DataMap

Job Functions & Roles

To ensure that all users have appropriate DataMap access, complete the following process in StudentInformation:

1. Assign each staff member one or more job functions to determine which students the staff member can and cannot access in DataMap (see the *Assigning Job Functions* instructional sheet).

2. Assign each account the appropriate role to determine what the user can and cannot do in DataMap (see the *Assigning Roles* instructional sheet).

3. Assign each staff member an account to give the staff member the appropriate role (see the *ProgressBook StudentInformation Security Guide*).

DataMap Job Functions

Job Functions in StudentInformation	Abilities
All	• Access to all students within the school/district and school year
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, access to 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, access to all teachers within the district
Counselor	• Access to all students who have the staff member as a counselor within the school/district and the 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 only to themselves

*see reverse side for more information

DataMap Roles

Roles in StudentInformation	Level at which role can be assigned	Abilities	Example: Give this role to...
DataMap – General Access	Building or district	Access to student data in DataMap based on the job function assigned to the staff member	Teachers
DataMap – Student Admin	Building or district	• Access to all students in the school or district, depending on which level (building or district) the role was assigned • Access to view more students than the staff member's assigned job function permits	• Lead teachers • Guidance counselors • Intervention specialists • Staff members who work with all students in a school or district
DataMap – Assessment Admin	District only	• Access to the DataMap **Admin** menu • Access to all assessment management and import functions • Ability to create district assessments • View state student IDs (SSIDs) in any export	• Technology coordinators • Staff members with access to third-party assessment sites and files
DataMap – Teacher Admin	Building or district	• Access to data on the **Assessment Comparison** screen for all teachers within the school or district, depending on which level (building or district) the role was assigned • Access to view more teachers than the staff member's assigned job function permits	• Principals • Guidance counselors • Intervention specialists
DataMap – Intervention Program Admin	District only	• Ability to manage intervention programs and templates • Ability to create RIMP program codes for the district • Ability to change on-track statuses for RIMPs • Ability to open and/or edit closed RIMPs	• Principals • Teacher evaluators • Instructional coaches • Teacher mentors
DataMap – Sensitive Data Access	District only	• Access to students' economically disadvantaged statuses • Ability to filter searches by economically disadvantaged statuses	• Principals • Guidance counselors
DataMap – Discipline Data Access	District only	Access to students' previous 2 years of disciplinary history relative to the school year in context	• Principals • Guidance counselors • Intervention specialists
DataMap – Student Objective Reviewer	Building or district	Access to view and review all student objectives with a **Status** of **Proposed** within the school or district, depending on which level (building or district) the role was assigned	• Principals • SLO review teams
DataMap – Student Objective Admin	Building or district	Access to view, review, and delete all student objectives with a **Status** of **Proposed** within the school or district, depending on which level (building or district) the role was assigned	• Principals