



Role: Lecturers/Designers, Administrators

The Learning Context Hierarchy

Hierarchy Level	What it represents in the Monash context
Institution	The entire University
Division	A Faculty or Division of the University
Group	A School or Department within a Faculty or Division
Course	A Unit within a School or Department
Section	A Unit Offering (e.g. S1 2008) This is where teaching and learning occur

A Division

[my.monash](#) > [Teaching and Research](#) > [Teaching](#) >

Monash University

Divisions

- [Faculty of Arts](#)
- [Library](#)
- [Staff Development Unit](#)

A Group

Faculty of Arts

Groups

- [Others](#)
- [School of Political and Social Inquiry](#)

A Course

School of Political and Social Inquiry

Courses

- [CJC1002](#)

A Section

CJC1002

Sections

- [Criminal Justice in Action - Police Courts and Corrections - S2 2005](#)

Available Roles in Blackboard

Hierarchy Level	Roles	Who can be enrolled
Institution	University Administrator University Designer	Authorised Staff Authorised Staff
Division	Faculty Administrator Faculty Designer	Staff Staff
Group	School/Department Administrator School/Department Designer	Staff Staff
Course	Unit Administrator Unit Designer	Staff Staff
Section	Lecturer Designer Tutor Student Observer	Staff Staff Staff Any Monash person Staff

Note: The role of the Unit Administrator is a Blackboard functional role only, and is not the same as the Monash Business role of Unit Coordinator or Chief Examiner.

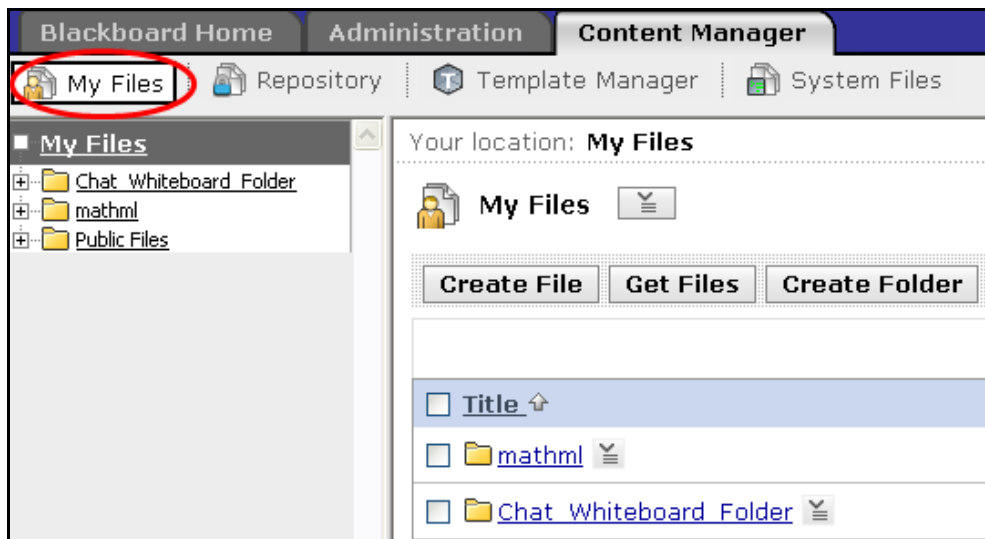
Tip: Any Monash person can be enrolled as a student, provided this does not cause a role conflict in Blackboard i.e. the same person cannot be enrolled as a Lecturer and Student in the same Section.

The School/Department Roles

Normally staff enrolled at the Group level would be enrolled as both a School/Department Administrator and a School/Department Designer. There may be a case to enrol a staff member at the Group level in only one of these roles and so it is important to understand what each role has access to. The table below outlines the differences between these two roles:

Blackboard	Administrator	Designer
Administration tab	Yes	No
Content Manager tab	Yes	Yes
My Files	Yes	Yes
Repository	Yes	Yes
Template Manager	Yes	Yes
System Files	Yes	No

My Files



Note: My Files is automatically opened as the first tool when selecting Content Manager as an Administrator
