

LMS Administrator Role Functions

Functions	Local Learning / AAO		Learning		People		Manager / Alt. Manager
	Registrar's Desk	People Admin	Learning Admin	Content Admin	People Admin	HR Admin - Orgs & Jobs	Team Home
Courses							
Manage courses and offerings			X				
Create/edit catalog categories			X				
Create/edit Audience Types/Sub-types			X				
Create/edit/delete Session Templates			X				
View/edit delivery types			X				
View/edit Easy Entry Templates			X				
Create/edit/delete Tasks			X				
Manage learning requests	X	X Via Enrollments	X				
Registrations/Orders							
Edit/cancel Orders	X	X	X				
Register learners for offerings	X		X				X
Place an order for multiple learners	X						X
Enter a CAN for an Order	X	X	X				X
View Order History	X	X	X				X
People							
Search for a learner		X	X		X		X
View learner's profile		X	X		X		
Edit learner's profile		X			X		
Update AAO in learner's profile					X		
Add Alternate Manager in learner's profile		X			X		
Re-activate a deactivated account		X			X		
Create new external learner					X		
Add/delete current job info. (roles)					X		
Add/remove audience types in profile		X	X				
View/edit learner enrollments		X	X		X		X
Create/manage job roles					X		
Manage success plans	X	X	X Add Courses Only		X Add Courses Only		X
View/edit/delete Jobs						X	
View/edit/delete job roles						X	
View/edit/delete job families						X	
Enrollments							

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View Learner Enrollments		X	X		X		X
View Learning Assignments		X	X		X		X
Mark an Enrollment Complete		X	X		X		X
Drop an Enrollment for Learner		X	X		X		X
Transcripts							
View learner transcript		X	X		X		X
Add/edit/delete completions on transcript (without CE's/CLP's)		X	X				X
Add/edit/delete existing catalog or transcript items on transcript (with CE's/CLP's)		X	X		X		X
Add external completions on transcript (with CE's/CLP's)			X				X
Competencies							
View competencies required/held		X			X		X
View Assessment History					X		
Create/edit/delete competencies						X	
Create/edit/delete competency groups						X	
View/create multi-rater assessments		X			X		X
Approve MRA Raters					X		
Resources							
Create/edit/delete locations			X			X	
Create/edit/delete facilities			X			X	
Create/edit/delete rooms			X				
Success Plans							
View/edit/delete Plan Types		X View Only			X	X	
View/edit/delete Plan Forms		X View Only			X	X	
View/edit/delete Plans		X View Only			X	X	
Create Success Plans					X	X	
Certifications							
Create/edit/delete certifications			X				
View/add/delete grant learner certifications		X	X		X		X View Only
Curricula							
Create/edit/delete curricula			X				

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View/add/grant/delete learner curricula		X	X		X		
Online Content							
Manage online content				X			
Test online content for SCORM compliance				X			
Create/edit/delete tests & questionnaires				X			
Manage question groups				X			
Create/edit/distribute surveys				X Create/Edit	X Distribute		
Continuing Education							
View/add/edit/delete CE requirements			X		X		
Create/edit/delete CE fields of study			X				
Create/edit/delete CE plans			X				
Add/delete CE Plans to a Learner			X		X		
Miscellaneous							
Manage prescriptive rules					X		
Run reports	X	X	X	X	X	X	X
Add external organizations (vendors)						X	
View organizations (internal & external)		X				X	
Managerial Functions and Approvals							
View Team enrollments							X
Add/edit/delete learning from Team transcripts							X
Assign curriculums / certifications to team members							X
Register team member for an offering							X
Add competency requirements to team							X
Manage learning plan of team member							X
Perform competency assessments for team							X
Approve first level training registrations		X					X
Approve second level training registrations		X					
Verify and update CAN numbers for team							X

** - for learner accounts where they are assigned the Additional Approver for Orders

Notes:

- An AAO must have LLA permissions.
- An LLA does not need to be an AAO.