

# Quick Guide – MyAberdeen: Adding Users to the Ultra Course View

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There are several roles available with various purposes on MyAberdeen, each with the appropriate permissions.

**Warning:** Do not manually enrol your students onto a course area – this must be done through student records!

**Warning:** Do not, under any circumstances, enrol a user with the “System Guest” role. This is for internal use only.

### Course Coordinator Role

Normally, there will only be **one** course co-ordinator. This will be the named lead for that course and, often, the main point of contact for students. Their profile image and name will appear at the top of the course. This role has permissions to add colleagues as lectures to the course and has full grade centre access.

**NB.** If there is more than one course co-ordinator listed, “Multiple Course-Coordinators” will be displayed at the top of the course page. The Primary Instructor can be specified by Course Coordinators or those with School Admin role.

### External Examiner/Marker Roles

Allows for access to and the ability to edit assessments/feedback, but only viewing permissions for course materials.

### Lecturer Role

This role has similar access to the course co-ordinator role, but does not have permission to add others or specify Primary Instructor.

### Lecturer (No Grade Centre Access) Role

Similar permissions to the lecturer role, but without access to the course’s assessments/gradebook or enrolment. This is intended for staff who need to upload course materials but who will not be involved in the assessments.

### School Admin Role

This role has the same permissions as the course co-ordinator role.

### Student Role

For credit bearing courses, students will automatically be enrolled once their student record has synchronised with MyAberdeen. Staff should not manually add anyone with the student role.

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## Course Guest

If you need to give a student access to some learning materials, they can be given the Guest role which is read-only. The Course Guest role cannot participate in discussions or submit assessments. Please note, this role should only be used for users who are not enrolled in the course and are just accessing the materials as a guest. As this role does not allow access to assessments or discussions, it should not be given to students enrolled on the course.

## Adding Users to a Course:

The course co-ordinator or school admin role can:

1. Access the **Class register** from the Details and Actions menu.
2. Click on the **plus icon** (top right) and select 'Enrol People'.
3. Search for the relevant username.
4. Once found, select the plus icon next to the name and **select the correct role** (e.g. lecturer).

**Suggestion:** If the search is not successful, the user may already be enrolled (use the magnifying glass icon to check), the username maybe incorrect or perhaps they do not have an account on MyAberdeen.

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## Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Toolkit: [MyAberdeen: Staff](#)