



Student Voice Survey – User Group



Users assigned to the Student Voice User Group will receive Process Alerts relating to survey generation and Automatic Educator Assignment. In many districts, additional tool rights, such as read rights to the Student Voice reports, are also assigned to the user group.

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 [dropdown]

svt, t

Advanced Search

Search Results: 3 users

SVT, THREE employee #99990

THREESVT

SVT, Three employee #01235

SVTThree

SVT, Two employee #67890

99911

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

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.