

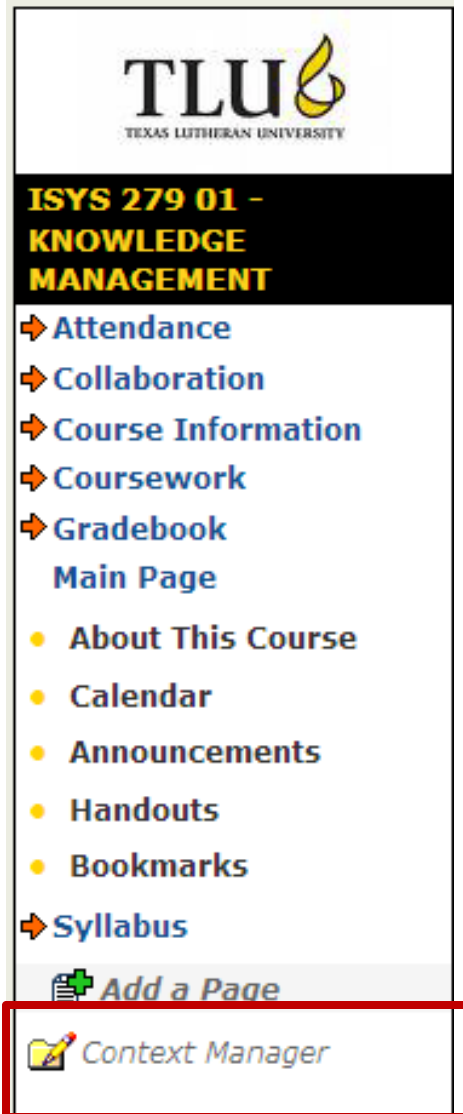
# This tutorial has 2 sections:

- Section **A** shows how instructors can **ADD USERS** (e.g. a grader) to their e-Racer course.
- Section **B** shows steps on how the intended user (grader) need to complete in order to have access to the e-Racer course site as a grader.

**Slide 3 – 16 present steps for course  
instructors (Faculty).**


**Slide 18 – 23 present steps to be  
completed by an intended user  
(Grader)**

Go to your e-Racer course site and click on the  *Context Manager* (link)

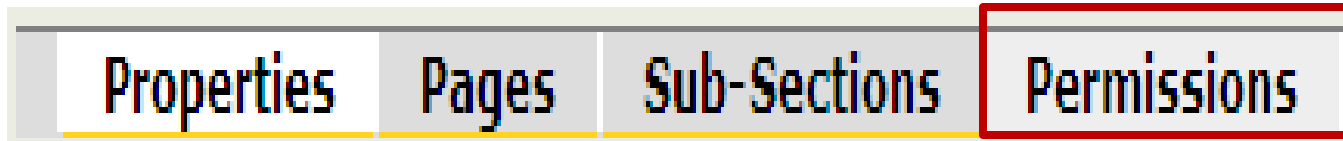


**TLU**  
TEXAS LUTHERAN UNIVERSITY

**ISYS 279 01 -  
KNOWLEDGE  
MANAGEMENT**



- Attendance
- Collaboration
- Course Information
- Coursework
- Gradebook
- Main Page
- About This Course
- Calendar
- Announcements
- Handouts
- Bookmarks
- Syllabus
- + Add a Page
-  *Context Manager*

# Click on the Permissions (Tab)



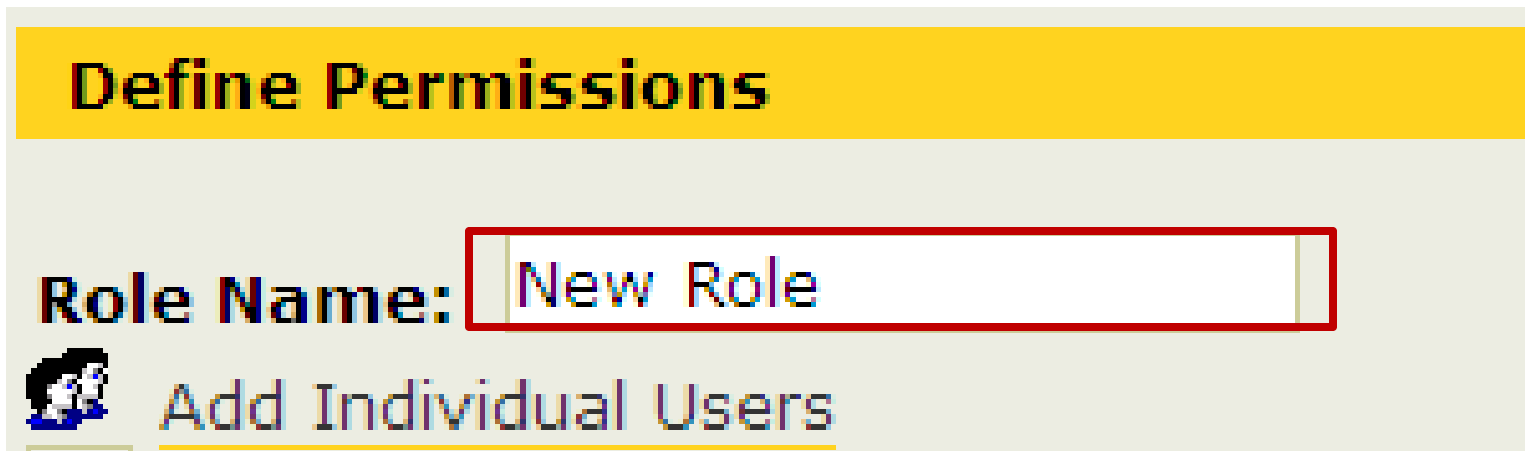
# Click on the Add a Role (link)

Permissions for: Members of ENGL 330B 01 - Creative Writing: Poetry Wkshp

Role	Can Admin	Can View			
		Attendance	Collaboration	Course Information	
 Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
 Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	


[+ Add a Role](#)

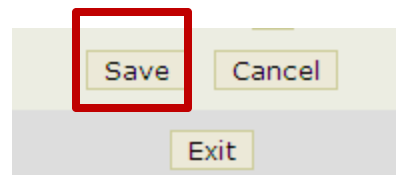
Replace the words **New Role** with another name, e.g. with **Grader** and click the save button toward the bottom of the window.



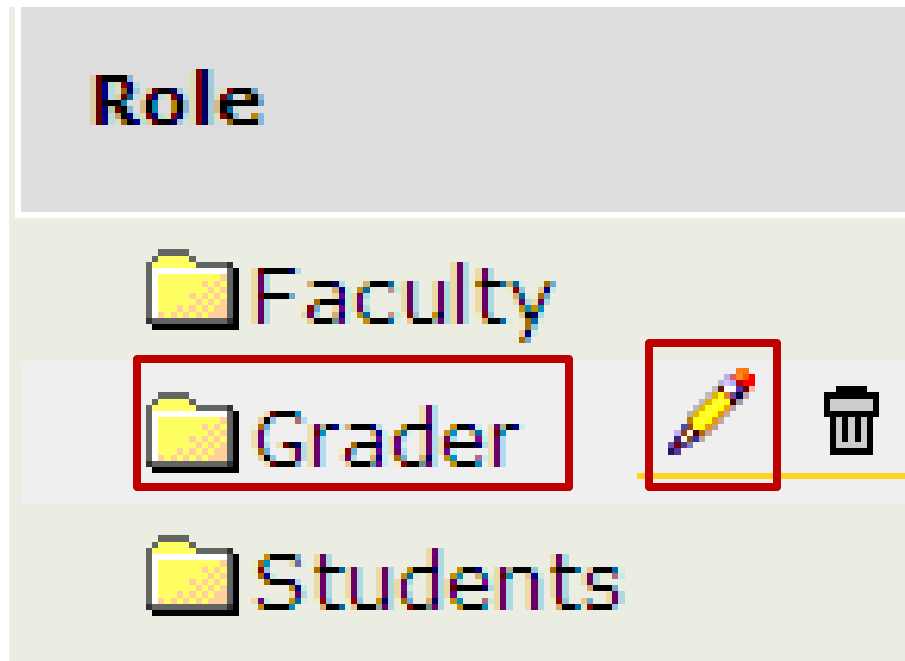
**Define Permissions**

**Role Name:**

 Add Individual Users




A new role Grader has been added . Click on the new role (A **Pencil** icon)



# Click **Add Individual Users** link

**Define Permissions**

**Role Name:**

 [Add Individual Users](#)



Type in Last Name or First Name ...see example below

---

Show:  All Users  Users In ISYS 279 01 - Knowledge Management

---

**Search:**

Last Name:  First Name:

Select any user to view that p

All Roles

Ocon-Garrido, Rocio

Select **use name** | click **Add** to move to **Selected Users** column(Tab) | **OK**

**Search:**  
Last Name:  First Name:

**Ocon-Garrido, Rocio** (ID# 96861204)  
Budget Managers, Advisors, Faculty, All Roles

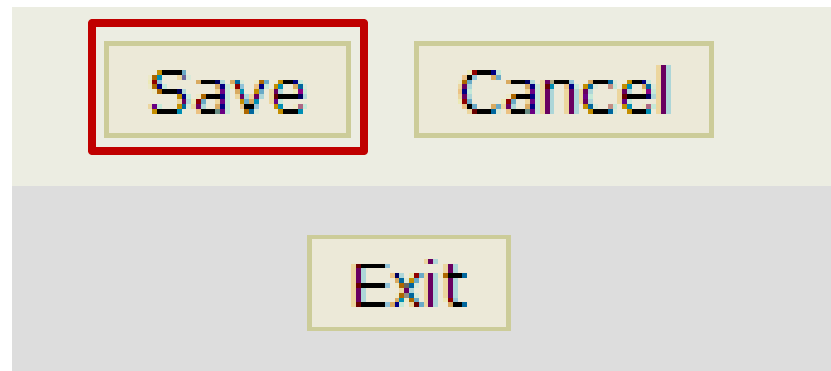
All Roles

**Ocon-Garrido, Rocio**

**Selected Users**  
Ocon-Garrido, Rocio

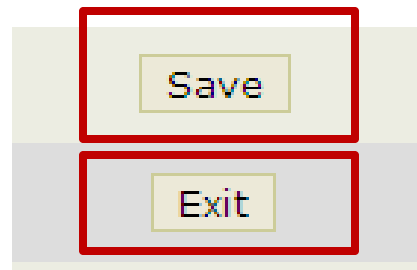
[<-- Previous](#) | [More -->](#)

Click on **Save** button



Click in the box under the page(s) that you want the Grader to be able to view – such as attendance, collaboration etc. Click **Save** | **Exit**

Role	Can Admin	Can View Page:						
		Attendance	Collaboration	Course Information	Coursework	Gradebook	Main Page	Syllabus
Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grader	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



In the breadcrumb trail (where it says "**You are here:**" just below the tabs) – click on the course title.

You are here: [Academics](#) > [Information Systems - ISYS](#) > Information S

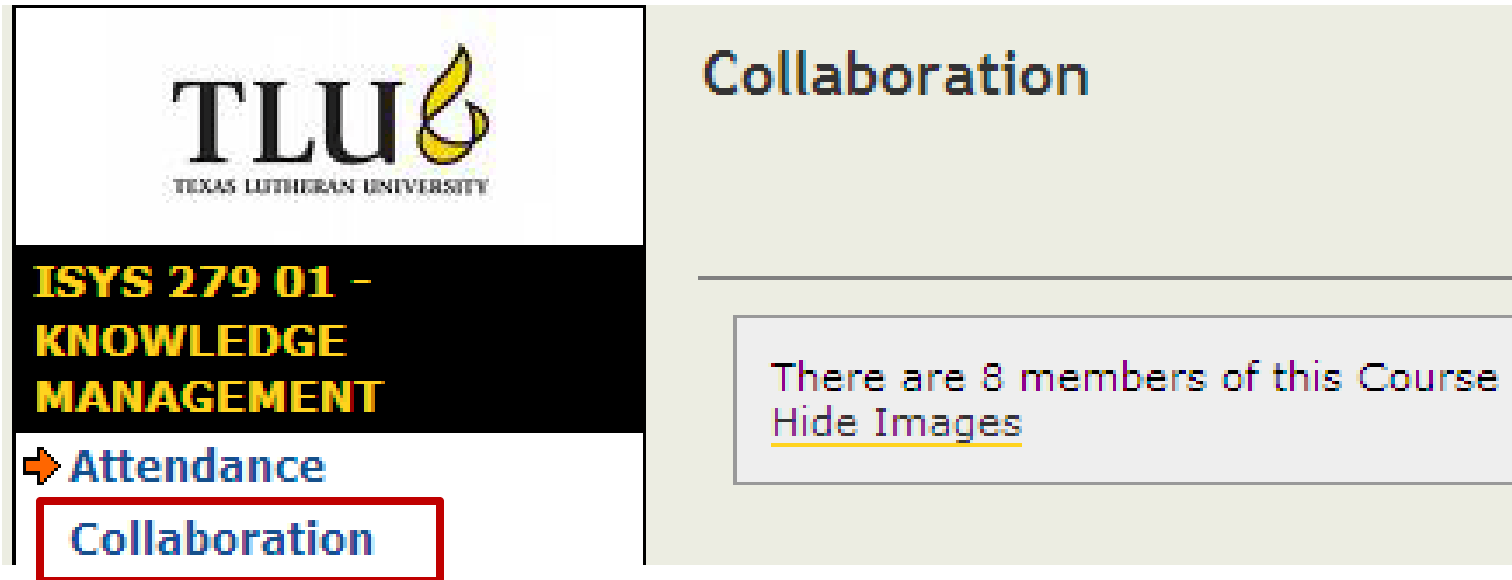
**Properties**

**Pages**

**Sub-Sections**

**Permissions**

Go back to your course **Collaboration** page



The image is a screenshot of a course page. On the left side, there is a vertical navigation menu with a white background and a black border. At the top of this menu is the TLU logo, which consists of the letters 'TLU' in a serif font, a stylized yellow leaf icon to the right, and the text 'TEXAS LUTHERAN UNIVERSITY' below. Below the logo, the course title 'ISYS 279 01 - KNOWLEDGE MANAGEMENT' is displayed in yellow text on a black background. Underneath the course title, there are two navigation options: 'Attendance' with a blue arrow icon to its left, and 'Collaboration' with a red rectangular border around it. To the right of the navigation menu is a light green rectangular area. At the top of this area, the word 'Collaboration' is written in a large, bold, blue font. Below this, a horizontal line separates the header from the content. In the center of this area, there is a white rectangular box with a thin grey border containing the text 'There are 8 members of this Course' followed by the text 'Hide Images' which is underlined.

**TLU**  
TEXAS LUTHERAN UNIVERSITY

**ISYS 279 01 -  
KNOWLEDGE  
MANAGEMENT**

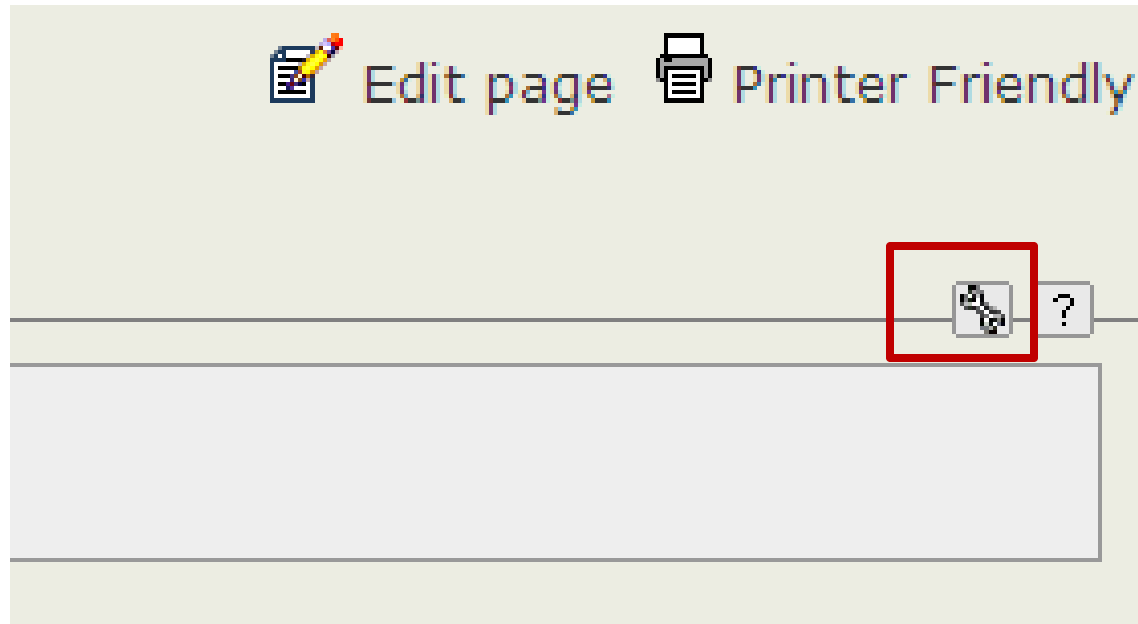
→ Attendance

**Collaboration**

**Collaboration**

There are 8 members of this Course  
Hide Images

click on the wrench icon





Click the **Permissions** (tab) | click in the **box** under the **operations:** column | click **Save**

Preferences | Settings | **Permissions** | Direct Link

**Define Permissions**

**Permissions for: Members of ISYS 279 01 - Knowledge Management**

Role	All Operations	Operations:
		Can View Printable Roster
Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grader  	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>

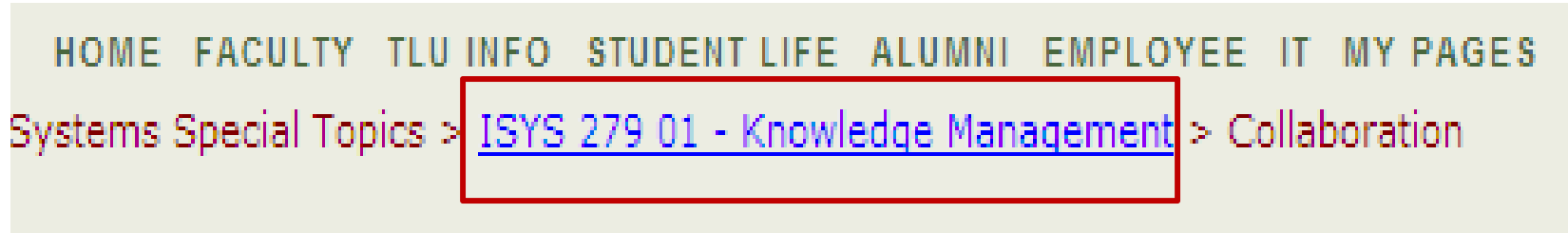
Save

Exit

***\*Make sure that you do not click this for the Students Role or you will be giving all the students in the class permission to change the information on this portlet – such as grades or attendance if you were working with those portlets.***



Go back to your course site by clicking the course link . My example points to ISYS 279 01



**Instructor Steps Ends Here.**

# Section B

To be completed by the Intended  
User (Grader)

# Login to myTLU portal. This example shows **Kade Leniqi**

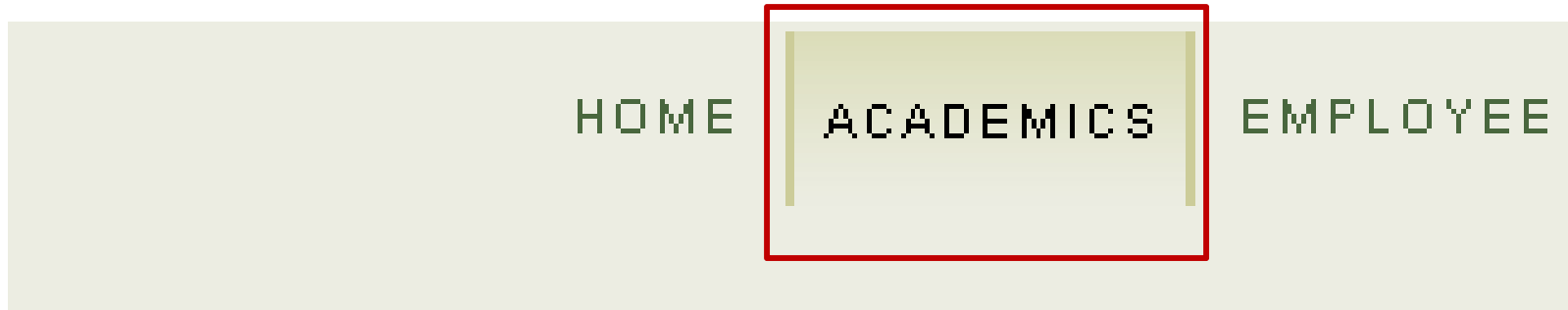
The screenshot displays the myTLU portal interface. At the top left is the TLU logo (Texas Lutheran University) with a yellow flame icon. To the right of the logo is a horizontal strip of six small images showing various campus scenes. Below the logo and images is a yellow banner with the text "Welcome back **Kade Leniqi** ( [Personal Info](#) | [Logout](#) )".

Navigation links are located in the top right corner: [HOME](#), [ACADEMICS](#), and [EMPLOYEE](#).

Below the navigation links, the breadcrumb "You are here: [Home](#)" is visible.

The main content area is divided into two columns. The left column contains the TLU logo and the text "MY.TLU.EDU" in yellow, with "Home" in blue below it. The right column contains the text "My.TLU.EDU" and "Public Page" in large, bold letters. Below this, a welcome message reads: "Welcome to TLU's web portal! This web platform is intended for students and alumni. To access these services, please login with your TLU user..."

# Click on ACADEMICS (tab)



Type in the **Course Code** (find out the course code form the catalog, semester schedule, or course syllabus) & select **Term** as shown below. Then **Search** (tab)

## Course Search

Enter text in the fields below and select a term to search our course catalog.

Course Title:

Course Code:

psyc

Faculty Last Name:

Course Description:

Term:






2010-2011 Academic Year Spring Term



Show Course Descriptions

Search

See results and select the intended course link. This example selects **PSYC 131 (02)**

Search Results		
Course Code	Course Name	Faculty
PSYC 120 (01)	<a href="#">Psychology and Life</a>	Tiffany Lee Sia 
PSYC 120 (02)	<a href="#">Psychology and Life</a>	Nichole Marie Zarate 
PSYC 131 (01)	<a href="#">Introduction to Psychology</a>	Ms. Carolyn Turner 
<b>PSYC 131 (02)</b>	<b><a href="#">Introduction to Psychology</a></b>	Ms. Carolyn Turner 
PSYC 234 (01)	<a href="#">Social Psychology</a>	Tiffany Lee Sia 

You have successfully access the course site and ready to perform duties as a grader or faculty. This example shows **Kade Leniqi with Faculty status**

Welcome back **Kade Leniqi** ( [Personal Info](#) | [Logout](#) )

HOME ACADEMICS EMPLOYEE IT STUDENT STUDENT LIFE

You are here: Academics > Psychology - PSYC > Introduction to Psychology > PSYC 131 02 - Introduction to Psychology > Main Page

Current view: Faculty

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**PSYC 131 02 - INTRODUCTION TO PSYCHOLOGY**

- Attendance
- Coursework
- Gradebook
- Collaboration
- Course Information

**PSYC 131 02 - Introduction to Psychology**

About This Course

Calendar

Welcome to PSYCH 131 Spring 2011!

< March 2011 >

Sun	Mon	Tue	Wed	Thu	F
27	28	1	2	3	4
6	7	8	9	10	1
13	14	15	16	17	1