

Account Dashboard - Security

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As an administrator, you have control over the security of the application. By default there is an administrators group (account super users), a manage students for account group (same as teachers, but can add students to the system), and a teachers (users group). Administrators have full control of the application and are able to create new teachers, either manually or via the full import. Teachers cannot create students but can add existing students to their rosters. Generally speaking, the default settings should be fine. You cannot edit the default groups, but you can make copies of them if you wish to create a new combination of permissions. Two common changes you might want to make include elevating another user to an administrator and allowing teachers to add students to the system.

Elevating Another User to an Administrator Click your name in the upper right corner and choose **Account Dashboard**. Click the ellipsis (three dots) and choose **Account Security**. Click the **Account Super Users** name. Locate the desired teacher you wish to elevate. Mark the checkbox next to his or her name. Click Save **Group Membership**.

Allowing Teachers to Create Students Click your name in the upper right corner and choose **Account Dashboard**. Click the ellipsis (three dots) and choose **Account Security**. Click the **Manage Students for Account** name. Locate the desired teacher you wish to elevate. Mark the checkbox next to his or her name. Click Save **Group Membership**. Account security also allows you to create new groups where you can determine the permissions you want to assign. Click your name in the upper right corner and choose **Account Dashboard**. Click the ellipsis (three dots) and choose **Account Security**. Click **New Group**. Provide a name and description and then choose the permissions you wish to assign. Click **Save Group**. To add teachers to the new group, go back to **Account Security** and click the group you just created. Locate the desired teacher you wish to elevate. Mark the checkbox next to his or her name. Click Save **Group Membership**.

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