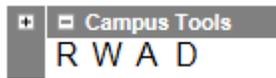


## User Security set up for Special Education Section of Infinite Campus

**PURPOSE:** To provide districts with a **suggested** guide to use in the creation of various user groups with different types of permissions relative to special education.

### Tool Right Options:



#### **R – Read only**

The R right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will NOT have access to the Save, Add or Delete icons in the action bar.

#### **W – Edit rights**

The W right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the A right. This right includes the ability to change or remove data from a specific field.

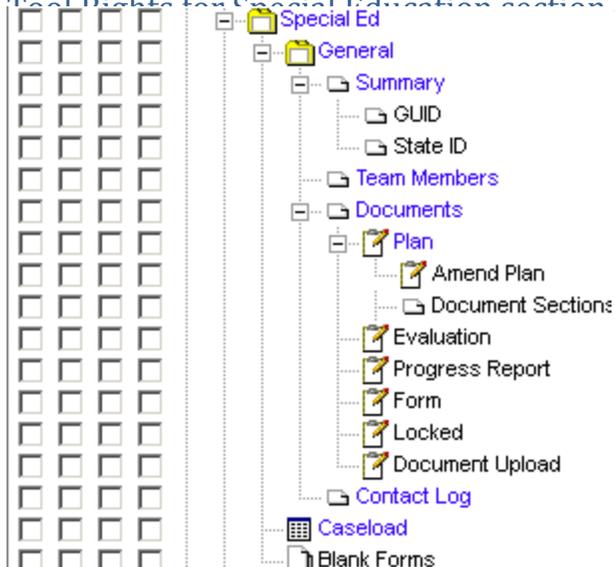
#### **A – Add record**

The A right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.

#### **D – Delete**

ASSIGN THIS RIGHT WITH CAUTION. The **D** right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the **W** right.

## Tool Rights for Special Education section of Student Index



### Plan Rights



Plan Rights gives users access to IEPs

### Amend Plan Rights



Amend Plan Rights gives users the ability to make revisions “Amend” and IEP.

**Note: To restrict a user from Amending an IEP do not select any box; to allow a user to amend an IEP check the ‘R’ box.**

### Documents Sections



Documents Sections Rights gives the user rights to see special education documents.

### Evaluation Rights



Evaluation Rights gives the user rights to Evaluation and Determination of Eligibility Statements.

### Progress Report Rights



Progress Report Rights gives the user rights to create progress Reports.

### Form Rights



Form Rights gives users rights to the Special Education Form section.

### Locked Rights



Locked Rights give the user the ability to unlock IEPs and Evaluations.

\* To restrict a user from unlocking an IEP do not select any box; to allow a user to unlock an IEP check the 'R' box. It is the recommended practice is to only give unlock rights to Special Education Administrators. All other special education users should not have any rights checked.

### Document Upload



Document Upload Rights gives the user the ability to upload and staple special education documents.

### Contact Log



Contact Log Rights gives the user the ability to add to the contact log.

### Caseload Rights



Caseload Rights give users the ability to use the caseload tool.

### Blank Forms



Blank Forms Rights gives users the ability to view and download blank forms.

## Suggestion templates only

### User Group: Special Ed-Read Only

- **NV IEP:** allow users to only view the IEP as a PDF
- **Conference Summary:** allow users to only view the C.S. as a PDF
- **FORMS:** allow users to only view the FDF forms in the system.

The screenshot shows a software interface with a grid of checkboxes on the left and a tree view of folders and documents on the right. The grid has 15 rows and 4 columns. The first column contains 15 checked boxes, while the other three columns contain unchecked boxes. The tree view on the right is organized as follows:

- Special Ed
  - General
    - Summary
    - Team Members
  - Documents
    - Plan
      - Amend Plan
    - Document Sections
    - Evaluation
    - Progress Report
    - Form
    - Locked
    - Document Upload
  - Contact Log
- Caseload
- Blank Forms

## User Group: SpecialEd-School Personnel

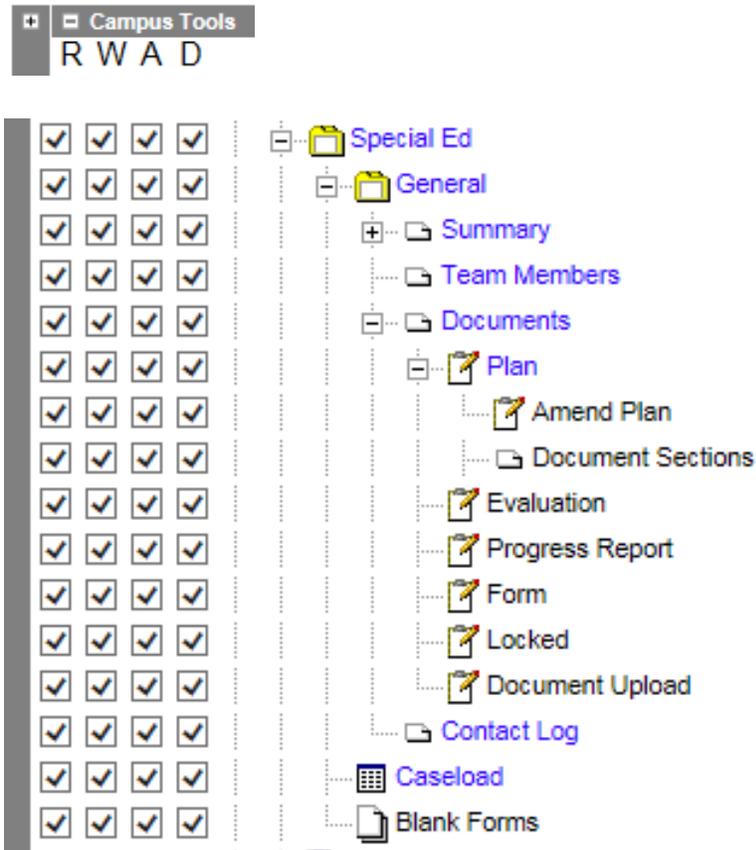
- **NV IEP:** Allows users to create an IEP, Lock IEP but once saved the user cannot unlock an IEP or reopen as an editor: user **can** view the document as a PDF.
- **Conference Summary:** Allows users to create a C.S. mark it complete (lock) on the editor but once saved the user cannot unlock a C.S. or reopen as an editor: user can view document as a PDF.
- **Forms:** allow users to add, edit and delete any of the FDF forms in the system.

The screenshot displays a user interface for 'Campus Tools'. At the top, there is a header with a hamburger menu icon and the text 'Campus Tools' and 'R W A D'. Below this is a grid of 20 rows and 4 columns of checkboxes. To the right of the grid is a tree view of folders and files. The tree view starts with 'Special Ed' (folder icon), which contains 'General' (folder icon). 'General' contains: 'Summary' (document icon), 'Team Members' (document icon), 'Documents' (folder icon), 'Plan' (document icon with pencil), 'Amend Plan' (document icon with pencil), 'Document Sections' (document icon), 'Evaluation' (document icon with pencil), 'Progress Report' (document icon with pencil), 'Form' (document icon with pencil), 'Locked' (document icon with pencil), and 'Document Upload' (document icon with pencil). Below 'General' are 'Caseload' (calendar icon) and 'Blank Forms' (document icon).

Row	Column 1	Column 2	Column 3	Column 4
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## User Group: SpecialEdDistrict

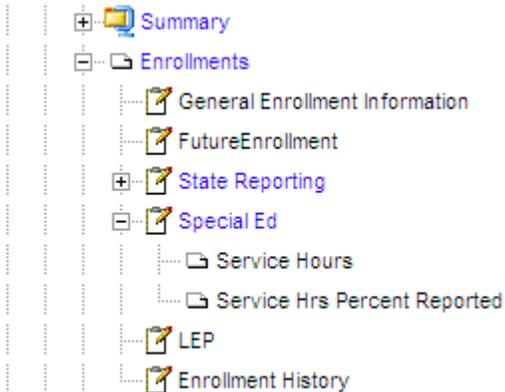
- **NV IEP:** Allows users to create, amend, and delete an IEP; allows users to lock and unlock an IEP
- **Conference Summary:** allows users to create, edit, and delete a Conference Summary; allows users to lock and unlock a Conference Summary.
- **Forms:** Allows users to add, edit and delete any of the FDF forms in the system.



## Additional sections that may be of use to Special Education personnel

### Special Education Enrollment (enrollment information, Special Education section)

- Expand Student Information | General | Enrollments | Special Education
- Give appropriate Access (R, W, A, D) dependent upon user group set up



### Behavior (events and resolution information)

- Expand Student Information | General | Behavior
- Give appropriate Access (R, W, A, D) dependent upon user group set up



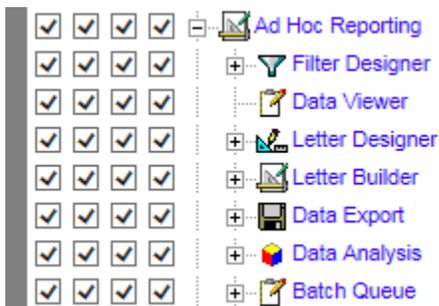
### Transportation (T-Code information)

- Expand Student Information | General | Transportation
- Give appropriate Access (R, W, A, D) dependent upon user group set up



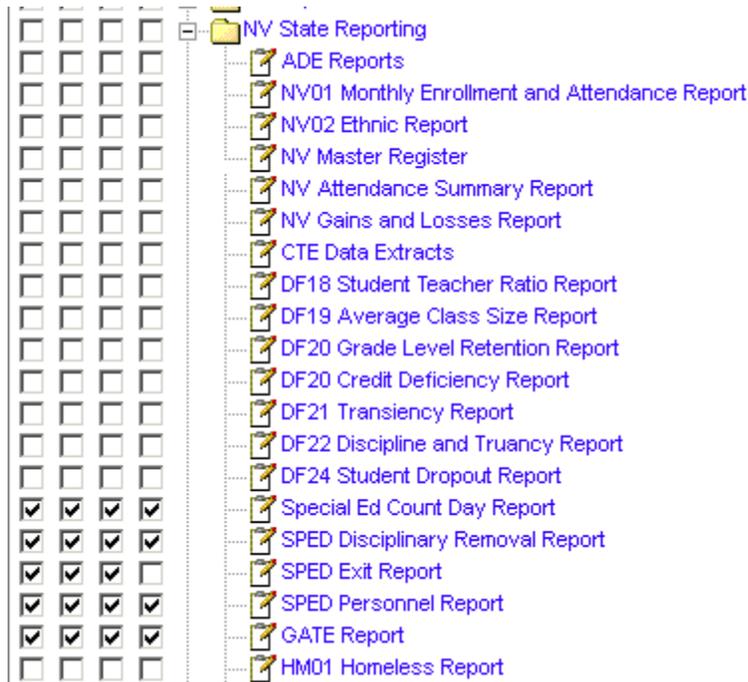
### Ad-hoc Reporting (create ad-hoc reports, export saved reports)

- Expand Ad Hoc Reporting
- Give appropriate Access (R, W, A, D) dependent upon user group set up



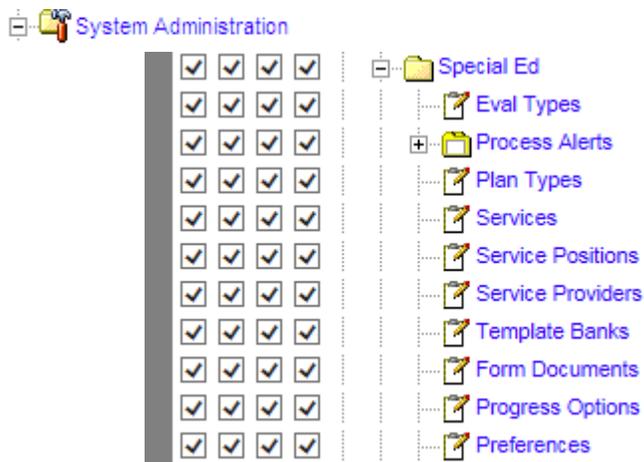
## NV State Reporting

- Expand **NV State Reporting** and **KDE Reports**
- Give appropriate Access (R, W, A, D) dependent upon user group set up
- At minimum a district's Director of Special Education would need the Special Ed Count Day Report, SPED Disciplinary Removal Report, SPED Exit Report, SPED Personnel Report, and GATE Report.



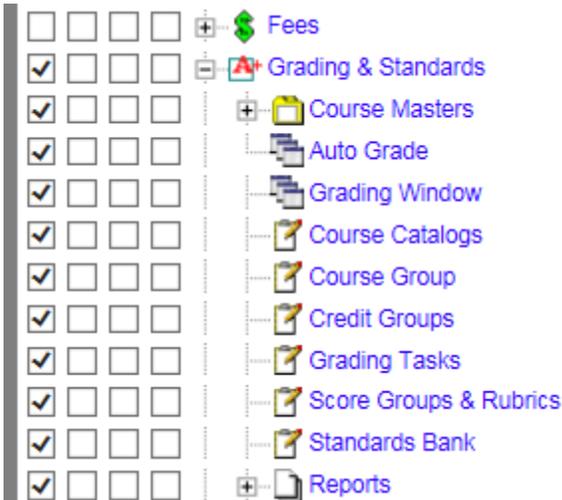
## System Administration

- Expand System Administration
- Give appropriate Access (R, W, A, D) dependent upon user group set up
- At minimum a district's Director of Special Education would need the Special Education section of System Administration



## Grades

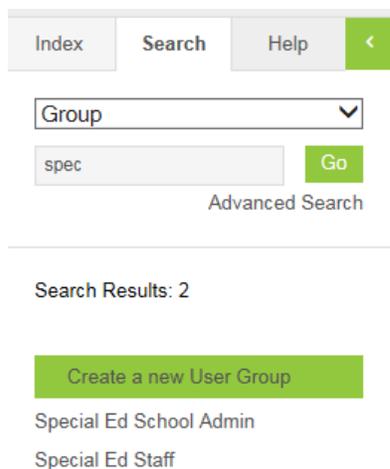
- Expand Grading & Standards
- Recommended access rights for Special Education teachers is (R) Read Only access.
- Read Only access would allow Special Education teachers to check grades and missing or completed assignments of students on their case loads.



## Giving User Access to Ad-hoc Reporting

Following are instructions for giving users access to the ad-hoc reporting tool:

- 1) In the IC Search tab, select search for a group.
- 2) Click Go.
- 3) Click on the Special Education Administrator user group (or your particular district's name for Director of Special Education).
- 4) Select the Tool Rights tab.



~ 9 ~

5. Assign the appropriate tool rights for ad hoc reporting. Districts have the option of giving full ad hoc reporting rights or read only rights. To run ad hoc reports at *least* read (R) rights must be given to Special Education staff.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Student Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Instruction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 SSN Rights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Census
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Behavior
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Health
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Attendance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Scheduling
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Fees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Grading & Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Medicaid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Programs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Ad Hoc Reporting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Filter Designer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Data Viewer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Letter Designer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Letter Builder
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Data Export
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Data Analysis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Batch Queue