

The WebWeaver® cheat sheet for administrators

	Active	Write	Admin
Mail service (password is mandatory)	Read emails; Select folder	Write emails	Move/delete emails; Folder and filter rules, Manage signature; <i>SMTP/POP3</i>
Address book	Read entries; Use address book in Mail service	Add addresses; edit/delete private addresses	Edit/delete addresses of others
Bookmarks (internal and external)	Read entries; Export	Add bookmarks, edit/delete private bookmarks	Edit/delete bookmarks of others; Import
Media	Read entries; <i>Media area</i>	Add entries; edit/delete private entries	Edit/delete entries of others
Notes	Read entries	Add/edit/delete entries	-
Messenger / Teacher board / Pupil board	Read entries	Add entries; edit/delete private entries	Edit/delete entries of others
Messenger	View list	Write quick messages; Add/delete entries	-
Member list	View list	-	-
Timetable	View timetable; <i>Copy timetable</i>	Basic settings; add/edit/delete entries	-
Calendar	View entries	Add entries; edit/delete private entries	Edit/delete entries of others
Tasks	View entries, mark as completed or undone.	Add entries; edit/assign/delete private entries	Edit/allocate/delete entries of others
Learning plan	View entries; Enter solutions	Add entries; edit private entries	Edit, release, read, delete; Feedback
Courselets	View published courselets	Create courselets; edit, publish, delete private courselets	Edit, publish, delete courselets of others
Forum	Read/search contributions	Write new contributions	Delete contributions; Settings
Chat	Open chat; Read entry	Write contribution	Read/delete chat history
File storage	View folder/files; download released files, copy and paste	Create folder; Upload files into released folders; Rename/delete private files	Rename/delete files of others; assign rights for folder; folder rights will be ignored
Website generator	View created sites	Create/edit/delete website; (publish website)	Basic settings, manage guest book
Website file management <i>Password für FTP</i>	View folder/files; Download files	Create new folders, files	Rename/move/delete items; Settings; <i>FTP</i>
Website showcase	Visible under website; view entry; <i>List/search in institution;</i> <i>List/search in community</i>	Make entries editable/publishable	-
Photo album	View images	Add images, delete private images; topics	Delete images of others
Blog	<i>List/search;</i> Write comments; <i>List/search in community</i>	Write/delete/publish/hide entries	Delete entries of others; retrieve release
Wiki	Pages, versions, view overviews	Edit pages; Upload files; Restore versions	Edit basic settings; Delete versions/pages
Polls	View polls, participate	Create polls; edit/delete your polls	Edit/delete polls of others
Profile	View profile	Edit profile; <i>Embed/delete image</i>	-
Learning log	Visible	Fully usable	-
Project bourse	Visible; <i>List/search in community</i>	Create/edit/delete entries	-
Administrating resources	View bookings	Book; Report as faulty	Administrate resources
Settings	Switch to light mode; Register external services	-	-
Change password	Change password	-	-
Closed area	Release area	-	-
Mailing lists	"View" administration	Create lists; Add subscribers; Manage mappings	Edit/delete Mailing lists; Remove subscribers
Admin	"View" administration; Progress check; "View" Licence pool	Create "item"; Add user to group/class; maintain mappings	Complete administration

blue: only "private"

green: only "institution" and/or "community"

pink: "private" activates feature in "community" / "Media"

orange: base right have to be activated

Not every platform
supports the full scope of features

Updated on: 24-01-2014