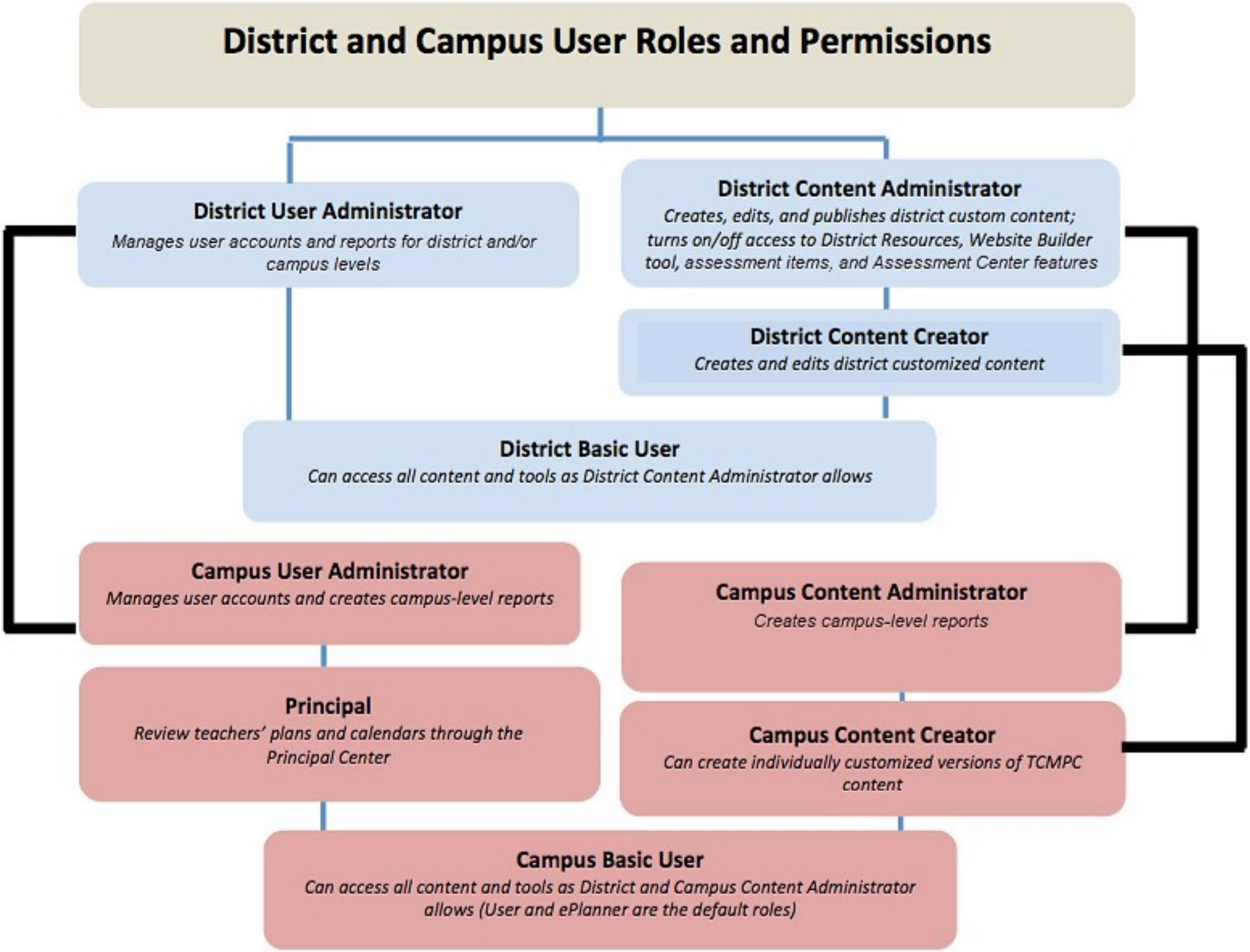
District and Campus User Roles and Permissions



Level	Default	Additional Roles *These roles can be added, giving users the permissions afforded to Basic Users, in addition to the permissions associated with these additional roles.*
DISTRICT	**District Basic User** ***Suggested Staff Member(s):*** *All district leadership staff who work with TEKS RESOURCE SYSTEM* ***Permissions:*** ✓ View TCMPC, District, and Campus-created content ✓ Access unit assessment items by default (unless turned off by District Content Administrator) ✓ Access Tools (i.e. My Favorites, My Profile, My Calendar, Walkthrough Tool, etc.) ✓ Access My Website tool (if turned on by District Content Administrator) ✓ Ability to submit user-created content and/or assessment items to be reviewed by a District Content Adminstrator	**District User Administrator** ***Suggested Staff Member(s):*** *District Technology Specialist, or District Curriculum Leader, and/or District Administrative Assistants* ***Permissions:*** ✓ Create, edit, manage, disable, and enable user accounts at the District and Campus levels ✓ Access user data & reports at the District and Campus levels **District Content Creator** ***Suggested Staff Member(s)*** *District/Campus Curriculum Leader, District/Campus Administrator* ***Permissions:*** ✓ Create and edit custom District versions of TCMPC Content ✓ Create and edit custom District Assessments and/or District Assessment Items ✓ Create and edit District Resources in the District Resources section **District Content Administrator** ***Suggested Staff Member(s):*** *District/Campus Curriculum Leader, District/Campus Administrator* ✓ Create, edit, manage, and disable custom District versions of TCMPC Content ✓ Publish (turning on/off for all district) shared district resources ✓ Manage access to District Resources, TCMPC Content, Content Features, Website Builder, and Assessment Center Features for users within their District ✓ Manage Assessment Item access for users within their District ✓ Create District Assessments and/or District Assessment Items ✓ Review user-created content and/or assessment item submissions

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CAMPUS	**Campus Basic User** ***Suggested Staff Member(s):*** *All professional campus-level staff* ***Permissions:*** ✓ Access to view and save all TCMPC content to My Favorites ✓ Access Tools (i.e. My Favorites, My Profile, My Calendar, Walkthrough Tool) ✓ Submit plans or calendars through the Principal Center ✓ **If allowed by the District Content Administrator:** • Access to unit and/or formative assessment items and district-created assessments • Ability to submit user-created content and/or assessment items to be reviewed by a District Content Adminstrator	**Campus User Administrator** ***Suggested Staff Member(s):*** *Campus Technology Specialist, an/or Campus Curriculum Leader, and/or Campus Administrative Assistants* ***Permissions:*** ✓ Create, edit, manage, and disable user accounts at the Campus level ✓ Access user data & reports at the Campus level **Campus Content Creator** ***Suggested Staff Member(s)*** *Campus Curriculum Leader and/or Campus Administrator* ***Permissions:*** ✓ Create and edit individual customized versions of TCMPC content ✓ Create individual customized content from scratch **Campus Content Administrator** ***Suggested Staff Member(s):*** *Campus Curriculum Leader and/or Campus Administrator* ***Permissions:*** ✓ Access campus-level content reports and calendar reports ✓ Create and edit individual customized versions of TCMPC content ✓ Create individual customized content from scratch **Principal** ***Suggested Staff Member(s):*** *Campus Curriculum Leader and/or Campus Administrator* ***Permissions:*** ✓ Review user-created plans and calendars through the Principal Center