



## District Support Staff Role Guide

**Overview:** The District Support Staff role is intended for staff enrolled in courses who are not teachers-of-record. Examples of this may include advisory teachers or special populations support personnel. This role will not allow staff members to grade or perform editing functions but will allow them to see the course gradebook and review course content.

### Step 1: User Creation

Create the staff member using [the same steps](#) used to add other staff users. Student license Type should be STAFF-Member of School Staff.

After creating the District Support Staff user, locate and click on the user ID then perform the following actions:

1. Select the Domain Permissions tab.
2. Hit the + (new) icon toward the top of the Admin App.
3. In the Role Dropdown, select District Support Staff.
4. Select Grant.

The screenshot shows a user creation form with the following fields and values:

- First name:** Support
- Last name:** Teacher
- Username:** support.teacher
- User ID:** 32240321
- Domain:** School Mike
- Role:** District Support Staff

At the top right of the form are two buttons: "Cancel" and "Grant". Below the Role dropdown, there is a note: "Select a role or choose custom privileges below".

## Step 2: Course Enrollments

You will need to enroll the user into any courses you wish them to access. Enroll them either [manually or via the batch enrollments template](#). When creating the enrollment or enrollments, make sure to specify the role as District Support staff when entering course enrollments manually as shown below.

The screenshot shows a form for creating a course enrollment. At the top right are 'Cancel' and 'Create' buttons. The form contains the following fields:

- Course:** Algebra 1 B, 6.24
- First name:** Jane Doe
- Last name:** Staff
- User ID:** 32706843
- User External ID:** (empty)
- Role:** District Support Staff
- Status:** Active
- Start date\*:** 10/29/2025
- End date\*:** 4/26/2026
- Enrollment ID:** (empty)
- Enrollment External ID:** (empty)

When using the Batch Enrollments Template, be sure to enter “District Support Staff” in the role column. An example is provided below.

	A	B	C	D	E	F	G	H
1	Action	Username	Role	Status	Start Date	End Date	Course ID	Course Name
2	Add	jstaff	District Support Staff	active	2025-11-10	2026-06-30	<a href="#">31371080</a>	Art 2
3	Add	jstaff	District Support Staff	active	2025-11-10	2026-06-30	<a href="#">31511525</a>	Computer Science 5 A