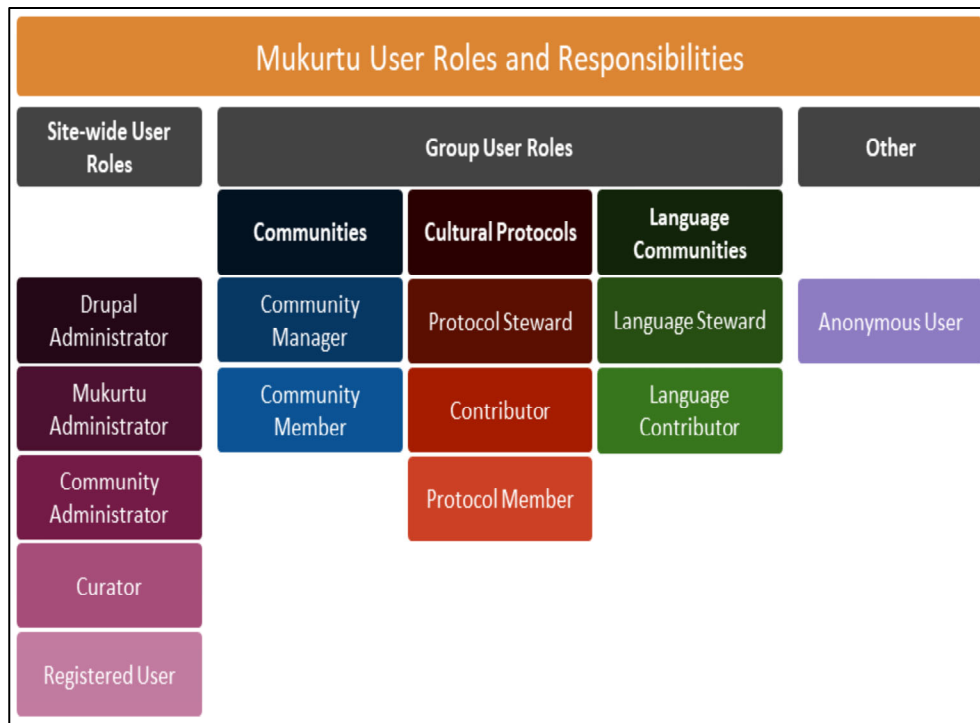


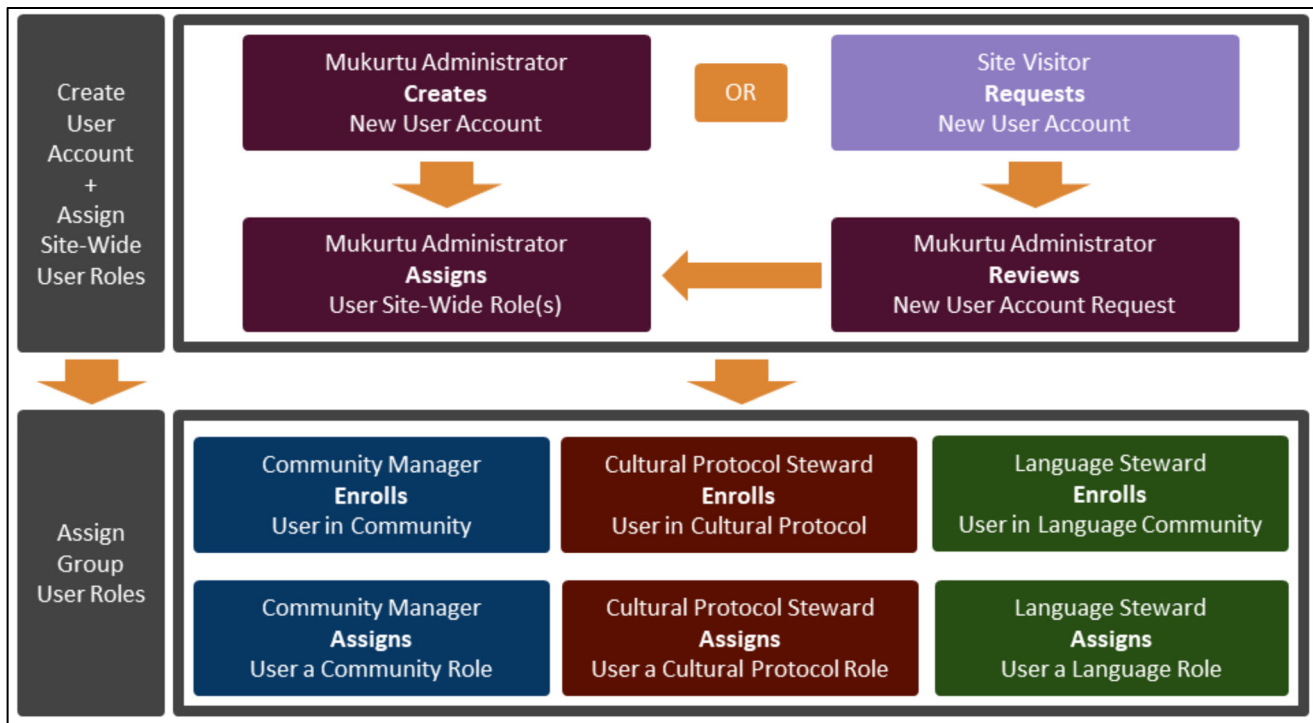


Mukurtu CMS: User Roles and Responsibilities Digital Stewardship Curriculum

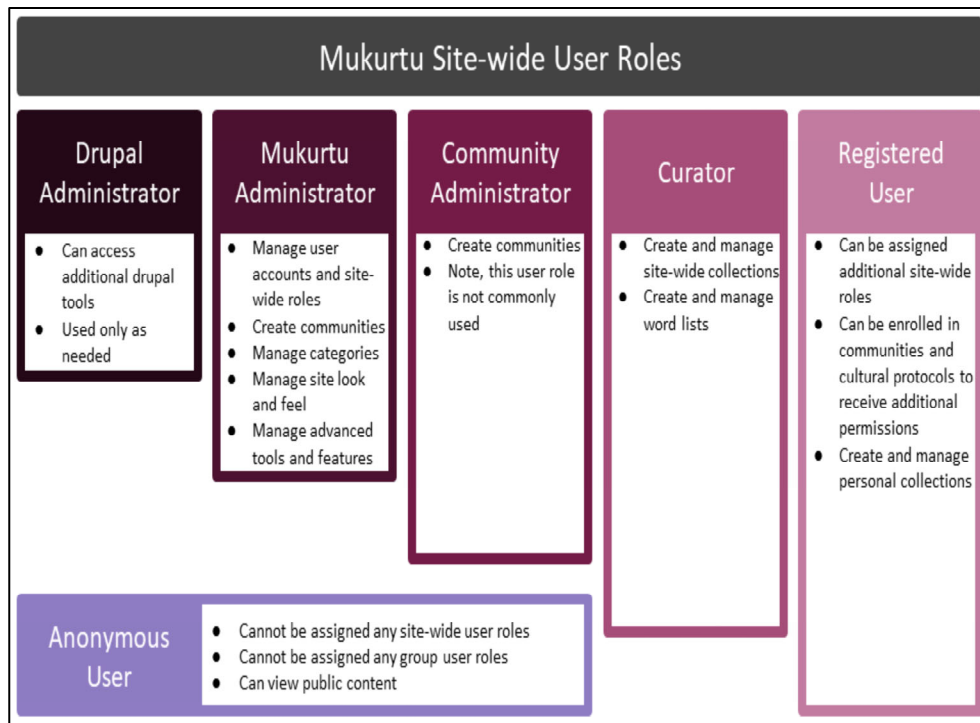
These slides are an introduction to User Roles and Responsibilities in Mukurtu CMS.



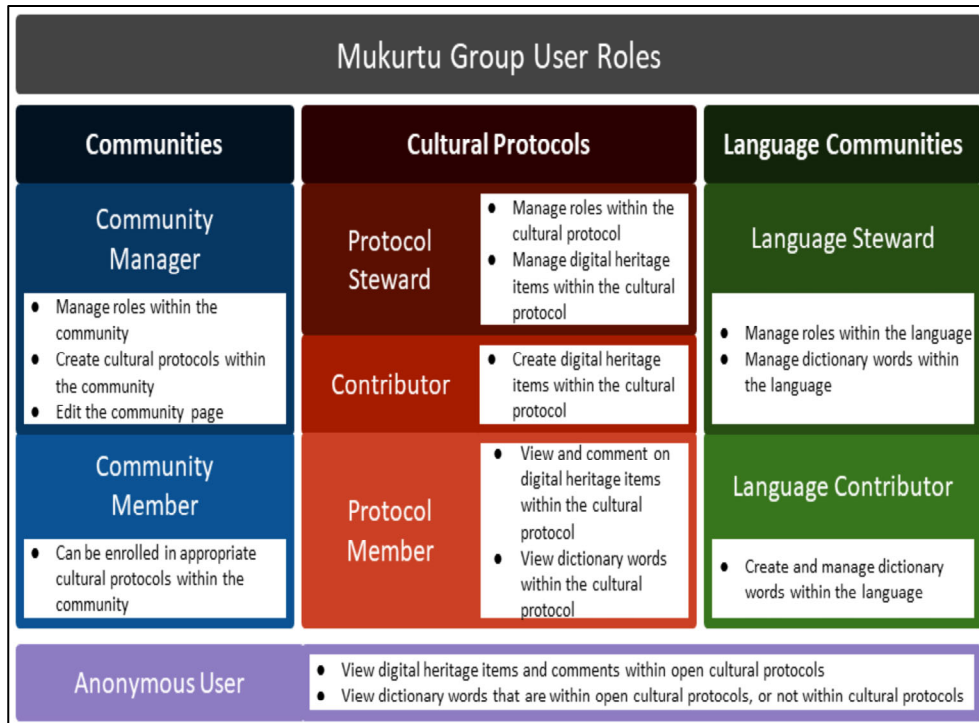
- First a list of the types of user roles. There are two main types of user roles, and they do very different things.
 - Site-wide user roles are mostly concerned with site structure, management, overall look and feel, but they don't define users' relationships to content.
 - Group user roles define which content users can see and interact with. "Groups" is a shorthand that includes communities, protocols, and language communities. These are the really important roles that affect most users' day to day experience.
 - Finally, there are site visitors who do not have user accounts, and those anonymous visitors will not have any specific roles or responsibilities.



- Next, we will clarify what the workflow looks like for managing user accounts and user roles.
 - Now, this is of course quite general, and it's important to remember that user roles can always be changed at any time. But this is more or less the path that things tend to follow.
 - At the most general level, first the user account is created, and assigned any site-wide roles that are needed.
 - Then the user is enrolled in and assigned roles in each community, cultural protocol, and language community as needed.
 - Mapping this out, often what we see is a Mukurtu Administrator creates the user account, and assigns them any site-wide roles at that time.
 - Another common workflow is to allow visitors to request a user account, which is then reviewed, and if approved the account is activated, and site-wide user roles are assigned.
 - Then, once the user has an active account, other users who are community managers, protocol stewards, and language stewards can enroll and assign appropriate roles to the user in each of their groups.



- All non-anonymous users, must be registered before any sitewide or group-level permissions can be granted. A registered user doesn't have any permissions until they are granted.
- A curator can create sitewide collections and word lists. The reason this is a sitewide role is because collections can contain materials from across all the communities on the site, depending on the curator's group-level permissions. Basically, any materials in the site that a curator has access to view can be added to a collection.
- A community administrator's role is only creating communities. In general, this can be handled by Mukurtu administrators and so this role is not commonly used.
- The Mukurtu Administrator effectively manages the site as a whole by creating user accounts, creating communities, creating and managing categories and managing the site look-and-feel. You probably want to limit this role to people in a site management role.
- The Drupal administrator is the highest level set of permissions. For the most part, you won't be using Drupal-level permissions, although some commonly used site customizations do require it. It's probably a good idea to limit it to one or two people



Group level roles are where access to content and permissions to contribute content are managed.

- At the community level, there are the community manager, whose main roles are to create cultural protocols, and the community member, who can be enrolled in those protocols.
- Within cultural protocols, there is the protocol steward who basically manages that protocol by
 - managing membership roles
 - And has the ability to edit any digital heritage item in that protocol.
 - The contributor can create and edit their own digital heritage items (but not other contributors' items)
 - And a protocol member can view and comment on items and dictionary words.
 - Language Community roles are analogous to Cultural protocol roles, so I'm not going to go over them unless anyone has any questions.
- Group level roles are managed within each community and protocol

Activity Worksheet

- **Mukurtu CMS User Roles Planning Activity Worksheet**
 - Helpful for planning out user roles
 - Adaptable, can use multiple times in planning
 - Site wide roles
 - Roles specific to Cultural Protocol
 - Can also adjust to plan for user roles in Communities and Language communities

- There is a related worksheet that may be helpful in your planning of user roles on your site - especially in the first stages as you get comfortable with the terminology
- On the SHN, the *Mukurtu CMS User Roles Planning Activity Worksheet* may be a good next step to look at, if you are working on setting up and planning your Mukurtu site
- This activity worksheet has one section devoted to SITE WIDE user roles, and one dedicated to one Cultural Protocol at a time (HOW access is controlled)
- If wanted, you can also adapt the worksheet to include Community roles and Language community roles, if helpful
- The worksheet can aid discussion, even if you are not ready to implement user accounts on your site

Credits

- Graphics and resources at www.mukurtu.org/support
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