



MyEducationBC

Security Management

July 2015 v3.9

APPENDIX 1 – MyEducation BC Security Roles

The security roles defined in this section are intended to address a variety of user types within districts. Functionality in MyEducation BC allows the mass assignment of roles to users based on staff types. More than one security role can be attached to a single user.

Staff records will be converted into MyEducation BC. Districts will need to validate these staff records and use the Create User Accounts wizard to create user IDs and roles.

The service provider will consult Wave 1 Districts to ensure these roles provide an adequate baseline. Acknowledging the difficulty of addressing all the possible scenarios, districts will have the ability to further customize roles, if required.

1. Clerical – Auxiliary/On-Call

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Temporary/New Clerical	School	
Privileges			
<p>Student Information</p> <ul style="list-style-type: none"> • Read student information, including: <ul style="list-style-type: none"> ○ Student demographics (name, birthdate, address, phone number, etc.). ○ Student alerts. ○ Student attendance. ○ Contacts, families and independent contacts. ○ Student Program Participation. ○ Enrollment information, including Cross-Enrolled schools. • Take attendance for all students. 			
<p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Attendance. 			

2. Clerical – Career Programs

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Career Centre Staff	School	
Privileges			
<p>Student Information</p> <ul style="list-style-type: none"> • Read student information, including: <ul style="list-style-type: none"> ○ Assessments. ○ Grading. ○ Conduct. ○ Scheduling. ○ Enrollment. ○ Student demographics (name, birthdate, address, phone number, alerts, etc.). ○ Program participation. ○ Student legal alerts. ○ Fees and payments. ○ Payment items. ○ Student attendance. ○ Contacts, families and independent contacts. ○ Student schedules and their attributes, including course requests. ○ Student events and schools students are associated with. ○ Programs of study, graduation summary, and graduation progress information. ○ Documents. ○ Information about families and view what addresses attend which schools. ○ Student credit adjustments and student transcripts. ○ Student journals. • Create career program assignments for students • View special education information, including IEPs, student accommodations and student disabilities. 			
<p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Student information. • Staff information. • Report cards. • GPA & Honour Roll. • Transcripts. • Permanent Student Record (BC legal requirement). • Timetables – school and student level. • Ministry of Education extracts: <ul style="list-style-type: none"> ○ 1701. 			

3. Clerical – School Admin Assistant

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Admin Assistant (Clerical)	School Staff	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • Create, update, delete, and mass update notices on the portal and mass update URL links for use in widgets. • View learning standards. • Create, update, delete, and mass update fees. • Manage all school-owned resources. • Update system configuration. • Delete and mass update preferences in the system and the default value for the preference. • Create, read and update schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. • Allow course maximum override. • Create, update, delete, and mass update reference codes. • Create, delete, and mass update all person files in the system. • View available email subscriptions/subscription definition. • Create, read, update and delete information about the schedule, including the master schedule, days, periods, terms, and student schedules. • Add sections to courses, view and update course requests. • Create, read, update and delete staff information. • Create, read, and update the history of attendance records staff has posted. • Create, read, update, delete, and mass update grading information, such as assignments, GPA definition, grade post controls, grade term definition, grade trends, gradebook access log, gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, report cards, grading scales, rubrics, GPAs, and transcripts. • Create, read, update, and delete rubric scores, libraries, and scales. • Create, read, update and delete grading information, including GPA definitions, grade post controls, grade scales, grade term definitions, gradebook remarks, student grade points, and the setup of report cards and progress reports. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Admin Assistant (Clerical)	School Staff	
Privileges			
<p>Student Information</p> <ul style="list-style-type: none"> • Manage enrollment information. • Register, transfer, and withdraw for new and existing students. • Archive students, graduate seniors, register students, transfer students, withdraw students, and change status/YOG for students. • Create, read, update, delete and mass update all student information, including: <ul style="list-style-type: none"> ○ Assessments. ○ Grading – update student term mark or historical marks. ○ Conduct. ○ Scheduling. ○ Enrollment. ○ Student demographics (name, birthdate, address, phone number, alerts, etc.). ○ Program participation. ○ Student legal alerts. ○ Fees and payments. ○ Payment items. ○ Student attendance. ○ Contacts, families and independent contacts. ○ Student schedules and their attributes, including course requests. ○ Student events and schools students are associated with. ○ Programs of study, graduation summary, and graduation progress information. ○ Documents. ○ Student credit adjustments and student transcripts. ○ Student journals. • View special education information, including IEPs, student accommodations and student disabilities. • Override grade level on the student transcript. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Admin Assistant (Clerical)	School Staff	
Privileges			
<p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Student information. • Staff information. • Report cards. • GPA & Honour Roll. • Transcripts. • Permanent Student Record (BC legal requirement). • Timetables – school and student level. • Ministry of Education extracts: <ul style="list-style-type: none"> ○ 1701. ○ SADE. ○ TRAX. ○ Class Size. 			

4. Clerical – SIS Admin

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff administering the SIS	School	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • Create, update, delete, and mass update notices on the portal and mass update URL links for use in widgets. • View learning standards. • Mass update system preferences. • Create, read, update, delete, mass update data foreign field mapping. • Create, update, delete, and mass update fees. • Manage all school-owned resources. • Update system configuration. • Delete and mass update preferences in the system and the default value for the preference. • Create, read and update schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. • Allow course maximum override. • Create, update, delete, and mass update reference codes. • Create, delete, and mass update all person files in the system. • View available email subscriptions/subscription definition. • Create, read, update and delete information about the schedule, including the master schedule, days, periods, terms, and student schedules. • Add sections to courses, view and update course requests. • Create, read, update and delete staff information. • Create, read, and update the history of attendance records staff has posted. • Create, read, update, delete, and mass update grading information, such as assignments, GPA definition, grade post controls, grade term definition, grade trends, gradebook access log, gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, report cards, grading scales, rubrics, GPAs, and transcripts. • Create, read, update, and delete rubric scores, libraries, and scales. • Create, read, update and delete grading information, including GPA definitions, grade post controls, grade scales, grade term definitions, gradebook remarks, student grade points, and the setup of report cards and progress reports. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff administering the SIS	School	
Privileges			
<p>Student Information</p> <ul style="list-style-type: none"> • Manage enrollment information. • Register, transfer, and withdraw for new and existing students. • Archive students, graduate seniors, register students, transfer students, withdraw students, and change status/YOG for students. • Create, read, update, delete and mass update all student information, including: <ul style="list-style-type: none"> ○ Assessments. ○ Grading – update student term mark or historical marks. ○ Conduct. ○ Scheduling. ○ Enrollment. ○ Student demographics (name, birthdate, address, phone number, alerts, etc.). ○ Program participation. ○ Student legal alerts. ○ Fees and payments. ○ Payment items. ○ Student attendance. ○ Contacts, families and independent contacts. ○ Student schedules and their attributes, including course requests. ○ Student events and schools students are associated with. ○ Programs of study, graduation summary, and graduation progress information. ○ Documents. ○ Student credit adjustments and student transcripts. ○ Student journals. • View special education information, including IEPs, student accommodations and student disabilities. • Override grade level on the student transcript. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff administering the SIS	School	
Privileges			
<p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Student information. • Staff information. • Report cards. • GPA & Honour Roll. • Transcripts. • Permanent Student Record (BC legal requirement). • Timetables – school and student level. • Ministry of Education extracts: <ul style="list-style-type: none"> ○ 1701. ○ SADE. ○ TRAX. ○ Class Size. 			

5. Clerical – SIS Clerk

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff doing attendance, student info maintenance	School	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • Create, update, delete, and mass update notices on the portal and mass update URL links for use in widgets. • View learning standards. • Create, update, delete, and mass update fees. • View available email subscriptions/subscription definition. • Read information about the schedule, including the master schedule, days, periods, terms, and student schedules. • View and update course requests. • Create, read, update and delete staff information. • Create, read, and update the history of attendance records staff has posted. • Create, read, update, delete, and mass update gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, and report cards. • Create, read, update, and delete rubric scores, libraries, and scales. 			
<p>Student Information</p> <ul style="list-style-type: none"> • Manage enrollment information. • Register, transfer, and withdraw for new and existing students. • Archive students, graduate seniors, register students, transfer students, withdraw students and change status/YOG for students. • Create, read, update, delete and mass update all student information, including: <ul style="list-style-type: none"> ○ Assessments. ○ Grading. ○ Conduct. ○ Scheduling. ○ Enrollment. ○ Student demographics (name, birthdate, address, phone number, alerts, etc.). ○ Program participation. ○ Student legal alerts. ○ Fees and payments. ○ Payment items. ○ Student attendance. ○ Contacts, families and independent contacts. ○ Student schedules and their attributes, including course requests. ○ Student events and schools students are associated with. ○ Programs of study, graduation summary, and graduation progress information. ○ Documents. ○ Information about families and view what addresses attend which schools. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff doing attendance, student info maintenance	School	
Privileges			
<ul style="list-style-type: none"> ○ Student credit adjustments and student transcripts. ○ Student journals. ● View special education information, including IEPs, student accommodations and student disabilities. ● Override grade level on the student transcript. 			
<p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> ● Enrollment. ● Student information. ● Staff information. ● Report cards. ● GPA & Honour Roll. ● Transcripts. ● Permanent Student Record (BC legal requirement). ● Timetables – school and student level. ● Ministry of Education extracts: <ul style="list-style-type: none"> ○ 1701. ○ SADE. ○ TRAX. ○ Class Size. 			

6. Counsellor

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Counsellors	School	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • View learning standards. • Read schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. • Allow course maximum override. 			
<p>Student Information</p> <ul style="list-style-type: none"> • Graduate seniors. • Read all student information, including: <ul style="list-style-type: none"> ○ Assessments. ○ Conduct. ○ Scheduling. ○ Enrollment. ○ Student demographics (name, birthdate, address, phone number, alerts, etc.). ○ Student legal alerts. ○ Program participation. ○ Fees and payments. ○ Payment items. ○ Student attendance. ○ Contacts, families and independent contacts. ○ Student events and schools students are associated with. ○ Special education information, including IEPs, student accommodations and student disabilities. • Update student schedules and their attributes, including course requests. • Update programs of study, graduation summary, and graduation progress information. • Update student credit adjustments and student transcripts. • Student journals. • Override grade level on the student transcript. 			
<p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Master schedule enrollment. • Student information. • Report cards. • GPA & Honour Roll. • Transcripts. • Permanent Student Record (BC legal requirement). • Timetables – school and student level. 			

7. Course Manager

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Staff who also need to pull down courses to the school level and/or adding sections.	School	
Privileges			
System Information <ul style="list-style-type: none"> View learning standards. Add or modify schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. Allow course maximum override. Add/modify/delete courses from the district catalog. Add/modify/delete sections to courses, view and update course requests. 			
Student Information <ul style="list-style-type: none"> Update student schedules and their attributes, including course requests. 			

8. Department Head

Role	Intended For	Accessible Views	Restrictions
Add-on	Add-on to an existing Teacher	<ul style="list-style-type: none"> School 	<ul style="list-style-type: none"> Cannot create or update any data in Aspen No access to district or school preferences
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> View data from across multiple departments in school. <p>Student Information</p> <ul style="list-style-type: none"> View information about students, including: <ul style="list-style-type: none"> Basic student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts, list of which addresses attend which schools). Assessment history. Attendance. Contacts. Student schedules and their attributes Program participation. SPED designation. <p>Reporting</p> <ul style="list-style-type: none"> Report cards. GPA & Honour Roll. Transcripts. Timetables – school and student level. 			

9. Detention Room Monitor

Role Type	Intended For	Accessible Views	Restrictions
Add-on	School staff who will monitor detentions	<ul style="list-style-type: none"> School 	
Privileges			
System Information			
<ul style="list-style-type: none"> Allows access to the Conduct top tab > Detentions side tab only in the School view. Allows user to mark that a student was present for an assigned detention, and leave notes as required. 			

10. District Support (Level 1)

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	District SIS support staff	<ul style="list-style-type: none"> • District • School • Staff • Build 	
Privileges			
System Information <ul style="list-style-type: none"> • All district level system administration access. • Access to all schools in the district. • Access to user accounts for all users in the district. • Access to all functionality for all schools and users in the district. 			

11. District User – Read Only

Role	Intended For	Accessible Views	Restrictions
Stand-alone	District Level users (SBO, District Learning Support Teams, International Departments)	<ul style="list-style-type: none"> District School 	<ul style="list-style-type: none"> Cannot create or update any data in MyEducation BC No access to district or school preferences
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> View data from across multiple departments in school. View assessment information, including learning standards, learning standards assignment and course alignments, rubric scores, the rubric library, and rubric rating scales. <p>Student Information</p> <ul style="list-style-type: none"> View information about students, including: <ul style="list-style-type: none"> Student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts, list of which addresses attend which schools). Assessment history. Attendance. Conduct history. Contacts. Course requests. Enrollment. Program participation. SPED designation. <p>Reporting</p> <ul style="list-style-type: none"> Student information. Report cards. GPA & Honour Roll. Transcripts. Permanent Student Record (BC legal requirement). Timetables – school and student level. 			

12. Gradebook add-on

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Clerical	Staff	<ul style="list-style-type: none"> Cannot view assignments, marks or grades
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> Read information on Gradebook top tab in Staff view Only able to view Details, Roster, Seating Chart and Groups side tabs under Gradebook top tab. No Write or Edit privileges under this top tab. Able to run Blank Grading Sheet, Class List, Grade Input Sheets reports for all classes for a particular teacher's section(s). 			

13. Library User

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone/Add-on	Library Staff	School	<ul style="list-style-type: none"> • Cannot create or update any data in Aspen • No access to district or school preferences
Privileges			
<p>Student Information</p> <ul style="list-style-type: none"> • Read student information, including: <ul style="list-style-type: none"> ○ Enrollment. ○ Student demographics (name, birthdate, address, phone number, alerts, etc.). ○ Student legal alerts. ○ Contacts, families and independent contacts. ○ Student schedules and their attributes. <p>Reporting</p> <ul style="list-style-type: none"> • Class information • Student demographics (name, birthdate, address, phone number, alerts, etc.). 			

14. Pages View Only

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	New users	School	<ul style="list-style-type: none"> • Cannot create or update any data in Aspen • No access anything other than the Pages top tab
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • This role was create for people being trained how to use the MyEducation BC system. You can assign this role to a new user in order for them to be able to test their Login credentials, without giving them access to any data within the system other than what is on the Home Page. • Once you are ready to permit access to more of the system, you can add their account to a new Security Role. 			

15. Parent/Guardian

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Parents or guardians of students	Family	
Privileges			
<p>Student Information</p> <ul style="list-style-type: none"> • Track information about their students, including: <ul style="list-style-type: none"> ○ Academics. ○ Address. ○ Alerts. ○ Attendance. ○ Conduct history. ○ Contacts. ○ Independent contacts. ○ Course requests. ○ Educational plans. ○ Enrollment. ○ Events. ○ Fees. ○ Groups. ○ Schedule. • View assignments and other progress indicators. • View which addresses attend which schools. • Create, read, update, and delete email subscriptions and view all available subscriptions. • View information about the school's schedule and its attributes, such as the master schedule, courses and course attributes, bell schedules, periods, terms, and classrooms 			

16. Registrar

Role	Intended For	Accessible Views	Restrictions
Stand-alone or add-on	District or School Level Registrars	<ul style="list-style-type: none"> • District • School 	
Privileges			
<p>Student Information</p> <ul style="list-style-type: none"> • Manage enrollment information • Register and withdraw new and existing students • Archive students and change status/YOG for students • Create student addresses, phone numbers, and the list of which addresses attend which schools • Create, read, update, delete, and mass update contacts, families and independent contacts • Create, delete, and mass update all person files in the system • View available email subscriptions/subscription definition • Create, read, and delete student schedules and their attributes • Create, read, and update student information and set student legal and other alerts • Create, read, update, delete, and mass update student events and schools students are associated with 			

17. Reports Add-on

Role	Intended For	Accessible Views	Restrictions
Add-on	District users who wish to add/modify existing reports	<ul style="list-style-type: none"> District 	
Privileges			
System Information <ul style="list-style-type: none"> Access to the District view > Tools top tab > Reports side tab. Ability to add, edit or delete District-wide customized reports. 			

18. Schedule Builder

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone or add-on	Timetable building staff	School Build	No edit access to student demographics, with the exception of next school schedules
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • View student addresses and phone numbers and the list of which addresses attend which schools • Create, update, delete, and mass update reference codes • Override grade level on the student transcript • View programs of study, graduation summary, and graduation progress information • Create, read, update, delete, and mass update all aspects of the schedule and student course requests • Allow course maximum override • View schools to which students are associated 			

19. Schedule Builder – Limited

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Counsellors	Build	No edit access to student demographics, with the exception of next school schedules
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • Allows Counsellors to manage student schedules in the coming (Build) year. • View student addresses and phone numbers and the list of which addresses attend which schools • View programs of study, graduation summary, and graduation progress information • Create, read, update, delete, and mass update all aspects of a student's schedule • course requests • Allow course maximum override • View schools to which students are associated 			

20. School Administrator

Note: *This role would have two versions – Update and Read-only.*

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Principals & Vice-Principals	<ul style="list-style-type: none"> • School • Build • Staff 	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • Create, update, delete, and mass update notices on the portal and mass update URL links for use in widgets. • View learning standards. • Create, update, delete, and mass update fees. • Manage school-owned resources. • Update system configuration at the school level. • Delete and mass update preferences in the system and the default value for the preference. • Create, read and update schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. • Allow course maximum override. • Create, update, and delete reference codes that have been shared down to the school level. • Create, delete, and mass update all person files in the system at the school level. • View available email subscriptions/subscription definition. • Create, read, update and delete information about the schedule, including the master schedule, days, periods, terms, and student schedules. • Add sections to courses, view and update course requests. • Create, read, update and delete staff information. • Create, read, and update the history of attendance records. • Create, read, update, delete, and mass update grading information, such as assignments, GPA definition, grade post controls, grade term definition, grade trends, gradebook access log, gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, report cards, grading scales, rubrics, GPAs, and transcripts. • Create, read, update, and delete rubric scores, libraries, and scales. 			
<p>Student Information</p> <ul style="list-style-type: none"> • Manage enrollment information. • Register, transfer, and withdraw for new and existing students. • Archive students, graduate seniors, register students, transfer students, withdraw students, and change status/YOG for students. • Create, read, update, delete and mass update all student information, including: <ul style="list-style-type: none"> ○ Assessments. ○ Grading – update student term mark or historical marks. ○ Conduct. ○ Scheduling. ○ Enrollment. ○ Student demographics (name, birthdate, address, phone number, alerts, etc.). 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Principals & Vice-Principals	<ul style="list-style-type: none"> • School • Build • Staff 	
Privileges			
<ul style="list-style-type: none"> ○ Student legal alerts. ○ Program participation. ○ Fees and payments. ○ Payment items. ○ Student attendance. ○ Contacts, families and independent contacts. ○ Student schedules and their attributes, including course requests. ○ Student events and schools students are associated with. ○ Programs of study, graduation summary, and graduation progress information. ○ Documents. ○ Student credit adjustments and student transcripts. ○ Student journals. • View special education information, including IEPs, student accommodations and student designation. • Override grade level on the student transcript. 			
<p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Student information. • Staff information. • Report cards. • GPA & Honour Roll. • Transcripts. • Permanent Student Record (BC legal requirement). • Timetables – school and student level. • Ministry of Education extracts: <ul style="list-style-type: none"> ○ 1701. ○ SADE. ○ TRAX. ○ Class Size. 			

21. School Administrator – Read Only

Note: *This role would have two versions – Update and Read-only.*

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Principals & Vice-Principals	<ul style="list-style-type: none"> • School • Build • Staff 	<ul style="list-style-type: none"> • Cannot create or update any data in MyEducation BC • No access to school preferences
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • Read URL links for use in widgets. • View learning standards. • Read fees. • View school-owned resources. • View system configuration at the school level. • Read schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. • View reference codes that have been shared down to the school level. • Read all person files in the system at the school level. • View available email subscriptions/subscription definition. • View information about the schedule, including the master schedule, days, periods, terms, and student schedules. • View staff information. • View the history of attendance records. • View grading information, such as assignments, GPA definition, grade post controls, grade term definition, grade trends, gradebook access log, gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, report cards, grading scales, rubrics, GPAs, and transcripts. • View rubric scores, libraries, and scales. 			
<p>Student Information</p> <ul style="list-style-type: none"> • View enrollment information. • Read all student information, including: <ul style="list-style-type: none"> ○ Assessments. ○ Grading – update student term mark or historical marks. ○ Conduct. ○ Scheduling. ○ Enrollment. ○ Student demographics (name, birthdate, address, phone number, alerts, etc.). ○ Student legal alerts. ○ Program participation. ○ Fees and payments. ○ Payment items. ○ Student attendance. ○ Contacts, families and independent contacts. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Principals & Vice-Principals	<ul style="list-style-type: none"> • School • Build • Staff 	<ul style="list-style-type: none"> • Cannot create or update any data in MyEducation BC • No access to school preferences
Privileges			
<ul style="list-style-type: none"> ○ Student schedules and their attributes, including course requests. ○ Student events and schools students are associated with. ○ Programs of study, graduation summary, and graduation progress information. ○ Documents. ○ Student credit adjustments and student transcripts. ○ Student journals. • View special education information, including IEPs, student accommodations and student designation. • Override grade level on the student transcript. 			
<p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Student information. • Staff information. • Report cards. • GPA & Honour Roll. • Transcripts. • Permanent Student Record (BC legal requirement). • Timetables – school and student level. • Ministry of Education extracts: <ul style="list-style-type: none"> ○ 1701. ○ SADE. ○ TRAX. ○ Class Size. 			

22. School Support Roles

Role	Intended For	Accessible Views	Restrictions
Stand-alone	School Support Roles (Education Assistants, First Nations, Advocates, Learning Assistance Staff)	<ul style="list-style-type: none"> School 	<ul style="list-style-type: none"> Cannot create or update any data in Aspen No access to district or school preferences
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> View data from across multiple departments in school. <p>Student Information</p> <ul style="list-style-type: none"> View information about students, including: <ul style="list-style-type: none"> Basic student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts, list of which addresses attend which schools). Assessment history. Attendance. Conduct. Contacts. Student schedules and their attributes Program participation. SPED designation. <p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> Enrollment. Student information. Attendance Conduct Contacts Report cards. GPA & Honour Roll. Transcripts. Timetables – school and student level. 			

23. Special Group User

Role	Intended For	Accessible Views	Restrictions
Stand-alone	Itinerant Workers (Aboriginal workers, Music Teachers, Speech pathologists, etc)	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Cannot create or update any data in Aspen • No access to district or school preferences • Restricted to specific groups of students across multiple schools
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • View data from across multiple departments in school (ex.: demographics, attendance, conduct, schedule, etc) <p>Student Information</p> <ul style="list-style-type: none"> • View information about students, including: <ul style="list-style-type: none"> ○ Basic student demographics (addresses, phone numbers, contacts, families, alerts) ○ Assessment history. ○ Attendance. ○ Conduct. ○ Contacts. ○ Student schedules and their attributes ○ Program participation. ○ SPED designation. <p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Student information. • Attendance • Conduct • Contacts • Report cards. • GPA & Honour Roll. • Transcripts. • Timetables – school and student level. 			

24. Student

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Students	Student	
Privileges			
<p>Student Information</p> <ul style="list-style-type: none"> Track information about themselves in Aspen, including alerts, assessments, attendance, conduct, contacts, enrollment, and schools to which they are associated. View learning standards and the assignments they are aligned to. View their addresses, phone numbers, contacts, independent contacts, and the list of which addresses attend which schools. Create, read, update, and delete email subscriptions. Submit homework via portal. View information about their grades, such as assignments, GPA, grade point summary, grading scale, grade term definition, gradebook remarks, scores, credit adjustments, and transcript. Create a graduation program. View schedule information, including academic track, master schedule, periods, terms, courses, course schedule attributes, schedule rules, and classrooms. View staff information. Create, read, update, and delete course requests. 			

25. Student Services – District

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone or add-on	District SPED staff	Special Education (district & school)	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • Refer/Enroll and Mass Enroll students to Student Services • Manage the district's goal banks, accommodations, disabilities, and educational plans. • View the IEP access log. • Create and read IEP data. • Enter and finalize eligibility. • Delete IEP • Manage and directly add progress reports. • View all special education students. • IEP administrative override – change student status. • Read and update staff information for those identified as Special Education.. • Read fields, tables, and reference codes in the Data Dictionary. <p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Student information. • Attendance • Conduct • Contacts • Report cards. • GPA & Honour Roll. • Transcripts. • Timetables – school and student level. • 1701 			

26. Student Services – School

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone or add-on	Itinerant/School SPED staff	Special Education (school)	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • Refer/Enroll and Mass Enroll students to Student Services • Manage IEPs and all related special education records. • Access to all student information necessary to monitor student progress toward meeting goals. • Enter eligibilities • Read student addresses, phone numbers, contacts, families, independent contacts, and documents. • View which addresses attend which schools. • Create, read, update, delete, and mass update IEP data, student accommodations, and disabilities. • View all special education students. • Directly add progress reports. • Create person records. • View grading information, such as assignments, scores, and grade terms. • View student credit adjustments, transcripts, and the setup of report cards and progress reports. • View school locker information. • View staff information for those identified as Special Education. • View information about the schedule, including courses, master schedule, and student schedules. <p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Student information. • Attendance • Conduct • Contacts • Report cards. • GPA & Honour Roll. • Transcripts. • Timetables – school and student level. 			

27. Student Services: Enroll & Read – School

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone or add-on	Itinerant/School SPED staff	Special Education (school)	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> Refer/Enroll and Mass Enroll students to Student Services Manage IEPs and all related special education records. Access to all student information necessary to monitor student progress toward meeting goals. Cannot Enter eligibilities – These are completed at the district level > then the school user can continue on in the workflow once the ministry identification has been completed and saved. Read student addresses, phone numbers, contacts, families, independent contacts, and documents. View which addresses attend which schools. Create, read, update, delete, and mass update IEP data, student accommodations, but read only for disabilities. View all special education students. Read staff information for those identified as Special Education. Directly add progress reports. Create person records. View grading information, such as assignments, scores, and grade terms. View student credit adjustments, transcripts, and the setup of report cards and progress reports. View school locker information. View staff information for those identified as Special Education. View information about the schedule, including courses, master schedule, and student schedules. <p>Reporting</p> <p>All student and school reports, including, but not limited to:</p> <ul style="list-style-type: none"> Enrollment. Student information. Attendance Conduct Contacts Report cards. GPA & Honour Roll. Transcripts. Timetables – school and student level. 			

28. Student Services: Read Only – District

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone or add-on	District SPED staff	Special Education (district & school)	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • View the IEP access log. • View all special education students. • Read IEP data for all students. • Read all related student data such as transcripts, attendance, memberships, etc. • View student eligibilities. • Read progress reports. • Read staff information for those identified as Special Education. <p>Reporting</p> <p>All student reports, including, but not limited to:</p> <ul style="list-style-type: none"> • Enrollment. • Student information. • Attendance • Conduct • Contacts • Report cards. • Transcripts. • Timetables – school and student level. 			

29. Student Services: Read Only – School

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone or add-on	Itinerant/School SPED staff	Special Education (school)	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> View the IEP access log. View all special education students. Read IEP data for all students. Read all related student data such as transcripts, attendance, memberships, etc. View student eligibilities. Read progress reports. Read staff information for those identified as Special Education. <p>Reporting</p> <p>All student reports, including, but not limited to:</p> <ul style="list-style-type: none"> Enrollment. Student information. Attendance Conduct Contacts Report cards. Transcripts. Timetables – school and student level. 			

30. Teacher

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Teachers	Staff	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> Read learning standards and learning standard course alignments Create, read, update, and delete learning standards assignment alignments Create, read, update, delete, and mass update rubric scores; and view rubric libraries and scales Manage and edit their gradebook and class web pages View student information, including address, phone numbers, contacts, alerts, assessments, educational plans, enrollment, events, program participation, and school association 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Teachers	Staff	
Privileges			
<ul style="list-style-type: none"> • Create, read, update, and delete student attendance • View district groups, families, and contacts • View curriculum document structure and curriculum map • Create, read, update, delete, and mass update seating charts, assignments, categories, scores, grade scales, gradebook remarks, special codes, footnotes, and gradebook student information • Create, read, update, and delete assignments on the assignment submission tool and entries on their user access log • View grade post controls and grade term definitions • Create, read, update, delete, and mass update the setup of progress reports in the teacher gradebook. • View information about schedules, including academic tracks, master schedule, bell schedules, periods, days, rules, terms courses, course attributes, course requests, student schedules, and student schedule attributes. • View information about special education, including student IEPs, accommodations, and disabilities. • Create, read, and update the history of attendance records they have posted. • Create, read, update, delete, and mass update student journal. • Access to Staff view's My Info and Professional Development tabs. • Create, update, and delete portal notices. • View scores and grade term definitions. • View information about schedules, such as bell schedules, days, periods, terms, classrooms. • View students' schedules. • Read and update professional development activity information. • View information about PD activity approval status, sections, verification status, improvement goals. • View the history of attendance they have posted. • Administer all groups within their gradebook. • Set course alignments in Staff view – not sure we will be using this. Not functionality districts are currently using. 			

31. Teacher – Conduct add-on

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Teachers	Staff	
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> • Gives permission for Teachers to view Conduct information for Students. • Allows access to Conduct side tab on Student top-tab in the Staff view. 			

32. Transportation Manager/Clerk

Role	Intended For	Accessible Views	Restrictions
Stand-alone	District Level users (SBO)	<ul style="list-style-type: none"> District School 	<ul style="list-style-type: none"> Cannot create or update any data in Aspen No access to district or school preferences
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> View data from across multiple schools. <p>Student Information</p> <ul style="list-style-type: none"> Basic student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts, list of which addresses attend which schools). Health condition. Contacts. Enrollment. Program participation. SPED designation. 			
<p>Reporting:</p> <ul style="list-style-type: none"> Enrollment Report by school or district Student information Contacts 			

33. User Manager – District

Role	Intended For	Accessible Views	Restrictions
Add-On	District Level users who need to be allowed to create Contact User Accts	<ul style="list-style-type: none"> District School 	<ul style="list-style-type: none"> Cannot create or update any data in Aspen No access to district or school preferences
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> View data from across multiple schools and assigned district Create User Accounts for Staff, Students and Student Contacts by School or all Schools in a District Modify or delete existing User Accounts from the District view <p>Student Information</p> <ul style="list-style-type: none"> Read access to Student Details and Demographics 			

34. User Manager – School

Role	Intended For	Accessible Views	Restrictions
Add-On	School Level users who need to be allowed to create Contact User Accts	<ul style="list-style-type: none"> School 	<ul style="list-style-type: none"> Cannot create or update any data in Aspen No access to school preferences
Privileges			
<p>System Information</p> <ul style="list-style-type: none"> View data from across assigned school(s) Create User Accounts for Staff, Students and Student Contacts by School <p>Student Information</p> <ul style="list-style-type: none"> Read access to Student Details and Demographics 			

APPENDIX 2 – Login ID Tokens

When creating User Accounts, you can put in your own Custom Expression for assigning Login ID names for your users. You have two different expression types – called Tokens – that you can use here:

1. Literal
2. Variable

A **Literal token** will be a static expression that will not change from person to person. For example, if you wanted all of your teachers to use their School District number followed by the word teacher, and then each an ascending number, you would enter the following in the Custom Expression field (Using the example of School District #12, who has 100 teachers):

12teacher

This will create 100 user accounts called 12teacher through 12teacher100. *Please note: the system will skip #1 and just use the original Custom Expression, and then continuing with 2 then 3, etc.*

A **Variable token** will allow you to pull a field value from a table associated with that User's Person Record (Staff Record, Student Record, etc.) You can then customize it to each individual user, and there will not be a number assigned to that User Account Login ID unless there are multiple people who fit that criteria *in the entire system*, i.e., if you wanted to use first initial last name, district number, and had John Smith and Jane Smith both in the district, you would see *jsmith12* and *jsmith122*. If you just used first initial last name, and John Smith was in a different district than Jane Smith, you would still see *jsmith* and *jsmith2*.

Variable tokens are enclosed in braces ('{' and '}') and are made up of a table name, and a field name, separated by a period. For example, if you were wanting to use the person's first name and last name, you would use the following variable tokens:

{person.firstName}{person.lastName}

In John Smith's case, his user name would then be *johnsmith*.

You can mix Literal and Variable tokens in your custom expression. For instance, if you wanted your staff to have first name last name separated by a period, you would use the following:

{person.firstName}. {person.lastName}

As you see above, we have put the Literal token of a period between the two Variable tokens. This would create the Login ID *john.smith*

Common Variable Tokens

You can find more information in the MyEducation BC online help system. Bring up the online help from your **Help** menu, and from there choose the Search option at the bottom left. Type in the word *expression* and press the **Search** button. You will find the most help in the first two items that appear in the results window: *Advanced Mass Update with an Expression* and *Write Expression in Plain English and in Validation Expression Syntax*.

Please note: the capitalization of the Variable tokens is very important. The field name comes from the Java name that is found on the Table (not references table) in the Enterprise-level Data Dictionary, and if you do not use the specific capitalization below, the Variable token will not work.

A quick guide to some common tokens:

First name	{person.firstName}
First initial	{PADR(person.firstName,1,'')}
Middle name	{person.middleName}
Middle initial	{PADR(person.middleName,1,'')}
Last name	{person.lastName}
District #	{organization2.id}
Primary email address	{person.email01}
Pupil Number (created by system)	{student.localId}
Staff Number (created by system)	{staff.localId}
Employee Number (manually entered)	{staff.fieldB002}

You can combine these to create your own combination of Tokens that work for you in various combinations. You can also include any Literal tokens that you can think of, for example:

Token string	Example
{PADR(person.firstName,1,'')}{person.lastName}{organization2.id}	jsmith12
{person.lastName}, {person.firstName}	smith, john
teacher{organization2.id}{person.lastName}	teacher12smith