

How to Edit Existing User Permissions in Content Collection

In the Content Collection, each folder and file has default permissions for who can access it. For example, by default, the items in your My Content folder are only accessible by you. The steps below show you how to edit the permissions for folders and files in your Content Collection.

Step-by-step guide

1. In the **Content Collection**, navigate to the folder or file where you want to edit the user permissions.
2. Click the **Permissions icon** for the file or folder.

FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
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3. Hover over the role you want to change and click the arrow that appears. Select **Edit**.

<input type="checkbox"/>	USER/USER LIST
<input type="checkbox"/>	CSV Training (CSV-Training): Course Builder (User List)
<input type="checkbox"/>	CSV Training (CSV-Training): Instructor (User List)
<input type="checkbox"/>	CSV Training (CSV-Training): Teaching Assistant (User List)

Selecting **Delete** removes the role and the permissions for the file or folder.

4. On the **Edit Permissions page**, select which Permissions you want the role to have. For folders, check **Overwrite** to make these permissions changes for all folder contents and sub-folders. If you don't select **Overwrite**, the selected permissions are added to all folder contents and sub-folders, but previously existing permissions are not removed.

ADVANCED FOLDER OPTIONS

Select **Overwrite** to remove the current permissions and grant the selected permissions to folder contents and sub-folders.

Overwrite

5. Click **Submit**.
6. Click **OK** to return to Content Collection.

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