

PATH School Administrator's Handbook

PATH Support

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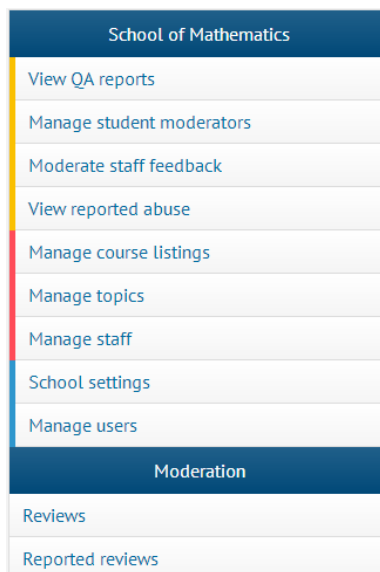
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2 Introduction

This document will be a guide to all the operations a *School Administrator* on Path has access to.

3 Roles within the Schools

3.1 School administrator



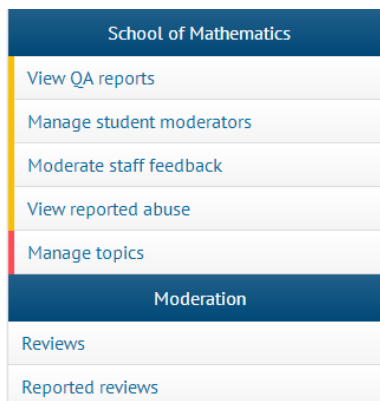
The screenshot shows a vertical menu for the 'School of Mathematics' role. The menu items are: View QA reports, Manage student moderators, Moderate staff feedback, View reported abuse, Manage course listings, Manage topics, Manage staff, School settings, and Manage users. Below these is a 'Moderation' section containing 'Reviews' and 'Reported reviews'. The 'Manage course listings' item is highlighted with a red bar on the left, and 'Manage topics' is highlighted with a red bar on the left.

School of Mathematics
View QA reports
Manage student moderators
Moderate staff feedback
View reported abuse
Manage course listings
Manage topics
Manage staff
School settings
Manage users
Moderation
Reviews
Reported reviews

Figure 1: Administrator options for this role

The school administrator is the main administrator account within a school. They have the most power of all the available accounts, and are responsible for maintaining Path's information within the school.

3.2 Academic administrator



The screenshot shows a vertical menu for the 'School of Mathematics' role. The menu items are: View QA reports, Manage student moderators, Moderate staff feedback, View reported abuse, and Manage topics. Below these is a 'Moderation' section containing 'Reviews' and 'Reported reviews'. The 'Manage topics' item is highlighted with a red bar on the left.

School of Mathematics
View QA reports
Manage student moderators
Moderate staff feedback
View reported abuse
Manage topics
Moderation
Reviews
Reported reviews

Figure 2: Administrator options for this role

The academic administrator role is designed for an academic member of staff and has a focus more on the feedback side of operations. They can also manage topics within listings on the service, as these require some knowledge of the subject areas.

3.3 QA Reader

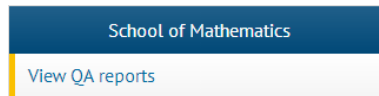


Figure 3: Administrator options for this role

QA readers can only access the QA reports function.

3.4 Course staff

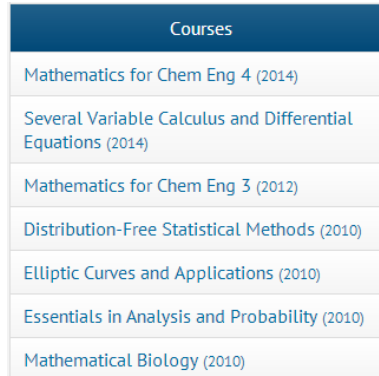


Figure 4: Administrator options for this role

Course staff can (if enabled) administer their own courses, including:

1. Editing additional content on their courses
2. Tagging their courses with topics
3. Adding related links to their courses
4. Adding follow-on / follow-up courses
5. Viewing QA reports of their courses (including all student feedback)
6. Responding to student feedback (you said we did equivalent functionality)

Any course staff member assigned to a course (automatically from EUCLID or manually added within Path) will inherit this role, but the option must be enabled within the school to give them access to their courses.

3.5 Moderators

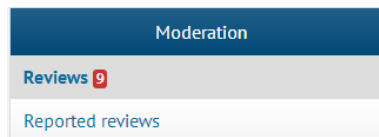


Figure 5: Administrator options for this role

Student moderators perform all their moderation through the admin panel.

3.6 User views

It is worth noting that the front end service has varying views depending on the user.

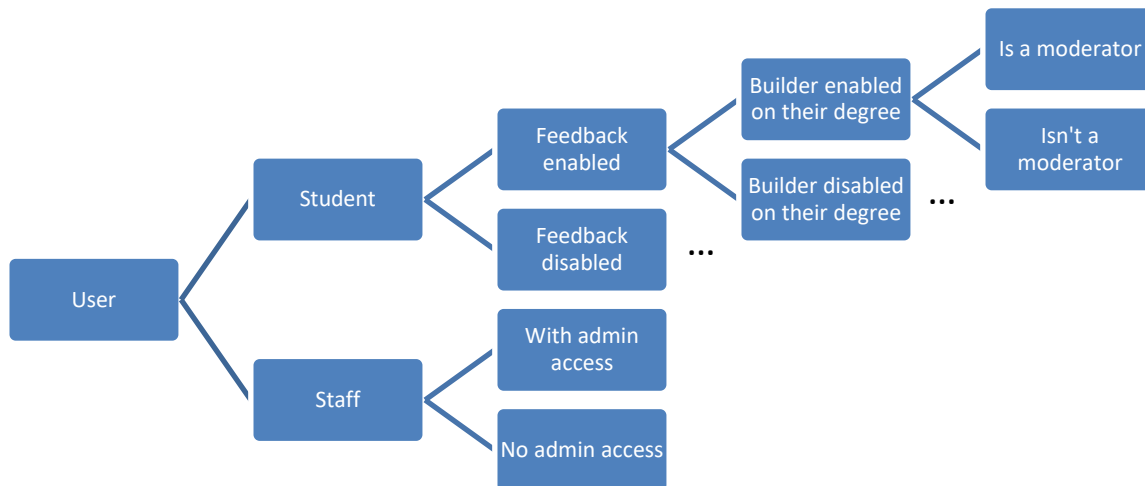


Figure 6: Diagram illustrating the types of display based on users. '...' indicates to copy the above tree branches.

3.6.1 Staff & EASE friends

These accounts have a fairly consistent view across the board, with only a few minor variants relating to having access to the admin panel.

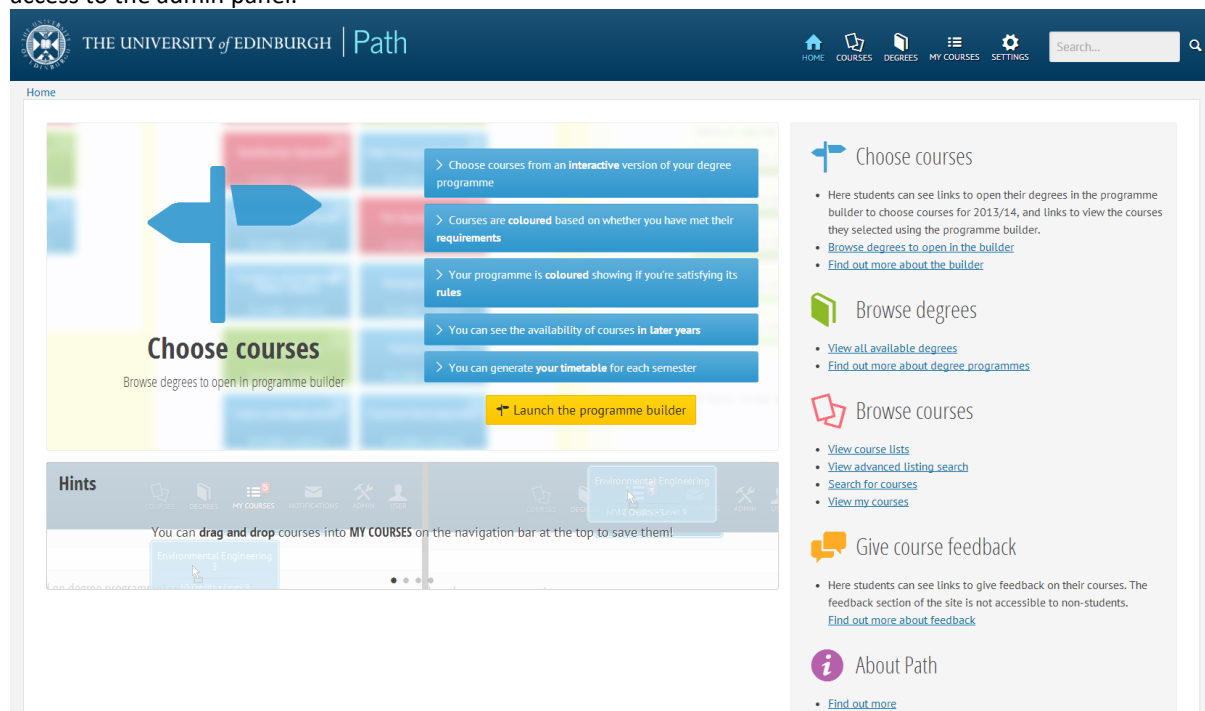


Figure 7: Standard view of the application for a member of staff or EASE friend

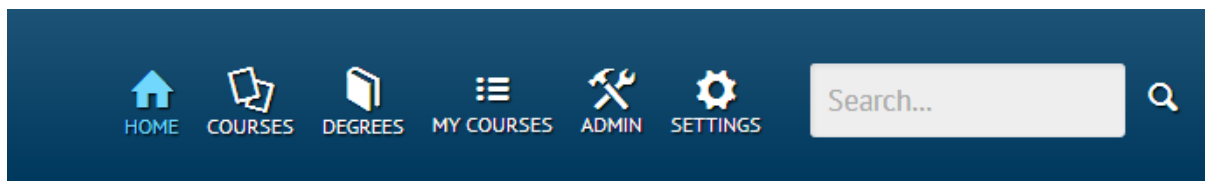


Figure 8: A school administrator / academic administrator / QA reader / course staff member gets an additional 'Admin' option on the menu bar

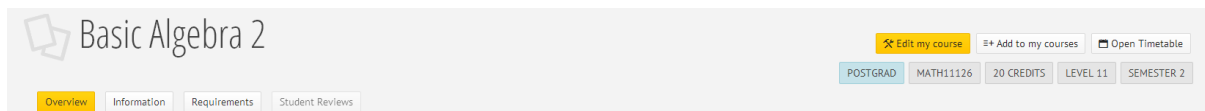


Figure 9: Users assigned as course staff get "Edit my course" buttons on the course pages.

3.6.2 Student

3.6.2.1 Feedback enabled

An individual student has 'feedback enabled' if they have taken *any courses* within schools that have feedback enabled. So a student in a School that does not engage in Path will see the feedback sections of the site if, for example, they had taken a Mathematics course. They can only leave feedback on courses within schools that have it enabled however.

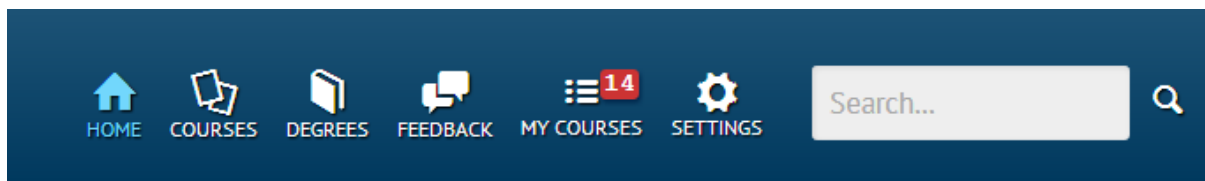


Figure 10: The additional 'feedback' nav bar option appears to these students.

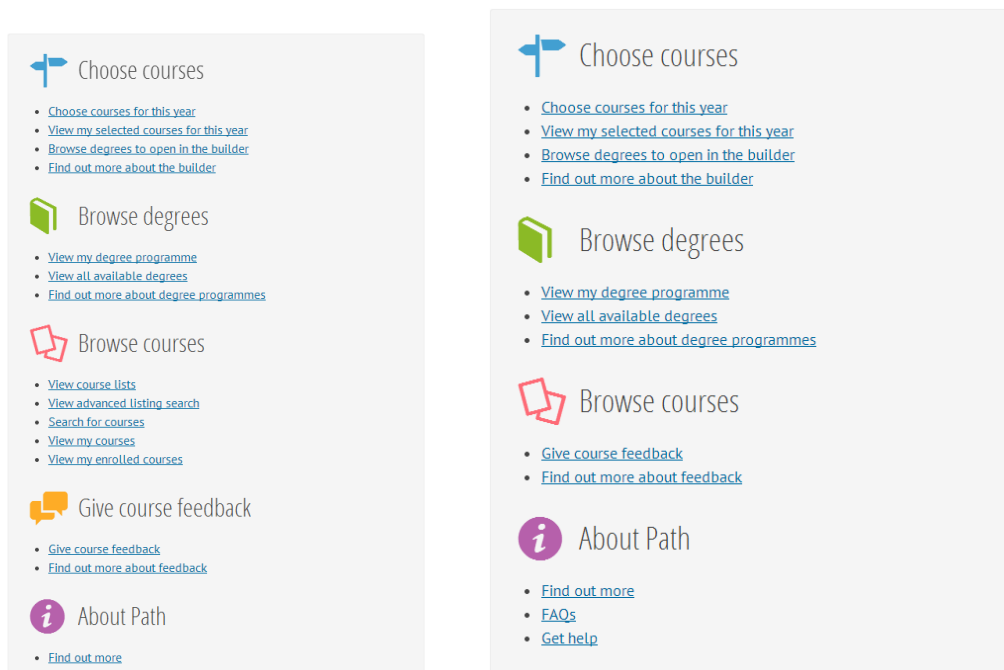


Figure 11: Left is a section of the homepage for a student with feedback enabled. Right is one without it enabled.

3.6.2.2 Builder enabled on their degree

Home page

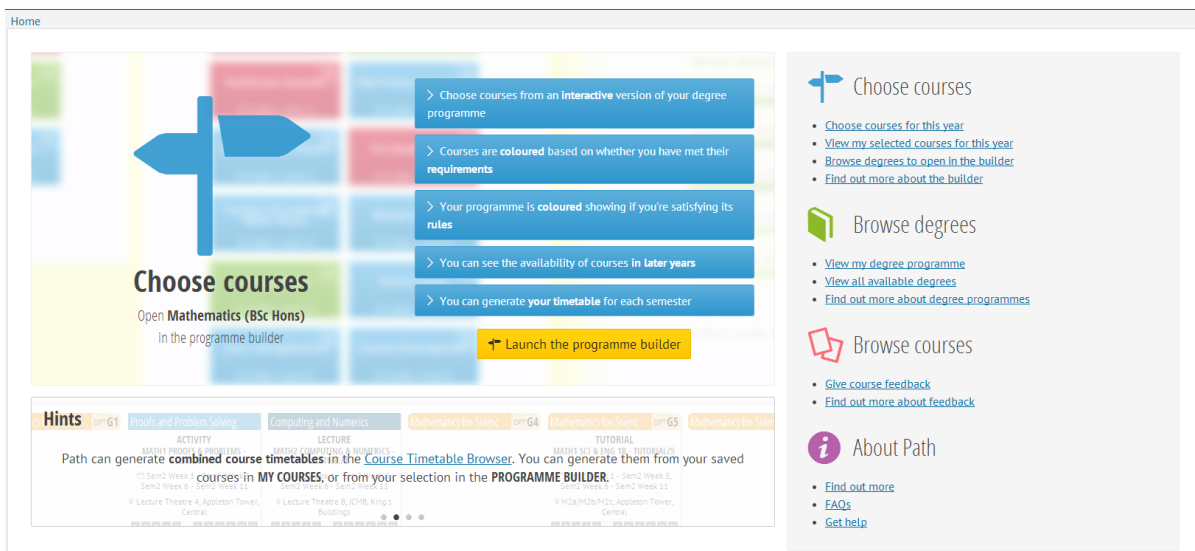


Figure 12: Homepage for a student with the builder enabled. The builder links immediately open their degree in their current year in the builder.

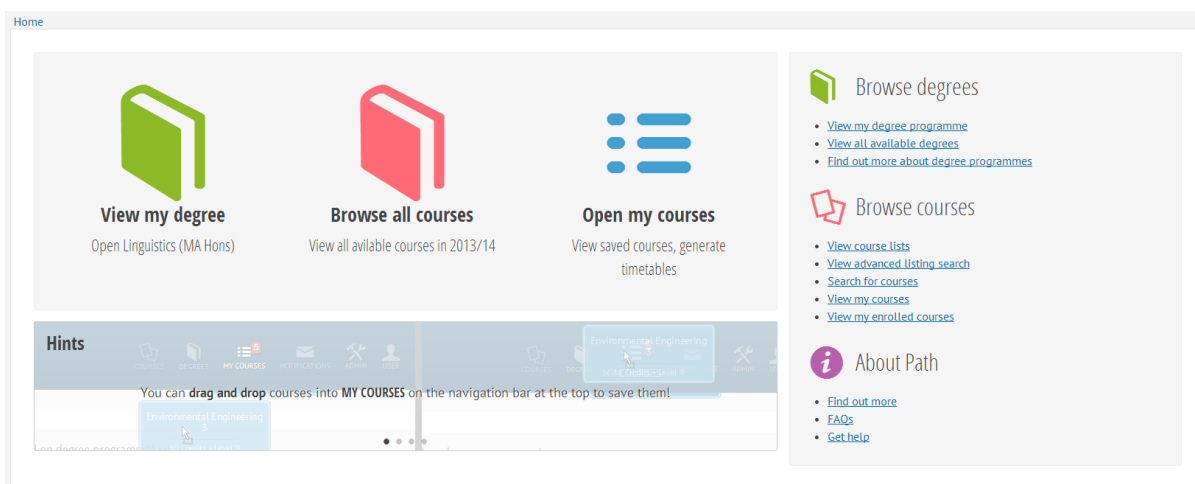


Figure 13: Homepage for students without the builder enabled on their degree.

Degrees page

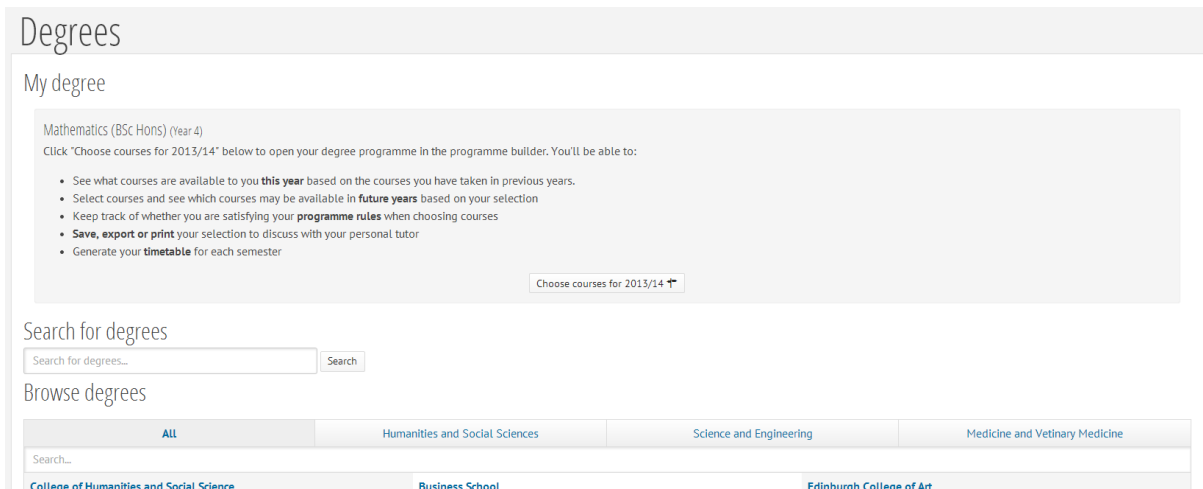


Figure 14: Student with the builder enabled on their degree programme.

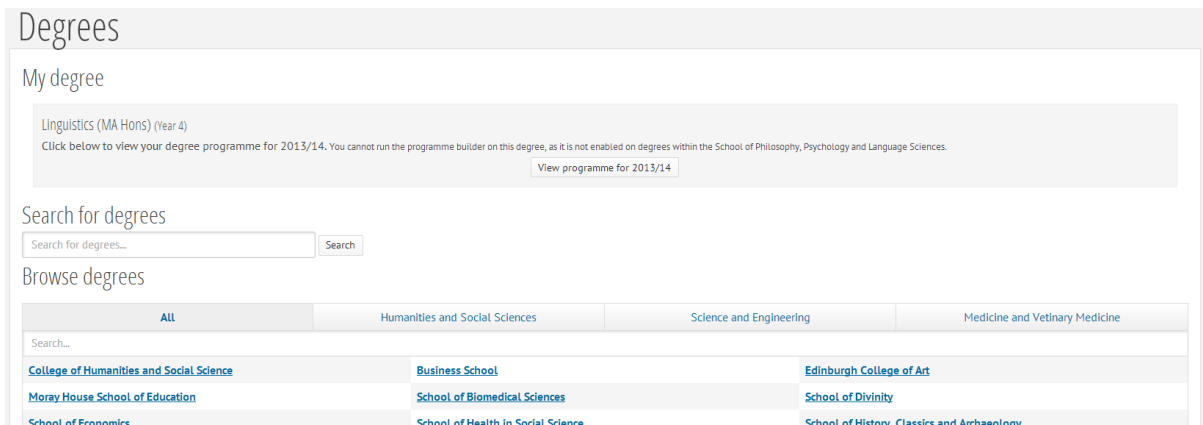


Figure 15: Student with the builder not enabled on their degree programme.

Worth noting is that in the event that the system cannot find a degree for the student, the 'View my degree' option is replaced with 'Browse all degrees' on the homepage, and the 'My Degree' section on the Degrees page does not appear.

3.6.2.3 Moderator access

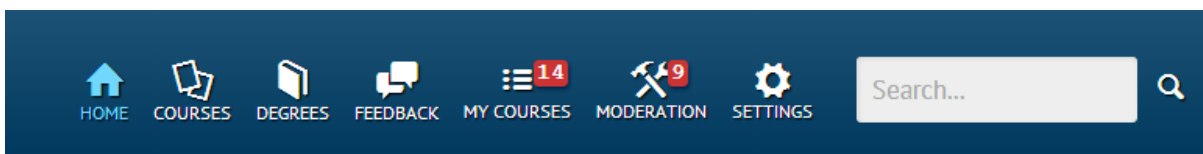


Figure 16: Currently active student moderators get an additional option in the nav bar for moderation, with a number indicator for the number of pending reviews / reports.

4 School Administrator Options

4.1 View QA reports

4.1.1 Individual (SA/QA/AA/CS)

The individual QA reports can be accessed through the QA overview page by school admins / academic admins / QA readers, or by lecturers by going to "Edit my course" > "View QA Report". They give a breakdown of course feedback for each year compared to the school and the University, a breakdown of the current status of reviews, and a list of **all** the reviews: even those not published on the main site to all users.

Class of 2012/13

[View in Path](#) Other sessions: [2014/15](#) [2013/14](#) [2012/13](#) [2011/12](#) [2010/11](#) [2009/10](#) [2008/09](#)

Your course is open to receive feedback!

Students can give feedback on your course at https://path.jh/feedback/reviews/MATH10050_SV1_YR_2012

Overview

41
students enrolled this year

10%
of enrolled students have reviewed the course

Review moderation

15 recommendations

4 reviews

Course history

Session	Occurrence	Enrolment	Reviews	Recommendations	Approval rating
2014/15	SV1-YR	43 (+0)	0 (-1)	0	0%
2013/14	SV1-YR	43 (+2)	1	0	75%
2012/13	SV1-YR	41 (+4)	4 (+1)	0	93%
2011/12	SV1-YR	37 (-6)	3 (+3)	0	100%
2010/11	SV1-YR	43 (+20)	0	0	0%
2009/10	SV1-YR	23 (-5)	0	0	0%
2008/09	SV1-YR	26	0	0	0%

Recommendations

Jewels of Algebra

93% approval from 15 students

School of Mathematics in 2012/13

74% approval from 789 votes
19% above this average

All courses in 2012/13

74% approval from 807 votes
19% above this average

Reviews

Show: All reviews

You can provide a response to your students' feedback. You can write a response now

26th March 2013

Excellent prepared; typed notes for content and proofs done on board so you won't be furiously scribbling the whole lesson, which detracts somewhat from understanding. Have to be prepared to start at exactly 9 o'clock twice a week. Assignments challenging but not impossible; meticulously marked which upsets people who don't know how to write in full sentences, but it is possible to get full marks (which cannot be said for every course). Course not just random results thrown together: flows really well and reach nice conclusions along the way with examples to illustrate.

Published

16th August 2013

Semester 1

Very well taught, interesting and challenging. The first half of semester 1 is spent revisiting Algebra, which is very good as a strong understanding is required to progress throughout the course.

Semester 2

Follows on nicely from semester 1, introduces Galois theory and results from it. The whole course has the goal of proving the lack of existence of a general formula for solutions of a quintic. Definitely a course you have to work for, but very rewarding with good knowledge of a lot of Algebraic concepts. Assignments are quite tough, but plenty of time is given to think them through!

Published

6th December 2012

(Review for S1 only) Thoroughly enjoyable course, well paced, all topics very well connected. Good review of previous group theory courses, but enough new content to keep course interesting and challenging. Workshops and homeworks useful. Lectures and workshops very well taught. Students are supplied with notes at beginning of course and lectures take form of overhead projector presentation of these notes, but proofs and solutions of some exercises are written down by lecturer during lecture. Well worth getting up early for 8am start!!!

Published

28th November 2012

The course content is excellent, but I found that the lectures consisted mainly of the lecturer reading from slides and doing a few proofs. This was, for me, an incredibly unengaging way to structure the classes - which contrasted oddly with the very engaging and enjoyable workshops. I also feel that not putting all proofs online unfairly penalises students who have missed classes for legitimate reasons.

Published

Version 1.0

13 August 2014

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4.1.2 Overview (SA/QA/AA)

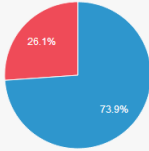
264 Reviews

for 2012/13 session (up **195** from last session)

Average per school: 93.3

[Show student recommendations and reviews over time](#)

Average recommendations for the entire school in the 2012/13 session



74% approval from 789 votes

View: Table Showing 11/15 columns, 142/142 courses [Change](#) [Download as CSV](#)

Course	Enrolment	Reviews	Reviews / Enrolment	Total recs.	Total recs.	Recs. / Enrolment	Recs. / Enrolment	Recs. approval	Recs. approval
<input checked="" type="checkbox"/> Accelerated Algebra and Calculus for Direct Entry	30	0	0%	8	+8	27%	+27%	100%	+100%
<input checked="" type="checkbox"/> Accelerated Proofs and Problem Solving	37	4	11%	13	+13	36%	+36%	100%	+100%
<input checked="" type="checkbox"/> Advanced Computing for Operational Research	23	0	0%	2	+2	9%	+9%	50%	+50%
<input checked="" type="checkbox"/> Algebra	102	18	18%	38	+24	38%	+28%	89.4%	-3.3%
<input checked="" type="checkbox"/> Algebra (VS1)	4	0	0%	0	+0	0%	+0%	0%	+0%
<input checked="" type="checkbox"/> Algebra (VS2)	2	0	0%	0	+0	0%	+0%	0%	+0%

The overview page gives more generalised reporting on a set of courses within a school. Users can change the sessions they're looking at on the top left of the page, alter the columns of the table & search for specific courses using the "Change" button, and export the information as a CSV file.

They can also view graphs of the usage of student reviews / recommendations over time within a school.

4.2 Manage student moderators

Add a new moderator

Student UUN (s1234567)...

This user will be assigned to the "Whole school" group, since that is your only group.

Manage groups

Postgraduate Year 1 Year 2 Year 3 Year 4 Year 5

2013/14

Add moderator

This session (2013/14)

This section contains statistics on courses running this session, not necessarily all feedback left this session. If you have "feedback on old courses" enabled, students will be able to review courses running in previous sessions, and these statistics will appear under "Overall".

Year	Approved reviews	Rejected reviews	Pending reviews	Reports registered	Reports closed	Pending reports
Postgraduate	0	0	1	0	0	0
Year 1	3	3	1	0	0	0
Year 2	20	0	13	0	0	0
Year 3	11	1	1	0	0	0
Year 4	14	0	1	0	0	0
Year 5	0	0	0	0	0	0
Total	48	4	17	0	0	0

Last session (2012/13)

Year	Approved reviews	Rejected reviews	Pending reviews	Reports registered	Reports closed	Pending reports
Postgraduate	4	3	0	0	0	0
Year 1	43	2	0	0	0	0
Year 2	15	1	1	0	0	0
Year 3	114	18	0	0	0	0
Year 4	60	3	0	0	0	0
Year 5	0	0	0	0	0	0
Total	236	27	1	0	0	0

Overall

Year	Approved reviews	Rejected reviews	Pending reviews	Reports registered	Reports closed	Pending reports
Postgraduate	4	3	1	0	0	0
Year 1	52	8	1	0	0	0
Year 2	35	1	14	0	0	0
Year 3	169	22	1	0	0	0
Year 4	87	3	1	0	0	0
Year 5	0	0	0	0	0	0
Total	347	37	18	0	0	0

Moderators

	Group	Session	Years moderating	Approved reviews	Rejected reviews	Reports closed
s1222172 ✕	Whole school	2013/14	2	9	0	0
s0910762 ✕	Whole school	2013/14	1, 2, 3	0	0	0
s1064213 ✕	Whole school	2013/14	4	3	0	0
s1020885 ✕	Whole school	2013/14	4	9	0	0
s1001960 ✕	Whole school	2013/14	4	0	0	0

The manage student moderators page allows users to keep track of the current status of reviews within their school, as well as add and remove moderators. Moderators are assigned to one or more year groups, as well as *moderator groups*, which are a range of subject areas. Some schools will only have 1 group, a whole school group, but others require more than one: e.g. engineering needs four separate "Chemical", "Mechanical", "Environmental" and "Civil" groups.

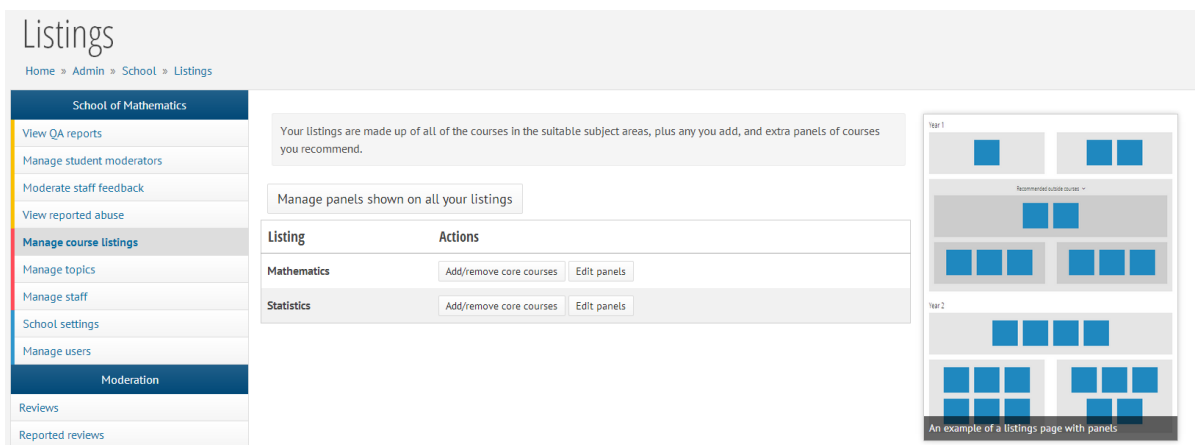
4.3 Moderate staff feedback

When staff members assigned to courses write a *response* to the student feedback, it must be moderated by a school administrator or academic administrator. Here users can choose whether or not to publish the comments written by staff on the course pages.

4.4 View reported abuse

In rare cases of genuine serious abuse being published on Path, student moderators can instead of rejecting a review mark it as abuse. It is then hidden from the course QA pages, and displayed here for a school or academic admin to review. They can choose to send it back to the moderators for re-review or *permanently delete the review from Path*.

4.5 Manage course listings



4.5.1 Add/remove core courses

School administrators can make small modifications to the listings here. It may be the case that some courses appear in the list that effectively shouldn't: e.g. a maths course that's only available to non-maths students, so this course could be effectively hidden from the listing. Similarly other listings can add in courses that they would want to display them, e.g. Mathematics for Informatics on the Informatics listing.

Year 1

Include courses

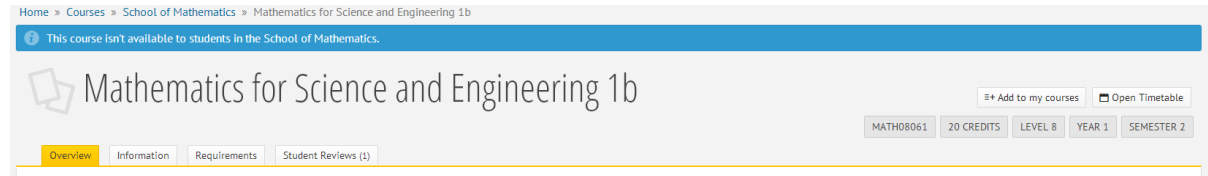
Nothing selected ▼

Exclude courses

Course	Reason	
Mathematics for Science and Engineering 1a (MATH08060)	Unavailable to home school "This course isn't available to students in the [school]."	<input type="checkbox"/> Reinststate
Mathematics for Science and Engineering 1b (MATH08061)	Unavailable to home school "This course isn't available to students in the [school]."	<input type="checkbox"/> Reinststate

Select course to exclude ▼ Unavailable to home school ▼

Within each year, they can search for and select courses to include. When excluding courses they must also select a reason for removing it. Some of these will display a message at the top of each course page, so for example students navigating to “Mathematics for Science and Engineering”, which is owned by mathematics, would see:



4.5.2 Edit panels

To add a larger selection of courses to a listing, ones that may not necessarily be a part of that list but are related, school administrators can add *panels* to a year within a listing. These appear beneath the year as a labelled block of courses.

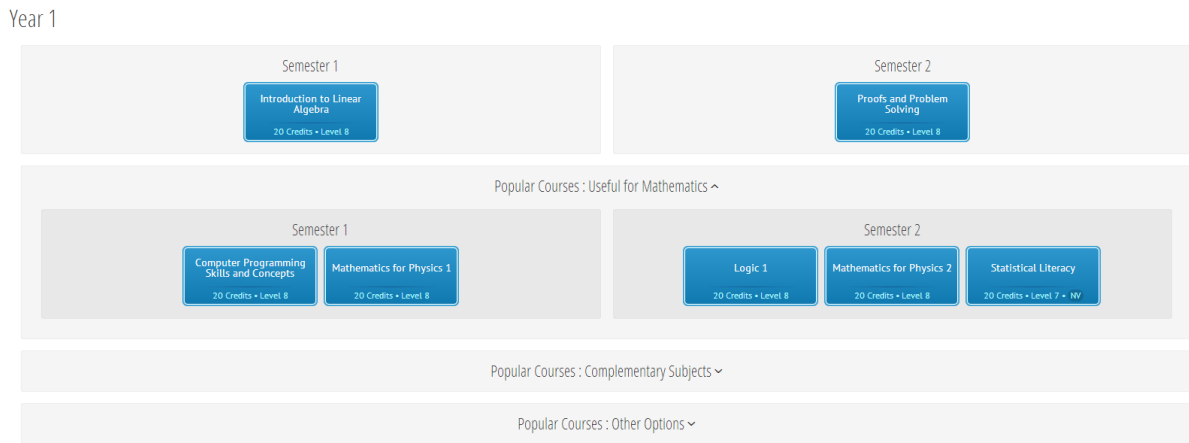
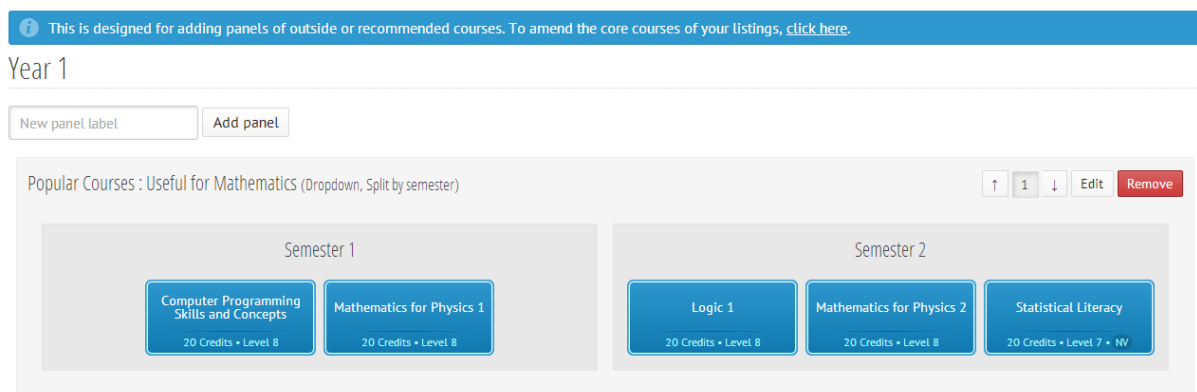


Figure 17: An example of panels beneath a year in a listing.

4.5.2.1 Adding

panels



To add a panel to a listing, select the listing, and then enter the panel label under the year you're considering and click 'Add panel'. The panel will then appear beneath the year, and you can click 'Edit' to change the content and settings.

Editing panel "Popular Courses : Useful for Mathematics"

Name

Popular Courses : Useful for Mathematics

Year

1

By default, don't show the courses (they appear on dropdown)

Force panel to be split over delivery (panels with courses traversing deliveries will be split anyway)

Courses

Logic 1 x Mathematics for Physics 1 x Mathematics for Physics 2 x Statistical Literacy x Computer Programming Skills and Concepts x

Save changes or [Back](#)

You can change the year the panel appears under, and some display options:

1. Choose whether or not to minimise the panel by default, and it opens on dropdown.
2. Force panel to be split over delivery. If all the courses are in for example semester 1, by default it won't put them in a separate "Semester 1" / "Semester 2" delivery box, this would split it up.

You can then add courses by searching on parameters and double clicking on them.

4.5.2.2 Reordering panels

On the "Edit panels" screen for a specific listing, you can reorder panels using the arrows next to each one.

4.5.3 Manage panels shown on all your listings

You can add panels to all the listings within a school by clicking "Manage panels shown on all your listings" under "Manage course listings". You'll then be presented with the same screen for editing panels on a specific listing.

4.6 Manage topics

All topic functionality is available to both *academic administrators* and *school administrators*.

4.6.1 Editing topics

Within each listing, users can assign topics to the courses for tagging and filtering.

Topics for Mathematics

Topics allow you to categorise your courses better. They are displayed on the listings' pages to help students narrow down their selection and on course pages to better inform what the specified course is about.

To change a topic's colour, click the box to the left of its name.

Colour	Name	Courses	Description
	<input type="text" value="Algebra"/>	12	Algebra is the branch of mathematics concerning the study of the rules of operations and relations, and the constructions and concepts...
	<input type="text" value="Analysis"/>	18	Analysis is a branch of pure mathematics that includes the theories of differentiation, integration and measure, limits, infinite series and...
	<input type="text" value="Applied & Computational"/>	18	Applied mathematics is a branch of mathematics that concerns itself with mathematical methods that are typically used in science,...
	<input type="text" value="Financial"/>	6	Mathematical finance is a field of applied mathematics, concerned with financial markets. The subject has a close relationship with the...
	<input type="text" value="Geometry & Topology"/>	10	Geometry is a branch of mathematics concerned with questions of shape, size, relative position of figures, and the properties of space.
	<input type="text" value="Optimization"/>	7	Optimization is concerned with the analysis and solution of optimal decision-making problems. Although it has a solid theoretical...
	<input type="text" value="Probability & Statistics"/>	21	Probability and statistics are two very closely related subject areas. Probability allows us to measure the likelihood of an event occurring,...
	<input type="text" value="New topic name"/>	N/A	<input type="text" value="New topic description"/> <input type="button" value="Add topic"/>

Go to Manage Topics > Your listing. You can then manually create topics by selecting a colour for the topic and giving the topic a name and a description. Alternatively if your listing is created from many subject areas that could serve as topics, you can auto-create topics that will tag them appropriately for you.

A listing's topics then appear at the top of the listing, as well as on the course page for any courses tagged in those topics.

4.6.2 Tagging courses

Courses can be tagged individually by staff associated to courses, or can be done on mass by school / academic admins. To do this, go to Manage topics > Tag courses next to the listing you're interested in. Note that this button will only appear if topics exist on the listing.

You can then use the check boxes to tag courses.

Course	Algebra	Analysis	Applied & Computation	Financial	Geometry & Topology	Optimization	Probability & Statistics
Advanced Computing for Operational Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied Analysis & PDEs 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied Analysis & PDEs 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied Mathematical Methods 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied Mathematical Methods 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Algebra 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Algebra 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combinatorial Optimization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computing for Operational Research and Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computing for Statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Risk Modelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.7 Manage staff

Jump to year: [1](#) [2](#) [3](#) [4](#) [5](#) [Postgraduate](#)

Course code	Course name	People	
Year 1			
MATH08057	Introduction to Linear Algebra	Toby Bailey, Susan Sierra, Louise Durie	Edit course
MATH08058	Calculus and its Applications	Arend Bayer, Louise Durie	Edit course
MATH08059	Proofs and Problem Solving	Julia Collins, Ivan Cheltsov, Louise Durie	Edit course
MATH08060	Mathematics for Science and Engineering 1a	Nikola Popović, Jacek Gondzio, Antony Maciocia, Marieke Blair	Edit course
MATH08061	Mathematics for Science and Engineering 1b	Nikola Popović, Adri Olde-Daahuis, Marieke Blair	Edit course
Year 2			
MATH08007	Linear Algebra	Alastair Gillespie, Martin Delaney	Edit course
MATH08020	Mathematics for Chem Eng 4	Tom Mackay, Gillian Law	Edit course
MATH08034	Mathematics for Elec/Mech Eng 4	Noel Smyth, Gillian Law	Edit course

School administrators can add additional staff members to courses through the “Manage staff” panel. They simply navigate to a course and click “Edit course”.

Name	Role	Shown on Path?	Remove?
Added via EUCLID			
Antony Maciocia	Course Organiser	Yes	N/A
Marieke Blair	Course Secretary	Yes	N/A
Added via Path			
Nikola Popovic	Lecturer	Yes	<input type="checkbox"/> Remove
Jacek Gondzio	Lecturer	Yes	<input type="checkbox"/> Remove
<input type="text" value="Select a person"/>	<input type="text" value="Select a role"/>	<input type="checkbox"/> Show on Path	<input type="button" value="Add"/>

or [Back](#)

They can then remove existing *additional* staff members or add new ones. **Note that they cannot alter the course organiser or secretary**, as this comes from EUCLID.

4.8 School settings

Core settings

- Enable the programme builder
This will allow staff and students to run the programme builder on all degrees owned by this school.
- Allow course staff to administer courses
This will allow them to add additional content to courses and (if enabled) view QA reports on feedback for their courses.

Reviews

- Display course reviews
- Enable student feedback
Semester 1 feedback opens on 23/11/2013
Semester 2 feedback opens on 01/04/2014
- Students can write reviews for old courses
This allows students to write reviews on courses that they were enrolled on in previous years.
- Allow staff review feedback
This allows staff to write an overall response to a year's feedback. The response must be accepted by administrators before being published and appears above the year's reviews.
Requires student feedback to be enabled and staff to be allowed to administer courses.
- Enable QA reporting
Allow admin staff and (if enabled) course staff to see QA reports on student feedback.

Recommendations

- Display recommendations
- Allow students to add recommendations
Requires student feedback to be enabled.

Descriptions

- Allow students to write course descriptions (must be selected by course staff)
This also controls whether student descriptions are displayed.
Requires course staff administration enabled to moderate the descriptions.
- Allow lecturers to write course "lecturer descriptions".
This also controls whether lecturer descriptions are displayed.
Requires course staff administration enabled.

Accessible only to school administrators, this section is where users can control the per-school settings on Path to enable or disable functionality.

4.9 Manage users

[Add a new staff member](#) or click a UUN below to change their permissions

UUN	Permission
fcurlie1	School administrator
tmackay	Academic Administrator
qareader	QA reader

To add additional administrative users **within their school**, school admins can go to the *manage users* page. They can add school administrators, academic administrators or QA readers.

Add a new user

UUN

Grant permissions

School administrator

[Add user](#) or [Back](#)

4.10 Moderation

Related content:

- <https://path.is.ed.ac.uk/help/moderation>,
- <https://path.is.ed.ac.uk/help/writing-reviews>