

RtA Staff Roles

08/21/2024 12:56 pm EDT

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

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



Census			
People	People Setup	Staff	
Add Person	Military Connections	Credentials	
Contact Log	Parking	District Assignments	
Demographics	Payments	District Employment	
Enrollments	Person Documents	Staff Locator Wizard	
Fees	Programs	Teacher Schedule	
ID History	Relationships		
Identities	School Choice Applications		
Impact Aid	SIF Person Data		
Membership in Households	Student Assignment Overrides		

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.


A Person is needed to use this tool.

[Open Person Search](#)

Or

[Open Student Search](#)

[Open Household Search](#)

[Open Staff Search](#)

- 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 End Date

Type FTE of Assignment Assignment Code

Amplify Role

SchoolNet 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

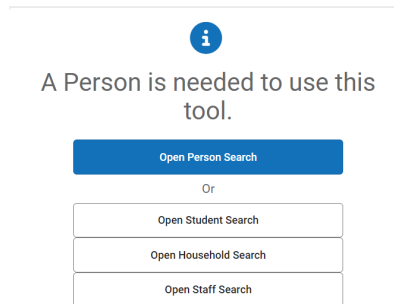
Exclude

Remove a Role

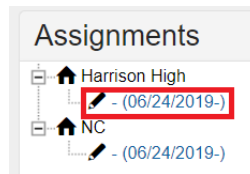
Navigation: Menu > Census > Staff > District Assignments



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- 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	End Date	Title	
Type	FTE of Assignment	Assignment Code	
Amplify Role		K-3 TS Admin Role	
SchoolNet Role		SchoolNet Additional Roles	
Teacher	Special Ed	Program	Behavior Admin
Adviser	Supervisor	Counselor	Foodservice
Activity Staff	Activity Preapproval		Exclude Behavior Referral
			Health
			Behavior Response Approver
			Self Service Approver
			Response to Intervention
			FRAM Processor
Supervisors			
External LMS Exclude			
Exclude			