



PROCEDURES FOR CREATING CIITS ROLES AND PERMISSIONS THROUGH INFINITE CAMPUS

DEFAULT CIITS ROLES

There are three default CIITS system roles¹; teacher, staff and leadership. Infinite Campus users are assigned to default system roles and permissions in CIITS based on their type of district assignment information in IC. For explanation of CIITS roles and permissions see appendix A.

NOTE: A valid "kyschools" e-mail address is required in Infinite Campus and is used to establish a CIITS user id.

Check the district assignment type by logging into your IC District Edition. The district assignment **must be active**, that is to say there is a start date and no end date.

Path: Census | People | District Assignment

 The screenshot shows the 'District Employment' form in Infinite Campus. The 'Employment Assignment Information' section is highlighted. It includes fields for '*School', 'Department', '*Start Date' (10/05/2011), 'End Date', 'Type' (a dropdown menu with options like 01:Teacher, 02:Administrator, etc.), 'FTE of Assignment', 'Title', 'Assignment Code', 'Highly Qualified', 'PD Year', and 'PD Class Type'. Red arrows point to the 'Start Date', 'End Date', and 'Type' fields.

⇒ 01: Teachers default to TEACHER role.

⇒ All other types default to STAFF role.

⇒ Superintendents default to the LEADERSHIP role; however, they are pulled from district information (Path: System Administration | Resources | District Information).

⇒ Principals default to the LEADERSHIP role; however, they are pulled from school information (Path: System Administration | Resources | School).

¹ Default CIITS system roles will automatically be set up if you are a teacher, principal or superintendent.

CUSTOM CIITS ROLES

There are five custom roles in CIITS: Specialist, Analyst, Assessment Manager, Test Item Administrator and Materials Approver. Custom CIITS roles are for individuals that need additional permissions beyond their default role. Each custom role can be set up with either district- or school-level permissions. The district-level access will give the user rights to all schools within the district; the school-level access will give the user rights to associated schools only. For explanation of CIITS roles and permissions, see appendix A.

NOTES FOR DISTRICT STAFF:

- (1) District staff must be aligned to District Office to have a "Title" established in Infinite Campus; the district-level role allows users to access all schools within district. Aligning with a closed school is no longer an option.
- (2) The Employment Assignment Type¹ should be left blank for district staff to ensure there is no effect on the LEAD report; however, they must be assigned to District Office in order to have a Title² established for proper access.

Path: Census | People | District Assignment

The screenshot shows the 'District Employment' form in Infinite Campus. The 'Employment Assignment Information' section is highlighted with a yellow border. A red box highlights the 'School' dropdown menu, which is open and shows a list of schools: Adair County District Office, Adair County Elementary School, Adair County High School, Adair County Middle School, Adair Youth Development Center, Colonel William Casey Elementary, and John Adair Intermediate School. Other fields in the form include Department, Title, Assignment Code, Highly Qualified, PD Year, PD Class Type, PD Class Credit, Reading First, PD Class, PD Class Offered By, PD Class Applied Hours, and various checkboxes for roles like Teacher, Special Ed, Program, Behavior Admin, Health, Advisor, Supervisor, Counselor, Foodservice, Exclude Behavior Referral, Self Service Approver, and FRAM Processor.

The screenshot shows the 'Employment Assignment Information' form. A red arrow points to the 'Type' field, which has a red text label 'Leave this field Blank'. A dropdown menu for 'Title' is open, showing options: CIITS District Analyst, CIITS District Assessment Manager, CIITS District Specialist, CIITS District Test Item Admin, CIITS School Analyst, CIITS School Assessment Manager, CIITS School Specialist, and CIITS School Test Item Admin. A red box on the right contains the text 'NOTE: This is for DISTRICT STAFF ONLY'.

As with any student level system, be sure to assign access conservatively. There should be a justifiable need to link to the student level data before granting custom roles. Remember to consult FERPA guidelines when establishing these custom roles.

¹ Employment Assignment Type is used in conjunction with default CIITS roles; teacher and staff.

² Employment Assignment Title is used specifically for custom CIITS roles; analyst, specialist, assessment manager, test item administrator and materials approver.

Questions and Answers

Q: Can someone have more than one CIITS role?

A: Yes. Staff members and Teachers could also need any of the custom roles in addition to their default roles.

Q: Why can't I access CIITS?

A: A valid "kyschools" e-mail address is required in Infinite Campus and is used to establish a CIITS user ID, for example, Sandra.smith@shelby.kyschools.us.

Path: Index | Census | People | Demographics | Personal Contact Information

District Assignments | School Choice | Credentials | Overrides | Fees

Demographics | Identities | Households | Relationships | Enrollments | District Employment

Personal Contact Information

Other Phone: () - x Private Work Phone: () - x

Cell Phone: () - x Private Pager: () - x

Email:

Preferred Language: en_US: US English

Comments

Valid e-mail extensions are:

- 1) kyschools.us
- 2) education.ky.gov
- 3) ky.gov

Q: I confirmed my e-mail is properly setup, and now I still can't access CIITS, why not?

A: Multiple district roles have been setup in more than one school, which will create access problems. If a district level role is needed, it only has to be setup one time, in the district office. In CIITS, the user will be able to see all schools within the district.

Assignments

- Ashland Elementary School
- CIITS District Test Item Admin - (07/01/2007-)
- Cassidy Elementary School
- CIITS District Test Item Admin - (03/02/2010-)

WRONG WAY

Assignments

- Hardin County
- JOHN HARDIN HIGH SCHOOL
- HARDIN COUNTY DISTRICT OFFICE
- CIITS District Assessment Manager - (07/01/2011-)
- CIITS District Materials Approver - (07/01/2011-)
- CIITS District Specialist - (07/01/2011-)
- CIITS District Test Item Admin - (07/01/2011-)

CORRECT WAY

Q: Can a non-district person be permissioned differently in two schools?

A: No, not at this time.

Q: What is a default role?

A: Infinite Campus users are assigned to default system roles and permissions in CIITS based on their type of district assignment information in IC.

APPENDIX A

CIITS ROLES & PERMISSIONS - Default (System) Roles

Each CIITS user will have a default level role assigned.

User must be set up as an Infinite Campus user with a valid e-mail address, no other set up is needed for Default Roles.

| KDE CIITS Role | IC District Assignment Title | CIITS Homepage | Classrooms | Schools & District Data | Materials Approver | Assessment Manager | Test Item Administrator | Description |
|--|------------------------------|----------------|------------|-------------------------|--------------------|--------------------|-------------------------|---|
| Leadership <i>Principals - school level access</i> <i>Superintendent - district-level access</i> | NA - Default Role | Y | Y | Y | | | | Description: View basic student & teacher level data in the institution where the operation is assigned. Allows users to view in the institution where the operation is assigned. (1) Student Level Information (2) Student Contact Information (3) Add or remove reports from institutional report bank (4) View lesson planner and analyze sections area. <u>Defined from Campus Set Up</u> – Valid e-mail address and as defined in following PATH: |

Default Roles

| | | | | | | | | |
|---|-------------------|---|---|--|--|--|--|---|
| | | | | | | | | Principal: System Administration Resources School Superintendent: System Administration Resources District Information |
| Teacher <i>School-level access</i> | NA - Default Role | Y | Y | | | | | Description: View student/classroom data for classes in which teacher is designated primary teacher. Including (1) Student Contact Information (2) Create and Administer Classroom Testing (3) Access to Instructional Materials (4) Access to classroom Formative and Standardized test reporting, <i>as available</i> . <u>Defined from Campus Set Up</u> – Valid e-mail address and teacher defined in following PATH: Census People District Assignment – Type = 01 Teacher |
| Staff <i>Option for School-, District- or State-level access</i> | NA - Default Role | Y | | | | | | Description: Allows users to view in the institution where the operation is assigned with access to instructional resources, aggregate-level reports. <u>Defined from Campus Set Up</u> – requires valid e-mail address only. |

APPENDIX A

| <p align="center">CIITS ROLES & PERMISSIONS -- CUSTOM ROLES</p> <p align="center"><i>If additional functionality is needed, one or more custom roles must be established in Infinite Campus.</i></p> | | | | | | | | |
|---|--|----------------|------------|-------------------------|--------------------|--------------------|-------------------------|--|
| KDE CIITS Role | IC District Assignment Title | CIITS Homepage | Classrooms | Schools & District Data | Materials Approver | Assessment Manager | Test Item Administrator | Description |
| Specialist | CIITS School Specialist CIITS District Specialist | Y | Y | Y | | | | Description: Same as Leadership above. Set-up Note: Applicable role for those needing full access to CIITS including student-level/classroom information. Example —Instructional Supervisors may need. |

| | | | | | | | | |
|-------------------------|--|---|--|---|--|---|---|--|
| | | | | | | | | SYSTEM/DEFAULT ROLE = STAFF OR TEACHER |
| Analyst | CIITS School Analyst CIITS District Analyst | Y | | Y | | | | Description: View basic student information at institution-level permissioned, view and publish school wide reports. Set-up Note: applicable role for those needing student-level demographic data and ability to create and publish reports only. Example – Assistant Principals may need. SYSTEM/DEFAULT ROLE = STAFF OR TEACHER |
| Assessment Manager | CIITS School Assessment Manager CIITS District Assessment Manager | Y | | | | | Y | Description: Create and edit test items, and modify common tests. Add/update student responses, create test windows and view test content. Schedule tests, generate student answer sheets and manage student usernames. Set-up Note: Must have additional role of Test Item Administrator to see test items at permission level. SYSTEM/DEFAULT ROLE = STAFF, LEADERSHIP OR TEACHER |
| Test Item Administrator | CIITS School Test Item Admin CIITS District Test Item Admin | Y | | | | | Y | Description: Enables the user to see common test questions, at the level at which they are permissioned, in addition to the standard Teacher and Leader role. Set-up Note: Aligns with Assessment Manager Role. SYSTEM/DEFAULT ROLE = STAFF, LEADERSHIP OR TEACHER |
| Materials Approver | CIITS School Materials Approver CIITS District Materials Approver | Y | | | | Y | | Description: This role is only used for those who are charged with approving new resources/materials, submitted for approval at the institutional-level assigned, in addition to the standard Teacher and Leader role. SYSTEM/DEFAULT ROLE = STAFF, LEADERSHIP OR TEACHER |

Note – Each of the custom roles can be assigned at the state level but are not represented in this document.