Pearson

Schoolnet User Management

March 2016 Milestones Session

January, 2016

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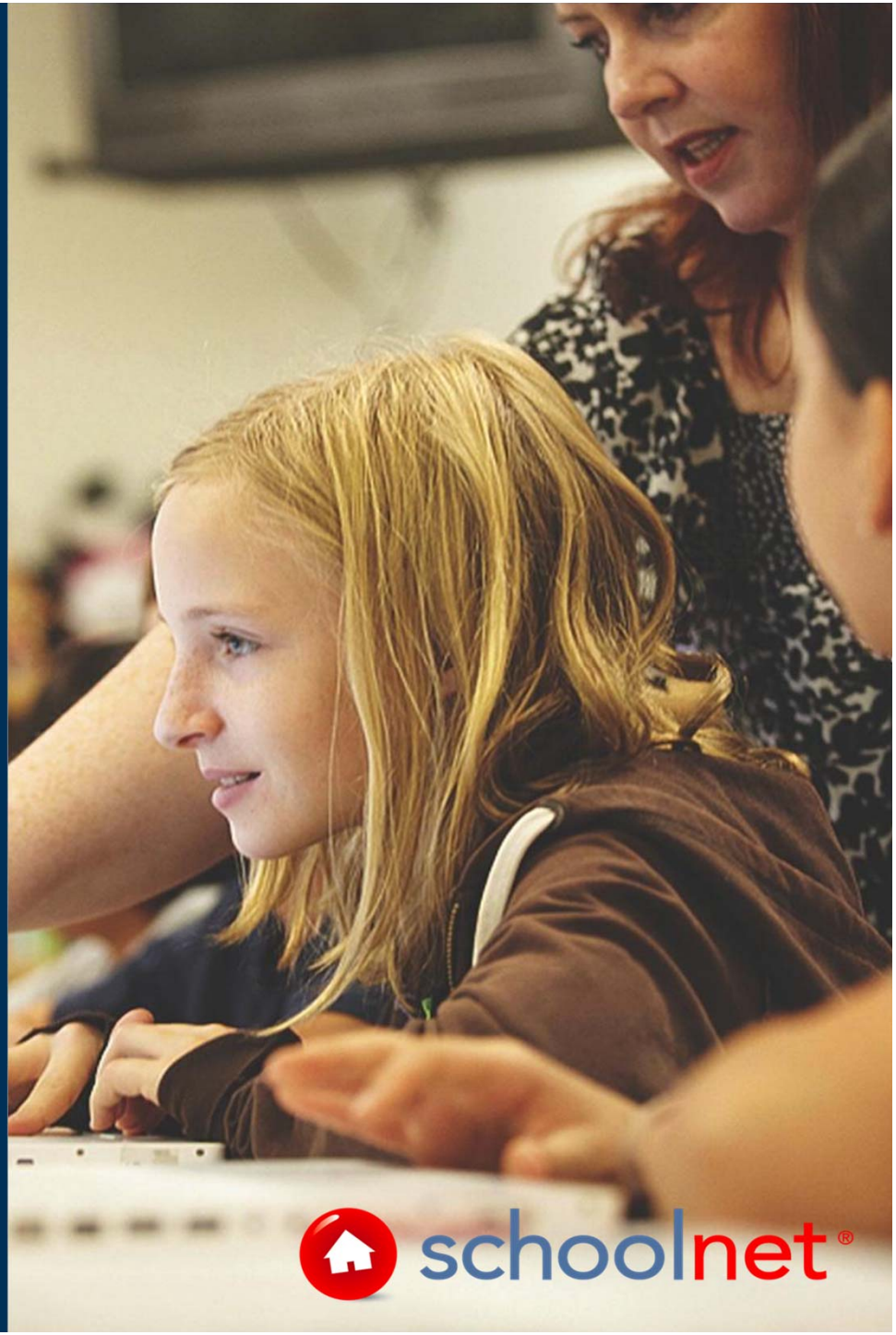


Topics

- How user roles and operations impact who can do what
- Granting special permissions to a subset of users
- Other things that impact what a user can see and do
- PowerSchool User Management

User Entitlement

Factors that impact what a user can see and do:

- Institution (district or school)
- Role (teacher, staff, student, etc.)
- Operation (Manage Instruction, Schedule Tests, etc.)
- Association between teachers, sections and students in the data
  - Either pulled from SIS or override from section request feature
- Tab permissioning
- Hosting configurations

Terminology: Institution

- Each user is assigned to a default institution (i.e., school)
- Roles and their associated operations are granted per institution: if you have the View Basic Student information operation at your school you can only see student basic information for all students at that school
- Users may be assigned to multiple institutions (e.g., for a specialist who teaches at two schools)

Terminology: Role

- Users have a default system role (Teacher, Leadership, Staff, Student, etc.)
- Can have additional system and/or custom roles
- Roles exist as collections of permissions that can be granted to a user within the scope of a specific institution
- Additional custom roles may be created to give a subset of users specialized permissions

System Roles

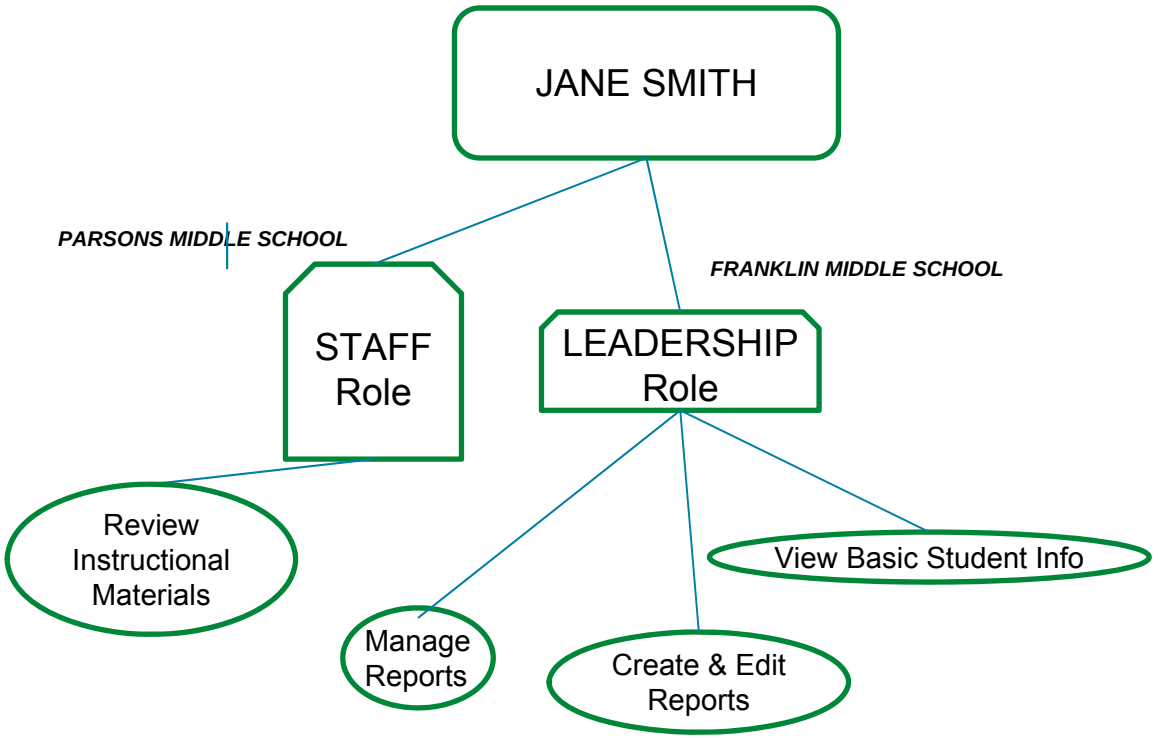
System Operator	A person responsible for overseeing and administering Schoolnet applications and their users.
Teacher	A person who is assigned to at least one section of students as the primary teacher.
Leadership	A person who has administrative duties at the institution level.
Staff	A person who is not a member of other user roles (e.g. Teacher, Parent) and who is employed by the school district and typically has an instructional role.
Employee	A person who is not a member of other user roles (e.g. Teacher, Parent) and who is employed by the school district and does not have a typically instructional role.
Parent	A parent or legal guardian of a student enrolled at the school district.
Student	A student.
Guest	A person who is not in any other role listed above but still needs to log in to the Schoolnet application.
Test Item Administrator	Assigned to provide district level users access to test items. This is not needed for school level users. Not available as a default role.

Terminology: Operation

- Operations are used to grant special site capabilities, such as publishing reports or approving test items
- Operations are assigned to roles
- Users get the rights granted to an operation by being in at least one role associated with the operation
- Operations assigned to a role are universal across the site (can’t have Leadership role set up differently for different schools)

Operation Assignment

Users are granted operations by way of role assignments; operations cannot be individually assigned to users.



- At Franklin, Jane can see all student profiles and publish reports
- At Parsons, she can't see students, but can review lesson plans

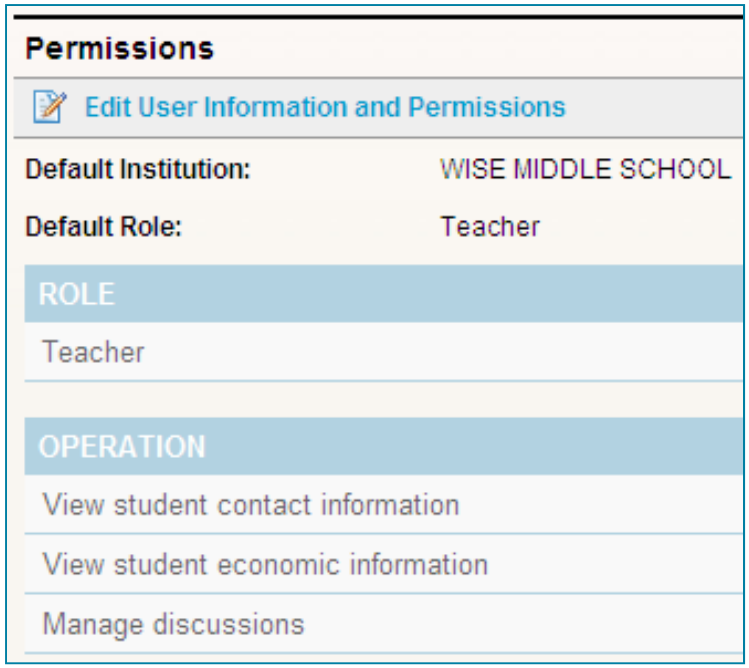
Institution Hierarchy

- Rights assigned at a parent institution (e.g., district) trickle down to child institutions (e.g., school) *

  *Some operations do not apply to all levels; e.g., manage curriculum, manage roles

- Many implications – student viewing (if you can do it at the district you can do it for every school below), classroom viewing, report bank access, etc.

Terminology: Default



Each user gets one default **institution** and **role**:

- Default **Institution** determines data set on home page and material/item submit and approval level only
- Default **role** impacts My Schoolnet view (generally Teacher, Leadership, Staff, Student or Parent)

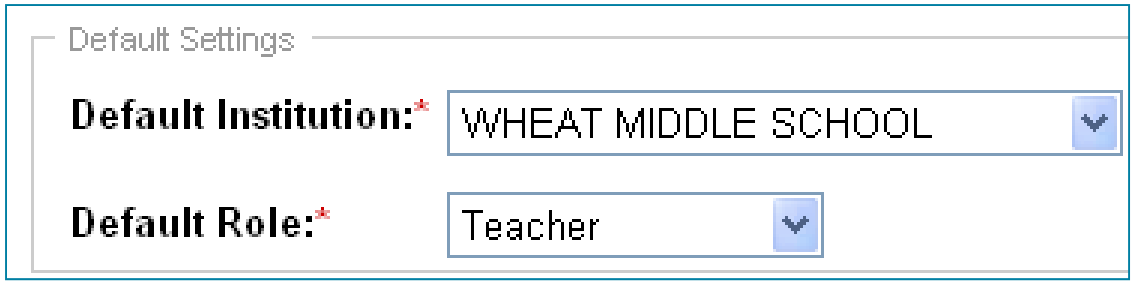
Self-Selection of Default Role/Institution

When in the same role at two institutions, you get all the same rights at both, except teachers can only submit items and lessons to their default school.

End users can set their own default role and institution in My Account (assuming enabled in System > General > Configure Link Displays). This change gives users more autonomy and control over the data they see and better accommodates teachers who teach at multiple institutions.

Main impacts:

- Default institution: submit and approve, default KPIs
- Default role: My Schoolnet View



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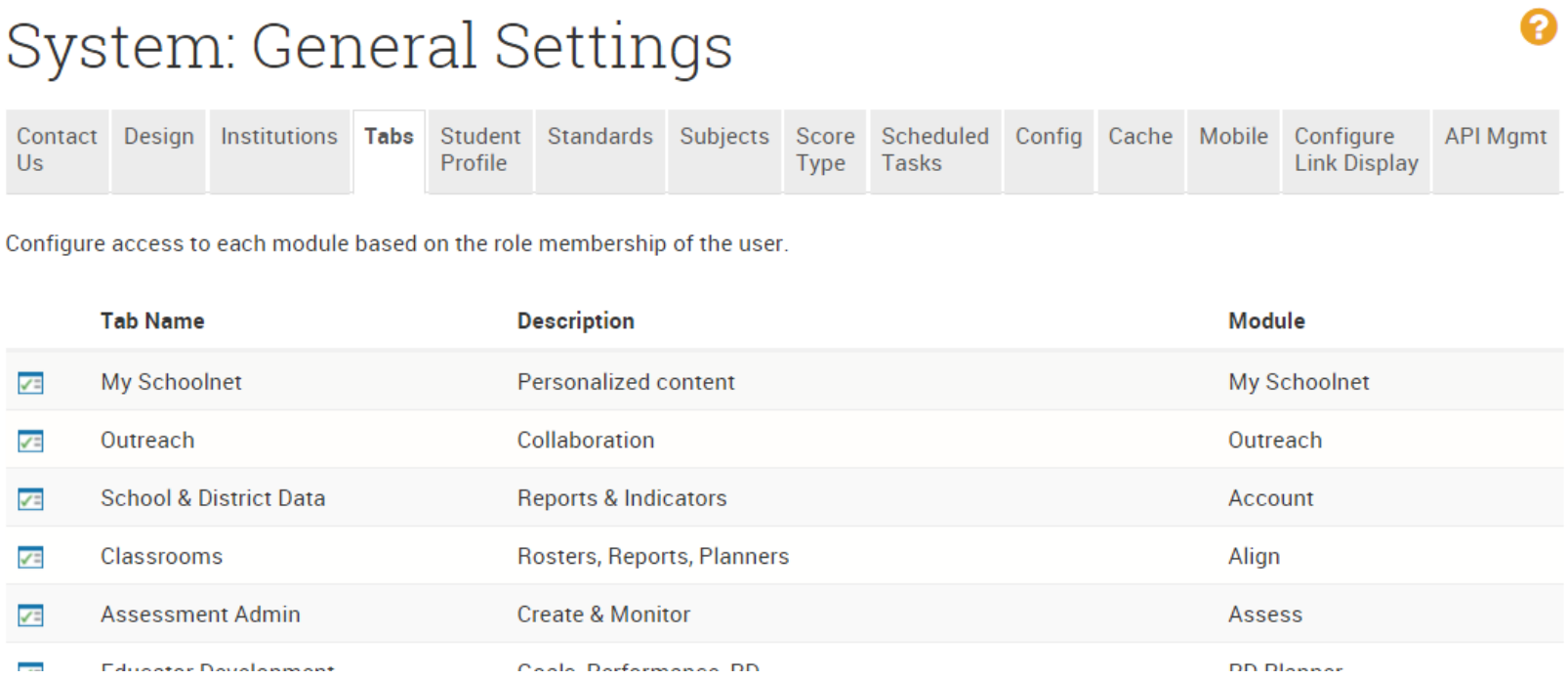
Tab Visibility

- If a user is not in a role enabled for a tab, the will not have access to the module
- Must be a system operator to change tab visibility
- Can set by system and custom roles



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Student Viewing Rights

There are four distinct student detail viewing operations. Access to lunch status, discipline data and contact information can be set by role.

View basic student information	Name, DOB, Special Ed status, Gifted status
View student contact information	Enrollment School, Guardian, Phone
View student discipline information	Info in “Disciplinary Incidents” student profile tab
View student economic information	Typically lunch status, usually disable for most roles

Teacher Student Viewing Rights

Teachers will inherently (with no operation assignment) be able to “View basic student information” for the students in their sections.

View basic student information

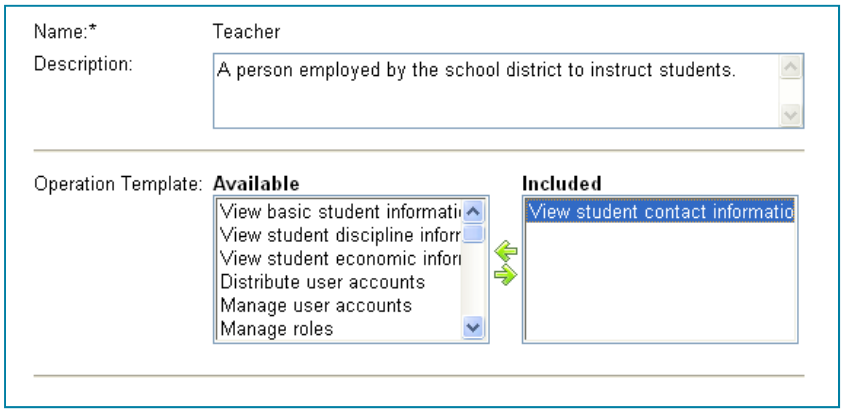
***Do not assign this operation to the Teacher role unless the intenst is to allow teachers access to students across the entire school.

Assign any of these supplemental student viewing rights to “enhance” the information that any users see for the students they are allowed to view.

View student contact information

View student discipline information

View student economic information



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Teacher Accounts

Important points:

- If a teacher should have extra permissions, add to their existing account rather than create a duplicate
- Wait for new teachers to appear through SIS rather than adding an account manually

School & District Data Permissioning

- ‘View Published Reports’ provides access to reports in the Report Bank. Teachers need in order to see the Student Analysis tab reports in Classrooms.
- ‘Create and Edit Reports’ permits users to create and save pre-formatted and custom reports
- ‘Manage reports’ lets users publish to their Report Bank
- ‘View Teacher and Section Level Data’ is required to build or view any reports that show performance by teacher
- Nobody needs the Analyze operations

In addition to applicable operations:

- There is a configuration available to prevent teachers from seeing students who are not in currently enrolled teacher sections (stricter interpretation of FERPA policy). Contact Support to have this enabled if desired.
- There is an option to allow users access to only the Report Bank for their own institution, but note that users will still be able to create aggregate reports for any school (setting in System > School & District Data > Saved Reports)

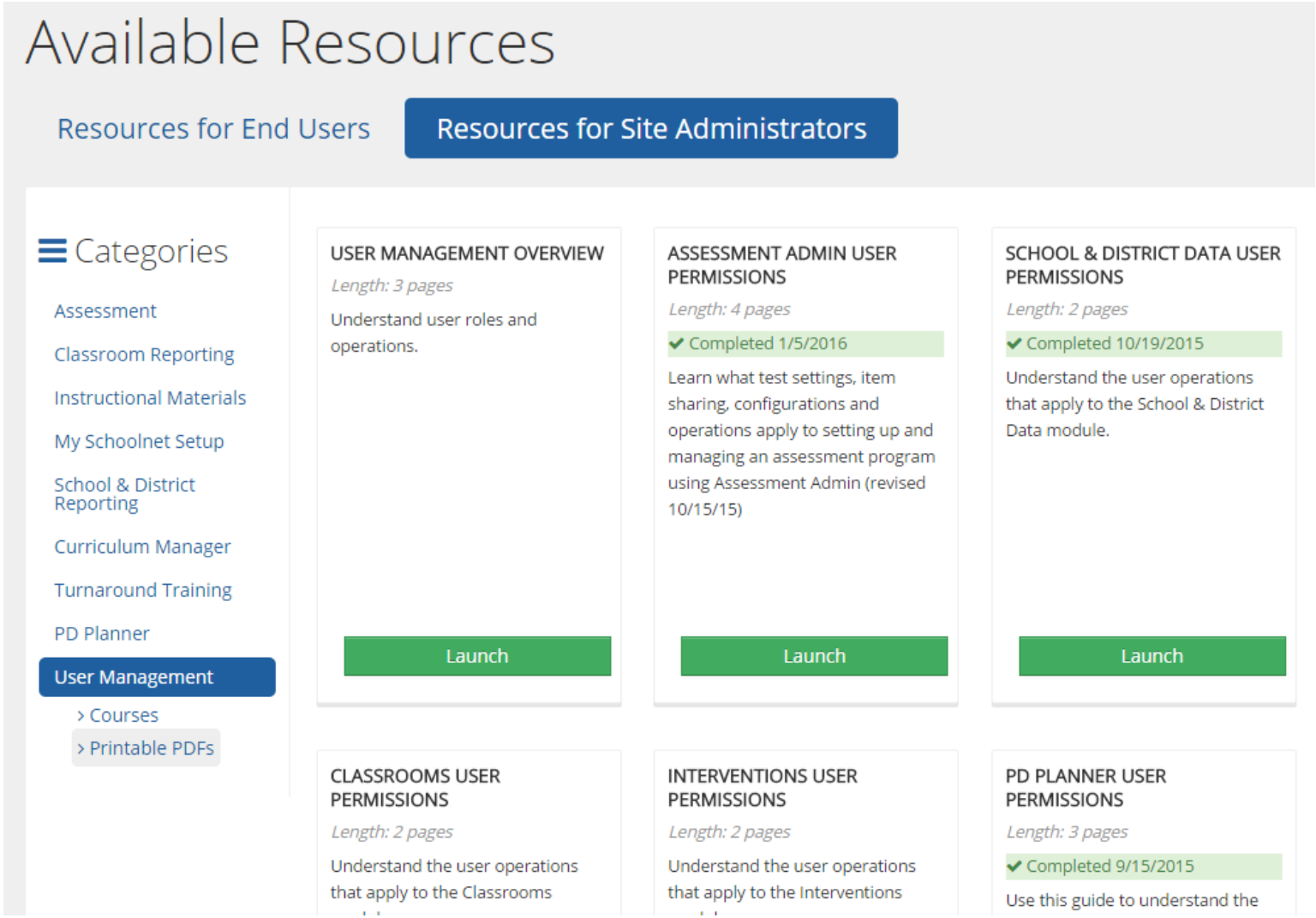
Classrooms Permissioning

- Teachers don’t need any operations at all
- Principals need the ‘Manage instruction’ operation to see section level reports in the Classroom module as well as view teacher lesson planners
- Whoever will approve materials needs ‘Review instructional materials’
- There is an available configuration to have lessons and items submitted directly to the district rather than the school (contact Schoolnet to have changed)
- ‘Manage curriculum’ only needed for districts that have the Curriculum Manager module

Assessment Admin Permissioning

- Many, many options
- Test category greatly impacts test visibility
- Item banks can be visible to everyone or only test administrators
- In addition to the *Assess Permissions* doc, see also:
  - *Test and Item Security Options*
  - *Co-Authoring Items*
  - *Co-Authoring Tests*

Where to Learn More



PowerSchool User Management

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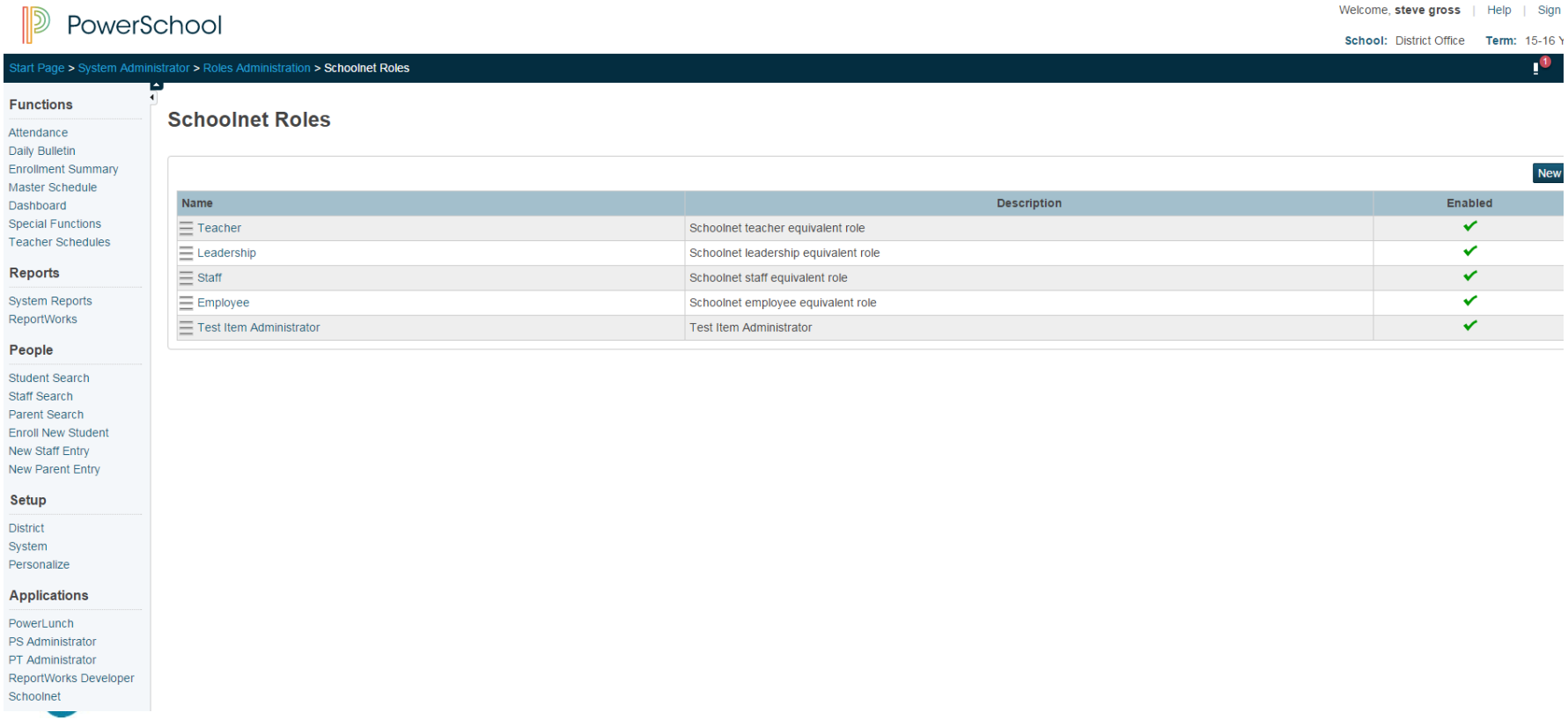
Schoolnet Roles Management

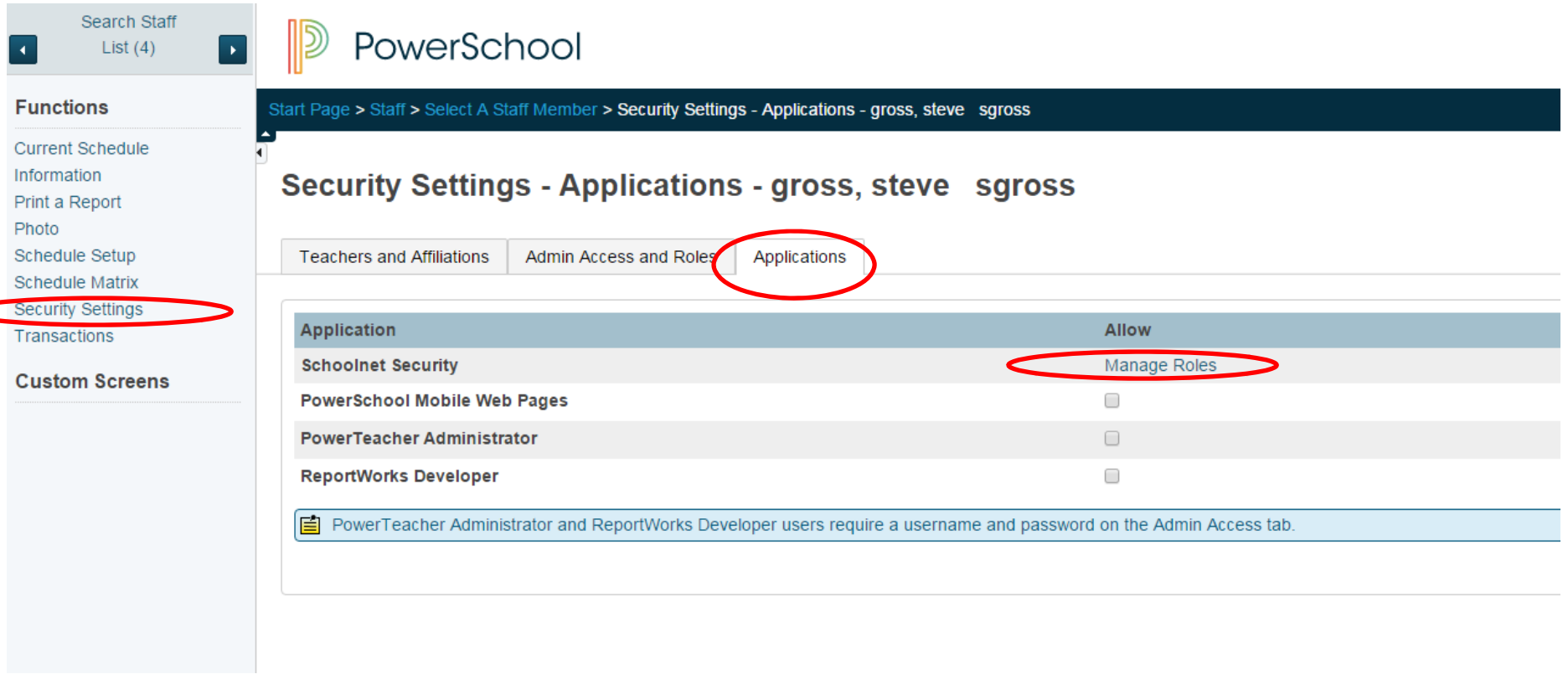
In order for users to log in to Schoolnet through PowerSchool, Schoolnet roles must first be set up. Then:

1. Go to System > Roles Administration
2. Click **Schoolnet**
3. In addition to the default roles available you can add any roles from Schoolnet that you would like SSO users to be able to utilize, but make sure to name your role exactly the same as it is named in Schoolnet.



Define Roles for Individual Users

In order to use SSO you need to have Schoolnet roles defined for individual users. With a staff's security settings page in PowerSchool there is a Schoolnet Security Manage Roles link.



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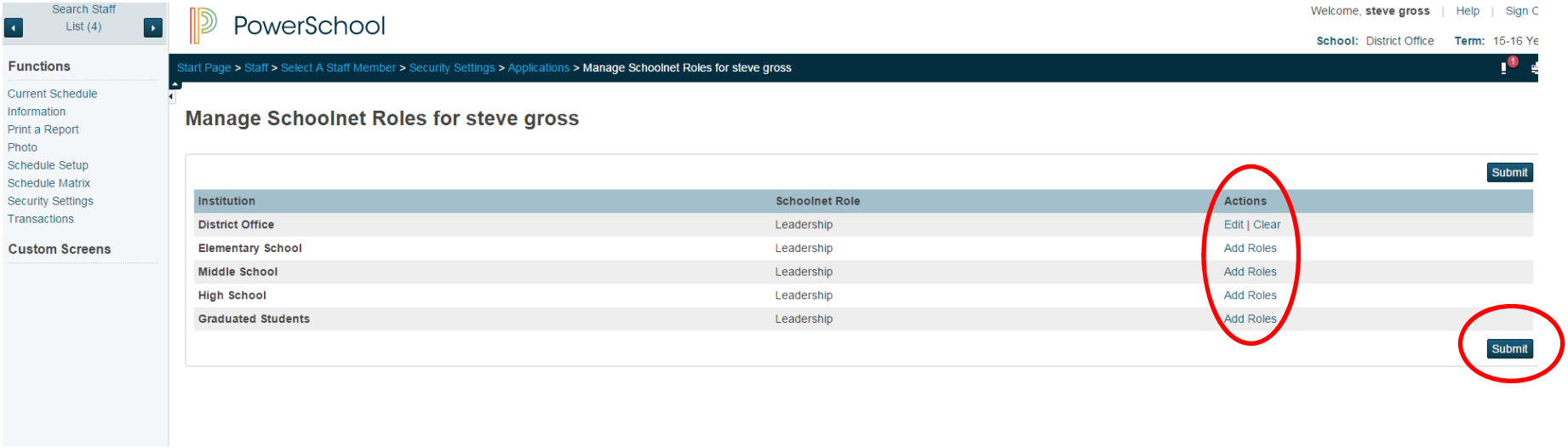
Schoolnet Roles Management, for users

In order to use SSO you need to have Schoolnet roles defined for individual users. With a staff's security settings page in PowerSchool there is now a Schoolnet Security Manage Roles link. When you click on it you'll see the option to add / edit the Schoolnet role for a user. Add the appropriate role for any admin or teacher, and make sure to click **Submit** when finished.



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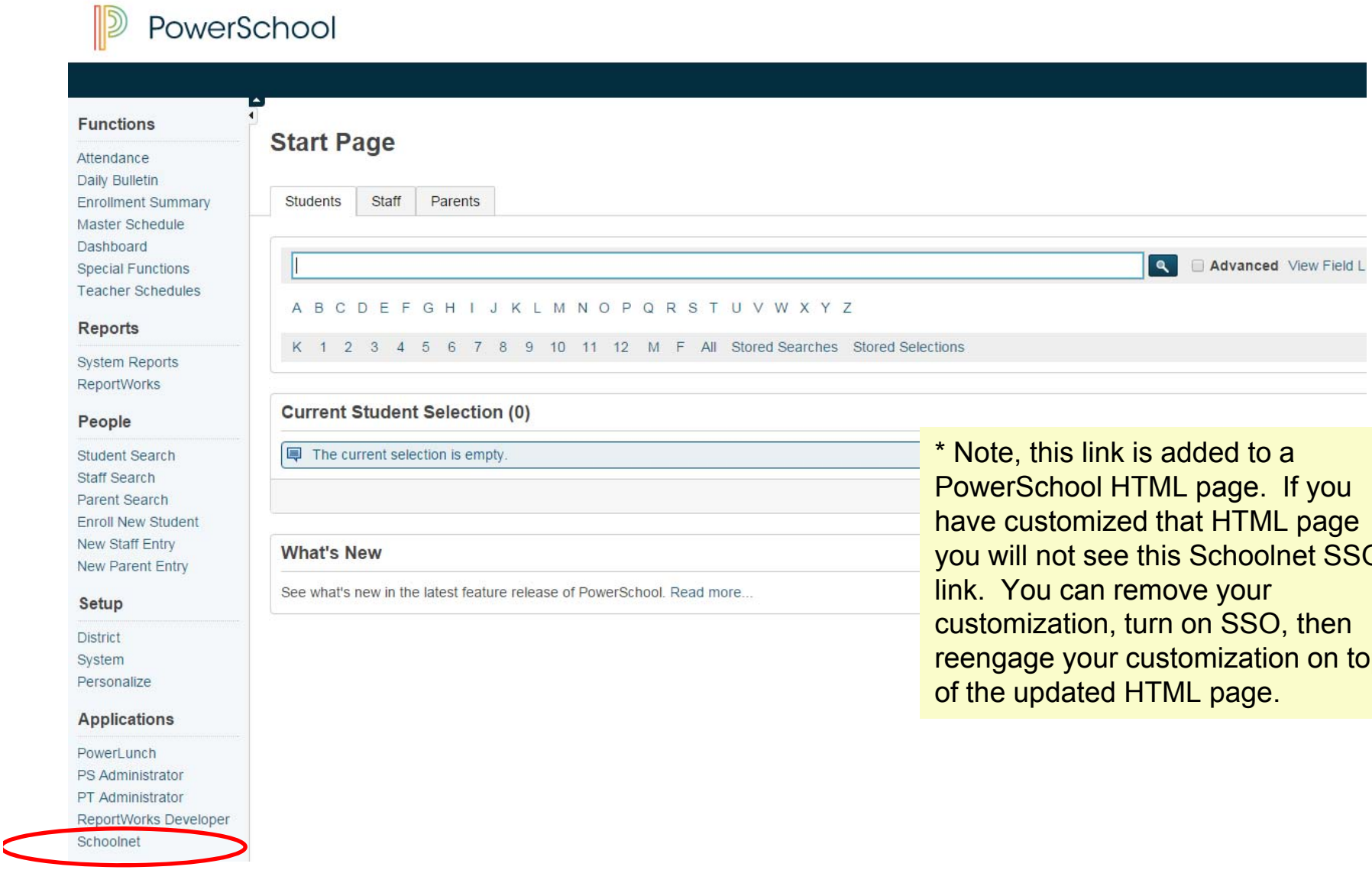
Logging In

Administrators and teachers will see a Schoolnet link in the lower left hand corner of the Start Page



* Note, this link is added to a PowerSchool HTML page. If you have customized that HTML page you will not see this Schoolnet SSO link. You can remove your customization, turn on SSO, then reengage your customization on top of the updated HTML page.

ALWAYS LEARNING