File Permissions in Blackboard

Why are file and folder permissions important?

Permission settings for files and folders allow anyone who is responsible for building and managing courses to determine who has access to content and what they can do with it. Setting appropriate permissions in Blackboard will ensure that:

- students can see the content that they need to see, and only those files.
- colleagues can edit, replace or delete content if needed.

Permissions are also important because, if not set correctly, students may not be able to see the material that you have deployed to a student-facing *Content Folder*. This is because, in order to make files from the *Blackboard Files* area available to students, the following **two conditions** must be met:

- **the files are deployed** to the student-facing side of Blackboard (i.e. added to a Course Content folder)
- **the permissions are set** appropriately for the files in the Blackboard Files area.

Usually, when you 'deploy' a file, the correct permissions are set automatically: Blackboard allows 'All Course Users' (which includes students) to 'read' the deployed file. However, on some occasions, e.g. when a document is linked to a test, you will need to manually set those permissions. The next section explains how to do this.

Permissions in Blackboard

Files and folders held in the Blackboard Files area are not equally accessible by all Blackboard users. Whether or not you can view a file or folder, and what you can do to it (e.g. view it, change it, delete it), depends on:

- Your Blackboard Role (e.g. Administrator, Lecturer, Course Builder, Student).
- The permissions you have been given for that file or folder (Read, Write, Remove, Manage).

The table below shows the permissions that have been set as default at the University of Manchester (i.e. for any files or folders when they are first uploaded.

Default permissions

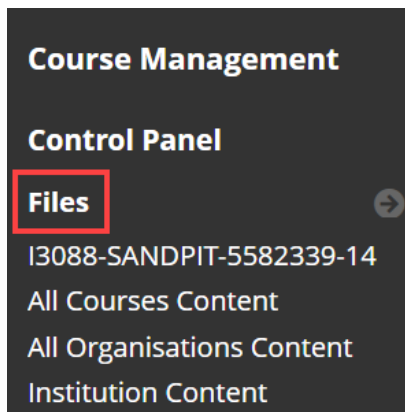| Role	Default permission on files and folders			
	Read	Write	Remove	Manage
Course Leader	✓	✓	✓	✓
Course Builder	✓	✓	✓	✓
Administrator	✓	✓	✓	✓
eLearning Support	✓	✓	✓	✓
Lecturer	✓	✓	✓	✓
Teaching Assistant	✓	✓	✓	✓
Student	-	-	-	-

Terminology:

- *Read means being able to view a file*
- *Write means being able to edit a file.*

If you upload a file to the Files area of your course, it will inherit the default permissions for your course. (See Table 1 above). The default set of permissions **does not** include **access for Students**.

For Students to be able to access (i.e. read) your uploaded files, you need to give them permission.

How to Change or Add Permissions

With Edit Mode ON, in the Control Panel on the left-hand side of Blackboard, click on 'Files'.

Course Management

Control Panel

Files

I3088-SANDPIT-5582339-14
All Courses Content
All Organisations Content
Institution Content

Then click on the ID of the Bb space you're in to see the folders and files that are saved there.

Browse the Files area until you find the file you want to change the permissions on.

Click on the drop-down menu next to the file name (click on the downward pointing chevron) and choose **Permissions**.
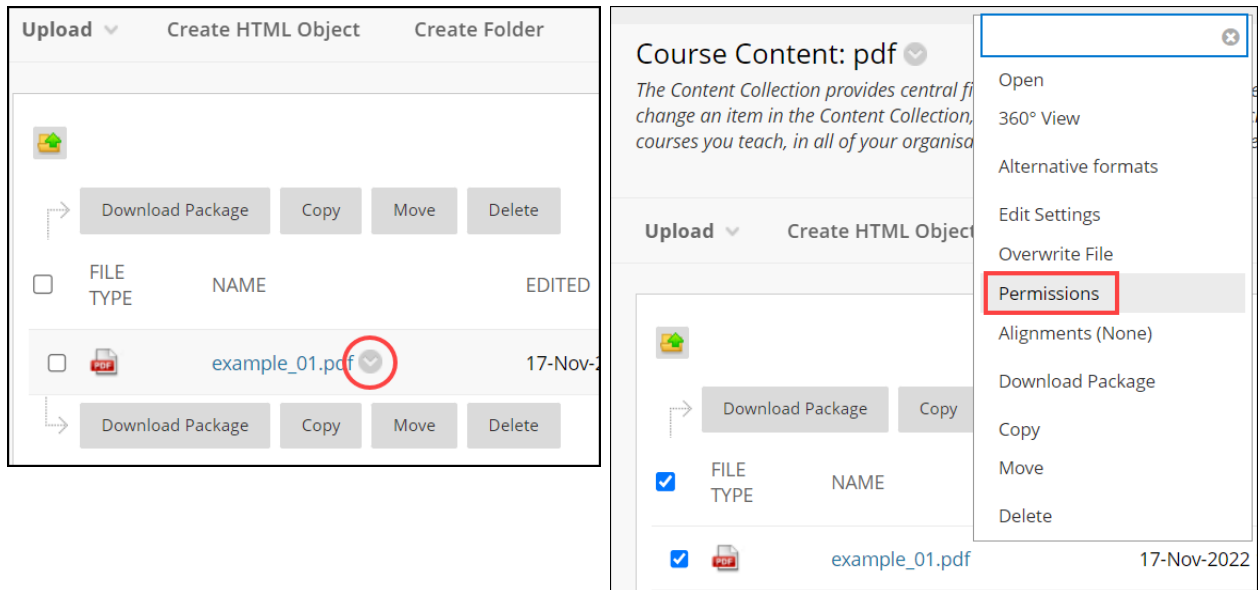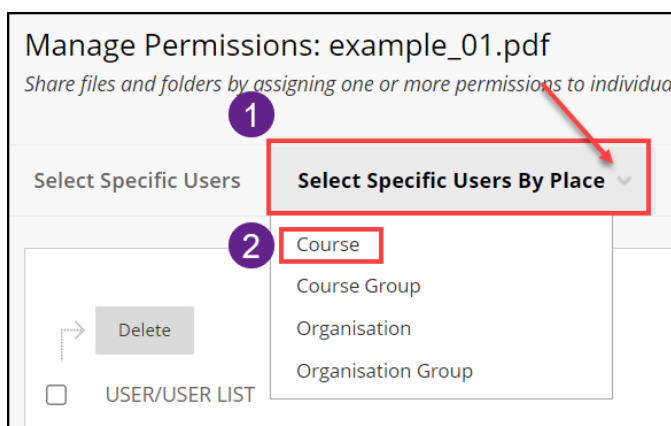

Alternatively, you can click on the Permissions icon on the right of the Files area.
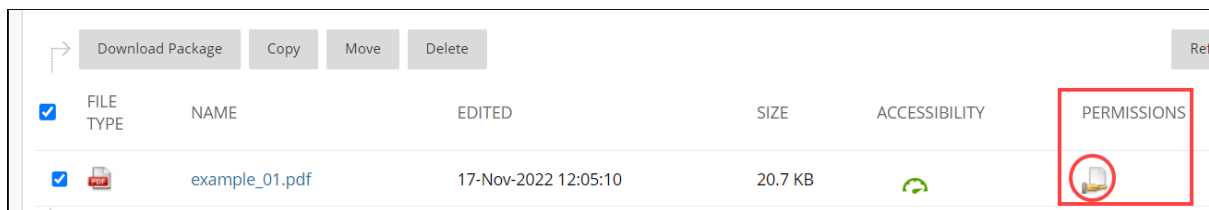
You will see a default list of Roles and their associated Permissions (see Table 1 above).

Press the downward-pointing arrow next to **Select Specific Users by Place**, and select **Course**.

From the **Choose Courses** section, select the course you are working in:

CHOOSE COURSES

*Select boxes from the list of courses below or enter the Course IDs. Click **Browse**

⭐ Courses

☐ BMAN10760 Auditing & Professional Accounting Practice I 2020-21 Full Year (I

☐ BMAN20242 Introduction to Corporate Finance and Financial Instruments 202
20242-1201-2SE-024345)

☐ BMAN20881 Professional Accounting Practice 2019-20 1st Semester (I3016-BM

☐ BMAN24221 Industrial Experience Health & Safety 2020-21 1st Semester (I301

☐ Charlotte's Testing Area (I3009-SANDPIT-5582339-9)

☐ CRIM_Template (I3041-TEMPLATE-COURSE-10)

☐ CSEP_Template (I3041-TEMPLATE-COURSE-11)

☐ DO_NOT_USE_NODEPT_TEMPLATE (I3041-TEMPLATE-COURSE-2)

☐ DRAM20092 Black on Screen 2020-21 2nd Semester (I3088-DRAM-20092-120

☐ ECON_Template (I3041-TEMPLATE-COURSE-3)

☐ HCRI61302 Vital Mobilities: Delivering Healthcare in a Changing Climate 2021-
1211-2SE-040591)

☑ Hil's New Sandpit (I3088-SANDPIT-5582339-14)

☐ Humanities eLearning and Assessment Site (I3009-SANDPIT-8234221-2)

☐ HUMEL0130 Using Audio and Video in Your Teaching 11/12/2020 (I2001-TRAIN

☐ HUMEL0130 Using Audio and Video in Your Teaching 25/08/2021 (I2001-TRAIN

☐ HUMEL0130 Using Audio and Video in Your Teaching Template (I2001-TRAIN-H

☐ HUMEL0152 Introduction to Feedback Studio for Academic staff 03/11/2020 (

Scroll down to the **Select Roles** section, and tick **Student**.

SELECT ROLES

⭐ Roles

☐ All Course Users
☐ eLearning Support
☐ Facilitator
☑ Student
☐ Course Leader
☐ Teaching Assistant
☐ Course Builder
☐ Marker
☐ Course Guest
☐ Administrator
☐ External Examiner
☐ Lecturer

Scroll down to the **Set Permissions** section, tick **Read** then **Submit**.

SET PERMISSIONS

Permissions
☑ Read
☐ Write
☐ Remove
☐ Manage

*Click **Submit** to proceed.* Cancel **Submit**

You will now see that the Student role has been added to the User List.

USER/USER LIST	READ	WRITE	REMOVE	MANAGE
Hil's New Sandpit (I3088-SANDPIT-5582339-14): Administrator (User List)	✓	✓	✓	✓
Hil's New Sandpit (I3088-SANDPIT-5582339-14): Course Builder (User List)	✓	✓	✓	✓
Hil's New Sandpit (I3088-SANDPIT-5582339-14): Course Leader (User List)	✓	✓	✓	✓
Hil's New Sandpit (I3088-SANDPIT-5582339-14): eLearning Support (User List)	✓	✓	✓	✓
Hil's New Sandpit (I3088-SANDPIT-5582339-14): Lecturer (User List)	✓	✓	✓	✓
Hil's New Sandpit (I3088-SANDPIT-5582339-14): Student (User List)	✓			
Hil's New Sandpit (I3088-SANDPIT-5582339-14): Teaching Assistant (User List)	✓	✓	✓	✓

You can continue to give students Read access to individual files, or you may prefer to **give them Read access to a whole folder**.

The process to do this is the same as for an individual file but you select the downward-pointing arrow next to the *folder* name.
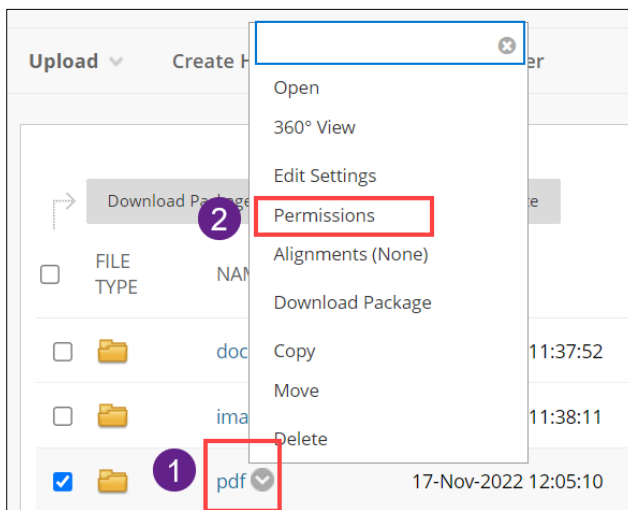
Now, when you deploy a file from the Files area into a Content area of your course, your students will be able to see it.