

## GUIDE TO ASSIGNING ARIS ROLES (For Principals)

### INTRODUCTION:

In ARIS, principals have access to student-level data for all students in their schools, and teachers with official classes in ATS and HSST have access to student-level data for the students in their official classes only. All other school staff do not automatically have access to student-level data. However, principals can manage the data access of their staff by using the “Assign ARIS Role” function in Galaxy.

This guide explains how principals can use the “Assign ARIS Role” function in Galaxy to grant school wide student-level data access to Inquiry Team members, Data Specialist, and other members of your school staff who have an instructional need to view student-level data for all students in your school (e.g., assistant principals, guidance counselors, and other staff who work with students across the student population at your school).

Please follow the steps below to assign your Inquiry Team members, Data Specialist, and other appropriate staff members the appropriate roles in Galaxy. If you need any assistance, please contact the Accountability Service Desk at [OAservicedesk@schools.nyc.gov](mailto:OAservicedesk@schools.nyc.gov) or (212) 374-6646.

### PART I: LOGGING INTO GALAXY

1. Go to the Galaxy website (<http://mygalaxy.nycenet.edu>).
2. Enter your Galaxy User ID and password. Please note that only the “Head of School” in Galaxy is able to modify ARIS user roles.
3. Click the **Logon** button.

#### Table of Organization



Welcome to your new Homepage for **myGalaxy** and Central Offices

This page will soon provide you with new features, including:

- Galaxy News and Updates
- Calendar Events
- Release Schedules and Notes
- Tools & Resources

#### Access the Galaxy System ...

Logon Using:  Galaxy User Id  DOE User Id

Galaxy User ID

Galaxy Password

\* DOE User ID

\* DOE Password

Location (optional)

my Galaxy (Field Test Region)

[Click Here To Change Settings](#)

\* Please enter your DOE user ID in order to enable future logons to the Galaxy system

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#### FAQ

**Why am I asked for my DOE User ID?**  
Next month, galaxy will only allow users to logon using their DOE User ID. Until then Galaxy requires that you enter DOE User ID at least once, along with your Galaxy User ID, so that the system may preserve any system information you have in the application.

**Where can I go for Release Notes?**  
Release notes will soon be available on the myGalaxy Home page.

**Are Central Offices on Galaxy**  
Beginning 1/18/07, Central Offices will have their full and part-time staff on a Galaxy-like Table of Organization. Central offices will now create vacancies on their TO and have an integrated view of their budget and payroll. The Table of Organization will be used to apply fund control to all staffing actions.

#### System Status Activity

##### Batch Status

- Nightly Batch
- Mod Finalization
- Spending plans posted to FAMIS
- Discrepancy Merge Status

● = not completed  
● = completed

##### System Volume



Bar chart showing System Volume from 8am to 8pm. The volume is consistently high, around 800, and is marked as 'not completed' (yellow) for the entire duration.

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## PART II: SELECTING A STAFF MEMBER

- Once you are logged into Galaxy, you will see your school's Table of Organization. Every person who works in your school appears on this list. Select a staff member whom you want to assign "Inquiry Team Member," "Data Specialist," or "School Wide Student Data Viewer" by *right-clicking* with your mouse on the item-level icon (👤) next to their name.



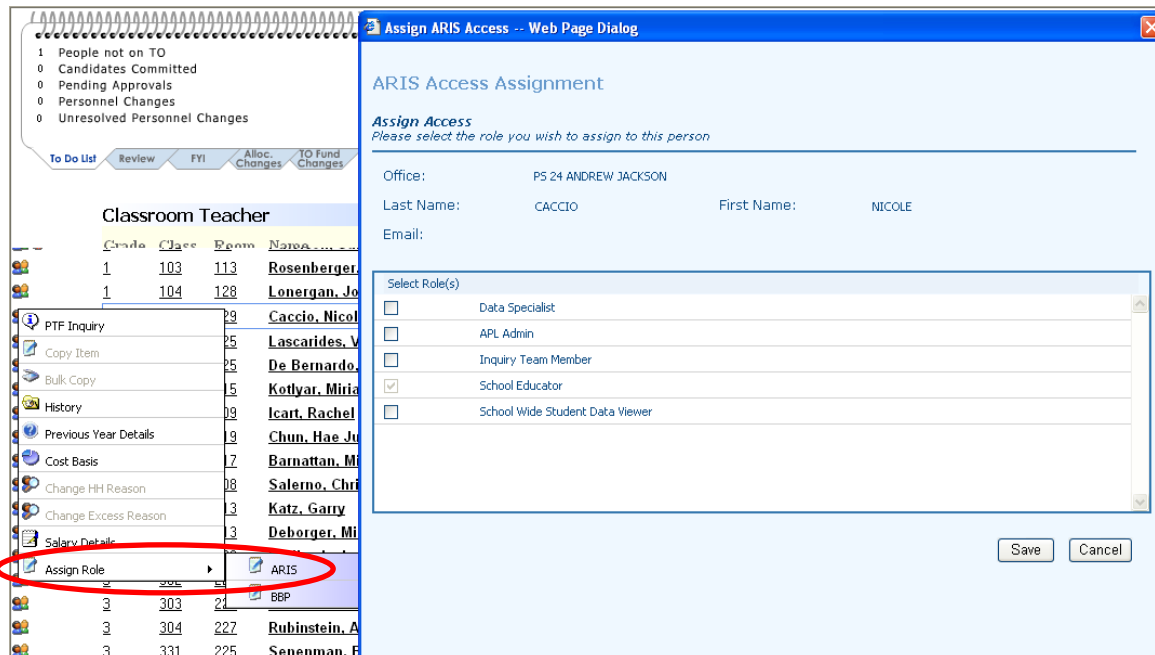
Welcome,  
25Q024 - P5 24 ANDREW JACKSON (R0C 96Q1SC)  
141-11 Holly Ave., Flushing, NY 11355  
(718) 359-2288  
Ms. Lori Golan, Principal  
2008 - 2009 School Year (FieldTest)  
 Automatic approvals

myGalaxy  
InfoLink

New Item DHR Print Info Goto Session [Enter search text] Find Help Logout

Grade	Class	Room	Name	Job Id	Mode	LOI	Program	Budget Amount	Allocation
1	101	T4	Mcgavey, Kerry						
1	102	T3	Byrne, Kristen						
1	102	T3	Zappone, Rosanna						
1	103	113	Rosenberger, Laura						
1	104	128	Loneragan, Joanne						
1	105	215	Caccio, Nicole						
1	131	125	De Bernardo, Sandra						
1	131	125	Lascardes, Voula						
2	201	223	Kotlyar, Miriam						
2	202	209	Klager, Renee						
2	203	219	Chun, Hae Jung						
2	204	217	Salerno, Christine						
2	205	227	Gitomer, Robin						
2	231	213	Katz, Garry						
2	231	213	Deborger, Mi						

- Click on **Assign Role** and select **ARIS**. You will see the "ARIS Access Assignment" screen.



Assign ARIS Access -- Web Page Dialog

ARIS Access Assignment

Assign Access  
Please select the role you wish to assign to this person

Office: P5 24 ANDREW JACKSON  
Last Name: CACCIO First Name: NICOLE  
Email:

Select Role(s)

- Data Specialist
- APL Admin
- Inquiry Team Member
- School Educator
- School Wide Student Data Viewer

Save Cancel



### PART III: ASSIGNING ROLES FOR A STAFF MEMBER

1. Click on the boxes to check or uncheck the ARIS roles that your staff member needs. Most teachers will already have the “School Educator” role checked. The “School Educator” role allows teachers to access student-level data for official classes to which they are assigned in ATS or HSST. Adding any of the additional roles (e.g., Data Specialist, Inquiry Team member, School Wide Student Data Viewer) will grant this person access to data for all of the students at your school.
  - For your Data Specialist, select **Data Specialist**.
  - For the members of your Inquiry Team(s), select **Inquiry Team Member**.
  - For additional members of your staff who have an instructional need to view student-level data for all students in your school, select **School Wide Student Data Viewer**.
  - For your APL Admin (recommended to be your Parent Coordinator and any additional members of your staff), select **APL Admin**. Someone at your school must be assigned as the APL Admin to manage ARIS Parent Link student ID and password distribution to parents in your school. **Please note: Assigning this role will also grant the user access to student-level data for all students in your school.**
2. When you are finished selecting the appropriate role, click the **Save** button.

Assign ARIS Access -- Web Page Dialog

ARIS Access Assignment

**Assign Access**  
Please select the role you wish to assign to this person

Office: P5 24 ANDREW JACKSON

Last Name: CACCIO First Name: NICOLE

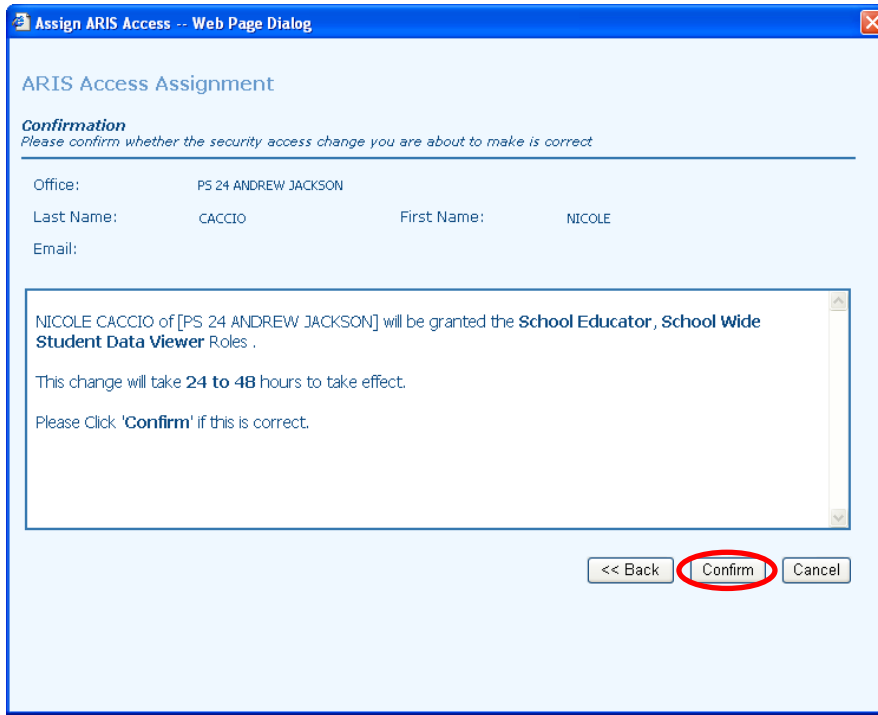
Email:

Select Role(s)

<input type="checkbox"/>	Data Specialist
<input type="checkbox"/>	APL Admin
<input type="checkbox"/>	Inquiry Team Member
<input checked="" type="checkbox"/>	School Educator
<input checked="" type="checkbox"/>	School Wide Student Data Viewer

Save Cancel

3. You will see a confirmation screen with the role changes you have entered. Click on the **Confirm** button to verify that you want to make these changes.



4. A final confirmation message will pop up. Click **OK** to get back to your Table of Organization. Repeat Parts II and III to assign ARIS roles to other staff members.

