



North Carolina Home Base Roles and Permissions Update Schoolnet Roles Assignments - Multiple Users

Primary Audience: District data managers or district staff with access to manage user permissions.

NOTE: Only a district-level PowerSchool administrator has access to manage user permissions and import data. If you need this information at the school level, please work with your district administrators.

Purpose of Document: To provide a guide for how to export the list of currently assigned Schoolnet user roles within your district and then adjust if needed and import changes back into the system for multiple users at one time.

Roles Required: Only a district-level PowerSchool administrator has access to manage user permissions and import data.

You can find more information about assigning roles and permissions for Schoolnet at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/category?category=User%20Roles%20and%20Access>.

How to Generate a Tab Delimited Text File from PowerSchool

To start, generate a tab delimited text file. This file will give you the current Schoolnet roles assignments for ALL staff within a district.

1. Login to PowerSchool and navigate to the District Office (LEA Office).
2. Select the **Staff** tab.
3. Click the **magnifying glass** to select ALL.
4. Click **Functions**. The Group Staff Functions page appears.
5. Click **Export Using Template**. The Export Using Template page appears.
6. Choose **Schoolnet Staff Roles Export** from the **Export template** drop-down menu.
7. Click **Submit**. The following exported, tab delimited data appears:
 - teachers.id
 - teachers.first_name
 - teachers.last_name
 - teachers.schoolid
 - teachers.psaccess
 - teachers.canchangeschool
 - schoolnetroles



North Carolina Home Base Roles and Permissions

Update Schoolnet Roles Assignments - Multiple Users

How to Update the File to Include Schoolnet Roles

Once you have generated the text file, you can then update the file to include the appropriate Schoolnet roles for each PowerSchool staff member. This process allows you to make adjustments to the roles so that you can import for all of the users in the file at once (rather than manually changing the roles for each user one at a time).

1. Open the tab delimited text file.
2. For each existing staff member, enter the appropriate Schoolnet roles using the following format: schoolid:role;schoolid:role. Note that a colon separates schoolid and role and a semicolon separates each pair of schoolid and roles

Note: PowerSchool currently supports the following default Schoolnet staff level roles: Leadership, Staff, and Teacher. **Each staff member must have only ONE default role.**

3. Save the export file as a tab-delimited text file.

How to Import Schoolnet Roles Using Quick Import

Once you have updated the file, you can then import the updated file back into PowerSchool.

When importing the file into PowerSchool, the staff members included in the file are updated with their associated Schoolnet roles.

If any of the staff included in the file have existing Schoolnet roles, they will be overridden by the updated roles included in the import file.

1. From the start page, choose **Special Functions** from the left side bar. The Special Functions page appears.
2. Click **Importing & Exporting**. The Importing & Exporting page appears.
3. Click **Quick Import**. The Quick Import page appears.
4. Use the following table to enter information in the fields:

Field	Description
Table	Choose Teachers from the pop-up menu.
Field delimiter	Use the default setting of Tab .
End-of-line marker	Use the default setting of CR for carriage return.
Character Set	Use the default setting of Mac Roman .
File to import	Enter the file path and name of the file to import or click Choose File (or Browse), navigate to the data file, and click Open .
Suggest field map	Use the default setting (checkbox selected).
Field	Description
School	Verify that District Office or LEA Office is showing as the value.



North Carolina Home Base Roles and Permissions Update Schoolnet Roles Assignments - Multiple Users

More Information

For more information on how to set up roles and permissions within your district or school, please visit the website at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/category?category=User%20Roles%20and%20Access>.

Need Help?

If you have general questions or need help with roles and permissions, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.