



# User authorization in Student Portal

Fill out the form and print it. After the head of your department signs it, send it to:

**Studentportalen/ IT Division, Blåsenhus** or to: [support-elarande@uadm.uu.se](mailto:support-elarande@uadm.uu.se)

**P.O. Box 2136, SE-750 02 Uppsala** or to: Fax : 018-444 46 36

Confirmation will be sent to you by mail. Log on via [studentportalen.uu.se](http://studentportalen.uu.se)

Please note that your employment account needs to be activated ([uu.se/konto](http://uu.se/konto)).

Name: ..... UpUnet userID:.....

E-mail: .....

Department where authorization is to apply:.....

**In Student Portal the above person at the above department is authorized to work as:**

## Administrator

- can do anything in the Student Portal except report grades or work with programs**  
(Department administrator ⓘ)
- can limit an employee's authorization to individual course sections**  
(Authorization administrator ⓘ)

## Program coordinator

- can work with specified program below** (Program administrator ⓘ)  
Name of program: ..... (e.g. Pharmacy Program)  
Program code: ..... (e.g. TMA1K)

## Teacher

- can work with all the courses and course sections at the Department**  
(Course section administrator ⓘ)
- can report grades via Result lists and Progress** (Grade-reporting teacher ⓘ)
- can do anything concerning course evaluations at the Department**  
(Course evaluation administrator ⓘ)

## Assistant

- can work with the function Progress and Assignments on all the course sections at the Department** (Teaching assistant ⓘ)
- can work with the Department's templates, existing course evaluations and view and compile results on all the course sections at the Department**  
(Course evaluation assistant ⓘ)

## Employee

- can read information on all the courses and course sections at the Department**  
(Reading right ⓘ)

.....  
(Signature, Head of Department) Date:

Printed name:.....

Remarks from Student Portal administration

Entered date:..... Sign:..... Account not activated:.....

Next page provides a detailed description of the different roles.

If your employment account is not activated in AKKA, your application will be put aside pending activation.

**Questions?**  
Please contact [support-elarande@uadm.uu.se](mailto:support-elarande@uadm.uu.se)  
018-471 44 00

# Roles in the Student Portal

To be able to log on and administrate the Student Portal you must have the role of an administrator. The role will determine what you can do. You may need more than one role at the Department. Every user only has access to his/her department(s), and can work with all courses at his/her department.

Please note that the responsibility as an employee is applicable when you work in the Student Portal and that the portal keeps a record of who has done what and of the time at which updates were made.

## *Authorizations per course section*

It is possible to limit an employee's authorization to individual course sections. This can be useful when a teacher, assistant or visiting lecturer is only to be given access to one or more course sections instead of all courses at the department. Authorizations per course section are administered by an authorization administrator at the department – an authorization that in turn must be approved by the head of department.

## **Administrator at a Department can** (*Department administrator*):

- add/edit all functions at department-, course- and course section level
- add/edit all functions at existing joint sections and course section components
- create joint sections and course section components
- see the list of examination registrations including students' name and anonymity code
- do anything with course evaluations:
  - create a course evaluation overview
  - create templates, scales and questions at department level,
  - add and edit course evaluations,
  - remind students
  - write and publish course report
  - view, compile and publish results
  - write and publish comments from Department
- do anything with portfolios:
  - create a portfolio overview
  - create and edit portfolios
- provide the e-mail address to the Uppdok administrator at the department for result lists
- provide complementary information for result lists such as the name of the teacher issuing grades, so that teachers can find the right lists more easily
- See Student history

## **Authorization administrator can** (*authorization administrator*)

- Can limit an employee's authorization to individual course sections
- Can remove an employee's authorization to individual course sections

## **Program coordinator can** (*Program administrator*):

- add/edit all functions that reach students taking a certain program and program specialization, if relevant.
- read information on all the courses and course sections at the Department

## **Teacher at a course/course section can:**

(*Course section administrator*):

- add/edit all functions at all the courses and course sections at the Department
- add/edit all functions at all the existing joint sections and course section components at the Department

- write a course report on a course evaluation
- read information on all the courses and course sections at the Department

This authorization is included in *Department administrator*.

### **Grade-reporting teacher can:**

- report grades and mark the list as ready for Uppdok via Result lists in the Student Portal
- report grades and mark the list as ready for Uppdok via the function Progress in the Student Portal
- save changes in the function Progress
- read information on all the courses and course sections at the Department
- See Student history

Note: A grade reporting teacher cannot add/edit functions. To work with functions you must also have a role like course section administrator.

### **Course evaluation administrator can:**

- do anything with course evaluations:
  - create a course evaluation overview
  - create templates, scales and questions at department level,
  - add and edit course evaluations,
  - remind students
  - write and publish course report
  - view, compile and publish results
  - write and publish comments from Department
  - read information on all the courses and course sections at the Department

This authorization is included in *Department administrator*.

### **Course evaluation assistant can:**

- create templates, scales and questions at department level,
- edit existing course evaluations
- remind students
- view and compile results
- read information on all the courses and course sections at the Department

This authorization is included in *Department administrator* and *Course evaluation administrator*.

### **Teaching assistant can:**

- can work with the Progress function, that is, may enter remarks about the student's progress.
- can work with the Assignment function, that is, may enter remarks about the student's assignment.
- read information on all the courses and course sections at the Department

This authorization is included in *Department administrator* and *Course section administrator*.

### **Employee can (reading right)**

- read information on all the courses and course sections at the Department

*This authorization is included in all the roles.*

## Glossary

- **Department level:** The function/information is shown to all students at the department.
- **Course level:** The function/information is shown to all students on a certain course - regardless of what course section the students are registered for.
- **Course section level:** The function/information is shown to all students  
The department administrator can also enter information that reaches students in a certain course section/joint section.