

How to Assign Survey Rights to Another User

This document provides a series of steps that will describe how to assign the specific user rights for accessing and administering surveys to another user.

1. From TE main menu, access either Organization -> Users or Organization -> Access Groups. It is recommended to manage rights via access groups instead of individual users.



2. Locate the User or Access Group record you want to grant rights to and edit it.

3. Edit the Menu Rights section
4. Under Organization check Survey Invitation Sets

  **Menu Access Rights**

Rights:

- Assessment Forms
- Additional Assessments
- Special Programs
- Deleted Objects
- Survey Invitation Sets
- Survey Forms
- Testing Stations
- Testing Sessions
- Testing Session Templates
- Tests in Progress
- Records
 - Students
 - Demographics
 - In Program Years
 - Records

5. Under Records check NRS Core Performance Students, Invitations and Survey Responses.

  **Menu Access Rights**

Rights:

- Classes
 - Enrollments
 - Records
- Programs
 - Enrollments
 - Records
- Tests
- NRS Core Performance Students
- Invitations
- Survey Responses
- Employment History
- Places of Employment
- Reports
 - CASAS eTests
 - Next Assigned Test
 - Personal Score Report

6. Under Tools check NRS Core Performance Wizard

  **Menu Access Rights**

Rights:

- Students by Category
- Drop Reasons
- NRS Performance
- Test Administration
- Ad Hoc Reporting
- Tools
 - Scanning Wizard
 - 3rd Party Import Wizard
 - Class Replication Wizard
 - Proxy Wizard
 - TE to TE Import/Export Wizard
 - NRS Core Performance Wizard
 - (Obsolete) California Core Performance Wizard
 - Additional Assessments Import Wizard
 - Scheduler
 - ...

11. Save the record

