

Adding External Examiners and other 'Guests' to the LUVLE Spaces

Departments have sometimes contacted LTG asking if it is possible to get External Examiners into the access lists for LUVLE spaces, so they can prepare more effectively and ensure that time in Lancaster is of the highest value.

The procedure for getting External Examiners on the LUVLE system is detailed below. This also works for other external people (i.e. not on payroll!) who require access to LUVLE.

We can presently only provide access to LUVLE Spaces, accessible via the LUVLE homepage, but we are working on a method of giving externals a 'MyModules' page, which would give them access to other data such as learning outcomes, assessment criteria and potentially module evaluations.

Procedure

1. Get a 'pink form' from ISS, which creates a temporary username and password
 - a. You can get a 'Pink Form' from http://www.lancs.ac.uk/iss/general/account_application.pdf
 - b. This must be signed by the departmental IT rep, or HoD
 - c. It will create a username and password for the duration of the examiner's service up to maximum of 12 months
 - d. You must return the 'pink form' to the ISS Service Desk in the Learning Zone
 - e. Please allow 2 days to create the username and password
 - f. The ISS Service Desk will contact you when the username and password is ready to collect from the Learning Zone
2. When you have the username, go into the access setter of the LUVLE space, and add the external with 'student' (read only) permissions
 - a. Find out how to do this @ <http://www.lancs.ac.uk/celt/celtweb/files/LUVLEStaffGuide0910.pdf> (p. 25)

If you have problems, contact learningtechnology@lancaster.ac.uk