

End User Guide
Manually Creating a New User



TrackOne
S T U D I O

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Manually Creating a New User

The screenshot shows the 'Administration School Learning Analytics Suite' interface. On the left, a navigation menu is visible with 'Administration' selected. The main content area shows a breadcrumb trail: Staff > Students > Parents > System. Below this, there is a search bar and a table of 'Active Users'. The table has columns for User Name, SIS Code, Family Name, Given Names, Email, Roles, Approved, Override User Synchronisation - Keep User, Locked Out, and Override Network Authentication. There are four buttons at the bottom right: 'Bulk User Synchronise' and 'Add New User'. Numbered callouts 1 through 4 indicate the steps to reach the 'Add New User' button.

User Name	SIS Code	Family Name	Given Names	Email	Roles	Approved	Override User Synchronisation - Keep User	Locked Out	Override Network Authentication
buddp	ANI	Budd	Phillip	phillip.budd@trackonestudio.com	TEACHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	False	True
oxleyj	OXL	Oxley	John	john.oxley@trackonestudio.com	Senior Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	False	True
SmithS	SMI	Smith	Sophie	sophie.smith@trackonestudio.com	Administrator_L1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	False	False
Demo	ABC	TrackOne	Demo	info@trackonestudio.com	TEACHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	False	True

1. Select **Administration** from the top of the left-hand task panel.
2. Select **User Management**, followed by **Users**.
3. Choose the relevant user group from the blue horizontal menu bar.
4. Click **Add New User**. The following form will then load.

User Setup

UserName: Password:

Teacher Code:

Family Name: Given Name(s):

Email:

optional

Override User Synchronisation (Keep User)
If selected, the user account will not be deleted during the bulk user synchronisation process. If the user account is not included in the normal user synchronisation process (such as IT and admin support users) and

Override Network Authentication
If selected, the user account will use the local Learning Analytics password rather than the selected system authentication. Ensure to deselect this option when not required password (and may result in the account being locked if the user attempts multiple times).

Roles

	Menu Options
<input type="checkbox"/>	Teacher Security
<input type="checkbox"/>	Student Portal
<input type="checkbox"/>	Access for SLT, ELT, CLT
<input type="checkbox"/>	Parent
<input type="checkbox"/>	Administrator Level One
<input type="checkbox"/>	Administrator Security

User Setup

1

UserName:

Password:

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Teacher Code:

Family Name:

Given Name(s):

Email:

optional

Override User Synchronisation (Keep User)

If selected, the user account will not be deleted during the bulk user synchronisation process. If the user account is not included in the normal user synchronisation process (such as IT and admin support users)

Override Network Authentication

If selected, the user account will use the local Learning Analytics password rather than the selected system ; used for a short time only to verify user access and permissions. Ensure to deselect this option when not required (and may result in the account being locked if the user attempts multiple times).

Roles

	Menu Options
<input type="checkbox"/>	Teacher Security
<input type="checkbox"/>	Student Portal
<input type="checkbox"/>	Access for SLT, ELT, CLT
<input type="checkbox"/>	Parent
<input type="checkbox"/>	Administrator Level One
<input type="checkbox"/>	Administrator Security

[Return to User Management](#)

[Save New User](#)

In this example, a new Staff Member is being added.

1. Enter the staff member's username.

Note: This must be the same username that is used to access the school network.

For example, if the staff member logs into the school computers via the username

MBrown, this is what should be entered into the username field.

2. Enter a password for the user. This may be any combination of code. If LDAP is enabled, the application will ignore the password that is entered. It will instead use the same password that the user enters when accessing the school network.

User Setup

UserName:

BrownM

Password:

password

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Teacher Code:

Family Name:

Given Name(s):

3

Email:

3

optional

Override User Synchronisation (Keep User)

If selected, the user account will not be deleted during the bulk user synchronisation process. If the user account is not included in the normal user synchronisation process (such as IT and admin support users) at

Override Network Authentication

If selected, the user account will use the local Learning Analytics password rather than the selected system authentication used for a short time only to verify user access and permissions. Ensure to deselect this option when not required, as it may result in the account being locked if the user attempts multiple times.

Roles

	Menu Options
<input type="checkbox"/>	Teacher Security
<input type="checkbox"/>	Student Portal
<input type="checkbox"/>	Access for SLT, ELT, CLT
<input type="checkbox"/>	Parent
<input type="checkbox"/>	Administrator Level One
<input type="checkbox"/>	Administrator Security

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[Save New User](#)

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3. Enter the staff member's teacher code, name and email.
4. Select an appropriate role for the user. This role will determine the level of access that they have to the components within the Suite:
 - The lowest level of staff member access is Teacher Security.
 - The highest level of staff member access is Administrator Security.
5. Finish by clicking **Save New User**.