



North Carolina Home Base Roles and Permissions Access for District Level Instructional Coaches

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

Purpose of Document: To provide a guide for how to setup a district level Instructional Coaches (or other district level staff) with access to aggregate level assessment data and the ability to view teacher lesson plans within a school.

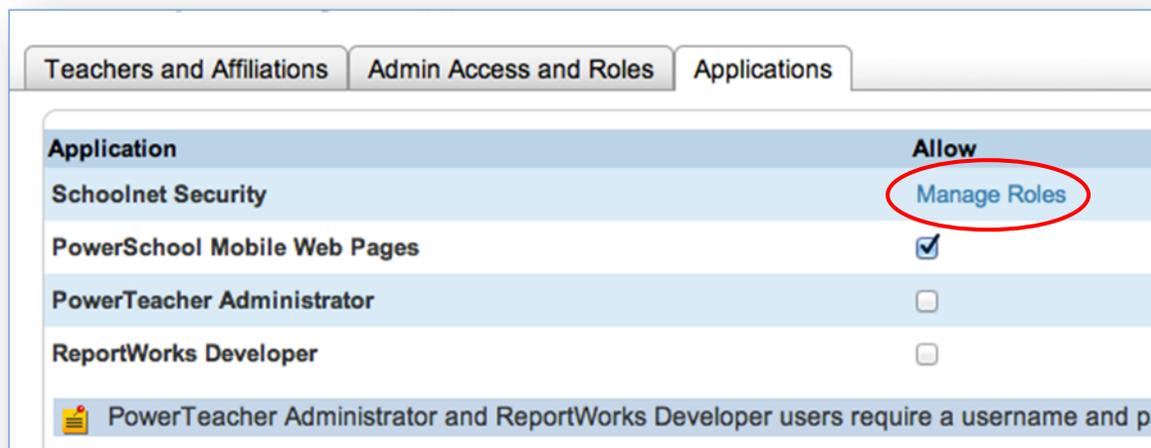
*NOTE: The roles described in this document should **not** be added for a teacher level user. These roles are intended to be added for district level staff, such as district instructional coaches, that would need to view multiple teachers' lesson plans and would need aggregate level access to assessment data.*

Roles Required: A user will need the system role of "Staff" before adding the additional roles as detailed below.

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



From the "Manage Schoolnet Roles" screen, there will be a list of all the schools that the particular users can access (for example, the district level user will have all the schools within the district listed). In the role of Instruction Coach, a user may or may not need the same access for every school.



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- Under the Actions column select “add roles” next to the school where the user needs the roles for Instructional Coach and adjust the roles as described below.

Institution	Schoolnet Role	Actions
LEA Office	-	Add Roles
██████ Elementary	-	Add Roles
██████ Elementary	-	Add Roles
██████ Technology & Arts	-	Add Roles
██████ High	-	Add Roles
██████ Middle	-	Add Roles
██████ Elementary	-	Add Roles

- Ensure that *Staff* is the System Role (**only one** system role should be checked)
 - Additional Roles
 - Access to Aggregate Level Data
 - Access to Teacher Lesson Planner

Add Schoolnet Roles to

System Roles (choose at least 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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This staff user will now be able to view aggregate level assessment data and lesson plans for teachers within each of the schools where these roles have been added. You can see the Schoolnet roles listed below are now listed as “Staff, Access to Aggregate Level Data, Access to Teacher Lesson Planner” and the roles are listed for each school where this access is needed.

If the user needs the same access at all schools, you can check the box in the screen shot above “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.

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

Submit

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