D2L Role Definitions

Department Head	CMU Department Head • Role can only be assigned by Distance Education. • Has access to view content, classlist, and gradebook in current and past courses.
Program Coordinator	Faculty role to oversee selected program(s) within a department. • 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	Administrative Assistant role to view and download course syllabi • 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	Banner-assigned CMU instructor of record. One instructor per course (more if courses are merged) • Has access to course once closed.
Co-Instructor	Used for mentors and co-teachers • 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	CMU faculty member who can view and export/copy course content • 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	Student role for access to course shell beyond the official end date • 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	Student role for access to a course without receiving grades or credit • Role can only be assigned by the instructor of record. • Access is limited to one semester.
Librarian	Reference librarian assigned to course • Role can only be assigned by the instructor of record. • Access is limited to one semester.
Course Reviewer/ External Reviewer	Instructor view used for internal peer reviews, external reviews, and accreditation purposes • Role can only be assigned by Distance Education. • Access is limited to one week.