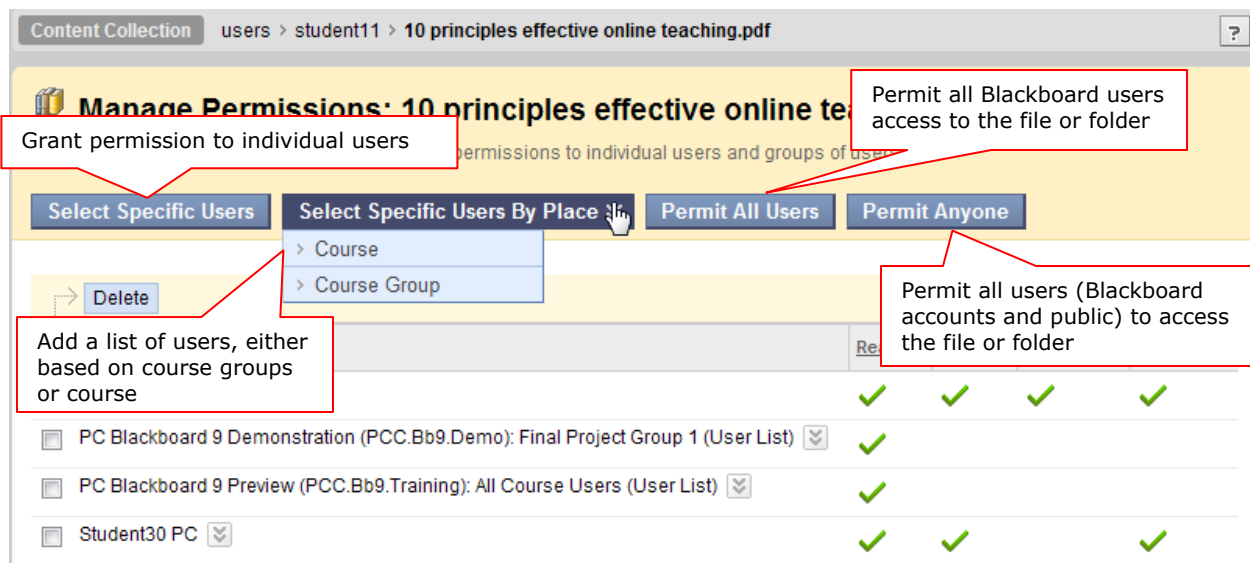


Because of the great collaborative nature of the Content Collection, an instructor can customize how she shares her content with others. This includes the ability to grant different levels of permission to other users. For example, an instructor can restrict access to just viewing content, or allow full 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 Collection tab and contents.

### Opening the Permissions Page

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:



Content Collection users > student11 > 10 principles effective online teaching.pdf

### Manage Permissions: 10 principles effective online teaching.pdf

Grant permission to individual users

Permit all Blackboard users access to the file or folder

Select Specific Users | Select Specific Users By Place | Permit All Users | Permit Anyone

> Course  
> Course Group

Delete

Add a list of users, either based on course groups or course

Permit all users (Blackboard accounts and public) to access the file or folder

|                          | Re  |   |   |   |   |
|--------------------------|---|---|---|---|---|
| <input type="checkbox"/> | PC Blackboard 9 Demonstration (PCC.Bb9.Demo): Final Project Group 1 (User List) | ✓ | ✓ | ✓ | ✓ |
| <input type="checkbox"/> | PC Blackboard 9 Preview (PCC.Bb9.Training): All Course Users (User List)        | ✓ |   |   |   |
| <input type="checkbox"/> | Student30 PC  | ✓ | ✓ |   | ✓ |

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 Collection.)

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

1. From the action bar, click **Select Specific Users**.
2. Click the **Browse** button next to the username field to select one or several users.
3. Using the separate **Search for User** window, enter a name (or username), indicate the correct search options, and click **Search**. View the results on the right side of the window.
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.
5. For additional users, repeat steps 2 – 4.
6. If you know the exact spelling of the usernames, you can just enter them in the *Username* box, separated by commas.
7. Assign the desired permissions.
8. 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.
9. Click **Submit**. The username(s) is added to the permission list with the specified permissions.
10. To change the permissions later, click **Edit** from the folder or file's double arrow menu.

## Working with Course User Lists and Course Groups

1. Choose Group or Course Group from the **Select Specific Users by Place** menu.
  - *Course* (class rosters for a specific course)
  - *Course Group* (student groups assigned within a course)
2. Check the box for the desired course or course group.
3. Select the desired roles (available with course list only).
4. Select the desired permissions.
5. Click **Submit**.