

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
'Opting in' to a subject in the TRDB.....	2
'Opting out' of a subject in the TRDB	6
Enabling LearnJCU Site Editor and Viewer access	7

Overview

The LearnJCU Site Editor and Site Viewer roles are organisational roles which are enabled by the Role Administrator for your Faculty, School 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 Teaching and Learning or Faculty Registrars.

LearnJCU Site Editor

- Has 'opt in' access to multiple subject sites in a particular organisational role (ORGU). Access is enabled/disabled in the TRDB
- Has access to the Control Panel (including the Grade Centre) 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 School's **Role Administrator**.

LearnJCU Site Viewer

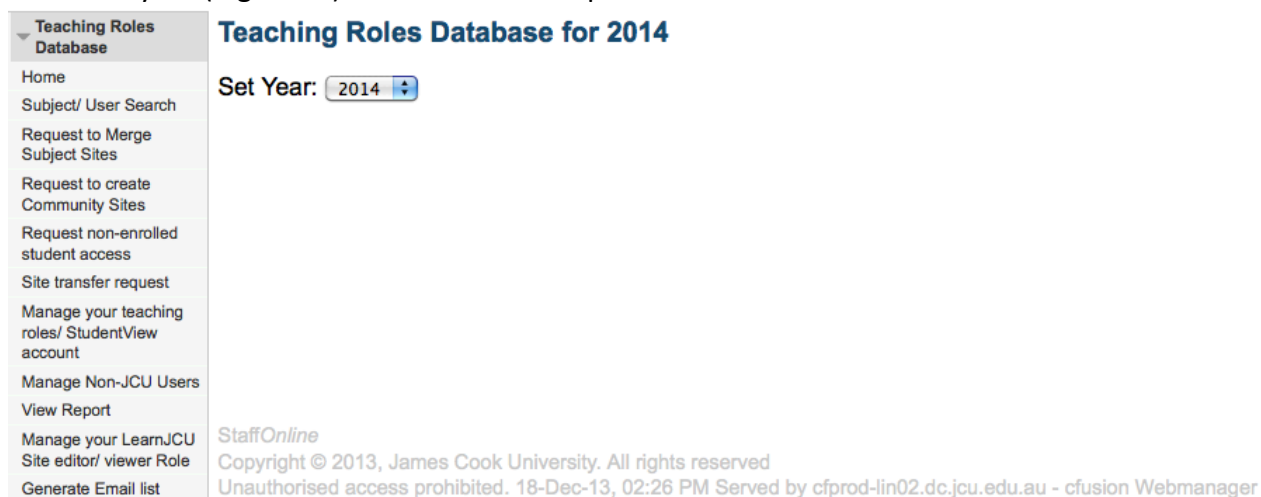
- Has 'opt in' access to multiple subject sites in a particular organisational role (ORGU). Access is enabled/disabled in the TRDB.
- Has no access to the Control Panel (including the Grade Centre) and cannot modify or delete any content or student data
- Has no access to YourJCU subject or teaching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

The Teaching Roles Database (TRDB) can be found in StaffOnline > Academic Information.

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

'Opting in' to 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. 2014) from the **Set Year** pull-down.



The screenshot shows the 'Teaching Roles Database for 2014' interface. On the left is a navigation menu with options like 'Home', 'Subject/ User Search', and 'Manage your LearnJCU Site editor/ viewer Role'. The main content area has a 'Set Year:' dropdown menu set to '2014'. At the bottom, there is a footer with 'StaffOnline' branding and copyright information for James Cook University, dated 2013.

3. 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.



The screenshot shows the 'List of Orgus you can administer' interface. The left navigation menu is the same as in the previous screenshot. The main content area displays a box with two buttons: 'LearnJCUSiteEditor' and '613: School of Business'. The footer includes 'StaffOnline' branding and copyright information for James Cook University, dated 2014.

- Use **Subject Search** to filter your selection. You may choose a full subject code (e.g. BX2077), or partial, (e.g. BX2 for all second year BX subjects), Study Periods, Attendance Mode or Campus.

- Teaching Roles Database
- Home
- Subject/ User Search
- Request to Merge Subject Sites
- Request to create Community Sites
- Request non-enrolled student access
- Request site transfer
- Manage your teaching roles/ StudentView account
- Manage Non-JCU Users
- View Report
- Manage your LearnJCU Site editor/ viewer Role
- Generate Email list

List of Orgus you can administer

LearnJCUSiteEditor **613: School of Business**

Subject Search

Subject Code:

Study Period:

Attendance Mode:

Campus:

Sort by: Enabled Subject Disabled Subject

Subjects you can administer as a LearnJCUSiteEditor in the orgu "613"

***Note: You will not see subject/s if you are associated with a different role, for example, Lecturer**

Number of subjects: 7
Number of enabled subjects: 1

Check/Uncheck All

Subject Code	Title	LearnJCU Site Editor - Subject Status
<input checked="" type="checkbox"/> 14-BX2077-TSV-EXT-SP2	Project Management	Enabled
<input type="checkbox"/> 14-BX2077-BNE-INT-SP21	Project Management	Disabled
<input type="checkbox"/> 14-BX2077-BNE-INT-SP23	Project Management	Disabled
<input type="checkbox"/> 14-BX2077-CNS-INT-SP2	Project Management	Disabled
<input type="checkbox"/> 14-BX2077-SIN-INT-SP52	Project Management	Disabled
<input type="checkbox"/> 14-BX2077-SIN-INT-SP53	Project Management	Disabled
<input type="checkbox"/> 14-BX2077-TSV-INT-SP2	Project Management	Disabled

5. Select the check box for each subject you want **enabled**, and choose **Save Subject/s Status**. You may enable up to 20 subjects in one save.

- Teaching Roles Database
- Home
- Subject/ User Search
- Request to Merge Subject Sites
- Request to create Community Sites
- Request non-enrolled student access
- Request site transfer
- Manage your teaching roles/ StudentView account
- Manage Non-JCU Users
- View Report
- Manage your LearnJCU Site editor/ viewer Role
- Generate Email list

List of Orgus you can administer

LearnJCU Site Editor **613: School of Business**

Subject Search	
Subject Code:	<input type="text" value="bx2077"/>
Study Period:	<input type="text" value="All"/>
Attendance Mode:	<input type="text" value="All"/>
Campus:	<input type="text" value="All"/>
Sort by:	<input checked="" type="radio"/> Enabled Subject <input type="radio"/> Disabled Subject
<input type="button" value="Search"/>	

Subjects you can administer as a LearnJCU Site Editor in the orgu "613"

***Note: You will not see subject/s if you are associated with a different role, for example, Lecturer**

Number of subjects: 7
Number of enabled subjects: 1

Check/Uncheck All

Subject Code	Title	LearnJCU Site Editor - Subject Status
<input checked="" type="checkbox"/> 14-BX2077-TSV-EXT-SP2	Project Management	Enabled
<input checked="" type="checkbox"/> 14-BX2077-BNE-INT-SP21	Project Management	Disabled
<input checked="" type="checkbox"/> 14-BX2077-BNE-INT-SP23	Project Management	Disabled
<input checked="" type="checkbox"/> 14-BX2077-CNS-INT-SP2	Project Management	Disabled
<input type="checkbox"/> 14-BX2077-SIN-INT-SP52	Project Management	Disabled
<input type="checkbox"/> 14-BX2077-SIN-INT-SP53	Project Management	Disabled
<input checked="" type="checkbox"/> 14-BX2077-TSV-INT-SP2	Project Management	Disabled

- Use **Sort by – Enabled** in **Subject Search** to display your enabled subjects at the top of the list.

Teaching Roles Database

- Home
- Subject/ User Search
- Request to Merge Subject Sites
- Request to create Community Sites
- Request non-enrolled student access
- Request site transfer
- Manage your teaching roles/ StudentView account
- Manage Non-JCU Users
- View Report
- Manage your LearnJCU Site editor/ viewer Role
- Generate Email list

List of Orgus you can administer

LearnJCUSiteEditor **613: School of Business**

Subject Search

Subject Code:

Study Period: All

Attendance Mode: All

Campus: All

Sort by: Enabled Subject Disabled Subject

Subjects you can administer as a LearnJCUSiteEditor in the orgu "613"

***Note: You will not see subject/s if you are associated with a different role, for example, Lecturer**

Number of subjects: 1009

Number of enabled subjects: 215

Check/Uncheck All

Subject Code	Title	LearnJCU Site Editor - Subject Status
<input checked="" type="checkbox"/> 14-BU1002-BNE-INT-SP21	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-BNE-INT-SP22	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-BNE-INT-SP23	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-CNS-INT-SP1	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-SIN-INT-SP51	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-SIN-INT-SP52	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-SIN-INT-SP53	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-TSV-EXT-SP1	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-TSV-EXT-SP2	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-TSV-INT-SP1	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1002-TSV-INT-SP2	Accounting for Decision Making	Enabled
<input checked="" type="checkbox"/> 14-BU1003-BNE-INT-SP21	Economics for Sustainable Business	Enabled
<input checked="" type="checkbox"/> 14-BU1003-BNE-INT-SP22	Economics for Sustainable Business	Enabled
<input checked="" type="checkbox"/> 14-BU1003-BNE-INT-SP23	Economics for Sustainable Business	Enabled
<input checked="" type="checkbox"/> 14-BU1003-CNS-INT-SP1	Economics for Sustainable Business	Enabled
<input checked="" type="checkbox"/> 14-BU1003-SIN-INT-SP51	Economics for Sustainable Business	Enabled
<input checked="" type="checkbox"/> 14-BU1003-SIN-INT-SP52	Economics for Sustainable Business	Enabled
<input checked="" type="checkbox"/> 14-BU1003-SIN-INT-SP53	Economics for Sustainable Business	Enabled

- You will have access to the LearnJCU site/s within a few minutes.

'Opting 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. 2014) from the **Set Year** pull-down.
3. 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.
4. Use **Sort by – Enabled** in **Subject Search** to display your enabled subjects.
De-select any subjects you wish to opt out of. Click **Save Subject/s Status**. You may disable up to 20 subjects in one save.

The screenshot shows the 'Teaching Roles Database' interface. On the left is a navigation menu with options like 'Home', 'Subject/ User Search', and 'Manage your teaching roles/ StudentView account'. The main content area is titled 'List of Orgus you can administer' and shows a button for 'LearnJCU Site Editor' and a link for '613: School of Business'. To the right is a 'Subject Search' form with fields for 'Subject Code' (bx2077), 'Study Period' (All), 'Attendance Mode' (All), and 'Campus' (All). The 'Sort by' dropdown is set to 'Enabled Subject'. A 'Search' button is at the bottom right.

Subjects you can administer as a LearnJCU Site Editor in the orgu "613"

***Note: You will not see subject/s if you are associated with a different role, for example, Lecturer**

Number of subjects: 7
Number of enabled subjects: 5

Check/Uncheck All

Subject Code	Title	LearnJCU Site Editor - Subject Status
<input type="checkbox"/> 14-BX2077-BNE-INT-SP21	Project Management	Enabled
<input type="checkbox"/> 14-BX2077-BNE-INT-SP23	Project Management	Enabled
<input type="checkbox"/> 14-BX2077-CNS-INT-SP2	Project Management	Enabled
<input checked="" type="checkbox"/> 14-BX2077-TSV-EXT-SP2	Project Management	Enabled
<input type="checkbox"/> 14-BX2077-TSV-INT-SP2	Project Management	Enabled
<input type="checkbox"/> 14-BX2077-SIN-INT-SP52	Project Management	Disabled
<input type="checkbox"/> 14-BX2077-SIN-INT-SP53	Project Management	Disabled

5. Your access to the disabled site/s in LearnJCU will be removed 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 Faculty, School or Discipline
2. Add the staff to the appropriate role.

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