



North Carolina Home Base Roles and Permissions Roles Needed for a Teacher to Create a Benchmark Assessment

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 set up a teacher with the access needed to create a district benchmark assessment.

NOTE: *This level of access should be given to teachers only as a temporary access to allow for participation in district benchmark assessment creation and then the roles should be removed. Teachers no longer need an admin login for this process. Please note the new steps for setting up your teachers with access to create district benchmark assessments.*

Roles Required:

In order to access the district benchmark assessment items in Schoolnet, teachers will need to be given the Staff role at the LEA Office level and then the additional roles of Test Item Administrator and Access to Assessment Management. **These should only be given when needed and should be taken away once the teacher has completed work on district benchmark 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>. Please work with your data manager to make sure that you have the appropriate roles.

Typical Access for a Teacher

As a general rule, the only role that a teacher needs is the default role of Teacher (at their school level). There is one additional role that is specific to teachers, Assess for Teachers to Share Assessments, and might be given to teachers involved in creating school level assessments or assessments to be shared across a subject or grade.

Access Needed for Creating Benchmark Assessments

Creating district benchmark assessments requires the user to have roles at the district level. The roles needed at the district level are Test Item Administrator and Access to Assessment Management. The following steps should be followed to give a teacher access at the district level in order to create district benchmark assessments.

1. Log in to Home Base
 - a. Find the Staff member via search Staff
 - b. Select **Security Settings** link
 - c. Select the Applications tab



North Carolina Home Base Roles and Permissions Roles Needed for a Teacher to Create a Benchmark Assessment

- d. Click on the **Manage Roles** link for Schoolnet Security

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

2. At the District Office Level, click to Add Roles (under actions).

Institution	Schoolnet Role	Actions
District Office	-	Add Roles
Academy (Default)	Teacher, Access for Teachers to Share Assessments	Edit Clear
Elementary	-	Add Roles
High	-	Add Roles
Middle	-	Add Roles
Elementary	-	Add Roles
Middle	-	Add Roles
High	-	Add Roles

3. Check the box for Staff (under System Roles) and then check the boxes for Test Item Administrator and Access to Assessment Management (under Additional Roles).



North Carolina Home Base Roles and Permissions Roles Needed for a Teacher to Create a Benchmark Assessment

Add Schoolnet Roles to District Office

Users with a District Office role will have that role at all institutions

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

Cancel OK

- Click OK, and you should see that the Staff role as well as Test Item Administrator and Access to Assessment Management have been added for the teacher at the District Office and all schools within the district. **The default institution will still be the teacher's home school (not the District Office).**

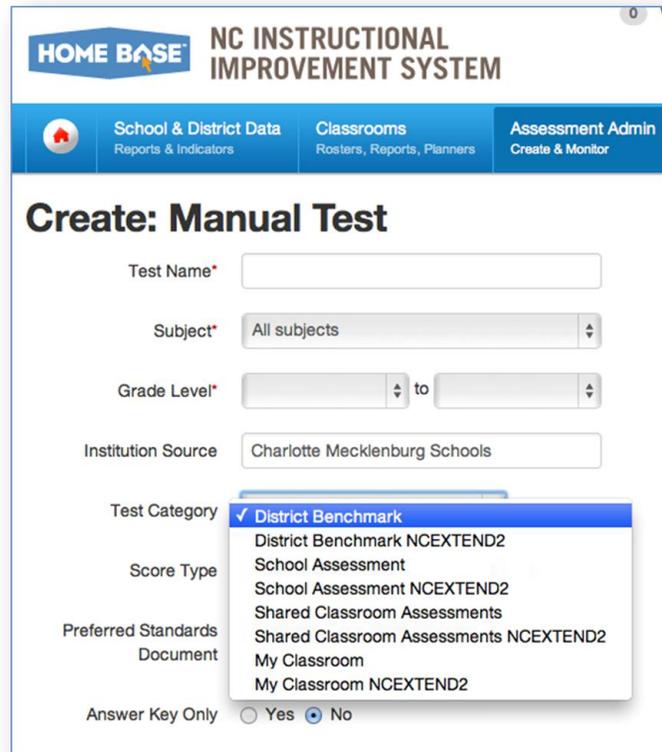
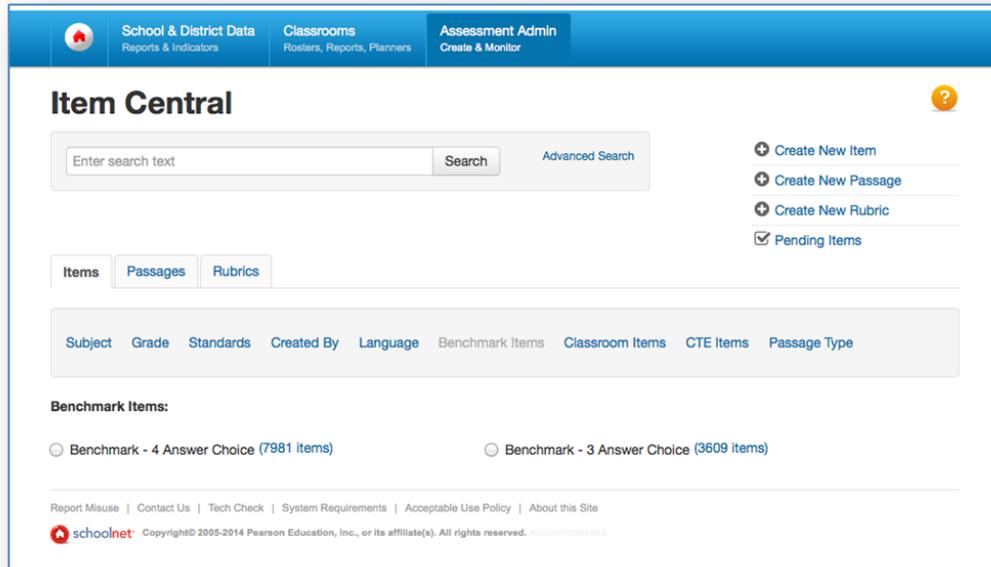
Institution	Schoolnet Role	Actions
District Office	Staff, Access to Assessment Management, Test Item Administrator	Edit Clear
Academy (Default)	Teacher, Staff, Access to Assessment Management, Test Item Administrator, Access for Teachers to Share Assessments	Edit Clear
Elementary	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
High	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Middle	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Elementary	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Middle	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
High	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Middle	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Elem	Staff, Access to Assessment Management, Test Item Administrator	Add Roles

Be sure to click submit before navigating away from this page to save your changes.

- The teacher can log in, with her regular teacher level access, but now will be able to access the benchmark assessment items and select the district benchmark category when creating a test.



North Carolina Home Base Roles and Permissions Roles Needed for a Teacher to Create a Benchmark Assessment



6. Once the teacher has completed work on benchmark assessments, this access should be removed.



North Carolina Home Base Roles and Permissions Roles Needed for a Teacher to Create a Benchmark Assessment

Remove Teacher Access to Create Benchmark Assessments

Once the benchmark assessment work is complete, the district level access should be removed for teachers. The steps below explain how to remove this access for teacher users.

1. Log in to Home Base
 - a. Find the Staff member via search Staff
 - b. Select **Security Settings** link
 - c. Select the Applications tab
 - d. Click on the **Manage Roles** link for Schoolnet Security

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.

2. At the District Office level, click Edit (under actions)

Institution	Schoolnet Role	Actions
District Office	Staff, Access to Assessment Management, Test Item Administrator	Edit Clear
Academy (Default)	Teacher, Staff, Access to Assessment Management, Test Item Administrator, Access for Teachers to Share Assessments	Edit Clear
Elementary	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
High	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Middle	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Elementary	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Middle	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
High	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Middle	Staff, Access to Assessment Management, Test Item Administrator	Add Roles
Elem	Staff, Access to Assessment Management, Test Item Administrator	Add Roles

3. Uncheck the Staff Role (the other two additional roles will go away) and then click OK



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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

Cancel
OK

4. You will now see that the teacher access is returned to just the roles needed at the individual school level (there are no longer roles listed for the district office or for any other schools). Be sure to click Submit before navigating away from this screen to save your changes.

Institution	Schoolnet Role	Actions
District Office	-	Add Roles
Academy (Default)	Teacher, Access for Teachers to Share Assessments	Edit Clear
Elementary	-	Add Roles
High	-	Add Roles
Middle	-	Add Roles
Elementary	-	Add Roles
Middle	-	Add Roles
High	-	Add Roles

Submit

The teacher's access will now be back to normal at the school level with no access to the benchmark assessment items, and no access to create the district benchmark category of assessment. The screenshot above indicates that the teacher only has Schoolnet roles at the default school, and the screenshots below indicate no access to benchmark assessment items or the benchmark assessment category to create the benchmark assessments.

