

BCPS One Levels of Access Teachers' Guide

BCPS One allows for several levels of access as related to the gradebook, curriculum maps (guides) and lesson-planning tiles. The levels of access are provided through various user roles as follows:

For the purpose of obtaining access to BCPS One there are two different categories of teachers.

Teachers of Record and Non-teachers of Record

- A teacher of record is a teacher with students assigned to a class/course in STARS/SILK. (i.e. classroom teachers, special area teachers)
- A non-teacher of record is a teacher who is not assigned a specific classes/course in STARS/SILK. (i.e. reading specialist, special educators, resource teachers, ELL teachers, SLPs, etc.)

The first level of access is “**Teacher of Record Access**”

This level of access allows all teachers of record (classroom teachers and special area teachers) the ability to view and utilize all the functions of the gradebook, curriculum, and lesson-planning tiles in BCPS One. This level of access is appropriate for all teachers of record who provide direct instruction to students.

1. The teacher of record is determined by the school when the scheduler enters the classes/courses into STARS/Silk. Once students are assigned to a class/course the information entered in STARS, including class lists will be automatically populated in BCPS One. Teachers are provided access through an automated feed that pushes data from STARS/SILK to BCPS One, daily at 4:30 p.m.

All teachers of record who provide direct instruction to students have full access to the gradebook, available curriculum, digital content and lesson-planning tiles.

2. Special education teachers assigned to a specific class/course in STARS/SILK will be considered teachers of record. (i.e. teachers of self-contained classes)

At this time, schools with special educators teaching self-contained classes with students of multi-grade levels in one class will need to have the scheduler create a separate class for every grade level within the class.

The next level of access is “**Shared Access**” for Non-Teacher of Record. This level of access requires careful consideration on the part of the principal and the teacher of record. All school administrators and teachers of record have the ability to share access with non-teachers of record (other teachers or support staff who provide direct or indirect instruction).

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Teachers of record have the ability to give non-teachers of record one of the following levels of access:

1. **View only** – This level of shared access will allow a non-teacher of record or another teacher of record the ability to view their class list, their gradebook, and the same curriculum maps (guides) that the teacher of record views. View only access will not allow another teacher the ability to change or enter grades into a gradebook or to use the lesson-planning tiles.
 - This level of access is recommended for staff providing support to teachers or students.
 - This level of access would be appropriate for department chairs or other teachers/support staff not providing direct instruction to students.
 - In the future, this level of access may in some cases be appropriate to provide to other teachers of record. For example, if an English teacher and a Biology teacher want to co-teach a unit or plan across contents they will need the ability to view each other's curriculum guides.
2. **Full edit** - This level of shared access will allow a non-teacher of record (who provides direct instruction to students) full access to the teacher's class. The non-teacher of record will have the ability to have input on the grading process, view the same curriculum maps (guides) that the teacher of record views; with access and use the lesson-planning tiles to lesson plan and to assign digital content (classwork, homework, assessments) to a student.
 - **This level of access is needed for all non-teachers of record who provide direct instruction to students.** Principals will need to work closely with the teachers of record to make sure they are sharing this level of access with other teachers or support staff providing direct instruction to students in their class.
 - This level of access needs to be shared with inclusion teachers, teachers, and reading specialists, as appropriate.
 - This level of shared access is appropriate for co-teaching.

The last level of access is “**Curriculum View Only Access**”. This level of access is not yet available. In the future, teachers with this level of access will be able to view all available curriculum and digital content for Grades K–12 but will not have the ability to assign grades to a gradebook or to use the lesson planning tiles.

- This level of access is proposed for all non-teachers of record.

Additional Information:

The following is a link to the BCPS One *Basic Gradebook Training* video:

<http://vimeo.com/engrade/bcpsonegradebook>

Starting from minute 6:26 you can see the tutorial that illustrates how a teacher can share their class with other teachers:

The full BCPS One *Basic Gradebook Training* video was also broken down into three shorter videos. The ‘overview and settings’ video (chapter one) includes the sharing options as well.

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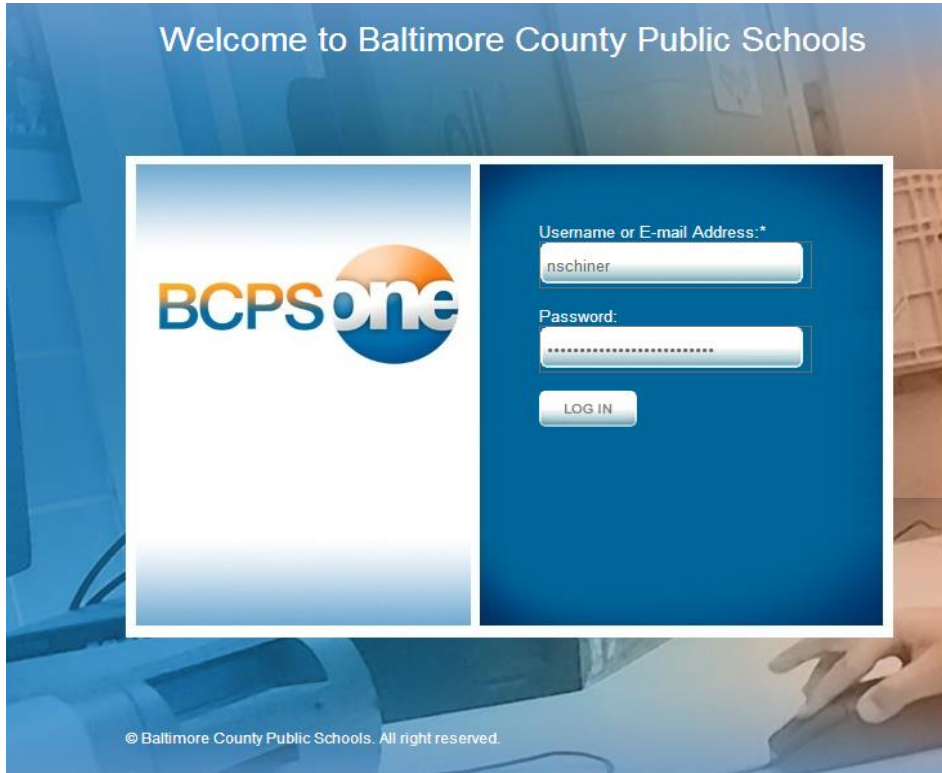
Overview and Settings - <http://vimeo.com/92955455>

Assignments and Scoring - <http://vimeo.com/92955456>

Printing and Reports - <http://vimeo.com/92955454>

How to Share Access to Your Gradebook, Curricula, and Lesson Planning Tiles

1. Log into BCPS One using your Active Directory credentials.



2. Select the course for which you would like to share access.

Period	Class				
99	1513HomeRm8: HOMEROOM-8	20	-	-	-
99	151305801008: READING GRADE 1-8	21	-	100	1
99	151305511008: HEALTH EDUCATION G...	21	-	-	-
99	151305251008: SCIENCE GRADE 1-8	21	2	73	2
99	151305201008: MATHEMATICS GRADE 1-8	20	-	83	18

How to Share Access to Your Gradebook, Curricula, and Lesson Planning Tiles

3. Select “Settings” on the left-hand navigation bar.

The screenshot shows the '99990510300134: LANGUAGE ARTS GRADE 3-STAT Gradebook' interface. On the left-hand navigation bar, the 'Settings' option is highlighted with a red box and a red arrow pointing to it. The main content area displays a table with columns for 'Class Grade' and 'New Assignment'. The table lists students and their corresponding scores or assignments.

Student	Class Grade	New Assignment
Ava Aouiseby	-	
Basya Bavidwin	-	
Jonah Coshuin	-	
Hailey Eenneott	-	
Navah Geyey	-	
Olivia Lae	-	
Liana Rakwoers	-	
Kylie Terr	-	
Copeland	-	
Wriion	-	
Average		

4. Select the “Teachers” tab along the top of the settings page.

The screenshot shows the '99990510300134: LANGUAGE ARTS GRADE 3-STAT Class Settings' page. The 'Teachers' tab is highlighted with a red box and a red arrow pointing to it. The page displays a table with settings for the class, including Class Name, School Year, Grading Period, and Period of the Day.

Basic Settings	Grade Settings	Standards Settings	Teachers	Student Logins
Class Name	99990510300134: LANGUAGE ARTS GRADE 3-STAT	🔒	Ex: B	
School Year	2014-2015	🔒	The school year	
Grading Period	1	🔒	The quarter, trimester, or semester of the year	
Period of the Day	1	🔒	Ex: 1, 1a, 07-08, 2nd	

How to Share Access to Your Gradebook, Curricula, and Lesson Planning Tiles

5. Select the teacher with whom you are sharing access and the correct permissions level. Use the “Add User” button to submit changes.

Teacher (Username)	Permissions	Primary?	Options
Schiner, Nicholas (schinernicholas)	Full moderator	Yes	Edit · Drop
Select Teacher	View Only	<input type="checkbox"/> Primary	Add User

Permissions Levels:

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Teachers of record (classroom teachers and special area teachers) have the ability to give non-teachers of record (reading specialists, special educators, consulting teachers, etc.) one of the following levels of access:

View Only

This will allow a non-teacher of record, para-educators, or support staff the ability to view their class list, their gradebook, and the same curriculum maps (guides) that the teacher of record views. View only access will not allow another teacher the ability to change or enter grades into a gradebook and it will not allow another teacher the ability to use the lesson-planning tiles.

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- This level of access is recommended for staff providing indirect support to teachers or students.
- This level of access would be appropriate for department chairs or other teachers/support staff not providing direct instruction.
- In the future, this level of access may be appropriate to provide to other teachers of record. For example, if an English teacher and a Biology teacher want to co-teach a unit or plan across contents they will need the ability to view each other's curriculum guides.

Full Edit

This will allow a non-teacher of record, who provides direct instruction to students, full access to the teacher's class. The non-teacher of record will have the ability to have input on the grading process, view the same course maps (curriculum guides) that the teacher of record views; with access and use the lesson planning-tiles to lesson plan and to assign digital content (classwork, homework, assessments) to a student.

- This level of access is needed for all non-teachers of record who provide direct instruction to students. Principals will need to work closely with the teachers of record to make sure they are sharing this level of access with other teachers or support staff that provides instruction to students in their class.
- This level of access needs to be shared with inclusion teachers and reading specialists as appropriate.
- This level of access is appropriate for co-teaching.

The following is a link to the BCPS One Basic Gradebook Training Video:

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