

## Administrative Guide

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

### Users

- Users
- Add users
- Update users
- Delete users
- Undelete users

## User roles

- User roles
- Add user roles
- Update user roles
- Merge user roles
- Delete user roles
- Undelete user roles
- Assign user roles
- Assign buildings to users
- Gen Ed Staff Access

## Students

- Students
- Add students
- Update students
- Delete students
- Undelete students
- Collapse student records
- Permanently purge student record
- Assign buildings to students

## Student grade level

- Grade level
- Update grade levels
- Merge grade levels

## Buildings

- Buildings
- Add buildings
- Update buildings
- Merge buildings
- Delete buildings
- Undelete buildings

## Documents

- 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](#)

## Settings

- Bulk loader
- District banks
- Building Calendars
- District information
  - District name
  - District Reporting ID
  - Auto-update forms
  - District contact information
  - Local help desk information
  - Student Information System integration
  - Administrative options
    - Document validation
    - Electronic signatures
    - Draft watermark
    - District-to-district transfer
    - Translation options
- Forms
- Technical settings
  - User authentication
  - Linked accounts reauthentication interval