

 **how to** **Setting User Permissions**

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Setting User Permissions

Edusoft Assessment Management System (Edusoft) uses permissions settings to determine which modules and features users see when they log on to the Edusoft Web site. Permissions settings can apply to all Edusoft users in the district, to a group of users based on their user roles, or to individual users.

These are some examples.

- Access to a module tab is set by Edusoft for the entire district.
- The ability to manage folders in the Benchmarks Assessment Locker is typically set based on user roles (teacher or administrator).
- The ability to reset passwords is typically set for individual users.

Users inherit their permissions based on the default permissions your district defines for their roles, but individual users can have permissions settings that override the district defaults. For example, your district might restrict permission for managing folders in Benchmarks to administrators. Yet, you might want to grant an individual teacher. All other teachers inherit the district default (no permission).

These are the topics in this guide:

- *About setting user permissions* on page 2
- *Setting default permissions based on user roles* on page 2
- *Finding users with permission overrides* on page 4
- *Setting permissions for individual users* on page 5

About setting user permissions

Each district has a group of default permission settings based on user roles. These settings determine the access to Edusoft modules and features for all users in the district.

Not all Edusoft permissions are available through this feature. District-wide permissions, such as access to a module, or settings that can have an impact on district data, can only be set by Edusoft personnel. Likewise, access to sensitive features, such as the ability to change permissions settings, are also controlled directly by Edusoft.

important! Be careful when changing user permissions. These permissions affect what all the Edusoft users in your district can do.

Within these constraints, you can, however change selected permission settings for users in your the district based on their user roles. You can also set permission overrides for individual users.

The Permissions page contains a list of all of the permissions that you can set. As you move your mouse over a permission name, you see a brief description of what the permission allows a user to do.

Grant school access to a user		
Lookup login users		
Manage Custom Groups	<div style="border: 1px solid black; padding: 2px;"> Lets you give other users access to additional schools. Requires the View User Profiles permission. </div>	To see a description of a permission simply move the pointer over the permission name. If the permission has a dependency, the description tells you.
Reporting - Multiple Measures - Create	<input checked="" type="checkbox"/>	

Note: Some permissions must be granted in combination with other permissions. For example, in order to grant other users access to additional schools, you must first be able to view user profiles.

Setting default permissions based on user roles

Each Edusoft user has one of these user roles: teacher, school administrator, school group administrator, or district administrator. Edusoft uses these roles as the basis for granting or denying permissions. When you set a permission based on a role, your setting becomes the district-wide default for that permission. When you change a district-wide setting, all users who are set to have the district default will get the new default setting. For example, if you grant teachers permission to manage shared assessments, all teachers in the district will be able to create and manage folders in the Teacher Tools Assessment Locker's Shared Tests folder.

If necessary, however, you can override the district default for one or more individual users. See *Setting permissions for individual users* on page 5 for more information.

To set default permissions based on user roles:

- 1 Click the **Admin** tab. Click the **Permissions** link.

The Permissions page lists all available permissions and their current settings. The blue background indicates the last saved settings so that you can easily see what changes you have made.

Permissions

All Permissions Browse/Find Users

View/Modify District Permissions: Save changes

Find permissions with user-specific overrides

Check marks show the current selections.

These are the available permissions.

Point the name of a permission to see a description.

Permission:	Grant to:			
	Teachers	School Admins	School Group Admins	District Admins
Add District Admins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Add School Admins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assessments - District Benchmarks - Align Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Lets you add District Admin users.

The blue background shows the last saved setting.

- 2 To grant a permission to users, click the appropriate check box. To remove a permission, clear its check box.



Be sure to check the descriptions of the permissions you are granting or denying for dependencies between permissions.

A pale gray check box indicates that you can't set a particular permission. For example, only district administrators can create other district administrator users.

Permission:	Grant to:			
	Teachers	School Admins	School Group Admins	District Admins
Add District Admins	This setting is not permitted.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Add School Admins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assessments - District Benchmarks - Align Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click a check box to set or clear a permission.

- 3 To save your settings, click **Save Changes**.

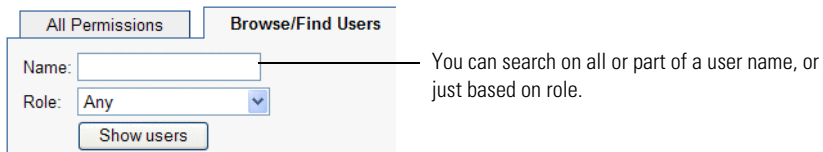
A message at the top of the page tells you that your changes were saved.

Finding users based on name or role

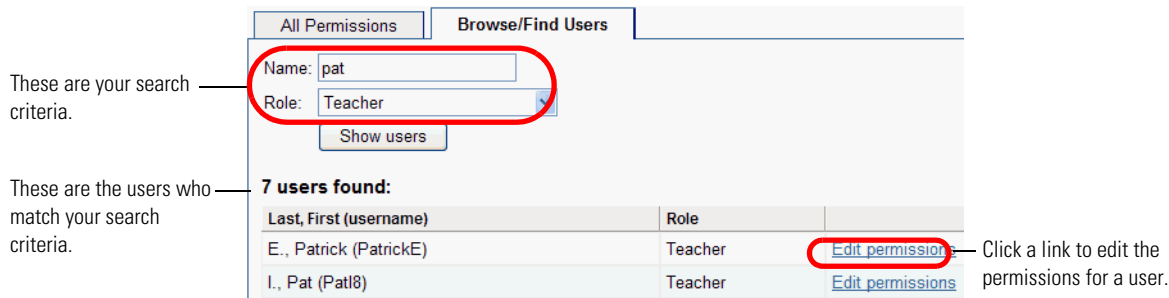
Finding users based on name or role lets you quickly narrow the field when you're trying to locate a specific Edusoft user. You can search based on all or part of a user name, or just based on role.

To find users based on name and role:

- 1 Click the **Admin** tab. Click the **Permissions** link.
- 2 Click the **Browse/Find Users** link.



- 3 Type all or part of a user name, if you wish, and choose a role. Click **Show Users**. The Browse/Find Users page displays the names of all users who meet your criteria.



These are your search criteria.

These are the users who match your search criteria.

Click a link to edit the permissions for a user.

Last, First (username)	Role	
E., Patrick (PatrickE)	Teacher	Edit permissions
I., Pat (Patl8)	Teacher	Edit permissions

Tip: You can change the criteria if you wish and click **Show Users** again.

- 4 To edit a user’s permissions, click the **Edit Permissions** link. See *Setting permissions for individual users* on page 5.

Finding users with permission overrides

Permission overrides are settings for an individual user that are different from the district defaults. An override can grant extra permissions or deny standard ones, based on individual needs. You may for example, want to give selected teachers permission to create instructional resources. Or, you might want to limit the number of school administrators who can create folders in the district’s Benchmark Assessment Locker. Finding users with permission overrides allows you to quickly identify users whose settings for a permission vary from the district default.

Tip: You may also want to locate users with permission overrides if unexpected things occur. For example, you start seeing extra folders in the Benchmark Assessment Locker.

To find users with permission overrides:

- 1 Click the **Admin** tab. Click the **Permissions** link.

- Click the **Find permissions with user-specific overrides** link.

A **view users** link appears beside any permissions that have overrides for individual users.

Reporting - School Comparison Reports - Manage	view users	This link indicates there are user-specific overrides for this permission.
Reporting - School Comparison Reports - View	view users	

- Click the **view users** link to display a list of users who have overrides for a permission. A list of users appears in the Browse/Find Users tab of the Permissions page.

3 users with overrides for Reporting - School Comparison Reports - Manage:

Last, First (username)	Role	
E., Patrick (PatrickE)	Teacher	Edit permission
L., Pat (Pat8)	Teacher	Edit permissions
K., Pat (PatK)	Teacher	Edit permissions

These are the users who have permission overrides.

Click a link to edit the permissions for a user.

- To edit a user's permissions, click the **Edit Permissions** link. See *Setting permissions for individual users*, next.

Setting permissions for individual users

As a district administrator, you may need to change the permissions for individual users or for a group of users. For example, if a teacher is a subject matter expert, you might want to give that teacher the ability to create district resources. Likewise, you may want to limit the number of school administrators who can reset passwords for teachers.

There are three possible settings for an individual user: Grant, Deny, and Use District Default. Grant gives a user access, Deny remove access, and Use District Default sets the user to the current district default. If the district default changes, permissions for an individual user with this setting change as well.

Before setting the permission for an individual user, you must locate the user. You can either search for a user based on user name and role, or search for users who have overrides for a specific permission. For more information, see:

- *Finding users based on name or role* on page 3.
- *Finding users with permission overrides* on page 4

To set permissions for individual users:

- Locate the user whose permissions you want to edit.

L., Pat (pat7)	Teacher	Edit permissions	Click a link to edit the permissions for a user.
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- 2 Click the **Edit Permissions** link beside the user's name.

The Set Permissions page for that user appears. The list of permissions scrolls. The blue background indicates the last saved setting for a permission.

This column shows the current district defaults.

This is the same list of permissions that you see for the district as a whole. The list scrolls.

Click a button to change a setting.

Blue indicates last saved settings.

	Use District Default	Grant	Deny
Add District Admins	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Add School Admins	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessments - District Benchmarks - Align Test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessments - District Benchmarks - Create Folder	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessments - District Benchmarks - Manage	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessments - District Benchmarks - View Private Tests	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessments - District Tests - Align Test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Cancel Save changes

- 3 Change permission settings as needed.
 - To grant a permission to this user, click the button in the Grant column.
 - To remove a permission that's already granted, click the button in the Deny column.
 - To set the user to the district default, click the button in the Use District Default column.
- 4 Click **Save Changes**.