OFFICE OF KNOWLEDGE, INFORMATION, AND DATA SERVICES (KIDS)

DIVISION OF ENTERPRISE DATA

TRAINING – DOCUMENT

Assigning CIITS Roles and Permissions through Infinite Campus

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Default CIITS Roles

There are three default CIITS system roles: ***Leadership, Teacher,*** *and* ***Staff***. CIITS users are assigned one default system role based on the data entered in Infinite Campus. See the *Setup Default Role* and *Setup Custom Role* section of this document for detailed data setup requirements.

Default CIITS Roles		
Role Name	**CIITS Data Accessibility and Functions**	**Notes**
Leadership	✓CIITS homepage • Access training and support materials. ✓School & District Data module • View 'Key Performance Indicator' dashboard. • View 'Benchmark Tests'. • View student groups. • Run/view reports in 'Report Bank'. • Use 'Report Builder' and save/access reports in 'My Reports'. • Add/remove reports from institutional 'Report Bank'. ✓Classrooms module • Search for/view standards and instructional materials. • View classroom information and student performance. • Utilize the 'Lesson Planner'. • View/approve teacher lesson plans. • Create/edit curriculum, curricular units, and other instructional materials. • Approve curriculum, curricular units, and other instructional materials for viewing by others. • Create resources in 'My Materials'. ✓Assessment Admin module • View assessment dashboard. • Create tests, items, and passages. • Track test completion rates. • Search for a test. • Search for an item or passage. • Print answer sheets, student usernames, and test booklets. • Schedule and assign tests. • Choose test setup options. • View/add/update/score student responses.	✓Individuals with the *default* Leadership role do not require any additional *custom* role assignments within the **IMS** modules (School & District Data, Classrooms, Assessment Admin). ✓The *PD-Facilitator*, *PD-Activity Reviewer,* or *PD-CIITS Administrator custom* roles may be assigned to individuals with the *default* Leadership role to allow them additional permissions within the EDS module, if necessary.

Default CIITS Roles		
Role Name	**CIITS Data Accessibility and Functions**	**Notes**
	• Manage test windows. • Modify common assessments. ✓EDS module • Recommend/create/edit PD activities and resources. • View PD profiles. • Run PD reports. • View student voice results. • View teacher professional growth plans and self-reflections. • Manage caseloads.	
Teacher	✓CIITS homepage • Access training and support materials. ✓Classrooms module • Search for/view standards and instructional materials. • View classroom information and student performance. • Utilize the 'Lesson Planner'. • Create/edit curriculum, curricular units, and other instructional materials. • Create resources in 'My Materials'. ✓Assessment Admin module • Create and administer classroom tests. • Access classroom formative and standardized test reporting (*as available*). • View student standardized and classroom assessment results. ✓EDS module • Recommend PD activities and resources. • Access/complete self-reflection, professional growth plan (PGP), and student growth measures.* **Primary classroom teacher only.*	✓Individuals with the *default* Teacher role will have access to student information only for the students where he/she is designated as the primary teacher. ✓Additional *custom* role(s) may be assigned to individuals with the *default* Teacher role to allow them additional permissions within CIITS, if necessary.
Staff	✓CIITS homepage • Access training and support materials. ✓School & District Data module • View 'Key Performance Indicator' dashboard. ✓Classrooms module • Search for/view standards and instructional materials.	✓Additional *custom* role(s) may be assigned to individuals with the *default* Staff role to allow them additional permissions within CIITS, if necessary.

Custom CIITS Roles

There are six custom roles in CIITS related to the Instructional Management System (IMS): ***Analyst***, ***Specialist***, ***School/District Leadership***, ***Materials Approver, Test Item Admin***, *and* ***Assessment Manager***. Custom CIITS roles provide additional permissions in CIITS beyond the permissions obtained through a user's *default* system role. Custom CIITS roles are provisioned through the individual's District Assignments in Infinite Campus.

Each custom role can be provisioned at either the district or school level. If the role is provisioned at the district level, the user will have the permissions at all schools within the district. If the role is provisioned at the school level, the user will only have the permissions at the school(s) where the role is assigned.

NOTE: As with any student-level system, permissions must be assigned conservatively. There should be a justifiable need for the individual to access student-level data before assigning custom roles. **Remember to consider FERPA guidelines when establishing these custom roles.**

Custom CIITS Roles		
Role Name	**CIITS Data Accessibility and Functions**	**Notes**
CIITS: Analyst Infinite Campus: CIITS School Analyst CIITS District Analyst	✓CIITS homepage • Access training and support materials. ✓School & District Data module • View 'Key Performance Indicator' dashboard. • View 'Benchmark Tests'. • View student groups. • Run/view reports in 'Report Bank'. • Use 'Report Builder' and save/access reports in 'My Reports' (aggregate data). ✓Classrooms module • Search for/view standards and instructional materials.	✓This role may be assigned to users with a *default* Staff or Teacher role (the default Leadership role already includes the Analyst data accessibility and functions). ✓This role does not need to be assigned if the custom Specialist, District Leadership, or School Leadership role is assigned (these roles already include all Analyst permissions). ✓In Infinite Campus, only assign CIITS "School" roles at a school; only assign CIITS "District" roles at the district office.

Custom CIITS Roles		
Role Name	**CIITS Data Accessibility and Functions**	**Notes**
CIITS: Specialist Infinite Campus: CIITS School Specialist CIITS District Specialist	Includes all data accessibility and functions of the Analyst custom role, plus: ✓School & District Data module • Add/remove reports from institutional 'Report Bank' ✓Classrooms module • View classroom information and student performance. • Utilize the 'Lesson Planner'. • Create resources in 'My Materials'. ✓EDS module • Recommend PD activities and resources.	✓This role may be assigned to users with a *default* Staff or Teacher role (the default Leadership role already includes the Specialist data accessibility and functions). ✓This role does not need to be assigned if the custom District Leadership, or School Leadership role is assigned (these roles already include all Specialist data accessibility and functions). ✓In Infinite Campus, only assign CIITS "School" roles at a school; only assign CIITS "District" roles at the district office.
CIITS: Leadership Infinite Campus: CIITS School Leadership CIITS District Leadership	Includes all data accessibility and functions of the Analyst, Specialist, Materials Approver, Test Item Admin, and Assessment Manager custom roles. If this role is assigned, <u>no other custom roles need to be assigned</u> to provide additional functionality within the **IMS** modules (School & District Data, Classrooms, Assessment Admin). In addition to all permissions within the IMS modules, this role provides additional functionality within EDS. ✓EDS module • Recommend PD activities and resources. • View student voice results. • View teacher professional growth plans and self-reflections. • Manager caseloads. • Create/edit PD activities and resources. • View PD profiles. • Run PD reports.	✓Do not assign this *custom* role to Superintendents or Principals. They already have the *default* Leadership role, which provides them the same data access and functionality as the *custom* Leadership role. ✓It is recommended that this custom role be provisioned conservatively, and only for select individuals (Instructional Supervisors, Assistant Principals, Directors of Federal Programs, etc.) ✓This role may be assigned to users with a *default* Staff or Teacher role (the *default* Leadership role already includes the *custom* Leadership role data accessibility and functions). ✓In Infinite Campus, only assign CIITS "School" roles at a school; only assign CIITS "District" roles at the district office.

Custom CIITS Roles		
Role Name	**CIITS Data Accessibility and Functions**	**Notes**
CIITS: Test Item Admin Infinite Campus: CIITS School Test Item Admin CIITS District Test Item Admin	✓CIITS homepage • Access training and support materials. ✓Assessment Admin module • View assessment dashboard. • Create tests, items, and passages. • Track test completion rates. • Search for a test. • Search for an item or passage.	✓This role may be assigned to users with a *default* Staff role (the default Teacher and Leadership roles already include the Test Item Admin data accessibility and functions). ✓This role does not need to be assigned if the custom District Leadership, or School Leadership role is assigned (these roles already include all Test Item Admin data accessibility and functions). ✓In Infinite Campus, only assign CIITS "School" roles at a school; only assign CIITS "District" roles at the district office.
CIITS: Assessment Manager Infinite Campus: CIITS School Assessment Manager CIITS District Assessment Manager	Includes all data accessibility and functions of the Test Item Admin custom role, plus: ✓Assessment Admin module • Print answer sheets, student usernames, and test booklets. • Schedule and assign tests. • Choose test setup options. • View/add/update/score student responses. • Manage test windows. • Modify common assessments.	✓This role may be assigned to users with Staff or Teacher default role (the Leadership default role already includes the Assessment Manager data accessibility and functions). ✓This role does not need to be assigned if the custom District Leadership, or School Leadership role is assigned (these roles already include all Assessment Manager data accessibility and functions). ✓In Infinite Campus, only assign CIITS "School" roles at a school; only assign CIITS "District" roles at the district office. ✓Assign the Test Item Admin role in addition to this role to allow individual to see common assessment questions.

Custom CIITS Roles		
Role Name	**CIITS Data Accessibility and Functions**	**Notes**
CIITS: Materials Approver Infinite Campus: CIITS School Materials Approver CIITS District Materials Approver	✓CIITS homepage • Access training and support materials. ✓Classrooms module • Utilize the 'Lesson Planner'. • View/approve teacher lesson plans. • Search for/view standards and instructional materials. • Create/edit curriculum, curricular units, and other instructional materials. • Approve curriculum, curricular units, and other instructional materials for viewing by others. • Create resources in 'My Materials'.	✓This role may be assigned to users with a *default* Staff or Teacher role (the default Leadership role already includes the Materials Approver data accessibility and functions). ✓This role does not need to be assigned if the custom District Leadership, or School Leadership role is assigned (these roles already include all Materials Approver data accessibility and functions). ✓In Infinite Campus, only assign CIITS "School" roles at a school; only assign CIITS "District" roles at the district office.

Custom EDS Roles

There are six custom roles which may be assigned to provide a user additional access to data and functionality within the Educator Development Suite (EDS): ***PD - CIITS Administrator***, ***PD - CIITS Facilitator***, ***PD - CIITS Activity Reviewer***, ***PD - CIITS Create PD, EDS – CIITS Manager (Caseload Manager) and School Roster Manager***.

Note: Both the ***Leadership*** role (default and custom) and the ***Specialist*** custom role have been enhanced with EDS permissions as described in the preceding *Custom CIITS Roles* section.

Custom CIITS Roles		
Role Name	**CIITS Data Accessibility and Functions**	**Notes**
CIITS: PD - Create PD Infinite Campus: PD – CIITS Create PD – School PD – CIITS Create PD – District	✓CIITS homepage • Access training and support materials. ✓EDS module • Create/edit PD activities and resources.	✓This role may be assigned to users with a *default* Staff or Teacher role.
CIITS: PD - Activity Reviewer Infinite Campus: PD – CIITS Activity Reviewer – School PD – CIITS Activity Reviewer – District	Includes all data accessibility and functions of the PD - Create PD custom role, plus: ✓EDS module • Review activity proposals.	✓This role may be assigned to users with a *default* Staff, Teacher, or Leadership role.
CIITS: PD - Facilitator Infinite Campus: PD – CIITS Facilitator – District	✓CIITS homepage • Access training and support materials. ✓EDS module • Take PD session attendance. • Award PD session activity. • Run PD reports.	✓This role is recommended to be assigned to a district-level individual. ✓This role may be assigned to users with a *default* Staff, Teacher, or Leadership role.
CIITS: PD - Administrator Infinite Campus: PD – CIITS Administrator – District	Includes all data accessibility and functions of the PD - Create PD, PD – Activity Reviewer, and PD - Facilitator custom roles, plus: ✓EDS module • View PD profiles. • Recommend activities and resources. • Review activity credit requests. • Delete activity or session with data.	✓This role is recommended to be assigned to a district-level individual. ✓This role may be assigned to users with a *default* Staff, Teacher, or Leadership role.

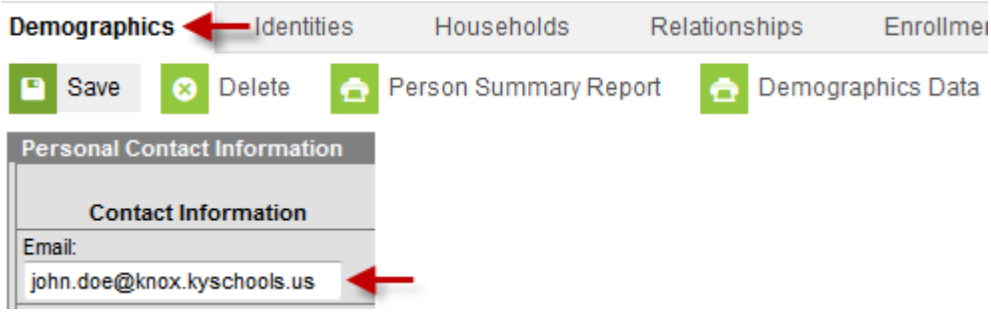
Custom CIITS Roles		
Role Name	**CIITS Data Accessibility and Functions**	**Notes**
CIITS: School Roster Manager Infinite Campus: CIITS School Roster Manager	✓CIITS homepage • Access training and support materials. • Receive roster verification requests.	✓This role is recommended to be assigned to a school-level individual who handles adding/removing students from class rosters in Infinite Campus, such as the school KSIS point of contact or guidance counselor. ✓This role may be assigned to users with a *default* Staff, Teacher, or Leadership role.
CIITS: EDS Manager Infinite Campus: EDS – CIITS Manager	Includes all data accessibility and functions of the School Roster Manager custom role, plus: ✓EDS module • Manage caseloads.	✓This role may be assigned to users with a *default* Staff or Teacher role (the default and custom Leadership role already has the capability to manage caseloads).
CIITS: View Leadership Effectiveness Data Infinite Campus: CIITS School Leader Evaluator CIITS District Leader Evaluator	✓EDS module • View leadership self-reflections. • View/approve leadership PGPs.	✓Do not assign this *custom* role to Superintendents or Principals. They already have the *default* Leadership role, which provides them the same data access and functionality as the *custom* School/District Leader Evaluator role. ✓It is recommended that this custom role be provisioned only for district-level staff who will be evaluating school leadership. ✓In Infinite Campus, only assign CIITS "School" roles at a school; only assign CIITS "District" roles at the district office.

Setup Default Role

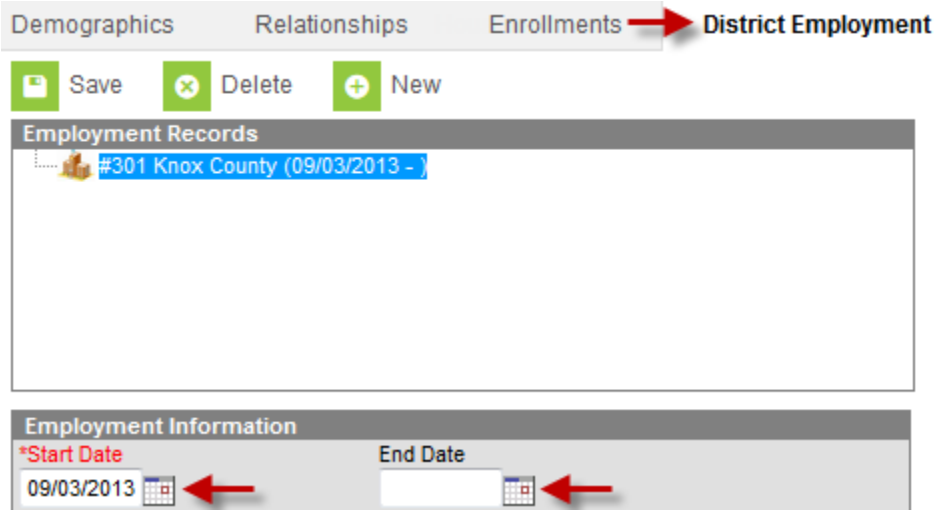
Teacher Setup

These data elements must be set up in Infinite Campus for a CIITS account to be provisioned for an individual with a default role of **Teacher**.

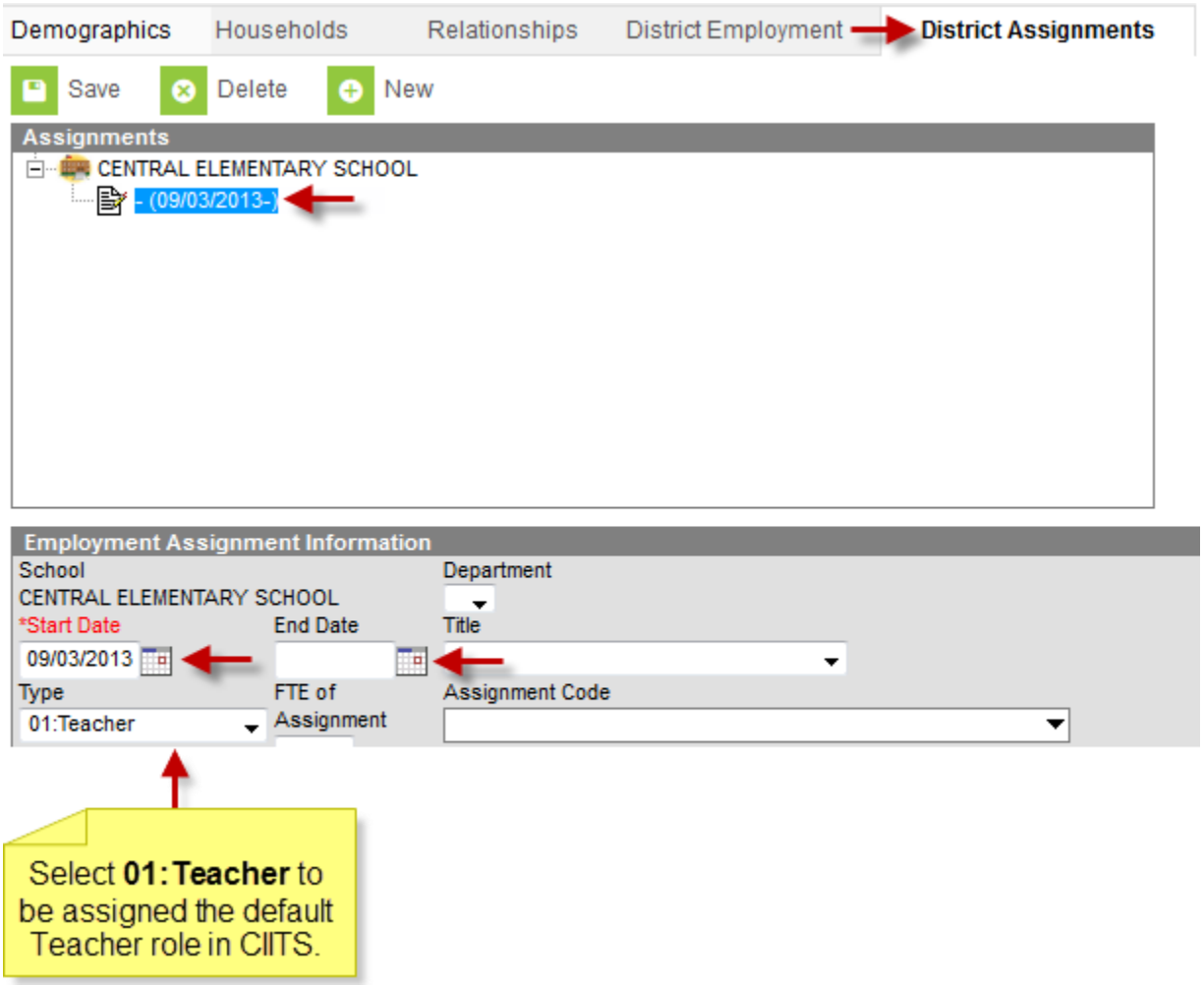
1. A valid "kyschools.us" email address is required on the **Demographics** tab.
   Click path: Index > Census > People > Demographics



2. Ensure the ***Start Date*** is populated and that the ***End Date*** is **empty** on the **District Employment** tab.
   Click path: Index > Census > People > District Employment



3. Select the proper school assignment in the ***Assignments*** window.
Ensure the ***Start Date*** is populated and the ***End Date*** is **empty** on the **District Assignments** tab.
Click path: Index > Census > People > District Assignments



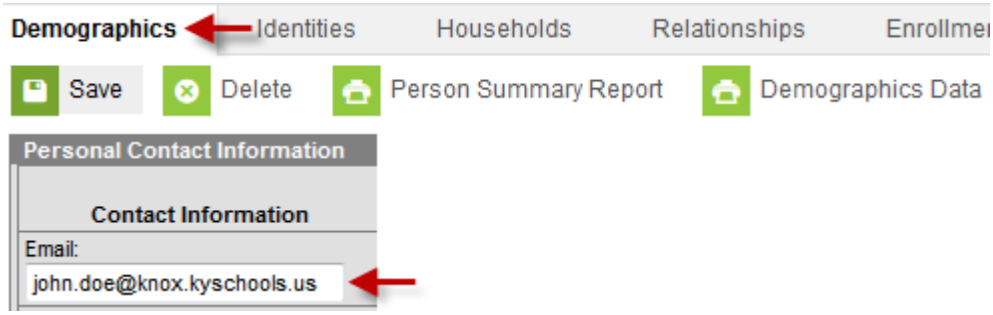
NOTE: To ensure data is reported correctly on the LEAD report, choose **01: Teacher** (Type) on assignments for individuals who are teachers.

*See the *Setup Custom Roles* section for directions on adding additional custom roles to any individual.

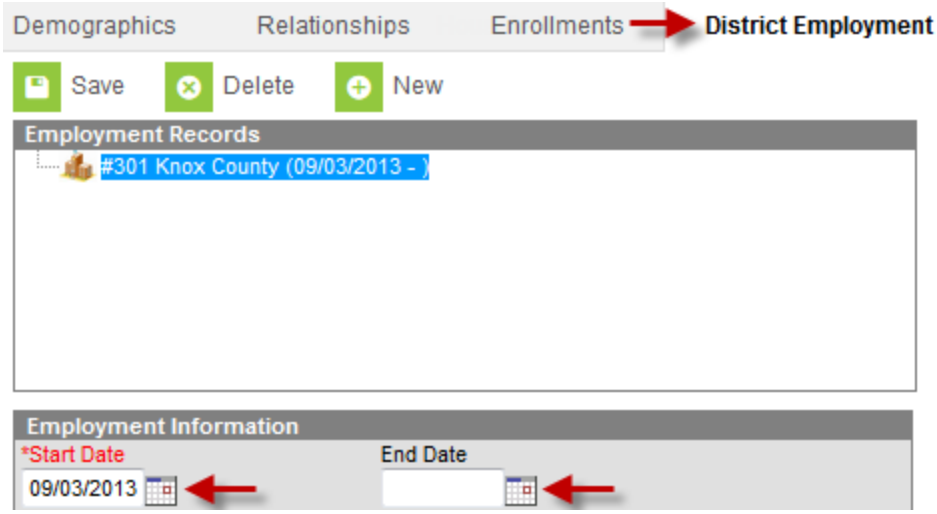
Principal Setup

These data elements must be set up in Infinite Campus for a CIITS account to be provisioned for an individual with a default role of **Leadership**.

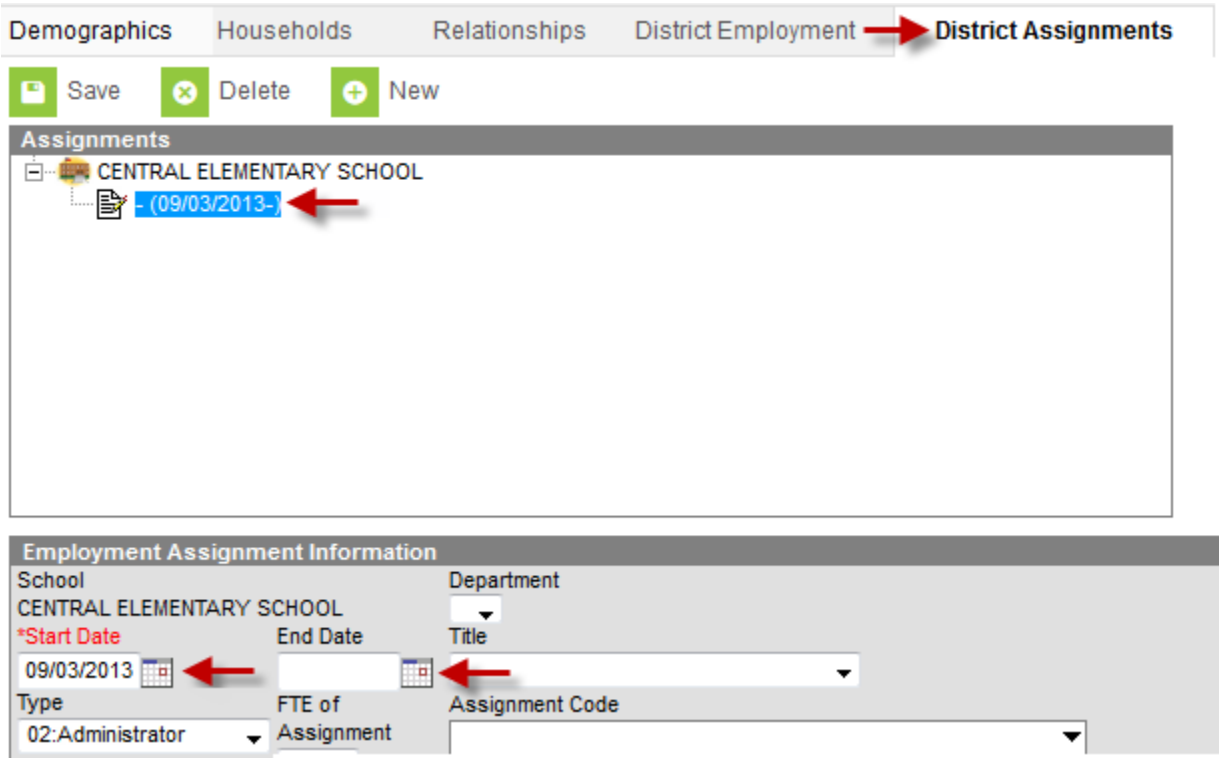
1. A valid "kyschools.us" email address is required on the **Demographics** tab.
   Click path: Index > Census > People > Demographics



2. Ensure the ***Start Date*** is populated and that the ***End Date*** is **empty** on the **District Employment** tab.
   Click path: Index > Census > People > District Employment



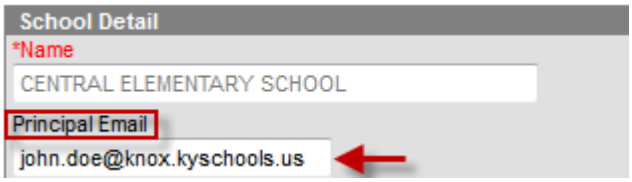
3. Select the proper school assignment in the ***Assignments*** window.
Ensure the ***Start Date*** is populated and the ***End Date*** is **empty** on the **District Assignments** tab.
Click path: Index > Census > People > District Assignments



NOTE: To ensure data is reported correctly on the LEAD report, choose **02: Administrator** (Type) on assignments for individuals who are principals.

*See the *Setup Custom Roles* section for directions on adding additional custom roles to any individual.

4. Populate the principal's email address in the ***Principal Email*** field on the **School** screen.
Click path: Index → System Administration → Resources → School

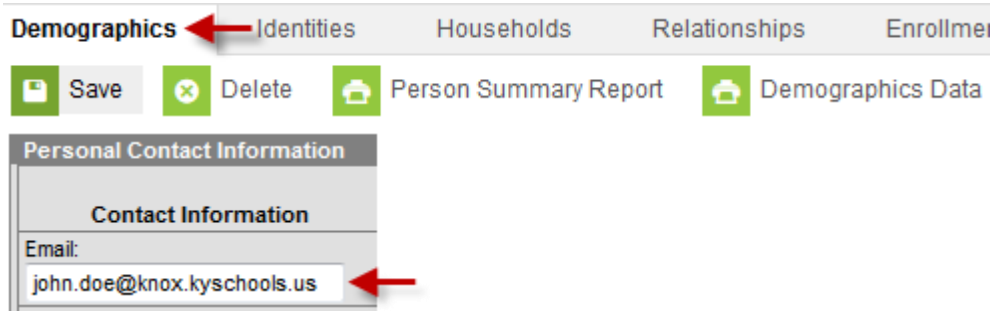


NOTE: The default Leadership role is provisioned in CIITS based upon the email address match between the email address entered on the principal's demographics tab and the email address entered in the Principal Email field on the School Setup screen. It is imperative that these email addresses are identical for the default Leadership role to be provisioned correctly in CIITS. The email address must be a valid "kyschools.us" email address.

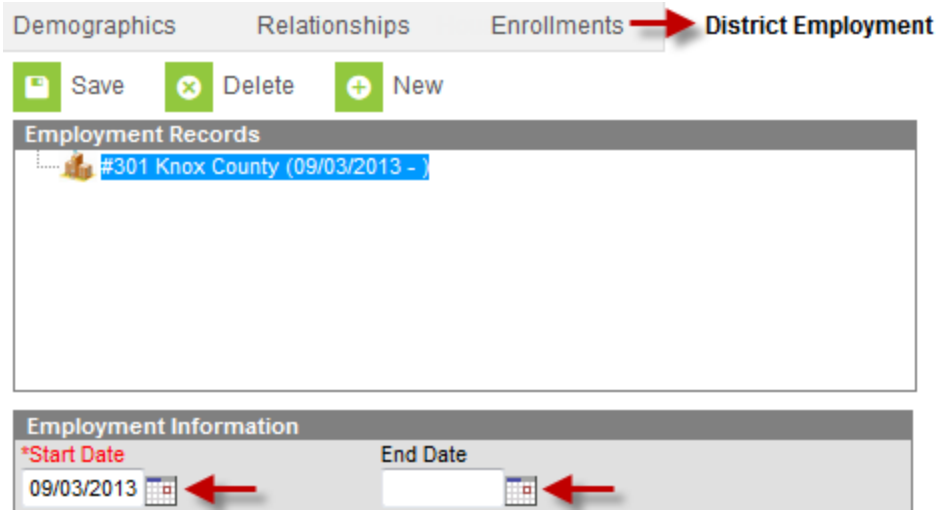
Assistant Principal Setup

These data elements must be set up in Infinite Campus for a CIITS account to be provisioned for an individual with a default role of **Leadership**.

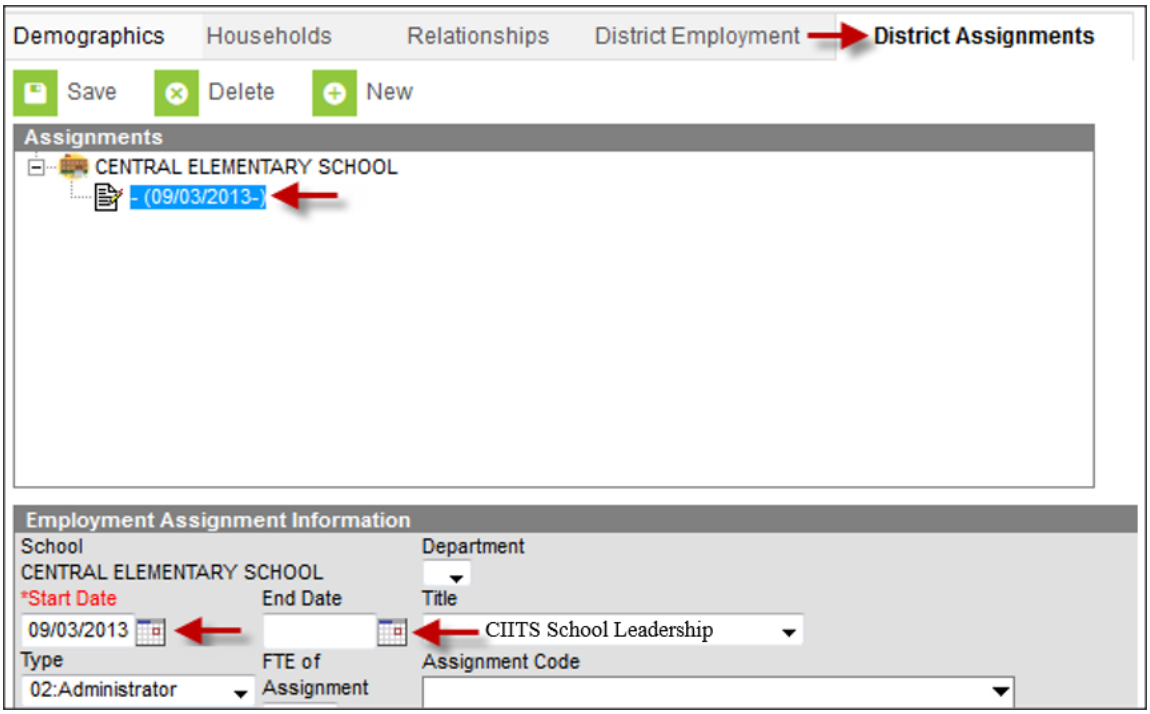
1. A valid "kyschools.us" email address is required on the **Demographics** tab.
   Click path: Index > Census > People > Demographics



2. Ensure the ***Start Date*** is populated and that the ***End Date*** is **empty** on the **District Employment** tab.
   Click path: Index > Census > People > District Employment



3. Select the proper school assignment in the ***Assignments*** window.
Ensure the ***Start Date*** is populated and the ***End Date*** is **empty** on the **District Assignments** tab.
Click path: Index > Census > People > District Assignments



NOTE: To ensure data is reported correctly on the LEAD report, choose **02: Administrator** (Type) on assignments for individuals who are assistant principals and add the **CIITS School Leadership** (Title) custom role.

*See the *Setup Custom Roles* section for directions on adding additional custom roles to any individual.

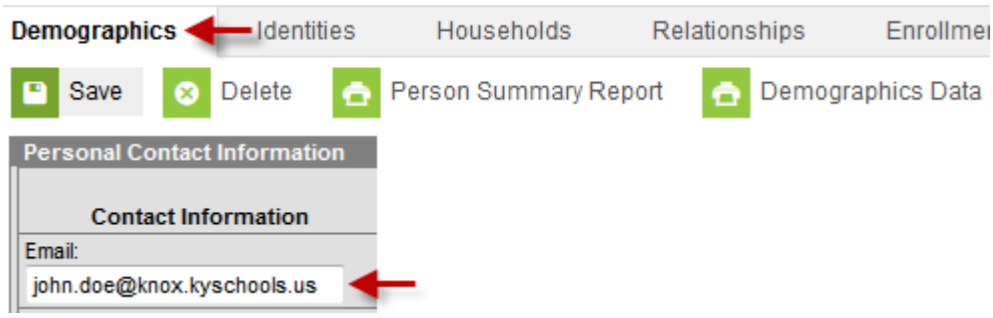
Other Professionals

Refer to the Setting up Other Professionals in Infinite Campus Quick Reference Card.

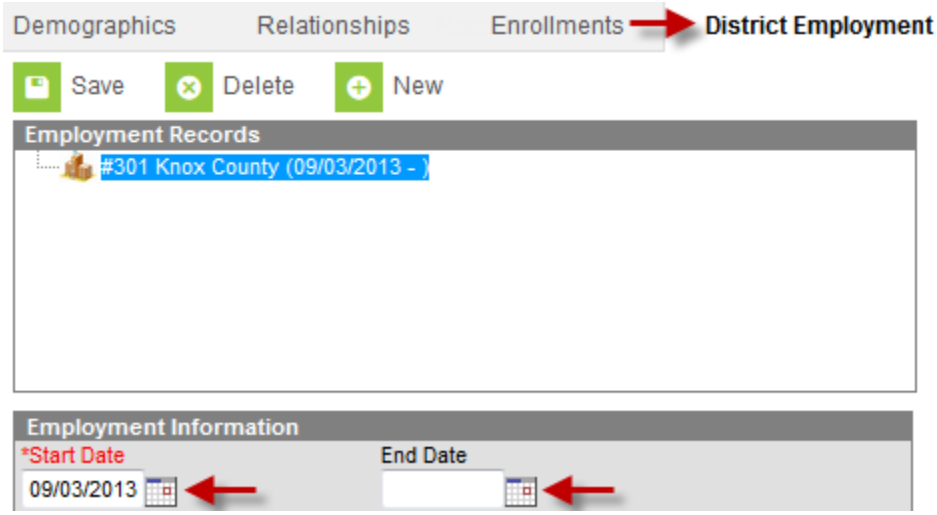
School Staff Setup (those who are not Teachers, Principals, or Other Professionals)

These data elements must be set up in Infinite Campus for a CIITS account to be provisioned for an individual with a default role of **Staff**.

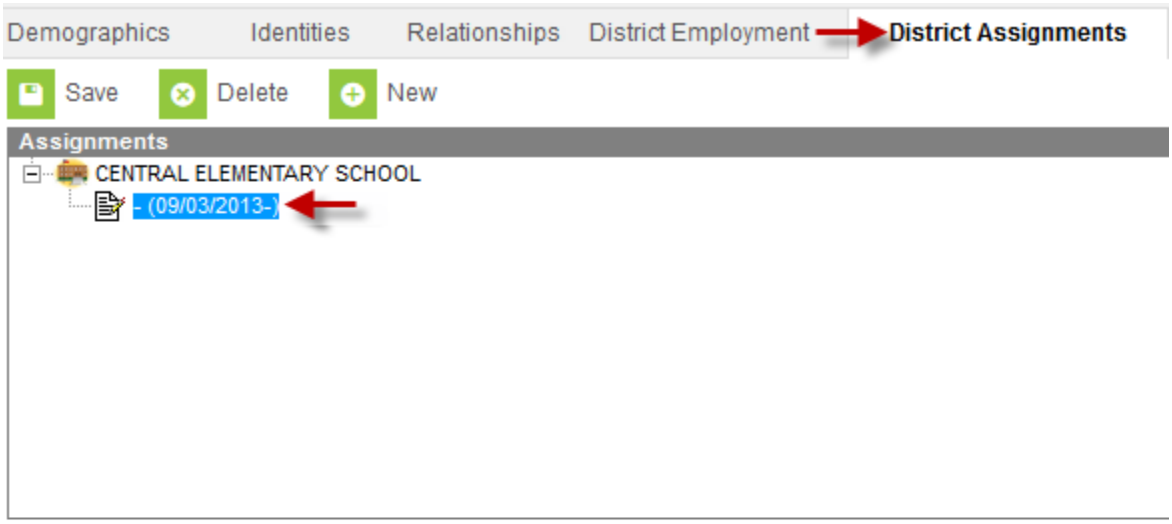
1. A valid "kyschools.us" email address is required on the **Demographics** tab.
   Click path: Index > Census > People > Demographics

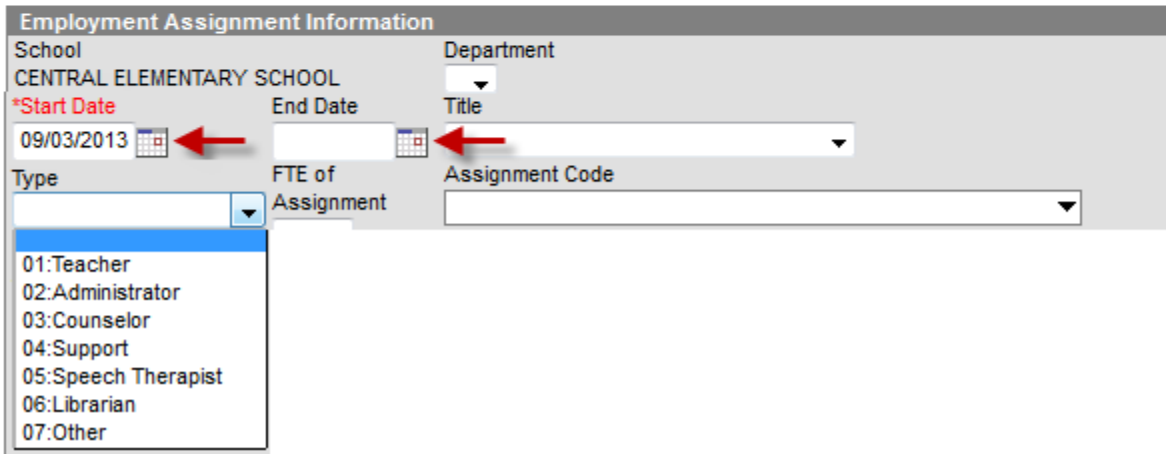


2. Ensure the ***Start Date*** is populated and that the ***End Date*** is **empty** on the **District Employment** tab.
   Click path: Index > Census > People > District Employment



3. Select the proper school assignment in the ***Assignments*** window.
Ensure the ***Start Date*** is populated and the ***End Date*** is **empty** on the **District Assignments** tab.
Click path: Index > Census > People > District Assignments





NOTE: To ensure data is reported correctly on the LEAD report, refer to the KSIS Census Data Standard when choosing the Type for individuals who are not the principal or a teacher.

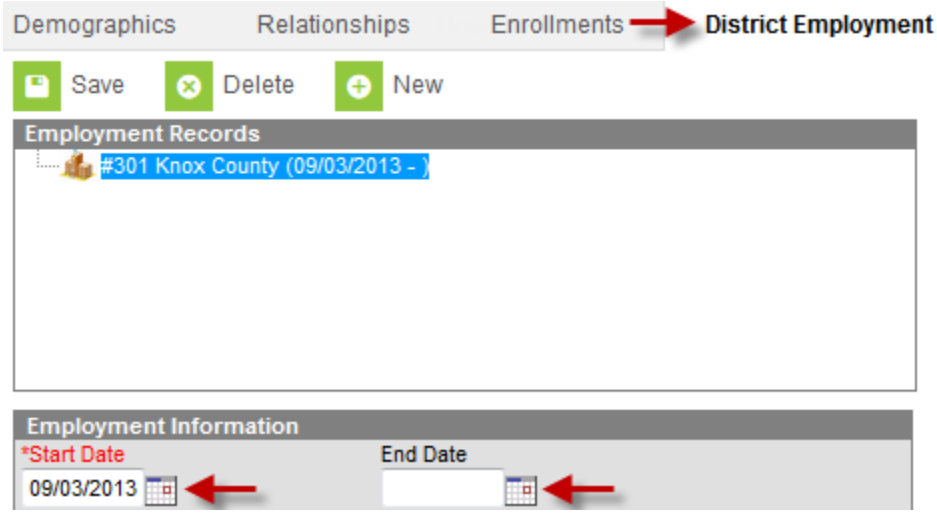
*See the *Setup Custom Roles* section for directions on adding additional custom roles to any individual.

Superintendent Setup

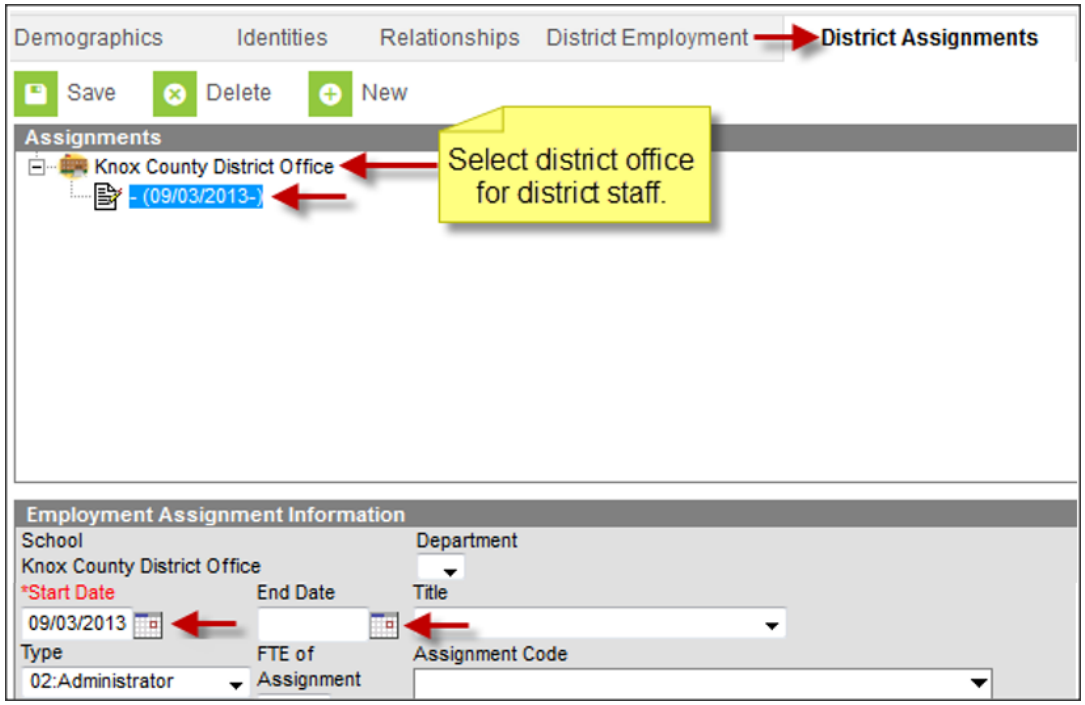
These data elements must be set up in Infinite Campus for a CIITS account to be provisioned for an individual with a default role of **Leadership**.

1. A valid "kyschools.us" email address is required on the **Demographics** tab.
   Click path: Index > Census > People > Demographics

2. Ensure the ***Start Date*** is populated and that the ***End Date*** is **empty** on the **District Employment** tab.
   Click path: Index > Census > People > District Employment



3. Select the District Office assignment in the ***Assignments*** window.
Ensure the ***Start Date*** is populated and the ***End Date*** is **empty** on the **District Assignments** tab.
Click path: Index > Census > People > District Assignments



NOTE: District staff assignments created under the district office will provision the user the default role in all schools in the district in CIITS.

*See the *Setup Custom Roles* section for directions on adding additional custom roles to any individual.

4. Populate the superintendent's email address in the ***Email*** field on the **District Information** screen.

Click path: Index → System Administration → Resources → District Information

District Detail

*Name: Knox County

*State District Number: 301

NCES DistrictID: 2000000

District Contact First Name: John

District Contact Last Name: Doe

*Phone: (555) 555 - 5555 x

Fax: (555) 555 - 5555 x

Type:

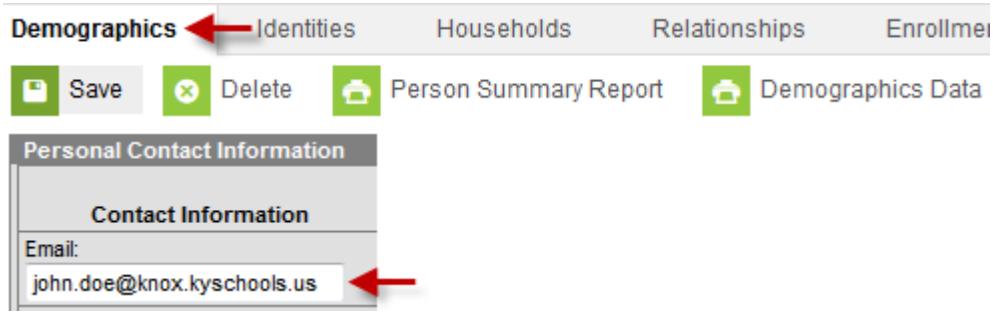
Email: john.doe@knox.kyschools.us

NOTE: The default Leadership role is provisioned in CIITS based upon the email address match between the email address entered on the superintendent's demographics tab and the email address entered in the Email field on the District Information screen. It is imperative that these email addresses are identical for the default Leadership role to be provisioned correctly in CIITS. The email address must be a valid "kyschools.us" email address.

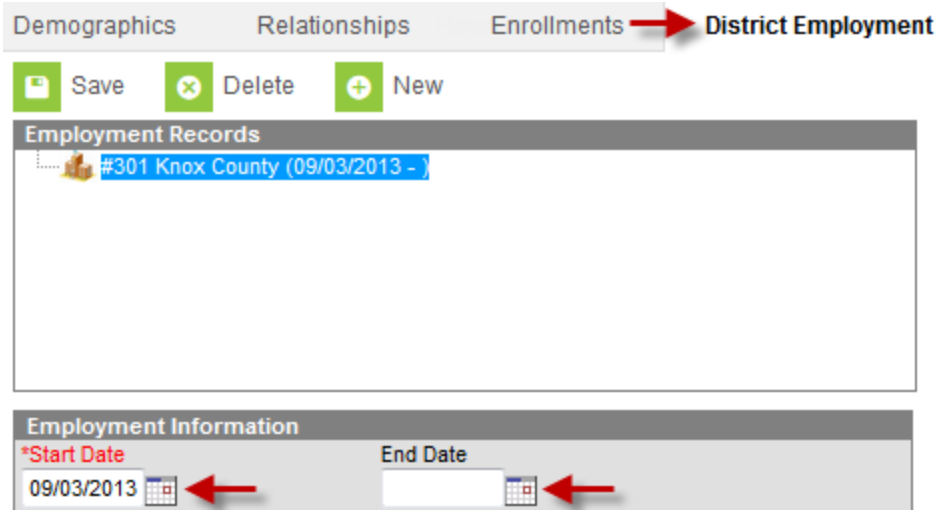
Assistant Superintendent Setup (or Superintendent Designee)

These data elements must be set up in Infinite Campus for a CIITS account to be provisioned for an individual with a default role of **Leadership**.

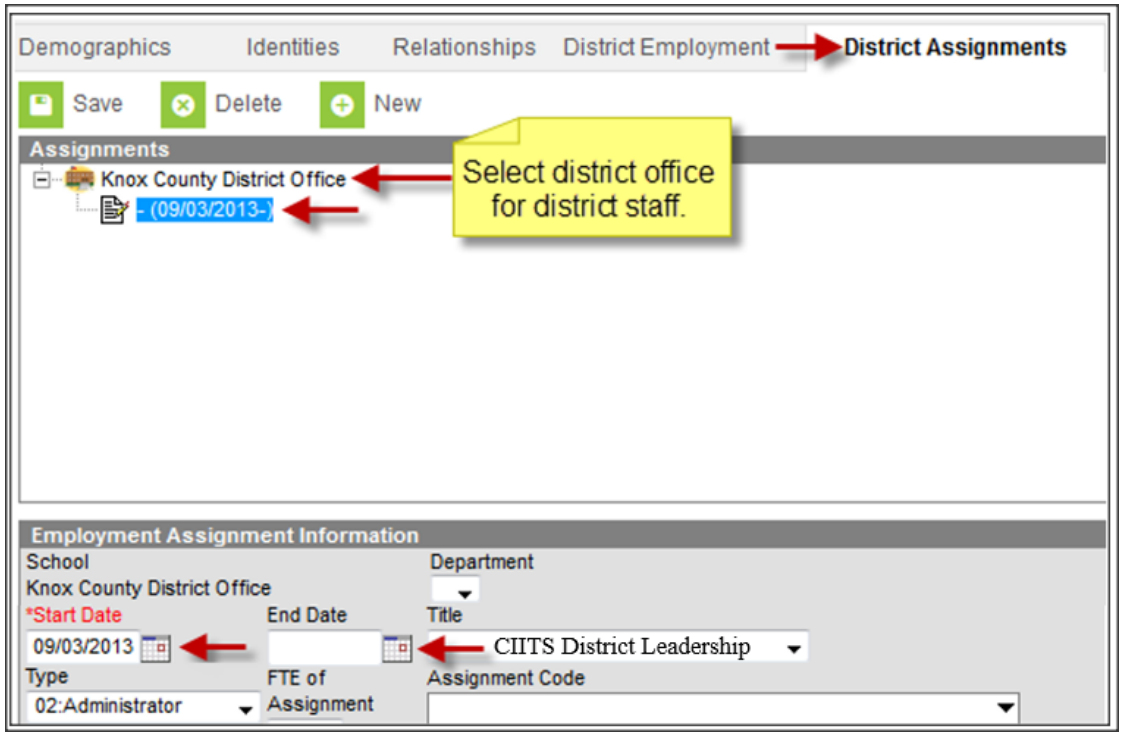
1. A valid "kyschools.us" email address is required on the **Demographics** tab.
   Click path: Index > Census > People > Demographics



2. Ensure the ***Start Date*** is populated and that the ***End Date*** is **empty** on the **District Employment** tab.
   Click path: Index > Census > People > District Employment



3. Select the District Office assignment in the ***Assignment*** window.
Ensure the ***Start Date*** is populated and the ***End Date*** is **empty** on the **District Assignments** tab.
Click path: Index > Census > People > District Assignments



NOTE: District staff assignments created under the district office will provision the user the default role in all schools in the district in CIITS. Choose **02: Administrator** (Type) on assignments for individuals who are assistant superintendents or superintendent designees and add the **CIITS District Leadership** (Title) custom role.

* See the *Setup Custom Roles* section for directions on adding additional custom roles to any individual.

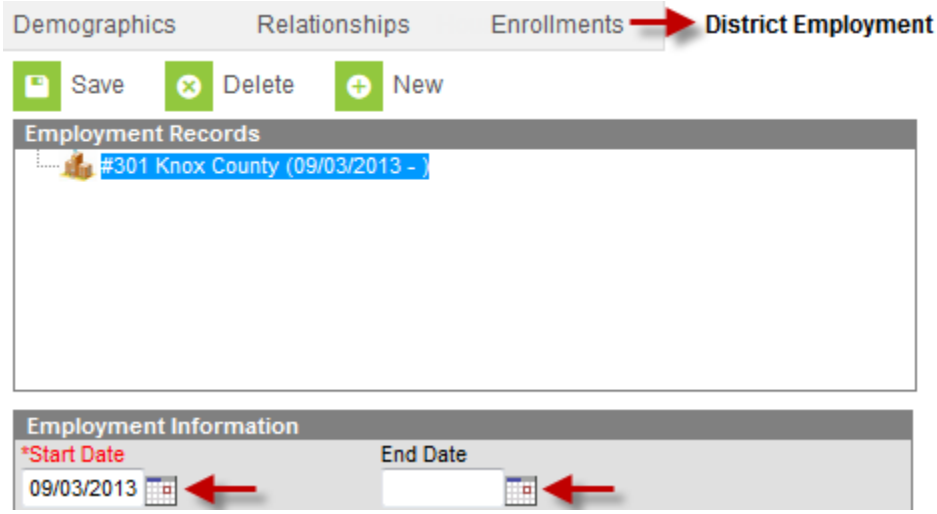
4. In order for the Assistant Superintendent or Superintendent Designee to evaluate Leadership please create a new district assignment by repeating steps one through three but add the **CIITS District Leader Evaluator** (Title) custom role instead of the CIITS District Leadership custom role.

District Staff Setup (district staff other than the Superintendent, Assistant Superintendent, or Superintendent Designee)

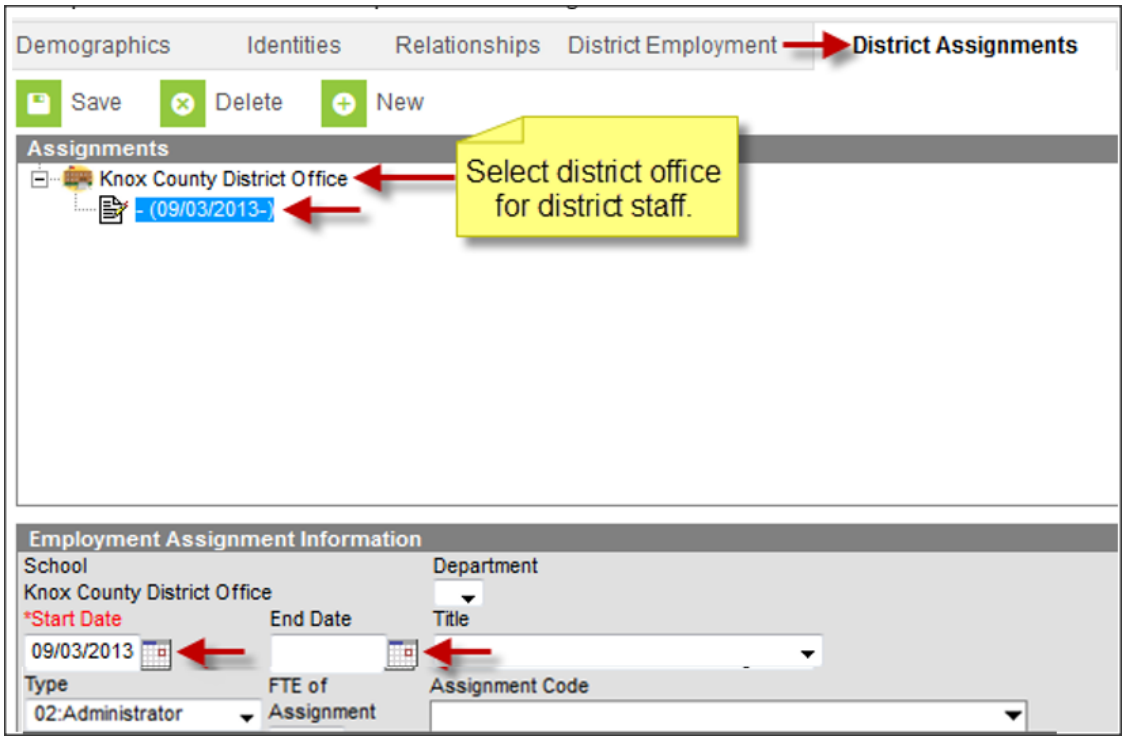
These data elements must be set up in Infinite Campus for a CIITS account to be provisioned for an individual with a default role of **Staff**.

1. A valid "kyschools.us" email address is required on the **Demographics** tab.
   Click path: Index > Census > People > Demographics

2. Ensure the ***Start Date*** is populated and that the ***End Date*** is **empty** on the **District Employment** tab.
   Click path: Index > Census > People > District Employment



3. Select the District Office assignment in the ***Assignments*** window.
Ensure the ***Start Date*** is populated and the ***End Date*** is **empty** on the **District Assignments** tab.
Click path: Index > Census > People > District Assignments



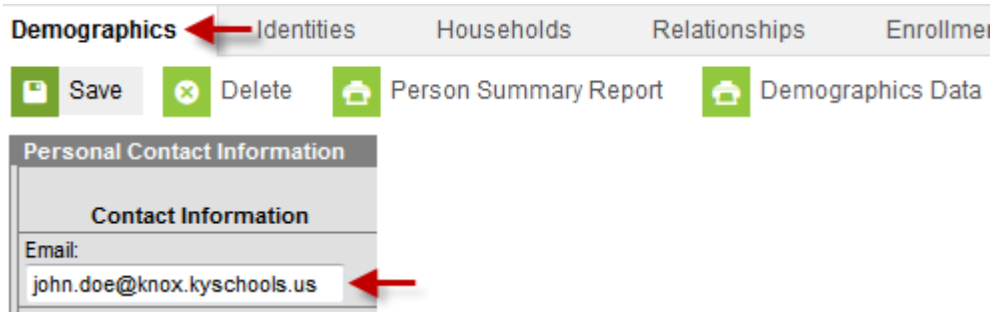
NOTE: District staff assignments created under the district office will provision the user the default role in all schools in the district in CIITS. Choose **02: Administrator** (Type) on assignments for all district staff including those who are not the superintendent, assistant superintendent, or superintendent designee.

*See the *Setup Custom Roles* section for directions on adding additional custom roles to any individual.

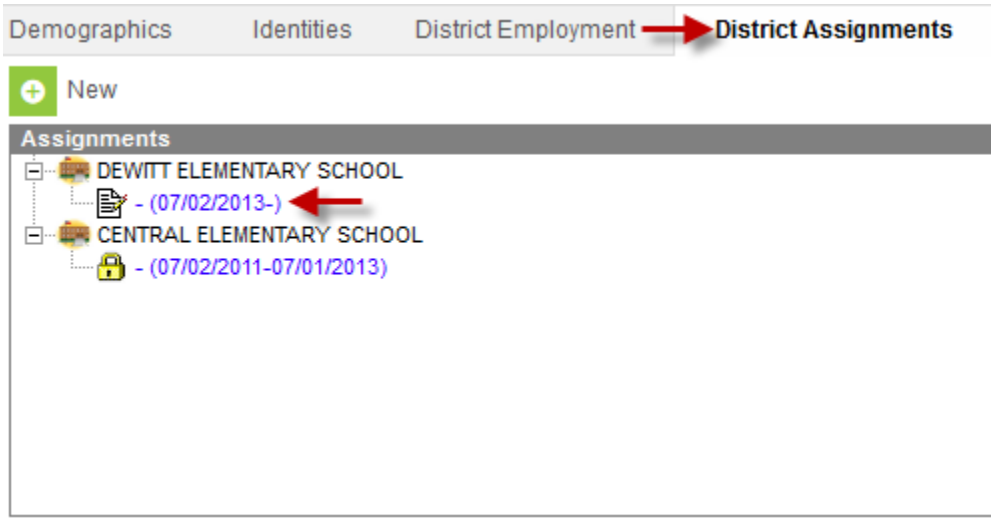
Setup Custom Role

Once an individual has been set up in Infinite Campus to receive a CIITS default role (refer to the *Setup Default Role* section of this document to set up a default CIITS role for a user), additional *custom* role(s) may be assigned to allow a user to access additional data or access advanced system functionality within CIITS. Follow these steps to assign an individual a CIITS custom role within Infinite Campus.

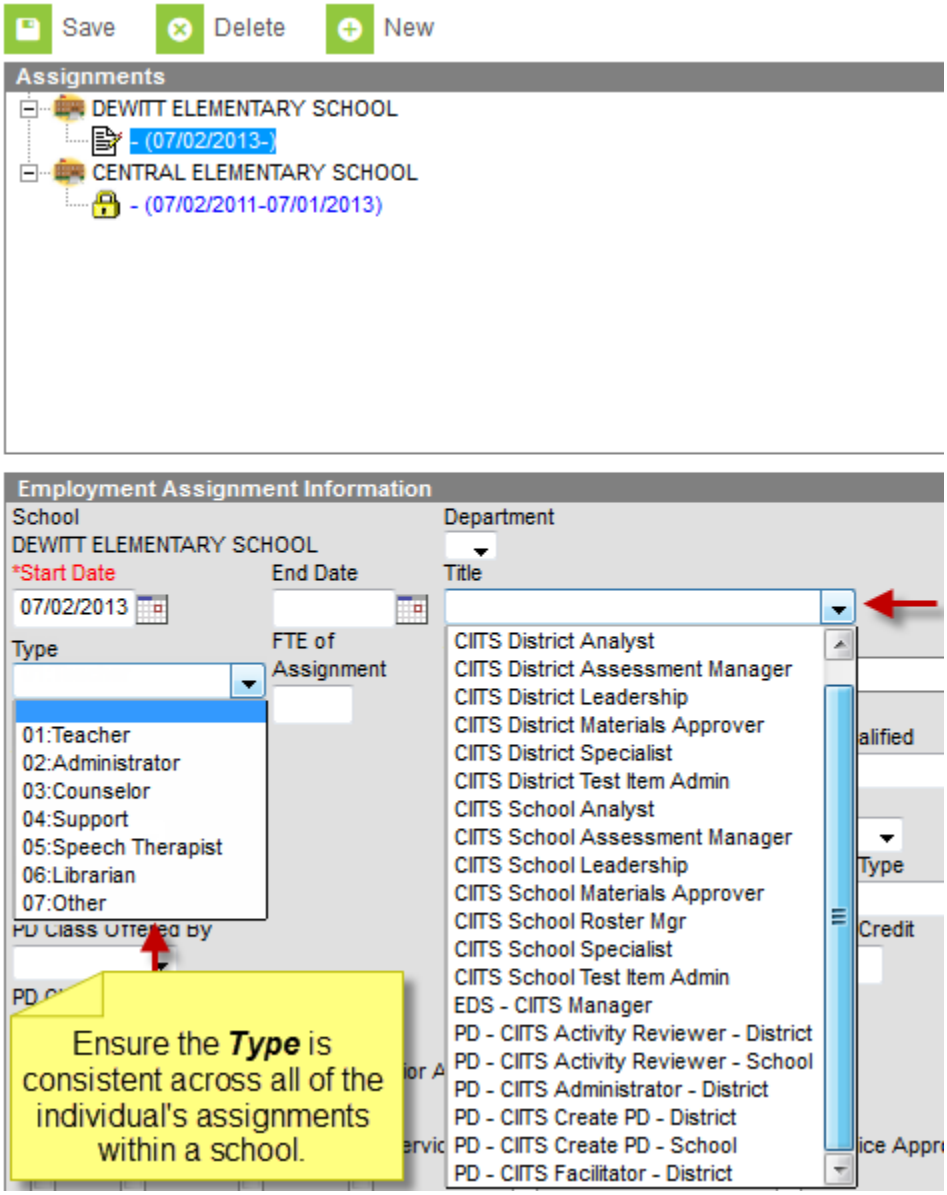
1. Verify the individual has a valid "kyschools.us" email address on the **Demographics** tab.
   Click path: Index > Census > People > Demographics



2. Select the proper assignment on the **District Assignments** tab.



3. Select the proper role from the ***Title*** drop-down list.
CIITS "District" custom roles should only be assigned at the district office. CIITS "School" custom roles should only be assigned at a school.



NOTE: If you wish to assign an individual more than one custom role, you will need to create a new district assignment for the individual. To ensure data is reported correctly on the LEAD report, the ***Type*** should be consistent across all of an individual's assignments within a school. Refer to the *Setup Default Role* section of this document for information on determining an individual's Type.

Questions and Answers

Q: Can someone have more than one CIITS role?

A: An individual will only have one *default* role in CIITS. However, an individual may have several *custom* roles in addition to their default role. Custom roles will provide an individual with additional access to data or increased system functionality within CIITS.
Districts may determine that an individual with a default ***Teacher*** or default ***Staff*** role may also need any of the custom roles in addition to their default role. Those individuals with the default ***Leadership*** role already have all necessary permissions to carry out all functions within the IMS portion of CIITS.

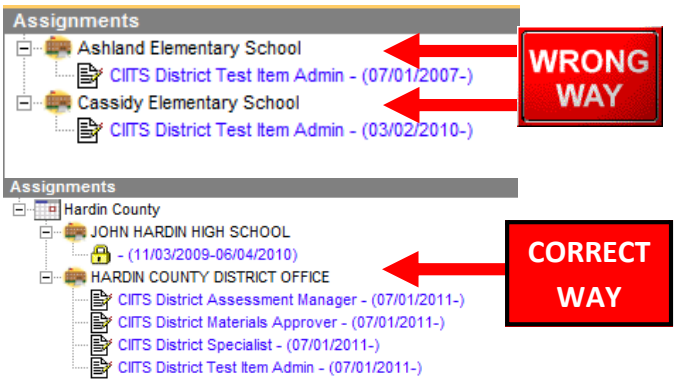
Q: Why can't an individual access CIITS?

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

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

Q: I confirmed the individual's e-mail is properly setup, but they still can't access CIITS, why not?

A: Ensure that the individual has an open District Employment record and at least one open District Assignment record in Infinite Campus. In addition, ensure that the district assignments are set up correctly. CIITS "District" custom roles should only be assigned at the district office; CIITS "School" custom roles should only be assigned at a school. If an individual needs a custom role in all schools within the district, simply assign the custom role once in the district office (you do <u>not</u> need to assign the custom role at each school).

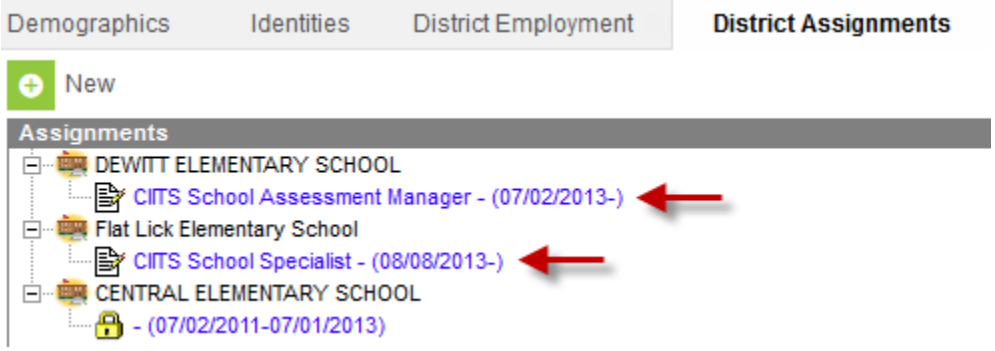


Q: What is a default role?

A: Individuals are assigned one *default* role in CIITS. An individual's default CIITS role is determined by their district assignments setup in Infinite Campus.

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

A: Yes, for example, in one school they may be have the role of **Specialist** and in another they may have the role of **Assessment Manager**. Districts may determine which custom roles to assign to which individuals.



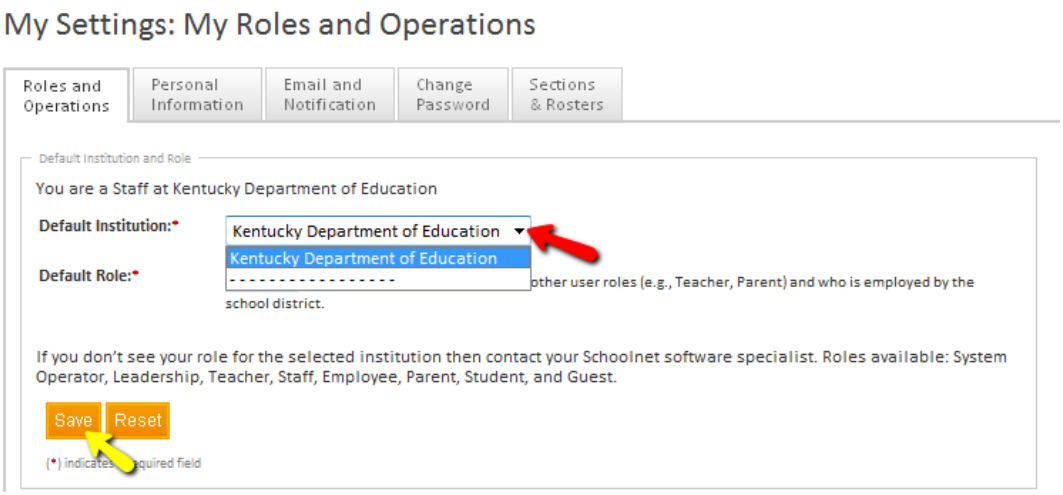
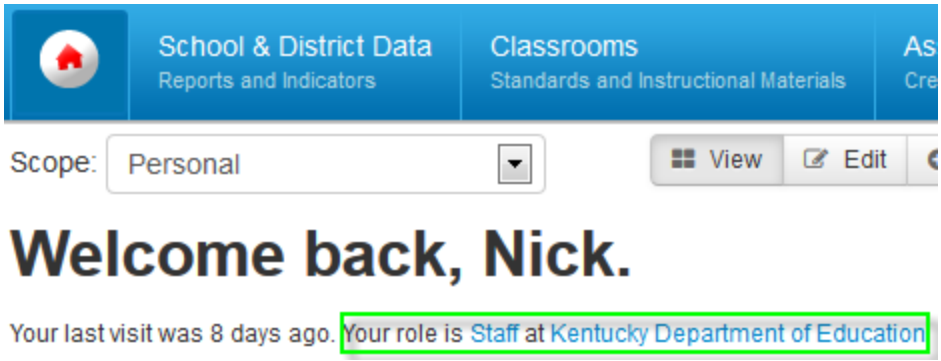
Q: If I have assignments in multiple schools, how do I switch between schools in CIITS?

A: Follow these steps to switch between schools within CIITS:

1. On the CIITS homepage, Click 'My Account'.

2. Select the **Default Institution** drop-down list and select the school you want to view.

3. Click the **Save** button.



4. Confirm your selected institution (district or school) by clicking the **Home** button in the top left corner. Your institution is displayed.