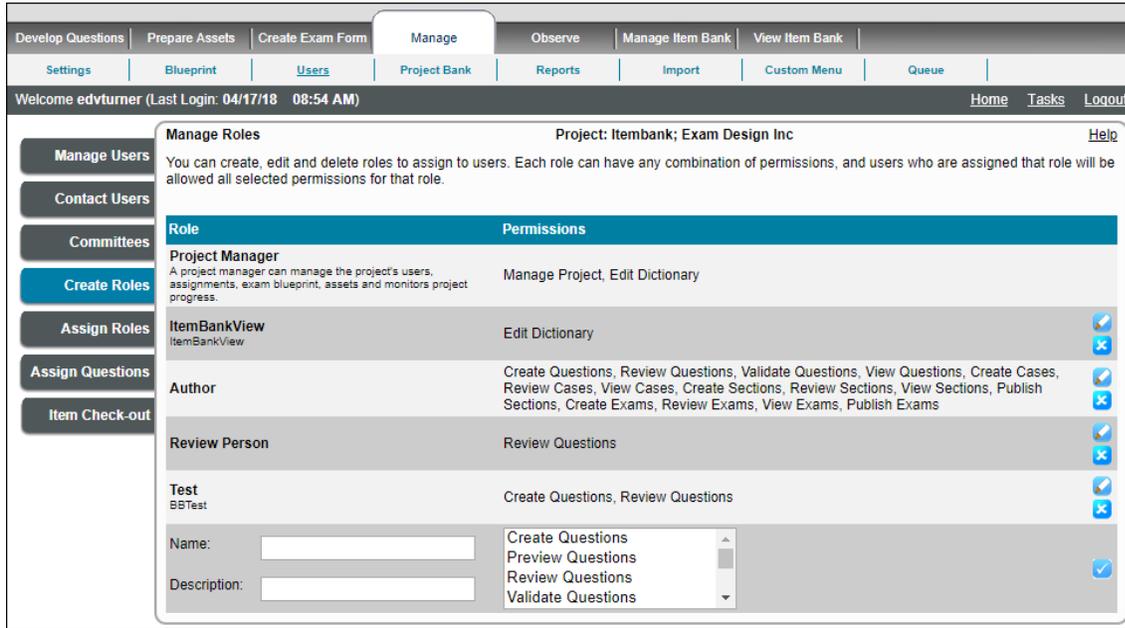


5.3.4 Create Roles

Roles are sets of permissions that you can assign to users and committees to limit their usage of the application to areas relevant to their work. The permissions you set for each Role define how tight or flexible the Role is.

Manage Roles

Select the **Manage Users Create Roles** menu.



The **Manage Roles** page displays existing roles along with the permissions allowed for each role.

Add a role

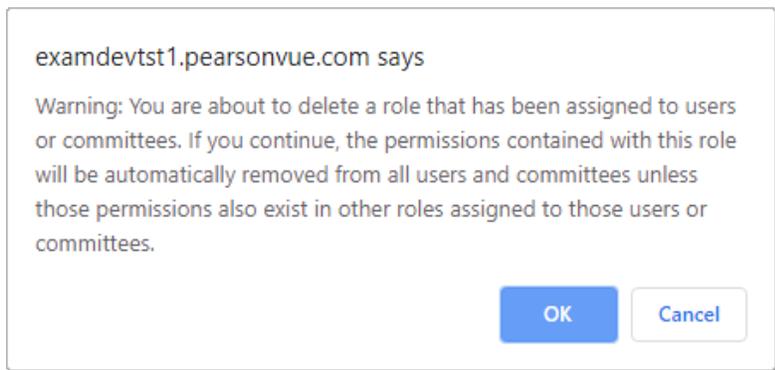
To **add a Role**, enter a **Name** for the new role. Select the **Permissions** you would like to grant to users who will be assigned that role. Click a permission and then hold down the **Ctrl** key on the keyboard and click additional roles in the list until you have selected all the desired roles. You can optionally enter a **Description** for the role. Click the **Save**  icon to save the role.

Edit a role

To **edit an existing Role**, click the **Edit**  icon to make the required modifications to that role, and click the **Save**  icon to save the changes. When editing a role, you can also click the **Cancel**  icon to discard the changes.

Delete a role

To **delete an existing role**, click the **Delete**  icon to delete a role. A pop-up warning notifies you that you are about to delete a role that has been assigned to users. If you click **OK**, the permissions contained with this role are automatically removed from all users. The role that you delete is removed from the list of roles



This is a list of the permissions that can be used to created roles.

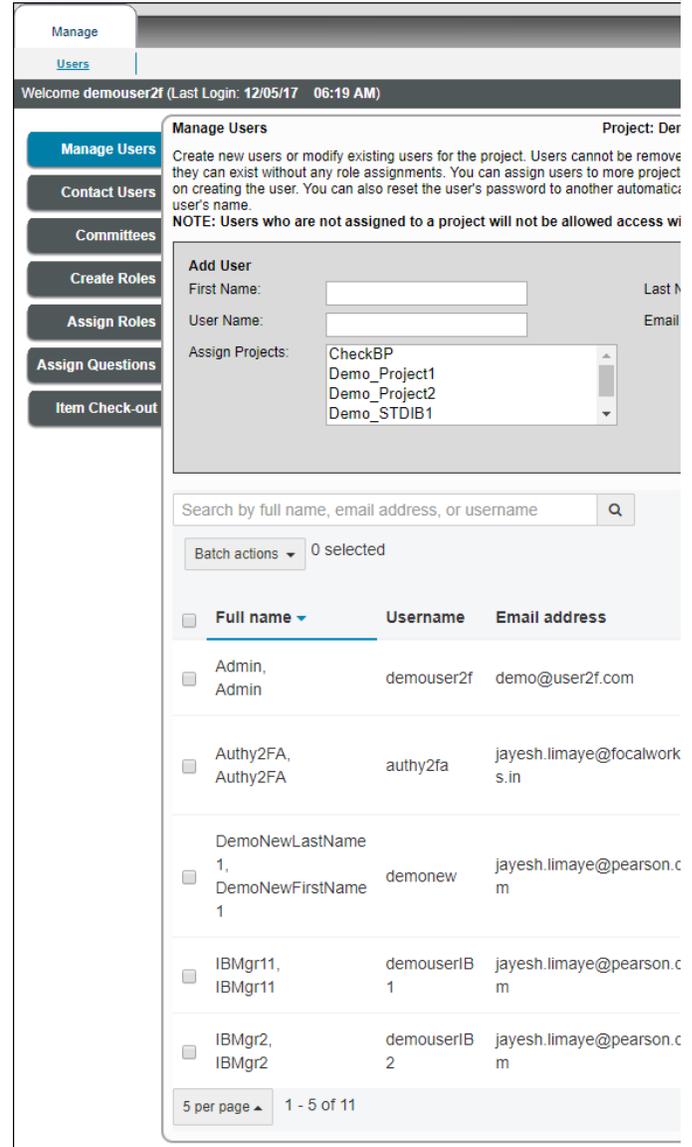
Permission	Actions Allowed (pages affected in parentheses)
Create Questions	Write new items, attach existing assets to items. (Develop Questions Write Item)
Preview Questions	Preview items by generating QTI output so you can preview them as the candidate will see them. This permission works when given in conjunction with Create/Review Questions, Create Cases, QTI-related permissions. (Create Questions, Review Questions, Examine Questions, Add/Edit Case, Case Question Writer, QTI Exam Editor) Note: This permission is available only if the Athena Browser Preview feature is enabled for the current Item Bank.
Review Questions	Review (Accept, Reject, Modify) items submitted by writers or imported from an external source. (Develop Questions Review)
Translate Questions	Users can create items in the pre-defined language and they can only create translated items for the assignments assigned to them. (Develop Questions Translate)
Validate Questions	Validate items as an SME. (Develop Questions Validate)
View Questions	Search for and read-only view of items and item history as an observer. Users are able to Comment on items. (Observe View Questions)
Create Cases	Create new exam cases and enemy sets. Users can edit their own cases and enemy sets. (Develop Questions Cases)
Review Cases	Edit all unpublished exam cases, R-Type cases, and enemy sets. (Develop Questions Cases)
View Cases	View contents of exam cases and enemy sets. (Develop Questions Cases)
Create Sections	Create exam sections. Users can view and edit their own exam sections. (Create Exam View Sections)
Review Sections	Edit all exam sections. (Create Exam View Sections)
View Sections	View contents of all exam sections. (Create Exam View Sections)
Publish Sections	Publish and un-publish exam sections. (Create Exam View Sections)
Create Exams	Users can create, view, and edit their own exam forms. (Create Exam Add Exam)
Review Exams	Edit and add content to exam forms . (Create Exam View Exam)
View Exams	View contents of all exam forms. (Create Exam View Exam)

Publish Exams	Publish and un-publish exam forms. (Create Exam View Exam)
Set Exam Standard	Set standard for exams. (Create Exam > Set Standard)
Take Exam	User can only Take Exam, but not Rate Difficulty or Set Standard. (Create Exam Set Standard)
Upload Assets	Upload assets. (Prepare Assets Upload)
Assets Compliance Review	Review (Accept, Reject, Modify) assets uploaded by users who can upload assets. (Prepare Assets Compliance Review)
Assets Quality Review	Review (Accept, Reject, Modify) assets uploaded by users who can upload assets. (Prepare Assets Quality Review)
Assets Processing	Review (Accept, Reject, Modify) assets uploaded by users who can upload assets. (Prepare Assets Processing Review)
Manage Assets	Access the entire assets module functionality: Upload Assets, Compliance Review, Processing, and Quality Review , delete or replace assets, and examine and batch edit the assets. (Project Manager access to Assets tab)
Submit on Behalf of	Create items and/or upload assets on behalf of other users. (Users still need the Create Questions and/or Upload Assets permission.)
View Dashboard	View Observer dashboards and track project progress under the Observe tab. (Observe Users & Committees)
Manage Project	Access the entire project and perform all actions. Can also perform the following special actions. (Manage) <ul style="list-style-type: none"> • Configure the project, set up metadata, Exam Advisors, delete or replace assets, edit the spelling dictionary. • Create, edit or upload the blueprint, set goals against the blueprint. • Create and manage users and committees, create and assign roles and work to users and committees. • Review items, jump item states, batch edit items, save and edit collections and search criteria. • Generate reports on items, exams, assets, references, analysis sets and user activity. • Import and export items, blueprint, Examinee data, and statistics. Manage announcements on the user portal.
Asset Download	Downloading of new assets to be used in the Item Bank.(All pages which display assets). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> The download link is not available if the item with asset is set as viewable.</p> <p>If the item is set as <i>viewable</i>, and the asset is set as <i>editable</i>, then the download link will also not be available.</p> </div>
Print Report	Allows users to be able to print the HTML reports of items. (The "Print HTML" button on Observer View Questions and Develop Questions Review pages).
Edit Dictionary	If the Project Manager is assigned Edit Dictionary Role then only the Project Manager has the ability to edit the dictionary or add the new words to the dictionary. (Spell Check functionality).
Qti Edit Templates	Allows users to edit QTI templates. This needs to be given in conjunction with View Exam or Review Exam permission. This doesn't apply to Project Manager. (Delivery Configuration Tool (QTI Builder) page).
Qti Edit Packages	Allows users to edit QTI packages, which is Exam on the Delivery Configuration Tool page, which appear as read-only to users without this permission. This needs to be given in conjunction with View Exam or Review Exam permission. This doesn't apply to Manager. (Delivery Configuration Tool (QTI Builder) page).

Qti Export Packages	Allows users to export QTI packages. The Export button on the Delivery Configuration Tool page does not appear to a user who doesn't have this permission. This must be given in conjunction with View Exam or Review Exam permission. This doesn't apply to Manager. (Delivery Configuration Tool (QTI Builder) page).
Question Exhibit	Allows users to add and remove exhibits on items. The Exhibits tabs on the Create/Edit Question page do not appear to a user who doesn't have this permission. This must be given in conjunction with Create Questions or Review Questions permission. This doesn't apply to Manager. (Create/Edit Questions page).
Similarity Review	<p>Allows users to access pages related to Similarity Review and manage the Enemy relationships for items. This has to be assigned in conjunction with other permissions.</p> <div data-bbox="824 533 1477 747" style="border: 1px solid #FFD700; padding: 10px;"><p> A user belonging to the ExamDeveloper Inc. organization can view Manage Item Bank and View Item Bank menus, even if assigned with just Similarity Review permission.</p><p>A user not belonging to the ExamDeveloper Inc. organization cannot view any menu if assigned with just Similarity Review permission.</p></div>

Account Support

Allows users to be able to access only **Manage Users** page with the **Manage Users** tab, with the ability to reset the password, reset the 2-Factor Authentication registration details, and reset the security questions for users in the Organization or only in the project, as per radio button selection.



Manage Settings

The user can access everything under **Manage Settings** and **Custom Menu**.

Manage Blueprint

The user can access **Manage Blueprint** to create, modify, or upload a blueprint.

Manage Users

The user can access everything under **Manage Users**.

Manage Project Bank

The user can access everything under **Manage Project Bank** and the **Queue** page.

Manage Import

The user are able to access everything under **Manage Import**.

Manage Reports

The user are able to access everything under **Manage Reports** and the **Queue** page.

Allow All Permissions

Allow all actions.

What is the difference between Manage Project and Allow All Permissions?

Manage Project is a subset of Allow All Permissions. Therefore, a user with Allow All Permissions is a super user at the project level.

e.g.: A user with Manage Project permission has to be assigned with Create, Review, and Validate Questions permissions to appear in the **Assigned Questions** page, whereas a user with Allow All Permissions is listed by default.