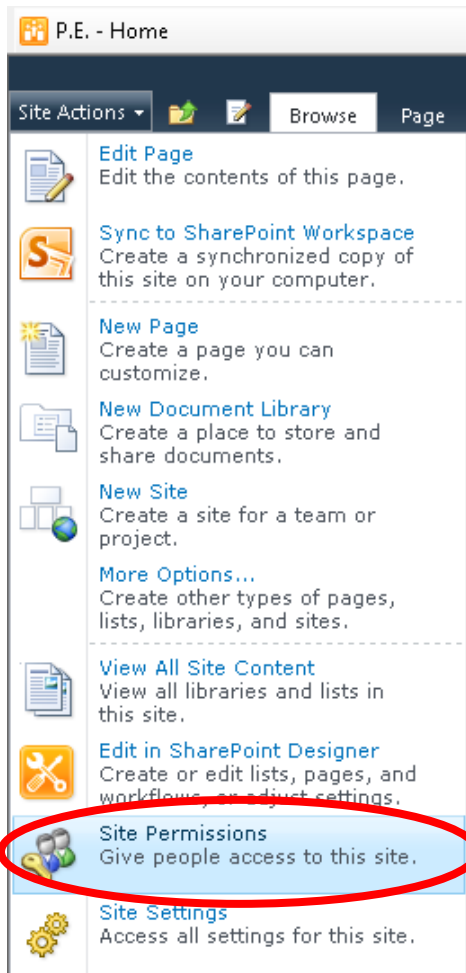


Adding or Changing PERMISSIONS to Sharepoint 2010

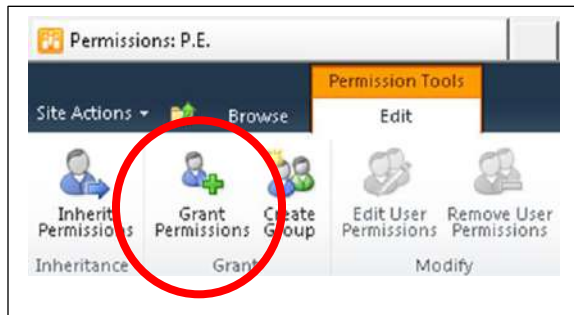
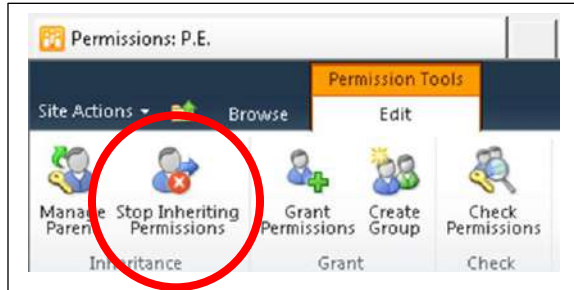
You may change permissions to a "TAB" or to a certain web part of your page.

To change permissions to a TAB:

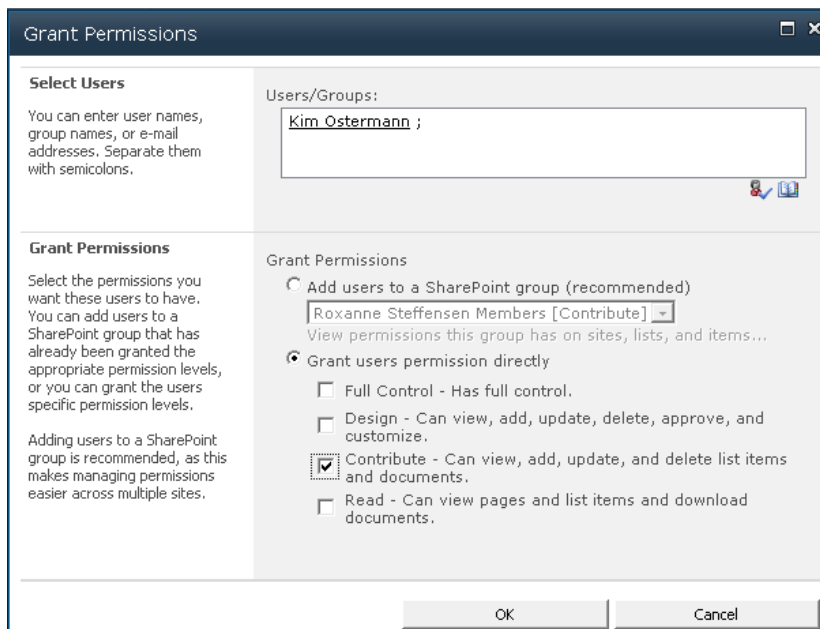
Go to Site Actions and select Site Permissions.



Stop inheriting permissions from the parent site. Then "Grant Permissions" to the people you want to select.



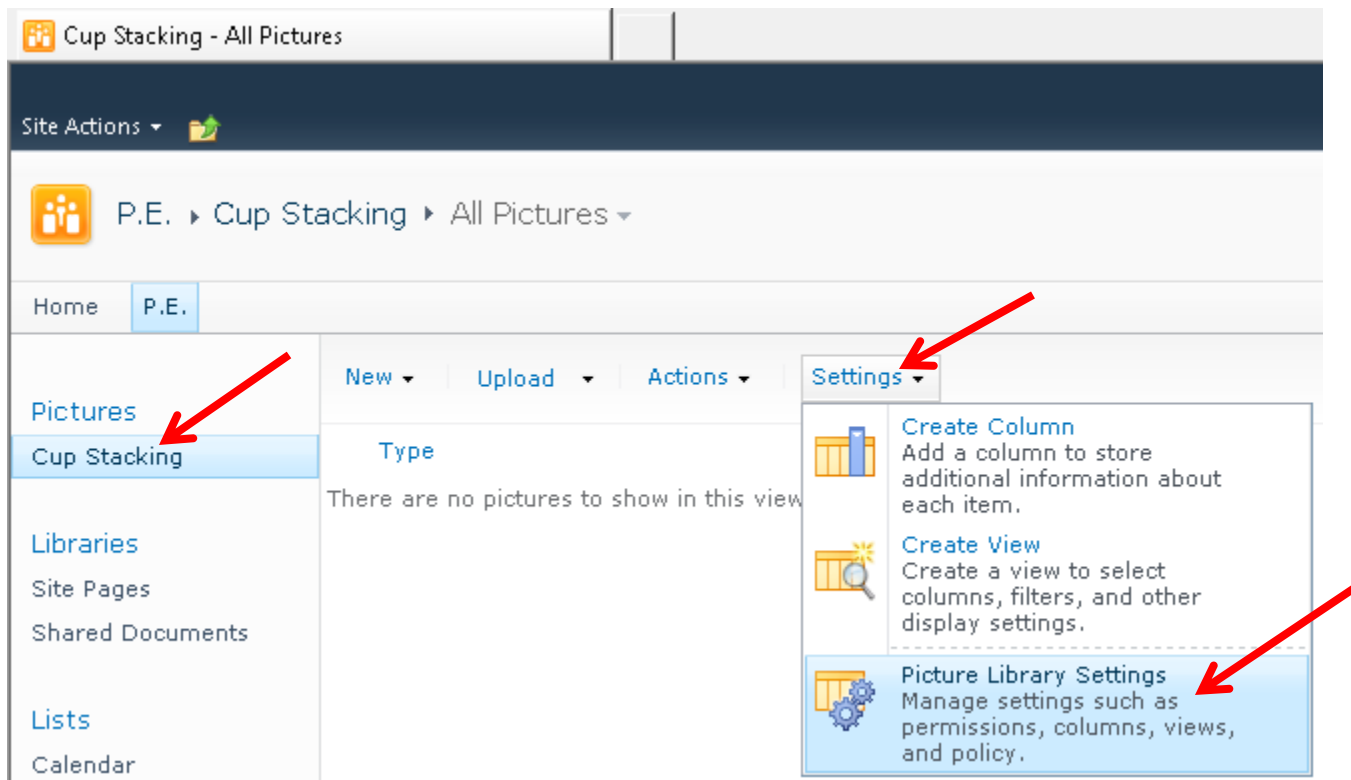
Enter the people you want to have permissions and then select contribute so they can use the data/survey/drop folder the way you want them to.



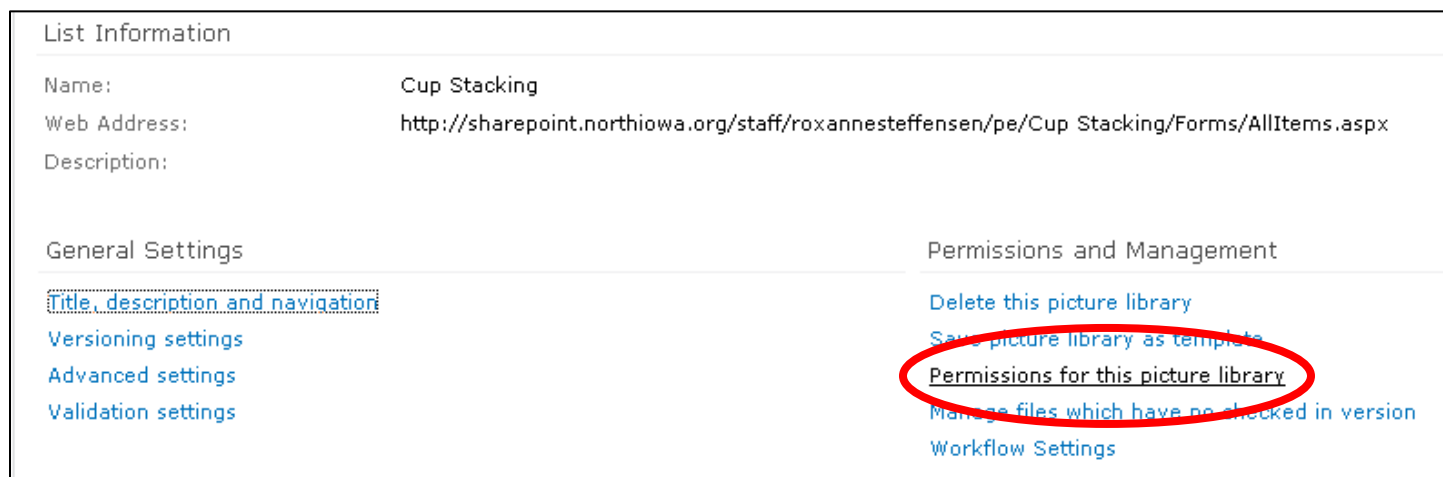
At this point students/staff should be able to contribute to your page in the fashion that you wish them to.

If you would like to give permissions to a specific web part on your page such as a picture library:

Click on the **library** you want, then click on **Settings**, then **Picture Library Settings**



Then click on “Permissions for this picture library”



You'll then have to “Stop Inheriting Permissions” and proceed as directed on the previous page.

