

## User Roles and Capabilities

As an instructor, you are able to choose the roles of people you add to your course. The role with full access is Teacher, while other roles have certain restrictions outlined below.

It is very important to know whom you have given access to, the role you have assigned and the capabilities the role contains.

As a reminder, instructors do have the ability to add students to courses but students are added to courses automatically to match their schedule in FOCUS.

Role	Category	Capabilities
Student	Edit	Create student collaborations and web conferences
	Participate	Post to discussion threads; See list of users; Send messages to individual course members; View discussions
TA	Edit	Add, edit and delete calendar events; Change course state; Create student collaborations and web conferences
	Manage	Manage assignments and quizzes; Manage course files; Manage groups; Manage alerts; Manage all other course content; Manage learning outcomes; Manage wikis; Moderate discussions (delete, edit, lock posts/topics)
	Participate	Post to and view discussion threads; See list of users; Send messages to individual course members; Send message to the entire class; View analytics pages; View and link to question banks; View group pages; View usage reports  <b>*note: TAs do not have access to grading</b>
Teacher	Edit	Read SIS data; Add, edit and delete calendar events; Add, edit and delete other teachers, course designers, or TAs; Change course state; Create Assessing Rubrics; Create student collaborations and web conferences; Edit grades
	Manage	Manage assignments and quizzes; Manage course files; Manage groups; Manage alerts; Manage all other course content; Manage learning outcomes; Manage wikis; Moderate discussions (delete, edit, lock posts/topics)
	Participate	Post to and view discussion threads; See list of users; Send messages to individual course members; Send message to the entire class; View all grades; View all students' submissions and make comments on them; View analytics pages; View and link to question banks; View group pages; View usage reports
Observer	Participate	Join conferences; Read and preview most pages and documents within pages

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<b>Designer</b>	<b>Edit</b>	Add, edit and delete calendar events; Change course state; Create student collaborations and web conferences
	<b>Manage</b>	Manage assignments and quizzes; Manage course files; Manage groups; Manage all other course content; Manage learning outcomes; Manage wikis; Moderate discussions (delete, edit, lock posts/topics)
	<b>Participate</b>	Post to and view discussion threads; See list of users; Send messages to individual course members; Send message to the entire class; View and link to question banks; View group pages