Learning Hub administration -
Adding a user (staff instructor or student)

Topics
- Who can do what - Registration rights
- Log in to administration
- Check a user (staff or student) exists
- Register a staff member or student into a class
- Register a staff member into a course offering
- Register a staff member into a course
- Register a staff member into a program

Who can do what - Registration rights
The following registration rights are only for your specific Class, Offering, Course, Program, School and Portfolio.

**Note**: The most common tasks are to add:
- students to classes
- staff as instructors to course offerings
- staff as instructors to programs.

### Roles

<table>
<thead>
<tr>
<th>Level</th>
<th>Class Instructor (own classes)</th>
<th>Course Offering Instructor (own classes)</th>
<th>Course Admin (own classes)</th>
<th>School Admin (own classes) (system role)</th>
<th>Portfolio Admin (own classes) (system role)</th>
<th>ITS Admin (system role)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Students</td>
<td>Students &amp; Staff</td>
<td>Students &amp; Staff</td>
<td>Students &amp; Staff</td>
<td>Students &amp; Staff</td>
<td>Students &amp; Staff</td>
</tr>
<tr>
<td>Offering</td>
<td></td>
<td></td>
<td></td>
<td>Staff</td>
<td>Staff</td>
<td>Staff</td>
</tr>
<tr>
<td>Course</td>
<td></td>
<td>Staff</td>
<td>Staff</td>
<td>Staff</td>
<td>School Administrator</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td>Students &amp; Staff</td>
<td>Students &amp; Staff</td>
<td>Students &amp; Staff</td>
<td>Portfolio Administrator</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td>Can add any students from other Portfolios</td>
<td>Cannot add students from outside own classes</td>
<td>Cannot add students from other Portfolios</td>
<td>School Administrator</td>
<td></td>
</tr>
<tr>
<td>Portfolio</td>
<td></td>
<td>Can add any students from other Portfolios</td>
<td>Cannot add students from outside own classes</td>
<td>Cannot add students from other Portfolios</td>
<td>Portfolio Administrator</td>
<td></td>
</tr>
</tbody>
</table>

Registration rights by roles:
- **Class Instructor** can add students into their own classes.
- **Course Offering Instructor** can add staff and students into their own classes.
- **Course Administrator** can add staff into their own offerings and students and staff into their own classes.
- **School Administrator** can add staff and students into their own program, staff into their own courses, staff into their own offerings and staff and students into their own classes.
- **Portfolio Administrator** can add staff into their own school, add staff and students into their own program, staff into their own courses, staff into their own offerings and staff and students into their own classes.
Log in to administration

To log in to the Learning Hub administration area:

1. Click on the **administration link** on the Learning Hub **Home page**.

2. Enter your **RMIT ID** and **Password** at the Learning Hub Administration **Login screen**.

   - **RMIT ID:**
   - **Password:**

   If you require access, please contact the **IT Helpdesk**.
3 At the Learning Hub **User Administration screen**, a number of options are displayed in the left column. The options displayed will depend on your registration rights.

**Example is what a School Administrator would see.**

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### Check a user exists

1. Click on **Users** in the left menu from the Learning Hub **User Administration screen**.
2. Click on the **Search for Users link** to display the options.
3 At the **Search for Users screen** you can run a basic search on user details or an advanced search on registered users.

**BASIC SEARCH ON USER DETAILS**

**Note:**
- *User ID for a student must not have the s in front* when searching in the User Administration area.
- You need to enter at least one of:
  - User ID or
  - Last Name
to do a search.

**ADVANCED SEARCH ON USERS THAT HAVE REGISTRATIONS**

- **Click** on *More search options* to provide Course Offering, Program and Class options.
- **Click** on the *Search button* once you have entered all the options you know.

**Note:**
- When *searching* for users using *First Name and Last Name*, if the user:
  - *exists* their User Id, First Name and Last Name is displayed
  - *does not exist* a message **Nothing Found to Display** is displayed.

**Note:** If a user (student or staff member) does not exist contact the IT Helpdesk helpdesk@rmit.edu.au or phone 9925 8888 for assistance.
If you are a School or Portfolio Administrator you will not be able to see students from other Portfolios.
4 **Click** on the **User Id link** to display **Class, Program, Course and Course Offering Registrations**.

5 **Click** on the **title** of which item you want to check, to display the full list the staff member’s registrations.

<table>
<thead>
<tr>
<th>Class Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Registrations</td>
</tr>
<tr>
<td>Course Registrations</td>
</tr>
<tr>
<td>Course Offering Registrations</td>
</tr>
</tbody>
</table>
Register a staff member or student in a class

Roles: A class Instructor can only add students for their specific class and cannot add other staff. Course Offering Instructors, Course Admin, School Admin, Portfolio Admin and IT Admin staff can add both staff and students to a class.

There are two ways of registering a user in a class. Either:
- select a user and add to one or more classes, or
- select a class, then add one or more users.

Select a user and add to a class:
1. Click on Users in the left menu.
2. Click on the Search for Users link to display the options.
3. Complete the staff members known details.
4. Click on the Search button.
5. Click on the User Id link to display Class, Program, Course and Course Offering options.
6. Click on the Class title bar to list the registered class.

Select a user and add to a class:

1. Click on Users in the left menu.
2. Click on the Search for Users link to display the options.
3. Complete the staff members known details.
4. Click on the Search button.
5. Click on the User Id link to display Class, Program, Course and Course Offering options.
6. Click on the Class title bar to list the registered class.

Class Registrations

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Offering</th>
<th>Term</th>
<th>Career</th>
<th>Role</th>
<th>Description</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>101114</td>
<td>AT101</td>
<td>0610</td>
<td>UGRD</td>
<td>INSTRUC...</td>
<td>Test new block...</td>
<td>04/06/2009</td>
<td>Active</td>
</tr>
</tbody>
</table>

Add new registration

7. Click on the Add new registration link to display the Create Registration screen.
8. Find and select classes to register the user in by entering known information, remembering it will only show classes from your portfolio, then click on the Search button.
9. Select the class or classes. Only the classes you teach will be shown. You can select many classes at the one time and they are displayed in the Selected box.

Selected:

- 108182 - AT101 - UGRD
  Summer Semester 2008
- 109007 - DURG - NONA
  Semester 2 2008
- 108641 - TESTB8001 - UGRD Semester 2 2008
10 Select registration options from the users role in the Registration Role drop down list, then click on the Create button. (Class Instructor Registration or Student Class Registration)

11 The User Details screen is displayed with a successfully created message.

**Select a class and add users:**

1 Click on Classes in the left menu.
2 Enter known class information, remembering it will only show classes from your portfolio, then click on the Search button.
3 Click on the class number link to display the Class Details screen.
4 Click on the Registered Users bar to display the list of registered users.
5 Click on either the Add a new staff registration or Add a new student registration link. You might need to scroll down to view the links.

6 At the Create Registration screen search for the user.
   
   **Note:**
   - **User ID for a student must not have the s in front** when searching in the User Administration area.
   - Enter at least one of:
     - User ID or
     - Last Name
to do a search.
7 Select the user or users. You can select one, many, or all users, at the one time and they are displayed in the Selected box.
8 Select registration options from the users role in the Registration Role drop down list, then click on the Create button. (Class Instructor Registration or Student Class Registration)
9 The Class Details screen is displayed with a successfully created message.
Register a staff member in a course offering

Roles: This can only be done by Course Admin, School Admin and Portfolio Admin and IT Admin staff.

1. Click on Users in the left menu.
2. Click on the Search for Users link to display the options.
3. Complete the staff members known details.
4. Click on the Search button.
5. Click on the User Id link to display Class, Program, Course and Course Offering options.
6. Click on the Course Offering title bar to list the registered course offerings.

7. Click on the Add new registration link to display the Create Registration screen.
8. Complete all relevant fields then click on the Create button.
Register a staff member in a course

Roles: This can only be done by School Admin and Portfolio Admin and IT Admin staff.

1 Click on Users in the left menu.
2 Click on the Search for Users link to display the options.
3 Complete the staff members known details.
4 Click on the Search button.
5 Click on the User Id link to display Class, Program, Course and Course Offering options.
6 Click on the Course title bar to list the registered courses.
7 Click on the Add new registration link to display the Create Registration screen.
8 Complete all relevant fields then click on the Create button.

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Create Registration

1 User Details

Joan Tan

2 Find and select courses to register

Portfolio: [Dropdown]
School: [Dropdown] -- Please select a portfolio --
Course ID: [TextField]
Description: [TextField]
Status: [Dropdown] - All - [Button] Search

3 Select registration options

Registration Role: [Dropdown]
Course Administrator Registration [Button] Create
Register a staff member or student in a program

Roles: This can only be done by School Admin and Portfolio Admin and IT Admin staff.

1. Click on Users in the left menu.
2. Click on the Search for Users link to display the options.
3. Complete the staff members known details.
4. Click on the Search button.
5. Click on the User Id link to display Class, Program, Course and Course Offering options.
6. Click on the Program Registrations title bar to list the registered programs.
7. Click on the Add new registration link to display the Create Registration screen.
8. Complete all relevant fields then click on the Create button.

Create Registration

User Details

Joan Tan

Find and select programs to register

Portfolio: 
School: -- Please select a portfolio --
Program ID:
Description:
Career: - All -
Status: - All -
Search

Select registration options

Disabled: No
Campus: --
Registration Role: - Please Select -
Create