

Permissions & Roles

Permissions and Roles are ways to set limits on what users of a course or project site can and cannot do.

Permissions and Roles Explained

When you create a course or project worksite, you choose the tools you want the worksite to have. For some of these tools, you can set permissions that allow or prevent users from seeing or performing certain tasks depending on their roles.

Permissions are granted for a tool rather than for a particular item created by using a tool. For example, permissions are set for the Announcement tool, rather than for individual announcements.

How to set permissions

You set permissions by specifying the role a user will have when they use your site.

In a course site, there are three possible roles:

- instructor,
- student
- teaching assistant.

In a project site, there are two possible roles:

- maintain
- access

Each role has certain default permissions.

Instructor/Teaching Assistant/Maintain role

This role has full administrative permission to create, edit, and delete within a site. This is the role of the person who creates and maintains the site, and of their assistants. With maintain rights you can change permissions for different roles to suit the site's needs.

Note: All users are assigned the maintain role in their respective *My Workspace*. This gives a user edit control over his or her *My Workspace*.

Student/Access role

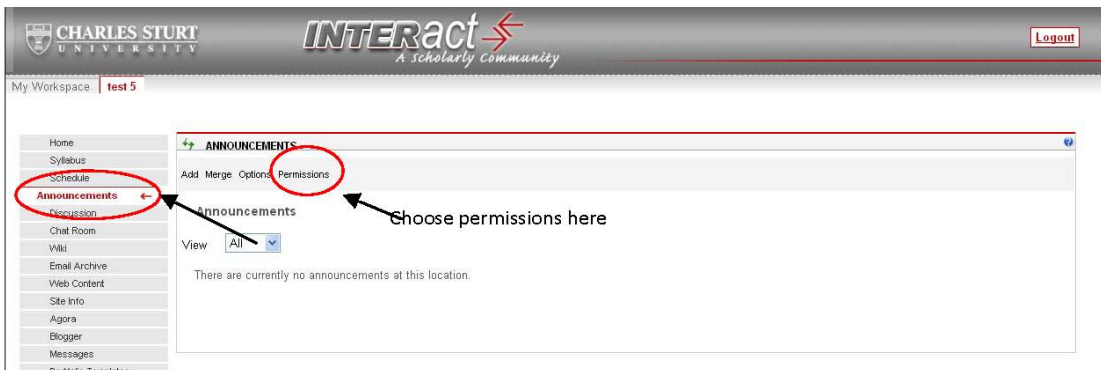
This access role has fewer permissions, and cannot delete content. This role has limited permission to add content. For example, the access role cannot add an assignment, but can create Chat messages and Discussion replies. This is the role of the student, or others to whom you give access to your site.

Tools for which those in a maintain role can set permissions are:

Announcements	Resources	Assignments	Wiki
Calendar	Chat room	Discussion	Email archive

Setting or changing permissions for a tool

1. Open the course or project site by clicking its tab in your 'My Workspace'.
2. In the menu bar of site, click the tool for which you want to set permissions.
3. Click the 'Permissions' link/button along the top of the main window.



4. Check or uncheck the **boxes** to grant or remove permissions.



5. Click 'Save'. Click 'Cancel' to return to the previous page without making a change.

Note: You must exit the Permissions feature in one tool by clicking either 'Save' or 'Cancel' before you can set permissions in another tool.

Each tool has a different set of available permissions. For a general idea of the permissions available, see the list below of permissions for the *Announcements* tool.

new: Create a new announcement

read: Read an announcement

revise.any: Revise any announcement after it has been posted

revise.own: Revise only one's own announcements after they have been posted

delete.any: Delete any announcements after they have been posted

delete.own: Delete only one's own announcements after they have been posted

read.drafts: See drafts of announcements before they are posted