

Managing Permissions for an Item

User access to an item is controlled through the Manage Permissions page. Users can be added individually with separate permissions assigned to each user to users can be added in groups, such as all the users enrolled in a particular course or all the users with a certain institution role. These groupings are derived automatically from the Blackboard Learning System.

Permissions:

Users or groups of users can have none, one, or many of the following permissions. If a group of user does not appear on the list they do not have permission to access the item. Remember That permissions applied to the folder that contain the item can also be applied to the item.

- ∞ 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.

Functions: The Manage Permissions page for an item includes the following functions:

To...	Click
Add a user	Select specific users button. The select specific users page will appear. From this page a user can be added to the list and permissions set for that user or users.
Permit Everyone Access	Permit everyone button, this will grant all users with a Blackboard account access to this specific content item.
Remove a user or a user list	The check box next to the user or user list and then click Remove in the Action bar. All of the selected users and lists will have their permissions removed. Once the permissions are removed, the users may no longer access the item.
Modify the permissions for a group	Modify at the end of the row for the appropriate user or group. The Modify Permissions page will appear.

NOTE!

Permissions Warning:

Modifying may impact users who access an item through a Course. For example, if an item is linked to an item in a Course and Read permission is removed for the Course User List, a broken link will appear when users attempt to access the item through the Course.

When a user modifies the permissions on an item that is shared with a Course, a warning will appear indicating that this action will break existing links to the item. The user can cancel the action or choose to continue.

Add a User

Access the Content System main page from within Blackboard. If you are not in the main directory of your content system, choose your user name under the My Content icon. This will load your current content from the Content System.

- ∞ Navigate to the folder that contains the item to be modified.

Available Quota: **135.41 MB (27%)** Total Quota: 500 MB

File Type	Name	Edited	Size	Permissions
Folder	Clinic Manual Master	Oct 4, 2010 10:24:47 AM	7.35 MB	
Folder	dongari	May 20, 2011 11:35:06 AM	7.97 MB	

- ∞ Click the hand icon as shown in the Permissions column.

The Manage Permissions page will appear:

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**

User/User List	Read	Write	Remove	Manage
Owner (Jadmin Admin)	✓	✓	✓	✓

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

- ∞ Click the Select Specific Users button in the Action Bar.

Add User: Clinic Manual Master

∗ Indicates a required field.

1. Select Users

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

∗ Username [Browse...](#)

2. Set Permissions

Permissions

Read

Write

Remove

Manage

3. Advanced Folder Options

Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.

Overwrite

4. Submit

The Add User page for the item will appear. From this page a user or users can be added to the list and permissions set for that user or users.

Permitting All Users Access

Access the Content System main page from within Blackboard. If you are not in the main directory of your content system, choose your user name under the My Content icon. This will load your current content from the Content System.

- ∞ Navigate to the folder that contains the item to be modified.
- ∞ Click on the Permissions icon for the item to be modified

- ∞ Click the Permit Everyone button from the menu.

Content System users > jadmin > Clinic Manual Master

Manage Permissions: Clinic Manual Master

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**

User/User List	Read	Write	Remove	Manage
Owner (Jadmin Admin)	✓	✓	✓	✓

Displaying 1 to 1 of 1 items Show All Edit Paging...

Content System users > jadmin > Clinic Manual Master

Add Public: Clinic Manual Master

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

Cancel Submit

- Set Permissions**

Set Permissions

Read
 Write
 Remove
 Manage
- Advanced Folder Options**

Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.

Overwrite
- Submit**

Cancel Submit

Next, choose the permissions you want to set for this content item: Read, Write, Remove, and/or Manage and then click on the **SUBMIT** button.