




# Assigning Roles

*Only users with appropriate security access in StudentInformation can assign roles.  
All roles are assigned in StudentInformation.*

## Assigning a Role to an Individual Account

Navigation: StudentInformation > Management > Security > View Accounts

- 1 On the StudentInformation **View Accounts** screen, enter information in any of the search fields to find the account that you want to assign a DataMap role.
- 2 Click **Search**.
- 3 In the results grid that displays, in the row of the appropriate account, click .

**View Accounts**

Last Name:  First Name:

Email Address:


Username:  Domain:

Administrative School:  Default School:

Active:

1 **Search**

**New Account**

	Domain	Username	First Name	Last Name ▲	Email	Administrative School	Default School	Account Type	Active
3 	Example Domain	Teacher116	Keith	Gibson	Teacher116@email.edu	Example High School	Example High School	ProgressBook	<span style="color: green;">●</span>

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

- 4 At the bottom of the screen, on the **Roles** subtab, in the **School** drop-down list, select the district or school to which the role grants access.
- 5 In the **Role** drop-down list, select the desired DataMap role. (For a complete list of DataMap roles, see the *Job Functions & Roles* instructional sheet.)
- 6 Click **Add Role**.

Roles Groups Impersonations Reset Password


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6 **Add Role**

School	Role	Actions
Example High School	DataMap - Discipline Data Access	

The role now displays in the grid and is assigned to the account.

**Note:** To remove a role from an account, in the row of the role you want to remove, click .

*\*see reverse side for more information*

## Assigning a Role to Multiple Accounts

Navigation: StudentInformation > Management > Security > Assign Role to Accounts

- 1 On the StudentInformation **Assign Role to Accounts** screen, in the **School** drop-down list, select the district or school to which the role grants access.
- 2 In the **Role** drop-down list, select the desired DataMap role. (For a complete list of DataMap roles, see the *Job Functions & Roles* instructional sheet.)
- 3 Click **Search**.

**Note:** You can search for specific accounts by entering account information in the search fields. Use \* as a wildcard before, after, or in between keywords to narrow your search results. This search is not case sensitive.

The screenshot shows the 'Assign Role To Accounts' form. Callout 1 points to the 'School:' dropdown menu which is set to 'Example High School'. Callout 2 points to the 'Role:' dropdown menu which is set to 'DataMap - Assessment Admin'. Callout 3 points to the 'Search' button. Other fields include 'Last Name', 'First Name', 'Email Address', 'Username', 'Domain', 'Administrative School' (set to 'All Schools'), and 'Default School'.

In the dual listbox that displays, a list of available accounts displays in the **Available** listbox, and a list of accounts that have already been assigned the selected role displays in the **Assigned** listbox.

- 4 In the **Available** listbox, select the accounts that you want to assign the selected role, and then click → to move them to the **Assigned** listbox. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move accounts between the 2 listboxes.)
- 5 Click **Save Assigned Accounts**.

The screenshot shows the dual listbox interface. Callout 4 points to the 'Available' listbox containing 'Teacher11', 'Teacher183', 'Teacher170', and 'Attendance2'. Callout 5 points to the 'Save Assigned Accounts' button. The 'Assigned' listbox contains 'Teacher96', 'Teacher36', 'Teacher220', and 'Teacher188'. To the right is a table titled 'Accounts Assigned Role at a Higher Level'.

Domain	Username
Training	master1

The dual listbox closes, the role is assigned to the selected accounts, and a success message displays.