

# Managing participants in a LearnJCU Community



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## Overview

LearnJCU communities have the same features and functionality as LearnJCU subject sites, and can be customised as required. Communities are displayed to members on the Communities tab in LearnJCU and are also listed in the Communities catalogue. The Leader of a Community is responsible for managing user access to the Community.

## Information you need to manage participants in a Community

- Before you can add participants to a Community you will need their **JCU Username** (e.g. jc123456).
- If the participant is external to JCU a **non-jcu user account** will need to be created using the Teaching Roles Database (TRDB) in Staff Online. If you do not have access your school's Teaching Roles Administrator can do this for you.

## Managing access to a Community

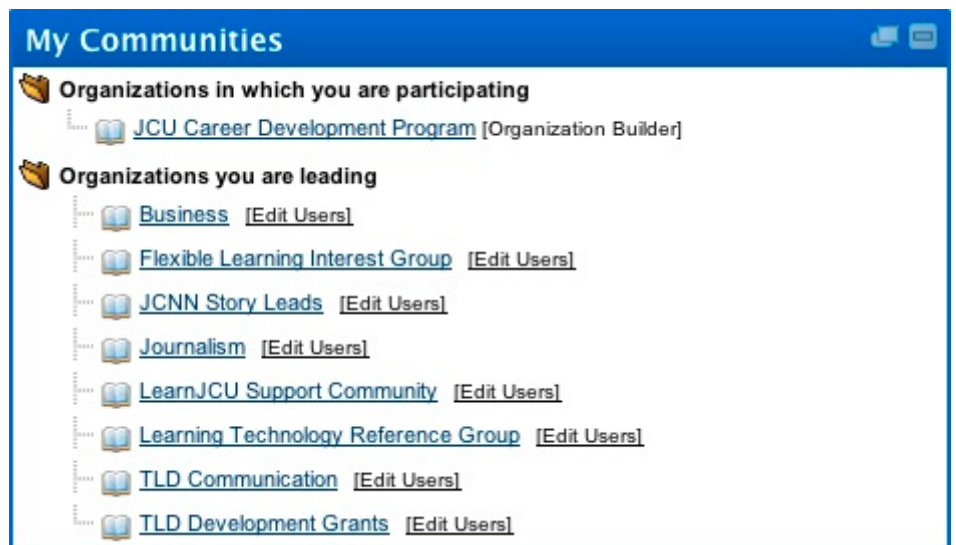
### Show me how to...

#### Add users to a Community

1. Log onto LearnJCU and click on the **Communities** tab.

The My Communities module on the top left will list the Communities you are leading and those in which you are participating.

An **Edit Users** link will be displayed to the right of the Communities that you are Leading.



2. Click **Edit User** link next to Community where participants are to be added

3. Click the **Add Users** button 

4. In the **Select User(s) to enrol** section click in the **Username** field and type the JCU Username of the participant to be added

■ ■ ■ *If you have several participants to add you can separate the usernames with a comma  
Eg. jc12222,jc13333,jc14444 .*



## Add Users to Organization

### 1 Select User(s) to enroll

Input the user name(s) (you can input multiple usernames separated by commas) or click "browse" to search for users then click "Submit" to enroll.

Username(s):

### 2 Select Role for users selected

Select Organization role for the users that you wish to add.

Role:



5. In the **Select Role for users selected** section use the pull down menu to select the required role.

In almost all cases this will be:

- **Leader** – Can add, remove and modify any content in the Community; can add or remove participants and modify their role
- **Participant** – Can view content in the Community and use the communication and collaboration tools such as Discussion Board.

6. Click **Add** button to add the user(s)

A confirmation will appear at the top of next screen.

## Remove users from a Community

1. Log onto LearnJCU and click on the **Communities** tab.
2. Click **Edit User** link next to Community where participants are to be removed
3. Click in the **Unenrol** check box next to the participant(s) you wish to remove.
4. Click **Submit**

Confirmation that the participant(s) has been removed will appear at top of next screen.

## Change the role of a user in a Community

1. Log onto LearnJCU and click on the **Communities** tab.
2. Click **Edit User** link next to Community where participants are to be updated
3. Click in the **Unenrol** check box next to the participant(s) you wish to remove.
4. In the **Role** Column each user has a pull down menu showing their current role. Click on the pull down menu and select required role (eg. Leader)
5. Click **Submit**. Confirmation of change will appear at top of next screen.

## Batch add and remove participants

If you have a large number of participants to add to a Community who do not have attributes in common (eg. enrolled in the same subject), it is possible to create a text file with the participants details listed in a set format. This list can be uploaded to LearnJCU so that the listed users are added to the Community in bulk.

1. Create a text file (eg. using NotePad)

### File Format:

For the batch process to work, the file **must** have one record on each line of the file. Each record must be in the following field order:

**Username**, **Community Role**

**Username** is always the participant's **JCU Username**

**Community Role** is indicated by a one letter code: P = Leader, S = Participant

Each field entry within the record should be separated from the next by a special character, called the delimiter. The delimiter for this file **MUST** be a comma. No other delimiters will work.

### Example:

```
jc123566,s  
jc135791,s  
jc246810,s
```

2. Log onto LearnJCU and click on the **Communities** tab.
3. Click **Edit User** link next to Community where participants are to be added

4. Click the **Batch Add Users** button 

5. Click the **Choose File** button

6. Click **Submit**

The list of users you have added and their details will be displayed. Click the **Okay** link.

Name	Username	Email	Role	Status
Cruz, Cindy	ccruz	nobody@jcu.edu.au	Participant	User Successfully Added
Lee, Linda	llee	nobody@jcu.edu.au	Participant	User Successfully Added
Roberts, Ryan	rroberts	nobody@jcu.edu.au	Participant	User Successfully Added

[Okay](#)

**Note:** The procedure for batch removing users is identical except click the **Batch Remove Users** button instead.

## ***Tell me about...***

### **■■■ Automating access for a whole subject or course group to the Community**

When a large grouping of students with the same attribute (eg. all enrolled in the same subject) require access to a Community site, access is controlled via the LearnJCU Snapshot process. This process ensures that any new enrolments or withdrawals from the subject will automatically be reflected in the Community site so no manual intervention is required for user management.

#### **For new communities**

A Snapshot can be requested at the time of a community's creation on the [Create a Community Request](#) form (located on Staff Resources tab)

#### **For existing communities**

Request a snapshot via email to [learnjcu@jcu.edu.au](mailto:learnjcu@jcu.edu.au) with the **Name or ID of Community**

#### **AND**

Criteria required for the snapshot

- **Subject code** (e.g. 12-AP1000-TSV-EXT-SP1 - for all students enrolled in 12-AP1000-TSV-EXT-SP1 or 12-AP1XXX for all AP1XXX subject offerings in 2012)

#### **OR**

- **Course Code** e.g. all students enrolled in Course 1000100.

**LearnJCU** will then arrange the snapshot through the TRDB and advise when completed.