

Warwick SkillsForge

Multi-role Users – Quick Sheet

If you are a multi-role user e.g. Supervisor **and** DGS /or/ Departmental Administrator **and** DSM Approver, we can now give you access to view the students relevant to your role.

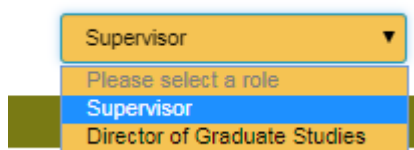
If you would like this facility please contact PGRDevelopment@warwick.ac.uk to find out how.

Changes to log in views are as below:

➤ Sign in to Warwick SkillsForge

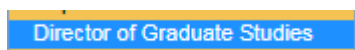
You will now see in the right hand navigation of the header bar a button based on your log in (multi-role user only). It will be pre-selected.

- [Click] on the drop down arrow to the right on the box



You will see 'Please select a role' status.

- [Click] on the role you require:



Roles are as follows:

- *Course Administrator = Event creators/event managers*
- *DSM Approver = Doctoral Skills Modules Approver*
- *Departmental Administrator = Departmental Admins and Support Staff*
- *Supervisor = PGR Supervisors*
- *Director of Graduate Studies = DGS' or Directors of Postgraduate Research*
- *Master DSM Administrators (PGCTSS and GS only) = DSM Administrator*

The correct Tab's will load based on the role you select.

On the **DNA / Completed Activity Log / and Activity Log Summary** screen previously you would have seen:

Showing Activity Log for: **Horton, Tracy** x ▾

- Supervisor**
 - Adams, Dr Thomas
 - Student, Mr Test
 - Thompson, Ms Florence
- Director of Graduate Studies**
 - Horton, Tracy**
 - King, Ms Emma
 - Moore, Ms Louis
 - Roberts, Mr Jack
 - Student, Mr Test
 - White, Miss Isabella

Now the roles are now restricted to the selected e.g.

Completed Activity Log

Showing Activity Log for: **Governance, Student** ▾

- Supervisor**
 - Governance, Student**
 - Information Technology Services, Student
 - Student, Mr Test

OR

Completed Activity Log

Showing Activity Log for: **Horton, Tracy** ▾

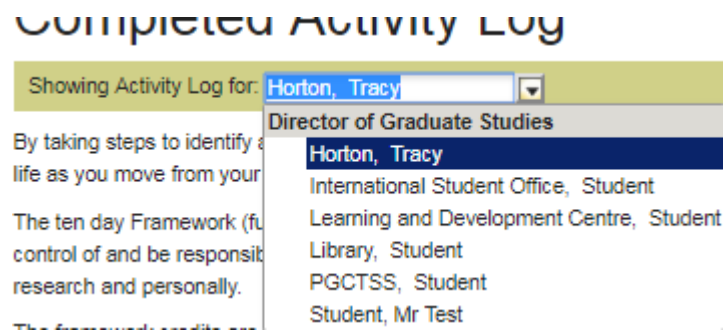
- Director of Graduate Studies**
 - Horton, Tracy**
 - International Student Office, Student
 - Learning and Development Centre, Student
 - Library, Student
 - PGCTSS, Student
 - Student, Mr Test

To select a student:

- [Click] on the drop down box for Showing Activity Log for:

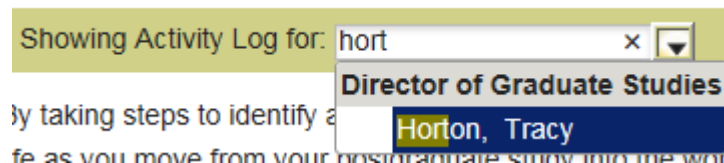
Showing Activity Log for: **Student, Mr Test** ▾

The following list will appear:



You can select the PG researcher by click on the relevant name and their details will populate the screen.

To note: If you are a member of a larger department there may be lots of names appearing. You can refine your search by typing the surname into the box as shown below:



To note: The DGS role does not have a DNA (Development Needs Analysis) function

Contact:

Should you have any issues or queries (or feedback on this quick sheet) please contact the PGR Professional Development Officer in the Doctoral College via: **PGRDevelopment@warwick.ac.uk** or tel: **024 761 50401 (ext. 50401)**