

Adding Read-Only Permissions to Terms in Eval25

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

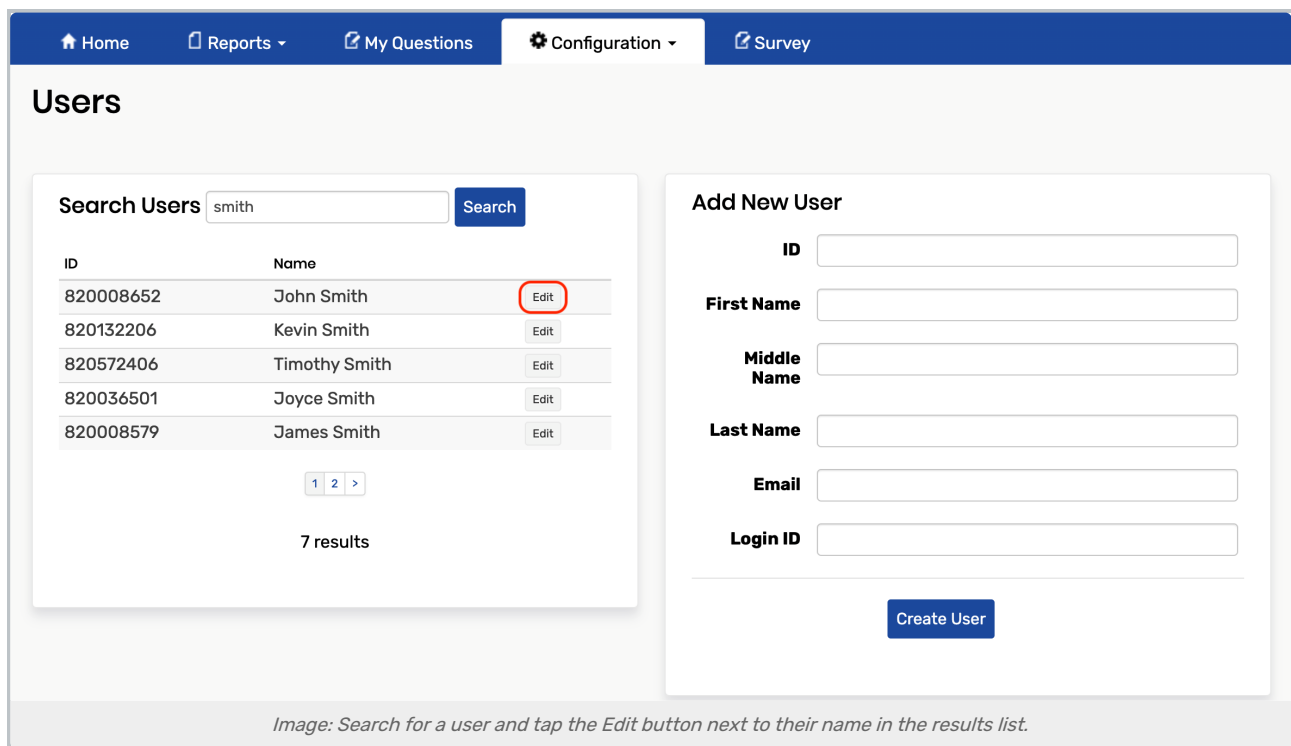
How to Add Read-Only Permissions to Terms

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



The screenshot shows the Eval25 Configuration menu with the 'Users' section selected. On the left, there is a 'Search Users' box with the text 'smith' and a 'Search' button. Below this is a table of users. The first row, 'John Smith' with ID '820008652', has an 'Edit' button highlighted with a red circle. To the right of the table is a form to 'Add New User' with fields for ID, First Name, Middle Name, Last Name, Email, and Login ID, and a 'Create User' button at the bottom.

ID	Name	Edit
820008652	John Smith	Edit
820132206	Kevin Smith	Edit
820572406	Timothy Smith	Edit
820036501	Joyce Smith	Edit
820008579	James Smith	Edit

1 2 >

7 results

Add New User

ID

First Name

Middle Name

Last Name

Email

Login ID

Create 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

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

Access Restrictions

- ☐ View (Export) ALL Schools
 - Any of the following rules Add Group Add Rule

Save

Image: View Terms and Sessions User Permission.

5. Save

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