## Checking and Fixing Course Permissions

Occasionally, students will report that they are unable to access multiple content items (e.g., files, HTML pages, etc.) in a Blackboard course. When this happens, one of the most likely culprits is the permission settings for the course contents.

## Checking the Permission Settings

1. Once you have entered the course, locate the Course Management menu and click on the Files link.



2. Under the Files heading on the menu, click on the link for the course.



- 3. Mouse over and click on the Options icon located to the right of the Files area name at the top of the screen.
  - Files: Sandbox\_banat Θ Course Files is a central file storage are se File 360° View content for your course, you can link to chang Edit Settings Permissions Upload 🗸 Create HTML Object Alignments (None) Download Package Download Package Mov Copy File Type Name Sandbox\_banat\_ImportedContent\_20110915015033 Sandbox\_banat\_ImportedContent\_20120509102320 Sandbox\_banat\_ImportedContent\_20130620111855
- 4. From the resulting drop-down menu, click on the Permissions link.

5. What you WANT to see is an item listed that permits either All Course Users and/or Student users to have at least Read access to the course files. These are highlighted in the screen capture below. If neither of these items are listed, that is the cause of the problem that students have reported.

Manage Permissions: Sandbox_banat Share files and folders by assigning one or more permissions to individual users and groups of users. Starred permissions indicate new files and folders add				
Add Course User List				
P	Delete			
	User/User List	Read		
	Sandbox for Judith Banat (Sandbox_banat): All Course Users (User List)	<b>√</b> ≜		
	Sandbox for Judith Banat (Sandbox_banat): Course Builder (User List)	~		
	Sandbox for Judith Banat (Sandbox_banat): Instructor (User List)	×		
	Sandbox for Judith Banat (Sandbox_banat): Student (User List)	×		
	Sandbox for Judith Banat (Sandbox_banat): Teaching Assistant (User List)	<b>~</b>		
L,	Delete			

## Adding a Course User List

1. On the Manage Permissions screen, click the Add Course User List button.



2. Check the box next to the role(s) to whom you wish to grant content access. Then check the level(s) of permission that these users should have (most instructors leave this set at Read). Finally, click the Submit button.

Add Course User List:Sandbox_banat				
✤ Indicates a require	d field.	Cancel Submit		
1. Choose Course	is	1		
★ Courses	Sandbox for Judith Banat (Sandbox_banat)	•		
2. Select Roles	•			
* Roles	All Course Users			
	UHCL_MANUAL_ENROLL			
	Student			
	Instructor			
	Teaching Assistant			
	Course Builder			
	Grader			
	Cuest			
3. Set Permission	S			
Permissions	🖉 Read			
_	Write			
	Remove			

Contact one or more students and have them try to access the contact again OR use your zzaccount (if you have requested one) to log in as a student and check to see whether the changes have resolved the problem.