Managing Folder/Element Permissions

The yellow padlock indicates that you can adjust the rights and permissions for an element. When you add a learning tool such as a test, folder, or discussion, it is visible to all participants in the course once you activate it. However, you can restrict access to specific users or groups by using the permissions function. When you grant access to specific users, none of the other participants in the course are able to see the element. You can choose to grant permissions to groups or individual participants.

Each element has a link where you can adjust the permissions and rights. The permissions and rights you are actually allowed to edit may differ from element to element. The link looks like this, and it is always located in the top right corner of the work area:

Note: By default, all participants in a course are allowed to see the elements you add. The Permissions function is used when you want to limit the access to specific participants or groups.

1. Go to a folder or element. Click the ... button in the upper right hand corner of the item.
2. Select Permissions.
3. From the list of choices select which permissions you wish to grant to the students. The list of choices will vary with the type of item. Typically, you will be selecting the first option in the list. For example, click the Select who can see and participate in the Folder or Select who can take this assignment.
4. From the page that opens, choose Participants or Groups. Check the boxes in front of the students or groups (the groups are your different class periods) to whom you want to grant permissions.
5. Click the Add button. When you click Save, these are the only participants that are allowed to see the element.