

ROLE-BASED ADMIN FUNCTIONALITIES

Group Management

	Create a new group
	Edit a group
	Delete a group
	Manage group admins
	Add users to an existing group
	Delete users from an existing group
	Assign courses to an existing group
	Send announcements to users of a group

GLOBAL ADMINISTRATOR

ORGANIZATION ADMINISTRATOR

LEARNING PATH ADMINISTRATOR

CATEGORY ADMINISTRATOR

COURSE ADMINISTRATOR

GROUP ADMINISTRATOR

User Management

	View all users
	Search Users
	Download all users
	Add new user to the platform

Note:

Role-based functionality gives:

- Organization Administrators permission only for their organizations;
- Category administrator permissions only for categories owned;
- Learning Path administrators have permissions only for their Learning Paths;
- Course Administrators have permissions only for their courses and
- Group admin have permissions only for their group/groups.

Course Management

	Create a new course
	Edit a course
	Delete a course
	Manage course admins
	Bulk upload lesson in a course
	Manage user enrollment for a course

Category Management

	Create a new category
	Delete a category
	Edit a category
	Manage category admins
	Bulk upload courses in a category

Learning Path Management

	Create a new Learning Path
	Edit a Learning Path
	Delete a Learning Path
	Manage Learning Path Admins
	Add courses to the Learning Path
	Manage users on the Learning Path

Analytics



- View overall summary analytics and insights
- View category analytics and insights
- View course analytics and insights
- View group analytics and insights

Settings



- General
- Portal Branding
- Add additional profile fields
- Upload customized certificate templates