

### ■ Understanding Roles

### ■ Understanding Rights

### ■ Using Secondary Roles

Your account was designed with a structured hierarchy in mind, similar to the makeup of your own organization.

Each level has defined roles and permissions to ensure that you are able to control the account consistently and effectively.

#### Understanding Roles

The primary role defines the main rights and permissions that each user can access. There are five primary roles.

<b>Account Administrator</b>	This systems administrator is a key role. Performs all account functions and has account-wide access. Assign this role to a person who has time to manage all the account details. To distribute responsibilities and access, the account may choose to have an Account Administrator at each district.
<b>District Administrator</b>	The person in this role has access to one or more Districts and one or more Schools within the District. This might be a District-Level Subject-Area Coordinator.
<b>School Administrator</b>	The person in this role has access to particular Schools within a District. This might be the Curriculum Coordinator at a School.
<b>Teacher</b>	The person in this role guides and monitors instruction, as well as manages classrooms and assignments.
<b>Learner</b>	The learner takes assignments and monitors self-progress. The Learner has an age-appropriate interface depending upon his or her grade range.

#### Considerations:

- The Account Administrator must have the time to perform the functions only available to that role.
- Progress is tracked in real-time but report reflect the change of status within 24 hours or less.

## Using Secondary Roles

- Secondary roles must be below primary roles in their ranking.
- If the secondary role is Learner, a grade must be selected as all learners operate in an age-appropriate interface.

## Understanding Rights

- Each user must have a primary role. These are the non-learner roles and their associated permissions.
- Give careful consideration to assignment of Administrative roles.

	Account Administrator	District/School Administrator	Teacher
Customize home page with logo and announcements.	x		
Access system usage reports.	account-wide		
Create and edit users. Assign roles.	x		
Find and view users.	x	x	x
Perform Batch Enrollment.	x		
Create and populates classes.	x	x	x
Assign Name User (per student) courseware licenses to learners.	x		
Find resources and make assignments.	x	x	x
Create custom courses or learning paths.	x	x	x
Publish custom courses for account-wide sharing.	x		
Delete custom courses.	x		
Assign an Assessment to classes.	account-wide	dependent on district or school permissions	dependent on class permissions
Views edit, and assign Prescription to Learner.	x	x	x
Access learner progress reports.	account-wide	dependent on district or school permissions	dependent on class permissions
Access to Adequate Yearly Progress (AYP) reports	account-wide	dependent on district or school permissions	dependent on class permissions
Performs all tasks associated with District and School Administrator	x		
Performs all tasks associated with Teacher	x		