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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

<table>
<thead>
<tr>
<th>ROLE</th>
<th>WHERE TO APPLY/EDIT</th>
<th>WHO CAN APPLY/EDIT</th>
<th>WHAT FUNCTIONALITY DOES THE ROLE HAVE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Coordinator</td>
<td>TRDB</td>
<td>TRDB Administrator</td>
<td>Full editing access to the LearnJCU subject site.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Access to YourJCU data for the subject and their own teaching evaluations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Access to Class Lists.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Subjects linked to profile on the Research Portfolio webpage.</td>
</tr>
<tr>
<td>Lecturer</td>
<td>TRDB</td>
<td>TRDB Administrator</td>
<td>Full editing access to the LearnJCU subject site.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Access to YourJCU data for the subject and their own teaching evaluations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Access to Class Lists.</td>
</tr>
<tr>
<td>Tutor</td>
<td>TRDB</td>
<td>TRDB Administrator</td>
<td>Full editing access to the LearnJCU subject site.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subject Coordinator</td>
<td>Access to YourJCU data for the subject and their own teaching evaluations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecturer</td>
<td>Access to Class Lists.</td>
</tr>
<tr>
<td>Read-only Staff</td>
<td>TRDB</td>
<td>TRDB Administrator</td>
<td>Read-only view in LearnJCU subject site.</td>
</tr>
<tr>
<td>(individual subjects)</td>
<td></td>
<td>Subject Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecturer</td>
<td></td>
</tr>
<tr>
<td>LearnJCU Site Editor</td>
<td>ORGU roles in StaffOnline</td>
<td>Role Administrator (Faculty, School, Discipline)</td>
<td>Full editing access to the LearnJCU subject site.</td>
</tr>
<tr>
<td>(individual subjects)</td>
<td></td>
<td>LearnJCU staff – request via</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:learnjcu@jcu.edu.au">learnjcu@jcu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>LearnJCU Site Viewer</td>
<td>TRDB</td>
<td>Role Administrator (Faculty, School, Discipline)</td>
<td>Read-only view in LearnJCU subject site.</td>
</tr>
<tr>
<td>(Multiple subjects across ORGU)</td>
<td>ORGU roles in StaffOnline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student View accounts</td>
<td>TRDB</td>
<td>Subject Coordinator</td>
<td>Student view in LearnJCU subject site.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecturer</td>
<td>Expires after 12 months.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LearnJCU Site Editor</td>
<td></td>
</tr>
</tbody>
</table>
Managing staff roles in LearnJCU

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.
Managing staff roles in LearnJCU

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.

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.

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.
Managing staff roles in LearnJCU

Adding a Tutor or Read-only Staff

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. 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.

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

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

**Useful links**

- List of current LearnJCU Site Editors: [secure.jcu.edu.au/app/roleemails/index.cfm?showmember=LearnJCUSiteEditor](secure.jcu.edu.au/app/roleemails/index.cfm?showmember=LearnJCUSiteEditor)