

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.

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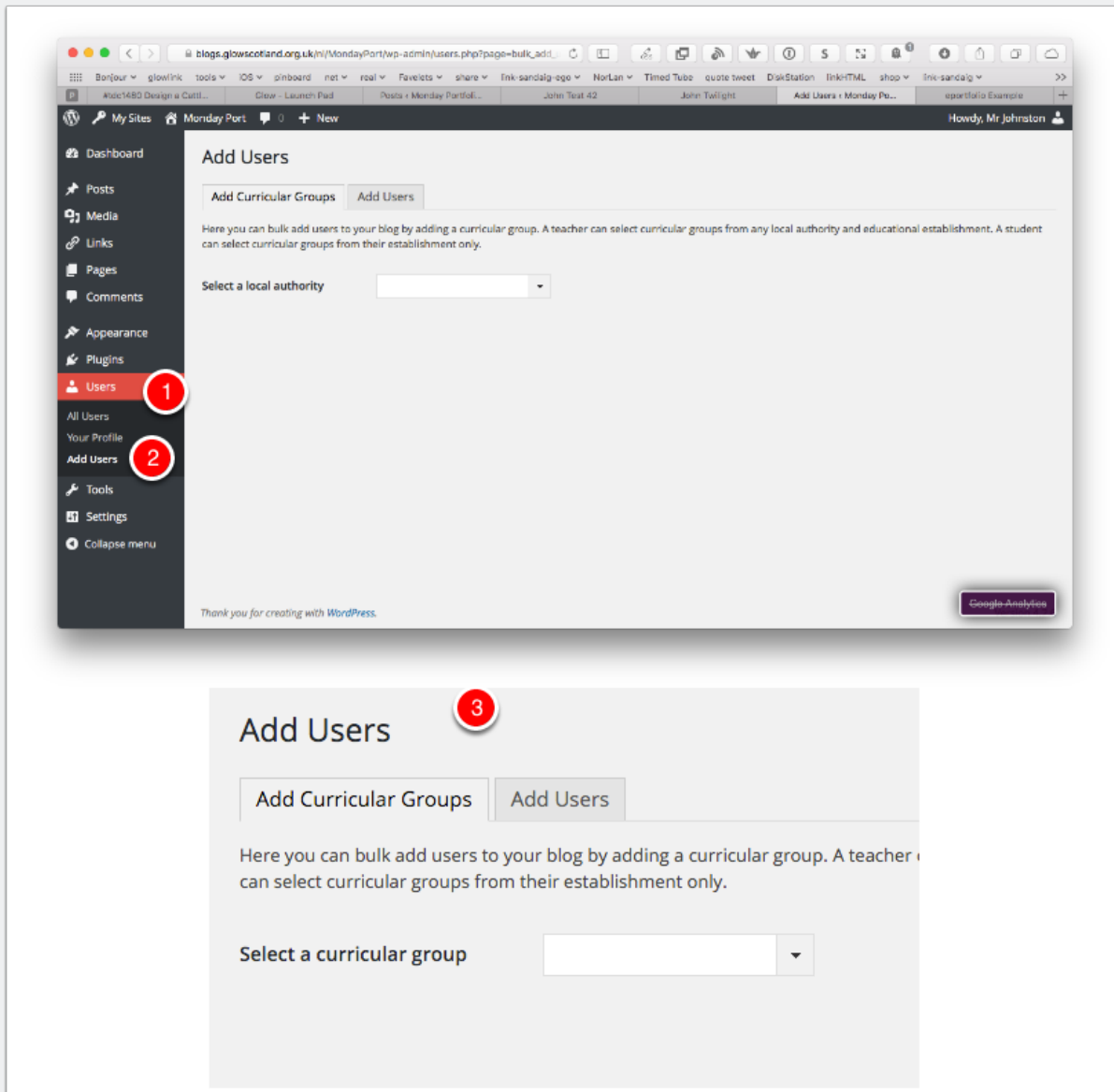
Add Users Dashboard

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].

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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].

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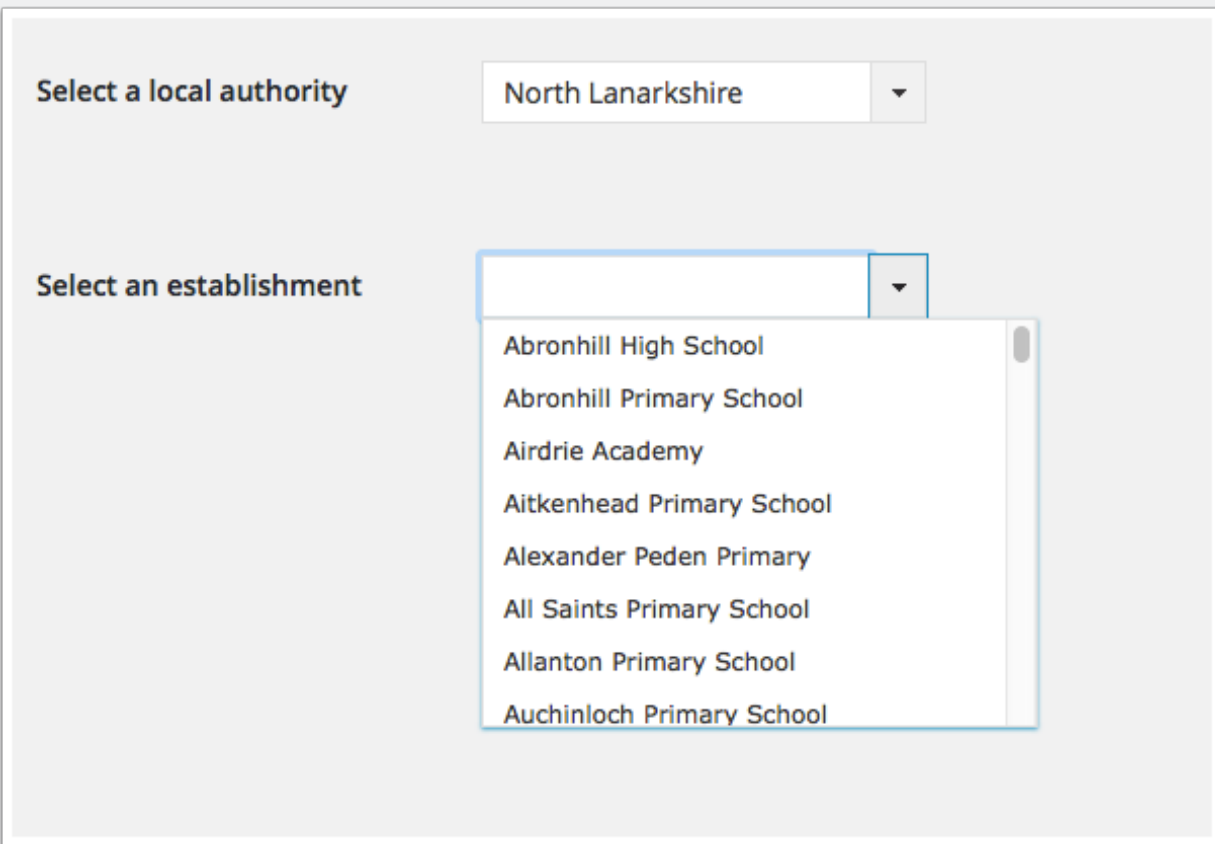
Once they have selected a Local Authority the page will 'pull in a list of establishments'^[2].

The screenshot displays the 'Add Users' section of the Glow Blogs interface. At the top, there are two tabs: 'Add Curricular Groups' and 'Add Users', with 'Add Users' being the active tab. Below the tabs is a text box explaining that users can be added by selecting a local authority or a specific establishment. A red circle with the number '1' highlights the 'Select a local authority' dropdown menu, which is currently open and showing a list of local authorities: Lan, The Highlands, North Lanarkshire, Orkney Islands (highlighted), Shetland, and South Lanarkshire. Below this, another red circle with the number '2' highlights the 'Select an establishment' dropdown menu, which is currently displaying 'Finding establishments...'. The 'Add Curricular Groups' tab is also visible in the background of the lower section.

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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.



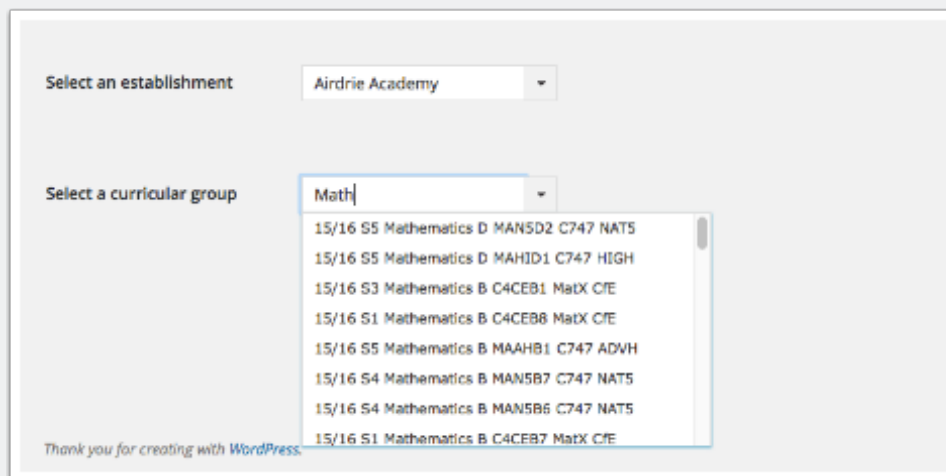
The screenshot shows a web interface for selecting a local authority and an establishment. The 'Select a local authority' dropdown is set to 'North Lanarkshire'. The 'Select an establishment' dropdown is open, showing a list of schools:

- Abronhill High School
- Abronhill Primary School
- Airdrie Academy
- Aitkenhead Primary School
- Alexander Peden Primary
- All Saints Primary School
- Allanton Primary School
- Auchinloch Primary School

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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.



The screenshot shows a web form with two main sections. The first section is labeled "Select an establishment" and contains a dropdown menu with "Airdrie Academy" selected. The second section is labeled "Select a curricular group" and contains a dropdown menu with "Math" selected. A list of options is visible below the "Math" dropdown, including "15/16 S5 Mathematics D MAN5D2 C747 NATS", "15/16 S5 Mathematics D MAHID1 C747 HIGH", "15/16 S3 Mathematics B C4CEB1 MatX C/E", "15/16 S1 Mathematics B C4CEB8 MatX C/E", "15/16 S5 Mathematics B MAAHB1 C747 ADVH", "15/16 S4 Mathematics B MAN5B7 C747 NATS", "15/16 S4 Mathematics B MAN5B6 C747 NATS", and "15/16 S1 Mathematics B C4CEB7 MatX C/E". At the bottom left of the form, there is a small text link: "Thank you for creating with [WordPress](#)".

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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 'Select users' interface. At the top, it says 'Select users'. Below this is a table with two columns: 'Name' and 'Username'. The table lists several users, each with a checked checkbox in the right margin. A red circle with the number '1' points to one of these checkboxes. Below the table, it says '22 users selected'. To the right of this text is a link that says 'Select all | Deselect all', with a red circle and the number '2' pointing to it. Below the table is a 'Role' dropdown menu with 'Author' selected, and a red circle with the number '3' pointing to it. At the bottom left is a red button that says 'Add Selected Users', with a red circle and the number '4' pointing to it.

Name	Username	
Megan Stone	getmstone@glow	<input checked="" type="checkbox"/>
Megan Fegan	getmefegan@glow	<input checked="" type="checkbox"/>
Jack Deane	getjdeane@glow	<input checked="" type="checkbox"/>
Jordan Williams	getjwilliams@glow	<input checked="" type="checkbox"/>
Demetrius	getdemetrius@glow	<input checked="" type="checkbox"/>
Masha Reid	getmreid@glow	<input checked="" type="checkbox"/>
Adam Stewart	getastewart@glow	<input checked="" type="checkbox"/>
Jack Stewart	getjstewart@glow	<input checked="" type="checkbox"/>

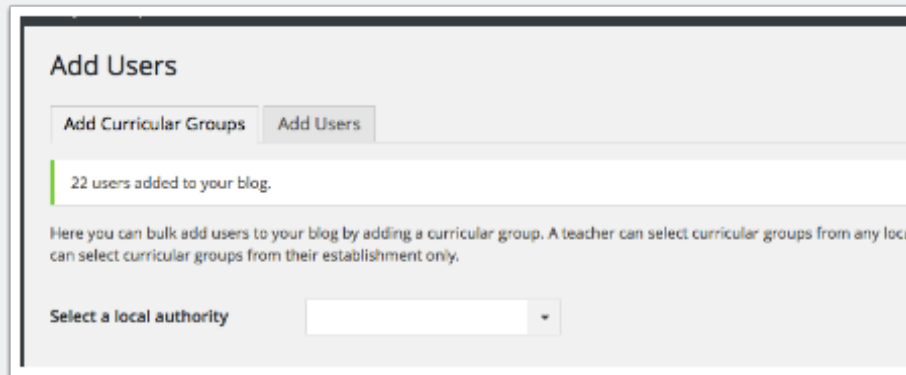
22 users selected [Select all](#) | [Deselect all](#)

Role **3**

4

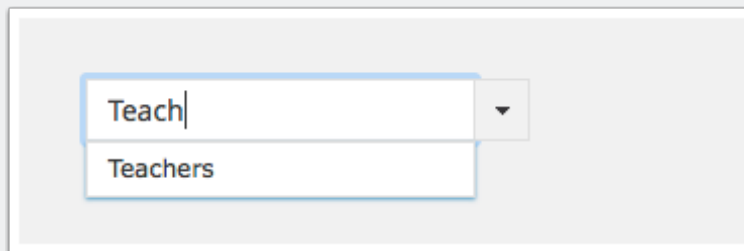
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The Users are Added to the site



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

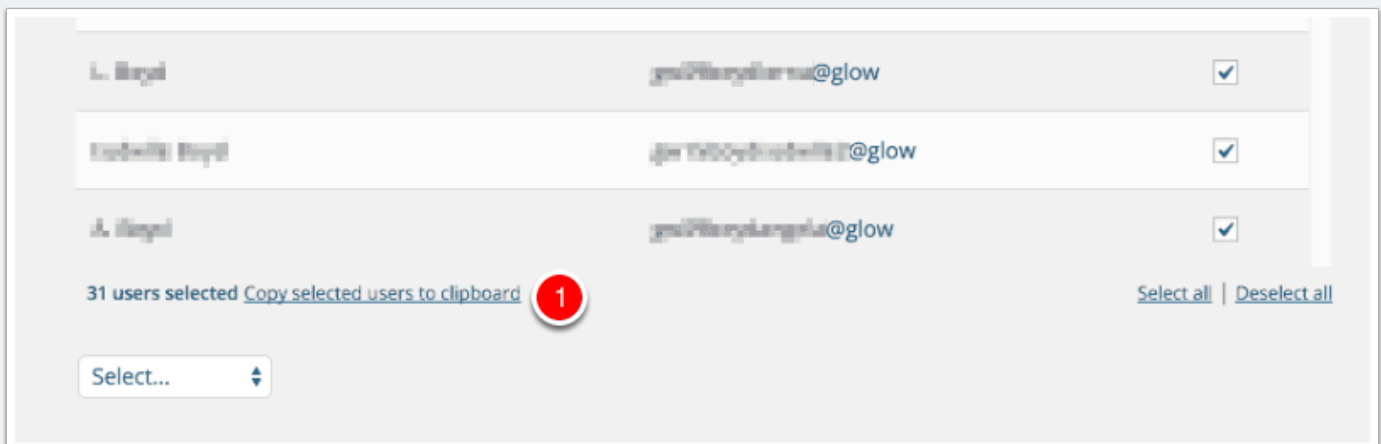
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Teaching Groups. If a schools SEEMIS records are not up to date and they have not been sent to SEEMIS via Click + Go pupils may not appear in the lists.

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 delimited list, by clicking the link below the list. The link will not appear in unsupported Browsers [1].



The screenshot shows a user selection interface. It features a table with three rows of user information. Each row has a name, an email address, and a checked checkbox. Below the table, there is a status bar that reads '31 users selected' followed by a link 'Copy selected users to clipboard' which has a red circle with the number '1' next to it. To the right of this link are two more links: 'Select all' and 'Deselect all'. At the bottom left, there is a dropdown menu with the text 'Select...' and a small arrow icon.

L. Bayal	glow@glow.com	<input checked="" type="checkbox"/>
Isabella Bayal	glow@glow.com	<input checked="" type="checkbox"/>
J. Bayal	glow@glow.com	<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.

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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

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

Username:

1 gw09johnstonjohn4
gw09johnstonjohn4
gw09johnstonjohn4
gw09johnstonjohn4
gw09johnstonjohn4@glow

Role

2 Author

3 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.

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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.

<input type="checkbox"/>	Username	Establishment Role	Year of Entry	Name	E-mail	Role	Posts
<input type="checkbox"/>	gw09johnstonjohn4@glow	TeachingStaff	-	John Johnston	gw09johnstonjohn4@glowmail.org.uk	Administrator	124
<input type="checkbox"/>	gw09johnstonjohn4@glow	Student	-	John Johnston	gw09johnstonjohn4@glowmail.org.uk	Administrator	0
<input type="checkbox"/>	gw09johnstonjohn4@glow	-	-	-	-	Author	0
<input type="checkbox"/>	gw09johnstonjohn4@glow	-	-	-	-	Author	0

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**.

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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.

Users [Add New](#)

All (5) | Administrator (2) | Author (3)

2 Remove ▾ Apply 3 Change role to... ▾ Change

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

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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' dashboard with the following elements:

- Users** header with an **Add New** button.
- Filter tabs: **All (5)** | **Administrator (2)** | **Author (3)**
- Action buttons: **Remove** (dropdown), **Apply**, **Change role to...** (dropdown), and **Change**.
- Table with columns: **Username**, **Establishment Role**, **Year of Entry**, and **Name**.
- Table rows:
 - Row 1: gw09johnstonjohn4@glow TeachingStaff - John Johnston
 - Row 2: gw09johnstonjohn4@glow Student - John Johnston
 - Row 3: gw09johnstonjohn4@glow PENDING

Red circles 1, 2, and 3 highlight the checkbox, the 'Change role to...' dropdown, and the 'Change' button respectively.

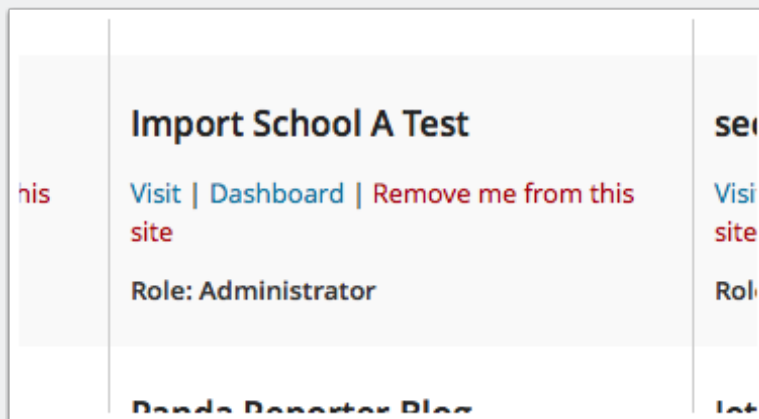
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Removing yourself from a site (Teachers only)

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.



his	Import School A Test Visit Dashboard Remove me from this site Role: Administrator	set Visi site Rol
	Dads Reporter Blog	let