Getting set up with GradeMaker Pro

SETTING UP USERS

When we set up your site, there are a range of role permissions that can be allocated to users. It is essential to create accurate user profiles for each user. To do this it is necessary to decide the following:

- Which users are to be set up with GradeMaker accounts?
- What role will each user fulfil?
- What permissions will each user have?
- What subject and qualification will users have access to?
- Which users will be able to download papers?

A permission enables a user to perform actions and make changes.

Tips for operational use

You can use the user management functionality to increase your security by restricting access in various ways:

- By role
- By subject and qualification
- By download permission

Defining roles:

For you to set the permissions correctly, it is necessary to understand the roles and associated permissions. Below is an outline of each role:

- **Item/paper setter** - Users can create and edit items/papers using this role.

- **Item or Paper reviewer** – Users with this role are sent items/papers for review. Reviewers give their recommendation for that item/paper and can add notes to explain their decision.

- **Item or Paper approver** – Users with this role can edit a reviewed item/paper. They can also action review comments e.g. by requesting a change to an item/paper from a setter, or by sending an item/paper to the next review cycle.

- **Item or Paper Senior approver** – This is an extension to the approver role which allows the user to send approved items/papers, to final stages of the lifecycle e.g. the item bank, typesetting, exam ready.

For many awarding bodies the same user holds both approver roles.

- **Asset manager** – Users with this role can view and update requested assets. This could include fulfilling a brief, amending and/or approving an asset added by a setter, adding copyright information to an asset or making requested changes to an asset.

- **Typesetter** – Users with this role can view, edit, download and upload proofs of an approved paper.

- **Syllabus editor** – Users with this role can view, create and edit syllabuses.

- **Analytics** – Users with this role can run reports showing the progress of items and papers. Also, they can view the access log, which lists all the content users have accessed.

The download of papers, excel statistics or QTI files is a configurable option which can be selected by you and implemented by the GradeMaker team.

Setting up user management accurately

To make this process straightforward, the user details and roles should be agreed prior to being set within the system. Each role within GradeMaker Pro includes an increasing level of access, which means you can decide who can author items or papers, who can review these items or papers and who can approve these items or papers. GradeMaker can also split user access by subject and qualification.

To get the users set up correctly, we need the following information from you:

- The subjects that are to be covered by each user
- The qualification (if there is more than one) that the user will be creating content for
- The role the user is to be allocated (author/ reviewer/ approver)
- The name of the user
- The email address of the user

For more help, please contact your project manager.

Understanding permissions

When you set up users in GradeMaker you can give them one or more roles. This table explains what each role can do.

For most roles, the user's access can be limited to specific subjects. The four management roles (in red) can work across all subjects.

GradeMaker Pro

Key

- 🟢 View and edit
- 🔵 View only

(Management roles shown in red: User manager, Syllabus manager, Central admin, Auditor)

Legend for cells below: **G** = View and edit (green) · **B** = View only (blue)

Activity group	Activity	Archive Reader	Item Setter	Item Reviewer	Paper Setter	Paper Reviewer	Item Approver	Senior Item Approver	Paper Approver	Senior Paper Approver	Asset Manager	Typesetter	Syllabus Editor	Analytics	Project Manager	User manager	Syllabus manager	Central admin	Auditor
About authoring	Write items		G															G	
	Respond to item change requests		G															G	
	Review items			B															
	Write papers				G													G	
	Respond to paper change requests				G													G	
	Review papers					B													
	View item reviewing team's work						G	G											B
	View paper reviewing team's work								B	B									B
	Approve and edit items after review						G	G											
	View all items at approving stage						B	B											B
	Approve and edit papers after review								G	G									
	View all papers at approving stage								B	B									B
	Send paper to typesetting									G									
	Manage typesetting tasks											G							B
	Download exam ready papers								B	B		B							
About assets	Load assets to items		G								G								
	Load assets to paper content blocks				G						G								
	Fulfill requests for assets by setters										G								
	Respond to asset change requests										G								
	Approve assets in items						B	B			B								
	Approve assets in paper content blocks				B	B					B								
	Approve copyright for assets in items						B	B			B								
View content and reports	View the item bank																		B
	View and edit the item bank						G	G											
	View exam ready papers								B	B									B
	View archived items and papers	B					B	B	B	B									B
	View items in the setters 'change' list						B	B											B
	View papers in the setters 'change' list								B	B									B
	View rejected items		B				B	B											B
	View rejected papers				B				B	B									B
	View user reports														B				
	View analytics reports													G					
Setting up	Create and edit syllabuses												G				G		
	Approve syllabuses for use																G		
	Create QA forms																	G	
	Set up and manage users															G			
	Set up and manage workflows																	G	
	Track item and paper development														G				
	Set 'due by' deadlines for notifications														G				
	Amend production schedule (dates, users)														G				