

Course Roles: K-State Online

Each User Role has specific capabilities. These descriptions are meant to help you choose the role that best fits the type of access you want a user to have. If you have any questions, please contact Technical support at 532-7722, 1-800-865-6143, or help@online.ksu.edu.

Primary Instructor

The Primary Instructor's role is to oversee and manage the course. The Primary Instructor has access to every capability and maintains total control over the course.

Secondary Instructor

The Secondary Instructor's role is very similar to that of the Primary instructor except they DO NOT have the following capabilities:

- Add Instructors
- Delete Course

Publisher

The Publisher's role is to oversee and manage the Content Management Suite. The publisher is limited to the following capabilities:

- Upload Content
- Edit Content
- Delete Content
- Reorder Content
- Move Content
- Add Properties to Content
- Delete Folders
- Create Folders
- View Message Board
- View Course Calendar

Grader

The Grader role is to utilize the Assignment Manager tool to create assignments and manage student grades. The Grader capabilities are limited to:

- Email Students
- View Roster
- Add Students
- Create Assignments
- Delete Assignments
- Reorder Assignments
- View Instructor Gradebook
- Edit Gradebook Scores
- Export Gradebook
- Post to Message Board
- View Message Board
- Post to Course Calendar
- View Course Calendar
- View Groups

Assignment Creator

The Assignment Creator role is to utilize the Assignment Manager tool but is more restricted than the grader role. The Assignment Creator's capabilities are limited to:

- View Instructor Gradebook
- Create Assignments
- Delete Assignments
- Post to Message Board
- View Message Board
- Post to Course Calendar
- View Course Calendar
- Edit Gradebook Scores
- View and participate in Groups

Visiting Instructor

The Visiting Instructor's role is to allow them to observe the course, but they do have Content Management capabilities that will allow them to guest teach a portion of the course.

- Access Course Tools
- Upload Content
- Edit Content
- Delete Content
- Reorder Content
- Move Content
- Add Properties to Content
- Delete Folders
- Create Folders
- Post to Message Board
- View Course Calendar
- Participate in Groups
- View Groups

Student

The Student's role is to participate in the course, view course materials, and learn from the course. The student has the capability to:

- View and Post to the Message Board
- View Course Calendar
- View the course content
- Submit assignments
- Take exams
- Participate in Chat Rooms
- Participate in Groups