

Blackboard 8.0 Quick Reference Guide

Content Management Series

Content Collection Permissions

Files, folders, and documents can be shared to specific users or institution roles in Blackboard (or not!). Below you will what the different permissions mean and how to modify them and share files or folders.

Types of Permissions

2 Set Permissions

Permissions

- Read
- Write
- Remove
- Manage

Read – Allows users to view files and folders

Write – Allows users to modify files and folders

Remove – Allows users to remove files and folders

Manage – Allows users to control the properties and settings of files and folder

DAU faculty has automatic permission to access course areas with **Read** permission (with the exception of the **Restricted** folder).

View Permissions

Use the Permissions icon to determine who your files or folder is shared with:

Location [/institution/Courses/Common_Resources/Bb Training](#)

	Name	Modified	Size	Permissions	Available
<input type="checkbox"/>	Content System	Mar 14, 2010 5:13:15 PM	591KB		
<input type="checkbox"/>	Learning System	Mar 14, 2010 5:14:21 PM	700KB		
<input type="checkbox"/>	Other	Mar 14, 2010 6:17:25 PM	64KB		

Shared to Some
Public (everyone)
Not Shared to Anyone

Add or Remove Permissions

To manage permissions of a file or folder you must have manage access to the file or folder yourself.

Step 1: Double click on the icon associated to it.



Step 2: To REMOVE a permission, check the box next to the person/role you want to remove and click Remove.

Location [/institution/Courses/Common_Resources/Bb Training/Learning System](#)

 Add Users  Remove Course User List

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"/>	Institution Role: Faculty (User List)	✓				Modify
<input type="checkbox"/>	Institution Role: ISD (User List)	✓				Modify
<input type="checkbox"/>	Institution Role: Leadership (User List)	✓				Modify
<input type="checkbox"/>	Institution Role: SSI_Limited_Read (User List)	✓				Modify
<input type="checkbox"/>	Institution Role: Staff (User List)	✓				Modify
<input checked="" type="checkbox"/>	Public	✓				Modify

Select All OK

Step 3: To ADD a specific user, Click Add Users.

Location [/institution/Courses/Common_Resources/Bb Training/Learning System](#)

 Add Users  Remove

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

	User/User List
<input type="checkbox"/>	Institution Role: Faculty (User List)
<input type="checkbox"/>	Institution Role: ISD (User List)

Step 4: If you know the username just type it in. If not, click browse and search for username by inputting users last name or email address. Set what permission you would like that person to have, and click **Submit**.

Add User: Learning System

Location [/institution/Courses/Common_Resources/Bb_Training/Learning System](#)

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

3 Advanced Folder Options
If this option is selected, the current permissions for all folder contents and subfolders are removed and all permissions selected above are granted. If this option is not selected, all permissions selected above are granted to folder contents and subfolders but existing permissions are not removed.
 Overwrite

4 Submit
Click **Submit** to finish. Click **Cancel** to quit.
* Required Field

Step 5: To add an Institution Role (such as Public or ISD’s) use the dropdown list on the right of the screen to pick who you want.

Manage Permissions: Learning System

Location [/institution/Courses/Common_Resources/Bb_Training/Learning System](#)

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

User/User List		
<input type="checkbox"/> Institution Role: Faculty (User List)		
<input type="checkbox"/> Institution Role: ISD (User List)		
<input type="checkbox"/> Institution Role: Leadership (User List)	✓	Modify
<input type="checkbox"/> Institution Role: SBI_Limited_Read (User List)	✓	Modify
<input type="checkbox"/> Institution Role: Staff (User List)	✓	Modify

Select All

Course User List – Allows you to grant permission to everyone enrolled in a course you are teaching or enrolled in

Course Group Users List – Allows you to grant permission to a coup within a course you are teaching or enrolled in

Institution Role User List – allows you to select users by their institution role

Public – Makes files or folders accessible to anyone inside or outside DAU

All System Accounts – Makes files or folders accessible to all users at DAU but not outside DAU

Step 6: Select Go.



Step 7: Assign permissions as you would like and click Submit.

Add Public: Learning System

Location [/institution/Courses/Common_Resources/Bb_Training/Learning System](#)

Giving permissions to Public allows all users with accounts on the system, as well as the general public, access to this file or folder.

1 Set Permissions

- Permissions
- Read
 - Write
 - Remove
 - Manage

2 Advanced Folder Options

If this option is selected, the current permissions for all folder contents and subfolders are removed and all permissions selected above are granted. If this option is not selected, all permissions selected above are granted to folder contents and subfolders but existing permissions are not removed.

Overwrite

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit