

## Toolkit Item 4: VA LMS Administrator Roles



The VA has developed standard Learning Management System (LMS) administrator roles that are configured consistently across all domains.

- ❖ Roles are assigned to match a VA LMS Administrator’s responsibilities.
- ❖ Administrators may hold one or many roles depending on their work and how they do that work for their domain and subordinate domains within their hierarchy.

There are currently<sup>1</sup> seven primary LMS administrator roles and five additional or secondary administrator roles that are referred to as add-on roles.

- ❖ The add-on roles are usually assigned to an administrator along with a main role.
- ❖ However, an add-on role may function independently.

Primary Administrator Roles
<p><b><u>Domain Manager (DM)</u></b>                      Highest role in the hierarchy with the capabilities of all the other primary LMS roles.                      Able to create and manage Admin accounts and reference values. Has the ability to merge user records.</p>
<p><b><u>Learning Manager (LM)</u></b>                      Responsible for managing and tracking learner training needs.                      Role has same capabilities as DM role, but unable to create and manage Admin accounts or training locations (reference values). Able to perform the tasks associated with the Assignment Manager (AM), Scheduling Manager (SM), Registration Manager (RM), and Item Manager (IM) roles.</p>
<p><b><u>Item Manager (IM)</u></b>                      Responsible for creating and managing courses (Items), their components, and Curricula for their domain.</p>
<p><b><u>Assignment Manager (AM)</u></b>                      Responsible for managing learning needs and selecting and assigning appropriate learning events and products to learners as directed/authorized.</p>
<p><b><u>Scheduling Manager (SM)</u></b>                      Responsible for scheduling learning events that occur at a specific time and location.</p>
<p><b><u>Registration Manager (RM)</u></b>                      Capability to register learners for specific learning events and to record participant attendance.</p>
<p><b><u>Help Desk Manager (HD)</u></b>                      Responsible for helping to troubleshoot LMS problems (eg, resetting passwords, providing assistance for known issues, or escalating problems and errors to the proper support group) for users; also able to generate reports.</p>
Secondary Administrator Roles
<p><b><u>Accreditation Manager (ACM)</u></b>                      This role is associated with the VA LMS Accreditation Module (not yet in use) and will only be used by domains that grant accreditations. The ACM role is usually assigned to the Domain or Learning Manager role. Role has the capability to add and edit certificates associated with accreditations and add and remove accreditations from an Item.</p>
<p><b><u>Accreditation Item Manager (ACIM)</u></b>                      This role is associated with the VA LMS Accreditation Module (not yet in use) and will only be used by domains that grant accreditations. The ACIM may add and remove accreditations from an Item.</p>
<p><b><u>Assignment Profile Manager (APM)</u></b>                      Responsible for creating and maintaining assignment profiles used to group learners.                      Assignment profiles are used to make automatic curriculum-based assignments.</p>
<p><b><u>Question Exam Manager (QEM)</u></b>                      This role is associated with the Plateau Question Editor (PQE) (not yet in use)</p>

<sup>1</sup> With the release of Plateau LMS version 5.8 SP4 P8

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### Report Role (RPT)

VA LMS Roles in Use as of October 2010								
	DM	LM	IM	AM	SM	RM	HD	APM
Create Admin accounts	X							
Unlock Admin accounts	X							
Reset Admin passwords	X							
Merge records	X							
Create resources	X	X						
Unlock learner accounts	X	X					X	
Reset learner passwords	X	X					X	
Assign learning	X	X		X				
Record learning	X	X		X		X		
Create content objects, items & curricula	X	X	X					
Add scheduled offerings & register learners	X	X			X			
Generate reports	X	X	X	X	X	X		
Add items to catalogs	X	X			X			
Assign items and curricula	X	X		X	X			
Create scheduled offerings for pre-existing items	X	X			X			
Register learners in existing scheduled offerings	X	X			X			
Record learner attendance	X	X			X			
Define, create, and maintain assignment profiles	X	X						X