

Editing File Permissions in the Content Collection

Step 1: Access the File Permissions

1. Under Control Panel, click on Content Collection (File Manager) and then click on the first link that is the same as your course name

COURSE MANAGEMENT

- Control Panel
- Content Collection (File Manager)
 - 1145-UCONN-NRE-3145-SEC10-1031**
 - All Courses Content

2. In the file directory, find the file that is not showing to students or the Folder that contains multiple files the students cannot see and **click on the File Permissions icon**. The current permissions will appear in a table.

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<input type="checkbox"/>	User/User List	Read	Write	Remove
<input type="checkbox"/>	NRE-3145-Meteorology-SEC10-1145 (1145-UCONN-NRE-3145-SEC10-1031): Course Builder (User List)	✓	✓	✓
<input type="checkbox"/>	NRE-3145-Meteorology-SEC10-1145 (1145-UCONN-NRE-3145-SEC10-1031): Instructor (User List)	✓	✓	✓
<input type="checkbox"/>	NRE-3145-Meteorology-SEC10-1145 (1145-UCONN-NRE-3145-SEC10-1031): Teaching Assistant (User List)	✓	✓	✓

Step 2: Edit the File Permissions

Click on the down arrow next to “Select Specific Users by Place” and then click on “Course”

Select Specific Users by Place ▼

- Course**
- Course Group
- Organization
- Organization Group

Check the box next to the course that you are working on.

1. Choose Courses

Select check boxes from the
Separate multiple Course

<input checked="" type="checkbox"/>	NRE-3145-Meteorology-SEC10-1145 (1145-UCONN-NRE-3145-SEC10-1031)
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Under section 2, "Select Roles", check the box next to "All Course Users"

2. Select Roles

* Roles

- All Course Users
- Student
- Instructor
- Teaching Assistant

Under section 3, "Set Permissions", the box next to "Read" should already be checked. Leave this as is.

3. Set Permissions

Permissions

- Read
- Write

Under section 4, "Advanced Folder Options", if you are setting permissions for all files within a Folder, check the box next to "Overwrite".

NOTE: This option does not appear if the permissions are being set for an individual file.

4. Advanced Folder Options

Select **Overwrite** to remove the current permissions selected above. When **Overwrite** is not selected, all to folder contents and subfolders.

Overwrite

Click "Submit" to save the changes.

The new file permissions should be listed as seen below.

<input type="checkbox"/>	User/User List	Read	Write	Remove
<input type="checkbox"/>	NRE-3145-Meteorology-SEC10-1145 (1145-UCONN-NRE-3145-SEC10-1031): All Course Users (User List)	✓		
<input type="checkbox"/>	NRE-3145-Meteorology-SEC10-1145 (1145-UCONN-NRE-3145-SEC10-1031): Course Builder (User List) ▼	✓	✓	✓
<input type="checkbox"/>	NRE-3145-Meteorology-SEC10-1145 (1145-UCONN-NRE-3145-SEC10-1031): Instructor (User List)	✓	✓	✓
<input type="checkbox"/>	NRE-3145-Meteorology-SEC10-1145 (1145-UCONN-NRE-3145-SEC10-1031): Teaching Assistant (User List)	✓	✓	✓