



Student Voice Survey – Tool Rights



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 reports and ad hoc filters.

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

svt, t Go

Advanced Search

Search Results: 3 users

SVT, THREE employee #99990

THREESVT

SVT, Three employee #01235

SVTHree

SVT, Two employee #67890

99911

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

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

Person: Administrator, System

User Account User Groups **Tool Rights** Calendar Rights Access Log

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 type](#)
 - [To run Student Voice reports](#)



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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. 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 used for Student Voice 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.

The screenshot shows the 'Campus Tools' interface with a grid of tool rights (R, W, A, D) and a tree view of system administration options. Red arrows point to 'System Administration', 'Resources', and 'School' in the tree view. A text box on the right explains that clicking '+' expands these sections to show the path: System Administration > Resources > School.

To Manage an Educators 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.

The screenshot shows the 'Campus Tools' interface with a grid of tool rights (R, W, A, D) and a tree view of system administration options. Red arrows point to 'Census', 'People', and 'District Assignments' in the tree view. A text box on the right explains that clicking '+' expands these sections to show the path: Census > People > District Assignments.



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To Run Student Voice Reports

Users needing to run the Student Voice reports will need **read** tool rights to *KY State Reporting > KDE Reports > Student Voice – Educators with List of Students* **and/or** *KY State Reporting > KDE Reports > Student Voice – Progress Monitoring* **and/or** *KY State Reporting > KDE Reports > Student Voice – Projected Counts* **and/or** *KY State Reporting > KDE Reports > Student Voice – Teacher Results*.

Campus Tools				
	R	W	A	D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- KY State Reporting
- Edit Reports
- KDE Reports
- Student Voice - Educators with List of Students
- Student Voice - Progress Monitoring
- Student Voice - Projected Counts
- Student Voice - Teacher Results

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