Managing teaching roles via the IdM portal

Heads of organisational units can use the IdM portal to manage teaching roles assigned to users in campo and StudOn.

In campo, this affects the campo administrator role and in StudOn it affects the StudOn manager and StudOn author roles.

Users who have been granted permission to manage roles in teaching can also see the options for managing teaching roles in the IdM portal.

Log on to the IdM portal (https://www.idm.fau.de) and switch to the 'Administration' area from the top menu. Use the context menu on the left of the screen to navigate to 'Local administration' and then 'Organisational unit', where you can access the area you have been granted the permission to manage teaching roles for.

You can find the menu item 'Role management teaching' in the column on the right.

> **Role management teaching**
>
> *In this area you can define persons of your institution who should receive authorizations for the administration of teaching on the online portals StudOn and campo.*

Click 'Manage teaching roles' to access the main page which shows you which roles you can assign in campo and StudOn.

campo roles

You can assign the campo administrator role for campo via the IdM portal:

> **campo representative**
>
> *The role of the campo representative authorizes persons to maintain the course and examination organization data of their institution in the campo portal. The role corresponds to the former role of the UnivIS representative regarding event management in UnivIS, which is replaced by campo.*

To assign the campo administrator role, click the menu item 'campo administrator'. This will take you to the overview page which lists the users who are already assigned to the campo administrator role in your organisational unit.

To assign the role to another user, click 'Add campo administrator'.

> **Add campo representative**
>
> *Here you can assign the role campo representative to further persons.*

This displays a popup window. Now you can search for users by their last name, first name or IdM username.

Add campo representative

Search by last name, first name or IdM username

User …

[Add] [Cancel]

Once you have found the user you would like to assign a role to, click the 'Add' button. This user will be added to the list of users who have been assigned to the campo administrator role in your organisational unit. After the user has been assigned, you will be taken back to the overview page.

StudOn roles

Heads of organisational units can assign the StudOn author and StudOn manager roles to other users.

- StudOn author:

StudOn author

The role of StudOn author enables the creation of courses, groups and content in the StudOn category of the institution, independently of the automatically created courses for courses. Self-created content can be edited and deleted.

New employees of the institution are automatically assigned to this role, but can be removed. The holders of this role are listed in StudOn on the category info page.

To assign the StudOn author role, click the menu item 'StudOn author'. This will take you to the overview page which lists the users who are already assigned to the StudOn administrator role in your organisational unit.

To assign the role to another user, click 'Add StudOn author'.

Add StudOn author
Here you can assign or revoke the role of StudOn author to a person at your institution.

This displays a popup window. Now you can search for users by their last name, first name or IdM username.

Once you have found the user you would like to assign a role to, click the 'Add' button. This user will be added to the list of users who have been assigned to the StudOn author role in your organisational unit. After the user has been assigned, you will be taken back to the overview page.

- StudOn-Manager:

To assign the StudOn manager role, click the menu item 'StudOn manager'. This will take you to the overview page which lists the users who are already assigned to the StudOn manager role in your organisational unit.

To assign the role to another user, click 'Add StudOn manager'.

This displays a popup window. Now you can search for users by their last name, first name or IdM username.

Once you have found the user you would like to assign a role to, click the 'Add' button. This user will be added to the list of users who have been assigned to the StudOn manager role in your organisational unit. After the user has been assigned, you will be taken back to the overview page.