

## **Home Base IIS Webinar: Overview of Roles and Permissions in Schoolnet 5/8/2014**

**Presenters: Cynthia Crowdus and Kayla Siler**

Ms. Crowdus: Welcome to our webinar on roles and permissions. My name is Cynthia Crowdus, and I work on the Home Base Project, and most specifically the Schoolnet piece of that. And there's also Kayla Siler in the room, and I will let her introduce herself.

Ms. Siler: Good afternoon everyone. This is Kayla Siler for the Home Base project. I work largely with Schoolnet assessment work and the roles and permissions that we will be talking about today. Thanks for joining us!

Ms. Crowdus: So today, what we intend to cover in the webinar are three things. First we want to talk to you about the tools and documents that are available to you now on the Home Base website. So we'll run through the main document that you will probably reference time and again. If you check your roles and permissions or set them up if you haven't. We will also look at some scenarios, and these have come to us largely from the field, as we've worked with people who have said, "I have this particular role in my school or in my district, and how can I do the things that I need to do in Schoolnet." We've worked with a lot of folks on just what needs to be done in order to your job. And so what we've done is compiled just the most common of those scenarios and we would like to share those with you today. We're saving a little bit of time at the end so that we can take your questions and answer them at the end of this webinar session. And at any point during the webinar if you have questions, please just type them in, or if you would like to speak, raise your hand and we can un-mute your line and take the question from you. We would certainly welcome that. And any conversation we can have I'm sure will help lots of others on the line who have the same questions as you have.

Before we get started looking at the documents. There are two key points that have come up time and again as we've worked with people on this work. First is that teachers have what they need natively. So you'll see as we progress through the webinar, the matrix that we'll go through talks about your default roles and some other permissions you can give to the individual users or a group of users across in the Schoolnet. The teachers, you don't need to give them each of the separate permissions. And so we just want to point that out. It's really important to know that because it's going to save you a lot of time and effort if you had that misunderstanding, and you're going through and your making those modifications for each teacher. You don't need to spend that time. But beyond that, and more importantly, you don't probably want to give all of your teachers all of the permissions. And we'll talk a little bit more about what that means and how that looks in a second webinar, which we'll have next week, and a little bit when we get to the scenarios later today. It deals primary with having all users have the

access that they need to have and the functionality that they need to have for their roles, but not more than that.

The second point we'd like to make is that when you have, when you set up your roles in PowerSchool, and I should mention that all of the roles that we set up are set up at the district level and can be managed at the school level as well, but they're set in PowerSchool. And those roles push over into Schoolnet, so the work will be done there. And if you've done this work you're probably familiar with the page where you set your system role and then additional roles. That system role, there should only be one. You have the ability to click more than one default role and those are leadership, staff, and teacher. And what you need is really just one of those roles.

So those are the two main things that we have come across time and again and we just feel it's really important to let you know all that before we move on into the matrix.

So the tools and documents that we're about to look over today, this is just a really broad snapshot of it. Don't worry if you can't see all the details. We're going to zoom-in in just a minute and show you what all of these different lines mean, but we want to show you kind of what the whole spreadsheet is. And then I'll explain to you kind of how to interpret what all of this information means. But if you're on the Home Base website, what you would do is click the tab that says "Getting Ready" and you'll see a sub-tab that's called Implementation. And then you'll see information about roles and permissions, or user access, user roles and permissions. And that's where you'll find all of these documents. We do have that link later in this presentation. So you'll have that, and we'll also put it in the chat box so that all of you have it.

So what you're looking at, let me back up real quick. So you'll notice on the very left-hand side of the screen, you've got general on the left column, general school and district data classrooms. So we're going to take a quick closer look at that. General school and district data, classrooms and assessments, so we've broken down this matrix so that it aligns to the different modules within Schoolnet. So you'll see here, all of the general stuff will be general as you might imagine. The school and district data maps the functions that you'll find in that school and district main Nav component, or navigation bar component. In the Classrooms piece you'll see it maps to the classrooms for assessment admin, to admin as well.

So when you open the document that you'll find online, you'll see a series of rows that align to each of those standards. I mean, not standards, areas. And so you can see that general information has to do with viewing student information. And the school and district data, that's where you have the ability to create and edit reports, manage reports and things like this, and the classrooms area, you might have the ability, if you were a curriculum manager to manage curriculum. And you might if you were a staff person who reviewed materials, but didn't manage your entire curriculum, have that functionality. So you'll see all of these different items on this list deal with very specific functionalities that you're able to do in Schoolnet. And so you

are able to grant them to users in Schoolnet.

As we mentioned earlier in this webinar, you've got three default roles, leadership, staff, and teacher. Again it's important that you select the one that applies to your position. If you find that there are other permissions that you need, so let's say for example, you have a teacher, which you see here as one of my default roles, that you want to review instructional material. Well you wouldn't then give that leader leadership, because leadership can do that. Instead you would keep that teacher only as Teacher, and then grant that separate permission. And Kayla will talk about those different types of scenarios in just a moment. But it's really important that you select only one of these.

We want to pause for just a moment before we get into all of the different roles to talk about test item administrator. This one is a special case. It is a system operation. And if you need to create and edit test items, regardless of your role, whether it's teacher, staff, or leadership, you must have this as an additional role. Actually not teacher, I take that back. If you are staff or leadership, even though it might seem as though you don't need this roll because you're leadership and you should be able to create and edit test items, you actually do need this role as well.

So the optional roles, you'll see in the matrix they're X's or checks on each of the pieces that align to the functions that I mentioned just a bit ago. And then on the far left of the matrix you'll see exactly what that functionality is. It will explain in a sentence or two exactly what that specific function does. So these are added again, to give additional rights to the users. Generally it is for staff and teachers. We've noted that in here. You'll see if you go through the matrix. A lot of these additional roles are already granted to leadership, so you may not need to give leadership these additional roles. They are available if you are staff or teacher, or if it's a leadership role with a specific function that you don't have natively. And again, that's just that larger view, and you can see all of the axis aligned to the different features.

Okay, so again, that was just a really really high level look at what the matrix is, so that you have a reference if you go to the website. That is on the Home Base website, as well as all of the scenarios that Kayla is going to talk through in just a moment, so as you see them on the presentation, you also can access them on the website. They are all currently posted for you to review.

So I'll pause for a moment and see if there are any general questions about roles and permissions that we might want to address, and if not we'll turn it over to Kayla.

Okay, so we have one question in about teachers and the ability to edit test items, and that's actually just a really good question. I'm glad you brought that up. And let me just scroll back to the screen where we talk about this. There we go. So for this role, Test Item Administrator, you need this if you're leadership or staff. What that means for teachers, and this goes back to that original point we made about the teachers having what they need to do for their classrooms natively. A teacher is able to edit test items, and so what they would need to do is just make a copy of the item. So as a teacher, you

can't change a state level item as it exists in the bank. You cannot change a school level or a district level item. The item itself, you can't alter so that other teachers might see the changes you've made. What you do instead is you make a copy of that item and then you can make any modification that you would like to make to it and then you save it in your item bank. That item, once you make a copy of it, is your item. You can choose to share that item at some future point, but it is not the same item that was in the item bank when you found it. So I hope that that makes sense, you can alter items for your own use in your classroom, but again you just need to make a copy of it.

Okay, so one of the next questions coming in has to do with the danger of having more than one role.

Ms. Siler: Yes, so the question, as Cynthia said, is what is the danger of having more than one role. Really the problem there is that either you will limit access or grant more access than you intended. For example, if you are a leadership user and you think you should also have teacher. So that's two default roles that you think you should have. The system will actually default these two to the lowest level of access. So instead of leadership, which has lots of access, as you saw on the matrix almost every single box had an X, you'll actually only have the access of a teacher. So that's one of the main dangers, I guess you would say, that you're actually limiting access. You think you may be giving yourself more access by having more roles checked, but you could actually be limiting your access and you wouldn't be able to see things. For example we had a support ticket come in for a user that was a principal, but they could see assessments anymore. And they're like, well I'd seen them in the system before, what happened, did something change? It was a change in their role. They now had a teacher role, so all they could see were classroom teacher level assessments that they would have created. And as a principal they had not created any classroom level teacher assessments. So because they added two default roles, it actually limited their access. Instead of giving them more, it gave them less.

With the optional roles, you actually in most cases do need more than one optional role, so that is okay. In most cases you would be staff plus a role that gives you the permissions that you need. But for the defaults, it will impact your access if you check more than one.

And the other question was that initially we were told to use staff only, and has this changed? When we initially loaded users over from PowerSchool into Schoolnet, keep in mind that we are talking about Schoolnet user roles today. So when users were loaded from PowerSchool into Schoolnet, you came in either as staff or as teacher. Anyone who had sections and courses assigned to them in PowerSchool came over as a teacher. Anyone that did not come over as staff. So you would have had to go in the system and make a change to directly make a leadership role assigned to any of your users. So yes, you can change that. All of your district level or school level staff came over as staff, but you can give them access to leadership, and you can add

these additional roles. The additions of roles, all of the work that you'll do is done in PowerSchool, to set up your roles and access for Schoolnet. We'll be going more into detail on that later in this webinar and also next week with the second webinar in this series.

Ms. Crowdus: Okay, and then one last question before we move on to the different scenarios, and the question is can you switch between the two roles? I have a couple of thoughts about this. First is, if you just wanted to be able to switch between them you can check and uncheck you default roles. As Kayla was saying earlier, you don't want the two, because it just doesn't make sense if you have leadership and teacher. You're really looking at the teacher view anyway. But if you have, if you are the person in your school or district who makes those changes, certainly you can go in and make those changes so that you have a teacher view and then you have a leadership view. However, that said, I would say if there is something specific that you want to see, all of the permissions that you see shown right now on this screen. So that if you had a teacher but you wanted that teacher to be able to do some of these other items, or if you have a staff person and you want them to be able to do some of these functions, you simply could set that with those extra permissions, versus switching roles, if that makes sense. So, the default roles are probably not where you're going to make a lot of the changes, but certainly if that's something that makes sense for the work that you're doing, you have that ability to do it, yes.

Ms. Siler: Alright, at this time we're going to go ahead and transition into some specific scenarios with roles and permissions to try to help explain to you how you might want to assign these to users within your school or district. So, the need to have to optional roles that Cynthia was just mentioning, the whole list that we just saw in the matrix. The need for these is going depend on the type of staff that you have at your school or district. In some cases you will need lots of these options checked for a person. In other cases, it may be that every staff member only has one optional role, because there's only one task that they're responsible for in Schoolnet. So it's going to vary widely among schools and districts. So what we've done is just kind of put together some example scenarios to give you some suggestions for how you might want to use these. Some questions to consider would be, do you have district level staff that write your assessments, do your curriculum manager, or do aggregate student data. Or do you have school level staff that do these things. That will depend on how you set up roles and how you assign teachers additional roles, if that's necessary. We've said a few times already, and I'll say it again that teachers only need the role of teacher to do all the basic functionality. But there are special cases in which a teacher might need additional responsibility. So we're going to get into that scenario and how you could give a teacher access to do something more in the system at the school or district level if that applies for your school or district. So this slide is really more of a guide and something that you could use on

your own. We will make this presentation available to you after the webinar today. Just to let you know, the next few slides are about some areas that might apply to your school district. These are just suggestions. They do not cover every scenario out there, but these are some initial ones that we have come across when working with schools or districts that we've already documented and created a plan for how to use and implement. So we wanted to share them with you today. If you do run into a new scenario, something that we don't talk about, or you think you might have a special case for your school or district, please report that to our Home Base support center. We'll have that information at the end of the webinar. Many of you already know it. But to support that, or report that to our support center, and they will follow up and help you either figure out how to use something that we have now, or we may implement a new role or a new scenario to help document the case that you have for your district.

All right, so there are two sets of scenarios that we're going to talk about. First are the district level provision scenarios. So you can see the examples here, and we're going to break down and discuss each one. These would be for your district level staff working in your central office, or working across multiple schools in a district. And then we also have school level permissions, this would be, could include teachers in a school or school level staff, principals, school level coordinators and coaches, instructional coaches, things like that that are at the school level. They wouldn't be assigned to multiple schools. That would be a district person. This individual assigned just to one school that might need specific roles.

So first we're going to look at one of the more complicated scenarios just to get that one out of the way to start. This is one of the very initial scenarios that was presented to us, where we needed to come up with a case for how to resolve. This is teachers having the ability to write benchmark assessments. There are schools and districts that actually use groups of teachers in the summer, or throughout the year, to get together and write these assessments. The way that system is set up currently, a teacher does not have access to the district benchmark items. Those are secure at the district level. So for this particular scenario, you would need to set up the teacher with a no-access account in PowerSchool and then in Schoolnet you would give them Test Item Administrator and access to Assessment Management, and they would be able to create benchmark assessments. Now you could turn this on. Teachers would gather, create the test, and then you could turn this off. You could only have this activated for the time in which the teachers actually need it, so they wouldn't be able to continuously login throughout the year and access the benchmark assessment. This one does require a step to create an admin level user for them in PowerSchool where they have no access. That mean when they log into PowerSchool they can't click on anything except the Schoolnet link. They won't see any student data. They won't see anything. It is a straight no access. The only thing they can click on is Schoolnet, to move over into Schoolnet as a district user. And then in Schoolnet they would have access to the test items given to Test Item

Administrator, and access to Assessment Management.

We do have a document online that documents all of the steps that you need to take to set up no-access and set up the two roles in Schoolnet. We'll provide that link again at the end and I believe it's been sent out on the chat box at least once already. The user roles and access page of the Home Base website contains all of this information.

So the next district level permission might be, if you have district level instructional coaches that would want to work with lesson plans and teacher data. Again this is an example, but the roles you might need here are access to aggregate level data, and this would just give them summed up data at the district level, not individual student data, and then access to teacher lesson planner. So if this is someone responsible for helping teachers create units, the lesson plans, helping with that review, working with small groups of teachers, maybe district wide PLC's that are curriculum directors for your district. This is the type of role that you might want to set up for them.

So this is a district level user who is at default, they're already staff, and then you would want to add Aggregate Level Data, Teacher Lesson Planner, and if there's any other optional roles that would apply to them, you would add that here as well.

At the school level you might have the same thing. At the school, you could have a school instructional coach, and this is very similar to district, but this person, their institution level is a school. They are staff at that school. And then you would add the same two permissions, Aggregate Level Data and Teacher Lesson Planner. This gives them access only to the aggregate data for that school and only to the lesson plans for teachers at that school.

I will also note that I'll go back on slide at the district level you can limit access by school within a district. So let's say for example, you have an instructional coach that only works at three schools within your district. When you do their district level access, you could give them the Aggregate Level Data and the Lesson Planner access only at the three schools where they are working currently. That will help you limit that. They won't be able to see all the lesson planners and all the data across all schools in the district, only the schools where they are employed.

All right, another district scenario is district level media coordinator. There are several options here. So we've provided two documents, one for the district level and the next one will be for the school level. But this document is just a general overview of some things that you might need for this person, and it will depend on the role that they have in your district or school. In some cases they may teach classes. They'll have students assigned and they'll have teacher access. In some cases they just work with different groups of students or they just work throughout the entire school. So these are some examples of things they might need, Aggregate Level Data, if they need to see the summed up assessment data for a school; Lesson Planner, if they're working with teachers to integrate technology or anything like that into the lesson plan; Assessment Management if they actually create tests; and Test Item Administrator, if they are actually creating assessment items to be used

in the district.

So you may not need all of these for your media coordinators, but these are just some that you may want to consider depending on the needs of your users. So you can see, depending on what they need, if they just need aggregate level data across the school to have the information, you can certainly just give them that roll. But these are other options that you may want to consider. Just think about the staff that you have and what they might need to do and then assign the rolls from there.

All right, so at the school level we have the same sort of thing, the school library media coordinator. The same basic concept as the district, but again this person would only have this level of access at their individual school. And you would set up based on do they create actual assessments? Do they just need access to data? Do they help with lesson plans? Do they need access to those? You would set that up based on the needs at your individual school. All right, this last one is not necessarily a scenario for roles, but this is just a process that happens in the system that we know users have asked a lot about. There is a promotion of resources process in which you can create instructional materials, resources in the system, and submit them up to the next level for approval. So this is the district level. We do have a document on the website that describes the resource promotion process, how you create, submit, and push that up to be. You can go from the school to the district, up to the state level, even to have it shared across the state. If you are leadership at the school, you do not need anything in order to do this. Just your leadership roll will allow you to create materials and submit them to the next level. If you are staff you can create materials, but if you are a reviewer or if you need access to submit, then you would want access to Curriculum Management. That will allow you to review and approve materials and then submit them to the next level.

You'll see a note on the side here that it says, as of today, to review and approve instructional materials you need this access to curriculum management. I will let you all know that I found out about five minutes before the webinar that we got our new rolls added to the system today. So we'll have some new documentation coming out about that by the end of the week and we'll certainly address that next week on the second webinar in the series. But we do have a new roll that's called access to review and approve instructional materials and you can just use that roll for any user at the district or even the school level that would need to view materials submitted to the school or district bank and then we'd need to submit them to the next level. So this is a brand new roll, added today, Access to Review and Approve Instructional Materials. And we also have the same on the assessment side. There is a Review and Approve Assessment Items that's been isolated as well.

So at the school level, again same roll, you can promote resources to the school bank. This would be a teacher that has created lesson plans or resources and would like to submit them to the school so they can be shared across the whole school. The teacher does not need any additional roll in

order to do this. The teacher can create materials that they can automatically submit to the school bank. Don't add anything for the teacher. They can already natively do this. What you would need to do if you were the reviewer, so the teacher can already do what they need to do. If you are the school level curriculum director, maybe you're a school, you're the PLC lead for the content. Then you would need the access to review and approve the instructional resources. But then, currently when we made this presentation, you would need the access to curriculum management, but as of today we have added the new roll, access to review and approve instructional materials, and that's all that you would have to add for a staff user at your school. Leadership can already do it. Staff users would need to review and approve instructional materials, or if you have a teacher that would be involved in this process, you can also give the teacher Access to Review and Approve Instructional Materials, and that teacher could review materials at the school bank and share them with the school.

All right, and I do have a "new rolls coming soon" slide. I just wanted to talk back here. Again you can see there were two added today, Review and Approve Instructional Materials and Access to Review and Approve Assessment Items. Just isolate these two permissions so that a user just has these two.

The previous one that was mentioned on the slide, Access to Curriculum Manager, actually gave you more right than just Review and Approve. So we wanted to separate that, because you may have a user who just is an approve, they don't need to actually manage curriculum. And with assessment items, access to assessment management gave you a lot more than just Approve Assessment Items. So we wanted to isolate that as well as you may have some content areas, testing folks who are just, who are approvers for new items. So these two rolls are added and you will see the new document posted on the web very soon. So you will be able to start using those in the system as of today. These rolls are intended for teachers or staff users. The leadership person already has the ability to do this within their rolls. You do not need to add it for leadership. You would only add this for staff and teachers and only those staff and teachers who are responsible for actually approving your content and submitting it possibly to the next level.

All right, we have one just kind of last scenario, and this has been a hot topic, so we saved that one for the end. This is the idea of school assessments and shared classroom assessments. Many of you have asked how can my teacher actually share assessments within the system? We want teachers to be able to work on them together. We want them to be able to give the same assessments. We've been working on this one very hard for the last couple months. At the symposium earlier this year, we presented on the idea of how to give access, but we also realized that when you give access to a shared classroom, you also have access to school assessments. So we wanted to come back and explain that a little bit more. So I'll give you some details to day, and again we'll talk about some of these things in more detail next week as well. But school assessments and classroom assessments are two different

assessment types that you have within the system when you go to create an assessment, you can choose a category. A teacher just has a My Classroom. If you have school level right you could build a My Classroom, a Shared Classroom, or a School Assessment, and up to the district, you could build a district benchmark.

So Sybil asks, what's the difference in a school assessment and a shared classroom assessment? A school assessment for reporting purposes is considered about the same as a benchmark. This would be like a school-wide benchmark. Everyone in the school, if they all deserve graders, is taking the same school-wide assessment. A shared assessment might be, Cynthia and I are both 3<sup>rd</sup> grade teachers and we want to work on a test together and both give it to our classes, just because we've been collaborating and working well together, or maybe we're splitting and our kids are going to one class for part of the day and another class. And we just want to be able to share. So this is more like a share between one or two teachers, just working together. The school assessment would be more like a school-wide benchmark test, so that's the difference in the tests.

So the way Schoolnet works right now, if you have access to one, you have access to both. So what we've done is try to detail out two options for how you can assign this role to teachers. Many users have said we want all of teachers to have this role. So that's option 2. And others have said that we want to make sure we limit this because if we use the school assessments, we don't want every teacher to see the school assessment for security reasons and that sort of thing. So option 1 tells you how to add the roll just one off to maybe a small group of teachers, but say you want a PLC lead at every grade level or content area to have the ability to create school and classroom assessments. You can go in, find that teacher, add the roll. The roll is called Access for Teacher to Share Assessments. That's pretty easy to follow and pretty easy to find.

You can add that for your teachers, or option number 2 is actually how you can import the rolls into the system. So let's say you wanted every teacher or maybe a hundred teachers, you know some large number of teachers, to have this roll. You can actually do a bulk import of the information and give all the teachers this roll at one time. You do not have to individually look up all teachers in your district and add this roll. We do caution that if you do give this roll to all teachers, keep in mind, they do have access to school level assessments, so if you have school-wide benchmarks, those teacher will have access to those test that you've created at the school level. So I just wanted to let you know the option. There is an option 1 and option 2 document on the website now that you can find. The option 2 document does contain those instructions for how to do the bulk import-upload of the rolls. We'll actually be adding a document that is just about that bulk import-process that you could apply to any rolls that you want to add for users. You could export out the file that tells you all of your users and their rolls now, make adjustments to their rolls as needed and then import the file back in so that you can take care of all of your changes at one time.

The other thing that I'll note is that this roll is only needed for users that have the default roll of teacher. If you are staff level or leadership level at the school or district, you can already build the assessments for that institution level, so at the school level you can already build school assessments and everything below that. At the district level you can already build district assessments and everything below that. So this roll is only intended to be added for teachers and only for those teachers who need access to create shared or school assessments. Any assessment created as a shared or school assessment can then be recommended or assigned to other teachers within the same school. So if I have the shared classroom assessment and the teacher next door does not, but we want to use the same one, I can create it and then recommend or assign it to the other teacher's class, and they'll have access to the same test, and give the same test to their students. There are ways to share without giving the rolls to every single teacher in your school, if you want to kind of control that and make sure only those teachers that need this access have it. So again, option 1 and option 2 documents, they were added to the website within the last two weeks. It was also in the Home Base weekly newsletter, so you should have seen information about that. But those are the two newest options that we have for you for using these school classroom and shared classroom assessments.

So that's kind of the overview of scenarios. The next that I have put up on the screen now, this is the website where you can find all of the things that we've been talking about today. Through the Google Docs that look very similar to the screen shots that you've seen on all of the scenario pages, if you go there you can actually click and get to some of the documents. We are working on updating that and adding more stuff to it, so stay tuned. They'll be updates coming. And as I mentioned they'll be two new documents coming about the two new rolls that were added today. We'll add the presentation from the webinar today as well for you to access and then we'll have more information about next week's webinar. I just want to leave this on the screen so that you can access it for looking up any of the documentation that we've discussed today.

At this time we will look at questions that have come, have been coming in. And if you have questions please let us know, or start typing them in so we can address those before we close today.

We've received a couple of questions about the shared classroom versus school assessments and that shared classroom should be something that most teachers would want to have, but schools should be separate. We agree with you, certainly, here at the state level. And we want to let you know that we have put in an enhancement request with Pearson for the Schoolnet product to have those separated out, so that it would be very easy for teachers to have shared classrooms, but not school assessment access, and it would be very easy to just give school assessment access to the school level staff. So we've asked for that enhancement and we hope that it will come soon. We encourage you to let us know things like that. We've put out the enhancement request in PowerSource. You can find it and vote for it there.

We can send out a reminder about how we can do that if you like. But that is something that we're pushing for. The Pearson staff that we've worked with, they agree with our logic as well and would like to see that separate so that it is something that is out there with their product teams to look into. And if we get any movement on that we will let you know. But right now the way the system works is that those two are paired together as school level assessments, even though one is more of a teacher level. And the shared classroom is considered a classroom test, so you would think that from teacher to teacher it would just be classroom, but right now they're paired together. So we hope to have them separated soon, but as of today you would have both, if you get that roll.

Ms. Crowds: And I'm really glad that this came up and that the enhancement request came up, because that gives us an opportunity to talk to you about enhancement requests that you can sign on PowerSource. I believe that you all have access to PowerSource, or should have access to PowerSource. And when you've logged into that site, what you can do is a search for, and I believe Kayla's about to do it here, a search for enhancement requests specific to product. So what we're talking today is about Schoolnet, so you can actually narrow enhancement requests specific to Schoolnet, and we have a couple of them that we have out. One of them has to do with the functionality that we've just talked about. And another has to do with the ability for teachers to share with a select group of other teachers instructional materials as well. So there's a lot of feedback that we've gotten from educators in the field about functionality that would be useful to you and your practice, and we agree and we have these enhancement requests because we'd like to see that work done as well. I mention this because in this area and the PowerSource system, or site, you can go and vote for any of the enhancement requests that you feel you would like to see as well.

Ms. Siler: Yes and I just logged in, so if you're following along on the webinar, if you are in PowerSource you want to go to community. And then Enhancement requests is one of the boxes you see on the screen. If you click on that you'll be able to search for and find any requests that have been submitted. So like the ones that I just mentioned, you could put in school assessments or shared assessments. And you might be able to find that here, and then I'll scroll. If you scroll over to the side you can see how many views and how many votes. So if you want to vote for something, just click on the green plus sign. It'll add a vote. The more votes that item gets, the more attention this will get from the Pearson product team. So go up there, look for items that are relevant for you and vote for them, and then you can add new items yourself here as well. But I will tell you, if you do already have the one there that's shared in school assessments, it's actually called the Common Assessment, or actually the School Assessment. And then we put some other ones, as Cynthia mentioned out about the resources and other things in the system as well. So we just wanted to show you that while we were talking about it.

Ms. Crowdus: So we have one other question that I'd like to read allowed to the group to address, and it has to do with the promotion of resources and the rolls that you need to have to do that. And so I wanted to explain that a little bit, so it's the teacher's default roll for promotion that a teacher can promote to the school level. And so what that means is that you would submit for approval or submit to school whatever item or resource you create. And then someone at your school would be given the roll or permission to review either items or the instructional resources and approve them. It would be the person at the school level who would have the ability to promote those items or resources up to the district level and then that same scenario basically at the district level up to the state level. So native, sort of the default roll of the teacher would be able to promote to the school level.

Ms. Siler: So we have a question about the shared classroom assessments, is that between teachers that are in the same school or across the district? It is in the institution level of Schoolnet, which would be in your school or district so teachers in the same school can share assessments. It is not across schools or within a district. It is just within the same school.

Ms. Crowdus: Can a teacher create an assessment for an entire grade level at a school? Would that just be a shared assessment?

Ms. Siler: If the assessment is intended to be treated as a benchmark for your school, the you would want to create that as a school assessment. If it is a teacher creating district level benchmarks, you would need to reference that first scenario that I mentioned where the teacher actually needs district access to create a district benchmark assigned to all of the schools or all of the teacher that are taking that test and it would count as an actual district benchmark. So it depends on your specific scenario. If it's to be treated as a school benchmark, and you want it to be reported out as a school benchmark, you need to do it as a school assessment. For reporting purposes school assessments are treated in the same category as a benchmark, shared classrooms are treated in the same category as a classroom assessment. If that doesn't address your question please let us know.

Okay, just to address the teachers and creating benchmarks in general, a teacher roll by itself would not have access to what we consider the secure district benchmark items. Those items that are in the system under the publisher NCDPI\_benchmark, those are secure at the district level. So the teacher can't see those. They could use any classroom items to create a school or a classroom assessment. But to use the actual district benchmark assessments, if there is to be a district benchmark, they would need to use that very first scenario that I mentioned that a teacher has no access in PowerSchool and then they would have to have Test Item Administrator and Assessment Management added to their roll at the district level so that they could create a benchmark. And that same benchmark here that I'm referring

to a district level test for all users that are at the same grade or at the same content area or whatever. But that is a district level benchmark test. So if a teacher needs to create a district level benchmark, using the district assessment bank, they do need an additional roll. Just to create a classroom test or just to create a shared test you do not, just to access shared assessments.

Ms. Crowdus: And there's a follow up question regarding whether shared classrooms can reach across the entire district. That depends entirely on where you created that assessment. So if you have an assessment that's created at the district level, you can share that across the district. But if it's created at the school level, then it can be shared across the school.

Ms. Siler: But the best way to understand the assessments is that the assessments can be pushed down but not up. Assessment items, a teacher might be able to create an individual item and push that up to the school, to the district, to the state. But an actual assessment, a set up items created on an actual test if it's created at the highest level you can always go down, but if a teacher creates it they cannot push it or share it up. So if you create a test that's a My Classroom, it's only available to you as an individual in your classroom. Shared classroom gives you that next level of access, where you can share it with another teacher. School is another level where you can share it across the whole school. District gives you the option to share with multiple schools within the same district, and multiple grades and subjects underneath. So the test can't go up. The highest level you create them, you can always push them down, but the tests do not go up.

All right and we may have a few more questions coming in, but I just wanted to speak to the webinar that we're having next week. Next Thursday, same time, same place, we will be doing a second webinar on rolls and permissions, and we just want to highlight that it will not be a repeat of what you heard today. It will be new content. We'll actually go into some specific examples of how rolls are set up for districts today, and show you why that might be a problem. You heard earlier, we answered the question about why having more than one roll creates a problem, or what is the danger of that. Next week we want to show you some specific examples, actually login as a user with multiple default rolls and additional things and show you where that could be a problem for you.

We also want to show you more of how you can look at your own set up of rolls and permissions and how you can take that and help clean up. Right now we may have users who have too many permissions. You may be seeing more information than you need. And so we want to help you figure out how to resolve that, how to make sure that you're not violating any privacy or data security log with the way you have your rolls and permissions set up. So next week is looking to help you dive a little bit deeper into some of these scenarios where you may have questions, like the shared classroom and school assessments, we can talk more about that. We'll also address the two

new rolls since they were just added today. We'll have more information on those for you next week as well. So please come back again next week. It is going to be different and new content. We'll take some of the questions you asked today to build out ways to address those next time. And as I said, we will be show some very specific examples of why this work is important and why you might have problems in the way you're setting it up.

Two reminders that I wanted to mention, one default roll, you only need one, teacher, leadership, or staff. Make sure your users all just have one. And then when you're looking at the optional rolls, test item administrator is a special case as Cynthia mentioned you do need that for leadership or staff if you are creating items for your school or district. It is just a special case, you can't do that natively with anything, it's almost it's own default roll. So we just want to highlight that your users will need that added if they're responsible for creating assessments. And then one roll that we always like to put a caution out there. This roll is called Access to Teacher Inspection Level Data. You saw that in the matrix. You really want to limit your users who have access to teacher inspection level data.

You may think, oh, my teachers need this so they have access to their inspection level data. No, teachers already have the access they need to any section that they are assigned to. If you give this roll to a user it gives them access to all teachers to the same school or district. So by giving your teachers access to teacher inspection level data, they now have access to every teacher in the school building's individual student information. So please be very careful with that roll. That's one that we want to go into more detail on next week and show you who that could present a problem. But we just want to highlight those things. We only need one default roll. Teachers already have what they need, so please be careful about adding for teachers in with access to teacher inspection level data. That gives you a lot of power. So be careful about how you assign that roll as well.

Do we have any more questions at this time?

All right, we do have another question. Is there a way to get a list of the rolls that have already been assigned for your school or district. The answer to that is yes. If you just need to check an individual user when you're logged in, you can always go to My Account on the top right hand corner of the screen and you can see what an individual will have, but if you'll recall, the Option 2 document, right now has it embedded and Google has a separate document for you. But the process for both loading a new teacher roll that actually tells you how to export out of the system the template that you need that would contain all of your current rolls. And then you could use that to see what you have. You could make your adjustments in that template and then reload it into the system.

So referring you to the access for teachers to share assessments, option 2 on the website. I'll go back. It's on the website that you see on the screen here. When you go to user rolls and access, find the access for teachers to share assessments, option 2, and within that document it will tell you how to export out the rolls that you currently have. And again we will provide that as

a separate document, just how to export and find. But at once that will give you, each of your teachers or each of your staff, whoever in your school or district, that information. This is something that a district level data manager for PowerSchool would have to do for you. Not everyone can pull this so make sure you work with your PowerSchool district data manager to get this information. But yes, you can check for yourself now and see how you're set up, and then make changes accordingly to make sure that you have what you need for your school or district.

Ms. Crowdus: Okay, another question that's come in is, does staff get more access than a teacher but less than leadership. Teachers really have a lot of access to their own sections, into their own students. So it's a little bit different. Staff really is a roll that you give to someone who doesn't need access to specific student data and who doesn't need all of the rolls of leadership. So it's kind of a half-yes, in terms of terms of it's less than leadership natively. So what you would do for a staff person is give them that roll. They don't have a lot of inherent power in that roll, but you can grant them access through the different permission.

Ms. Siler: The staff roll is more of your default for anyone who doesn't have their own section of students assigned to them. And then what you have is a lot of flexibility with the staff roll. So you look at the staff that you have for your school or district and you say, let's say you have a test coordinator. They need to be able to build the district benchmarks, create assessment items, review those. But they're only working in the assessment world. Well then they would be staff. You would add access to assessment management and you would add test item administrator. And that's all that person needs. They don't need anything else. Now you might be a district where that person does tests, but they also do curriculum. So they would have the access to two rolls for the tests, but also you would also add access to curriculum manager or access to review instructional materials, or maybe lesson planner. It just depends on the tolls that you have.

So staff gives you a lot of flexibility. The staff roll, natively by itself doesn't give you very much access. It gives you, it's kind of like a read-only or a view-only for your institution. So, if staff comes in they can see what they need to for schools, but they can't do a lot of different operations. So you add just the specific operations that are needed. Leadership is more, natively it's got more stuff built in and we've kind of defined that roll the way we need it for North Carolina. That's for your school leaders, principals, your district leaders, your superintendents or associate level. They would have that bar graph that puts everything in the district. Most everyone else at the district or school is going to be staff. If they do not have, if they do not have actual students assigned to them, if you have student inspections you will be a teacher. Everyone else is basically staff and then you add just the rolls that they need to complete their job in Schoolnet.

Okay, we did have a question, does it take an overnight process if you're

trying to change rolls in PowerSchool for it to take effect? No, it is immediate. If you change the users roll right now and then the user goes to log in. They will see under the new rolls, or whatever changes you've made to their roll. So it does take place immediately.

All right, as we're closing in on our hour time, so, hold on. Just if you have additional scenarios or thing you would like to submit, here is an email address that you can use. It is [home\\_base\\_ready@dpi.nc.gov](mailto:home_base_ready@dpi.nc.gov). You can use this to send any suggestions, any questions that you have about the scenarios, about rolls and permissions in general. This is shared between many of us on the Home Base team and we'll be able to get back to you about that. Yes it is [home\\_base\\_ready@dpi.nc.gov](mailto:home_base_ready@dpi.nc.gov). And then if you have specific questions about something in your school or district, as we mentioned earlier, please contact our Home Base support center. Many of them are listening in on the webinar today and they have been trained on some of the information on rolls and permission, so they're ready to help you on this is you have questions. So please contact them, let them know what special case you have or where you may have run into problems and they will be able to help you problem solve there.

And then one last slide, as we close out we'd love to hear back from you. We like feedback. So if you will take a moment to complete this survey at the link below and we'll provide that in the questions or chat box as well. But please, click on the survey n d provide some information to help with future webinars. Are there any more question?

Ms. Crowdus: Not at this time.