

Administrators

An “administrator” is a user that can access the LMS backend with limited visibility and permissions over features, users and courses.

You can have an unlimited number of administrators.

Three basic steps to set up an administrator:

1. Set some user with the level “administrator”
2. Create or edit an administrator profile, with assignment of the respective permissions to each profile
3. Assign to the user the desired administrator profile
4. Associate the users and course to be managed by each administrator

Create an administrator

Any existing user can be configured as an administrator by setting this level in his personal user profile, from the global [user management](#) area.

Administrator Profile

From this page you can create and manage Administrator Profiles

A Profile is a settings template that can be assigned to multiple users. Changes to a profile will affect all the users assigned to that profile

Administrator Profile

Add

« Start

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1

Next »

End »

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25 ▼

1

2

3

4

Name						
Course Manager						
HR Manager						
Standard Admin Profile						

Add

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Next »

End »

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Special Settings

Click on the “Special Settings” icon to set some global configurations for this admin profile:

Edit✕ **CLOSE**

☐ **Limit the maximum number of users this administrator can create**

Max number of users this administrator can create

☐ **Activate directly the users created by this administrator**

☐ **Limit the maximum number of enrollments this administrator can make**

The maximum number of enrollments this administrator can make

☐ **Activate directly the enrollments made by this administrator**

☐ **course presence admin**

Ok **Cancel**

Edit Settings

From this page, you will be able to define the permissions on most of the backed features for the administrators assigned to this profile:

Administrator Profile

USERS

E-LEARNING

CONTENTS

REPORTS

SETTINGS

Courses						
Courses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Curricula				
Curricula	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Course catalog			
Course catalog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Language Settings

Give this user edit permissions on some specific languages in the [language management](#) area

Manage Subscriptions

See a list of the users assigned to this profile

Administrator Management

Administrators management

Search

1

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Username	First name	Last name	Administrator Profile			
cjones	Christopher	Jones	Course Manager			
jbennett	Jake	Bennett	HR Manager			
tharrison	Terry	Harrison				

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Assign Profile

Click to assign a profile to this administrator

Assign Users

Select which users this administrator will be able to view and managed, based on his profile settings. It's possible to assign:

- A list of single selected users
- One or more org-chart nodes
- All the users with some selected company role
- Users by group

Assign Courses

Select which courses this administrator will be able to view and managed, based on his profile settings.

There are three assignment options:

- All courses
- Some selected courses
- All the courses in a selected catalog

Assign Locations

Select if this administrator can manage some location configurations

Revision #3

Created 1 February 2024 15:33:32 by Lorenzo Polizzi

Updated 14 October 2024 19:42:04 by Lorenzo Polizzi