



### Working with Permissions

Because of the great collaborative nature of the Content System, an instructor can customize how she shares her content with others. This includes the ability to grant different levels of permission to other users. For example, an instructor can restrict access to just viewing content, or allow full rights, such as editing the content or even deleting content. This Permissions function can be done to single content items or whole folders. Permissions can be granted in both the My Content and Course Content areas. These instructions assume the user is currently viewing the Content System tab and contents.

### Opening the Permissions Page

**Step 1:** To the right of the folder or file you wish the grants permission to, click the hand icon beneath the Permissions column. The Manage Permissions page for *folder/item* appears:

Location: [/courses/maricopa.course7/Course Docs](#) Granting folder or file permissions

Add Users Remove Grant permission to individual users Course User List Go Adding a list of users

Share files and folders by assigning one or more permissions to individual users and groups of users.

User/User List	Read	Write	Remove	Manage	
<input type="checkbox"/> maricopa.course7: Course Builder (User List)	✓	✓	✓	✓	<a href="#">Modify</a>
<input type="checkbox"/> maricopa.course7: Instructor (User List)	✓	✓	✓	✓	<a href="#">Modify</a>
<input type="checkbox"/> maricopa.course7: Teaching Assistant (User List)	✓	✓	✓	✓	<a href="#">Modify</a>

Note that several users may appear in the list. If you have assigned a user in your Blackboard course as a “Course Builder” or “Teaching Assistant,” by default that person is granted full rights. (For *file* permissions, an additional “All Course Users” appears by default; essentially this means all students in a course are given permission to view (not change) files you link to from the Content System.)

Here are the permission rights:

- **Read:** Ability to view the content item.
- **Write:** Ability to make changes to the item.
- **Remove:** Ability to remove the item.
- **Manage:** Ability to control the properties and settings of the item.

## Adding Individual Users to the Permission List


**Step 1:** From the action bar, click **Add Users**.

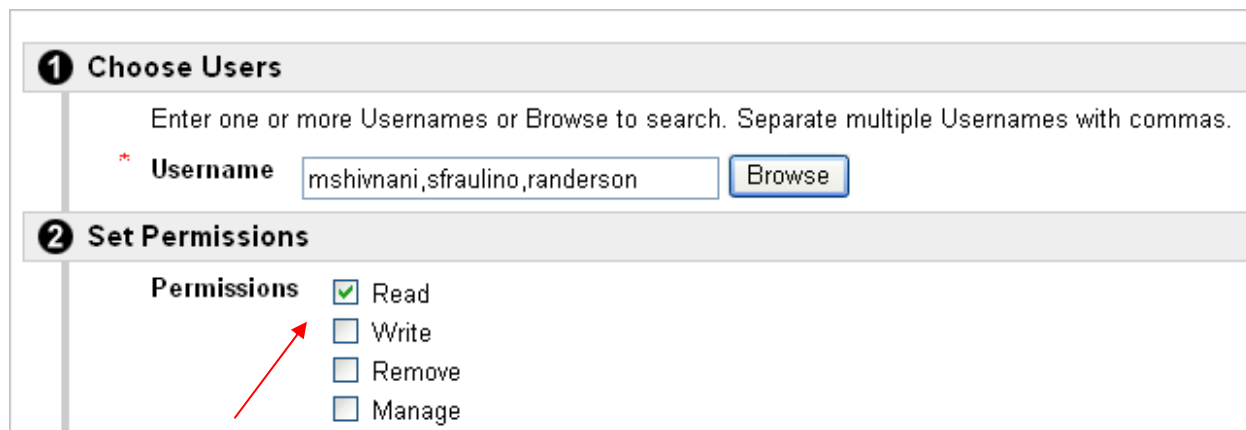
**Step 2:** Click the **Browse** button next to the username field to select one or several users.

**Step 3:** Using the separate **Search** window, enter a name (or username), indicate the correct search options, and click **Search**. View the results on the right side of the window.

**Step 4:** Check the box next to the correct user(s) and click **Submit**. The window disappears and the name is added to the *Username* box.

**Step 5:** For additional users, repeat steps 2 – 4.

 If you know the exact spelling of the usernames, you can just enter them in the *Username* box, separated by commas. See example below:



**1 Choose Users**


Enter one or more Usernames or Browse to search. Separate multiple Usernames with commas.

\* Username

**2 Set Permissions**

Permissions  Read  
 Write  
 Remove  
 Manage

**Step 6:** Assign the desired permissions.


 If you are assigning permissions to a whole folder, the *Advanced Folder Options* section appears. Check the box to remove default permissions inherited from the *parent* folder to this folder.

**Step 7:** Click **Submit**. The username(s) is added to the permission list with the specified permissions.

 To change the permissions later, click **Modify** next to the desired folder or file.

## Working with Course User Lists

**Step 1:** From the action bar, select the appropriate type of user list from the drop-down menu and click **Go**.

 Most likely, you will use either *Course User List* (class rosters for a specific course) or *Course Group User List* (student groups assigned within a course).

**Step 2:** If using *Course User List*, check the box for the current course (or browse for additional courses) and select the appropriate role(s) (usually just “Student”).

-OR-

If using *Course Group User List*, check the box(es) for the desired group(s).

**Step 3:** Assign the desired permissions.

**Step 4:** Click **Submit**.