



Roles and Responsibilities for Teachers and CIIS Administrators

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This document summarizes the actions that teachers and administrators at each level can perform in managing information on the GlobalScholar Curriculum Instruction Information System (CIIS). For more information about permissions, see the *Administrators Training Guide*.

Note Remember, if you are using the CIIS integrated with a student information system (SIS), only the applicable state, district, and school permissions will apply. For information, see the *Curriculum Preparation Guide*.

Summary of information management by administrators, teachers

Area and responsibilities	CIIS administrators			Teachers
	State level	District level	School level	
Profiles and schools				
Create/edit state profiles	✓			
Create/edit district profiles	✓	✓		
Create/edit school profiles	✓	✓	✓	
Create/remove school district	✓			
Edit school district	✓	✓		
Edit school	✓	✓	✓	
Courses and sections				
Create/edit courses	✓	✓		
Create/edit sections (classrooms)	✓	✓	✓	
Create/edit supplemental, extracurricular courses	✓	✓	✓	
Enroll students in above courses		✓	✓	
Scheduling				
Create schedules, terms, and periods	✓	✓	✓	
Edit school schedule	✓	✓	✓	
Manage activities on classroom calendar				✓
Staff and students				
Create/edit/remove state staff	✓			
Create/edit/remove school staff	✓	✓	✓	
Create/edit/remove school students	✓	✓	✓	
Manage student rosters				✓
Access Student Watch List				✓

Area and responsibilities	CIIS administrators			Teachers
	State level	District level	School level	
Curriculum				
Create/edit/remove curriculum	✓	✓	✓	
Require curriculum	✓	✓	✓	✓
Add units	✓	✓	✓	✓
Set unit and activity sequence	✓	✓	✓	✓
Monitor group/section progress reports	✓	✓	✓	✓
Monitor student/section progress reports				✓
Assign curriculum activities to students				✓
Review student activity submissions				✓
Manage Pinnacle Gradebook				✓
Activate unit teacher-to-student discussions	✓	✓	✓	✓
Activate/deactivate teacher-to-student discussions				✓
Activate teacher-to-teacher discussions				✓
Assessments				
Create/edit/remove assessments	✓	✓	✓	✓
Create assessments from Pinnacle Gradebook				✓
Assign assessments				✓
Score assessments				✓
Standards				
Add standards to units, assessments	✓	✓	✓	✓
Reporting				
Create curricula gap reports	✓	✓	✓	
Create progress by standards reports	✓	✓	✓	
Monitor group/section progress reports	✓	✓	✓	✓
Monitor student/section progress reports				✓
Create assessment reports	✓	✓	✓	✓
Create student progress reports				✓

Area and responsibilities	CIIS administrators			Teachers
	State level	District level	School level	
CIIS website				
Provide website support	✓	✓	✓	
Reset staff passwords	✓	✓	✓	
Reset student passwords				✓
Monitor e-mail for support questions	✓	✓	✓	
Support students with CIIS questions				✓
Support parents with CIIS questions	✓	✓	✓	✓
Set the website's domain name	✓			