



## North Carolina Home Base Roles and Permissions Access for School Library Media Coordinators and Instructional Technology Facilitators

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**Primary Audience:** District data managers or district staff with access to adjust roles and permissions for other district level and school level users.

**Purpose of Document:** To provide a guide for setting up roles and permissions that might be useful at the school or district level for School Library Media Coordinators and/or Instructional Technology Facilitators. Possible permissions needed for a School Library Media Coordinator or an Instructional Technology Facilitator are access to aggregate level assessment data, the ability to view teacher lesson plans within a school, or access to assessment management.

*NOTE: The roles described in this document are very specific to the scenarios described and should not be assigned to all teachers. Teachers have all the permissions needed for their own classes. In most cases, these roles are intended to be added for district or school level Staff, serving as School Library Media Coordinators (SLMCs) and Instructional Technology Facilitators (ITFs), who might need additional roles added in order to help with teacher lesson plans or creating assessments and also to view aggregate level data within a school or district. In some cases the School Library Media Coordinator may also have courses assigned to them. This results in users that have the default role of Teacher who may also need additional roles to access school-wide information.*

*There are three scenarios below to address the variations in roles of School Library Media Coordinators and Instructional Technology Facilitators.*

**Roles Required:** A user will need the system default role of “Staff” or “Teacher” before adding the additional roles as detailed below. Please note that the default role of “Teacher” should NOT be used if the SLMC or ITF is not assigned to any specific course; this is ONLY for SLMCs or ITFs with assigned/scheduled classes in PowerSchool and students that they are directly responsible for teaching. All other SLMCs and ITFs will have the default role of “Staff”.

You can find more information about the roles and permissions at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/category?category=User%20Roles%20and%20Access>. Please work with your data manager to make sure that you have the appropriate roles.

### **Add the Appropriate Schoolnet Role for the User (from within PowerSchool)**

- Find the Staff member via search Staff
- Select **Security Settings** link
- Select the Applications tab
- Click on the **Manage Roles** link for Schoolnet Security



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Application	Allow
Schoolnet Security	<a href="#">Manage Roles</a>
PowerSchool Mobile Web Pages	<input checked="" type="checkbox"/>
PowerTeacher Administrator	<input type="checkbox"/>
ReportWorks Developer	<input type="checkbox"/>

PowerTeacher Administrator and ReportWorks Developer users require a username and password.

- Scenario 1 – The SLMC or ITF is assigned a fixed schedule in PowerSchool and will by default have the role of Teacher in Schoolnet.
  - This user does NOT need additional roles added as they have access to all the courses and the students assigned to them.
  - Ensure that “Teacher” is the System Role (**only one** system role should be checked)
    - **DO NOT** select any additional roles.

**Add Schoolnet Roles to**

<b>System Roles (choose ONLY 1)</b>	<input checked="" type="checkbox"/> Teacher
	<input type="checkbox"/> Leadership
	<input type="checkbox"/> Staff
<b>Additional Roles</b>	<input type="checkbox"/> Parent
	<input type="checkbox"/> Student
	<input type="checkbox"/> Access to Teacher and Section Level Data
	<input type="checkbox"/> Access to Aggregate Level Data
	<input type="checkbox"/> Access to Assessment Management
	<input type="checkbox"/> Access to Curriculum Management
	<input type="checkbox"/> Access to Teacher Lesson Planner
	<input type="checkbox"/> Test Item Administrator
	<input type="checkbox"/> Access for Teachers to Share Assessments
	<input type="checkbox"/> Access to Report Manager
	<input type="checkbox"/> Access to Approve Instructional Materials
	<input type="checkbox"/> Access to Approve Assessment Items

Apply these roles to all institutions the user may switch to (excluding LEA)

Cancel OK



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- Scenario 2 – The SLMC or ITF has at least one course assigned/scheduled in PowerSchool, but is on a flexible schedule and works with all teachers and students within the school as well.
  - This user will need additional roles added in order to access students not assigned specifically to him/her in PowerSchool.
  - Ensure that “Teacher” is the System Role (**only one** system role should be checked)
    - Add the following additional role to allow this user to access data for teachers/courses not assigned to him/her in PowerSchool.
      - **Access to Aggregate Level Data**
    - Add the following additional role to allow this user access to the Teacher Lesson Planner, Student Performance, and classroom data by sections for other teachers within the same school.

\*CAUTION: Adding this role allows access to school-wide teacher and individual student data at the school(s) to which they are assigned.

      - **Access to Teacher Lesson Planner**

**Add Schoolnet Roles to**

**System Roles (choose ONLY 1)**

- Teacher
- Leadership
- Staff

**Additional Roles**

- Parent
- Student
- Access to Teacher and Section Level Data
- Access to Aggregate Level Data
- Access to Assessment Management
- Access to Curriculum Management
- Access to Teacher Lesson Planner
- Test Item Administrator
- Access for Teachers to Share Assessments
- Access to Report Manager
- Access to Approve Instructional Materials
- Access to Approve Assessment Items

Apply these roles to all institutions the user may switch to (excluding LEA)

Cancel OK



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- Scenario 3 – The SLMC or ITF is NOT assigned/scheduled to any specific courses in PowerSchool and may be working in one or more schools within the same district. This SLMC or ITF would be at the school level if they have only one school and at the district level if they work in more than one school.
  - Ensure that “Staff” is the System Role (**only one** system role should be checked)
  - Additional Roles should be assigned based on the exact responsibilities of the SLMC or ITF in your particular school/district. Depending on what the user needs to be able to do within Schoolnet, you may choose one or more of the following:
    - **Access to Aggregate Level Data** (if the user needs access to aggregate level assessment data for an entire school or district)
    - **Access to Teacher Lesson Planner** (if the user needs access to view other teachers’ lesson plans, student performance, and classroom data by section) **\*CAUTION: Adding this role allows access to school-wide teacher and individual student data at the school(s) to which they are assigned.**
    - **Access to Assessment Management** (if the user needs access to create and administer assessments)
    - **Access to Test Item Administrator** (if the user needs access to create and/or view assessment items)

**Add Schoolnet Roles to**

**System Roles (choose ONLY 1)**

- Teacher
- Leadership
- Staff

**Additional Roles**

- Parent
- Student
- Access to Teacher and Section Level Data
- Access to Aggregate Level Data
- Access to Assessment Management
- Access to Curriculum Management
- Access to Teacher Lesson Planner
- Test Item Administrator
- Access for Teachers to Share Assessments
- Access to Report Manager
- Access to Approve Instructional Materials
- Access to Approve Assessment Items

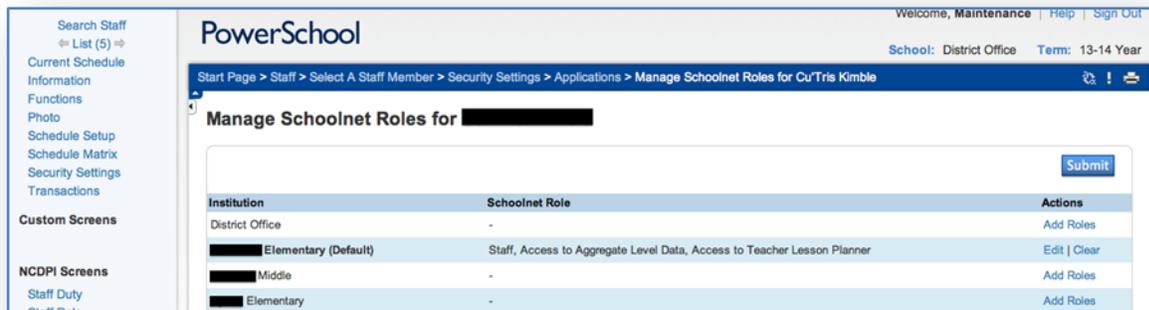
Apply these roles to all institutions the user may switch to (excluding LEA)

Cancel OK



## North Carolina Home Base Roles and Permissions Access for School Library Media Coordinators and Instructional Technology Facilitators

Based on the roles selected, the SLMC or ITF will now be able to view aggregate level assessment data, access teachers' lesson planners, create assessments and/or create assessment items within their institution level (i.e., school or district). In the screenshot below you can see that two roles have been added for this user to go along with the default role of "Staff".

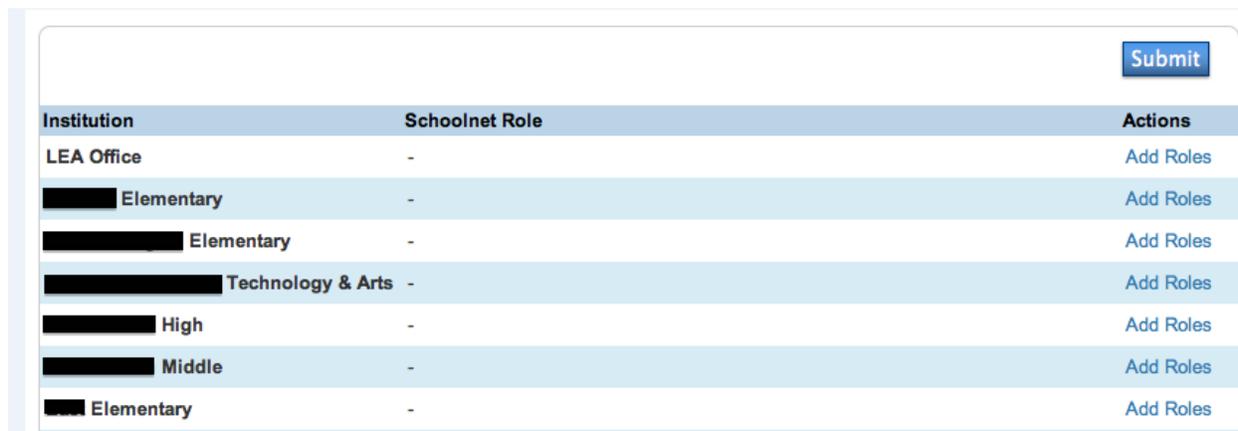


If the "Staff" user is assigned at the district level but works with more than one school, you will need to add the appropriate roles to each school in the district where the user needs that access.

From the "Manage Schoolnet Roles" screen, there will be a list of all of the schools that the particular user can access. The district level user will have all the schools within the district listed.

As a district level SLMC or ITF who splits time at multiple schools within the same district, a user may or may not need the same access for every school.

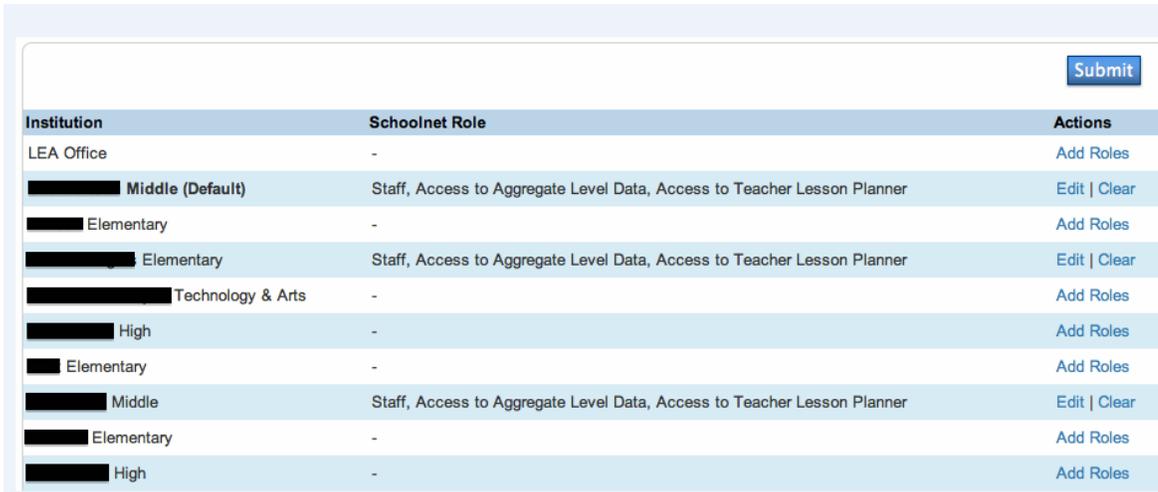
- Under the Actions column select "add roles" in the same row as the school where the user needs additional roles added (as described above).
- Add the roles needed (following the steps on pages 2-3 of this document) for each school and click "OK."





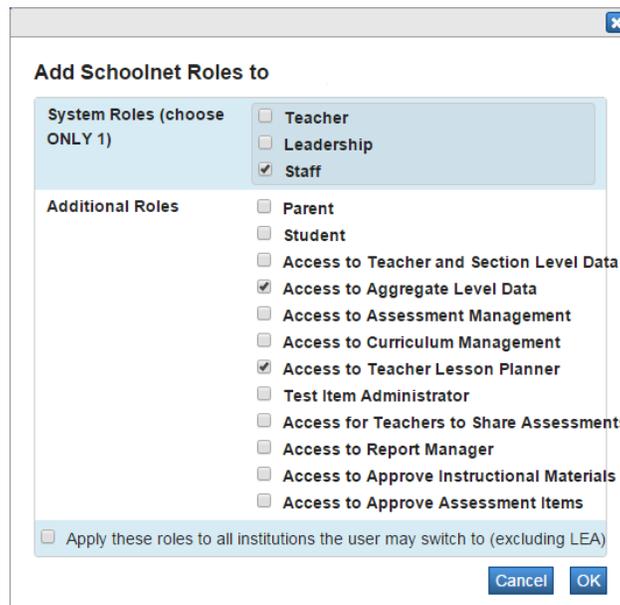
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Once you have added the roles for the necessary schools, you will be able to see them listed under “Schoolnet Role” (See image below).



Institution	Schoolnet Role	Actions
LEA Office	-	Add Roles
██████████ Middle (Default)	Staff, Access to Aggregate Level Data, Access to Teacher Lesson Planner	Edit   Clear
██████████ Elementary	-	Add Roles
██████████ Elementary	Staff, Access to Aggregate Level Data, Access to Teacher Lesson Planner	Edit   Clear
██████████ Technology & Arts	-	Add Roles
██████████ High	-	Add Roles
██████████ Elementary	-	Add Roles
██████████ Middle	Staff, Access to Aggregate Level Data, Access to Teacher Lesson Planner	Edit   Clear
██████████ Elementary	-	Add Roles
██████████ High	-	Add Roles

If the user needs the same access at all schools, you can check the box that says “apply these roles to all institutions the user may switch to (excluding LEA)” and the same roles will be added for each institution or school for that user. See image below.



**Add Schoolnet Roles to**

System Roles (choose ONLY 1)

- Teacher
- Leadership
- Staff

Additional Roles

- Parent
- Student
- Access to Teacher and Section Level Data
- Access to Aggregate Level Data
- Access to Assessment Management
- Access to Curriculum Management
- Access to Teacher Lesson Planner
- Test Item Administrator
- Access for Teachers to Share Assessments
- Access to Report Manager
- Access to Approve Instructional Materials
- Access to Approve Assessment Items

Apply these roles to all institutions the user may switch to (excluding LEA)

Cancel OK

For more information about other roles and permission options, please reference the roles and permissions website at <http://www.ncpublicschools.org/docs/homebase/getting-ready/implementation/category?category=User%20Roles%20and%20Access>.