

How to Access District Reports



For security reasons, initial access to the District Reports tab has been limited to district Web User Administrators (WUAs) and users that currently have EDanalyzer access. All other users must reach out to their district WUA to be given access. If you do not know who your WUA is, an updated list of all district WUAs is available for download on the Help tab of the NJ SMART portal in the NJ SMART Documents folder.

HOW TO PROVIDE ACCESS TO DISTRICT REPORTS (FOR WUAS ONLY)

Each LEA has one Web User Administrator (WUA) who provides district/school staff access to NJ SMART. The WUA is responsible for creating and maintaining user accounts for staff in their LEA and assigning appropriate access permissions. Only a WUA can assign and remove access to NJ SMART District Reports. District Reports contain student level information; it is the LEA's responsibility to make sure that access to District Reports is limited to staff who need access to student data as a component of their work.

USER ROLES

When providing access to District Reports, it is important that WUAs understand each user role. Each of the three user roles has access to specific functions and tabs within the NJ SMART portal.

LEAs may establish one or more **Data Point of Contacts (Data POC)**. Data POCs are able to view all SID Management and State Submission tabs within the portal, upload data files, and make updates to student records.

The **Read Only** user role is available for staff that may need to view data, but do not need the option of uploading or editing student data directly in the portal. Read Only users are able to view all SID Management and State Submission tabs within the portal, but cannot upload data files or make updates to student records.

The **Analytics Only** user role is a unique role for users who need access to District Reports or EDanalyzer but do not have access to view the other SID Management and State Submission

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tabs within the portal. Analytics Only users will not be able to view or access the standard NJ SMART tabs in the portal. The only tabs that will be visible and accessible to these users will be those that have been checked via the access options below.

Access Permissions

Each user role can be assigned specific access permissions that grant the ability to view and access new tabs in the portal. There are currently two access permissions available: District Reports and EDanalyzer. In order for a user to be able to view either of these tabs, the respective access permission must be checked. To modify an existing account and give access to District Reports, take the following steps:

- 1** Log on to the NJ SMART portal, click on the Account Management tab.
A WUA will see all accounts within the LEA. Click on the account name link to edit that specific account.
- 2** The User Account Maintenance form will appear. To make changes, click the **Edit** button.
Some fields of the User Account Maintenance form, such as Account Name and the district code, cannot be edited. The WUA cannot change their own user role, but can edit other account roles within the LEA.
- 3** Select the District Reports access box, and click **Update** to submit the changes.
The user will receive an email notice that their account has been updated and will now have access to the District Reports tab.

The screenshot shows the 'User Account Maintenance' form. The 'Access Permission' section is highlighted with a red box, showing two options: 'EDanalyzer Access' (unchecked) and 'District Reports Access' (checked). The 'Update' button at the bottom right is also highlighted with a red box. Other fields in the form include Account Name, Last Name, User Password, Desk Phone, District, First Name, Email Address, Confirm Password, and Mobile Phone. A legend at the bottom left indicates that an asterisk (*) denotes a required field.