Learning Hub Administration – Quick Guide for School Administrators and Course Coordinators

Rights and Tasks

School administrators can access sites for every program and course in their school. Their main administrative tasks is to:

• add staff as instructors to program level shells
• add staff as course coordinators at course ID level
• add staff as instructors at course offering level
• add students at class level.

Course coordinators can access sites for every offering (semester and campus location) of their course. Their main administrative tasks will be to:

• add staff as instructors at course offering level
• add students at class level.

Log in to administration

Log in to the Learning Hub administration area from the Administration link on the Learning Hub Home page.

Adding users to a course offering (or course or program)

1. From the left menu select Course Offerings. The options shown depend on your level of administrative rights. (i.e. you will see Courses and Programs if you are a School Administrator).

2. Search for the offering code to which you want to add instructors.
3 On the Course Offering Details page, click on the Registered Users red bar to display the list of users.

4 Select the check box for anyone who should not be there, and click the Deactivate button to remove them.

5 To add new users, click the Add a new staff registration link.

6 Search for the first new user, and click the check box. Their ID will be added to the “shopping cart”, a feature of the new system enabling you to add multiple instructors to a single course offering, or one user to multiple course offerings or classes.

7 You can repeat the search as often as you like, using different search criteria. Just keep adding users until you have all you want.

8 At this stage there is only one registration option, Course Offering Instructor Registration. Click the Create button.

9 A message that the required number of registrations has been completed is displayed.

   Note: While the users appear in the list of registrations, they will not actually be able to get into the Blackboards until after the overnight processing.

Adding multiple course offerings for a single user
The principle is exactly the same as above!
Select users from the left hand menu. Search for your user, expand the Course Offering Registrations bar, deactivate any they do not want, and add all the new ones via the shopping cart.

Adding students at class level
This happens automatically seven days before the scheduled start date for all PeopleSoft courses. You may need this function for special cases or for guest logins. The process is very similar to the above.
The main thing to remember is that you will need to know the class number, perhaps from I-explore or from the timetabling system.