

### Assigning a User to the Student Voice Survey User Group

(Requires System Administrator Rights)

#### PATH: System Administration > User Security > Users

Clicking **Users** displays the User search.

1. In the search box, enter the *Username* or last name of the user for the account to be modified.  
(User should be chosen in the search drop down box)

User    
Advanced Search

Listed under a user's name and employee number is the username.

Search Results: 3 users

SVT, THREE employee #99980

THREESVT

SVT, Three employee #01235

SVTThree

SVT, Two employee #67890

99911

2. Click on the User's *username* as shown above.
3. Click on the User Groups tab and place a check in the box next to Student Voice Survey.

Person: Administrator, System

User Account

User Groups

Tool Rights

Calendar Rights

Access Log

User Group Membership

Student Voice Survey

4. Click Save.

**NOTE:** To allow KDE to assist with troubleshooting issues, the KDEadmin user account should be added to the Student Voice Survey User Group.

## Assigning Student Voice Tool Rights in Infinite Campus

(Requires System Administrator Rights)

Users must have the appropriate tool rights before they can set the controls for automatic assignment and survey windows, assign teachers to participate in the survey, or run ad hoc filters. Tools rights can be assigned for the Student Voice reports without membership to the Student Voice user group for users who need access to the reports, but not the Process Alerts.

### PATH: System Administration > User Security > Users

Clicking **Users** displays the User search.

1. In the search box, enter the *Username* or last name of the user for the account to be modified. (User should be chosen in the search drop down box)

Listed under a user's name and employee number is the username.

Search Results: 3 users

- SVT, THREE employee #99990
- THREESVT**
- SVT, Three employee #01235
- SVTThree
- SVT, Two employee #67890
- 99911

2. Click on the User's *username* as shown above.
3. Click on the Tool Rights tab

4. Set tool rights according to the Student Voice tasks the user will need to perform
  - [To run state published Ad Hoc filters](#) (such as “**student** Portal Accounts”)
  - [To schedule a survey or Automatic Educator Assignment](#)
  - [To manage an educator's survey participation status \(survey type\)](#)
  - [To run the Student Voice reports](#)

### To Run State Published Ad Hoc Filters

The district’s KSIS system administrator will need to grant user access to the state published filters used for Student Voice validation. Filters can be copied to the Student Voice user group account or individual access granted to state-owned filters according to district/school policy.

State published filters to assist in Student Voice validation include:

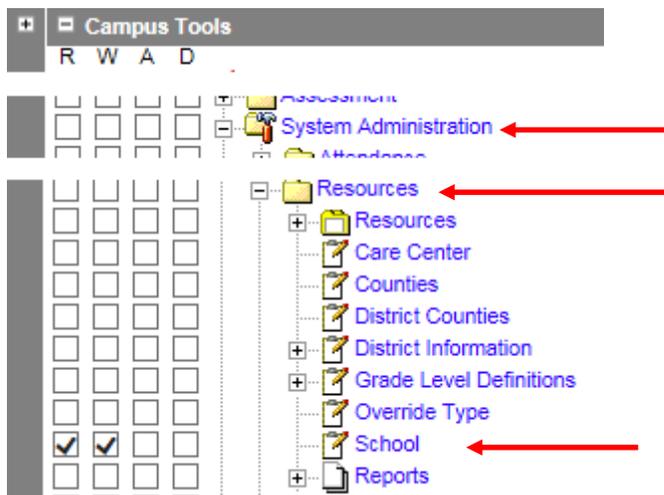
- **curriculum** Student Voice Survey School Parameters
- **student** Portal Accounts

*Note: The Portal Accounts filter generates student level data and requires secure handling.*

### To Schedule a Survey or Automatic Educator Assignment

Users need **read and write** tool rights to *System Administration > Resources > School*.

**KDE highly recommends limiting the number of people that have this access. Access to this tab gives the user access to the School Resource tab for ALL schools within the district.**

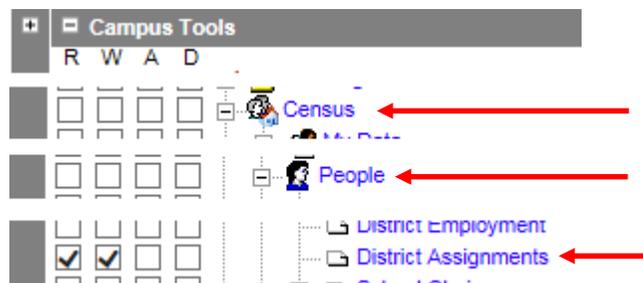


Expand the System Administration and Resource sections by clicking the + to see the selections within these paths.  
System Administration > Resources > School

### To Manage an Educators Survey Participation Status (Survey Type)

Users need **read and write** tool rights to *Census > People > District Assignments*.

**KDE highly recommends limiting the number of people that have this access.**



Expand the Census and People sections by clicking the + to see the selections within these paths.  
Census > People > District Assignments

## To Run the Student Voice Reports

Tool rights for the Student Voice Survey user group include access to the Student Voice reports.

Users needing to generate the reports who are not members of the Student Voice Survey user group will need **read** tool rights to *KY State Reporting > KDE Reports > Student Voice – Projected Counts* **and/or** *KY State Reporting > KDE Reports > Student Voice – Progress Monitoring* **and/or** *KY State Reporting > KDE Reports > Student Voice – Educators with List of Students*.

Expand the KY State Reporting and KDE Reports sections by clicking the + to see the selections within these paths.  
 KY State Reporting > KDE Reports > *Report name*