

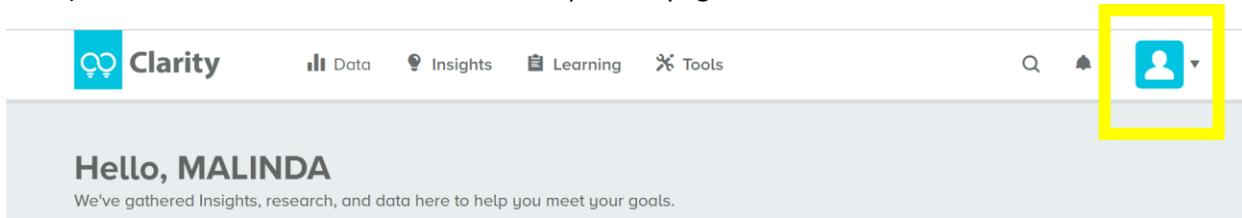


# Decision Analytics & Information Management (DA&IM)

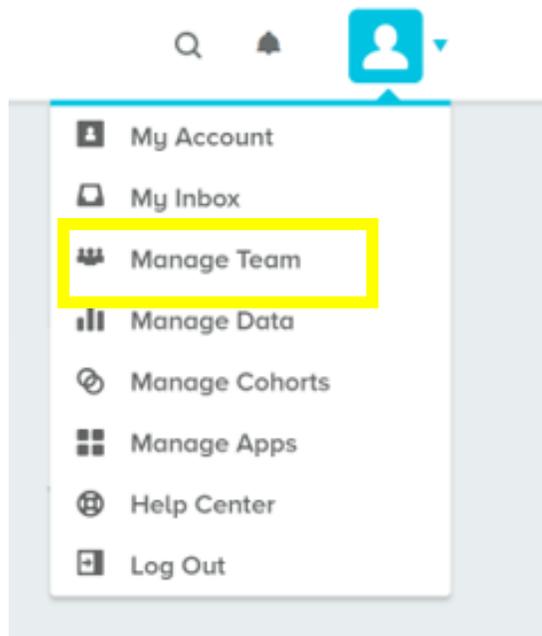
## Updating User Access – Administrators Only

User access controls are handled through an automated process, but occasionally an administrator may need to update a user's access to better fit the needs of your school or team. This walkthrough shows the method behind updating access for administrators. If you need support through this process, please contact [support@brightbytes.net](mailto:support@brightbytes.net).

- 1) Log in to BrightBytes at [scs.clarity.brightbytes.net](https://scs.clarity.brightbytes.net)
- 2) Click on “Blue Person” button at the top of the page:



- 3) Select **Manage Team** from the menu that appears.



- 4) Search for the name of the staff you would like to add to your building in the **Search Team Members box**. Please use the name that is associated with their email account. (If you do not

## Manage Team

Add your organization's team members to your team.

Because SCS uses Single Sign On to access Clarity, you are unable to invite team members. Contact your site administrator for Clarity access information.

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find the team member that you are looking for, please contact [support@brightbytes.net](mailto:support@brightbytes.net) and let them know that you need assistance in setting access. Please note that a user must have had an SCS email account for at least 1 week before they appear in the platform.

- 5) After you find the team member for which you would like to update access, select the **gear icon** beside their name and then select **Edit Account**

**Manage Team**

Add your organization's team members to your team.

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[Download CSV](#)

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 **Bradley Leon**  
leonbj@scsk12.org  
Shelby County School District  
Departmental Supervisor  
Organizational Head ⓘ  
Last Login: Jul 18, 2018



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- Edit Account**
- Disable Member
- Change Password

- 6) **Section 1 – Contact Info** – Here you can edit user contact information and update their role.

Role has a list of organizational roles to select from. Note: Teacher means that the user has access to only their rostered students in PowerSchool. Other user types have access to all students in your



# Decision Analytics & Information Management (DA&IM)

building. Please use caution when selecting the user type. If you are unsure of what role to assign, please contact [support@brightbytes.net](mailto:support@brightbytes.net). Select to move to the next section.

The screenshot shows the Clarity user creation interface. The top navigation bar includes the Clarity logo and menu items: Data, Insights, Learning, and Tools. The form fields are: First Name (Bradley), LAST NAME (Leon), and EMAIL (leonbj@scsk12.org). A dropdown menu for ROLE is open, showing selected roles: Departmental Supervisor and Organizational Head. Other roles listed include Non Instructional Technology, Principal, Professional Development Leader, Special Education, and Teacher. A 'Next' button is visible on the right, and a 'Cancel' button is at the bottom left.

## 7) Section 2 – Organizations - Verifying School Assignments

Use this section to make sure that your team member is correctly assigned to your school from the drop-down menu. Multiple schools can be assigned depending on your access level, so please use caution when assigning schools to team members. Select Next to move to the next section.

The screenshot shows the Clarity Organizations selection screen. The top navigation bar is the same as in the previous screenshot. The interface has a progress indicator with three steps: 1 Contact Info (completed), 2 Organizations (current step), and 3 Access (pending). Under the 'ORGANIZATIONS' section, there are two radio button options: 'All of Shelby County School District' (selected) and 'Specific schools only'. Below the 'Specific schools only' option is a 'SCHOOLS' dropdown menu with the instruction 'Select all that apply'. The dropdown menu is open, showing a list of schools: A B Hill Elementary School, A Maceo Walker Middle School, Airways Achievement Academy MS, Alton Elementary, and American Way Middle. A 'Next' button is on the right, and a 'Cancel' button is at the bottom left.



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## 8) Section 3 – Access - Determining Access

**Personally Identifiable Information (PII)** is only selected for users that need **access to an entire school or district**. Teachers do not need this checked to see their students. Please use caution when using this check mark.

### Module Access

**Only Student Success and Intervention** should be edited (you may not see the other modules pictured below). In the dropdown menu for each module, you will see 3 choices—No Access, Standard, and Admin.

**Admin** means that a user can edit settings within the platform and only school administrators and select leadership should have this access level.

**Standard** means that a user will have access related to the role you previously selected.

After you make your selection, you may hit **Submit** to save your settings.

**3 Access**

For each organization, select whether or not this team member should have visibility to students' Personally Identifiable Information (PII). Then, select modules and the specific type of access you wish to give this team member. Admin team members can use Manage Data (if applicable to the module) and Manage Team.

### Shelby County School District

**PII Visibility**

Visibility to all students' PII

**Module Access**

TECHNOLOGY & LEARNING

No Access

INTERVENTION

Standard

DIGITAL PRIVACY, SAFETY AND SECURITY

No Access

LEARNING OUTCOMES

No Access

STUDENT SUCCESS

Standard

Submit Support