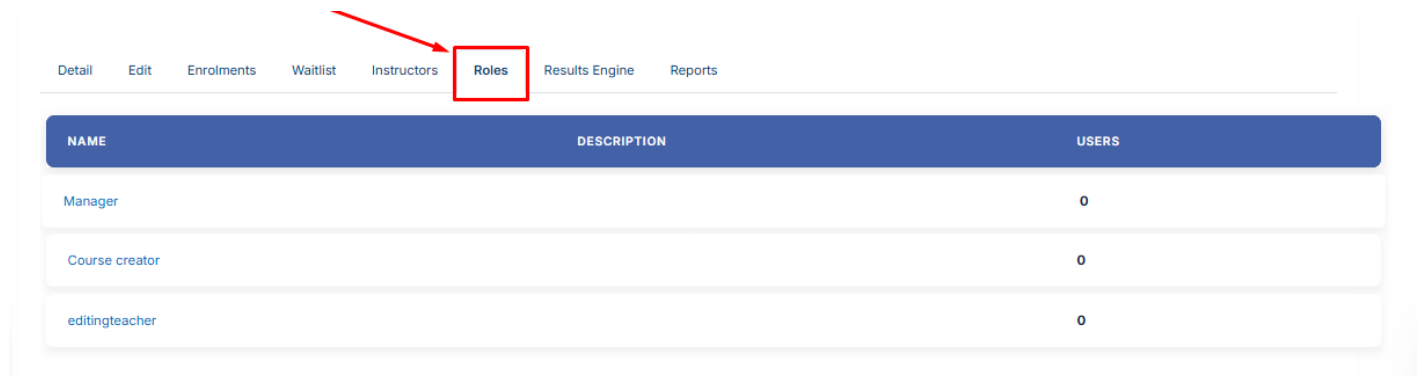
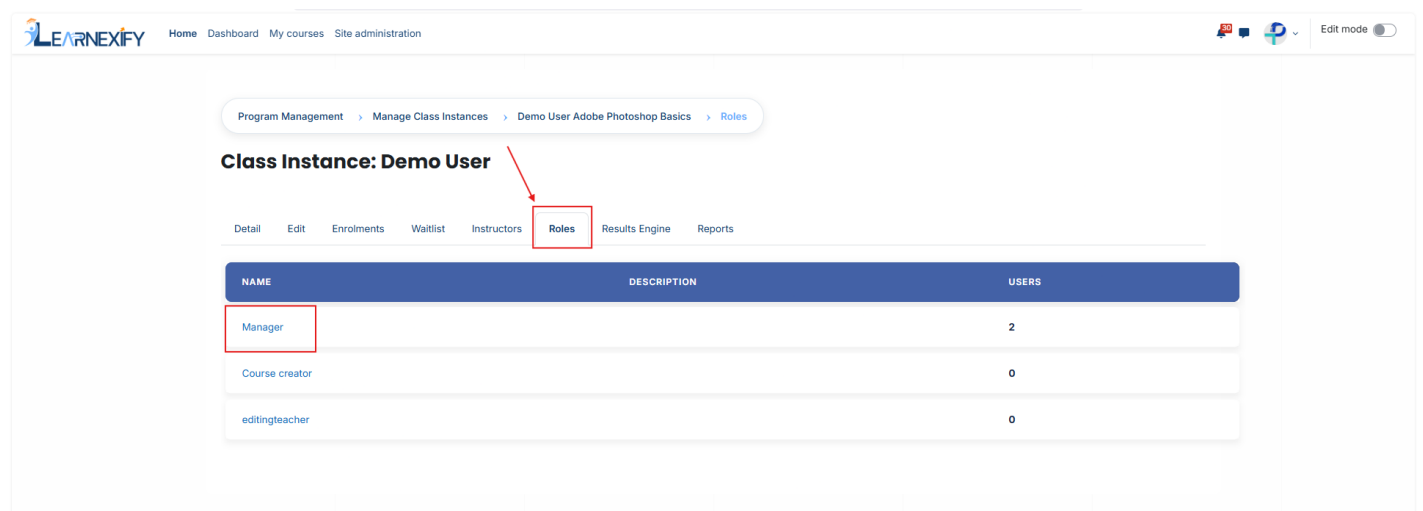


# How to Assign User Roles to a Course Instance

To define specific administrative permissions or access levels for a course instance, identify the relevant course instance from the management list, open it, and select the Roles tab.

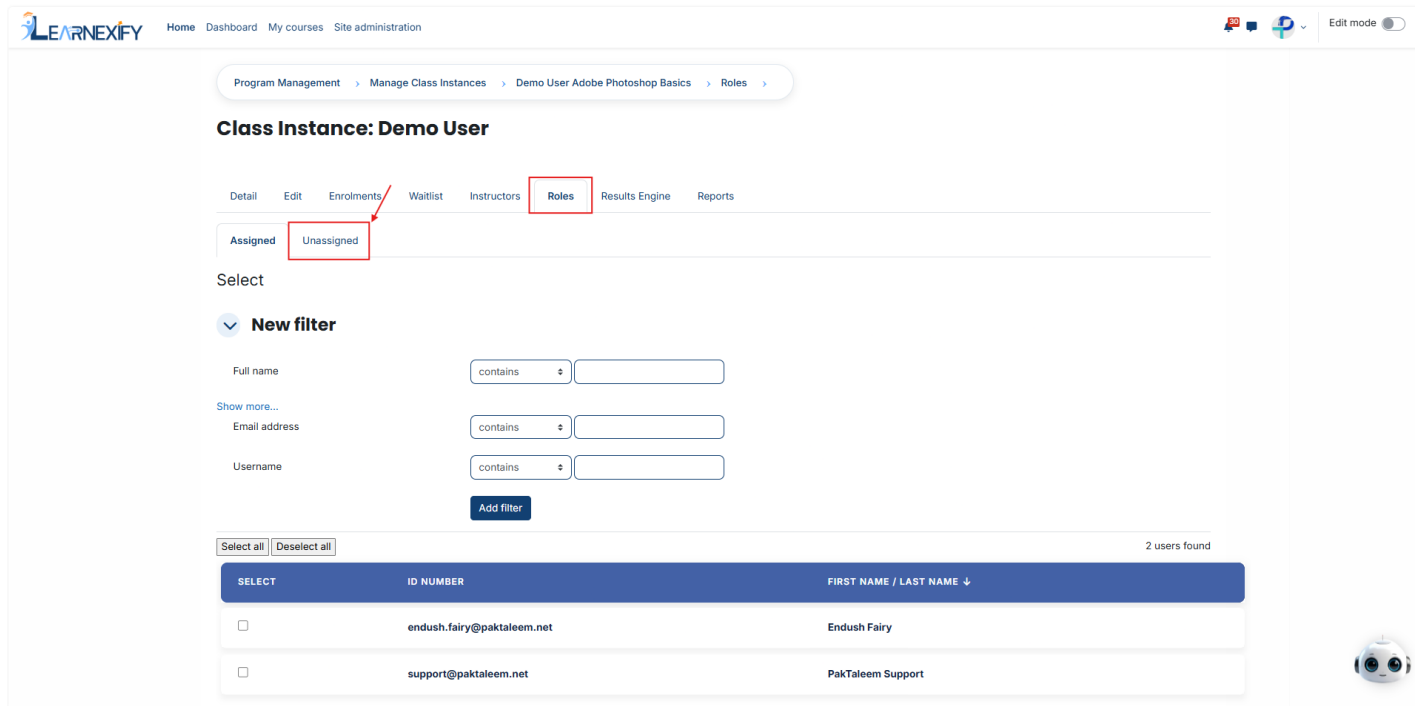


- From the available options, choose the specific permission level or administrative role (such as Manager) you wish to grant to a user for this course instance.



- The interface will initially display users who are already active in that role; to view a list of potential candidates you can add to the course instance, click the

Unassigned button.



The screenshot shows the LARNEXIFY interface for managing roles within a specific class instance. The breadcrumb trail indicates the path: Program Management > Manage Class Instances > Demo User Adobe Photoshop Basics > Roles. The page title is 'Class Instance: Demo User'. Below the title, there are several tabs: Detail, Edit, Enrollments, Waitlist, Instructors, Roles (which is highlighted with a red box), Results Engine, and Reports. Under the 'Roles' tab, there are two sub-tabs: 'Assigned' and 'Unassigned' (which is highlighted with a red box and has a red arrow pointing to it). Below these tabs, there is a 'Select' section with a 'New filter' dropdown. Under 'New filter', there are three filterable fields: 'Full name', 'Email address', and 'Username', each with a 'contains' dropdown and an input field. Below the filters is an 'Add filter' button. At the bottom, there is a table with two columns: 'SELECT' and 'ID NUMBER'. The table contains two rows of data: one for 'Endush Fairy' with ID 'endush.fairy@paktaleem.net' and another for 'PakTaleem Support' with ID 'support@paktaleem.net'. There are checkboxes in the 'SELECT' column for each row. The table is titled '2 users found'.

| SELECT                   | ID NUMBER                  | FIRST NAME / LAST NAME ↓ |
|--------------------------|----------------------------|--------------------------|
| <input type="checkbox"/> | endush.fairy@paktaleem.net | Endush Fairy             |
| <input type="checkbox"/> | support@paktaleem.net      | PakTaleem Support        |

- Check the **box** next to the name of each **individual** you wish to authorize for this specific **role** within the **course instance**.
- Navigate to the **bottom** of the page and **click** the **Assign Roles** button to commit your selection and officially **update** the access levels for the **course instance**.

Program Management > Manage Class Instances > Demo User Adobe Photoshop Basics > Roles >

### Class Instance: Demo User

Detail Edit Enrolments Waitlist Instructors **Roles** Results Engine Reports

Assigned **Unassigned**

Select

▼ New filter

Full name contains

Show more...

Email address contains

Username contains

Add filter

1 2 3 >

Select all Deselect all 79 users found

| SELECT                              | ID NUMBER          | FIRST NAME / LAST NAME ↓ |
|-------------------------------------|--------------------|--------------------------|
| <input checked="" type="checkbox"/> | student1@gmail.com | student 2                |

1 currently selected  
☐ Show selected items only

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

Assign roles

- If you need to **locate** a specific individual quickly for the course instance, utilize the filter tools located at the top of the user list.
- Create a search rule by selecting criteria such as the user's Full Name, Username, or Email Address.
- Click the **Add Filter** button to **display** the matching results from the system for the course instance.
- Once the **correct individual** is identified in the **filtered list**, select them and **click Assign Roles** to complete the authorization process for the course instance.

LEARNEXIFY

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Edit mode ☐

Assigned **Unassigned**

Select

▼ New filter

Full name

contains

Show more...

Email address

contains

**Username**

contains

ayesha-malik

Replace filters

**Add filter**

▼ Active filters

☐ Username contains "ayesha-malik"

Remove selected

Remove all filters

Select all Deselect all

1 users found

| SELECT                              | ID NUMBER    | FIRST NAME / LAST NAME ↓ |
|-------------------------------------|--------------|--------------------------|
| <input checked="" type="checkbox"/> | ayesha-malik | Ayesha Malik             |

1 currently selected

☐ Show selected items only

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

**Assign roles**

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