



MOODIE.AI ADMIN SECTION USER GUIDE



# Edit Students Whitelists and Access Control

You may learn how to edit organization student whitelists and modify access control in exercise.

EDIT STUDENTS WHITELISTS AND ACCESS CONTROL

# Edit Students Whitelists and Access Control



SUPER ADMIN

ORGANIZATION

M Moodie.AI

Moodie.AI User Guide

User Guide

Create New Module

SETTINGS

Students

Configuration

Student Portal

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M Moodie Admin  
admin@moodie.ai

Sign Out

User Guide Example

4 Exercises • 1 Folders

Exercises Analytics Settings

STRUCTURE

All Exercises

Uncategorized

FOLDERS

Folder 1

Subfolder 1

Subfolder 2

New Folder

Search in module...

4 items

| EXERCISE                                                                                                                                                                   | STATUS                                                                                                  | LOCATION               | ACTIONS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------|---------|
|  <b>User Guide Demo - Group Discussion</b><br>This is a internal description of...      |  PUBLISHED<br>Public | Folder 1               | ⋮       |
|  <b>User Guide Demo - Video Submission</b><br>This is an internal description o...      |  PUBLISHED<br>Public | Uncategorized          | ⋮       |
|  <b>User Guide Demo - Interactive AI Avatar</b><br>This is an internal description o... |  PUBLISHED<br>Public | Folder 1 > Subfolder 1 | ⋮       |
|  <b>User Guide Demo - Interview Journey</b><br>This is an internal description o...     |  PUBLISHED<br>Public | Folder 1 > Subfolder 2 | ⋮       |

Access Control

☒  **Public**  
Anyone with the link can access this exercise.

☐  **Restricted**  
Only whitelisted emails in the Organization settings can access.

① If you have selected "Restricted" in the exercise access control, you need to edit the student's whitelist

② Scroll down the sidebar and click on "Students."

# Edit Students Whitelists and Access Control

**Approved Students**  
Manage the whitelist of email addresses allowed to access "Restricted" exercises.

**TOTAL APPROVED**  
3

**ACTIVE THIS MONTH**  
--

Search emails...

| STUDENT EMAIL     | STATUS   |
|-------------------|----------|
| student@moodie.ai | Approved |
| alice@moodie.ai   | Approved |
| bob@moodie.ai     | Approved |

**Add Approved Student**

Email Address  
student@school.edu, another@school.edu

You can separate multiple emails with commas.

Cancel Add to Whitelist

**EMAIL ADDRESS**  
admin@moodie.ai

**THIS EXERCISE IS RESTRICTED TO APPROVED STUDENTS. YOUR EMAIL IS NOT ON THE LIST.**

③ If the student email is not at the whitelist and the exercise is restricted, that email cannot practice that exercise

④ You can either click on "+Add Student" to enter a student's email address or click on "Bulk Import" to import a .txt file for a large number of email addresses

Please ensure that you separate each email address with a comma (,) in the .txt file.

# Edit Students Whitelists and Access Control

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Moodie.AI User Guide  
User Guide  
Create New Module

SETTINGS  
Students  
Configuration

9+  
Student Portal

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[> Sign Out]

## Approved Students

Manage the whitelist of email addresses allowed to access "Restricted" exercises.

Bulk Import + Add Student

TOTAL APPROVED  
3

ACTIVE THIS MONTH  
--

Search emails...

| STUDENT EMAIL     | STATUS   | ACTIONS |
|-------------------|----------|---------|
| student@moodie.ai | Approved |         |
| alice@moodie.ai   | Approved |         |
| bob@moodie.ai     | Approved |         |

⑤ You can search for the email in the search box or remove it from the whitelist

# Edit Students Whitelists and Access Control

**New Exercise**  
Configure assessment module

Draft saved 下午5:14:02 Load Template Save

Guide

SET UP

- 1. Basics
- 2. Format
- 3. Configure

ASSESSMENT

- 4. Grading & AI

DELIVERY

- 5. Student View
- 6. Access Code
- 7. Preview

Visibility

- ☒ **Published**  
Visible to students in the exercise list.
- ☐ **Hidden**  
Not shown to students. The direct link still works for previewing.

Access Control

- ☒ **Public**  
Anyone with the link can access this exercise.
- ☐ **Restricted**  
Only whitelisted emails in the Organization settings can access.

Next: Assessment Mode →

⑥ When editing the exercise, you can control the access method for each exercise

Public: Anyone with an email address containing the link can access this exercise

Restricted: Only emails from the whitelisted addresses in the Organization settings can access this exercise.