

The DSK Tool is a system tool available via the System Admin tab to System Administrators. The tool allows you to alter the Row Status (Disabled|Enabled), the Availability (Available|Unavailable) and the Data Source Key of Users, Course Sites and Enrolments.

The screenshot shows the 'UoY Data Source Key Tool : User Data Source Key' interface. At the top, there are three tabs: 'User', 'Course', and 'Enrolment', with 'User' currently selected. Below the tabs, the text 'User Data Source Key: Search' is displayed. A prompt 'Enter Text in the textfield to search' is followed by a search form containing a 'User Name' dropdown, a 'Starts with' dropdown, a text input field, and a 'Go' button.

When the DSK Tool is displayed select the type of object you want to alter (User, Course, or Enrolment).

For users: you can search for users, or groups of users, based on name, email, user ID, or dsk.

For courses: you can search on course details (name, course ID, instructor, description, dsk) or by listing courses by category.

For enrolments: you can search for all the enrolments belonging to a specific user, or you can list all the enrolments on a specific course site.

When you have searched for items you wish to alter, select the rows you want to update:

The screenshot shows a table titled '1. Course Enrolment Details'. The table has three columns: 'External Course Key', 'User Name', and 'Given Name'. There are six rows of data. The first row is highlighted in yellow and has a checked checkbox in the first column. The second row is highlighted in yellow and has an unchecked checkbox. The third row is highlighted in yellow and has a checked checkbox. The fourth row is highlighted in yellow and has an unchecked checkbox. The fifth row is highlighted in yellow and has an unchecked checkbox. The sixth row is highlighted in yellow and has a checked checkbox.

<input type="checkbox"/>	External Course Key	User Name	Given Name
<input type="checkbox"/>	YOPEN-005518	[REDACTED]	Nicolle
<input type="checkbox"/>	YOPEN-005518	a[REDACTED]0	Anthony
<input checked="" type="checkbox"/>	YOPEN-005518	kt[REDACTED]	Kelvin
<input type="checkbox"/>	YOPEN-005518	v[REDACTED]0	Vivien
<input checked="" type="checkbox"/>	YOPEN-005518	di[REDACTED]1	David

Then at the bottom of the page check the box 'Update the records selected above' (this must be checked for anything to be updated). Then check and configure the drop down boxes accordingly. Click the submit button.

The screenshot shows the '2. Update' section of the tool. It contains a text prompt: 'First check 'Update the records selected above', then check Status, Availability and/or Data Source Key respectively..'. Below this, there are three checkboxes: 'Update the records selected above' (checked), 'Status' (checked), and 'Availability' (unchecked). To the right of these checkboxes are three dropdown menus: 'Enabled' (selected), 'Available' (selected), and 'SYSTEM' (selected). The 'Update the records selected above' checkbox is circled in red, as are the 'Status' checkbox and the 'SYSTEM' dropdown menu.

A summary of the changes will be displayed.