

D2L Role Definitions

Department Head	<p>CMU Department Head</p> <ul style="list-style-type: none"> • Role can only be assigned by Distance Education. • Has access to view content, classlist, and gradebook in current and past courses.
Program Coordinator	<p>Faculty role to oversee selected program(s) within a department.</p> <ul style="list-style-type: none"> • Role can only be assigned by Distance Education at the request of the Department Head and with the approval of the Director of Distance Education. • Has access to view content, classlist, and gradebook.
Department Admin. Assistant	<p>Administrative Assistant role to view and download course syllabi</p> <ul style="list-style-type: none"> • Role can only be assigned by Distance Education at the request of the Department Head and with the approval of the Director of Distance Education. • Has access to view content in current and past courses, but can not access the classlist or gradebook.
Instructor	<p>Banner-assigned CMU instructor of record. One instructor per course (more if courses are merged)</p> <ul style="list-style-type: none"> • Has access to course once closed.
Co-Instructor	<p>Used for mentors and co-teachers</p> <ul style="list-style-type: none"> • Role can only be assigned by Distance Education at the request of the Department Head or instructor of record. • Has access to course once closed. • Has same permissions as Instructor role, but cannot add participants.
CMU Faculty	<p>CMU faculty member who can view and export/copy course content</p> <ul style="list-style-type: none"> • Role can only be assigned by the instructor of record or Department Head. • Has access to view and export/copy content, but can not access the classlist or gradebook. • Has access to course once closed.
Incomplete	<p>Student role for access to course shell beyond the official end date</p> <ul style="list-style-type: none"> • Role can only be assigned by Distance Education at the request of the Department Head or instructor of record. • Has access to course until the date specified by the Department Head or instructor.
Student Auditor	<p>Student role for access to a course without receiving grades or credit</p> <ul style="list-style-type: none"> • Role can only be assigned by the instructor of record. • Access is limited to one semester.
Librarian	<p>Reference librarian assigned to course</p> <ul style="list-style-type: none"> • Role can only be assigned by the instructor of record. • Access is limited to one semester.
Course Reviewer/ External Reviewer	<p>Instructor view used for internal peer reviews, external reviews, and accreditation purposes</p> <ul style="list-style-type: none"> • Role can only be assigned by Distance Education. • Access is limited to one week.