Permissions in SchoolSpeak

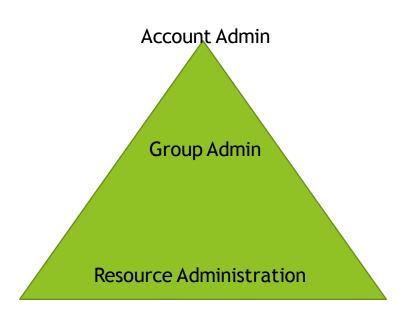# Overview of Permissions

Account Admin

Group Admin

Resource Administration
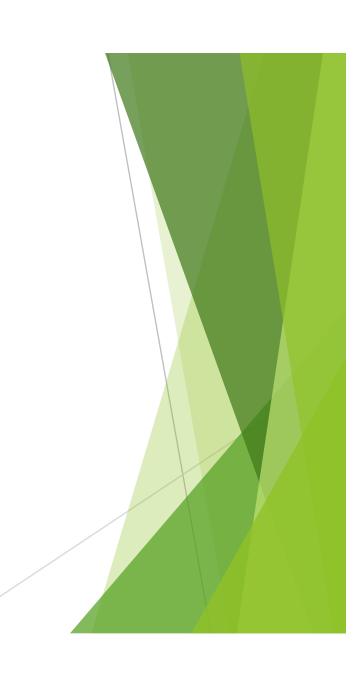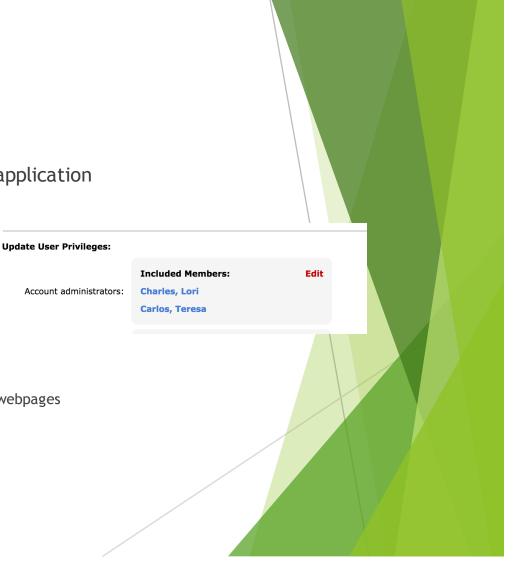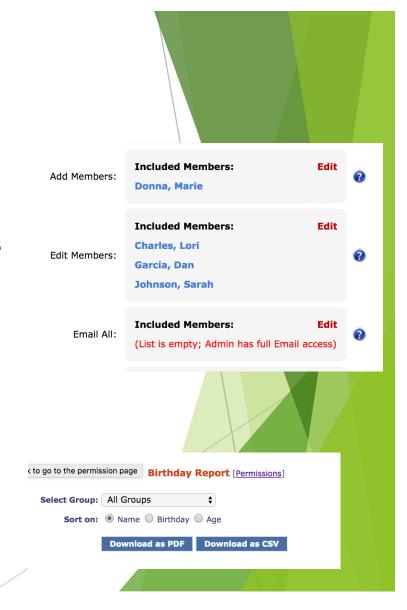
Account Admin

- Total Access to account and resources within the application
- "POWER"
- Able to
    - Switch User
    - Add/Delete/Edit Groups
    - Add/Delete/Edit members
    - Add/Delete/Edit Resources
        - Including Report cards, gradebooks, announcements, webpages
    - Send emails and texts to all members of the school
- General rule – limit to 3-5 account admins

Update User Privileges:

Account administrators:

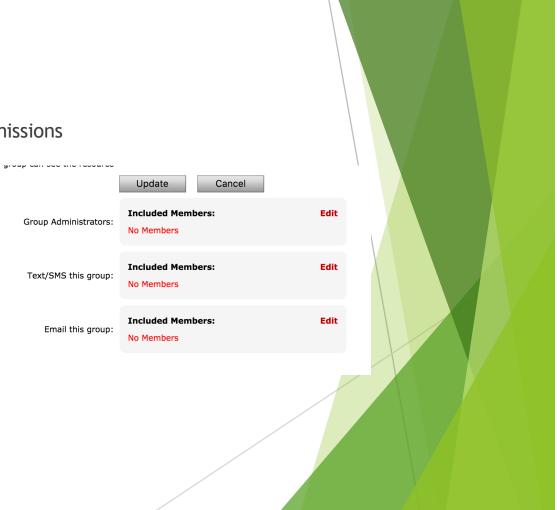| Included Members:	Edit
Charles, Lori	
Carlos, Teresa	

Do they have to be an account Administrator?

- General answer – NO!!!
- Look at the functions the person needs to do the job functions
- Able to provide access to Admin tools on a case by case basis
- Able to provide ability to send emails and texts to school
- Consider group administrator or resource permissions

to provide additional abilities

- TOOL PERMISSIONS
  - Use "Office" group if have many people that need same tool

Add Members:

Included Members:	**Edit**
Donna, Marie	

Edit Members:

Included Members:	**Edit**
Charles, Lori	
Garcia, Dan	
Johnson, Sarah	

Email All:

Included Members:	**Edit**
(List is empty; Admin has full Email access)	

k to go to the permission page **Birthday Report** [Permissions]

Select Group: All Groups

Sort on: ● Name ○ Birthday ○ Age
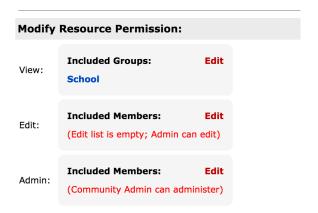
Download as PDF   **Download as CSV**

Group Permissions

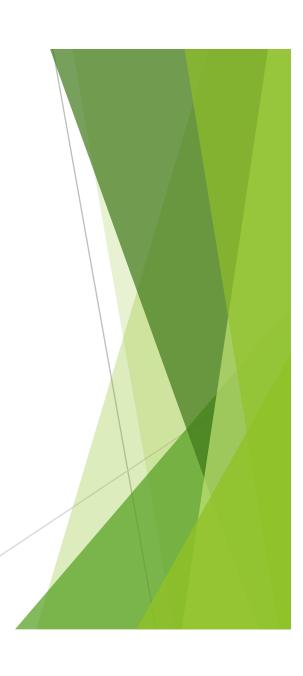- Group Administrators have 4 important permissions
  - Email the group
  - Add resources to the group
  - Change the group parameters*
  - Change the group members*

  - Other options
    - Send email and text permissions
    - Use resource permissions

group can see the resource

| Update | Cancel |

Group Administrators:

Included Members: **Edit**

No Members

Text/SMS this group:

Included Members: **Edit**

No Members

Email this group:

Included Members: **Edit**

No Members

Resource permissions

- Each resource in SchoolSpeak has it own permission page
    - View – Members listed can see the resource information*
    - Edit – Members listed can modify the resource
    - Admin – Member listed can View and Edit as well as change the persons listed

Modify Resource Permission:		
View:	**Included Groups:** **School**	**Edit**
Edit:	**Included Members:** (Edit list is empty; Admin can edit)	**Edit**
Admin:	**Included Members:** (Community Admin can administer)	**Edit**

Gradebook Permissions

- Resource permissions take on more specific meaning
  - View – Students listed in VIEW appear in gradebook, Parents listed in view are able to see Progress Reports for the student they are associated with in the VIEW permission
    - Typically Homeroom or grade level – but may be a leveled group for subject (Math 4A)
    - Do not list teachers there -> they cannot see anything.
    - Use Users who can View but not edit permission in the gradebook
  - EDIT – Persons listed may edit the gradebook
    - Should be the subject teacher
    - May see a group – view all grades (super group)
    - NEVER list a parent in this permission!!!

Useful Tools

- Group Permissions
  - View all of the resources and permissions for a group
- Member Permissions
  - View all of the permissions for a member (UPDATED)
- Manage Resources

A couple of thoughts…

▶ Don't worry – we are here to help

▶ Most changes are a simple click

▶ Look for the most simple solutions

▶ Make a plan for your teachers and staff members in terms of what permissions you would like to provide as a baseline

  ▶ What do they really need to see and do?

  ▶ Push the plan to them if possible