

# Editing Trainer

Editing Trainers can do almost anything within a course, including adding or changing the activities and grading Learners.

By default, Editing Trainers can also assign the [Trainer](#) role and/or the Learner role to other users. Other capabilities of an Editing Trainer include:

- Create and manage courses
- Create and manage course activities
- Manage grades
- Administer course settings backup/restore
- Administer course badges
- View course activity logs
- Add course blocks

Users are not assigned the role of Editing Trainer throughout the site by default, but are instead assigned (enrolled) as an Editing Trainer to a each course as required, one at a time. The same applies to Learners.

Editing Trainers can only make changes in the courses they have been enrolled in.

## Manually enrolling an Editing Trainer in a course

To enrol an Editing Trainer you will need to have appropriate permissions. Roles with the correct permissions by default are Site Manager, Site Administrator, and Editing Trainer. Once you have one of these roles you can follow the steps below:

1. Go to *Administration > Course administration > Users > Enrolled users*.
2. Click the **Enrol users** button at the top right or bottom left of the page.
3. From the **Assign roles** dropdown choose the **Editing Trainer** role.
4. Select enrolment options as appropriate.
5. Browse or search for the user.
6. Click the **Enrol** button opposite the user. The user will indent in the list and the enrol button will disappear, indicating that the user is enrolled.
7. When you have finished, click the **Finish enrolling users** button.

The user will then appear in the list of enrolled users and will no longer be available in the search list.

For more information on manually enrolling Editing Trainers and other enrolment method see the [Enrolment Help](#) page.

## Editing Trainer at site-level

You might wonder if it is possible to add an Editing Trainer/Trainer or Learner to a role at site level. This is possible, but it is not best practice.


Editing Trainers/Trainers and Learners typically work in one or more individual courses. It is unusual for a Learner to be studying every single course on your Totara Learn and unusual for a Editing Trainer /Trainer to be training in every single course. The Site Manager role might be one that makes sense to assign on a system or category context.

Rather than assigning an existing role to the system content, it is advisable to create a new role based on the Editing Trainer/Trainer or Learner role and assign this in the system context. Then assign individuals to that role.

You can see more about creating and assigning site-level access on the [Roles](#) Help page.

## Assigning the editing trainer role at category

If you wish to give the Editing Trainer role to one or more users across a category you will need to enable the role at the right context. To do this, follow these steps:

1. From the **Administration** block go to *Site administration > Users > Permissions > Define roles*.
2. You will see **Manage roles** with a list of user roles, locate the **Editing Trainer** role.
3. To the right of the Editing Trainer description, click on the edit icon ()
4. From the **Editing role 'Editing Trainer'** page find the **Role archetype** section near the top.
5. Under **Context types where this role may be assigned** check whichever apply.
6. Once you are done, scroll to the bottom of the page and click **Save changes**.

It is worth noting that by default, the Editing Trainer role is enabled at **Course** level which is what allows you to enrol an Editing Trainer to a specific course. If you also tick the box for **Category**, a user can be enrolled with all the permissions of an Editing Trainer at category level, giving them access (and permissions) to any course contained in the specific category.

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After the role has been enabled for the correct context you can then assign it to specific users at that level. To assign an Editing Trainer to a category, follow these steps:

1. Navigate to the desired category.
2. From the **Administration** block click on **Assign roles**.
3. Click on the **Editing Trainer** role.
4. You can now use the **Potential users** list and search to look for your desired users.
5. When you have found a user click their name to highlight it then click the **Add** button.
6. Make sure the user now appears in the **Existing users** list, if they do you can simply navigate away from the page (there is no save button).

If you want to give only some Editing Trainers these privileges, you may want to create another Editing Trainer role that gives those permissions only to those trusted Editing Trainers who have been assigned that role.

## Changing Editing Trainer permissions

If you really need to change the default Editing Trainer role, follow these steps:

1. From the **Administration** block go to *Site administration > Users > Permissions > Define roles*.
2. You will see **Manage roles** with a list of user roles, locate the **Editing Trainer** role.
3. To the right of the Editing Trainer description, click on the edit icon ().
4. From the **Editing role 'Editing Trainer'** page you can change what an Editing Trainer can or cannot do by checking or unchecking the **Allow** check boxes under capability/permission.

Be careful what you allow an Editing Trainer to do whilst you are adjusting the role's permissions /capabilities. Consider the security vulnerabilities of giving an Editing Trainer an inappropriate permission. Only give the Editing Trainer permissions that are necessary or appropriate. To the right of many of the **Allow** check boxes are coloured triangles that notify you of possible security warnings for each choice. Use those warnings to help you decide which permissions you will or won't give to your Editing Trainers.



If you need to modify the Editing Trainer role significantly, it is advisable to create a new role rather than editing the default Editing Trainer role.