

## HuskyCT Section Roles and Functions

**What tab (Build or Teach )goes with which role and what can be done from that tab?**

Task	Instructor	Designer	TA
	Teach	Build	Teach
Create /Edit Folder pages		X	
Create/Edit Learning Modules		X	
Upload and manage files		X	
Edit Course Tools menu	X	X	
Create Discussion topics	X	X	X
Create Assignments, Assessments		X	
Create Announcements	X	X	X
Create Grading Forms	X	X	X*
Send Mail and post Discussion messages	X	X	X
Apply Selective Release	X	X	X*
Add public (for course) Calendar entries	X	X	X*
Add the Syllabus using the Syllabus tool	X	X	X
Access the Grade Book	X		X*
Create/Delete Columns	X		X*
Enter/Delete Grades	X		X*
Enroll and Unenroll members	X		
Grant or Deny member access	X		
Import data using spreadsheets	X		X*
Export data to spreadsheet	X		
Create Groups in Group Manager	X		X
View and grade Assessment and Assignment Submissions	X		X*
Generate Tracking reports	X	X	X*
Edit Settings	X		X*
* indicates that the ability to complete this task is determined by settings managed by the Section Instructor			

### Student View

Allows Section Instructions, Section Designers, and Teaching Assistant to see and do exactly what the students in that section can including taking quizzes, submitting assignments, and viewing grades.

## FAQs Related to Roles

### **1. What roles will I be given when I use PeopleSoft to request a HuskyCT site for my class?**

The requesting (primary) instructor for a HuskyCT class section is enrolled as Section Designer and Section Instructor and will see all tabs (Build, Teach, Student View)

### **2. How do I add additional Members, such as a Teaching Assistant or another Designer to my HuskyCT class section?**

Go to the Gradebook from the Teach Tab. Use Enroll Members button at top of Gradebook. Enter the person's NetID in the User Name box.

**NOTE:** Someone with the Teaching Assistant role cannot enroll/unenroll members.

### **3. How do I add an additional Section Instructor to my HuskyCT class section?**

This task requires enrollment at a higher level in the Learning Context Hierarchy. Contact [irchelp@uconn.edu](mailto:irchelp@uconn.edu) for this.

### **4. Why is the author of my Discussion post or Mail message listed as Demo Student ?**

If someone with the Section Designer, Section Instructor, or Teaching Assistant role uses the Discussion Tool or Mail Tool while in Student View, the author will be listed as Demo Student. These tools need to be used from the Build Tab or Teach Tab.

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