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## *Managing User Roles*

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### **Overview**

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There are four roles that are available to users in each Pisces group:

- **Student:** The user can join open rooms and drop off papers and questions in that group. The user can open study groups rooms, but she will not be able to open any other rooms in that group.
- **Tutor (leader):** The user can open one-on-one rooms, online meetings, and online conferences to help students in that group. The user can also provide feedback for papers and questions dropped off in that group.
- **Supervisor:** The user can join ongoing one-on-one sessions as a third participant. The user can also view all tutoring sessions for that group in the locker.
- **Admin:** The user can set the roles of users in that group and create group messages.

In each group, a user must be a student or a tutor. The other two roles can be added independent of that. For example, a user could be a tutor and supervisor in a group.

## Assigning Roles

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1. Connect to a Pisces group for which you have admin access. Note that this is the group in which you will be managing user roles. If you are managing users in multiple groups, then make sure to go through and update the user roles in each group.
2. In the upper-right corner, select the “Manage Users” link. This will pull up a table of all users who have selected the LMS option to connect to Pisces.
3. By default, users will inherit a role based on their role in the course in which they first access Pisces. Students will be registered as students in all groups. Instructors will have the tutor role in all groups.
4. For each user, check the first (“Tutor”) column if the user should be a tutor in that group, check the second (“Supv”) column if the user should be a supervisor in that group, and check the third (“Adm”) column if the user should be an admin in that group. If a user isn’t a tutor, then the user will be a student. Do not check the “Access” column values.
5. When you’re done updating each user’s role, close out of the pop-up.

## For More Information

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If you have any questions about managing user roles, submit a [support request](#) or contact a friendly support representative at (813) 674-0660 x204.