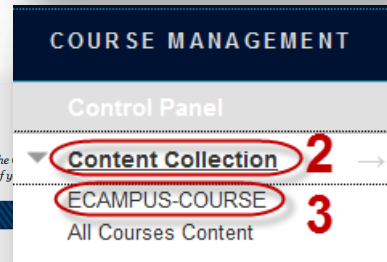
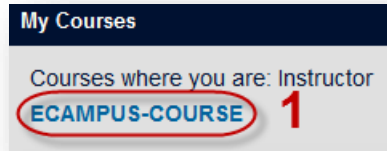


After content is added to the Content Collection, permissions must be granted to make the content accessible to users and groups of users. Once read permissions are granted users have the ability to view files or folders in the Content Collection. This availability includes anywhere a user (student) attempts to upload a file from the Content Editor.

What this means is that the student can now access all files in the Content Collection that have been uploaded to the Course. **If you do not wish for the student to have access to all files then please see steps 10 - 14 for more information:**

1. Enter a **Course**
2. Select **Content Collection** under **Control Panel**
3. Select the **Course ID**
4. Select **Course Content** chevron
5. Select **Permissions**



File Type	Name	Edited	Size	Permissions
Folder	Instructor Only Documents	Jan 27, 2014 4:03:36 PM	38.8 KB	
Image	20120917_082142.jpg	Jan 27, 2014 4:03:32 PM	3.3 MB	
Image	DSCN4065.JPG	Jan 27, 2014 4:03:34 PM	5.5 MB	
Document	PHYS Test.docx	Jan 27, 2014 4:03:34 PM	12.4 KB	
Document	Sample Syllabus.pdf	Jan 27, 2014 4:03:35 PM	91.3 KB	

6. Scroll over **Select Specific Users By Place**, then select **Course**

User/User List	Read	Write	Remove	Manage
ECAMPUS-COURSE (ECAMPUS-COURSE): Course Builder (User List)	✓	✓	✓	✓
ECAMPUS-COURSE (ECAMPUS-COURSE): Instructor (User List)	✓	✓	✓	✓
ECAMPUS-COURSE (ECAMPUS-COURSE): Teaching Assistant (User List)	✓	✓	✓	✓

7. Select the **Course**, **Role** (student) and **Permissions** (read).
8. Select **Submit**

Add Course User List: ECAMPUS-COURSE

* Indicates a required field.

Cancel Submit 8

- 1. Choose Courses**

Select check boxes from the list of courses below or enter the Course IDs. Click *Browse* to search for courses. Separate multiple Course IDs with commas.

Courses ECAMPUS-COURSE (ECAMPUS-COURSE) 7

Additional Courses Browse...
- 2. Select Roles**

Roles

 - All Course Users
 - Student 7
 - Instructor
 - Teaching Assistant
 - Course Builder
- 3. Set Permissions**

Permissions

 - Read 7
 - Write
 - Remove
 - Manage
- 4. 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
- 5. Submit**

Click *Submit* to proceed. Click *Cancel* to quit.

Cancel Submit

9. Confirm Students have read access only to the content

Manage Permissions: ECAMPUS-COURSE

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

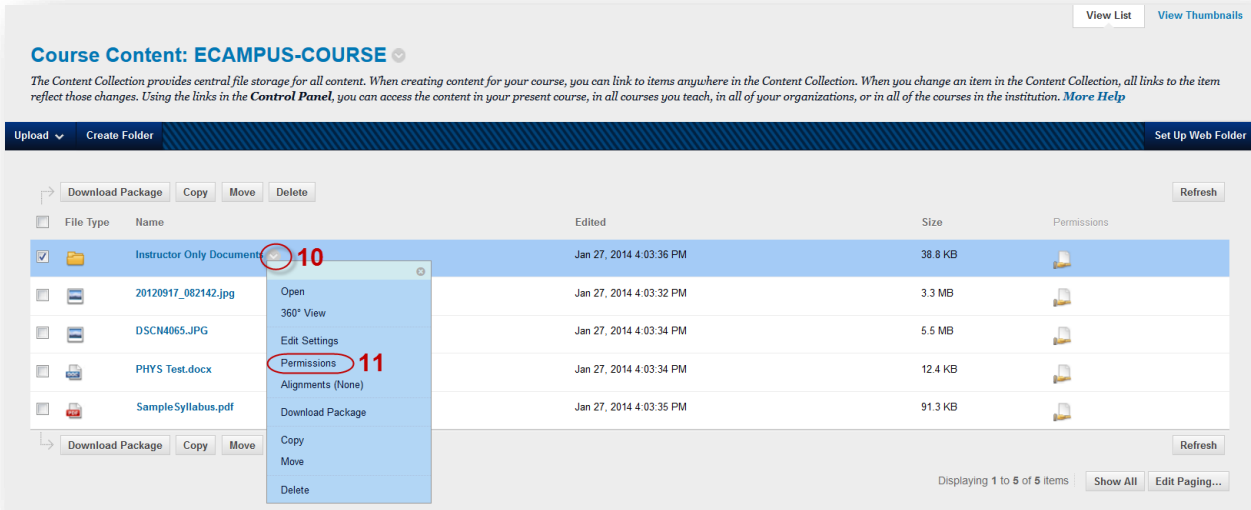
Select Specific Users Select Specific Users By Place

	Read	Write	Remove	Manage
<input type="checkbox"/> ECAMPUS-COURSE (ECAMPUS-COURSE): Course Builder (User List)	✓	✓	✓	✓
<input type="checkbox"/> ECAMPUS-COURSE (ECAMPUS-COURSE): Instructor (User List)	✓	✓	✓	✓
<input checked="" type="checkbox"/> ECAMPUS-COURSE (ECAMPUS-COURSE): Student (User List)	✓			
<input type="checkbox"/> ECAMPUS-COURSE (ECAMPUS-COURSE): Teaching Assistant (User List)	✓	✓	✓	✓

Deleting | Displaying 1 to 4 of 4 items | Show All | Edit Paging...

10. Select the **File** or **Folder** in your Content Collection that you **do not** want students to be able to access. **NOTE:** We suggest putting all files you do not want students to have access to in one folder so that setting the permission on the folder denies access to all files in that folder instead of selecting the permission on each file.

11. Select Permissions



Course Content: ECAMPUS-COURSE

The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)

Upload Create Folder Set Up Web Folder

Download Package Copy Move Delete Refresh

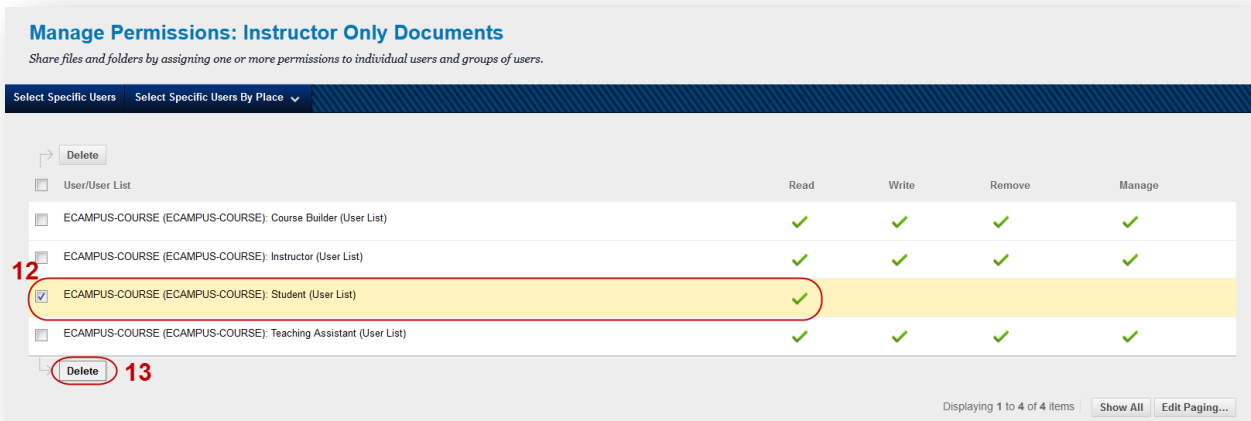
File Type	Name	Edited	Size	Permissions
Folder	Instructor Only Documents	Jan 27, 2014 4:03:36 PM	38.8 KB	
Image	20120917_082142.jpg	Jan 27, 2014 4:03:32 PM	3.3 MB	
Image	DSCN4065.JPG	Jan 27, 2014 4:03:34 PM	5.5 MB	
Document	PHYS Test.docx	Jan 27, 2014 4:03:34 PM	12.4 KB	
Document	Sample Syllabus.pdf	Jan 27, 2014 4:03:35 PM	91.3 KB	

Download Package Copy Move Delete Refresh

Displaying 1 to 5 of 5 items Show All Edit Paging...

12. Select the Student Read Permissions Checkbox in the List

13. Select Delete



Manage Permissions: Instructor Only Documents

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

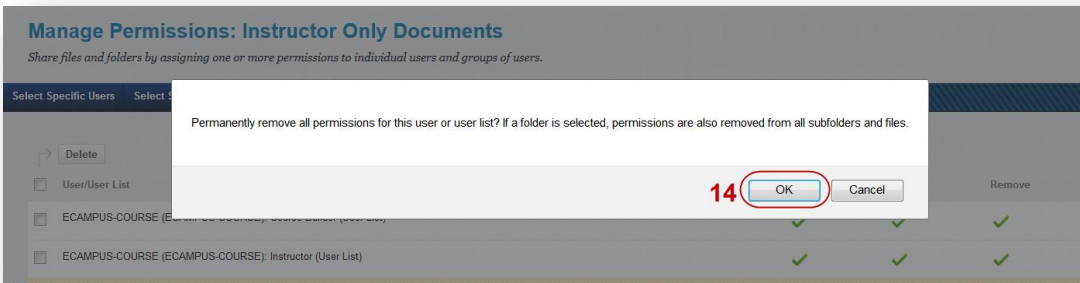
Delete

User/User List	Read	Write	Remove	Manage
<input type="checkbox"/> ECAMPUS-COURSE (ECAMPUS-COURSE): Course Builder (User List)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> ECAMPUS-COURSE (ECAMPUS-COURSE): Instructor (User List)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ECAMPUS-COURSE (ECAMPUS-COURSE): Student (User List)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ECAMPUS-COURSE (ECAMPUS-COURSE): Teaching Assistant (User List)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Delete 13

Displaying 1 to 4 of 4 items Show All Edit Paging...

14. Select OK



Manage Permissions: Instructor Only Documents

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

Delete

Permanently remove all permissions for this user or user list? If a folder is selected, permissions are also removed from all subfolders and files.

14 OK Cancel

User/User List

ECAMPUS-COURSE (ECAMPUS-COURSE): Course Builder (User List)

ECAMPUS-COURSE (ECAMPUS-COURSE): Instructor (User List)

ECAMPUS-COURSE (ECAMPUS-COURSE): Student (User List)

ECAMPUS-COURSE (ECAMPUS-COURSE): Teaching Assistant (User List)

Remove

Students will no longer have access to the File or Folder where permissions were removed.