# User Roles in ELMS

In the ELMS management tool, users can add individuals to their course spaces under one of several roles. This document will briefly summarize the difference between these roles.

* An **instructional colleague** can view nearly all the course’s content except for the gradebook. Instructional Colleagues can not add, modify, or delete any assignments, quizzes, files, or pages. This role is useful for giving access to a course that an individual may teach in a future term.
* A **guest instructor** has nearly all the Canvas rights that an instructor does; however, guest instructors can **not** view or edit any student grades.
* An **observer** functions similarly to a student, but can not view discussions or participate in any assignments; observers can, however, view assignment descriptions. This role is appropriate for ADA support.
* A **designer** can create, edit, and delete most of the content within a course; designers can **not** view or edit any student grades. This role can be assigned to other faculty, staff, or students who are not enrolled in the course.

The table below provides a quick reference as to which roles can access which aspects of your course space.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Instructional Colleague | Guest Instructor | Observer | Designer |
| Create, Edit, and Delete Assignments and Quizzes | No | Yes | No | Yes |
| View Gradebook | No | No | No | No |
| Edit Gradebook | No | No | No | No |
| Edit Course Calendar | No | Yes | No | Yes |
| Create and edit rubrics | No | Yes | No | Yes |
| Manage course files | No | Yes | No | Yes |
| Manage course pages | No | Yes | No | Yes |
| Manage student groups | No | Yes | No | Yes |
| Manage learning outcomes | No | No | No | Yes |
| Moderate discussions | No | Yes | No | Yes |
| Message the entire class | No | Yes | No | Yes |
| View discussions | Yes | Yes | No | Yes |
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