**Bridge Roles & Permissions**

**Department Admin**

The following permissions plus Author and Presenter permissions

- Create Learning item name (Course, Live Training, Program, Checkpoint)
- Add Learning Item description

**Author**

The following permissions plus the Presenter Permissions

- **Live Training**
  - Edit Settings; Category, Tag, Due Date, Certificate
  - Create Session; Date, Time, Location
  - Add Attachments
- **Course**
  - Edit Settings; Category, Tag, Due Date, Required Score, Attempts, Certificate
  - Build Course Content; Pages, Questions
  - Add Attachments
- **Checkpoint**
  - Edit Settings; Category, Tag, Require Evidence & Approval, Due Date, Certificate
- **Program**
  - Add Learning item; Course, Live Training, Checkpoint

**Presenter**

- Enroll Learners & Groups in all Learning Items
- Take Attendance in Live Trainings

**Reviewer**

- View all Learning items; Courses, Live Trainings, Programs, & Checkpoints

**Reporter**

- View and export data from all learning item
- Access to Insights