

User policies

You can configure a number of user policy settings which determine which default roles are assigned to various users, as well as aspects of how their information is displayed on the site to various people.

To set the user policies you will need to be a Site Administrator and go to *Permissions > User policies* from the quick-access menu. There you can configure the settings listed below to your preferences.

Once you are done remember to select **Save changes**.

Settings

Setting	Description	Notes
Role for visitor	This is the role that will be given to anyone accessing your site who is not logged in. By default this is the Guest role but you may wish to create your own roles as well.	-
Role for guest	This is the role that will be given to anyone accessing your site who logs in as a guest. By default this is the Guest role but you may wish to create your own roles as well.	-
Role for learner	This is the role used for learners on the site. By default this is the Learner role but you may wish to select or create another role .	-
Role for manager	This is the role used for managers on the site. By default this is the Staff Manager role but you may wish to select or create another role .	-
Role for a sessor	This is the role used for trainers on the site. By default this is the Editing Trainer role but you may wish to select or create another role .	-
Default role for all users	This is the role used for all users on the site, along with any other roles they might have. It ensures that the permissions assigned to this role apply to all logged in users on a site level. By default this is the Auth enticated user role but you may wish to select or create another role .	-
Creators' role in new course	When a user creates a new course this is the default role they will be automatically assigned to.	-
Restorers' role in new course	When a user restores a new course this is the default role they will be automatically assigned to.	-
Auto-login guests	If enabled anyone accessing the site as a visitor (not logged in) will be automatically logged in as a guest and therefore have any associated guest access or permissions.	User are not automatically logged in if they attempt to access Administration pages.
Hide user fields	Select any profile fields you wish to hide from users who are not Site Administrators or Editing Trainers. You may select multiple fields by clicking and holding the Ctrl button on your keyboard and then selecting the desired fields.	-
Show user identity	Decide which user fields you want to display with the user full name in searches and lists of users.	-
Full name format	Decide how you wish to display user names. By default this is set to language which allows the language pack to decide, however you can change this using the following place holders: <ul style="list-style-type: none">• firstname• lastname• firstnamephonetic• lastnamephonetic• middlename• alternatename You may use a combination of these, for example firstname lastname will display the first name before the last name e.g. Albert Einstein. Whereas lastname firstname will display the last name before the first name e.g. Einstein Albert.	-
Alternative full name format	As above by focusing on how names are displayed to users with the capability viewfullname which includes by default Trainers, Editing Trainers, and Managers.	-

Maximum users per page	When a user selector is displayed (for example when adding members to a group or audience) this will determine the maximum number of users that can be displayed on one page.	-
Enable Gravatar	If the user has not added a profile picture then the site will try to find one from Gravatar . Gravatar is an online service in which users can associate an image with their email address for use across the internet.	-
Gravatar default image URL	If Gravatar is unable to find an image for a user then it will display whatever is set here, this could be a URL to an image or a Gravatar default image using their image codes .	-

Temporary manager settings

There is a separate section on the page that deals with settings for temporary managers.

Once you are done remember to click **Save changes**.

Setting	Description	Notes
Enable temporary managers	You will need to enable temporary managers to use them with job assignments .	Disabling this will remove all temporary managers when cron next runs.
Temporary manager selection	Decide who is eligible to be selected as a temporary manager from either All staff or Only staff managers .	Changing this will affect existing temporary managers who do not have the appropriate role.
Temporary manager expiry days	This is the default duration of a temporary manager's assignment in days. This can be changed when each temporary manager is assigned.	-