



## Instructor Roles Permissions in Course Manager

Note that most accounts have one Campus only. For institutions with multiple campuses, "Campus Administrators" can be created for each campus, by assigning each to their respective campus at the time of creation. Most accounts will not use multiple campuses or Campus Administrators.

In addition to the roles listed below, there is a role of "Inactive Instructor". Inactive Instructors cannot login to the Course Manager. Their information is saved in GDP but they are unable to access the site as long as the account has a role of "inactive instructor."

	Administrator	Campus Administrator	Full Instructor	Limited Instructor	Assistant
Create Campus	Yes	Yes	No	No	No
Set Class Preference defaults for all Classes in a campus	Yes for all campuses in the account	Yes only for assigned campuses	No	No	No
Force Class Preferences to all Classes in a campus	Yes for all campuses in the account	Yes only for assigned campuses	No	No	No
Set exercise Scheduling defaults for all Classes in a campus	Yes for all campuses in the account	Yes only for assigned campuses	No	No	No
Force exercise Scheduling to all Classes in a campus	Yes for all campuses in the account	Yes only for assigned campuses	No	No	No
Create/Edit/Delete Instructor or Administrator	Yes but cannot delete self	Yes but cannot delete self	No	No	No
Assign Instructor or Administrator	Yes	Yes Only to Classes in assigned campus(es)	No	No	No
Create New Student	Yes	Yes	Yes	No	No
Edit Student info (passwords, etc)	Yes	Yes	Yes	Yes	No
Batch import students	Yes	Yes	Yes	No	No
Create New Class	Yes	Yes	Yes	No	No
Import Class	Yes	Yes	Yes	No	No
Export roster	Yes	Yes	Yes	Yes	Yes
Delete Class	Yes	Yes	Yes	No	No

	Administrator	Campus Administrator	Full Instructor	Limited Instructor	Assistant
Edit Class Preferences	Yes	Yes	Yes If instructor is assigned at the Class level. If only assigned to a Section, can edit only the Section Preferences, provided Preferences settings are not forced to Sections.	No	No
Edit Class exercise Scheduling	Yes	Yes	Yes If instructor is assigned at the Class level. If only assigned to a Section, can edit only the Section Scheduling, provided Scheduling settings are not forced to Sections.	Yes If instructor is assigned at the Class level. If only assigned to a Section, only can edit the Section Scheduling, provided Scheduling settings are not forced to Sections.	No
View Snapshot of Class Preferences and Scheduling settings	Yes	Yes	Yes	Yes	Yes
Archive Class	Yes	Yes	Yes Only Section(s) to which the instructor is assigned can be archived.	No	No
Reassign student to another Class	Yes	Yes only to Classes on campus(es) to which administrator is assigned	Yes only Classes to which the instructor is assigned	Yes only Classes to which the instructor is assigned	No
Archive a student	Yes	Yes	Yes	No	No
Add comments/annotations to student portfolio	Yes	Yes	Yes	Yes	Yes
Create Custom Timed Writing and assign	Yes	Yes	Yes	Yes	Yes

	<b>Administrator</b>	<b>Campus Administrator</b>	<b>Full Instructor</b>	<b>Limited Instructor</b>	<b>Assistant</b>
Edit Custom Timed assignment	<b>Yes</b>	<b>Yes</b>	<b>Yes</b> But only for self-created CTW	<b>Yes</b> But only for self-created CTW	<b>Yes</b> But only for self-created CTW
Create Resources and assign	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
Edit Resource assignment	<b>Yes</b>	<b>Yes</b>	<b>Yes</b> But only for self-created Resources	<b>Yes</b> But only for self-created Resources	<b>Yes</b> But only for self-created Resources
Run reports	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
Configure or edit Gradebook	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>No</b>
Assign or edit grades	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>No</b>
View Gradebook configuration	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
View gradebook grades	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>