



North Carolina Home Base Guidelines for Establishing Roles and Permissions within Schoolnet

Primary Audience: District Data Coordinators/School Data Managers (the steps in this document require User Security permissions that a District Data Coordinator or School Data Manager is assigned).

Purpose of Document: To provide Data Managers a quick reference guide for establishing role-based permissions in Schoolnet.

Schoolnet is a role-based application. Permissions in Schoolnet are dependent upon roles and the operations that are assigned to each role. In order to successfully log into Schoolnet from PowerSchool, each user must be permissioned with a DEFAULT role.

In preparation for Home Base “go live,” an initial permissioning to grant users access has been completed. We have permissioned teachers with a default as “teacher” and all of other users as “staff.” Teachers represent the majority of users and should not require further permissioning. Your next step is to permission the remainder of your staff using the steps below.

Roles Assignments

Before you begin assigning roles, it will be helpful to review the default roles within Schoolnet and the additional member roles available to you with your school leadership. Users can be permissioned to more than one role as long as one of the roles is the default. The various roles are described below.

Default Roles

- 1. Leadership** - A person who has administrative duties at the District or School level.
 - **This role is intended for users that serve in a leadership capacity within a District or School**
 - Examples: Superintendent, Assistant Superintendent, Principals, Assistant Principals
 - *Operations aligned with this role will allow these users to do everything within the system.*
 - View basic student information
 - View student contact information
 - Manage reports
 - Manage instruction
 - Review instructional materials
 - View Published Reports
 - Create and Edit Reports
 - View Teacher and Section Level Data
 - Review item, passage, or rubric
 - Approve Section Assignments
 - Add or update student responses
 - Create and edit tests for an institution
 - Create tests windows
 - Generate student answer sheets
 - Modify tests



North Carolina Home Base Guidelines for Establishing Roles and Permissions within Schoolnet

- Pre-slug OMR forms
- Schedule tests
- View test content
- View restricted content

2. **Staff** - A person who is not a member of other user roles (Leadership, Teacher, Parent or Student) and who is employed by the school or district.
- **This role is intended for users that DO NOT have active course/section assignments in PowerSchool. This role is ideal for users who work within a District or School in various support areas.**
 - Examples: e.g., Assessment Coordinators, Exceptional Children, Technology, Guidance Counselor
 - *Operations aligned with this role are generic in nature. It is intended that LEA's select additional member roles in addition to the Staff role for these users to support their work.*
3. **Teacher** - A person employed by the school district to instruct students.
- **This role should be given to all users with active course/section assignments in PowerSchool.**
 - *All operations that are critical to a teacher's use of the system are handled innately within the application without additional operations.*
 - View student contact information
 - View Published Reports

Additional Member Roles (Note - Users can be permissioned to more than one role.)

4. **"Access to Teacher and Section Level Data"**
- **This role should be given with caution as it allows access to student level data including Program Enrollment, Standardized Test Data, and Demographic Information. Consider this role for school leadership that should not have the access of the default Leadership role.**
 - If the user is a District Level User, they would have access to ALL student and teacher data across the district
 - If the user is a School Level User, they would only have access to ALL student and teacher data at their school
 - *Operations included:*
 - View basic student information
 - View student contact information
 - View Teacher and Section Level Data
5. **"Access to Aggregate Level Data"**
- **This role allows access to aggregate level data only – users cannot drill down to the student level. Consider this role for Assistant Principals.**
 - *Operations included:*
 - View student contact information
 - View Published Reports



North Carolina Home Base Guidelines for Establishing Roles and Permissions within Schoolnet

6. “Test Item Administrator”

- **This role is intended for District and School Test Coordinators and must be used in addition to the “Access to Assessment Management” role. This role is not intended for teachers.**
 - A person who has access to test items at an institution.
This role must be assigned in addition to Access to Assessment Management.
- *Operations include:*
 - Create and edit test items for an institution
 - Review item, passage, or rubric

7. “Access to Assessment Management”

- **This role is intended for District and School Test Coordinators and must be used in addition to the Test Item Administrator role. This role is not intended for teachers.**
 - If the user is a District Level User, they would have access to tests created at the District level and can also see School Level Benchmarks
 - If the user is a School Level User, they would only have access to tests created at their school or tests that have been shared with their school by the District Test Coordinator
- *Operations aligned with this role will allow these users to do everything within the system.*
 - Add or update student responses
 - Create and edit tests for an institution
 - Create test windows
 - Generate Student Answer Sheets
 - Modify tests
 - Pre-slug OMR forms
 - Review item, passage, or rubric
 - Schedule tests
 - View test content
 - View restricted content

8. “Access to Curriculum Management”

- **This role is intended for users District and School Curriculum Coordinators**
 - If the user is a District Level User, they would have access to Create, Edit and Schedule DISTRICT level curriculum
 - If the user is a School Level User, they would have access to review school Lesson Plans and Instructional Units that are created by teachers and staff and submitted to the school for materials approval to promote the material to a shared School or District Instructional Materials Resource Bank.
- *Operations*
 - Manage curriculum
 - Review instructional materials



North Carolina Home Base Guidelines for Establishing Roles and Permissions within Schoolnet

9. "Access to Teacher Lesson Planner"

- **This role is intended for a user who might be designated by the School or District to review lesson plans**
 - Manage instruction

10. "Access for Teachers to Share Assessments"

- **This role is intended for a teacher who needs the ability to share assessments with other teachers within a school.**
- *Operations aligned with this role will allow these users to:*
 - Create and edit tests for an institution
 - Schedule tests

11. "Access to Approve Instructional Materials"

- **This role is intended for a user who might be designated by the School or District to approve materials created by teachers.**
- *Operations aligned with this role will allow these users to:*
 - Review Instructional Materials

12. "Access to Approve Assessment Items"

- **This role is intended for a user who might be designated by the School or District to approve assessment items created by teachers.**
- *Operations aligned with this role will allow these users to:*
 - Review item, passage, or rubric

13. "Access to Report Manager"

- **This role is intended for a user who might be designated by the School or District to create and manage reports.**
- *Operations aligned with this role will allow these users to:*
 - View published reports
 - Create and edit reports
 - Manage reports

How to Assign/Modify Roles to Individual Users

Data Managers or Coordinators with appropriate Security Access will use this procedure to assign roles to an individual staff member.

Current as of Thursday, February 19, 2015



North Carolina Home Base Guidelines for Establishing Roles and Permissions within Schoolnet

Use this procedure to assign roles to an individual staff member.

1. Login to PowerSchool, from the start page, click **Staff**. The Search Staff page appears.
2. Search for and select a staff member.
3. Click **Security Settings**. The Security Settings page appears.
4. Click the **Role Assignment** tab.
5. To add a role, click **Add**. The Role drop-down displays a list of active roles.
6. Select a role from the list to assign it to the selected user.
7. To add another role to the user, click **Add** again and select another role from the list.
8. Click **Cancel** to remove a role from the list of roles selected for the user.
9. Once you've selected all the roles for the user, click **Submit**. The Changes Recorded page appears

NOTE: Use this same Role Assignments page to reassign/remove a role to an Individual User.

Operations Glossary

General Operations

Current as of Thursday, February 19, 2015



North Carolina Home Base Guidelines for Establishing Roles and Permissions within Schoolnet

- **View basic student information**
 - Allows users to view student level information in the institution where the operation is assigned. Teachers do not need this for their students.
- **View student contact information**
 - Allows users to view student contact information in the institution where the operation is assigned.

Assessment Admin Operations

- **Add or update student responses**
 - Grants users the ability to input or enter corrections to student responses and scores for students at the institution where the operation is given.
- **Create and edit test items for an institution**
 - Grants users the ability to create, edit, copy, and delete test items.
- **Create and edit tests for an institution**
 - Grants users the ability to create and edit test drafts.
- **Create test windows**
 - For district tests, grants user the ability to create test windows.
- **Generate student answer sheets**
 - Allows users at an institution to generate answer sheets for students assigned a test
- **Modify tests**
 - Grants users the ability to make limited updates to non-draft tests.
- **Pre-slug OMR forms**
 - Allows a user to export the student information necessary to pre-slug OMR forms using a separate application.
- **Review item, passage, or rubric**
 - Allows users to approve test content (items, passages, rubrics) submitted for approval to the public bank of their primary institution.
- **Schedule tests**
 - Grants users the ability to schedule a test and assign it to the institution where the operation is given.
- **View test content**
 - Grants users the ability to view the questions and content of upcoming tests.
- **View restricted content**
 - Allows users to view the content of restricted assessments. This operation is required to select the option to restrict test content and to modify the test properties of a restricted assessment.

Classrooms Operations

- **Approve section assignments**
 - Allows users to review and approve staff requests for access to specified sections.
- **Manage curriculum**
 - This operation should only be granted to users at the state or district level. It allows users to create/edit instructional materials, including curriculum and curricular units, in the Curriculum Manager. In



North Carolina Home Base Guidelines for Establishing Roles and Permissions within Schoolnet

Classrooms, users with this operation can map courses to curriculum, and they can map standards to each other including two or more sets of standards. Additionally, this operation enables users to create, edit, and delete local standards excluding Academic Benchmark.

- **Manage instruction**
 - Allows users to view the Lesson Planner and the Student Performance area for all teachers in the same institution or lower.
- **Review instructional materials**
 - Allows users to approve materials (lessons, resources, units, assessments) submitted for approval to the public bank of their primary institution and submit for approval materials to the bank of the tier above them.

School & District Data Operations

- **Create and Edit Reports**
 - Allows users to use Report Builder to create and edit reports.
- **Manage reports**
 - Allows users to add or remove a published report from an institution report bank.
- **View Published Reports**
 - Allows users to View Published Reports.
- **View Teacher and Section Level Data**
 - A person who needs access to the School and District Data module to view report data at the teacher and/or section levels.