Quick Guide - MyAberdeen: Adding Users to the Ultra Course View

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

Do not manually enrol your students onto a course area!

Course Co-ordinator 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 access 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.

Lecturer Role
This role is like the course co-ordinator but does not have permission to add others.

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.

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.

Adding Users to a course:
The course co-ordinator or school admin role can:

1. Access the Student Register from the Details and Actions menu.
2. Click on the plus icon (top right) and search for the relevant username.
3. Once found, select the plus icon next to the name and select the correct role (e.g. lecturer).

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 do not have an account on MyAberdeen.

Further Resources
- For further eLearning advice, visit: www.abdn.ac.uk/elearning
- For course design information, check our Course Design Guidelines.
- For further information on user roles, please contact eLearning@abdn.ac.uk