



Job Functions and User Roles

To make sure all your users have appropriate DataMap access, ensure the following:

- All staff members are assigned to the appropriate job function(s) to determine which students the staff members can and cannot see in DataMap (reference the *DataMap Assigning Job Functions* instructional sheet)
- All users are assigned the appropriate user role to determine what the users can and cannot do in DataMap (reference the *DataMap Assigning Roles* instructional sheet)
- All staff members are assigned to a user to give them the ability to log in to DataMap (reference the *DataMap Assigning a User to a Staff Member* instructional sheet)

Note: You can bulk-assign users to a group and then assign the group job functions and user roles (reference the *DataMap Assigning Users to a Group* instructional sheet).

DataMap Job Functions	
Job Functions in StudentInformation	Abilities
All	<ul style="list-style-type: none"> • Access to all students within the school/district and school year assigned
Principal	<ul style="list-style-type: none"> • Access to all students within the school/district and school year assigned • On the Assessment Comparison screen, when Teacher is selected, access to all teachers within the school/district
Superintendent	<ul style="list-style-type: none"> • Access to all students within the school/district and school year assigned • On the Assessment Comparison screen, when Teacher is selected, access to all teachers within the district
Counselor	<ul style="list-style-type: none"> • Access to all students who have the staff member as a counselor within the school/district and
Teacher	<ul style="list-style-type: none"> • Access to all students who have a course section with the staff member for the school/district and school year assigned • On the Assessment Comparison screen, when Teacher is selected, has access only to themselves



DataMap User Roles

User Roles in StudentInformation	Abilities
DataMap – General Access	<ul style="list-style-type: none"> • Access to student data in DataMap based on the job function assigned to the staff member
DataMap – Student Admin	<ul style="list-style-type: none"> • Access to all students in the school or district, depending on which level (building or district) the role was assigned • Access to view more students than the staff member’s assigned job function permits
DataMap – Assessment Admin	<ul style="list-style-type: none"> • Access to the DataMap Admin menu • Access to all assessment management and import functions and ability to create district assessments
DataMap – Teacher Admin	<ul style="list-style-type: none"> • Access to data on the Assessment Comparison screen for all teachers within the school or district, depending on which level (building or district) the role was assigned • Access to view more teachers than the staff member’s assigned job function permits
DataMap – Intervention Program Admin	<ul style="list-style-type: none"> • Ability to manage intervention programs and templates • Ability to create RIMP program codes for the district and change on-track statuses for RIMPs
DataMap – Sensitive Data Access	<ul style="list-style-type: none"> • Access to students’ economically disadvantaged statuses and ability to filter searches by those statuses
DataMap – Discipline Data Access	<ul style="list-style-type: none"> • Access to students’ previous two years of disciplinary history relative to the school year in context
DataMap – Student Objective Reviewer	<ul style="list-style-type: none"> • Access to view and review all student objectives within the school or district, depending on which level (building or district) the role was assigned
DataMap – Student Objective Admin	<ul style="list-style-type: none"> • Access to view, review, and delete all student objectives within the school or district, depending on which level (building or district) the role was assigned • Ability to change the status of an objective from “Approved” to “Revision Required”