

Learning Management System user guide: Staff Management

Subject Coordinators may wish to give additional staff access to the subject for a specific role, for example tutor. Staff Role Management can be used to assist coordinators with this task. Adding staff profile is a way of population the staff information page thereby providing student with access to staff contact details.

ADDING A STAFF MEMBER

Note: Only University staff (those who have a University email username and password) may be added with this method. Non-University staff may be added as External Users (see section below).

1. In the *Control Panel* of your subject, from the *Subject Tools* module, select **Staff Role Management**.
2. Click **Add / Modify Staff Assignment**.
3. Enter the staff member's username if known, otherwise use the **Browse** button to locate it.
Note: This is the username that the staff member uses to log in to university systems such as the LMS.
4. Select a **Role** for the staff member from the drop-down menu.
5. Click **Submit**.
6. Confirm the username of the staff member on the following page by clicking **Submit** again.
7. Click **OK** on the following receipt page.

Note: for details on the roles available see the *Staff Roles* section at the end of this guide.

REMOVING A STAFF MEMBER

1. In the Control Panel of your subject, from the Subject Tools module, select **Staff Role Management**.
2. Click **Remove Staff Assignment**.
3. Select the staff member's name from the drop down menu.
4. Click **Submit**.
5. Confirm the username of the staff member on the following page by clicking **Submit** again.
6. Click **OK** on the following receipt page.

EXTERNAL USERS MANAGEMENT

External Users is the method for giving individual non-university people access to an LMS subject as a participant. An example of this could be an industry expert who is appearing as a guest lecturer.

Be aware that you may only open your subject to non-university people, subject to copyright. For basic information and links to detailed information see the document 'Copyright and the LMS' available at <http://www.unimelb.edu.au/copyright/information/guides/lmscopyrightblue.pdf>

1. In the *Control Panel* of your subject, from the *Subject Tools* module, select **External Users Management**.
2. Read the Copyright Notice and if in agreement, click **Accept**.
3. Click **Enrol User** from the tools at the top of the page.
4. Enter the *Personal Details* of person to be added including an email account.
5. Click **Submit**.
6. A notice appears that says the external user has been notified via email of the new access and will need to activate their LMS account if this is the first time they have used it.

For more information on External Users go to: <http://www.lms.unimelb.edu.au/staff/design/external/>

ADDING A STAFF PROFILE

Staff Information tool is used to create a profile that can display a photo, personal details and contact information.

Please note that adding a **Staff Profile** is one of the elements of the LMS Framework so it is essential that you provide students with names and contact details of teaching staff. For more information please refer to the LMS framework document <http://www.lms.unimelb.edu.au/staff/framework/>

1. In the *Control Panel* of your subject, from the *Subject Tools* module, select **Staff Information**.
2. Click the **Add Profile** button to open the *Add Profile* page.
3. Enter the details of the staff member.
Note: you must enter a valid email address.
4. If you wish to add an image of the staff member, click **Browse** and locate the file on your computer then click **Open**.
5. If you wish to add a link to a personal homepage, enter the URL in the **Personal Link** box.
6. Click **Submit** and then **OK** on the following receipt page.

STAFF ROLES

A subject or community in the LMS can have multiple staff members actively participating in the development and delivery of the subject.

Teaching staff may use staff roles to delegate some of the responsibility for maintaining the subject. Each individual staff member can have only one role allocated at any time in one subject. However, a staff member can have different roles in different subjects. For example, a user with a role of **Tutor** in one subject can have a role of **Designer** in another subject. A summary of roles and responsibilities follows.

NOTE: Staff users are not able to enrol a student, or assign a student role – this task is system driven and performed automatically from the central Student Administration System.

SUBJECT COORDINATOR/COMMUNITY LEADER

This role has overall responsibility for development, teaching and facilitating the subject, including managing the Gradebook. Subject Coordinators can access all areas of the subject and the Control Panel even if the subject is unavailable to students. Subject Coordinators can add other staff to their subject, and assign a particular role for that staff user, or update an existing staff user role. Subject Coordinators are listed in the LMS subject catalogue.

TUTOR/ASSISTANT

This role is suitable for a staff member who is involved in the development and teaching of the subject and requires access to the Gradebook. The Tutor role has similar privileges to the Subject Coordinator role and can access most tools in the Control Panel. This role does not have access to the subject's lifecycle tools (subject copy, export/import subject, archive subject). The Tutor role cannot add other staff members.

DESIGNER

The Designer role is appropriate for an assistant or a support staff member who has some subject design and development responsibilities, but should not have access to student grades. A Designer cannot access the Gradebook or subject statistics.

MARKER

The Marker role has limited access to the subject Control Panel and is unable to access the subject site if the subject is unavailable to students. This role is suitable for staff members who are assisting with the management of student grades but do not need to be able to develop the subject site.

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