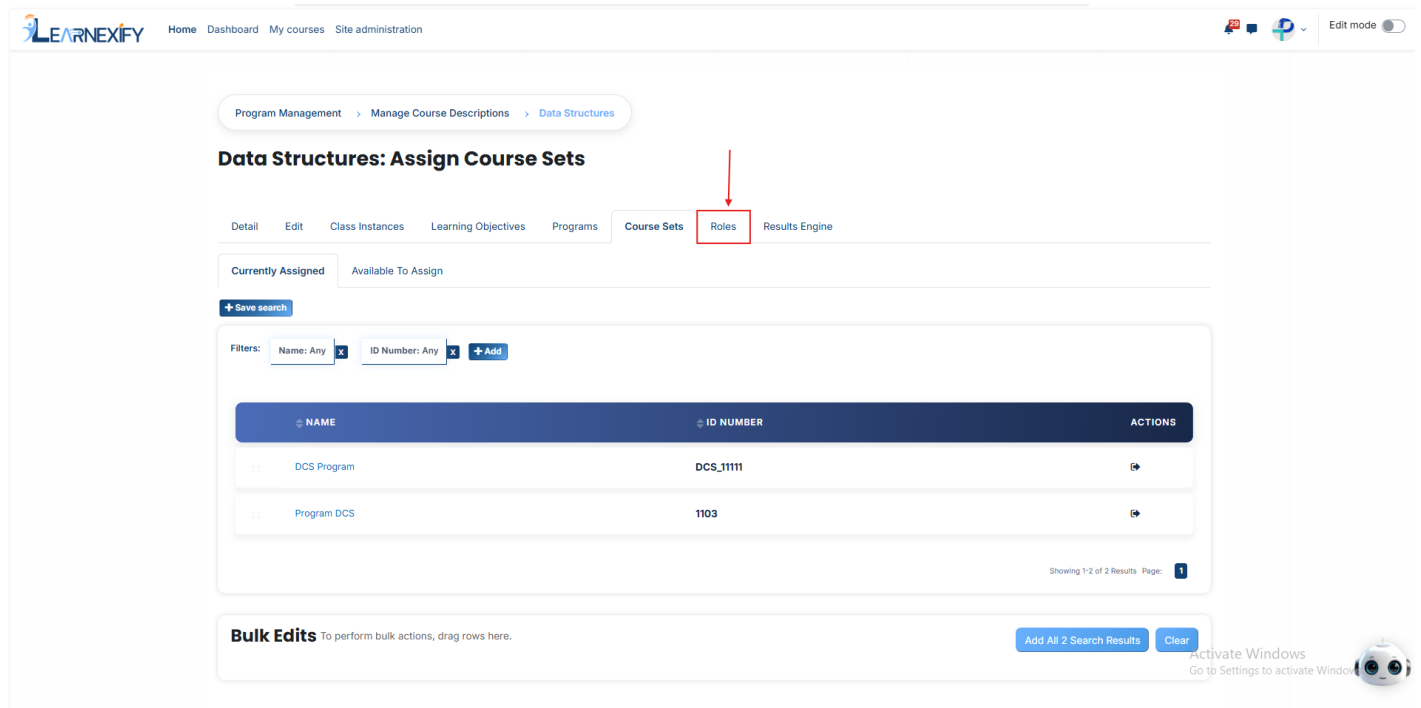


How to Assign Roles in a Course Description

- Identify the particular course description you want to modify from the main list.
- Click that course description name and then click on the Roles tab.



Program Management > Manage Course Descriptions > Data Structures

Data Structures: Assign Course Sets

Detail Edit Class Instances Learning Objectives Programs Course Sets **Roles** Results Engine

Currently Assigned Available To Assign

+ Save search

Filters: Name: Any x ID Number: Any x + Add

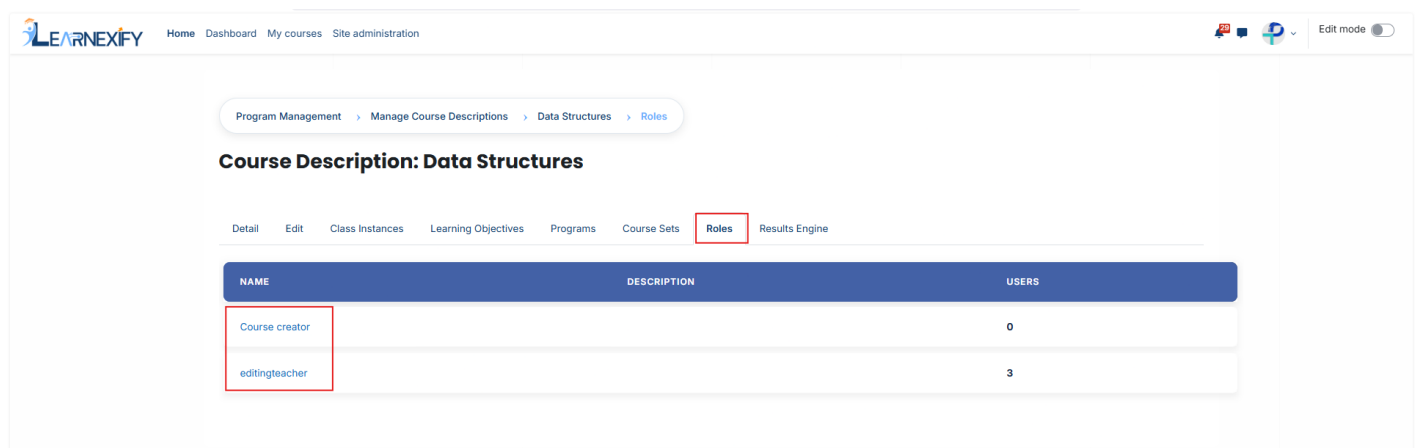
NAME	ID NUMBER	ACTIONS
DCS Program	DCS_11111	
Program DCS	1103	

Showing 1-2 of 2 Results Page: 1

Bulk Edits To perform bulk actions, drag rows here.

Add All 2 Search Results Clear

- You will see a list of available roles, such as **Course Creator** or **Editing Teacher**. Click on the **specific role name** to which you want to **add users**.



Program Management > Manage Course Descriptions > Data Structures > Roles

Course Description: Data Structures

Detail Edit Class Instances Learning Objectives Programs Course Sets **Roles** Results Engine

NAME	DESCRIPTION	USERS
Course creator		0
editingteacher		3

- The page will display a list of people who are **already assigned** to that **role**. To **add new people**, click the **Unassigned button**; this will show everyone who does not yet have this role.

Course Description: Data Structures

Detail Edit **Class Instances** Learning Objectives Programs Course Sets **Roles** Results Engine

Assigned **Unassigned**

Select

▼ **New filter**

Full name contains

Show more...

Email address contains

Username contains

Add filter

Select all Deselect all 3 users found

SELECT	ID NUMBER	FIRST NAME / LAST NAME ↓
☐	teacher1@paktaleem.net	Test Teacher1
☐	teacher2@paktaleem.net	Test Teacher2
☐	teacher3@paktaleem.net	Test Teacher3

Activate Windows
Go to Settings to activate Windows

- Find the person you want to **add** and select **their name**.
- Scroll to the bottom of the **page** and click the **Assign Roles button** to **finalize** the process.

How to Find Specific Users (Using Filters):

- If you are looking for a specific person and the list is **too long**, follow these steps:
- Use the Filter section at the **top** of the **user list**.
- You can search for a person by adding a **filter** for their **Email Address**, **Username**, or **Full Name**.
- After entering the information, click **Add Filter**.
- Once the system finds the **correct user** in the results, **select their name**, scroll down, and click **Assign Roles** to complete the assignment.

LEARNEXIFY

[Home](#) [Dashboard](#) [My courses](#) [Site administration](#)

Edit mode ☐

AssignedUnassigned

Select

▼ New filter

Full name

contains malaika ashraf

Show more...

Email address

contains

Username

contains

Replace filters

Add filter

▼ Active filters

☐ Full name contains "malaika ashraf"

Remove selected

Remove all filters

Select allDeselect all

1 users found

SELECT	ID NUMBER	FIRST NAME / LAST NAME ↓
☒	malaika	malaika ashraf

1 currently selected

☐ Show selected items only

Note: Users with no Learnexify account are not shown in this listing.

Assign roles

Activate Windows

Go to Settings to activate Windows



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