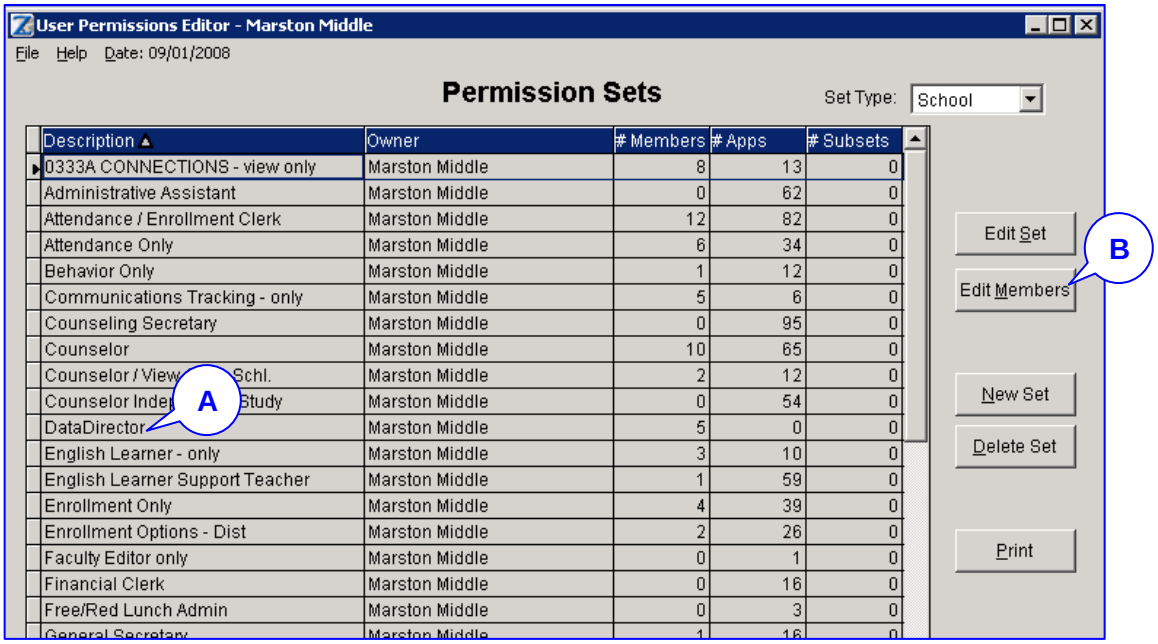
Providing DataDirector Access to Non-Teaching Staff

Staff members with students rostered to them – such as teachers – automatically have access to those students in DataDirector. Staff members that do not have students rostered to them – such as administrators, resource teachers, counselors – need to be added to the DataDirector permission set in Zangle to access DataDirector. After following the steps listed below, access will be provided the following day.

Note: Only assign DataDirector access with the approval of your principal as this method provides access to *all* students at the school site. The information in DataDirector is confidential and only those who need to view all students should be given this access. If a staff member – such as a Special Education Case Manager – needs access to a group of students only, use the Program method to provide access. Instructions are located in DataDirector: login to DataDirector > click on DataDirector Help > click on Programs.

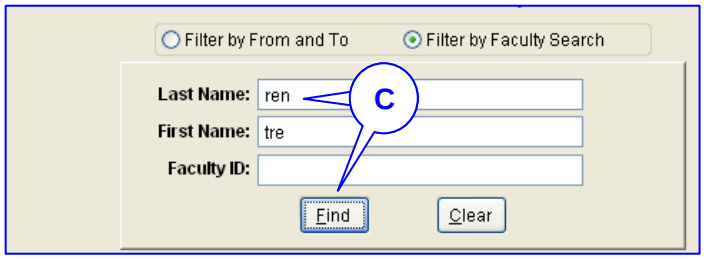
Non-teaching staff are provided access to DataDirector through the Permissions button in Zangle. The Zangle Power User at each school site has access to this button. DataDirector permissions are assigned the same way other Zangle permissions are assigned. Please follow the steps below. (For more detailed instruction, please refer to the System Administration handbook System Administration Handbook.)

1) In Zangle, click on **System,** click on **Faculty Info,** click on **Permissions.**
2) Click on DataDirector (Step A).
3) Click on Edit Members (Step B).

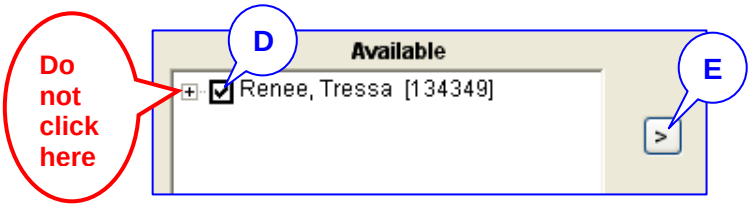


Description	Owner	# Members	# Apps	# Subsets
0333A CONNECTIONS - view only	Marston Middle	8	13	0
Administrative Assistant	Marston Middle	0	62	0
Attendance / Enrollment Clerk	Marston Middle	12	82	0
Attendance Only	Marston Middle	6	34	0
Behavior Only	Marston Middle	1	12	0
Communications Tracking - only	Marston Middle	5	6	0
Counseling Secretary	Marston Middle	0	95	0
Counselor	Marston Middle	10	65	0
Counselor / View Schl.	Marston Middle	2	12	0
Counselor Inde Study	Marston Middle	0	54	0
DataDirector	Marston Middle	5	0	0
English Learner - only	Marston Middle	3	10	0
English Learner Support Teacher	Marston Middle	1	59	0
Enrollment Only	Marston Middle	4	39	0
Enrollment Options - Dist	Marston Middle	2	26	0
Faculty Editor only	Marston Middle	0	1	0
Financial Clerk	Marston Middle	0	16	0
Free/Red Lunch Admin	Marston Middle	0	3	0
General Secretary	Marston Middle	1	16	0

4) Click in the last name box and type in the first few characters of the person's last name and do the same with the first name, then click **FIND** (Step C)



5) Click in the check box next to their name (Step D). **NOTE: DO NOT CLICK ON THE PLUS SIGN.**
6) Click on the > button (Step E). This will move the person you found to the right side. Once you click on the save button, they will be added to the permission set.
7) Click on **SAVE** to complete the action. Repeat steps 2–7 to add another user.



Please note: after a staff member has been added to the DataDirector permission set in Zangle, they will have access the following day.

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