



## North Carolina Home Base Roles and Permissions Access to Approve Assessment Items

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

**Purpose of Document:** To provide a guide for how to set up a Teacher or Staff user with the role to approve assessment items.

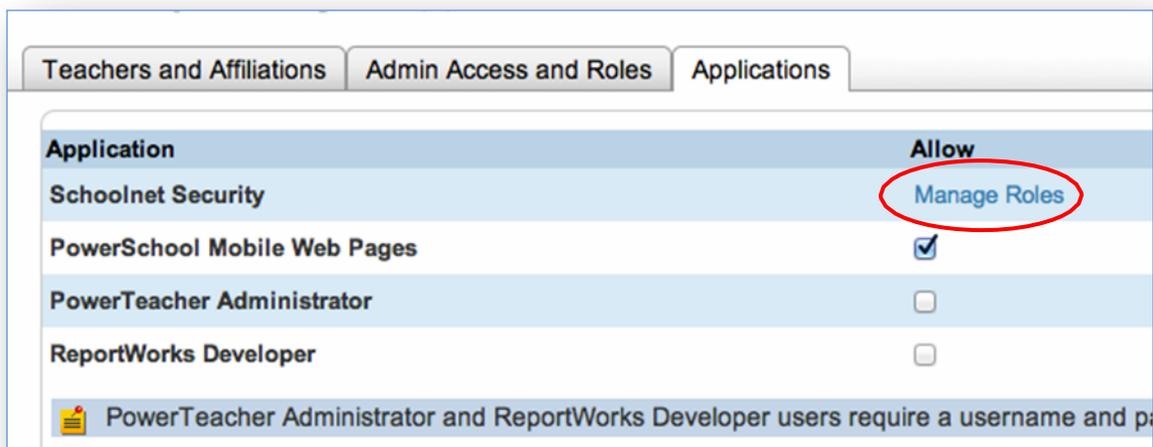
*NOTE: The role described in this document is “Access to Approve Assessment Items” and is described as a person who can approve assessment items submitted by users within their institution level and who can submit items to the institution level above them.*

**Roles Required:** A user will need the system role of “Staff” or “Teacher” before adding the additional roles as detailed below (Leadership already has access to approve assessment items, so users with the Leadership role do not need to have this role added).

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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- Ensure that *Staff* or *Teacher* is selected as the System Role (**only one** system role should be checked)
  - Additional Roles
    - **Access to Approve Assessment Items** (check the box next to this role to add it for a user)

**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

This user can now approve assessment items submitted by users within their institution level and can submit items to the institution level above them. For example, a teacher (or school level staff) with this role added, can now approve any assessment items that have been submitted to the school level and then submit assessment items to the district level. District staff users with this role added can approve assessment items within their district and can submit assessment items to the state level.



## North Carolina Home Base Roles and Permissions Access to Approve Assessment Items

Assessment items to be reviewed will appear under “Pending Items.”

The screenshot shows the Home Base NC Instructional Improvement System interface. At the top, there is a search bar for 'Find a Student' and a 'Go' button. Below this is a navigation bar with four tabs: 'School & District Data' (Reports & Indicators), 'Classrooms' (Rosters, Reports, Planners), 'Assessment Admin' (Create & Monitor), and a home icon. The 'Assessment Admin' tab is active. Below the navigation bar is a 'Create' section with three main options: 'Create an Express Test' (Quicker), 'Create a Test Manually' (More Flexible), and '+ Items'. The '+ Items' section contains four links: 'Create an Item', 'Create a Passage', 'Create a Rubric', and 'Pending Items'. The 'Pending Items' link is circled in red. At the bottom of the page, there is a footer with links for 'Report Misuse', 'Contact Us', 'Tech Check', 'Acceptable Use Policy', and 'About this Site', along with the Schoolnet logo and copyright information for Pearson Education, Inc.

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