

Permissions

Once you create an assessment, exam, report, or program you have the ability to share them with other users in DataDirector.

To access the Permissions page, go to the **Assessment, Exams, Reports, or Programs** section in DataDirector and click on the hand icon to the right of the specific assessment, exam, report or program you wish to share. (Note: When you have shared an assessment, exam, report, or program, the hand icon will be in color) 

If you click on the title, you can also open the Permissions page by clicking on the *Permissions/Sharing* link on the left navigation menu under **Edit Options**.

Manually Create the Permissions

Manually create the permissions

Global Default Permissions:
No global default permissions have been defined for this assessment. [Click here](#) to create them or use the "Add Permissions for a Site" option below.

User-Level Permissions:

User Name	Options
No user-level permissions have been defined yet.	
Add Permissions for a Single User	

Site-Level Permissions:

Site Name	Options
No site-level permissions have been defined yet.	
Add Permissions for a Site	

[Add the Permissions to My Permission Set](#)

Global Default Permissions (allows you to share with all users district-wide)

1. Click the *Click Here* link in the Global Default Permissions section
2. Select **Global Default Permissions** from the Select Site box
3. Set permissions using the radio buttons (in most cases, recommend only to view and download)
4. Click **Save Changes**

User-Level Permissions (allows you to select specific users to share with)

1. Click the **Add Permissions for a Single User** button
2. Select the person(s) you wish to share with
3. Set permissions using the radio buttons (in most cases, recommend only to view and download)
4. Click **Save Changes**

Site-Level Permissions (allows you to share site-wide)

1. Click the **Add Permissions for a Site** button
2. Select the site(s) you wish to share with
3. Set permissions using the radio buttons (in most cases, recommend only to view and download)
4. Click **Save Changes**

Set Permissions by Affiliation

The **Affiliation Permission Set** feature allows you to create permissions for all teachers by grade level.

Set Permissions By Affiliation

Grades	Academic Year
Pre-K	2000-2001
K	2001-2002
1	2002-2003
2	2003-2004
3	2004-2005

[Add Permissions to Affiliated Users](#)

1. Go to the **Set Permissions by Affiliation** section at the bottom of the page
2. Select the grade(s) and academic year(s) you wish to share with
3. Click **Add Permission to Affiliated Users** button
4. The next page shows the users window with the affiliated users selected
5. On the bottom of the users window, set permissions using the radio buttons (recommend only to view, download, and edit scores)
6. Click **Save Changes**

Use an Existing Permission Set

The **Permission Set** feature allows you to create permission sets for groups of users you typically share with (e.g. department chairs, administrators, specific people at your site/district)

Use an existing permission set

My Permission Set:

Select a Permission Set

Replace existing permission(s)

Update existing permission(s)

[Apply](#)

[Click here to manage permission sets for my Assessments.](#)

Creating a Permission Set

1. Go to the *Click here* link to manage permission sets
2. Click the **Add a Permission Set** button
3. Create a name for the Permission Set (e.g. Math Department), Description (optional) and click **Save Permission Set**
4. Click the *edit* link to the right of the title of your Permission Set and set your permissions using the on-screen instructions

Applying an Existing Permission Set

1. Use the **Select a Permission Set** pull down and choose a Permission Set
2. Either select *Replace* existing permission(s), this overwrites your previously set permissions, or *Update* existing permission(s), this adds to previously set permissions
3. Click the **Apply** button