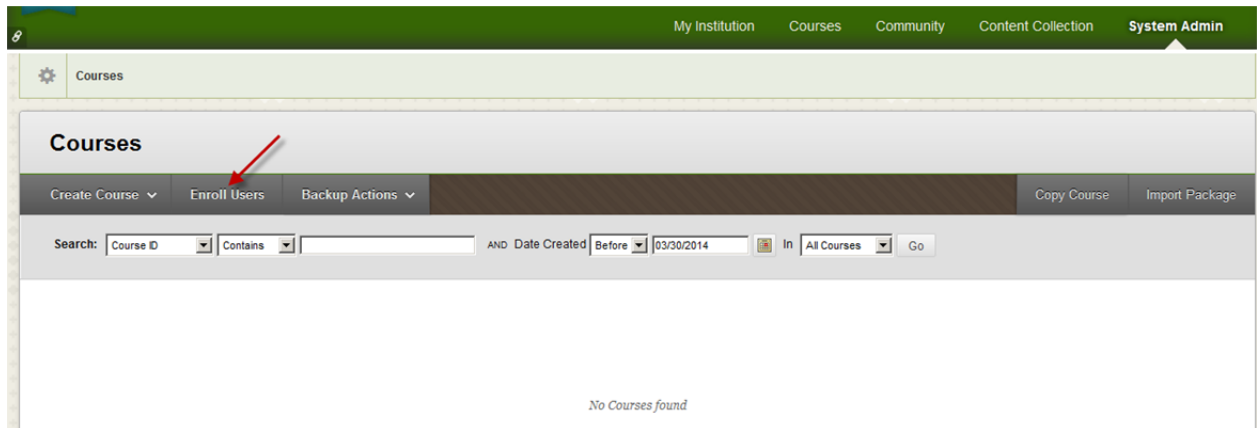




Batch Enroll Users

1. Login into BBLearn as System Admin.
2. Go to System Admin Tab.
3. Click “Courses” under Courses module.
4. Click “Enroll Users”



5. Click “Browse” and Select the Batch file sample shown below. Click More help circled below for more information on the format of the Batch File.

Batch 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:

Course ID*, **Username***, **Course Role**, **System Availability**, **Course Availability**

Each field entry within the record must be separated from the next by a special character, called the delimiter. Permissible delimiters include comma, tab, and colon. The Automatic setting will attempt to pick the delimiter used in the file. The same delimiter must be used throughout the batch file.

Example:

Course1,user_a,P

Course1,user_b,S

Course2,user_c



Restrictions:

- Fields marked with an asterisk * and colored **RED** are required.
- If quotation marks appears within a quoted field, they must be used twice (doubled up), for example "Alexander""the Great".
- Valid **Course Role** field values are: "S" for Student, "P" for Instructor, "T" for Teaching Assistant, "B" for Course Builder, "G" for Grader, "U" for Guest
- If there is no field value for the **Course Role** field, **Course Role** will default to Student for that record.
- Permissible values for the **Course Availability** field are: **Y** (Yes) and **N** (No).
- If there is no field value for the **Course Availability** field, the field will default to **Y** (Yes), meaning that the user will be enrolled.
- Permissible values for the **System Availability** field are: **Y** (Yes) and **N** (No).
- If there is no field value for the **System Availability** field, the field will default to **Y** (Yes), meaning that the user will have access to the system.

	1	2	3	4	5	6	7	8	9	10	11	12
1	201310_12345	H00012345	S	Y	Y							
2	201310_12345	H00012346	S	Y	Y							
3	201310_12345	H00012347	S	Y	Y							
4	201310_12345	H00012348	S	Y	Y							
5	201310_12345	dsharer	P	Y	Y							
6	201310_12345	asorensen	P	Y	Y							
7												



Courses > **Enroll Users** ?

Enroll Users

Use this process to enroll existing users into existing courses in the system. If the users or the courses do not exist in the system, those records will be skipped. [More Help](#)

* Indicates a required field. Cancel Submit

1. File Upload

Click *Browse* to select the file to upload. Then select the delimiter that separates the data.

* File Location Browse

Delimiter Type Automatic Comma Tab Colon

2. Submit

Click *Submit* to proceed. Click *Cancel* to go back. Cancel Submit

6. Click “Sumit”

7. You will get the summary of the Enrollment for each record of the Batch File.