District and Campus User Roles and Permissions

District User Administrator

Manages user accounts and reports for district and/or campus levels

District Content Administrator

Creates, edits, and publishes district custom content; turns on/off access to District Resources, Website Builder tool, assessment items, and Assessment Center features

District Content Creator

Creates and edits district customized content

District Basic User

Can access all content and tools as District Content Administrator allows

Campus User Administrator

Manages user accounts and creates campus-level reports

Campus Content Administrator

Creates campus-level reports

Principal

Review teachers' plans and calendars through the Principal Center

Campus Content Creator

Can create individually customized versions of TCMPC content

Campus Basic User

Can access all content and tools as District and Campus Content Administrator allows (User and ePlanner are the default roles)

| 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 Basic User | | District User Administrator |
| D | Suggested Staff Member(s): | | Suggested Staff Member(s): |
| | All a | listrict leadership staff who work with TEKS RESOURCE SYSTEM | District Technology Specialist, or District Curriculum Leader, and/or District Administrative Assistants |
| | Permissions: | | Permissions: |
| _ | * | View TCMPC, District, and Campus- created content | Create, edit, manage, disable, and enable user accounts at the District and Campus levels |
| S | _ | Access unit assessment items by default | ✓ Access user data & reports at the District and Campus levels |
| | | (unless turned off by District Content | District Content Creator |
| | | Administrator) | Suggested Staff Member(s) |
| T | ~ | Access Tools (i.e. My Favorites, My Profile, | District/Campus Curriculum Leader, District/Campus Administrator |
| | | My Calendar, Walkthrough Tool, etc.) | Permissions: ✓ Create and edit custom District versions of TCMPC Content |
| R | V | Access My Website tool (if turned on by | ✓ Create and edit custom District Versions of TCMPC Content ✓ Create and edit custom District Assessments and/or District Assessment Items |
| | | District Content Administrator) | ✓ Create and edit District Resources in the District Resources section |
| | ~ | Ability to submit user-created content and/or assessment items to be reviewed | District Content Administrator |
| | | by a District Content Adminstrator | Suggested Staff Member(s): |
| | | | District/Campus Curriculum Leader, District/Campus Administrator |
| C | | | ✓ 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 |

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