



Succeeding with Groups, Roles and Permissions

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JENZABAR®



- **Alice Loddigs**
 - Luther Seminary, Saint Paul, MN
 - Faculty Support for over ten years
 - Focus on delivering Online Education for six years

- **Jenzabar 6.4**
 - 1.5 years





In this session

- **see how groups**
 - are formed and activated
 - for discussion and team assignments

- **learn how to set permissions for**
 - Teaching Assistants,
 - Electronic Librarians,
 - and others needing access to a course.





Groups made easy

- **Where to begin?**

go out and come back in again

That was then:

Set up groups

Populate groups

Set up content

inside group area

This is now:

Set up group page

to hold content

Set up group roles/populate

Connect the two





Groups made easy

- **1 - 2 - 3**

Three (easy) steps...

1) group page

A screenshot of a web application interface titled "Context Manager". It has three tabs: "Properties", "Pages", and "Sub-Sections". The "Pages" tab is selected. Below the tabs is a section titled "Create a new page". Inside this section, there is a text input field with the text "group.ONE" and a yellow highlight. Below the input field are two buttons: "Create" and "Cancel". A small note above the input field reads: "Name can contain letters, digits, spaces, single quote close bracket."

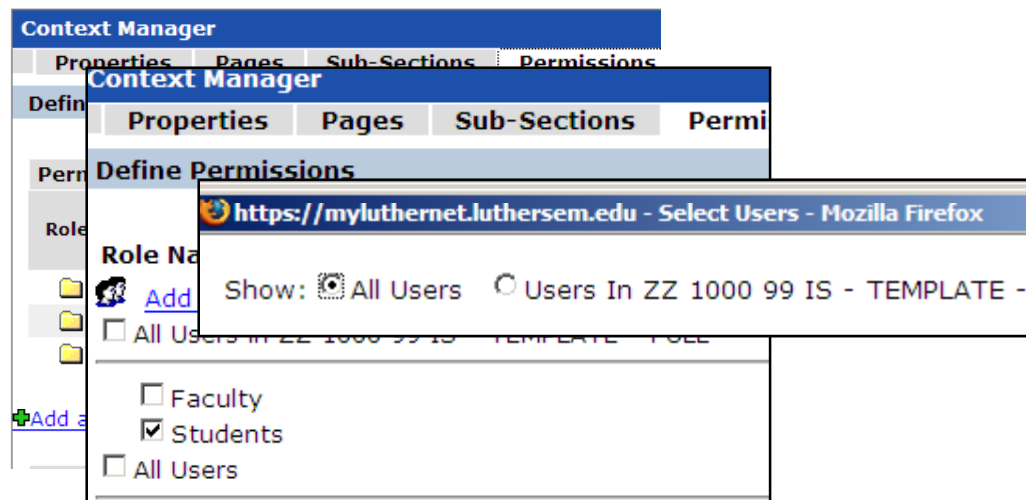


Groups made easy

- 1 - 2 - 3

Three (easy) steps...

- 1) group page
- 2) group role





Groups made easy

- 1 - 2 - 3

Three (easy) steps...

- 1) group page
- 2) group role
- 3) connectivity

Permissions for: Members of ZZ 1000 99

Role	Can Admin	Can View Page:			
		Gradebook	group.ONE	Help!	Ro
Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
gr.ONE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Add a Role](#)

[Template](#)





Other factors

- **Alternate option for group setup**
Subsections.
- **Group roster**
Manual setup required.
- **Group vs. Full Class activity**
Need to provide very clear instruction.





Adding a Teaching Assistant

- Set up role

Context Manager

Properties Pages Sub-Sections Permissions

Define Permissions

Permissions for: Members of ZZ 1000 99 IS - TEMPLATE - FL

Role	Can Admin	Attendance	Cours Conte
Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
gr.ONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[+Add a Role](#)

- Edit role to add name(s)

Context Manager

Properties Pages Sub-Sections Permissions

Define Permissions

Role Name:

[Add Individual Users](#)

All Users in ZZ 1000 99 IS - TEMPLATE - FULL

Faculty

gr.ONE

All Users





Adding a Teaching Assistant

- Search all users by last name

https://myluthernet.luthersem.edu - Select Users - Mozilla Firefox

Show: All Users Users In ZZ 1000 99 IS - TEMPLATE - FULL

Search:
Last Name: First Name:

Thul, Jennifer Marie (ID# 81744)
FacSupport Asst, FacSupport, Students, Users

All Roles

- Thul, Daryl Wayne
- Thul, Jennifer Marie**

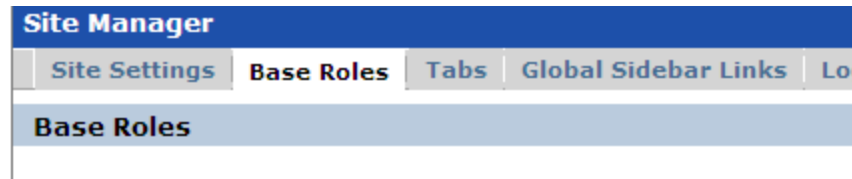
Selected Users



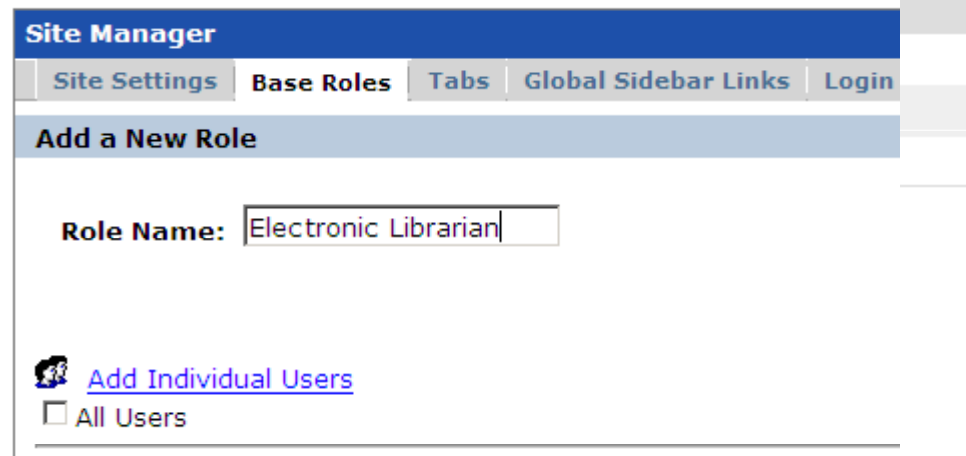


Adding an Electronic Librarian

- **Set up role**
from Site Manager



- **Add title**





Adding an Electronic Librarian

- **Add permission to view page**
from Context Manager > Permissions tab > scroll down

Permissions for: Global User Roles									
Role	Can Admin	Can View Page:							
		Attendance	Course Content	Course HOME	Course Information	Course Reserves	Coursework	Discussion	
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admissions Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Counselors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advancement Officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constituents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMin Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMin Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Librarian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FacSupport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FacSupport Asst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Adding an Electronic Librarian

- **Add permission to edit portlet**
from Page > Portlet wrench > Permissions tab

Customize portlet Course Reserves

Preferences Settings **Permissions**

Define Permissions

Permissions for: Global User Roles

Role	All Operations	Operations:	
		Can Manage (Add/Edit/Delete) Readings	Can Manage (Add/Edit/Delete) Sets
Advisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constituents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMin Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMin Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Librarian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Everyone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FacSupport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FacSupport Asst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Reserves](#)





Thank you!

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