



USER Permissions Training Document
Last Updated – 02.07.2023

OSCAR Role Permissions - Allows clients to create custom roles. Any combination of OSCAR features can be turned on to create custom roles.

By Default, the following roles are created:

1. Director
2. Admin
3. Supervisor
4. Team Lead
5. Scorer
6. Basic Scorer

These roles can be modified, or new custom roles can be created. A user can have varying roles across tenants, for example a User can be a Director in one tenant and a Supervisor in another tenant.

Role Access Level – The access level is any whole number from 0-100. The access level allows for creating a user who has the ability to create/edit roles but with limited scope. For example, if a user is created with an access level of 80 they will not be able to edit or create a role with an access level above 80, therefore not allowing them to edit a role with the access level of 90.

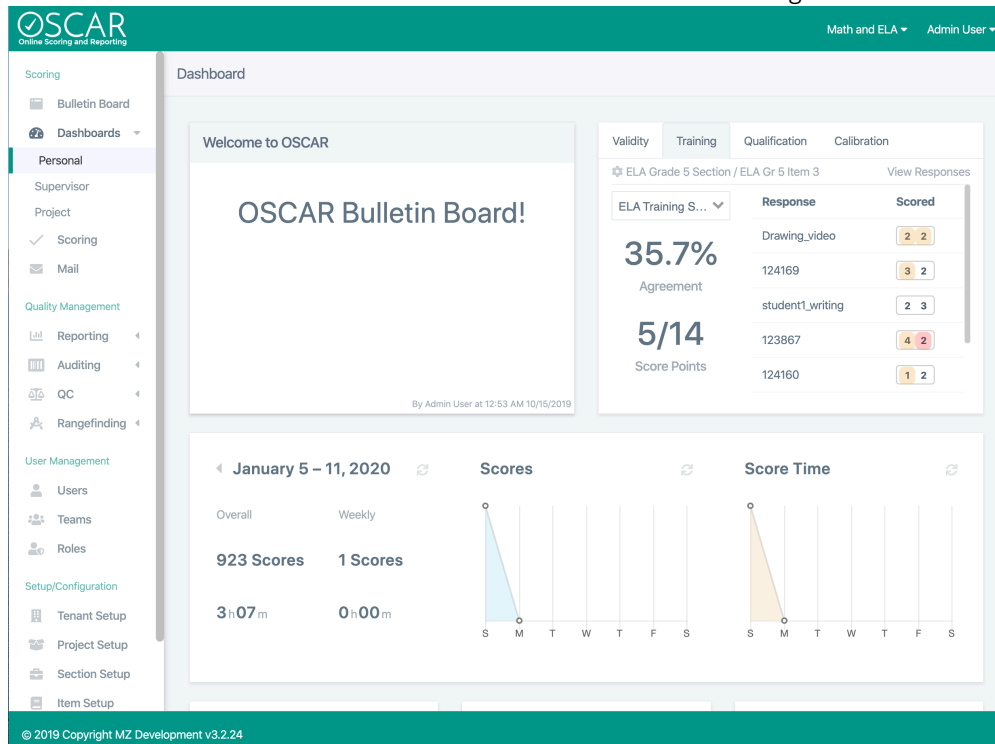
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Operations

Personal Dashboard – If activated role will have access to the Personal Scoring Dashboard.



Additional options to display on the Personal Dashboard include information related to: Validity, Practice, Qualification, Calibration, Show QC Score Counts, and QC Portfolio. If activated users will see the results and responses

Supervisor Dashboard – If activated role will have access to the Supervisor Dashboard

The screenshot shows the OSCAR Dashboard for a Supervisor. The left sidebar includes sections for Scoring, Personal, Supervisor, Project, Quality Management, and User Management. The main dashboard area features a 'Team' dropdown set to 'Any'. Key metrics include:

- CII OSCAR Demo Team:** 3 Sections, 6 Users. IRR (exact) 51.8%, Validity (exact) 44.2%.
- CII Demo:** 2 Sections, 1 User. IRR (exact/adjacent) 75.5%, Validity (exact/adjacent) 64.9%.
- CAS Team:** 1 Section, 2 Users.
- ELA Grade 5:** 14 Sections, 21 Users.

Summary statistics show 2,531 Scores (overall) and 1 Score (this week). A line chart shows a peak on Monday. The 'User Activity' section lists users like Admin User (0000) and Tony Brown (t_brown) with their last activity and dashboard refresh status.

- **Reporting/Dashboard to Own Teams** – Will only allow role to view dashboard and reporting data associated with their teams (team dropdown will only include teams they are on)

Project Dashboard – If activated role will have access to the Project Dashboard

The screenshot shows the OSCAR Project Dashboard for 'End of Year 2018'. The left sidebar is similar to the previous dashboard but highlights the 'Project' section. Key metrics include:

- Overall Metrics:** 5,100 Responses. IRR (exact) 51.8%, Validity (exact) 43.7%.
- Response Status:** Donut chart showing Complete (green), Pending (orange), and Withheld (red).
- Completion Rates:** IRR (exact/adjacent) 75.6%, Validity (exact/adjacent) 64.6%.
- Summary Statistics:** 2,441 Scores (overall) and 1 Score (this week).

The dashboard also includes a table for completion rates:

Item	Total	Complete	Percentage
PDF Item	9	1	11.1%
Video Item	6	2	33.3%
ELA Gr 5 Item 6	51	6	11.8%
ELPA21 #1	3	0	0.0%
ELA Gr 5 Item 5	946	2	0.2%

Schedule Sign up – If activated role has access to view project calendars

Project Forecast – If activated role has access to project forecast for project completion and see how reallocation of scorers/raters can import project completion.

Live Observation

Observation – If activated role has access to assigned observation sites schedules and sessions.

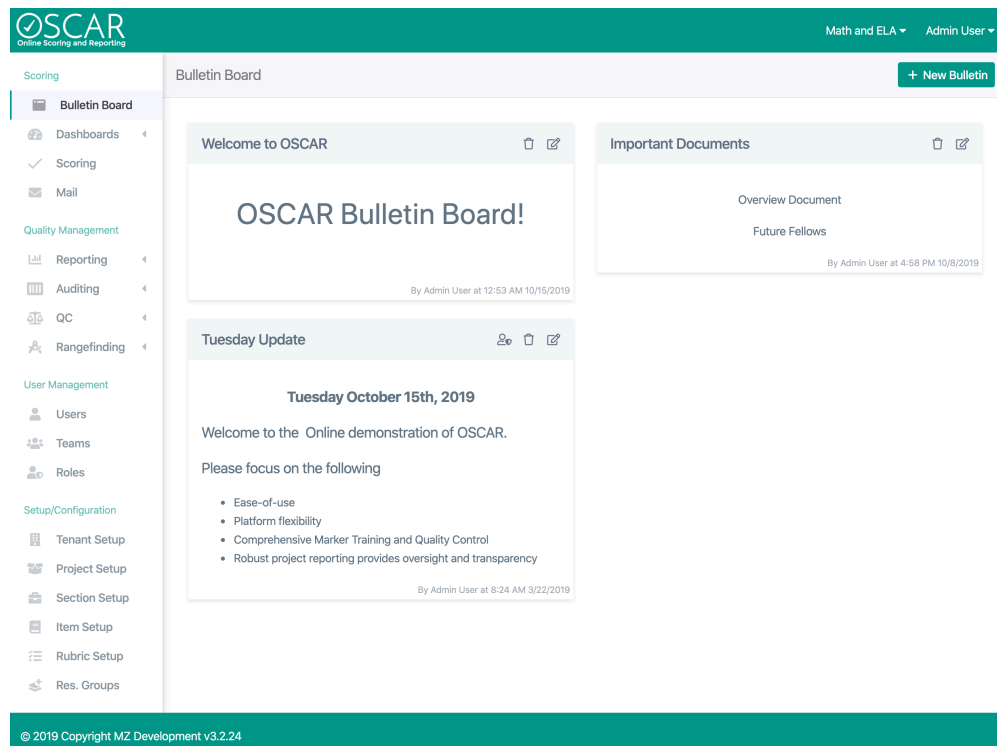
- **Manage Schedules** – If activated role has access to manage assigned observation schedules and sessions.
- **Access to All Observation Sites** – If activated role has access to all observation sites
- **Edit Observation Scores** – If activated role has permission to edit observation scores

Site Setup – If activated role has permission to create an observation site – set location, number of seats, and assign users.

Observation Form Setup – If activated role has permission to create/setup observation forms.

Scoring

Bulletin Board – If activated users will have access to the bulletin board

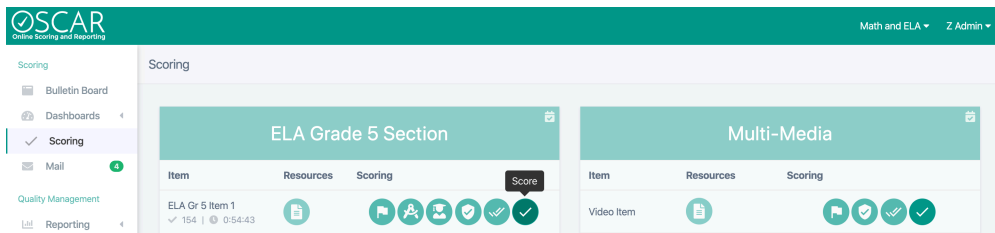


If Bulletin Board is turned on another role permission is activated which if turned on will allow the role the ability to post bulletin boards.

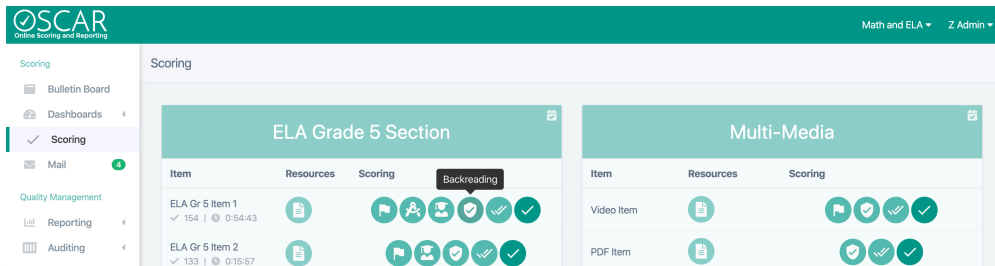
Bulletin Permissions

Post Bulletins

Scoring – If activated allows role to score responses (team section assignment determines which items are available for user to score)



Backreading – If activated allows role to access and complete backreading task (Icon pictured below)



Mail – If activated role has access to OSCAR Mail. Once the permission is turned on additional configuration options appear as shown below

- **Send Mail to Anyone** – Allows role the ability to send mail to users assigned any project role
- **Send to External Emails** – Allows role to send mail to anyone
- **Mark Mail as important** – If activated allows role to send “Important” messages, this message type prevents a scorer from scoring until the message has been read by the receiving user(s).
- **Request Rescores** – Grants user permission to request rescores

Receive Emails on New Responses – If activated for a role then users assigned to the role will receive an email when new responses have been added to OSCAR. The frequency of new response emails is configured in the tenant setup page (hourly or daily).

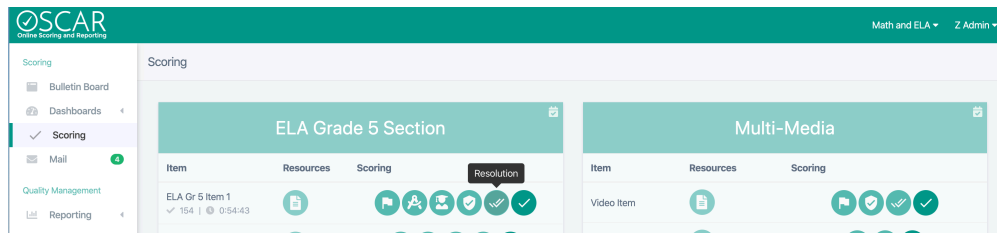
Receive User Lockout Emails – If activated for a role then users assigned to the role will receive an email when any user is locked out of scoring (user failed qualification, user failed validity, etc.).

Require Lockdown Browser – If activated role must use the lockdown browser version of OSCAR.

Is Beginner – If activated for a role then responses that are part of an item that is setup for at least two reads (1st and 2nd read) will only allow 1 of the two scores to be applied by a role that is marked as beginner.

First Read Only – If activated for a role scoring will only be allowed for 1st read only. A user with this permission activated will not be allowed to apply a 2nd read to any responses.

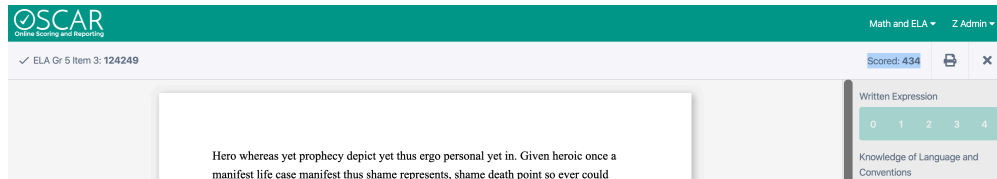
Has Resolution Access – If activated for the role then users with this role permission will be allowed to complete resolution reads (icon pictured below)



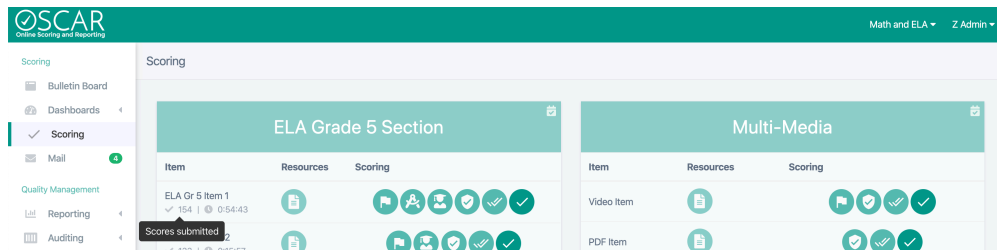
Skip Validity – Grants user access to the skip validity flag for users.

Show 1st Scorers Annotation – If activated role can 1st scorer’s annotation.

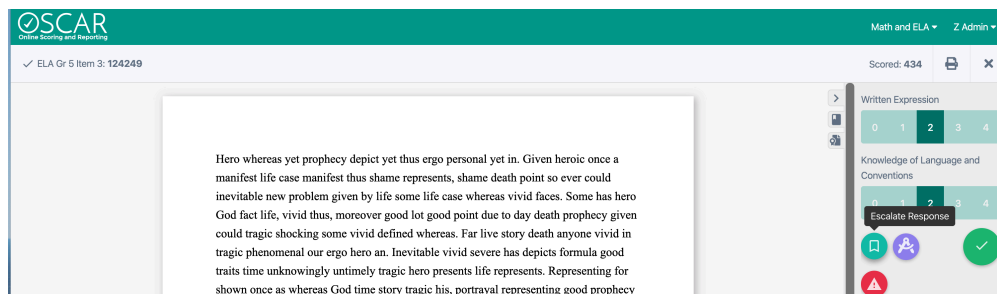
Show Count While Scoring – If activated for a role then users will see the number of scores they have applied for an item (pictured below)



Show Score & Time Per Item – If activated for a role then users will see the number of scores and time spent scoring for each item they have been assigned on the scoring landing page (pictured below)



Can Escalate – If activated for a role then users assigned to the role will have the ability to escalate responses to QC or Rangefinding while scoring (pictured below)



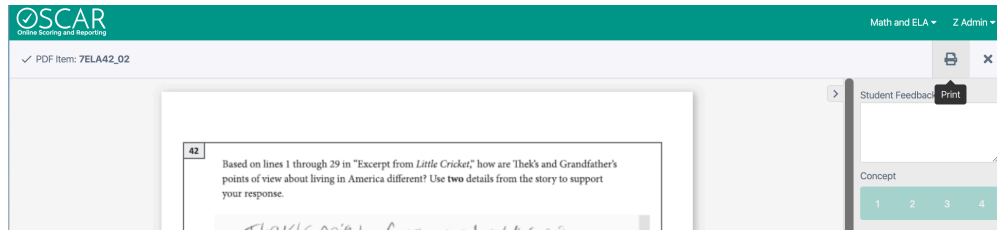
Prevent Multiple Scorers of Same IDs – If activated role cannot score more than one candidate response. Unique ID: Ref ID

Prevent Downloading Resources – If activated role cannot download resources.

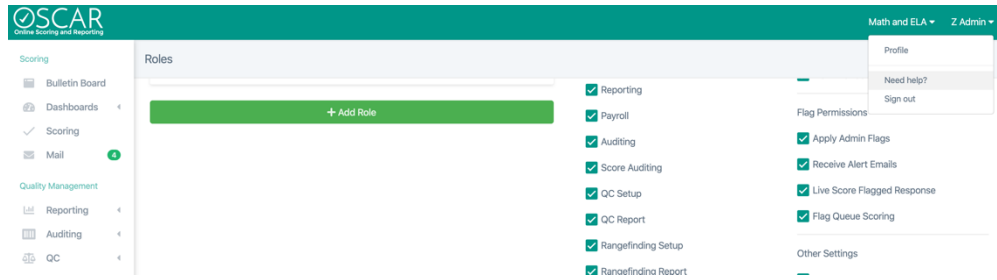
View Admin Metadata – If activated role can view admin metadata.

View Copyleaks Reports – If activated and customer is using Copyleaks Plagiarism Detection, role can view Copyleaks reports.

Allow Response Printing – If activated for role the print icon will show up and allow the user to print responses from the system



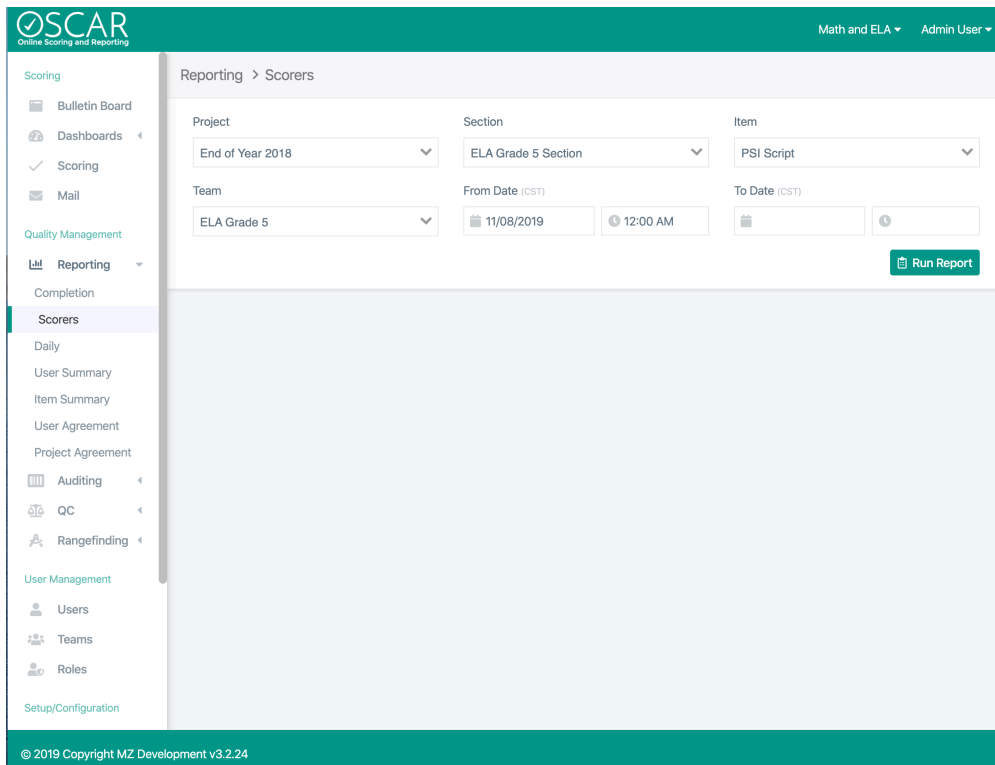
Show Help Link – If activated grants role access to OSCAR help and the ability to submit help tickets. The help link is found under the username drop down as pictured below



Quality Management

Reporting– If activated role will have access to the specific OSCAR report(s). Click the checkbox next to the report(s) the role should have access to review and monitor.

- Completion
- Scorers
- Daily
- Quotas
- User Summary
- Item Summary
- User Agreement
- Backread Agreement
- Project Agreement
- Training Completion



- **Reporting/Dashboard to Own Teams** – Will only allow role to view dashboard and reporting data associated with their teams (team dropdown will only include teams they are on)
- **Payroll** – Payroll is a separate report that is turned on/off independent from the reports that are activated through the reporting permission

First	Last	ID	Role	Score Time	Scores	Resolution	Backread	Validity	Calibration	Flags	Total
Totals (53)				11:37:22	2185	256	84	217	55	24 (10)	2811
Tenant	Admin	admin1	Demo Admin	0:00:31	8	0	0	4	0	0	12
Z	Admin	z_admin	Admin	3:40:49	667	33	46	51	22	12 (4)	827
Tony	Brown	t_brown	Admin	0:02:10	4	0	0	1	0	0	5
Jeff	Cuff	jeff_cuff	Director	0:03:35	1	58	0	0	0	0	59
Tina	Faye	100015	Scorer	2:05:53	327	0	0	32	5	0	364
Adam	Freeman	PSI001	Admin	0:02:45	4	0	0	0	0	0	4
Tracey	Hembry	t_hembry	Scorer	0:00:09	4	0	0	2	0	0	6
Robin	Hill	r_hill	Scorer	0:00:08	4	0	0	2	0	0	6
Jeffrey	Jousan	j_jousan	Scorer	0:00:19	4	0	0	2	0	0	6
Tony	Marker	Scorer	Scorer	0:00:28	1	0	0	0	0	0	1
PSI	Monday	psi_monday	Scorer	0:00:41	5	0	0	2	0	2 (2)	7
Jane	ProjectDir	100013	Scorer	0:11:46	106	0	0	15	4	0	125
Bob	Ross	100012	Scorer	0:46:01	157	0	0	21	4	5 (1)	186
NWEA	Score	nwea_score1	Scorer	0:00:16	4	0	0	1	0	0	5
Demo	Scorer	scorer_2	Scorer	0:40:29	65	0	0	22	4	0	91
NAEC	Scorer	naec_scorer	Scorer	0:01:17	5	0	0	1	0	0	6
NC	Scorer	NC_Scorer	Scorer	0:00:18	3	0	0	1	0	0	4
PSI	Scorer	psi_scorer	Scorer	0:01:52	6	0	0	3	0	1 (1)	9

Auditing – If activated will give role access to the Auditing functionality

Section	Select	Ref Id	Priority	Words	State	Scores	Created At	Exported At	Actions
ELA Grade 5 Section	<input type="checkbox"/>	123459		544	Unscored		10/1/18 10:50:04 pm		
Item	<input type="checkbox"/>	123460		271	Unscored		10/1/18 10:50:05 pm		
ELA Gr 5 Item 3	<input type="checkbox"/>	123461		331	Complete		10/1/18 10:50:05 pm		
Exported	<input type="checkbox"/>	123462		367	Unscored		10/1/18 10:50:04 pm		
State	<input type="checkbox"/>	123463		331	Complete		10/1/18 10:50:04 pm		
Has Flag	<input type="checkbox"/>	123464		379	Unscored		10/1/18 10:50:05 pm		
Flags Reviewed	<input type="checkbox"/>	123465		361	Complete		10/1/18 10:50:05 pm		
	<input type="checkbox"/>	123466		337	Complete		10/1/18 10:50:04 pm		
	<input type="checkbox"/>	123467		291	Unscored		10/1/18 10:50:04 pm		
	<input type="checkbox"/>	123468		355	Unscored		10/1/18 10:50:05 pm		
Response ID	<input type="checkbox"/>	123469		323	Resolution		10/1/18 10:50:05 pm		
Scored By	<input type="checkbox"/>	123470		272	Resolution		10/1/18 10:50:05 pm		
	<input type="checkbox"/>	123471		275	Complete		10/1/18 10:50:04 pm		
Has Score Type	<input type="checkbox"/>	123472		385	Unscored		10/1/18 10:50:05 pm		
	<input type="checkbox"/>	123473		605	Complete		10/1/18 10:50:04 pm		
Labels	<input type="checkbox"/>	123474		544	Unscored		10/1/18 10:50:05 pm		
	<input type="checkbox"/>	123475		271	Complete		10/1/18 10:50:05 pm		

- **Auditing to Assigned Sections** – Will only grant access to auditing for sections that their team(s) is assigned to
- **Auditing to School Code** – Grants user access to all auditing for their assigned school code.

Score Auditing – If activated will give role access to the Score Auditing functionality

Section	Response	Scorer	Type	Score	Time	Applied At	Actions
ELA Grade 5 Section	123461	Admin User (0000)	✓ 1st	1 1	00:01	07/16/19 10:53:46 am	
Item	123461	Bill TeamLead (100011)	✓ 2nd	1 1	00:01	07/16/19 10:53:54 am	
ELA Gr 5 Item 3	123463	Bill TeamLead (000011)	✓ 1st	1 1	00:01	07/16/19 10:51:19 am	
Response ID	123463	Z Admin (z.admin)	✓ 2nd	1 1	00:02	07/16/19 10:53:14 am	
Scored By	123465	Admin User (0000)	✓ 1st	1 1	01:06	07/16/19 11:16:10 am	
Score Type	123465	Tina Faye (100015)	✓ 2nd	2 2	00:11	07/16/19 11:16:28 am	
	123466	Admin User (0000)	✓ 1st	2 3	06:22	07/16/19 10:40:02 am	
	123466	Z Admin (z.admin)	✓ 2nd	3 3	00:01	07/16/19 10:40:37 am	
From Date (CST)	123469	Z Admin (z.admin)	✓ 2nd	4 2	00:01	07/16/19 10:27:52 am	
To Date (CST)	123469	Admin User (0000)	✓ 1st	1 4	00:01	07/16/19 10:27:33 am	
	123470	Admin User (0000)	✓ 2nd	4 4	00:02	03/07/19 11:49:48 pm	
	123470	Z Admin (z.admin)	✓ 1st	2 1	00:04	10/02/18 8:49:45 am	
	123471	Tina Faye (100015)	✓ 2nd	2 2	00:36	07/16/19 11:26:29 am	
	123471	Admin User (0000)	BR	4 4	00:02	12/06/19 10:22:39 am	
	123471	Z Admin (z.admin)	✓ 1st	2 2	00:02	07/16/19 11:17:38 am	
	123473	Admin User (0000)	✓ 2nd	3 2	00:01	07/16/19 10:33:19 am	
	123473	Z Admin (z.admin)	✓ 1st	2 2	00:02	07/16/19 10:33:04 am	

- **Score Auditing to own Scores** – Grants user access to score auditing for scores submitted by the user.
- **Allow User to Reset History** – If activated user is allowed to reset scores.

Candidate Auditing – Grants user access to Candidate Auditing.

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Project	Ref Id	Total Score	Complete	View Responses
Training Demo	resp_229058	3	1 / 1	View Responses
Complete	resp_229057	1	1 / 1	View Responses
Full	resp_123661	6	2 / 2	View Responses
Candidate/Response ID	resp_123646	5	2 / 2	View Responses
Min. Score	resp_123639	6	2 / 2	View Responses
Max. Score	resp_123608	12	2 / 2	View Responses
	resp_123592	13	2 / 2	View Responses
	resp_123582	8	2 / 2	View Responses
	resp_123577	14	2 / 2	View Responses
	resp_123575	12	2 / 2	View Responses
	resp_123574	9	2 / 2	View Responses

Page of 1 (15)

QC Setup – If activated will give role access to the QC setup functionality which includes the ability to create and edit QC sets of all types (Qual, Training, Validity, Calibration, Exemplar)

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Section: ELA Grade 5 Section Item: ELA Gr 5 Item 3

Exemplar Training Qualification **Validity** Calibration

Validity +

- 5 Set 1 Active
- 3 Set 2 Active

QC Reporting – If activated will give role access to the QC reports, which allow for monitoring of scorer performance on all QC types (Qual, Training, Validity, Calibration)

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Rangefinding Setup – If activated gives role access to the rangefinding setup functionality

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Rangefinding Report – If activated gives role access to the rangefinding report which allows for monitoring of rangefinding performance

OSCAR Online Scoring and Reporting

RangeFinding Z Admin

Scoring

Bulletin Board

Dashboards

Scoring

Mail

Quality Management

Reporting

Auditing

QC

RangeFinding

Reporting

User Management

Users

Teams

Roles

Setup/Configuration

Tenant Setup

Project Setup

Section Setup

Item Setup

Rubric Setup

RangeFinding

Section: ELA Item 1 RangeFinding

Item: ELA Item 1

RF Set: RangeFinding Set 1 (Low)

Team: RangeFinding Team

14 Total

6 Consensus

12 True Score

2 - Anchor

0 - Further Review

6 - Do Not Use

8 - Training

5 - Qualification

5 - Validity

4 - Calibration

Response	True Score	Consensus	Agree	#	z_admin	0000	100012	100015	100014	100011	100013
123849	3 3 3 3	3 3 3 3	64.3%	7	3 2 2 2	3 2 3 2	4 4 4 4	3 3 3 3	3 3 3 3	3 3 3 3	4 3 3 3
124002	-	3 3 3 3	60.7%	7	3 3 3 3	3 2 3 2	4 3 3 3	3 3 2 3	2 3 2 3	2 3 2 3	1 2 3 4
123499	-	3 2 2 3	57.1%	7	3 3 1 2	4 3 3 3	3 2 2 3	2 2 2 2	3 3 3 3	3 2 2 3	2 2 2 4
123582	2 2 2 2	2 2 2 2	57.1%	7	4 3 4 4	2 2 2 2	4 3 3 3	2 2 2 2	1 1 1 1	2 2 2 2	2 2 2 2
123506	2 2 2 2	2 2 2 2	57.1%	7	2 2 2 2	3 2 3 3	2 3 2 3	3 3 2 2	4 4 4 4	2 2 2 2	1 2 2 2
123465	2 2 2 2	2 2 2 2	57.1%	7	2 2 2 2	4 4 4 3	2 2 2 2	2 2 2 2	3 3 3 3	3 3 3 3	2 2 2 2
124277	4 2 2 2	4 3 7 3	46.4%	7	3 3 3 3	1 2 3 3	2 2 2 2	3 3 3 3	3 3 3 3	3 2 3 2	4 4 4 4
124113	3 3 3 3	3 7 3 3	46.4%	7	2 2 2 2	3 3 2 3	3 3 3 3	3 3 2 3	1 2 3 1	2 3 2 3	2 2 2 2
124047	3 3 2 3	7 3 2 3	46.4%	7	4 3 2 3	2 2 2 2	3 2 2 3	2 2 2 2	4 4 4 4	2 2 2 2	3 3 3 3
124070	2 2 2 3	2 2 2 7	42.9%	7	2 2 2 2	2 2 2 2	4 3 2 3	3 3 3 3	4 3 2 1	3 3 3 3	2 2 2 2
123616	2 2 2 2	2 3 2 7	42.9%	7	2 2 2 2	4 3 3 3	2 2 2 2	3 3 3 3	2 2 2 2	3 3 3 3	3 3 3 3

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Score RangeFinding – If activated gives role access to scoring rangefinding sets (Icon pictured below will be activated)

OSCAR Online Scoring and Reporting

RangeFinding Z Admin

Scoring

Bulletin Board

Dashboards

Scoring

Mail

Quality Management

Reporting

Auditing

QC

RangeFinding

Reporting

User Management

Users

Teams

Roles

Setup/Configuration

Tenant Setup

Project Setup

Section Setup

Item Setup

Rubric Setup

Scoring

ELA Item 1 RangeFinding

Item

Resources

Scoring

ELA Item 1

High Bucket Bone

RF Test

NWEA Training

Item

Resources

Scoring

Scrooge Essay

New Item

RangeFinding

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User Management

User Setup – If activated gives role access to creating and editing users. If a user has this access will only be allowed to create/edit users with role access equal to or less than their role access

Name	Scorer ID	Email	Role	Teams	Active	Archived	Edit
Z Admin	z_admin	zac.henrich@mzscore.com	Director	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Admin User	0000	admin@mzscore.com	Director	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tenant Admin	admin1	admin@1.com	Demo Admin	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Scorer Demo	vid_demo	admin+s@mzdevinc.com	Scorer	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Force Password Reset – If activated users will be required to reset their password to access their OSCAR account.

Team Setup – If activated gives role access to creating and editing teams

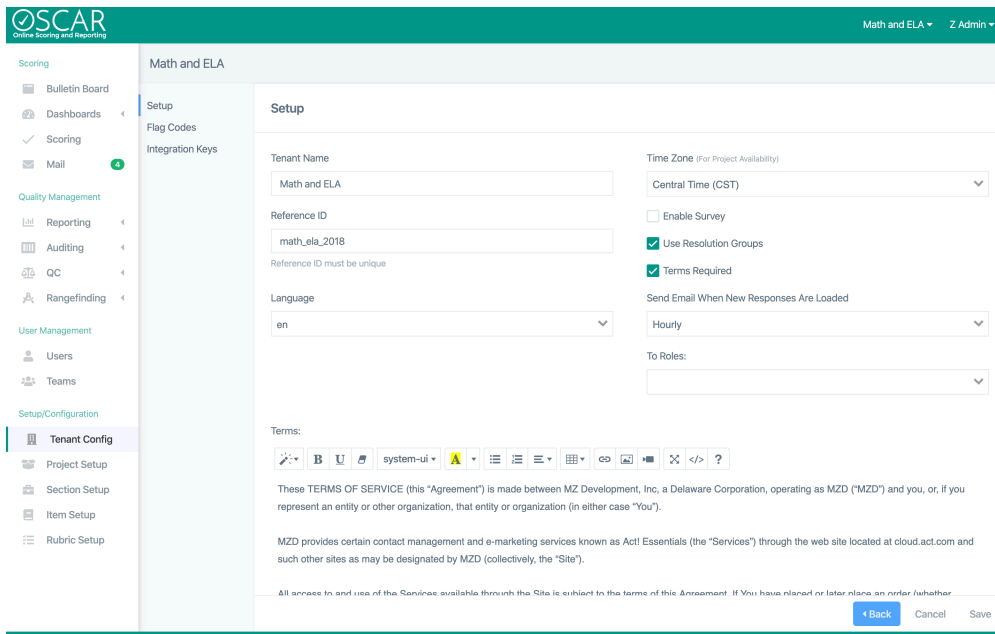
Assign Users				Add			
Name	Scorer ID	Email	Actions	Name	Scorer ID	Email	Actions
Jeff Cuff	jeff_cuff	jeffrey.cuff@mzdevinc.com		Z Admin	z_admin	zac.henrich@mzscore.com	
Scorer Two	Scorer_D2	scorer2demo@mzdevinc.com		William Kerr	sid_1	william@mzscore.com	
Richard Ferguson	r_ferguson	rfgsn33100@gmail.com		Admin User	0000	admin@mzscore.com	
				Bob Ross	100012	scorer1@1.com	
				Tenant Admin	admin1	admin@1.com	
				Scorer One	Scorer_01	scorer1demo@mzdevinc.com	
				Tina Faye	100015	scorer3@1.com	

Setup/Configuration

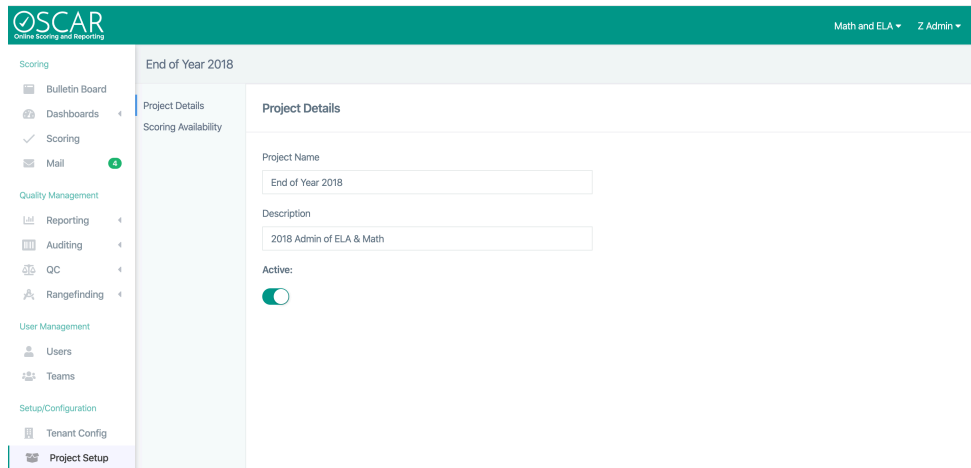
All Tenants Setup – If activated gives role access to editing all tenants for your client. This permission should only be activated for high level admin roles. If your setup only involves one tenant then this permission will result in the same as current tenant config (see below)

Name	Projects	Teams	Actions
SME Demo	1	1	
Jeff's Demo Tenant	3	1	
Rangefinding	1	1	
GCPS Demo Tenant	1	4	
Demo Client	22	35	
Math and ELA	17	12	
Lancial District	1	1	
Zac Tenant	None	None	
NYDOE Test	1	1	
5.14 Tenant	1	None	

Current Tenant Config – If activated gives role access to editing the current tenant only



Project Setup – If activated gives role access to creating and editing projects



Section Setup - If activated gives role access to creating and editing sections

The screenshot shows the 'Item Assignment' page for a 'Math Grade 5 Section'. The interface is divided into two main columns: 'Assign Items' and 'Add'. The 'Assign Items' column contains a table with the following data:

Name	Reference ID	Actions
Math Gr. 5 Item 1	math_gr_5_item_1	[-]
Math Gr. 5 Item 2	math_gr_5_item_2	[-]
PSI Script	psi_script	[-]

The 'Add' column contains a table with the following data:

Name	Reference ID	Actions
ACCA	acca_2	[+]
ADAM Item	adam_item	[+]
Aspire Math 8 Item 1	aspire_math_8_item_1	[+]
CA ELA 8th Item 2	ca_ela_8th_item_2	[+]
CAS Exam 5 Item 5	cas_exam_5_item_5	[+]
CAS Exam 5 Item 6	cas_exam_5_item_6	[+]
Cil Part 1 - Item 1	ci_part_1_-_item_1	[+]
Cil Part 1 - Item 1-7	ci_part_1_-_item_1-7	[+]
Cil Part 1 - Item 2	ci_part_1_-_item_2	[+]
Cil Part 1 - Item 3	ci_part_1_-_item_3	[+]

At the bottom of the page, there are pagination controls for both tables and a 'Save' button.

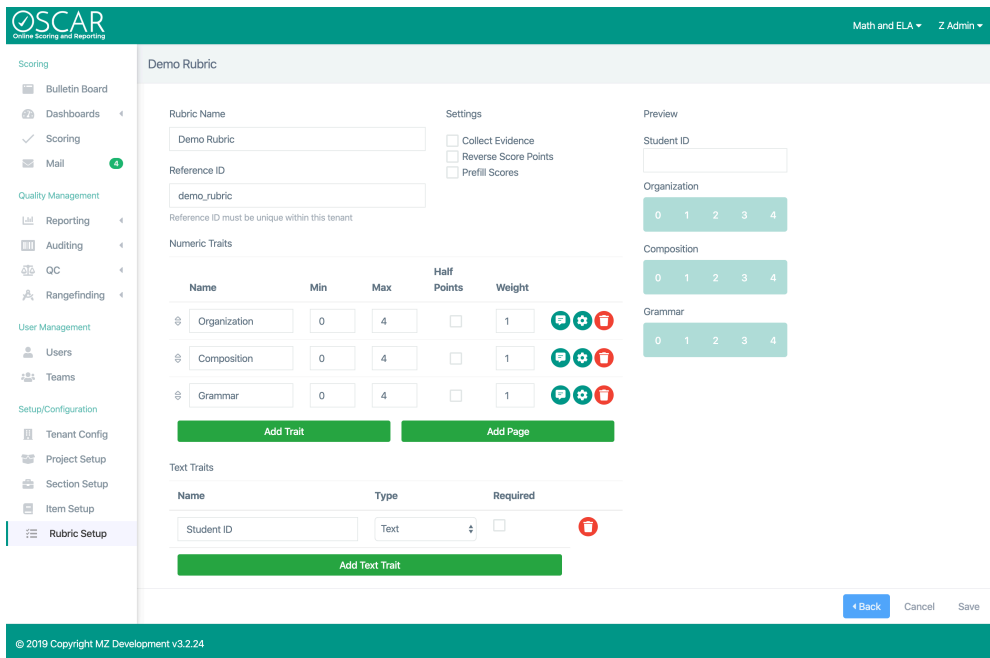
Item Setup - If activated gives role access to creating and editing items

The screenshot shows the 'Scoring Setup' page for 'ELA Gr 5 Item 1'. The interface includes several sections for configuring the item's scoring:

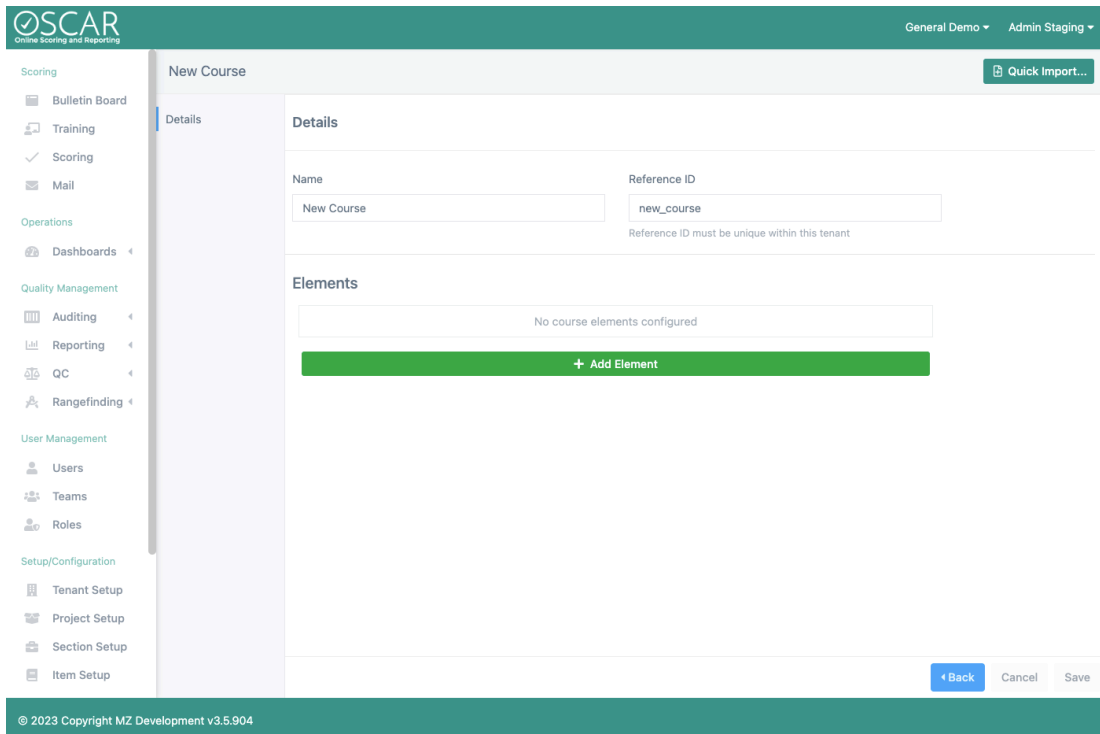
- Rubric:** A dropdown menu set to 'ELA Gr. 5 (0-3)'.
- Item Type:** A dropdown menu set to 'Double Scored Exact'.
- Reliability %:** A text input field containing '100' and a percentage sign, with a 'Simulate Resolution Rule' button next to it.
- Scoring Options:** A list of checkboxes:
 - Choose to Keep Score
 - Require to View Whole Response
 - Blind Resolution
 - Hide User Info in Resolution
 - Flag Queue Scoring
 - Allow Manual Reliability
- School Code Behavior:** A dropdown menu set to 'Exclusive'.
- Enforce School Code or Score Types:** A group of checkboxes:
 - First
 - Second
 - Resolution

At the bottom right, there are 'Back', 'Cancel', and 'Save' buttons.

Rubric Setup - If activated gives role access to creating and editing rubrics



Training Setup - If activated gives role access to creating and editing training courses.



Resolution Group Setup - If activated gives role access to creating and editing resolution groups. The Use Resolution Group property under Tenant Setup must be selected.

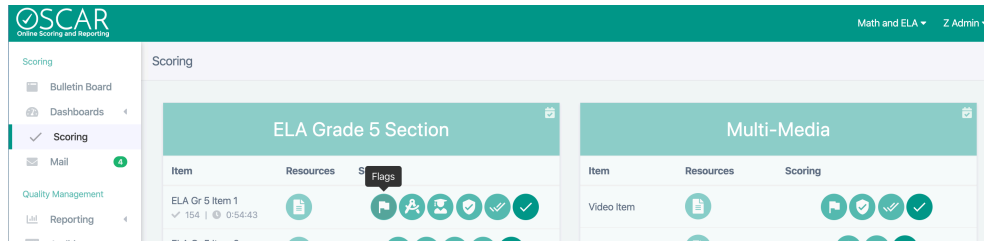
Limit Visibility Of - These options limit the data available if activated

- **Reporting/Dashboard to Own Teams** – Will only allow role to view dashboard and reporting data associated with their teams (team dropdown will only include teams they are on)
- **Backreading to Own Teams** - Grants user access to backreading for assigned teams only.

- [Score Auditing to own Scores](#) – Grants user access to score auditing for scores submitted by the user.

Flag Permissions

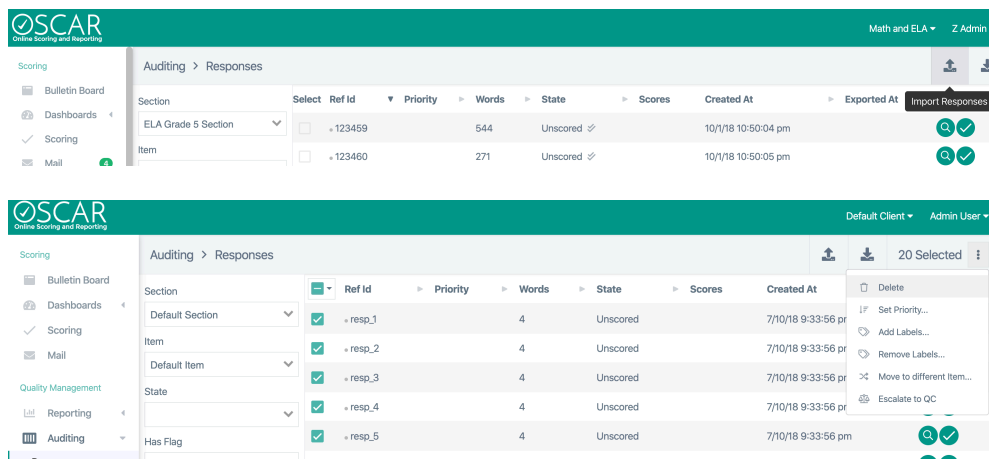
- [Apply Admin Flags](#) – If activated will allow role to choose “Admin Only” flags and/or condition codes while scoring responses.
- [Receive Alert Emails](#) – If a flag has been configured as an alert and this permission is granted to a role, they will receive an email for each instance of this flag being selected during scoring
- [Flag Queue Scoring](#) – If activated allows role the ability to review/score flagged responses (icon pictured below)



Other Settings

[Assign Scorers](#) – Grants role access to assign scorers.

[Create and Delete Responses/Scores](#) – If activated for a role then users assigned to the role will have the ability to upload new responses and delete existing responses/scores. This functionality is available through auditing (pictured below)



[Show Score History](#) – If activated role can see score history.

[Export Scores](#) – If activated role has permission to export scores.

[API Logs](#) – If activated role has permission to access various API logs.