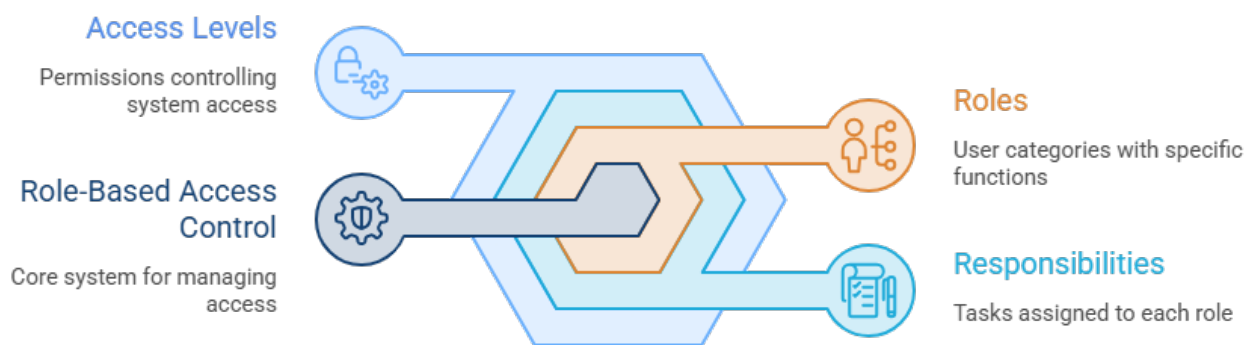


How to Assign Roles in a Program

Roles

Roles is a system through which users are assigned their responsibilities and access levels. In this system, it is defined who will be a teacher, who will be a manager, and who will be a student. Each role has its own functions and permissions that control its access within the system.



Assign Roles in a Program

- Open the Program and click on the Roles tab.

LEARNEXIFY Home Dashboard My courses Site administration Custom Pages 33   Edit mode ☐

Program Management > Manage Programs > Diploma in Computer Science (DCS)

Diploma in Computer Science (DCS)

Detail Edit Users User Groups Semesters Course Descriptions Course Sets Batches **Roles**

ID Number:

Name:

Description:

Required Credits:

Display priority:

> **Time Settings**

- Review the list of available roles.
- Click on the role to which you want to assign users.

Program Management > Manage Programs > Diploma in Computer Science (DCS) > Roles

Diploma in Computer Science (DCS)

Detail Edit Users User Groups Semesters Course Descriptions Course Sets Batches **Roles**

NAME	DESCRIPTION	USERS
Manager		4
Vice Chancellor	The Vice Chancellor is responsible for the overall management of a single campus.	0
Head of Department		0

- A page will open displaying all users currently assigned to the selected role.
- To assign additional users, click the Unassigned button. This will display all users who are currently unassigned to the selected role.

Diploma in Computer Science (DCS)

Detail Edit Users User Groups Semesters Course Descriptions Course Sets Batches **Roles**

Assigned **Unassigned**

New filter

Full name contains

Show more...

Email address contains

Username contains

Add filter

SELECT

ID NUMBER

FIRST NAME / LAST NAME ↓



manager1@paktaleem.net

Test Manager1

- Select the user(s) you want to assign.
- Scroll down and click **Assign Roles**.

Detail Edit Users User Groups Semesters Course Descriptions Course Sets Batches **Roles**

Assigned **Unassigned**

New filter

Full name contains

Show more...

Email address contains

Username contains

Add filter

SELECT

ID NUMBER

FIRST NAME / LAST NAME ↓



head_of_department

Head Department



muhammad-ali

Muhammad Ali



Test Program User

Tester Demo

Using Filters:

If you cannot find the required user:

- Use the **Filter** option.
- Add a filter using **Email Address, Username, or Full Name**.
- Click **Add Filter**.
- Select the required user from the filtered results.
- Scroll down and click **Assign Roles** to complete the assignment.

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