



User Roles for DataMap Access QRC

Student Information User Roles	Abilities
DataMap – General Access	<ul style="list-style-type: none"> • Access to DataMap • View students based on the job function assigned to the staff member (e.g., teachers can see the students in their classes, principals can see the students in their buildings, etc.)
DataMap – Student Admin	<ul style="list-style-type: none"> • 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 job function permits (e.g., a teacher can view more students than just their own)
DataMap – Assessment Admin	<ul style="list-style-type: none"> • Access to Admin menu item • Access to all assessment management and import functions • Ability to create district assessments
DataMap – Teacher Admin	<ul style="list-style-type: none"> • 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 job function permits (e.g., a teacher can view data from teachers other than just themselves)
DataMap – Intervention Program Admin	<ul style="list-style-type: none"> • Ability to manage intervention programs and templates • Ability to create RIMP program codes for the district and change on-track statuses for RIMPs
DataMap – Sensitive Data Access	<ul style="list-style-type: none"> • Access to students’ economically disadvantaged statuses • Ability to filter searches by economically disadvantaged statuses
DataMap – Student Objective Reviewer	<ul style="list-style-type: none"> • Access to view and review all student objectives within the school or district, depending on which level (building or district) the role was assigned
DataMap – Student Objective Admin	<ul style="list-style-type: none"> • Access to view, review, and delete all student objectives within the school or district, depending on which level (building or district) the role was assigned • Ability to change the status of an objective from “Approved” to “Revision Required”
DataMap – Discipline Data Access	<ul style="list-style-type: none"> • Access to view two previous years of a student’s disciplinary history relative to the school year in context under the Discipline Incidents area of the Student Roadmap



How do I make sure everyone has the right access?

- Ensure that all your users are assigned to a staff member that is tied to the correct job function for the user. In StudentInformation, navigate to **Management > Security > View Staff Members > Add/Edit Staff Member**, then click the **Staff Member Schools** tab. If job functions have not been selected, select them from the **Available Job Functions** list and move them to the **Selected Job Functions** list.
- Ensure that all your users are assigned to the desired role(s) at the desired level (building or district). In StudentInformation, navigate to **Management > Security > View Users > Add/Edit User**. On the **User Roles** tab, you can add the DataMap roles as necessary.

Example: John Smith is a teacher. He needs to be able to see the students in his class in DataMap. He needs the job function of Teacher and the DataMap – General Access user role. If John Smith needs to see all the students in the district, he also needs the DataMap – Student Admin user role assigned at the district level.

Example: Jane Doe is a principal. In addition to needing to see all the students in the building, she needs to be able to create RIMP Program Codes. She needs the job function of Principal as well as the DataMap – Intervention Program Admin user role at the building level.

Example: Sam Johnson is an intervention specialist who needs to be able to see students assigned to them, but they do not have a class of students. Option 1: Sam is given the DataMap – Student Admin user role that allows them to see all students in the district or building. Option 2: A caseload is created as a class in StudentInformation for Sam, who is then given DataMap – General Access.

How can I give access to DataMap in bulk?

In StudentInformation, you can assign multiple users to a group and then assign job functions and user roles to the group. Navigate to **Management > Security > View Groups**. Add or edit a group. On the **Group** tab, assign the necessary job functions, and on the **Group Roles** tab, assign the necessary roles.