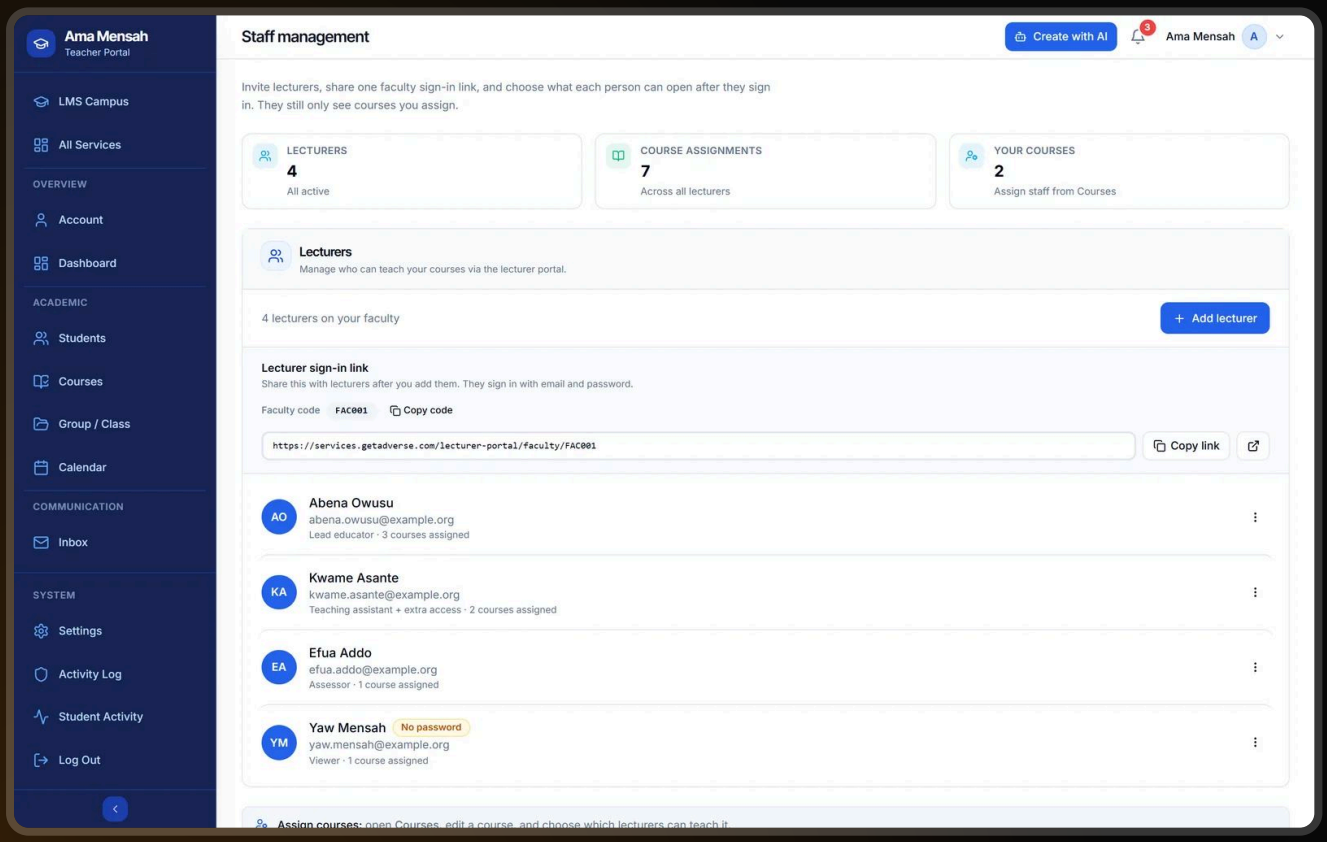
LAINNOV

USER GUIDE

LMS staff and lecturers

Lecturers, teaching assistants, assessors and viewers: who can teach, grade, take attendance or message on your courses.



help.lainnov.com/lms-staff

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Contents

- Add a lecturer
- Share the sign-in link
- What each role can open
- Add or remove single areas
- Give them courses
- Change someone’s access

The latest version of this guide, with search, is at **help.lainnov.com/lms-staff**.

Questions: support@lainnov.com.

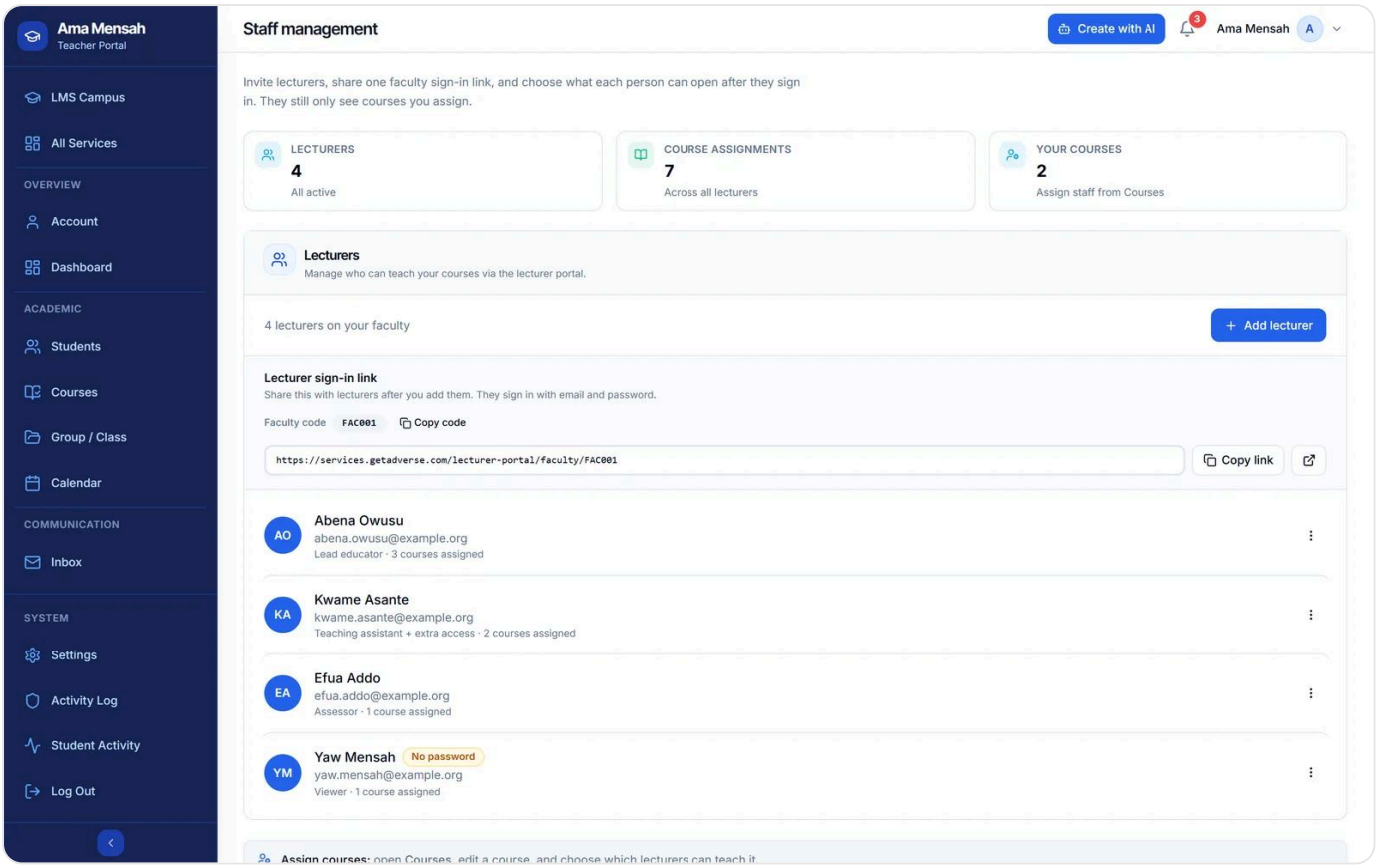
LAINNOV LMS · FOR COURSE OWNERS

Staff and lecturers

Add the people who teach on your courses, give them one sign-in link, and choose exactly what each person can open: teaching, grading, attendance, messages, quizzes or stats. Screenshots use made-up staff.

Everything here is in **Staff management** in your LMS. Only you, the owner, can open it.

Add a lecturer



Staff management. Under each name: what they can open, and how many courses they teach.

1. Open **Staff management** and press **Add lecturer**.
2. Enter their full name and email. The email is what they sign in with.
3. Set a password for them, or leave it blank. With no password, they set their own the first time they sign in, using a code sent to that email. Until then their row says **No password**.
4. Under **LMS access**, pick what they can open (see What each role can open).
5. Press **Add lecturer**.

Share the sign-in link

Your faculty has one **Lecturer sign-in link**, shown at the top of the lecturer list with your faculty code. Use **Copy link** and send it to your staff. They sign in with their email and password and see only the courses you give them.

> To see exactly what a lecturer sees, open the ⋮ menu on their row and choose **Sign in as lecturer**. It does not sign them out.

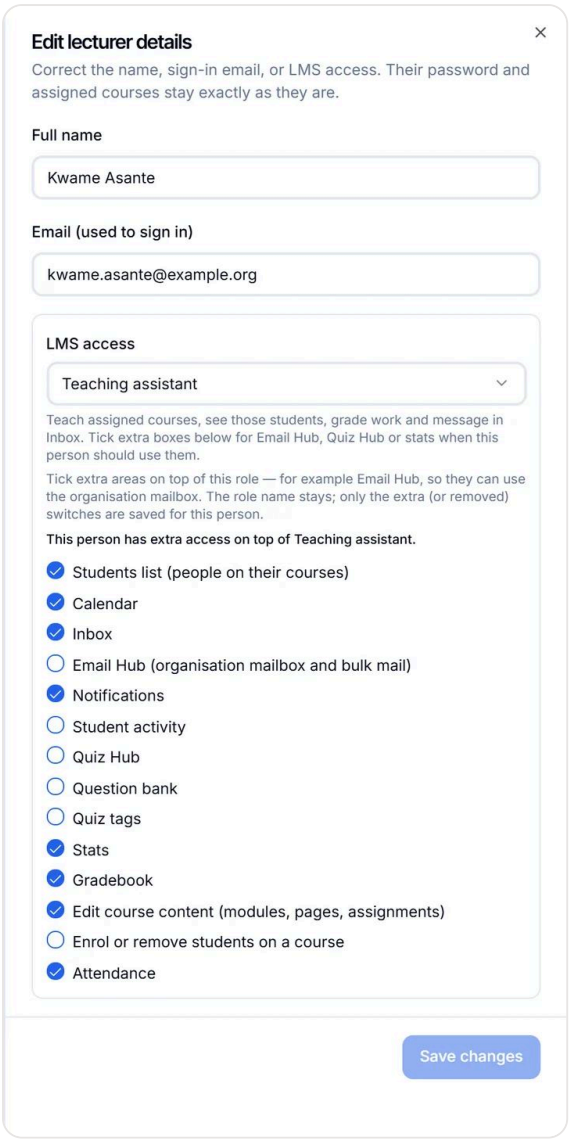
What each role can open

Pick a role for each lecturer. Every role works only on the courses you assign. No lecturer can open Staff management, groups or your faculty settings.

ROLE	CAN	CANNOT
Lead educator	Everything on their courses: teach, change course content, grade, take attendance, enrol and remove students, Inbox, Email Hub, Quiz Hub, question bank, quiz tags and stats.	Open Staff management, groups or faculty settings.
Teaching assistant	Change course content, see their students, grade, take attendance, Inbox, calendar and notifications.	Enrol or remove students, Email Hub, Quiz Hub, stats (unless you tick them).
Assessor	See their students, mark the gradebook (including quiz answers), take attendance, calendar and notifications.	Change course content, message students, open Quiz Hub or stats.
Viewer	Look at their courses and the calendar.	Student lists, grades, attendance, quizzes or messages.
Custom access	Only the areas you tick.	Anything you leave unticked.

Every lecturer added before roles existed is a **Lead educator**, so nobody lost access when roles arrived.

Add or remove single areas



The tick boxes start at the role's areas. Tick or untick one to adjust it for this person.

Below the role is a tick box for every area. Start from the closest role, then tick or untick single areas. For example, a teaching assistant who also needs Email Hub. Their row then reads **Teaching assistant + extra access**.

AREA	WHAT IT ALLOWS
Students list	See the people on their courses.
Calendar	See the calendar.
Inbox	Read and send messages. Without it, their inbox stays empty and they cannot send.
Email Hub	The organisation mailbox and bulk email.
Notifications	The notifications page.
Student activity	The student activity log.

AREA	WHAT IT ALLOWS
Quiz Hub	Create, open and edit quizzes, and see their answers.
Question bank	The shared question bank.
Quiz tags	The tags used to sort questions and quizzes.
Stats	Course and quiz statistics.
Gradebook	See and enter grades, mark work and quiz answers, give feedback and publish grades.
Edit course content	Modules, pages, files, assignments, announcements, discussions and course events.
Enrol or remove students on a course	Add students to a course or take them off it.
Attendance	Take and change attendance.

> These limits hold everywhere, not only in the menu. Areas a lecturer does not have are hidden from them, and anything they try outside their areas is refused.

Give them courses

1. Open **Courses**.
2. On the course, open the ⋮ menu and choose **Assign lecturers**.
3. Tick the lecturers who teach it and save.

A lecturer sees only the courses they are ticked on. What they can do on those courses is set by their role.

Change someone’s access

1. On their row, open the ⋮ menu and choose **Edit details**.
2. Pick a different role, or tick and untick single areas.
3. Press **Save changes**.

The change applies straight away. If they are signed in, their menu updates the next time they sign in. Until then, anything they no longer have is refused.

To stop someone signing in for a while, choose **Deactivate**. Their courses stay as they are, and **Activate** lets them back in. **Remove lecturer** takes them off your faculty.