

Granting Users Flagged Comment Review Permissions in Eval25

Flagged comments can be reviewed for redaction or retention by users with the proper permissions. Eval25 Administrators can edit user permissions using the directions below.

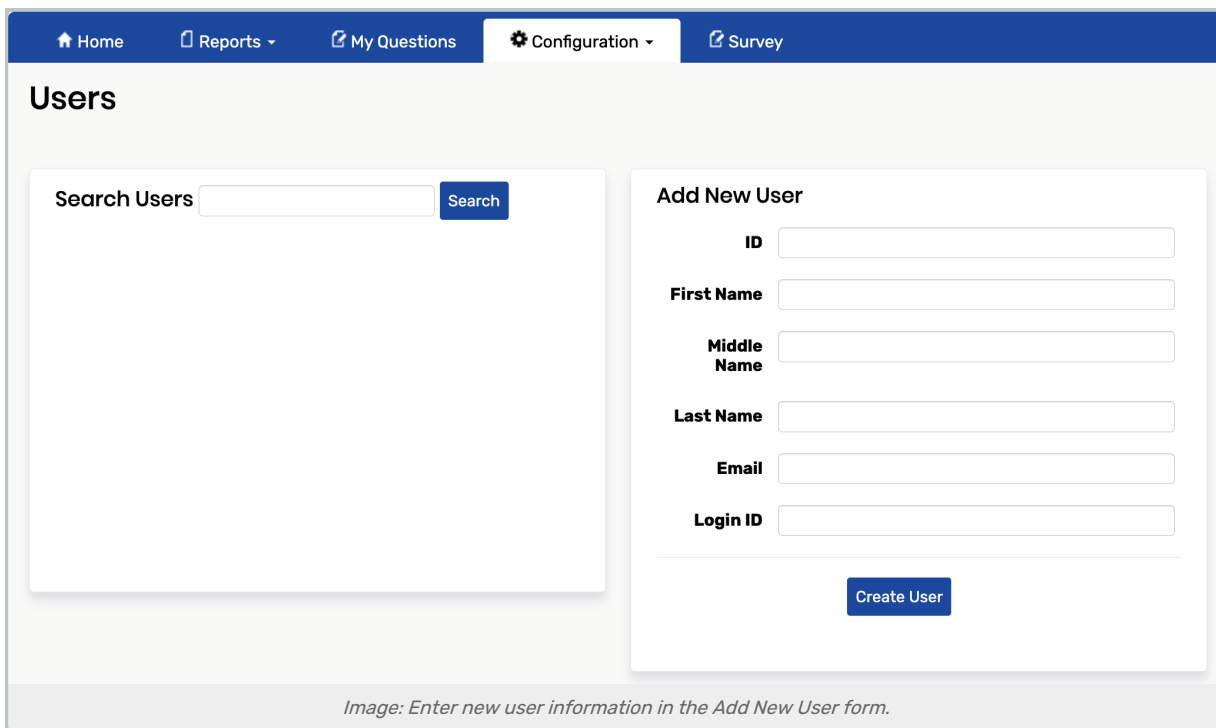
Granting Users Flagged Comment Review Permissions

Permission for New Users

1. Choose Users from the Configuration Menu

2. Enter New User Information

- In the **Add New User** section, enter the unique ID of the user used by your school portal and the user's first name, middle name, last name, and email address.



The screenshot shows the Eval25 web interface. The top navigation bar includes links for Home, Reports, My Questions, Configuration (selected), and Survey. The main content area is titled 'Users'. On the left, there is a 'Search Users' section with a text input field and a 'Search' button. On the right, there is an 'Add New User' form with the following fields: ID, First Name, Middle Name, Last Name, Email, and Login ID. Each field has a corresponding text input box. At the bottom of the form is a blue 'Create User' button. Below the form, there is a caption: 'Image: Enter new user information in the Add New User form.'



Note

The unique ID must be the primary ID used by your school portal to identify the user. This is typically a number, not your school's username for the user. If you're uncertain what the unique ID should be, email support@collegenet.com to request this information before proceeding.

3. Click Create User

- The user is created and you are immediately taken to the **User Permissions** page.

4. Give the User Comment Review Permissions

- In addition to all evaluation permissions the new user needs, be sure to select the check box for “ **Review flagged comments.**” in the **Reporting** section.

5. Tap Save

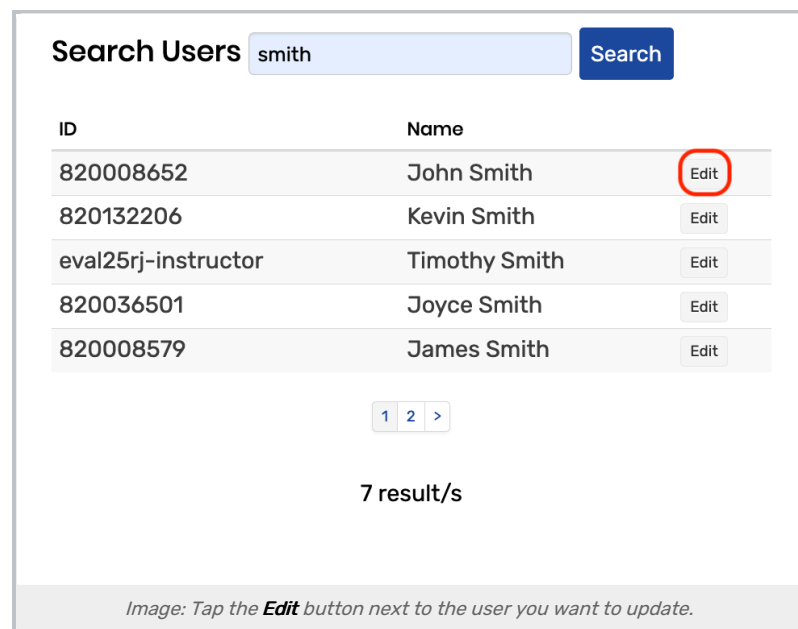
For information on all of the permissions and what they allow for users, please see [Permissions in Eval25](#).

Permission for Existing Users

1. Choose Users From the Configuration Menu

2. Search for a User

- In the **Search Users** field, enter at least three characters of the instructor’s or dean’s name, then click **Search** to filter the result list (optional, but recommended).



The screenshot shows a 'Search Users' interface. At the top, there is a search bar containing the text 'smith' and a blue 'Search' button. Below the search bar is a table with two columns: 'ID' and 'Name'. The table lists five users, each with an 'Edit' button to its right. The 'Edit' button for the first user, John Smith, is circled in red. Below the table is a pagination control showing '1 2 >'. At the bottom of the table, it says '7 result/s'. A note at the bottom of the screenshot reads: 'Image: Tap the **Edit** button next to the user you want to update.'

ID	Name	
820008652	John Smith	Edit
820132206	Kevin Smith	Edit
eval25rj-instructor	Timothy Smith	Edit
820036501	Joyce Smith	Edit
820008579	James Smith	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**.

3. Edit the User's Permissions

- Select the **Edit** button next to a user in the list to display the user's permissions.

4. Give the User Comment Review Permissions

- In the **Reporting** section, select the check box for "**Review flagged comments.**"

User Permissions

[Go to User Search](#)

User Details

Name	John Smith
Email	john.smith@yourschool.edu
ID	820008652
Login ID	

[See in Registration](#)

[Copy Permissions](#)

[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: Select the **Review flagged comments** checkbox.*

5. Tap Save

For more information, please see [Flagging Comments & Reviewing Flagged Comments](#)