# REQUEST FOR PEOPLESOFT/BLACKBOARD LEARN/OASIS ACCESS TO GSBS COURSE

Please complete all fields below and submit via email to [registrar@umassmed.edu](mailto:registrar@umassmed.edu) and [tricia.doane@umassmed.edu](mailto:tricia.doane@umassmed.edu).

Once a request is processed (occurs overnight), account credentials are obtained via the **Need Your Password?** link on the Blackboard Learn login page: <https://umassmed.umassonline.net/webapps/login/>

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| Date of Request: | | | |  | | | | | | | | | | |
| Course Catalog Number (e.g., BBS 601): | | | | | | |  | | | | | | | |
| Course Catalog Name: | | | | | |  | | | | | | | | |
| Academic Year: | | | 20  /20 | | | |  | |  | |  | | | |
| Term: | Fall | | | Spring | | | Summer | | | | | | | |
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| Please list new faculty/staff to be granted access to this course or current faculty/staff who need a role change. | | | | | | | | | | | | | | |
| First | | MI | | | Last | | | Email | | Phone | | PeopleSoft Role Requested\* | New | Change |
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\*See next page for description of Role Requested

**Roles/Permissions by Platform**

| **PeopleSoft** | **BbLearn** | **OASIS** |
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| **Course Director (CA1)**   * View class roster * View assignments * Add/view grades | **UMW\_Faculty\_Designer**   * Can upload files to the Course Content Collection * Can create tests and assignments * Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.) * Can view student performance and grades * Can run full range of course reports (individual and aggregate data) * Can set course tool availability * Can view course content hidden from students * Can view and edit course before start date and after end date | **Course Director**   * Access to classes * Access to students * Access to evaluations * Access to complete assessments |
| **Co-Course Director (CA2)**   * View class roster * View assignments * View grades | **UMW\_Faculty\_Designer**   * Can upload files to the Course Content Collection * Can create tests and assignments * Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.) * Can view student performance and grades * Can run full range of course reports (individual and aggregate data) * Can set course tool availability * Can view course content hidden from students * Can view and edit course before start date and after end date | **Course Director**   * Access to classes * Access to students * Access to evaluations * DOES NOT HAVE access to complete assessments |
| **Primary Instructor (PI)** OR **Secondary Instructor (SI)**   * View class roster * View assignments * View grades | **UMW\_Instructor**   * Cannot upload files to the Course Content Collection * Cannot create tests and assignments * Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.) * Can view student performance and grades * Can run full range of course reports (individual and aggregate data) * Can set course tool availability * Can view course content hidden from students * Can view course before start date and after end date | **None** |
| **Teaching Assistant (TA)** | **UMW\_Teaching\_Assistant**   * Cannot upload files to the Course Content Collection * Cannot create tests and assignments * Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.) * Cannot view student performance and grades * Cannot run full range of course reports (individual and aggregate data) * Cannot set course tool availability * Can view course content hidden from students * Can view course before start date | **None** |
| **Faculty Monitor** | **UMW\_Faculty\_Monitor**   * Cannot upload files to the Course Content Collection * Cannot create tests and assignments * Cannot create course tools (calendar events, discussions, blogs, wikis, groups, etc.) * Cannot view student performance and grades * Cannot run full range of course reports (individual and aggregate data) * Cannot set course tool availability * Can view course content hidden from students * Can view course before start date and after end date | **None** |
| **Course Administrator**   * View class roster | **UMW\_Course\_Admin**   * Can upload files to the Course Content Collection * Can create tests and assignments * Can create course tools (calendar events, discussions, blogs, wikis, groups, etc.) * Can view student performance and grades * Can run full range of course reports (individual and aggregate data) * Can set course tool availability * Can view course content hidden from students * Can view and edit course before start date and after end date | **Course Administrator**   * Access to classes * Access to students * Access to evaluations * Has access to complete assessments on behalf of the Course Directors * Cannot be evaluated |
| **None** | **None** | **Educator** (anyone with a faculty appointment with UMMS that is not already assigned to classes)   * Can be chosen for evaluation * Has no access to course or student data |