

Adding Iowa TIER Roles in PowerSchool

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 PowerSchool and reported via SIF to the TIER system. There are six TIER roles that can be assigned in PowerSchool. For more information about each role, please reference the Iowa TIER knowledge base.

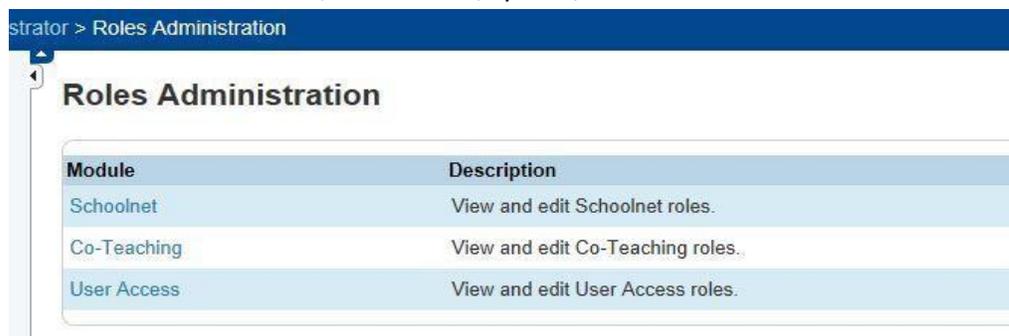
- UniversalScreeningAssessor
- Teacher
- SiteUser
- Principal
- InternalCoach
- BehaviorCoach (coming in 2016-17 for behavior pilot sites)

These TIER roles are used to define security and access within TIER, but are not related to PowerSchool user security groups in any direct way. **However, set-up of TIER roles for PowerSchool users with administrative rights will require some additional steps, which are described later in this document.**

Adding TIER Roles in PowerSchool

Before users can be assigned TIER roles, the roles must be added into PowerSchool.

1. From the District Office, click District/System/Roles Administration and then select User Access.



2. Select NEW to add each of the six TIER roles.

ator > Roles Administration > User Access Roles > Edit User Access Role : New

Edit User Access Role

Unsaved

Name	TIER_Teacher *
Description	Certified staff that are linked to a classroom of students
Enabled	<input checked="" type="checkbox"/>
Security group assigned to the role	

Delete Submit

a. Enter the names **exactly** as shown below - spacing and capitalization must be exactly as below:

- TIER_UniversalScreeningAssessor
- TIER_Teacher
- TIER_SiteUser
- TIER_Principal
- TIER_InternalCoach
- TIER_BehaviorCoach

b. Ensure “Enabled” is checked.

c. Leave “Security group assigned to the role” blank.

The TIER roles are now added and can be assigned to staff members.

Assigning TIER Roles to Non-Administrative Staff

1. After selecting the staff member, select Security Settings->Admin Access and Roles:

Start Page > Staff > Select A Staff Member > Security Settings - Admin Access and Roles - Staff, Teacher One 123456787

Security Settings - Admin Access and Roles - Staff, Teacher One 123456787

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to Administrative Portion of PowerSchool

Admin Username: teacher1

Admin Password:

Default Group: Default - View Only (1)

Allow Admin Sign in During These Times: Any time
 Allow this user's access from to
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs

Roles and Schools

School	Roles (Group Name)	Action
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2. Select "Add" to bring up the Add Role dialog and select the school:

Start Page > Staff > Select A Staff Member > Add User Access Roles

Add User Access Roles

Step 1: Schools

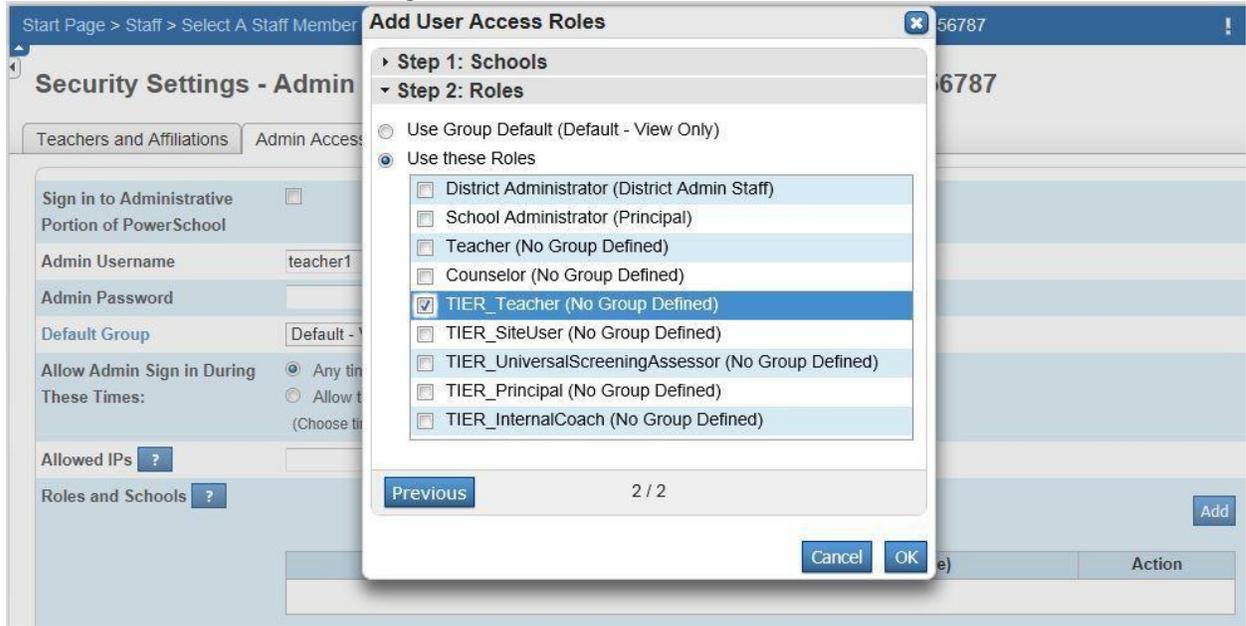
- External Systems
- Graduated Students
- City High School (Home School)
- City Junior High School
- East Middle School
- West Middle School
- North Elementary School
- South Elementary School
- East Elementary School
- West Elementary School
- Rural School

1 / 2

Step 2: Roles

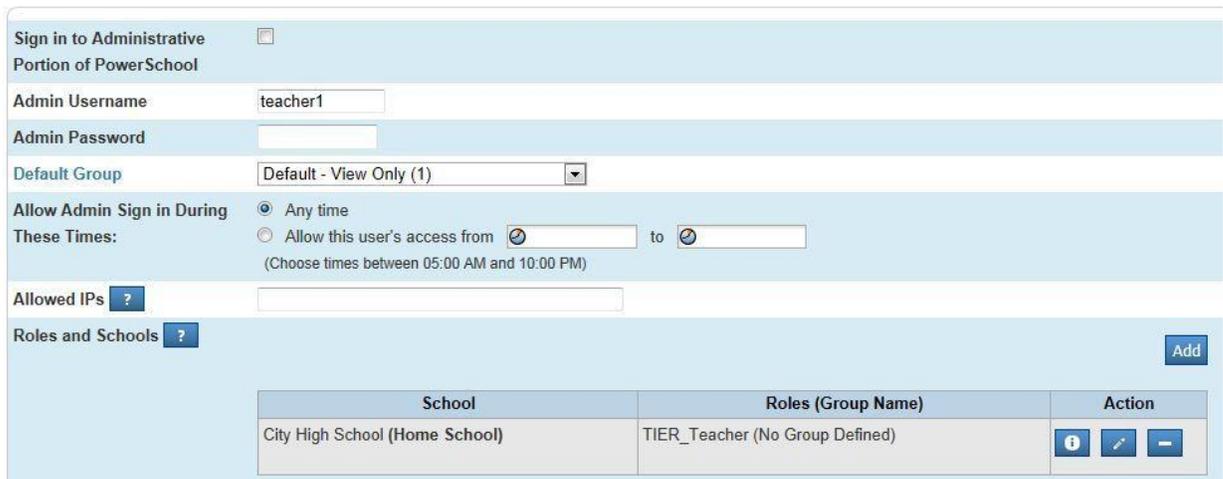
Note that while the home school will normally be the one selected, TIER roles can be added for other schools even if the staff member doesn't have a PowerSchool assignment at that school.

3. Select "Next" for the role dialog:

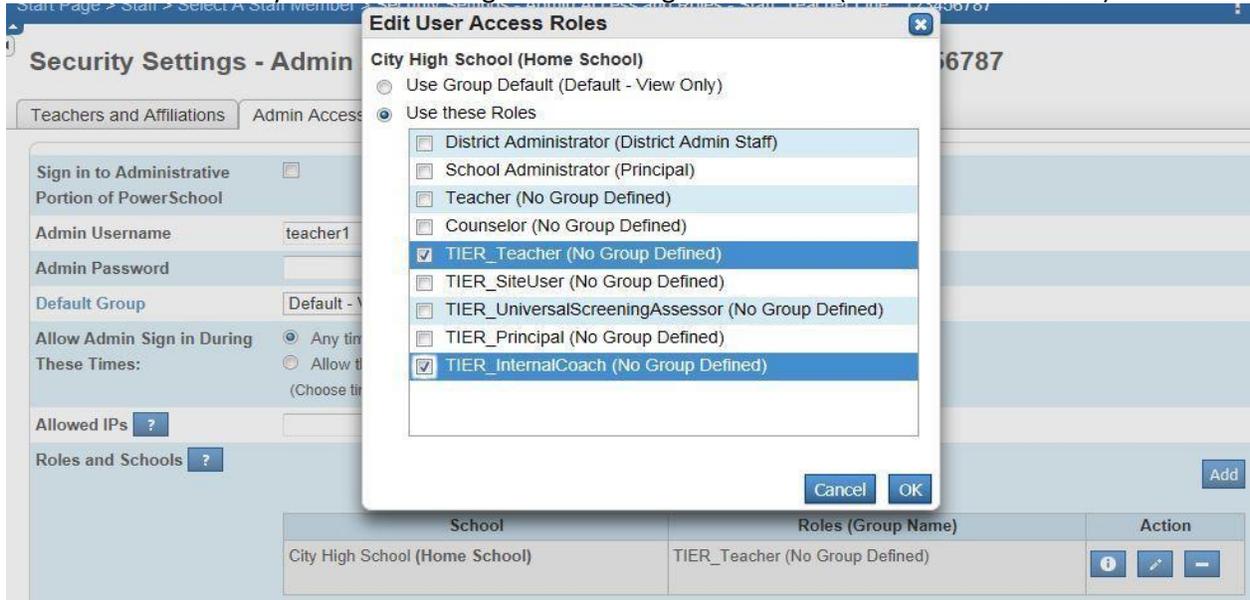


- a. Change the radio button at the top of the screen to mark "Use these Roles." Then check the TIER role desired.
- b. Click "OK" and Submit:

✓ The changes have been recorded.



4. Additional roles may be selected using “Add” or using the Edit icon (if for the same school).



Assigning TIER Roles to Administrative Staff

For administrative staff who have “Sign in to Administrative Portion of PowerSchool” checked at the top of the Admin Access and Roles tab, there are extra steps to assign a TIER role because you cannot select both a User Access role and the Default Group, which is automatically pre-selected as “Default Group Access”:



When the “Use Group Default” is unmarked in order to select from the User Access roles, which include the TIER roles, an error is displayed when clicking OK.

Teachers and Affiliations Admin Access and Roles Applications

⚠ An error occurred while saving the user access data.

- Users with admin access must have an access role at their Home School

Sign in to Administrative Portion of PowerSchool

Admin Username

Admin Password

Default Group

Allow Admin Sign in During These Times:

Any time

Allow this user's access from to

(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs

Roles and Schools

Add

It may be helpful to review “Groups” and “Users By Group” from the System->Security page. Configuring the User Access Roles list to display associated security groups may also be helpful.

ator > Roles Administration > User Access Roles > User Access Configure Matrix View

User Access Configure Matrix View

Description	Short Name	Show in matrix
Security group assigned to the role	<input type="text" value="Security Group"/> *	<input checked="" type="checkbox"/>

Submit

Here is the User Access Roles page with security group numbers displayed:

ator > Roles Administration > User Access Roles

User Access Roles

✔ Configuration saved

Name	Description	Enabled	Security Group
District Administrator	District Administrator Configuration	✔	15
School Administrator	School Administrator Configuration	✔	40
Teacher	Teacher Configuration	✔	
Counselor	Counselor Configuration	✔	
TIER_Teacher	Certified staff that are linked to a classroom of students	✔	
TIER_SiteUser	Certified/non-certified staff that have access to the system but not linked to a classroom.	✔	
TIER_UniversalScreeningAssessor	Certified/non-certified staff that have access to the system only to screen students.	✔	
TIER_Principal	Certified staff that have access to all student records in a building.	✔	
TIER_InternalCoach	Building/Site administrator & coach for Iowa TIER.	✔	

Configure Table **New**

1. In order to add a TIER role, you will first need to add a new role that references the desired security group. Unlike when setting up the TIER roles where the “Security group assigned to the role” was left blank, you will need to select the group to assign for the staff member. The name and description should indicate what the new role is for.

ator > Roles Administration > User Access Roles > Edit User Access Role : New

Edit User Access Role

Unsaved

Name	School Secretary *
Description	User Access Role for School Secretary group
Enabled	<input checked="" type="checkbox"/>
Security group assigned to the role	School Secretary (31)

Delete Submit

Role saved

Name	Description	Enabled	Security Group
District Administrator	District Administrator Configuration	✓	15
School Administrator	School Administrator Configuration	✓	40
Teacher	Teacher Configuration	✓	
Counselor	Counselor Configuration	✓	
TIER_Teacher	Certified staff that are linked to a classroom of students	✓	
TIER_SiteUser	Certified/non-certified staff that have access to the system but not linked to a classroom.	✓	
TIER_UniversalScreeningAssessor	Certified/non-certified staff that have access to the system only to screen students.	✓	
TIER_Principal	Certified staff that have access to all student records in a building.	✓	
TIER_InternalCoach	Building/Site administrator & coach for Iowa TIER.	✓	
School Secretary	User Access Role for School Secretary group	✓	31

2. Now that we have the needed security group assigned to a role, we can select both the correct security access role AND the TIER role.

Teachers and Affiliations Admin Access and Roles Applications

Sign in to Administrative Portion of PowerSchool

Admin Username: secretary

Admin Password: ●●●●

Default Group: School Secretary

Allow Admin Sign in During These Times: Any time Allow the following times (Choose times)

Allowed IPs: ?

Roles and Schools: ?

Edit User Access Roles

City High School (Home School)

Use Group Default (School Secretary)

Use these Roles

- District Administrator (District Admin Staff)
- School Administrator (Principal)
- Teacher (No Group Defined)
- Counselor (No Group Defined)
- TIER_Teacher (No Group Defined)
- TIER_SiteUser (No Group Defined)
- TIER_UniversalScreeningAssessor (No Group Defined)
- TIER_Principal (No Group Defined)
- TIER_InternalCoach (No Group Defined)
- School Secretary (School Secretary)

Cancel OK

Add

Action

✓ The changes have been recorded.

Sign in to Administrative Portion of PowerSchool

Admin Username

Admin Password

Default Group

Allow Admin Sign in During These Times: Any time
 Allow this user's access from to
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs

Roles and Schools

School	Roles (Group Name)	Action
City High School (Home School)	TIER_Principal (No Group Defined) School Secretary (School Secretary)	<input type="button" value="i"/> <input type="button" value="edit"/> <input type="button" value="minus"/>

- Administrative users will also need to have an active record for each school for which they will need TIER access added to the "Teachers and Affiliations" tab under Security Settings for Staff (even though they are not a teacher and do not need teacher login access).

