

View (Export) ALL Schools in Eval25

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The View (Export) ALL Schools function is where Eval25 Access Restrictions are built. You can allow a user to have unrestricted access to the entire institution when the box is checked. When the box is not checked, you can build specific restrictions for users.

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User Permissions

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User Details

Name John Smith

Email john.smith@yourschool.edu

ID 820008652

Login ID

[See in Registration](#)

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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
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Configuration

- ☐ Edit Secondary Users
- ☐ Registration
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Save

Image: View (Export) ALL Schools checkbox.



Note: Examples

Find access restriction examples here: [permissions_examples.pdf](#)

Building Restrictions

When you set up restrictions, you determine how the rule sets ("Groups") you are about to build should be applied. You will need to decide whether 'Any' or 'All' of the restrictions apply:

- **Any** - Each of the groups and rules you are creating can be applied independently.

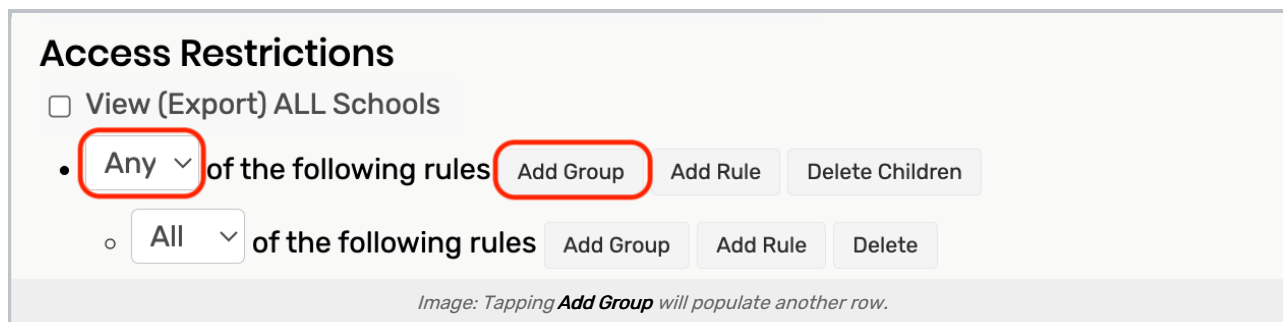
- **All** - Each of the groups and rules you are creating will be applied together.

In essence, if you use 'Any' you have decided the rules can apply independently (this rule OR this other rule), whereas if you use 'All' you have decided the rules must apply in conjunction with each other (this rule AND this other rule).

How to Build Restrictions

1. Add a Group

Leave the restriction set to **Any**. Then, press **Add Group** to add another group of rules for restriction of access.



Access Restrictions

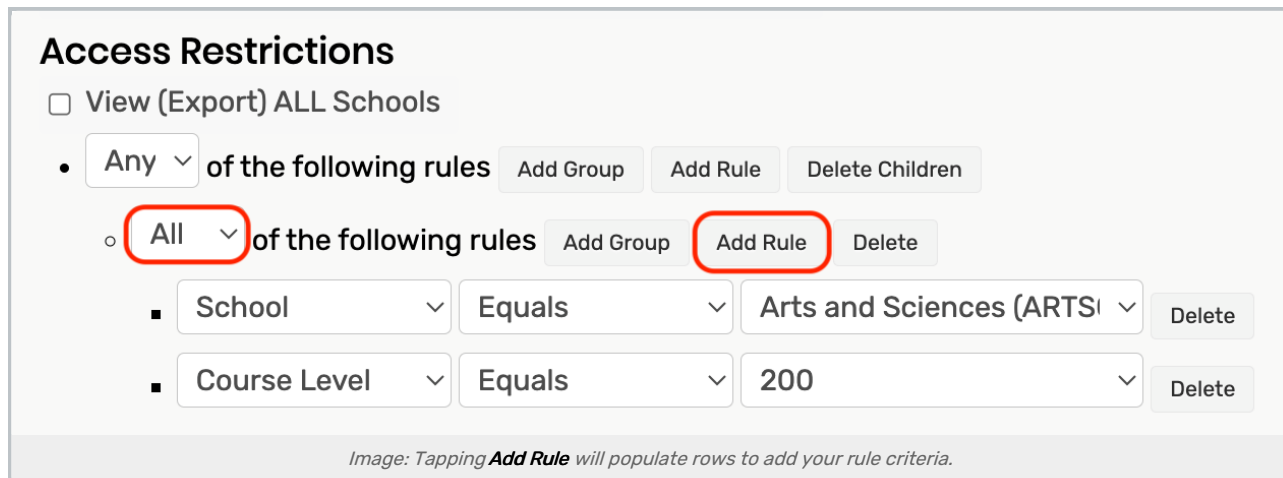
☐ View (Export) ALL Schools

- **Any** of the following rules **Add Group** Add Rule Delete Children
- **All** of the following rules Add Group Add Rule Delete

*Image: Tapping **Add Group** will populate another row.*

2. Add a Rule

Tap **Add Rule** to add permission attributes. Add Rule allows you to specify an attribute, such as School, and then refine the permission by selecting **Equals** or **Does Not Equal**, followed by a specific school, such as Arts and Sciences.



Access Restrictions

☐ View (Export) ALL Schools

- **Any** of the following rules Add Group Add Rule Delete Children
- **All** of the following rules Add Group **Add Rule** Delete
 - School Equals Arts and Sciences (ARTS) Delete
 - Course Level Equals 200 Delete

*Image: Tapping **Add Rule** will populate rows to add your rule criteria.*

3. Select the Rule Criteria

- Select a Specific Attribute: **School**, **Department**, **Course Level**, etc.
 - In the example above, **School** is selected
- Select Equal/Does Not Equal
 - In the example above, **Equals** is selected

- Select the Value of the First Attribute
 - In the example above, **Arts and Sciences (ARTSCI)** is selected
- Select **Add Rule** and Repeat Steps 3-5
 - The selections in the example above are **Course Level, Equals, 200**

Continue repeating these steps, as needed.

4. If Needed, Delete a Row

Tap the **Delete** button next to a row to remove it.

Access Restrictions

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- Any ▾ of the following rules Add Group Add Rule Delete Children
 - All ▾ of the following rules Add Group Add Rule Delete
 - School ▾ Equals ▾ Arts and Sciences (ARTSCI) ▾ **Delete**
 - Course Level ▾ Equals ▾ 200 ▾ Delete

*Image: Tap **Delete** to remove a single rule.*

To delete all rows below the top row, click the **Delete Children** button.

Access Restrictions

☐ View (Export) ALL Schools

- Any ▾ of the following rules Add Group Add Rule **Delete Children**
 - All ▾ of the following rules Add Group Add Rule Delete
 - School ▾ Equals ▾ Arts and Sciences (ARTSCI) ▾ Delete
 - Course Level ▾ Equals ▾ 200 ▾ Delete

*Image: Tap **Delete Children** to delete all rows below it.*

5. Save

For more information, please see: [Permissions](#), [Access Restrictions](#), & [Copying Permissions](#)