



North Carolina Home Base Roles and Permissions Access to Approve Instructional Materials

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 instructional materials.

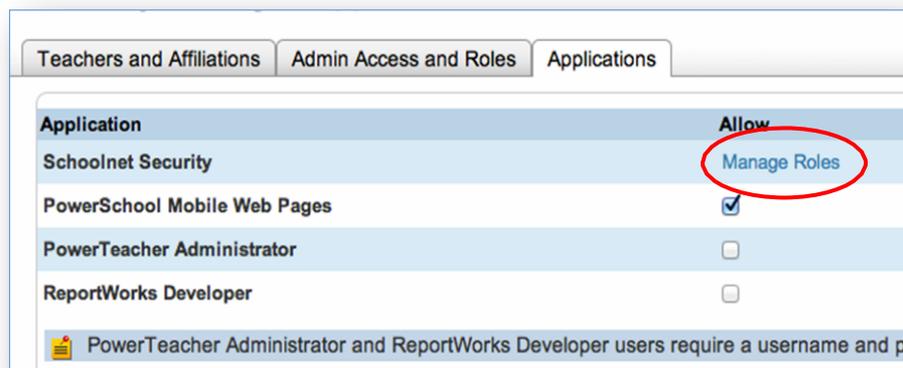
NOTE: The role described in this document is “Access to Approve Instructional Materials” and is described as a person who can approve instructional materials (lessons, units, and resources) submitted by users within their institution level and who can submit materials to the institution level above them.

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 materials, 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



- Ensure that *Staff* or *Teacher* is selected as the System Role (**only one** system role should be checked)



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- Additional Roles
 - **Access to Approve Instructional Materials** (check this 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 instructional materials submitted by users within their institution level and can submit materials to the institution level above them. For example, a teacher (or school level staff) with this role added, can now approve materials at the school level and then submit materials to the district level. A district staff user with this role added can approve instructional materials within their district and then Designate as All Districts to share statewide.

For more information about the process to approve instructional materials, please access the Home Base Training Materials available within Schoolnet. The details for how to search for the training materials within the system are available at <http://www.ncpublicschools.org/docs/homebase/training/materials/general-training/training-materials.pdf>. You will find quick reference documents for submitting materials as well as approving materials.

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>.