

Granting Users Report Builder Permissions in Eval25

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Administrators can grant users the ability to build custom reports for courses that fall within their specified Access Restrictions per their user permissions. These users can see the Custom Reports page, set access restrictions, as well as publish, delete, and copy custom reports.

Granting a User Report Builder Permissions

1. Choose Users from the Configuration Menu

2. Search for or Create a User

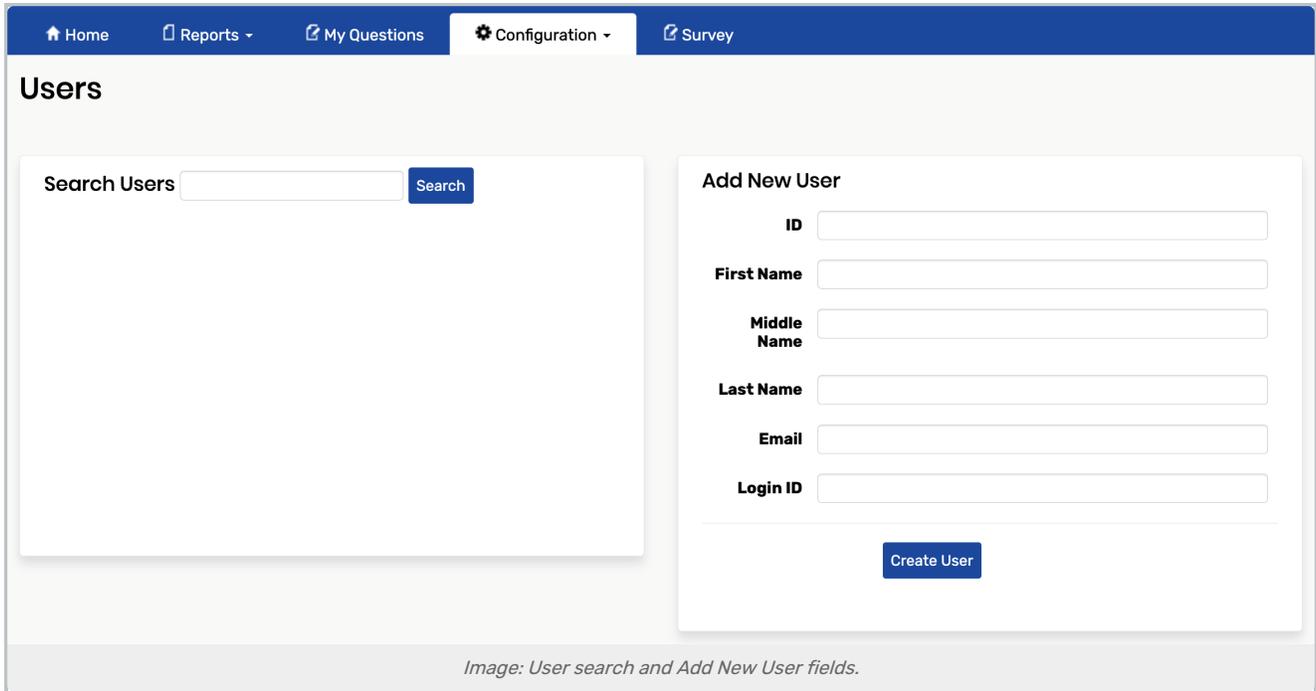
- **If this is an existing user:**

- Enter the user's name in the **Search Users** field.
- Click **Search**.
- Click **Edit**.

Note: Edits to instructors (or individuals who are instructors and students) can be made in **Users**. Changes to student information can only be made in **Registration**.

- **If this is a new user:**

- Enter the user's ID number, first and last name, and email address in the **Add New User** section.
- Click **Create User**.



3. Grant the User Report Building Permissions

- On the **User Permissions** page, locate the **Configuration** column.
- Select the **Build Reports** check box.
- Click **Save**.

