Setting Global Permissions Instructions

**Purpose:** Setting Global Permissions walks through the process of setting permissions to ensure that students have access to all files intended for student use in the course.

*Note* This *does not* give students access to the course Files area, only to files that have been deployed on a Course Content page or in a Course Folder.

**Setting Global Permissions**

**Needed to Complete:**

To complete “Setting Global Permissions”, you will need to be:

- Logged into Blackboard Learn
- In the course that needs Global Permissions set
- Enrolled as an Instructor, Teaching Assistant, or Course Builder in the course

**Step 1: Expand the Files Control Panel Option**

From any page in the course, click the Files option located on the left-hand navigation menu under the Control Panel section.
Step 2: Click the Course ID Link

Click the **Course ID** link. For all Banner-generated courses, this link will be **CRN.YearSemester** and will be unique to every course. For example, **12345.201510** represents a course with the **CRN** of “12345”, delivered during the **Year** of “2015” and the **Semester** of “10” (Spring).

![Course Management](image1)

Step 3: Access Files Permissions Settings

Click the drop-down arrow just to the right of the **Files: CourseID** title at the top of the page and choose the **Permissions** option.

![Files: 12345.201510](image2)
Step 4: Add Course User List

Click the Add Course User List button.

Step 5: Select Roles

In 2. Select Roles, click the check box next to All Course Users. All other settings should remain as the default.

Step 6: Submit Changes

Click the Submit button.
Step 7: Confirm User List Addition

There will now be four lines listed under the User/User List. The first line should have a green checkmark only under the Read column. Setting Global Permissions is complete. Use the left-hand navigation menu to return to a course page.