

Site Manager

Site Managers can do just about everything, except some of the site and server administration tasks. As with Site Administrators, they do not typically participate in courses.

Enrolling a user as a Site Manager

To add a new Site Manager you will need to be logged in as either a Site Administrator or a Site Manager.

1. From the **Administration** block go to *Site administration > Users > Permissions > Assign system roles*.
2. Click the link for **Site manager** in the table titled **Please choose a role to assign**.
3. Use the **Potential users** pane to find users, although if you have a lot of users you will need to use us the **Search** box underneath it to find specific users.
4. Select the user so they are highlighted and then click the **Add** button.
5. This will make them appear in the **Existing users** pane, as long as they appear here you have successfully added them.

Once you have added all the Site Managers you want to then you can simply navigate away from the page, there is no button to save. You can also remove users by repeating the steps above but selecting the user in the **Existing users** pane and then clicking the **Remove** button.

Differences between Site Administrators and Site Managers

It is important to understand the distinction between [Site Administrators](#) and Site Managers, as these roles serve different purposes on your site.

Essentially, Site Managers help to run and oversee the site, while Site Administrators determine how the site works. While you may only want one Site Administrator (or a handful, at most), you may want to assign several users as Site Managers to help with the day-to-day running of the site.

The key difference between these two roles is how you use them on your site. The Site Administrator role should only be assigned to trusted users who need to configure important server settings, handle site security, and implement advanced features, while Site Managers are trusted users who require access to site-wide content, user information, learning materials, performance management records and more, but are not expected to change important settings.

Site Administrators have the ability to change the most important settings on your site, including the initial setup of your site.

Site Managers have a more limited set of permissions. Site Managers are unable to:

- Change site configuration
- Install and uninstall languages
- Override course languages
- Access the site while in maintenance mode
- Purge user data and configure purge types
- Edit learners' submissions

It is also important to note that the permissions and capabilities of each role can be customised, meaning Site Managers may have a different range of capabilities on your site. You can find out which roles have a specific capability by going to *Quick-access menu > Permissions > Capability overview*. On this page you can select one or more capabilities from the **Capability** setting, then select one or more roles from the **Roles** setting.

The screenshot shows the 'Report settings' interface. On the left, there are navigation menus for 'PERMISSIONS' and 'RELATED PAGES'. The main area is titled 'Report settings' and contains a search box for 'Capability' and a list of 'Roles'. The search results for 'Capability' show a list of capabilities, with 'moodle/siteconfig:configure userenrol' selected. The 'Roles' list includes 'All', 'Site Manager', 'Course creator', 'Editing Teacher', 'Trainer', 'Learner', 'Client', 'Authenticated user', 'Authenticated user on frontpage', and 'Staff Manager'. A 'Get the overview' button is located at the bottom of the page.

After selecting roles and capabilities click **Get the overview** to see which roles have the selected capabilities. The results will be displayed in a grid, and cells will say **Allow** when the role has the corresponding capability.

On this page

- [Enrolling a user as a Site Manager](#)
- [Differences between Site Administrators and Site Managers](#)

Related pages

	Site Manager	Course creator	Editing Trainer	Learner
Enrol users enrol/manual:enrol	Allow	Not set	Allow	Not set
Manage user enrolments enrol/manual:manage	Allow	Not set	Allow	Not set
Unenrol users from the course enrol/manual:unenrol	Allow	Not set	Allow	Not set

You can also check a specific user's permissions by going to *Quick-access menu > Permissions > Check system permissions*. Select a user from the list, then click **Show this user's permissions** to see which permissions they have.