

Adding Iowa TIER Roles in Infinite Campus

Introduction

Iowa TIER requires that users be assigned their TIER security role for **each** school they will need access to in the Iowa TIER system. Roles are set-up in Infinite Campus and reported via SIF to the TIER system. There are six TIER roles that can be assigned in Infinite Campus. For more information about each role, please reference the Iowa TIER knowledge base.

Step 1: Include Iowa TIER Roles in the Attribute Dictionary

The following five codes can be reported in SIF using the appropriate 'Title' record in the attribute dictionary:

- 2120 = Behavior Coach (coming in 2016-17 for behavior pilot sites)
- 2240 = Universal Screening Assessor
- 2400 = Internal Coach
- 2000 = Site User
- 2410 = Principal

Follow these steps in order to add the appropriate title and code to the attribute dictionary:

1. Go to System Administration > Custom > Attribute/Dictionary > EmploymentAssignment > Title > Dictionary > Standard Code
2. Click on the "Add Row" button at the top of the table to add a new title/code.
3. Be sure to name the titles and codes as noted above.
 - a. **Note for Principal Role:** In the Attributes Dictionary, you cannot have two Assignment codes named the same. If you already had a Principal code that you've been using for purposes other than the TIER role of Principal, you will need to modify the **original** title to something else, such as School Principal, and keep the Iowa TIER role title as Principal.

The screenshot shows the Infinite Campus interface for managing the Attribute/Dictionary. The top navigation bar includes Year (15-16), School (Newton Senior High School), Calendar (15-16 Newton High School), and Section (4a) 4830B-1 Pre-Calculus. The left sidebar shows a navigation menu with 'Attribute/Dictionary' selected. The main content area displays a 'Title Dictionary Detail' table with the following data:

Code	Name	Seq	Value	Standard Code	Active
2000	Site User	0		2000	X
2120	Behavior Coach	0		2120	X
2240	Universal Screening Assessor	0		2240	X
2400	Internal Coach	0		2400	X
2410	Principal	0		2410	X

Step 2: Assign Iowa TIER Roles to Staff

1. Enter the staff person into Infinite Campus and create a District Employment and District Assignment record. In order to report a StaffPersonal SIF message, the person needs to be entered into Infinite Campus and the District Assignment will need to be configured.
2. On the District Assignments tab, mark the 'Teacher' check-box when appropriate. When this check-box is marked the teacher role (1000) will be sent to Iowa TIER.
 - a. **NOTE: If this box is checked, it will override all other TIER user roles.**
3. On the District Assignments tab, select the correct user role in the 'Title' dropdown list when appropriate, to assign roles other than teacher.
4. If the teacher check-box is not marked and one of the roles is not selected from the 'Title' dropdown, the code of 9999 will be sent, meaning that the staff person does not need access to Iowa TIER.

The screenshot shows the Infinite Campus interface for a staff member named 'Administrator, System'. The page is for a staff member at Newton Senior High School. The 'District Assignments' tab is active, showing a 'Save', 'Delete', and 'New' button. Below this, the 'Employment Assignment Information' section is visible, including fields for School, Department, Start Date, End Date, Title, and a dropdown menu for 'Title' which is currently open, showing options like 'Behavior Coach', 'Early Childhood Special Education', etc. There are also checkboxes for 'Teacher', 'Special Ed', 'Program', and 'Behavior Ad'.

Iowa TIER Security Roles Troubleshooting Tips

Several issues have come to light that have generated some confusion with Iowa TIER users. Most of all the districts have now been connected. If you haven't been connected, please submit a support ticket to CIC as soon as possible.

Here a couple of reminders to Infinite Campus users when seeing an error such as those listed below:

Issue 1: Staff aren't able to see student lists or log in properly to Iowa TIER.

If you have a teacher who should have a role other than teacher such as Behavior Coach, Universal Screener, Site User, Internal Coach or Principal, a separate District Assignment record needs to be created that does NOT have the Teacher checkbox checked and shows the appropriate title for the security role the staff person is supposed to have. In other words, they will have TWO district assignments to their school, one where the Teacher checkbox is checked and one with the box not checked and the TIER role in the Title field.

Issue 2: Principals are not showing the correct role in Iowa TIER

In the Attributes Dictionary, you cannot have two Assignment codes named the same. If you already have a Principal code that you've been using besides the TIER role of Principal, you will need to modify the original title to something else, such as School Principal. As with the Teacher scenario above, a second district assignment must be created for a Principal with no checkboxes checked and coded with "Principal" for the staff person to show the Principal role in Iowa TIER.

Issue 3: Make sure that your staff people have a Local ID number

Issue 4: If you have changed your email naming convention over the summer, make sure you've changed all of the emails in Infinite Campus and that each staff person has changed his/her email associated with their A & A account.

If you have any questions regarding this information, please contact CIC Support Services by entering a ticket through the Campus Community <https://community.infinitecampus.com> or by calling the Support Line directly at 800-437-7457, option 1.