

# OPTING IN AND OUT OF LEARNJCU SUBJECTS AS A LEARNJCU SITE EDITOR OR VIEWER

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### **Overview**

The LearnJCU Site Editor and Site Viewer roles are Organisational Unit (ORGU) roles which are enabled by the Role Administrator for your Division, College or Discipline. The **LearnJCU Site Editor** is often an administrative staff member tasked with uploading materials, setting up groups or entering grade information. The **LearnJCU Site Viewer** role is designed for staff in an overseeing role, such as: Associate Deans Learning and Teaching or College Managers.

#### **LearnJCU Site Editor**

- has 'opt in' access to multiple subject sites in a particular Organisational Unit (ORGU). Access is enabled/disabled in the Teaching Roles Database (TRDB).
- has access to the Control Panel (including the Grade Centre) in LearnJCU and can access, modify or delete any content or student data
- has no access to YourJCU subject or teaching evaluations
  Is added to the TRDB by the College's Role Administrator.

#### **LearnJCU Site Viewer**

- has 'opt in' access to multiple subject sites in a particular ORGU. Access is enabled/disabled in the TRDB.
- has no access to the Control Panel (including the Grade Centre) in LearnJCU and cannot modify or delete any content or student data
- has no access to YourJCU subject or teaching evaluations
- is added to the TRDB by the College's Role Administrator.

The Teaching Roles Database can be found in StaffOnline > Academic Staff Information.

LearnJCU Site Editor/Viewer access to LearnJCU is updated within a few minutes.

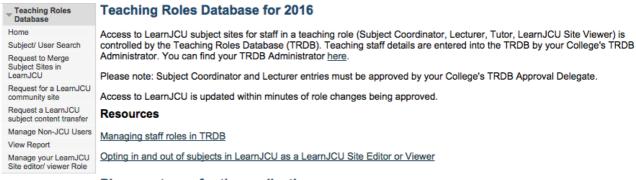
## **Enabling LearnJCU Site Editor and Viewer access**

- 1. If you are a **Role Administrator**, log onto Staff Online > Organisational Roles > ORGU roles and locate your Division, College or Discipline.
- 2. Add the staff to the appropriate role.

If given access at Division level, you do not need to add staff to College/Discipline. Similarly, if given College level access, you do not need to add staff to the Discipline role.

# 'Opting in and out' of a subject in the TRDB

- 1. If you are a **LearnJCU Site Editor or Viewer**, log onto Staff Online > Academic Staff Information > Teaching Roles Database.
- 2. Select the year (e.g. 2016) from the **Set Year** pull-down.



Please set year for the application

Year: 2016 \$

 Click the Manage your LearnJCU Site Editor/Viewer Role link to see what ORGUs you have access to as either an Editor or Viewer. Click on the ORGU link to display the subjects owned by the ORGU.



4. Select the check box for each subject you want **enabled** or **disabled**, and choose **Save Subject/s Status**. The maximum number you can enable per ORGU is 100. Changes in access to LearnJCU site/s will only take a few minutes. Use the browser's search function (Control F / Command F) if the ORGU has a large number of subjects.

Subjects you can administer as a LearnJCUSiteEditor in the orgu "131000" 'Note: You will not see subject/s if you are associated with a different role, for example, Lecturer Number of subjects: 74 Number of enabled subjects: 8 Save Subject/s Status Maximum number of subject you can enable: 100 Subject Code Title LearnJCU Site Editor - Subject Status ✓ 16-BR1111-CNS-LTD-SP1 Introduction to Academic Learning Enabled ✓ 16-BR1111-TIS-LTD-SP1 Enabled Introduction to Academic Learning ✓ 16-BR1111-TSV-LTD-SP1 Introduction to Academic Learning Enabled Introduction to Academic Learning ✓ 16-BR1114-CNS-INT-SP2 Learning With Technology ✓ 16-BR1114-TIS-LTD-SP2 Learning With Technology ✓ <u>16-BR1114-TSV-INT-SP1</u> Learning With Technology ✓ 16-BR1114-TSV-INT-SP2 Learning With Technology ☐ <u>16-BR1111-CNS-LTD-SP2</u> Introduction to Academic Learning ☐ 16-BR1111-TIS-LTD-SP2 Introduction to Academic Learning ☐ 16-BR1114-CNS-INT-SP1 Learning With Technology ☐ 16-BR1114-TIS-LTD-SP1 Learning With Technology Disabled ☐ 16-BR1224-CNS-INT-SP1 Critical Literacy: Text Analysis Disabled 16-BR1224-CNS-INT-SP2 Critical Literacy: Text Analysis Disabled Critical Literacy: Text Analysis ☐ 16-BR1224-TIS-LTD-SP1 Disabled