

# Roles and Permissions Use Cases on Brightspace.

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## Introduction

This document outlines the available roles in Brightspace and gives an overview of the permissions set for each.

Please note, all changes to roles and permissions are subject to the ITD Change Control Process and may require further analysis and debate depending on impact with final approval/sign-off by the VLE Management Board.

Please log a call to the ITD service desk for more information <https://ul.topdesk.net/>

## Acronyms

- Super Administrator – SA
- Administrator - Admin
- Faculty Learning Technician – FLT
- Instructor-Manually Added – IMA
- Learner Manually Added – LMA
- Teaching Assistant - TA
- Faculty Facilitator – FF
- School Facilitator - SF
- External Examiner – EE
- Read Only – RO

\***Quick Eval**– allows instructors to view an aggregated list of all student activity awaiting evaluation – full access.

\***Intelligent Agents** enables lecturers to personalise and automate emails to students. They are particularly useful to engage large cohorts of students, keeping them on track to complete learning activities and assignments.

\***Insights Portal** are insights provides different views, to faculty, on data and metrics, which highlights activity in their course.

\***Course Reset** returns your course to an empty shell.

\***Learning Repository** is an online library for storing, managing, and sharing your learning resources (learning objects). A learning object can be a quiz, a presentation, an image, a video, or any other kind of document or file you use to create course content and learning materials for online learning.

## Super Administrator and Administrator Roles

These two roles are System Administration roles used by ITD to manage the Brightspace system. They have full access and permissions to all sites and tools. These roles are used for troubleshooting, enterprise changes and system configuration.

## ROLES & USE CASES

### Faculty Learning Technologist (FLT)

- Faculty Learning Technologist is the role assigned to Learning Technologist who require Instructor access to large cohorts of modules.
- Cascading Role (can view all course offerings in assigned faculty)
- FLT can edit the content and activities of the course and perform all grading functions along with manage discussions and add Forums and create threads.
- Doesn't appear in Classlist.

## PERMISSIONS

### NAV BAR MENUS

#### Module Home

- Homepages and Widgets – manage create, edit and set homepages and create widgets.

#### Content

- Content-Full access.

#### Communication

- Announcements-full access.
- Calendar-full access.
- Discussions-full access inc. at organisation level.
- Instant Messages-full access.

## ACCESS RESTRICTIONS

- Can impersonate other roles – Instructor, IMA, Learner, LMA, TA, FF, EE, RO.
- Switch Role – Instructor, IMA, Learner, LMA, FF.
- Can search for roles at Course Offering Level and at Organization Level.
- Can enrol users via [PowerApps](#) – FLT, IMA, LMA, TA, FF, EE, RO.
- Cannot un-enrol SI assigned users in a course (log a call in TopDesk to request un-enrolment).
- Can access inactive courses.

### **Class Organisation**

- Attendance–full access.
- Awards–full access.
- Checklist–see and manage.
- Class Progress–view.
- ClassList–view, change and enroll/unenroll IMA/LMA/TA/EE/RO users and email classlist.
- Grades–full access.
- Groups–View/create/edit/delete groups and categories.
- \*Quick Eval– view.

### **Course Tools**

- Assignments–full access.
- Checklist–full access.
- ePortfolio– almost full access including create quiz artefacts with sharing options excluding TA and RO.
- FAQ–create, see and manage.
- Forms–can create new form template/import form template/copy form template.
- Glossary–providing students with a definition of terms – full access.
- Links– see create personal links and manage.
- Panopto–Creator Access.
- Quizzes– full access.

- Rubrics– full access.
- Surveys– full access including make available to org units.

#### **Admin**

- Course Admin–additional options not presented on the Nav Bar are available in the **Course Administration Area**.
- Course Builder– full access.
- Content Reports– view and export incl. feedback.
- \*Intelligent Agents– full access incl. use agent enrolment actions and perform unenroll.
- Manage Files–full access.

#### **COURSE ADMINISTRATION AREA**

##### **Site Setup**

- Availability Date Defaults–setting availability dates to activities–full access.
- Course Offering Information–full access bar changing course name and code and can activate/deactivate sites.
- Homepages and Widgets – manage create, edit and set homepages and create widgets.

- Navigation & Themes – full access and can deploy and change nav bar.

#### **Site Resources**

- External Learning Tools–add-on apps integrated into courses–full access to approved apps – manage/launch/create/delete.
- Import/Export/Copy Components– full access from Course Offering.
- Manage Dates–full access.

#### **Assessment**

- Competencies– Full access
- Self-Assessment–Full access.
- Learning Outcomes–Full access.

#### **Administration**

- Insights Portal– View
- Sharing Groups– Create
- Tools– Turn on/off.
- \*Course Reset – access.

#### **\*Learning Repository**

- Search / Publish / Manage Repositories – has access.

ROLES & USE CASES	PERMISSIONS	ACCESS RESTRICTIONS
<p><b>Instructor</b></p> <ul style="list-style-type: none"> <li>○ Instructor is the default role assigned to the module coordinator as per SI.</li> <li>○ Instructors can edit the content and activities of the module and perform all grading functions.</li> <li>○ This role can grant access to users, activate/ deactivate the module and create/ release content.</li> <li>○ Appears in the Classlist.</li> </ul>	<p><b>NAV BAR MENUS</b></p> <p><b>Module Home</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Home pages and widgets</a>– limited access.</li> </ul> <p><b>Content</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Content</a>–Full Access.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Announcements</a>–full access.</li> <li>▪ <a href="#">Calendar</a>–full access.</li> <li>▪ <a href="#">Discussions</a>–full access.</li> <li>▪ <a href="#">Instant Messages</a>–full access.</li> </ul> <p><b>Class Organisation</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Attendance</a>–full access.</li> <li>▪ <a href="#">Awards</a>–full access including download other user's certificates.</li> <li>▪ <a href="#">Checklist</a>– full access.</li> <li>▪ <a href="#">Class Progress</a>–view.</li> <li>▪ <a href="#">ClassList</a>–view, change and enroll/unenroll IMA/LMA/TA/EE/RO users and email classlist.</li> <li>▪ <a href="#">Grades</a>–full access.</li> <li>▪ <a href="#">Groups</a>–View/create/edit/delete groups and categories.</li> </ul>	<ul style="list-style-type: none"> <li>○ Role switch - Learner, LMA and Faculty Facilitator.</li> <li>○ Can search for Learning Tech, FLT, Instructor, IMA, Learner, LMA, TA, FF, EE, RO.</li> <li>○ Can enrol Users via <a href="#">PowerApps</a> - IMA, LMA, TA, FF, EE, RO.</li> <li>○ Can access inactive courses.</li> <li>○ Cannot un-enrol SI assigned users in a course (log a call in TopDesk to request un-enrolment).</li> <li>○ Cannot impersonate any user.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ <u>*Quick Eval</u>– view.</li> </ul> <p><b>Course Tools</b></p> <ul style="list-style-type: none"> <li>▪ <u>Assignments</u>–full access.</li> <li>▪ <u>Checklist</u>–full access.</li> <li>▪ <u>ePortfolio</u>– almost full access including create quiz artefacts with sharing options excluding TA and RO.</li> <li>▪ <u>FAQ</u>–create, see and manage.</li> <li>▪ <u>Forms</u>–can create new form template/import form template/copy form template.</li> <li>▪ <u>Glossary</u>–providing students with a definition of terms – full access.</li> <li>▪ <u>Links</u>– see/create personal links and manage.</li> <li>▪ <u>Panopto</u>–Creator Access.</li> <li>▪ <u>Quizzes</u>–full access.</li> <li>▪ <u>Rubrics</u>–full access.</li> <li>▪ <u>Surveys</u>–full access.</li> </ul> <p><b>Admin</b></p> <ul style="list-style-type: none"> <li>▪ <u>Course Admin</u>–additional options not presented on the Nav Bar are available in the <b>Course Administration Area</b>. Note: duplicates are note covered here.</li> <li>▪ <u>Course Builder</u>– view.</li> <li>▪ <u>Content Reports</u> – view and export.</li> </ul>	
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	<ul style="list-style-type: none"> <li>▪ <u>*Intelligent Agents</u>– Manage Agents.</li> <li>▪ <u>Manage Files</u>–full access.</li> </ul> <p><b>COURSE ADMINISTRATION AREA</b></p> <p><b>Site Setup</b></p> <ul style="list-style-type: none"> <li>▪ <u>Availability Date Defaults</u>–setting availability dates to activities–full access.</li> <li>▪ <u>Course Offering Information</u>– full access bar changing course name and code and can activate/deactivate sites.</li> <li>▪ <u>Homepages and Widgets</u> – limited access.</li> <li>▪ <u>Navigation &amp; Themes</u> – can change nav bar.</li> </ul> <p><b>Site Resources</b></p> <ul style="list-style-type: none"> <li>▪ <u>External Learning Tools</u>– access to approved apps - manage/ launch/ create but cannot delete external learning tool links.</li> <li>▪ <u>Import/Export/Copy Components</u>– full access from Course Offering.</li> <li>▪ <u>Manage Dates</u>–full access.</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>▪ <u>Competencies</u>–Limited Access</li> <li>▪ <u>Self-Assessment</u>–Full access.</li> </ul>	
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	<ul style="list-style-type: none"><li>▪ Learning Outcomes–Full access.</li></ul> <p><b>Administration</b></p> <ul style="list-style-type: none"><li>▪ <u>*Insights Portal</u>– View</li><li>▪ Sharing Groups– Create</li><li>▪ Tools– Turn on/off.</li></ul> <p><b>*Learning Repository</b> – full access.</p>	
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Roles and Use Cases	Permissions	Access Restrictions
<b>Instructor-Manually Added (IMA)</b> (Copy of Instructor Role – this is for any additional instructors not enrolled from SI.)		

## ROLES & USE CASES

### Learner

- Learner role is the default role assigned to formally registered students within Brightspace.
- Learners can view course content, participate in activities, and see their own grades (if made visible by the instructor).
- This role appears in Classlist and the grades tool.

**Uses:** Default role assigned to all registered students as per SI.

## PERMISSIONS

### NAV BAR MENUS

#### Module Home

#### Content

- [Content](#)– View and download.

#### Communication

- [Announcements](#)– view.
- [Discussions](#)– view and post to.
- [Calendar](#)– view.
- [Instant Messages](#)– view and message friends.

#### Class Organisation

- [Attendance](#)– view.
- [Awards](#)– view.
- [Checklist](#)– view.
- [Class Progress](#)– view.
- [ClassList](#)– view.
- [Grades](#)– view.
- [Groups](#)– view.

#### Course Tools

- [Assignments](#) – view and submit.
- [Checklist](#) – view.

## ACCESS RESTRICTIONS

- Cannot edit/modify/delete content.
- Cannot impersonate any users.
- Cannot access inactive courses.
- Cannot view hidden content.
- Can only search for Instructor, IMA and Learner.

	<ul style="list-style-type: none"><li>▪ <u>ePortfolio</u> – limited access with view and create options.</li><li>▪ <u>FAQ</u> – view.</li><li>▪ <u>Glossary</u> – access only.</li><li>▪ <u>Links</u> – view and create personal links.</li><li>▪ <u>Panopto</u> – viewer access.</li><li>▪ <u>Quizzes</u> – view and take.</li><li>▪ <u>Surveys</u> – view and take.</li></ul>	
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Roles and Use Cases	Permissions	Access Restrictions
<b>Learner-Manually Added (LMA)</b> (Copy of Learner for additional students not enrolled as per SI.)		

## ROLES & USE CASES

### Teaching Assistant (TA)

- The Teaching Assistant role is for Academic Assistants, Lab Technicians and Moderator roles who assist Instructors in the delivery of their module in Brightspace.
- Teaching Assistants can create/download/edit/delete content and grade assignments and add grades to the grades tool.
- TAs can also communicate with students through forums, email and other communication tools.
- This role appears in Classlist.

**Uses:** Role for Teaching Assistants, Lab Technicians, Moderators, etc.

## PERMISSIONS

### NAV BAR MENUS

#### Module Home

#### Content

- Content– full access.

#### Communication

- Announcements– full access.
- Calendar– full access.
- Discussions– full access.
- Instant Messages– full access.

#### Class Organisation

- Attendance– full access.
- Awards– full access.
- Checklist– full access.
- Class Progress– view.
- ClassList– view.
- Grades– full access.
- Groups– View/create/edit/delete groups and categories.
- \*Quick Eval– view.

## ACCESS RESTRICTIONS

- Cannot enrol users.
- Cannot impersonate users.
- Cannot switch roles.



### **Course Tools**

- [Assignments](#)– full access.
- [Checklist](#)– full access.
- [ePortfolio](#)– limited access.
- [FAQ](#)– see and manage.
- [Glossary](#)– full access.
- [Links](#)– see create personal links and manage.
- [Panopto](#)–Creator Access.
- [Quizzes](#)–full access.
- [Rubrics](#)–full access.
- [Surveys](#)–full access.

### **Admin**

- [Course Admin](#)–additional options not presented on the Nav Bar are available in the **Course Administration Area**.
- [Course Builder](#)– view.
- [Manage Files](#)– full access.

### **COURSE ADMINISTRATION AREA**

#### **Site Setup**

- [Availability Date Defaults](#)–setting availability dates to activities–full access.
- [Course Offering Information](#)– limited access.

	<p><b>Site Resources</b></p> <ul style="list-style-type: none"><li>▪ <u>External Learning Tools</u>– access to approved apps - manage/ launch/ create but cannot delete external learning tool links.</li><li>▪ <u>Manage Dates</u>– full access.</li></ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"><li>▪ Competencies–Limited Access</li><li>▪ Self-Assessment– Full access.</li></ul>	
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ROLES & USE CASES	PERMISSIONS	ACCESS RESTRICTIONS
<p data-bbox="203 424 589 464"><b>Faculty Facilitator (FF)</b></p> <p data-bbox="203 523 761 671">Users who need Instructor-level permissions but are Administration Staff assisting academics in course management.</p>	<p data-bbox="824 443 1066 472"><b>NAV BAR MENUS</b></p> <p data-bbox="824 483 1025 512"><b>Module Home</b></p> <ul data-bbox="871 523 1379 592" style="list-style-type: none"> <li data-bbox="871 523 1379 592">▪ <u>Home pages and widgets</u>– limited access.</li> </ul> <p data-bbox="824 639 943 668"><b>Content</b></p> <ul data-bbox="871 679 1211 708" style="list-style-type: none"> <li data-bbox="871 679 1211 708">▪ <u>Content</u>–Full Access.</li> </ul> <p data-bbox="824 756 1059 785"><b>Communication</b></p> <ul data-bbox="871 798 1323 946" style="list-style-type: none"> <li data-bbox="871 798 1323 826">▪ <u>Announcements</u>–full access.</li> <li data-bbox="871 837 1216 866">▪ <u>Calendar</u>–full access.</li> <li data-bbox="871 877 1256 906">▪ <u>Discussions</u>–full access.</li> <li data-bbox="871 917 1328 946">▪ <u>Instant Messages</u>–full access.</li> </ul>	<ul data-bbox="1491 443 2011 671" style="list-style-type: none"> <li data-bbox="1491 443 2011 512">○ Cannot Grade, can only see the grades tool.</li> <li data-bbox="1491 523 2011 592">○ Cannot submit files to assignment submission folders.</li> <li data-bbox="1491 603 1895 632">○ Limited access to quizzes.</li> <li data-bbox="1491 643 1827 671">○ Cannot impersonate.</li> </ul>

### **Class Organisation**

- Attendance–full access.
- Awards–full access.
- Checklist–see and manage.
- Class Progress– view.
- ClassList–view
- Grades– see the grades tool.
- Groups – View/create/edit/delete groups and categories.
- Quick Eval – view.

### **Course Tools**

- Assignments– view.
- Checklist–full access.
- ePortfolio– almost full access including create quiz artefacts with sharing options excluding TA and RO.
- FAQ–see and manage.
- Forms–can create new form template/import form template/copy form template.
- Glossary–providing students with a definition of terms – full access.
- Links– see create personal links and manage.
- Panopto-Creator Access.
- Quizzes– view.
- Rubrics– view.
- Surveys–full access.

### **Admin**

- Course Admin–additional options not presented on the Nav Bar are available in the **Course Administration Area**.
- Course Builder– view.
- Content Reports – view and export.
- \*Intelligent Agents– manage agents.
- Manage Files– full access.

### **COURSE ADMINISTRATION AREA**

#### **Site Setup**

- Availability Date Defaults – only available to Discussions.
- Course Offering Information– full access bar changing course name and code and can activate/deactivate sites.
- Homepages and Widgets – limited access.

#### **Site Resources**

- External Learning Tools– access to approved apps - manage/ launch/ create but cannot delete external learning tool links.
- Import/Export/Copy Components– full access.
- FAQ- Manage FAQ
- Manage Dates– full access.

	<p><b>Assessment</b></p> <ul style="list-style-type: none"><li>▪ Competencies–Limited Access</li><li>▪ Self-Assessment– Full access.</li><li>▪ Learning Outcomes– Manage.</li></ul> <p><b>Administration</b></p> <ul style="list-style-type: none"><li>▪ <u>*Insights Portal</u>– view.</li><li>▪ Sharing Groups– create</li><li>▪ Tools– Turn on/off</li></ul> <p><b>*Learning Repository</b> – full access.</p>	
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ROLES & USE CASES	PERMISSIONS	ACCESS RESTRICTIONS
<p><b>School Facilitator (SF)</b> (Copy of Faculty Facilitator (FF) – this is for Administration Staff assisting academics in course management and who require cascading access to all modules in a School.)</p>		

## ROLES & USE CASES

### External Examiner (EE)

- The external examiner role can see all student assessment submissions (quizzes, assignments.) The external examiner role cannot make any changes to the module.
- Appears in the Classlist.

## PERMISSIONS

### NAV BAR MENUS

#### Module Home

- Home pages and widgets– view.

## ACCESS RESTRICTIONS

- No access to Classlist.
- No access to attendance tool.
- No access to Import/Export/Copy components.
- No access to LOR.
- No access to Manage Courses.
- No access to Manage Files.
- No access to Role Switch
- Cannot impersonate any user.



**Content**

- Content– View and download content topics.

**Communication**

- Announcement – view.
- Calendar – access and manage tasks.
- Discussions – limited access.

**Class Organisation**

- Checklist - view
- Class Progress – view.
- Grades – view.
- Groups – view.

**Course Tools**

- Assignments – view.
- Checklist – view.
- FAQ – view.
- Glossary – view.
- Links – limited access.
- Panopto – Creator access.
- Quizzes – view.
- Rubrics – view.
- Surveys – view and take.

ROLES & USE CASES	PERMISSIONS	ACCESS RESTRICTIONS
<p><b>Read Only (RO)</b></p> <ul style="list-style-type: none"> <li>○ The Read Only role allows users view access to all content, without the ability to participate in course events/grading.</li> <li>○ Appears in the Classlist.</li> </ul> <p>Uses: Guests, demonstration, auditing.</p>	<p><b>NAV BAR MENUS</b></p> <p><b>Module Home</b></p> <ul style="list-style-type: none"> <li>▪ <u>Home pages and widgets</u>– view.</li> </ul>	<ul style="list-style-type: none"> <li>○ Classlist – no access.</li> <li>○ Cannot see submitted assignments.</li> <li>○ Cannot see Attendance Tool.</li> <li>○ Import/Export/Copy Components – no access.</li> <li>○ Manage Courses – no access.</li> <li>○ Role Switch – no access</li> <li>○ Cannot impersonate users.</li> <li>○ No access to create task lists.</li> </ul>

**Content**

- Content– View and download content topics.

**Communication**

- Announcements.
- Calendar – access and manage tasks.
- Discussions – limited access.
- Instant Messages – full access.

**Class Organisation**

- Checklist – view.
- Class Progress – view.
- Grades – view.
- Groups – view.

**Course Tools**

- Checklist – view.
- FAQ – view.
- Glossary – view.
- Links – limited access.
- Panopto – viewer access.
- Quizzes – view.
- Rubrics – view.
- Surveys – view and take.