



The roles on Rising Stars Assessment Online

The Access Co-ordinator role

When an order is placed for *Rising Stars Assessment Online*, the person placing the order will be required to nominate someone at your school to become the Access Co-ordinator. This role ensures all your data is secure by approving new teacher accounts. The role can be carried out by anyone appropriate within your school; it is not a time-consuming role and does not require any specialised IT skills; it's simply a way of protecting your school's data.

The Access Coordinator will be responsible for the basic set up of your school, creating classes and uploading pupils' details on to *Rising Stars Assessment Online*. If you have been nominated, you will receive an email to accept this role. You can then enter *Rising Stars Assessment Online* via the icon on your [My Rising Stars](#) dashboard.

In addition to the Access Co-ordinator, the other two roles available in *Rising Stars Assessment Online* are Teacher and Teacher Admin; the Access Co-ordinator is able to approve access for other teachers in the school by assigning them with either of these roles.

Here is an outline of what the different roles can do within the site:

Access Co-ordinator

1. Name the school
2. Create and edit Teachers and Teacher Admins
3. Set up year groups and classes (school structure)
4. Link year groups with years of intake
5. Create and delete pupils
6. Create groups
7. Import pupil data
8. Export pupil data
9. Move pupils up through the school
10. Nominate a replacement Access Co-ordinator
11. Manually add marks for pupils
12. Edit marks for pupils
13. Import marks for pupils
14. Run individual and group reports

Teacher Admin

1. Create and delete pupils
2. Create and edit Teachers and Teacher Admins
3. Create groups
4. Import pupil data
5. Export pupil data
6. Manually add marks for pupils
7. Edit marks for pupils
8. Import marks for pupils
9. Run individual and group reports

Teacher

1. Create groups
2. Manually add marks for pupils
3. Edit marks for pupils
4. Import marks for pupils
5. Run individual and group reports

If you have any difficulties getting your school set up on *Rising Stars Assessment Online*, send an email to onlinesupport@risingstars-uk.com containing your questions, contact details and a good time to contact you, and we will get in touch to help you through the process.