

## Adding Permissions to a Course

When content is added to the Content Collection of a Bb course, permissions must be granted to make the content accessible and available to users and groups of users. Managing permissions on files and folders may be complex since permissions behave both alone on single items and in combination with other permissions on folders. Users and user lists may be given different types of permissions to individual files and folders, ranging from read only access, to editing, managing and removing content.

Permissions allow users to read and perform actions on items and folders added to the Content Collection. Users must be granted permission to access content directly from the Content Collection and also through links in Courses and Portfolios.

### What are Student Read Permissions in Blackboard?

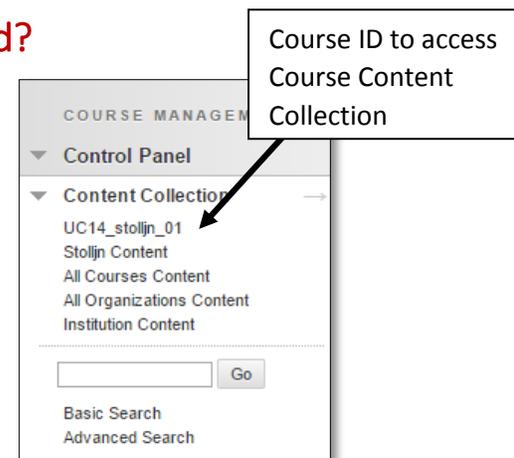
Student Permissions in Blackboard are rules governing how different users are able to interact with the content in the course. Permission levels available for users in Blackboard are Read, Write, Remove, and Manage. The different types of users in Blackboard include Student, Instructor, Teaching Assistant, Course Builder, and Grader. At the start of a course, the default permission settings are already set appropriately, however content in the course if copied, exported, or archived from another course may not have the student read permission correctly set. This prevents students from viewing content and causes the following error message to occur, "Resource not found or you do not have permission to access it".

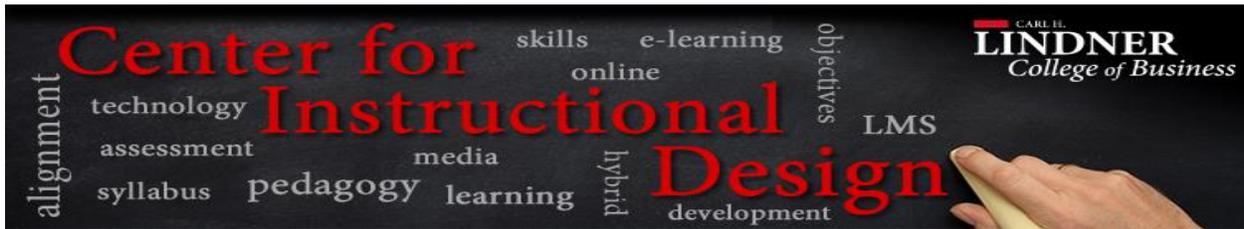
It is best practice at the beginning of the semester to add the Student Read permission if the content in the course has been copied, exported or archived from another course to avoid student viewing issues of content.

### How do I add Student Read Permissions in Blackboard?

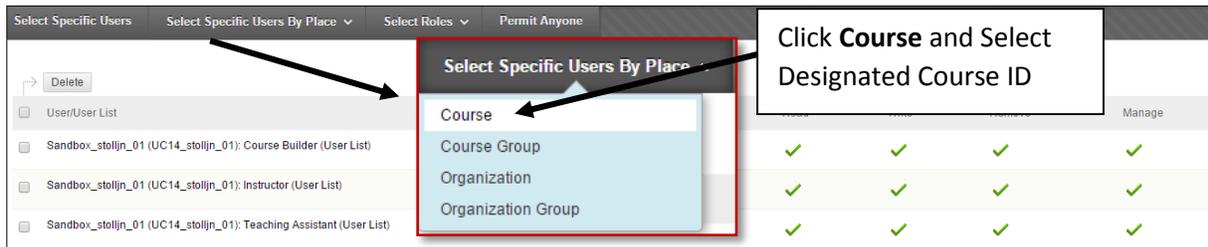
Instructors can add student read permissions in Blackboard by navigating to the **Content Collection** on the **Control Panel**. To add permission to the content in the course, please follow the steps below:

- Step 1.** In the **Content Collection** drop-menu, click the course ID of the course to access the course's content collection.
- Step 2.** Once inside the Course's Content Collection, next to the title of the page **Course Content: [course ID]**, click the drop-down menu chevron and select **Permissions**. This will open the **Permissions** page for the entire course.





**Step 3.** To add the student permission to the course, mouse over the **Select Users by Place** option and select **Course**.



**Step 4.** Selecting the **Course** option will display all the courses assigned to your username. Select the **Course** to which you want to add student permissions. Once you have chosen the designated course, select **Student** role and the **Read** permission option. Then click **Submit**.

**Step 5.** Once the action has been submitted, a green success banner will appear at the top of the page and a new student read permission will be listed under the permissions assigned to this course. This process will ensure that students have access to all assigned course content.

