

Permissions and Roles

At the end of this tutorial, you will be able to answer the following questions:

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Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What are Permissions and Roles?

Permissions

Permissions allow users to access certain features of a course or project site, depending on their roles, and on the decisions made by the site owner.

Roles

Roles are collections of permissions. Some roles allow users to simply access or read content, while other roles allow for advanced changes, such as adding participants, editing the site's content, and changing permissions for other roles.

When you create a worksite, or when one is created for you, you have the role with the most permissions and the broadest level of access. You can choose which tools or functions (e.g., Forums, Schedule, Resources) you want the site to have. For many of these tools or functions, you can set permissions that allow or prevent users from seeing or performing certain tasks, depending on their roles.

Roles may vary in name, depending on the application. However, in general, the creator of a project site, or the instructor of a course site, has full permissions, and can add or delete content within a worksite.

A user who joins an existing site has a more limited role. The permissions of this role allow for interaction in the site (e.g., creating Chat messages), but do not allow for advanced tasks (e.g., uploading files into Resources or creating assignments).

Some things to remember:

- The availability of a tool in a worksite depends on the particular implementation of the Coursar technical team. If you have broad rights to a worksite, and find that a tool is not available through Site Info, contact Coursar technical team for details.
- The Resources and Drop Box tools share the same permissions set. You can modify them in the Resources tool.
- Default roles have default permissions. These defaults can be edited on the worksite level by anyone with full permissions to the site.
- All users are assigned the broadest role in their respective My Workspaces to give them editing control.

Default participant roles

The following default roles are available in course and project sites:

- **Instructor_Maintainer:** Instructors or Maintainers have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors and Maintainers can read, revise, delete, and add both content and participants to a site.
- **TeachingAssistant_Coordinator:** Teaching Assistants and Coordinators can read, add, and revise most content.
- **Student_Participant:** Students or Participants can read content, and add content to a site where appropriate.

Custom roles.

Additional customized roles may be added to your site by Coursar Team. Please contact the Support team for details.

How do I change participant roles within a site?

Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.

Click **Site Info** in the **Tool Menu** of the relevant site.

Change the role from the drop-down menu in the list of enrolled participants.

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show 200 items per page

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Name	Id	Credits	Role	Status	Remove?
Instructor, Demo (professor)			Instructor	Active	<input type="checkbox"/>
Student, Fifth (demostudent05)			Student	Active	<input type="checkbox"/>
Student, First (demostudent01)			Student	Active	<input type="checkbox"/>
Student, Fourth (demostudent04)			Student	Active	<input type="checkbox"/>
Student, Second (demostudent02)			Student	Active	<input type="checkbox"/>
Student, Third (demostudent03)			Student	Active	<input type="checkbox"/>

Update Participants

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Role Descriptions

Instructor
Can read, revise, delete and add both content and participants to a site.

Student
Can read content, and add content to a site where appropriate.

Teaching Assistant
Can read, add, and revise most content in their sections.

Below your site's information, you will see its participant list.

1. Next to the participant(s) whose role(s) you want to change, select the appropriate role(s) from the drop-down menu(s) under "Role".
2. Click **Update Participants** to save your change.