

Student Record - Permissions

Menu → Settings → Organisational Preferences → Student Record - Permissions → Select Role (Editor/Manager/Admin) for Each Metric

Student Record - Permissions

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| <p>Add student permission</p> <p>Choose the lowest role that a staff member may have in order to add a new student to LearnTrek.</p> <p>Role: <input type="text" value="Editor"/></p> | <p>View student details permission</p> <p>Choose the lowest role that a staff member may have to view the "view details" button on a student record.</p> <p>Role: <input type="text" value="Editor"/></p> | <p>Edit/Update student record permission</p> <p>Choose the lowest role that a staff member may have in order to edit or update an existing student's details in the "view details" section of the student record.</p> <p>Role: <input type="text" value="Editor"/></p> | <p>Create safeguarding concern</p> <p>Choose the lowest role that a staff member may have to create/update/amend a safeguarding concern on a student record.</p> <p>Role: <input type="text" value="Editor"/></p> |
| <p>Edit student log permission</p> <p>Choose the lowest role that a staff member may have in order to edit a student log to LearnTrek.</p> <p>Role: <input type="text" value="Editor"/></p> | <p>Delete student log permission</p> <p>Choose the lowest role that a staff member may have in order to delete a student log to LearnTrek.</p> <p>Role: <input type="text" value="Editor"/></p> | <p>Edit student communication log permission</p> <p>Choose the lowest role that a staff member may have in order to edit a student communication log to LearnTrek.</p> <p>Role: <input type="text" value="Editor"/></p> | <p>Delete student communication log permission</p> <p>Choose the lowest role that a staff member may have in order to delete a student communication log to LearnTrek.</p> <p>Role: <input type="text" value="Editor"/></p> |
| <p>Create incident</p> <p>Choose the lowest role that a staff member may have to create/update/amend an incident on a student record.</p> <p>Role: <input type="text" value="Editor"/></p> | <p>Communication Log</p> <p>Choose the lowest role that a staff member may have to view the communication log tab on a student record.</p> <p>Role: <input type="text" value="Editor"/></p> | <p>Curriculum history permission</p> <p>Choose the lowest role that a staff member may have to edit the curriculum history option on the student record.</p> <p>Role: <input type="text" value="Editor"/></p> | <p>Log search view permission</p> <p>Choose the lowest role that a staff member may have to view the option to search logs.</p> <p>Role: <input type="text" value="Editor"/></p> |