

How to:

# Edit roles and permissions

Vula 11.x (Last updated: Dec 2016)

Centre for Innovation in Learning and Teaching, UCT

For more resources: [www.cilt.uct.ac.za/cilt/vulahelp](http://www.cilt.uct.ac.za/cilt/vulahelp)



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## Introduction

In Vula **roles and permissions are used to determine what a person can or cannot do** within a certain site.

When participants are added to a site they are each assigned a role. **Roles group people together according to part that they play within a site.** In a course site, there are six possible roles: site owner, lecturer, support staff, tutor, student and observer. Project sites have similar roles, but they are named differently: site owner, project coordinator, support staff, group manager, participant, and observer.

**Each role is associated with a default set of permissions** that govern what that group of people may see, edit and interact with on the site. **These permissions are set in each tool and can be adjusted to suit the needs of a site.**

Note: If a particular user needs additional rights to edit your site, you should change their role from, for example, tutor to lecturer. If, however, you want everyone with a certain role to have greater administrative rights in a certain tool, adjust the tool permissions accordingly. Please don't assign everyone a role with greater default permissions, as this may have a knock-on effect that enables inappropriate use of other tools. For example, if you would like students to be able to add resources, change the tool permissions to enable this. Don't bump them up to the lecturer role as this will allow them to also create announcements, enter marks, add assignments etc.



## Roles: Changing a person's role

1. Login to Vula at <http://vula.uct.ac.za>
2. Enter the relevant course or project site
3. In the left menu, click 'Site Setup'
4. Scroll down or use the page controls to find the person whose role needs to be adjusted
5. Select a new role from the dropdown box alongside that person's details
6. Scroll to the bottom of the page and click 'Update Participants'

## Permissions: Getting started

1. Login to Vula at <http://vula.uct.ac.za>
2. Enter the relevant course / project site
3. In the left menu, click on the tool that needs its permissions to be adjusted

## Changing permissions for (most) Vula tools

Note: With the exception of 'Forums', the following steps are applicable to most Vula tools.

4. Once you are in the relevant tool, click the 'Permissions' link in the horizontal options bar
5. A table will be displayed with roles listed on the left and actions across the top. Although each tool has its own set of actions, many tools have the following permission options in common:
  - a. New: Users may create new elements (such as announcements) in this tool
  - b. Read: Users may read or view the contents of this tool
  - c. Revise.any: Users may revise or edit any element in this tool
  - d. Revise.own: Users may only revise or edit elements that they have created
  - e. Delete.any: Users may delete any element in this tool
  - f. Delete.own: Users may only delete elements that they have created
  - g. Read.drafts: Users may see drafts of elements before they are posted
  - h. All.groups: Users may create elements in this tool that are visible to all groups within the site.

Note: If this option is not selected, users will only be able to add elements that can be viewed by their own group(s)

6. Select the relevant check boxes to adjust the permissions to suit your needs
7. When you're finished, click 'Save'



## **Fine tuning permissions in Resources**

The Resources tool also allows you to adjust permissions on a folder by folder basis. Permissions that are set at the top level (via the 'Permissions' link in the horizontal options bar) are fixed; they cannot be removed at a lower level. You may, however, grant additional rights to a folder so that, for example, students can add content to that folder but nowhere else within the Resources tool. To change folder permissions, do the following:

1. In the Resources tool, locate the folder that needs its permissions adjusted
2. Click the 'Actions' button alongside the folder
3. In the dropdown menu that appears, click on 'Edit folder permissions'
4. Assign additional permissions to the applicable roles
5. Click 'Save'

## **Changing permissions in the Forum**

Permissions in the Forums may be set at the tool, forum and topic levels. By default all site members may read messages in the forum and, with the exception of observers, post messages as well. Only site owners and support staff may create new forums and topics. If you would like to adjust these settings, and/or assign group permissions for certain areas of the tool, please see Vula Online Help for detailed instructions. (Access Help via the link in the left menu or by clicking on the question mark in the top right corner of the Forum tool.)

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For further assistance please contact [help@vula.uct.ac.za](mailto:help@vula.uct.ac.za)

