Statewide Longitudinal Data System (SLDS)

Adding ROLES

CLIP

Consolidated LEA Improvement Plan

Release Notes

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Need for New Roles

Many of the new applications that are created in SLDS can be available to most users. However, there are some applications that are focused to a distinct group of users. One of the applications for distinct users ONLY is the CLIP (Consolidated LEA Improvement Plan) application.

*** Users should ONLY have one SLDS Role assigned to them. We do not think assigning multiple SLDS Roles to any user is ever a good practice, even if your SIS allows multiple SLDS Roles (except for the D5U user).

Purpose of Document

This document is to provide instructions on "Best Practices" to setup the CLIP application inside of the SLDS Profile Manager.

Scope of Document

Considering there are several different Student Information Systems (SIS), we are going to be as generic as possible. Hopefully this one document will provide sufficient answers to all School Systems regardless of which SIS they are using. It may be possible DOE has additional information available for a specific SIS- but answers regarding how a specific SIS is best answered by the SIS vendor.

This document is to assist with setting up the user roles to access the CLIP application within SLDS. It is not the intent of this document to convey official CLIP processes or requirements. Please refer to the Federal Programs website for actual requirements of producing the CLIP. Users can get to the Federal Programs website by clicking on the **Help & Training** link from the right-hand side of SLDS, just below the blue banner bar.

When the **Help & Training** webpage opens, **CLIP** can be seen on the left-hand side where other Hotlinks are located.

Instructions

We anticipate that School Systems will only use the ROLES that they need. We are encouraging everyone (SIS Vendors and Data Personnel) to approach ROLES with a dynamic approach. In other words- everyone does not have to be the exact same thing. Most Data Persons for each of the School Systems have had lots of experience setting up security rights/privileges for their users within their SIS.

All new ROLES a District decides to use are based completely up to the Districts. Assistance is available from the DOE, but Districts have the final authority. Some applications may require the District to create more than one role, for example; one role for teachers and a different role for school level users.
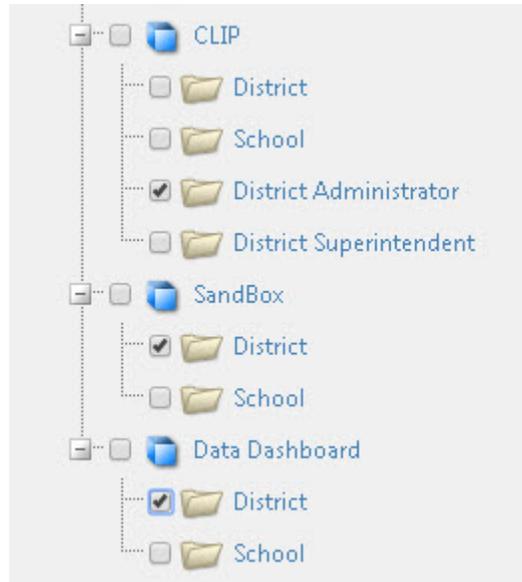
DOE understands that as time rolls along, School Systems may wish to change/add/delete ROLES. Such changes can be done by the District's "D5U" user – this does NOT require communication to the DOE.

New Application:

On March 1, 2018, the DOE will release the NEW application specifically designed for districts to create their ONLINE Improvement Plan. As a Best Practice, districts will want to create a new SLDS role in their SIS. This will allow the district to selectively assign this SLDS role to the specific users that need the CLIP application. Since CLIP is geared specifically to a select group of persons- you will want to ONLY assign this new SLDS role(s) to desired users.

The screenshot below, shows the three separate SLDS applications. These three applications make up the entire CLIP application- BUT they can be separated out for specific users (more details further).

The <u>CLIP includes both a District plan and a School plan</u>. When access to only the school plan is desired, the Profile Manager should use the School level for that designation.

Role Levels

Please remember each application may have different levels. The legend refers to these Levels as Containers. See in the display with a Folder icon. Those applications that have different levels (containers) will assign that level for that specific application. If there is no levels associated with the application, then the level is assumed from the SLDS level associated with that ROLE. An example would be the Growth Model application. It does NOT have different levels, so it inherits its level from the SLDS application. Please note- a ROLE can have different levels for two or more applications. An example of this could be an SLDS ROLE that provides Teacher level access to SLDS and TRL but then provide School level access to Gifted. This kind of example would give that group of users access to see SLDS and TRL like any regular teacher, but then have the ability to "APPROVE" Gifted Eligibility Forms.

In examples pertaining to CLIP, an SLDS Role can created that gives standard Teacher level access to everything, but then allow access to the full CLIP as a Team member. The user with this kind of ROLE would be able to continue to see their SLDS Teacher Dashboard just like always. The user would additionally have the CLIP icon and would have full access to the District CLIP, District Sandbox, and the District Data Dashboard.

CLIP is one of the applications with multiple levels (identified with a "+" sign to the left of the checkbox). There are four different LEVELS of access;

1. District – this provides the users access to the District's CLIP

2. School – this provides the users access to the School's CLIP

3. District Administrator – this provides access to users to do everything a District level can do PLUS they will manage the sandbox. This level allows the users to Lock the sandbox, Unlock the sandbox, and to create a copy of the CLIP for the Superintendent's review.

4. District Superintendent – this provides access to the user(s) to all actions of the District, District Administrator and allows the user to submit the completed CLIP to the state for the state's approval (sometimes thought of as Signing off)

Sandbox is one of the applications with multiple levels (identified with a "+" sign to the left of the checkbox). Please remember there are two sandboxes- the District sandbox and the School sandbox. There are two different LEVELS of access;

1. District – this provides access to the District's sandbox.

2. School – this provides access to the School's sandbox.

Data Dashboard is one of the applications with multiple levels (identified with a "+" sign to the left of the checkbox). There are two different LEVELS of access;

1. District – this provides access to the entire District's Data Dashboard, which includes the ability to drill down to each school.

2. School – this provides the user with access to ONLY their School's Data Dashboard, whichever school they were logged into in their SIS.

Role Names

When creating the new roles, districts can choose any name for the new SLDS role(s) they chose. The ONLY stipulation- the **SLDS Role Name** MUST match exactly the **TOKEN** from the SIS. Please review other Profile Manager documentation specific to your SIS. You can review Profile Manager webinars for specific SIS Users by clicking on the **Help & Training** link from the right-hand side of SLDS, just below the blue banner bar.

When the **Help & Training** webpage opens, Select the **SLDS Webinars** from the right-hand side where other useful hyperlinks are located.

Cloning makes set up easier

Cloning provides the ability for the D5U (District 5uper User) a more efficient way to create new roles. As you recall, *users should only have one SLDS Role*. So, new roles need to provide the new "group" the same roles as they previously had with the addition/subtraction of certain applications. You can watch a 3:45 recording that describes the cloning process by following the directions mentioned in the above section called "Role Names" or by clicking on Training Webinars.

Anticipated Users

Since Districts are expected to have various levels of users from their entire stakeholder groups, setting up SLDS Roles for CLIP/Sandbox/Data Dashboard may be even more difficult. According to Federal Programs. Districts are to ensure that

> "an inclusive group of stakeholders from multiple groups provided the varied perspectives needed to complete the needs assessment and improvement planning process for its federal programs." (see pdf)
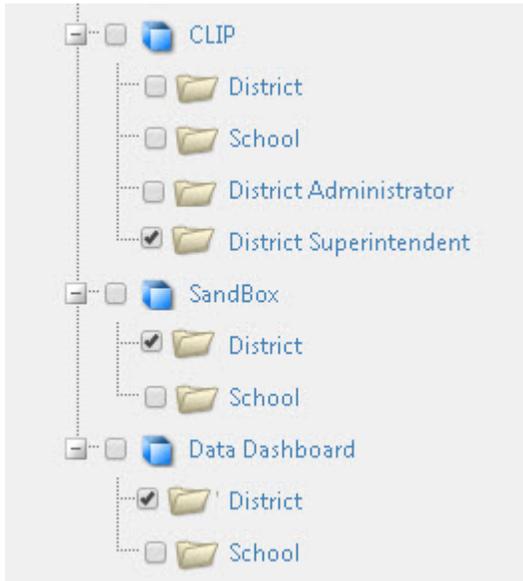
It is anticipated that users will come from multiple groups. This document isn't intended to provide ALL scenarios that may arise, nor is it intended to be a template that must be used. In the below examples, we are trying to give enough examples to cover most of the possible scenarios.

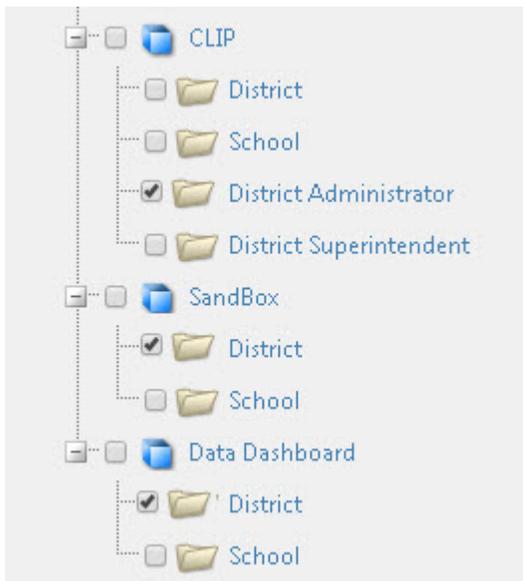# Sample of District Level Roles

District CLIP

Below are a few examples of how to setup users that need access to the District CLIP.

Superintendent

This ROLE setup would provide the HIGHEST level of access. This ROLE setup would have the ability to do all functions within the CLIP which would include the authority to submit a completed CLIP to the DOE.

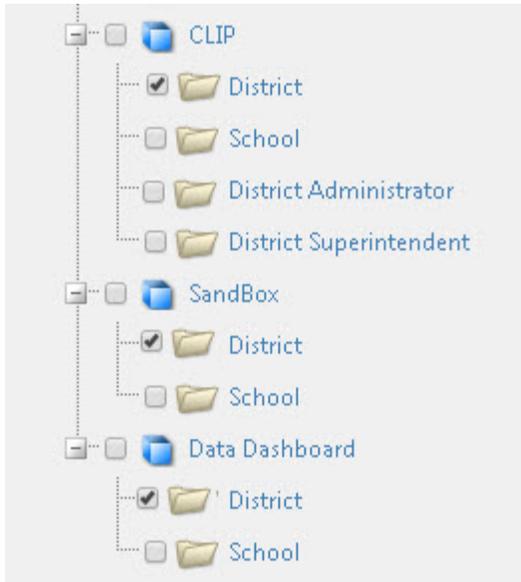## District Administrator (Sandbox Admin)

This ROLE setup would provide the second HIGHEST level of access. This ROLE setup would have the ability to do almost all functions within the CLIP but would **NOT** include the authority to submit a completed CLIP to the DOE.

This ROLE setup does provide the ability to create a copy of the current CLIP for the review by the Superintendent.
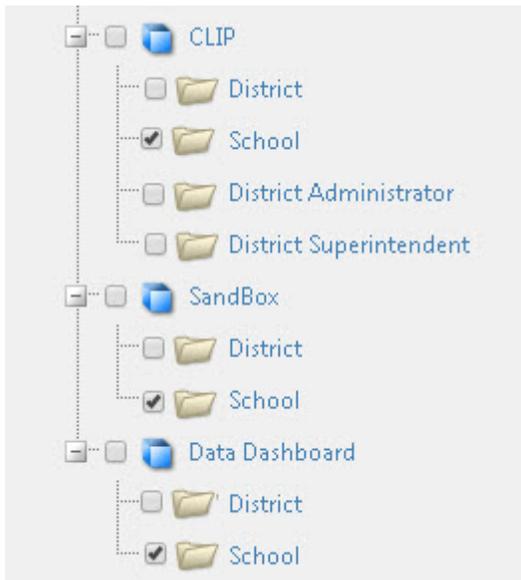
Standard Team member

This ROLE setup would provide the lowest level of access. This ROLE setup would have the ability to do almost all functions within the CLIP but would NOT include the authority to submit a completed CLIP to the DOE nor Lock, Unlock, or create a copy.

This could include teachers, principals, assistant principals, directors, community leaders, other stakeholders… that serve on the CLIP team.

Sample of School Level Roles

School CLIP (SIP)

Below are a few examples of how to setup users that need access to the School CLIP

This ROLE setup would provide full access to the School CLIP which includes the School Sandbox and the School Data Dashboard.

Always Pre-Test New SLDS Roles

We strongly suggest pre-testing the new SLDS Role BEFORE you assign users to the new SLDS Role.

You are not authorized to access LDS Portal. Please contact System Administrator.

If you get the above error- there is a mismatch between your SLDS Role Name in Profile Manager and the Token in your SIS. Please make certain the correct field in your SIS has the exact match as what you entered into the role name in Profile Manager

Summary:

1. Create new SLDS Role(s) inside of Profile Manager.

2. Create new USER Role(s) inside your SIS.

3. Pre-test new SLDS Role before assigning it to other users.

4. Assign the new role to the desired users.