

Learning Administration Role

The role of the Brainshark Learning Administrator is to perform any or all of the following tasks related to the Rapid Learning application.

- Manage user and group profiles
 - Edit Profile, Permissions, Groups, Enrollments (Cannot designate company administrators)
 - Add Users
 - Edit Group Members, Parents, and Enrollments (Cannot assign group permissions)
 - Add Groups
- Configure learning settings
 - Designate Specific Course Catalogs
 - Customize Templates
 - Create External Content Types
- Manage enrollments and reminders
 - Enroll students and groups into courses and curriculums
 - Send reminders to students when necessary
- Edit course content
 - Edit Course Content
 - Enroll Students and Groups
 - Manage Reminders
 - Edit Topics
- Run reports
 - Run Suite of Rapid Learning reports (Folder Admin rights must be assigned)

Learning administrators do not have access to global settings.