

MANAGING TEACHING AND VIEWER ROLES IN LEARNJCU

Teaching Roles Database	Teaching Roles Database for 2016
Home	Access to LearnJCU subject sites for staff in a teaching role (Subject Coordinator, Lecturer, Tutor, LearnJCU Site Viewer) is controlled by the Teaching Roles Database (TRDB). Teaching staff details are entered into the TRDB by your College's TRDB Administrator. You can find your TRDB Administrator here .
Subject/ User Search	Please note: Subject Coordinator and Lecturer entries must be approved by your College's TRDB Approval Delegate.
Request to Merge Subject Sites in LearnJCU	Access to LearnJCU is updated within minutes of role changes being approved.
Request for a LearnJCU community site	Resources
Request a LearnJCU subject content transfer	Managing staff roles in TRDB
Manage Non-JCU Users	Opting in and out of subjects in LearnJCU as a LearnJCU Site Editor or Viewer
View Report	
Manage your TRDB approval delegate role	

Please set year for the application

Year:

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Overview

The Teaching Roles Database (TRDB) can be found in StaffOnline > Academic Staff Information. It controls access to LearnJCU subject sites for staff in a teaching role, or staff or students in a viewer role. Your College's **TRDB Administrator** is responsible for entering these role associations, though **Subject Coordinators** and **Lecturers** may add some roles. Please note: Subject Coordinator and Lecturer entries need to be approved by the **TRDB Approval Delegate**.

Staff and student access to LearnJCU is updated within minutes of enrolling or associations being approved in the TRDB.

Teaching and viewer roles in LearnJCU

ROLE	WHERE TO APPLY/EDIT	WHO CAN APPLY/EDIT	WHAT FUNCTIONALITY DOES THE ROLE HAVE?
Subject Coordinator	TRDB	TRDB Administrator	<p>Full editing access to the LearnJCU subject site.</p> <p>Access to YourJCU data for the subject and their own teaching evaluations. Opt in management control for all teaching surveys.</p> <p>Access to Class Lists.</p>
Lecturer	TRDB	TRDB Administrator	<p>Full editing access to the LearnJCU subject site.</p> <p>Access to YourJCU data for the subject and their own teaching evaluations.</p> <p>Access to Class lists.</p> <p>Subjects linked to profile on the Research Portfolio webpage.</p>
Tutor	TRDB	TRDB Administrator Subject Coordinator Lecturer	<p>Full editing access to the LearnJCU subject site.</p> <p>Access to YourJCU data for the subject and their own teaching evaluations.</p>
LearnJCU Site Viewer (multiple subjects across ORGU)	ORGU roles in StaffOnline	Role Administrator (Division, College, Discipline)	Read-only view in LearnJCU subject site.
LearnJCU Site Viewer (individual subjects)	TRDB	TRDB Administrator Subject Coordinator Lecturer	Read-only view in LearnJCU subject site.
LearnJCU Site Editor (multiple subjects across ORGU)	ORGU roles in StaffOnline	Role Administrator (Division, College, Discipline)	Full editing access to the LearnJCU subject site.
LearnJCU Site Editor (individual subjects)	TRDB	TRDB Administrator Subject Coordinator Lecturer	Full editing access to the LearnJCU subject site.
Non-enrolled student	TRDB	TRDB Administrator Subject Coordinator Lecturer	Read-only view in LearnJCU subject site.

Subject Coordinator

- Has access to the Control Panel and can access, modify or delete any content or student data
- Has access to YourJCU data for the subject and their own teaching evaluations. Opt in management control for all teaching surveys
- Will automatically have access to LearnJCU if they are correctly listed in the TRDB for each subject
- Added to the TRDB by the College's **TRDB Administrator**. Approved by the College's **TRDB Approval Delegate**.

Lecturer

- Has access to the Control Panel and can access, modify or delete any content or student data.
- Has access to YourJCU data for the subject and their own teaching evaluations
- Will automatically have access to LearnJCU if they are correctly listed in the TRDB for each subject
- Added to the TRDB by the College's **TRDB Administrator**. Approved by the College's **TRDB Approval Delegate**
- Subjects will be listed on the Lecturer's Research Portfolio webpage profile.

Tutor

- Has access to the Control Panel and can access, modify or delete any content or student data
 - Has access to YourJCU data for the subject and their own teaching evaluations
 - Will automatically have access to LearnJCU if they are correctly listed in the TRDB for each subject
- Added to the TRDB by the **Subject Coordinator, Lecturer** or the College's **TRDB Administrator**.

LearnJCU Site Viewer (individual subjects)

- Suitable for guest lecturer or adjunct access
- Has no access to the Control Panel (including Grade Centre) in LearnJCU and cannot modify or delete any content or student data
- Will automatically have access to LearnJCU if they are correctly listed in the TRDB for each subject
- Has no access to YourJCU subject or teaching evaluations
- Added to the TRDB by the **Subject Coordinator, Lecturer** or the College's **TRDB Administrator**.

LearnJCU Site Viewer (multiple subjects across ORGU)

- Has 'opt in' access to multiple subject sites for 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
- Added to the ORGU Roles in Staff Online by the College's **Role Administrator**.

LearnJCU Site Editor (individual subjects)

- Suitable for Librarians, Learning Advisors, Academic Developers or Educational Designers
- 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
- Added to the TRDB by the **Subject Coordinator, Lecturer** or the College's **TRDB Administrator**.

LearnJCU Site Editor (multiple subjects across the ORGU)

- Has 'opt in' access to multiple subject sites for a particular ORGU. Access is enabled/disabled in the 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
- Added to the ORGU Roles in Staff Online by the College's **Role Administrator**.

Non-enrolled student

- Suitable for University of the Third Age students, or students needing access without enrolling
- Has no access to the Control Panel (including Grade Centre) in LearnJCU and cannot modify or delete any content or student data
- Will automatically have access to LearnJCU if they are correctly listed in the TRDB for each subject
- Has no access to YourJCU subject or teaching evaluations
- Added to the TRDB by the **Subject Coordinator, Lecturer** or the College's **TRDB Administrator**.

Enabling TRDB Administrator and TRDB Approval Delegate access

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

These roles are only available at the College level.

Enabling LearnJCU Site Editor and LearnJCU Site 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.

Adding a Subject Coordinator or Lecturer in the TRDB

1. If you are a **TRDB Administrator**, log onto Staff Online > Academic Staff Information > Teaching Roles Database.
2. Select the year (e.g. 2016) from the **Set Year** pull-down.
3. Click the **Subject / User Search** link, and **Subject Search** tab. Type your subject code in the **Subject Code** field. All matches will be displayed. Click on the appropriate availability.

[Subject Search](#) [User Search](#)

Subject Search

Enter the subject details in the Subject Code field to display a list of subject availabilities. (Partial codes are accepted eg ED3.) Select the availability.

Subject Code:
eg ED5300

Availability Year:

Study Period:

Attendance Mode:

Campus:

List of available subjects

BBCode	Subjects
16-MA1022-BNE-INT-SP21	Essential Maths
16-MA1022-BNE-INT-SP22	Essential Maths
16-MA1022-BNE-INT-SP23	Essential Maths
16-MA1022-CNS-INT-SP1	Essential Maths
16-MA1022-CNS-INT-SP2	Essential Maths
16-MA1022-SIN-INT-SP51	Essential Maths
16-MA1022-SIN-INT-SP52	Essential Maths
16-MA1022-SIN-INT-SP53	Essential Maths
16-MA1022-TIS-LTD-SP1	Essential Maths
16-MA1022-TIS-LTD-SP2	Essential Maths
16-MA1022-TSV-INT-SP1	Essential Maths
16-MA1022-TSV-INT-SP2	Essential Maths

Managing teaching and viewer roles in LearnJCU

4. Select **Add new roles**.
5. Type the last name of the staff member to be added, enter a comma without a space, then the first name. Possible names are displayed as you type and you may select from the list.
6. From the **Choose a Role** pull-down, choose Subject Coordinator or Lecturer.
7. Click **Continue**. Add additional person if required.
8. Check the list of amendments and click **SAVE**.

Add Roles

Subject Details:

16-MA1022-TSV-INT-SP2

1. Type a name into the search field (Lastname, Firstname)
Long,Sharon (jc164726 - Staff)

2. Choose a role
Lecturer *Approval requires to add Lecture/Coordinator

Subject Code	Login ID	Role
16-MA1022-TSV-INT-SP2	imamt	C
*approval required for this subject		
16-MA1022-TSV-INT-SP2	jc164726	L
*approval required for this subject		
Check your amendments and click "Save"		
<input type="button" value="Save"/>		

9. An email will be sent to the **TRDB Approval Delegate** to advise that a change has been made and requires approval. The amendments will be listed as **pending** until approved.

Subject Detail

[16-MA1022-TSV-INT-SP2 \(Essential Maths\)](#)

Roles Details

* Note: Role with (G) indicates "Lecturer with Group" role in the LearnJCU.

Lecturer	Coordinator	Tutor	LearnJCU Site Viewer
16-MA1022-TSV-INT-SP2 Remove Users • [Name] (G) • [Name] (G) • [Name] (G) * Pending status: ADD - Sharon Long (jc164726)	16-MA1022-TSV-INT-SP2 Remove Users • [Name] (G) * Pending status: ADD - Amanda Townsend (imamt)		

10. The **TRDB Approval Delegate** selects TRDB Role Approval item from the left menu and either accepts or declines the request.

Role approval request for the orgu/s 131000

only Awaiting Approval All [Show](#)

Note: Role L stands for Lecturer and C stands for Coordinator

Subject	Role	User	Orgu Code	Requested By	Requested Date	Approved Date	Status	Action
16-MA1022-TSV-INT-SP2	C	User to add: Amanda Townsend	131000	[Redacted]	Nov 26, 2015		Awaiting Approval	Accept Decline
16-MA1022-TSV-INT-SP2	L	User to add: Sharon Long	131000	[Redacted]	Nov 26, 2015		Awaiting Approval	Accept Decline

11. Once approved, the staff member will have access to the LearnJCU site.

Adding a Tutor, LearnJCU Site Viewer, LearnJCU Site Editor or Non-enrolled Student

1. If you are a **TRDB Administrator, Subject Coordinator** or **Lecturer**, log onto Staff Online > Academic Staff Information > Teaching Roles Database.
2. Select the year (e.g. 2016) from the **Set Year** pull-down.
3. If you are a **TRDB Administrator**, click the **Subject / User Search** link, and **Subject Search** tab. Type your subject code in the **Subject Code** field. All matches will be displayed. Click on the appropriate availability.

If you are a **Subject Coordinator** or **Lecturer**, click the **Subject / User Search** link. The subjects you are associated with will be displayed for you. Click on the appropriate subject.

Subject Search

Enter the subject details in the Subject Code field to display a list of subject availabilities. (Partial codes are accepted eg ED3.) Select the availability.

Subject Code:
eg ED5300

Availability Year: 2016

Study Period: All

Attendance Mode: All

Campus: All

List of available subjects

BBCode	Subjects
16-MA1022-BNE-INT-SP21	Essential Maths
16-MA1022-BNE-INT-SP22	Essential Maths
16-MA1022-BNE-INT-SP23	Essential Maths
16-MA1022-CNS-INT-SP1	Essential Maths
16-MA1022-CNS-INT-SP2	Essential Maths
16-MA1022-SIN-INT-SP51	Essential Maths
16-MA1022-SIN-INT-SP52	Essential Maths
16-MA1022-SIN-INT-SP53	Essential Maths
16-MA1022-TIS-LTD-SP1	Essential Maths
16-MA1022-TIS-LTD-SP2	Essential Maths
16-MA1022-TSV-INT-SP1	Essential Maths
16-MA1022-TSV-INT-SP2	Essential Maths

TRDB Administrator

Subject Coordinator / Lecturer

Subjects you Lecture or Coordinate

BBCode	Subjects
16-MA1022-CNS-INT-SP1	Essential Maths
16-MA1022-TIS-LTD-SP1	Essential Maths
16-MA1022-TIS-LTD-SP2	Essential Maths
16-MA1022-TSV-INT-SP1	Essential Maths
16-MA1022-TSV-INT-SP2	Essential Maths

4. Select **Add new roles**.
5. Type the last name of the staff member to be added, enter a comma without a space, then the first name. Possible names are displayed as you type and you may select from the list.
6. From the **Choose a Role** pull-down, choose the appropriate role.
7. Click **Continue**. Add additional person if required.
8. Check the list of amendments and click **SAVE**.

Subject Detail

16-MA1022-TSV-INT-SP2 (Essential Maths)

 Add New Roles

Roles Details

* Note: Role with **(G)** indicates "Lecturer with Group" role in the LearnJCU.

Lecturer	Coordinator	Tutor	LearnJCU Site Viewer	Non-Enrolled Students	LearnJCU Site Editor
16-MA1022-TSV-INT-SP2 Remove Users <ul style="list-style-type: none"> (G) (G) (G) Sharon Long (jc164726)	16-MA1022-TSV-INT-SP2 Remove Users <ul style="list-style-type: none"> Amanda Townsend (imamt) (G)				16-MA1022-TSV-INT-SP2 Remove Users <ul style="list-style-type: none"> Toby Nutting (jc159205)

9. Users will have access to the LearnJCU site.