



North Carolina Home Base Roles and Permissions Access for Teachers to Share Assessments Option 1 – SOME Teachers have Access for Teachers to Share Assessments

**Access for Teachers to Share Assessments is a role that allows teachers to have the ability to create and view BOTH Shared Classroom and School Benchmark Assessments. Teachers with this role will see all other assessments at the school level that are created as Shared Classroom or School Assessments. Option 1 for this scenario provides the details needed to manually add this role only to those teachers that you would want to have access to both Shared Classroom and School Assessments. If you have a need for all teachers to have this role, the bulk import process to add or edit roles is described in Option 2.*

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

Purpose of Document: To provide a guide for how to give some teachers within your school or district the additional role of “Access for Teachers to Share Assessments.”

NOTE: This role is only needed for teachers with the default role of Teacher. Staff and Leadership users should not have this role added (these users already have access to Shared Classroom and School Assessments). Teachers with “Access for Teachers to Share Assessments” can create and see both Shared Classroom and School Assessments.

Roles Required: A teacher level user will need to have the additional role of “Access for Teachers to Share Assessments.”

You can find more information about roles and permissions at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/category?category=User%20Roles%20and%20Access>. Teachers should work with their data manager to make sure that they have the appropriate roles.

Add the Appropriate Schoolnet Role for the User (from within PowerSchool)

The district data manager (or person with access to edit or add user roles) will need to log in to PowerSchool and search for the appropriate staff member to add this new role.

- 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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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

- Ensure that *Teacher* is the only System Role (do not check more than one System role)
 - Additional Roles
 - Access for Teachers to Share Assessments
This role will allow the user to:
 - Create and edit tests for an institution (school)
 - Schedule Tests

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



North Carolina Home Base Roles and Permissions

Access for Teachers to Share Assessments

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Once the new role has been added for the teacher, the teacher can go into Schoolnet to confirm that the new role was added.

To check your roles and permissions from the Schoolnet homepage, click My Account in the upper right hand corner.

From the My Account Screen, you will see Access for Teachers to Share Assessments under Other Roles and Operations (the roles listed here should match what was checked in the security settings in PowerSchool from the previous page).

Other Roles and Operations

The following are the Roles and Operations you are assigned to by institution. Only a User Manager can change these settings. Contact your Schoolnet software specialist if you need assistance.

High School 424

Role	Description
Teacher	A person employed by the school district to instruct students.
Access for Teachers to Share Assessments	Allows teachers to create Shared Classroom Assessments and School Assessments

General Operations

The teacher with the added role of Access for Teachers to Share Assessments can now build Shared Classroom Assessments and School Assessments.

- Go to Assessment Admin module
 - Create Manual Test (or Express Test)
 - Notice that now under Test Category, the teacher now has access to **Shared Classroom Assessments and School Assessments**



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IMPROVEMENT SYSTEM

School & District Data
Reports & Indicators

Classrooms
Rosters, Reports, Planners

Assessment Admin
Create & Monitor

Create: Express Test

Test Name*

Subject*

Grade Level* to

Test Category

Score Type

Preferred Standards Document

Answer Key Only Yes No

Test Item Settings Settings can be customized at the individual item level.

How do teachers with “Access for Teachers to Share Assessments” actually share assessment with other teachers?

All users with the additional role of “Access for Teachers to Share Assessments” will be able to see all assessments within their institution level (school) that are created as Shared Classroom or School Assessments. So, as a best practice, you might want to only give a particular group of teachers (department chairs or team leads) the access needed to create the Shared Classroom and School Assessments. Once a teacher with the added roles creates a Shared Classroom Assessment, that assessment can be recommended to all other teachers within the same school or it can be assigned to sections within that school.

Naming conventions are also very important so that you can easily find assessments that you have created and that you are trying to share with other teachers.

Shared Classroom Assessments are intended to be used among teachers within the same grade level or subject areas that want to collaborate in creating a test that can be administered to their classes. In order to collaborate (both teachers can view and edit the test), then both teachers involved need to have the added role of “Access for Teachers to Share Assessments.” If you just want to have a department chair or lead teacher create assessments that other teachers can use, then only the department chair or lead teacher needs to have the added role. Once they create a test as a Shared Classroom test, it can then be recommended to other teachers within the same school so that they can assign the



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test to their students. Reports for Shared Classroom Assessments will display in the same way as a My Classroom Assessment.

School Assessments are intended for use for something like a school-wide benchmark. School Assessments are more likely to be created at the school level and assigned to the appropriate sections/classes within a school. Please note that by giving a teacher “Access for Teachers to Share Assessments”, they will have access to both Shared Classroom and School Assessments within the system. If you are using School Assessments for school benchmarks, you do not want to give all of your teachers “Access for Teachers to Share Assessments” as this will allow them to also have access to all school assessments built within your school. Reports for School Assessments will display in the same ways as other benchmark assessments within Schoolnet.

For more information on building assessments, please reference the documents at

[http://www.ncpublicschools.org/homebase/training/materials/category?category=Classroom%20and%20Benchmark%20Assessment%20\(Schoolnet\)](http://www.ncpublicschools.org/homebase/training/materials/category?category=Classroom%20and%20Benchmark%20Assessment%20(Schoolnet)).

For more information on *Option 2: ALL Teachers have Access for Teachers to Share Assessments*, please reference the option 2 document available on the website at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/category?category=User%20Roles%20and%20Access>.

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.