

PebblePad Administration – roles and permissions

Administration of PebblePad occurs in two places:

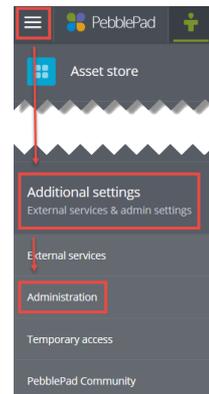
- the Administration portal in Pebble+
- within ATLAS

This tipsheet provides an overview of the administrative roles within both Pebble+ and ATLAS and the permissions associated with these roles.

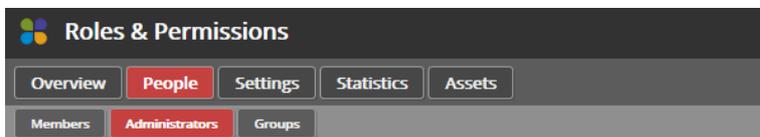
Administration in Pebble+

The main PebblePad Administration portal is accessed within Pebble+ and is only visible to users with Global Administrator permissions. When PebblePad is first set up for your organisation you will be asked to nominate up to three Global Administrators. These roles will be assigned as part of the initial set-up process. Further Global Administrators can be added at any time.

Global Administrators can access the Administration portal via the Burger Menu in the top left corner in their Pebble+ account. From the drop-down select Additional Settings > Administration.



The Administration portal includes tabs to manage People, Settings, Statistics, and Assets.



This tipsheet will only cover the roles and permissions within People > Administrators. For information about all of the Administration tools and functions within this portal refer to the PebblePad Admin User Guide.

PebblePad Administrator Roles

In the Pebble+ Administration portal there are three PebblePad Administration roles:

- Global Admin
- Admin Assistant
- Learning Coordinator

To add a user to a role you need to click on the **Add Administrator** button and **Search** for the user by entering their name, username, or email address into the search field. Once added you can assign a role by clicking on the relevant role button to the right of the user's name.

The **Unassigned** button allows you to leave a user in the list but without an assigned role – it is important to understand that without an assigned role the user will also not have any administration permissions. Any user can be removed from the list by clicking the **Remove** button.

A Note about PebblePad Administration Roles and Permissions

Throughout PebblePad, Administration roles and permissions are handled as follows:

1. Two or more Administrative Roles are identified (eg. Global Admin and Admin Assistant).
2. These Roles have default permissions assigned to them but these can be changed by clicking on the **Modify Permissions** button.
3. An existing user (with a Pebble+ account) is added to the Administration portal and assigned one of the roles. In some places a 'Personalised' role can be assigned instead.

This means that everyone with the same role has the same permissions, unless the Personalised option is chosen. The permissions for each role are fully customisable.

PebblePad Administrator Permissions

Click on **Modify Permissions** to view the permissions associated with the PebblePad Administrator roles. The permissions shaded in pink are the default permissions for each role – you can return to these at any time by clicking on **Reset** at the top right of the page (this will reset all permissions to default) or the **Reset** button within each section of permissions.

There are only a small number of permissions for PebblePad Administrators and these largely correspond to the tabs that are visible to the user in the Administration portal:

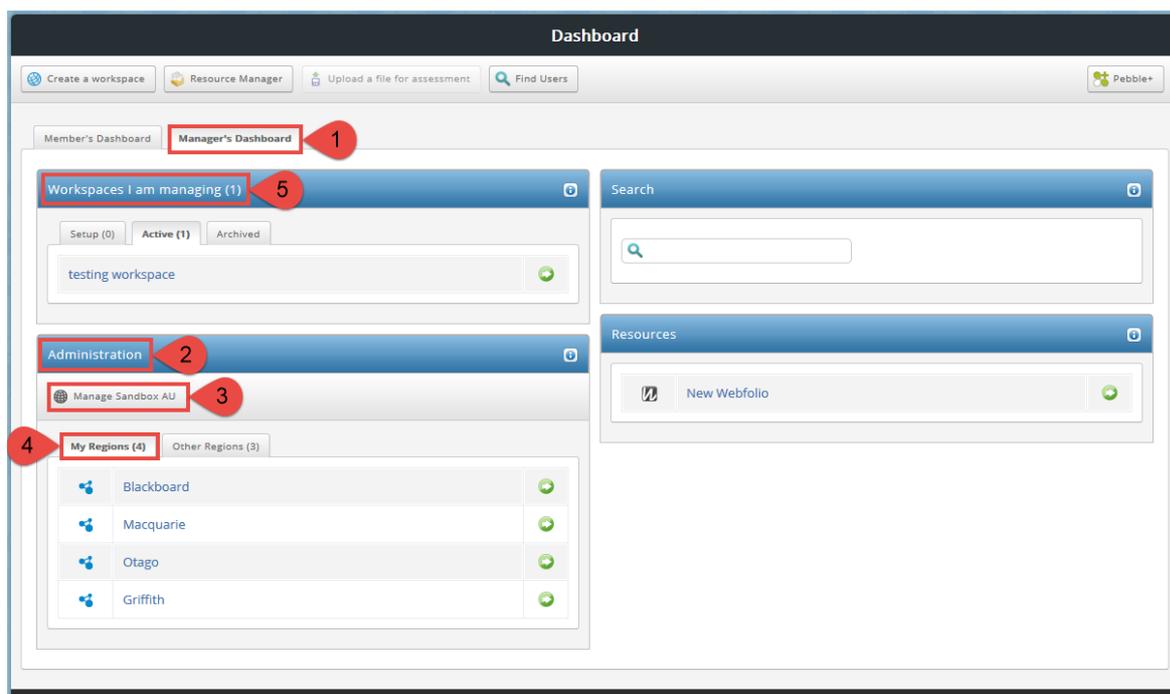
Permission	Tab visible to Administrator
Manage Administrators	People > Administrators
Manage Complaints	Assets > Complaints
Manage Public Shares	Assets > Public Shares
ATLAS Admin	Owner permissions at the Organisation level in ATLAS
ATLAS Assistant	Assistant permissions at the Organisation level in ATLAS
Manage Users	People > Members
Manage Groups	People > Groups

Note: While this permission is not specified, a Global Admin has access to the Settings tab while an Admin Assistant and a Learning Coordinator do not.

Administration in ATLAS

ATLAS is structured into three levels: Organisation; Regions; Workspaces. There are Administrator roles (called Managers) at all three levels.

What you see when you go to the ATLAS Dashboard depends upon the Administrator permissions you have been assigned:



1. Manager's Dashboard – becomes visible if you have Manager permissions at one or more of the levels within ATLAS. Learners will typically only be Members and will therefore only see the Member's Dashboard.
2. Administration – this panel becomes visible if you are a Manager at the Region and/or Organisation level.
3. Manage 'Organisation' – this option is available if you have Manager permissions at the Organisation level. [NB: in the screenshot the Organisation is 'Sandbox AU' – your organisation name will appear here]. Any user with PebblePad Global Admin or Admin Assistant permissions will automatically have this option.
4. My Regions – this option appears if you are a Manager within at least one Region. You will only see the 'Other Regions' tab if you have Manager permissions at the Organisation level as well.
5. Workspaces I am managing – this panel shows any workspaces that you have Manager permissions on. Most Managers will only see this panel (and not the Administration panel) as their administration permissions will be restricted to individual workspaces (typically teachers).

ATLAS Roles

At each level within ATLAS there are a number of defined Manager Roles.

In addition, there are three non-Administrator roles within ATLAS that are also permissions based: Creators; Externals; Members.

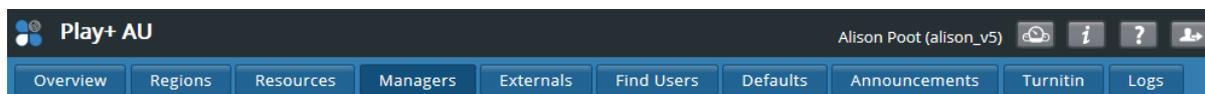
Level	Manager Roles	Other Roles
Organisation	Owner Assistant Personalise	Externals
Region	Owner Assistant Personalise	Externals Creators
Workspace	Lead Tutor Tutor Moderator Personalise	Externals Members

The PebblePad default settings automatically allocate a user with Pebble+ Global Admin permissions to the Organisation Owner role in ATLAS, and a Pebble+ Admin Assistant to the Organisation Assistant role. These allocations can be manually changed, as can all of the permissions assigned to these roles.

ATLAS Permissions

Organisation – Manager Permissions

Clicking on the **Manage ‘Organisation’** button in the Administration panel in the ATLAS Dashboard will take you to the Administration page for the Organisation. All of the administrative functions at the Organisation level can be found under the various tabs at the top of the page:



Under the **Managers** tab the **Modify Permissions** button will give you access to all of the permissions that can be assigned to the two Manager roles (Owner and Assistant) or used to personalise a role. These permissions determine which of the administrative functions each role has access to:

Permission	Administrative function – relevant tab in []
Create region Manage regions	[Regions] – create new Regions and manage all Regions within Organisation.

Manage resources	[Resources] – add and remove Resources available to all Workspace Managers within the Organisation.
View externals Create external accounts Manage externals	[Externals] – view, create, and manage External accounts for the Organisation. Editing of details and password resets for External accounts can only be done at this level.
View logs	[Logs] – view a history of transactions relevant to the Organisation administration area.
Manage managers	[Managers] – add/remove Managers and apply roles and permissions.
Manage default settings	[Defaults] – manage Organisation default settings. These will be inherited by new Regions and then by new Workspaces but can be edited at the individual Region and Workspace levels.
Create announcements	[Announcements] – create and send announcements to ATLAS Managers.
Manage Turnitin	[Turnitin] – enable Turnitin and manage the settings for workspaces, assignments and the release of feedback.

Organisation - Externals

Externals are accounts for people external to the Organisation who need to access submissions on an ATLAS workspace for the purposes of supervision, feedback, and/or validation.

Management of External accounts, in terms of editing details, resetting passwords, or deleting accounts, can only be done at the Organisation level. External accounts can be created at this level and at the Workspace level.

External account permissions are managed at the Workspace level so that they are appropriate for learning and assessment workflow.

Organisation – Default Permissions

Under the **Defaults** tab there are default permissions for Workspace Members, Managers, and Externals (Member Perms.; Manager Perms.; External Perms.). As with all Default settings, the permissions allocated to these roles at this level will cascade to all NEW Regions – changes will not impact on existing Regions. The permissions can be customised within any individual Region. The Region defaults will then be inherited by any NEW Workspaces within that Region. Once again the permissions can be customised at the Workspace level.

Region – Manager Permissions

Clicking on a Region title in the **My Regions** panel of your ATLAS Dashboard will take you to the Administration page for that Region. The administrative functions of a Region are largely the same as for the Organisation, with the addition of a Settings tab and a Creator tab:



Under the **Managers** tab the **Modify Permissions** button will give you access to all of the permissions that can be assigned to the two Manager roles (Owner and Assistant) or used to personalise a role. These permissions determine which of the administrative functions each role has access to:

Permission	Administrative function – relevant tab in []
Create workspace Manage workspaces	[Workspaces] – create new Workspaces and manage all Workspaces within this Region.
Manage workspace creators	[Creators] – add and manage Workspace Creators. These are Managers that have permission to create and manage their own Workspaces in the Region but have no other Administrative permissions for the Region.
Manage resources	[Resources] – add and remove Resources available to all Workspace Managers within the Region.
View externals	[Externals] – view a list of Externals that have been added to Workspaces within the Region. No management of External accounts can be done at this level.
View logs	[Logs] – view a history of transactions relevant to the Region administration area.
Manage managers	[Managers] – add/remove Managers and apply roles and permissions.
Manage default settings	[Defaults] – manage Region default settings. These will be inherited by new Workspaces but can be edited at the individual Workspace level.
Create announcements	[Announcements] – create and send announcements to ATLAS Managers.
Manage Turnitin	[Turnitin] – enable Turnitin and manage the settings for workspaces, assignments and the release of feedback within this Region. If Turnitin is enabled at the Organisation level the Region will inherit the settings. However, different Turnitin account settings can be added at the Region level if applicable.

Region - Externals

At the Region level the Externals tab simply provides a list of all Externals that are in use on workspaces within the Region. External accounts cannot be created or edited at this level but account profiles can be viewed.

Region – Creators

Creators are Managers who only have permission to create and manage their own Workspaces within the Region. They do not have any other administrative permissions for the Region.

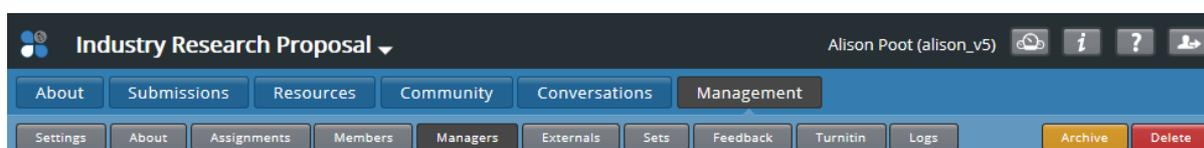
Under the Creator tab there is a Lead Tutor tab which lists all the Lead Tutors from all of the Workspaces in the Region. From here you can select any of these Lead Tutors and add them to the list of workspace Creators so that they have the Creator permissions moving forward.

Region – Default Permissions

Under the **Defaults** tab there are default permissions for Workspace Members, Managers, and Externals (Member Perms.; Manager Perms.; External Perms.). As with all Default settings, these permissions have been inherited from the Organisation Default settings. However, these settings can be customised at the Region level. The Region defaults will then be inherited by any NEW Workspaces within the Region. Once again the permissions can be customised at the Workspace level.

Workspace – Manager Permissions

Clicking on a Workspace title in the **Workspaces I am managing** panel of your ATLAS Dashboard will take you to the Workspace. You will see a series of blue tabs, which are the student-facing pages of the Workspace, and a grey Management tab. Clicking on the Management tab opens the administration tabs for the Workspace:



Default Manager permissions are inherited from the Region the Workspace is in but can be customised at the Workspace level. Under the **Managers** tab the **Modify Permissions** button will give you access to all of the permissions that can be assigned to the three Manager roles (Lead Tutor, Tutor, and Moderator) or used to personalise a role. These permissions determine which of the assessment, feedback, and workspace management tools each role has access to. It is essential that the permissions for each role are reviewed for each new teaching and learning activity to ensure that the permissions match the required workflow:

Category	Associated Permissions
General	Permissions in this section allow Managers to view all key aspects of a Workspace including assets, resources, conversations, and feedback.
Assess	Permissions in this section allow Managers to add comments, grades, feedback, approvals, and verifications.
Turnitin	Permissions in this section allow Managers to send submissions to Turnitin and manage the feedback and settings of the Turnitin integration.
Moderate	Permissions in this section allow Managers to add or view selected approvals.
Anonymity	Permissions in this section allow Managers to view a submission's author and assessor details, or to have them hidden. The settings only apply when viewing the submissions on this workspace within the ATLAS environment.
Manage Learning	Permissions in this section allow Managers to manage aspects of the Workspace related to learning and assessment.
Community and Messaging	Permissions in this section allow Managers to view and send messages to other users from the Community page.
Manage Membership	Permissions in this section allow Managers to add or remove Members, Managers and Externals.
Owner Controls	Permissions in this section allow Managers to access advanced settings and functions.

Workspace – Externals

Workspace Managers with the appropriate permissions can add existing Externals to the Workspace from the Organisation pool, one at a time or by batch, and can create new External accounts, also one at a time or by batch. They can also customise the Externals' permissions to suit the Workspace activities.

Default External permissions are inherited from the Region the Workspace is in but can be customised at the Workspace level. Clicking on the **Modify Permissions** button will give you access to all of the permissions that can be assigned to Externals or used to personalise a role. These permissions determine which of the assessment and feedback tools each External has access to. The permissions are a reduced list of the permissions available to Workspace Managers:

Category	Associated Permissions
General	Permissions in this section allow Externals to view all key aspects of a Workspace including assets, resources, conversations, and feedback.
Assess	Permissions in this section allow Externals to add comments, feedback, and approvals.
Anonymity	Permissions in this section allow Externals to view a submission's author and assessor details, or to have them hidden. The settings only apply when viewing the submissions on this Workspace within the ATLAS environment.
Community and Messaging	Permissions in this section allow Externals to view and send messages to other users from the Community page.

Workspace – Members

Workspace Members are typically students or other learners who need to share work with a mentor, supervisor or assessor. Members are added to the Workspace by a Manager or through synchronisation with an organisation platform such as an LMS or VLE.

Default Member permissions are inherited from the Region the Workspace is in but can be customised at the Workspace level. Clicking on the **Modify Permissions** button will give you access to all of the permissions that can be assigned to Members. It is essential that the permissions are reviewed for each new teaching and learning activity to ensure that they match the required workflow:

Category	Associated Permissions
View	Permissions in this section allow Members to view various aspects of a Workspace.
Create	Permissions in this section allow Members to submit, and to add comments, feedback and conversations.
Community and Messaging	Permissions in this section allow Members to view and send messages to other users from the Community page.