# End User Guide Overriding User Accounts

# TrackOne

When conducting testing throughout the Learning Analytics Suite, you may find it useful to login as either a Student or Teacher user to give yourself a better idea of how the setup you have produced as an Administrator will appear to those you are releasing Suite access to.

This document will assist you in navigating through the Suite as both an Administrator and a user with fewer permissions enabled in their setup. Prior to making any temporary changes to a user account, we would recommend ensuring that the user has completely signed out of the application until testing has concluded.

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to <u>helpdesk@trackonestudio.com</u>.

	Demonstra	tio 3	Learni	ng Analytics	s Suite				(TrackOneA	dmin) ( <u>Sign Out</u> )
	► Staff	► Stude	ents 🕨 F	Parents 🕨 🕨	System					
Administration Go to Analytics	All Years								Q	1 to 4 of 4 🗙
Thome	User Name	SIS Code	Family Name	Given Names	Email	Roles	Approved	Locked Out	Override Network Authentication	
	S798236	S798236	Adachi	Lucy		Student		False	True	_/ 🗙
Result Entry	S833954	S833954	Best	Lucy		Student		False	True	4 _/ 🛛
External Assessment	S285819	S285819	Betterton	Lucy	oxleyij@gmail.com	Student		False	True	_/ 🛛
Analytics Setup	S839885	S839885	Boyce	Violet		Student		False	True	_/ 🗙
🜍 Subject Setup	Note: All us	er accounts	are synced ba:	sed on the SIS of	ode and not the User N	lame.			Bulk User Synchronise	Add New User
Report Setup										
General Setup										
Academic Mentoring										
School Activity Setup										
User Management	2									

### Viewing the Application User Account List

- 1. Select Administration from the top of the left-hand task panel.
- 2. Select User Management, followed by Users.
- 3. The User Management page will now appear, and all existing user accounts will be grouped by type (Staff, Students, Parents, System) and are listed to view based upon the user type that you select from the blue bar at the top. We have selected **Students**.
- 4. Select a student account to override by clicking the edit icon on the far right-hand side.

## Override Network Authentication to Access an Account

	Demonstrati	on School Learning Ana	alytics Suite		(TrackOneAdmin) ( <u>Sign Out</u> )
	User Setup				
Administration Go to Analytics	UserName: S833954	Password:	j	6	
ft Home 5	Student Code		-**		
Result Entry	S833954				
	Family Name		Given Name(s):		
External Assessment	Best		Lucy		
Analytics Setup	Email:				
Subject Setup	optional				
Report Setup		Network Authentication			
General Setup	recommend	led that this option is used for a s	short time only to verify user ac		titication method password (such as Active Directory). It is ect this option when not required as it will prevent the user from the user attempts multiple times).
Academic Mentoring	Roles				
School Activity Setup					
			Menu Options		
K User Management		Teacher Security			
Configuration		Student Portal			
		Access for SLT, ELT, CLT			
		Parent			
		Administrator Level One			
		Administrator Security			
	Deturn to Lise	r Management Update Use	ar Details		
		opulate obc	er Details		
5.	Prior to ma	king any changes	to the account, i	t is a good idea to th	oroughly review all
	current dat	a that is set up. M	lake a note of the	current data in case	you need to go back
		e changes at the e			_
		<u> </u>			
6.	Select the	edit icon to the rig	ht-hand side of I	Password. The pass	vord box will clear of

any existing data and you will be required to enter a new password for the user. TIP: When setting a temporary password, opt for something simple (eg. password).

User Setup		
UserName:	Password:	
S833954	password	

TIP: Make note of the Username and Password.

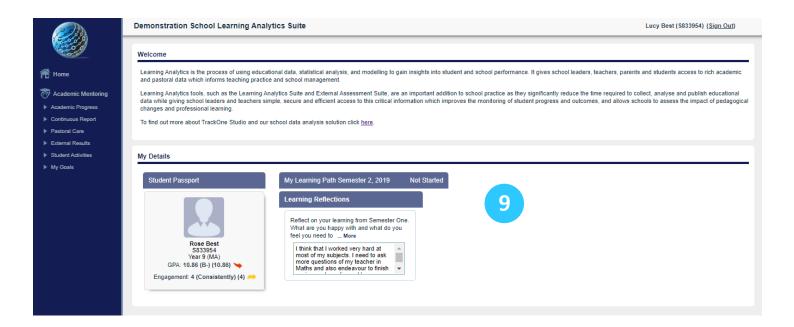
7. Ensure the **Override Network Authentication** box is ticked.

If this box is not ticked, you will not have access to the account.

8. Review that all data is correct and that you have made a note of the account details, then select **Update User Details**.

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9. Logout of the current account and log back in using the student account details you have just changed. You will now have a complete view of what a student can see in the Learning Analytics Suite, and you can review all the areas of the Suite that is available to them.



### Reversing the Network Override

- 10. Perhaps the most important step to remember is to return the test account back to its former setup. Once your testing has concluded, logout and then log back in with your Administrator account. Return to User Management/Users/Students, search for the student to reverse and click the edit icon.
- 11. Untick Override Network Authentication and select Update User Details.

Override Network Authentication

If selected, the user account will use the local Learning Analytics password rather than the selected system authentication method password (such as Active Directory). It is recommended that this option is used for a short time only to verify user access and permissions. Ensure to deselect this option when not required as it will prevent the user from accessing the Learning Analytics Suite using their normal password (and may result in the account being locked if the user attempts multiple times).

The student test account can now be used by the original user as per normal.