Assigning Job Functions

DataMap

> *Only users with appropriate security access in StudentInformation can assign job functions. All job functions are assigned in StudentInformation.*

Navigation: StudentInformation > Management > Security > View Staff Members

1 On the StudentInformation **View Staff Members** screen, to search for a staff member, enter their **Staff Member Name** and/or **Assigned Username** in the appropriate fields.

*Note: Use * as a wildcard before, after, or in between keywords to narrow your search results. The search is not case sensitive.*

*Note: The **Staff Member Name** field recognizes only the last names of staff members.*

2 Click **Search**.

*Note: To view all staff members, leave the fields blank, and then click **Search**.*

3 In the search results grid that displays, click ✏ to edit the appropriate staff member's record.

View Staff Members

1 Staff Member Name: Hart   Assigned Username: [   ]   Show Active On   **2** Search

Add Staff Member To: Example School District ▾   New Staff

		Last Name	First Name	Staff Code	District	Domain	Username	Active
3	✏	Hart	Ruby	xxxxx	Example District	Example Domain	Teacher179	🟢

The user record screen **Staff** tab displays.

Personal	Account	Staff		New Account	New Staff

Staff   Edit Staff

First Name
Ruby

Middle Name

Last Name
Hart

Phone Number
1234567890

☐ Phone number unlisted

Email Address
Teacher179@email.edu

Staff Code*
DO179

State Staff ID*
DO1790000

☐ State staff ID unavailable

Primary School
Example High School

Start
mm/dd/yyyy

Stop
mm/dd/yyyy

Comments
[   ]

☑ Active

*see reverse side for more information

At the bottom of the user record screen **Staff** tab, a grid displays with all job functions that have been assigned to the staff member previously.

4 In the **School** drop-down list, select the district or school to which the selected job functions apply.

5 In the **Year** drop-down list, select the school year in which the selected job functions apply.

6 In the **Job Functions** multi-select list, select the desired job function(s). Assigning job functions to } accounts determines which students the user can and cannot access.

DataMap recognizes the following job functions:

- **Principal** – Access to all students within the school/district and school year; on the **Assessment Comparison** screen, when a **Search Type** of **Teacher** is selected, also has access to data for all teachers within the school/district

- **Superintendent** – Access to all students within the school/district and school year; on the **Assessment Comparison** screen, when a **Search Type** of **Teacher** is selected, also has access to data for all teachers within the district

- **Counselor** – Access to all students for whom the staff member is a counselor within the school/district and school year

- **Teacher** – Access to all students who have a course section with the staff member for the school/district and school year; on the **Assessment Comparison** screen, when a **Search Type** of **Teacher** is selected, has access to only their own data

Note: To remove a particular job function, beside the name of the job function, click ✖. Or, to remove all selected job functions, click ✕.

7 Click **Add School**.

All selected job functions are assigned to the staff member and display in the grid.

School	School Year	Job Function	EZ Query	Active	Actions
Example High School	2020-2021	Teacher, Counselor	☐	☑	✏ 🗑

Edit record

Inactivate record