

Adding Read-Only Permissions to Terms in Eval25

Adding read-only permissions to terms will allow specified users to view content on the Terms and Sessions page without needing editing permissions.

How to Add Read-Only Permissions to Terms

1. Select Users from the Configuration Menu

2. Locate the User

Type in the user you'd like to add the read-only terms permission to and click **Search**.

3. Click the Edit Button Beside the User

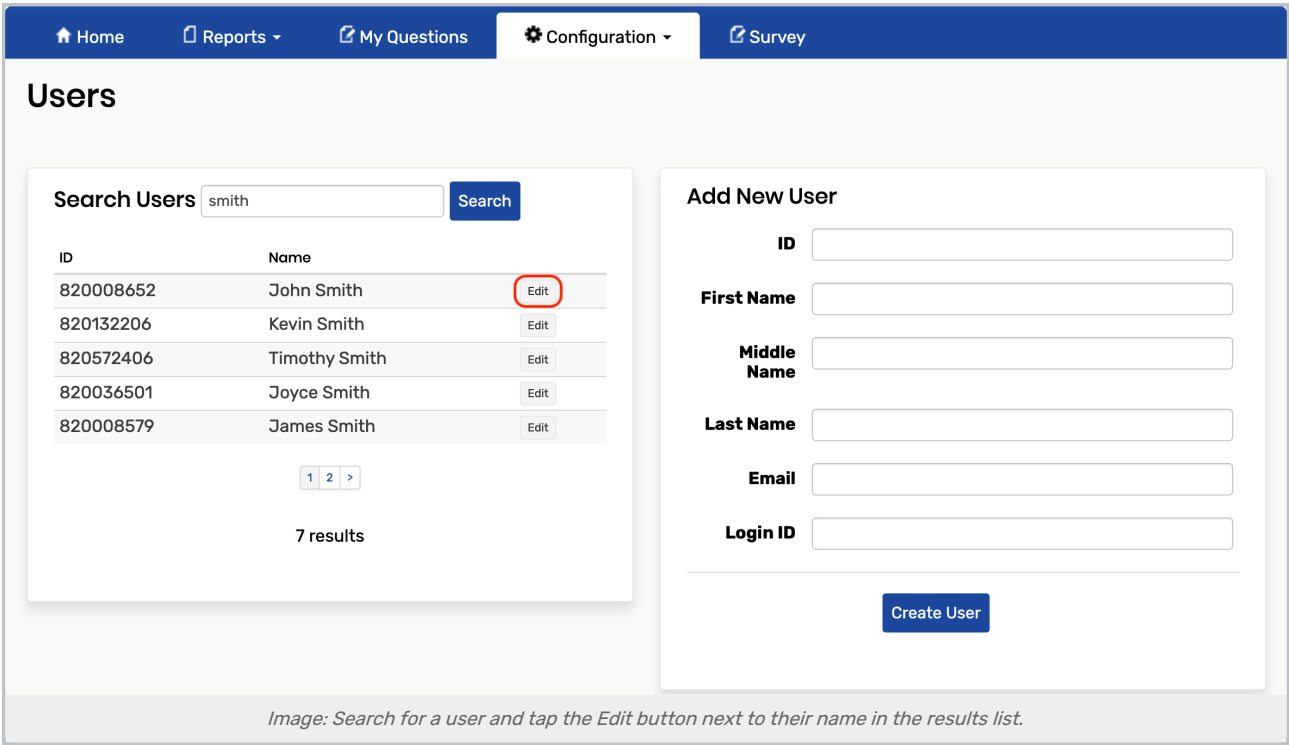


Image: Search for a user and tap the Edit button next to their name in the results list.

4. Tick the View Terms and Sessions Checkbox

This is located on the **User Permissions** page, in the **Administration** section.

Evaluation

Report

☐ View Diagnostics

☐ Preview Reports

☐ View Quantitative Reports

☐ View Qualitative Reports

☐ Export Reports

☐ Export Batch Report (Quantitative)

☐ Batch Excel Report (Quantitative)

☐ Export Batch Report (Qualitative)

☐ Batch Excel Report (Qualitative)

☐ Review flagged comments

Access Restrictions

☐ View (Export) ALL Schools

• Any

of the following rules

Add Group

Add Rule

Administration

☐ Admin Emails

☐ Admin Users

☐ Admin Terms

☐ View Terms and Sessions

☐ Schedule Sessions

☐ Export XML Data

☐ Admin API Users

☐ Internal CollegeNET User

Configuration

☐ Edit Secondary Users

☐ Registration

☐ Edit Forms

☐ Build Reports

Save

Image: View Terms and Sessions User Permission.

5. Save

This enables the user to view the **Terms and Sessions** page without editing abilities.