

[LMS] Managing Users, Groups, and Roles

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Managing users, groups, and roles can be a tedious task; this is why Enterprise LMS provides tools and conventions to make them easier to manage.

The user management engine (UME) provides a centralized user management for all users in your LMS and can be configured to work with user management data from multiple Single Sign-On (SSO) data sources. It is seamlessly integrated with all LMS applications as its default user store and can be administrated using the 'List users' link under "Account & Settings" left menu item.



Identity management enables LMS administrators to perform routine administration tasks such as creating or searching for users and groups, and assigning users and groups to roles. The UME reduces administrative overhead by allowing you to perform centralized user administration.



Some of the options available:

1. Manage users/groups/roles in a centralized manner
2. Create individual users or bulk import multiple users
3. Lock/Unlock users
4. Edit user data
5. Delete user
6. Bulk import of user data.
7. Assign groups, roles, courses, tests, and live classes from a centralized view



User Management

Create a New User

Click on the "Create New User" button to create new users or use "Bulk Import Users" option to import



The following details are required to create a new user.



- **First name and Last name**
- **Username**
- **Email address** - *If an email address already exists in BrainCert's ecosystem of product and service, you will be given an option to add that user account in to your LMS with a click of a button.*
- **Password**
- **User Type** - *BrainCert supports three types of default users:*
 - **Learner:** Learners are 'end users' who can be given access to Courses, Tests, and Live classes (Virtual Classroom) by the LMS administrator. They do not have any other authorizations.
 - **Teacher:** Teachers have 'Full Control' permissions to manage all left menu items except 'Account & Settings'.
 - **Super Admin:** A super administrator has all authorizations in the LMS at the highest possible level. There can be one or more super administrator. By default, your account used to create the LMS sub-domain belongs to the 'super admin' user type, and this *account cannot be deleted*.

Bulk import users

"Bulk Import Users" tool enables you to perform mass import of users in to your user management engine (UME).



Download and use the sample CSV file given as a template to build your user data and improve readability. The import tool gives warning messages for actions such as when the user account already exists or duplicates found.

Group Management

A user management engine (UME) group is a collection of users. Groups serve to create sets of users who have something in common, for example, users who work in the same department or users who have similar tasks in a company. Groups make it easier to manage users. For example, you can assign a course to a group instead of assigning the course to each user individually.

Groups can be administrated using the 'List groups' link under "Account & Settings" left menu item.



Click on the "Add Group" to create a new group. Imagine groups as logical containers that is used to organize your users.



Click on the group name, ex: DevOps, to add users, assign roles, courses and tests. All the users who

belong to this group will now have access to the assigned courses, and tests. If it is a 'paid' course, users would need to buy it to unlock the course.



Role Management

BrainCert provides role-based access to the LMS portal. As an administrator, you control who has access to applications by creating users and providing these users with a means of authenticating themselves to an application. To simplify user administration, users can be collected in groups according to criteria such as the users function in a company or the department they work in. Roles define the users authorizations to the menu items and additionally define the users navigation experience. Roles can be assigned to groups.

Roles can be administrated using the 'Roles' link under "Account & Settings" left menu item.



With its role-based content, BrainCert enables users - from employees and customers to partners and suppliers - to focus exclusively on data relevant to them.



You can also create and customize new roles with specific permissions and then assign it to 'Groups'. Roles define how content is grouped together and how it is displayed in the LMS. By assigning a group to a role, you restrict all users part of that group from doing certain activity. For example, you can create a role that allows a group to only create and manage courses, but not tests.

Click on the 'Add Role' button to start creating a new role. Start with typing a 'Name' and 'Description' and proceed with the customization. Roles allow you to set granular level permissions to menu items.

Courses

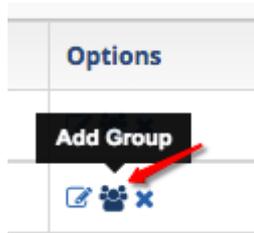
Create a course	Read	Add	Read	Edit	Delete
Courses	Full Control	Add	Read	Edit	Delete

The following permission levels are supported for menu item objects:

- **None** - No permission is set
- **Read** - Provides read-only access to the object
- **Change** - Provides all permissions permitted by read, write, edit, and save.
- **Full Control** - Provides all permissions permitted by read, write, edit, save, and delete.

List Roles: Roles dashboard provides options to edit, assign groups, and delete a role.

Click on the Group icon to assign a role to user groups. When the user logs on, the system restricts the user with specific menu items and actions defined by the role assigned to the user.



You can also design a new dashboard (welcome) page based on the group the user belong to. See this [KB note](#).