

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

Table of Contents

Table of Contents.....	1
Overview.....	1
<i>LearnJCU Site Editor</i>	1
<i>LearnJCU Site Viewer</i>	1
Enabling LearnJCU Site Editor and Viewer access.....	2
'Opting in and out' of a subject in the TRDB.....	2

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.

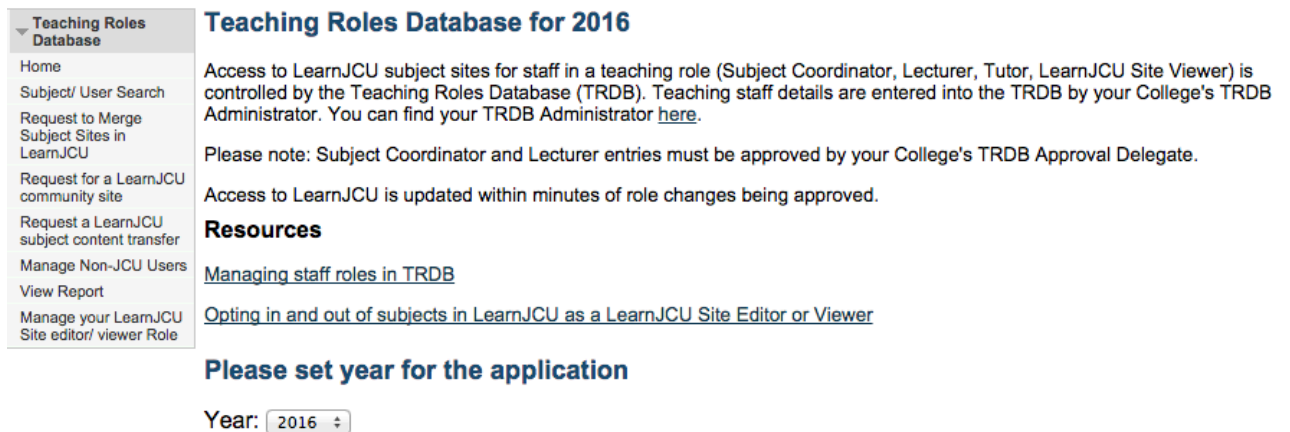
Enabling LearnJCU Site Editor and Viewer access

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.



The screenshot shows a web interface for the Teaching Roles Database (TRDB) for the year 2016. On the left is a navigation menu with options like Home, Subject/ User Search, and Request to Merge. The main content area has a heading 'Teaching Roles Database for 2016' followed by explanatory text about access control and a 'Please note' section. Below this is a 'Resources' section with links to 'Managing staff roles in TRDB' and 'Opting in and out of subjects in LearnJCU as a LearnJCU Site Editor or Viewer'. At the bottom, there is a section titled 'Please set year for the application' with a 'Year:' label and a dropdown menu currently set to '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.

Teaching Roles Database

- Home
- Subject/ User Search
- Request to Merge Subject Sites in LearnJCU
- Request for a LearnJCU community site
- Request a LearnJCU subject content transfer
- Manage Non-JCU Users
- View Report
- Manage your LearnJCU Site editor/ viewer Role

List of Orgus you can administer

LearnJCUSiteEditor	201000: Aust Aboriginal & Torres Strait Islander Centre
LearnJCUSiteEditor	223000: College of Marine & Environmental Sciences
LearnJCUSiteEditor	222000: College of Arts & Society & Education
LearnJCUSiteEditor	224000: College of Science, Technology & Engineering
LearnJCUSiteEditor	212400: Nursing, Midwifery & Nutrition
LearnJCUSiteEditor	213000: College of Medicine & Dentistry
LearnJCUSiteEditor	131000: Learning, Teaching & Student Engagement
LearnJCUSiteEditor	212000: College of Healthcare Sciences
LearnJCUSiteEditor	221000: College of Business, Law & Governance

- 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
<input checked="" type="checkbox"/> 16-BR1111-CNS-LTD-SP1	Introduction to Academic Learning	Enabled
<input checked="" type="checkbox"/> 16-BR1111-TIS-LTD-SP1	Introduction to Academic Learning	Enabled
<input checked="" type="checkbox"/> 16-BR1111-TSV-LTD-SP1	Introduction to Academic Learning	Enabled
<input checked="" type="checkbox"/> 16-BR1111-TSV-LTD-SP2	Introduction to Academic Learning	Enabled
<input checked="" type="checkbox"/> 16-BR1114-CNS-INT-SP2	Learning With Technology	Enabled
<input checked="" type="checkbox"/> 16-BR1114-TIS-LTD-SP2	Learning With Technology	Enabled
<input checked="" type="checkbox"/> 16-BR1114-TSV-INT-SP1	Learning With Technology	Enabled
<input checked="" type="checkbox"/> 16-BR1114-TSV-INT-SP2	Learning With Technology	Enabled
<input type="checkbox"/> 16-BR1111-CNS-LTD-SP2	Introduction to Academic Learning	Disabled
<input type="checkbox"/> 16-BR1111-TIS-LTD-SP2	Introduction to Academic Learning	Disabled
<input type="checkbox"/> 16-BR1114-CNS-INT-SP1	Learning With Technology	Disabled
<input type="checkbox"/> 16-BR1114-TIS-LTD-SP1	Learning With Technology	Disabled
<input type="checkbox"/> 16-BR1224-CNS-INT-SP1	Critical Literacy: Text Analysis	Disabled
<input type="checkbox"/> 16-BR1224-CNS-INT-SP2	Critical Literacy: Text Analysis	Disabled
<input type="checkbox"/> 16-BR1224-TIS-LTD-SP1	Critical Literacy: Text Analysis	Disabled