



## Course & Organization Roles

### What is a course or organization role?

A user's course or organization role controls the user's privileges within a specific course or organization. The role is automatically set to student or participant when a user is first enrolled. Roles can be modified from the **Control Panel** by any Blackboard user who has the role of instructor/organization leader or teaching assistant/assistant in that course or organization. Instructions for changing a user's role can be found in the document [Adding Instructors, TAs and Course Builders](#). Course and organization roles and a summary of their privileges are listed below:

#### Course Roles

- Instructor (I)
- Course Builder (CB)
- Teaching Assistant (TA)
- Grader (Gr)
- Student (S)
- Guest (G)\*\*

#### Organization Roles

- Leader(L)
- Organization Builder(OB)
- Assistant (OA)
- Grader(Gr)
- Participant(P)
- Guest(G)\*\*

### USER ROLES

	I/L	CB/OB	TA / OA	Gr	S / P	**G
Add Course Materials	✓	✓	✓			
View "unavailable" courses	✓	✓	✓	✓		
View Grade Center	✓		✓	✓		
Enroll users	✓	✓				
Modify users' roles	✓	✓	✓			
Set users to "Unavailable" (equivalent to removing users)	✓	✓	✓			
Participate in the Discussion Board	✓	✓	✓	✓	✓	
Create tests and surveys	✓	✓	✓			
Create groups	✓	✓	✓			
Change course options	✓	✓	✓			
View course content	✓	✓	✓	✓	✓	✓ *

\*To the extent specified by the instructor and excluding Discussion Board, Tests, and Assignments. \*\* A user enrolled with the role of "guest" will not be able to see the course unless it is generally made available to "Guests". Enrolling a user as a "Guest" does not allow the instructor

to limit guest access only to select users. The only added advantage of enrolling somebody with the role of guest is that this user sees a link to the course in his/her ["MyCourses" box](#).

## Instructor or Leaders

Instructors/Leaders have access to all areas in the Control Panel. This role is generally given to those developing, teaching or facilitating the class. Users with this role may access a course/organization that is unavailable to Students or Participants.

Instructor Control Panel Image below

HUNTR COURSE\_TEMPLATE\_200906-2: Hunter Course Template (iframe-revised)-2 - Epak Student (Instructor)

Content Areas	
<a href="#">Getting Started</a>	<a href="#">Assignments</a>
<a href="#">Course Information</a>	
<a href="#">Course Materials</a>	

Course Tools	
<a href="#">Announcements</a>	<a href="#">Advanced Group Management</a>
<a href="#">Staff Information</a>	<a href="#">Configure Blog Tool</a>
<a href="#">Send Email</a>	<a href="#">Recycle Blogs</a>
<a href="#">Discussion Board</a>	<a href="#">Configure Wiki Tool</a>
<a href="#">Collaboration</a>	<a href="#">Assess Wikis</a>
<a href="#">Blackboard Scholar®</a>	<a href="#">Recycle Wikis</a>
<a href="#">Self and Peer Assessment</a>	<a href="#">SafeAssign</a>
<a href="#">Link Checker</a>	<a href="#">Voice Announcement</a>

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Course Copy</a>
<a href="#">Course Design</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>

User Management	
<a href="#">List / Modify Users</a>	<a href="#">Remove Users from Course</a>
<a href="#">Enroll User</a>	<a href="#">Manage Groups</a>

Assessment	
<a href="#">Test Manager</a>	<a href="#">Grade Center</a>
<a href="#">Survey Manager</a>	<a href="#">Performance Dashboard</a>
<a href="#">Pool Manager</a>	<a href="#">Early Warning System</a>
<a href="#">Course Statistics</a>	

Help	
<a href="#">Support</a>	<a href="#">Contact System Administrator</a>
<a href="#">Manual</a>	<a href="#">Quick Tutorials</a>

Instructor or Leader has full access to the entire course control panel

## Teaching Assistant or Assistant

A user with this role has access to most features. If the course or organization is unavailable to Students/Participants, a user with this role may still access the course/organization. A user with this role can no longer enroll a user. He or she can change a user's role in a course or organization. A user with this role is not listed in the Course Catalog listing for the course.

Teaching Assistant Control Panel Image below

HUNTR COURSE\_TEMPLATE\_200906-2: Hunter Course Template (iframe-revised)-2 - Epak Student (Teaching Assistant)

Content Areas	
<a href="#">Getting Started</a>	<a href="#">Assignments</a>
<a href="#">Course Information</a>	
<a href="#">Course Materials</a>	

Course Tools	
<a href="#">Announcements</a>	<a href="#">Advanced Group Management</a>
<a href="#">Staff Information</a>	<a href="#">Configure Blog Tool</a>
<a href="#">Send Email</a>	<a href="#">Recycle Blogs</a>
<a href="#">Discussion Board</a>	<a href="#">Configure Wiki Tool</a>
<a href="#">Collaboration</a>	<a href="#">Assess Wikis</a>
<a href="#">Blackboard Scholar@</a>	<a href="#">Recycle Wikis</a>
<a href="#">Self and Peer Assessment</a>	<a href="#">SafeAssign</a>
<a href="#">Link Checker</a>	<a href="#">Voice Announcement</a>

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Course Copy</a>
<a href="#">Course Design</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>

User Management	
<a href="#">List / Modify Users</a>	<a href="#">Remove Users from Course</a>
<a href="#">Enroll User</a>	<a href="#">Manage Groups</a>

Assessment	
<a href="#">Test Manager</a>	<a href="#">Grade Center</a>
<a href="#">Survey Manager</a>	<a href="#">Performance Dashboard</a>
<a href="#">Pool Manager</a>	<a href="#">Early Warning System</a>
<a href="#">Course Statistics</a>	

Help	
<a href="#">Support</a>	<a href="#">Contact System Administrator</a>
<a href="#">Manual</a>	<a href="#">Quick Tutorials</a>

Teaching assistants cannot enroll users

## Course or Organization Builder

Course/Organization Builders have access to most areas of the Control Panel. This role is appropriate for allowing a user to manage the course/organization without giving the user access to Student/Participant grades. A user with this role can export a course or organization. In addition, he or she can change a user's role in the course or organizations (e.g., make a course or organization unavailable to a specific student/participant; change a participant to a course builder). In addition, course/organization builders can help you manage and add content to your course or organization.

**NOTE:** A user with this role can still access the course/organization if the course is unavailable to Students/Participants. A user with this role cannot remove an Instructor from a course or organization.

Course Builder Control Panel Image below

HUNTR COURSE\_TEMPLATE\_200906-2: Hunter Course Template (iframe-revised)-2 - Epak Student (Course Builder)

<b>Content Areas</b>		<b>User Management</b>	
<a href="#">Getting Started</a>	<a href="#">Assignments</a>	<a href="#">List / Modify Users</a>	Remove Users from Course
<a href="#">Course Information</a>	<a href="#">Course Materials</a>	<a href="#">Enroll User</a>	<a href="#">Manage Groups</a>
<b>Course Tools</b>		<b>Assessment</b>	
<a href="#">Announcements</a>	<a href="#">Advanced Group Management</a>	<a href="#">Test Manager</a>	Grade Center
<a href="#">Staff Information</a>	<a href="#">Configure Blog Tool</a>	<a href="#">Survey Manager</a>	Performance Dashboard
<a href="#">Send Email</a>	<a href="#">Recycle Blogs</a>	<a href="#">Pool Manager</a>	Early Warning System
<a href="#">Discussion Board</a>	<a href="#">Configure Wiki Tool</a>	Course Statistics	
<a href="#">Collaboration</a>	<a href="#">Assess Wikis</a>	<b>Help</b>	
<a href="#">Blackboard Scholar®</a>	<a href="#">Recycle Wikis</a>	<a href="#">Support</a>	<a href="#">Contact System Administrator</a>
<a href="#">Self and Peer Assessment</a>	<a href="#">SafeAssign</a>	<a href="#">Manual</a>	<a href="#">Quick Tutorials</a>
<a href="#">Link Checker</a>	<a href="#">Voice Announcement</a>	<div style="border: 2px solid black; border-radius: 50%; padding: 20px; text-align: center;"> <p>The Course or Organization Builder is unable to see the Grades and content submitted by students within an</p> </div>	
<b>Course Options</b>			
<a href="#">Manage Course Menu</a>	<a href="#">Course Copy</a>		
<a href="#">Course Design</a>	<a href="#">Import Course Cartridge</a>		
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>		
<a href="#">Settings</a>	<a href="#">Export Course</a>		
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>		

## Grader

Graders can help the Instructor/Leader create, manage, deliver, and grade tests and assignments. Graders can also help the Instructor/Leader manage the Grade Center. Graders cannot create content areas on the navigation menu, add content to the course, or make your course available/unavailable to students.

Grader Control Panel Image below

HUNTR COURSE TEMPLATE\_200906-2: Hunter Course Template (iframe-revised)-2 - Epak Student (Grader)

**Content Areas**

Getting Started	Assignments
Course Information	
Course Materials	

**User Management**

List / Modify Users	Remove Users from Course
Enroll User	Manage Groups

**Assessment**

Test Manager	Grade Center
Survey Manager	Performance Dashboard
Pool Manager	Early Warning System
Course Statistics	

**Course Tools**

Announcements	Advanced Group Management
Staff Information	Configure Blog Tool
Send Email	Recycle Blogs
Discussion Board	Configure Wiki Tool
Collaboration	Assess Wikis
Blackboard Scholar®	Recycle Wikis
Self and Peer Assessment	SafeAssign
Link Checker	Voice Announcement

**Course Options**

Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

**Help**

Support	Contact System Administrator
Manual	Quick Tutorials

Grader cannot use course options or user management areas within the control panel

## Student or Participant

Users are assigned the role of student/participant by default when they are first enrolled in a course or organization. A user with this role see the course/organization only after you have made it available, and then sees only those areas within the course/organization that you have made available to them. Students/participants do not see the Control Panel.

Student course home page image below

HUNTR COURSE TEMPLATE\_200906-2 (HUNTR COURSE TEMPLATE\_200906-2) > ANNOUNCEMENTS

**Announcements**

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

April 10, 2009 - April 17, 2009

No announcements found.

Students and Participants do not have access to any areas on the control panel

## Guest

Guests have no access to the Control Panel and can only access areas of the course that have explicitly been made available to guests. Visitors such as prospective students or teachers, or affiliated organizations are typically given the role of Guest. Guest home page image below

### Important Note:

A user enrolled with the role of "guest" ***will not*** be able to see the course unless it is generally made available to "Guests". Enrolling a user as a "Guest" does not allow the instructor to limit guest access only to select users. The only added advantage of enrolling somebody with the role of guest is that this user sees a link to the course in his/her ["MyCourses" box](#).

If you have any additional questions please

Getting Started  
Announcements  
Course Information  
Instructor

Course Map  
Refresh  
Detail View

HUNTER COURSE TEMPLATE (IFRAME-REVISED)-2 (HUNTR COURSE TEMPLATE 200908-2) > ANNOUNCEMENTS

Announcements

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

April 10, 2009 - April 17, 2009

No announcements found.

Guests cannot see control panel

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**There is no Control Panel**