UCONN
CENTER FOR EXCELLENCE IN TEACHING & LEARNING

Educational Technologies Office | Rowe 422
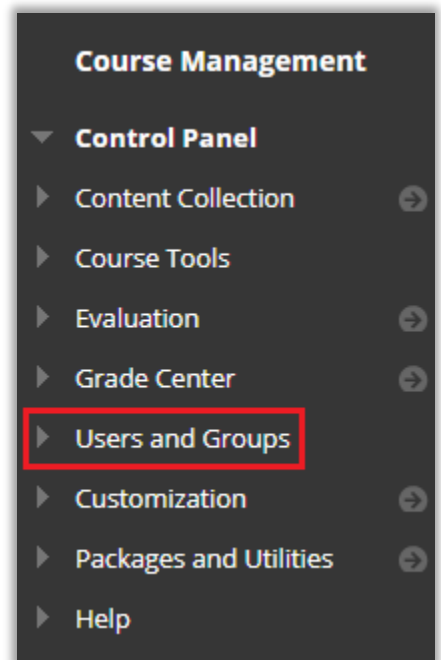
edtech@uconn.edu

860.486.5052

HuskyCT User Guide: Changing a User's Role

It is not necessary to un-enroll a user to change their role. There is an option to "Change User's Role in Course" that can be accessed in the list of Users enrolled on the course site.
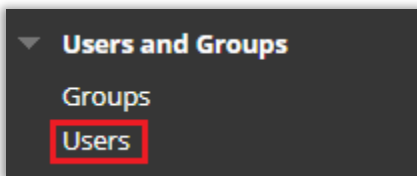
1. Go to "Users and Groups"

Under Course Management select Users and Groups

NOTE: Only those with the "Instructor" role in a HuskyCT site have the ability to enroll other users.
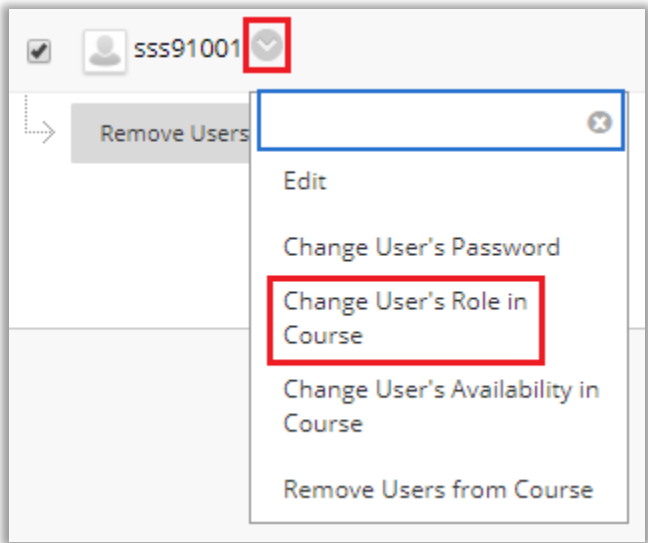
Course Management

Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

2. Select "Users"

Users and Groups
- Groups
- Users

Under "Users and Groups" select "Users"

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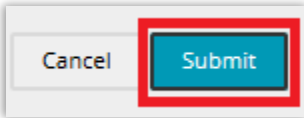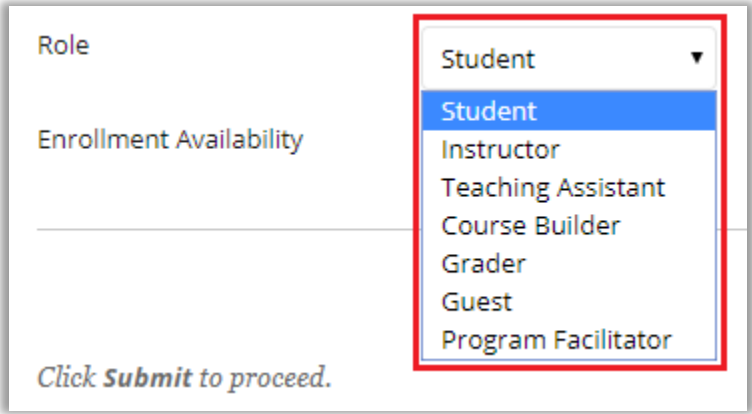
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3. Expand option menu for User needing role change

Click on the gray down arrow to the right of the User's NetID to expand the options menu

Click on the option "Change User's Role in Course"

4. Choose Role & Click Submit

Select the new Role for the User

NOTE: Do NOT choose "Guest:

Click Submit

Role Options

Instructor: This role is automatically assigned to individuals designated in PeopleSoft as the instructor of record, but it can also be manually assigned to a user on a HuskyCT site if additional members with the HuskyCT Instructor role are needed. It includes the ability to perform all "Build" and "Teach" tasks. Those with Instructor role cannot unenroll other Instructors.

Student: This role is automatically assigned to individuals registered for the class in PeopleSoft. Persons in this role can view and interact with whatever has been built into the site and made available. Individuals with Uconn NetIDs can also be manually added to a HuskyCT site in the Student role.

Teaching Assistant: This role includes both "Build" and "Teach" tasks and is essentially the same as the Instructor role with some limitations such not being able to enroll or un-enroll users.

Course Builder: This role includes "Build" capabilities but no access to the Grade Center

Grader: This role will be automatically assigned to individuals entered into PeopleSoft as a Teaching Assistant for a course. This role provides access to the Grade Center but does not include "Build" capabilities. It can also be manually assigned to a user enrolled in a HuskyCT site.

Guest: This role allows for prospective students, alumni, and parents to view the course without making any changes to content. Users with this role are unauthenticated users.

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.