Rights and Roles

An Instructor can request to have additional users added to their course in various roles by submitting the form located in the Resources Page in myLCC.


Explanation of Rights and Roles Available

- **Instructor:** The Instructor role has access to view, edit, copy, export, and import all content within a course including but not limited to content pages, discussion forums, dropboxes, groups, the entire gradebook, quizzes, classlist, attendance, etc.

- **Course Assistant:** The Course Assistant role has access to view all content within a course as well as view and enter grades in the gradebook. Course Assistants CANNOT edit course content except to enter grades. This role can only be assigned to LCC employees as Course Assistants can view the entire gradebook as well as enter grades for students.

- **Student:** The Student role has access to view all course content including the grades assigned ONLY to that student. This role is generally assigned to all students registered for a course through Banner. Additional users can be added to a course roster with this role if requested.

- **Supplemental Instructor (SI):** The Supplemental Instructor (SI) role has the same access as the Student role. The SI is able to see the assignments in the gradebook but cannot view any grades assigned to students. This role can only be requested by the Director of Tutoring Services per the Course Management System Access Policies.

- **Incomplete:** The Incomplete role has the same access as the Student role; however, this role can only be assigned if a student is finishing an Incomplete. This information should be reflected in Banner as well. To add a user to a course for the purposes of finishing an Incomplete, please fill out the Access for Incomplete Request for available in the Faculty Tab in StarPort.

- **Audit:** The Audit role has the same access as the Student role; however, these are non-credit users. The Audit role is automatically assigned to those users who elect to Audit a course when registering in Banner.

- **Guest:** The Guest role has access to view all course content EXCEPT email and grades. In order to request this role, the Request for Guest Access to Course Management System (CMS) form must be submitted. The Request for Guest Access to Course Management System (CMS) form is located at: http://www.lcc.edu/elearning/faculty/documents/index/guest-access-request-form.pdf