Using the System Admin Tab in MyAberdeen for Schools (Institutional Hierarchy)

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Having access to the Systems Admin tab enables the key people within the Schools:

- To view and search through all of their School’s courses and organisations on MyAberdeen.
- To Quick Enrol and Quick Unenrol themselves to course and organisation areas.
- To use the Institutional Hierarchy to get an overview of all the courses administrated within their School. This might be useful for checking whether a course has been created on MyAberdeen or has the correct course code.

Searching for a Course and Quick Enrolling/Quick Unenroling

1. Log into MyAberdeen using your University username and password.
2. On the top navigation menu, click on the System Admin tab to access the Administrator Panel.
3. Click on the Courses link under the Courses Module in the Administrator Panel.
4. The Courses Manager page is displayed. The search functionality tab at the top of this page allows you to browse the courses available within your School. Your query is based on defined search parameters that can be used either separately or in tandem to further narrow the list of search results generated.

5. Click on the first dropdown button to view and select from the different search criteria options available. To quickly locate a course area we recommend searching either by Course ID or Course Name.
6. Click on the second dropdown button to specify whether the search criteria selected in the previous step should be Equal to, Contain or Start with the keywords you would like to type in the search box. Choosing the Not blank option will generate a list of all the courses in your School.
7. In the search box, type in either the **Course ID** or **Course Name** of the area you want to search for. You can also search for a course using partial information. For example, searching for PS20 would list you all second year undergraduate Psychology courses running in the first semester. Please note that the search is not case-sensitive.

8. Select whether to search for courses created **Before** or **After** a specified date and provide a date in the **Date Created** field or click on the calendar icon to select a date. This parameter will allow you to narrow down the results so that you can see courses running in the current academic year or in past academic years so it is important to ensure that you are searching within the correct time period.

9. Click on the last dropdown button and select **All Courses**.

10. Click **Go** to search for the courses.

11. A list of the search results is generated based on the parameters you have entered. This is displayed below the search functionality tab. In the example below, a search query was run to show all second year undergraduate Mathematics courses running in the first semester of the 2015/2016 academic term. If required, you can revise the search parameters and run the search query again to obtain the desired results.

12. Locate the course you are searching for in the provided list of results and click on its course ID to navigate to the course area.

13. On the left navigation menu, click on **Quick Enrol** to become an enrolled user in the course.

14. A pop-up notification is displayed informing you that you will be given Course Coordinator access for this course area. Click **OK** to confirm.

15. Once you have been added to a course the **Quick Enrol** option on the left navigation menu will turn into **Quick Unenrol**, allowing you to remove yourself from the course area at any time.
Searching for an Organisation and Quick Enrolling/Quick Unenrolling

1. Log into MyAberdeen using your University username and password.
2. On the top navigation menu, click on the System Admin tab to access the Administrator Panel.

3. Click on the Organisations link under the Organisations Module in the Administrator Panel.

4. The Organisations Manager page is displayed. The search functionality tab at the top of this page allows you to browse the organisations available within your School. Your query is based on defined search parameters that can be used either separately or in tandem to further narrow the list of search results generated.

5. Click on the first dropdown button to view and select from the different search criteria options available. To quickly locate an organisation area we recommend searching either by Organisation ID or Organisation Name.

6. Click on the second dropdown button to specify whether the search criteria selected in the previous step should be Equal to, Contain or Start with the keywords you would like to type in the search box. Choosing the Not blank option will generate a list of all the organisations in your School.

7. In the search box, type in either the Organisation ID or Organisation Name of the area you want to search for. You can also search for an organisation using partial information. Please note that the search is not case-sensitive.

8. Select whether to search for organisations created Before or After a specified date and provide a date in the Date Created field or click on the calendar icon to select a date. This parameter will allow you to narrow down the results, so it is important to ensure that you are searching within the correct time period. If there is a limited amount of organisations within your School, we recommend that you search for organisations created before today’s date to produce a list of all organisations available.

9. Click on the last dropdown button and select All Organisations.
10. Click Go to search for the organisations.

11. A list of the search results is generated based on the parameters you have entered. This is displayed below the search functionality tab. If required, you can revise the search parameters and run the search query again to obtain the desired results.
12. Locate the organisation you are searching for in the provided list of results and click on its organisation ID to navigate to the area.

13. On the left navigation menu, click on Quick Enrol to become an enrolled user in the organisation.

14. A pop-up notification is displayed informing you that you will be given Coordinator access for this organisation area. Click OK to confirm.

15. Once you have been added to an organisation the Quick Enrol option on the left navigation menu will turn into Quick Unenrol, allowing you to remove yourself from the area at any time.

Using the Institutional Hierarchy to get an overview of the courses

1. Log into MyAberdeen using your University username and password.

2. On the top navigation menu, click on the System Admin tab to access the Administrator Panel.

3. Click on the Institutional Hierarchy link under the Communities Module in the Administrator Panel.

4. Locate the Nodes module on the left navigation panel and click on the green arrows next to the headings that will collapse the menu of the hierarchy. Continue to navigate within the hierarchy until you reach the node you want to access. The example below shows how to access all undergraduate biology courses by going to the Nodes module and click the green arrows next to the heading University of Aberdeen, clicking the respective college you need access to, such as the College of Life Sciences and Medicine, then the School, such as the School of Biological Sciences, and finally Undergraduate or Postgraduate.
5. Once you have located the area in which you want to get an overview of courses or, click **Courses** tab and that will reveal you the list of all courses in the area you have access to.

**Issues to bear in mind**

- If a course seems to be missing from MyAberdeen and is not listed in the Hierarchy, please let us know, as this might either mean that the course has not been linked to the hierarchy of courses or that it has not been created.
- Only key administrators within Schools are granted an access to the Hierarchy. Please let us know if there are new members of staff who might benefit from being added to the hierarchy and we will be happy to give them access to it.