

User Roles and Permissions

All users of iSpring Learn are assigned to one of 5 roles and each has its own permissions and restrictions. This makes the account strictly organized and takes apart one organization from another.

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iSpring							
People							
Search							
Users Groups Organizations User Profile Fields							
Users of your account							
Export Add New User							
<input type="checkbox"/>	Name	Role	Status	Organization	Groups	Last Login	Added
<input type="checkbox"/>	Helen Jones helenispring	OA	Active	iSpring	Administrators	Oct 8, 20...	Aug 9, 20...
<input type="checkbox"/>	olga.bannikova olga.bannikova	A	Active	iSpring	Administrators		Jul 18, 2...
<input type="checkbox"/>	vitaliy.fedorov vitaliy.fedorov	A	Active	iSpring	Administrators	Jul 18, 2...	Apr 17, 2...
<input type="checkbox"/>	Geert Peter de Oude gp		Active	iSpring		Apr 6, 20...	Apr 6, 20...

General Info on User Roles

iSpring LMS has five user roles:

- **Account Owner (AO)**
- **Administrators (A)**
- **Organization Administrators (OA)**
- **Publishers (P)**
- **Users**

Account Owner — a user with the broadest permissions who has full access to account settings, billing information, content, and users.

Administrator — a user who helps the account owner to manage the system. Admins have the same set of permissions as the account owner but don't have access to billing options and the membership.

Organization Administrator — a user who has a full access to user profiles within their own organization. There, they can add, remove, or edit user profiles that are assigned to the roles to organization administrators, publishers, and regular users.

Publisher — a user who can add/remove content items within the account and assign content to students within an organization.

User — a user who has access to courses assigned to them by publishers, administrators, organization administrators or the account owner. Users also can check their score and see the progress of other users and groups in this organization.

Table 1. User roles and permissions

Permission	Users	Publishers	Organization Administrators	Administrators	Account Owner
Change personal settings (email, password)	Yes	Yes	Yes	Yes	Yes
View Content	Only permitted	All content	All content	All content	All content
Access Reports	Only personal history, reports within their own organization if permitted	Reports within their own organization	Reports within their own organization	All reports	All reports
Publish, manage and delete content	No	Yes	Yes	Yes	Yes
Manage users	No	No	Yes (within their own organization)	Yes	Yes

Manage groups	No	No	Yes (within their own organization)	Yes	Yes
Manage publishers and administrators	No	No	Yes (within their own organization)	Yes	Yes
Change account settings	No	No	No	Yes	Yes
Account membership	No	No	No	No	Yes

Assigning Roles

You can assign to a user any role except for the account owner.

1. In the **People** section of the admin portal, open the **Users** tab. Click the user you want to assign to a new role.

The screenshot shows the iSpring admin portal's 'People' section with the 'Users' tab selected. A table displays the following users:

Name	Role	Status	Organization	Groups	Last Login	Added
Helen Jones helenispring	OA	Active	iSpring	Administrators	Oct 8, 20...	Aug 9, 20...
olga.bannikova olga.bannikova	A	Active	iSpring	Administrators	Jul 18, 2...	
vitality.fedorov vitality.fedorov	A	Active	iSpring	Administrators	Jul 18, 2...	Apr 17, 2...
Geert Peter de Oude gp		Active	iSpring		Apr 6, 20...	Apr 6, 20...

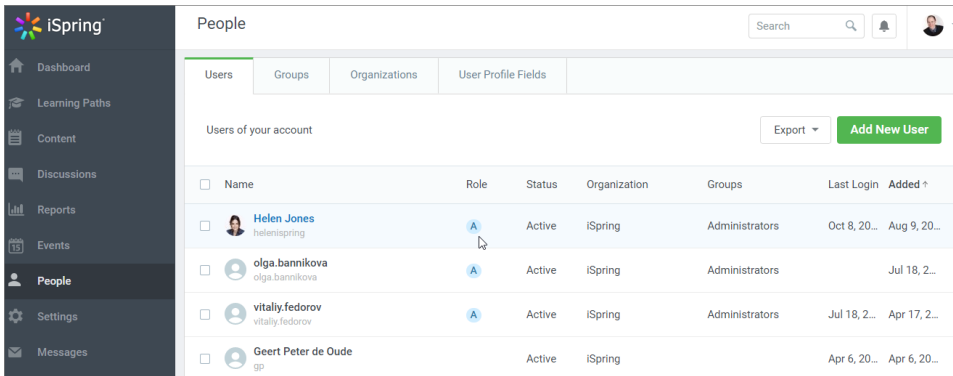
2. On the **Edit User** page, select a role in the **Role** drop-down.

The screenshot shows the 'Edit User' page for Helen Jones. The 'Role' dropdown menu is open, displaying the following options: User, Publisher, Organization Administrator, Administrator (selected), and Administrator. The 'Save' button is visible in the top right corner.

3. Click **Save**.

The screenshot shows the 'Edit User' page for Helen Jones. The 'Role' dropdown menu is closed, and the 'Save' button is highlighted with a mouse cursor.

4. The new role will be displayed in the **Users** list under the **Role** column.

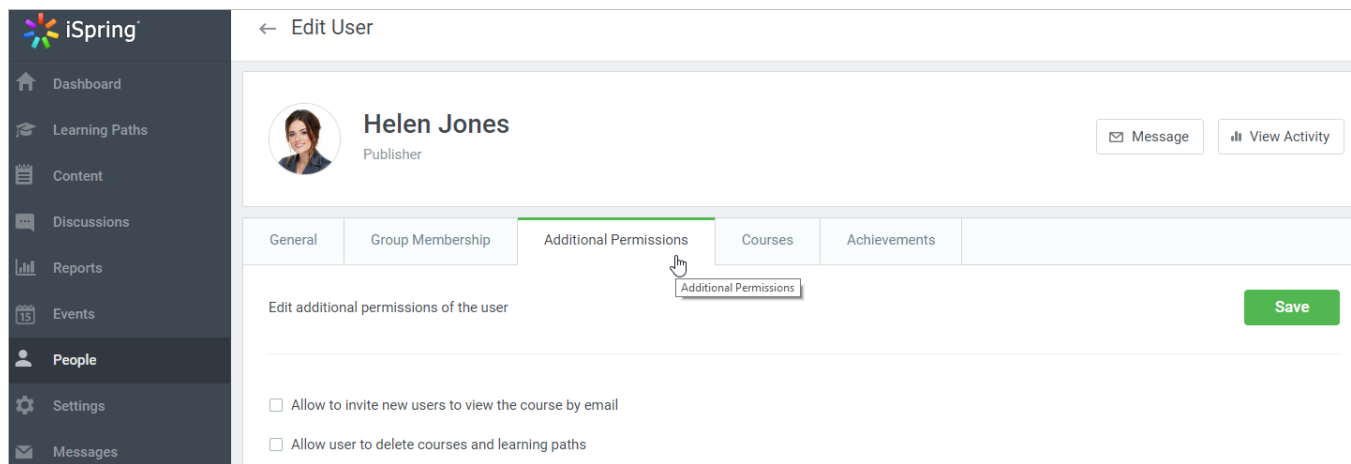


The screenshot shows the iSpring 'People' page. On the left is a sidebar with navigation links: Dashboard, Learning Paths, Content, Discussions, Reports, Events, People (selected), Settings, and Messages. The main area is titled 'People' and has tabs for 'Users', 'Groups', 'Organizations', and 'User Profile Fields'. The 'Users' tab is active, showing a list of users. At the top right of the list are 'Export' and 'Add New User' buttons. The table has columns: Name, Role, Status, Organization, Groups, Last Login, and Added. The first user, Helen Jones, is highlighted. A tooltip 'Additional Permissions' is visible over the 'Role' column for Helen Jones.

<input type="checkbox"/>	Name	Role	Status	Organization	Groups	Last Login	Added
<input type="checkbox"/>	Helen Jones helen@spring	A	Active	iSpring	Administrators	Oct 8, 20...	Aug 9, 20...
<input type="checkbox"/>	olga.bannikova olga.bannikova	A	Active	iSpring	Administrators	Jul 18, 2...	
<input type="checkbox"/>	vitaliy.fedorov vitaliy.fedorov	A	Active	iSpring	Administrators	Jul 18, 2...	Apr 17, 2...
<input type="checkbox"/>	Geert Peter de Oude gp		Active	iSpring		Apr 6, 20...	Apr 6, 20...

Additional Permissions

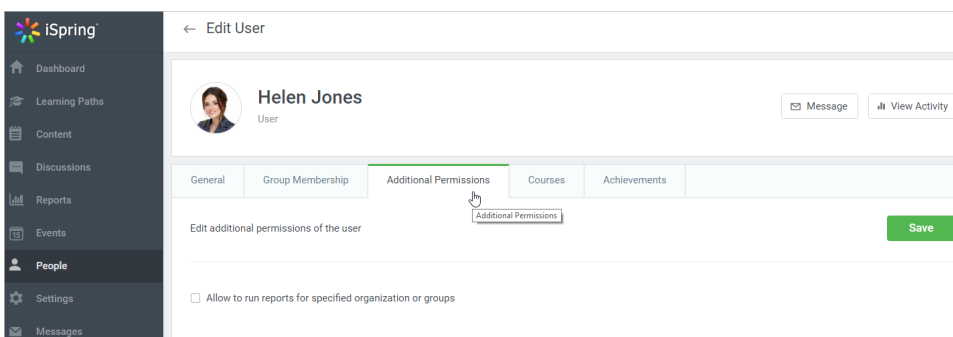
The profiles of regular users and publishers have an extra **Additional Permissions** tab. The permission sets for these two user roles are different.



The screenshot shows the 'Edit User' page for Helen Jones, who is a 'Publisher'. The page has tabs: General, Group Membership, Additional Permissions (selected), Courses, and Achievements. A tooltip 'Additional Permissions' is visible over the 'Additional Permissions' tab. The main area is titled 'Edit additional permissions of the user' and has a 'Save' button. There are two checkboxes: 'Allow to invite new users to view the course by email' and 'Allow user to delete courses and learning paths'.

User Additional Permissions

1. Open a user's profile and select the **Additional Permissions** tab.



The screenshot shows the 'Edit User' page for Helen Jones, who is a 'User'. The page has tabs: General, Group Membership, Additional Permissions (selected), Courses, and Achievements. A tooltip 'Additional Permissions' is visible over the 'Additional Permissions' tab. The main area is titled 'Edit additional permissions of the user' and has a 'Save' button. There is one checkbox: 'Allow to run reports for specified organization or groups'.

2. Check **Allow to run reports for specified organization or groups** to let users generating reports on other students. Read more about selecting an organization, a group and content items for a report in the [Allowing Users to Run Reports](#) article.

← Edit User

Helen Jones
User

Message View Activity

General Group Membership **Additional Permissions** Courses Achievements

Edit additional permissions of the user Save

☒ Allow to run reports for specified organization or groups
 Organization: iSpring
☐ Select all users in the organization

Groups (1) Search...

- ☐ Administrators
- ☐ Authorized users
- ☐ Dealer 1
- ☐ Dealer 1, sales department
- ☐ Dealer 2

☒ Run reports for courses assigned to the specified organization or groups only
 Turn the option off to show user all courses in the account

- To apply the changes, click **Save**.

← Edit User

Helen Jones
User

Message View Activity

General Group Membership **Additional Permissions** Courses Achievements

Edit additional permissions of the user Save

☒ Allow to run reports for specified organization or groups
 Organization: iSpring
☒ Select all users in the organization

Groups (1) Search...

- ☐ Administrators
- ☐ Authorized users
- ☐ Dealer 1
- ☐ Dealer 1, sales department
- ☐ Dealer 2

☒ Run reports for courses assigned to the specified organization or groups only
 Turn the option off to show user all courses in the account

Publisher Additional Permissions

- Open a publisher's profile and select the **Additional Permissions** tab.

← Edit User

Helen Jones
Publisher

Message View Activity

General Group Membership **Additional Permissions** Courses Achievements


Edit additional permissions of the user Save

☐ Allow to invite new users to view the course by email
☐ Allow user to delete courses and learning paths

- You can enable two extra options for publishers.


Inviting New Users by Email

To give publishers an opportunity to [invite learners to take their course](#), check to **Allow to invite new users to view the course by email**.



Dashboard
Learning Paths
Content
Discussions
Reports
Events
People
Settings
Messages

← Edit User



Helen Jones
Publisher

Message
View Activity


General
Group Membership
Additional Permissions
Courses
Achievements

Edit additional permissions of the user

Save


☒ Allow to invite new users to view the course by email
☐ Allow user to delete courses and learning paths

Click **Save** to apply the changes.



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← Edit User



Helen Jones
Publisher

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General
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
Edit additional permissions of the user

Save

☒ Allow to invite new users to view the course by email
☐ Allow user to delete courses and learning paths


Deleting Courses

If you want to allow publishers [removing the content items](#), check **Allow a user to delete courses and learning paths**.



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← Edit User



Helen Jones
Publisher

Message
View Activity


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Group Membership
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Courses
Achievements

Edit additional permissions of the user

Save

☐ Allow to invite new users to view the course by email
☒ Allow user to delete courses and learning paths

After you enable this setting, publishers will be able to delete any course they have access to.







Dashboard
Learning Paths
Content
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Content List


List of courses in your account

New Folder
Add Course

1 item selected
Manage
View
Copy
Move
Add to Catalog
Delete

<input type="checkbox"/>	 Solar System - wiki	0	public	2	Feb 07, 2018
<input checked="" type="checkbox"/>	 Webinar "Reseller training - Manage Online Corporation - Nadya" Oct 26, 2018...	0	public	3	Oct 26, 2018
<input type="checkbox"/>	 Bank Customer Service	0	assigned	7	Aug 29, 2018
<input type="checkbox"/>	 How to Allow Students to Run Reports	3 3 new	assigned	8	Nov 13, 2017

To get the changes applied, click **Save**.

 iSpring

Dashboard

Learning Paths

Content

Discussions

Reports


Events

People

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← Edit User



Helen Jones

Publisher

Message

View Activity

General

Group Membership

Additional Permissions

Courses

Achievements

Edit additional permissions of the user

☐ Allow to invite new users to view the course by email

☒ Allow user to delete courses and learning paths

Save