



## Session Administration System Upload Utilities

The Blackboard Collaborate Session Administration System (SAS) offers a great deal of flexibility to both corporate and educational clients. It provides ASP clients with utilities to do the following:

- Register users
- Create and schedule Web Conferencing sessions
- Upload user and session information from other sources
- Invite participants to the scheduled sessions
- Allow access to recorded sessions
- Generate usage reports

The aim of this document is to provide a summary of the capabilities in the SAS for uploading Users, Courses and Drop Ins.

### ***User Upload***

The SAS has the ability to process bulk user upload files.

These are files generated by you, where each line in the file tells the SAS about one of your users. If the users specified in your upload files do not exist inside the SAS, they will be created, while existing SAS users found in your upload file will be updated according to the information in the file.

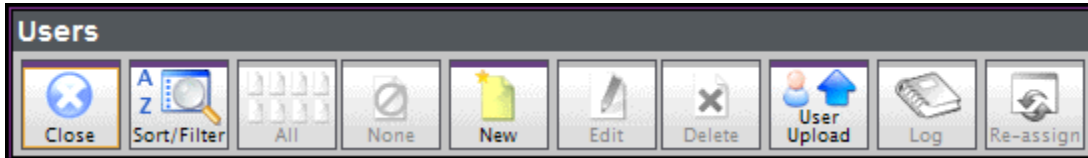
As an administrator, you are able to specify the format of your upload. The user upload file must be in a .csv (comma separated value) format and may contain fields specified in the following list. The list indicates which fields are mandatory and explains the data expected in each field.

Field	Description	Required?
Operation	Upload operation. May be either U or D (for update or delete). Without specifying this field, the default operation is Update. All entries are case insensitive.	Optional
User Role	User's SAS Role. May be P, S or M (for Participant, Supervisor or Moderator). Defaults to Participant. All entries are case insensitive.	Optional
Username	The name the user will use to sign-in to the SAS. May be up to 64 alphanumeric characters. Must be unique within the SAS. All entries are case insensitive.	Required

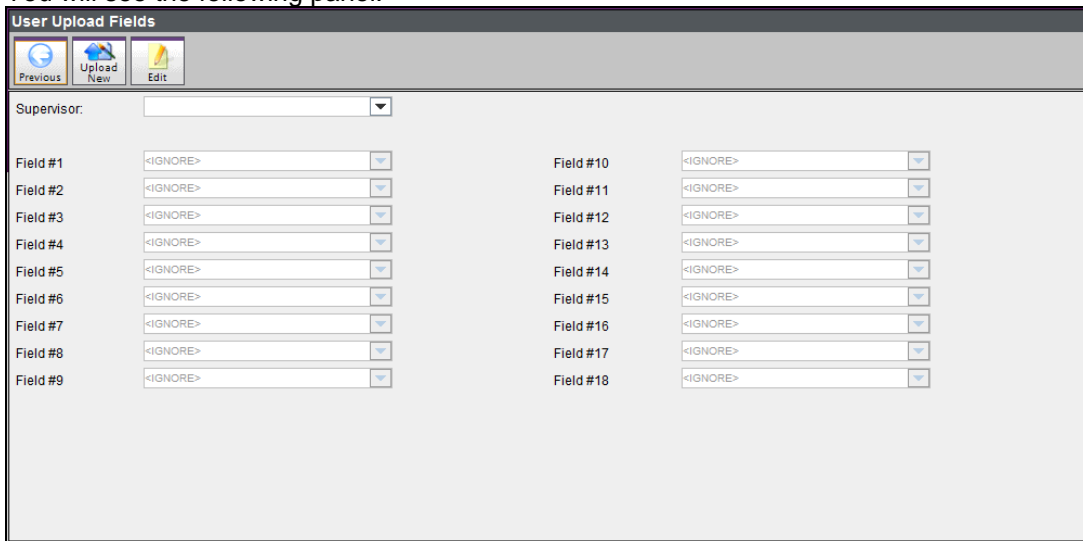
Field	Description	Required?
Password	The password used to authenticate the user to the SAS. May be up to 32 alphanumeric characters. All entries are case sensitive.	Required
Display Name	The name the user will be identified with in the SAS and within the live session. May be up to 64 alphanumeric characters. All entries are case sensitive. If not provided, will default to First Name<space>Last Name or, failing that, to Username.	Optional
Title	The title or salutation for the user. Must be one of the values defined within the SAS at the time of the upload. The default values are DR., MISS, MR., MRS., MS., and NONE. All entries are case insensitive.	Optional
First Name	This is the user's first name. May be up to 20 alphanumeric characters. All entries are case insensitive.	Optional
Last Name	This is the user's last name. May be up to 24 alphanumeric characters. All entries are case insensitive.	Optional
Email Address	The user's email address. May be up to 80 alphanumeric characters. All entries are case sensitive.	Required
Country	The user's country of residence. May be up to 64 alphanumeric characters. All entries are case insensitive.	Optional
Province/State/County	The user's province, state or county of residence. May be up to 64 alphanumeric characters. All entries are case insensitive.	Optional
City/Town	The user's city or town of residence. May be up to 32 alphanumeric characters. All entries are case insensitive.	Optional
Area Code	The user's area code or dialing prefix. May be up to 4 numeric digits.	Optional
Phone Number	The user's phone number. May be up to 24 alphanumeric characters. All entries are case sensitive.	Optional
User Level	The user's SAS user level. May be up to 32 alphanumeric characters. All entries are case insensitive. Must be one of the values for user level for your login group defined within the SAS at the time of the upload. All login groups have a default value of NONE.	Optional

## Example of Uploading Users

1. Log in with your SAS Manager or Administrator account.
2. Select **Users** from the Utilities tab.
3. If you are a SAS Manager, select the Administrator for which you wish to upload users.
4. Select **User Upload** from the toolbar.



You will see the following panel:



Before uploading users, you must tell the SAS about your upload file. This panel allows you to specify which user information your file contains and in what order. If you have previously defined upload fields, this panel will display them. You can begin a new upload using the current fields or redefine the fields.

For example, if you have a CSV file with two users:

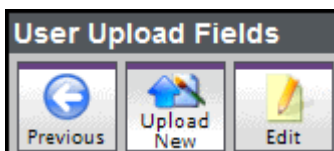
<begin included csv file>

Joe,Smith,joe@blackboard.com,JoeS12,test,Joe Smith,P

Jane,Doe,jane@blackboard.com,JaneD56,test,Jane Doe,M

<end included csv file>

5. Select the **Edit** button from the toolbar.



6. For the example file in step 4, the user upload fields will need to be set as follows:

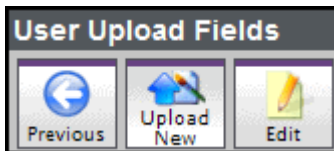
Field #	Field Name	Field #	Field Name
Field #1	FIRST NAME	Field #10	<IGNORE>
Field #2	FIRST NAME	Field #11	<IGNORE>
Field #3	EMAIL ADDRESS	Field #12	<IGNORE>
Field #4	PASSWORD	Field #13	<IGNORE>
Field #5	DISPLAY NAME	Field #14	<IGNORE>
Field #6	<IGNORE>	Field #15	<IGNORE>
Field #7	<IGNORE>	Field #16	<IGNORE>
Field #8	<IGNORE>	Field #17	<IGNORE>
Field #9	<IGNORE>	Field #18	<IGNORE>

Use the option <IGNORE> if no data is provided for the field.

7. Select **Save** once the fields are set to match your .csv file.
8. You must also tell the SAS which Supervisor owns the users designated as Participants. Select the supervisor from the drop down list at the top of the panel, above the field designations.

Supervisor: JANE.SMITH

9. Select the **Upload New** button from the toolbar.



10. Using the file selection dialog that appears, browse to select your user upload file.
11. Select **Open** in the file browser. Your file will now be uploaded. If there are any errors in the processing of the file you will be notified of the first ten. Correct the errors and re-upload the file.
12. Select **Previous** to return to your list of users. Your uploaded users will now appear in that list.

## Course Upload

The SAS has the ability to process bulk upload Course templates, instances, sessions and their corresponding enrollees.

Creating a Course consists of creating the components of Courses: Templates, Instances and Sessions.

- **Course Template:** A Course template describes the Course. The Course can be offered more than once by being subdivided into several instances.
- **Course Instance:** A Course instance is a single offering of the Course in which participants are enrolled and is composed of one or more Course sessions (lectures, tutorials, labs, etc.). If participants are enrolled in a Course instance, they are automatically enrolled in all sessions belonging to that instance.
- **Course Sessions:** Course sessions are the actual scheduled sessions (lectures, tutorials, labs, etc.) that the Participants attend.

The upload process allows you to load .csv files, which are files generated by you, where each line in the file tells the SAS about one of your Courses. If the Courses specified in your upload files do not exist inside the SAS, they will be created, while existing SAS Courses found in your upload file will be updated according to the information in the file. Including users (Moderators, Participants) in the upload file is optional. If the user account does not exist, it will be created and the user will be enrolled in the corresponding Course instance. Moderators will be enrolled as Chairs in the Course instance.

As an administrator, you are able to specify the format of your upload. The Course upload file must be in a csv (comma separated value) format and may contain fields specified in the following list. The list indicates which fields are mandatory and explains the data expected in each field.

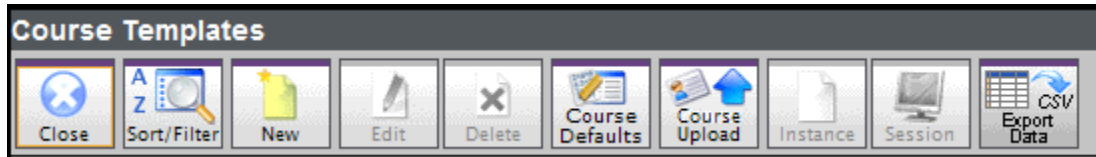
Field	Description	Required?
Operation	Upload operation. May be either U or D (for update or delete). Without specifying this field, the default operation is Update. All entries are case insensitive.	Optional
Template Name	The name of the Course template (i.e., the name of the Course). May be up to 255 alphanumeric characters. All entries are case insensitive.	Required
Instance Name	The name of the Course instance. May be up to 255 alphanumeric characters. All entries are case insensitive.	Required
Session Type	The name of the session type to use for the Course session. May be up to 32 alphanumeric characters. All entries are case insensitive. Must be one of the values for session type for your login group defined within the SAS at the time of the upload. All login groups have a default value of NONE.	Optional
Session Start Date/Time	Provides the session start date and time details. A 19-character Date/Time string of the following form: <b>yyyy-MM-dd hh:mm zz</b> . The fields are described under Session End Date/Time below.	Optional

Field	Description	Required?
Session End Date/Time	<p>Provides the session end date and time details.</p> <p>A 19-character Date/Time string of the following form: <b>yyyy-MM-dd hh:mm zz</b>. The fields are described below.</p> <p><b>Field Details:</b></p> <p>yyyy A 4-digit string representing the year.</p> <ul style="list-style-type: none"> <li>- The 'hyphen' character.</li> </ul> <p>MM A 2-digit string representing the month of the year. The leading 0 is required.</p> <ul style="list-style-type: none"> <li>- The 'hyphen' character.</li> </ul> <p>dd A 2-digit string representing the day of the month. The leading 0 is required.</p> <ul style="list-style-type: none"> <li>□ The 'space' character.</li> </ul> <p>hh A 2-digit string representing the hour of the day based on the 12-hour clock. The leading 0 is required.</p> <ul style="list-style-type: none"> <li>: The 'colon' character.</li> </ul> <p>mm A 2-digit string representing the minute of the hour. The leading 0 is required.</p> <ul style="list-style-type: none"> <li>□ The 'space' character.</li> </ul> <p>zz A -character string specifying either AM or PM.</p> <p><b>Note:</b> The Date/Time strings must be specified in the Administrator's account default time zone.</p>	Optional
Minimum Level	<p>The Course minimum level.</p> <p>May be up to 32 alphanumeric characters. All entries are case insensitive. Must be one of the values for level type for your login group defined within the SAS at the time of the upload. All login groups have a default value of NONE.</p>	Optional
Maximum Level	<p>The Course maximum level.</p> <p>May be up to 32 alphanumeric characters. All entries are case insensitive. Must be one of the values for level type for your login group defined within the SAS at the time of the upload. All login groups have a default value of NONE.</p>	Optional
User Role	<p>User's SAS Role.</p> <p>May be P, S or M (for Participant, Supervisor or Moderator). Defaults to Participant. All entries are case insensitive.</p>	Optional
Username	<p>The name the user will use to sign-in to the SAS.</p> <p>May be up to 64 alphanumeric characters. Must be unique within the SAS. All entries are case insensitive.</p>	Required
Password	<p>The password used to authenticate the user to the SAS.</p> <p>May be up to 32 alphanumeric characters. All entries are case sensitive.</p>	Required
Display Name	<p>The name the user will be identified within the SAS and within the live session.</p> <p>May be up to 64 alphanumeric characters. All entries are case sensitive. If not provided, will default to First Name&lt;space&gt;Last Name or, failing that, to Username.</p>	Optional

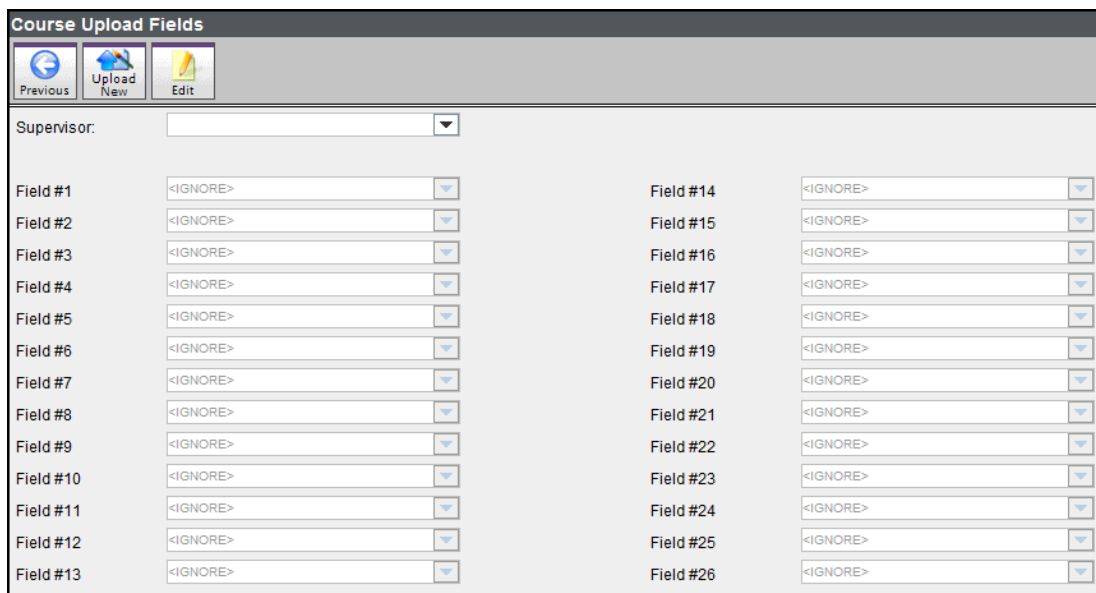
Field	Description	Required?
Title	The title or salutation for the user. Must be one of the values defined within the SAS at the time of the upload. The default values are DR., MISS, MR., MRS., MS., and NONE. All entries are case insensitive.	Optional
First Name	This is the user's first name. May be up to 20 alphanumeric characters. All entries are case insensitive.	Optional
Last Name	This is the user's last name. May be up to 24 alphanumeric characters. All entries are case insensitive.	Optional
Email Address	The user's email address. May be up to 80 alphanumeric characters. All entries are case sensitive.	Required
Country	The user's country of residence. May be up to 64 alphanumeric characters. All entries are case insensitive.	Optional
Province/State/County	The user's province, state or county of residence. May be up to 64 alphanumeric characters. All entries are case insensitive.	Optional
City/Town	The user's city or town of residence. May be up to 32 alphanumeric characters. All entries are case insensitive.	Optional
Area Code	The user's area code or dialing prefix. May be up to 4 numeric digits.	Optional
Phone Number	The user's phone number. May be up to 24 alphanumeric characters. All entries are case sensitive.	Optional
User Level	The user's SAS user level. May be up to 32 alphanumeric characters. All entries are case insensitive. Must be one of the values for user level for your login group defined within the SAS at the time of the upload. All login groups have a default value of NONE.	Optional

## Example of Uploading Courses

1. Log in with your SAS Manager or Administrator account.
2. Select **Course** for the Utilities tab.
3. If you are an SAS Manager, select the Administrator for which you wish to upload Courses.
4. Select **Course Upload** from the toolbar.



You will see the following panel:



Before uploading Courses, you must tell the SAS about your upload file. This panel allows you to specify which Course information your file contains and in what order. If you have previously defined upload fields, this panel will display them. You can begin a new upload using the current fields or redefine the fields.

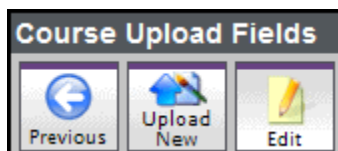
Let's say we have a csv file as follows:

<begin included csv file>

```
Math101, Spring2008, Joe, Smith, joe@collaborate.com, JoeS12, test, Joe Smith, P
Math101, Spring2008, Jane, Doe, jane@collaborate.com, JaneD56, test, Jane Doe, M
```

<end included csv file>

5. Select the **Edit** button from the toolbar.



6. For the example file in step 4, the user upload field will need to be set as follows:



7. Select **Save** once the fields are set to match your .csv file.
8. You must also tell the SAS which Supervisor owns the users designated as Participants. Select the supervisor from the drop down list at the top of the panel, above the field designations.

9. Select the **Upload New** button from the toolbar.



10. Using the file selection dialog that appears, browse to select your course upload file.
11. Select **Open** in the file browser. Your file will now be uploaded. If there are any errors in the processing of the file you will be notified of the first ten. If there are errors you may correct them and re-upload your file.
12. Select **Previous** to return to your list of users. Your uploaded Courses will now appear in that list along with the appropriate users enrolled in the Course. Also, the user accounts that were created will appear in the Users panel.

### ***Drop In Upload***

The SAS has the ability to process bulk upload Drop In templates, sessions and their corresponding chair persons.

Create Drop In sessions if you want to create virtual offices (such as a customer support desk open during office hours only) or a series of regularly scheduled meetings (such as weekly departmental meetings). Drop-Ins are scheduled as recurring sessions, of fixed duration, over a period of time.

There are two components to Drop-Ins: Templates and Sessions.

- **Drop In Template:** A Drop In template describes the Drop In. A Drop In template may have one or more Drop In sessions associated with it.

- **Drop In Sessions:** Drop In sessions are the scheduled times that users can attend the Drop In.

The upload process allows you to load .csv files, which are files generated by you, where each line in the file tells the SAS about one of your Drop Ins. If the Drop Ins specified in your upload files do not exist inside the SAS, they will be created, while existing SAS Drop Ins found in your upload file will be updated according to the information in the file. Including users in the upload is optional. During the upload, you are also able to create Moderator and Supervisor accounts. If the Moderator or Supervisor account does not exist, it will be created and the user will be enrolled in the corresponding drop in template as the Chair.

As an administrator, you are able to specify the format of your upload. The Drop-In upload file must be in a .csv (comma separated value) format and may contain fields specified in the following list. The list indicates which fields are mandatory and explains the data expected in each field.

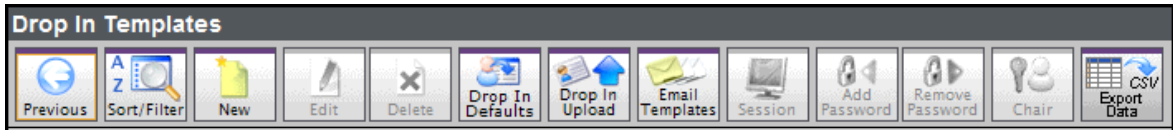
Field	Description	Required?
Operation	Upload operation. May be either U or D (for update or delete). Without specifying this field, the default operation is Update. All entries are case insensitive.	Optional
Template Name	The name of the Drop In template (i.e., the name of the Drop In). May be up to 255 alphanumeric characters. All entries are case insensitive.	Required
Session Type	The name of the session type to use for the Drop In session. May be up to 32 alphanumeric characters. All entries are case insensitive. Must be one of the values for session type for your login group defined within the SAS at the time of the upload. All login groups have a default value of NONE.	Optional
Chair Password	This is the chair password for the drop in session. May be up to 32 alphanumeric characters. All entries are case sensitive.	Required
Non-Chair Password	This is the non-chair password for the drop in session. May be up to 32 alphanumeric characters. All entries are case sensitive.	Required
Session Start Date/Time	Provides the session start date and time details. A 19-character Date/Time string of the following form: <b>yyyy-MM-dd hh:mm zz</b> . The fields are described under Session End Date/Time below.	Optional

Field	Description	Required?
Session End Date/Time	<p>Provides the session end date and time details.</p> <p>A 19-character Date/Time string of the following form: <b>yyyy-MM-dd hh:mm zz</b>. The fields are described below.</p> <p><b>Field Details:</b></p> <p>yyyy A 4-digit string representing the year.</p> <ul style="list-style-type: none"> <li>- The 'hyphen' character.</li> </ul> <p>MM A 2-digit string representing the month of the year. The leading 0 is required.</p> <ul style="list-style-type: none"> <li>- The 'hyphen' character.</li> </ul> <p>dd A 2-digit string representing the day of the month. The leading 0 is required.</p> <ul style="list-style-type: none"> <li>□ The 'space' character.</li> </ul> <p>hh A 2-digit string representing the hour of the day based on the 12-hour clock. The leading 0 is required.</p> <ul style="list-style-type: none"> <li>: The 'colon' character.</li> </ul> <p>mm A 2-digit string representing the minute of the hour. The leading 0 is required.</p> <ul style="list-style-type: none"> <li>□ The 'space' character.</li> </ul> <p>zz A -character string specifying either AM or PM.</p> <p><b>Note:</b> The Date/Time strings must be specified in the Administrator's account default time zone.</p>	Optional
Minimum Level	<p>The Drop In minimum level.</p> <p>May be up to 32 alphanumeric characters. All entries are case insensitive. Must be one of the values for level type for your login group defined within the SAS at the time of the upload. All login groups have a default value of NONE.</p>	Optional
Maximum Level	<p>The Drop In maximum level.</p> <p>May be up to 32 alphanumeric characters. All entries are case insensitive. Must be one of the values for level type for your login group defined within the SAS at the time of the upload. All login groups have a default value of NONE.</p>	Optional
User Role	<p>User's SAS Role.</p> <p>May be S or M (for Supervisor or Moderator). All entries are case insensitive.</p>	Optional
Username	<p>The name the user will use to sign-in to the SAS.</p> <p>May be up to 64 alphanumeric characters. Must be unique within the SAS. All entries are case insensitive.</p>	Optional
Password	<p>The password used to authenticate the user to the SAS.</p> <p>May be up to 32 alphanumeric characters. All entries are case sensitive.</p>	Optional

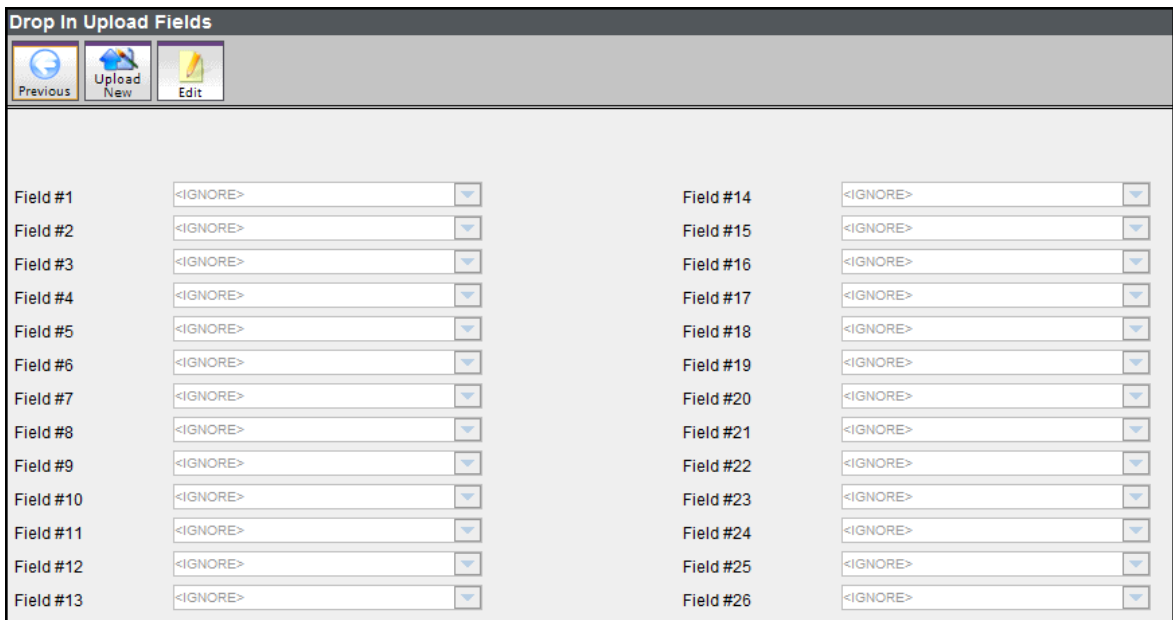
Field	Description	Required?
Display Name	The name the user will be identified with in the SAS and within the Elluminate <i>Live!</i> session. May be up to 64 alphanumeric characters. All entries are case sensitive. If not provided, will default to First Name<space>Last Name or, failing that, to Username.	Optional
Title	The title or salutation for the user. Must be one of the values defined within the SAS at the time of the upload. The default values are DR., MISS, MR., MRS., MS., and NONE. All entries are case insensitive.	Optional
First Name	This is the user's first name. May be up to 20 alphanumeric characters. All entries are case insensitive.	Optional
Last Name	This is the user's last name. May be up to 24 alphanumeric characters. All entries are case insensitive.	Optional
Email Address	The user's email address. May be up to 80 alphanumeric characters. All entries are case sensitive.	Optional
Country	The user's country of residence. May be up to 64 alphanumeric characters. All entries are case insensitive.	Optional
Province/State/County	The user's province, state or county of residence. May be up to 64 alphanumeric characters. All entries are case insensitive.	Optional
City/Town	The user's city or town of residence. May be up to 32 alphanumeric characters. All entries are case insensitive.	Optional
Area Code	The user's area code or dialing prefix. May be up to 4 numeric digits.	Optional
Phone Number	The user's phone number. May be up to 24 alphanumeric characters. All entries are case sensitive.	Optional
User Level	The user's SAS user level. May be up to 32 alphanumeric characters. All entries are case insensitive. Must be one of the values for user level for your login group defined within the SAS at the time of the upload. All login groups have a default value of NONE.	Optional

### Example of Uploading Drop Ins

1. Log in with your SAS Manager or Administrator account.
2. Select **Drop In** for the Utilities tab.
3. If you are an SAS Manager, select the Administrator for which you wish to upload Courses.
4. Select **Drop In Upload** from the toolbar.



You will see the following panel:



Before uploading Drop Ins, you must tell the SAS about your upload file. This panel allows you to specify which Drop Ins information your file contains and in what order. If you have previously defined upload fields, this panel will display them. You can begin a new upload using the current fields or redefine the fields.

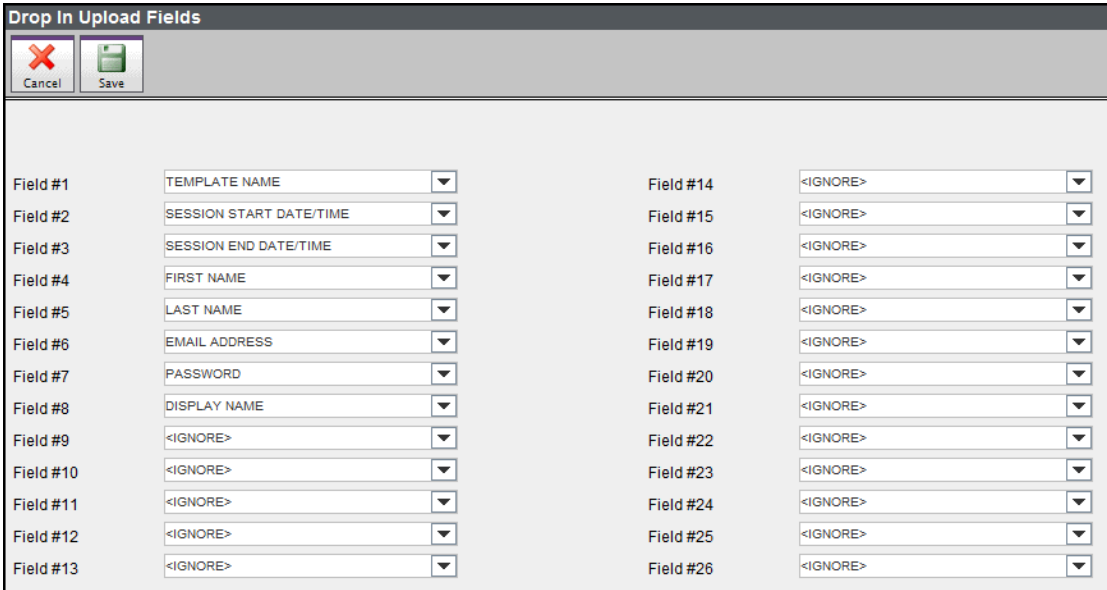
Let's say we have a csv file with two sessions for Math 101 and we want to upload the Joe Smith as the Moderator. The file is as follows:

```
<begin included csv file>
Math101,2009-01-27 11:30 AM,2009-01-27 12:30
PM,Joe,Smith,joe@collaborate.com,JoeS12,test,Joe Smith,M
Math101,2009-01-28 1:30 PM,2009-01-28 3:30
PM,Joe,Smith,joe@collaborate.com,JoeS12,test,Joe Smith,M
<end included csv file>
```

5. Select the **Edit** button from the toolbar.

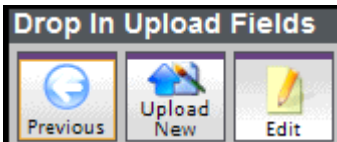


6. For the example file in step 4, the user upload field will need to be set as follows:

A screenshot of the "Drop In Upload Fields" configuration dialog. At the top, there are "Cancel" and "Save" buttons. Below is a grid of 26 fields, each with a dropdown menu. The fields are labeled "Field #1" through "Field #26".

Field #1	TEMPLATE NAME	Field #14	<IGNORE>
Field #2	SESSION START DATE/TIME	Field #15	<IGNORE>
Field #3	SESSION END DATE/TIME	Field #16	<IGNORE>
Field #4	FIRST NAME	Field #17	<IGNORE>
Field #5	LAST NAME	Field #18	<IGNORE>
Field #6	EMAIL ADDRESS	Field #19	<IGNORE>
Field #7	PASSWORD	Field #20	<IGNORE>
Field #8	DISPLAY NAME	Field #21	<IGNORE>
Field #9	<IGNORE>	Field #22	<IGNORE>
Field #10	<IGNORE>	Field #23	<IGNORE>
Field #11	<IGNORE>	Field #24	<IGNORE>
Field #12	<IGNORE>	Field #25	<IGNORE>
Field #13	<IGNORE>	Field #26	<IGNORE>

7. Select **Save** once the fields are set to match your .csv file.
8. Select the **Upload New** button from the toolbar.



9. Using the file selection dialog that appears, browse to select your drop in upload file.
10. Select **Open** in the file browser. Your file will now be uploaded. If there are any errors in the processing of the file you will be notified of the first ten. If there are errors you may correct them and re-upload your file.
11. Select **Previous** to return to your list of users. Your uploaded Drop Ins will now appear in that list along with the corresponding sessions.