

## Staff enrolment on VITAL

### Process of teaching staff enrolment on VITAL modules

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Request to be a TULIP administrator

Request to be upgraded to 'Instructor' status on all departmental VITAL modules

## Overview

- Most teaching staff enrolments should be handled through the TULIP electronic module specification for a module. Staff listed as teaching on/responsible for a module in the specification automatically get enrolled on the VITAL module as an Instructor.
- Departmental TULIP administrators and heads of departments are automatically added to relevant modules as a Course Builder. A process also exists for requesting access for administrators to all the modules in the department, as well as for upgrading to Instructor level (**upgrade requests need to be made every academic year**).
- Postgraduate students and other administrative staff can be enrolled to VITAL manually.
- There are separate processes for enrolling external examiners and temporary teaching staff.

**NB** This guide does not cover 'Pseudo-Modules' as departments and schools are responsible for managing staff and student enrolments on these. Check with CSD Helpdesk if you are unsure of how enrolments for your pseudo-module are set up (they can be a mixture of automatic and manual). Step 4 below describes directly enrolling onto a module.

## Process of teaching staff enrolment on VITAL modules

- A. Staff teaching on/responsible for a module are added to the electronic module specification in TULIP.
- B. Staff information from the electronic module specifications is automatically added to VITAL overnight. Staff are enrolled on correct VITAL modules as 'Instructors'.
- C. Changes made to electronic module specifications in TULIP will come through into VITAL the next day.

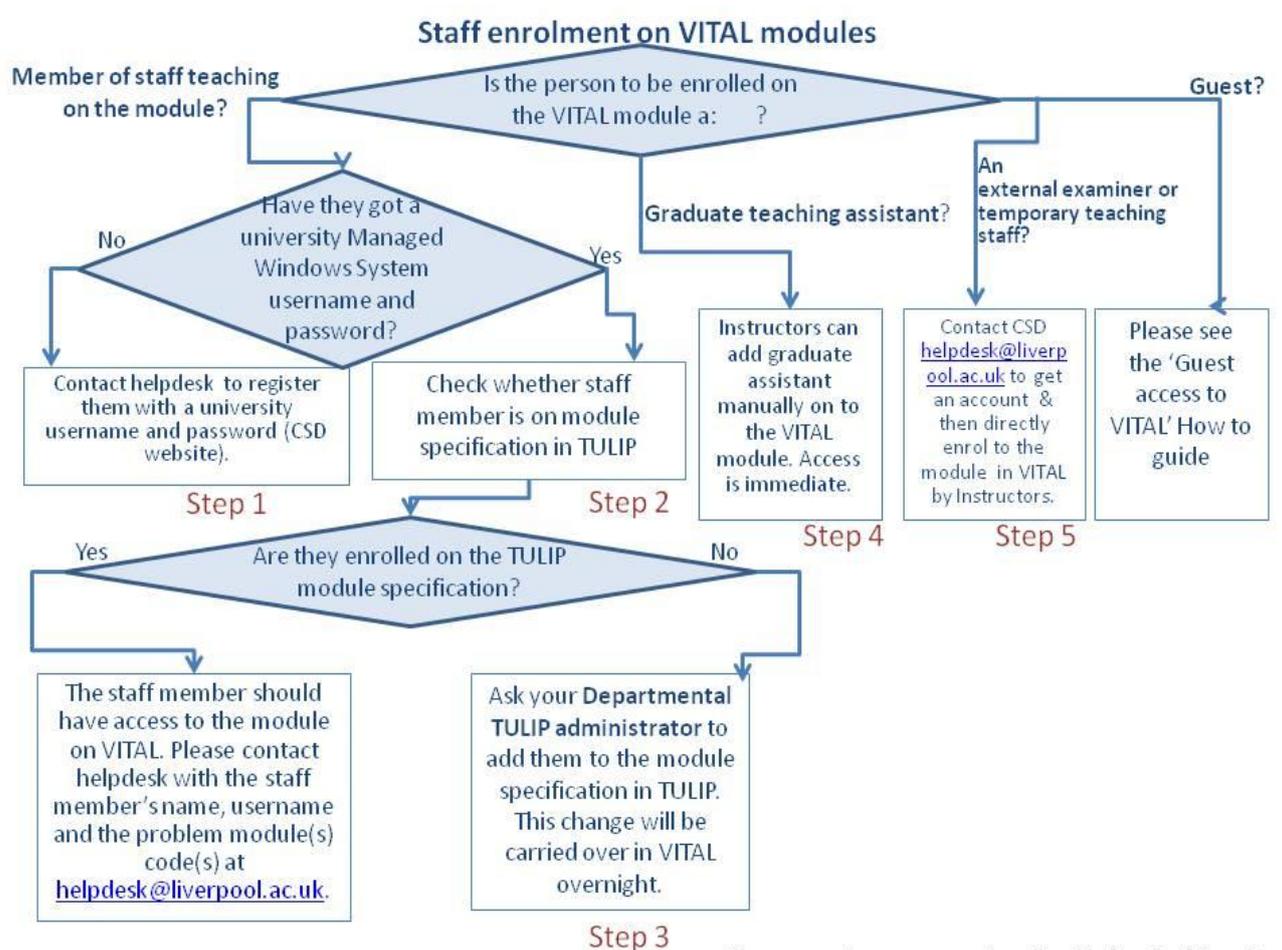
D. Electronic module specifications in TULIP can be modified by the module co-ordinator or your departmental TULIP administrator.

## What to do when you want to enrol or remove a staff member on a VITAL module

The flow diagram below shows the steps and actions to resolve issues of enrolment, such as:

- How can I enrol a staff member who is not on the VITAL module?
- How can I enrol a graduate assistant?
- How can I allow our external examiner access to the module?
- How can I allow an external lecturer/visiting lecturer access to the module?

The steps on the diagram relate to the sections of this guide.



The steps relate to steps described below in this guide.

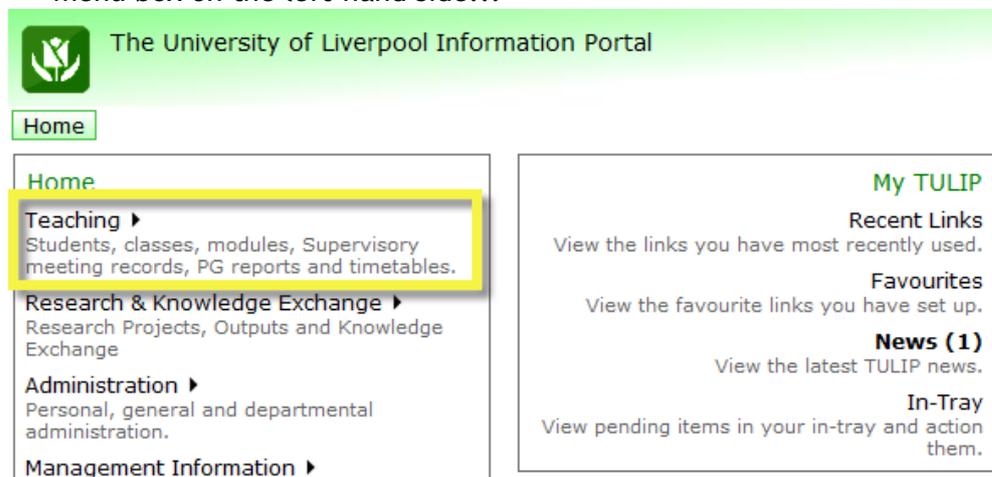
### Step 1: Contacting helpdesk to issue a staff member with a University username and password

This step is for new members of staff etc to check they have their MWS account set up and are registered staff members before trying to enrol them on the correct modules in VITAL. CSD Helpdesk can assist with any queries on this.

For external examiners requiring module access, for example, see step 5 below on obtaining a temporary MWS account.

## Step 2: Check TULIP for the module specification

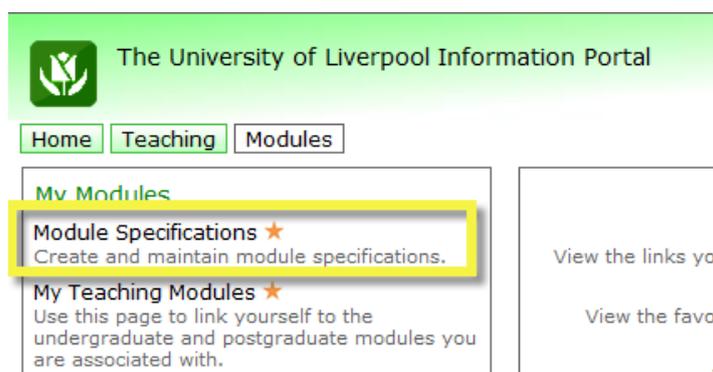
1. Access TULIP from the University homepage. Click on **Teaching** in the Home menu box on the left-hand side...



2. ...and then on the **Modules** option on the page that appears.



3. Now click on the **Module Specifications** link.



4. Use the **Find** box on the module list page to search for a particular module by entering the module code (e.g. EDEV404). (You can also customise which modules you want to see using the **user preferences** link.)
5. Click the **View** link next to the title and year of the required module to call up the specification (eg 201213-EDEV405).

The University of Liverpool Information Portal  
Module Navigator

Home Help Logout

Go to: Select..

Home Teaching Modules Module Specifications

Browse the modules available to you and perform authorised actions. Click here to set your [user preferences](#).

Create new... [Module](#)

Find:  Go

[Next >>](#)

Actions	Term	Code	Title	Status	Modified
<a href="#">View</a>	20131	CPD9006	EUROPEAN CINEMA	New Module	02 Apr 2013
<a href="#">View</a>	201213	EDEV101	WIDENING PARTICIPATION IN CONTEXT	Approved	06 Aug 2012
<a href="#">View</a>	201213	EDEV102	RESEARCH AND MANAGEMENT METHODS FOR PROFESSIONALS IN EDUCATIONAL CONTEXTS	Approved	06 Aug 2012
<a href="#">View</a>	201213	EDEV103	INSTITUTION BASED RESEARCH AND PRACTICE	Approved	06 Aug 2012

6. See the staff listed under section 10 (**Member of staff with responsibility for the module**) and 13 (**Other Staff Teaching on this Module**). These staff members then get enrolled on the VITAL module automatically as Instructors. To amend any of these details see Step 3 below.

MODULE SPECIFICATION				
The information contained in this module specification was correct at the time of publication but may be subject to change, either during the session because of unforeseen circumstances, or following review of the module at the end of the session. Queries about the module should be directed to the member of staff with responsibility for the module.				
1.	Module Title	USING TECHNOLOGY TO ENHANCE LEARNING		
2.	Module Code	EDEV405		
3.	Year	201213		
4.	Originating Department	Centre for Lifelong Learning		
5.	Faculty	Fac of Humanities & Social Sci		
6.	Semester	Whole Session		
7.	Credit Level	M Level		
8.	Credit Value	20		
9.	External Examiner	Prof Ranald McDonald		
10.	Member of staff with responsibility for the module	Mr N Bunyan	Centre for Lifelong Learning	Nbunyan@liverpool.ac.uk
11.	Module Moderator			
12.	Other Contributing Departments			
13.	Other Staff Teaching on this Module	Ms D Prescott Dr JE Strivens	Centre for Lifelong Learning Centre for Lifelong Learning	D.Prescott@liverpool.ac.uk Strivens@liverpool.ac.uk
14.	Board of Studies	Centre for Lifelong Learning		
15.	Mode of Delivery	Seminar/Workshop/Directed Act.		

### Step 3: Updating a TULIP electronic module specification (adding/removing teaching staff on a VITAL module)

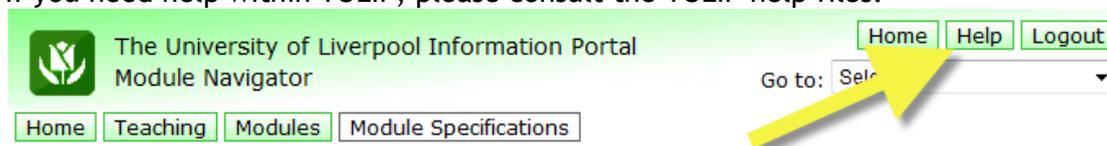
7. Changes to a module specification can be made by the module co-ordinator or by your departmental TULIP administrator (who is likely to be an administrator

for your department/school - you can also contact [tulip@liv.ac.uk](mailto:tulip@liv.ac.uk) to find out who this is).

Please note: Any changes made in TULIP will not result in any changes in VITAL until the next day.

### Further support on TULIP

If you need help within TULIP, please consult the TULIP help files.

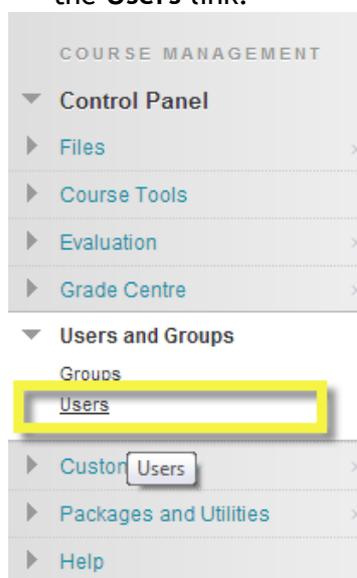


You can also contact the TULIP team at [tulip@liv.ac.uk](mailto:tulip@liv.ac.uk).

### Step 4: Directly enrolling staff onto VITAL modules (postgraduate assistants, other administrative staff, external examiners, etc)

Main teaching staff should always be enrolled via the TULIP electronic module specification (see Step 2 above). Only module Instructors can add people at any level. Course Builders can only enrol people at the Student level.

- To directly enrol postgraduate assistants etc onto a VITAL module, login to VITAL and open the relevant module (e.g. 201213-EDEV405).
- Go to the **Control Panel**, click on the **Users and Groups** option and then select the **Users** link.



- By default, all users on the module should now be listed on the page. If they are not, to list all users make sure that the middle dropdown box is set to 'Not blank' then click **Go**.



11. To add a user directly on the module, click on the **Find Users to Enrol** button. This will open an enrolment page. Type in the username for the staff member to be added (or click **Browse** to find them by surname/first name or email address) and select their role (e.g. Instructor or Teaching Assistant), then click **Submit**.

**1. Enrol Users**

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

\* Username

Role

Enrolment Availability

- Student
- Course Builder
- Marker
- Instructor
- Student
- Teaching Assistant
- Guest

Staff roles (in order of increasing privileges):

- **Student** - has access to all the tools, content areas, assessments and assignments that have been made available by the tutor. Students do not have access to the Control Panel.
- **Course Builder** - can add content to Content Areas, but cannot access the module's Grade Centre and therefore any assignment or assessment information.
- **Grader** - can access all the assessment and assignment tools via the Grade Centre. Graders cannot add, just view, content.
- **Teaching Assistant** - has similar status to an Instructor, but cannot add users or change their status within a module.
- **Instructor** (the highest access privilege) - has full control over all tools, content areas, assessment and enrolments within a module.

12. If the enrolment is successful you will see a green confirmation message at the top of the page. If you cannot find the user to enrol, contact the CSD Helpdesk as it is likely that this person is already enrolled on the module but that something has happened to their access.

### Step 5: Obtaining a temporary account for external examiners etc

External examiners and temporary teaching staff can be issued with an MWS username and password for the required length of time, and then enrolled directly in the module(s) at the level required (Step 4 above) by a module Instructor. Please

contact the CSD Helpdesk ([helpdesk@liv.ac.uk](mailto:helpdesk@liv.ac.uk)) outlining your requirements and they will advise you.

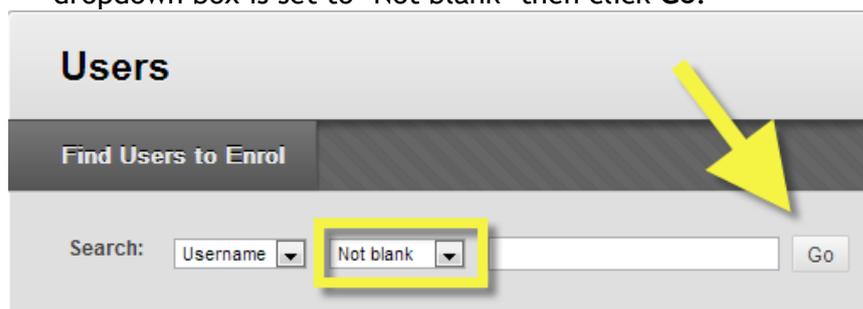
## Removing staff from a VITAL module

**Main teaching staff members** are removed from a VITAL module by amending the electronic module specification in TULIP (see steps 2 and 3). You cannot remove a staff member from the module directly in VITAL. They will be reinstated overnight if their details are still on TULIP.

Please note that TULIP administrators are given **Course Builders** access status automatically to all departmental modules in VITAL and cannot be removed from a module directly. See the [section on admin staff access below](#).

You cannot remove or delete **graduate assistants** or **temporary staff** directly in VITAL in the same way that you added them. You can only make them **unavailable** in the module so that they no longer see the module on their VITAL homepage.

13. Go to the Control Panel of the module, open the **Users and Groups** menu and select the **Users** link. By default, all users on the module should now be listed on the page. If they are not, to list all users make sure that the middle dropdown box is set to 'Not blank' then click **Go**.



14. Next to the user to be made unavailable, hover the mouse near the username, click on the downward pointing arrow and from the pop-up menu that appears, select '**Change User's Availability in Course**'.

Username	First Name	Last Name	Email	Role	Observer	Available
scsals00	John	White	john.white@liverpool.ac.uk	Course Builder		Yes
scsals00	John	White	john.white@liverpool.ac.uk	Course Builder		Yes
scsals00	John	White	john.white@liverpool.ac.uk	Instructor		Yes
scsals00	John	White	john.white@liverpool.ac.uk	Instructor		Yes
scsals00	John	White	john.white@liverpool.ac.uk	Instructor		Yes
scsals00	John	White	john.white@liverpool.ac.uk	Student		Yes
scsals00	John	White	john.white@liverpool.ac.uk	Student		Yes
scsals00	John	White	john.white@liverpool.ac.uk	Student		Yes

15. On the page that appears, change the dropdown setting **Available (this course only)** from **Yes** to **No**. Click **Submit** to make your change.

16. The user will now no longer see this module on their homepage list of modules or be able to access it.

## Administrative staff enrolment on school/departmental modules

Administrators who need access to *all* VITAL modules in the school/department can be given automatic access to the modules as 'Course Builders' by becoming a TULIP administrator. It is important to check that the full rights given to you as a TULIP administrator are appropriate for your role. (If you don't want to be given departmental TULIP administrator rights then you can contact the CSD Helpdesk to arrange to be added in a batch to all the school modules. You will need a school manager or head of department to request this at the Course Builder level. You will have to arrange this every academic year.)

If you only need access to a few modules then module Instructors can do this for you directly in the module on an ad hoc basis following step 4 above.

### Request to be a TULIP administrator

17. The Head of Department or School Manager needs to email [tulip@liv.ac.uk](mailto:tulip@liv.ac.uk) to request that the member of administrative staff become a TULIP administrator in order to access all the departmental/school VITAL modules.
18. Once this is done by the TULIP team, the administrator should have access to all modules after the overnight update to VITAL. They will be able to see the modules under 'Courses where you are: Course Builder'.

**NB:** Course builders have access to upload content and edit modules. They do not have access to the Grade Centre or other student assignment submission and marking data. If this is needed, administrators need to be upgraded as instructors on the modules, as described below.

### Request to be upgraded to 'Instructor' status on all departmental VITAL modules

'Instructor' status can be requested if an administrator needs get into to the Grade Centre to access student assignments, grades or assessment data across the department's modules. If the staff member to be given department-wide instructor status on VITAL modules already has TULIP administrator status the process is (if they have not, follow the steps above):

19. The Head of Department or School Manager should send an email to [helpdesk@liv.ac.uk](mailto:helpdesk@liv.ac.uk) for the attention of the VITAL technical team and ask for the administrator's upgrade to 'instructor' on all modules. A suggested template email is copied here.

"I would like to request the CSD VITAL team that the status of [*name(s)*] be upgraded from 'Course Builder' to 'Instructor' for all of modules beginning with code [ ... ].

This is in order that they can use the functions that being a 'Instructor' for a module in VITAL allows and so help in their role as departmental VITAL contact to deal with issues such as working with student assignments and adding Turnitin assignments to modules, which can't be done as a 'Course Builder'.

I understand that CSD usually asks the head of department/school manager if they are happy for this status upgrade to happen because the Instructor status level in a module allows access to things such as student assessment data in VITAL, staff and students enrolment details and the ability to change these, access to communication tools such as any blogs, wikis and discussion boards and also to be able to make changes to the content of a module itself.”

20. After this is done by the VITAL technical team, the administrator should have access as Instructor after the overnight update.
21. **IMPORTANT:** This process needs to be repeated every academic year as required.