

Teaching Roles Database

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## Teaching Roles Database for 2014

Set Year:

*StaffOnline*  
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## Overview

The Teaching Roles Database (TRDB), which can be found in StaffOnline > Academic Information, controls access to LearnJCU subject sites for staff in a teaching role. These role associations are entered by your School's **TRDB Administrator**. 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.

### Staff 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.</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. <b>(2015)</b></p>
Read-only Staff (individual subjects)	TRDB	TRDB Administrator Subject Coordinator Lecturer	Read-only view in LearnJCU subject site.
LearnJCU Site Editor	ORGU roles in StaffOnline	Role Administrator (Faculty, School, Discipline)	Full editing access to the LearnJCU subject site.
LearnJCU Site Editor (individual subjects)	TRDB	LearnJCU staff – request via learnjcu@jcu.edu.au	Full editing access to the LearnJCU subject site.
LearnJCU Site Viewer (Multiple subjects across ORGU)	ORGU roles in StaffOnline	Role Administrator (Faculty, School, Discipline)	Read-only view in LearnJCU subject site.
Student View accounts	TRDB	Subject Coordinator Lecturer LearnJCU Site Editor	<p>Student view in LearnJCU subject site.</p> <p>Expires after 12 months.</p>

### 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
- Will automatically have access to LearnJCU if they are correctly listed in the TRDB for each subject
- Added to the TRDB by the School's **TRDB Administrator**. Approved by the School'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 School's **TRDB Administrator**. Approved by the School'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
- Will automatically have access to LearnJCU if they are correctly listed in the TRDB for each subject
- Will have access to YourJCU data for the subject and their own teaching evaluations **(2015)**
- Added to the TRDB by the **Subject Coordinator, Lecturer** or the School's **TRDB Administrator**.

### Read-Only Staff

- Suitable for guest lecturer or adjunct access
- Has no access to the Control Panel (including Grade Centre) 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 School's **TRDB Administrator**.

### Student View Account

- An additional 'student' account that allows staff to log on to their subject sites as a student
- Student level privileges only
- Adds an entry to your Grade Centre with the surname prefaced by 'zz' to allow easy differentiation from real students.
- Student-view accounts can be enabled/disabled and selectively associated with subjects in the TRDB.

### LearnJCU Site Editor

- Has 'opt in' access to multiple subject sites for a particular organisational role (ORGU). Access is enabled/disabled in the TRDB
- Has access to the Control Panel 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 for 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**.

## 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 School.
2. Add the staff to the appropriate role.

*These roles are only available at the School 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 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.*

## 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. 2014) from the **Set Year** pull-down.
3. Click the **Subject Search** link and start typing your subject code in the **Subject Code** field. All matches will be displayed. Click on the appropriate availability.

### Teaching Roles Database

Search for a subject to view it's corresponding site details inside LearnJCU. Click on the name of the displayed subject to manage the teaching roles for your site.

**Subject Search**

Subject Code: BU1002  
subject code eg ED5300

Availability Year: 2013

Study Period: SP1

Attendance Mode: All

Campus: TSV

**List of available subjects**

LearnJCU Code	LearnJCU Subject
13-BU1002-TSV-EXT-SP1	Accounting for Decision Making
13-BU1002-TSV-INT-SP1	Accounting for Decision Making

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4. Start typing the last name of the staff member to be added, then select their name from the list displayed.
5. From the **Choose a Role** pulldown, choose Subject Coordinator or Lecturer.
6. Click the **Add New User** button.

### Subject Detail

[13-BU1002-TSV-EXT-SP1 \(Accounting for Decision Making\)](#)

### Add Role

1. Type a name into the search box to find a user to add. It will search by Lastname until it reaches a comma, then it will search by Firstname also  
Long, Sharon (jc164726 - Staff)
2. Choose a role  
Coordinator \*Approval required to add Lecture/Coordinator
3. Click Add User  
Add New User

### Roles Details

Lecturer	Coordinator	Tutor	Read-only Staff	Non-Enrolled Students
<p>13-BU1002-TSV-EXT-SP1</p> <ul style="list-style-type: none"> <li>• [redacted] (jc161317) ✘</li> <li>• [redacted] (jc200765) ✘</li> </ul>	<p>13-BU1002-TSV-EXT-SP1</p> <ul style="list-style-type: none"> <li>• [redacted] (jc161317) ✘</li> </ul>	<p>13-BU1002-TSV-EXT-SP1</p> <ul style="list-style-type: none"> <li>• [redacted] (jc161317) ✘</li> <li>• [redacted] (jc212759) ✘</li> </ul>		<p>13-BU1002-TSV-EXT-SP1</p> <ul style="list-style-type: none"> <li>• [redacted] (sv-jc150552)</li> <li>• [redacted] (sv-jc251575)</li> </ul>

7. An email will be sent to the **TRDB Approval Delegate** to advise that a change has been made and requires approval.
8. The **TRDB Approval Delegate** selects TRDB Role Approval item from the left menu and either accepts or declines the request.

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  - View Report
  - Manage your LearnJCU Site Admin Role
  - TRDB Role Approval

### Role approval request for orgu 61

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

Description	
Subject:	13-BU1002-TSV-EXT-SP1
Role:	C
User to add:	Long,Sharon (jc164726 - Staff)
Requested by:	[Redacted] (adgn)
Requested date:	Dec 9, 2013

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

## Adding a Tutor or Read-only Staff

- If you are a **TRDB Administrator**, **Subject Coordinator** or **Lecturer**, log onto Staff Online > Academic Staff Information > Teaching Roles Database.
- Select the year (e.g. 2014) from the **Set Year** pull-down.
- Click the **Subject Search** link and start typing your subject code in the **Subject Code** field. All matches will be displayed. Click on the appropriate availability.

### Teaching Roles Database

Search for a subject to view it's corresponding site details inside LearnJCU. Click on the name of the displayed subject to manage the teaching roles for your site.

**Subject Search**

Subject Code: BU1002  
subject code eg ED5300

Availability Year: 2013

Study Period: SP1

Attendance Mode: All

Campus: TSV

**List of available subjects**

LearnJCU Code	LearnJCU Subject
13-BU1002-TSV-EXT-SP1	Accounting for Decision Making
13-BU1002-TSV-INT-SP1	Accounting for Decision Making

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4. Start typing the last name of the staff member to be added, then select their name from the list displayed.
5. From the **Choose a Role** pulldown, choose Tutor or Read-only Staff.
6. Click the **Add New User** button.

### Subject Detail

13-BU1002-TSV-EXT-SP1 (Accounting for Decision Making)

### Add Role

1. Type a name into the search box to find a user to add. It will search by Lastname until it reaches a comma, then it will search by Firstname also  
Long,Sharon (jc164726 - Staff)
2. Choose a role  
Tutor \*Approval required to add Lecture/Coordinator
3. Click Add User  
Add New User

### Roles Details

Lecturer	Coordinator	Tutor	Read-only Staff	Non-Enrolled Students
13-BU1002-TSV-EXT-SP1	13-BU1002-TSV-EXT-SP1	13-BU1002-TSV-EXT-SP1		13-BU1002-TSV-EXT-SP1
<ul style="list-style-type: none"><li>• [redacted] (jc161317) ✘</li><li>• [redacted] (jc200765) ✘</li></ul>	<ul style="list-style-type: none"><li>• [redacted] (jc161317) ✘</li></ul>	<ul style="list-style-type: none"><li>• [redacted] (jc161317) ✘</li><li>• [redacted] (jc212759) ✘</li></ul>		<ul style="list-style-type: none"><li>• [redacted] (sv-jc150552)</li><li>• [redacted] (sv-jc251575)</li></ul>

7. The staff member will have access to the LearnJCU site.

## Useful links

- List of current Role Administrators:  
[secure.jcu.edu.au/app/roleemails/index.cfm?showmember=RoleAdmin](https://secure.jcu.edu.au/app/roleemails/index.cfm?showmember=RoleAdmin)
- List of current TRDB Administrators:  
[secure.jcu.edu.au/app/roleemails/index.cfm?showmember=TRDBAdministrator](https://secure.jcu.edu.au/app/roleemails/index.cfm?showmember=TRDBAdministrator)
- List of current TRDB Approval Delegates:  
[secure.jcu.edu.au/app/roleemails/index.cfm?showmember=TRDBApprovalDelegate](https://secure.jcu.edu.au/app/roleemails/index.cfm?showmember=TRDBApprovalDelegate)
- List of current LearnJCU Site Editors:  
[secure.jcu.edu.au/app/roleemails/index.cfm?showmember=LearnJCUSiteEditor](https://secure.jcu.edu.au/app/roleemails/index.cfm?showmember=LearnJCUSiteEditor)