

Administrative Role Descriptions



Administrative roles are used to grant permission to certain areas of the product. When an institution subscribes to an Infobase Learning Cloud product, the Admin Roles for that product are available to be assigned to users. Admin roles must be assigned to users and be associated with a “location” (i.e. a physical location, a building, or a department) to take effect. An Admin Role may have multiple locations associated.

The following Admin Roles are available:

- **Assessment Administrator:** Grants access to the Assessment Assignments section under Admin Tools. Users can create/modify an assessment assignment for users who have individual logins.
- **Assessment Tracking:** Provides access to the Reporting section under Administrative Tools. Specifically, the Assessment Reports (ISTE Assessments and Skills Assessments tabs).
- **Content Administrator:** Allows ability to assign or recommend training to users. Assigning and recommending training is done on each training page (e.g. tutorial series, workshop, etc.). All non-shared accounts offer the ability to self-assign training, but this grants the ability to assign training to other users.
- **Custom Training Administrator:** Grants access to the Manage District/Campus Training section under Administrative Tools. This section is used to create/upload customized training for the customer and manage/edit existing custom training.
- **Group Administrator:** Provides access to the Manage Groups option in the Manage Users section under Administrative Tools. Ability to manage user groups for select features (e.g. assigning training).
- **Portfolio Administrator** (*K12 accounts only*): Grants the permission to review ePortfolio uploads of users and provide feedback to those users. Comments are sent directly to the user and viewable in their individual ePortfolio on the Learning Cloud site.
- **Progress Report Administrator:** Provides access to the Reporting section under Administrative Tools. Only grants access to Progress Reports (Training Progress tab).
- **Tracking Administrator:** Allows access to the Reporting section under Administrative Tools. Specifically, the Activity Reports (User Activity and Exports tabs).
- **User Administrator:** Grants access to Add New User and Edit Existing User(s) options in the Manage Users section under Administrative Tools. Used to create new user accounts and change user attributes and permissions on existing accounts.

For further questions or assistance assigning roles, please contact your Customer Success Manager at Infobase.