

CONTROL MASTER

INSTRUCTIONS & TECHNICAL NOTES

OVERVIEW

Control Master is a web-based interface that centrally manages users and permissions for all Web applications, including Gradebook, Reporting Services, Mark Reporting, Attendance, and Core Curriculum, and Foxpro user validation. Users are categorized into role-based groups, which in turn are assigned permissions. Permissions determine which applications users in each group are able to see and run.

***FYI:** Control Master is part of the SIS Web Portal, which includes administrative, faculty, student, and contact applications.

CHANGES FROM PREVIOUS VERSIONS

This document covers the version of Control Master released with the August, 2007 comprehensive Web update. This version of Control Master is commonly referred to as the “New Control Master.” The new Control Master features significant changes from previous versions. Noteworthy changes are:

- General interface simplification.
- Elimination of Application Groups.
- Flattening of permissions (elimination of separate permission categories).
- Intuitive permission interface.
- Requested enhancements from the User Group.

USERS AND GROUPS

The term “users” in this document refers to students, faculty, and contacts. Users enrolled/entered into Foxpro are automatically created in Control Master tables. All user accounts for Web applications are managed by Control Master. Users are added to groups, and these groups are assigned permissions. User ID’s for faculty and contacts begin with “F” or “C”, respectively. Each database includes a built-in administrator account, which enables the district SIS administrator to customize groups, assign permission, and perform other administrative tasks.

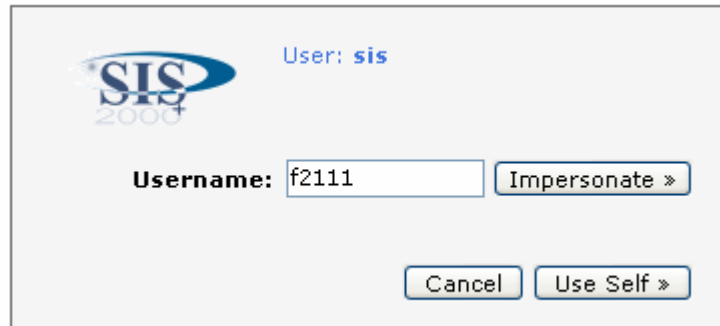
***FYI:** The Control Master administrative account *is not* the Foxpro System Administrator account. If you lose or forget your Control Master administrator account information, contact your USOE SIS specialist. Standalone districts may query it on their database.

PERMISSIONS

Because of the significant changes implemented by the August, 2007 Web update, any previous Control Master customization you have done will be overwritten when the update is applied. Default groups will remain along with the users in them. Basic permissions will be retained, but some permissions for Contact, Principals, Counselors, and Administrator groups will need to be re-assigned.

LOGGING IN

The SIS Web Portal is the same interface that all users will see. The administrator account has “impersonate” permissions, which allow it to essentially log in as any user in the system. The Administrator has the choice of impersonating another user or logging in as Self.



The screenshot shows a web interface for the SIS Web Portal. At the top left is the SIS 2000 logo. To its right, the text "User: sis" is displayed. Below the logo, the label "Username:" is followed by a text input field containing the value "f2111". To the right of the input field is a button labeled "Impersonate >". Below these elements are two more buttons: "Cancel" and "Use Self >".

***FYI:** Impersonation permissions can be given to other users by the administrator, but this should be done with extreme caution, as any user with impersonation rights can also impersonate the administrator account.

One of the newer features of Control Master is the ability to “Change User” while remaining logged in. Users with impersonation rights no longer need to log off in order to switch users or switch to self.

Tuesday, 31 July 2007
10:14 | User Profile | Change User | Logout

EDIT USERS

Edit User: F100 (Tonysha Bessy)

Applications | Control Master | Client Security | Reports | Help 25

User Search | F100 Show User

Details >> User Details

Password

Group Membership

Username: F100

Name: Tonysha Bessy

User Permissions

Can Select Database:

Can Impersonate:

Edit User: F100 (Tonysha Bessy)

Applications | Control Master | Client Security | Reports | Help

User Search | F100

Details

Change Tonysha Bessy's Password

Password >>

Group Membership

New Password:

Retype New Password:

Please ensure the new password:

- Is entered twice to confirm.
- Is different than the old one.
- Is at least 8 characters long.
- Contains at least 1 letter.
- Contains at least 1 number.

Force User to Change Password

Must Change Password:

The Edit Users module allows the administrator to manually change a password and set impersonation, change password, and database flags (see above). Note that a “strong” password is required when it is changed on the Web portal. Requirements are below the password fields and are bolded if the password entered does not meet them.

***FYI:** For security reasons, the user password cannot be viewed in Control Master.

The Edit Users module can also be used to set individual group membership:

| Edit User: F100 (Tonysha Bessy) | |
|--|--|
| Applications Control Master Client Security Reports Help | |
| User Search <input type="text" value="F100"/> | |
| Details | Group Membership |
| Password | |
| Group Membership >> | <input type="checkbox"/> Administrator |
| | <input type="checkbox"/> Advisers |
| | <input type="checkbox"/> Contacts |
| | <input type="checkbox"/> Counselor |
| | <input type="checkbox"/> Development Testing |
| | <input type="checkbox"/> Food Service |
| | <input type="checkbox"/> Health |
| | <input type="checkbox"/> Registrar |
| | <input checked="" type="checkbox"/> Secretary |
| | <input type="checkbox"/> Special Education |
| | <input type="checkbox"/> Student |
| | <input type="checkbox"/> Teacher |

EDIT GROUPS

The Edit Groups module is used to create and edit groups, assign user membership, and group permissions.

Details: Name a group and give it a description.

Edit Group: Teacher
Applications | Control Master | Client Security | Reports | Help

Groups | Teacher | Create New »

Details >> Group Details

Membership

Permissions

Start Page

Default Group For

Delete This Group

Title: Teacher

Description:

Membership: Filter by all or part of a user ID or show all. Assign by moving users back and forth between the panes.

Edit Group: Teacher
Applications | Control Master | Client Security | Reports | Help

Groups | Teacher | Create New »

Details

Group Membership

Membership >> User Filter: f | Filter | Show All Users

Permissions

Start Page

Default Group For

Delete This Group

Not In Group

- 1 (A Christia Staff)
- 120 (Zacharyjam Algfarro)
- 1516 (Vania Bernkopf)
- 1534 (Vallerie Bessendofe)
- 156 (Yuri Althoff)
- 169 (Ahlona Wyckoff)
- 1813 (Annathia Tukvafv)
- 1815 (Annecheris Tuihua)
- 1817 (Annecheris Tuft)
- 203 (Aisha Woolf)
- 2085 (Arnold Tifani)
- 2087 (Arnold Tifani)
- 2089 (Arnulfo Tielker)
- 2091 (Arnulfo Tick)
- 2095 (Arnulfo Tibbitts)
- 2185 (Ashley Lyn Terflinger)
- 2192 (Tonisha Buffo)
- 222 (Yolanda Fierce)
- 229 (Alaska Wolf)
- 2302 (Tinycia Butikofer)
- 2303 (Aubryn Tafunai)
- 2378 (Tiffany Calerone)
- 2380 (Tiffney Calixtra)
- 2394 (Tiffinnie Callaway)
- 2396 (Tiffeny Callery)

In Group

- 3444 (Stacey Distafeno)
- F108 (Yuridiana Albareda)
- F135 (Avalisi Valdez)
- F139 (Aymara Urbine)
- F148 (Terrel Bonny)
- F157 (Benson Tripple)
- F172 (Teareny Boyter)
- F209 (Britany Swallow)
- F222 (Stacey Caruso)
- F236 (Sidnee Cheatwood)
- F237 (Candi Spounias)
- F26 (Yeon Mi Almodovar)
- F260 (Sheii Colceag)
- F27 (Aldex Xu)
- F28 (Yaritza Alvo)
- F283 (Celena Simard)
- F29 (Alejandrin Wride)
- F293 (Chalaye Shull)
- F297 (Champ Shirobokov)
- F302 (Shanyah Cover)
- F331 (Christophe Scarpino)
- F334 (Saralee Degolyer)
- F342 (Samieul Demler)
- F352 (Sacramento Detrick)
- F365 (Coltin Rydino)

Permissions: Permissions are grouped by application. Assign group permissions by checking or unchecking the boxes next to each permission.

| Edit Group: Teacher | |
|--|---|
| Applications Control Master Client Security Reports Help | |
| Groups Teacher Create New » | |
| Details | Group Permissions |
| Membership | All >> |
| Permissions >> | Attendance |
| Start Page | Available Students |
| Default Group For | Change Password |
| Delete This Group | Control Master |
| | Core Curriculum |
| | Gradebook |
| | Mark Reporting |
| | Student Summary |
| | Testing |
| | <input checked="" type="checkbox"/> Attendance <input type="checkbox"/> Allow Future Edits <input checked="" type="checkbox"/> Lunch Attendance <input checked="" type="checkbox"/> Reports <input checked="" type="checkbox"/> Class Attendance <input checked="" type="checkbox"/> Student Attendance <input checked="" type="checkbox"/> Available Students <input checked="" type="checkbox"/> View students the user instructs. <input type="checkbox"/> View own student record <input type="checkbox"/> View students for whom the user is a contact <input type="checkbox"/> View students the user advises <input type="checkbox"/> View all students in user's track(s) <input checked="" type="checkbox"/> Change Password <input checked="" type="checkbox"/> User Can View Own Profile <input type="checkbox"/> View Work Address <input type="checkbox"/> View Mailing Address |

Available Students: Users will be able to view student information for whichever student groups are selected here. As this is a significant change from the former Student Summary permissions, **districts will need to re-assign these permissions.**

| Edit Group: Teacher | |
|--|---|
| Applications Control Master Client Security Reports Help | |
| Groups Teacher Create New » | |
| Details | Group Permissions |
| Membership | All |
| Permissions >> | Attendance |
| Start Page | Available Students >> |
| Default Group For | Change Password |
| Delete This Group | Control Master |
| | Core Curriculum |
| | Gradebook |
| | Mark Reporting |
| | Student Summary |
| | Testing |
| | <input checked="" type="checkbox"/> Available Students <input checked="" type="checkbox"/> View students the user instructs. <input type="checkbox"/> View own student record <input type="checkbox"/> View students for whom the user is a contact <input type="checkbox"/> View students the user advises <input type="checkbox"/> View all students in user's track(s) |

Student Summary: The Student Summary page refers to the student profile/unofficial progress report with links to reports. Permissions relating to which students a group can view the Student Summary for are controlled now under Available Students. The Student Summary permission category covers permission to view the page and whether or not to view lunch balance.

Edit Groups
Applications | Control Master | Reports | Help

Groups | Counselor | Create New »

| | | |
|-------------------|--------------------|--|
| Details | All | <input checked="" type="checkbox"/> Student Summary <input type="checkbox"/> Show Lunch Bal for all students in track <input type="checkbox"/> Show Lunch Bal for Teacher's students <input type="checkbox"/> Show Lunch Bal for Contact's students <input type="checkbox"/> Show Lunch Bal for Advisor's students <input type="checkbox"/> Show Student's own lunch balance |
| Membership | Attendance | |
| Permissions | Available Students | |
| Start Page | Change Password | |
| Default Group For | Control Master | |
| | Core Curriculum | |
| | Gradebook | |
| | Reports | |
| | Student Summary | |

Start Page: Grouped by application, this module allows the administrator to choose the default start page for groups. In the case below, the default start page for the administrator group is Control Master.

Edit Groups
Applications | Control Master | Reports | Help

Groups | Administrator | Create New »

| | | |
|-------------------|-----------------|---|
| Details | All | <input type="radio"/> Core Curriculum /CoreCurriculum/Default.aspx <input checked="" type="radio"/> Control Master /ControlMaster/ <input type="radio"/> Control Master Help http://www.schools.utah.gov/sis2000/main.htm Control Master <input type="radio"/> Edit Users /ControlMaster/EditUsers.aspx <input type="radio"/> Edit Groups /ControlMaster/EditGroups.aspx <input type="radio"/> Edit Other Applications /ControlMaster/EditOtherApplications.aspx <input type="radio"/> Gradebook /Gradebook/Faculty/ScoreEntry.aspx Class <input type="radio"/> Student Comments /Gradebook/Faculty/StudentComments.aspx <input type="radio"/> Publish Grades /Gradebook/Faculty/PublishGrades.aspx <input type="radio"/> Review Published Grades /Gradebook/Faculty/ReviewPublishedGrades.aspx <input type="radio"/> Define Class in Gradebook /Gradebook/Faculty/DefineClass.aspx |
| Membership | Core Curriculum | |
| Permissions | Control Master | |
| Start Page | Gradebook | |
| Default Group For | Change Password | |
| | Student Summary | |
| | Attendance | |
| | Reports | |

Default Group For: When creating or editing groups, this module sets the selected group as the default group for the selected user types. This selection will determine which groups students, contacts, and faculty will be put into automatically when enrolled/entered into Foxpro. For example, selecting Faculty as the default user type for the Teachers group will automatically assign all new faculty entered into Foxpro to the Teachers group.

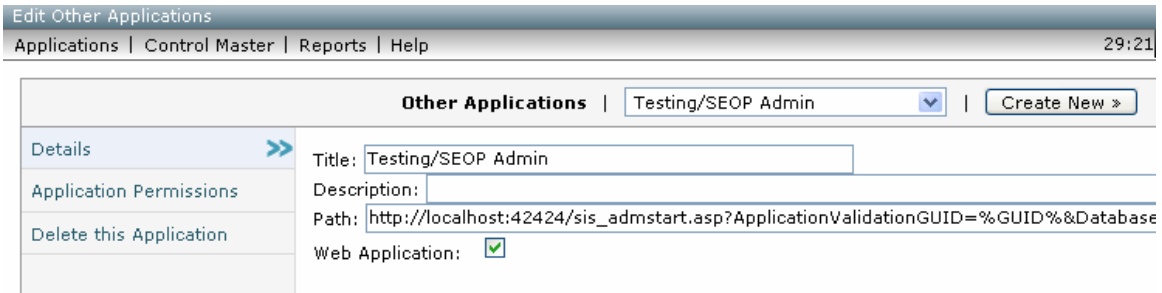
The screenshot shows the 'Edit Groups' interface. At the top, there is a navigation bar with 'Applications | Control Master | Reports | Help' and a page number '28'. Below this, the 'Groups' section is active, showing a dropdown menu set to 'Teacher' and a 'Create New »' button. The main content area is divided into two panes. The left pane has a sidebar with options: 'Details', 'Membership', 'Permissions', 'Start Page', and 'Default Group For' (which is highlighted with a blue background and a double arrow icon). The right pane shows a list of user types with radio buttons: 'None', 'Faculty' (which is selected), 'Students', and 'Contacts'. Below each radio button, the current status is shown: 'None' is 'Currently: Unassigned', 'Faculty' is 'Currently: Unassigned', 'Students' is 'Currently: Student', and 'Contacts' is 'Currently: Unassigned'.

Saving: While some aspects of the Edit Groups interface do not require a manual save (anything with a double-paned window), everything else does. The Save button at the bottom of the interface applies to the interface as a whole.

The screenshot shows two buttons at the bottom of the interface. On the left is a blue link labeled '<< Reset'. On the right is a button labeled 'Save >>'.

EDIT OTHER APPLICATIONS

Until external Web applications like Testing and SEOP are written in .NET and are added integrally to the SIS Web Portal, they will be accessible through the Web Portal as “other applications,” which can be edited in this module.



These external Web applications have not been modified, nor have their permissions. If you already have these set up, you will not need to modify them after the update.

***FYI:** Notice the “Delete this Application” button. In the new Control Master, external applications can be deleted.

CLIENT SECURITY

This portion of Control Master is associated with the new security changes in Foxpro. The Client Security module in Control Master delegates Foxpro activation permissions and manages client installs and keys in accordance with the new version of Foxpro SIS.

Since districts differ in size and staffing, three different options are available to grant users access to validate installations of the Foxpro client. System administrators may choose to use one or a combination of these methods.

Option 1: Delegate Permissions

This option allows the system administrator to assign individual permissions to activate installations. This option is especially helpful for larger districts that have many Foxpro installs. The need for one person to touch every machine can be avoided by delegating 1 activation permission to each Foxpro user.

| Delegate Activation Permission | | | | | | |
|--------------------------------|---------------------|-------------------|------------------------|-------------------------|-------------------|---|
| Current Activations >> | Current Activations | | | | | |
| Delegate Activations | Username | Granted On | Last Granted By | Activations Left | Expires On | |
| | must_change | 8/9/2007 | sis | 2 | 9/8/2007 | Edit Revoke |
| | C303 | 8/4/2007 | sis | 3 | 9/3/2007 | Edit Revoke |
| | F100 | 8/4/2007 | sis | 1 | 9/3/2007 | Edit Revoke |

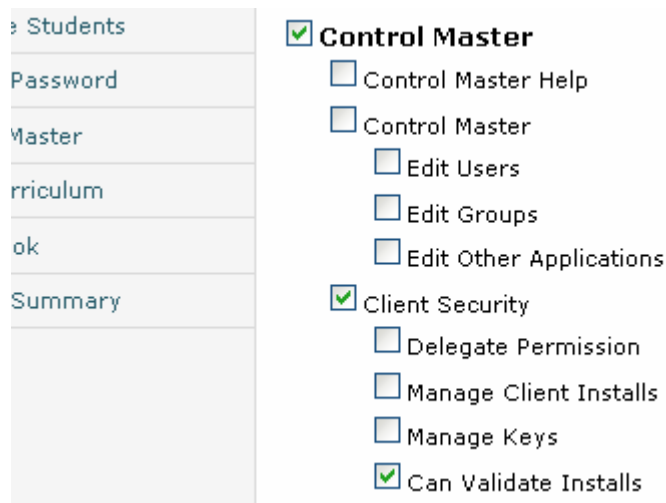
Click on “Delegate Activations” and search for each user ID of each user individually and specify number of activations. Do not forget to click “Save” after delegating activation permissions.

| Delegate Activation Permission | |
|--------------------------------|---|
| Current Activations | Delegate Activations |
| Delegate Activations >> | User Search <input type="text" value="C303"/> <input type="button" value="Show User"/> |
| | Activations Left <input type="text" value="3"/> |

Option 2: Create a Control Master Group

This option allows the system administrator to assign a group of users or techs unlimited activations. This is helpful for districts that have a group of one or more people who handle most of the installations for an entire district. A group may be created in the Edit Groups section of Control Master by the following steps:

- 1- In **Edit Groups**, click “Create New.”
- 2- Type a title and description for the new group and click “Create.”
- 3- Select the new group from the drop-down list and assign members as shown on page 6 of this document.
- 4- In the Permissions section, uncheck all the default permissions.
- 5- Check the Client Security option under Control Master and uncheck all options under it *except* for Can Validate Installs. Since this permission is a sub-permission of Control Master, the main Control Master header only is rechecked automatically (see figure below).



- 6- Click “Save.”

Option 3: Manage Keys

This option is helpful in a situation where a user without single activations (option 1) or not in the custom group (option 2) needs to be able to activate a single installation. Manage Keys allows the system administrator to generate individual keys that may be given to users to input at activation (the way that most purchased software works).

| Manage Keys | |
|--|--|
| Applications Control Master Client Security Reports Help | |
| Manage Client Keys | |
| Manage Keys | Generate Keys |
| Generate Keys >> | Quantity: <input type="text"/> <input type="button" value="Generate"/> |

Enter the number of activation keys to be generated and click “Generate.” Generated keys are assigned an expiration date and can be deleted.

| Manage Keys | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--------------|--------------|------------------------|------------|--|------------|----------|-----|-----------|------------------------|------------|----------|-----|-----------|------------------------|------------|----------|-----|-----------|------------------------|------------|----------|-----|-----------|------------------------|------------|----------|-----|-----------|------------------------|------------|----------|-----|-----------|------------------------|
| Applications Control Master Client Security Reports Help | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Manage Client Keys | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Manage Keys >> | Manage Keys | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Generate Keys | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"><thead><tr><th>Key</th><th>Generated On</th><th>Generated By</th><th>Expires On</th><th></th></tr></thead><tbody><tr><td>520C44D3DB</td><td>8/9/2007</td><td>sis</td><td>8/16/2007</td><td>Delete</td></tr><tr><td>36C6479C2E</td><td>8/9/2007</td><td>sis</td><td>8/16/2007</td><td>Delete</td></tr><tr><td>68E29E7EAC</td><td>8/9/2007</td><td>sis</td><td>8/16/2007</td><td>Delete</td></tr><tr><td>D033CB83A5</td><td>8/9/2007</td><td>sis</td><td>8/16/2007</td><td>Delete</td></tr><tr><td>FDC0925ADE</td><td>8/9/2007</td><td>sis</td><td>8/16/2007</td><td>Delete</td></tr><tr><td>BCDC397142</td><td>8/9/2007</td><td>sis</td><td>8/16/2007</td><td>Delete</td></tr></tbody></table> | Key | Generated On | Generated By | Expires On | | 520C44D3DB | 8/9/2007 | sis | 8/16/2007 | Delete | 36C6479C2E | 8/9/2007 | sis | 8/16/2007 | Delete | 68E29E7EAC | 8/9/2007 | sis | 8/16/2007 | Delete | D033CB83A5 | 8/9/2007 | sis | 8/16/2007 | Delete | FDC0925ADE | 8/9/2007 | sis | 8/16/2007 | Delete | BCDC397142 | 8/9/2007 | sis | 8/16/2007 | Delete |
| Key | Generated On | Generated By | Expires On | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 520C44D3DB | 8/9/2007 | sis | 8/16/2007 | Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36C6479C2E | 8/9/2007 | sis | 8/16/2007 | Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 68E29E7EAC | 8/9/2007 | sis | 8/16/2007 | Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D033CB83A5 | 8/9/2007 | sis | 8/16/2007 | Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FDC0925ADE | 8/9/2007 | sis | 8/16/2007 | Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BCDC397142 | 8/9/2007 | sis | 8/16/2007 | Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Manage Client Installs

This screen allows you to view and manage client install instances. Each installation is given a unique ID (the unique ID signifies the client computer, and can be found in Foxpro by clicking on “Help”, “About.”) and information about the install is available to view.

| Manage Installs | | | | | | | Celina Silas Friday, 10 August 200 |
|--|--------------|----------------------------------|------------------|---|--------|----------------------------|------------------------------------|
| Applications Control Master | | Client Security Reports Help | | 29:44 User Profile Change User Logout | | | |
| Delegate Permission Manage Client Installs Manage Keys | | Manage Client Installs | | | | | |
| All | >> | All | | | | | |
| Active | | | | | | | |
| Pending | | | | | | | |
| Inactive | | | | | | | |
| Delete Inactive Installs | | | | | | | |
| Unique ID | Activated On | Activated By | Last Accessed On | Last Accessed From | Status | | |
| 898241488 | 8/10/2007 | User: sis | 8/10/2007 | 198.60.10.92 | Active | Deactivate | |
| 197687612 | 8/9/2007 | User: sis | 8/10/2007 | 198.60.10.130 | Active | Deactivate | |
| 669245539 | 8/9/2007 | Key: 900F24D985 | 8/9/2007 | 198.60.11.128 | Active | Deactivate | |
| 652861291 | 8/8/2007 | Key: 98320BF1CA | 8/8/2007 | 198.60.10.130 | Active | Deactivate | |
| 374528129 | 8/8/2007 | User: sis | 8/9/2007 | 198.60.10.53 | Active | Deactivate | |
| 395747624 | 8/8/2007 | Key: BDEB055122 | 8/8/2007 | 198.60.10.130 | Active | Deactivate | |
| 953258938 | 8/8/2007 | Key: A36E3155C0 | 8/8/2007 | 198.60.10.130 | Active | Deactivate | |
| 478502049 | 8/7/2007 | User: sis | 8/7/2007 | 198.60.10.130 | Active | Deactivate | |
| 367938859 | 8/7/2007 | User: sis | 8/7/2007 | 198.60.10.130 | Active | Deactivate | |