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.

- Edit the Menu Rights section
 Under Organization check Survey Invitation Sets

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.

Rights:		
	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

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	_
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- 7. Edit the Data Access Rights section
- 8. Under Supplemental Data Access Rights, click Add Access Right and choose Enable Survey Administration; if the right is already selected, but uncheck in the list, check it



9. Under Record Type Rights, check List Records and View Record rights for the following record types: Survey Invitation Sets, Invitations, Surveys and NRS Core Performance Students; you can, although not recommended, check also Delete Record right for Survey Invitation Sets, Invitations and Surveys

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Reco	rd Ty	pe R	lights		

Lister / Record Type	List Records	View Record	Create Record	Update Record	Delete Record	Check All
Agencies	 Image: A set of the set of the	 Image: A start of the start of				
Program Years	<	 Image: A start of the start of	1	1	-	<
Sites			 Image: A start of the start of	-		
Class Definitions	v	 Image: A start of the start of	v	1	\checkmark	1
Class Instances	 Image: A start of the start of	 Image: A set of the set of the	~	>	-	\checkmark
Testing Stations		1				
Testing Session Templates	1	 Image: A set of the set of the				
Testing Sessions	 Image: A start of the start of	 Image: A start of the start of			 Image: A start of the start of	<
Tests in Progress						
Test Administrations	1	 Image: A start of the start of				
WSCS Administrations						
Offline Administrations						
CAEP Consortia	1	v				-
(Obsolete) Core Performance Measures	1	1				1
(Obsolete) Core Performance Surveys	 Image: A start of the start of	 Image: A start of the start of		>		<
Survey Invitation Sets	1	 Image: A set of the set of the				
Invitations	1	 Image: A start of the start of				
Surveys	 Image: A start of the start of	<				
NRS Core Performance Students	v	V				1
Deleted Objects						

10. Also under Record Type Rights, check all types for the Reports Manager right.

Additional Assessments	\checkmark	\checkmark				 Image: A start of the start of
Places of Employment	\checkmark	\checkmark	\checkmark	<	\checkmark	 Image: A start of the start of
Scoring Project Settings	\checkmark	\checkmark				
Reports Manager				 Image: A set of the set of the		 Image: A set of the set of the
3rd Party Vendors	\checkmark					
3rd Party Import Log						

11. Save the record

