

How to Assign Roles in a Course Set:

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

The screenshot shows the 'DCS Program: Assign Programs' interface. At the top, there is a breadcrumb trail: 'Program Management > Manage Course Sets > DCS Program'. Below this is the title 'DCS Program: Assign Programs'. A navigation bar contains tabs: 'Detail', 'Edit', 'Programs', 'Course Descriptions', and 'Roles'. The 'Roles' tab is highlighted with a red box and a red arrow points to it. Below the tabs, there are two sections: 'Currently Assigned' and 'Available To Assign'. Under 'Currently Assigned', there is a '+ Save search' button. Below that, there are filters: 'Name: Any' and 'ID Number: Any', each with a close button (X), and an '+ Add' button. The main content is a table with three columns: 'NAME', 'ID NUMBER', and 'ACTIONS'. The table contains two rows: 'Programming Basics' with ID '11101' and 'Math' with ID '11102'. Each row has an 'ACTIONS' column with a right-pointing arrow icon.

Program Management > Manage Course Sets > DCS Program

DCS Program: Assign Programs

Detail Edit Programs Course Descriptions **Roles**

Currently Assigned Available To Assign

+ Save search

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

NAME	ID NUMBER	ACTIONS
Programming Basics	11101	➔
Math	11102	➔

- Pick the specific access level you want to manage (for example: Manager, Course Creator, or Student).

Course Set: DCS Program

Detail Edit Programs Course Descriptions **Roles**

NAME	DESCRIPTION	USERS
Teacher		3

- The page will show people already in that role; click the Unassigned button to see a list of other people you can add.

Course Set: DCS Program

Detail Edit Programs Course Descriptions **Roles**

Assigned **Unassigned**

▼ New filter

Full name contains

Show more...

Email address contains

Username contains

Add filter

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

- Tick the checkbox next to each person you want to grant this role to.
- Move to the bottom of the page and click Assign Roles to confirm the update.

Course Set: DCS Program

Detail Edit Programs Course Descriptions **Roles**

Assigned **Unassigned**

▼ New filter

Full name contains

Show more...

Email address contains

Username contains

Add filter

SELECT ID NUMBER FIRST NAME / LAST NAME ↓

☒ student1@gmail.com Student 2

Course Set: DCS Program

Detail Edit Programs Course Descriptions **Roles**

Assigned **Unassigned**

▼ New filter

Full name contains

Show more...

Email address contains

Username contains

Add filter

SELECT ID NUMBER FIRST NAME / LAST NAME ↓

☒ student1@gmail.com Student 2

- If you need to find a **specific person (Using Filters)**:
- Use the Filter tool located at the top of the **user list**.
- Create a search rule using the person's Full Name, Username, or Email Address.

- Click the Add Filter button to see the matching users.
- Select the correct individual from the list and click Assign Roles to complete the process.

Assigned

Unassigned

▼ New filter

Full name

contains

Show more...

Email address

contains

demo34@pakaleem.net

Username

contains

Replace filters

Add filter

▼ Active filters

☐ Email address contains "demo34@pakaleem.net"

Remove selected

Remove all filters

SELECT	ID NUMBER	FIRST NAME / LAST NAME ↓
☒	demo34@pakaleem.net	Tester Demo

Assign roles

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