

April 29<sup>th</sup> 2025

# Training Tuesday

## Unique User Utilization

Presented by:

Jordan Zeier– Software Trainer

[jzeier@moderncampus.com](mailto:jzeier@moderncampus.com)

The webinar will begin at the top of the hour.

# Agenda

1. User Level Permissions
2. Section Access Settings
3. Template Access
4. Sample Scenarios Demo



# ACCESS – KEY TERMS

- **User Permissions**
  - Who can do what in your site (e.g. upload/delete files)
  - Determined by **User Level** and **Custom (per-user) Permissions**
- **Access**
  - Who can go where in your site (e.g. the /academics section)
  - Determined by assigning **Groups of Users** to content

# USER PERMISSIONS

- Each user level has default abilities associated with it
  - Level 0 can review (publish/submit pages) but cannot edit
  - Level 1-3 can edit but cannot create new content
  - Level 4 can create new content
  - Level 5 can edit page parameters
  - Level 6-7 can upload files
  - Level 8 can delete files
  - Level 9 site-wide administrative control
  - Level 10 account-wide administrative control

# Section Access Settings

Access settings at the section level gives administrators the ability to determine which users can work in the section as well as having control over what can be done in the section on to of what a user's permission level dictates. Being used today:

5

- Access Group
- Bypass Approval
- Template Groups
- Extensions

## Access Settings - /admissions

### Recursive Modification

- Apply All Settings to This Folder Only  
 Apply Selected Settings to This Folder and All Enclosed Files and Folders

*Recursive modification does not apply to directory variables; directory variables are always inherited.*

Access Group  ▼  
*The group with rights to edit this folder.*

Approver  ▼  
*Setting an approver overrides all users' approvers for this folder.*

Enforce Approver  Yes  No

Bypass Approval  ▼  
*The selected group can bypass the approval process and publish this folder immediately.*

Template Group  ▼  
*Templates allowed in this folder.*

Extensions   
 Allow Only These Extensions  Disallow These Extensions  
*Restrict file extensions for this folder. (Comma separated; no dots.)*

Image Size Set  ▼

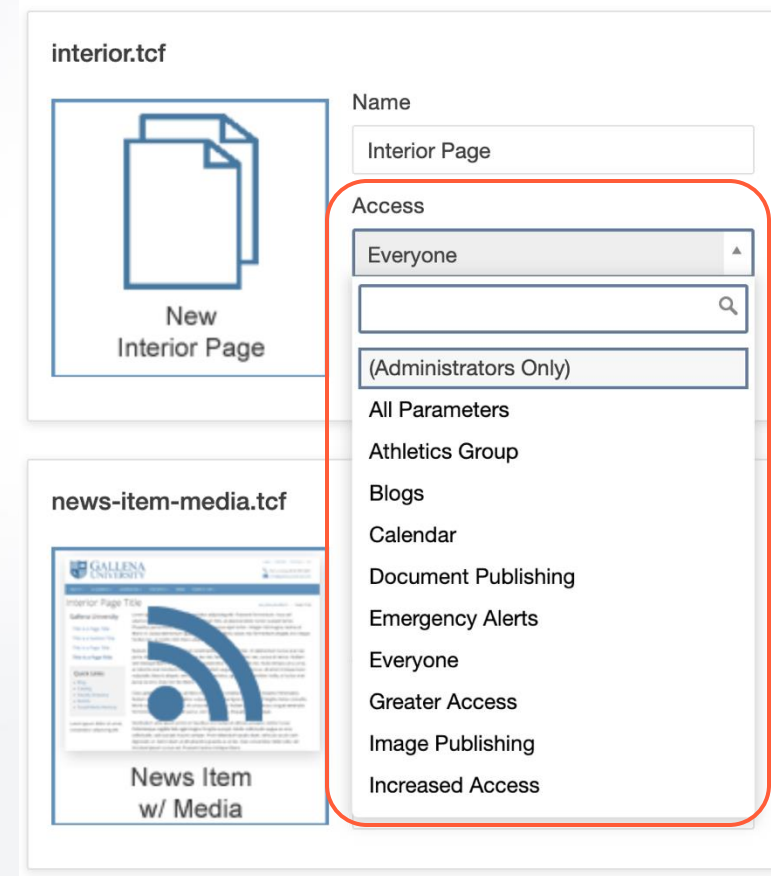
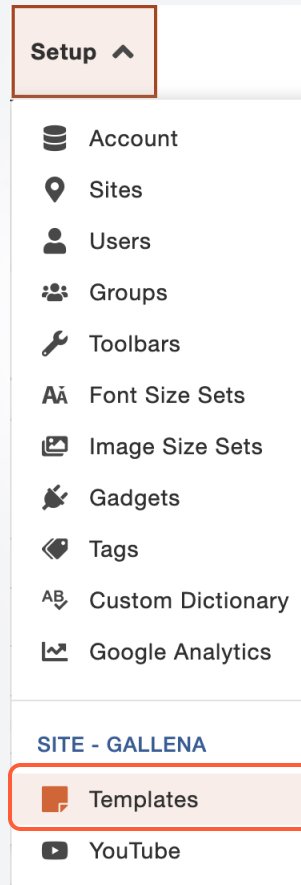
CANCEL

SAVE

# Template Access

A Level 10 Administrator can determine what users have access to a template in the Setup Menu. Admins with source code access can even limit access to editable regions and page parameters via the Group attribute in the Source Tab.

6



```
<ouc:properties label="config">
  <parameter name="heading" type="text" group="Everyone" prompt="Page Heading">
```

```
<ouc:div label="maincontent" group="Everyone" button-text="Main Content">
```

LET'S SEE IT

# Thank You!

The next Training Tuesday will be on **May 27, 2025** on  
**Making the Most of Your Images**

Registration is open on our support page now!