

This document outlines the primary roles available within eSchoolware. The sections below are meant to be generic as system vocabularies/terminologies may differ from those used within your program. For instance, we use the term advisor which could be interchanged with mentor or counselor, etc. Many user accounts have multiple roles, so thus those accounts have the privileges of all assigned roles combined.

Student Portal

This is the primary role used by students. Note the name of this role is "Student Portal" and not "Student". The "Student" role was phased out of regular use.

Common Permissions:

- Access assigned courses
- Message teachers/advisors/institution Administrators
- Access Research Center (if not banned and if the school has chosen to allow this access)
- Check attendance
- Check grades on assignments and courses
- Submit assignments
- Upload files to their My Portfolio space

Common Functions You Cannot Do:

- Anything not mentioned above

Teacher Portal

This is the primary role for Teachers. Note the name of this role is "Teacher Portal" and not "Teacher". The "Teacher" role was phased out of regular use.

Common Permissions:

- Full read/write access to the gradebook, unless the grade is in approved status
- Ability to request grades for approval
- Manage course blogs
- Manage course forums
- Manage course announcements
- Manage restrictions
- Manage student interventions
- Access reports assigned to teachers

Common Functions You Cannot Do:

- Manage students at the advisor level - no advisor features such as grade approvals, diagnostic/progress test information, trancies, etc.
- No access to Student Details page

Advisor

This role allows users to search for and manage student information for all students assigned to them. Categories include family, academic, admission, demographics, notes, organization, and attendance. This role manages student interventions and grade approvals, assigning diagnostics, and course enrollment for assigned students.

Common Permissions:

- Read/write access to Student Details page
- Edit student information, including password
- View and edit attendance data
- Approve final grades
- Access to all reports assigned to advisors
- Generate course previews from Student Details page
- Send messages to all students assigned to the user as an advisor

- Manage student interventions

Common Functions You Cannot Do:

- Create non-student accounts
- Edit non-student account information
- Manage gradebooks at the teacher level - no teacher portal features exist for Administrators, such as approving grades
- Access gradebooks
- Access information of students who are not assigned to the user

System Administrator

This role is for internal EdisonLearning staff only. The role allows full administrative access to eSchoolware. This role only needs to be assigned to one school to allow full access to all schools, however the role should be added to all schools for service desk troubleshooting and messaging purposes.

Common Permissions:

- Create students
- Edit student information
- Read/write access to student details page
- View and edit student attendance data
- Manage student to advisor assignments
- Ability to manage teacher assignments
- Access gradebooks
- Create final grade entries
- Modify gradebook attempt data such as grades and isPassing values
- Submit grade for approval
- Setup applications
- Create/edit application questions
- Create non-student user accounts
- Edit non-student user account information
- Manage roles assigned to a user
- Setup demographics
- Create/edit demographics questions
- Access to all reports
- Ability to assign/un-assign reports from roles
- Import data into eSchoolware
 - Student
 - Staff
 - Course/organization enrollments
 - Course/organization withdrawals
 - Section creation (typically for use on publisher, not subscriber environments)
- Synch courses for rollover
- Access to manage all institution setup settings
- Modify course and section settings subscriber (This is not generally advisable since course sections that exist on publisher will be overwritten with publisher settings upon the next course synch.)

Less Common Permissions:

- Manage system settings
- Review integration logs
- Manage privileges associated with roles
- Synch data from eSchoolware to third party integrations
- Post system-wide announcements
- Generate course previews
- Send messages to all users (recipients will only be able to reply if your account has the admin role at the school in which the recipient is replying from.)

Common Functions You Cannot Do:

- Manage non-assigned students at the advisor level - no advisor features exist for System Administrators such as grade approvals, interventions, diagnostic/progress test information, truancies, etc.
- Manage gradebooks at the teacher level - no teacher portal features exist for System Administrators, such as approving grades
- Anything a student can do, such as take assignments

Institution Administrator

This role is commonly assigned out to program coordinators, guidance counselors, etc. An account can be assigned as an institution administrator to as many schools as they serve.

Common Permissions:

- Create students
- Edit student information
- Read/write access to student details page
- Setup applications
- Create non-student accounts
- Edit non-student account information
- Manage student to advisor assignments
- Post school-wide announcements
- View and edit attendance data
- Create final grade entries
- Access to manage most institution configuration settings with the exception of the School Profile Details tab
- Access to reports assigned to institution administrators
- Send messages to all users within your school

Common Functions You Cannot Do:

- Manage non-assigned students at the advisor level - no Advisor features exist for Institution Administrators such as grade approvals, interventions, diagnostic/progress test information, trancies, etc.
- View gradebooks or manage gradebooks at the teacher level - no Teacher Portal features exist for Administrators, such as approving grades
- Anything a student can do, such as take assignments
- Manage some institution level settings, such as course mastery
- Create/edit application questions
- Create/edit demographic questions
- Manage privileges associated with roles

Parent Portal

This is the primary role for Parents. Note the name of this role is "Parent Portal" and not "Parent". The "Parent" role was phased out of regular use.

Common Permissions:

- Access to course previews
- Access to the grade breakdown
- Access to all completed assessment scores and attempt data (questions asked and answers provided)
- Access to all linked students at the school (siblings)
- Access to attendance data
- Message school staff

Common Functions You Cannot Do:

- Anything not mentioned above

Advisor Administrator

This role falls between a regular advisor and an institution administrator. The role allows write access to all students within a school and advisor access to the students that are assigned to the user. Users can have this role across multiple schools.

Common Permissions:

- Read/write access to student details page
- Edit student information, including passwords
- Manage student to advisor assignments
- Post school-wide announcements
- View and edit attendance data
- Access to reports assigned to advisor administrators
- Send messages to all users within your school

Common Functions You Cannot Do:

- Manage non-assigned students at the advisor level - no Advisor features exist for Administrators such as grade approvals, interventions, diagnostic/progress test information, truancies, etc.
- Manage gradebooks at the teacher level - no teacher portal features exist for Administrators, such as approving grades
- Anything a student can do, such as take assignments
- Manage institution-level settings
- Create/edit application questions
- Create/Edit demographic questions
- Create/edit non-student accounts

Student Observer

This role has the exact same capabilities and limitations as the advisor administrator role as seen above with one major difference: all access is **read-only**.

Admission Administrator and Admission Staff

These roles allow users to create and approve enrollment applications and edit applications that belong to the user. Users can also search for their own applications that are missing information. These roles serve a limited purpose within eSchoolware, therefore the list of functions they cannot do is extensive. These roles are usually given to a user in conjunction with other roles.

Common Permissions:

- Create students
- Manage applications that are pending approval
- Access to reports assigned to admission administrator/admission staff
- Send messages to users at the school to which the user's role is assigned

Common Functions You Cannot Do:

- Anything not mentioned above

Liaison

This role has the similar capabilities and limitations as the advisor role above with one major difference; users with this role **cannot process new course enrollments**.

Middle School Student

This role is was commonly given to in grades K-8 by default and was phased out of regular use. It should no longer be used and all students should be using the "Student Portal" role as seen above.

Common Permissions:

- Access assigned courses
- Message your teachers/advisors/institution Administrators
- Access Learning Land (if not banned and if the school has chosen to allow this access)
- Check attendance
- Check grades on assignments and courses
- Submit assignments
- Upload files to their My Portfolio space

Common Functions You Cannot Do:

- Anything not mentioned above