

Glow Blogs User & Roles

In the original Glow blog the user roles were controlled by the sharepoint group that the blog was created on. In the new blogs service users are added and their roles controlled on the blogs dashboard.

Users can have different roles on a blog, these will come with different permissions:

Administrator – somebody who has access to all the administration features within a single site.

Editor – somebody who can publish and manage posts including the posts of other users.

Author – somebody who can publish and manage their own posts.

Contributor – somebody who can write and manage their own posts but cannot publish them.

Subscriber – somebody who can only manage their profile.

The Subscriber role can be used to allow Glow users to see a private blog.

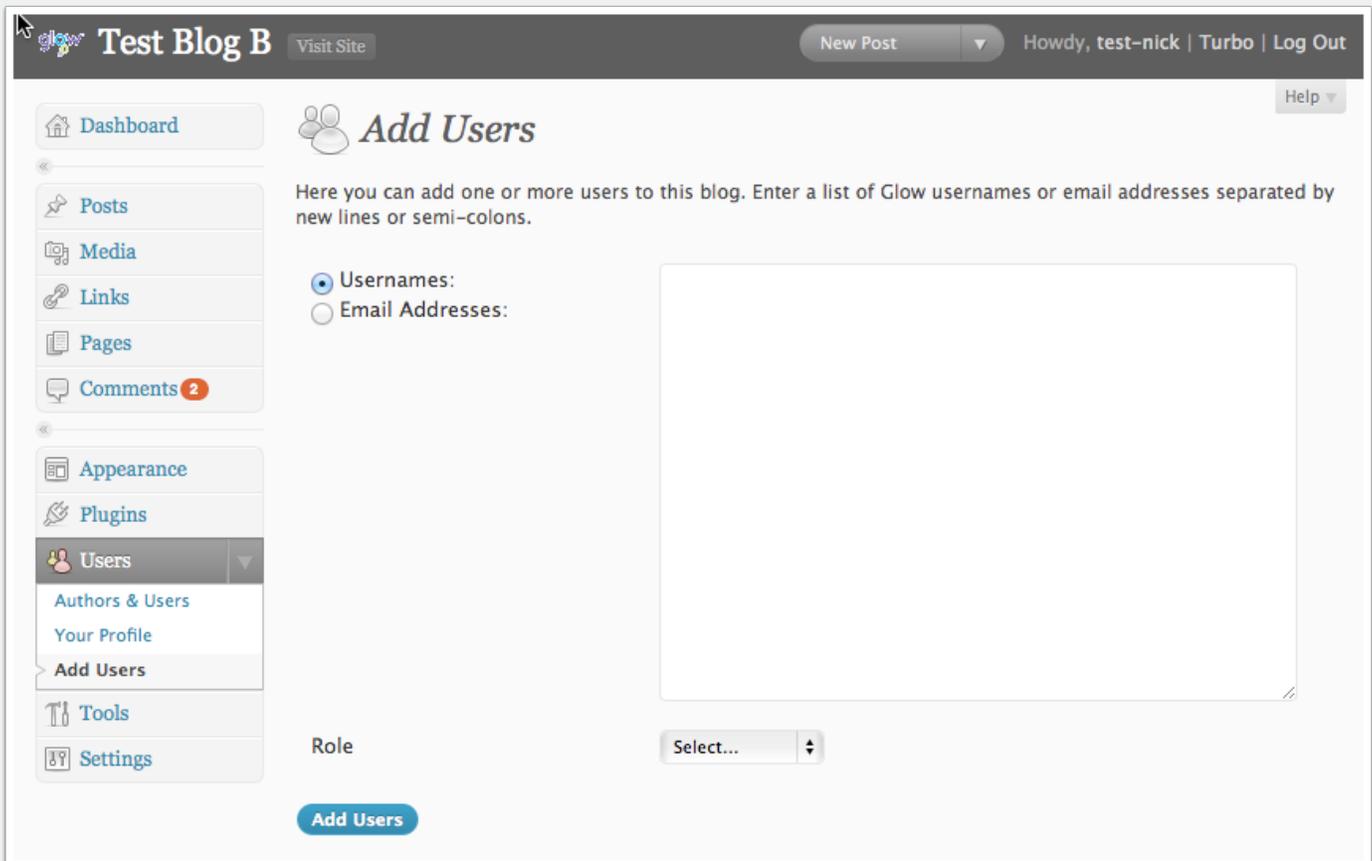
The roles of **Administrator** and **Author** are the most commonly used roles.

Note: in the 'old Glow ' environment user roles were set in the Glow group the blog belonged to. This mapped roles from Glow to wordpress, the contributor role mapped to author. This can lead to confusion, if you make users **contributors** in Wordpress they will not be able to publish the posts that they create.

Add Users Dashboard

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On the Dashboard the Add Users screen is accessed from the Users section of the left hand navigation, you may have to expand the Users section by clicking on the drop down arrow [1] before clicking Add Users [2].



The screenshot shows the WordPress dashboard for 'Test Blog B'. The top navigation bar includes 'Visit Site', 'New Post', 'Howdy, test-nick | Turbo | Log Out', and a 'Help' dropdown. The left sidebar contains navigation menus for Dashboard, Posts, Media, Links, Pages, Comments (2), Appearance, Plugins, Users (expanded), Authors & Users, Your Profile, Add Users, Tools, and Settings. The 'Add Users' screen is active, featuring a title 'Add Users' with a user icon, a description: 'Here you can add one or more users to this blog. Enter a list of Glow usernames or email addresses separated by new lines or semi-colons.', and two radio button options: 'Usernames:' (selected) and 'Email Addresses:'. A large text input field is provided for entering user information. Below the input field is a 'Role' dropdown menu with 'Select...' and a 'Add Users' button.

Add Users

To add users you

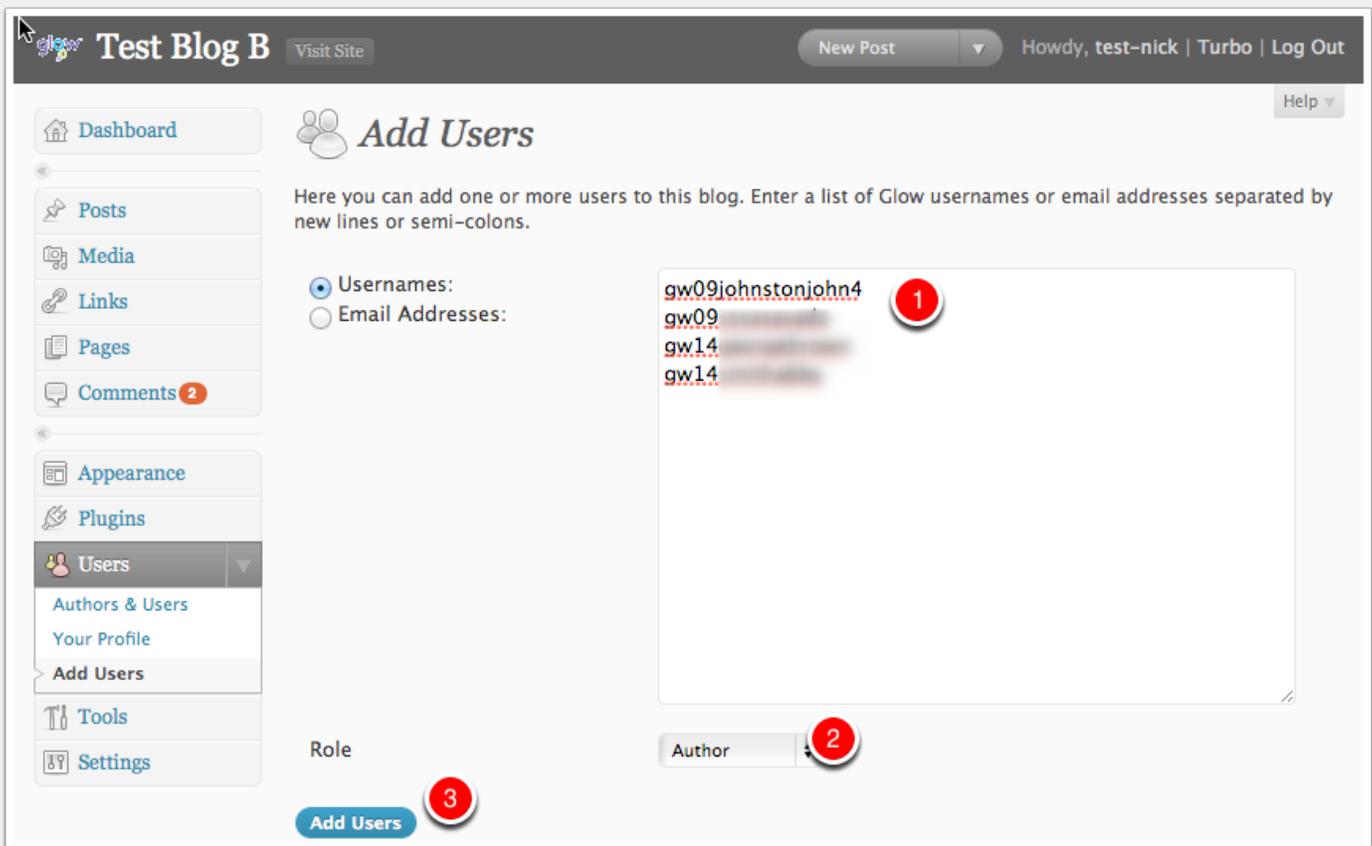
1. Type or paste the list of users you want to add to the blog into the username fields. Alternatively you can use an email address if they have already logged on to Wordpress and added an email. **At this time it is best to avoid using the Email Address option.**

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At the time of writing we believe that the username is the best option, there may be problems with how we are dealing with email addresses.

2. Choose the Wordpress role you want those users to have from the popup.
3. Click **Add Users**

You will see a message at the top of the Add Users screen.



Users Authors & Users

After users have been added to the blog they can be managed from the Authors & Users screen [1].

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You can view information about the users and change or remove their role on the blog.

Users that have been added who have not visited and logged into the blogs are added as **pending [2]**. Glow users will have the account on the blogs service created when they visit the blog home page for their LA after clicking the tile in RM Unify or by logging on by click site admin on a blog or visiting a page on a Glow only or privated blog.

Administrators can remove users from their blog or change their roles on this screen.

The screenshot displays the 'Users' management interface for 'Test Blog B'. The page title is 'Test Blog B' and the user is logged in as 'Howdy, test-nick | Turbo | Log Out'. The sidebar on the left contains navigation links: Dashboard, Posts, Media, Links, Pages, Comments (2), Appearance, Plugins, Users (1), Authors & Users (1), Your Profile, Add Users, Tools, and Settings. The main content area shows the 'Users' section with a summary: 'All (7) | Administrator (2) | Editor (2) | Author (2) | Subscriber (1)'. Below the summary are bulk action buttons: 'Bulk Actions', 'Apply', 'Change role to...', and 'Change'. The user list table is as follows:

Username	Establishment Role	Year of Entry	Name	E-mail	Role	Posts
[Redacted]	NonTeachingStaff	-	RM Unify Administrator	[Redacted]	Subscriber	2
bnonteacher@dev-290	NonTeachingStaff	-	Bill NonTeacher	bnonteacherdev-290@example.com	Editor	0
mrteacher@dev-290	TeachingStaff	-	Mr Teacher	mrteacherdev-290@example.com	Administrator	2
jstudent@dev-290	Student	2005	James Student	jstudentdev-290@example.com	Author	0
estudent@dev-290	Student	2010	Ellen Student	estudentdev-290@example.com	Editor	0
gw09johnstonjohn4	-	-			Author	0
pstudent@dev-290	Student	-	Peter Student-NoYofE	pstudentdev-290@example.com	Administrator	0

The user 'gw09johnstonjohn4' is marked as 'PENDING' and is circled in red with the number '2'. The 'Authors & Users' menu item in the sidebar is also circled in red with the number '1'.

Removing a User

To remove a user:

1. Check the box beside their name (you can delete multiple users at once)
2. Select Delete from the **Bulk Actions** pop up.
3. Click **Apply**.

You will be taken to the Delete Users screen where you can make decisions to delete the posts from the user or attribute them to another user.

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Users

All (7) | Administrator (2) | Editor (2) | Author (2) | Subscriber (1)

Delete **2** Apply **3** Change role to... Change

<input type="checkbox"/>	Username	Establishment Role	Year of Entry	Name
<input type="checkbox"/>	[blurred]	NonTeachingStaff	-	RM Unify Administrator
<input checked="" type="checkbox"/>	bnonteacher@dev-290	NonTeachingStaff	-	Bill NonTeacher
<input type="checkbox"/>	mrteacher@dev-290	TeachingStaff	-	Mr Teacher

Delete Users

You have specified these users for deletion:
ID #103: gw09johnstonjohn4

What should be done with posts and links owned by this user?

Delete all posts and links.

Attribute all posts and links to

Confirm Deletion

- rmunifyadmin@dev-290
- bnonteacher@dev-290
- mrteacher@dev-290
- jstudent@dev-290**
- estudent@dev-290
- pstudent@dev-290

Changing a Users Role

To change a users role

1. Check the box beside their name (you can change multiple users at once)

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2. Select a new role from the **Change role to...** pop up.
3. Click **Change**.

Roles are the top of the Author & Users Dashboard page.

The screenshot shows the WordPress 'Users' dashboard. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Links, Pages, Comments (with a red circle '2'), Appearance (with a red circle '1'), and Plugins. The main content area is titled 'Users' and shows a list of users. A dropdown menu is open over the user 'bnonteacher@dev-290', listing roles: Administrator, Editor (with a red circle '2'), Author, Contributor, and Subscriber. A 'Change' button (with a red circle '3') is visible to the right of the dropdown. The user list table has columns for Username, Establishment, Role, Number of Entries, and Name.

Username	Establishment	Role	Number of Entries	Name
<input type="checkbox"/> rmunifyadmin@dev-290	NonTeachingStaff	Administrator	-	RM Unify Administrator
<input checked="" type="checkbox"/> bnonteacher@dev-290	NonTeachingStaff	Editor	-	Bill NonTeacher