

### When should an Adjunct open an ITS Ticket?

- Discussion posts that need to be quarantined (or hidden).
- Enrollment issues (Add/Drop, ZW) – It could take approximately 1 business day for changes to appear in roster.
- Course Home Banner Image – Please provide guidance for ideal image.

### Adjunct Permissions in Assignments

- Can edit assignments to allow time extensions, special access, or hide an assignment.
- Cannot delete an existing assignment.
- Cannot create new assignments.

### Adjunct Permissions in Discussion Topics

- Posts that have been quarantined/hidden by ITS can be seen.
- Create new Discussion Forums and Discussion Topics.
- Edits can be made for time extensions or special access.

### Adjunct Permissions in Rubrics

- Cannot create rubrics.

### Adjunct Permissions in Quizzes

- Settings such as Auto-Publish attempt results immediately upon completion, Automatically update evaluations in grade book when published, extensions, and special access can be altered.
- Attempts can be reset/restored.
- View the status of an in-progress quiz.

### Adjunct Permissions in Grades

- Can edit weights for final grade.
- Manage Final Grade Properties.
- Edit automatic final grade release setting.
- Cannot create grade items.

### Adjunct Permissions in Content

- Content can be compiled and downloaded and/or printed.
- View content that is not released.
- Create and edit Modules and Topics.
- Delete Modules and Topics (Warning: deleted items cannot be restored).
- See content statistics.
- Manage dates (start, end, and due dates).

### Adjunct Permissions in Users

- View users' contact information.
- Search for inactive users.
- Manage user exemptions.