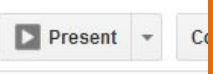




Some Likely Permission Scenarios in Home Base (and how to set them up!)

Go to “present” mode on the googledoc to use this document if you aren’t viewing in fullscreen



Setting up and managing the roles and permissions (who can see what) in Schoolnet will enable collaboration and management within your school building. The two pages of this document lay out a couple of common scenarios at the district-level (page 2) and the school-level (page 3).

A Couple of Key Points for District Data Coordinators:

- **One Default**

All users in Schoolnet should have one and only one default (system) role selected in PowerSchool for Schoolnet.

- **Teachers are set!**

Anyone whose default role in Schoolnet is a teacher has all the roles and permissions she needs to conduct her class (use lesson planner, schedule, administer and score assessments, etc.) for her students. Only add permissions if you want a teacher to contribute outside of her classes.

- **Have other roles and permissions that would be useful?**

Contact us at home_base_ready@dpi.nc.gov

North Carolina educators have asked about many of the scenarios in this document. If you have additional roles and permissions that will help you use Schoolnet, please let us know and we'll work on it.

- **If you have any problems with this document, go to**

<http://www.ncpublicschools.org/homebase/getting-ready/implementation/> and click on User Roles and Access to access documents.

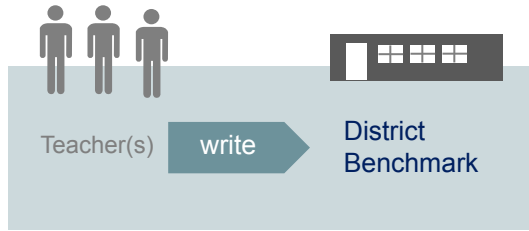


District-Level Permissions Scenarios

Teachers write Benchmarks

[Click Here Set this Up](#)

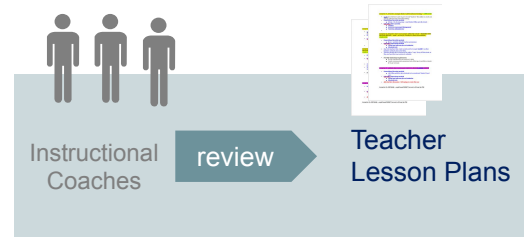
Give a selected set of teachers the ability to write and build benchmark tests for your district.



District Instructional Coaches Review Lesson Plans

[Click Here Set this Up](#)

Give Instructional Coaches the ability to review lesson plans.



Possible Roles and Permissions for District Media Coordinator

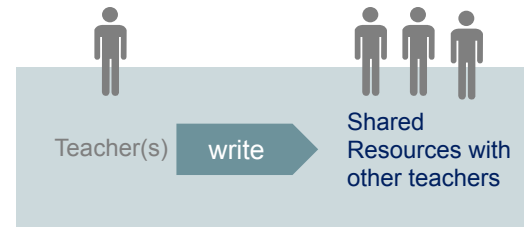
[Click Here Set this Up](#)



Schools Promote Resources to District Bank

[Click Here How it Works](#)

A teacher or group of teachers wants to write and share instructional resources with other teachers.



Note:

A new role has been added - Access to Review & Approve Instructional Materials. This role is for a person who can review and approve instructional materials submitted by users within their institution level and who can submit materials to the institution level above them.

School-Level Permissions

Go to “present” mode on the googledoc to use this document if you aren’t viewing in fullscreen

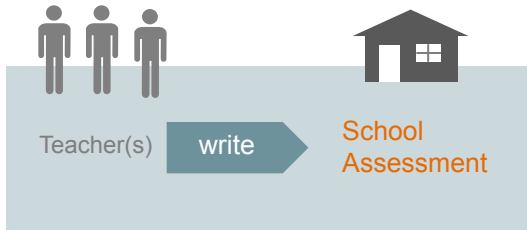


Present

Teachers write School Assessments

Click Here
[Option 1](#)
[Option 2](#)

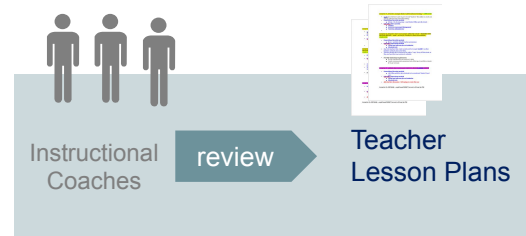
Give a selected set of teachers the ability to write and build benchmark tests for your school.



School Instructional Coaches Review Lesson Plans

Click Here
Set this Up

Give Instructional Coaches the ability to review lesson plans.



Possible Roles and Permissions for School Library Media Coordinator

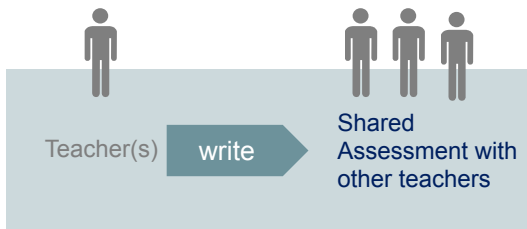
Click Here
Set this Up



Teachers Share Assessments Within School

Click Here
[Option 1](#)
[Option 2](#)

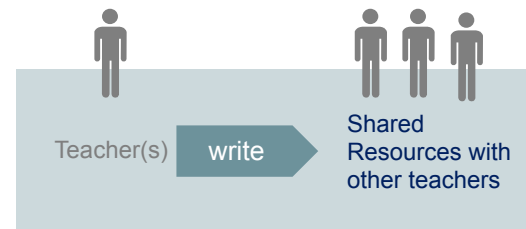
A teacher or group of teachers wants to write and share assessments with other teachers.
Think: Professional Learning Communities



Teachers Promote Resources to School Bank

Click Here
How it Works

A teacher or group of teachers wants to write and share instructional resources with other teachers.



Note:
Teachers do not need additional roles to promote resources to the school bank. If a teacher needs to review and approve resources, he/she will need the added role of Access to Review & Approve Instructional Materials.