



Assigning Permissions (Triand Account Owners ONLY)

District Triand Account Owners have the responsibility and capability to grant access to determine the level of access for users in their district based on their role.

To assign access to a user, click "Friends" in the navigation bar.



Use the search features to find the person you wish to grant permissions.

Tip: if you don't get the expected result, try to broaden your search criteria (i.e. use last name only, school name, etc.)

Search Friends

Search

Showing friends 1 - 20 of 153,069

Find someone who has already signed up

- click to limit by subject -

- click to limit by grade -

Invite your friends

Once you locate your friend, click the "Make a Friend" button to add them to your friends list and assign permissions.



Doe, Jane

jane.doe@mailinator.com

- no job title -

HOT SPRINGS HIGH SCHOOL

HOT SPRINGS SCHOOL DISTRICT

Make a Friend



A box will appear for you to choose the appropriate access for the user.



There are 3 areas in Triand which you can assign access:

- Curriculum – lesson plans & resources
- Tests, Items & Reports
- Student Records

A screenshot of the Triand sharing interface. The title bar reads "Sharing with your friend Jane Doe". Below the title bar, the text "At HOT SPRINGS HIGH SCHOOL, HOT SPRINGS SCHOOL DISTRICT:" is displayed. There are three rows, each with a text input field and a dropdown menu. The first row contains "Jane can view your curriculum." with a dropdown arrow pointing down. The second row contains "Jane can view your tests, items and reports." with a dropdown arrow pointing down. The third row contains "Jane cannot view your records." with a dropdown arrow pointing down. At the bottom of the form, there are two buttons: "Save!" (purple) and "Cancel" (red), separated by "- or -". A red arrow points from the bottom right towards the first dropdown menu.

Using the drop down menus, assign the level of permission for each appropriate area.

- can view [area] – allows the user to view items in the designated area in read only mode
- can share [area] – allows the user to view items in the designated area and share with their friends
- cannot view [area] – prevents user from viewing items in the designated area or sharing with their friends

Note: The Student Records area controls what type of access a user will have to student records in their school, district and/or state.



Options for the Student Records area are:

- Cannot view your records
- Can view your records for his/her classes
- Can view your records for [School listed in user profile]
- Can view your records for [District listed in user profile]
- Can view and send records for [State listed in user profile]
- Can view and send records for [State listed in user profile] and receives transcript notifications

Use the following chart to determine what access to give your users, based on their role:

<u>Teachers</u> <i>(positions with students associated; must be scheduled in APSCN/eSchoolPLUS staff catalog & have the correct school email address entered to work properly)</i>	<u>Counselors or Registrars</u> <i>(positions that require statewide access to student records)</i>	<u>Principals & Assistant Principals</u>	<u>Other School or District Positions</u>
<ul style="list-style-type: none"> • Curriculum – view • Tests, Items, & Reports – view • Student Records – view for his/her classes 	<ul style="list-style-type: none"> • Curriculum – view • Tests, Items, & Reports – share • Student Records – view and send records for state OR • Student Records – view and send records for state and receives transcript notifications 	<ul style="list-style-type: none"> • Curriculum – view • Tests, Items, & Reports – view • Student Records – view for his/her school 	<ul style="list-style-type: none"> • Curriculum – view • Tests, Items, & Reports – view • Student Records – view for his/her school/district

Once permissions are set appropriately, click the “Save!” button. Email notification will be sent to the user indicating that you have changed his/her access privileges.



If a user needs access to more than one school in the district, have the user enter one school name in their profile. Assign user proper permissions for that school and save:

Friend



Doe, Jane
 jane.doe@mailinator.com
 - no job title -
 HOT SPRINGS HIGH SCHOOL
 HOT SPRINGS SCHOOL DISTRICT

*At HOT SPRINGS HIGH SCHOOL, HOT SPRINGS SCHOOL DISTRICT:
 Jane can view your lessons and resources
 Jane can view your tests, items and reports
 Jane can see your records for school'*

[Remove Friend](#)

Then have the user go into his/her profile and change their school to the next school to which he/she requires access. View the user under your friends tab, and you will have the option to share at the new location:

Friend



Doe, Jane
 jane.doe@mailinator.com
 - no job title -
 HOT SPRINGS SUMMIT SCHOOL
 HOT SPRINGS SCHOOL DISTRICT
 - no sharing at current location -
[share at new location](#)

When you click, "share at new location", you will again, use the drop down menus to assign the proper level of access to the user at that school. The user will then have access to both schools:

Friend



Doe, Jane
 jane.doe@mailinator.com
 - no job title -
 HOT SPRINGS SUMMIT SCHOOL
 HOT SPRINGS SCHOOL DISTRICT

*At HOT SPRINGS HIGH SCHOOL, HOT SPRINGS SCHOOL DISTRICT:
 Jane can view your lessons and resources
 Jane can view your tests, items and reports
 Jane can see your records for school'*
[remove this share](#)

*At HOT SPRINGS SUMMIT SCHOOL, HOT SPRINGS SCHOOL DISTRICT:
 Jane can view your lessons and resources
 Jane can view your tests, items and reports
 Jane can see your records for school'*
[remove this share](#)

[Remove Friend](#)

Repeat these steps for any additional schools that the user needs to access.

Note: Users will not have to update their profiles each time they log into the system. Once you have shared at all locations, users will have access each location no matter the school name currently in their profiles.



To view users that you have granted access for, use the search function to "Find someone who is already my friend".

Find someone who is already my friend ▾
Find someone who has already signed up
Find someone who is already my friend
Find someone at my school
Find someone at my district
Find someone in my state



Your friends will appear with a description of permissions they have been given by you. Click on the text to make any changes.



Friend

	Doe, Jane <i>jane.doe@mailinator.com</i> - no job title - HOT SPRINGS SUMMIT SCHOOL HOT SPRINGS SCHOOL DISTRICT	<i>At HOT SPRINGS HIGH SCHOOL, HOT SPRINGS SCHOOL DISTRICT: Jane can view your lessons and resources Jane can view your tests, items and reports Jane can see your records for school'</i> remove this share	Remove Friend
		<i>At HOT SPRINGS SUMMIT SCHOOL, HOT SPRINGS SCHOOL DISTRICT: Jane can view your lessons and resources Jane can view your tests, items and reports Jane can see your records for school'</i> remove this share	



Note: Permission is set up by Triand hierarchy, so users who are not set up as a Triand Account Owner will not be able to grant permissions to other users by following these steps; however, if a user chooses to share with you (or if a user needs to check how you are sharing with him or her), you will see how they are sharing in gray:

Friend



Doe, Jane
jane.doe@mailinator.com
 - no job title -
 HOT SPRINGS SUMMIT SCHOOL
 HOT SPRINGS SCHOOL DISTRICT

At HOT SPRINGS HIGH SCHOOL, HOT SPRINGS SCHOOL DISTRICT:
 Jane can view your lessons and resources
 Jane can view your tests, items and reports
 Jane can see your records for school!
[remove this share](#)

At HOT SPRINGS SUMMIT SCHOOL, HOT SPRINGS SCHOOL DISTRICT:
 Jane can view your lessons and resources
 Jane can view your tests, items and reports
 Jane can see your records for school!
[remove this share](#)

At HOT SPRINGS SCHOOL DISTRICT:
 You can view Jane lessons and resources
 You can view Jane tests, items and reports
 You cannot see Jane records

[Remove Friend](#)



For Superintendents or Triand Account Owners, an email must be sent to sarah.cox@arkansas.gov to request the appropriate permission.