# REQUEST FOR PEOPLESOFT/BLACKBOARD LEARN/OASIS ACCESS TO GSBS COURSE

Please complete all fields below and submit via email to registrar@umassmed.edu and tricia.doane@umassmed.edu.

Once a request is processed (occurs overnight), account credentials are obtained via the **Need Your Password?** link on the Blackboard Learn login page: <https://umassmed.umassonline.net/webapps/login/>

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| Date of Request: |       |
| Course Catalog Number (e.g., BBS 601): |       |
| Course Catalog Name: |       |
| Academic Year:  | 20  /20   |  |  |  |
| Term:  | [ ]  Fall | [ ]  Spring | [ ] Summer |
|  |
| Please list new faculty/staff to be granted access to this course or current faculty/staff who need a role change.  |
| First | MI | Last | Email | Phone | PeopleSoft Role Requested\* | New | Change |
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\*See next page for description of Role Requested

**Roles/Permissions by Platform**

| **PeopleSoft** | **BbLearn** | **OASIS** |
| --- | --- | --- |
| **Course Director (CA1)*** View class roster
* View assignments
* Add/view grades
 | **UMW\_Faculty\_Designer*** Can upload files to the Course Content Collection
* Can create tests and assignments
* Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.)
* Can view student performance and grades
* Can run full range of course reports (individual and aggregate data)
* Can set course tool availability
* Can view course content hidden from students
* Can view and edit course before start date and after end date
 | **Course Director*** Access to classes
* Access to students
* Access to evaluations
* Access to complete assessments
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| **Co-Course Director (CA2)*** View class roster
* View assignments
* View grades
 | **UMW\_Faculty\_Designer*** Can upload files to the Course Content Collection
* Can create tests and assignments
* Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.)
* Can view student performance and grades
* Can run full range of course reports (individual and aggregate data)
* Can set course tool availability
* Can view course content hidden from students
* Can view and edit course before start date and after end date
 | **Course Director*** Access to classes
* Access to students
* Access to evaluations
* DOES NOT HAVE access to complete assessments
 |
| **Primary Instructor (PI)** OR **Secondary Instructor (SI)*** View class roster
* View assignments
* View grades
 | **UMW\_Instructor*** Cannot upload files to the Course Content Collection
* Cannot create tests and assignments
* Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.)
* Can view student performance and grades
* Can run full range of course reports (individual and aggregate data)
* Can set course tool availability
* Can view course content hidden from students
* Can view course before start date and after end date
 | **None** |
| **Teaching Assistant (TA)** | **UMW\_Teaching\_Assistant*** Cannot upload files to the Course Content Collection
* Cannot create tests and assignments
* Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.)
* Cannot view student performance and grades
* Cannot run full range of course reports (individual and aggregate data)
* Cannot set course tool availability
* Can view course content hidden from students
* Can view course before start date
 | **None** |
| **Faculty Monitor** | **UMW\_Faculty\_Monitor*** Cannot upload files to the Course Content Collection
* Cannot create tests and assignments
* Cannot create course tools (calendar events, discussions, blogs, wikis, groups, etc.)
* Cannot view student performance and grades
* Cannot run full range of course reports (individual and aggregate data)
* Cannot set course tool availability
* Can view course content hidden from students
* Can view course before start date and after end date
 | **None** |
| **Course Administrator*** View class roster
 | **UMW\_Course\_Admin*** Can upload files to the Course Content Collection
* Can create tests and assignments
* Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.)
* Can view student performance and grades
* Can run full range of course reports (individual and aggregate data)
* Can set course tool availability
* Can view course content hidden from students
* Can view and edit course before start date and after end date
 | **Course Administrator*** Access to classes
* Access to students
* Access to evaluations
* Has access to complete assessments on behalf of the Course Directors
* Cannot be evaluated
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| **None** | **None** | **Educator** (anyone with a faculty appointment with UMMS that is not already assigned to classes)* Can be chosen for evaluation
* Has no access to course or student data
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