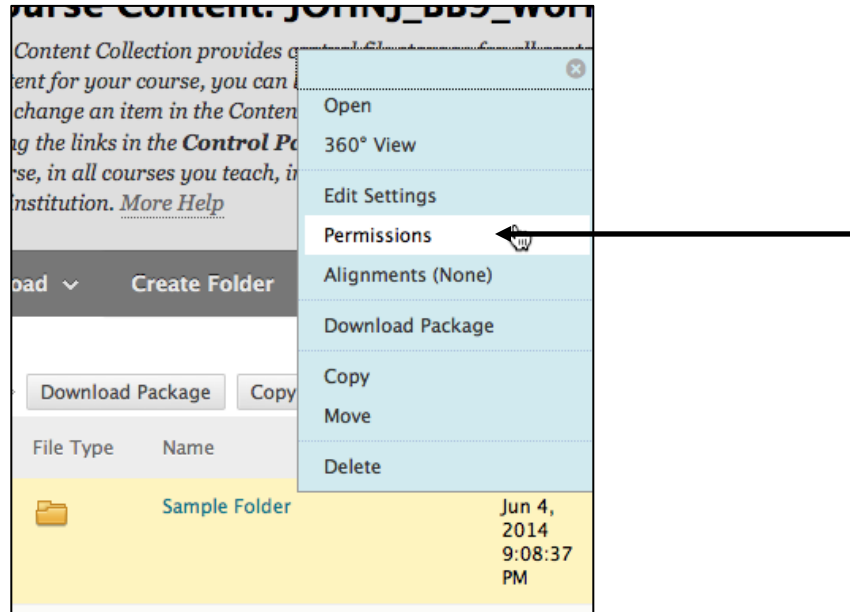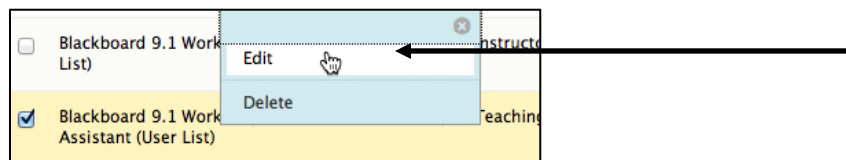1. In the Content Management system, click the folder's Action Link then select Permissions.
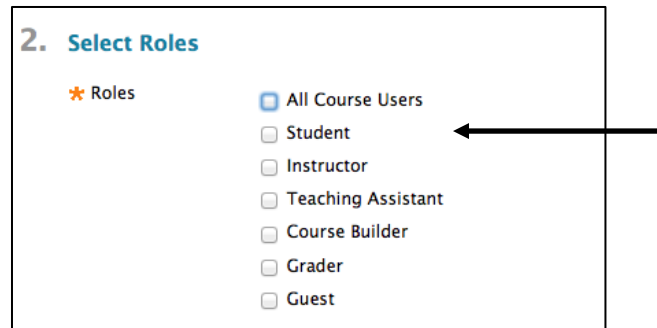

2. Another option is to click the icon in the Permissions column on the right hand side.

3. Click the Action Link next to the Username, then select Edit.

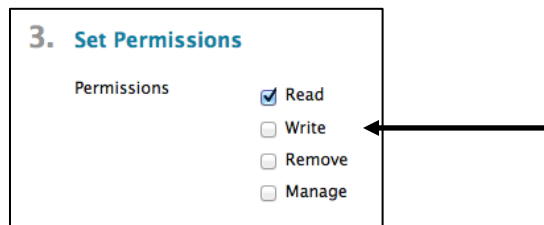4. Select the Roles you want to have access to the Folder

2. Select Roles

* Roles
- ☐ All Course Users
- ☐ Student
- ☐ Instructor
- ☐ Teaching Assistant
- ☐ Course Builder
- ☐ Grader
- ☐ Guest

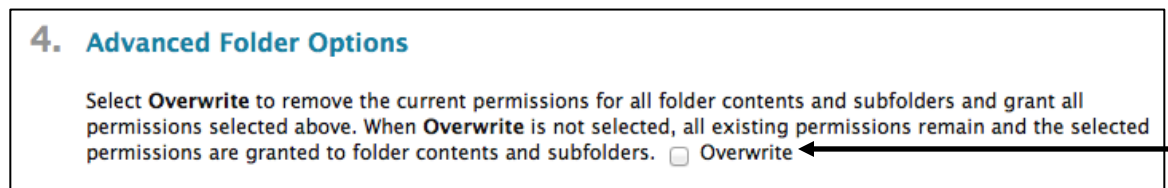5. Select the Permissions the users will have for the folder

3. Set Permissions

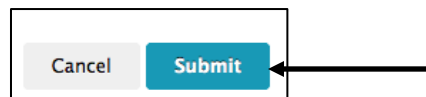Permissions
- ☑ Read
- ☐ Write
- ☐ Remove
- ☐ Manage

6. Select Overwrite if you want to remove the current permissions to all content in the folder and apply the settings you selected above to all content in the folder

4. Advanced Folder Options

Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders. ☐ Overwrite

7. Click Submit.

Cancel   **Submit**