EdisonLearning and eSchoolware Roles

This document outlines the primary roles and capabilities within eSchoolware. The sections below are meant to be generic as our internal system terminology may differ from those used within your district or school. For example, we use the term advisor, which could be interchanged with mentor or counselor. If you have any questions about the roles within eSchoolware, please work with your dedicated customer success manager or email customer.success@edisonlearning.com.

Legend
✔ View Access
✎ Edit Access
⧉ Create Access

Enrollment Actions

	Student	Parent	Teacher	Teacher Observer	Advisor	Liaison	Advisor Admin	Student Observer	Admission Staff	System Admin*	Institution Admin
Student accounts					View	View	Create	View	Create	Create	Create
Student course details	View	View			Edit	View	Edit	View		Edit	Edit
Student information			View	View	Edit	View	Edit	View		Edit	Edit
Student details page					Edit	View	Edit	View		Edit	Edit
Student attendance data	View	View	View	View	Edit	View	Edit	View		Edit	Edit
Student advisor assignments	View	View	View	View	View	View	Edit	View		Edit	Edit
Non-student user accounts					View	View	View			Create	Create
Student notes			Create	View	Create	View	View	View		Create	Create

Student Grade Book Actions

	Student	Parent	Teacher	Teacher Observer	Advisor	Liaison	Advisor Admin	Student Observer	Admission Staff	System Admin*	Institution Admin
Student gradebook	View	View	Edit	View	View	View	View	View		View	View
Enter final course grade			View	View	View	View	View	View			
Submit grades for approval			Edit	View	View						Edit
Approve final grades			View	View	Edit						Edit
Class gradebook			Edit	View	View	View	View	View			View	Edit

*The System Administrator role is reserved for EdisonLearning employees.

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Legend
- ✓ View Access
- 🖉 Edit Access
- ⊞ Create Access

Course Content Actions

Action	Student	Parent	Teacher	Teacher Observer	Advisor	Liaison	Advisor Admin	Student Observer	Admission Staff	System Admin*	Institution Admin
Access course materials	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Submit assignments	⊞		✓	✓							
Upload files	⊞		✓	✓							
Access all linked students		✓									
Course forums	✓		🖉	✓							
Course announcements	✓		🖉	✓							

Institution–Wide Actions

Action	Student	Parent	Teacher	Teacher Observer	Advisor	Liaison	Advisor Admin	Student Observer	Admission Staff	System Admin*	Institution Admin
Message students			✓	✓	✓	✓	✓	✓	✓	🖉	🖉
Message teachers	✓	✓		✓	✓	✓	✓	✓	✓	🖉	🖉
Message advisors	✓	✓	✓		✓	✓	✓	✓	✓	🖉	🖉
Message administrators	✓	✓	✓		✓	✓	✓	✓	✓	🖉	🖉
Import data into eSW										🖉	🖉
Institution settings										🖉	🖉
Set up applications										⊞	
Demographics										⊞	
Role–specific reports			✓	✓	✓	✓	✓	✓	✓	⊞	✓

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