Modifying Security for Special Education Teachers to Add Location-Wide Access to Students

The Special Education Teacher security group, by default, provide caseload access only. If you wish to allow Special Education teachers to view other student information in their location, you can adjust the Special Education Teacher Security group as follows:

1. You must be signed in using the "admin" security administrator account and password.
2. Select Administration > Security. Select the Special Education Teacher Security group.
3. Click Edit Properties and Privileges.
4. Navigate to the Student Profile panel of privileges and add the following privileges as applicable:
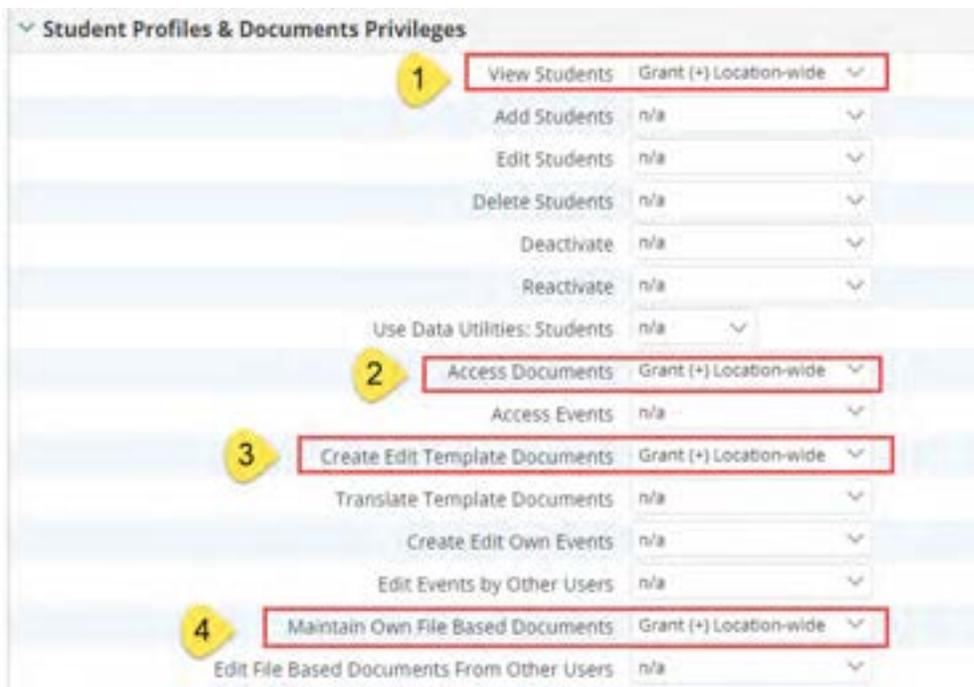
1- View Students allows the teacher access to see all students for the school regardless of caseload assignment

2- Access documents allows the teacher to view and access all documents regardless of whether the students are assigned to the teacher

3- Create Edit Template documents allows the teacher to create special education documents for students who are not specifically on the teacher's caseload

4- Maintain own file based documents allows the teacher to update an external document for students who are not specifically on the teacher's caseload