

*This document is designed as a complete reference for **roles and permissions** in Bridge. This document specifically discusses account-level and subaccount-level permissions. Using the information in this document, you may be able to troubleshoot permissions-related questions from your users or create custom roles for your account.*

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The Bridge roles and permissions feature allows for over 100 permission line items to be customized for any set of users. Bridge has five default user roles: Employee, Author, Admin, IT Admin, and Account Admin. All users added to Bridge are given the Employee role by default. Users can be assigned more than one default role, but adding a user to additional roles will only expand the permissions of that user, not restrict.

Each default permission allows a certain degree of customization. Custom roles can be created based on an existing default user role, and the custom role will inherit the default permissions of the user role it is based on. Custom roles can be used to modify default roles without any restrictions.

Manager roles are automatically created via CSV import. Admins can limit a manager's default permissions but cannot give the Manager role additional permissions. Limiting a manager's permissions takes away the manager's ability to author content and enroll learners. Additional permissions can only be given to managers by assigning them an additional role like Admin or Account Admin.

By default, Authors can edit all course content within an account. To limit an Author's permissions to only editing the content that they create, contact your CSM or Support team.

## Best Practices

- Begin by using the default user roles and permissions when setting up permissions in your Bridge instance. If the default permission sets do not fit a particular need, try to modify existing default roles. If the default roles cannot be modified to satisfy the need, then consider building a custom role.
- Use a short, concise naming convention for custom roles.
- Pilot custom roles to smaller test groups to vet custom roles, then expand to additional users when you are satisfied with the custom roles. Note that when creating a custom role, some permissions need to be enabled for other permissions to work correctly (e.g. a user must have the View Users permission enabled for the Enroll/Unenroll permission to work correctly).
- At any time, an individual with the appropriate permissions can delete a custom role. Default roles cannot be deleted.
- If a user only has a single role that is custom and that custom role is deleted, the user will inherit the roles of the learner. With this in mind, ensure that the users that have the ability to delete custom role is carefully considered.

## Subaccount Permissions and Settings

The following account settings can be modified at the subaccount level and can be unique to each subaccount:

- Content Branding
- Account Configuration
- User Management (Auto CSV, HRIS, etc.)
- Roles & Permissions
- Notification Preferences

































*Important: This document matches the content shown in the Roles and Permissions page and is subject to change.*

## Permissions by Feature

### How to Read the Permissions Table

- The **checkmark** icon indicates the default permission set for each role.
- The **unlock** icon indicates the permission can be enabled for the user role.
- If a permission is grayed out, the permission is locked by default and cannot be modified for a default user role.
- Manager permissions are not visible in the user interface. However, permissions scoped for the manager role are listed below. Scoped permissions apply to users, groups, and content within the manager’s domain.

### Accounts

Permission	Manager	Author	Admin	IT Admin	Account Admin
Manage Subaccounts					
View Subaccounts					
Create Subaccounts					
Update Subaccounts					
Disable Subaccounts					
Enable Subaccounts					
Manage Subaccounts Admins					
View Subaccounts Admins					
Create Subaccounts Admins					
Remove Subaccounts Admins					
Share Items with Subaccounts					

View Item's Affiliated Subaccounts					
Share Item with Affiliated Subaccounts					
Manage Content Branding					
View Custom Branding					
Manage Custom Branding					
Manage Account Config					
View Account Config					
Manage Account Config					
View Admin Dashboard*					
Edit Permissions and Roles					
View Permissions					
Edit Permissions					
Create Custom Roles					
Update Custom Roles					
Destroy Custom Roles					
CSV Import Logs					
View					
Download					
Manage Notifications					
View Notification Panel					
Configure Notifications					

\*Scoped for users, groups, and content within the manager's domain

## Users

Permission	Manager	Author	Admin	IT Admin	Account Admin
View Users		✓	✓	✓	✓
View Roles		✓	✓	✓	✓
View a User*	✓	✓	✓	✓	✓
Manage Users			✓	✓	✓
Create User			✓	✓	✓
Modify a User			✓	✓	✓
Delete User			✓	✓	✓
Restore User			✓	✓	✓
Edit User Unique Identifiers			✓	✓	✓
Masquerade as Another User					✓
View Notification History of Another User					✓
Change User's Roles			🔒	🔒	✓
Message Users*	✓	🔒	🔒	🔒	✓
Manage Emails			🔒	🔒	✓
Send Password Reset and Welcome Emails			🔒	🔒	✓
Change the User Password Requirements			🔒	🔒	✓
Manage User Import Settings (Auto CSV)			🔒	🔒	✓

\*Scoped to users within the manager's domain

## Groups

Permission	Manager	Author	Admin	IT Admin	Account Admin
Manage Groups*	✓		✓	✓	✓
Create Group	✓		✓	✓	✓
Modify a Group	✓		✓	✓	✓
View a Group	✓		✓	✓	✓
Delete Group	✓		✓	✓	✓
Add Learner	✓		✓	✓	✓
Remove Learner	✓		✓	✓	✓
Enroll/Unenroll Groups*	✓	🔒	✓	✓	✓
Enroll in Course	✓	🔒	✓	✓	✓
Enroll in Live Training	✓	🔒	✓	✓	✓
Enroll in Program	✓	🔒	✓	✓	✓
Enroll in Checkpoint	✓	🔒	✓	✓	✓
Distribute Survey	✓	🔒	✓	✓	✓
Unenroll from Course	✓	🔒	✓	✓	✓
Unenroll from Program	✓	🔒	✓	✓	✓
Unenroll from Live Training	✓	🔒	✓	✓	✓
Unenroll from Checkpoint	✓	🔒	✓	✓	✓
Export Group Enrollment Data	✓	🔒	✓	✓	✓
Manage Smart Groups*	✓		✓	✓	✓
Create a Smart Group	✓		✓	✓	✓

Modify a Smart Group	✓		✓	✓	✓
View a Smart Group	✓		✓	✓	✓
Delete a Smart Group	✓		✓	✓	✓
Enroll/Unenroll Smart Groups*	✓	🔒	✓	✓	✓
Enroll in Course	✓	🔒	✓	✓	✓
Enroll in Live Training	✓	🔒	✓	✓	✓
Enroll in Program	✓	🔒	✓	✓	✓
Enroll in Checkpoint	✓	🔒	✓	✓	✓
Distribute Survey	✓	🔒	✓	✓	✓
Unenroll from Course	✓	🔒	✓	✓	✓
Unenroll from Program	✓	🔒	✓	✓	✓
Unenroll from Live Training	✓	🔒	✓	✓	✓
Unenroll from Checkpoint	✓	🔒	✓	✓	✓
Export Group Enrollment Data	✓	🔒	✓	✓	✓
Manage All Learners Group			✓	✓	✓
View the All Learners Group			✓	✓	✓
Enroll in Course			✓	✓	✓
Enroll in Live Training			✓	✓	✓
Enroll in Program			✓	✓	✓
Enroll in Checkpoint			✓	✓	✓
Distribute Survey			✓	✓	✓
Unenroll from Course			✓	✓	✓

Unenroll from Program			✓	✓	✓
Unenroll from Checkpoint			✓	✓	✓
Unenroll from Live Training			✓	✓	✓
Export Group Enrollment Data			✓	✓	✓

*\*Scoped to groups within the manager's domain*



















## Content

Permission	Manager	Author	Admin	IT Admin	Account Admin
Manage Courses*	✓	✓	✓	✓	✓
View Course Titles	✓	✓	✓	✓	✓
View Course**	✓	✓	✓	✓	✓
Create Course	✓	✓	✓	✓	✓
Edit Course	✓	✓	✓	✓	✓
Delete Course	✓	✓	✓	✓	✓
Delete Course with Enrollments			✓	✓	✓
Publish Course	✓	✓	✓	✓	✓
Duplicate Course	✓	✓	✓	✓	✓
Export Course Enrollment Data	✓	✓	✓	✓	✓
Export Course Attempts Data	✓	✓	✓	✓	✓
Export Course Quiz Data	✓	✓	✓	✓	✓
Enroll Learners***	✓	✓	✓	✓	✓
Override Enrollment Data			✓	✓	✓
Unenroll Learners***	✓	✓	✓	✓	✓
Moderate Comments	✓	✓	✓	✓	✓



Set Expiration and Re-Enrollment			✓	✓	✓
Manage Programs*	✓	🔒	✓	✓	✓
View Program**	✓	🔒	✓	✓	✓
Create Program	✓	🔒	✓	✓	✓
Edit Program	✓	🔒	✓	✓	✓
Delete Program	✓	🔒	✓	✓	✓
Publish Program	✓	🔒	✓	✓	✓
Export Program Enrollment Data	✓	🔒	✓	✓	✓
Enroll Learners***	✓	🔒	✓	✓	✓
Unenroll Learners***	✓	🔒	✓	✓	✓
Manage Live Trainings*	✓	🔒	✓	✓	✓
View Live Training**	✓	🔒	✓	✓	✓
Create Live Training	✓	🔒	✓	✓	✓
Edit Live Training	✓	🔒	✓	✓	✓
Delete Live Training	✓	🔒	✓	✓	✓
Delete Live Training with Enrollments	✓	🔒	✓	✓	✓
Export Live Training Enrollment Data	✓	🔒	✓	✓	✓
Edit Live Training Sessions	✓	🔒	✓	✓	✓
Track Live Training Attendance	✓	🔒	✓	✓	✓
Enroll Learners***	✓	🔒	✓	✓	✓
Unenroll Learners***	✓	🔒	✓	✓	✓

Set Expiration and Re-Enrollment					
Manage Checkpoint					
View Checkpoint					
Create Checkpoint					
Edit Checkpoint					
Delete Checkpoint					
Delete Checkpoint with Enrollments					
Export Checkpoint Enrollment Data					
Enroll Learners					
Unenroll Learners					
Duplicate Checkpoint					
Manage Learning Library					
Manage Tags					
View Tags					
Add Tags					
Create New Tags					
Delete Tags					
Update Tags					
Manage Categories					
View Categories					
Add Categories					
Create Categories					





















































Delete Categories					
Update Categories					
LTI Launches					
LTI Content					

\*Scoped for content within the manager's domain

\*\*Managers can view all courses, programs, and live trainings in the account

\*\*\*Managers can enroll/unenroll learners in any course, program, or live training in the account

## Surveys

Permission	Manager	Author	Admin	IT Admin	Account Admin
Employee Engagement					
View Engagement Results					
Respond to Engagement Comments					
Manage Engagement Surveys					
Manage Surveys					
View Survey					
Create Survey					
Edit Survey					
Delete Survey					
Duplicate Survey					
Manage Survey Distribution					
View Survey Results					
Cancel Survey Distribution					

## Reports

Permission	Manager	Author	Admin	IT Admin	Account Admin
View Reports*	✓		🔓	🔓	✓
Export User Data*	✓		🔓	🔓	✓
Download All Data			🔓	🔓	✓

\*Scoped to learners within the manager's domain

## Marketplace

Permission	Manager	Author	Admin	IT Admin	Account Admin
View Marketplace		🔓	🔓	🔓	✓










## Permissions by User Role

Permissions are listed below alphabetically, matching the order in the Bridge UI. Each permission includes the following information:











- The default permission (enabled/disabled) for a user.
  - The **lock icon** image indicates the permission is enabled and locked by default for the user role.
  - The **unlock icon** image indicates the permission can be enabled for the user role.
- The tables below indicate the main effect(s) of the permission, listed specifically in reference to Bridge features.

### ACCOUNT ADMIN





#### Accounts



Permission	What it does?
 Manage Subaccounts	Allows user to create, edit, view, and delete subaccounts
 Manage Subaccounts Admins	Allows user to create, edit, view, and delete subaccounts admins
 Share Items with Subaccounts	Allows user to view and share items with affiliated subaccounts
 Manage Custom Branding	Allows user to view and edit custom branding
 Manage Account Config	Allows user to view and edit account config
 View Admin Dashboard	Allows user to view the Admin Dashboard
 Edit Permissions and Roles	Allows user to view and edit permissions, and create, update, and destroy custom roles
 CSV Import Logs	Allows user to view and download CSV import logs
 Manage Notifications	Allows user to view notification panel and configure notification settings

## Users




Permission	What it does?
 View Users	Allows user to view users and roles
 Manage Users	Allows user to create, modify, delete, and restore a user
 Edit User Unique Identifiers	Allows user to edit unique identifiers for users
 Masquerade as Another User	Allows user to masquerade as another user
 View Notification History of Another User	Allows user to view a user's notification history
 Change User's Roles	Allows user to change a user's roles
 Message Users	Allows user to message other users
 Manage Emails	Allows user to manage emails
 Send Password Reset and Welcome Emails	Allows user to send password reset and welcome emails, and change user password requirements
 Manage User Import Settings (Auto CSV)	Allows user to manage user import settings (Auto CSV)







## Groups

Permission	What it does?
 Manage Groups	Allows user to create, modify, view, or delete a group, and add or remove learners
 Enroll/Unenroll	Allows user to enroll or unenroll groups in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to groups  Allows user to export group enrollment data
 Manage Smart Groups	Allows user to create, modify, view, or delete a smart group
 Enroll/Unenroll Smart Groups	Allows user to enroll or unenroll smart groups in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to smart groups  Allows user to export smart group enrollment data




<p> Manage All Learners Group</p>	<p>Allows user to view the All Learners group</p> <p>Allows user to enroll or unenroll All Learners group in courses, live trainings, programs, or checkpoints</p> <p>Allows user to distribute surveys to All Learners group</p> <p>Allows user to export All Learners group enrollment data</p>
<p> Manage My Learners Group</p>	<p>Allows user to enroll or unenroll My Learners group in courses, live trainings, programs, or checkpoints</p> <p>Allows user to distribute surveys to My Learners group</p> <p>Allows user to export My Learners group enrollment data</p>

## Content

Permission	What it does?
<p> Manage Courses</p>	<p>Allows user to view course details</p> <p>Allows user to view, create, edit, delete, export, publish, duplicate, and archive courses</p> <p>Allows user to delete course enrollments</p> <p>Allows user to export course enrollment data, course attempts data, and course quiz data</p> <p>Allows user to view archived courses</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to override enrollment data</p> <p>Allows user to moderate comments</p> <p>Allows user to set expiration and re-enrollment</p>
<p> Manage Programs</p>	<p>Allows user to view, create, edit, delete, and publish programs</p> <p>Allows user to export program enrollment data</p> <p>Allows user to enroll and unenroll learners</p>
<p> Manage Live Trainings</p>	<p>Allows user to view, create, edit, and delete live trainings</p>




	Allows user to delete live trainings with enrollments
 Manage Checkpoints	<p>Allows user to view, create, edit, and delete checkpoints</p> <p>Allow user to delete checkpoints with enrollments</p> <p>Allows user to export checkpoint enrollment data</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to duplicate checkpoints</p>
 LTI Launches	Allows user to launch admin navigation tools, checkpoint tab tools, course tab tools, editor media modal tools, live course tab tools, program editor tools, program tab tools.
 LTI Content	<p>Allows user to launch LTI content as an admin</p> <p>Allows user to create, edit, and delete LTI content</p>
 Manage Learning Library	Allows user to manage the learning library
 Manage Tags	Allows user to view, add, create, delete, and update tags
 Manage Categories	Allows user to view, add, create, delete, and update categories

## Surveys


Permission	What it does?
 Employee Engagement	Allows user to view engagement results, respond to engagement comments, and manage engagement surveys
 Manage Surveys	Allows user to view, create, edit, delete, and duplicate surveys
 Manage Survey Distribution	<p>Allows user to view survey results</p> <p>Allows user to cancel survey distribution</p>



## Reports









Permission	What it does?
 View Reports	Allows user to view reports
 Export User Data	Allows user to export user data
 Download All Data	Allows user to download all data

## Marketplace









Permission	What it does?
 View Marketplace	Allows user to view marketplace

## ADMIN







### Accounts

Permission	What it does?
 Manage Subaccounts	Allows user to create, edit, view, and delete subaccounts
 Manage Subaccounts Admins	Allows user to create, edit, view, and delete subaccounts admins
 Share Items with Subaccounts	Allows user to view and share items with affiliated subaccounts
 Manage Custom Branding	Allows user to view and edit custom branding
 View Admin Dashboard	Allows user to view the Admin Dashboard
 Edit Permissions and Roles	Allows user to view and edit permissions, and create, update, and destroy custom roles
 CSV Import Logs	Allows user to view and download CSV import logs
 Manage Notifications	Allows user to view notification panel and configure notification settings



### Users




Permission	What it does?
 View Users	Allows user to view users and roles
 Manage Users	Allows user to create, modify, delete, and restore a user
 Edit User Unique Identifiers	Allows user to edit unique identifiers for users
 Change User's Roles	Allows user to change a user's roles
 Message Users	Allows user to message other users
 Manage Emails	Allows user to manage emails
 Send Password Reset and Welcome Emails	Allows user to send password reset and welcome emails, and change user password requirements
 Manage User Import Settings (Auto CSV)	Allows user to manage user import settings (Auto CSV)

## Groups




Permission	What it does?
 Manage Groups	Allows user to create, modify, view, or delete a group, and add or remove learners
 Enroll/Unenroll	Allows user to enroll or unenroll groups in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to groups  Allows user to export group enrollment data
 Manage Smart Groups	Allows user to create, modify, view, or delete a smart group
 Enroll/Unenroll Smart Groups	Allows user to enroll or unenroll smart groups in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to smart groups  Allows user to export smart group enrollment data
 Manage All Learners Group	Allows user to view the All Learners group  Allows user to enroll or unenroll All Learners group in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to All Learners group  Allows user to export All Learners group enrollment data
 Manage My Learners Group	Allows user to enroll or unenroll My Learners group in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to My Learners group  Allows user to export My Learners group enrollment data

## Content




Permission	What it does?
 Manage Courses	<p>Allows user to view course details</p> <p>Allows user to view, create, edit, delete, export, publish, duplicate, and archive courses</p> <p>Allows user to delete course enrollments</p> <p>Allows user to export course enrollment data, course attempts data, and course quiz data</p> <p>Allows user to view archived courses</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to override enrollment data</p> <p>Allows user to moderate comments</p> <p>Allows user to set expiration and re-enrollment</p>
 Manage Programs	<p>Allows user to view, create, edit, delete, and publish programs</p> <p>Allows user to export program enrollment data</p> <p>Allows user to enroll and unenroll learners</p>
 Manage Live Trainings	<p>Allows user to view, create, edit, and delete live trainings</p> <p>Allows user to delete live trainings with enrollments</p>
 Manage Checkpoints	<p>Allows user to view, create, edit, and delete checkpoints</p> <p>Allow user to delete checkpoints with enrollments</p> <p>Allows user to export checkpoint enrollment data</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to duplicate checkpoints</p>
 LTI Launches	<p>Allows user to launch admin navigation tools, checkpoint tab tools, course tab tools, editor media modal tools, live course tab tools, program editor tools, program tab tools.</p>
 LTI Content	<p>Allows user to launch LTI content as an admin</p>

	Allows user to create, edit, and delete LTI content
 Manage Learning Library	Allows user to manage the learning library
 Manage Tags	Allows user to view, add, create, delete, and update tags
 Manage Categories	Allows user to view, add, create, delete, and update categories


## Surveys

Permission	What it does?
 Employee Engagement	Allows user to view engagement results, respond to engagement comments, and manage engagement surveys
 Manage Surveys	Allows user to view, create, edit, delete, and duplicate surveys
 Manage Survey Distribution	Allows user to view survey results Allows user to cancel survey distribution

## Reports



Permission	What it does?
 View Reports	Allows user to view reports
 Export User Data	Allows user to export user data
 Download All Data	Allows user to download all data

## Marketplace



Permission	What it does?
 View Marketplace	Allows user to view marketplace

## AUTHOR


### Users









Permission	What it does?
 View Users	Allows user to view users and roles
 Message Users	Allows user to message other users

### Groups




Permission	What it does?
 Enroll/Unenroll	<p>Allows user to enroll or unenroll groups in courses, live trainings, programs, or checkpoints</p> <p>Allows user to distribute surveys to groups</p> <p>Allows user to export group enrollment data</p>
 Enroll/Unenroll Smart Groups	<p>Allows user to enroll or unenroll smart groups in courses, live trainings, programs, or checkpoints</p> <p>Allows user to distribute surveys to smart groups</p> <p>Allows user to export smart group enrollment data</p>

### Content


Permission	What it does?
 Manage Courses	<p>Allows user to view course details</p> <p>Allows user to view, create, edit, publish, duplicate, and archive courses</p> <p>Allows user to export course enrollment data, course attempts data, and course quiz data</p> <p>Allows user to view archived courses</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to moderate comments</p>

 Manage Programs	<p>Allows user to view, create, edit, delete, and publish programs</p> <p>Allows user to export program enrollment data</p> <p>Allows user to enroll and unenroll learners</p>
 Manage Live Trainings	<p>Allows user to view, create, edit, and delete live trainings</p> <p>Allows user to delete live trainings with enrollments</p>
 Manage Checkpoints	<p>Allows user to create and delete checkpoints</p> <p>Allow user to delete checkpoints with enrollments</p> <p>Allows user to export checkpoint enrollment data</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to duplicate checkpoints</p>
 LTI Launches	<p>Allows user to launch admin navigation tools, checkpoint tab tools, course tab tools, editor media modal tools, live course tab tools, program editor tools, program tab tools.</p>
 LTI Content	<p>Allows user to launch LTI content as an admin</p> <p>Allows user to create, edit, and delete LTI content</p>
 Manage Learning Library	<p>Allows user to manage the learning library</p>
 Manage Tags	<p>Allows user to view tags</p>
 Manage Categories	<p>Allows user to view categories</p>

## Surveys

Permission	What it does?
 Employee Engagement	<p>Allows user to view engagement results, respond to engagement comments, and manage engagement surveys</p>
 Manage Surveys	<p>Allows user to view, create, edit, delete, and duplicate surveys</p>
 Manage Survey Distribution	<p>Allows user to view survey results</p> <p>Allows user to cancel survey distribution</p>










## Marketplace

Permission	What it does?
 View Marketplace	Allows user to view marketplace











## IT ADMIN







### Accounts

Permission	What it does?
 Manage Subaccounts	Allows user to create, edit, view, and delete subaccounts
 Manage Subaccounts Admins	Allows user to create, edit, view, and delete subaccounts admins
 Share Items with Subaccounts	Allows user to view and share items with affiliated subaccounts
 Manage Custom Branding	Allows user to view and edit custom branding
 Manage Account Config	Allows user to view and edit account config
 View Admin Dashboard	Allows user to view the Admin Dashboard
 Edit Permissions and Roles	Allows user to view and edit permissions, and create, update, and destroy custom roles
 CSV Import Logs	Allows user to view and download CSV import logs
 Manage Notifications	Allows user to view notification panel and configure notification settings







### Users




Permission	What it does?
 View Users	Allows user to view users and roles
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 Change User's Roles	Allows user to change a user's roles
 Message Users	Allows user to message other users
 Manage Emails	Allows user to manage emails
 Send Password Reset and Welcome Emails	Allows user to send password reset and welcome emails, and change user password requirements
 Manage User Import Settings (Auto CSV)	Allows user to manage user import settings (Auto CSV)

## Groups




Permission	What it does?
 Manage Groups	Allows user to create, modify, view, or delete a group, and add or remove learners
 Enroll/Unenroll	Allows user to enroll or unenroll groups in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to groups  Allows user to export group enrollment data
 Manage Smart Groups	Allows user to create, modify, view, or delete a smart group
 Enroll/Unenroll Smart Groups	Allows user to enroll or unenroll smart groups in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to smart groups  Allows user to export smart group enrollment data
 Manage All Learners Group	Allows user to view the All Learners group  Allows user to enroll or unenroll All Learners group in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to All Learners group  Allows user to export All Learners group enrollment data
 Manage My Learners Group	Allows user to enroll or unenroll My Learners group in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to My Learners group  Allows user to export My Learners group enrollment data

## Content




Permission	What it does?
 Manage Courses	<p>Allows user to view course details</p> <p>Allows user to view, create, edit, delete, publish, duplicate, and archive courses</p> <p>Allows user to delete course enrollments</p> <p>Allows user to export course enrollment data, course attempts data, and course quiz data</p> <p>Allows user to view archived courses</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to moderate comments</p> <p>Allows user to set expiration and re-enrollment</p>
 Manage Programs	<p>Allows user to view, create, edit, delete, and publish programs</p> <p>Allows user to export program enrollment data</p> <p>Allows user to enroll and unenroll learners</p>
 Manage Live Trainings	<p>Allows user to view, create, edit, and delete live trainings</p> <p>Allows user to delete live trainings with enrollments</p>
 Manage Checkpoints	<p>Allows user to view, create, edit, and delete checkpoints</p> <p>Allow user to delete checkpoints with enrollments</p> <p>Allows user to export checkpoint enrollment data</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to duplicate checkpoints</p>
 LTI Launches	<p>Allows user to launch admin navigation tools, checkpoint tab tools, course tab tools, editor media modal tools, live course tab tools, program editor tools, program tab tools.</p>
 LTI Content	<p>Allows user to launch LTI content as an admin</p> <p>Allows user to create, edit, and delete LTI content</p>

 Manage Learning Library	Allows user to manage the learning library
 Manage Tags	Allows user to view, add, create, delete, and update tags
 Manage Categories	Allows user to view, add, create, delete, and update categories


## Surveys

Permission	What it does?
 Employee Engagement	Allows user to view engagement results, respond to engagement comments, and manage engagement surveys
 Manage Surveys	Allows user to view, create, edit, delete, and duplicate surveys
 Manage Survey Distribution	Allows user to view survey results  Allows user to cancel survey distribution

## Reports

Permission	What it does?
 View Reports	Allows user to view reports
 Export User Data	Allows user to export user data
 Download All Data	Allows user to download all data


## Marketplace

Permission	What it does?
 View Marketplace	Allows user to view marketplace



## MANAGER

**Note:** All permissions are scoped to what is within a manager’s domain.






### Accounts

Permission	What it does?
 View Admin Dashboard	Allows user to view the Admin Dashboard

### Users







Permission	What it does?
 View Users	Allows user to view users and roles
 Message Users	Allows user to message other users



### Groups

Permission	What it does?
 Manage Groups	Allows user to create, modify, view, or delete a group, and add or remove learners
 Enroll/Unenroll	Allows user to enroll or unenroll groups in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to groups  Allows user to export group enrollment data
 Manage Smart Groups	Allows user to create, modify, view, or delete a smart group
 Enroll/Unenroll Smart Groups	Allows user to enroll or unenroll smart groups in courses, live trainings, programs, or checkpoints  Allows user to distribute surveys to smart groups  Allows user to export smart group enrollment data
 Manage My Learners Group	Allows user to enroll or unenroll My Learners group in courses, live trainings, programs, or checkpoints



	<p>Allows user to distribute surveys to My Learners group</p> <p>Allows user to export My Learners group enrollment data</p>
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## Content

Permission	What it does?
 Manage Courses	<p>Allows user to view course details</p> <p>Allows user to view, create, edit, delete, publish, duplicate, and archive courses</p> <p>Allows user to export course enrollment data, course attempts data, and course quiz data</p> <p>Allows user to view archived courses</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to moderate comments</p>
 Manage Programs	<p>Allows user to view, create, edit, delete, and publish programs</p> <p>Allows user to export program enrollment data</p> <p>Allows user to enroll and unenroll learners</p>
 Manage Live Trainings	<p>Allows user to view, create, edit, and delete live trainings</p> <p>Allows user to delete live trainings with enrollments</p>
 Manage Checkpoints	<p>Allows user to view, create, edit, and delete checkpoints</p> <p>Allow user to delete checkpoints with enrollments</p> <p>Allows user to export checkpoint enrollment data</p> <p>Allows user to enroll and unenroll learners</p> <p>Allows user to duplicate checkpoints</p>
 LTI Launches	<p>Allows user to launch admin navigation tools, checkpoint tab tools, course tab tools, editor media modal tools, live course tab tools, program editor tools, program tab tools.</p>
 LTI Content	<p>Allows user to launch LTI content as an admin</p> <p>Allows user to create, edit, and delete LTI content</p>

 Manage Tags	Allows user to view tags
 Manage Categories	Allows user to view categories

## Reports

Permission	What it does?
 View Reports	Allows user to view reports
 Export User Data	Allows user to export user data