

Function / privilege summary by access group<sup>a</sup>

Function / privilege	Admin Group	Read Write Grp	Teacher Grp	Teacher Ltd Grp	Counselor LtdGrp	Transport Grp	4D Write Grp	My District Rstrs	Not in any Group
Create or edit program users; assign passwords and privileges (Passwords dialog)	Limited <sup>b</sup>	No	No	No	No	No	N/A <sup>c</sup>	N/A <sup>d</sup>	No
<i>Specify</i> school or district-level restrictions for program users <sup>e</sup>	Yes	No	No	No	No	No	N/A	Limited <sup>f</sup>	No
<i>Receive</i> school or district-level restrictions	Yes	Yes	No	No	Yes	Yes	N/A	Yes	Yes
Access the Special Operations dialog	Yes	No	No	No	No	No	N/A	N/A	No
Set system-wide preferences (affecting all users)	Yes	No	No	No	No	No	N/A	N/A	No
Set non-system-wide preferences (affecting login user only)	Yes	Yes	Yes	Limited <sup>g</sup>	Limited <sup>h</sup>	Limited <sup>i</sup>	N/A	N/A	Limited <sup>j</sup>
Serialize (register) SELPA Manager or update license	Yes	New only <sup>k</sup>	New only	New only	New only	New only	N/A	N/A	New only
Set the Report As Of date (for CASEMIS)	Yes	New only <sup>l</sup>	New only	New only	New only	New only	N/A	N/A	New only
Set the "Age calcs. fm." date (base date for student age calculations)	Yes	No	No	No	No	No	N/A	N/A	No
Access audit trail information	Yes	No	No	No	No	Limited <sup>m</sup>	N/A	N/A	No
Import information into SELPA Manager	Yes	Yes	Yes	New only <sup>n</sup>	New only <sup>o</sup>	New only <sup>p</sup>	N/A	N/A	New only <sup>q</sup>
Use 4D Write (word processing / mail merge, on various forms)	N/A	N/A	N/A	N/A	N/A	N/A	Yes <sup>r</sup>	N/A	N/A
Transfer (send) student information (SELPA Central, district-to-district, MediCal, 3702 student/services formats)	Yes	Yes	Limited <sup>s</sup>	Limited <sup>t</sup>	Limited <sup>u</sup>	No	N/A	N/A	No
Transfer (send) assessment information (IEP forms or goals, <i>not</i> as SELPA Central)	Yes	Yes	Limited <sup>v</sup>	No	No	No	N/A	N/A	No
Transfer (send) goals/objectives palette items to another SELPA Manager user	Yes	Yes	Yes	No	No	No	N/A	N/A	No
Repair/revise date fields from the browse window	Yes	No	No	No	No	No	N/A	N/A	No
Check next student number for each district, from the browse window	Yes	No	No	No	No	No	N/A	N/A	No

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Reissue record numbers for selected records.	Yes	No	No	No	No	No	N/A	N/A	No
Fix zero primary keys in user tables.	Yes	No	No	No	No	No	N/A	N/A	No
Purge audit trail information (record change history)	Yes	No	No	No	No	No	N/A	N/A	No
CASEMIS reports (reporting services to the state)	Yes	No	No	No	No	No	N/A	N/A	No
Edit student, student-related records	Yes	Yes	Limited <sup>w</sup>	Limited <sup>x</sup>	Limited <sup>y</sup>	Limited <sup>z</sup>	N/A	N/A	No
Add new student or student-related record	Yes	Yes	Limited <sup>aa</sup>	Limited <sup>ab</sup>	Limited <sup>ac</sup>	No	N/A	N/A	No
Edit or add teacher, assignment, school, or district records	Yes	Yes	Limited <sup>ad</sup>	No	No	No	N/A	N/A	No
Delete records from the browse window	Yes	Limited <sup>ae</sup>	No	No	No	No	N/A	N/A	No
Use "Show current for..." menu item (Data menu)	Yes	Yes	No	No	No	Yes	N/A	N/A	Yes
Perform batch updates ("Update user fields..." or "Update other..." from the Actions menu)	Yes	Yes	Limited <sup>af</sup>	No	No	No	N/A	N/A	No
Check for duplicate students, and designate a reporting student where duplicates exist	Yes	Yes	Limited <sup>ag</sup>	No	No	No	N/A	N/A	No
Print district-related reports (district chargeback, student service summary, personnel data, CBEDS county/district info., SNOR, OCR District Summary)	Yes	Yes	Yes <sup>ah</sup>	No	No	Yes	N/A	N/A	Yes
Batch assign a class code to a selection of student services; drop or continue services; or move one or more services to another year	Yes	Yes	Limited <sup>ai</sup>	No	No	No	N/A	N/A	No
Batch assign a teacher to a selection of student services	Yes	Yes	No	No	No	No	N/A	N/A	No
Merge two or more teacher records together	Yes	Yes	No	No	No	No	N/A	N/A	No
Batch change grades; recalculate ages; assign a case manager; or assign a school of attendance to selected student records	Yes	Yes	Limited <sup>aj</sup>	No	No	No	N/A	N/A	No

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Function / privilege	Admin Group	Read Write Grp	Teacher Grp	Teacher Ltd Grp	Counselor LtdGrp	Transport Grp	4D Write Grp	My District Rstrs	Not in any Group
Print attendance registers or student by teacher reports	Yes	Yes	Limited <sup>ak</sup>	No	No	No	N/A	N/A	No
Start or stop web services (web server) <sup>al</sup>	Yes	Yes	Yes	No	No	No	N/A	N/A	No
Convert service codes for a selection of student services	Yes	Yes	Limited <sup>am</sup>	No	No	No	N/A	N/A	No
Batch calculate percent outside regular class; update Quick Report address fields; or change certain PARTICIP (STAR) codes, for a selection of student records.	Yes	Yes	Limited <sup>an</sup>	No	No	No	N/A	N/A	No

- a. A program user (login user) can be a member of more than one group.
- b. Must be the owner of at least one access group, to use the Passwords dialog. Initially, only the Administrator falls into this category. However, "AdminGroup" members other than the Administrator can use the Simplified Passwords dialog to perform more limited tasks: changing names, passwords, and/or group affiliations of existing users.
- c. Not applicable - membership in this group does not confer or remove this privilege.
- d. Not applicable - membership in this group does not confer or remove this privilege.
- e. Refer to "School or district access restrictions" on page 156.
- f. Unless the user is also a member of the "AdminGroup" access group, the user can only change his or her own school or district access restrictions.
- g. Cannot change settings that affect the standard browse window (this group does not have access to the standard browse window).
- h. Same as above.
- i. Because "TransportGrp" members cannot add new records to any section, the "Add new record loop" option is not available.
- j. Excluding user preferences that are related to entering new or existing records, since this user cannot add or modify any records.
- k. For a newly-created data file only.
- l. For a newly-created data file only.
- m. "TransportGrp" members can access audit trail information for student records only.
- n. For a newly-created (empty) data file only, user can perform a one-time, SELPA Central import.
- o. Same as above.
- p. Same as above.
- q. Same as above.
- r. In the multi-user editions of SELPA Manager, subject to the availability of licenses. Licenses are assigned on a first-come, first-served basis to group members.
- s. Transfer is limited to students and student-associated records for whom the user provides at least one service.
- t. Transfer is limited to a SELPA Central export of those students for whom the user has *created* at least one IEP form (no custom options during export).
- u. Transfer is limited to a SELPA Central export of those students for whom the user has *created or modified* at least one IEP form (no custom options during export).
- v. Transfer is limited to IEPs and goal records of students for whom the user provides at least one service.
- w. Limited to students for whom the user provides at least one service.
- x. "TeacherLtdGrp" members can add or edit assessment (IEP) forms only, for either new students or existing students for whom they provide at least one service. They cannot directly edit students or other student-associated information.
- y. "CounselorLtdGrp" members can add or edit assessment (IEP) forms only, for either new students or existing students. They cannot directly edit students or other student-associated information.

z. "TransportGrp" members can only edit certain, transportation-related fields on student records. The scope of transportation-related fields that can be edited increases if an administrative user checks the "More transport-only fields" box in Preferences (page 272).

aa. Student will not be accessible subsequently, unless user provides at least one service for the student.

ab. User can only add an IEP, either for an existing student or for a new student. For a new student, the student record is created at the time that the IEP records is saved. User cannot add student records directly.

ac. User can only add an IEP, either for an existing student or for a new student. For a new student, the student record is created at the time that the IEP records is saved. User cannot add student records directly.

ad. "TeacherGrp" user can only edit his/her own teacher and assignment records, not those of other teachers or staff members. On the assignment records of other teachers, the "TeacherGrp" user cannot view or edit attendance information. The user also cannot change his or her own name on the teacher record. The "TeacherGrp" user has view-only access to school and district information.

ae. Deletion of tracking records not permitted ("AdminGroup" access group only).

af. Limited to students and student-related records, for whom the user provides at least one service.

ag. Limited to students for whom the user provides at least one service.

ah. For the district chargeback report, "TeacherGrp" users can only select a school at which they provide student services.

ai. Limited to services of students for whom the user provides at least one service.

aj. Limited to students for whom the user provides at least one service.

ak. For "TeacherGrp" users, attendance registers and student by teacher reports are limited to students for whom the user is the teacher.

al. Applies to single-user editions of SELPA Manager only. On the multi-user editions, web services are started from the server.

am. Limited to student services provided by the user.

an. Limited to students and student-related records, for whom the user provides at least one service.