

## Administrative Guide

Learn the basics of SameGoal administration. Most actions below may be completed only by a user with an administrative account.

- [Admin Training Video](#)

### Users

- [Add user accounts](#)
- [Manage user accounts](#)
- [Delete/undelete user accounts](#)

## User roles

- What are user roles
- Manage user roles
- Delete/undelete user roles
- Assign user roles/building permissions
- Gen Ed Staff Access

## Students

- Students
- Add students
- Update students
- Delete/undelete students
- Collapse student records

## **Student building and grade level**

- Buildings
- Manage buildings
- Delete/undelete buildings
- Grade level
- Manage grade level

## Forms and documents

- Form settings
- Delete/undelete forms
- Mark documents incomplete (for correction)
- Undelete documents
- District-to-District transfer
- Permanently purge student document(s)
- Translation

## Reports

- Running reports
- Report settings
- Navigating reports
- Troubleshooting and FAQs

## Misc. settings

- Building Calendars
- Bulk loader
- District banks
- District information
- Student Information System integration
- Administrative options
  - Document validation
  - Electronic signatures
  - Draft watermark
  - District-to-district transfer
  - Translation options
  - Multi-factor authentication
- Technical settings
  - User authentication
  - Linked accounts reauthentication interval