

How to Use the MLE Control Interface (MLE-CI)

This document is for the MLE-CI (June 2022).

Bookmark the URL: <https://my.manchester.ac.uk/MLE/ManageSpace/Manage>

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Search for and Manage a Space

1. From the first dropdown, select the **type of space** you are looking for.

The screenshot shows the 'Space management' interface with the 'Manage multiple enrolments' tab selected. Under 'Search current spaces', there is a dropdown menu titled 'What type of space would you like to search?' with the following options: Adhoc, Community, Course, Programme, Sandpit, and Template. Below the dropdown is a text input field for 'Search title' containing 'eg Postgraduate English Language Community' and a 'Search spaces' button.

2. **Enter the MLE ID**
or
the **Title** of the space.

This screenshot shows the search form with 'Adhoc' selected in the dropdown (marked with a yellow '1'). The 'Search MLE-ID' field (marked with a red box and a yellow '2') contains 'I1000-ADHOC-UOM-STAFF-STUDENTS-VOICETHREAD-1'. The 'Search title' field contains 'eg Postgraduate English Language Community'. The 'Search spaces' button is marked with a yellow '3'.

*N.B. Whenever possible, **use the full ID** to search for a space.
(Use the Files area of the related Blackboard space to find the full ID.)*

This screenshot shows the search form with 'Adhoc' selected in the dropdown (marked with a yellow '1'). The 'Search MLE-ID' field contains 'eg I3116-SH55-60001-1211-15E-038970'. The 'Search title' field (marked with a red box and a yellow '2') contains 'VOICETHREAD'. The 'Search spaces' button is marked with a yellow '3'.

*You can use **part of the title** if you're unsure of the full title.*

3. Press the **Search spaces** button.

Any matching spaces will appear below the **Search results** black bar.

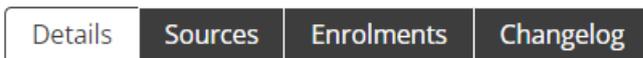
Press the **Edit button** for the space you wish to edit.

Search results							
Show 10 entries							
OVERALL STATUS	MLE ID	TITLE	AVAILABLE TO STUDENTS	ENABLE ACCESS	BLACKBOARD AVAILABILITY STATUS	OPTION	
Available	I1000-ADHOC-UOM-STAFF-STUDENTS-VOICETHREAD-1	Training: Using VoiceThread in Your Teaching	true	true	Available and accessible to students	Edit	
Available	I3009-ADHOC-ELEARNING-VOICETHREAD-1	VoiceThread Resources	true	true	Available and accessible to students	Edit	

Previous 1 Next
Showing 1 to 2 of 2 entries

When you press the Edit button, you will see a new screen with four tabs:

1. Details
2. Sources
3. Enrolments
4. Changelog



Edit Details of AdHoc / Community / Sandpit / Template Spaces

From the Details tab, you can edit the **Available**, **Enabled**, and **Title** fields of AdHoc / Community / Sandpit / Template spaces. To do this, press the **Edit details** button.

Space management

Details Sources Enrolments Changelog

You are viewing the details for MLE-ID: I1000-ADHOC-UOM-STAFF-STUDENTS-VOICETHREAD-1

Editable details

Available to students
YES

Enabled in Blackboard
YES

Title
Training: Using VoiceThread in Your Teaching

[Edit details](#)

Non-editable details

ID
I1000-ADHOC-UOM-STAFF-STUDENTS-VOICETHREAD-1

Type
Adhoc

Owner
SPOT ID : 10811237
Username : g11416ks
Email : kar.stanton@manchester.ac.uk
Name : Kar Stanton

Template
I1000-TEMPLATE-ADHOC-1

Created by
msdssh2

Available and/or Enabled?

The Search for a Space results table shows if a space is Available to Students (in Blackboard) and if a space is Enabled (for teaching staff).

In the results table, the **Available to Students** and **Enable Access** columns show either **true** or **false**.

OVERALL STATUS	MLE ID	TITLE	AVAILABLE TO STUDENTS	ENABLE ACCESS	BLACKBOARD AVAILABILITY STATUS	OPTION
Available	I2001-ADHOC-TESTING-1	Bb9 Function Testing	true	true	Available and accessible to students	Edit
Status error	I2001-ADHOC-HUMEL-AUDIOVIDEO-TEACHING-1	Training: Using Audio and Video in your Teaching	false	false	Explicitly set NOT to be available to students at any time	Edit

However, when you enter the Edit Details screen of a space, the options become **Yes** or **No** rather than true or false. Just something to be aware of.

Available to Students – Y/N

If a space is marked with a Y (Yes) in the "**Available to Students**" field, it means any enrolled students will see the space on their Blackboard homepage.

Based on enrolments:

- Once a course has been activated, it will become available (visible) to enrolled students based on the start date in Campus Solutions.
- AdHoc and Community spaces will become available (visible) to students who have been added either as a Source enrolment or Individual enrolment within a few hours or so of being created in the MLE-CI.

Occasionally, a lecturer may want to **temporarily postpone students' access** to a space. To change students' access:

For the space you want to edit, press the **Edit** button in the Search Results.

1. From the Viewing Details screen, press the **Edit Details** button

Details Sources Enrolments Changelog

You are viewing the details for MLE-ID: I2001-ADHOC-TESTING-1

Editable details

Available to students
YES

Enabled in Blackboard
YES

Title
Bb9 Function Testing

[Edit details](#)

2. In the Edit Details screen, **select No** for Is this space available (visible) to students)?

Edit details

You can edit the details for the selected record below.

Title
Bb9 Function Testing

Is the space enabled in Blackboard?
 Yes, enabled for staff and students
 No, only available to system roles

Is the space available (visible) to students?
 Yes
 No

Please note: Details are updated immediately here but synchronised periodically to Blackboard.

[Update details](#)

[Close](#)

3. Press the **Update details** button.

Please note: Details are updated immediately here but synchronised periodically to Blackboard.

Enabled (in Blackboard) – Y/N

If a space is marked with a Y (Yes) in the "**Enabled in Blackboard**" field, it means that any teaching staff enrolled on the space will see it listed on their Blackboard homepage.

Occasionally, eLearning staff may want/need to **temporarily hide the space from enrolled teaching staff**, e.g. if eLearning is setting up a structure, importing content, waiting for a specific date, etc.

If "Enable Access" is changed to **N (No)**, enrolled teaching staff will **not** see the space on their Blackboard homepage but eLearning staff can use the Quick Enrol function within Blackboard to access the space.

To change the Enabled in Blackboard from Y (Yes) to N (No):

For the space you want to edit, press the **Edit** button in the Search Results.

1. From the Viewing Details screen, press the **Edit Details** button

Details Sources Enrolments Changelog

You are viewing the details for MLE-ID: I2001-ADHOC-TESTING-1

Editable details

Available to students
YES

Enabled in Blackboard
YES

Title
Bb9 Function Testing

Edit details

2. In the Edit Details screen, **select No** for Is the space enabled in Blackboard?

Edit details

You can edit the details for the selected record below.

Title
Bb9 Function Testing

Is the space enabled in Blackboard?
 Yes, enabled for staff and students
 No, only available to system roles

Is the space available (visible) to students?
 Yes
 No

Please note: Details are updated immediately here but synchronised periodically to Blackboard.

Update details

Close

3. Press the **Update details** button.

Edit Details of Course spaces

You can edit the **Start** and **End dates** of a course **only** if an academic or administrator has requested the change.

You should **not amend** the Enabled and Available fields for Course spaces. However, [see exception below](#).

Edit details

You can edit the details for the selected record below.

Is the space enabled in Blackboard?

Yes, enabled for staff and students

No, only available to system roles

Is the space available (visible) to students?

Yes

No

What start date and end date would you like to apply to the space?

Start date options

1 week before course start date as recorded in Campus Solutions (Rec

1 week before course start date as recorded in Campus Solutions (Recommended)

Course start date as recorded in Campus Solutions

Immediately

Not available to students

Please note: Details are updated immediately here but synchronised periodically to Blackboard.

Update details

Close

Edit details

You can edit the details for the selected record below.

Is the space enabled in Blackboard?

Yes, enabled for staff and students

No, only available to system roles

Is the space available (visible) to students?

Yes

No

What start date and end date would you like to apply to the space?

Start date options

1 week before course start date as recorded in Campus Solutions (Rec

End date options

After Summer resit period (11-09-2022) - Recommended

After Summer resit period (11-09-2022) - Recommended

Course end date as recorded in Campus Solutions

Update details

Close

Exception: You may occasionally need to **make a course Unavailable** if it is a **linked class** in a **class combination** and has been **activated in error**.

Please refer to the [CS/Bb Integration Guide](#) for further information on class combinations. (Only the main class in a class combination should be activated.)

Search results						
OVERALL STATUS	MLE ID	TITLE	AVAILABLE TO STUDENTS	ENABLE ACCESS	BLACKBOARD AVAILABILITY STATUS	OPTION
Unavailable	I3028-GEOG-60222-1211-2SE-039622		false	true	Explicitly set NOT to be available to students at any time	Edit

How this **linked class** appears in Blackboard SysAdmin.

<input type="checkbox"/>		I3028-GEOG-60222-1211-2SE-039622	GEOG60222 This course has been combined, build your course in GEOG30222&60222 Our Frozen Planet 2021-22 2nd Semester
--------------------------	---	----------------------------------	--

Enrolment

Enrolment: Add a Source (group of people)

You can **enrol a group of people** onto the selected space either

1. by using the Academic Organisation code,
or
2. by using the Programme-Plan codes.

Enrol a group of people using Academic Organisation code

Search for the space you wish to add an enrolment source to and press the Edit button, and select the Sources tab.

Where available, you can add source enrolments by academic group (lxxxx) or 5-digit Programme/Plan codes (from Campus Solutions). You can also remove existing sources if requested.
N.B. Source Enrolments are **not** available for Templates and Sandpits.

Space management

Details Sources Enrolments Changelog

You are viewing the sources for MLE-ID: I1000-ADHOC-UOM-STAFF-STUDENTS-VOICETHREAD-1

Add Academic Group

Would you like to add an academic group as a source for enrolment for this space?

Academic group

Select academic group

Current sources

You can remove any current sources by using the "Remove source button" below next to the source you wish to remove

Current sources		
SOURCE ID	SOURCE TYPE	REMOVE SOURCES
I1000-ADHOC-UOM-STAFF-STUDENTS-VOICETHREAD-1	ADHOC	

Previous 1 Next
Showing 1 to 1 of 1 entries

Press the **Select Academic Group** button.

1. In the Search Academic Organisation ID field, **type lxxxx** for the group you want to enrol.
(See [Academic Organisation Codes](#) for more details.)
2. Press the **Search Academic Organisation ID** button.

Select academic group

You can search for an academic group using the Academic Organisation ID.

Search Academic Organisation ID

I2001

Search Academic Organisation ID

Search results

From the **Search results dropdown list**, select a group to add as a source enrolment.

Select academic group

You can search for an academic group using the Academic Organisation ID.

Search Academic Organisation ID

I2001

Search Academic Organisation ID

Search results

Please select from the groups available in:

Select a source to add...

Select a source to add...

I2001-STAFF

I2001-STUDENTS

I2001-UGRD

I2001-PGDT

I2001-PGDR

Close

Press the **Add Group** button to enrol the group.

Search results

Please select from the groups available in:

I2001-STAFF

Please note: Updates are not made immediately and synchronise periodically.

Add group

Close

The group you added will now show in the Current Sources list:

Current sources

You can remove any current sources by using the "Remove source button" below next to the source you wish to remove

Current sources

Show entries

SOURCE ID	SOURCE TYPE	REMOVE SOURCES
I2001-STAFF	COMMUNITY	Remove

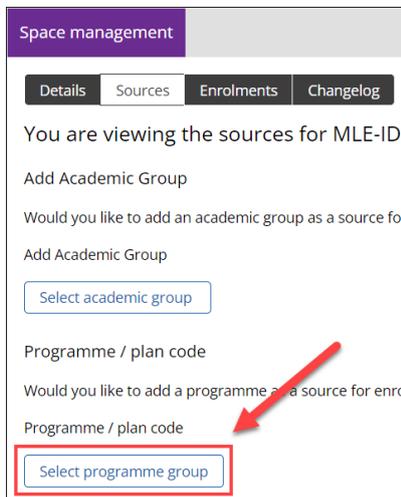
Enrol a group of people using Programme-Plan codes

N.B. Before you can use Programme-Plans as source enrolments, you should contact the relevant Programme administrator to ask for the precise Programme-Plan codes from Campus Solutions.

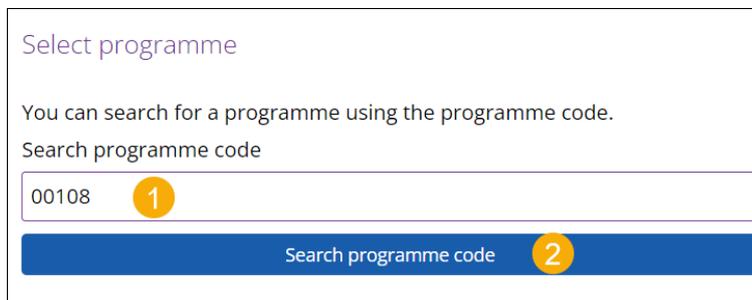
*Warning: Sometimes, extraneous enrolments are pulled into the Blackboard space, i.e. people who are not enrolled on the Programme-Plan and should therefore **not** have access to the Blackboard space. These enrolments should be **removed**.*

Search for the space you wish to add an enrolment source, press the **Edit** button, and select the **Sources** tab.

Press the **Select programme group** button.



1. Type the 5-digit programme code in the **Search programme code** box
2. Press the Search programme code button.



The results will show **all Plan codes** associated with the Programme code you typed.

1. **Select the Plan code** you wish to enrol by clicking on it.
To select **more than one Plan code at a time**, use CTRL+Click (CMD+Click). Use the Select All button if you wish to **add all the Plans** associated with the Programme code.

Search results

Please select from the plans available in the programme:

Select a plan to add ...

- Pre-sessional 10 week (April) (08470) 1
- Pre-sessional 4-week (Aug) (18894)
- INACTIVE Pre-Session English Course (03239)

Please note: Updates are not made immediately and synchronise periodically.

2

2. With the relevant Plan codes selected, press the **Add programme/plan** button. The Programme-Plan codes will now be displayed in the **Current Sources** table.

Current sources

You can remove any current sources by using the "Remove source button" below next to the source you wish to remove

Current sources

Show entries

SOURCE ID	SOURCE TYPE	REMOVE SOURCES
I3028-02870-02846	PROGRAMME	<input type="button" value="Remove"/>
I3028-02870-12642	PROGRAMME	<input type="button" value="Remove"/>
I3028-07322-09289	PROGRAMME	<input type="button" value="Remove"/>
I3028-07322-10293	PROGRAMME	<input type="button" value="Remove"/>

Remove a Source Enrolment

Search for the Blackboard space you wish to remove an enrolment source from, press the Edit button, then the Sources tab.

Scroll down to the **Current Sources** panel.

To remove a source enrolment, press the **Remove button**.

You will be asked to confirm that you want to remove this group as a source enrolment.

Remove Source

Are you sure you want to remove the selected source?

Source ID: I3028-02870-02846
Source Type: PROGRAMME

Please note: Updates are not made immediately and synchronise periodically.

Remove Source

Are you sure you want to remove the selected source?

Source ID: I2001-STAFF
Source Type: COMMUNITY

Please note: Updates are not made immediately and synchronise periodically.

Press the **Remove Source** button to complete the removal.

N.B. There **must be one source** assigned to a space so a Remove button will **not** be present if there is only one source.

Enrolment: Add an Individual

Adding an individual will enrol a person onto the selected space in a specific role.

Search for the relevant space from the Space Management page and press the Edit button in the search results.

Press the **Add enrolment** button.

You can:

- enrol an individual user to a space and assign an appropriate role
- amend an existing user's role
- remove a user from the space.

Space management

Details Sources **Enrolments** Changelog

You are viewing enrolments for MLE-ID: I1000-ADHOC-UOM-STAFF-STUDENTS-VOICETHREAD-1

Add enrolments

You can add enrolments by using the 'Add enrolment' button below

Manage enrolments

You can edit or remove enrolments by using the 'Edit' or 'Remove' button next to the enrolment you wish to manage

Current enrolments

Show entries

SPOT ID	USERNAME	EMAIL	NAME	ROLE	EDIT ENROLMENT	REMOVE ENROLMENT
5582339	MSDSSHP2	Hilary.Pooley@manchester.ac.uk	Hilary Pooley	Course Leader (P)	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
10009005					<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
10009006					<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
10811237	g11416ks	kar.stanton@manchester.ac.uk	Kar Stanton	Course Leader (P)	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Enter the SPOT ID of the person you want to enrol and press the **Search SPOT ID** button,

Select a user to enrol ✕

You can search for a user using their SPOT ID

Search SPOT ID

Search results

The search results will show the user's details.

From the dropdown list, select the role you want to assign to this user.

Search results

The search returns the user with the following details:

- SPOT ID: 5582339
- Username: MSDSSHP2
- Email: Hilary.Pooley@manchester.ac.uk
- Name: Hilary Pooley

What role would you like to assign to the selected user?

Select a role for enrolment ▼

- Select a role for enrolment
- Participant (S)
- eLearning Support (E)
- Course Leader (P)
- Teaching Assistant (T)
- Builder (B)**
- Marker (G)
- Guest (U)
- Administrator (A)
- External Examiner (X)
- Lecturer (L)

Having selected a role, press the **Enrol User** button.

What role would you like to assign to the selected user?

Please note: Updates are not made immediately and synchronise periodically.

The user will now show in the **Current enrolments** list.

Current enrolments							
Show 10 entries							
SPOT ID	USERNAME	EMAIL	NAME	ROLE	EDIT ENROLMENT	REMOVE ENROLMENT	
5582339	MSDSSHP2	Hilary.Pooley@manchester.ac.uk	Hilary Pooley	Builder (B)	Edit	Remove	

Edit an Individual's Role

First, search for the relevant space from the Space Management page and press the Edit button in the search results, then press the Enrolments tab.

If you need to change the role assigned to an individual, press the **Edit button** for their name in the Current Enrolments list.

In the **Edit Enrolment** window, **select the required role** from the dropdown list.

Edit enrolment 

You are editing the role assigned to the following user:

SPOT ID: 5582339
 Username: MSDSSHP2
 Email: Hilary.Pooley@manchester.ac.uk
 Name: Hilary Pooley

What role would you like to assign to the selected user?

Builder (B) ▾

Select a role for enrolment

Participant (S)

eLearning Support (E)

Course Leader (P)

Teaching Assistant (T)

Builder (B)

Marker (G)

Guest (U)

Administrator (A)

External Examiner (X)

Lecturer (L)

With the new role selected, press the **Update Role** button.

Edit enrolment ✖

You are editing the role assigned to the following user:

SPOT ID: 5582339
 Username: MSDSSHP2
 Email: Hilary.Pooley@manchester.ac.uk
 Name: Hilary Pooley

What role would you like to assign to the selected user?

Course Leader (P) ▼

Please note: Roles are updated immediately.

Update role

Close

Remove an Individual Enrolment (Unenrol)

Search for the relevant space from the Space Management page and press the Edit button in the search results.

Press the **Enrolments** tab.

If access to a space is no longer required by an individual, you can remove their enrolment by pressing the **Remove button** in the Current Enrolments list.

Current enrolments							
Show 10 entries							
SPOT ID	USERNAME	EMAIL	NAME	ROLE	EDIT ENROLMENT	REMOVE ENROLMENT	
5582339	MSDSSHP2	Hilary.Pooley@manchester.ac.uk	Hilary Pooley	Course Leader (P)	Edit	Remove	

From the Remove enrolment window, press the **Remove Enrolment** button.

Remove enrolment ✖

You are removing the enrolment for the following user:

Enrolment ID: 329553
 Role: Course Leader (P)
 SPOT ID: 5582339
 Username: MSDSSHP2
 Email: Hilary.Pooley@manchester.ac.uk
 Name: Hilary Pooley

Please note: Updates are not made immediately and synchronise periodically.

Remove Enrolment

Close

Changelog

The changelog shows a history of all actions applied to the selected record, by whom, and when.

Space management

Details
Sources
Enrolments
Changelog

You are viewing the changelog for MLE-ID: I1000-ADHOC-UOM-STAFF-STUDENTS-VOICETHREAD-1

Changelog

You can view all the changes to the selected record below

Changelog

Show entries

DATE AND TIME	USERNAME	ACTION	INFORMATION
02/03/2021 10:16:27	g11416ks	Enrol	:: 10811237 :: P
24/09/2020 06:40:55	msdsshp2	Enrol	:: 10009006 :: null
24/09/2020 06:40:11	msdsshp2	Enrol	:: 10009005 :: null
24/09/2020 06:34:53	msdsshp2	Modified	-- available(Y)
21/09/2020 17:20:54	msdsshp2	Modified	-- title(Training: Using VoiceThread in Your Teaching)
10/09/2020 09:41:20	msdsshp2	Modified	-- available(N)
10/09/2020 09:40:56	msdsshp2	Activate	

Showing 1 to 7 of 7 entries
< 1 >

Manage Multiple Enrolments (Bulk Enrol/Unenrol)

You may occasionally need to enrol or unenrol a diverse group of people who do not all belong to one Academic organisation or a specific Programme-Plan, or who have different role requirements. In these situations, you should use the Add/Remove Multiple Enrolments feature.

For both Add and Remove multiple enrolments, you will need to **create a CSV file** with the following information in 3 columns:

1. Full MLE ID
2. User's SPOT ID
3. Role required

Create a new row for each MLE ID, SPOT ID, and Role.

Example CSV file:

<https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=56280>

Your CSV file should look something like this:

I3088-ULEN-90030-1195-SUM-040676	10687025	S
I3088-ULEN-90030-1195-SUM-040676	10290032	S
I3088-ULEN-90030-1195-SUM-040676	10735911	S
I3088-ULEN-90030-1195-SUM-040676	10538567	S
I3088-ULEN-90030-1195-SUM-040676	10692379	S
I3088-ULEN-90040-1195-SUM-040677	5817790	L
I3088-ULEN-90040-1195-SUM-040677	2001304	L
I3088-ULEN-90040-1195-SUM-040677	7419417	L
I3088-ULEN-90040-1195-SUM-040677	8770355	L
I3088-COMMUNITY-ULC-PRESESSIONAL-6WKS-1	8770355	L
I3088-COMMUNITY-ULC-PRESESSIONAL-6WKS-1	5791006	L
I3088-COMMUNITY-ULC-PRESESSIONAL-6WKS-1	7325483	L
I3088-COMMUNITY-ULC-PRESESSIONAL-6WKS-1	7260555	L

Add Multiple Enrolments (Bulk Enrol)

N.B. If there is a very large number of rows in your csv file, the upload may time out before all the data has been captured.

Current advice is to **limit each csv file to a maximum of 500 rows.**

From the main MLE-CI screen, select the **Manage multiple enrolments** tab.



Press the **Add multiple enrolments** button.

Add multiple enrolments

You can add enrolments to mult

Add multiple enrolments

From the next screen, press the **Select file** button and browse for your CSV file.

You can add multiple enrolments by
Which file would you like to upload?

Select file

With the correct CSV file selected, press the **Continue** button.

You can add multiple enrolments by uploading a comma-separated values file (CSV) below.
Which file would you like to upload?

example_enrol_unenrol.csv

Change file

Remove

Select file

Previous

Continue

The next screen displays the enrolments from the CSV file.

Uploaded enrolments

Show 100 entries Enter filter term:

Showing 1 to 32 of 32 entries

ROW NUMBER	BLACKBOARD COURSE ID	SPOT ID/USERNAME	ROLE
1	I3049-COMMUNITY-JUNE-LIVE-TEST-1	10410312	L
3	I3049-COMMUNITY-JUNE-LIVE-TEST-1	5582339	L
4	I3049-COMMUNITY-JUNE-LIVE-TEST-1	10103989	L
5	I3049-COMMUNITY-JUNE-LIVE-TEST-1	2002273	L
6	I3049-COMMUNITY-JUNE-LIVE-TEST-2	10410312	L

Previous 1 Next

Previous

Complete enrolment

Press the **Complete enrolment** button to add the users to the relevant spaces.

You should now see a **Success** confirmation.

You have successfully added multiple enrolments.

All of the uploaded enrolments have been completed.
Please note: Rows with errors have not been imported.

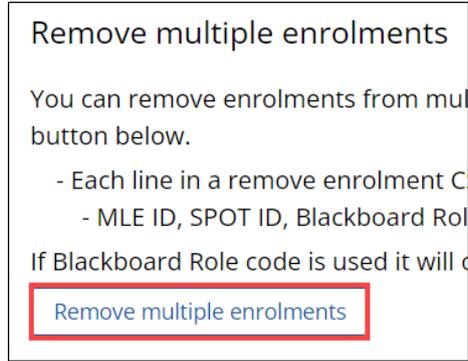
Remove Multiple Enrolments (Bulk Unenrol)

N.B. If there is a very large number of rows in your csv file, the upload may time out before all the data has been captured.
Current advice is to **limit each csv file to a maximum of 500 rows.**

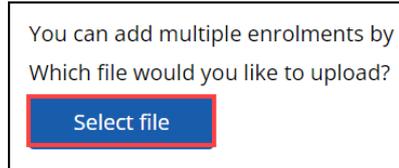
From the main MLE-CI screen, select the **Manage multiple enrolments** tab.



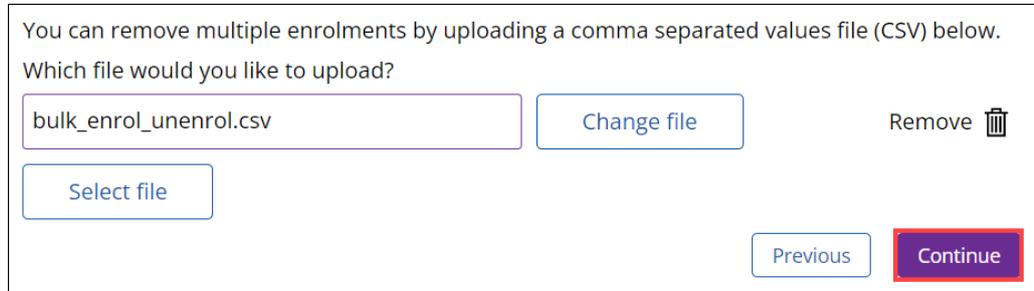
Press the **Remove multiple enrolments** button.



From the next screen, press the **Select file** button and browse for your CSV file.



With the correct CSV file selected, press the **Continue** button.



The next screen displays the users from the CSV file who are to be unenrolled from the space(s).

Uploaded un-enrolments

Show entries Enter filter term:

Showing 1 to 2 of 2 entries

ROW NUMBER	BLACKBOARD COURSE ID	SPOT ID/USERNAME	ROLE
1	I3009-ADHOC-ELEARNING-COLLABORATE-1	7197586	L
2	I1000-ADHOC-UOM-STAFF-STUDENTS-VOICETHREAD-1	7197586	L

Previous **1** Next

[Previous](#) [Complete un-enrolment](#)

Press the **Complete un-enrolment** button to remove the uploaded users from the relevant spaces.

You should now see a **Success** confirmation.

You have successfully removed multiple enrolments.

All of the uploaded un-enrolments have been completed.
Please note: Rows with errors have not been imported.

Create a New Space

Please note the following important information:

- When creating a space, the Subject Reference (ID) can contain numbers, letters, hyphens (-), underscores (_), and periods (.) but **all other characters, including brackets and spaces, are prohibited.**
- Once a space has been created, you **cannot amend its ID** so think carefully before you create.
- AdHoc spaces are typically used for non-teaching activity, e.g. Student Common Room, Staff Training, etc.
- Community spaces are typically used by academically-related groups of Staff and/or Students, and are likely to include learning activities.
- Course spaces are **never** created in the MLE-CI. (Well, hardly ever.) They are created via integration with Campus Solutions.

From the Space Management page, scroll down to see the **Create a Space** section.

Space management
Manage multiple enrolments

Search current spaces

You can search all current space types using MLE-ID and/or title to show just those records in the search results.

What type of space would you like to search?

What would you like to search for?

Search MLE-ID

Search title

Search spaces

Search results

OVERALL STATUS	MLE ID	TITLE	AVAILABLE TO STUDENTS	ENABLE ACCESS	BLACKBOARD AVAILABILITY STATUS	OPTION
Use the search options to find a space.						

Create a space

You can add any kind of additional space by selecting the type of space you wish to create below.

Spaces available to create

Create space

From the dropdown list, select the type of space you want to create.

Create a space

You can add any kind of additional space by selecting

Spaces available to create

Select a type of space... ▼

Select a type of space...

- Adhoc
- Community
- Sandpit
- Template

With the type of space selected, press the **Create Space** button.

Community ▼

Create space

Creating AdHoc and Community Spaces

To create both AdHoc and Community spaces, you will need to complete this form:

You are creating a space for users to interact. You can enrol users in a space once it's created.
Please note: The space you are creating will use the information below to create its unique reference (MLE-ID). You can preview this on the next screen.

What is the Academic Organisation ID for the space you are creating?

Academic Organisation ID 1

eg I3016

What subject is associated with the space?

Please note: The subject reference is not seen by your users. You do not need to reference the type of space you are creating, this is done automatically. On submission, words will be separated by a hyphen automatically when the space is created. Words are also automatically capitalised.

Subject Reference 2

eg PG ENGLISH LANGUAGE

What title would you like to give the space?

Please note: This is the title that will be seen by your users.

Title 3

eg Postgraduate English Language Community

Who is the owner and primary contact for this space?

Owner 4

Select owner

What template would you like to use to create this space?

Please note: The template you can select will depend on the Academic Organisation ID that was specified.

Template 5

Select template

Previous

Continue

1. Enter the 4-digit **Academic Organisation ID** (as defined in Campus Solutions) preceded by a capital i, e.g. I3009.

[\[Reminder of Academic Organisation codes\]](#)

2. Subject Reference

By default, the space's ID will **automatically** begin with the **academic organisation ID** you entered in Step 1 followed by the **type of space** you are creating, e.g. I3009-ADHOC-, so you **don't need to add those** in the Subject field.

The words you enter in the Subject Reference field will form **the final part** of the space's ID. Just type a few brief but meaningful and descriptive words to identify the space, e.g. HUMS-ELEARNING.

Finally, a number will **automatically** be added to the end of the space's ID. In this example, the final MLE ID would be "I3009-ADHOC-HUMS-ELEARNING-1". If there are to be multiple spaces with the same Subject, increasing numbers will be added, e.g. "I3009-ADHOC-HUMS-ELEARNING-2", "I3009-ADHOC-HUMS-ELEARNING-3" etc.

3. Title

Give the space a unique title. This is the title that will be seen by your users.

4. Select Owner

This can be you or the member of staff who requested the space.

Enter the user's SPOT ID, press the search SPOT ID button, select the user from the Search Results, and press the **Add Owner** button.

5. Select Template

Press the Select Template button to see a list of available templates for the type of space you are creating. Press the button next to the template you wish to apply to the new space. If there is only one template available, click that.

The new space will be created and become available to the owner within a couple of hours (up to 24).

Please note: You can add Enrolment Sources and/or Individual Enrolments at this stage. It is not essential though; they can be added later.

Creating a Sandpit Space

Please note: Sandpits (aka Playgrounds) are spaces that can be used by individual staff members and TAs for experimenting with the tools available in Blackboard, and for trying out different ways of structuring a course or presenting content. Each member of staff or TA has one Sandpit each. There is a [guide showing Staff and TAs how to activate their Sandpit](#).

There may be occasions when you want to create additional Sandpit spaces for yourself, eLearning colleagues, etc.

From the Space Management page, scroll down to the **Create a Space** section, select **Sandpit** from the dropdown list, and press the **Create space** button.

Create a space

You can add any kind of additional space by selecting

Spaces available to create

Select a type of space... ▼

Select a type of space...

Adhoc

Community

Sandpit 1

Template

Create space 2

On the Create a Sandpit space screen, complete the form as follows:

Create sandpit space Log out

You are creating a space for users to interact. You can enrol users in a space once it's created.
Please note: The space you are creating will use the information below to create its unique reference (MLE-ID). You can preview this on the next screen.

What is the Academic Organisation ID for the space you are creating?

Academic Organisation ID

eg I3016 1

What title would you like to give the space?
Please note: This is the title that will be seen by your users.

Title

eg Postgraduate English Language Community 2

Who is the owner and primary contact for this space?

Owner

Select owner 3

Previous Continue

1. Enter the 4-digit **Academic Organisation ID** (as defined in Campus Solutions) preceded by a capital i, e.g. I3088.
[\[Reminder of Academic Organisation codes\]](#)
2. **Title:** Anything you like (within reason!)
3. **Owner:** Enter the user's SPOT ID, press the Search button, select the user from the results, and press the **Add Owner** button.

Select owner

You can search for an owner using their SPOT ID.

Search SPOT ID

Search results

- SPOT ID: 5582339
Username: MSDSSHP2
Email: Hilary.Pooley@manchester.ac.uk
Name: Hilary Pooley

4. Press the **Continue** button.

You will be shown a preview of your responses to the form, including the MLE ID of the space, e.g I3088-SANDPIT-5582339-1.

Please confirm the details that you have entered by clicking the 'Complete setup' button to create the space. Please note spaces can take 24 hours to appear.

You can see a preview of the MLE-ID for this space below. The MLE-ID will automatically include the type of space and an appended incremental number. If a duplicate MLE-ID already exists in the system the incremental number will be increased.

Preview MLE-ID:
I3088-SANDPIT-5582339-14

Academic Organisation ID
I3088

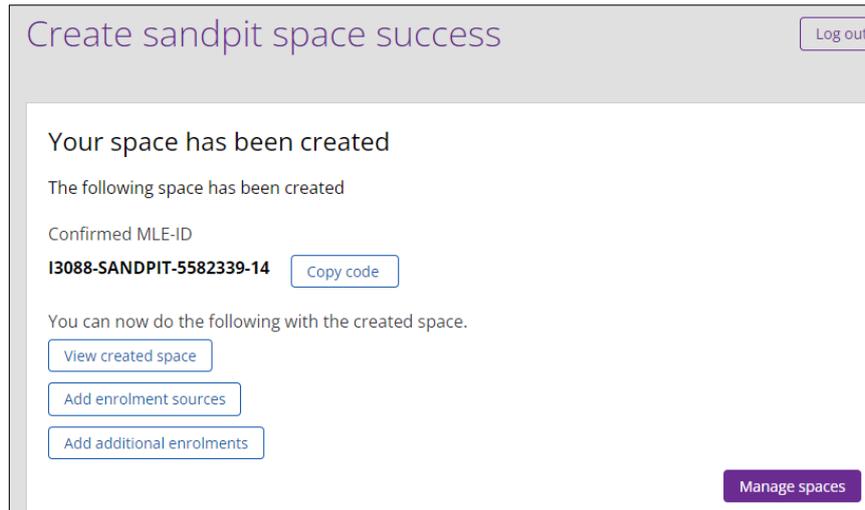
Type of space
Sandpit

Title
Hil's New Sandpit

Owner
SPOT ID: 5582339
Username: MSDSSHP2
Email: Hilary.Pooley@manchester.ac.uk
Name: Hilary Pooley

You can go back and amend the details by clicking the 'Previous' button.

If you are happy to confirm the details of the new Sandpit, press the **Complete Setup** button. If you want to change any of your responses, press the Previous button.



A **Success** screen will be displayed where you have options to add source or individual enrolments.

*Please note: Any additional Sandpit spaces created for the same user **and** using the same Academic Organisation ID will have increasing numbers appended, e.g. 13088-SANDPIT-5582339-2, 13088-SANDPIT-5582339-3. Typically, **only eLearning staff** should have **more than one Sandpit** space.*

Creating a Template Space

**Only nominated eLTs should create / amend Templates in their own Faculty.
If in doubt, don't!
Or ask your line manager who you should contact.**

Academic Organisation Codes

Full list of codes: <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37080>

Frequently used:

Faculty ID	Faculty	School / Directorate / Institute ID	School / Directorate / Institute
2000	FSE	3008	Faculty Office - Science and Engineering
2000	FSE	3132	School of Engineering
2000	FSE	3133	School of Natural Sciences
2000	FSE	3134	FSE Research Institutes
2001	Humanities	3009	Faculty Office - Humanities
2001	Humanities	3016	Alliance Manchester Business School
2001	Humanities	3028	School of Environment, Education, and Development
2001	Humanities	3041	School of Social Sciences
2001	Humanities	3088	School of Arts, Languages, and Cultures
2018	BMH	3056	Cancer Research UK Manchester Institute (CRUK MI)
2018	BMH	3058	Wellcome Trust CRF
2018	BMH	3113	Manchester Cancer Research Centre (MCRC)
2018	BMH	3114	School of Biological Sciences
2018	BMH	3115	School of Medical Sciences
2018	BMH	3116	School of Health Sciences
2018	BMH	3117	Faculty Office - Biology, Medicine, and Health
2018	BMH	3135	FBMH Research and Innovation

Troubleshooting / Tips

- **Keep your browser up to date.** The MLE-CI was tested in Chrome, Firefox, and Edge. If you encounter any issues with MLE-CI performance, try **clearing cache and cookies**, **updating** your browser, then **closing** and **restarting** browser.
- Try using an **Incognito** session if the MLE-CI won't load.

Ivanti Form for MLE-CI Support

If all else fails, please submit an Ivanti ticket via this MLE-CI Support form (make sure you are logged in as **'Self Service Mobile – Staff'**):

<https://manchester.saasiteu.com/Modules/SelfService/#serviceCatalog/request/F4892C22D9704B7B9F2A4068AEC07A2B>