

TrainCaster User Roles: Definitions

Below is a brief description of user roles, privileges and limits.

Role	Privileges	Limits	More Info
Administrator	Access to all functions and all data in the system.	Unlimited.	Administrators have unlimited access to all courses, all data, and all training records. They control system settings, such as primary contact information, announcements, curriculums and new user notifications. Best practices dictate that you restrict administrator privileges to only a few individuals.
Manager role includes: Course Manager, Report Manager, User Manager. Each of these roles is detailed below.	Can be given access to manage and edit courses and curriculums, manage users, and run reports. By default has access to trainee functions.	Course privileges can be limited to assigned courses and curriculums. User management privileges can be limited to add/modify/delete and/or to specific types of users. Managers can be given privileges to add and edit training records as well. Report managers have access to course/training data for reporting. This access can be limited.	Managers can be given a wide range of privileges. Each privilege can be limited to a defined set of records. To determine which settings you need to use consult the matrix below.

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Course Manager –Full Rights	Add/modify/delete /archive/copy courses. Also has access to all course management functions, including: objectives, classroom, survey, notifications, and requirements.	Access can be limited to courses that are assigned to this manager for editing. Note that this is different than courses assigned for training. Alternatively, access can be granted to all courses.	To limit access to only courses assigned for editing, click the corresponding radio button. On the subsequent assignment page, select the courses this account can edit. Alternatively, click the 'Modify' button next to course assignments at the bottom of the page.
Course Manager – Partial Rights	Manage individual course content according to the rights assigned: objectives, classroom, assignments, requirements, notifications, survey, repository, forum and grading. Users with partial rights cannot add, delete, copy, or archive courses.	Access can be limited to courses that are assigned to this manager for editing. Note that this is different than courses assigned for training. Alternatively, access can be granted to all courses.	To limit access to only courses assigned for editing, click the corresponding radio button. On the subsequent assignment page, select the courses this account can edit. Alternatively, click the 'Modify' button next to course assignments at the bottom of the page.
Report Manager	Run reports.	Access to data on reports can be limited to specific courses and/or one, many or all user groupings.	To limit access, select 'Assigned Courses' under Reporting Rights. *To limit user groupings, select 'Own User Groupings', or 'Assigned User Groupings'. These limitations must be assigned either on the subsequent page, or via the 'Modify' button at the bottom of the page.

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Manager Type	Function	Limits	More Info
User Manager	Add/modify/delete user accounts and training records.	Access can be limited by account type and/or user grouping.	Select the account type this user manager can add/mod/del. Scroll down to select the appropriate user grouping setting.
Trainee	Access to My TrainCaster functions only.	Trainees can access assigned courses, courses included in the course catalog and classroom calendar.	Most users will be set up as trainees.