Learning Management System
Schoology Roles & Permissions Guide

(School-Based Employees)

https://oneAccess.lausd.net

Version 2.0

August 6, 2024

Learning Management System (LMS) Roles and Permissions

The LMS, like MiSiS and other District systems, the LMS has different levels of system permissions enabling users to perform role-based tasks. For example, the "Teacher" role generally only has access to their student and course specific information, while the "Principal" and "Assistant 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 many as the Principal or Assistant Principal role. There are two additional roles designated for 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 in accordance with district policy.

The following table links user roles and responsibilities to the corresponding LMS role and permissions:

District Title	Responsibility / Permissions	Suggested LMS Role	Role Created or Requested via
Principal **and** Assistant Principal	View teacher usage of the platform. View gradebook reports for specific teachers. School-wide access to monitor individual student assignments, marks, and progress through the "Advisee" feature. Distribute resources to faculty. Post school-wide updates and events that are viewable by all school members including staff, students, and parents.	Principal **or** Assistant Principal	System created & oneAccess
Asst. Principal, Counselor, Coach, Dean, Coordinator, RST, or other teacher-advisors	School-wide access to monitor individual student assignments, marks, and progress through the "Advisee" feature. Distribute resources to faculty. Post school-wide updates and events that are viewable by all school members including staff, students, and parents.	School Support	oneAccess
Teacher (Roster-carrying)	Develop and administer lessons and content to students in assigned courses/sections. Record assignments and track grades and marks. Grade student work and submissions. View school-wide updates.	Teacher	System created & oneAccess (Request for non-roster carrying teachers)
All Employees	View school-wide updates. Can join and participate in school-based LMS groups. Can be added to a course/section by the Teacher with read-only permissions to view class materials. ***This is the default role for all non-rostered employees at the start of the school year.**	Staff (Classroom)	oneAccess
Region/District Office, School Admin Assistant	View school-wide updates. Can join and participate in school-based LMS groups. Can create courses for Professional Development.	Staff (Non-classroom)	oneAccess
Student	View courses and instructional content. Receive and submit assignments. Message teacher and participate in discussions with students within the course. View school updates and events posted. Maintain student portfolio.	Student	System created

Learning Management System (LMS) Roles and Permissions

The table below identifies some key permissions in Schoology.

LMS Permission	Student	Staff (classroom)	Staff (non-classroom)	Teacher	School Support	Principal	Assistant Principal	Approver
Approve role requests for a school site								☀
Create school updates					☀	☀	☀	
Create school events					☀	☀	☀	
View school updates	☀	☀	☀	☀	☀	☀	☀	
View school events	☀	☀	☀	☀	☀	☀	☀	
Direct message teachers, students, and/or parents	Teacher or principal only			☀	☀	☀	☀	
Create and delete courses			☀		☀	☀	☀	
Link courses				☀	☀	☀	☀	
Create groups			☀	☀	☀	☀	☀	
Join groups	☀	☀	☀	☀	☀	☀	☀	
View Gradebook Reports				☀ (own courses)		☀ (all courses)	☀ (all courses)	
View school analytic data					☀	☀	☀	
View course analytic data				☀	☀	☀	☀	
Enroll as "group admin" in all school groups						☀	☀	
Install UDIPP approved apps		☀	☀	☀	☀	☀	☀	
Advisor/Advisee access					☀	☀	☀	
Install resource applications for a course				☀	☀	☀	☀	
Create & share portfolios	Create, but not share publicly			☀	☀	☀	☀	