

C2C ROLES AND PERMISSIONS GUIDE

C2C Roles and Permissions can be customized to meet user needs. Many features and functions are driven by permission in C2C; a role is simply a container for a group of permissions that allow users to perform specific functions.

C2C has several basic roles included: for example, **publisher user** which allows a user to access all the editorial features of C2C and **publisher admins** which allows a user to access all the editorial features as well as admin features.

Admin functions for Publishers include access to building Metadata tag categories and tags within those categories, setting up access codes, managing customers and managing users in terms of impersonating, activating and deactivating publisher user accounts. Admin roles can be expanded or narrowed based on permissions. For example, you could have an admin that could use the Metadata tag category admin, but not be able to access user information or customer information. .

Crafting roles and their subsequent permissions should be an exercise based on user types and the functions a publisher user needs to have. Again, many functions are permission based and as a result can be hidden from or granted to users as desired. Role development and management can be very complex and a task to manage. The C2C team recommends broad roles and permissions that cover the majority of users for ease of use.

1.0 ROLE MANAGEMENT

C2C provides the ability to create specific roles for specific users. Roles are defined by the permissions they are granted. Multiple roles can be combined to create a unique user experience and manage a hierarchy of users.

In general:

Permissions are categories of the possible actions a user can perform within the applications.

Roles are groups of those actions which can be performed by a type of user within the application. When a new user is created they are given one or more roles.

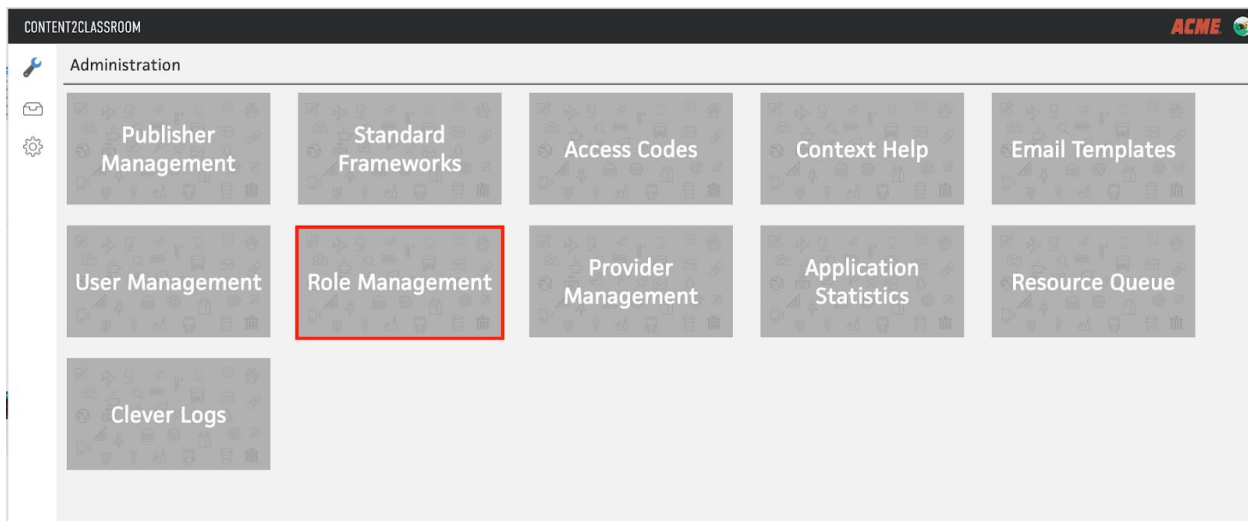
A Role is essentially a container for a group of permissions.

C2C has both pre-defined roles and the ability to create custom roles. NOTE: Creating custom roles should be assessed and defined before a role is created.

1.1 CREATE or EDIT A ROLE

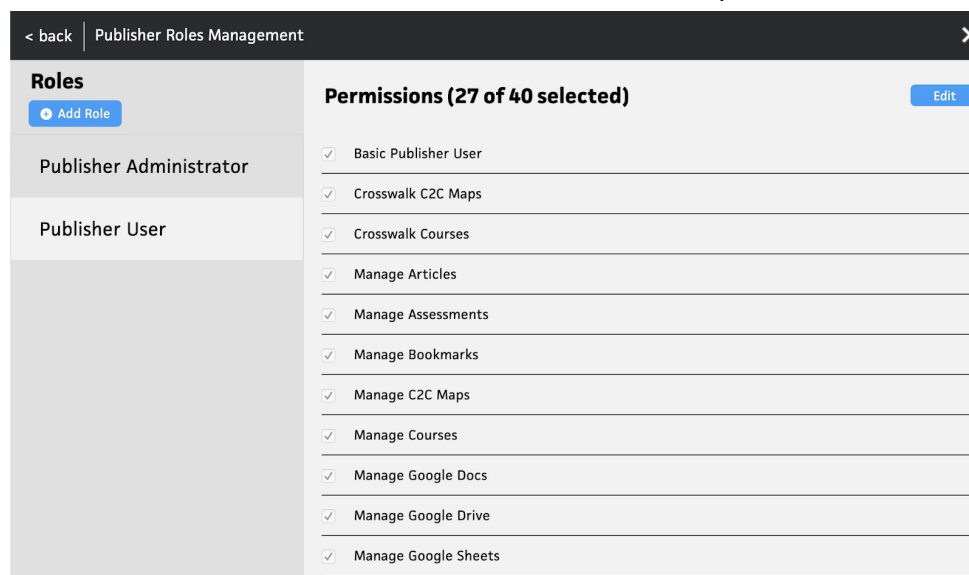
Publisher Admins (and any user with a Role that includes the “Manage Roles” permission) have the ability to create custom roles and edit existing roles in the system. For more about existing roles, see [2.0 Existing Roles in C2C](#).

- Log into C2C as an admin and locate **Role Management** on the Administration panel. 



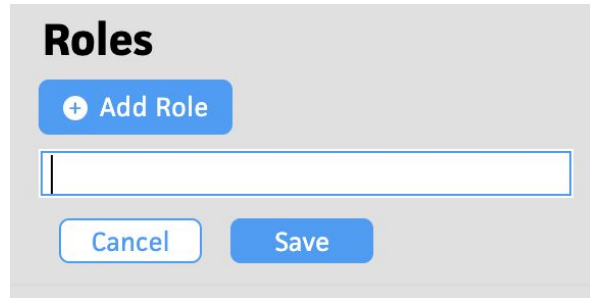
* Depending on your own permissions, you may see a different set of options than those shown above.

- Once inside Role Management you will see a list of the existing C2C roles. To create a new role **click +Add Role** in the top left corner.



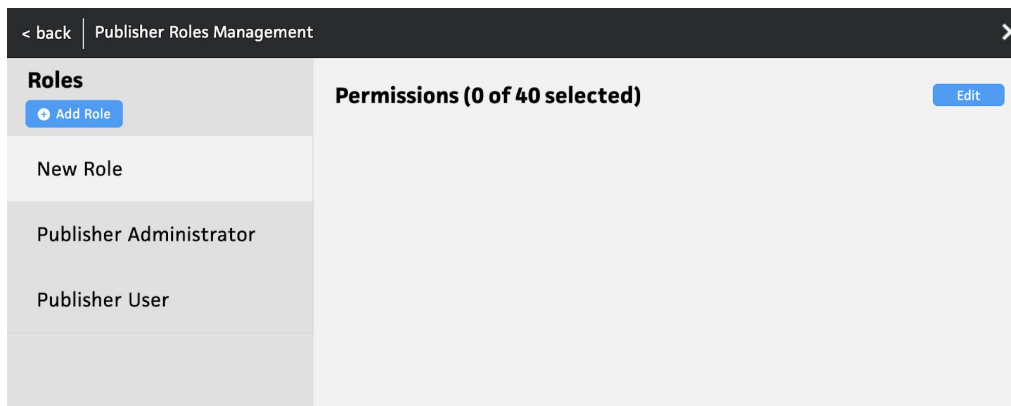
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- **Name your role.** You will receive a text box where you can name the role. The role name should be as simple, yet as descriptive as possible.



The screenshot shows a modal window titled "Roles". At the top left is a blue button with a plus icon and the text "Add Role". Below this is a text input field. At the bottom are two buttons: "Cancel" and "Save".

- **Click Save** after naming your role.
- **Add Permissions** Your new role will appear immediately with no permissions. Click Edit in the top right corner to add/remove permissions.



The screenshot shows the "Publisher Roles Management" interface. At the top is a dark header bar with "< back" and "Publisher Roles Management" text, and a close icon. Below the header is a sidebar on the left titled "Roles" containing an "Add Role" button and a list of roles: "New Role", "Publisher Administrator", and "Publisher User". The main area on the right is titled "Permissions (0 of 40 selected)" and contains an "Edit" button.

- A pop-up with all available permissions will be shown. Check the permissions you want the role to have.

- Save your role. It will now be listed on the roles list of the Role Management main page.

To create new users with that role, create an access code connected to that role and all users registering with that code will take on that role.

To give the role to an existing user, find the user in User Management and edit their account to include the new role.

1.2 EDIT A ROLE

From the same Role Management screen, click on the name of the role and click Edit in the upper right corner. Continue from the Add Permissions step above.

1.3 AVAILABLE PERMISSIONS and DEFINITIONS

Below is the list of permissions available for roles. Your custom roles can vary, but 3 suggestions are made for how they should consider being used. Note these are only suggestions and your specific case needs to be considered carefully. Contact EvoText if you need additional help in deciding on appropriate Permissions for a given Role.

A - Administrator Role - These are highly powerful permissions that may be a security issue if given to too many users.

T - Typical Publisher Role - These represent the typical capabilities needed for created and managing content on the C2C Publisher App

S - Satellite - These are permissions typically given to Satellite users (for Teacher, Students, etc.)

Unmarked permissions are more likely to be a judgement call depending on your usage of the system.

Permissions:

S BASIC DISTRICT ADMINISTRATOR USER: Gives a user the ability to log into the Satellite and any Satellite features meant to be District Admin specific. Should generally always be checked for District Admin on Satellite.

S BASIC PARENT/GUARDIAN USER: Gives a user the ability to log into the Satellite and any Satellite features meant to be Parent specific. Should generally always be checked for Parents on Satellite.

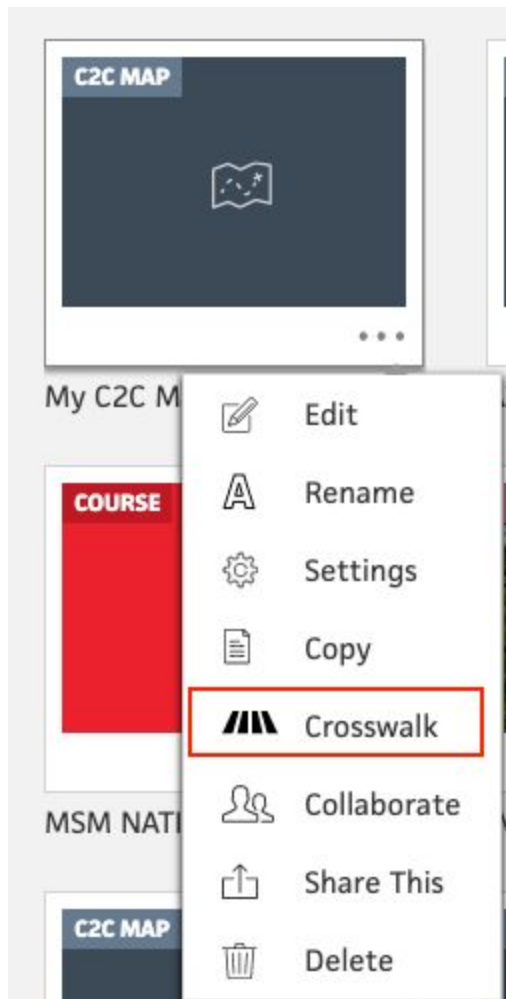
T BASIC PUBLISHER USER: Gives a user the ability to log in as a Publisher user. Should generally always be checked for publisher (not Satellite) users.

S BASIC SCHOOL ADMINISTRATOR USER: Gives a user the ability to log into the Satellite and any Satellite features meant to be School Admin specific. Should generally always be checked for School Admin on Satellite.

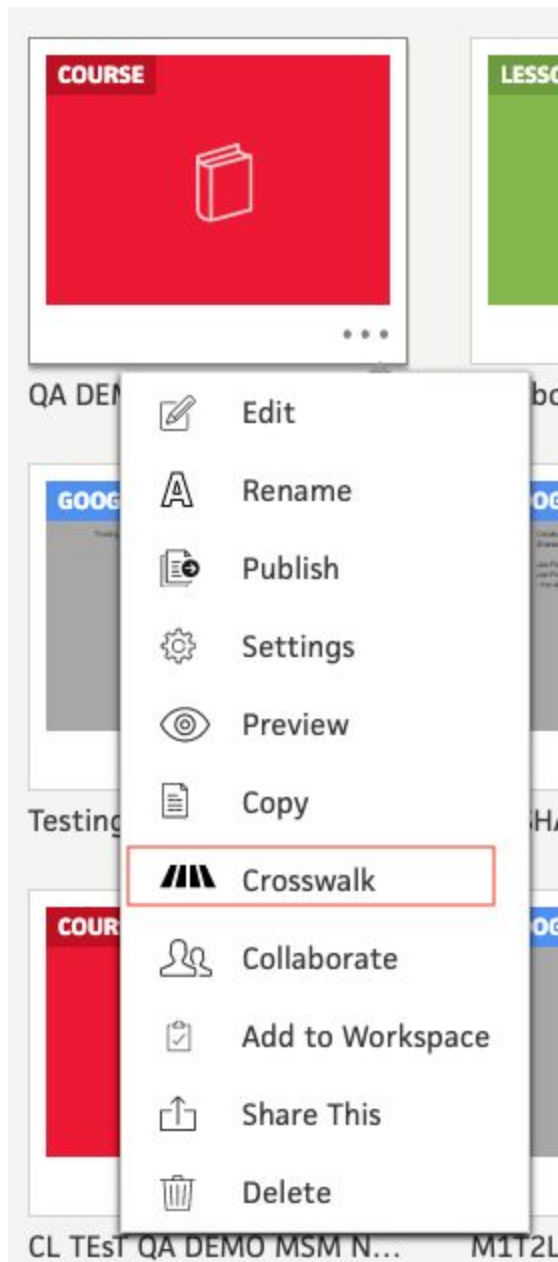
S BASIC STUDENT USER: Gives a user the ability to log into the Satellite and any Satellite features meant to be Student specific. Should generally always be checked for Students on Satellite.

S BASIC TEACHER USER: Gives a user the ability to log into the Satellite and any Satellite features meant to be Teacher specific. Should generally always be checked for Teacher on Satellite.

T CROSSWALK C2C MAPS: Gives a user the ability to crosswalk a C2C Map. If a user has this permission, they will see the crosswalk option in the kebab of C2C Maps.



T CROSSWALK COURSES: Gives a user the ability to crosswalk a course. If a user has this permission, they will see the crosswalk option in the kebab of C2C Courses.

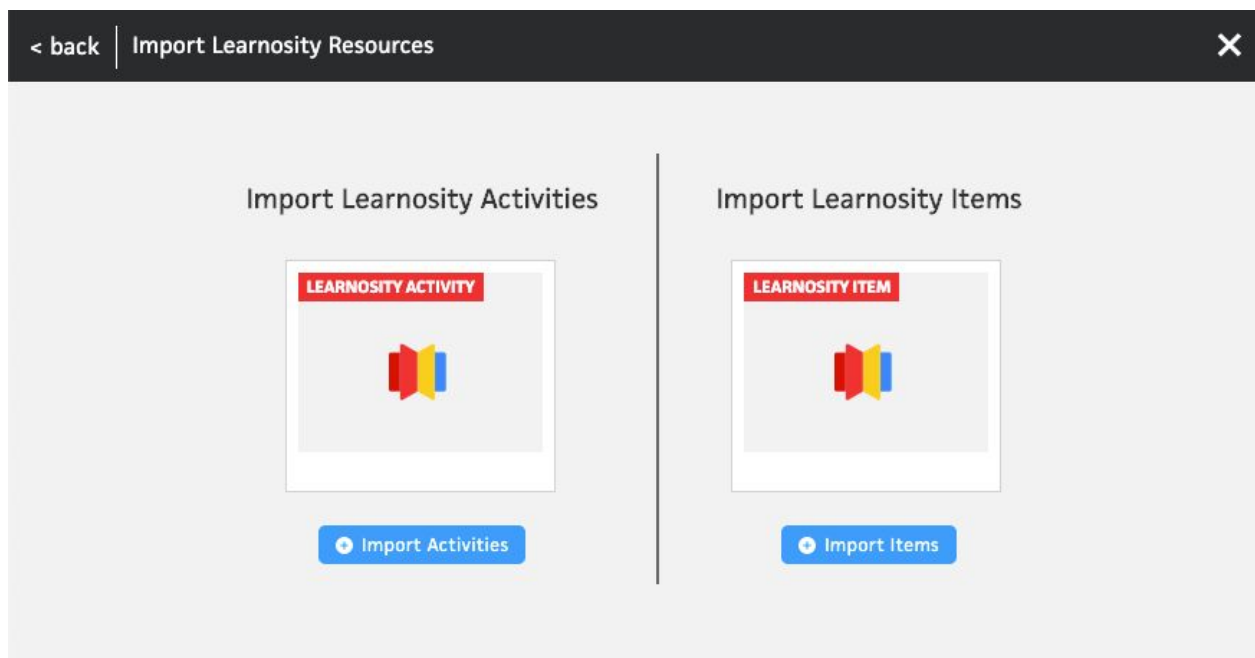
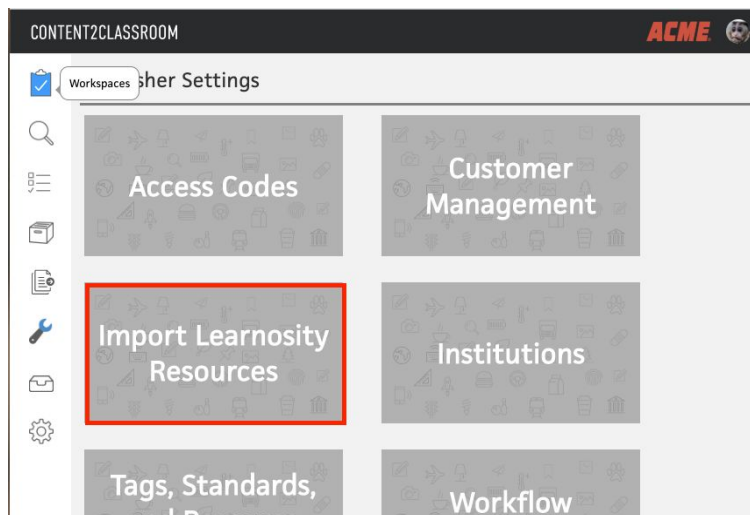


EXPORT COURSE COMMON CARTRIDGES: a user with this permission can export a published course to a common cartridge.

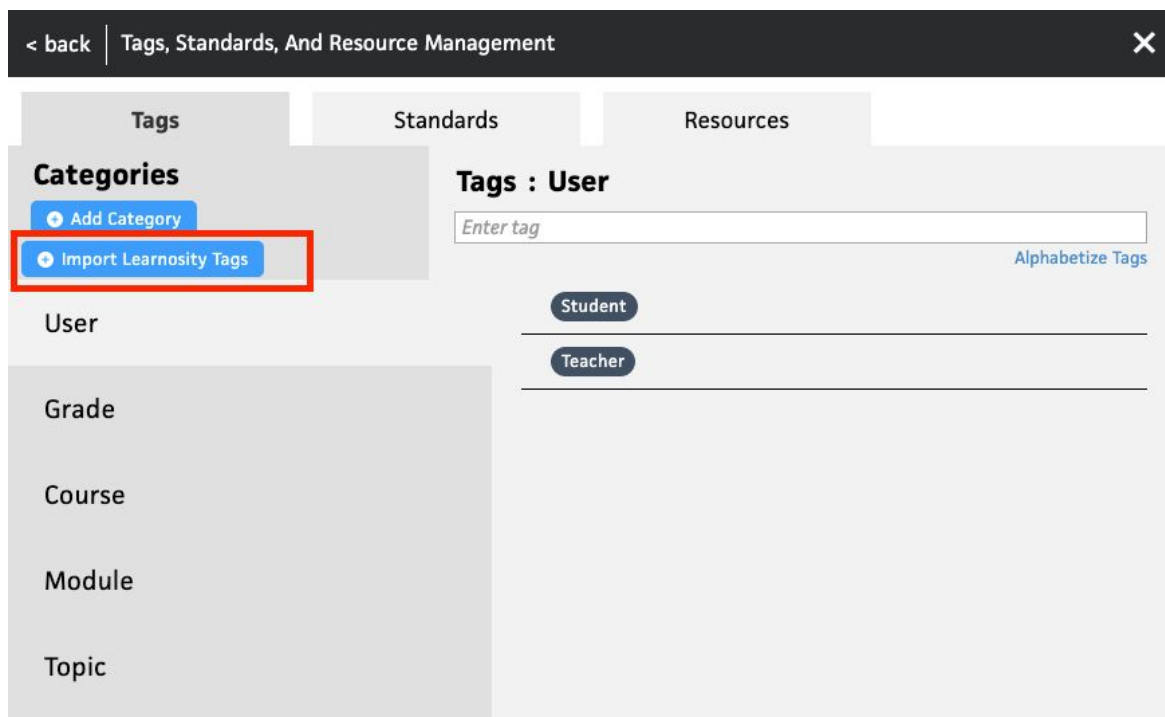
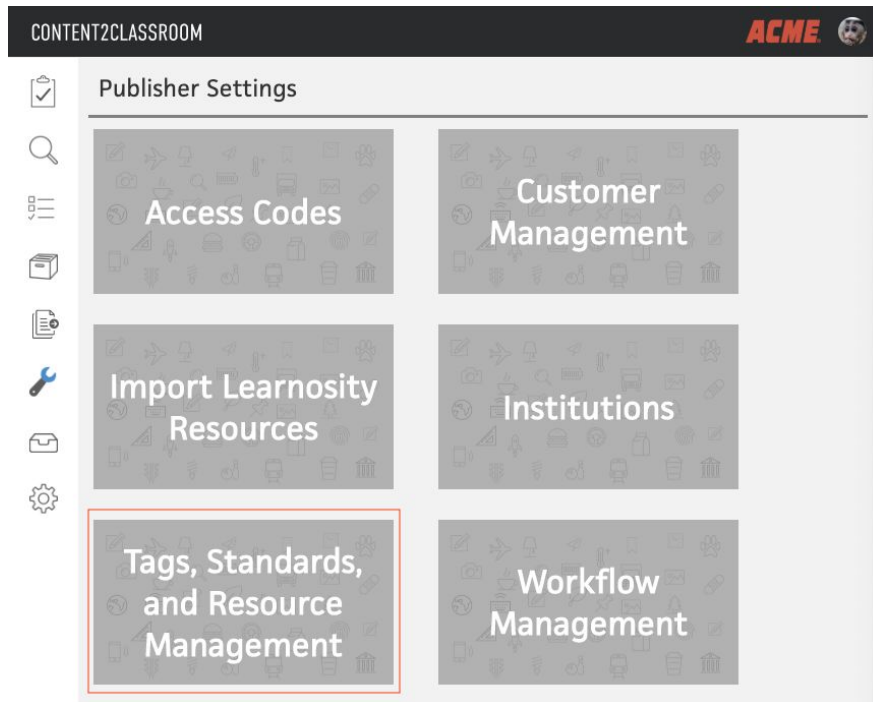
EXPORT LESSON COMMON CARTRIDGES: A user with this permission can export a published lesson to a common cartridge. NOTE: at this time the CC export is specifically designed for PCG CC export for Chicago Public Schools (CPS)

A IMPORT LEARNOSITY ACTIVITIES: User admin function that allows the import of existing Learnosity activities. If a user has this permission, they see a box in the admin panel titled “Import Learnosity Resources”. The tool for importing activities lives in this box - see below.
NOTE: Publishers must have a Learnosity license to use the Learnosity Tools in C2C.

A IMPORT LEARNOSITY ITEMS: user admin function that allows the import of existing Learnosity items. If a user has this permission, they see a box in the admin panel titled “Import Learnosity Resources”. The tool for importing items lives in this box - see below.
NOTE: Publishers must have a Learnosity license to use the Learnosity Tools in C2C.



A IMPORT LEARNOSITY TAGS: user admin function that allows the import of existing Learnosity tags. If a user has this permission, In the admin panel box titled “Tags, Standards, and Resource Management ” the user will see the “import Learnosity tags” functionality. NOTE: Publishers must have a Learnosity license to use the Learnosity Tools in C2C.



T *MANAGE ARTICLES:* C2C Resource: User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete articles in the system.

T *MANAGE ASSESSMENTS:* C2C Resource: User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Assessments in the system.

T *MANAGE BOOKMARKS:* C2C Resource: User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Bookmarks in the system.

T *MANAGE C2C MAPS:* User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete C2C Maps in the system. The ability to crosswalk C2C Maps is a separate permission.

S *MANAGE CLASSROOMS:* Ability to manage Classrooms on the Satellite, Typically a teacher and above permission.

T *MANAGE COURSES:* C2C Resource: User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Courses in the system. The ability to crosswalk Courses is a separate permission.

T *MANAGE GOOGLE DOCS:* User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Google docs in the C2C system.

T *MANAGE GOOGLE DRIVE:* User has the ability to authorize their Google Drive in C2C. Users can access existing or create docs, sheets and slides as resources in C2C.

T *MANAGE GOOGLE SHEETS:* User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Google sheets in the C2C system.

T *MANAGE GOOGLE SLIDES:* User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Google slides in the C2C system.

A *MANAGE INSTITUTIONS:* Publisher Users can build institution profiles for their customers licensed to use their products on a C2C Satellite. Creating institutions is an essential part of setting up satellites in C2C.

T *MANAGE LEARNOSITY ACTIVITIES:* User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Learnosity Activities in the C2C system. NOTE: Publishers must have a Learnosity license to use the Learnosity Tools in C2C.

T *MANAGE LEARNOSITY ITEMS:* User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Learnosity Items in the C2C system. NOTE: Publishers must have a Learnosity license to use the Learnosity Tools in C2C.

T *MANAGE LESSON PLANS:* C2C: Resource: User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Lesson Plans in the system.

T *MANAGE LESSONS:* C2C: Resource: User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Lessons in the system.

A *MANAGE PUBLISHER ACCESS CODES:* User has the ability to make access codes so that new users can register with those access codes. Access codes are connected to a role and thus could make users at the highest level, therefore this should be limited to users of the highest level.

A *MANAGE PUBLISHER CLIENT USERS:* Users registered under an institution on a Satellite can be managed with this permission. Typically a customer service function.

A *MANAGE PUBLISHER INSTITUTIONS:* Allows the user to create institutions (often equating to customers) in the Publisher menu; requires **Basic Publisher Access**.

A *MANAGE PUBLISHER METADATA:* Allows the user to create and manage tags for resources, typically given to a tag librarian. Other users can use tag, but not add or remove them. This requires **Basic Publisher Access**.

MANAGE PUBLISHER PRODUCTS: User gains access to the Product menu and can create and edit Products for Publishing out to Satellites, Common Cartridges, etc.

MANAGE PUBLISHER PROJECTS: C2C Workflow tools are available for an additional cost. Projects are used to put content through a stepped workflow process.

A *MANAGE PUBLISHER ROLES:* Publisher admin users (?) can create roles and assign permissions to those roles.

MANAGE PUBLISHER USER GROUPS: C2C Workflow tools are available for an additional cost. Groups are used to assign tasks in a stepped workflow process.

MANAGE PUBLISHER USERS: Allows the user to access the full roster of product users

MANAGE PUBLISHER WORKFLOWS: C2C Workflow tools are available for an additional cost. Workflows are a step-by step process for content development used in projects. Users with this role can define the steps and requirements of a Workflow.

T MANAGE PUBLISHER WORKSPACES: Allows the user to create and provide access to Workspaces.

T MANAGE RUBRICS: C2C Resource: User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Rubrics in the system.

T MANAGE UPLOADED FILES: User has the ability to +Add, edit, rename, preview, copy, collaborate, share and delete Uploaded Files in the system.

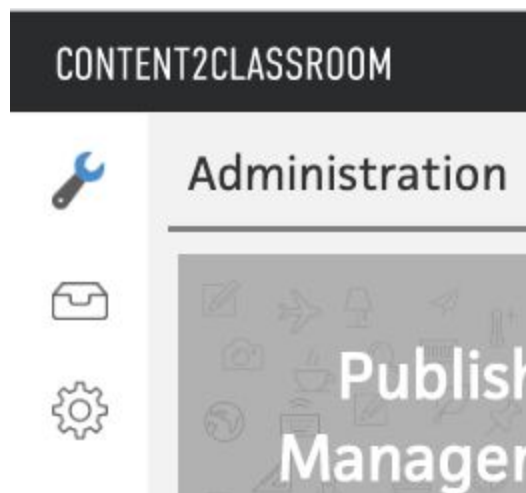
T PUBLISHER RESOURCES TO PRODUCTS: User has the ability to put resources from a Workspace, Task or My Stuff into a Product.

S VIEW CLASSROOMS: Satellite users can view, but not manage, available classes.

S VIEW FLOWPAPER PLAYER: Satellite users can view PDFs in the FlowPaper format, making the file not downloadable or printable.

T S VIEW LANGUAGE SELECTOR: Allows the user to change the language of the user interface. Note: Does not affect content in any way, only the elements of the UI. Only available on Satellites designed to support multiple languages.

T VIEW NOTIFICATIONS: Allows the user to see the Notifications inbox in the main menu (Middle icon below). Should be turned on for all publisher users.

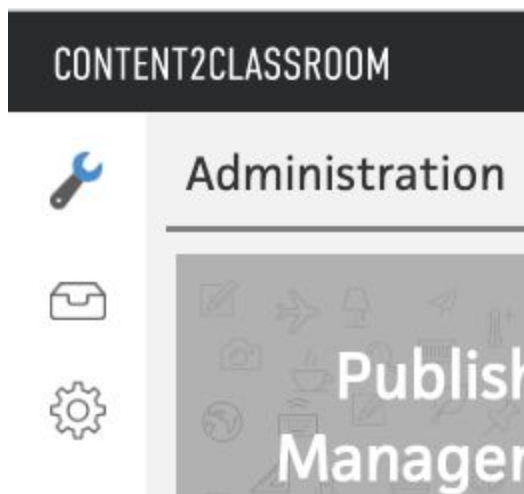


T VIEW PROJECT TASKS: C2C Workflow tools are available for an additional cost. Allows the user to see Tasks in a workflow but they cannot create tasks.

T VIEW PUBLISHER PRODUCTS: User can view Products in the product menu, seeing what resources are in the product, but cannot create new products, Publish them or remove resources.

T VIEW PUBLISHERS PROJECTS: C2C Workflow tools are available for an additional cost. Users with this role can view available Projects. Typically needed for a user to work on a Project.

VIEW PUBLISHER SETTINGS: Gives an EvoText user the ability to access administrative level functions. A user with this permission will see the wrench icon in their left navigation bar and then within that menu, see whichever functions they have additional permissions to.



VIEW PUBLISHER WORKFLOWS: C2C Workflow tools are available for an additional cost. Users with this role can view available Workflows but cannot edit them.

T VIEW PUBLISHER WORKSPACES: Allows the user to see and work in Workspaces, but they cannot create new ones or add users to a workspace.