

End User Guide  
User Roles



# TrackOne

S T U D I O

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to [helpdesk@trackonestudio.com](mailto:helpdesk@trackonestudio.com).

## Editing a Current Role

**Administration**  
Go to Analytics

- Home
- Result Entry
- External Assessment
- Analytics Setup
- Subject Setup
- Report Setup
- General Setup
- Academic Mentoring
- School Activity Setup
- User Management
  - Users
  - Roles**
  - User Sync Setup

**1**

**2**

**3**

Demonstration School Learning Analytics Suite (TrackOneAdmin) (Sign Out)

Role Management

1 to 6 of 6

Role	Description		
TEACHER	Teacher Security		
STUDENT	Student Portal		
SENIOR LEADERSHIP	Access for SLT, ELT, CLT		
PARENT	Parent Portal		
ADMINISTRATOR_L1	Administrator Level One		
ADMINISTRATOR	Administrator Security		

Add New Role

4. Select **Administration** from the top of the left-hand task panel.
5. Select **User Management**, followed by **Roles**.
6. Choose the relevant role group from the table and click on the edit icon.

## Role Setup

Role Name:

STUDENT

Description:

Student Portal

## Application Security

### Student Security Options

	Learning Analytics Menu	Description
<input checked="" type="checkbox"/>	Student - Access	Allow student access to the Learning Analytics Suite.
<input checked="" type="checkbox"/>	Student - Academic Mentoring Portal	Allow student access to internal school results.
<input checked="" type="checkbox"/>	Student - Academic Mentoring Portal Pastoral	Allow students to view their pastoral care information through the Academic Mentoring Portal.
<b>4</b> <input type="checkbox"/>	Student - View Received Awards	Allow students to view (via the Academic Mentoring Pastoral Page) released awards that have been awarded to them using the TOS award system. Students must also have the permission 'Student - Academic Mentoring Portal Pastoral' to view awards.
<input checked="" type="checkbox"/>	Student - View Extracurricular	Allow students to view (via the Academic Mentoring Pastoral Page) extracurricular activities that they have participated in, in their time at the school.
<input checked="" type="checkbox"/>	Student - Academic Mentoring Portal External	Allow students to view their external assessment results through the Academic Mentoring Portal.
<input checked="" type="checkbox"/>	Student - Academic Mentoring Portal Timetable	Allow students to view their timetable and current enrolment details through the Academic Mentoring Portal.
<input checked="" type="checkbox"/>	Student - Continuous Assessment	Allow students to view their continuous assessment report.
<input checked="" type="checkbox"/>	Student - Continuous Assessment Comment	Allow students to provide feedback on continuous assessment items.
<input checked="" type="checkbox"/>	Student - Goal Survey	Allow students access to complete and view goals through the Academic Mentoring Portal or Student Portal.
<input type="checkbox"/>	Student - Student Portal	Superseded student portal: Allows students to access information about their academic and pastoral progress on a simple form.

*In this example, the STUDENT role is being edited.*

- To change a role, add or remove role options by checking or unchecking the check boxes next to each option.
- Scroll to the bottom when you have finished and click on the Update Role Details button.

### Learning Mentor Program Security Options

	Security	Description
<input type="checkbox"/>	SLP Access	Allow individual access to the Senior Learning Program Tool.
<input type="checkbox"/>	SLP Supervisor	Allow supervisor access to the Senior Learning Program Tool.
<input type="checkbox"/>	SLP Admin	Access to the Senior Learning Program Tool setup area.

Note: Modifying application security for a role will update the security permissions of all users in the role.

Cancel and Return

Update Role Details

**5**

# Adding a New Role

**Demonstration School Learning Analytics Suite** (TrackOneAdmin) (Sign Out)

**Role Management** 1 to 6 of 6

Role	Description		
TEACHER	Teacher Security		
STUDENT	Student Portal		
SENIOR LEADERSHIP	Access for SLT, ELT, CLT		
PARENT	Parent Portal		
ADMINISTRATOR_L1	Administrator Level One		
ADMINISTRATOR	Administrator Security		

**3** Add New Role

1. Select **Administration** from the top of the left-hand task panel.
2. Select **User Management**, followed by **Roles**.
3. Click on **Add New Role**.

## Role Setup

Role Name:  Description:

## Application Security

### Student Security Options

	Learning Analytics Menu	Description
<input type="checkbox"/>	Student - Access	Allow student access to the Learning Analytics Suite.
<input type="checkbox"/>	Student - Academic Mentoring Portal	Allow student access to internal school results.
<input type="checkbox"/>	Student - Academic Mentoring Portal Pastoral	Allow students to view their pastoral care information through the Academic Mentoring Portal.
<input type="checkbox"/>	Student - View Received Awards	Allow students to view (via the Academic Mentoring Pastoral Page) released awards that have been awarded to them using the TOS award system. Students must also have the permission 'Student - Academic Mentoring Portal Pastoral' to view awards.
<input type="checkbox"/>	Student - View Extracurricular	Allow students to view (via the Academic Mentoring Pastoral Page) extracurricular activities that they have participated in, in their time at the school.
<input type="checkbox"/>	Student - Academic Mentoring Portal External	Allow students to view their external assessment results through the Academic Mentoring Portal.
<input type="checkbox"/>	Student - Academic Mentoring Portal Timetable	Allow students to view their timetable and current enrolment details through the Academic Mentoring Portal.

4. Choose the appropriate role options by checking the options boxes next to each role option.
5. Finish by scrolling to the bottom of the page and clicking **Save New Role**.