VIRGINIA DEPARTMENT ♥F EDUCATION

SAS\VVAAS User File
Explanation of privilege levels

VVAAS Fall 2023 file will have:
- 1 new privilege level – Teacher CSR
- 1 new column – Account Manager

Use the information below to help assign the best option for users in your division.

Field Name	Contents	Data Privileges and Suggested Positions	Warnings per Privilege level
Privilege Level	Code used to identify the account holder's role and level of access.	Summary of what data within VVAAS is accessible at each role and suggested positions for consideration.	Identifies upload failures and warning information about file upload.
	Super Division	**User is responsible for VVAAS within the division.** They manage the division and Super School accounts. They will receive division-level communications from EVAAS. Position examples: • Directors of Technology • Division level ITRT • Division level IT or Data	1. Failure: Must have 1 Super Division User 2. Failure: Can only have 1 Super Division user per division No School information needed
	Division All	Users will have access to **ALL** reports and data associated with the division, schools, and students within the division. Position examples: • Superintendent • Central Office staff (instructional, student services, special education, and/or data) • Multi-school staff (instructional coaches, administrators)	Unlimited users No School information needed
	Division NS	Users will have access to all reports and data associated with the division and schools within the division but **NO** access to student data or reports. Position examples: • Central Office staff who should not have access to student-level data.	Unlimited users No School information needed

		• Multi-school staff who should not have access to student-level data.	
	Super School	**User is responsible for VVAAS at their school.** They manage the school accounts. They can make Custom Student Reports. They will receive school-level communications from EVAAS. They have access to associated school reports and all student data at that school. Position examples: • Administration • ITRT • Division Super School User	1. Failure: Must have 1 Super School User per school. 2. Failure: Can only have 1 Super school user per school. 3. User can be Super School at multiple schools. If multiple schools, a new line is needed for each school.
	School All	Users have access to **ALL** associated school reports and student data at that school. Position examples: • Administration • Counselors • Instructional Coaches • Special education	1. Warning: Must have school • Unlimited users • If multiple schools, a new line is needed for each school.
	School NS	Users have access to school reports but **NO** student reports or data. Position examples: • Non-core classroom teacher	1. Warning: Must have school • Unlimited users • If multiple schools, a new line is needed for each school.
	School Teacher	Users have access to school reports and student data through pre-populated Custom Student Reports (CSR) created from the MSC data. Position examples: • Classroom teacher	1. Warning: Must have school • Unlimited users • If multiple schools, a new line is needed for each school.
	Teacher CSR	User only has access to student data through pre-populated Custom Student Reports (CSR) created from the MSC data. They have **NO** access to school reports. Position examples: • Classroom teacher	1. Warning: Must have school • Unlimited users • If multiple schools, a new line is

		• Non- core Classroom teacher	needed for each school.

Account Manager

Why would you give someone the Account Manager privilege?
1. User can update accounts at their level.
    a. Division users can support account management for Division All, Division NS, and Super School.
    b. School users can support account management for the associated school. They can manage accounts for School All, School NS, School Teacher, and Teacher CSR users.
2. User can share Custom Student Report (CSR) built by the "Super" at their level.
 	
Note: Most users should have an "N" for Account Manager privileges. This should be a very limited group of users per division or school.