Administrator Roles



A learning administrator’s role within the **Learning Management** module is strategic, operational, and governance-driven, focused on managing learning content, learner engagement, training records, and the overall learning environment.

Manage learning pathways and content

Create, structure, and maintain learning pathways, categories, and eLearning content.

This includes:

- Building learning pathways,
- Adding and editing pathway steps,
- Managing pathway structures and categories,
- Uploading documents, videos, and learning resources, and
- Publishing learning content to the Learning Portal.

Manage SCORM and interactive learning content

Upload, configure, maintain, and monitor SCORM and xAPI learning content within the **Learning Content Library**.

This may include:

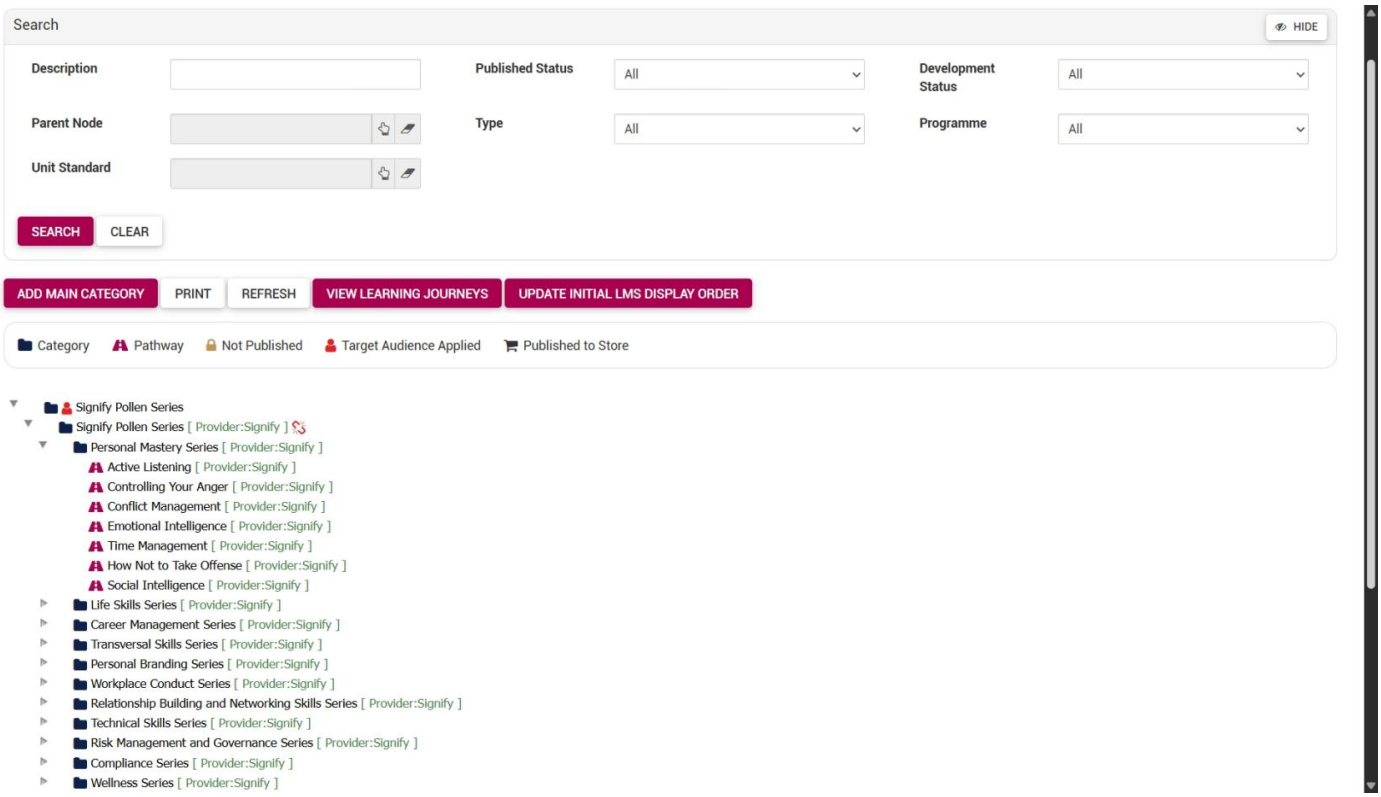
- Uploading SCORM packages,
- Configuring learner attempt limits,
- Linking SCORM content to pathways,
- Managing active and inactive learning content,
- Tracking learner registrations and completion activity, and
- Maintaining interactive eLearning resources.

Configure assessments and training activities

Manage assessments, assignments, workshops, certifications, and training interventions to support structured learning and competency development.

This includes:

- Creating and importing assessments,
- Managing assessment settings and answer groups,
- Configuring certification points,
- Linking workshops and training events to pathways,
- Creating training interventions, and
- Managing learner evaluation processes.



Monitor learner progress and engagement

Track learner participation, pathway progress, assessment outcomes, attendance, and completion activity across the learning environment.

Learning administrators can:

- Review learner progress reports,
- Monitor pathway completion,
- Track assessment attempts and results,
- View attendance registers,
- Manage learner records, and
- Identify learners requiring support or intervention.

Manage target audiences and learning access

Control which learners have access to specific pathways, programmes, courses, or academic subjects through target audiences and people groups.

This includes:

- Creating and maintaining people groups,
- Assigning pathways to target audiences,
- Managing class or group allocations,
- Controlling visibility of learning content, and
- Supporting secure and role-based learning access.

Support compliance and learner record management

Ensure that learner records, certifications, acknowledgements, and training history remain accurate, traceable, and aligned with organisational or academic requirements.

This may include:

- Logging learner activities,
- Managing training interventions,
- Maintaining certification records,
- Supporting audit and compliance processes,
- Managing pathway rollback functionality, and
- Ensuring accurate learner reporting.

Configure academic and online school environments

Within academic or online school environments, learning administrators support the setup and maintenance of educational structures and reporting systems.

This includes:

- Configuring subjects, grades, cycles, and years,
- Managing marksheets and academic reports,
- Supporting attendance management,
- Managing facilitators and educators,
- Configuring report card comments, and
- Supporting student performance tracking.



Maintain learning standards and governance

Ensure that learning content and training processes follow organisational standards, governance requirements, and best practices.

This includes:

- Standardising naming conventions,
- Maintaining consistent pathway design,
- Managing prerequisite logic,
- Supporting content quality assurance,
- Monitoring pathway publication status, and
- Ensuring training content remains current and relevant.

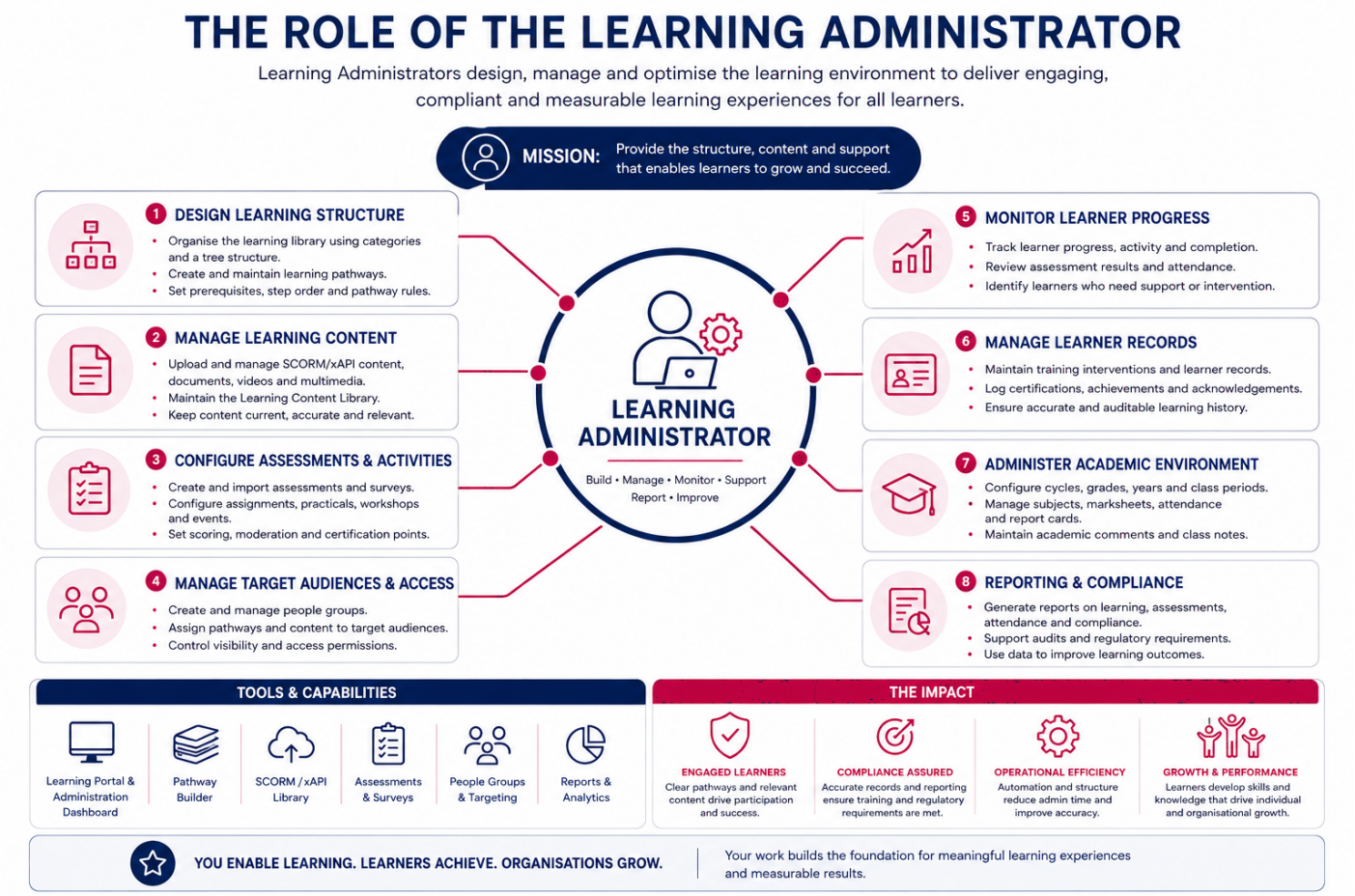
Support learners and facilitators

Provide guidance and operational support to learners, facilitators, managers, educators, and other stakeholders using the **Learning Management** module.

This may include:

- Assisting with pathway access,
- Troubleshooting learner issues,

- Supporting content updates,
- Managing permissions,
- Providing administrative guidance, and
- Assisting with reporting and learning analytics.



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