

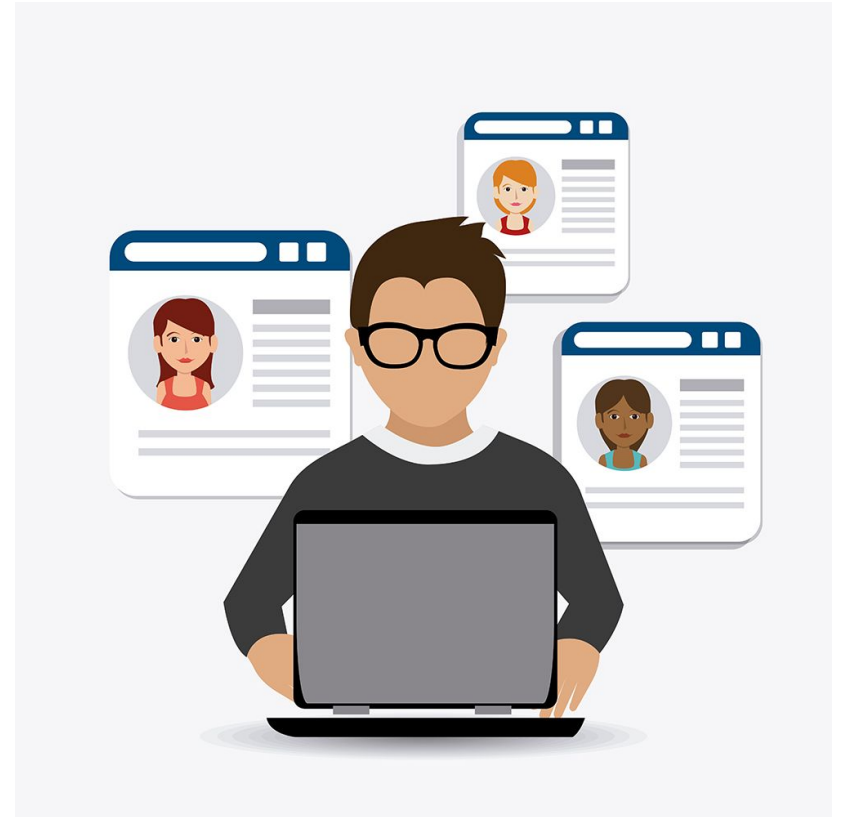
# Managing Users on Your Create@UniSQ Site

## Create@USQ User Guide

Last Updated: March 2023



University of  
Southern  
Queensland



## Managing Users

Users who have a **UniSQ Staff or Student login** can be added to your site in various roles to allow for collaboration.

This allows you to:

- Add users if your blog is private and only visible to registered subscribers - for example if you need to allow your subject coordinator / lecturer to access for assessment.
- Allow for collaboration, with multiple users contributing content one one site. For example, this is a great way to manage a site being used for a group assignment.

The screenshot displays the Moodle User Management interface. The left sidebar contains navigation options, with 'Users' highlighted. An orange arrow points to the 'All Users' link in the sidebar. The main content area shows a table of users with the following columns: Username, Name, Email, Role, and Posts. The table lists 9 users, including administrators and participants.

Username	Name	Email	Role	Posts
ben.crispin	Ben Crispin	Ben.Crispin@usq.edu.au	Administrator	0
cecilyandersen	Cecily Andersen	Cecily.Andersen@usq.edu.au	Administrator	0
edtech	—	edtech@usq.edu.au	Administrator	0
jo.kay — Super Admin	Jo Kay	Jo.Kay@usq.edu.au	Administrator, Participant	3
julielindsay — Super Admin	Julie Lindsay	Julie.Lindsay@usq.edu.au	Administrator	27
katrinacutcliffe — Super Admin	Katrina Cutcliffe	Katrina.Cutcliffe@usq.edu.au	Administrator	32
lisajacka — Super Admin	Lisa Jacka	Lisa.Jacka@usq.edu.au	Administrator, Participant	1

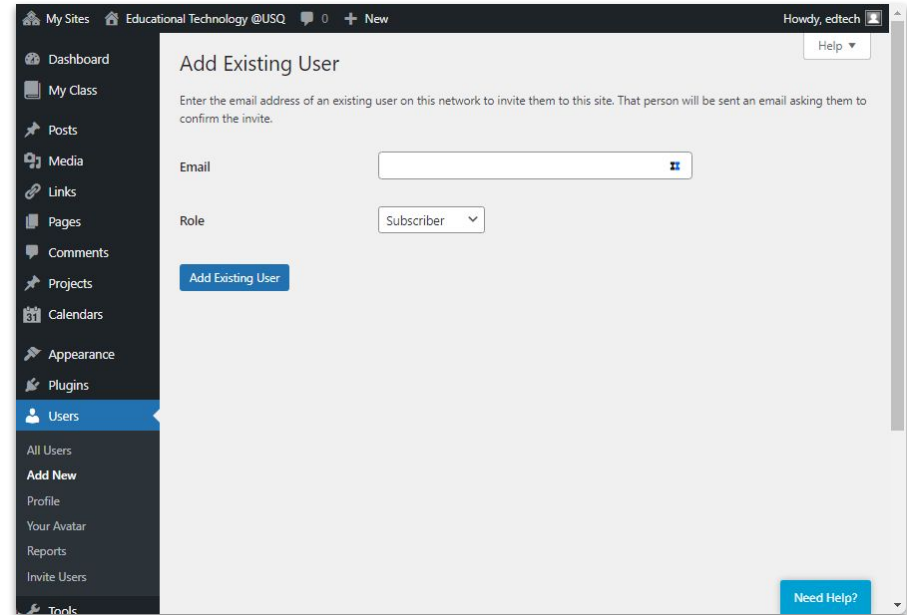
## Adding a User

As an administrator of your Create@UniSQ site, you can add other registered users (eg. users who have already logged in with their UniSQ Student or Staff account).

To add a user:

1. Rollover the **Users** button in the Dashboard Menu and choose 'Add New'.
2. Complete the Add Existing User form and select the role you wish to assign to the user you are adding.
3. Click the blue Add Existing User Button

Please Note: You CANNOT add new users who have not already logged into the platform. If you're having trouble adding a user, check their email address and ask them if they have logged into Create@UniSQ at least once before.



The screenshot shows the 'Add Existing User' form in the UniSQ dashboard. The dashboard menu on the left includes options like Dashboard, My Class, Posts, Media, Links, Pages, Comments, Projects, Calendars, Appearance, Plugins, Users, All Users, Add New, Profile, Your Avatar, Reports, Invite Users, and Tools. The 'Users' menu item is highlighted. The main content area is titled 'Add Existing User' and contains a text input field for 'Email' and a dropdown menu for 'Role' set to 'Subscriber'. A blue 'Add Existing User' button is located below the form. A 'Need Help?' button is visible in the bottom right corner.

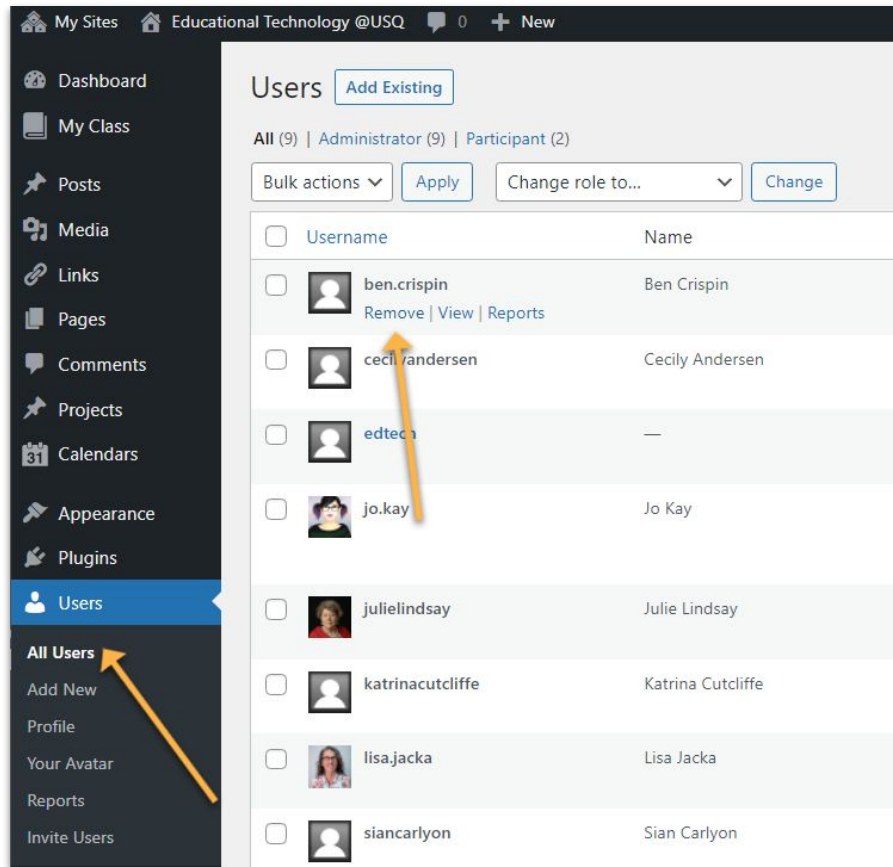
## Removing a User

To **remove a user** from your Create@UniSQ site:

Go to **Users > All Users** in the **Dashboard Menu**.

In the All Users List, hover your mouse over their username and **click Remove**.

If you want to remove multiple users from your site, select each username you'd like to remove using the check boxes, select Remove from the Bulk Actions drop down menu and click Apply.



The screenshot shows the WordPress user management interface. The sidebar on the left has the 'Users' menu item highlighted in blue. Below it, 'All Users' is also highlighted, with an orange arrow pointing to it. The main content area shows a list of users. The first user, 'ben.crispin', has a dropdown menu open under their name, with 'Remove' highlighted in blue. An orange arrow points to the 'Remove' link. Other users listed include 'cecilyandersen', 'edtech', 'jo.kay', 'julielindsay', 'katrinacutcliffe', 'lisa.jacka', and 'siancarlyon'. The interface includes a 'Bulk actions' dropdown menu, an 'Apply' button, and a 'Change role to...' dropdown menu with a 'Change' button.

<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	ben.crispin Remove   View   Reports	Ben Crispin
<input type="checkbox"/>	cecilyandersen	Cecily Andersen
<input type="checkbox"/>	edtech	—
<input type="checkbox"/>	jo.kay	Jo Kay
<input type="checkbox"/>	julielindsay	Julie Lindsay
<input type="checkbox"/>	katrinacutcliffe	Katrina Cutcliffe
<input type="checkbox"/>	lisa.jacka	Lisa Jacka
<input type="checkbox"/>	siancarlyon	Sian Carlyon



## User Roles

User can have different roles on your site, which set the rights they'll have to perform certain tasks. The five roles you can assign users are:

- **Administrator:** can do everything including complete power over posts, pages, plugins, comments, choice of themes, assign user roles.
- **Editor:** able to publish posts/pages, manage posts/pages, upload files, moderate comments and manage other people's posts/pages.
- **Author:** can upload files plus write and publish their own posts/pages.
- **Contributor:** can write own posts but can't publish them; instead they are submitted for review by an administrator or editor.
- **Subscriber:** can read posts, pages and comments and can write comments.