

PowerSchool Roles for mClass

Purpose

The purpose of this document is to assist data managers with changing a teacher's or curriculum facilitator's role in PowerSchool for mClass. Please make sure that you have documentation from the curriculum facilitator prior to changing any teacher's role in PowerSchool.

Important: NCDPI pulls the staff data extract nightly. If a staff member within the PowerSchool extract is missing an email address, the staff member will be rejected by mClass.

Generate the mClass Report

Navigation: Start Page > System Reports

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports**
- ReportWorks
- State Reports
- Standalone Reports

Start Page

Students Staff Parents

Search bar with 'SN' button

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK4 K 1 2 3 4 5 M F All Statewide Student Search Stored Searches Stored Selections

Current Student Selection (0)

1. Click on the sqlReports4 tab.

Functions

- Attendance
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Reports

- System Reports
- ReportWorks
- State Reports
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Reports

System ReportWorks State Reporting Dashboard State Standalone Reports Engine Setup NCDPI Reports **sqlReports 4**

| Attendance | Description |
|-----------------------------------|--|
| Absentee | Single day period by period attendance code report. |
| Attendance Count | Multi-day period by period attendance code report. |
| Class Attendance Audit | Section specific attendance roster. |
| Consecutive Absences | Report detailing consecutive student absences by absence code. |
| Student Attendance Audit | Roster report detailing attendance codes by day. |
| Monthly Student Attendance Report | Twenty-day student attendance report by grade. |
| Attendance Summary by Grade | An aggregated attendance report for a date range and grade(s). |
| Year-to-Date Attendance Summary | A year-to-date aggregated attendance report by grade. |
| PowerTeacher Attendance | Report showing which teachers have not taken attendance. |

PowerSchool Roles for mClass Properties

2. Click mClass > mClass Roles.

sqlReports

System ReportWorks State Reporting Dashboard

Report

- Attendance
- CN Manager
- GLE
- Historical Grades
- Incidents
- LEP
- **MClass**
- PMR SAR Data Validation

| | |
|---------------------------|---------------------------|
| MClass | |
| MClass - Class | MClass - Class |
| MClass - Staff | MClass - Staff |
| MClass - Staff to Class | MClass - Staff to Class |
| MClass - Student | MClass - Student |
| MClass - Student to Class | MClass - Student to Class |
| mClass Roles | mClass Roles |

3. The following screen will appear. Click Submit.

Run sqlReport -

| Label | Value |
|-------------|---|
| Name | mClass Roles |
| Description | This report displays the staff members with a designated mClass role. |
| Directions | |

Submit

Important: Report appears - Notice the headers do not line up correctly with the data.

4. Copy the headers and data > Open Excel > Right click in the A1 cell > Paste Special > Text > OK.
5. Expand the columns so they are readable.
 - Highlight the data under the Email header and paste under the Role header (Highlight>Cut>Paste)
 - Highlight the data under the Name header and paste under the Email header (Highlight>Cut>Paste)
 - Highlight the data under the UID header and paste under the Name header (Highlight>Cut>Paste)
 - Highlight the data under the School ID header and paste under the UID header (Highlight>Cut>Paste)

PowerSchool Roles for mClass Properties

| School ID | School ID | UID | Name | Email | Role |
|-----------|-----------|---------------|--------------------|----------------|------|
| 654321 | 1234567 | Duck, Donald | duckd@dpi.nc.gov | mClass Teacher | |
| 654321 | 1234567 | Mouse, Mickey | mousem@dpi.nc.gov | mClass Teacher | |
| 654321 | 1234567 | Duck, Daisy | duckd1@dpi.nc.gov | mClass Teacher | |
| 654321 | 1234567 | Mouse, Minnie | mousem1@dpi.nc.gov | mClass Teacher | |

Important: The 2nd column (School ID) is now empty; delete that column.

| School ID | School ID | UID | Name | Email | Role |
|-----------|-----------|---------|---------------|--------------------|----------------|
| 654321 | | 1234567 | Duck, Donald | duckd@dpi.nc.gov | mClass Teacher |
| 654321 | | 1234567 | Mouse, Mickey | mousem@dpi.nc.gov | mClass Teacher |
| 654321 | | 1234567 | Duck, Daisy | duckd1@dpi.nc.gov | mClass Teacher |
| 654321 | | 1234567 | Mouse, Minnie | mousem1@dpi.nc.gov | mClass Teacher |

6. Provide this report to your **CURRICULUM FACILITATOR**, asking him/her to make any corrections to the role (remove or add someone).

Note: Report is to be password protected if emailed.

Report should look like this:

| School ID | UID | Name | Email | Role |
|-----------|---------|---------------|--------------------|----------------|
| 654321 | 1234567 | Duck, Donald | duckd@dpi.nc.gov | mClass Teacher |
| 654321 | 1234567 | Mouse, Mickey | mousem@dpi.nc.gov | mClass Teacher |
| 654321 | 1234567 | Duck, Daisy | duckd1@dpi.nc.gov | mClass Teacher |
| 654321 | 1234567 | Mouse, Minnie | mousem1@dpi.nc.gov | mClass Teacher |

7. The **CURRICULUM FACILITATOR** will return the report to the **DATA MANAGER** with corrections (if any). The **DATA MANAGER** will either, add a role, edit a role, or remove a role.

To Add a Role for Staff Member

Navigation: Start Page > Staff tab > Query staff member > Security Settings > Admin Access and Roles

If the staff member is a teacher:

- Sign in to Administrative Portion of PowerSchool should not be checked
- No data should be in the Admin Username field
- No data should be in the Admin Password field
- Roles and Schools – Click Add
- Choose your school > Click Next
- Choose the radio button for 'Use Roles Without Security Groups'
- Choose the appropriate mClass role (report from your curriculum facilitator)

Cancel OK

- **Choose only 1 role** - Please note if the user is listed multiple times, the system will default to the lowest level role; therefore, users should only have one role.
- Click OK and click Submit

Role Definitions

1. **mCLASS Admin (System Access)** - Allows staff members to view all assessment results, modify staff and student rosters, and create classes. Intended for administrators, the technology leader, and the school system manager. This is the highest level of access to the Amplify system.

This level is intended for Administrators, Technical Support, School System Manager, Literacy Coach/Facilitator, and Master Literacy Trainer. This is the highest level for mCLASS and allows users to access the Admin Tab on the home page.

2. **mCLASS Specialist (Full Access)** - Allows staff members to view all assessment results and modify their personal information. Intended for administrators who wish to view, but not maintain, the Amplify system as well as specialists working with multiple classes.

This level is intended for Administrators who need to view but not maintain the mCLASS system, as well as Specialists working with multiple classes. Principals, Assistant Principals, EC teachers, and grade level teams may fall in this category.

3. **mCLASS Teacher (Standard Access)** - Allows staff members to view their classes' assessment results and modify their personal information. Intended for classroom teachers.

This level is intended for classroom teachers.

Important: NCDPI has created an sqlReport5 to assist with determining which staff members are associated with mClass roles in PowerSchool.

| |
|--|
| Navigation: System Reports → sqlReports5 tab → mClass → mClass Roles report |
|--|

If the staff member is not a teacher:

- Sign in to Administrative Portion of PowerSchool should be checked
- Admin Username field should be populated
- Admin Password field should be populated
- Default Group should be populated
- Roles and Schools – Click Add
- Choose your school > Click Next
- Choose the radio button for 'Use Default Group'
- Choose the appropriate mClass role (report from your curriculum facilitator) – choose only 1 role
- Click OK > Click Submit

PowerSchool Roles for mClass Properties

► Step 1: Schools
▼ Step 2: Roles

☒ Use Default Group
☐ Use All Roles
☐ Use Roles Without Security Groups

☐ School Administrator (No Group Defined)
☐ Teacher (No Group Defined)
☐ Counselor (No Group Defined)
☐ Data Export Manager Export Access (No Group Defined)
☐ Data Export Manager Export/Edit Access (No Group Defined)
☐ ~~Defined~~
☐ mClass Teacher (No Group Defined)
☐ mClass Admin (No Group Defined)
☐ mClass Specialist (No Group Defined)

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Cancel OK

To Edit a Role for Staff Member:

Teachers and Affiliations Admin Access and Roles Applications

Sign in to Administrative Portion of PowerSchool ☒

Admin Username 123456

Admin Password

Default Group Curriculum Facilitator (230)

Allow Admin Sign in During These Times: ☒ Any time
☐ Allow this user's access from [time] to [time]
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [?]

Roles and Schools [?]

| School | Roles (Group Name) | |
|--|---|--|
| Monticello-Brown Summit Elem (Home School) | Default Group Access (Curriculum Facilitator) | |
| | mClass Specialist (No Group Defined) | |

Add Sub

Navigation: Start Page > Staff tab > Query staff member > Security Settings > Admin Access and Roles

If the staff member is a teacher or non-teacher:

- Leave the Sign in to Administrative Portion of PowerSchool as is
- Leave the Admin Username field as is
- Leave the Admin Password field as is
- Under the Roles and Schools, you will see the school name and Roles - Click the pencil icon

PowerSchool Roles for mClass Properties

- Leave the radio button for 'Use Roles Without Security Groups' or 'Use Default Group' as is
- Uncheck the mClass role that is incorrect (if one (1) is checked)
- Choose the appropriate mClass role (report from your curriculum facilitator) – choose only 1 role
- Click OK > Click Submit

Edit User Access Roles

Monticello-Brown Summit Elem (Home School)

☐ Use Default Group
☐ Use All Roles
☒ Use Roles Without Security Groups

☐ District Administrator (No Group Defined)
☐ School Administrator (No Group Defined)
☐ Teacher (No Group Defined)
☐ Counselor (No Group Defined)
☐ Data Export Manager Export Access (No Group Defined)
☐ Data Export Manager Export/Edit Access (No Group Defined)
☒ mClass Teacher (No Group Defined)
☐ mClass Admin (No Group Defined)
☐ mClass Specialist (No Group Defined)

Cancel OK

To Remove a Role for staff member:

Navigation: Start Page > Staff tab > Query staff member > Security Settings > Admin Access and Roles

Functions

Current Schedule
Information
Print a Report
Photo
Schedule Setup
Schedule Matrix
Security Settings
Transactions

Custom Screens

Teachers and Affiliations **Admin Access and Roles** Applications

Sign in to Administrative Portion of PowerSchool ☒

Admin Username: 123456
Admin Password: *****
Default Group: Curriculum Facilitator (230)
Allow Admin Sign in During These Times: Any time
Allowed IPs: [Empty field]
Roles and Schools: [Table with 1 row]
Add
Submit

PowerSchool Roles for mClass Properties

If the staff member is a teacher:

- Sign in to Administrative Portion of PowerSchool **SHOULD NOT** be checked
- No data should be in the Admin Username field
- No data should be in the Admin Password field
- Under the Roles and Schools, you will see the school name and Roles - Click the minus (-) icon
- Click Submit

Sign in to Administrative Portion of PowerSchool ☒

Admin Username: 123456

Admin Password: *****

Default Group: Curriculum Facilitator (230)

Allow Admin Sign in During These Times: ☒ Any time

☐ Allow this user's access from [] to []
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [7]: []

Roles and Schools [7]

| School | Roles (Group Name) | Actions |
|--|---|--|
| Monticello-Brown Summit Elem (Home School) | Default Group Access (Curriculum Facilitator) | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | mClass Specialist (No Group Defined) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Submit

If the staff member is not a teacher:

- Leave the Sign in to Administrative Portion of PowerSchool as is Leave the Admin Username field as is
- Leave the Admin Password field as is
- Under the Roles and Schools, you will see the school name and Roles - Click the pencil icon
- Leave the radio button for 'Use Default Group' as is
- Uncheck the mClass role (report from your curriculum facilitator) Click OK > Click Submit