

Oncourse: Gradebook, Assigning Permissions to AIs/TAs

Adding Customized Permissions in the Gradebook gives AIs/TAs the capability to assign grades.

Adding Customized Permissions

If you are the faculty of record, you can assign grading permissions to any users designated as AIs/TAs. You can override the default and assign customized grading permissions for each AI/TA.

1. From the tools to the left, **Click Gradebook**.
2. From the tool function links, **Click Permission Settings**.
Note: if this link does not appear, no users have been assigned the AI/TA role. Change roles by going to Site Setup.
3. On the Grader Permission Settings screen, under select a grader to edit, Select the name of the user whose permissions you would like to adjust.
4. To add a rule, **Click the Add a rule** link.
5. Select whether the AI/TA can view or grade and select an applicable category or group.
Note: By default, an AI/TA has permission to grade anything within their assigned sections/groups. Adding or modifying rules override the default permissions and restricts their capabilities within specifications listed here.
6. **Click Save Changes**.

Editing or Deleting Customized Permissions

To edit or delete permission settings,

1. From the tools to the left, **Click Gradebook**.
2. From the tool function links, **Click Permission Settings**.
3. On the Grader Permission Settings screen, under select a grader to edit, select the name of the user whose permissions you want to edit.
4. **Add or Delete rules** as needed.
5. When finished, **Click Save Changes**.