A Guide to CaliforniaColleges.edu Educator User Roles

Background

Educator Accounts have different permissions depending on their assigned user role. Below are the differences between the types of user roles that can be assigned to Educator Accounts.

USER ROLE	USER TYPE	CREATED BY	PERMISSIONS
Educator	— Teachers — Instructional Support Staff	— Site Admin	Access to student-level data, which includes the following for assigned caseload: — Reset student passwords. — Assign tasks, goals, and journal prompts. — Manage reports. This user role is only functional when Caseloads is turned **ON** for the school. For more information, see "How do I give other educators access to select students?" on the Educator Help page.
Counselor–Caseload Only	— Counselors	— Site Admin	Access to student-level data, which includes the following for assigned caseload: — Reset student passwords. — Assign tasks, goals, and journal prompts. — Manage reports. This user role is only functional when Caseloads is turned **ON** for the school. For more information, see "How do I give other educators access to select students?" on the Educator Help page.
Counselor	— Counselors	— District Admin — Site Admin	Student Account management for all students at school site: — Reset student passwords. — Assign tasks, goals, and journal prompts. — Create single Student Accounts. — Manage reports.

USER ROLE	USER TYPE	CREATED BY	PERMISSIONS
Multi-Site Counselor	— Counselors at multiple sites within the same district	— District Admin	Student Account management for all students at school site: — Reset student passwords. — Assign tasks, goals, and journal prompts. — Create single Student Accounts. — Manage reports.
Site Admin	— Lead Counselors — Assistant Principals — Principals	— District Admin — Site Admin	Student Account management for all students at school site: — Reset student passwords. — Assign tasks, goals, and journal prompts. — Create single Student Accounts. — Manage reports. Educator Account management for all educators at school site: — Reset educator passwords. — Create single and multiple Educator Accounts. — Assign and edit Educator, Counselor, Counselor-Caseload Only, and Site Admin user roles. — Assign student caseloads to Educator, Counselor-Caseload Only, and Site Admin user roles. — Delete Educator Accounts.
District Admin	— District Leadership — District Leadership Team (specific to partnership w/ CCGI)	— CCGI Staff	Site Admin user role permissions, except creating single Student Accounts. Also includes: — Access to all schools in the district. — Create and edit Educator, Counselor-Caseload Only, Counselor, Multi-site Counselor, and Site Admin user roles.