

# 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

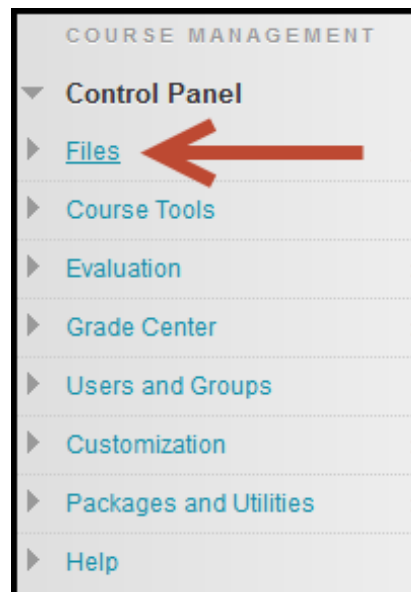
Needed to Complete:

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

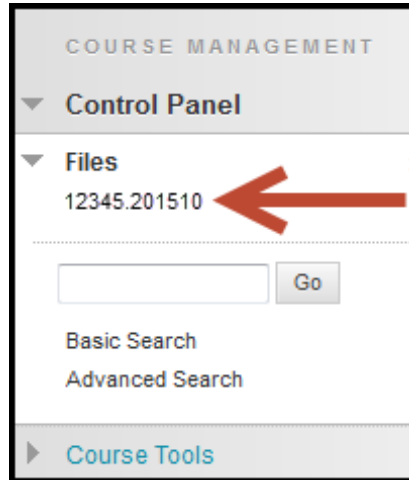
### Step 1: Expand the Files Control Panel Option

From any page in the course, click the **Files** option located on the left-hand navigation menu under the **Control Panel** section.



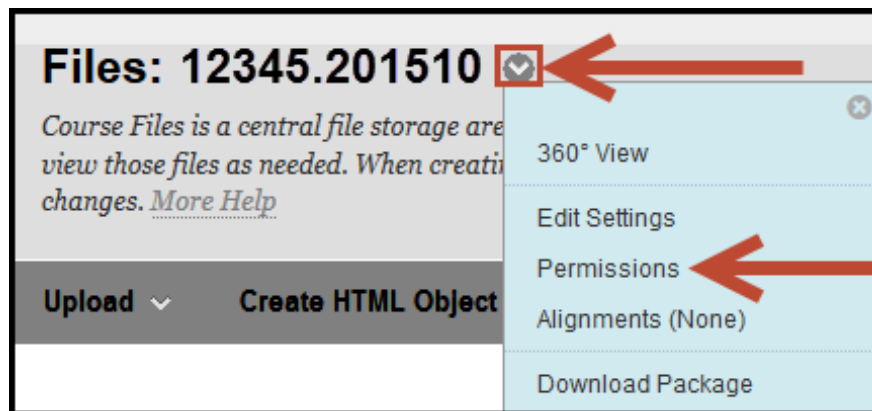
### Step 2: Click the Course ID Link

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).



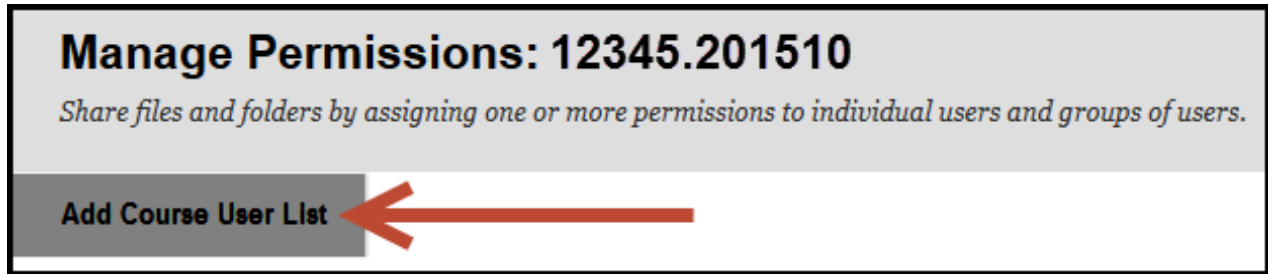
### Step 3: Access Files Permissions Settings

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.



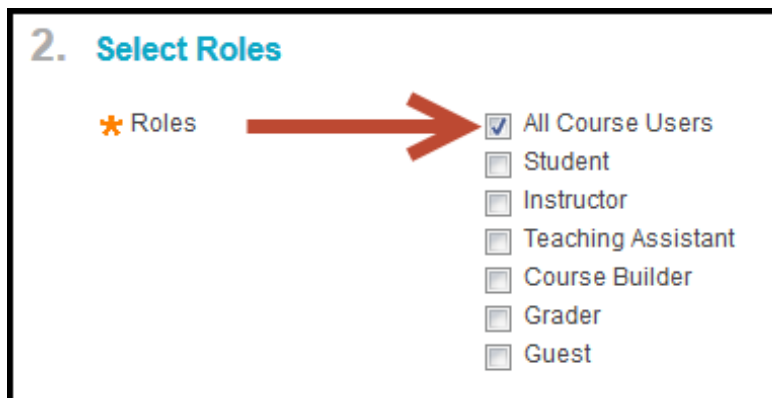
### Step 4: Add Course User List

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.

<input type="checkbox"/> User/User List	Read	Write	Remove	Manage
<input type="checkbox"/> Course Name (12345.201510): All Course Users (User List)	✓			
<input type="checkbox"/> Course Name (12345.201510): Course Builder (User List)	✓	✓	✓	✓
<input type="checkbox"/> Course Name (12345.201510): Instructor (User List)	✓	✓	✓	✓
<input type="checkbox"/> Course Name (12345.201510): Teaching Assistant (User List)	✓	✓	✓	✓