

LEARNING MANAGEMENT SYSTEM USER GUIDE: SETTING CORRECT PERMISSIONS

Read permission is given to all users when a file/folder is attached by linking from your local computer or to the content collection. This is the most common method, so most people will not need the following instructions.

However, if you determine the URL of a file/folder in the content collection and paste that URL into a text area, you will need to set read permission yourself. If permissions are not added, students will be presented with an error message when trying to access the file.

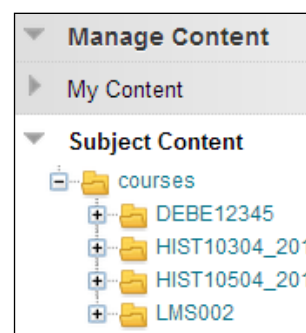
The instructions below show changing permissions on a file/folder via the **Manage Content** tab so that everyone in a subject may read it. This may also be done within a subject via **Control Panel >> Manage Content**.

Modify file permissions

1. Click the **Manage Content** tab.



2. In the side menu, click **Subject Content**.



3. Click the plus sign+ button next to courses to display a list of subjects.

4. Click the name of the desired subject folder to access its contents (appear to the right of screen).

5. Click the **Permissions** icon to the right of the file/folder to be changed.

Note: When you change permissions on a folder, all files within the folder will take on the new permissions. This is a quick way of altering permissions on multiple files.

6. The current permissions are displayed.

Manage Permissions: Subject Outline.doc
Share files and folders by assigning one or more permissions to individual users and groups of users.

Select Specific Users Select Specific Users By Place ▾ Select Roles ▾ Permit Anyone

<input type="checkbox"/> User/User List	Read	Write	Remove	Manage
<input type="checkbox"/> Encouraging Collaboration (BEC001): Coordinator (User List) ▾	✓	✓	✓	✓
<input type="checkbox"/> Encouraging Collaboration (BEC001): Designer (User List)	✓	✓	✓	✓
<input type="checkbox"/> Encouraging Collaboration (BEC001): Tutor (User List)	✓	✓	✓	✓

Displaying 1 to 3 of 3 items [Show All](#) [Edit Paging...](#)

Note: Hover over a user type (e.g. Coordinator) to display a downward pointing arrow. Click the arrow to view options. Click **Edit** to change current settings for that user type.

7. From the **Select Specific Users By Place** drop-down menu, select **Subject**.
8. Click the **Subject** that will have access.
9. Click **All Subject Users**.
10. Ensure **Read** is checked.
11. Click **Submit**.
12. Click **OK** to return to subject content list.

Note: If a subject containing files with manual permissions (e.g. a link to html pages saved with the content collection) is copied forward to a new instance, you will need to redo the permissions before the new cohort of students will be able to access the files.

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