

Allow students to write in a document or add material to a folder. Change of permissions in general.

Target audience:

- Lecturers
- Administration

This guide provides information on how to change students' editing possibilities/access to a document (Word) or folder (Folder). **Please note that, this guide refers to documents or folders that are uploaded to itslearning. If you use sync with Office 365, students can't do not get the same editing options. See the guide 'Add files to your course' for more information about syncing with Office 365.**

The principles for changing student editing options for other course elements (resources and activities) are broadly the same as for documents and folders. Therefore, this guide can also be useful if you want to change settings for other course elements.

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Step 3b: Allow *selected* students or groups to add resources and activities to a folder

Step 1: Settings in general

To change the permissions of a resource or activity, select one of the following icons:

"Padlock"	
"The three dots" and then "Permissions"	  Permissions

You must decide whether to change permissions for a specific role or selected participants and/or groups. See the overview on the next page.

Specific roles:	Selected participants or groups:										
<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										

Step 2a: Allow *all* students to write* in a Word document

**Please note that students will have access to both edit, replace, and delete the document. Documents in itslearning are not tracked, and therefore it is not possible to access earlier versions of a document. Deleted documents will be found for 90 days in the course trash can.*

Select the menu item *Resources* and then the 'padlock' next to the document you want students to be able to type in.

<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 ←

Select "the 3 dots" and then "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

Give the *Student* role permission to *Edit* (1) and *Save* the setting (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 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)

Save Cancel

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

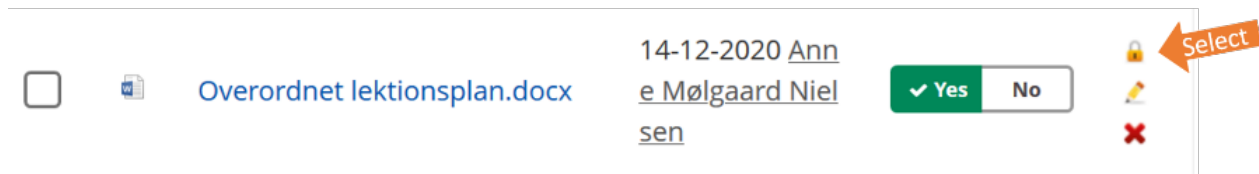
Explanations for "permissions":

1. Edit: Students can read, download and edit, replace, and delete the document
2. Participate + Read: Students can read and download the document.

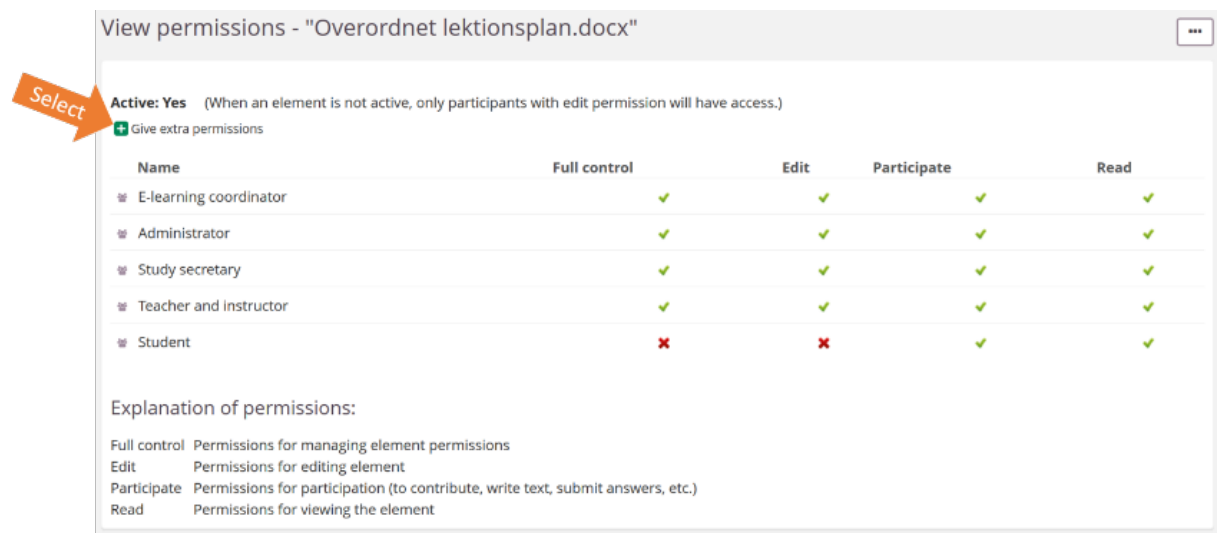
Step 2b: Allow *selected* students or groups to write* in a Word document

**Please note that students will have access to both edit, replace, and delete the document. Documents in itslearning are not tracked, and therefore it is not possible to access earlier versions of a document. Deleted documents will be found for 90 days in the course trash can.*

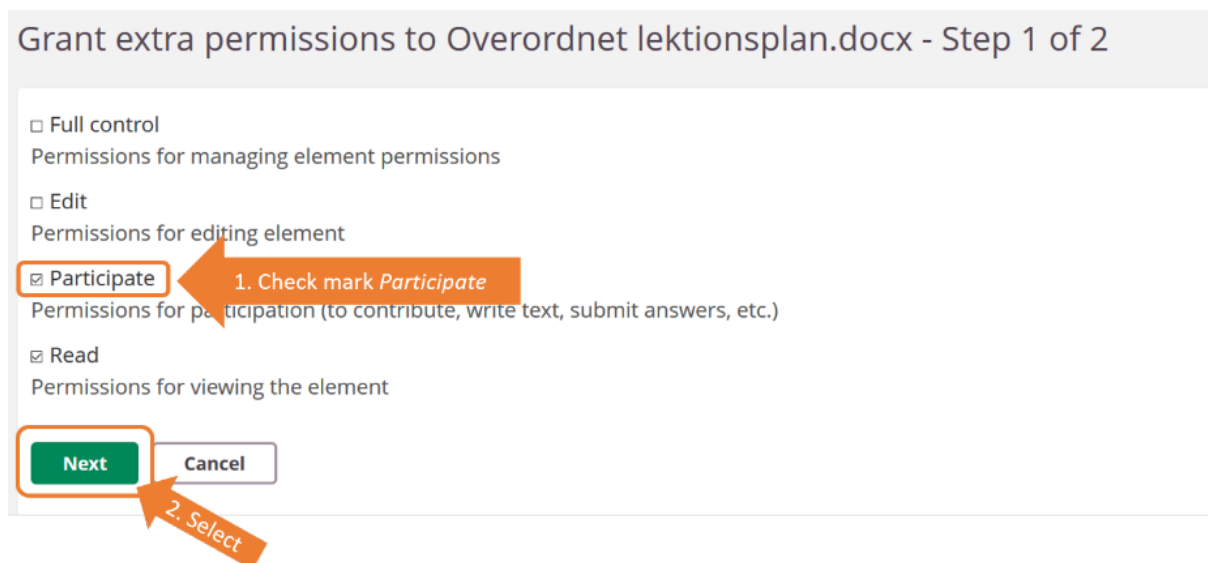
Select the menu item *Resources* and then the 'padlock' next to the document you want the selected students or groups to type in.



Select "Give extra permission":



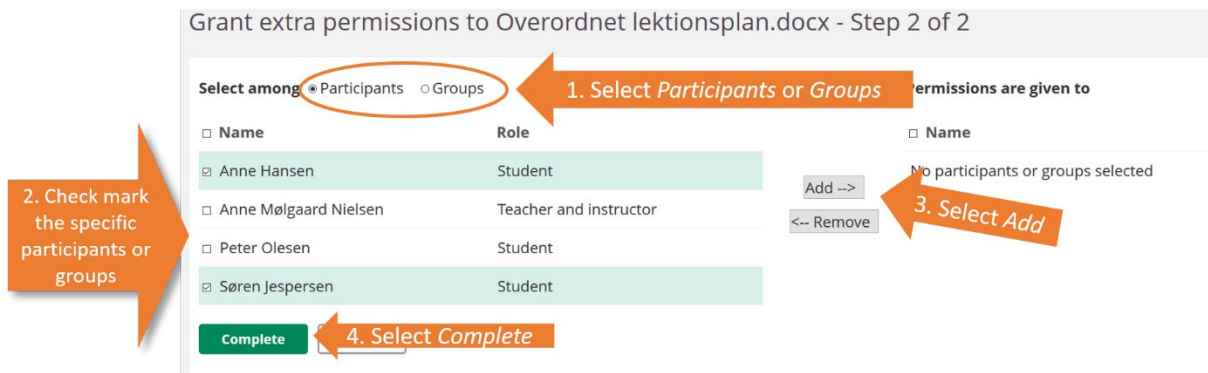
...And check mark *Participate* (1) – and then select *Next* (2):



Explanations for “Permissions”:

1. Edit: Students can read, download and edit, replace, and delete the document
2. Participate + Read: Students can read and download the document.

Next, choose whether you want to give selected *Participants* or selected *Groups* the additional permissions for the document (1), check mark the appropriate *Names* (2), select *Add* (3) and then *Complete* (4).



Step 3: Change permissions at folder-level in general

First of all, you need to decide students should be allowed to do.

Explanation for “permissions”:

1. Edit: Students can edit (*Title, Description, Set Time span*) and delete the main folder
2. Write: Students can add and delete *Resources* and *activities* in the main folder
3. Evaluate: Students can see detailed information about activities located in the main folder, such as *Tests* (including test results from other students), see the status of *Task* for all students, see reports in relation to the *Discussion Board*
4. Participate: Students can participate in the activities created in the folder e.g. test, discussion board
5. Read: Students can see the resources and activities created in the folder

Reference is made to Appendix 1 if a more detailed overview is requested as to what you give permission to, if you check mark either:

- Edit
- Write
- Evaluate

Step 3a: Allow *all* students to add* resources and activities to a folder

**Please note that rights are also granted to delete resources and activities, etc.*

Select the menu item *Resources* and then the 'padlock' next to the folder that you want the students to be able to add resources and/or activities to.

Information om faget 05-03-2021 Anne Mølgaard Nielsen

Yes No

Select

Select "the 3 dots" and then "Edit permissions (advanced)":

View permissions - "Information om faget"

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

Give the *Student* role permission to *Write* (1) and then *Save* the setting (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)

2. 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

Step 3b: Allow *selected* students or groups to add* resources and activities to a folder

**Please note that rights are also granted to delete resources and activities, etc.*

Select the menu item *Resources* and then the 'padlock' next to the folder that you want selected students or selected groups to be able to add resources and/or activities to.

Information om faget

05-03-2021 Anne Mølgaard Nielsen

Yes No

Select

Select "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

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

Check mark *Write* (1), *Participate* (2) – and then select *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

Next **3. Select**

Next, choose whether you want to give selected *Participants* or selected *Groups* the additional permissions for the folder (1), check mark the appropriate names (2), select *Add* (3) and then *Complete* (4):

The screenshot shows a web interface titled "Grant extra permissions to Information om faget - Step 2 of 2". It features two main sections: "Select among" and "Permissions are given to".

1. Select Participants or Groups: An orange arrow points to the "Participants" radio button, which is selected. The "Groups" radio button is unselected.

2. Check mark the specific participants or groups: An orange arrow points to the checkboxes next to the names "Anne Hansen" and "Peter Olesen" in the "Select among" table.

3. Select Add: An orange arrow points to the "Add -->" button, which is used to move selected items to the "Permissions are given to" section.

4. Select Complete: An orange arrow points to the green "Complete" button at the bottom left of the interface.

<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

Permissions are given to

Name

No participants or groups selected

Buttons: Add -->, <-- Remove

Complete

Appendix 1

Detailed overview of what follows the different permission levels when making changes at *folder-level*:

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.