

DEFINITIONS of ROLES

Five Standard Roles:

LEARNER: Search course catalog, view training history, view and update profile, view and print transcript and certificates, enroll in classes, access elective and required training and submit SF-182s for external training.

SUPERVISOR: Everything a Learner can do as well as view their users/employees profiles, approve/deny their users/employee's training requests, mark training complete, manage certifications of training completions, submit training on behalf of their employees, and run reports.

INSTRUCTOR: Create classes, view and manage rosters, view learning content like resources, vendors, tests and surveys, and view learning plans. Manage learning activities like gradebook, class manager, etc. view and/or edit and approve/deny learning requests, assign training and run reports. Cannot create courses.

ADMINISTRATOR: Access is just below Domain Manager. High level access to all bureaus' data. Can do everything a Supervisor and Instructor can do. Cannot create roles and groups, or manage themes. Can view and manage (create) users, view and create account requests, view and manage all learning content and activities that Instructors can do. Can create (manage) splash pages and online resource manager resources, approval workflows, email notifications, features and modules, and create and run Reports.

DOMAIN MANAGER: Access to all LMS – highest level. Pat will edit these permissions. Only Pat will have access to the Domain Manager role for the Department.

New Roles Created by Department:

ROSTER MANAGER: This is someone who can manage the roster, add and remove students, view and print roster, run reports but cannot create and enter classes or courses.

LEARNING PLAN ROSTER MANAGER: This is someone who can create classes and manage rosters, similar to Instructor role, BUT should not unless they have Instructor role too. This role can run reports. This role can assign training via mass assignment or by learning plan, which is the main purpose. Please do not do other tasks unless you are trained or the role will be revoked.

PROGRAM MANAGER: For those who only need to view records and run high level reports of all the bureau users during mandatory training times. This is someone who has a program to manage in the LMS, like: IT Security, Role Based, HR, Safety, etc. Reports can be run for all of the Bureau.

BUREAU REGIONAL TRAINING COORDINATOR: This is for those who need to approve and/or pay for training but also view and manage users, assign learning plans, classes and manage rosters, etc. as well as run reports for their bureau users. This is a high level access like Instructor and mainly only used by Bureau of Reclamation.

ONLINE COURSE DEVELOPER: This is for those who develop on-line training (OLT) and upload OLT courses, view user profiles, view course information, run reports for their bureau, etc.. This is mainly the TEL team.