

# Glow Blogs Users and Roles

In the original Glow (pre Oct 2014) 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 own 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.

As of January 2016 we have extended the Add users screen so that it can use information from SEEMIS that has been passed to RM Unify. In particular Teaching Groups. This allows the selection and bulk addition of users.

# Glow Blogs Users and Roles

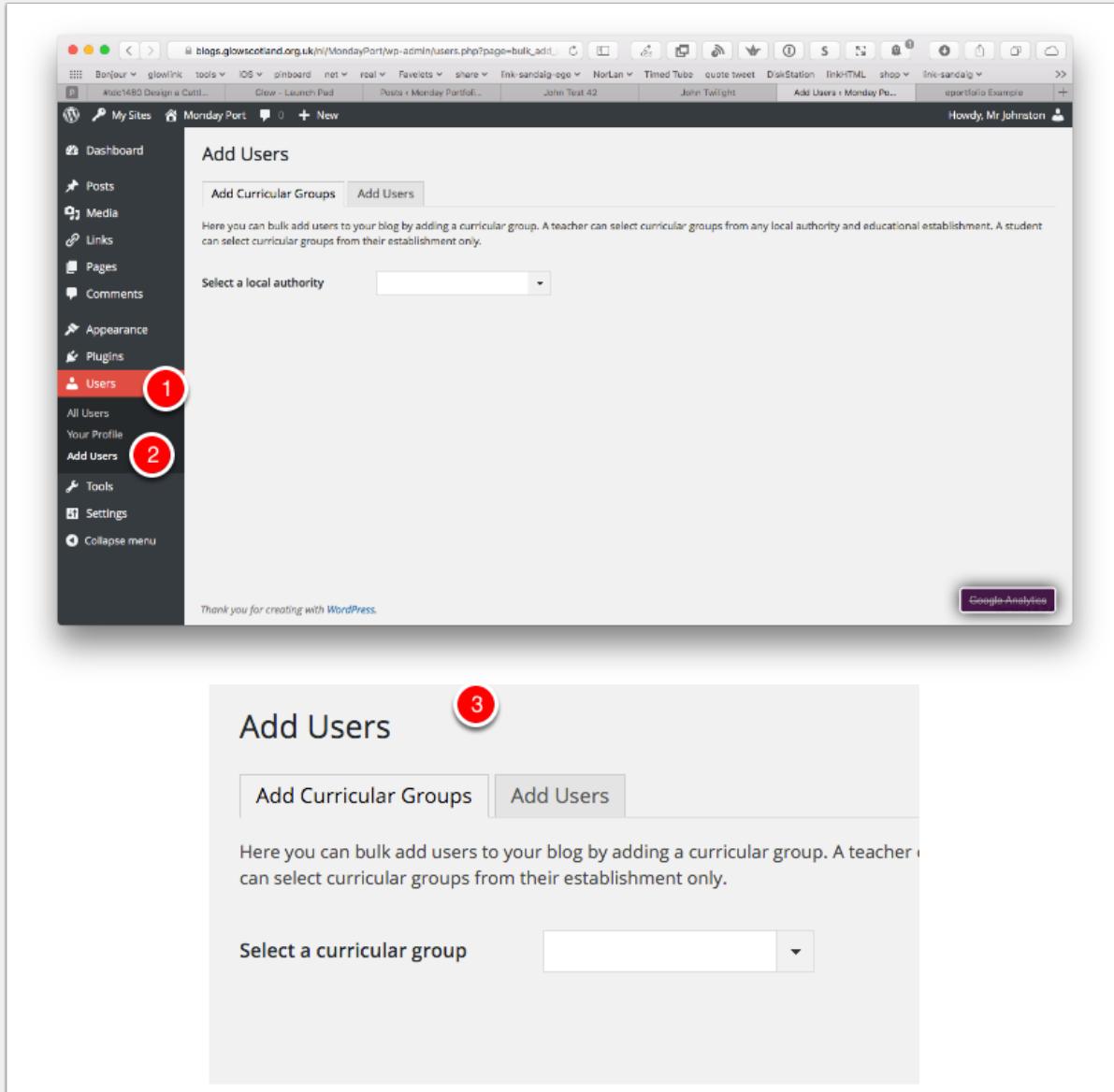
## Add Users Dashboard

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].

There are now two sections to the Add Users Screen: **Add Curricular Groups** and **Add Users**. the screen defaults to **Add Curricular Groups**.

Teachers can select Local Authority and the Establishment, Pupils can only select groups from their own Establishment [3].

# GLOW Blogs Users and Roles



## Adding Curricular Groups 1: Local Authority

Teachers are Presented with a Popup list to select the Local Authority They want. They can either select from the list manually or filter it by typing [1].

# Glow Blogs Users and Roles

Once they have selected a Local Authority the page will 'pull in a list of establishments'**[2]**.

The image consists of two vertically stacked screenshots of a web application interface for managing users on a blog.

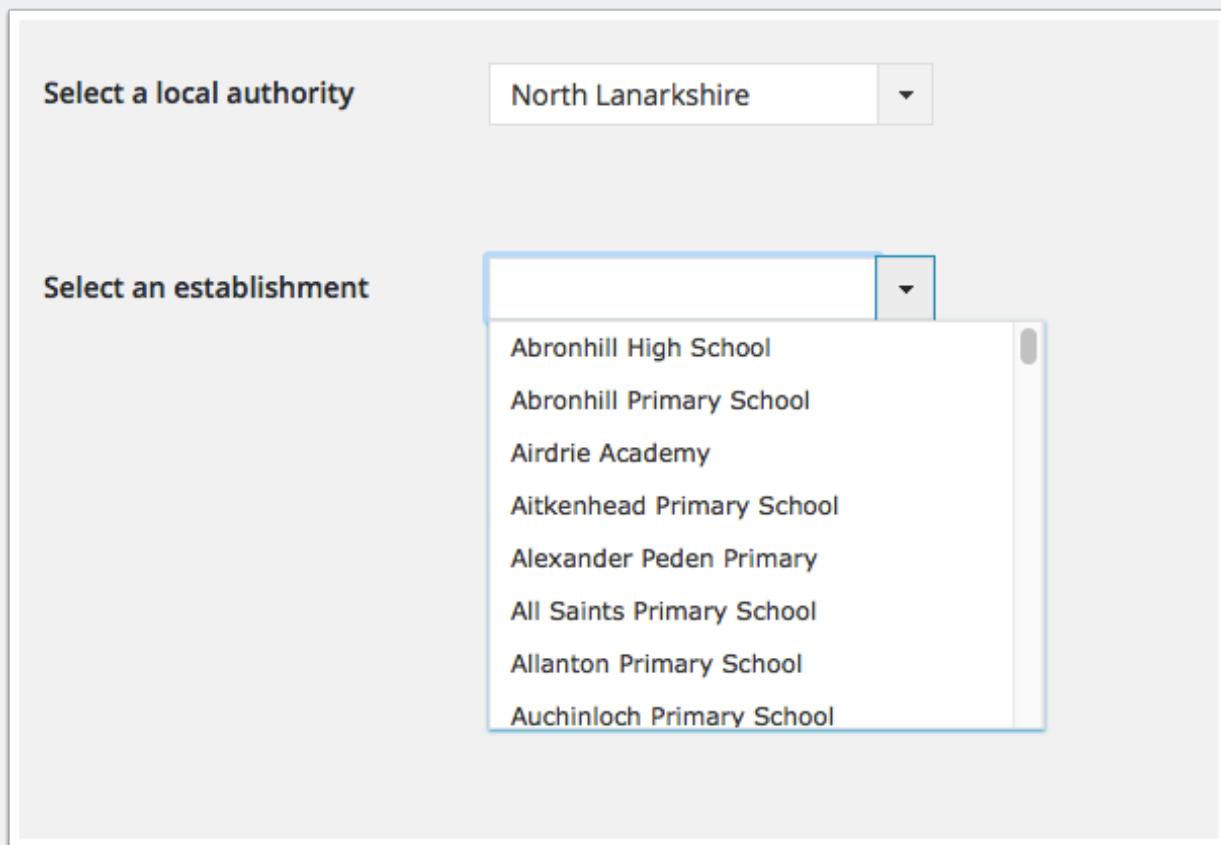
**Top Screenshot:** This screenshot shows a dropdown menu titled "Select a local authority". A red circle with the number "1" is drawn around the input field. The dropdown menu is open, showing a list of local authorities: "Lan", "The Highlands", "North Lanarkshire", "Orkney Islands" (which is highlighted with a blue background), "Shetland", and "South Lanarkshire".

**Bottom Screenshot:** This screenshot shows a dropdown menu titled "Select an establishment". A red circle with the number "2" is drawn around the input field. The dropdown menu is open, showing a single item: "North Lanarkshire". Below the dropdown, there is a placeholder text "Finding establishments...".

# Glow Blogs Users and Roles

## Adding Curricular Groups 2: Establishments

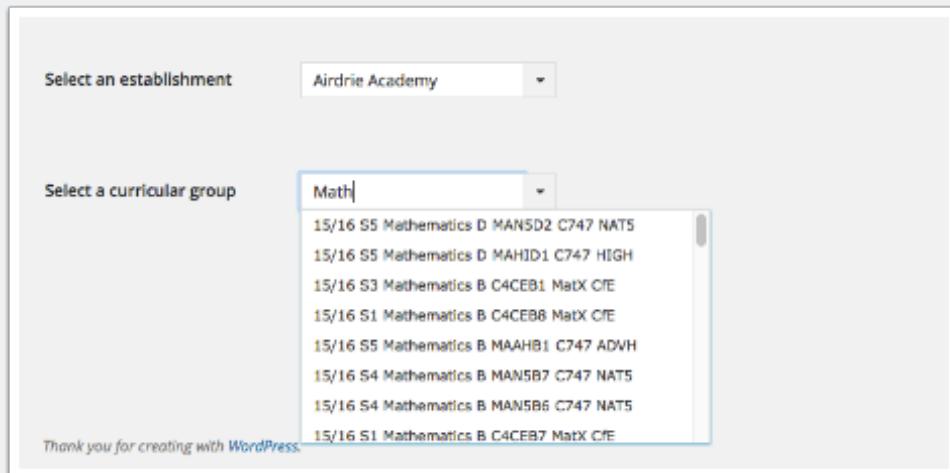
Once the Establishment Menu has loaded you can select from the list in the same way as above, either by filtering or selecting from the drop down menu. Once a selection has been made the **curricular groups** menu will load.



# Glow Blogs Users and Roles

## Adding Curricular Groups 3

Once the Curricular groups are added these can be selected from the drop down or via filtering in the same manner.



# GLOW Blogs Users and Roles

## Adding Users from a Curricular Group

After the Curricular Group is selected the list of pupils in that group is displayed. All pupils in the list are selected ready to be given a role in the blog. The selection can be changed by checking the checkboxes [1] (or choosing Select All | Deselect All [2]).

Once the selection is finished you need to give the pupils a **Role** [3] and click **Add Selected Users** [4].

The screenshot shows a user selection interface. At the top left is a 'Select users' button. Below it is a table with columns for Name and Username. Each row has a checkbox to its right. A red circle labeled '1' highlights the checkbox for the first user, Morgan Horne. Another red circle labeled '2' highlights the 'Select all | Deselect all' link at the bottom of the table. The table shows 22 users selected. Below the table, the message '29 users selected' is displayed, along with 'Select all | Deselect all' links. On the left, a 'Role' dropdown is set to 'Author'. A red circle labeled '3' is over the 'Role' label. A red circle labeled '4' is over the 'Add Selected Users' button.

Name	Username
Morgan Horne	g10hornermorgan@glow
Megan Fagan	g10fagangmegan@glow
Sophie Cheyne	g10cheyneSophie@glow
Jessica Wilkinson	g10wilkinsonjessica@glow
Dominic	g10theredondominic@glow
Katrina Reid	g10katekatrina@glow
Adam Stewart	g10stewartadam12@glow
Jasmin Grewar	g10jewarjasmin@glow

22 users selected

29 users selected [Select all](#) | [Deselect all](#)

Role Author

[Add Selected Users](#)

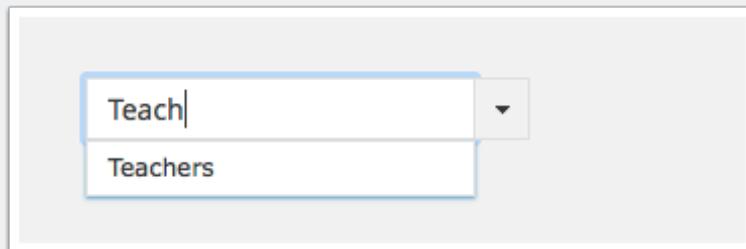
# Glow Blogs Users and Roles

## The Users are Added to the site

The screenshot shows a 'Add Users' interface. At the top, there are two buttons: 'Add Curricular Groups' and 'Add Users'. Below them, a green box displays the message '22 users added to your blog.' A descriptive text follows: 'Here you can bulk add users to your blog by adding a curricular group. A teacher can select curricular groups from any local authority or can select curricular groups from their establishment only.' A dropdown menu labeled 'Select a local authority' is shown at the bottom.

## Adding Teachers

In addition to the Teaching Groups, there is a Group of all Teachers in the School. This can be found quickly by Typing teachers into the filter box.



## Adding Curricular Groups Notes

The curricular groups functionality is brought into the blogs service via the RM Unify Graph API. This is in turn populated by a schools SEEMIS records. The groups are the

# Glow Blogs Users and Roles

Teaching Groups. If a schools SEEMIS records are not up to date and they have not been sent to SEEMIS via Click + Go pupils may not appear in the lists.

Primary School pupils do not seem to be in Teaching groups , but are in Registration Groups which are currently not supplied via the API. Hopefully the Teachers list will be of use in primary classrooms. It may be possible that RM will add Registration groups in the future, if so the blog service could be altered to use that data.

## Bonus Copy List of Usernames

In most browsers you can copy the list of username selected as a semicolon delimitated list, by clicking the link below the list. The link will not appear in unsupported Browsers [1].

The screenshot shows a list of users with checkboxes next to their names. Three checkboxes are checked. At the bottom left, there is a button labeled "Copy selected users to clipboard" with a red circle containing the number "1" over it. To the right of this button are links for "Select all" and "Deselect all".

User	Email	Selected
A. Blogg	glo@mydomain.glow	<input checked="" type="checkbox"/>
Another Blogg	glo@mydomain.glow	<input checked="" type="checkbox"/>
A. Blogg	glo@mydomain.glow	<input checked="" type="checkbox"/>

31 users selected [Copy selected users to clipboard](#) 1 [Select all](#) | [Deselect all](#)

Select... ▾

## Add Users

You can also add users via users names on the Second Tab of the Add Users page in the Dashboard.

# Glow Blogs Users and Roles

To add users you

1. Type or paste the list of users you want to add to the blog into the username fields.
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, to tell you the addition was successful.

Username optionally can have the @glow at the end of them. @glow will be added to any usernames without it automatically.

# Glow Blogs Users and Roles

## Add Users

Add Curricular Groups   Add Users

Here you can add one or more users to this blog. Enter a list of Glow usernames separated by new lines or semi-colons.

Usernames:

1 gw09johnstonjohn4  
gw09johnstonjohn4  
gw09johnstonjohn4  
gw09johnstonjohn4  
gw09johnstonjohn4  
gw09johnstonjohn4@glow

Role

2 Author

3 Add Users

4

The screenshot shows the 'Add Users' interface. At the top, there are two buttons: 'Add Curricular Groups' and 'Add Users'. Below them is a text instruction: 'Here you can add one or more users to this blog. Enter a list of Glow usernames separated by new lines or semi-colons.' A 'Usernames:' label is followed by a dropdown menu containing several redacted usernames, with one specific entry ('gw09johnstonjohn4') highlighted in blue and followed by '@glow'. To the left of the dropdown is a 'Role' label with a dropdown menu set to 'Author'. At the bottom left is a red 'Add Users' button, and at the bottom right is a large red circle containing the number '4'.

## All Users

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

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

# Glow Blogs Users and Roles

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 shows the WordPress 'Users' screen. On the left, there's a sidebar with various menu items: Dashboard, Jetpack, Posts, Media, Links, Pages, Comments (118), Feedback, Appearance, Plugins, and Users. The 'Users' item is highlighted with a red circle labeled '1'. Below it, 'All Users' is also highlighted with a red circle labeled '1'. The main area is titled 'Users' with a 'Add New' button. It shows a list of users with columns for Username, Establishment Role, Year of Entry, Name, E-mail, Role, and Posts. There are five items listed:

Username	Establishment Role	Year of Entry	Name	E-mail	Role	Posts
gw09johnstonjohn4@glow	TeachingStaff	-	John Johnston	gw09johnstonjohn4@glowmail.org.uk	Administrator	124
gw10johnsonjohn1@glow	Student	-	John Johnson	gw10johnsonjohn1@glowmail.org.uk	Administrator	0
gw10johnsonjohn2@glow	PENDING	-			Author	0
gw10johnsonjohn3@glow	PENDING	-			Author	0

A red circle labeled '2' highlights the 'PENDING' status of the last two users in the list.

## Removing a User

To remove a user:

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

# GLOW Blogs Users and Roles

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.

The screenshot shows a list of users in a table format. The first two rows have checkboxes next to the 'Username' column, while the third row has a checked checkbox. Red circles numbered 1, 2, and 3 are overlaid on the interface:

- Circle 1 is on the checked checkbox in the first row.
- Circle 2 is on the 'Remove' button in the toolbar.
- Circle 3 is on the 'Change role to...' button in the toolbar.

	Username	Establishment Role	Year of Entry	Name
<input type="checkbox"/>	gw09johnstonjohn4@glow	TeachingStaff	-	John Johnston
<input checked="" type="checkbox"/>	gw09johnstonjohn4@glow	Student	-	Ann Johnston
<input checked="" type="checkbox"/>	gw09johnstonjohn4@glow	PENDING	-	

# GLOW Blogs Users and Roles

## Changing a Users Role

To change a users role

1. Check the box beside their name (you can change multiple users at once)
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 'Users' section of the GLOW Blogs interface. At the top, there are buttons for 'Add New', 'Remove', 'Apply', 'Change role to...', and 'Change'. A red circle labeled '3' is over the 'Change' button. Below these are filter buttons for 'All (5)', 'Administrator (2)', and 'Author (3)'. The main table has columns: 'Username', 'Establishment Role', 'Year of Entry', and 'Name'. A red circle labeled '2' is over the 'Establishment Role' column header. A red circle labeled '1' is over the checkbox next to the first user's name, 'gw09johnston@glow'. The first user is listed as 'TeachingStaff' with a dash in 'Year of Entry' and 'John Johnston' in 'Name'. The second user is listed as 'Student' with a dash in both 'Year of Entry' and 'Name'. A third user is listed as 'PENDING'. The bottom part of the table is partially visible.

Username	Establishment Role	Year of Entry	Name
gw09johnston@glow	TeachingStaff	-	John Johnston
gw09johnston@glow	Student	-	Anne Johnson
[REDACTED]@glow	-	-	

# Glow Blogs Users and Roles

## Removing yourself from a site (Teachers only)

There is not a native WordPress way to take yourself out of the users list on a site.

This can be inconvenient for staff who may be members of many ex-pupil's portfolios. We have now developed a way of doing this.

It is carried out from the My Sites page. Each site now has a **Remove me from this site** link.

