



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

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

Purpose of Document: To provide a guide for how to setup a school level Instructional Coach (or school 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 school level staff, such as school instructional coaches, that would need to view multiple teachers' lesson plans and would need aggregate level access to assessment data. Users with the default role of Leadership will already have this access.*

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

Application	Allow
Schoolnet Security	Manage Roles
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.



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- 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

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 District Office)

Cancel OK

This staff user will now be able to view aggregate level assessment data within their school, as well as lesson plans for teachers within their school. You can see the Schoolnet roles listed below are now listed as “Staff, Access to Aggregate Level Data, Access to Teacher Lesson Planner.”

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

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