Permissions

Can they do that?

What are permissions and why are they important?

Admins can review and manage permissions for course-level and account-level user roles. Depending on the user role, you may want to edit default permissions and set custom permissions for a user role in your account. Permissions grant or deny access to specific features within an account and course.

Account Level Permission

Account roles are granted to each Canvas admin and define the type of access each admin has in the account. You can create custom account-level roles depending on the needs of your institution.

Sub-Account Level Permissions

Sub-Account Permissions grant or deny access to specific features within an account and course and are applied to any user granted a specific account-level role. Sub-account admins cannot be assigned the following permissions: The following permissions cannot be applied to sub-accounts:

● Catalog - manage

● Developer Keys - manage

● Notifications - view (Admin Tools)

● SIS Data - import

● SIS Data - manage

● Users - act as

● Users - manage login details

Course Level Permissions

Course Level Permissions grant or deny access to specific features within a course and are applied to any user granted a specific course-level role.

Custom Roles

There are two types of users in Canvas: Account-level users and Course-level users. By default, Canvas comes with several predefined user roles, however, Admins can decide to create their own custom roles for the Account Level and Course level users.

You will need to choose either Course or Account Roles and select the option for Add Role.

Custom Course Level roles can be based off of a Teacher, TA, Designer, and Observer. This allows for the basic permissions to be automatically set and customized from there.

Custom Admin Level roles are not based off of any roles, so all permissions will be automatically turned off and would need to be toggled manually.
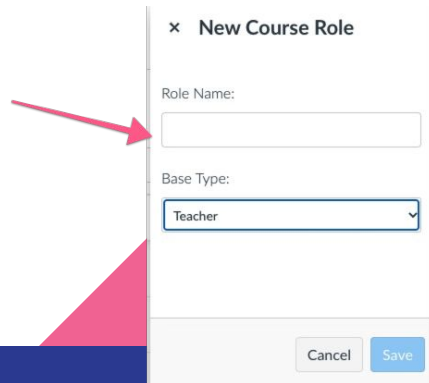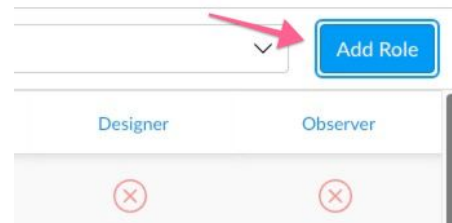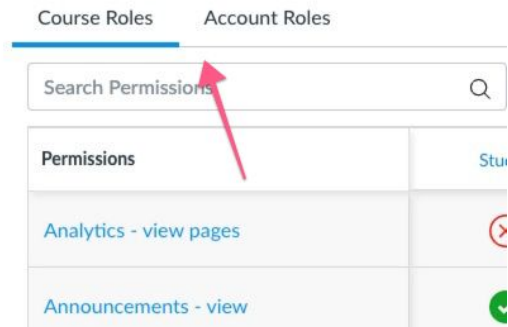
Manage Permissions

1. Locate the name of the user role
2. Click the icon next to the name of a permission
3. In the permission menu, the existing permission is indicated by a check mark.
4. Choose the new permission status by clicking one of the permission options: Enable or Disable
5. After you enable or disable the permission, you can choose to lock the permission status. To lock the permission status, click the Lock option (Locked options keep the setting from being changed by sub-account admins in a lower account. The new permission status is saved automatically.)

Shared Permission/Bleeding Permission

This is a common issue and can happen when a user is given two roles in a course/account. When a user holds two different roles it can give display issues because of the different permission they are given.

For example if a teacher is also given a student role in a course that can give them the issue sometimes of not being able to grade an assignment or not access course settings.

How to Troubleshoot

- Always check to see if a course is in a sub account because they can have different permissions
- It can take some time for new permissions to display, sometimes toggling the timezone back and forth will help
- Check to see if a certain permission requires another permission to be enabled for it to function properly

Additional Information

- Check out our [permissions PDF](#) that goes into more detail on the different permissions and what they do.
- Base roles cannot be deleted
- If a permission icon does not display as opaque, you cannot change the permission.
- Some permissions require other permissions to be turned on in order for it to work properly. You can click on the permission name to view the "Additional Consideration" section to see what other permissions is required for it.
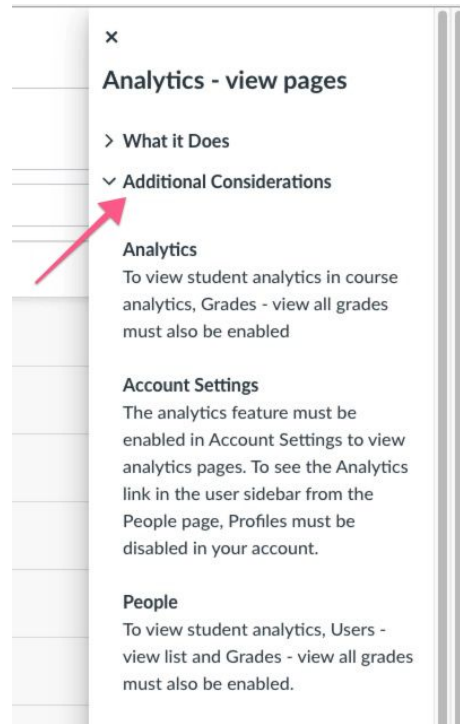
Activity

Create two roles in your instance one an account role and one a course role. After you have created them give a two users in your instance those roles and play around to see how they work.

Conclusion

- Permissions grant or deny access to specific features within an account and course.
- If someone is experiencing issues performing a specific action in Canvas, always check the sub-account permission levels (if the course is in one) to ensure they have the necessary permissions enabled.

Questions?