

RtA Staff Roles

01/26/2025 3:14 pm EST

The purpose of this article is to change a teacher's or curriculum facilitator's role in the NCSIS for Read To Achieve (RtA). Please make sure that documentation is provided from the curriculum facilitator prior to changing any teacher's role in the NCSIS.



Important: NCDPI pulls the staff data extract nightly. If a staff member within the NCSIS extract is missing an email address, the staff member will be rejected by RtA.

[Role Definitions](#) | [Add A Role](#) | [Remove a Role](#)

Role Definitions

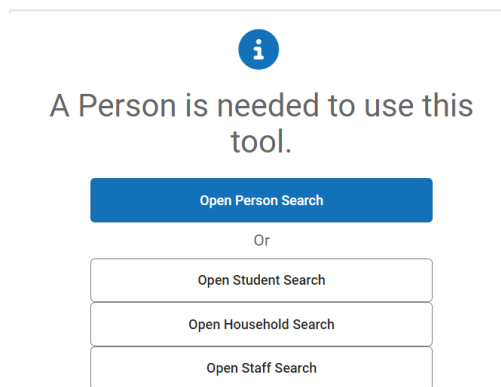
1. **RtA Admin (mCLASS System Access)** - Includes all access at the "Specialist" level as well as access to the Amplify Service Hub. Intended for RtA System Administrators, School/PSU Technical Leads, Data Managers. There should be only 1 RtA Admin user per school and 1-2 per district office. This is the highest level of access to the Amplify system.
2. **RtA Specialist (mCLASS Full Access)** - Staff members can view all assessment results and modify their personal information. Intended for district and school leaders, reading specialists, coaches, specialists working with multiple classes.
3. **RtA Teacher (mCLASS Standard Access)** - Staff members can view their classes' assessment results and modify their personal information. Intended for classroom teachers.

Add a Role

Navigation: [Menu](#) > [Census](#) > [Staff](#) > [District Assignments](#)



If a person is not selected, click **Open Staff Search** to search by the staff member's name. Search for staff using advanced searches or Ad Hoc Filters. Select the staff member's name to open the District Assignments tool. If a staff was already selected, the district assignments tool will open automatically.



- The staff member must have a District Assignment. If they do not have a district assignment, see the [District Assignments](#) article to add the assignment.

NOTE: A district assignment is needed for each school a user will need access to in Amplify.

- Open the district assignment to access the Employee Assignment Information.
- Select the appropriate **Amplify Role** from the dropdown. (RTA-A: RTA Admin, RTA-S: RTA Specialist, RTA-T: RTA Teacher See role definitions above.)
- Click **Save** to keep the changes.

Employment Assignment Information

School: Department:

*Start Date: 07/01/2024 End Date:

Type: FTE of Assignment:

Amplify Role:

SchoolNet Role:

Assignment Code:

K-3 TS Admin Role:

SchoolNet Additional Roles:

Teacher Special Ed Program Behavior Admin Health Behavior Response Approver Response to Intervention

Advisor Supervisor Counselor Foodservice Exclude Behavior Referral Self Service Approver FRAM Processor

Activity Staff Activity Preapproval

Supervisors:

External LMS Exclude

Exclude

Remove a Role

Navigation: Menu > Census > Staff > District Assignments

The screenshot shows the Infinite Campus interface. On the left is a 'Main Menu' with 'Census' highlighted. The main content area is titled 'Census' and is divided into three columns: 'People', 'People Setup', and 'Staff'. Under 'People', there are links for Add Person, Contact Log, Demographics, Enrollments, Fees, ID History, Identities, Impact Aid, and Membership in Households. Under 'People Setup', there are links for Military Connections, Parking, Payments, Person Documents, Programs, Relationships, School Choice Applications, SIF Person Data, and Student Assignment Overrides. Under 'Staff', there are links for Credentials, District Assignments (highlighted), District Employment, Staff Locator Wizard, and Teacher Schedule.

If a person is not selected, click Open Staff Search to search by the staff member's name. Search for staff using advanced searches or Ad Hoc Filters. Select the staff member's name to open the District Assignments tool. If a staff was already selected, the district assignment tool will open automatically.



A Person is needed to use this tool.

Open Person Search

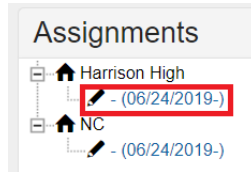
Or

Open Student Search

Open Household Search

Open Staff Search

- Select the **district assignment date link** to access the Employee Assignment Information tool. If the staff member needs access to more than one assignment, each assignment will need to be updated.



- Select the **Amplify Role** from the dropdown and change to the blank field.
- Click **Save** to keep the changes.

Employment Assignment Information

School	Department					
*Start Date 07/01/2024	Title					
End Date	Assignment Code					
Type	FTE of Assignment					
Amplify Role	K-3 TS Admin Role					
SchoolNet Role	SchoolNet Additional Roles					
Teacher <input checked="" type="checkbox"/>	Special Ed <input type="checkbox"/>	Program <input type="checkbox"/>	Behavior Admin <input type="checkbox"/>	Health <input type="checkbox"/>	Behavior Response Approver <input type="checkbox"/>	Response to Intervention <input type="checkbox"/>
Advisor <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Counselor <input type="checkbox"/>	Foodservice <input type="checkbox"/>	Exclude Behavior Referral <input type="checkbox"/>	Self Service Approver <input type="checkbox"/>	FRAM Processor <input type="checkbox"/>
Activity Staff <input type="checkbox"/>	Activity Preapproval <input type="checkbox"/>					
Supervisors						
External LMS Exclude <input type="checkbox"/>						
Exclude <input type="checkbox"/>						