



SharePoint Online 'Examining' Sites Managing Users in SharePoint Groups

**Version 1.1
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SharePoint Online (SPO) 'Examining' Sites

Managing Users in SharePoint Groups

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

This quick reference guide covers the following help topics:

- How do I ADD users to SharePoint groups?
- How do I REMOVE users from SharePoint groups?
- How can I see which users have been added to a specific SharePoint group?
- How can I see which at a glance SharePoint groups a user has been added to?
- How do I give access to SPO examining sites to other Administrators in my Department?

For details of how to manage SharePoint Groups (create, rename, move etc.) see the 'SPO - Managing a Site's SharePoint Groups' quick reference guide or the full 'SPO Examining Sites Administrator Guide'.

For more information about folder permissions, see the 'Managing User Access to Folders' 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 User 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 this quick reference guide.

SPO Examining Sites – Managing SharePoint Groups

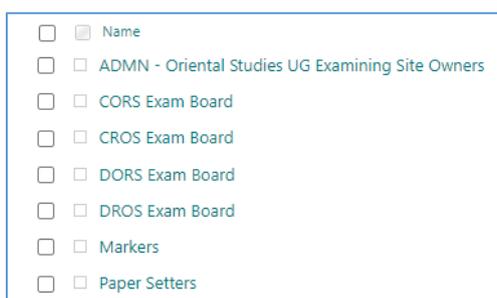
Introduction to SharePoint Groups in Examining Sites

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

You should add the relevant users to the pre-built SharePoint groups so that they have access to the relevant parts of the site.

Where applicable, individuals can be added to more than one SharePoint group so that they have access to all relevant parts of a site. This might apply where an individual is a member of more than one exam board or assists with paper setting and also does marking, for example.



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

As well as giving users access to the relevant sections of a site (via SharePoint groups), you can use folder permissions (within the different sections of the site) to manage access in a more granular way where that is necessary.

It is also possible to give SharePoint groups access to specific folders where that is required.

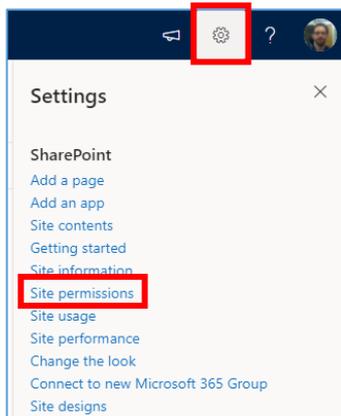
For more information about folder permissions, see the 'Managing Access to Folders' quick reference guide or the full 'SPO Examining Sites Administrator Guide'.

How do I ADD users to SharePoint groups within SPO examining sites?

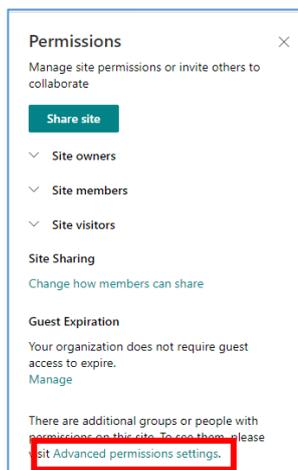
For information about the SharePoint groups that have been specifically 'pre-built' within examining sites, see the brief 'Introduction to SharePoint Groups in Examining Sites'.

To add users to the exam board SharePoint groups:

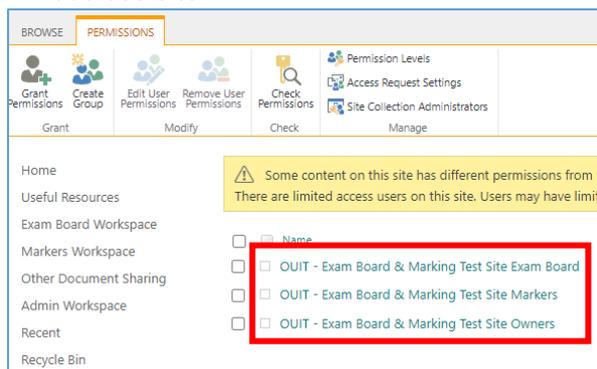
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



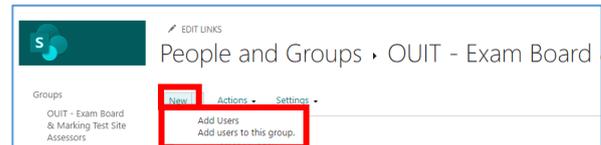
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



4. In the site permissions view, click on the **SharePoint group** that you would like to add users to:

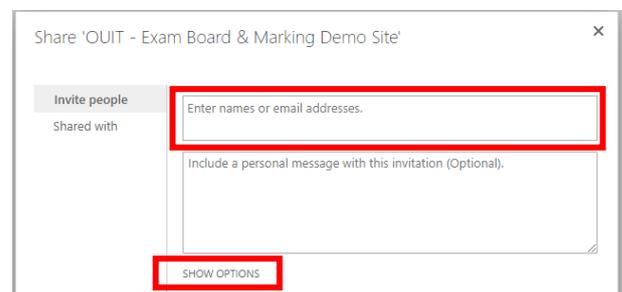


5. Within the SharePoint group click on **'New'** and select **'Add Users'**



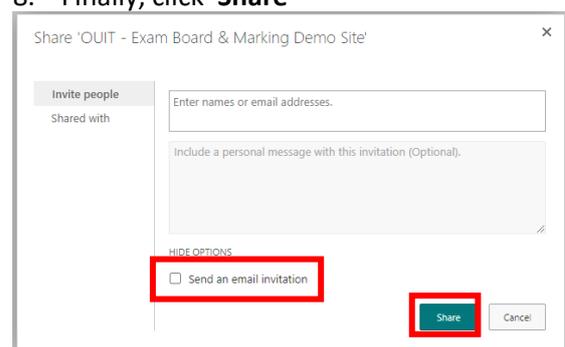
6. In the Invite people window, **select / specify the users** to add to the group:
 - a. You can search for individuals by typing their name; and/or
 - b. You can paste in one or more email addresses – this is how you can give external users access

NB once external users have successfully accessed any Oxford SPO site you'll be able to search for them as if they were internal users.



7. If you would prefer the users being added to the group **NOT** to receive a notification from SharePoint when you share the site with them (e.g. if you will share a link to the site with them at a later date), click on **'SHOW OPTIONS'** and **untick** 'Send an email invitation', which is ticked by default (see screenshot below)

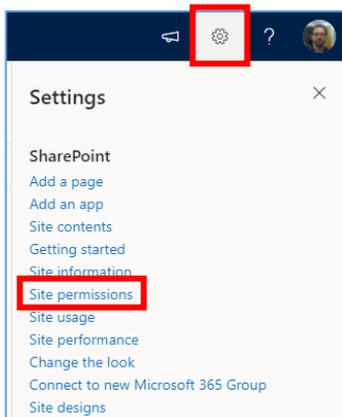
8. Finally, click **'Share'**



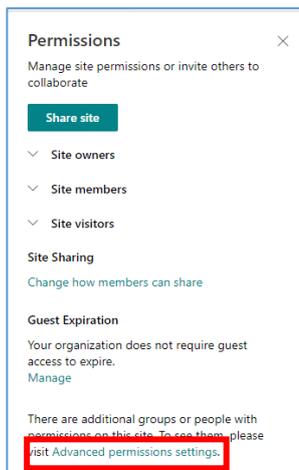
How do I REMOVE users from SharePoint groups within SPO examining sites?

To remove users from exam board SharePoint groups:

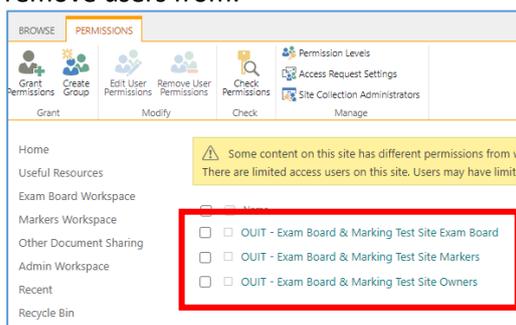
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



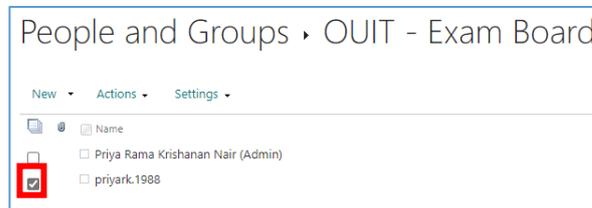
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



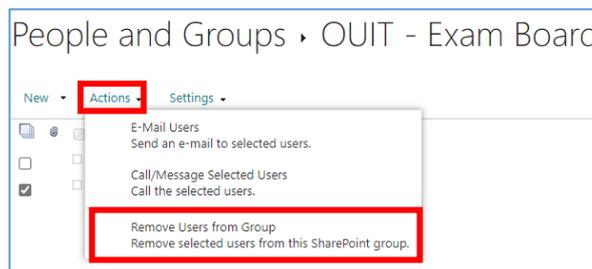
4. In the site permissions view, click on the **SharePoint group** that you would like to remove users from:



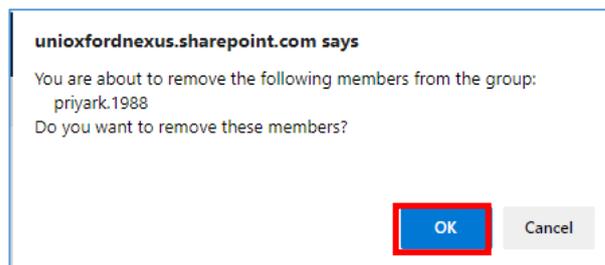
5. Within the SharePoint group, select the user(s) to remove from the group by **ticking the checkbox** next to their name



6. Click on **'Actions'** and select **'Remove Users from Group'**



7. Click **OK** when the verification message window appears

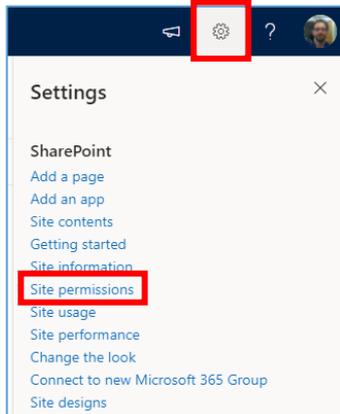


8. The user(s) will now have been removed from the group

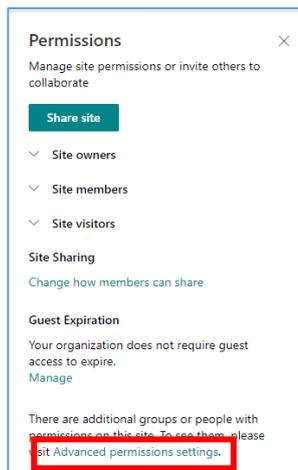
How can I see which users have been added to a specific SharePoint group?

To see which users have been added to a SharePoint group:

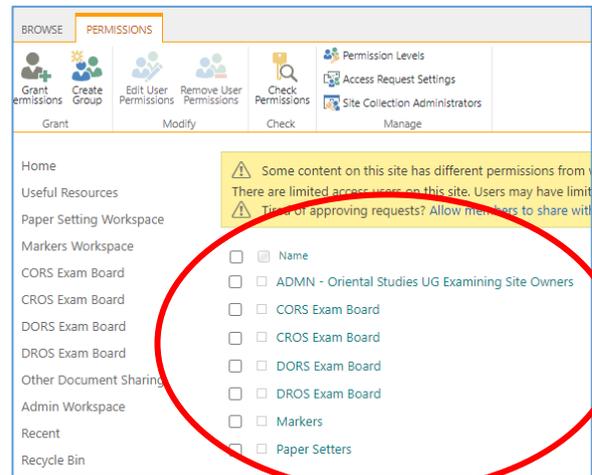
1. From the Home page, click on the **Settings** 'cog' icon in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



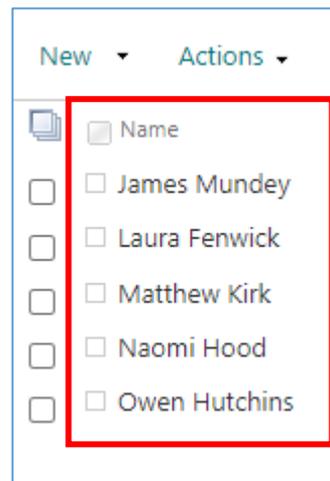
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



4. In the site permissions view, click on the name of the **SharePoint group** for which you want to confirm which users have been added to the group:



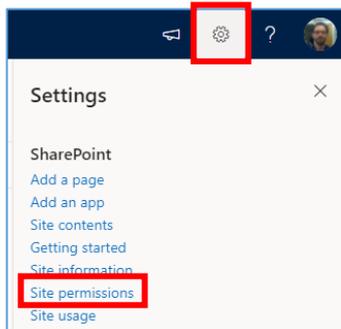
5. You will be able to see the users that have been added to the SharePoint group:



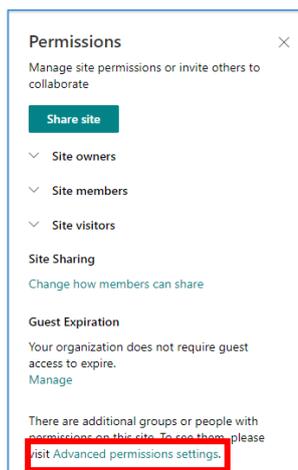
How can I see at a glance which SharePoint groups a user has been added to?

To see the SharePoint group(s) that a user has been added to within an examining site and whether they have they have been given direct access to any folders / files:

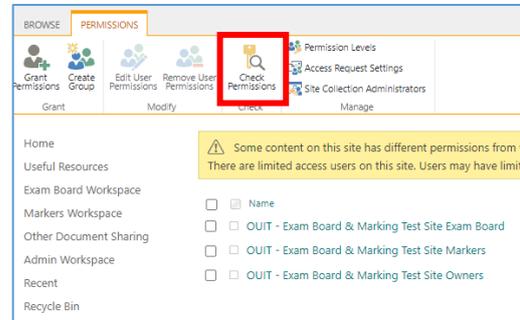
1. From the Home page, click on the **Settings** 'cog' icon in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



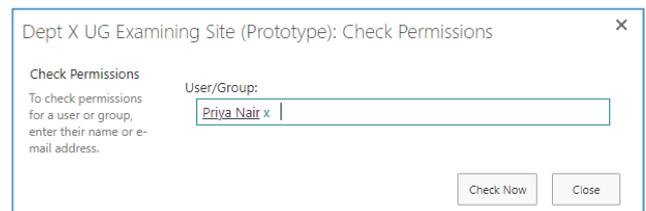
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



4. In the site permissions view, click on **'Check Permissions'**



5. Within the 'Check Permissions' pop-up window:
 - a. Search for and select the name of the user whose SharePoint group membership you want to check
 - b. Click on 'Check Now'



Depending on whether the user has been added to any SharePoint groups and/or been given direct access to any folders / file, the results may include:

- a) The SharePoint groups the individual has access to (if they have been added to any groups)
- b) Other items (files or folders) which the user has been given access to directly – these are displayed as **'Given directly'** but **no details of the specific folders / files the user has been give direct access to are displayed (or the location of the folders / files)**

See the screenshot on the next page for an example of a user who has both been given access to SharePoint groups (the 4 of which are listed) AND has been given direct access to a number of other (unidentified) items:

Check Permissions

To check permissions for a user or group, enter their name or e-mail address.

User/Group:

Permission levels given to Priya Nair (i:0#.fjmembership|puit0868@ox.ac.uk)

Limited Access, Web-Only Limited Access	Given directly
Web-Only Limited Access	
Read, Limited Access, Web-Only Limited Access	Given through the "Dept X UG Markers" group.
Read, Limited Access, Web-Only Limited Access	Given through the "Dept X UG CMLA Exam Board Members" group.
Read, Limited Access, Web-Only Limited Access	Given through the "Dept X UG CELA Exam Board Members" group.
Web-Only Limited Access	
Web-Only Limited Access	
Read, Limited Access	Given through the "Dept X UG Paper Setters" group.

- If applicable, remove the user from the SharePoint groups displayed in the results – see: **‘How do I remove users from SharePoint groups within SPO examining sites?’**

Related Topics (for which information is available in the **‘Managing User Access to Folders’** quick reference guide or the full ‘SPO Examining Sites Administrator Guide’):

To identify the specific files and folders a user has been given access to see **‘How can I see who has access to a folder within a workspace?’**

Alternatively, if you simply want to remove a user’s access from all files or folders that they’ve been given direct access to within a workspace, complete the steps outlined in **‘How do I remove an individual’s access to all folders that they have been given ‘direct access’ to within a workspace?’**

As outlined above, the steps required to complete the above topics can be found in the **‘Managing User Access to Folders’** quick reference guide (as well as in the full ‘SPO Examining Sites Administrator Guide’).

SPO Examining Sites – Managing Department Administrator Access

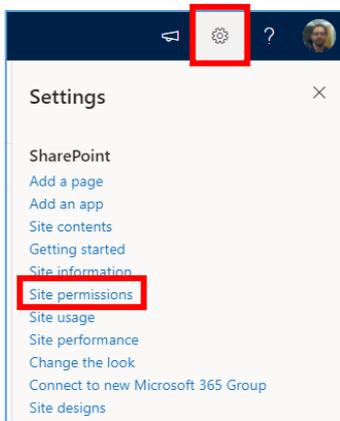
How do I give access to SPO examining sites to other Administrators in my Department?

It is likely that there are other administrators in your department who are or could be responsible for administering the department’s examining site(s), including at times when you are out of the office.

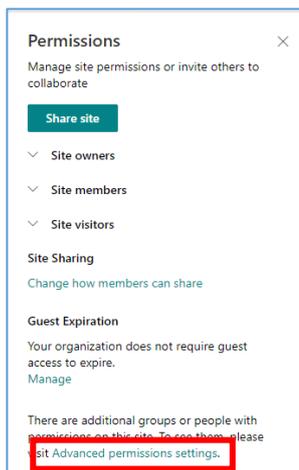
To give other administrators in your department – who should have full access to all parts of the examining site – access to a site, you should make them ‘Site Collection Administrators’:

9. From the Home page, click on the **Settings ‘cog’ icon** in the top right hand corner of the site

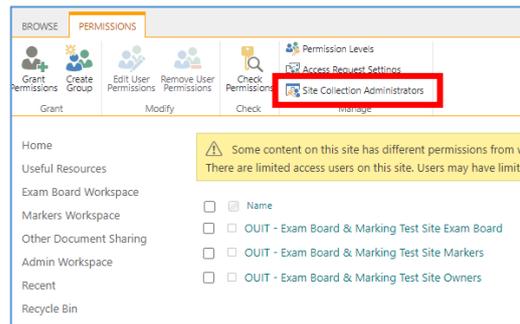
10. Select **‘Site Permissions’** from the list



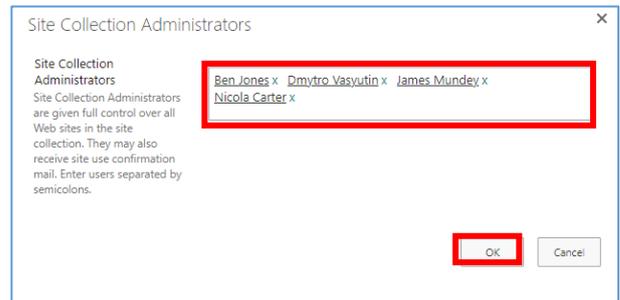
11. Click on **‘Advanced permissions settings’** in the **‘Permissions’** sidebar



12. In the site permissions view, click on **‘Site Collection Administrators’**



13. Search for and select the relevant individuals (one by one) in the **‘Site Collection Administrators’** pop-up window and click **‘OK’**



In addition, add the administrators to the site ‘Owners’ SharePoint group – see: ‘How do I ADD users to the examining site SharePoint groups?’ This will mean that they are notified of any access or sharing requests along with yourself.