



SharePoint Online 'Examining' Sites Managing a Site's SharePoint Groups

**Version 1.0
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SharePoint Online (SPO) 'Examining' Sites

Managing a Site's SharePoint Groups

This quick reference guide includes sections from the 'SPO Examining Sites Administrator Guide' and outlines how to manage SharePoint Groups within a SPO site.

This quick reference guide covers the following help topics:

- How do I create a new SharePoint group in an 'examining' site?
- How do I give SharePoint groups access to workspaces within an examining site?
- How do I remove a SharePoint group's access to a workspace within an examining site?
- How do I change the 'permission level' of a SharePoint Group within a specific site section?
- How do I change the 'permission level' of a SharePoint Group at the top level of a site?
- How do I change the name of a SharePoint Group?

For details of how to **manage users in SharePoint Groups** see the 'SPO - Managing Users in SharePoint Groups' quick reference guide or the full 'SPO Examining Sites Administrator Guide'.

For an overview of what SPO examining sites are and what they include see the 'SPO Examining Sites - Getting Started Guide' or the full 'SPO Examining Sites Administrator Guide'.

If you prefer to see all guidance in one document, see the '**SPO Examining Sites Administrator Guide**' which contains full details of how to set-up, manage and maintain all of the aspects of your SPO examining site(s).

Getting Support

If you need advice and support in relation to SPO 'examining' sites during MT21 then please contact the e-Assessments project team on: e-assessmentproject@it.ox.ac.uk.

The project team will be providing 'early life support' during MT21 after which ongoing support arrangements will be confirmed and communicated.

SPO Examining Sites – Managing Access and Permissions

Introduction to Managing Access to Examining Sites

Access to a SPO examining site and the different sections within it is managed via **SharePoint Groups**.

SharePoint groups are the best way to give access to defined areas of a site and allow you to manage the individuals who have access to the site and various sections within it in a straightforward way.

In addition to SharePoint groups you can also use **folder permissions** within different sections of the site to manage access within sections in a more granular way where necessary. For example:

- To manage access to folders for specific markers in the Markers Workspace
- To manage access to Mitigating Circumstances folders in an Exam Board workspace

It is even possible to control who can see and access **specific documents / files** where needed.

In summary:

- **SharePoint groups** are used to manage access **TO** the different sections of a site
- **Folder/file permissions** are used to manage access **WITHIN** the different sections of a site

However, in some exceptions, you may give users access to a specific folder only in a site (and not add them to a SharePoint group also) e.g. when sharing specific folders with colleagues in other departments. See '**How do I give users from other departments access to a folder?**'

Details about how to manage folder and document permissions within 'examining' sites are available in the 'Managing Access to Folders' quick reference guide or in the 'SPO Examining Sites – Managing Folders' section of the 'SPO Examining Sites Administrator Guide'.

For details about how to give other administrators in your department access to 'examining' sites see 'How do I give access to SPO examining sites to other Administrators in my Department?' in the '**SPO Examining Sites – Managing Folders**' section of the 'SPO Examining Sites Administrator Guide'.

SPO Examining Sites – Managing SharePoint Groups

Introduction to SharePoint Groups in Examining Sites

Examining sites have been 'pre-built' with a number of SharePoint groups as follows:

#	SharePoint Group	Purpose
1	Markers	A group for markers – to give markers access to the Home page, Useful Resources, and the Markers Workspace
2	Paper Setters	A group for paper setters – to give paper setters access to the Home page, Useful Resources, and the Paper Setting Workspace
3	XXXX Exam Board (a group for each exam board within each site)	A group for the exam board members (including external examiners) for each exam board within a site – to give exam board members access to the Home page, Useful Resources, and the relevant Exam Board workspace
4	Owners	A group for administrators – allowing administrators in your department to access and manage any part of the site

☐ ☒ Name

☐ ☐ ADMN - Oriental Studies UG Examining Site Owners

☐ ☐ CORS Exam Board

☐ ☐ CROS Exam Board

☐ ☐ DORS Exam Board

☐ ☐ DROS Exam Board

☐ ☐ Markers

☐ ☐ Paper Setters

Example of the 'pre-built' SharePoint Groups in an Examining Site

Which Sections of an Examining Site do the 'Pre-Built' SharePoint Groups have Access to?

The 'pre-built' SharePoint groups have been set up with **access to specific sections of the site** as outlined in the following table (NB all of the SharePoint groups have access the Home page and Useful Resources):

#	Examining Site Section	SharePoint Group(s) that have access	Permission Level
1	Home page	<ul style="list-style-type: none"> XXXX Exam Board groups Markers group Paper Setting group Owners group (Department Admins) 	<ul style="list-style-type: none"> Read-only Read-only Read-only Full Control
2	Useful Resources	<ul style="list-style-type: none"> XXXX Exam Board groups Markers group Paper Setting group Owners group (Department Admins) 	<ul style="list-style-type: none"> Read-only Read-only Read-only Full Control
3	Paper Setting Workspace	<ul style="list-style-type: none"> Paper Setting group Owners group (Department Admins) 	<ul style="list-style-type: none"> Contribute Full Control
4	XXXX Exam Board (one for each exam board)	<ul style="list-style-type: none"> XXXX Exam board group (each Exam Board group has access to the corresponding Exam Board workspace) Owners group (Department Admins) 	<ul style="list-style-type: none"> Contribute Full Control
5	Markers Workspace	<ul style="list-style-type: none"> Markers group Owners group (Department Admins) 	<ul style="list-style-type: none"> Contribute Full Control
6	Other Document Sharing	<ul style="list-style-type: none"> Owners group (Department Admins) 	<ul style="list-style-type: none"> Full Control
7	Admin Workspace	<ul style="list-style-type: none"> Owners group (Department Admins) 	<ul style="list-style-type: none"> Full Control

You are able to create additional SharePoint groups within a site (and give the groups access to relevant areas within the site) if needed for your department.

Introduction to SharePoint Group Permissions Levels

SharePoint groups can have one of 6 'permission levels' but all of the 'pre-built' SharePoint groups have one of the following 3 permission levels (per section of the site) as the following levels provide all of the required access rights:

- Read** – allows users to view and download documents and files
- Contribute** - allows users to add, edit, delete, upload, download, move/copy files and folders
- Full Control** – allows users to manage groups, permissions, and to access all content

As you can see from the following table, the permission level of each SharePoint group can differ in different parts of the site – so that it is possible for individuals to only view and download documents in one section of a site (e.g. Useful Resources) but to upload and edit documents in another section of the site (e.g. the Markers Workspace):

#	SharePoint Group	Site Section	Permission Level
1	Markers	<ul style="list-style-type: none"> Home page Useful Resources Markers Workspace 	<ul style="list-style-type: none"> Read Read Contribute
2	Paper Setters	<ul style="list-style-type: none"> Home page Useful Resources Paper Setting Workspace 	<ul style="list-style-type: none"> Read Read Contribute
3	XXXX Exam Board (a group for each exam board)	<ul style="list-style-type: none"> Home page Useful Resources XXXX Exam Board 	<ul style="list-style-type: none"> Read Read Contribute
4	Owners	<ul style="list-style-type: none"> All site sections 	<ul style="list-style-type: none"> Full Control

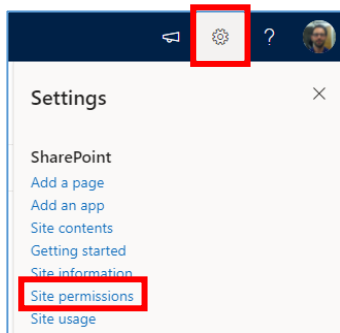
It is also possible to amend the permission level of SharePoint groups within different parts of an examining site and even within different folders within sections. See the relevant help topics in the 'SharePoint Groups – Key Guidance Topics' section for more details on how to do this if necessary.

It is recommended that SharePoint groups that are for users who are not department administrators (e.g. for exam board members, markers etc.) should always have a **Read** or **Contribute** permission level – as other permissions (e.g. the 'Edit' permission level) allow users to amend site settings.

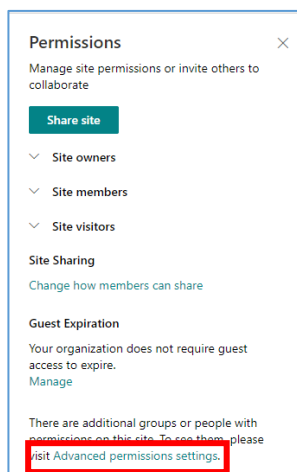
How do I create a new SharePoint group in an 'examining' site?

To create an additional exam board SharePoint group, if you want to manage an additional specific group of users for any reason:

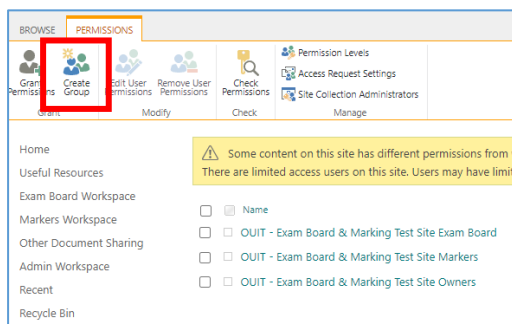
1. From the Home page, click on the **Settings** 'cog' icon in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



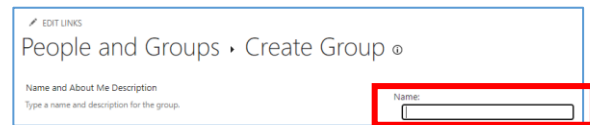
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



4. In the site permissions view, click on **'Create Group'**

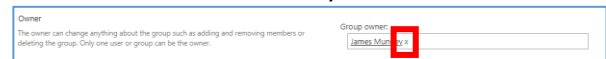


5. In the 'Create Group' view add a **Name** for the group:

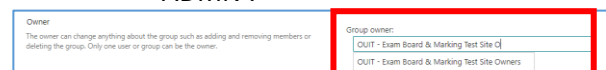


6. Update the **'Group owner'** to the existing site **'Owners'** group rather than that being yourself (so all of the department administrators who are part of the existing **'Owners'** group can update the membership of the group when needed):

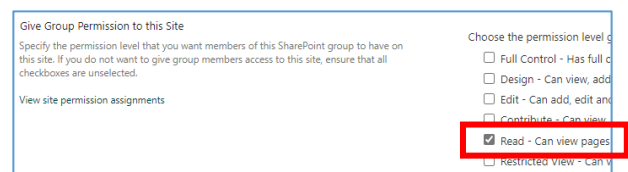
- a. Firstly, delete your name from the **'Group owner'** field by clicking on the 'x' next to your name:



- b. Then search for and select the **'Owners'** group for the site – you'll need to know the **full name** of the **'Owners'** group to find and select it – tip: it will start with **'ADMN'**:



7. In the **'Give Group Permission to the Site'** select the **'Read'** option (you may separately give the group other permission levels within specific sections of the site but not here at the top level):



8. Click on the **'Create'** button to create the group
9. Next you will need to ensure that the group has the right access to the relevant sections of the site – see **'How do I specify which sections of the site the new group should have access to?'**
10. Then you will need to add the relevant users to the group – see **'How do I ADD users to the exam board SharePoint groups?'**

How do I give SharePoint groups access to workspaces within an examining site?

If you create a new SharePoint group within a SPO examining site then by default the group will have access to the Home page and Useful Resources (as those sections inherit their permissions from the top level of the site).

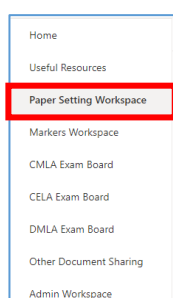
However, by default, users added to the new SharePoint group **won't have access to any other sections of the site**, as all of the other sections have 'unique permissions' – so that only users in relevant SharePoint groups can access them.

As a result, you will need to update the permissions for the specific sections of the site that you would like the new group to have access to – following the steps outlined below.

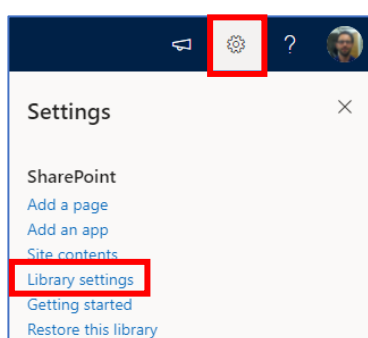
In the same way if you want to give existing SharePoint groups access to a section of the site that the group does not have access to you need to complete the steps outlined below.

To manage which SharePoint groups have access to a specific section of an exam board site:

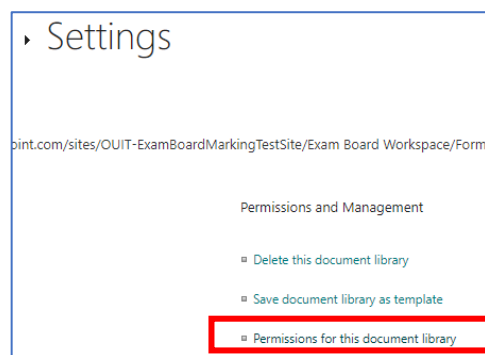
1. Click on name of the section of the site in the **LH site menu** in which you want to update the groups that have access to that section (e.g. the Paper Setting Workspace):



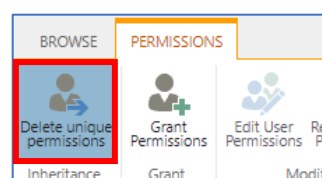
2. Then click on the **Settings 'cog' icon** in the top right hand corner of the site and select **'Library settings'**



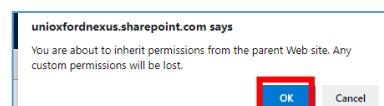
3. Within the workspace **'Settings'** window, click on the **'Permissions for this document library'** option



4. In the workspace permissions view, click on **'Delete unique permissions'**



5. Then click **OK** when the verification window appears

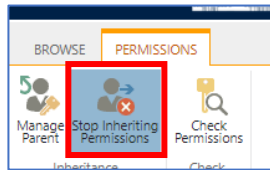


The permissions for this section of the site will now be inherited from the top level of the site and will match the permissions at the top level of the site – that means that any user in any group will at this point have access to this section of the site.

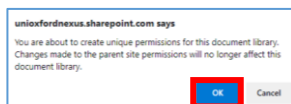
To create new unique permissions for this section of the site (so that only users in relevant groups, including the new group, can

access this section of the site), complete the following steps:

6. Click on **'Stop Inheriting Permissions'**

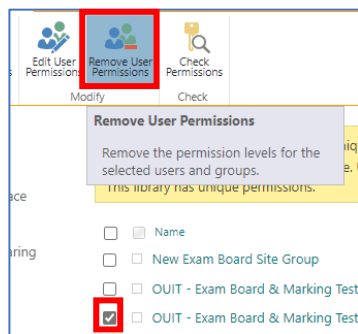


7. Then click **OK** when the verification window appears

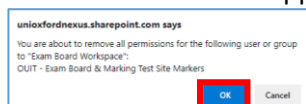


8. Next, **delete any groups that you do not want to have access to this section of the site** by completing the following actions:

- a. **Tick the checkbox** next to the name(s) of the SharePoint group(s) that you **do not want to have access** to this section of the site
- b. Click on **'Remove User Permissions'**



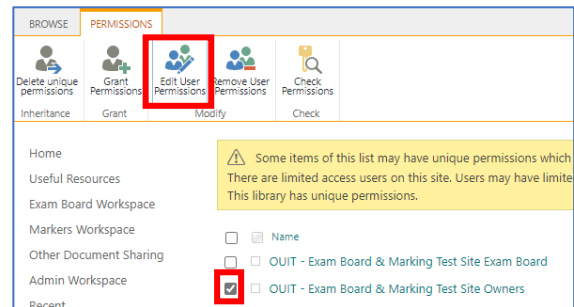
- c. Then click **OK** when the verification window appears



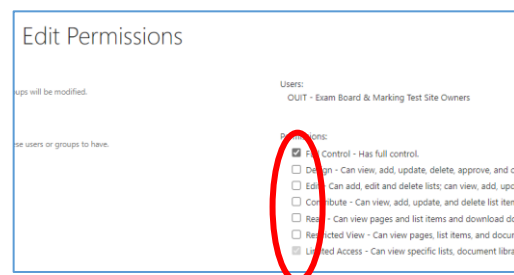
NB If you accidentally delete the wrong groups, repeat steps 4-8 again.

9. Finally, **update the permission levels of the remaining groups** – if any of the groups should have 'Contribute' access to this section of the site, for example – by completing the following actions:

- a. **Tick the checkbox** next to the name(s) of the SharePoint group that you wish to change the **permission level** for AND then click on **'Edit User Permissions'**:



- b. Within the **'Edit Permissions'** view **untick** the existing permission level and then **tick** the required permission level:



- c. Click **OK** to save the changes to the permission level for the group within the section of the site
- d. Finally, repeat steps 9 a-c for any other groups that require a different permission level in this section of the site

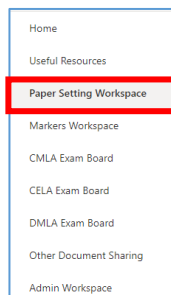
Note that you may need to repeat all of the steps in this section if you also want the new SharePoint group to have access to another workspace within the SPO site.

How do I remove a SharePoint group's access to a workspace within an examining site?

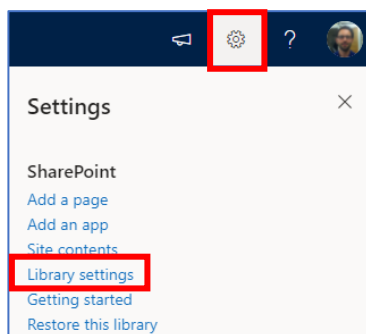
To see which sections of a SPO examining site the 'pre-built' SharePoint groups have access to see 'Which Sections of an Examining Site do the 'Pre-Built' SharePoint Groups have Access to?'

If you want to remove the access that a SharePoint group has to a section of the site then you should complete the steps outlined below.

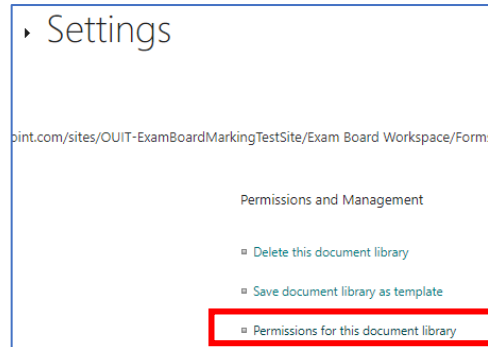
1. Click on name of the section of the site in the **LH site menu** in which you want to update the groups that have access to that section (e.g. the Paper Setting Workspace):



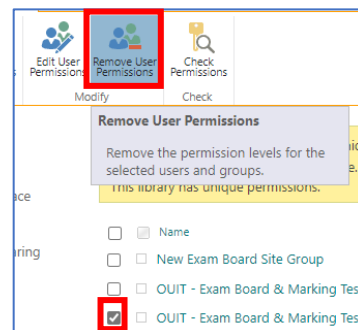
2. Then click on the **Settings 'cog' icon** in the top right hand corner of the site and select '**Library settings**'



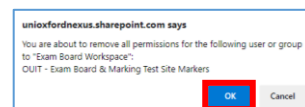
3. Within the workspace '**Settings**' window, click on the '**Permissions for this document library**' option



4. In the workspace permissions view:
 - a. **Tick the checkbox** next to the name(s) of the SharePoint group(s) that you **do not want to have access** to this section of the site
 - b. Click on '**Remove User Permissions**'



- c. Then click **OK** when the verification window appears



How do I change the 'permission level' of a SharePoint Group within a specific section of a site?

The permission levels of the 'pre-built' exam board SharePoint groups within an examining site (at both the top level and within specific sections of the site) are as follows:

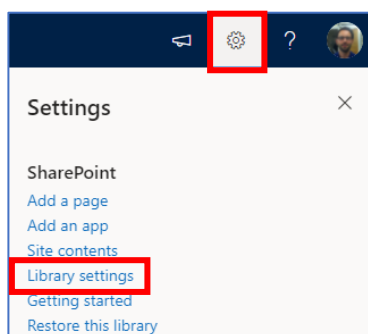
#	SharePoint Group	Permission Level (top level of site)	Permission Level (per section)
1	Markers	Read	<ul style="list-style-type: none"> Home page – Read Useful Resources – Read Markers Workspace – Contribute
2	Paper Setters	Read	<ul style="list-style-type: none"> Home page – Read Useful Resources – Read Paper Setting Workspace – Contribute
3	XXXX Exam Board (a group for each exam board)	Read	<ul style="list-style-type: none"> Home page – Read Useful Resources – Read XXXX Exam Board – Contribute
4	Owners	Full Control	<ul style="list-style-type: none"> All site sections – Full Control

Note that groups for users who are not department administrators (e.g. for exam board members or markers) should have either a **Read** or **Contribute** permission level – more information about permission levels is available [here](#).

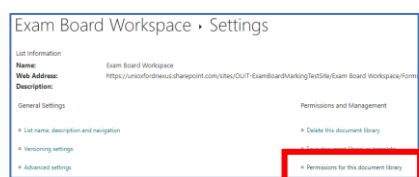
To change the permission level of a group within a specific section of an examining site:

1. Click on name of the section of the site in the LH site menu that you want to amend a group's permission level for (e.g. the Exam Board Workspace) AND then click on the **Settings 'cog' icon** in the top right hand corner of the site

2. Select **'Library settings'** from the list

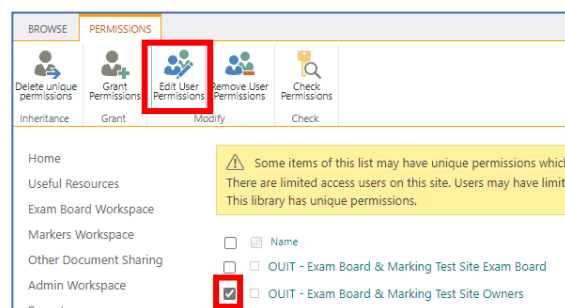


3. Within the workspace **'Settings'** window, click on **'Permissions for this document library'**

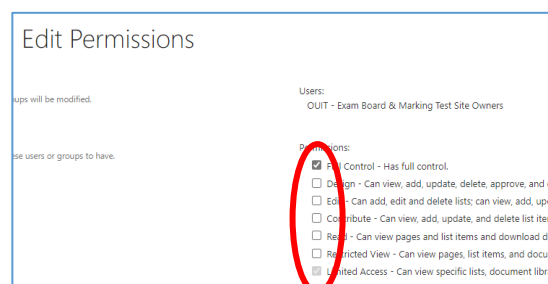


4. In the workspace permissions view, tick the **checkbox** next to the name(s) of the

SharePoint group that you wish to change the **permission level** for **AND** click on **'Edit User Permissions'**



5. Within the **'Edit Permissions'** view **untick** the existing permission level and then **tick** the required permission level



6. Click **OK** to save the changes to the permission level for the group within the section of the site

How do I change the 'permission level' of a SharePoint Group at the top level of a site?

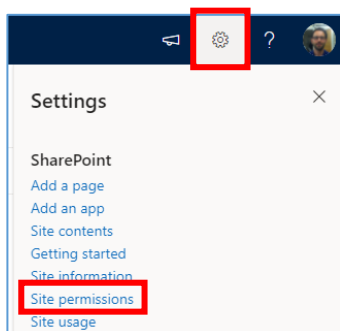
See the details outlined in '**How do I change the 'permission level' of a SharePoint Group within a specific section of a site?**' as you may not need to change the permission level of a SharePoint group at the top level of a site. That's because it's possible to have different permission levels for a group within each section of the site – so that relevant users can add and edit documents in some workspaces but not in others.

If what you actually want to do is change the permission level of a SharePoint group within a specific section of the site – see '**How do I change the 'permission level' of a SharePoint group within a specific section of a site?**'

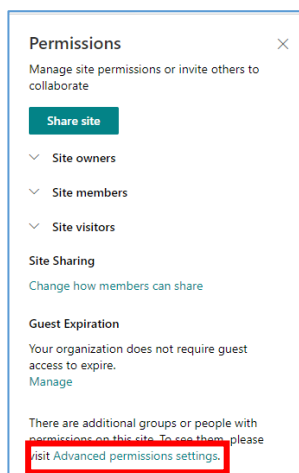
Note it is recommended that the permission level for any SharePoint group, except for the 'Owners' groups, at the top level of a site should be **Read** as the permission level for the group can be set to **Contribute** in the relevant workspaces. However, users should only have read access to the Home page and Useful Resources and access to those is determined by the permission level at the top level of the site.

To change the permission level of a group at the top level of the site:

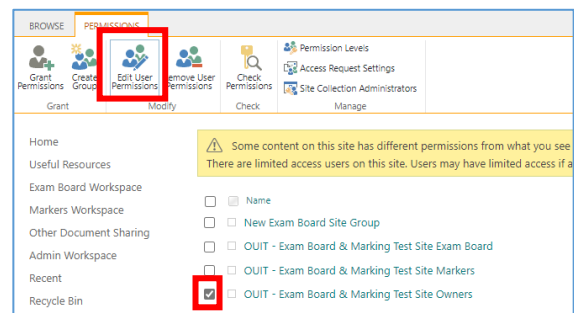
1. From the Home page, click on the **Settings** 'cog' icon in the top right hand corner of the site
2. Select '**Site Permissions**' from the list



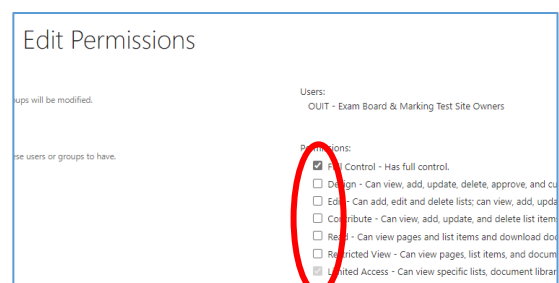
3. Click on '**Advanced permissions settings**' in the 'Permissions' sidebar



4. In the site permissions view, **tick the checkbox** next to the name(s) of the SharePoint group that you wish to change the **permission level** for **AND** click on '**Edit User Permissions**'



5. Within the '**Edit Permissions**' view **untick** the existing permission level and then **tick** the required permission level

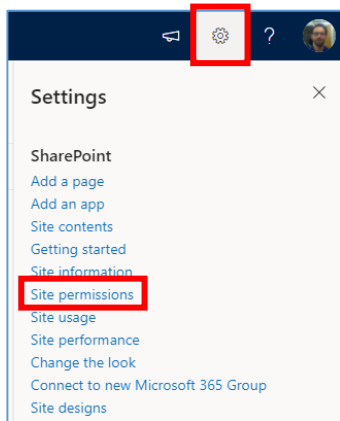


6. Click **OK** to save the changes to the permission level for that group

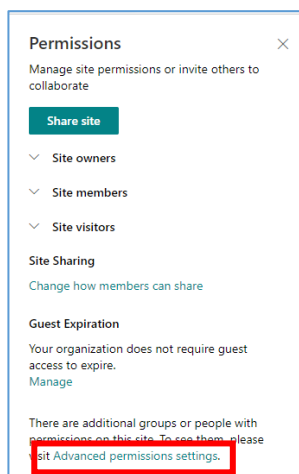
How do I change the name of a SharePoint Group?

To change the name of a SharePoint Group complete the following steps:

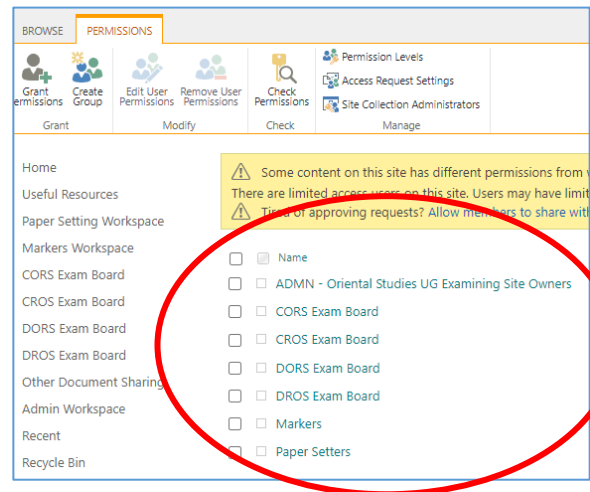
1. From the Home page, click on the **Settings** 'cog' icon in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



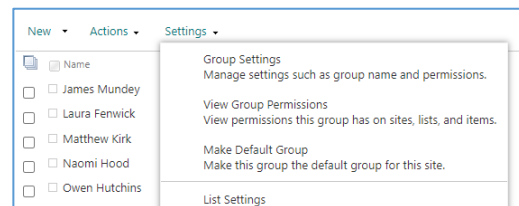
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



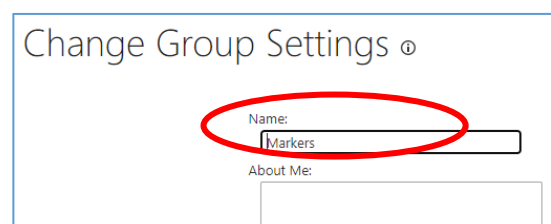
4. In the site permissions view, click on the name of the **SharePoint group** whose name you want to amend:



5. Within the SharePoint group view click on **Settings** and select the **'Group Settings'** option



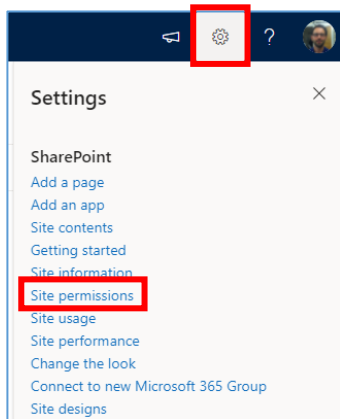
6. Update the **Name** of the group in the **'Change Group Settings'** view and click **'OK'**



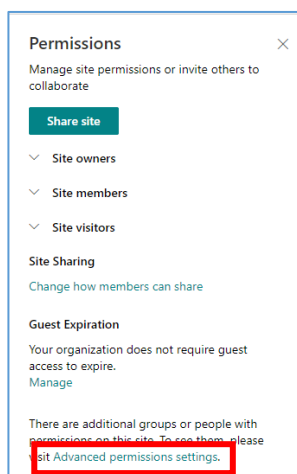
How do I delete a SharePoint group?

If for any reason you need to delete a SharePoint group e.g. you create one in error, complete the following steps:

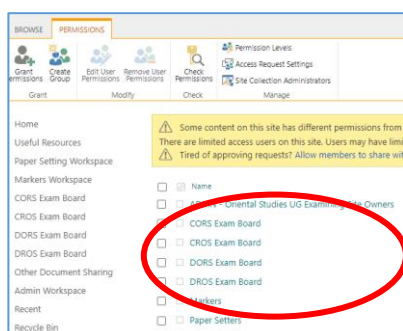
1. From the Home page, click on the **Settings** 'cog' icon in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



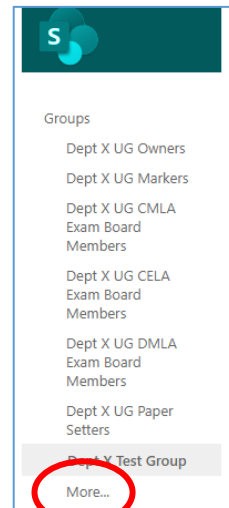
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



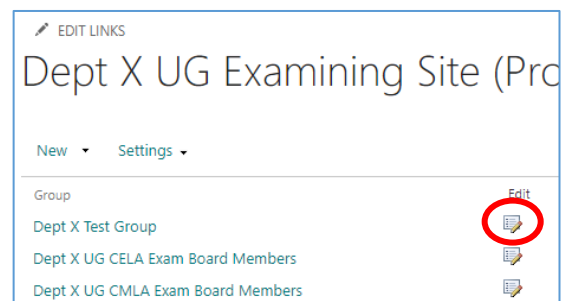
4. In the site permissions view click on the name of the **SharePoint group** whose name you want to amend:



5. Within the group, click on **'More...'** in the LH side 'Groups' menu to navigate to People and Groups



6. Within the People and Groups view click on **Edit icon** for the group you want to delete



7. Within the 'Change Group Settings' view click **'Delete'** and click **'OK'**

