

Access & Roles

This guide helps you understand the process by which we provide access to Moodle users.

1. Access to Moodle environment – Enrol new staff into Moodle

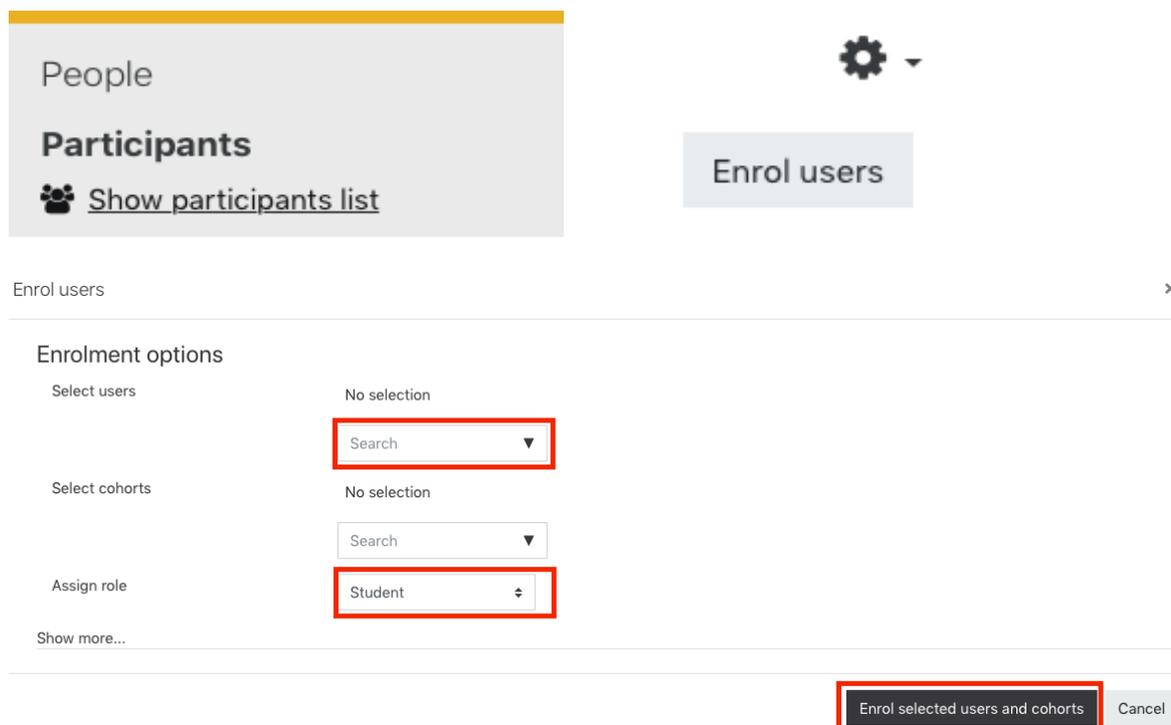
- MedMoodle and HSMoodle are separate sites. Having access to one doesn't guarantee access to the other.
- For a new staff member who has never accessed Moodle, eLearning Facilitators will enrol the staff member. Module administrator needs to help the staff member fill in a spreadsheet.
- The essential information for enrolling staff into Moodle is below.

(1) username (Otago username); (2) last name; (3) first name; and (4) email address (preferably Otago email).

2. Access to Moodle modules or courses

2.1 Enrol existing staff into a module or course

- Module administrator and convener can enrol existing staff into the module/course.
- To do this, click 'show participants list' under the 'people' block. Then click 'enrol users', search for their names, assign roles and enrol them (Figure 1).



The image shows a Moodle interface. On the left, there is a 'People' block with a 'Participants' sub-section and a 'Show participants list' button. To the right, there is an 'Enrol users' button. Below this, a dialog box titled 'Enrol users' is open. It has a close button (x) in the top right. Under 'Enrolment options', there are three sections: 'Select users' with a 'No selection' label and a search dropdown menu; 'Select cohorts' with a 'No selection' label and a search dropdown menu; and 'Assign role' with a dropdown menu showing 'Student'. At the bottom right of the dialog, there are two buttons: 'Enrol selected users and cohorts' and 'Cancel'. Red boxes highlight the search dropdowns and the 'Enrol selected users and cohorts' button.

Figure 1. 'People' block, 'Enrol users', user selection and role assignment

- Note that once a person is in a module or course, you cannot find the person under the 'select users' dropdown.

2.1 Enrol students into a module or course

- eLearning facilitators will enrol students into the module or the course at the beginning of the year or term. Module administrator needs to provide a list of students using a standard spreadsheet template.

2.3 Edit staff/student roles and group memberships in a module or course

- Module administrator and convener can edit staff/student roles and group memberships.
- Once you are in 'Show participants list' page, find the right person and click the pencil icon. You can delete the existing roles or add new roles for the person (Figure 2).

(1) step A - this is where you edit user roles

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(2) step 1 - view and delete the user's current roles

(3) step 2 - search for a new role for the user

(4) step 3 - make sure you save the new role

(5) step B – edit user group memberships here

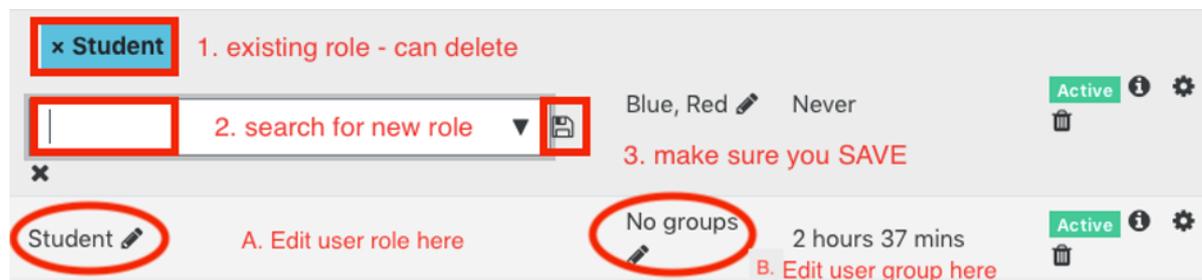


Figure 2. Edit user roles

2.4 Moodle common user roles

Table 1 shows a list of common user roles in MedMoodle and HSMoodle.

Table 1. Common user roles

Role	Description
Student	Students generally have fewer privileges within a course. This role is for students added to their current year and campus.
Guest student	Students generally have fewer privileges within a course. This role is for students enrolled in courses outside their own year modules or campus.
Administrator	Administrators can access courses and modify them, they usually do not participate in courses. They can add individual members to the course in all roles. Administrators can view and edit student grades.
Convener	The convener has full editing access to the course page. this role should only be given to the actual convener/s of the module. The role can view and edit student grades.
Editor	Like the Convener, Editors can do anything within a course, including changing the activities and grading students. They do not show up as a separate heading in the People block. They can view and edit student grades.
Marker	Markers can view course and mark assignments and activities. They cannot edit the course and they cannot view gradebook.
Quiz bank user	The quiz bank user has access to the question bank at the level set (System or category) and can view or duplicate questions.
*Teaching Staff	Teaching Staff teach in courses and grade students, but may not alter activities. Teaching Staff can view the gradebook.
*Quiz bank Editor	The quiz bank editor has access to the question bank at the level set (System or category) and can edit or delete questions.
*SPC Viewer	SPC Viewer can view courses and grades, but may not alter activities. SPC Viewers can view the gradebook. This role should only be given to SPC or EASC members.

*Staff	Staff do not 'teach' in the course but can view visible course material. They cannot see student submitted material such as assignments and forum posts and cannot view the gradebook.
#Staff	Staff can teach in courses and grade students, but may not alter activities. Staff can view the gradebook.
#Guest staff	Guest staff can view visible course material but cannot see student submitted material such as assignments and forum posts and cannot view the gradebook.

* Unique to MedMoodle; # Unique to HS Moodle

2.6 Staff Self-enrol feature in MedMoodle

- In MedMoodle, all staff are added into 'Staff Cohort'.
- Members of 'Staff Cohort' can self-enrol into all MedMoodle modules to **view** the content, as 'Staff (refer to Section 2.4 MedMoodle common user roles).
- If the module is hidden, staff cannot self-enrol. Moodle assumes that the module is still being designed hence staff outside of the teaching team can not view.