

## MEMBERSHIP, ROLES AND PERMISSIONS

NSCKN membership starts with obtaining an NSCKN user account. Once you have an account you can log in to NSCKN and begin to check things out.

To enjoy all the benefits of NSCKN, you must become a member of a CoP. This will require filling out a request to join and sending it to a CoP Administrator. CoP level Administrators decide who gets to join a CoP and what membership role the member will be granted.

The security for the CoP is initially set by the CoP requestor when the CoP is set up. Once the CoP is created, the CoP requestor becomes the CoP Knowledge Owner, and the CoP and Module level security is under their direct control and discretion.

- **Primary Knowledge Owner (KO)** – The original requestor of the CoP. CoP Primary KO is responsible for all content posted to the CoP and control of the CoP's security and membership. Primary KOs have administrator privileges in all CoP modules. CoP Primary KOs contact information will be displayed in the Knowledge Owners widget located on the CoP's home page. CoP Primary KOs will also receive all feedback emails from the CoP membership. CoP Primary Knowledge Owners have access to the CoP Administration functions and the Home Page Editor.
- **Alternate Knowledge Owners** – CoP members designated by the Primary KO to help manage the CoP and serve as the Primary KO in the event the Primary KO is unavailable to fulfill the role. Alternate KOs have all the privileges of a Primary KO and have the option to be displayed in the Knowledge Owners widget and/or to receive feedback emails.
- **CoP Administrators** – CoP members designated by the Primary or Alternate KOs. CoP Administrators have the same privileges as the Primary KO and Alternate KOs. CoP Administrators do not receive feedback emails and are not displayed in the Knowledge Owners widget.
- **Module Level Administrators** – CoP members granted Module Level Administrator privileges in the modules selected by the CoP's primary KO, Alternate KOs, or CoP Administrators.
- **Members** – Default for new members joining a CoP and is considered as the general membership of the CoP.

### Default Permissions

Permissions can be set for Membership Groups and individual members. They can be set on an entire tool, its folders, sub-folders, content items and sub-content items, thus providing superior granularity of control.

### Do I have to join a CoP to participate in NSCKN?

Yes. The NSCKN System is locked down so that you have to be a member of a CoP to access any of that CoP's contents. When a Community of Practice is set up, the Knowledge Owner (founder of the CoP) gets to decide if they want their Community of Practice to appear in the NSCKN master list of CoPs. If they do, they mark their CoP "normal" and then anyone with an NSCKN account can see the name of their Community in the NSCKN CoP report. If they don't want their CoP to appear on the master list, they mark their CoP "private" and then only members of that CoP will see it on the list.

Also, all modules within the CoPs are closed and only accessible to members of that CoP. More information on setting up CoP security is available in the New Knowledge Owners Tutorial on the NSCKN home page.

- **Primary Knowledge Owner** – Full access (View, Edit, Add, Delete, Modify Privileges).
- **Alternate Knowledge Owner** – Full access (View, Edit, Add, Delete, and Modify Privileges).
- **CoP Administrator** – Can do everything the Primary KO and Alternate KOs can do.
- **Module Administrator** – Can do everything the Primary KO, Alternate KOs and CoP Administrators in the modules they are designated as Administrators.
- **Members** – View, Add, Add Comments and any other module level functions granted by the Primary KO, Alternate KOs, CoP Administrators and Module Administrators. Members can be part of one or more Module Level Groups which may cause conflicts. In these cases, the member will always receive the highest level of rights, granted by Module Group membership.

## Module Rights

Each CoP module has two types of rights: Administrator and User. These rights may be set or edited by the Primary KO, Alternate KOs, and CoP Administrator. Users within the Document Management System Module can be further granted permission rights to serve as a contributor or a viewer only.

Module	Module Right	Privileges
Action Item Tracker	Administrator	Complete access, Create Action Items, Projects, update Action Items progress Edit Status Codes and Problem Codes.
	User	Access to Action Items assigned to them or assigned by them. Viewer access to CoP Action Items not contained in a Project unless they are assigned to the Project. May create CoP level Action Items and Action Items in Projects they are assigned.
Alert Module	Administrator	Complete access to all CoP Alerts. May view, edit, add or delete Alerts for any CoP member.
	User	Access to their own alerts. Can add, edit, and delete their own Alerts.
Calendar	Administrator	Complete access, may add, edit, view and approve all CoP Calendar events.
	User	View all Calendar events and request an event to be added to Calendar.
Discussion Forum	Administrator	Complete access and control for entire Discussion Forum. May view all forums; create Categories, Forums, Sub Forums and Topics. May create Groups and assign access rights on a Forum by Forum basis. May edit Board Settings, manage users, add, edit and delete attachments. May create Classes and assign users.
	User	May view all Categories and Forums they have been granted access or not restricted by Administrators. May create Topics and Posts and add attachment to these Forums.

## Document Management System

Rights	Documents				Links				Folders			
	Full Ctrl	Contrib	View	Anon	Full Ctrl	Contrib	View	Anon	Full Ctrl	Contrib	View	Anon
Subscribe	✓	✓	✓						✓	✓	✓	
View Audit Trail	✓	✓	✓	✓	✓	✓	✓	✓				
Add Comments	✓	✓	✓		✓	✓	✓					
View Comments	✓	✓	✓	✓	✓	✓	✓	✓				
Delete	✓				✓				✓			
Move	✓				✓				✓			
Email Owner	✓	✓	✓	✓	✓	✓	✓	✓				
Email Links	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rate	✓	✓	✓		✓	✓	✓					
Reserve	✓	✓										
Create	✓	✓			✓	✓			✓	✓		
Add Version	✓	✓										
View History	✓	✓	✓	✓								
Manage History	✓											
Manage Details	✓				✓				✓			
View/Download	✓	✓	✓	✓	✓	✓	✓	✓				
View Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Export	✓	✓	✓	✓	✓	✓	✓	✓				
View Thumbnails									✓	✓	✓	✓
Create Zip Download	✓								✓			

Links Administration	Administrator	Complete Access, may create, edit, delete, and add images to all Links and Link Groups.
	User	May use Links displayed in Link Group Widgets on CoP Home page.
Mailing List	Administrator	Complete access to Email listing. May send Emails to all CoP members or selected CoP Members.
	User	May Email selected CoP Members.
News Ticker	Administrator	Complete access, May add, edit, delete, and approve News Ticker Events.
	User	May view News Ticker Items in News Ticker Widget on CoP home Page. May request News Ticker item be added.
Questionnaire	Administrator	Complete Access, may add, edit, delete, publish, and view results for all CoP Questionnaires.
	User	May access and answer all published Questionnaires.

Registration	Administrator	Complete access, may add, edit, and delete all CoP Events. May access all Registration Module tools and rosters.
	User	May register for unrestricted events.
User Administration	Administrator	Complete Access, may approve CoP membership requests and add CoP membership for any NSCKN member. May edit Module Level rights for or delete current CoP members. May view member profile.
	User	No Access
Wiki	Administrator	Complete Access has the ability to deny members the right to delete pages. May view history, compare versions of Wiki pages and Promote Wiki pages. May lock Wiki pages to prevent editing and deletion.
	User	Has the ability to view all wikipages. May edit any Wikipage unless locked by an Administrator.