Overview
This is a list of all privileges by role in the 9.1. system.

Course Roles control access to the content and tools within a course. Each user is assigned a role for each Course (or Organization) in which they participate. For example, a User with a role of Teaching Assistant in one Course can have a role of Student in another Course. Instructors may have the ability to delegate some of the responsibility for maintaining the course.

The Course Role is set when a User is enrolled. In some cases, the role of an enrollee can be modified after enrollment from the Term or Master Course Control Panel using the Course Tool, Manage Users building block.

Course Roles include:

Instructor (term course):

- The Instructor in a term course has access to create, edit, and delete content at their discretion.
- Instructor is a course role with access to the Control Panel, content menus, edit feature to toggle between instructor and student view.
- Instructors have other advanced privileges like adding certain non-enrolled students in their course(s) such as a Course Builder, Teaching Assistant, and Instructor.
- The instructor can manage grades.

Instructor-Other (“Other” course):

- The Instructor-other has access to create, edit and delete content at their discretion in an “other” course.
- Instructor-other is a course role with access to the Control Panel, content menus, edit feature to toggle between instructor and student view.
- Instructor-other has advanced privileges like adding users in their course(s) such as a Student, Course Builder, Teaching Assistant, and Instructor-other.
- The Instructor-other can manage grades.
- This role can do most of the instructor role in a term course but has the expanded ability to add students to “other” courses.
Teaching Assistant:

- The Teaching Assistant has limited access to the Control Panel.
- The Grade Center is accessible by the Teaching Assistant which allows them to manage grades.
- The Teaching Assistant cannot create, edit or delete content because they do not have access to the control panel.
- The Teaching Assistant cannot use the Edit feature to toggle between instructor and student view. The intent of this role is to allow other Instructors and Deans to access the course either to supplement instruction or to review the course.
- The Instructor can add this role to their term course.

Course Builder:

- The Course Builder does not have the ability to create, edit, or delete content.
- This role does not have access to the Control Panel or the Grade Center.
- The Course Builder role can view assignments, tests and quizzes but cannot submit the work. Traditionally, this role has been assigned to Supplemental Instructors, Tutors and Mentors.
- The Instructor can add this role to their term course.

Supplemental Instructor:

- This role is exactly like the Course Builder role.
- The role is reflective of the College’s paid position for student workers.
- This role can only be added to a course by a System Administrator. Once a student worker is hired and their paperwork has been completed, the student worker will have an employee ID.
- It is mandatory that all student workers take the FERPA course before being added as a Supplemental Instructor.
- A process in which a student worker is hired to be a Supplemental Instructor is managed by the Student Achievement Center and System Administrators will add the student worker to the course(s).

Tutors, Mentors and Disability Service Personnel:

- This role is exactly like the Course Builder role.
- The role is reflective of the College’s paid position for student workers.
- This role can only be added to a course by a System Administrator.
- Once a student worker is hired and their paperwork has been completed, the student worker will have an employee ID.
- It is mandatory that all student workers take the FERPA course before being added as a Tutor, Mentor or Disability Service Personnel.
- A process in which a student worker is hired to be a Tutor, Mentor and Disability Service Personnel is managed by the Tutoring Center or Disability Services.
- This student worker will be added to a course(s) by the System Administrator once authorization has been received from the Tutoring Center or Disability Services.
Student:

- A Student Role is applied to Students in a Term Course, Other Course, or Master Course and will enable them to participate in activities that can be graded, assessed or evaluated.
- This Role is mainly used by Students that are enrolled in a credit-based course and the enrollment data is provided to PeopleSoft by the Enrollment Center and then added to Blackboard.
- A Student has access to complete assignments, take quizzes and tests, communicate with the Instructor and Other Students in the Course, and collaborate through the Course Tools turned on by the Instructor.

Guest:

- The Guest Role will be applied to those students who are on the waitlist for a term course or to those guests not classified as a current student in a course(s).
- Non-students are those who are past or present employees, past or present faculty, or non-current students not on a waitlist for a course.
- Non-student guest access will be granted to individuals who complete a Network Access Form and the access is granted by the Security Office.
- **Waitlist Students**: By request of faculty, a waitlist student has immediate access as a guest in a Blackboard course(s). All waitlisted students will automatically have temporary guest access to a course until they are moved off the waitlist and enrolled in the class or their enrollment drops off the waitlist. No action needs to be taken by the instructor as this will happen automatically.

When the instructor grants permission in Faculty Center for a waitlisted student to enroll in a course, they will become a student immediately. If, after the 7th day of the course, a student does not move from the waitlist to enrolled, the student will be automatically removed from the course. Because this process is now automated, instructors will not be able to add students as guests. It is important to note that Guests have very limited access in a course(s) and will not be able to participate in activities that could be graded, assessed or evaluated. Therefore, it is highly recommended not to enroll a student as a course builder, teaching assistant or an instructor as no information will be retained once they become a student through the enrollment process and could also result in FERPA violations.