Assigning students to a new Universal Assessment Rater.

There are going to be instances where a student might need to be reassigned to a new teacher to complete their Universal Assessment – (UA) or (screening) rating. For example,

- A last minute reassignment of teachers
- A large group of students that should be rated by two or three Staff members
- A medical leave and need for temporary reassignment

This is a simple task to accomplish and probably should be left for the people most familiar with the students and their class schedule or current UA assigned teachers.

This task can be accomplished by those in the BIMAS-2 platform who have School administration access level.



BIMAS ROLE DESCRIPTION

	Access Roles	Creating/ Editing Schools	Creating/ Editing Staff	Creating/ Editing Students	Assigning Raters to Students	Import CSV Files	Scheduling UA's	Create & Edit Progress Monitoring Plans	Reports	Complete Student Self Form	Suggest User Types for this Role
1	District Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	All	Yes	Account Owners, Power Users
2	District Staff	Yes	Yes - but not District Level Users	Yes	Yes	No	No	Yes	All	Yes	District Level Psychologist, District Level Counselors, District Level Admins
3	School Admin	No	Yes for their schools	Yes for their schools	Yes	Yes for their schools	No	Yes for their schools	Yes for their schools	Yes	Principal, School Level Psychologists & Counselors
4	School Staff	No	No	No	Yes	No	No	Only if Checkbox on their account is clicked	Yes for their schools	Yes	School Level Assistants
5	Rater Only	No	No	No	No	No	No	No, only can be a Rater	Reports on Individual Students Pages Only	No	Teachers, Clinicians, Raters for Progress Monitoring

Users of the BIMAS-2 across the country have appointed the leader of the MTSS initiative as the person responsible for this task such as a member of the mental health team, a school building administrator or the main office person who has easy access to students schedules. When a classroom or two or three need this reassignment, it is best that this task is accomplished manually as described below.

In the event that many changes need to be made it might be easier to have a new, upload/import of the school data. Please consult this us as to the best and most efficient process to follow.

In the next few pages we will describe the process

1. Login into the BIMAS-2 account



First, make sure that the new staff member (teacher is most cases) that you want to assign as the new UA rater is in the staff list.

Select Staff .

If you do not see the name, click the [Display inactive staff] checkbox

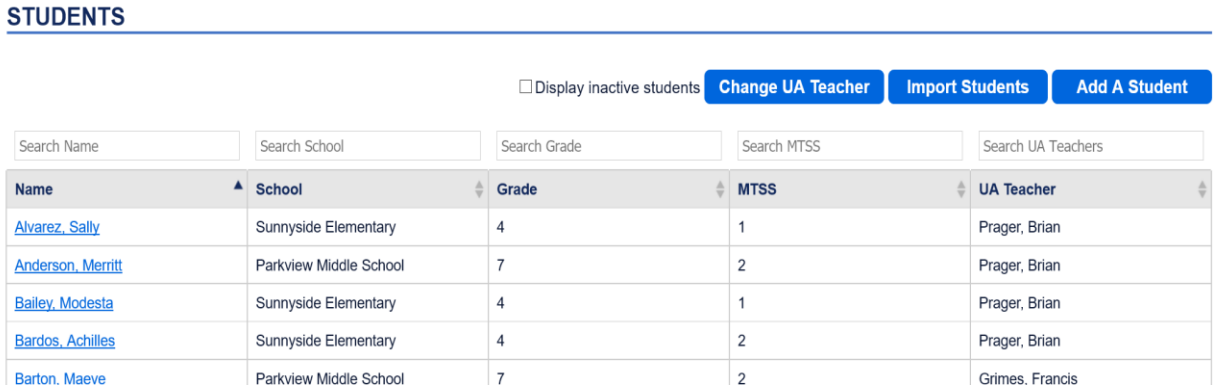


and check the list here. If you do not see the name here, make sure you add them as a staff member by pressing the [Add A Staff User] option before you proceed.

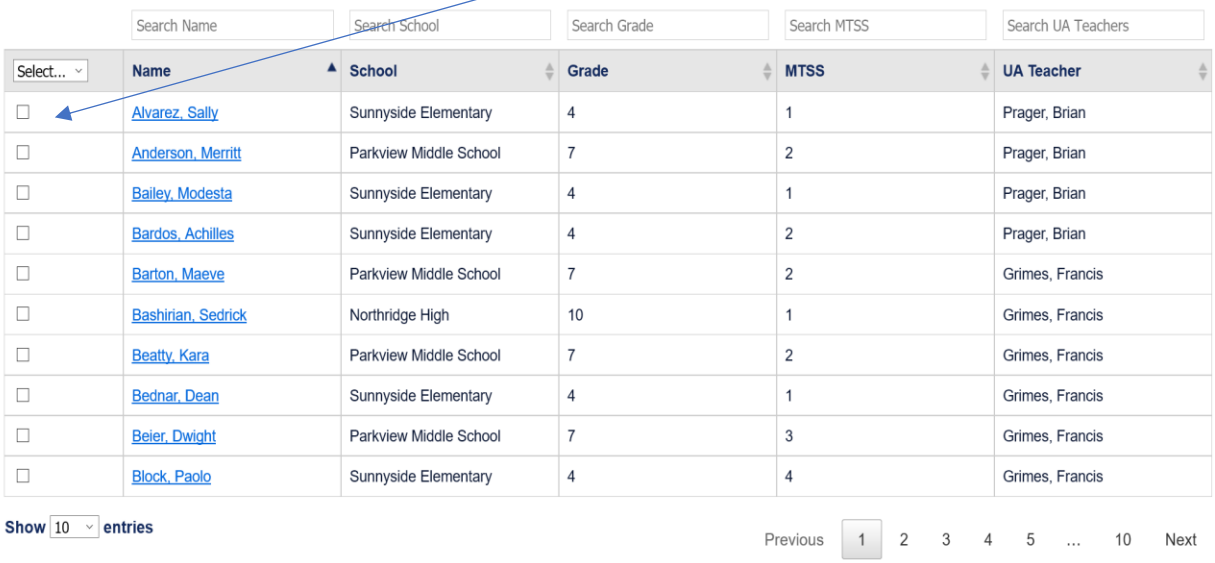


2. From the Menu select **Students**

The screen will populate with the students as shown below.



3. Select the **Change UA Teacher**. You will notice that the screen refreshes itself and now shows the list of students but with a check mark box next to each student's name on the first column.



Select...	Name	School	Grade	MTSS	UA Teacher
	Alvarez, Sally	Sunnyside Elementary	4	1	Prager, Brian
	Anderson, Merritt	Parkview Middle School	7	2	Prager, Brian
	Bailey, Modesta	Sunnyside Elementary	4	1	Prager, Brian
	Bardos, Achilles	Sunnyside Elementary	4	2	Prager, Brian
	Barton, Maeve	Parkview Middle School	7	2	Grimes, Francis
	Bashirian, Sedrick	Northridge High	10	1	Grimes, Francis
	Beatty, Kara	Parkview Middle School	7	2	Grimes, Francis
	Bednar, Dean	Sunnyside Elementary	4	1	Grimes, Francis
	Beier, Dwight	Parkview Middle School	7	3	Grimes, Francis
	Block, Paolo	Sunnyside Elementary	4	4	Grimes, Francis

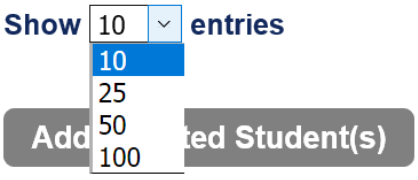
Search Name | Search School | Search Grade | Search MTSS | Search UA Teachers

Show 10 entries

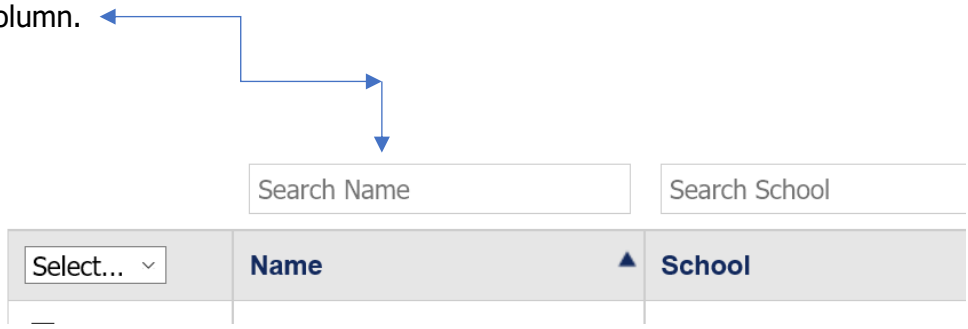
Previous 1 2 3 4 5 ... 10 Next

The students are sorted alphabetically.

You can show more than 10 entries of student names on the screen or select more.



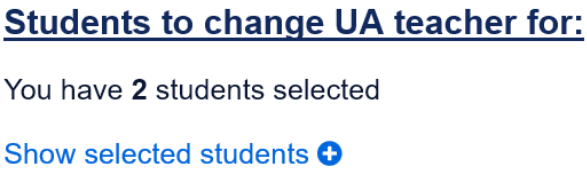
To find a specific student in the list you can search for them in the [Search Name] field shown above the second column.



Once you find the student(s) you need, select them [press for a check mark in the box] and then make sure you press the

Add Selected Student(s) .

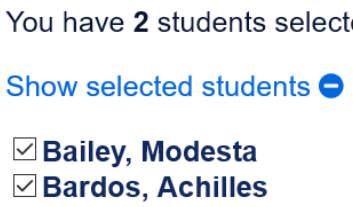
You will notice that the BIMAS-2 is telling you how many students you have selected (in this case 2).



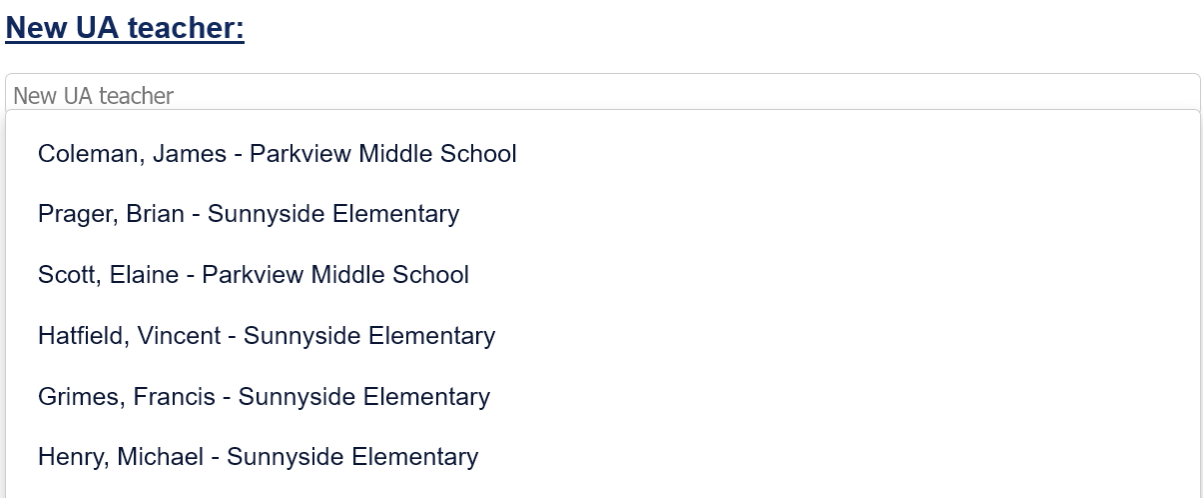
However, if you want to confirm the name(s) which is highly recommended, press



and the list of student name selected will appear.



Next, we assign the new UA teacher. Place the cursor in the field titled New UA teacher. Automatically a list of staff will appear.



Begin typing the name of the ***new*** UA staff member. If he/she is in your staff list, the name will appear. Select it the then press.



You are done.!!! The students have been assigned a new UA Teacher.

{As always, your feedback on this and all other BIMAS-2 USER GUIDES is welcomed. Please email us at help@edumetrisis.com }