

Giv studerende tilladelse til at skrive i et dokument eller tilføje materiale til en mappe. Ændring af tilladelser generelt.

Målgruppe:

- Undervisere
- Administrativ medarbejder

Denne vejledning indeholder information om, hvordan man kan ændre de studerendes redigeringsmuligheder/adgang til et dokument (Word) eller en mappe (Folder). **Vær opmærksom på, at der tages udgangspunkt i dokumenter eller mapper, som uploades til itslearning. Anvender man synkronisering med Office 365, kan de studerende ikke opnå de samme redigeringsmuligheder. Se vejledningen 'Tilføj filer til dit kursus' for nærmere information om synkronisering med Office 365.**

Princippet for at ændre studerendes redigeringsmuligheder for øvrige kursuselementer (ressourcer og aktiviteter) er stort set de samme som for dokumenter og mapper, hvorfor vejledningen også kan være nyttig, hvis man ønsker at ændre indstillinger for disse.

Indhold af vejledningen

Punkt 1: Generelt om indstillinger

Punkt 2a: Giv *alle* studerende adgang til at skrive i et Word-dokument

Punkt 2b: Giv *udvalgte* studerende eller grupper adgang til at skrive i dokumentet

Punkt 3: Generelt om ændring af tilladelser på mappeniveau

Punkt 3a: Giv *alle* studerende adgang til at tilføje ressourcer og aktiviteter til en mappe






Punkt 3b: Giv *udvalgte* studerende eller grupper adgang til at tilføje ressourcer og aktiviteter til en mappe

Punkt 1: Generelt om indstillinger

For at ændre på en resources eller en aktivitets tilladelser skal du trykke på en af følgende ikoner:

"Hængelåsen"	
"De tre prikker" og dernæst "Permissions"	


Du skal tage stilling til, om vil ændre rettigheder for en specifik rolle eller udvalgte deltagere og/eller grupper. Se oversigten på næste side.

Specifikke roller:	Udvalgte deltagere eller udvalgte grupper:										
<ul style="list-style-type: none">  E-learning coordinator  Administrator  Study secretary  Teacher and instructor  Student 	<div style="border: 1px solid #ccc; padding: 10px;"> <h3>Adjust permissions for Sandbox amnielsen</h3> <p>You can now: Select who can see and participate in the folder</p> <p>Select among <input checked="" type="radio"/> Participants <input type="radio"/> Groups</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/> Name</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Anne Hansen</td> <td>Student</td> </tr> <tr> <td><input type="checkbox"/> Anne Mølgaard Nielsen</td> <td>Teacher and instructor</td> </tr> <tr> <td><input type="checkbox"/> Peter Olesen</td> <td>Student</td> </tr> <tr> <td><input type="checkbox"/> Søren Jespersen</td> <td>Student</td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>	<input type="checkbox"/> Name	Role	<input type="checkbox"/> Anne Hansen	Student	<input type="checkbox"/> Anne Mølgaard Nielsen	Teacher and instructor	<input type="checkbox"/> Peter Olesen	Student	<input type="checkbox"/> Søren Jespersen	Student
<input type="checkbox"/> Name	Role										
<input type="checkbox"/> Anne Hansen	Student										
<input type="checkbox"/> Anne Mølgaard Nielsen	Teacher and instructor										
<input type="checkbox"/> Peter Olesen	Student										
<input type="checkbox"/> Søren Jespersen	Student										

Punkt 2a: Giv *alle* studerende adgang til at skrive* i et Word-dokument

**Vær opmærksom på, at de studerende får adgang til både at redigere, erstatte og slette dokumentet. Dokumenter i itslearning trackes ikke, hvorfor det ikke er muligt at tilgå tidligere versioner af et dokument. Slettede dokumenter vil være at finde i 90 dage i kursets skraldespand.*

Gå ind under menupunktet *Resources* og tryk på 'hængelåsen' ud for det dokument, du ønsker de studerende skal kunne skrive i.

<input type="checkbox"/>		Overordnet lektionsplan.docx	14-12-2020 <u>Ann</u> <u>e Mølgaard Niel</u> <u>sen</u>	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	  
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Select

Tryk på "de 3 prikker" og vælg "Edit permissions (advanced)":

View permissions - "Sandbox amnielsen - Anne Mølgaard Nielsen" ...

View permissions per participant
 Edit permissions (advanced) Select

Active: Yes (When an element is not active, only participants with edit permission will have access.)

Give extra permissions

Name	Full control	Edit	Write	Evaluate	Participate	Read
E-learning coordinator	✓	✓	✓	✓	✓	✓
Administrator	✓	✓	✓	✓	✓	✓
Study secretary	✓	✓	✓	✓	✓	✓
Teacher and instructor	✓	✓	✓	✓	✓	✓
Student	✗	✗	✗	✗	✓	✓

Explanation of permissions:

Elements added to this folder will use the same permissions

Full control Permission to manage folder permissions
 Edit Permission to edit the folder
 Write Permission to add elements to the folder, copy elements to and from the folder, and change the element sequence
 Evaluate This permission is not used by the folder directly. Elements added to this folder will inherit this permission.
 Participate This permission is not used by the folder directly. Elements added to this folder will inherit this permission.
 Read Permission to see the folder contents

Giv de studerende (*Student*) tilladelse til at redigere (*Edit*) (1) og gem (*Save*) indstillingen (2):

Permissions - "Overordnet lektionsplan.docx"

Give extra permissions

Name	Full control	Edit	Participate	Read
Everyone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-learning coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Study secretary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher and instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Guest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use the same permissions as the parent folder (Information om faget)

Explanation of permissions:

Full control Permission for managing element permissions
 Edit Permissions for editing element
 Participate Permissions for participation (to contribute, write text, submit answers, etc.)
 Read Permissions for viewing the element

1. Check mark "Edit" and "Student"

2. Save

Forklaringer til "tilladelser":

- Edit: De studerende kan læse, downloade og redigere, erstatte og slette dokumentet
- Participate + Read: De studerende kan læse og downloade dokumentet.

Punkt 2b: Giv udvalgte studerende eller grupper adgang til at skrive* i et dokument

**Vær opmærksom på, at de studerende får adgang til at redigere, erstatte og slette dokumentet.*

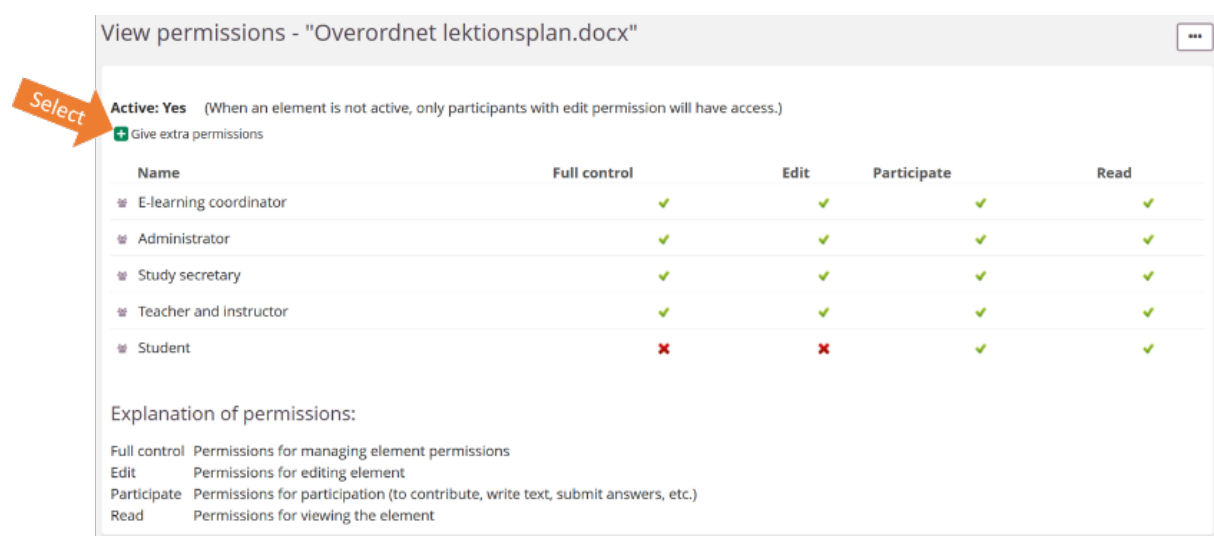
Dokumenter i itslearning trackses ikke, hvorfor det ikke er muligt at tilgå tidligere versioner af et dokument.

Slettede dokumenter vil være at finde i 90 dage i kursets skraldespand.

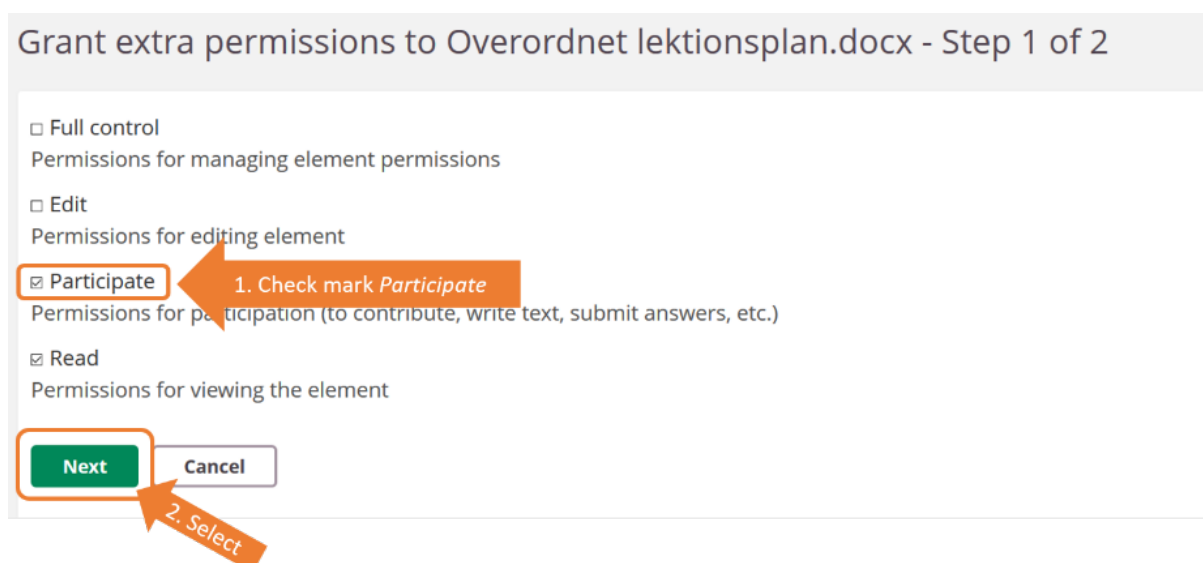
Gå ind under menupunktet *Resources* og tryk på 'hængelåsen' ud for det dokument, du ønsker de udvalgte studerende eller grupper skal kunne skrive i.



Vælg "Give extra permission":



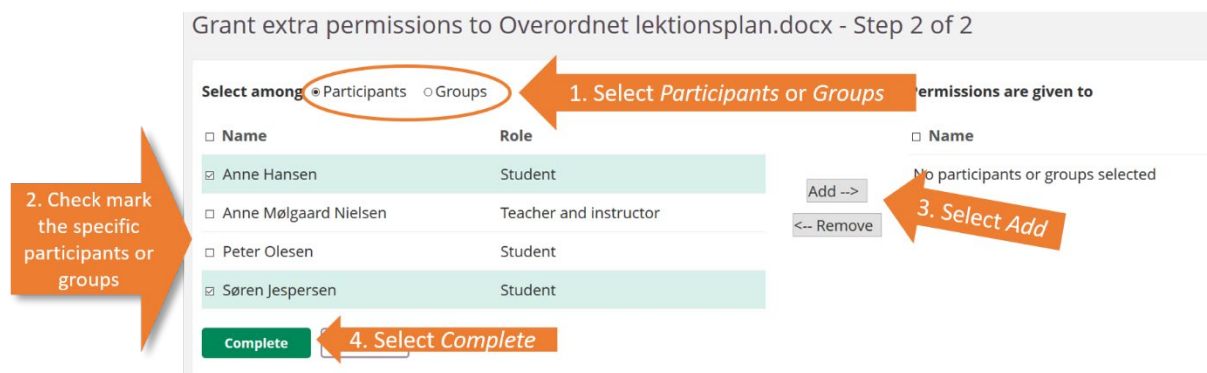
...Og sæt flueben ud for *Participate* (1) – og vælg *Next* (2):



Forklaringer til tilladelser (*Permissions*):

- Edit: De studerende kan læse, downloade og redigere, erstatte og slette dokumentet
- Participate + Read: De studerende kan læse og downloade dokumentet.

Vælg dernæst om du vil give udvalgte deltagere eller grupper de ekstra tilladelser til dokumentet (1), sæt flueben ud for de relevante navne (2) og tilføj (*Add*) (3).



Punkt 3: Ændring af tilladelser på mappe-niveau

Først og fremmest, skal du tage stilling til, hvad de studerende skal have tilladelse til.

Forklaringer til tilladelser (*Permissions*):

- Edit: De studerende kan redigere (*Title, Description, Set Time span*) og slette hovedmappen
- Write: De studerende kan tilføje og slette *Resources and activities* i hovedmappen
- Evaluate: De studerende kan se detaljeret information om aktiviteter, der er placeret i hovedmappen, eksempelvis *Tests* (inkl. testresultater fra andre studerende), se status for *Task* for alle studerende, se rapporter ift. *Discussion Board*
- Participate: De studerende kan deltage i de aktiviteter, der oprettes i mappen fx test, discussion board
- Read: De studerende kan se de ressourcer og aktiviteter, der oprettes i mappen

Der henvises til bilag 1, hvis der ønskes en mere detaljeret oversigt, hvad man giver tilladelse til, hvis man sætter kryds i hhv.

- Rediger (*Edit*)
- Skriv (*Write*)
- Evaluer (*Evaluate*)

Punkt 3a: Giv *alle* studerende adgang til at tilføje* ressourcer og aktiviteter i en mappe

**Vær opmærksom på, at der ligeledes gives rettigheder til at kunne slette ressourcer og aktiviteter mv.*

Gå ind under menupunktet *Resources* og tryk på 'hængelåsen' ud for den mappe, du ønsker de studerende skal kunne redigere i.



 Information om faget 05-03-2021 Anne Mølgaard Nielsen ✓ Yes No


Select






Tryk på "de 3 prikker" og vælg "Edit permissions (advanced)":

View permissions - "Information om faget" ...

 View permissions per participant
 Edit permissions (advanced)

Active: Yes (When an element is not active, only participants with edit permission will have access)

 Give extra permissions

Name	Full control	Edit	Write	Evaluate	Participate	Read
 E-learning coordinator	✓	✓	✓	✓	✓	✓
 Administrator	✓	✓	✓	✓	✓	✓
 Study secretary	✓	✓	✓	✓	✓	✓
 Teacher and instructor	✓	✓	✓	✓	✓	✓
 Student	✗	✗	✗	✗	✓	✓

Explanation of permissions:

Elements added to this folder will use the same permissions

Full control Permission to manage folder permissions
 Edit Permission to edit the folder
 Write Permission to add elements to the folder, copy elements to and from the folder, and change the element sequence
 Evaluate This permission is not used by the folder directly. Elements added to this folder will inherit this permission.
 Participate This permission is not used by the folder directly. Elements added to this folder will inherit this permission.
 Read Permission to see the folder contents

Select

Giv de studerende (*Student*) tilladelse til at skrive (*Write*) (1) og gem (*Save*) dernæst indstillingen (2):

Permissions - "Information om faget"

Permissions changed successfully.

+ Give extra permissions

Name	Full control	Edit	Write	Evaluate	Participate	Read
Everyone					<input type="checkbox"/>	<input type="checkbox"/>
E-learning coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Study secretary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Teacher and instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Guest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use the same permissions as the parent folder (Sandbox amnielsen - Anne Mølgaard Nielsen)

Save

Explanation of permissions:

Elements added to this folder will use the same permissions

Full control Permission to manage folder permissions
 Edit Permission to edit the folder
 Write Permission to add elements to the folder, copy elements to and from the folder, and change the element sequence
 Evaluate This permission is not used by the folder directly. Elements added to this folder will inherit this permission.
 Participate This permission is not used by the folder directly. Elements added to this folder will inherit this permission.
 Read Permission to see the folder contents

Punkt 3b: Giv *udvalgte* studerende eller grupper adgang til at tilføje* ressourcer og aktiviteter til en mappe

*Vær opmærksom på, at der ligeledes gives rettigheder til at kunne slette ressourcer og aktiviteter mv.

Gå ind under menupunktet *Resources* og tryk på 'hængelåsen' ud for den mappe, du ønsker de udvalgte studerende eller grupper skal kunne redigere i.

 Information om faget 05-03-2021 Anne Mølgaard Nielsen Yes No   

Vælg "Give extra permission"

View permissions - "Information om faget" ...

Active: Yes (When an element is not active, only participants with edit permission will have access.)

Give extra permissions

Select →

Name	Full control	Edit	Write	Evaluate	Participate	Read
E-learning coordinator	✓	✓	✓	✓	✓	✓
Administrator	✓	✓	✓	✓	✓	✓
Study secretary	✓	✓	✓	✓	✓	✓
Teacher and instructor	✓	✓	✓	✓	✓	✓
Student	✗	✓	✓	✓	✓	✓

Explanation of permissions:

Elements added to this folder will use the same permissions

Full control Permission to manage folder permissions
Edit Permission to edit the folder
Write Permission to add elements to the folder, copy elements to and from the folder, and change the element sequence
Evaluate This permission is not used by the folder directly. Elements added to this folder will inherit this permission.
Participate This permission is not used by the folder directly. Elements added to this folder will inherit this permission.
Read Permission to see the folder contents

Sæt flueben ud for *Write (1)*, *Participate (2)* – og vælg *Next (3)*:

Grant extra permissions to Information om faget - Step 1 of 2

Full control
Permission to manage folder permissions

Edit
Permission to edit the folder

Write *1. Check mark Write*
Permission to add elements to the folder, copy elements to and from the folder, and change the element sequence

Evaluate
This permission is not used by the folder directly. Elements added to this folder will inherit this permission.

Participate *2. Check mark Participate*
This permission is not used by the folder directly. Elements added to this folder will inherit this permission.

Read
Permission to see the folder contents

3. Select

Vælg dernæst, om det er udvalgte deltagere (*Participants*) eller grupper (*Groups*) du vil give de ekstra tilladelser til mappen (1), sæt flueben ud for de relevante navne (2) og tilføj (*Add*) (3).

Grant extra permissions to Information om faget - Step 2 of 2

Select among Participants Groups

Permissions are given to

<input type="checkbox"/> Name	Role
<input checked="" type="checkbox"/> Anne Hansen	Student
<input type="checkbox"/> Anne Mølgaard Nielsen	Teacher and instructor
<input checked="" type="checkbox"/> Peter Olesen	Student
<input type="checkbox"/> Søren Jespersen	Student

Add -->

--> Remove

No participants or groups selected

Complete

Bilag 1

Detaljeret oversigt over, hvad tilladelsesniveauer giver adgang til ved ændring af tilladelser på *mappeniveau*:

Elements	Write → permission to...		Write and Evaluate → permission to...		Write, Evaluate and Edit → permission to
	Student who create the element	Fellow students	Student who create the element	Fellow students	
Overall folder	-	-	-	-	Edit (e.g. description, set time span, selecting the elements that are allowed within the folder). Cannot manage general permissions – and delete
Resources					Edit (including activate/deactivate) and delete
Excel	Edit, replace, download and delete the document. But cannot manage permissions...	Read, comment and download	No change	No change	Edit, replace, download and delete the document. But cannot manage permissions...
Folder	Edit including selecting the elements that are allowed within the folder. Cannot manage general permissions	Add selected elements (resources and activities)	No change	No change	Edit including selecting the elements that are allowed within the folder. Cannot manage general permissions
Link	Edit, set time span and delete	Read and participate (access)	No change	No change	Edit, set time span and delete
Page	Add content and delete	Read and participate (e.g. Polls)	No change	No change	Add content and delete
PowerPoint	Edit, replace, download and delete the document. But cannot manage permissions...	Read, comment and download	No change	No change	Edit, replace, download and delete the document. But cannot manage permissions...

Upload files from computer	Edit and delete	Read and download	No change	No change	Edit, replace and delete
Word	Edit, replace, download and delete the document. But cannot edit permissions...	Read and download	No change	No change	Edit, replace, download and delete the document. But cannot edit permissions...
Activities					Edit (including activate/deactivate) and delete
Assignment	Edit options and delete, but cannot access submissions	Read and participate (submit answers)	+ read and evaluate/edit submissions	+ plus read and evaluate/edit all submissions	Edit options and delete, but cannot participate or access submissions
Discussion board	Edit, participate and delete – both the entire discussion board and single threads	Read and participate (Start new thread)	+ access reports (# of threads and comments in summary and per student)	+ access reports (# of threads and comments in summary and per student)	Edit, participate, access reports and delete
Learning path	Access denied	-	No change	-	Create and delete – but not edit or participate.
Registration	Edit, manage registrations including creating course groups and delete	Read and participate	No change	+ read who has not registered	Edit, manage registrations including creating course groups and delete
Survey	Edit, participate, delete – and access results <i>(NB if the test is set to inactive and saved, then the students cannot access it, invisible)</i>	Read and participate	No change	+ access results	Edit, access results and delete, but not participate
Task	Edit and delete	Read and participate	+ access who has completed	+ access who has completed	Edit, participate, access who has completed and delete
Test	Create test information and edit options, but not add questions!	Read, but not participate due to no questions....	+ access reports (test statistics)	+ access reports (test statistics)	Create test, edit test options, add questions, access reports, delete – but cannot participate.