader

- User must already be enrolled
- Select the contextual menu next to the user you wish to modify



- a new window will open to change the users role.

Set up an Access Code

(Much like a password, so that only your members or those you designate will have the ability to get into the organization.)

- Go to your organization Control Panel
- Select Customization
- Enrollment options
- Make sure check box is checked next to "Require access code to enroll"
- Enter text next to "Require access code to enroll" for access code. Please note that it may be alpha or numeric
- Submit

Make your organization Available

(All Bb organization are created unavailable by default so that members don't access the organization before the Leader is ready.)

- Go to your organization Control Panel
- Select Customization
- Select Properties
- Under Option 3, Set Availability, Set to Yes
- Submit

Self-enroll in an organization

- In the Organizations Module on the My URMC page select "Organization Search at the bottom right hand side of the screen."
- Search for the organization name in the Search box (only Organizations that have been made available will display)
- Once you have found the organization, click the Enroll button next to the Organization name (NOT the Organization name)
- If necessary, enter the Access Code provided by your Leader. If you don't have one or you get an Access Denied message, please contact your Leader for the correct Access code.

Adding Announcements

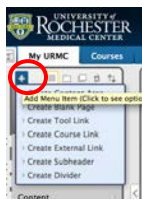
- In the Organizations Control Panel
- Go to Organization Tools click Announcements; this will bring up the Announcements page.
- Under the Announcements banner is a button called Create Announcements, click this button.
- In the page that comes up enter the subject of the announcement.
- Then enter the text of the announcement using the text editor.
- Additionally the display after and until dates and time can be set using the choose date restrictions.
- You can also create an organization link relevant to the announcement by clicking the browse button next to the location field to bring up the organization map, here you can select an item or folder you wish to link to.
- Once you have finalized your announcement click Submit.

Adding Calendar Events

- In the Organization Control Panel
- Go to Organization Tools.
- Click Organization Calendar.
- Under the Calendar banner is a button called Create Event, click this button.
- Enter a name and description for the event.
- You can set the time restrictions using the pull down menus for start and end times in the event time section.
- Once you have finalized your event click Submit.

Creating and modifying menu items using the Manage Organization menu

- Begin by clicking the blue Plus icon next to the Organization name



- If adding a content area or linking to a tool, within this menu list, click the link name that you would like to create a content area for.
- If renaming a menu item, click the grey contextual menu

button, next to the name you want to change,

- Click rename , and rename the link
- Click the enter key on your keyboard.

Removing a Menu item

- To remove a menu item, click the grey contextual menu button to the left of the item you wish to remove, and select delete.

Changing the order of the Menu items

After adding a link and clicking ok, you can see it displayed on the Manage Organization Menu page.

To re-arrange the order of the links within the menu,

- Click and drag the double arrows to the left of the item you wish to move, and release it in its desired location on the menu



Add a file

Navigate to the Content area where you want to place the file

- Click Build Content, and choose the type of content you wish to add.
- Type a Name for the item in the *Name box.
- add a description or instructions for your content
- To attach a file, click Browse
- Choose the file from your computer or network space.
- In the name of link field, type an appropriate name. (if you do not type a name the user will see the file name of the document)
- Click Submit.

Help

For additional help in any of these areas you can click on Manual in the Help section of the Control Panel. Or contact Blackboard Support through these means:

blackboard@urmc.rochester.edu, 275-6865, or Help Q/A Community Discussion Forum on the My URM tab.