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

Contents

![The University of Manchester logo]

Search for and Manage a Space

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

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

*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.)

*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.

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

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

Details | Sources | Enrolments | Changelog
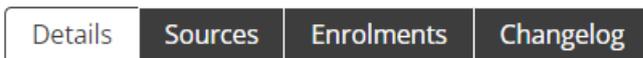
Edit Details of AdHoc / Community / Sandpit / Template Spaces

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.

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**.

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

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

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

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

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.)

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

Search results

Show 10 entries

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

☐ ✖	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 (Ixxxx) 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

Show 10 entries

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 Ixxxx** for the group you want to enrol.
   (See [Academic Organisation Codes](#) for more details.)
2. Press the **Search Academic Organisation ID** button.

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

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

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 [10 ▾] 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.
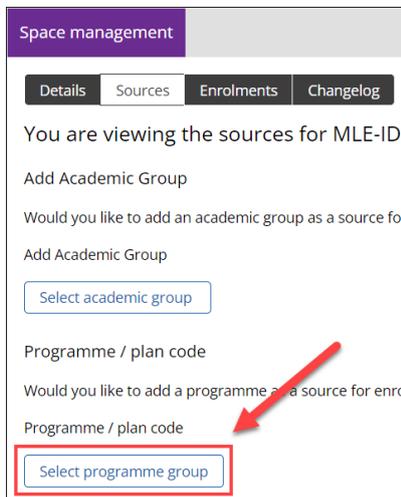
1. Type the 5-digit programme code in the **Search programme code** box
2. Press the Search programme code button.
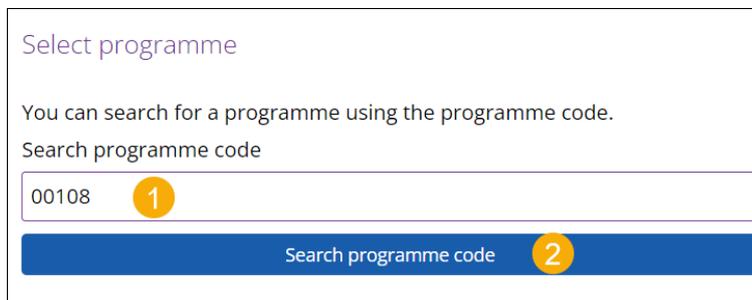
The results will show **all Plan codes** associated with the Programme code you typed.

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.

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.

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

Close

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.

Remove source

Close

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

Add enrolment

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 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
10009005					Edit	Remove
10009006					Edit	Remove
10811237	g11416ks	kar.stanton@manchester.ac.uk	Kar Stanton	Course Leader (P)	Edit	Remove

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

The search results will show the user's details.

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

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

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

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.

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

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.

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

Changelog

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

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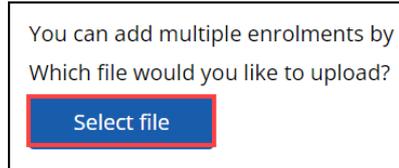> Current advice is to **limit each csv file to a maximum of 500 rows**.

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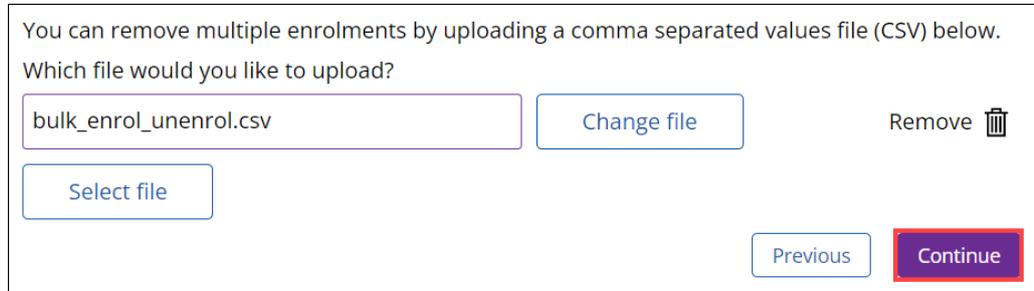

Press the **Remove multiple enrolments** button.
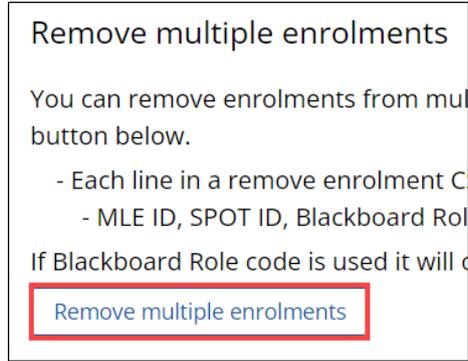
From the next screen, press the **Select file** button and browse for your CSV file.

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).

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.

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

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

Creating AdHoc and Community Spaces

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

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.

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

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.

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.

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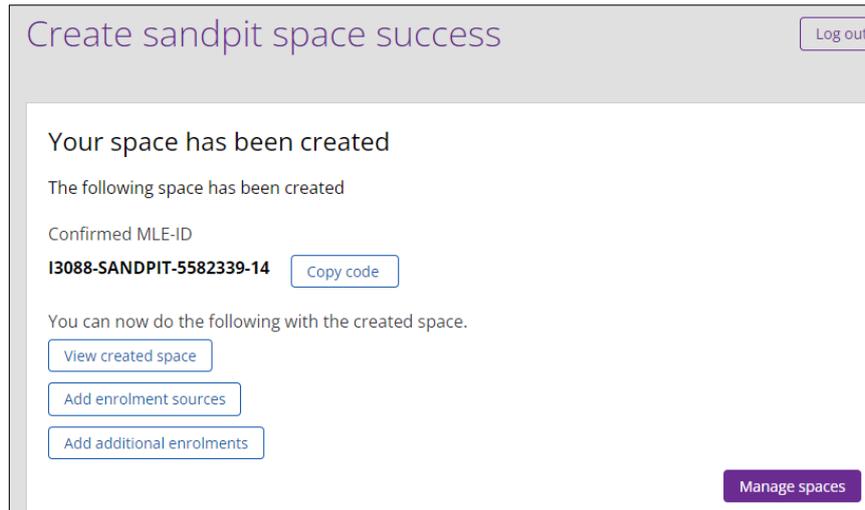
A **Success** screen will be displayed where you have options to add source or individual enrolments.

*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. I3088-SANDPIT-5582339-**2**, I3088-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