

Tracking System: Manage Administrators

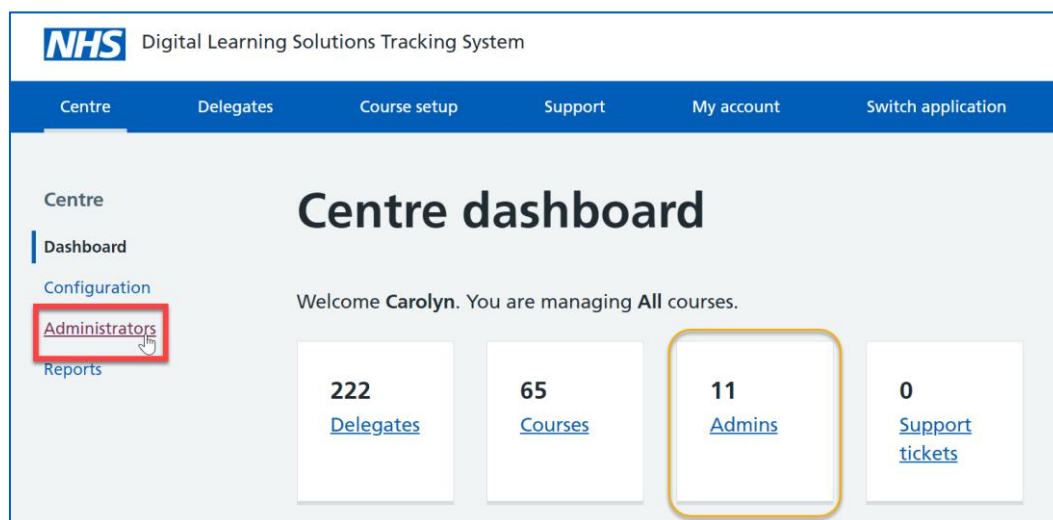
Operational Guide

**Centre
Manager**

February 2022

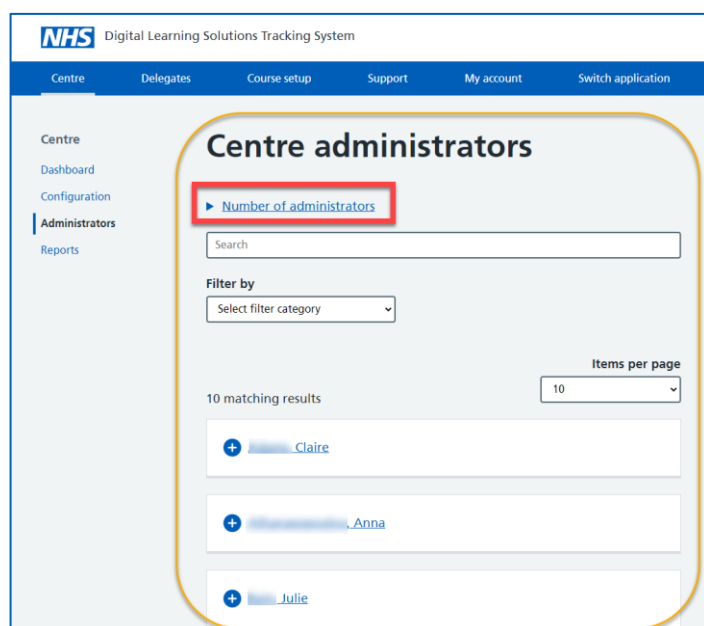
Go to the Tracking System and manage administrators

For information: **Only** the centre manager has access to manage administrators. This provides access protection to the learners tracked data at your DLS centre.



1. Select: **Administrators** or the quick launch button **Admins**

For information: Administrators have a greater level of access to the platforms than a learner. The centre manager (only) promotes delegates and adds permissions to enable this access (see resource DLS010).



You've reached
**Centre
administrators**

Select: **Number of
administrators**

A summary of the number of roles you have assigned at your centre.

To collapse the summary

- 2. Select: **Number of administrators** to view the delegate registration card

Centre administrators

▼ Number of administrators

Administrators	6
Supervisors	5
Trainers	1
CMS administrators	0
CMS managers	2

For information: **Search** and **Filter by** options are available if you have lots of administrators (see resource [DLS000](#) to learn more about searching and filtering). You can also view more **Items per page**, 10 is the default option.

- 3. Select: **Expand** card

+

Maw

Carol

–

Maw

, Carol

Centre administrator

Supervisor

Nominated supervisor

Trainer

CMS manager

Email

Carol

il.com

Course category

All

Manage roles

Current roles (with associated permissions) are displayed in the expanded record with grey tags.

- 4. Select: **Manage roles**

Edit administrator roles

Name: Carol Maw

User roles

► [Number of administrators](#)

Please select all the roles this user has.

- ☒ Centre administrator
Manage delegates, courses and course groups. Enrol users on courses. View reports.
- ☒ Supervisor
Oversees individual and groups of delegates. Assigns and reviews self-assessments. Arranges supervision sessions.
- ☒ Nominated Supervisor
Confirms self-assessment results for learners.
- ☐ Trainer
Delivers face to face or online training sessions and records attendance. Not yet implemented in the system.

Administrator roles and text descriptions of associated permissions are available on-screen. Centre managers can add and remove administrator roles as appropriate.

Please select a content manager role for this user.

- ☐ CMS administrator
Create bespoke courses in the Content Management System by importing content from other DLS courses.
- ☒ CMS manager
Can create courses in the Content Management System by uploading local digital learning content.
- ☐ No CMS permissions

Content manager roles can be managed for each user, depending on your centres contract type.

Learning category

Learning category

Limits the permissions of the administrator to view and manage courses in a particular category.

All ▼

Save

You can also limit permissions of a user to a learning category, so they can only view and manage courses within that learning category.

If you've made changes

5. Select: **Save**

To learn more about:

- **Promote to admin** see resource: DLS010
- **Deactivate admin account:** DLS011