



North Carolina Home Base Roles and Permissions Access for Teachers to Share Assessments Option 2 – ALL teachers have Access to 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. If your district has a need for all teachers having this role, then this scenario describes the way to bulk assign this role to all teachers. [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.]*

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 ALL 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 the 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 ALL Teachers

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

How to Generate a Tab Delimited Text File from PowerSchool

To start, generate a tab delimited text file for a selected group of PowerSchool Teachers within a specified school or district.

1. Login to PowerSchool and navigate to the District Office (LEA Office).
2. Select the **Staff** tab.
3. Click the **Teachers** link.
4. Click **Functions**. The Group Staff Functions page appears.
5. Click **Export Using Template**. The Export Using Template page appears.



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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

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.

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 associated to them, the values in the file override any existing Schoolnet roles in PowerSchool.

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 .



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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.

What does it mean if ALL teachers have Access for Teachers to Share Assessments?

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. If you use the School Assessment category for school-wide benchmark assessments, any teachers with the role of “Access for Teacher to Share Assessments” will be able to view the School Assessments in the public draft stage before they are assigned to their students.

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.

Users with the additional role of “Access for Teachers to Share Assessments” can recommend Shared or School Assessments to other teachers and can assign the assessments to any sections within the same institution level (school).

Shared Classroom Assessments are intended to be used among teachers within the same grade level or subject areas who 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 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 school-wide benchmarks. 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



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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 refernce 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 1: SOME Teachers have Access for Teachers to Share Assessments*, please reference the option 1 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.