

## DEFINITIONS of ROLES

### Five Standard System Roles:

**LEARNER:** Search course catalog, register for courses, enroll in classes, view training history, view and update profile, view and print transcript and certificates, access elective and required training and submit SF-182s for external training.

**SUPERVISOR:** Everything a Learner can do as well as view their employee's profiles, approve/deny their employee's training requests, mark training complete, manage certifications of training completions, submit SF-182 forms on behalf of their employees, and run reports of their employees.

**INSTRUCTOR:** Create classes, view and manage rosters, view learning content like resources, vendors, tests and surveys, and view learning plans. Manage learning activities like gradebook, class manager, etc. view learning requests, assign training and run reports. Cannot create courses.

**ADMINISTRATOR:** Access is just below Domain Manager. High level access to all bureaus' data. Can do everything a Supervisor and Instructor can do. Can view and manage users. View and create external account requests. View and manage all learning content and activities that Instructors can do. Can manage online resource manager resources, approval workflows, email notifications, features and modules, and create and run reports. Cannot create roles and groups, but can view them. Cannot create nor manage themes.

**DOMAIN MANAGER:** Access to all LMS – highest level. Pat Houghton has this role as the Department Head. Can do everything the other roles can do and more, plus edits permissions to other roles.

### Other Roles Created by Department for Bureaus to use:

**ROSTER MANAGER:** This is someone who can manage their rosters, add and remove students to a roster, print rosters, and run reports, but cannot create and enter classes or courses in the system.

**LEARNING PLAN ROSTER MANAGER:** This role can assign training via mass assignment or by learning plan, which is the main purpose. Please do not do other tasks unless you are trained or the role will be revoked. Please NEVER create an automatic assignment, or assign courses if you are unsure. Ask First before Assigning! This role requires an understanding of power point slides presented as training.

**PROGRAM MANAGER:** For those who only need to view records and run high level reports of all the bureau users during mandatory training times. This is someone who has a program to manage in the LMS, like: IT Security, Role Based, HR, Safety, etc. Reports can be run for all of the Bureaus. This role is used less and less as the Basic Reporting Functions Only Role is taking its place.

**BUREAU APPROVER/COORDINATOR:** This is for those who need to approve and/or pay for training but also view and manage users, assign learning plans, classes and manage rosters, etc. as well as run reports for their bureau users. This is a high level access like Instructor and mainly only used by Bureau of Reclamation. USGS does not train on this role nor provide it to anyone.

**BASIC REPORTING FUNCTIONS ONLY:** This is for those who are not Supervisors or Managers yet need to run reports for an Office or Region, etc. Requires attendance at a 1 hr. webinar offered by BLM. Email Catherine Book at: [cbook@blm.gov](mailto:cbook@blm.gov) to register.

**LEARNER – RBST DOCUMENT UPLOAD:** This role is given to those who have RBST duties and must take RBST training above and beyond the mandatory training, like FISSA+ each year so they can upload any documents of proof of training.

**ONLINE COURSE DEVELOPER:** This is for those who develop on-line training (OLT) and upload OLT courses, view user profiles, view course information, run reports for their bureau, etc. This is mainly the TEL team. Contact TJ Lane ([tjlane@usgs.gov](mailto:tjlane@usgs.gov)) for USGS if you feel you need this role.