**Request for BbLearn Access to SOM Courses**

*Please provide required info (****\*****) and submit to [carly.eressy@umassmed.edu](mailto:carly.eressy@umassmed.edu) Office of Undergraduate Medical Education*

**\***Person submitting this request: **\***Title:

**Requested For**

**\***Request Date: **\***First Name: **\***Middle Name **\***Last Name:

**\***UMMS Email Address: **\***Contact Phone Number:

**\***Term: Fall Spring **\***Academic Year:

**This section: list all courses you are requesting access to**  Example:  *Pharmacology FM106 Primary Instructor*

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| ***\**Course Name** | ***\**Course Catalog #** | ***\**PeopleSoft Role (*NOT*** *BBLearn role***) Requested** |
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**Description of Role Requested**

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| **PeopleSoft** | **BbLearn** | **Permissions** |
| Course Administrator 1  OR  Course Administrator 2  This level requires additional IS training | UMW\_Faculty\_Designer | 1. Can upload files to the Course Content Collection 2. Can create tests and assignments 3. Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.) 4. Can view student performance and grades 5. Can run full range of course reports (individual and aggregate data) 6. Can set course tool availability 7. Can view course content hidden from students 8. Can view and edit course before start date and after end date |
| Primary Instructor  OR  Secondary Instructor | UMW\_Instructor | 1. **Cannot** upload files to the Course Content Collection 2. **Cannot** create tests and assignments 3. Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.) 4. Can view student performance and grades 5. Can run full range of course reports (individual and aggregate data) 6. Can set course tool availability 7. Can view course content hidden from students 8. Can view course before start date and after end date |
| Teaching Assistant | UMW\_Teaching\_Assistant | 1. **Cannot** upload files to the Course Content Collection 2. **Cannot** create tests and assignments 3. Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.) 4. **Cannot** view student performance and grades 5. **Cannot** run full range of course reports (individual and aggregate data) 6. **Cannot** set course tool availability 7. Can view course content hidden from students 8. Can view course before start date |
| Faculty Monitor | UMW\_Faculty\_Monitor | 1. **Cannot** upload files to the Course Content Collection 2. **Cannot** create tests and assignments 3. **Cannot** create course tools (calendar events, discussions, blogs, wikis, groups, etc.) 4. **Cannot** view student performance and grades 5. **Cannot** run full range of course reports (individual and aggregate data) 6. **Cannot** set course tool availability 7. Can view course content hidden from students 8. Can view course before start date and after end date |
| UM Staff  This level requires additional IS training | UMW\_Course\_Admin | Same permissions as UMW\_Faculty\_Designer (see above) |