



Member Permissions

The slides for this session have been loaded into the gotowebinar control panel in the Handout section. Please feel free to download and print.

SchoolSpeak Support –2019



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Critical Points

- Permissions Overview
- Administrator permissions
- Resource permissions
- Working with teacher permissions

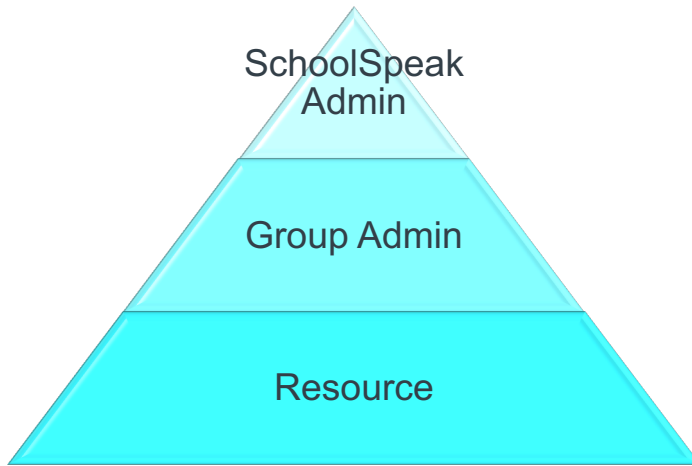
Let's start with the basic terms

- Member – Anyone who is part of SchoolSpeak
 - Student, Parent, Teacher, Admin
- Group – Way to organize members
- Resources – ‘Mini-applications’ that do something specific in SchoolSpeak
 - Calendar, announcements, attendance, gradebook, report card



Permissions aka “Access”

Let's look at SchoolSpeak Hierarchy



SchoolSpeak Admin

- Able to Add/Delete/Modify/View members, groups and resources (gradebooks, attendance, report cards, all other resources).
- Email and text all members.
- Change some system settings.

Group Admin

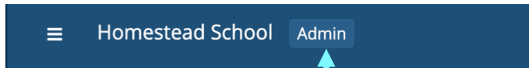
- Able to modify group settings
- Add resources to a group
- Add/delete group members
- Potentially email.

Resource

- Determines who can work with it
- 3 Levels of permission
- The resource is where the power resides.

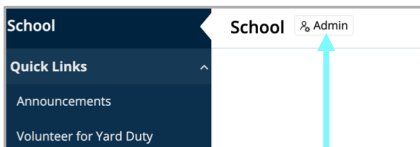
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Admin Buttons Everywhere!!!!



Account Admin Button

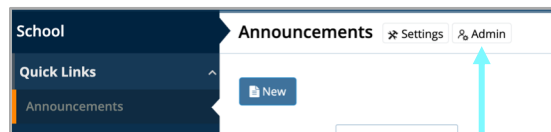
Visible only to Account Admins
Located at the top of the screen



Group Admin Button

Visible only to Group and Account Admins
Located across from the group name

- Change group properties
- Add resources



Resource Admin Button

Visible only to resource and Account Admins
Click on resource and locate at top of content area on same line as group name

- Change Resource properties
- Resource settings

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SchoolSpeak Admins

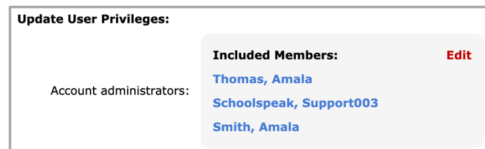
- SchoolSpeak admins have the ability to
 - Add/Delete/Modify/View
 - Profiles
 - Members
 - Groups
 - All resources including gradebooks, report cards, attendance
 - Access to all admin tools in the account Admin section
 - Email all groups and members
 - Provide additional permissions to other members to admin tools
 - *ADMIN >>ACCOUNT CONFIGURATION >> CONFIGURE SYSTEM>>USER PRIVILEGES*

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SchoolSpeak Admins

- How many should you have?
 - Best practice 2-3
 - Can have more but try to keep below 5
 - More than that can result in accidents
- Alternative
 - Build up other members using permissions and tools
 - Example – Create a “mini admin” – allow to edit members, edit members, send emails to groups/all, run reports, access to particular resources like announcements or calendars



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Making the 'mini' admin

- Able to provide other members with specific ability

- Edit/Add members and their profiles
- Enable access to tools in the admin section
 - Report builder
 - User Reports
 - Other tools

- Use the **permissions** link next to the tool

- Think about making a group to easily manage the people

- Office staff
- Teachers

Print Progress Reports [Permissions]

Print gradebook progress reports for a

Attendance Report [Permissions]

View attendance report for all the stud

Birthday Report [Permissions]

Select Group: All Groups ▼

Sort on: Name Birthday Age

Who can run this tool:

Included Members: **Edit**

Carlos, Teresa

Baker, Jan

Included Groups:

Office Staff

Staff

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Groups

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What is a group?

- A group is a container that allows you to organize members with a common trait.
- May have as many groups as you need
 - *Warning* – Groups can be addictive but try to reuse groups as much as possible
- Groups can have resources (calendar, gradebooks) – but not required
- Common groups in a school
 - School – All active members of the community should be included
 - Grade 1
 - PTA/PTO
 - Math A, Math B
- Group membership may be found on the member's profile

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Adding Groups

- Groups can be used as grade levels, clubs, organizations, sections
- Use the properties of the group to determine how it will operate in SchoolSpeak
 - Decide level of privacy
 - *Who can view this group*
 - Who can send an email
- Do you need a group for each subject?
 - No. Only if the class group members are different for that subject
 - Math A, Math B
 - PE Girls, PE Boys

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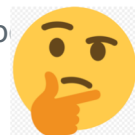
Group Permissions

- Each group has a property page that determines how the group will behave
 - Go to group – Click Admin next to group – Click configure group
 - Group name and description
 - **Who can view this group**
 - **All** – All members in your school can see the group name
 - **Members** – If part of the group, can see the group name
 - **Group Admin** – If listed as a group admin, can see the group
 - **AND** Add resources, change the configuration of the group properties
 - **Admin** – Only the account admin can view – *MOST PRIVATE*
 - Who can email this group
 - All – The ENTIRE community can email this group
 - Members – If part of the group, can email the other group members
 - Group Admin/Admin – Only can email this group
 - *More on email coming up!

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What does it mean to be in a group?

- Member can see the group name in profile or drop down
 - Group Property – Who can see this group = All, Members
 - If set to ALL then all members in your account can see the group exists
 - Good for marketing
 - Maybe not applicable to all groups
- If there are resources in the group – Members *typically* can see the group on the their homepage!!
 - Who can see the group – must be set to match the level of member that should see it
 - NOTE! Being a member of the group usually means that the memb see the resources in the group. BUT not all of the time!!!.....why?



The RESOURCE's permissions page controls who can view/edit it!

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What happens when I add a member to a group

It may determine what a member can view and have access to
Determines what is displayed on the member's home page

Jones family – Children in grades 1 and 3

- Groups
 - School
 - Grade 1
 - Grade 3

1st grade teacher

- Groups
 - School
 - Staff
 - Grade 1

Principal

- Groups
 - School
 - Staff

Does the group name in the view permission have to match the group name that the resource?

- **No**
- Can use a different group name to identify specific people that should be able to view the resource
 - Sections of a class – Math A, Math 8
 - Only members in Math A will see there is a math 8 resource
 - Groups of parents that you would like to see a resource
 - Payment plan participants can see the Invoice resource



Can I just delete a group?

NO!

Remove the group from resources and tools before deleting
Can use Manage Resource tool to help!



Working with Resources

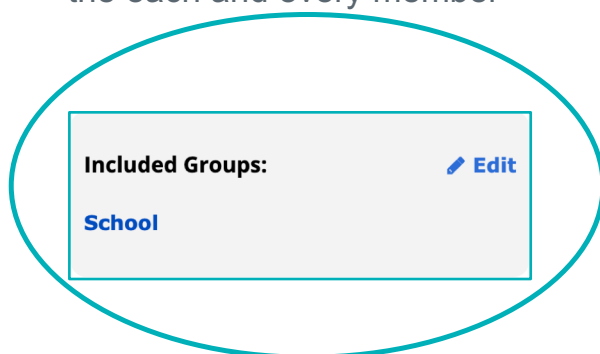
What are my resource permission options?

Permission Level	Detail
View	Able to see the resource (ie the calendar, signup for things, view the announcement)
EDIT	Able to add information to the resource Able to change the settings of a resource
Admin	Able to VIEW and EDIT Also able to access the ADMIN page of the resource and can modify the name in the VIEW and EDIT box.

The permissions build in power like a step ladder. If you have Edit...you automatically have VIEW. If you have ADMIN...you will have EDIT and VIEW.

Do why do we use groups?

- Groups allow admins to work on a single entity for permissions instead of the each and every member



Can we add individual names to the permissions?

- Yes
- Some situations may make it optimal
 - Give individuals access to the permission
 - Teachers and staff members

Attendance/Gradebook/Report Card Permission Level	Detail
VIEW	<p>Students listed in VIEW will be listed in the gradebook and reportcard</p> <p>Parents listed in the VIEW are able to see the published progress reports and report cards for the students associated with them</p> <p>Teachers listed in the VIEW permission see nothing except the name of the gradebook</p>
EDIT	<p>Students should NEVER be included</p> <p>Parents should NEVER be included</p> <p>Teachers listed will be able to make add/delete/modify assignments and may be able to change resource settings</p>
ADMIN	Any person listed in the admin can do above and change the settings on the admin page. Not required by teachers
VIEW BUT NOT EDIT	Members listed can see the gradebook/report card data but cannot make changes – Good for homeroom teachers when they want to see a specials gradebook



A chat about Email

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Email options

- All SchoolSpeak Admins can email everyone and every group
- Can provide specific members with ability to email everyone (use name or groups)
- Group permissions will determine who can email the group
 - Email options – What is right for your school?
 - All – Every member in the school can send an email to person/group
 - Perhaps for staff group
 - Not for private groups
 - Not recommend for SCHOOL, grade groups
 - Members – Only members can email the members/group
 - Group Admin
 - Teachers, club coordinators, PTA presidents
 - Admin
- Typically if a teacher teaches a class/grade give them email access

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Email permission with the group

- Can provide a member/group permission to email specific groups
 - Add members to a group email permission
 - *Click on group >> Group Admin >> Member Permissions*
 - Teacher
 - Specials teachers
 - Middle school teachers
 - PTA presidents



Member Permissions

Favorite tool to use in when dealing permissions

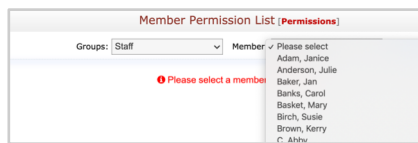
Typical Parent permissions

- Add group memberships when adding family
- **** When adding a child to a group add the guardian/parent too!
 - School
 - Grade groups that their children belong to
 - Extra clubs/activities
 - Any private groups that the SchoolSpeak admin uses
 - Special cases

Resource	Able to see
Grade book	Own child's progress report
Report Card	Own Child's published report card
Attendance	Own Child's attendance status
Conduct report/discipline of Christ/Nurse report	Own child's reports

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Member Permission – Cheat Sheets



Choose group = Staff and then use Member dropdown to find teacher name

Permission due to:

- Member being community admin
- Member having higher permission
- Group with member in permission list
- Applicable groups
- Member in permission list
- G** Member being group admin
- E** Permission list being empty
- P** Resource being public

The tool may use colored boxes to indicate permission instead of a checkmark

The colored box indicates permission is due to a higher permission includes the lower or a group name is the in resource permission box and the teacher is part of that group

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Administrator View

Administrative privileges:

- Account administrator
- Can add members
- Can edit members
- Can text/sms every one
- Can email every one

The checkmark in the account Administrator box results in pink boxes in all permissions

Account admin has all permissions to all resources and groups

Account admin does NOT need to have checkbox on permission

Any member of group checkbox means that the account admin will see that group on their homepage

School

- Member of group
- Group admin
- Email this group
- Can text/sms Who can text/sms this group is set to 'account admin'

#.	Resource Name	Type	<input type="checkbox"/> View/Include	<input type="checkbox"/> View all data	<input type="checkbox"/> Edit	<input type="checkbox"/> Admin
1.	Announcements	Bulletins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Volunteer For Yard Duty	Volunteer Calendar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teacher View – Self Contained

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- Member of group
- Group admin
- Email this group
- Can text/sms

#.	Resource Name	Type	<input type="checkbox"/> View/Include	<input type="checkbox"/> View all data	<input type="checkbox"/> Edit	<input type="checkbox"/> Admin
1.	Announcements	Bulletins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	4th Grade Calendar	Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	About Fourth Grade	Web Pages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Parent Conferences	Volunteer Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	4th Grade Photo Gallery	Bulletins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Virtues	Disciple of Christ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	History Project	Web Pages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Teacher is member of group so it is one home page

Group admin and email are checked (email may be different if group permission is set to email group admin)

Teachers have EDIT box checked for resources they need to edit

Other boxes turn green because higher level of permission (EDIT) is checked

Member icon in VIEW permission means they have VIEW because the group was on the resource VIEW permission

Permission power increases as you move to right>>>>
That means if you give a higher permission the lower ones are included automatically.

Teacher View - Departmentalized

Member of group
 Group admin
 Email this group
 Can text/sms

#	Resource Name	Type	View/Include	View all data	Edit	Admin
1.	About	Web Pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Calendar	Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Announcement	Bulletins	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Class Volunteer Times	Volunteer Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Class Supply Donation	Sign Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Conference Sign Up	Volunteer Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Religion	HomeWork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Literature	HomeWork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Language	HomeWork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Mathematics	HomeWork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Science	HomeWork	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.	Social Studies	HomeWork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teacher may be a member of group

View permission has blue boxes because as a member they will get to VIEW that resource

--- The resource has that group name in the view permission!

Teacher has edit on communication resources and gradebook/homework they teach.

Teacher Permissions – Self Contained Classroom Checklist

- Member of group
- Group Admin (not required)
 - If group admin email is not set to ADMIN add the teacher to the email list
- Gradebooks - EDIT (Optional- VIEW but not edit on essentials)
- Attendance - EDIT
- Homework - EDIT
- Communication resources - EDIT
 - Announcement
 - Webpage - About
 - Calendar
 - Other resources



Let's add a new Grade 2 teacher

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Homeroom Teacher Permission – Departmentalized

- Member of Group- Optional
 - If group property **Who can view this group** = *All*, if = *members* must add to group
- Group Admin – Typical - if homeroom teacher, if you want teachers to add resources
- Email list – All teachers that interact with that group/class
- EDIT** Attendance Book – Homeroom teacher
 - View but not edit for other teachers
- EDIT** gradebooks – Subjects taught
 - View but not edit possible for homeroom teacher
- EDIT** report card – Homeroom teacher
 - View but not edit possible for other teachers
- Other resources – **EDIT** for those responsible for content
 - Remember that adding a teacher to the **edit/view but not edit** will mean that their homepage will be longer

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Let's change the new teacher to grade 6 and math in 7 and 8

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Non - Homeroom Teacher Permission – Departmentalized

- Member of Group- Optional
 - If group property **Who can view this group = All**, if = *members* must add to group
- Group Admin – Typical - if homeroom teacher, if you want teachers to add resources
- Email list – All teachers that interact with that group/class
- EDIT** Homework for subject taught
- EDIT** gradebooks – Subjects taught
- EDIT** report card – Optional
 - View but not edit possible for other teachers
- Other resources – **EDIT** for those responsible for content
 - Remember that adding a teacher to the **edit/view but not edit** will mean that their homepage will be longer

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Teacher Permission - Essentials

- Make a member of groups they teach (optional)
 - If View this group = Members you must add them to group to get to gradebook
 - Note! If a member of group – they will receive each group email
- In groups they teach – Email
- **EDIT** - Gradebooks for their subject
- Report card – View but not edit or EDIT
- Announcements – May want to provide EDIT
- May want to provide a resource for them
 - School group art web page

Helpful hints when working with teachers

- Add new teacher using Add Member
 - Add new teacher to
 - School, staff
 - Groups that they will teach
 - Remember this means that they will see all of the groups on their homepage
 - Teacher will receive emails sent to group
 - If there are too many groups show the new teacher to use the dropdown group box on home page
 - Use Member permissions to add permissions to specific resources in the groups they teach and gradebooks
- Moving a teacher (see next slide)!!
 - Use member permissions to change the permissions to match new position
- Deleting a teacher – WAIT!!
 - Disable access immediately
 - Use member permissions to remove teacher from groups and permissions
 - Optional - Add to left staff?
 - Then can delete

Moving Teachers – SUPER IMPORTANT NOTE

- In SchoolSpeak, a grade group is setup to support a particular grade
 - Gradebooks
 - Report Card
 - Attendance
 - Resources
- When a teacher changes a grade or class or class rooms – DO NOT JUST CHANGE THE NAME OF THE GROUP
 - Grade 1 cannot be changed to grade 8 because the teacher moved grades
 - Grade 1 rm 100 cannot be changed to grade 8 rm 100
 - Need to keep grade level constant but can change the teacher assigned or homeroom assigned

Thoughts...

- Keep consistent settings
 - Grade level groups – keep same properties
 - Teachers – Make a general checklist so it is easy to add new/remove
 - Gradebooks – Keep general settings similar at least at grade level
- Makes being an admin easier
- Go for less complicated
- Contact support for assistance

Outside the box

- Let's look at some other options for groups
 - Super Groups
 - Multiple grade levels in one group
 - Great for middle school/junior high
 - Allows teachers and parents to go to one place to see information
 - Still can maintain the sections of subjects
 - Use team/subgroup functionality in the gradebook/attendance

What is a class?

- A class in SchoolSpeak is defined by:
 - Gradebook
 - Teacher
 - Students
 - Homework
- A grade has many “classes” or subjects in it
- Manage Class utility

Best Practices

- Profile Update at the beginning of each year
 - Push parents/teachers into a profile at least 1 time a year
 - Add a reason for parents to log in
 - Schedule for open house
 - Supply lists
 - Welcome back letter
 - Teacher assignments
 - Use setting in Common Messages
 - Can have SchoolSpeak send an email to admins when parents make a change

SchoolSpeak 

Questions?

