

## 01.H. User Profile Settings (user editor)

- **Read Only:** Enabling this security settings will remove editing and copying rights from all modules within eDoctrina. A user with read only access will only be able to view or print existing content.
- **Behave coordinator:** If a district subscribes to eDoctrina's BeHAVE module, teacher profile types will have access (within the BeHAVE section of the sections menu to view the students list, access the BeHAVE store, and access the Scan Certificate option. Enabling this security setting, it provides the teacher user with the ability to manage purchases and generate BeHAVE Reports. This setting does not apply to School Admin and District Admin profile types as they already have access to manage purchases and generate BeHAVE Reports by default.
- **Can Merge Users:** Due to the irreversible nature of this feature, we are asking that anyone wishing to merge users receive a few minutes of training in order to ensure proper use of this function. This security setting, if enabled, will allow the indicated user to merge user accounts in the case that there are duplicates. The ability to merge users can be provided to any user specifically, but it is recommended to receive a quick training so the user doing this is well informed of the database implications.
- **Observer:** Enabling this security setting provides the user access to the OBSERVE Dashboard to perform staff evaluations. This is a basic setting for School Admin and District Admin base user types. This security settings does not provide teachers with access to the OBSERVE Dashboard. If there are district specific scenarios where teachers will need access to the OBSERVE Dashboard, please contact the eDoctrina Help Desk and we can guide you through setting up specific permission sets as an alternative solution.
- **Do not update from imports:** Enabling this security settings will ensure that all fields within the specified user account will not be updated in the automated import process.
- **Data Specialist:** This security setting does not apply to School Admin or District Admin base user types. If the specified user is a teacher base profile type, enabling this security setting will provide them access to all courses, classes, and students within the school that they are linked to. This allows them to pull data reports, print answer sheets, and access class rosters for the entire school. If a teacher needs to have access to the entire set of district data, it is recommended to have a linked teacher profile added for them in each of the schools within the district.
- **School Curriculum Specialist:** This security setting does not apply to School Admin or District Admin base user types. If the specified user is a teacher base user type, enabling this security setting will provide them access to all course and classes within the school that they are linked to within the Unit Plan and Lesson Plan modules. This will provide them access to view and edit all units and lessons that have courses linked to them.
- **District Curriculum Specialist:** This security setting does not apply to District Admin base user types because, by default, they have access to all courses and classes. For School Admin base user types, enabling this security setting will provide them access to all courses and classes within the district. A School Admin, by default, will only have access to courses and classes within their school and will only be able to edit Units and Lessons within the school they are linked to. For Teacher base user types, this security setting will provide the specified user with access to all courses and classes within the Unit Plan and Lesson Plan modules. This security setting also provides access to the specified user to add, edit, and modify standards within the district standard set as well as add endurance, readiness, leverage, high stakes, and power standard indications for all linked standards sets.

## Permission Sets

The Permissions Sets is a list of available user roles that can be customized within any district.

These serve as overrides to existing User Group settings. These permissions sets work in combination with each other or as standalone features. It should be noted that each one provides specific access to certain features and certain combinations have overlaps that tend to override one another.

These permission sets can be configured upon request, but eDoctrina already has a few that are already available:

- **Help Editor:** This permission set does not apply to District Admin base user types because they will already have access to make additions to the Help Menu. By default, School Admin and Teacher base user types do not have access to add/edit/remove content from the eDoctrina Help Menu. By enabling this permission set, it provide the specified user with access to the Help Topics Homepage (located in SETTINGS==>User Guides & Help Topics) so they can make district specific additions to the help menu. To find out more about how to add content to the eDoctrina Help Menu, please visit our help guide on [Adding District Specific Help Guides](#).
- **Evaluator:** This permission set does not apply to District Admin base user types. By enabling this permission, it will upgrade any School Admin or Teacher base user type to be able to view all Courses and Classes within their school so they can review student learning objectives.
- **Observer:** This permission set provides the user with access to the OBSERVE Dashboard so they can provide staff observations. Please note that this permission is only needed if the district is configured to ignore the "Observer" checkbox under the Security Settings.
- **Teacher Observer(L):** This permission set only applies to Teacher base user types. The essential purpose of this permission is to be used in combination with the "Observer" permission set as the goal would to be able to allow a teacher profile to enter the OBSERVE Dashboard, but not have access to enter any observation form. Please do not enable this for School Admin and District Admin base user types.
- **Observation Scheduler:** This permission set is designed for any individual users to be able to change the observer that is linked to any observation upon scheduling. By design, scheduling an observation will link the signed in user to any observation. If the district, user type, or individual user is configured to be able to "Change Observer", they will need this permission enabled to be able to assign a specific user upon scheduling.
- **Manager of student test modifications:** This permission set does applies only to Teacher base user types. This permission set will provide the specified user with access to the Student Test Modifications screen and allow them to apply default Online Assessment Modifications based on subject to students if necessary.

## Notifications

There are many email notifications that are able to be configured for each district. By default, all of the notifications will be sent to the user if an email is designed to be triggered. All users will have the ability to UNSUBSCRIBE from any emails by unchecking any one of these checkboxes.

## Advanced Settings

- **Flex User:** Selecting the flex user checkbox will ensure that the specified user account will remain unchanged from the automated nightly import from the district's student information system. There are many different configuration settings for how the automated imports will be executed and these configuration settings will be ignored for any user who is marked as a Flex User.
- **District Result E-mail:** This option is only available for District Admin base user types. If this setting is enabled for a user, they will receive an email notification for all completed sets of

scanned answer sheets.

- **Ask for Password Reset:** Enabling this setting will ask the user to choose a different password the next time that they successfully sign into eDoctrina. This is a token setting, which means once the password is reset, the option will go back to an unchecked status. This is a great tool to use when having to reset another users password.
- **Must Sign All Observations:** This setting is one that applies to the OBSerVE module only when electronic signatures have been enabled. By enabling this checkbox for any user, it will require this user to review and sign all observations within the district in order to complete the observation.

## **Do not update on import**

Depending on the settings of the automated nightly import, there are some occasions where an individual user would like to maintain a different User Type, Login, email address, or name within eDoctrina. Enabling any of these checkboxes will ensure that the selected field will not be modified in the automated import process.

## **Additional schools to provide observations**

This section of the user profile is designed specifically for user types that are not District Admins. In example, the default for School Admins is that they will be able to provide observations for users that exist within the same school. If the School Admin observer will be providing observations in another school within the district, it will be necessary to add the school here so they can access the teachers in the respective building. If there is a scenario where an observer in one building will only be observing a handful of teachers in another school, it could be a better idea to assign them as the teachers observer within the Users Homepage.