Access to Blackboard courses for non-University staff
A summary of what the Non-UoR staff role can and can’t do

Introduction
There may be situations where you need to provide access to your Blackboard course for staff at partner institutions, but wish to restrict what they are able to view. For instance, if you are collaborating with staff at an overseas institution, you may wish to share with them your course content, but restrict access to grades and personal user information.

We have developed a custom role ‘Non-UoR staff’ to meet these needs.

This is a Course Role – like Instructor, Teaching Assistant, or Marker.

You can assign the Non-UoR staff role when enrolling a user onto your course.

Permissions associated with the role

Course content
- Can view all course content, including that which is currently unavailable to students.
- No ability to create new content items.
- Can edit existing content (this permission is required in order to see Unavailable content items).

Control Panel
This role has no access to the course Control Panel and therefore has no access to:
- Users and Groups
- the Grade Centre
- student work submitted to Turnitin.

Course Tools
- **Email**
  Cannot send emails from within a Blackboard course.
- **Discussion Boards**
  Can access Discussion Boards – so will be able to see the names of any contributing course members
  
  *This can be blocked on an individual basis – see workaround below.*
- **Blackboard Journals**
  No access to personal Journals.
- **Blackboard Blogs and Wikis**
  Can access any Blogs and Wikis which are set to be visible to all course members – so will be able to see the names of any contributing course members.

  *See below for a workaround.*

**Campus Pack Blogs, Journals and Wikis**

- No access.
**Workarounds**

1. **How to block a user from Blackboard Discussion Boards**

This has to be done for each Discussion Board Forum.

Go to Control Panel > Course Tools > Discussion Board.

Click on the editing arrow next to the name of each Forum, and choose **Manage**.

This brings up a list of users on the course.

Notice that anyone enrolled with the Non-UoR role will be listed as **Builder**. That is their role in the Discussion Board Forum, not their role on the Course.

Simply click on the editing arrow next to this user’s name, and select **Block user from forum**.
How to restrict access to a Blackboard Blog or Wiki

It is not possible to block individual users. So if you want a Blog or Wiki to be visible to all course members except the non-Reading staff you will need to create a course Group containing everyone except the external staff.

To achieve this you could create a Group called “All course members” where no tools are enabled, and ‘Group is visible to students’ is set to No.

Then add everyone except the external staff to this Group.

Now restrict access to the Blog or Wiki.

- Ensure there is no Tool link from the course menu to Tools (which would provide a route to all Blogs and Wikis)
- Ensure there is no Tool link from the course menu to Blogs or Wikis (which would provide a route to all Blogs/Wikis)
- Provide access for students to the Blogs and/or Wikis by creating links to them inside a course content area:
  - Click on Tools then Blogs or Wikis as appropriate.
b. Under ‘Link to a Blog’ select the specific blog you wish to link to. Press **Next** to continue.

![Create Link: Blog](image)

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![Create Link: Blog](image)

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c. On the next screen make any required adjustments (e.g. enter some explanatory text) and press **Submit** when done.

- Having created the link you can then apply **Adaptive Release**.

![Course Blog](image)

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Under ‘Course Groups’ select the ‘All Course Members’ group, and move that group to the right-hand column. Press Submit when done.

The Blog or Wiki will now be accessible to everyone except the non-Reading staff.

**Further help**

Please see additional guides on Course Management located on the Support for Staff tab in Blackboard.

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