Master Documents setting Permissions (use if the school does not want all teachers with edit/read permissions)

- Click on the Library Tab
- Click Library Settings

- Under Permissions and Management
- Select ‘Permissions for this document library’
• Click ‘Stop Inheriting Permissions’ in the upper left-hand corner
• Click OK

In this example we will remove permissions to edit for the certified and classified teachers.

• Add individual names that need to have edit permission or full control of the Master Document app area
• Click Share

Click Show Options-
uncheck Send an email

Add Names
Settings Permissions page is now in view, you should see the individuals receiving full control or edit permissions.

Now we need to remove edit permissions from the certified and classified staff. We only want them to view the documents.

- Click in front of your school name and Members
- Click ‘Remove Member Permissions’
- Click OK from pop up

Permissions are now set for all staff to view and only individuals granted permissions may now add to the Master School Documents.

To reset to original permissions just click ‘Delete unique permissions’