

# RtA Staff Roles

06/06/2025 2:40 pm EDT

## RtA Staff Roles

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

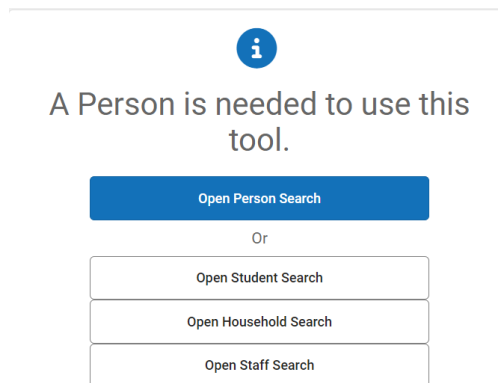
1. **RtA Admin (mCLASS System Access)** - Includes all access at the "Specialist" level as well as access to the Amplify Service Hub. Intended for RtA System Administrators, School/PSU Technical Leads, Data Managers. There should be only 1 RtA Admin user per school and 1-2 per district office. This is 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

\*Start Date

07/01/2024

End Date

Type

Amplify Role

SchoolNet Role

Teacher

☒

Special Ed

☐

Advisor

☐

Supervisor

☐

Activity Staff

☐

Supervisors

External LMS Exclude

☐

Exclude

☐

Department

Title

Assignment Code

K-3 TS Admin Role

SchoolNet Additional Roles

Select Values

Program

☐

Behavior Admin

☐

Health

☐

Behavior Response Approver

☐

Response to Intervention

☐

Counselor

☐

Foodservice

☐

Exclude Behavior Referral

☐

Self Service Approver

☐

FRAM Processor

☐

Activity Preapproval

☐

# Remove a Role

Navigation: Menu > Census > Staff > District Assignments

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Infinite Campus

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Main Menu

Instruction

Student Information

Attendance Office

Behavior Office

Census

Census

People

Add Person

Contact Log

Demographics

Enrollments

Fees

ID History

Identities

Impact Aid

Membership in Households

Military Connections

Parking

Payments

Person Documents

Programs

Relationships

School Choice Applications

SIF Person Data

Student Assignment Overrides

People Setup

Impact Aid/Military Connections

Site Setup

Relationship Type Setup

Staff

Credentials

District Assignments

District Employment

Staff Locator Wizard

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.

3 [pdf("cover-title")]



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.

## Assignments



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