Permission Title	Permissions Description	Additional Notes
Details		
Admin can activate enrollments	If checked, any learner enrolled into a course by this power user becomes active without superadmin approval.	
Admin can activate users	If checked, any user created by this power user becomes active without superadmin approval.	
Admin can only enroll students	If checked, this power user can only enroll learners into courses. Otherwise, they can enroll both learners and instructors.	
Admin can see invisible fields	If checked, this power user has the ability to see all user additional fields marked as invisible.	*This permission allows Power Users to see invisible user additional fields when creating or editing users, in reports, and in a user personal summary in the LMS.*
Allow power user to buy and assign seats for courses and learning plans	If checked, this power user is able to purchase and assign seats for courses or learning plans that they manage.	
Allow Power Users to skip mandatory fields when creating a user	If checked, this power user can ignore any mandatory profile fields when creating a user.	
Allow Power User to see certificates issued to his assigned users only	If checked, this power user can see certificates that have been issued to their users from the certificates menu.	
Allow Power User to buy courses and learning plans on behalf of someone else	If checked, this Power User can purchase items on behalf of other users during the checkout process.	*Refer to this article for more information.*
Users		
View	Can view all of the assigned users	*Can export a list of users assigned to them via CSV or XLS.*
Create	Can create users	*Can import users via CSV, but cannot import other users as Power Users. Newly created users by a Power User will not automatically have Power User or Admin functionality.*
Edit	Can edit all assigned users	
Delete	Can delete all assigned users	
Users waiting for subscription confirmation	Can manage users in a waiting list, but only if a user is in an assigned branch	
Groups		
View	Can view all of the assigned groups	
Create	Can create groups	
Edit	Can edit all assigned groups	
Delete	Can delete all assigned groups	

Courses		
View	Can view all of the assigned courses	*Cannot access the enrollment page of a course in which none of his or her assigned users are enrolled. Can view the Training Materials page for assigned courses.*
Create	Can create courses	
Edit	Can edit all assigned courses	*Can view the training materials page for assigned courses. Can add and edit training materials in the course. Can select which version of a learning object from the Central Repository can be placed into a course of which they have permission to edit. Can also manage training material settings.* *This permission is necessary if you want a Power User to have the ability to edit courses created by other Power Users.* *Please note that the Power Users with any permissions related to courses that they manage are not allowed to edit or delete the thumbnail for the courses that they manage.*
Delete	Can delete all assigned courses	
Waiting Subscription	Can manage assigned users in a waiting list	
Evaluation	Can evaluate their assigned users in their assigned courses	*This permission grants Power Users to set the final score of a course, not the scores of single learning objects within the course.*
Reports		
View	Can view assigned reports, user personal summary reports, and course summary reports	*Will be able to see these reports, but limited to their assigned users and courses. If the report contains a clickable link to a page of which the Power User does not have access to view, an error message will appear.*
Edit	Can edit assigned reports	*Please note that if you want a Power User to be able to evaluate an Assignment learning object in a course, they must have this permission along with the **View** and **Edit** permissions for courses.*
Newsletter		
View	Can send newsletter	
Certificates		
View	Can view certificates for assigned courses and users	*Will see certificates for users that are assigned to a course or learning plan managed by them. If this option is not checked, the Power User will see the aforementioned certificates as well as certificates that have not yet been issued to users, even if they are not associated with a course or learning plan managed by the Power User.*
Edit	Can edit certificates for assigned courses and users	
Dashboard		
View	Can view ADMIN dashboard (only includes assigned users and courses)	

External Training		
View	Can view external training for assigned users	
Edit	Can edit external training for assigned users	
Classroom Sessions		
View	Can view all sessions	
Create	Can add new sessions Can edit their own created sessions Can enroll assigned users to their own created sessions	
Edit	Can edit all sessions	
Delete	With Add: Can delete created sessions With Edit: Can delete all sessions	
Enroll Users	Can enroll into all sessions	
Webinar Sessions		
View	Can view all sessions	
Create	Can add new sessions Can edit their own created sessions Can enroll assigned users to their own created sessions	
Edit	Can edit all sessions	
Delete	With Add: Can delete sessions With Edit: Can delete all sessions	
Enroll Users	Can enroll into all sessions	
Courses Catalogs		
View	Can view assigned catalogs	
Create	Can add new catalogs	
Edit	Can edit assigned catalogs	
Delete	Can delete assigned catalogs	
Notifications		
View	Can view assigned notifications	
Create	Can add new notifcations	
Edit	Can edit assigned notifications	
Delete	Can delete assigned notifications	
Learning Plans		

View	Can view all assigned learning plans, and manage their users	
Edit	Can edit assigned learning plans	*This permission also allows the creation of learning plans*

	Locations	
View	Can view assigned locations	
Edit	Can edit assigned locations	

	Enrollment	
View	Can view the enrollments for the assigned users.	
Create	Can enroll assigned users to the assigned groups.	
Edit	Can edit enrollments for the assigned users.	
Delete	Can delete enrollments for the assigned users.	

	Subscription Budles	
Create	Create subscription schema	
Edit	Edit subscription schema	
View	View subscription schema	
Delete	Delete subscription schema	

	Subscription Plans	
Create	Create subscription plan	
Edit	Edit subscription plan	
View	View subscription plan	
Delete	Delete subscription plan	

	Subscription Records	
Create	Create subscription record	
Edit	Edit subscription record	
View	View subscription record	
Delete	Delete subscription record	
Manage seats	Can manage seats from subscriptions	

	Perform	
Configure Skills Evaluation	Power User can configure skills, areas, and evaluation processes.	