

NC3 Site "Roles / Permissions"

There are different level of permissions given to the different "roles" within the exam site. The roles include Site Campus Admin, Site Support, Instructor, & Student. You need to understand the permission level of your role to know what access you have. *****NOTE: The main difference in the roles is the ability to "add new students" - essentially the roles have the exact same access except for this "add new students" ability.*****

Campus Admin: (max 2 per school) NC3 allows a max of 2 instructors to be the exam site's "Campus Admin" which means that person has full permissions to the site **and can add new students to the site**. All other "instructors" will have full permissions (assigning students to groups, assigning certifications, viewing grades, running reports, etc) **except for this "add new student" ability**. This is for security and integrity of the certifications.

Site Support: (max of 2) This are for *non-teaching* people who help with the site. *This role has zero access to any curriculum*, but can add new students & groups, assign exams, and run reports. Typically an administrative assistant type position or some other school admin role (Dean, Chair, or other) who will not teach the certifications, but need to access to the site.

Instructor: Unlimited number of "Instructors" can be included on the school's site. All other "instructors" will have full permissions (assigning students to groups, assigning certifications, viewing grades, running reports, etc) **except for this "add new student" ability**. ***Your site Campus Admins must enroll/assign you into the exam(s) at your local school for you to gain curriculum access and have the ability to assign students.***