# What Roles & Permissions Can Be Granted to Your Users?

With ProProfs Quiz Maker, you can efficiently manage training for large groups of learners across multiple locations. To achieve this, you can assign separate instructors to manage training on other sites and group administrators to organize large batches of learners.

Let's look at the permissions you can grant to instructors and group administrators under your ProProfs account to centrally manage your trainers and learners.

**Super Admin:** The Super Admin owns the primary ProProfs account and can access all the associated instructor accounts. The Super Admin can set up instructor accounts for a school or a company, bringing all account history together and giving the organization actual data ownership, consolidated billing, and user management. Super Admin permission is available only with the ProProfs Enterprise edition.

**Instructor:** An instructor is an individual teacher or corporate trainer. Instructors can create courses/quizzes, add new users, create groups, and do much more within their accounts. They have complete control over their accounts but cannot access the Super Admin account.

**Group Admin:** Group administrators help manage a group of users. They can view group reports (to see who has or has not completed training or a quiz), add new group members, or delete existing group users. However, they cannot create quizzes and courses or see information about other groups. Learn how to assign group administrators to a learner group.

**Additional Permissions for Group Admins:** You can explicitly allow all or select group administrators to access the master list of users and quizzes/courses (associated with the primary account) to add any user or quiz/course to their group. However, they cannot create quizzes and courses or see any information on other groups.

Here's a preview of the additional permissions you can grant to the group admins:

**Manage Permissions**

- ☐ Access list of all users to assign to group
- ☐ Access list of all courses, quizzes, etc to assign to group
- ☐ Grade reports
- ☑ Remove users
- ☑ Permanently delete users
- ☐ Add new users to classroom
- ✔ View reports of group users

**Notification**

- ☐ Email notification when any group member takes an assignment

**Save**    Cancel

**Share Reports:** ProProfs makes it easy to share reports with department heads, regional managers, and other company stakeholders. Different reports, such as quiz/course reports, user reports, and group reports, can be shared by simply providing a private read-only link to the person who needs "view" only access. Learn how to share a quiz report.

**Related Articles:**

- How to Upload Multiple User Details to an Online Classroom
- How to Enable Self-Registration of Users for Quiz Enrollment
- How to Manage Users in a Classroom