

Description: Permissions and Roles are ways to set limits on what users of a course or project site can and cannot do.

Key Concepts:

Permissions and Roles Explained

Setting or Changing Permissions for a Tool

Available Roles In TRACS

Permissions and Roles Explained:

When you create a course or project worksite, you choose the tools you want the worksite to have. For some of these tools, you can set permissions that allow or prevent users from seeing or performing certain tasks depending on their roles.

Permissions are granted for a tool rather than for a particular item created by using a tool. For example, permissions are set for the Announcement tool, rather than for individual announcements.

Instructor/Teaching Assistant/Maintain role

These roles have full administrative permission to create, edit, and delete within a site. This is the role of the faculty member that creates and maintains the site, and of teaching assistants. With maintain rights you can change permissions for different roles to suit the site's needs.

Student/Access role

The student and access roles have fewer permissions, and cannot delete content. This role has limited permission to add content. For example, the access role cannot add an assignment, but can create Chat messages and forum/topic replies.

Tools for which those in a maintain role can set permissions are:

- » Announcements
- » Assignments
- » Calendar
- » Chat room
- » Discussion
- » Email archive
- » Resources
- » Wiki
- » Sign-up

Setting or Changing Permissions for a Tool

- Step 1:** Open the course or project site by clicking its tab in your My Workspace.
- Step 2:** In the menu bar of site, click the tool for which you want to set permissions.
- Step 3:** Click the [\[Permissions\]](#) link/button along the top of the main window.
- Step 4:** Check or uncheck the boxes to grant or remove permissions.
- Step 5:** Click [\[Save\]](#). Click [\[Cancel\]](#) to return to the previous page without making a change.

NOTE: You must exit the Permissions feature in one tool by clicking either [\[Save\]](#) or [\[Cancel\]](#) before you can set permissions in another tool.

Each tool has a different set of available permissions. For a general idea of the permissions available, see the list below of permissions for the Announcements tool.

- » **new:** Create a new announcement
- » **read:** Read an announcement
- » **revise.any:** Revise any announcement after it has been posted
- » **revise.own:** Revise only one's own announcements after they have been posted
- » **delete.any:** Delete any announcements after they have been posted
- » **delete.own:** Delete only one's own announcements after they have been posted
- » **read.drafts:** See drafts of announcements before they are posted

Available Roles in TRACS:

The following roles are available for use in TRACS:

Instructor: Has ability to do anything in a course site.

TA: Has ability to do anything in a course site except hide the site from student view and create a course site. Otherwise TAs have the same privileges as an instructor.

Student: Has ability to only view material posted to the site and add documents to the dropbox tool. They cannot modify the site in any fashion unless granted permission to do so.

Grader: Only has access to tools relating to grades. They cannot modify anything else in the site. They have the ability to add grades, remove grades, modify grades, grade assignments, grade assessments, add postem files, and maintain dropboxes in a site.

Permissions & Roles

Site Assistant: Has access to modify all course aspects except for those tools dealing with grades. They do not have access to gradebook, assessments, assignments, or postem.

Site Collaboration: Has ability to add items to a course but not remove anything except for those things they have added. They have the ability use the mailtool and add documents to the course. They do not have the ability to look at grades other than their own.

Guest: Has ability to view site content without viewing any potential confidential information. They may access resources, view announcements, view calendar entries, view chatroom postings, discussion board, polls, and wiki.

Site Maintainer: Has the ability to do anything in a project site including deleting it.

Access: Has ability to only view material posted to the site and add document to the dropbox tool. They cannot modify the site in any fashion unless granted permission to do so.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.