

# Rutgers Canvas Sub-Account Permissions

This is a comparison chart for permissions between sub-account admin roles. (Last Updated October 2024)

Sub-Account	OIT Central Admin	Sub-Account Admin	Instructional Designer and Support	Department	View Only
Admin Analytics - view and export data	✓	✓	✓	✓	✓
Admins - add / remove	✓				
Account-level settings - manage	✓	✓			
Analytics - view pages	✓	✓	✓	✓	✓
Analytics Hub	✓	✓	✓	✓	✓
Announcements - view	✓	✓	✓	✓	✓
Blueprint Courses - add / edit / associate / delete	✓	✓	✓		
Developer Keys - manage	✓				
Global Announcements - add / edit / delete	✓	✓			
Item Banks - manage account	✓	✓	✓		
Item Banks - share with subaccounts	✓	✓	✓		
Manage Account Calendars	✓	✓			
Notifications - view	✓	✓	✓		
Reports - manage	✓	✓	✓	✓	
SIS Data - manage	✓				
SIS Data - read	✓	✓	✓	✓	✓
Statistics - view	✓	✓	✓	✓	✓
Course Settings	OIT Central Admin	Sub-Account Admin	Instructional Designer and Support	Department	View Only
Conversations - send messages to entire class	✓	✓			
Conversations - send messages to individual course members	✓	✓			
Course Calendar - add / edit / delete	✓	✓			
Course Content - add / edit / delete	✓	✓	✓		
Course Content - view	✓	✓	✓	✓	✓
Courses - add / manage	✓	✓			
Courses - change visibility	✓	✓			
Courses - publish	✓	✓	✓		
Courses - conclude	✓	✓	✓		
Courses - undelete	✓	✓	✓		
Courses - view change logs	✓	✓	✓	✓	✓
Courses - view list	✓	✓	✓	✓	✓
Courses - view usage reports	✓	✓	✓	✓	✓
Feature Options - enable / disable	✓	✓			
Feature Options - view	✓	✓			
Groups - view all student groups	✓	✓	✓	✓	✓
Learning Outcomes - add / edit / delete	✓	✓	✓		
Learning Outcomes - import	✓	✓	✓		
Manage Course Sections (add / delete / edit)	✓	✓	✓		
Manage Groups (add / delete / edit)	✓	✓	✓		
Manage LTI (add / delete / edit)	✓	✓			
Storage Quotas - manage	✓	✓			
Student Collaborations - create	✓	✓			
Course Content	OIT Central Admin	Sub-Account Admin	Instructional Designer and Support	Department	View Only
Discussions - create	✓	✓	✓		
Discussions - moderate	✓	✓			
Discussions - post	✓	✓			
Discussions - view	✓	✓	✓	✓	✓
Global Announcements - add / edit / delete	✓	✓			
Item Banks - manage account	✓	✓	✓		
Manage Assignments and Quizzes (add / delete / edit)	✓	✓	✓		
Manage Course Files (add / delete / edit)	✓	✓			
Manage Course Templates (add / delete / edit)	✓	✓	✓		
Manage Pages (add / delete / edit)	✓	✓			
Question banks - view and link	✓	✓	✓	✓	✓
Web Conferences - create	✓	✓			
Grades	OIT Central Admin	Sub-Account Admin	Instructional Designer and Support	Department	View Only
Grades - edit	✓				
Grades - select final grade for moderation	✓				
Grades - view all grades	✓	✓		✓	
Grades - view audit trail	✓	✓		✓	
Grades - view change logs	✓	✓		✓	
Outcome Mastery Scales - add / edit	✓	✓	✓		
Outcome Proficiency Calculations - add / edit	✓	✓	✓		
Quizzes - view submission log	✓	✓	✓	✓	✓
Rubrics - add / edit / delete	✓	✓	✓		
Users	OIT Central Admin	Sub-Account Admin	Instructional Designer and Support	Department	View Only
add / remove Designers	✓	✓	✓	✓	
add / remove Observers	✓	✓	✓	✓	
add / remove Students	✓	✓	✓	✓	
add / remove TAs	✓	✓	✓	✓	
add / remove Students	✓	✓	✓	✓	
add / remove Teachers	✓	✓	✓	✓	
Users - allow administrative actions in courses	✓	✓	✓	✓	
Users - manage login details (Create Users)	✓				
Users - manage observers	✓	✓			
Users - manage students in courses	✓	✓		✓	
Users - moderate content	✓	✓			
Users - view list	✓	✓	✓	✓	✓
Users - view login IDs	✓	✓	✓	✓	✓
Users - view primary email address	✓	✓	✓	✓	✓

For more detail descriptions about each account-level permissions, see the Canvas Account Role Permissions PDF.

[Click here to view Canvas Account Role Permissions PDF](#)