Creating CN Manager Group and Role

This document details the method to <u>create</u> the Child Nutrition (CN) Manager Group and Role for the user who needs access to the needed reports to accurately report ADA for a school day. The LEA/school needs to determine which unused Security Group within Groups 151-500 their LEA will utilize for CN Manager.

If your LEA has a Security Group already setup and assigned to the Cafeteria Managers and the name of the Security Group is different, the role of CN Manager must be added to the security of that staff member. An LEA level user must setup the CN Manager Role (see <u>Adding a Role – LEA</u>) and a school level user must add the role to the security portion of the staff (see <u>Assigning a Role to a Staff Member – School</u>).



Editing (Adding) a Security Group – LEA

1. From the Security **Groups** screen, select and open the unused **Group** that will be assigned to **CN Manager** for your LEA.

| Edit Group | | Copy Security Permissions |
|---|--|---------------------------|
| Option Group Number Group Name Access Level Page Level Permissions Can Modify Schedules PowerScheduler Access | Value 199 CN Manager No Access • Overridden Page Permissions No. not at all • | |
| Language Translator/Customizer Report Queue Priority | 50 • | |
| Accessible Log Types | Discipline Health Counselor Attendance Parent Contact Grade Change Check All Uncheck All | |
| Accessible Incident Types | Discipline | |
| Health and Immunization | Certification No Access Immunization No Access | |

| | Office Visit |
|------------------------|---|
| | Screening No Access - |
| Accessible Student Scr | Image: Constant of the set of the s |
| | |

- **2.** Modify the appropriate fields:
 - a. Group Name: Security Group name = CN Manager.
 - b. Access Level : = No Access.
 - c. Page Level Permissions: No Action.
 - d. Can Modi fy Schedul es: = No, not at all.
 - e. PowerSchedul er Access: = Unchecked.
 - f. Language Translator: N/A.
 - g. Report Queue Priority: No change.
 - h. Accessi bl e Log Types: = Uncheck all.
 - i. Accessible Incident Types: = Unchecked.
 - j. Health and Immunization: -= No Access.
 - k. Accessi bl e Student Screens = Check ALL.
- 3. Click Submit.

Assigning Page Permissions

Navigation: Start page > System > Securi ty > Access to Page Permissions

| Security | |
|----------------------------|--|
| Function | Description |
| Access to Page Permissions | Turn page permissions on or off. |
| Field Level Security | View the status of loaded field level security rules and create, update or remove rules. |
| Groups | Define security group rights and privileges. |
| Access Turn modify | permissions On - |

- 4. Turn modify permissions = On
- 5. Click Submit

Note: Modify access privileges for this page should now appear at the bottom of the screen.

| | hinistrator > Security | | 12 🗞 🔮 🗈 🚔 |
|---|----------------------------|--|------------|
| Functions Attendance | Security | | |
| Enrollment Summary | Function | Description | |
| Dashboard | Access to Page Permissions | Turn page permissions on or off. | |
| Special Functions | Field Level Security | View the status of loaded field level security rules and create, update or remove rules. | |
| Teacher Schedules | Groups | Define security group rights and privileges. | |
| Power Announcement | IP Address Pastristions | Restrict admin access to a set(s) of IP address range(s). | |
| Concentrator Survey | | | |
| -concentrator Survey Title I ESSR SIG Student Participation Title III LEP W-APT Immigrant LEP PD Title VI RLIS Title X Homeless | | | |
| -concentrator Survey Title I ESSR SIG Student Participation Title III LEP W-APT Immigrant LEP PD Title VI RLIS Title X Homeless Setup | | | |

| unctions Itendance | Start Page | | | |
|------------------------------------|--|-----------------------------------|--|------|
| ally Bulletin nroliment Summary | Students Staff Parents | | | |
| aster Schedule ashboard | | SN Advan | ced View Field List. View Function List [?] | |
| vecial Functions | ABCDEFGHIJKLMNOPQRS | TUVWXYZ | | |
| wer Announcement | K 1 2 3 4 5 6 7 8 M F All Statewide Sta | Access Privileges admin/home.html | | Clos |
| stem Reports | Homercom: Age: Mother: | Filter: 19 | Set all groups to: | |
| ate Reports | Father. | 19 Group 19 | ● Group default ○ None ○ View-only ○ Full | |
| sople | Current Student Selection (0) | 119 Group 119 | Group default O None O View-only O Full | |
| iff Search | The current selection is empty | 190 Testing Copy | ● Group default ○ None ○ View-only ○ Full | |
| rent Search roll New Student | | 191 Group 191 | ● Group default ○ None ○ View-only ○ Full | |
| w Staff Entry w Parent Entry | | 192 Group 192 | Group default None View-only Full | |
| ress Validation | What's New | 193 Group 193 | Group default None View-only Full | |
| deral | See what's new in the latest reasone release or PowerSchool, Rec | 194 Group 194 | Group default ○ None ○ View-only ○ Full | |
| incentrator Survey | | 195 Group 195 | ● Group default ○ None ○ View-only ○ Full | |
| 3 e III | | 196 Group 196 | Group default ○ None ○ View-only ○ Full | |
| P APT | | 197 Group 197 | ⊙ Group default ○ None ○ View-only ○ Full | |
| nigrant | | 198 Group 198 | Group default ○ None ○ View-only ○ Full | |
| meless | | 199 CN Manager | ○ Group default ○ None 	View-only ○ Full | |
| tup | | | 7 | |
| tem sonalize | | | | |
| plications | | | | |

- 6. Navigate to a school > **Start** Page
- 7. Click Modify access privileges for this page
- 8. Find and click CN Manager Group to open the Group
- 9. Click View-Only > Submit > Close

| Start Page > Reports > Rep | ports (S | ystem) | | | | | | | |
|--------------------------------------|----------|------------------------------|-----------------------|--------|-------|---------------|-------------------------|-----------------------------|---------------|
| Functions 4 | Re | ports | | | | | | | |
| Daily Bulletin Enrollment Summary | Sys | stem ReportWorks Stat | e Reporting Dashboard | Engine | Setup | NCDPI Reports | sqlReports 4 | | |
| Master Schedule | 1 | | | | | | | | |
| Dashboard | Au | endance | | | | Desc | ription | | |
| Special Functions | Ab | sentee | | | | Sing | e day period by perio | od attendance code report | |
| Teacher Schedules | Att | endance Count | | | | Multi | -day period by period | d attendance code report. | |
| Percente | Cla | ass Attendance Audit | | | | Sect | ion specific attendan | ce roster. | |
| Reports Sustam Reports | Co | nsecutive Absences | | | | Repo | rt detailing consecut | ive student absences by | absence code. |
| ReportWorks | Sti | udent Attendance Audit | | | | Rost | er report detailing att | endance codes by day. | |
| State Reports | Mo | onthly Student Attendance Re | eport | | | Twee | ty-day student attend | dance report by grade. | |
| People | Att | endance Summary by Grade | | | | An a | ggregated attendance | e report for a date range a | nd grade(s). |
| Student Search | Ye | ar-to-Date Attendance Summ | hary | | | A ye | ar-to-date aggregated | d attendance report by gra | ide. |
| Staff Search | Po | werTeacher Attendance | | | | Repo | rt showing which tea | chers have not taken atte | ndance. |
| Parent Search | W | eekly Attendance Summary (| (Meeting) | | | A we | ekly attendance sum | nmary by section. | |
| | | | | | | | | | |

| Personalize | Honor Koll | Students manual |
|------------------------|----------------------------|--|
| Applications | Teacher Gradebooks | Individual student grading report. |
| PowerLunch | Membership and Enrollment | Description |
| PS Administrator | Aggregate Membership Audit | Membership audit by section. |
| PT Administrator | Clas Daily enrollment nu | mbers b Modify access privileges for this page |
| Reportations Developer | | |

10. Click System Reports

- 11. Click Modify access privileges for this page
- 12. Find and click CN Manager Group to open the Group
- **13**. Click **View-Only >** Submit > Close
- 14. Click Attendance Summary by Grade Report
- 15. Click Modify access privileges for this page
- 16. Find and click CN Manager Group to open the Group
- **17.** Click **Full Access >** Submit > Close

| | | Access Privileges annonport_e_paran.ten/PSPR_Con_Atendance_Summary |
|---|---|---|
| Reports > Attendance Summary by Grade Report Attendance Summary by Grade F | Report | Filter: 199 Set all groups to: 199 CN Manager: 9 Group default O None O View only IF Full |
| Report Name | Attendance Summary by Grade | |
| Version | 2.11 | |
| Description | An aggregated attendance report for a date range and grade(s) | |
| Comments | | |
| Attendance Mode | Use Defaults - | |
| Attendance Conversion | Use Defaults 👻 | |
| Grades (leave blank for all) | ■ PK3 ■ PK4 ■ KG | |
| | 12234 | |
| | 05060708 | |
| | 090 100 11 0 12 | |
| Reporting Segment | No Reporting Segments defined | |
| or Begin Date and Ending Date* | -> Setup Reporting Segments | |
| Special Programs | 504 | |
| | Dag | |
| | C Alternative Program | |
| | DSS Custody | |
| | Early Release | |
| | EC Homebound | |
| | Express Transportation | |
| | Fifth Year or More in US Schools | |
| | First Year in US Schools | |
| | Future Seekers | |
| | Homebound | |
| | Homeless Modify access privilenes for this name | Cisse |
| | month access burninges of this page | Record Br |

- **18**. Click **Submit > Report Queue** opens
- **19.** Click Modify access privileges for this page
- 20. Find and click CN Manager Group to open the Group
- 21. Click Full > Submit > Close

| Start Page > sqlReports | | |
|---|---|----------|
| Functions 4 Attendance Daily Bulletin Enrollment Summary | Setup ReportS System ReportWorks State Reporting Dashboard Engine Setup NCDPI Reports SqlReports 4 SqlReports 4 | |
| Master Schedule Dashboard Special Functions | Depart | Expand / |
| Teacher Schedules Power Announcement | • Attendance | |
| Reports System Reports | Health Historical Grades | |
| ReportWorks State Reports | Incidents Scheduling Reports | |
| People | + STUDENTS | |
| Student Search Staff Search Parent Search | Testing Activities List - Student | |
| | Modify access privileges for this page. Missing CPR Test information | |

- 22. From System Reports click Sql reports 4
- 23. Click Modify access privileges for this page
- 24. Find and click CN Manager Group to open the Group
- 25. Click view Only > Submit > Close

Navigation: Start page > System > Securi ty > Access to Page Permissions

- **26.** Turn modify permissions = Off
- 27. Click Submit

Note: The Modify access privileges for this page message will no longer be displayed at the bottom of the screen.

Adding a Role- LEA

Navigation: Start page > **System** > Roles Administration > User Access

| System Adm | ninistrator | | |
|----------------------------------|-----------------|------------------------------------|---------------------------|
| Functions Data Managemer | nt | | |
| Attendance AutoComm Setup | Set u | AutoComm functions. | |
| Enrolment Summary AutoSend Setup | Set u | AutoSend functions. | |
| Change Course Num | nber Chang | jes a course number system-wide | e. |
| Change School Num | iber Chang | jes a school number system-wide | 9. |
| Setup Clear Activities | Clears | students activities. | |
| LEA | | tion fields and screens for | r staff and students |
| Personalize | ad Setup Cleare | | |
| Security | | | |
| Roles Administration | Links t | o Roles settings and functions. |] |
| Security | Sets u | p PowerSchool security. | - |
| Server | | | |
| Search Page Content | s Search | for content in pages | |
| System Logs | Links t | o system log files and manageme | ent functions. |
| System Settings | Links t | o web server information. | |
| State | | | |
| State Section Information | tion Display | e Okata Osasifa Tabla selationaki | in information |
| State Specific Informa | luon Dispiay | s State Specific Table relationshi | ip information. |
| | Roles Admin | nistration | |
| | Module | Descrip | tion |
| | Schoolnet | View and | d edit Schoolnet roles. |
| | User Access | View and | d edit User Access roles. |

| User Access Roles | | | |
|------------------------|--------------------------------------|-------------|---------------------|
| | | | Configure Table New |
| Nam | e | Description | Enabled |
| District Administrator | District Administrator Configuration | | ✓ |
| School Administrator | School Administrator Configuration | | ✓ |
| Teacher | Teacher Configuration | | × |
| Counselor | Counselor Configuration | | × |
| Counselor | Counselor Configuration - | | · · · · · |

| Edit User Access Role | < |
|-------------------------------------|---------------|
| 🗐 Unsaved | |
| Name | * |
| Description | |
| Enabled | V |
| Security group assigned to the role | • |
| Categories | |
| | Delete Submit |

- **28**. From the User Access screen > click New
 - a. Name = CN Manager
 - b. Description = School Child Nutrition Manager
 - c. Enabled = Checked
 - d. Security group assigned to the role = CN Manager (use the drop down menu to select CN Manager
 - e. Categories N/A
- 29. Submit

| User Access Roles | | | |
|------------------------|--------------------------------------|-------------|---------------------|
| ✓ Role saved | | | |
| | | | Configure Table New |
| Nan | 10 | Description | Enabled |
| District Administrator | District Administrator Configuration | | ✓ |
| School Administrator | School Administrator Configuration | | ✓ |
| Teacher | Teacher Configuration | | × |
| Counselor | Counselor Configuration | | ✓ |
| CN Manager | School Child Nutrition Manager | | × |

Assign Security to a Staff Member – School

Navigation: Start page > Staff > Select a Staff Member > Security Settings >Admin Access and Roles

| eachers and Affiliations Admin Access and Roles | Applications | | | |
|--|--|--|--------|-----|
| Sign in to Administrative Portion of PowerSchool | V | | | |
| Admin Username | 9621 | | | |
| Admin Password | •••• | | | |
| Default Group | CN Manager (199) | P | | |
| Allow Admin Sign in During These Times: | Any time Allow this user's access from (Choose times between 05:00 AM and 10:00 PM) | to 🖉 | | |
| Allowed IPs [?] | | | | |
| Roles and Schools [?] | | | | Add |
| | School | Roles (Group Name) | Action | |
| | Bladenboro Middle (Home School) | Default Group Access (PS Data Manager) | 0 / - | |

- 1. Select the desired staff member and navigate to **Security Settings** > click the Admin Access and Roles tab.
- 2. In the Admin section of the screen, select the appropriate Group in the Default Group field.
- 3. Submit.

Assign a Role to a Staff Member – School

Navigation: Start page > Staff > Select a Staff Member > Security Settings >Admin Access and Roles

Important: The Role CN Manager must be assigned to a Security Group if the person running the reports is NOT in the CN Manager Group.

| Teachers and Affiliations Admin Access and Roles Applications Sign in to Administrative Portion of PowerSchool Image: Complex Comp | access from 2 to 2 05:00 AM and 10:00 PM) Ol Roles (Group Name) Action (Home School) Default Group Access (Secretary) 2 |
|--|---|
| Sign in to Administrative Portion of PowerSchool Admin Username Admin Password Default Group Allow Admin Sign in During These Times: Allow Admin Sign in During These Times: Allow Admin Sign in During These Times: Allow His was Choose times bet Choose times bet Choose times bet Choose times Allow this was Choose times bet Bladenboro Middle (Home School) Use Group Default (Secretary) e these Roles Diatict Administrator (No Group Defined) School Administrator (No Group Defined) School Administrator (No Group Defined) School Administrator (No Group Defined) Couruselor (No Group Defined) Couruselor (No Group Defined) | access from ② to ② 05:00 AM and 10:00 PM) ol Roles (Group Name) Action (Home School) Default Group Access (Secretary) ① 了 |
| Admin Username 76 Admin Password 76 Default Group 8 Secretary (169 Allow Admin Sign in During These Times: Any time Any time Allow this us (Choose times bet Allowed IPs [7] Roles and Schools [7] It User Access Roles 5 adenboro Middle (Home School) Use Group Default (Secretary) * e these Roles 5 Diatrict Administrator (No Group Defined) School Administrator (No Group Defined) Teacher (No Group Defined) Teacher (No Group Defined) | access from Ø to Ø 05:00 AM and 10:00 PM) ol Roles (Group Name) Action (Home School) Default Group Access (Secretary) 0 |
| Admin Password Default Group Secretary (169 Allow Admin Sign in During These Times: Allow Admin Schools [?] Bladenboro Middle (Home School) Use Group Default (Secretary) Eladenboro Middle Use Group Default (Secretary) School Administrator (No Group Defined) School Administrator (No Group Defined) School Administrator (No Group Defined) Counselor (No Group Defined) | Correct Strom to to correct Strom correct Strome Strong Mand 10:00 PM/) correct Strong Mand 10:00 PM/) |
| Default Group Secretary (169 Allow Admin Sign in During These Times: Any time Bladenboro Middle (Home School) Use Group Default (Scretary) e these Roles District Administrator (No Group Defined) School Administrator (No Group Defined) Counselor (No Group Defined) Counselor | access from 2 to 2 05:00 AM and 10:00 PM) ol Roles (Group Name) Action (Home School) Default Group Access (Secretary) |
| Allow Admin Sign in During These Times: Allow Admin Sign in During These Times: Allow Admin Sign in During These Times: Allow Administrator (No Group Defined) School Administrator (No Group Defined) School Administrator (No Group Defined) Counselor (No Group Defined) Counse | access from 2 to 2 OBSOO AM and 10:00 PM) OI OI Roles (Group Name) Action (Home School) Default Group Access (Secretary) |
| Allowed IPs [?] Roles and Schools [?] it User Access Roles Idenboro Middle (Home School) Use Group Default (Secretary) @ these Roles District Administrator (No Group Defined) School Administrator (No Group Defined) Counselor (No Group Defined) Counselor (No Group Defined) | ol Roles (Group Name) Action (Home School) Default Group Access (Secretary) |
| Roles and Schools [?] It User Access Roles denboro Middle (Home School) Use Group Default (Secretary) these Roles District Administrator (No Group Defined) School Administrator (No Group Defined) Counselor (No Group Defined) Counselor (No Group Defined) | ol Roles (Group Name) Action (Home School) Default Group Access (Secretary) |
| It User Access Roles S Idenboro Middle (Home School) Use Group Default (Secretary) @ these Roles District Administrator (No Group Defined) School Administrator (No Group Defined) Teacher (No Group Defined) Counselor (No Group Defined) | ol Roles (Group Name) Action (Home School) Default Group Access (Secretary) |
| Adenboro Middle (Home School) Use Group Default (Secretary) these Roles District Administrator (No Group Defined) School Administrator (No Group Defined) Teacher (No Group Defined) Counselor (No Group Defined) | (Home School) Default Group Access (Secretary) |
| CN Manager (CN Manager) | |

- 1. Select the desired staff member and navigate to **Security Settings** > click the Admin Access and Roles tab.
- 2. In the Rol es and School s section of the screen, click the pencil to Edit User Access Roles >check CN Manager > Click Ok
- **3.** On the Security Setting click Submit to keep the change.

| ; | Security Settings - Admin Acces | s and Roles - | | 76 | | |
|--|--|--|-------------------------|--------|--|--|
| | Teachers and Affiliations Admin Access and Roles A | pplications | | | | |
| 1 | The changes have been recorded. | | | | | |
| Sign in to Administrative Portion of PowerSchool | | | | | | |
| | Admin Username | 6 | | | | |
| | Admin Password | •••• | | | | |
| | Default Group | Secretary (169) | • | | | |
| | Allow Admin Sign in During These Times: | Any time Allow this user's access from Choose times between 05:00 AM and 10:00 PM) | | | | |
| | Allowed IPs [?] | | | | | |
| | Roles and Schools [?] | | | | | |
| | | School | Roles (Group Name) | Action | | |
| | | Bladenboro Middle (Home School) | CN Manager (CN Manager) | 0 / - | | |
| | | | | | | |