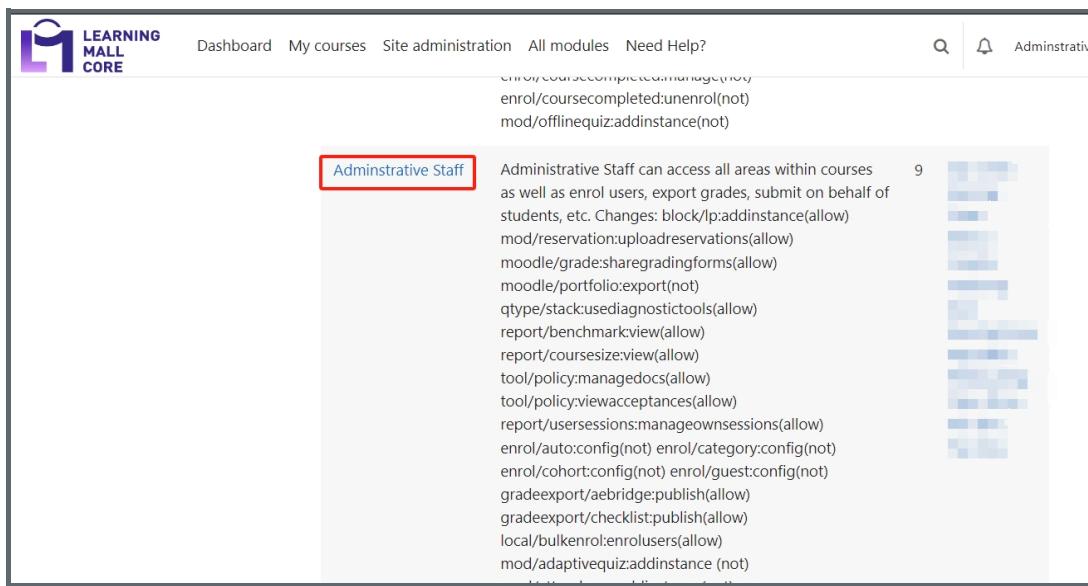


Assign roles at school/department level



The screenshot shows the 'Role management' page in the Learning Mall Core system. The 'Administrative Staff' role is highlighted with a red box. The page lists various permissions assigned to this role, including:

- enrol/coursecompleted:unenrol(not)
- mod/offlinequiz:addinstance(not)
- Administrative Staff can access all areas within courses as well as enrol users, export grades, submit on behalf of students, etc. Changes: block/lp:addinstance(allow)
- mod/reservation:uploadreservations(allow)
- moodle/grade:sharegradingforms(allow)
- moodle/portfolio:export(not)
- qtype/stack:usediagnostictools(allow)
- report/benchmark:view(allow)
- report/coursesize:view(allow)
- tool/policy:managedocs(allow)
- tool/policy:viewacceptances(allow)
- report/usersessions:manageownsessions(allow)
- enrol/auto:config(not) enrol/category:config(not)
- enrol/cohort:config(not) enrol/guest:config(not)
- gradeexport/aerbridge:publish(allow)
- gradeexport/checklist:publish(allow)
- local/bulkenrol:enrolusers(allow)
- mod/adaptivequiz:addinstance (not)

An image about the role assigned at school/department level

Overview:

This guide will show you how to assign roles at a school/department level.

What to know:

Departmental professional services staff with administrative permissions on the LM Core can assign users roles at a category level. Assign roles at a category level instead of a module level gives the user the assigned permission in ALL the modules in that category. It is a fast way of giving the user access to all the modules without having to enrol the user into each module. In addition, the modules will not appear on the user's dashboard and take a lot of spaces.

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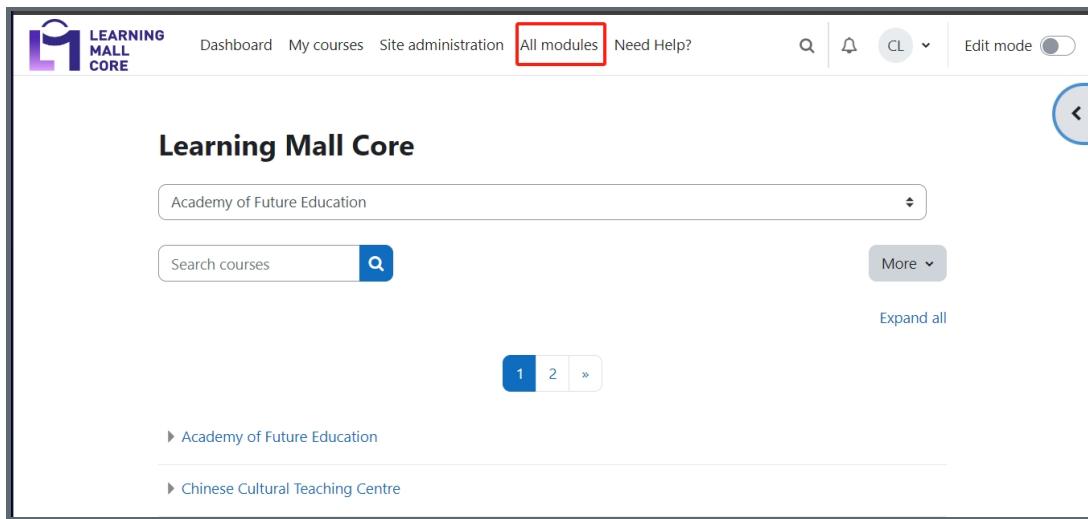
[Step 3: Locate and click the role, for example, "administrative staff"](#)

[Step 4: Search for the email address in the search box](#)

[Step 5: Select the email address and click "Add"](#)

Step 1: Locate the category

Login to your learning mall, click "All modules" and locate the category you're looking for.



The screenshot shows the 'Learning Mall Core' interface. At the top, there is a navigation bar with links for 'Dashboard', 'My courses', 'Site administration', 'All modules' (which is highlighted with a red box), and 'Need Help?'. There is also a search bar, a notifications icon, and an 'Edit mode' toggle. Below the navigation, the title 'Learning Mall Core' is displayed. A dropdown menu shows 'Academy of Future Education'. A search bar contains 'Search courses' with a magnifying glass icon. To the right of the search bar is a 'More' button with a dropdown arrow. Below these, there is a 'Expand all' link. At the bottom, there is a pagination area with '1' (highlighted in blue), '2', and '»'. Underneath the navigation, there are two categories listed: 'Academy of Future Education' and 'Chinese Cultural Teaching Centre'.

Step 2: Click on the school/department name

Click on the name of school/department that you want to assign a person. For example, I need to add a person in 'Design School'.

Learning Mall Core

Academy of Future Education

Search courses



More 

[Expand all](#)

1 2 

▶ Academy of Future Education

▶ Chinese Cultural Teaching Centre

▶ Design School

▶ Entrepreneurship and Enterprise Hub

Step 3: Click "Assign roles"

Click 'More' > 'Permissions'

Then click 'Assign roles' item in the drop down list.

Courses / Design School

Design School

Category

Settings

Enrol Stats

More 

Permissions

Cohorts

Filters

Restore course

Content bank

Design School

▶ Department of Urban Planning and Design

Design School

[Category](#) [Settings](#) [Enrol Stats](#) [More ▾](#)
[Permissions](#)
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[Permissions](#)
[Check permissions](#)
[Advanced role override](#)
[Choose...](#)
[Filter](#)
[Clear](#)
[Capability](#)
[Risks](#)
[Roles w](#)
[Smart Cohort](#)
[Manage Smart Cohort](#)
[local/cnw_smartcohort:manage](#)
[Regis](#)


Step 4: Locate and click the role

Scroll down the page and find the role you want to assign the person into.

Usually, school managers or department professional services staff are assigned as administrative staff. So you can look for 'Administrative Staff' item on the left of the page.

The screenshot shows the Moodle Site Administration page. On the left, there is a sidebar with a red box around the 'Administrative Staff' item. The main content area displays the role details for 'Administrative Staff'. The role description states: 'Administrative Staff can access all areas within courses as well as enrol users, export grades, submit on behalf of students, etc. Changes: block/lp:addinstance(allow) mod/reservation:uploadreservations(allow) moodle/grades/sharegradingforms(allow) moodle/portfolio:export(not) qtype/stack:usediagnosticstools(allow) report/benchmarkview(allow) report/coursesize:view(allow) tool/policy:managedocs(allow) tool/policy:viewacceptances(allow) report/usersessions:manageownsessions(allow) enrol/auto:config(not) enrol/category:config(not) enrol/cohort:config(not) enrol/guest:config(not) gradeexport/aebridge:publish(allow) gradeexport/checklist:publish(allow) local/bulkenrol:enrolusers(allow) mod/adaptivequiz:addinstance (not)'.

Step 5: Search for the email address in the search box

In the following page, please do the following:

1. Type in the name or user name of the person you want to assign in the school/department
2. Click on the name target person in the box on the right
3. Click 'Add' button to add that person

Assign role 'Administrative Staff' in Category: Design School

Existing users

Users in this Category (9)

Search Clear

Search options ▾

Potential users

Potential users matching 'ruibin' (4)

- Admin Ruibin (Admin.Ruibin@invalid.noemail,)
- Ruibin Wang (2364118, Ruibin.Wang23@student.xjtu.edu.cn, FOU)
- Ruibin Wang (2254482, Ruibin.Wang22@student.xjtu.edu.cn, SMP)
- Ruibin Zhu (110001327, Ruibin.Zhu@xjtu.edu.cn, Learning Mall)

Search Clear

← Add Remove →

Step 6: Target person added

Then you will see the person has been added in the "Existing users" box on the left.

Assign role 'Administrative Staff' in Category: Design School

Existing users

Users in this Category (10)

Ruibin Zhu (110001327, Ruibin.Zhu@xjtu.edu.cn, Learning Main)

Search Clear

Potential users

Potential users matching 'ruibin' (3)

- Admin Ruibin (Admin.Ruibin@invalid.noemail,)
- Ruibin Wang (2364118, Ruibin.Wang23@student.xjtu.edu.cn, FOU)
- Ruibin Wang (2254482, Ruibin.Wang22@student.xjtu.edu.cn, SMP)

Search Clear

← Add Remove →

Step 7: Target person shown in the school/department level

Then when going back to the page in Step 4, the name of the newly added person is listed in the right hand side of the role.

block/taggedcoursesearch:addinstance(not)
block/statics:addinstance(not)
enrol/coursecompleted:config(not)
atto/multilang2:viewlanguagemenu(not)
moodle/course:changesummary(not)
moodle/course:tag(not) mod/confman:addinstance(not)
mod/newsletter:addinstance(not)
enrol/coursecompleted:manage(not)
enrol/coursecompleted:unenrol(not)
mod/offlinequiz:addinstance(not)

Administrative Staff	Administrative Staff can access all areas within courses as well as enrol users, export grades, submit on behalf of students, etc. Changes: block/lp:addinstance(allow) mod/reservation:uploadreservations(allow) moodle/grade:sharegradingforms(allow) moodle/portfolio:export(not) qtype/stack:usediagnostictools(allow) report/benchmark:view(allow) report/coursesize:view(allow) tool/policy:managedocs(allow) tool/policy:viewacceptances(allow) report/usersessions:manageownsessions(allow) enrol/auto:config(not) enrol/category:config(not) enrol/cohort:config(not) enrol/guest:config(not)	10	
			Ruimin Zhu

Online URL: <https://knowledgebase.xjtu.edu.cn/article/assign-roles-at-school-department-level-225.html>