LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

Learning Management System (LMS) Roles and Permissions

The LMS, like MiSiS and other District systems, has different levels of system permissions enabling users to perform role-based tasks. For example, the "Teacher" role only has access to their students and course-specific information. In contrast, the "Principal" role has a higher level of access and can perform different tasks than teachers. The "School Support" role in the LMS is designed to provide users with more access than teachers, but not as much as the principal role. Additionally, there are two roles designated for classified employees, "Staff (classroom)" and "Staff (non-classroom)". Users authorized with school-wide access to student data must remember that they may only access student information as a part of their regular duties following district policy.

The following table describes user roles and responsibilities to their corresponding LMS role and permissions:

District Title	Responsibility / Permissions	Suggested LMS Role	Provisioned
Principal and Assistant Principal	View teacher usage of the platform. View gradebook reports for specific teacher. School-wide access to monitor individual student assignments, marks, and progress through the "Advisor Dashboard" feature. Post school-wide updates and events that are viewable by all school members including staff, students, and parents. Read-only view of teacher courses through Manage Courses.	Principal	System (Principal only)

oneAccess (Assistant Principal) |
| Asst. Principal, Counselor, Coach, Dean, Coordinator, RST, or other teacher-advisors | School-wide access to monitor individual student assignments, marks, and progress through "Advisor Dashboard" feature. Build lessons to distribute to faculty. Post school-wide updates and events that are viewable by all school members including staff, students, and parents. | School Support | oneAccess |
| Teacher | Administer lessons and content to students. Record assignments and track grades and marks. Grade student work and submissions. View and comment on school-wide updates. | Teacher | System & oneAccess |

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District Title	Responsibility / Permissions	Suggested LMS Role	Provisioned
Student	View courses and instructional content. Receive and submit assignments. Communicate with teacher and other students within course. View school updates and events posted. Maintain student portfolio.	Student	System
Paraprofessional, Aide	View courses and instructional content. Communicate with teacher and other students within course. View school updates and events posted.	Staff (classroom)	oneAccess
School Admin Assistant, Office Tech	School-wide access to monitor individual student assignments, marks, and progress through "Advisor Dashboard" feature. Post school-wide updates and events that are viewable by all school members including staff, students, and parents.	Staff (non-classroom)	oneAccess

The table below identifies some key permissions in Schoology.

LMS Permission	Student	Teacher	School Support	Staff (classroom)	Staff (non-classroom)	Principal
Create school updates			☀		☀	☀
Create school events			☀		☀	☀
View school updates	☀	☀	☀	☀	☀	☀
View school events	☀	☀	☀	☀	☀	☀
Send direct messages to faculty, students, and/or parents.	Faculty Only	☀	☀	Faculty Only	☀	☀
Create and delete courses			☀		☀	☀
Link courses		☀	☀	☀	☀	☀
Create groups		☀	☀	☀	☀	☀

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LMS Permission	Student	Teacher	School Support	Staff (classroom)	Staff (non-classroom)	Principal
Join groups	☀	☀	☀	☀	☀	☀
View school analytic data			☀		☀	☀
View course analytic data		☀	☀		☀	☀
Enroll as "course admin" in all School Groups			☀		☀	☀
Install UDIPP approved apps at your school				☀	☀	☀
Advisor/Advisee access			☀		☀	☀
Install resource applications for a course		☀	☀	☀	☀	☀
Create & share portfolios	Create, but not share publicly	☀	☀	☀	☀	☀