



SharePoint Online 'Examining' Sites Managing SharePoint Groups

**Version 1.1
November 2021**

Contents

| | |
|--|----|
| SPO Examining Sites – Managing Access and Permissions | 4 |
| Introduction to Managing Access to Examining Sites..... | 4 |
| SPO Examining Sites – Managing SharePoint Groups..... | 5 |
| Introduction to SharePoint Groups in Examining Sites..... | 5 |
| Which Sections of an Examining Site do the ‘Pre-Built’ SharePoint Groups have Access to?..... | 5 |
| Introduction to SharePoint Group Permissions Levels | 6 |
| How do I ADD users to SharePoint groups within SPO examining sites? | 8 |
| How do I REMOVE users from SharePoint groups within SPO examining sites?..... | 9 |
| How can I see which users have been added to a specific SharePoint group? | 10 |
| How can I see at a glance which SharePoint groups a user has been added to? | 11 |
| How do I give access to SPO examining sites to other Administrators in my Department? | 13 |
| How do I create a new SharePoint group in an ‘examining’ site? | 14 |
| How do I give SharePoint groups access to workspaces within an examining site? | 15 |
| How do I remove a SharePoint group’s access to a workspace within an examining site? | 17 |
| How do I change the ‘permission level’ of a SharePoint Group within a specific section of a site? | 18 |
| How do I change the ‘permission level’ of a SharePoint Group at the top level of a site? | 19 |
| How do I change the name of a SharePoint Group? | 21 |
| How do I delete a SharePoint group? | 22 |
| How do I restrict access to a folder to just one or a number of specific individuals (or SharePoint groups)? | 23 |
| How do I give one or more specific individuals (or SharePoint groups) access to a folder (without changing who already has access to it)?..... | 25 |
| How do I give one or more specific individuals (or SharePoint groups) access to a folder (that has restricted folders within it)? | 27 |

SharePoint Online (SPO) 'Examining' Sites

Managing SharePoint Groups

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

This quick reference guide covers the following help topics:

A) Managing Users within SharePoint Groups

- [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 at a glance which SharePoint groups a user has been added to?](#)
- [How do I give access to SPO examining sites to other Administrators in my Department?](#)

B) Managing SharePoint Groups

- [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 section of a site?](#)
- [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?](#)
- [How do I delete a SharePoint group?](#)

C) Folders Permissions and SharePoint Groups

- [How do I restrict access to a folder to just one or a number of SharePoint groups \(or specific individuals\)?](#)
- [How do I give one or more SharePoint groups access to a folder \(without changing who already has access to the folder\)?](#)
- [How do I give one or more SharePoint groups access to a folder \(that has restricted folders within it\)?](#)

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 SharePoint Online 'examining' sites then please contact student.systems@admin.ox.ac.uk.

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' or to manage access to the Mitigating Circumstances folder 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

Note that in some rare 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?' in the full 'SPO Examining Sites Administrator Guide'.

SPO Examining Sites – Managing SharePoint Groups

Introduction to SharePoint Groups in Examining Sites

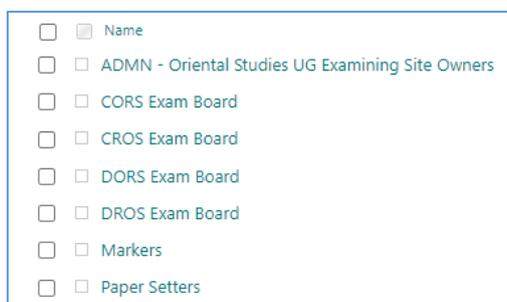
Examining sites have been ‘pre-built’ with a number of SharePoint groups as follows:

| # | 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 |

Whilst the groups listed above have been ‘pre-built’ as part of the rollout of the new SPO ‘examining’ sites, 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. See the help topics in the [‘Managing SharePoint Groups’](#) section of this guide if relevant.

As part of getting your examining site ready for use, you should add the relevant users to the appropriate 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 |

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 ‘Managing SharePoint Groups’ section of this guide 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.

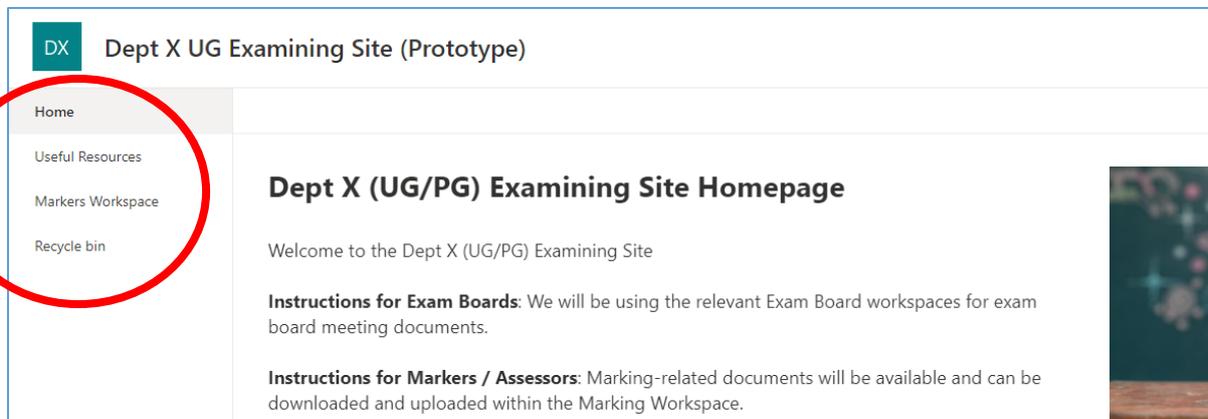
You are able to give new SharePoint groups, that you create, access to the relevant parts of the site – see the help topics in the [‘Managing SharePoint Groups’](#) section of this guide if relevant.

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 managing folder permissions, see the *‘Managing User Access to Folders’* quick reference guide or the full *‘SPO Examining Sites Administrator Guide’*.

Examples of what Different Users See and have Access To

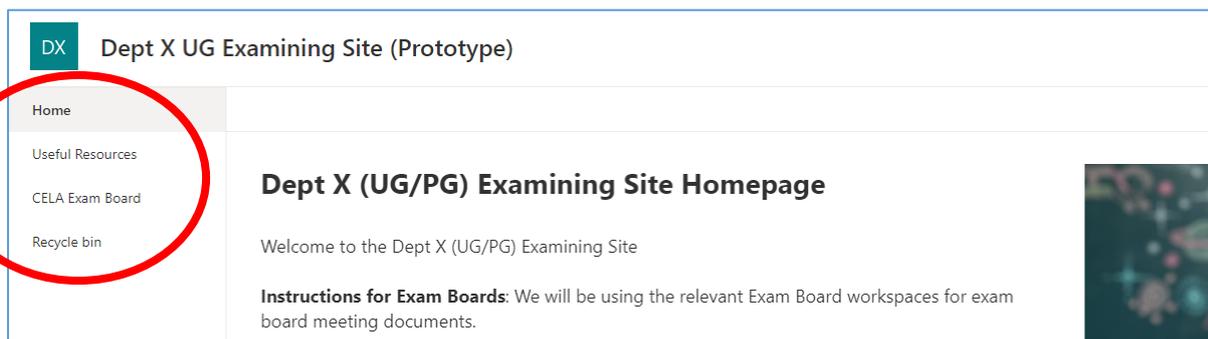
Depending on the SharePoint groups that users have been added to, they will see different workspaces when they access the examining site – see the following examples:

An individual added to the **Markers group**, for example, will see the following ‘sections’ of the examining site:



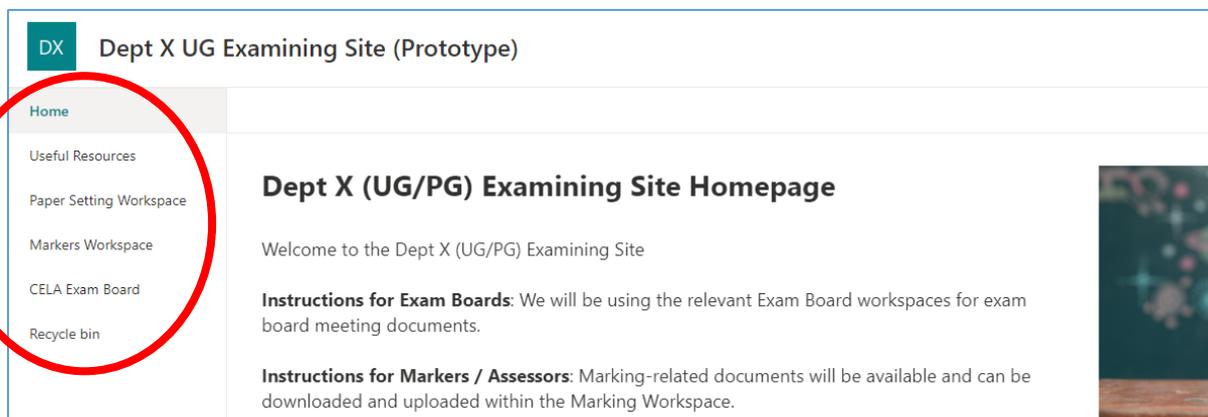
Example of a user's view if added to the Markers group

An individual added to an **exam board group** will see the following sections of the examining site, for example:



Example of a user's view if added to an Exam Board group

An individual added to multiple groups (e.g. if they are involved in paper setting, marking and exam board activities) will see the following sections of the examining site, for example:



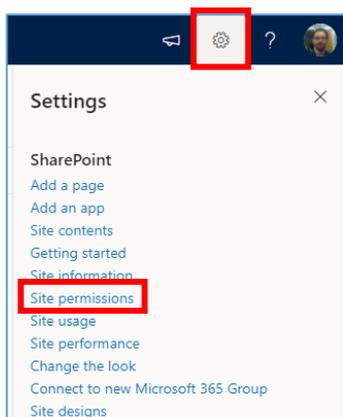
An example of a user's view if added to multiple SharePoint groups

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

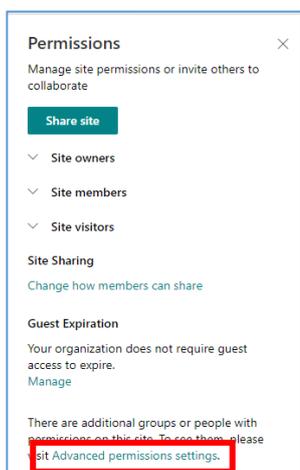
For information about the SharePoint groups that have been specifically 'pre-built' within examining sites, see the brief '[Introduction to SharePoint Groups in Examining Sites](#)'.

To add users to the SharePoint Online 'examining' site SharePoint groups:

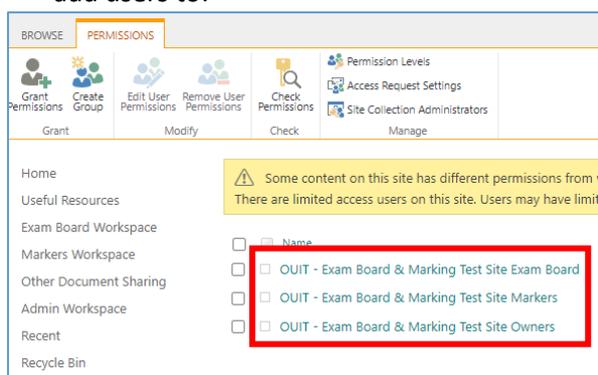
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



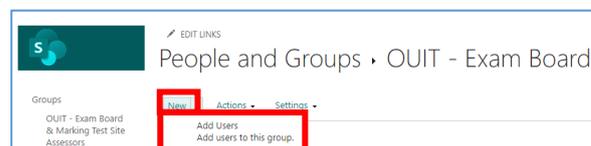
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



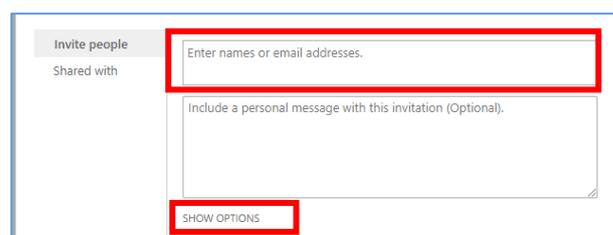
4. In the site permissions view, click on the **SharePoint group** that you would like to add users to:



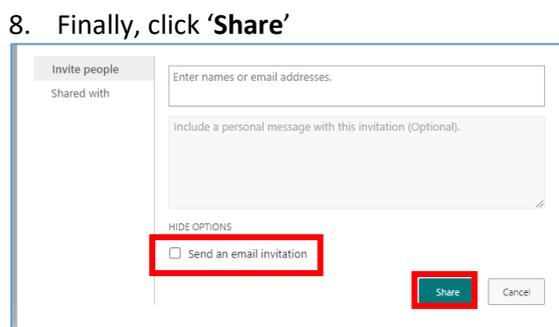
5. Within the SharePoint group click on **'New'** and select **'Add Users'**



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



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)



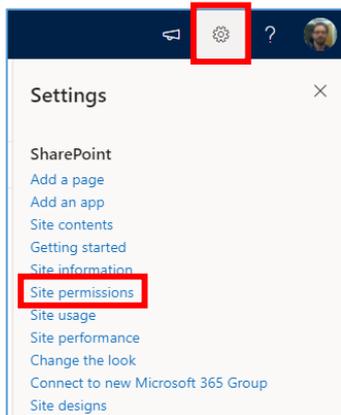
8. Finally, click **'Share'**

NB academics can have both a department and a college email address but only their primary email will appear when searching for them to add them to a group. As a result you may need to copy and paste their other email address into the 'Enter names or email addresses box' if they want to access the site using that email.

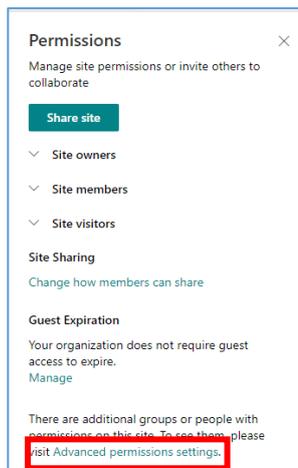
How do I REMOVE users from SharePoint groups within SPO examining sites?

To remove users from the SharePoint Online 'examining' site SharePoint groups:

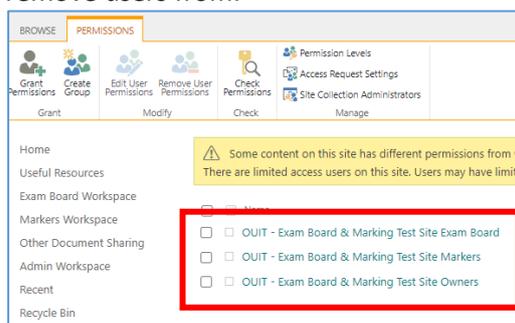
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



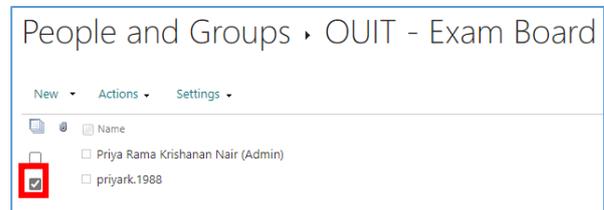
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



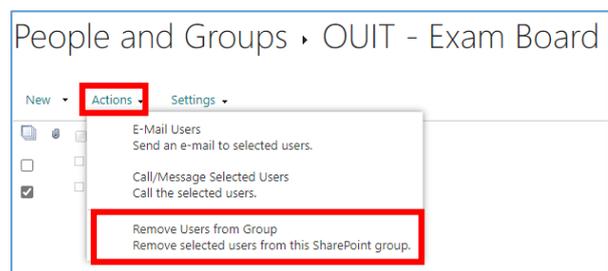
4. In the site permissions view, click on the **SharePoint group** that you would like to remove users from:



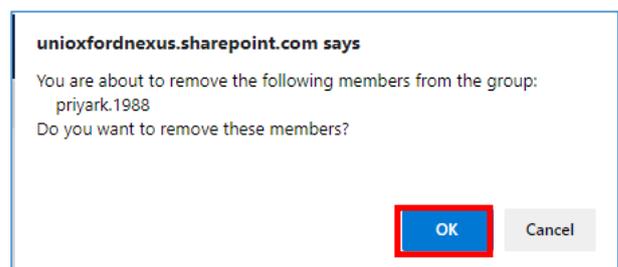
5. Within the SharePoint group, select the user(s) to remove from the group by **ticking the checkbox** next to their name



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



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

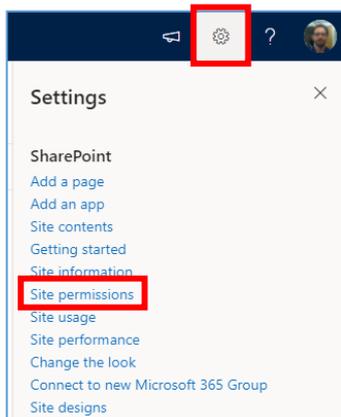


8. The user(s) will now have been removed from the group

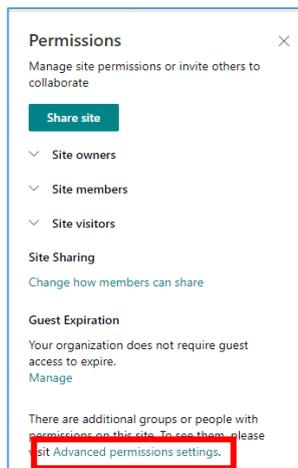
How can I see which users have been added to a specific SharePoint group?

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

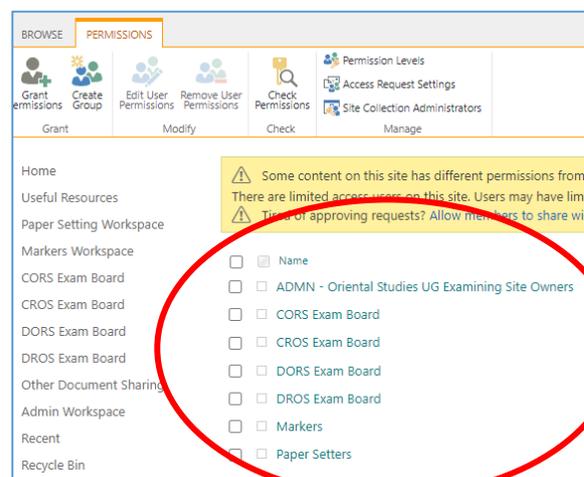
1. From the Home page, click on the **Settings** 'cog' icon in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



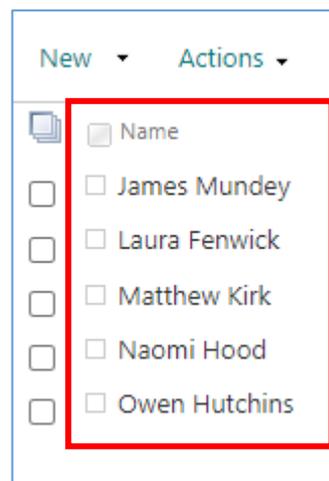
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



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:



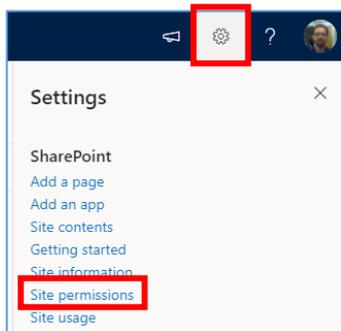
5. You will be able to see the users that have been added to the SharePoint group:



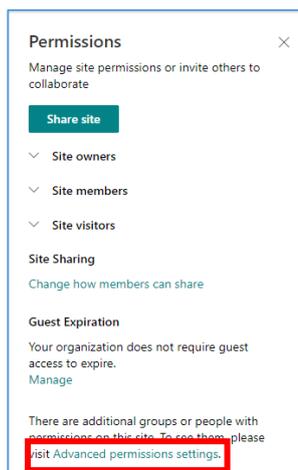
How can I see at a glance which SharePoint groups a user has been added to?

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

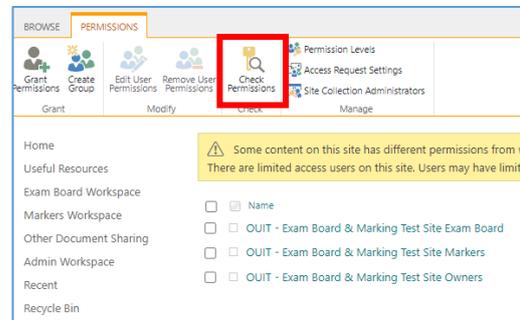
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



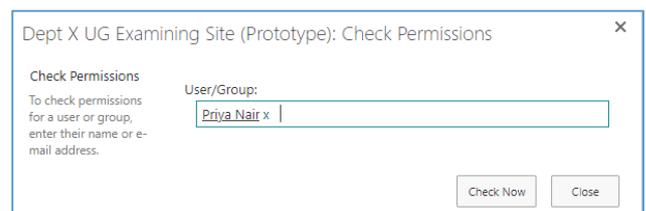
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



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. |

6. 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

See the following help topics in the full ‘SPO Examining Sites Administrator Guide’ if applicable:

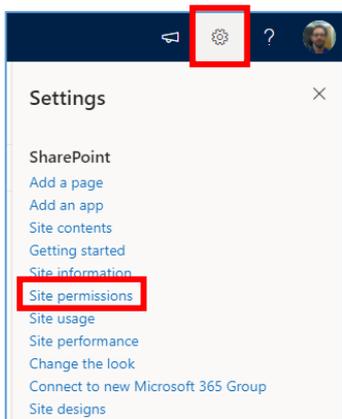
- To identify the specific files and folders a user has been given access to see **‘How can I see who has access to a folder within a workspace?’**
- Alternatively, if you simply want to remove a user’s access from all files or folders that they’ve been given direct access to within a workspace (without knowing which files and folders those are), 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?’**

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

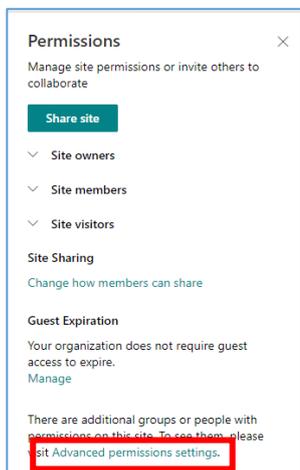
It is likely that there are other administrators in your department who are or could be responsible for administering the department's examining site(s), including at times when you are out of the office.

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':

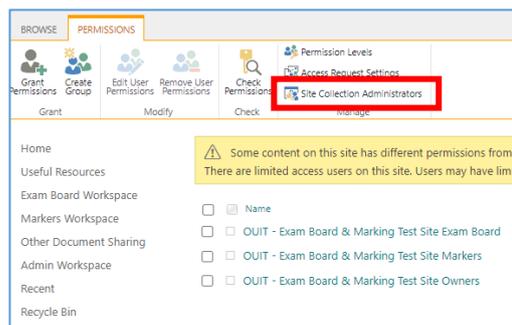
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



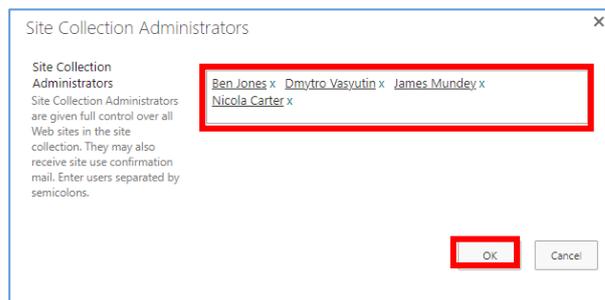
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



4. In the site permissions view, click on **'Site Collection Administrators'**



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

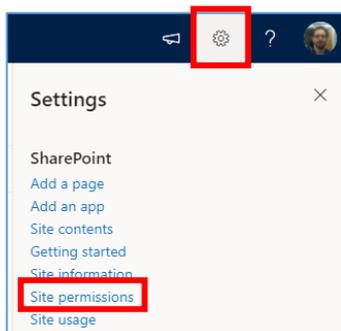


6. Lastly, in addition, add the administrators to the site **'Owners' SharePoint group** – see: ['How do I ADD users to the examining site SharePoint groups?'](#) This will mean that they are notified of any access or sharing requests along with yourself.

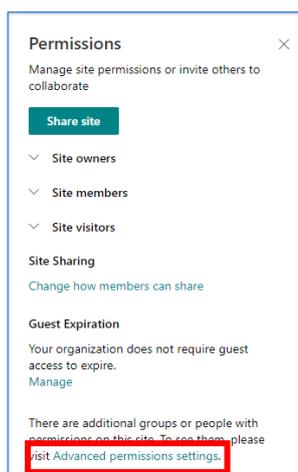
How do I create a new SharePoint group in an 'examining' site?

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

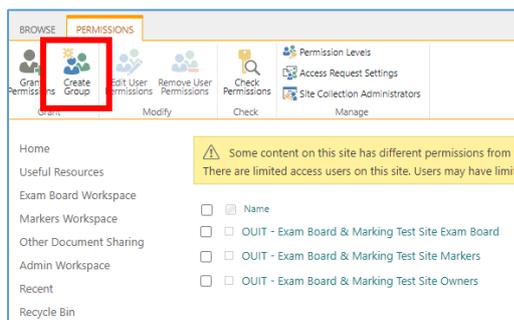
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



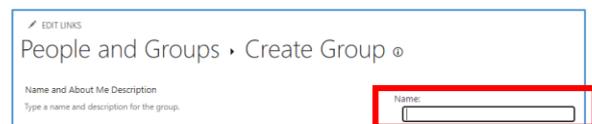
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



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):

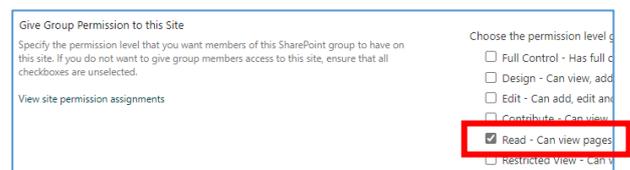
- a. Firstly, delete your name from the **'Group owner'** field by clicking on the **'x'** next to your name:



- 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 give SharePoint groups access to workspaces within an examining site?'](#)

10. Then you will need to add the relevant users to the group – see ['How do I ADD users to SharePoint groups within SPO examining sites?'](#)

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).

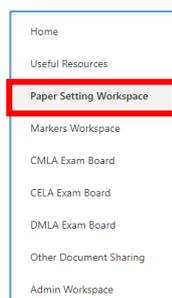
However, by default, users added to the new SharePoint group **won't have access to any other sections of the site**, as all of the other sections have 'unique permissions' – so that only users in relevant SharePoint groups can access them.

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.

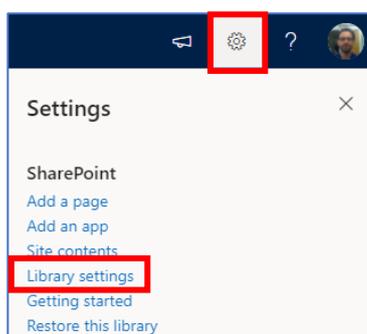
In the same way, if you want to give *existing* SharePoint groups access to a section of the site that the group does not have access to you need to complete the steps outlined below.

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

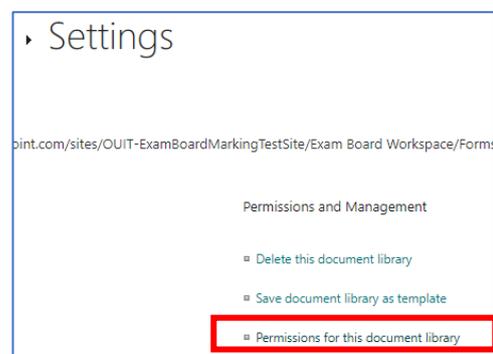
1. Click on name of the section of the site in the **LH site menu** in which you want to update the groups that have access to that section (e.g. the Paper Setting Workspace):



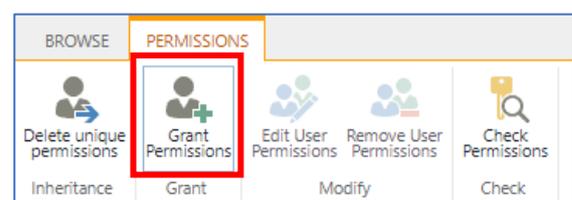
2. Then click on the **Settings 'cog' icon** in the top right hand corner of the site and select **'Library settings'**



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



4. In the workspace permissions view, click on **'Grant Permissions'**



5. Search for and select the group or groups (that you want to have access to this section of the site) in the **'Enter names or email addresses...'** field



6. Untick **'Share everything in this folder, even items with unique permissions'** if you don't want the group(s) to have access to folders within the Workspace that you have restricted access to already

g Workspace' and its contents

Matthew Kirk, James Munday, and 4 more

Paper Setters B x

1 group will be invited. (That's about one person.) Show

Include a personal message with this invitation (Optional).

Share everything in this folder, even items with unique permissions.

SHOW OPTIONS

7. Click on **SHOW OPTIONS**

- a. Untick **'Send an email invitation'** if you don't want all of the members of the group(s) to be notified that the group(s) have been given access to workspace

- b. Change the permission level to **'Contribute'** (allowing individuals to add and edit as well as view and download documents)

HIDE OPTIONS

Send an email invitation

Select a permission level

Contribute

Share Cancel

8. Click **'Share'**

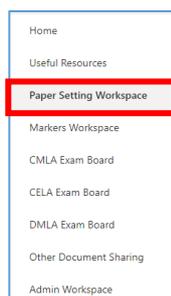
If you refresh the page you will see that the group(s) have now been added to the list of groups that have access to the workspace.

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

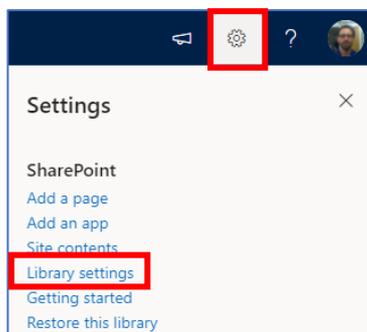
To see which sections of a SPO examining site the 'pre-built' SharePoint groups have access to see ['Which Sections of an Examining Site do the 'Pre-Built' SharePoint Groups have Access to?'](#)

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.

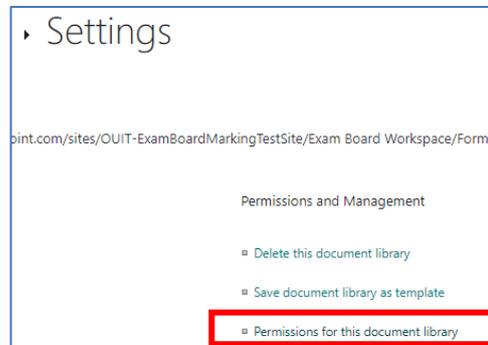
1. Click on name of the section of the site in the **LH site menu** in which you want to update the groups that have access to that section (e.g. the Paper Setting Workspace):



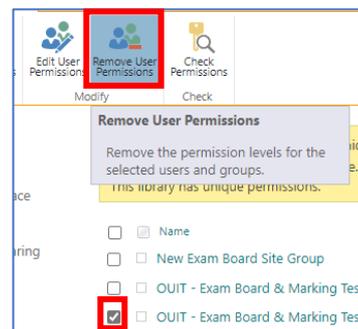
2. Then click on the **Settings 'cog' icon** in the top right hand corner of the site and select **'Library settings'**



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?

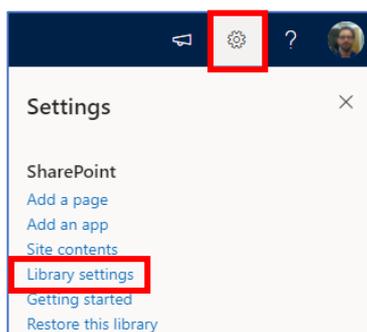
The permission levels of the 'pre-built' exam board SharePoint groups within an examining site (at both the top level and within specific sections of the site) are as follows:

| # | 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 |

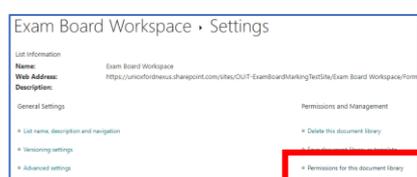
Note that groups for users who are not department administrators (e.g. for exam board members or markers) should have either a **Read** or **Contribute** permission level – more information about permission levels is available [here](#).

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

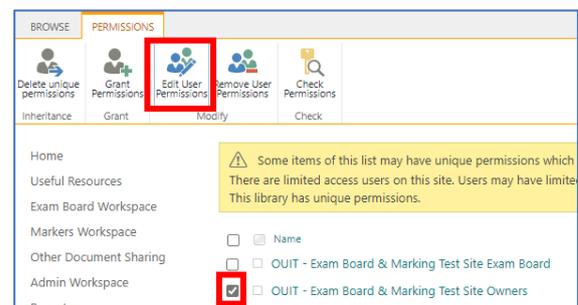


3. Within the workspace 'Settings' window, click on **'Permissions for this document library'**

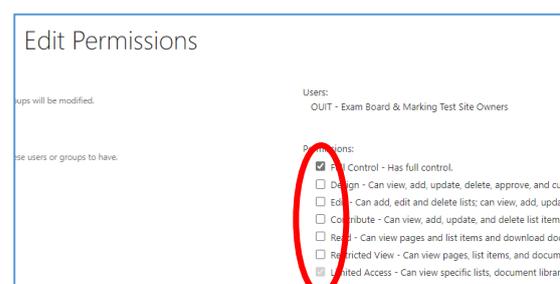


4. In the workspace permissions view, tick the **checkbox** next to the name(s) of the

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?

Please note that it is recommended that the permission level for any SharePoint group (except for the ‘Owners’ group) at the top level of a site should be ‘**Read**’ – so that by default users of the site only have read access to the ‘Home’ page and ‘Useful Resources’ sections (as access to those is determined by the permission level at the top level of the site).

The permission level for a group can then be set to **Contribute** in the relevant workspaces – so that where appropriate (in specific sections of the site) users can add and edit documents.

The SharePoint Online ‘examining’ sites have been pre-built so that all groups (except for the ‘Owners’ group) have ‘**Read**’ access to ‘Home’ and ‘Useful Resources’ and ‘**Contribute**’ access to the relevant specific workspace also.

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:

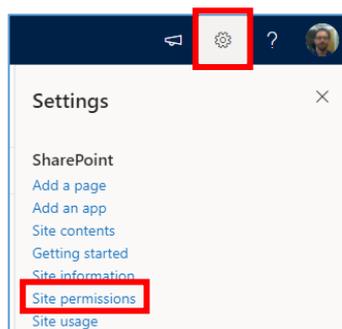
| # | SharePoint Group | Permission Level (top level of site) | Permission Level (per section) |
|---|--|--------------------------------------|---|
| 1 | Markers | Read | <ul style="list-style-type: none"> Home page – Read Useful Resources – Read Markers Workspace – Contribute |
| 2 | Paper Setters | 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 |

If you do want to change the permission level of a SharePoint group at the top level of a site, for any reason, see the steps below.

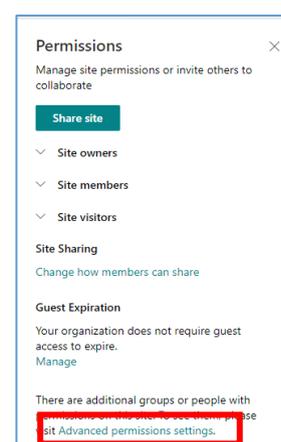
However, if what you actually want to do is change the permission level of a SharePoint group within a specific section of the site – see [‘How do I change the ‘permission level’ of a SharePoint group within a specific section of a site?’](#)

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

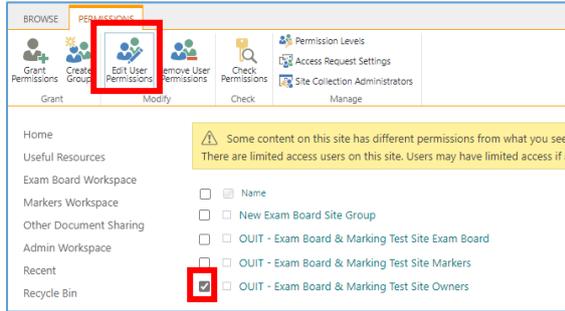
- From the Home page, click on the **Settings ‘cog’ icon** in the top right hand corner of the site
- Select **‘Site Permissions’** from the list



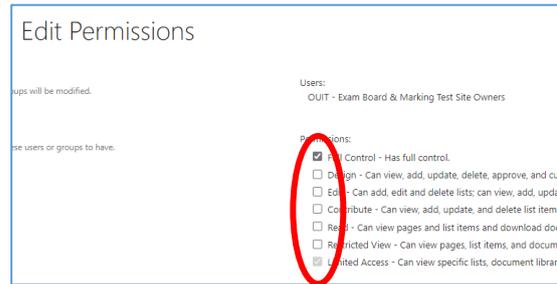
- Click on **‘Advanced permissions settings’** in the ‘Permissions’ sidebar



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

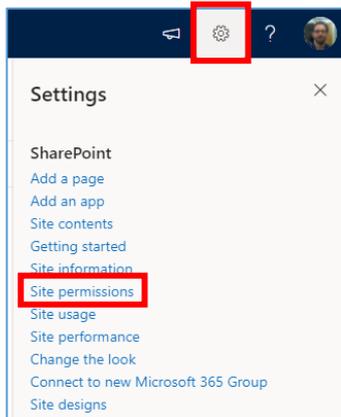


6. Click **OK** to save the changes to the permission level for that group

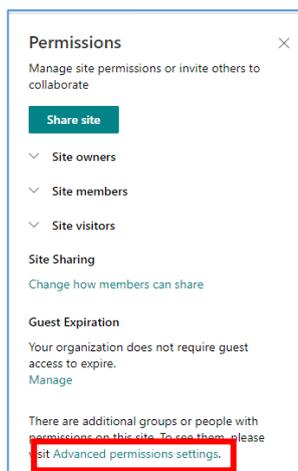
How do I change the name of a SharePoint Group?

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

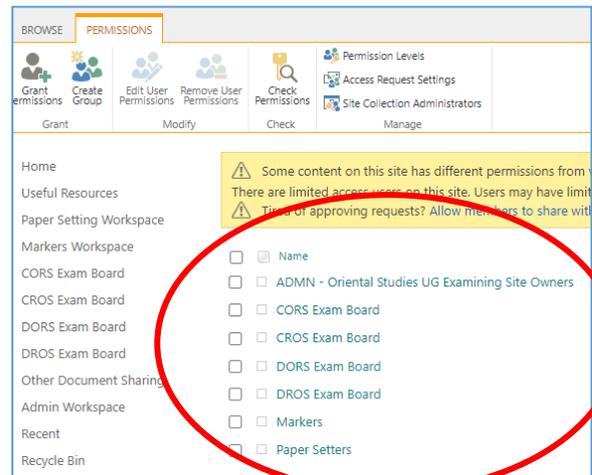
1. From the Home page, click on the **Settings** 'cog' icon in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



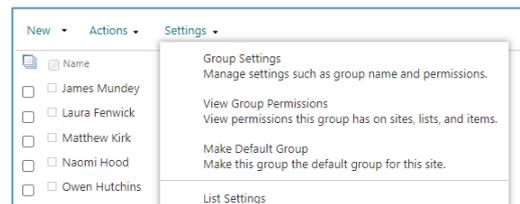
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



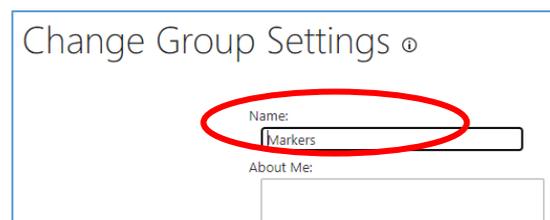
4. In the site permissions view, click on the name of the **SharePoint** group whose name you want to amend:



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



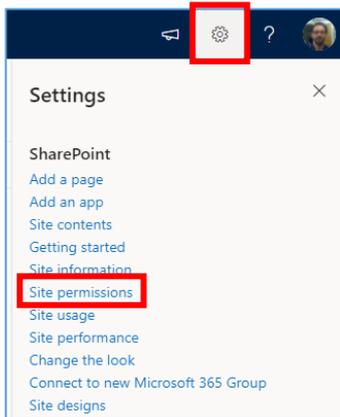
6. Update the **Name** of the group in the **'Change Group Settings'** view and click **'OK'**



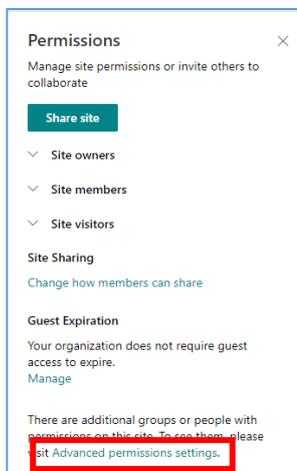
How do I delete a SharePoint group?

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

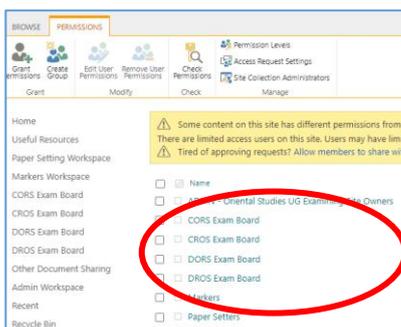
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



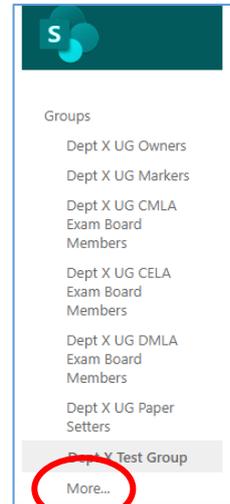
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



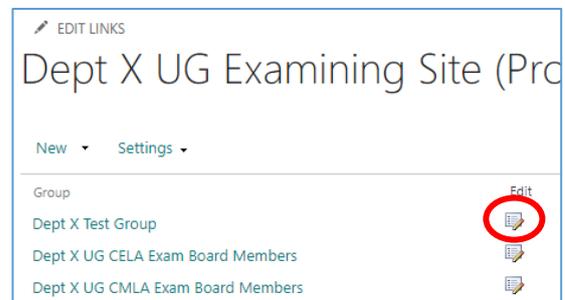
4. In the site permissions view click on the name of the **SharePoint group** whose name you want to amend:



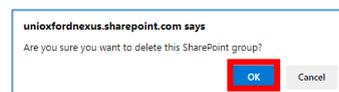
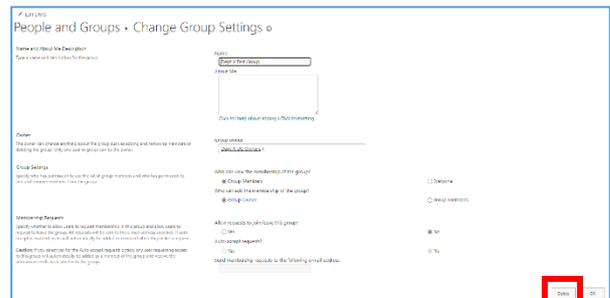
5. Within the group, click on **'More...'** in the LH side 'Groups' menu to navigate to People and Groups



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'**



How do I restrict access to a folder to just one or a number of specific individuals (or SharePoint groups)?

This help topic assumes:

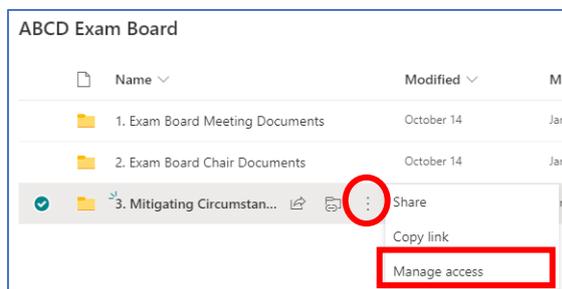
- a) That the folder you want to restrict access to is already accessible to one or more SharePoint groups associated with the site e.g. the 'Markers' group or an 'XXXX Exam Board' group; and
- b) That you want to restrict the access to the folder to one or more specific individuals or other SharePoint groups instead

Other options to consider:

If you want to give a SharePoint group or individual access to a folder without changing who already has access to the folder, see '[How do I give one or more specific individuals \(or SharePoint groups\) access to a folder \(without changing who already has access to it\)?](#)'

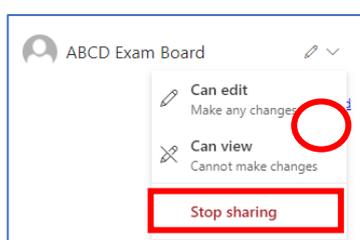
To restrict access to a folder so that only one or a number of specific individuals (or SharePoint groups) can access it, complete the following steps:

1. Navigate to the location of the folder you wish to restrict access to and click on the **three-dot 'Show actions' menu** for the folder
2. Select the **'Manage access'** option

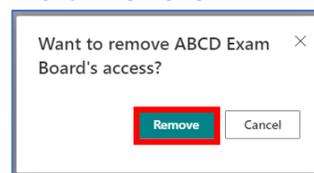


3. Within the **'Manage Access'** sidebar that opens on the right hand side of the screen, remove the group(s) that you don't want to have access to the folder by completing the following steps:

- a. Click on the arrow (next to the pencil icon) to the right of the group name and select **'Stop sharing'**



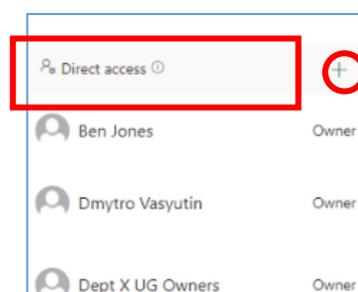
- b. Click **'Remove'**



Next, give the relevant individual(s) or SharePoint group(s) access to the folder by completing the steps 4 and 5 below.

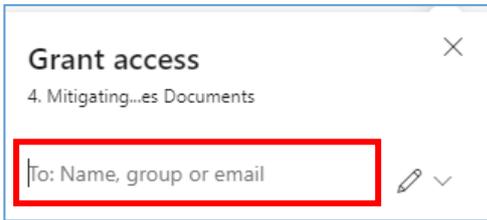
OR if there are sub-folders, within the folder, that are already restricted to specific individuals only AND you don't want the user(s) or group(s) – who you're giving direct access to this folder – to have access to those restricted sub-folders, see '[How do I give one or more specific individuals \(or SharePoint groups\) access to a folder \(that has restricted folders within it\)?](#)'

4. To give specific individual(s) or SharePoint groups access to the folder, click on the **'Grant access' icon ('+')** within the **'Direct access'** section of the **'Manage Access'** sidebar on the RH side of the screen:



5. Within the 'Grant access' pop-up window:

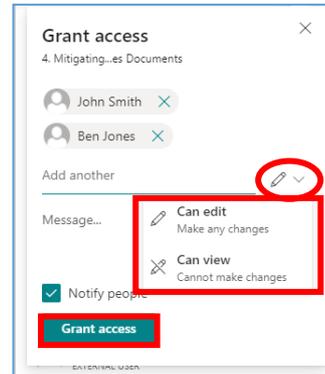
- a. Search for and select the individual(s) or SharePoint groups (one at a time) who you wish to give direct access to



NB to share the folder with an external (Non-SSO) user simply type in their email address.

You can also search for and select a SharePoint group in the 'Enter names or email addresses...' box if you want to give a SharePoint group access to a folder.

- b. Select whether the individual(s) and/or group(s) 'Can view' (view and download documents) or 'Can edit' (view, download, upload, edit documents) by clicking on the arrow (next to the pencil icon) and selecting the relevant option



- c. Untick 'Notify people' if you don't want the individuals being given access to the folder to be notified

NB if you are giving an external user access (who has not yet logged into an Oxford SharePoint Online site) then it will not be possible to untick the 'Notify people' box

- d. Click 'Grant access'

How do I give one or more specific individuals (or SharePoint groups) access to a folder (without changing who already has access to it)?

This help topic outlines how to give an individual (or SharePoint group) 'direct access' to a folder without changing who already has access to the folder.

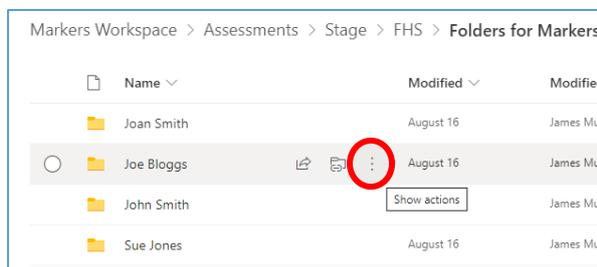
Other options to consider:

If you want to restrict access to a folder (i.e. change its permissions) so that only one or more specific individuals can access the folder, see the following topic: ['How do I restrict access to a folder to just a one or a number of specific individuals \(or SharePoint groups\)?'](#)

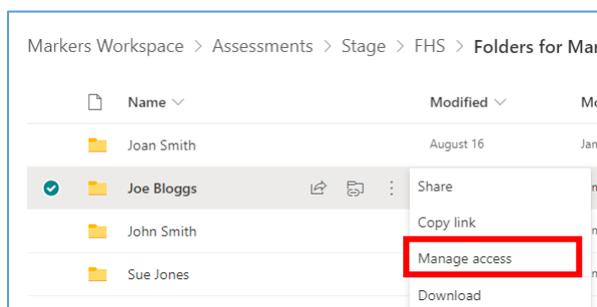
To give an individual or SharePoint group 'direct access' to a folder without changing who already has access to the folder, complete the steps outlined below.

NB if there are files or folders in the folder that are restricted to specific individuals and you don't want to give this user access to those files or folders (within the folder) follow the steps outlined in the following help topic instead: ['How do I give one or more specific individuals \(or SharePoint groups\) access to a folder \(that has restricted folders within it\)?'](#)

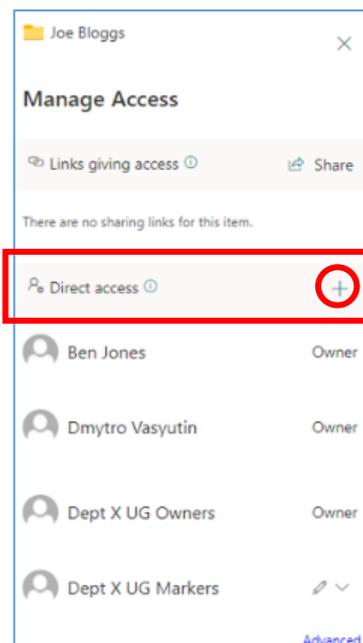
1. Navigate to the location of the folder you wish to give direct access to and click on the **three-dot 'Show actions' menu** for the folder



2. Select the **'Manage access'** option

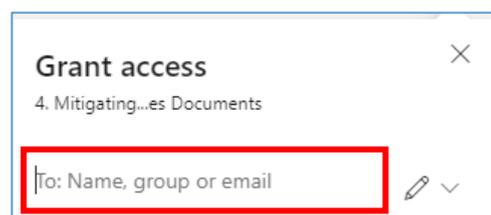


3. Click on the **'Grant access' icon ('+')** within the **'Direct access'** section of the **'Manage Access'** sidebar on the RH side of the screen

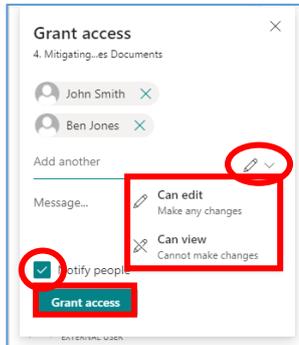


4. Within the **'Grant access'** pop-up window:

- a. Search for and select the individual(s) or SharePoint groups (one at a time) who you wish to give direct access to



- b. Select whether the individual(s) and/or groups **'Can view'** (view and download documents) or **'Can edit'** (view, download, upload, edit documents) by clicking on the arrow (next to the pencil icon) and selecting the relevant option



- c. Untick **'Notify people'** if you don't want the individuals being given access to the folder to be notified

NB if you are giving an external user access (who has not yet logged into an Oxford SharePoint Online site) then it will not be possible to untick the 'Notify people' box

- d. Click **'Grant access'**

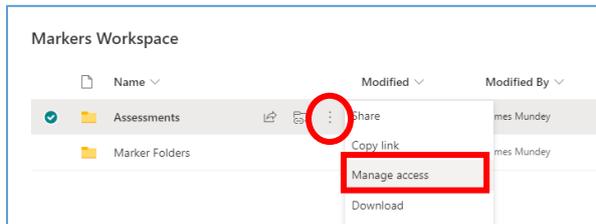
Note that if the user(s) or SharePoint group(s), who you have given access to the folder to, do not already have access to the workspace that the folder is in, then you may want to give the group access to the workspace so that the users in the group can navigate within the workspace to the folder(s) they have been given access to.

See ['How do I give SharePoint groups access to workspaces within an examining site?'](#)

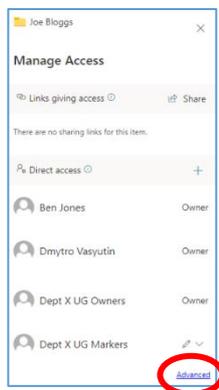
How do I give one or more specific individuals (or SharePoint groups) access to a folder (that has restricted folders within it)?

If there are any files or folders, **within the folder** that you want to give an individual 'direct access' to, that are restricted to a specific set of individuals only AND you don't want the user (or group) to have access to those restricted files or folders then grant the user / group access to the folder as follows:

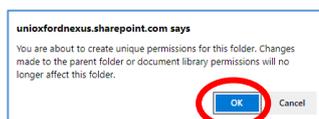
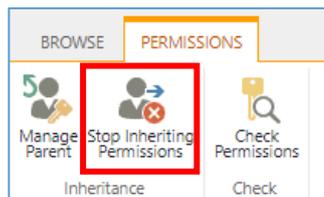
1. Navigate to the location of the folder you wish to give direct access to and click on the **three-dot 'Show actions' menu** for the folder
2. Select the **'Manage access'** option



3. Click on the **'Advanced'** link at the bottom of the **'Manage Access'** sidebar on the RH side of the screen

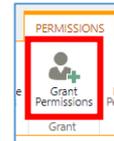


4. IF the folder inherits its permissions (i.e. the **'Stop Inheriting Permissions'** button is visible within the folder permissions view), then click on **'Stop Inheriting Permissions'** and then click **'OK'**



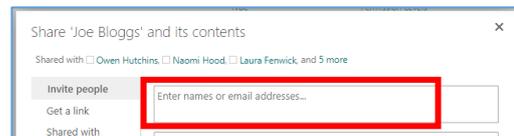
5. To **add the individual or individuals** that you would like to be able to access the folder:

- a. Click on **'Grant Permissions'**



- b. Search for and select the specific user(s) or Sharepoint groups that you want to have access to the folder within the box that says **'Enter names or email addresses...'**

NB to share the folder with an external (Non-SSO) user simply type in their email address.

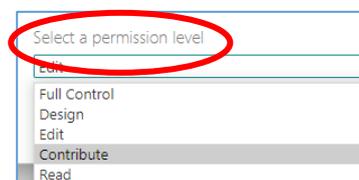


- c. Untick **'Share everything in this folder, even items with unique permissions'** (so that the users being added don't get access to the files / folders within the folder that have unique permissions)

Share everything in this folder, even items with unique permissions.

SHOW OPTIONS

- d. Click on **SHOW OPTIONS**
- e. Select the **relevant permission level**: **'Read'** (view/download documents) OR **'Contribute'** (view/download, upload/edit document)



Finally, click **'Share'**