

Setup and Assign PTPro View Only Security Role

About this Document

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Note: It is recommended that this role not be assigned to everyone at the school level. It is primarily for administrators (Principal, Vice-Principal) and data managers.

Creating a PowerTeacher Pro View Only Access Role

Follow these steps create a PowerTeacher Pro View Only User Access Role and mass-assign it to users.

1. **Navigate to:** Start Page > System > Roles Administration > User Access > **New**
2. Fill out the page as follows:
 - **Name:** PowerTeacher Pro View Only Access
 - **Enabled:** [Checked]
 - **PowerTeacher Pro Read Only Admin Access:** [Checked]
 - **Security group assigned to the role:** Leave this field blank.

Edit User Access Role

Definition Export/Edit Enterprise Reporting

Name PTP View Only Access *

Description This is an example User Access Role. In this case, it has no security group, is "Enabled" and has "PowerTeacher Pro Read Only Admin Access" Approximately 882 characters left

Enabled ☒

PowerTeacher Pro Read Only Admin Access ☒

Security group assigned to the role

Categories

Delete Submit

3. Click **Submit**

Assign the New Role to Users (For a Selection)

After creating the PowerTeacher Pro View Only Access User Access Role, follow this process to assign it to a selection of users at a particular school.

Note: This is a school specific process. If you're administrating multiple schools, you will need to repeat this process at each school that uses PowerTeacher Pro.

1. Select the desired school.
2. **Navigate to:** Start Page > **Staff Search**
3. Select the users that should have PowerTeacher Pro View Only Access.
4. When you're confident you have the correct user selected, click **Functions**
5. Click **Mass Assign/Remove User Access Roles**
6. Select the **Roles Without Security Groups** tab.
7. Select the role you created earlier: **PowerTeacher Pro View Only Access**
8. Click > to move it to the **Selected Roles** column.

See below for what this should look like.

Mass Assign User Access Roles

Mass assign User Access roles for (7) selected teachers at Apple Grove High School

Roles With Security Groups Roles Without Security Groups

Roles and Schools [?]

Possible Roles

- Data Export Manager Export Access
- Data Export Manager Export/Edit Access

Selected Roles

- PTP View Only Access

> >> < <<

Assign Remove

9. Click **Assign**

Assign the New Role to Users (For a Single User)

After creating the PowerTeacher Pro View Only Access User Access Role, follow this process to assign it to a single user.

Note: This is a user specific process. If you need to be administering multiple schools, you will need to repeat this process at each school that uses PowerTeacher Pro.

1. Select the desired user.
2. Navigate to the users **Security Settings** page
3. Click the **Admin Access and Roles** tab.
4. Click **Add**

The screenshot shows the 'Admin Access and Roles' tab in the PowerSchool interface. The 'Add' button is highlighted with an orange arrow. The form includes fields for 'Sign in to Administrative Portion of PowerSchool' (checked), 'Admin Username' (UEExample), 'Admin Password' (masked), 'Default Group' (Administrator (9)), 'Allow Admin Sign in During These Times' (Any time selected), and 'Allowed IPs'. Below these fields is a table for 'Roles and Schools' with columns for School, Roles (Group Name), and Action. The table lists three schools: Apple Grove High School (Home School), Cherry Hill Middle School, and Washington Elementary, each with a role of 'Default Group Access (Administrator)' or 'District Administrator (Administrator)'. An 'Add' button is located at the bottom right of the table, and a 'Submit' button is at the bottom right of the form.

School	Roles (Group Name)	Action
Apple Grove High School (Home School)	Default Group Access (Administrator)	
Cherry Hill Middle School	Default Group Access (Administrator)	
Washington Elementary	District Administrator (Administrator)	

5. Check the schools where the user should have PowerTeacher Pro View Only Access, then click **Next**

The screenshot shows the 'Step 1: Schools' selection screen. A list of schools is displayed with checkboxes next to them. The 'Next' button is highlighted with an orange arrow. The list includes: External Systems, Apple Grove High School (Home School), Apple Grove High School 2, Apple Grove High School 3, Cherry Hill Middle School, Washington Elementary, Common Core State Standards Middle School, Graduated Students, and Apple Grove High Summer School. The page number '1 / 2' is shown at the bottom. Below the list is a 'Step 2: Roles' section. At the bottom are 'Cancel' and 'OK' buttons.

1 / 2

Step 2: Roles

Cancel OK

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6. Select the **User Roles Without Security Groups** radio button
7. Check **PowerTeacher Pro View Only Access**. See below for what it should look like

Step 1: Schools

Step 2: Roles

☐ Use Default Group

☐ Use All Roles

☒ Use Roles Without Security Groups

☐ Data Export Manager Export Access (No Group Defined)

☐ Data Export Manager Export/Edit Access (No Group Defined)

☒ PTP View Only Access (No Group Defined)

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Cancel OK

8. Click **OK**
9. Click **Submit**