

Assigning a list of students to a user



This tutorial explains how to limit what a user can see to the information of a list of specific students.



a) **Users > List of users**

OR

b) Look for the required user by entering (part of) his/her name in the search field in the upper right corner and hitting 'Enter'.



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.




Printscreens in this tutorial are centered and indicated by a box.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Click **the shield icon** next to the required user:

Nr.	Last name	First name	Email	
1.	Smithers	Waylon	waylon_smithers@gmail.com	

▼ This icon redirects you to this user's security settings:

Set security

Website

Manage content

Open the website

Report of website content

News (RSS)

Add news

Applications

List of all applications

Add new applicant

Applicant reports

Lists of students/applicants

Send bulk email

Quick security ...

Copy the security settings of the following us

Other security ...

Website content security: edit [edit]

User management security: edit [edit]

News security:: edit [edit]

File archive security: edit [edit]

Calendar security: edit [edit]

ECTS security: edit [edit]

Applicants security: edit [edit]

Part of Ugent: YES

Administrator:

▲ Choose to **edit** the Applicants security.

▼ Define it as restricted and click **the button**:

Applicants security:

☐ deny
☐ view
☐ edit
☒ restricted

update

▼ A whole range of extra options are shown.
The first part allows you to assign a list to this user:

Assigning students to this user:

List of students: Summer school

Form: Management form

Report: Reports applicants

Options:

- Rights: Edit
- Evaluation box: available
- Reporting: available
- Email option: available
- Communication: full

Assign the list

▲ Choose the list you want to assign to this user and the form that will determine how the user will see the people's files. You can also choose the report to be used and the rights the user has when it comes to editing the list. Define whether an evaluation box is available and whether the user can make a report of the file, email it to an external person and how the user can access the communication tab page. Finish by clicking the button.