

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.

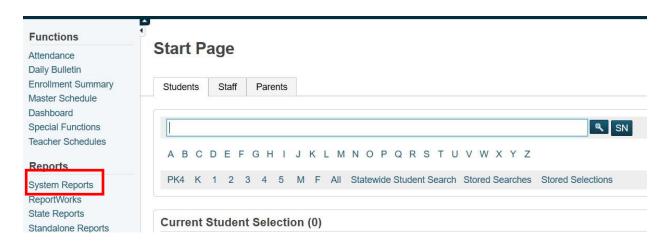
Important: NCDPI pulls the staff data extract nightly. If a staff member within the

PowerSchool extract is missing an email address, the staff member will be

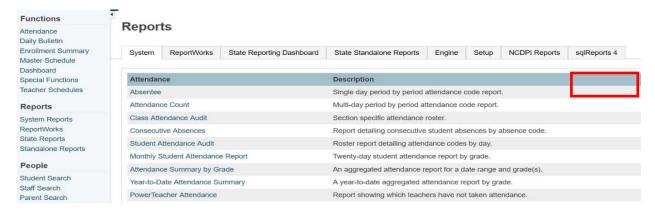
rejected by mClass.

Generate the mClass Report

Navigation: Start Page > System Reports

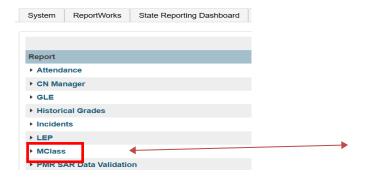


1. Click on the sqlReports4 tab.



2. Click mClass > mClass Roles.

sqlReports





3. The following screen will appear. Click Submit.

Run sqlReport -



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)

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.

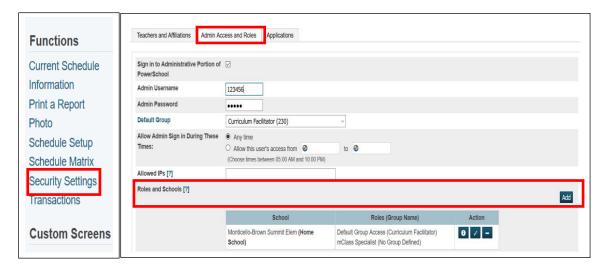
Report should look like this:

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.

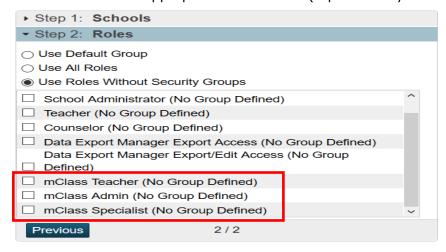
To Add a Role for Staff Member

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)



• 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.

Cancel OK

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.

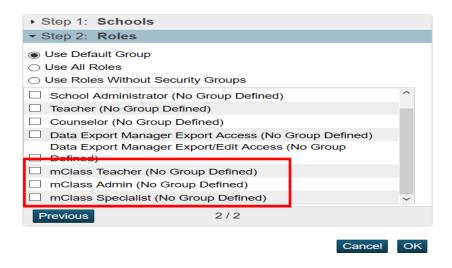
Important: NCDPI has created an sqlReport5 to assist with determining which staff members are associated with mClass roles in PowerSchool.

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

If the staff member is not a teacher:

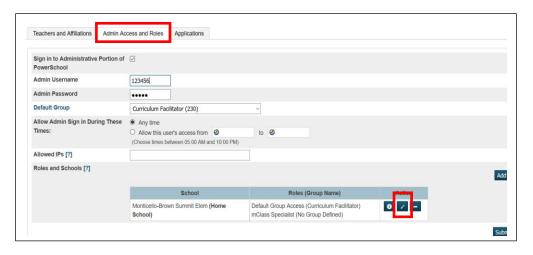
- Sign in to Administrative Portion of PowerSchool should be checked
- Admin Username field should be populated
- Admin Password field should be populated
- Default Group should be populated
- Roles and Schools Click Add
- Choose your school > Click Next
- Choose the radio button for 'Use Default Group'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

PowerSchool Roles for mClass Properties



To Edit a Role for Staff Member:



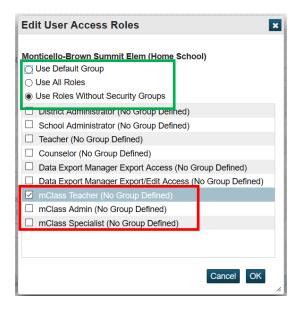


Navigation: Start Page > Staff tab > Query staff member > Security Settings > Admin Access and Roles

If the staff member is a teacher 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

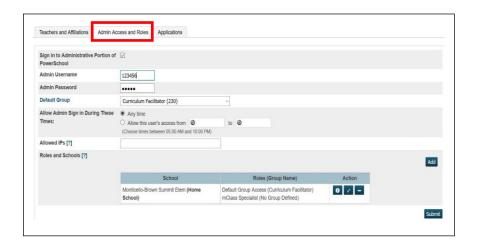
- Leave the radio button for 'Use Roles Without Security Groups' or 'Use Default Group' as is
- Uncheck the mClass role that is incorrect (if one (1) is checked)
- Choose the appropriate mClass role (report from your curriculum facilitator) – choose only 1 role
- Click OK > Click Submit



To Remove a Role for staff member:

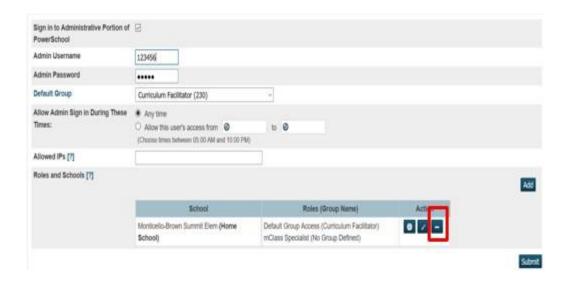
Navigation: Start Page > Staff tab > Query staff member > Security Settings > Admin Access and Roles





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
- Under the Roles and Schools, you will see the school name and Roles - Click the minus (-) icon
- Click 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