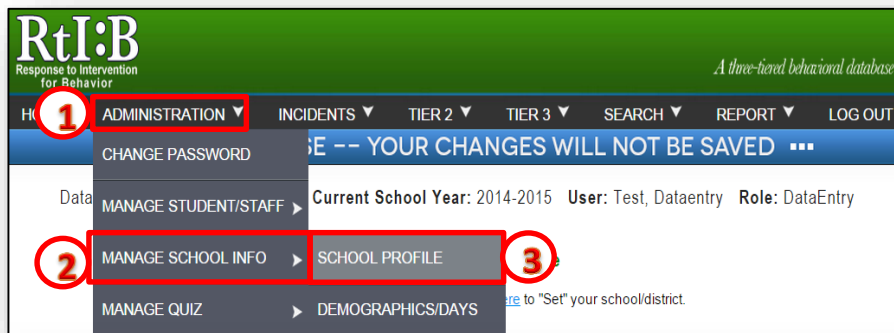


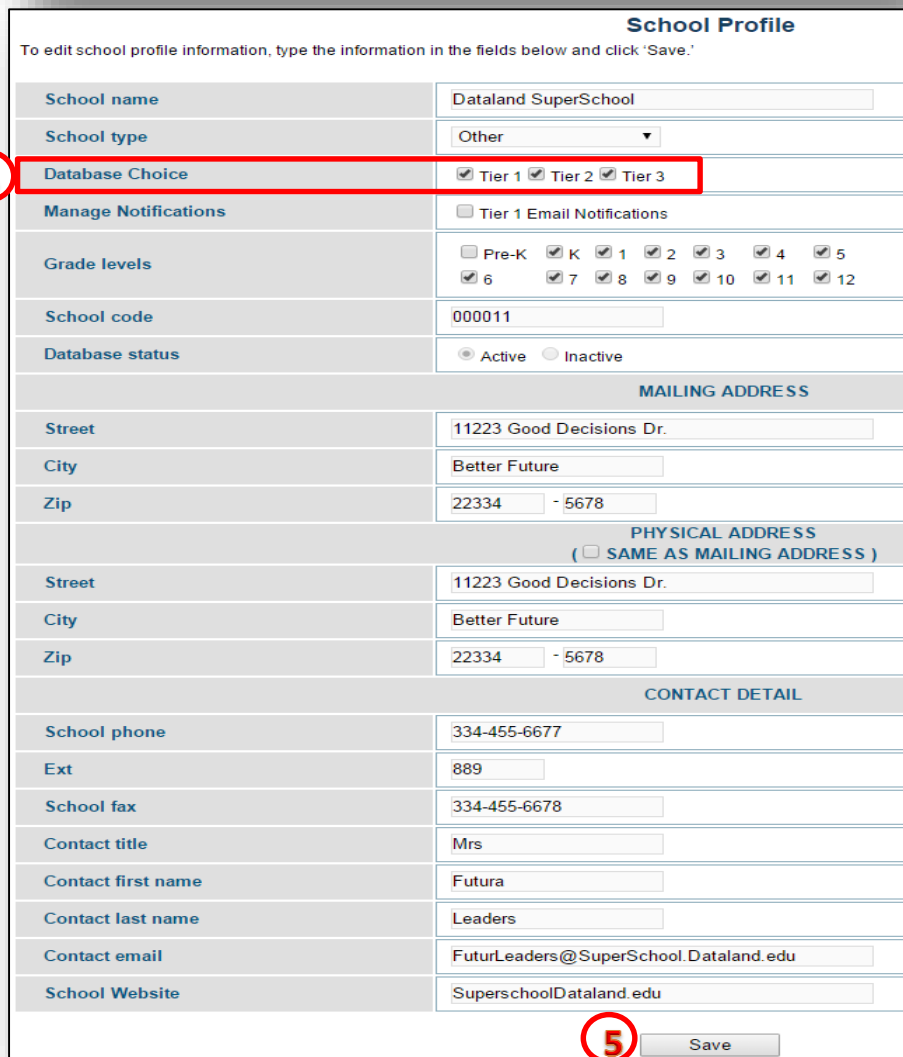
## Select the Tiers for your School

Tier selection activates the database choice specified (Tier 1, Tier 2 and/or Tier 3) and determines the quiz questions for new users. This feature also improves the accuracy of district-level and state-level reports.



The screenshot shows the RtIB Administration menu. The 'ADMINISTRATION' tab is selected and circled with a red '1'. A dropdown menu is open, showing 'MANAGE SCHOOL INFO' circled with a red '2'. Within this menu, 'SCHOOL PROFILE' is circled with a red '3'. Other options include 'CHANGE PASSWORD', 'MANAGE STUDENT/STAFF', 'MANAGE QUIZ', and 'DEMOCRAPHICS/DAYS'. The top navigation bar includes 'INCIDENTS', 'TIER 2', 'TIER 3', 'SEARCH', 'REPORT', and 'LOG OUT'. A warning message states 'YOUR CHANGES WILL NOT BE SAVED'.

From the **Administration tab (1)**, select **Manage School Info (2)** then **School Profile (3)**.



The screenshot shows the 'School Profile' form. The 'Database Choice' field is circled with a red '4' and contains checkboxes for 'Tier 1', 'Tier 2', and 'Tier 3', all of which are checked. Other fields include 'School name' (Dataland SuperSchool), 'School type' (Other), 'Manage Notifications' (Tier 1 Email Notifications), 'Grade levels' (Pre-K through 12), 'School code' (000011), 'Database status' (Active), 'MAILING ADDRESS' (Street: 11223 Good Decisions Dr., City: Better Future, Zip: 22334 - 5678), 'PHYSICAL ADDRESS' (same as mailing address), and 'CONTACT DETAIL' (School phone: 334-455-6677, Ext: 889, School fax: 334-455-6678, Contact title: Mrs, Contact first name: Futura, Contact last name: Leaders, Contact email: FuturLeaders@SuperSchool.Dataland.edu, School Website: SuperschoolDataland.edu). A 'Save' button is circled with a red '5' at the bottom right.

Select the tier/s (4) your school will use by checking the appropriate box(es) and click **Save (5)**.  
\*Note: You will need to refresh your browser to view the tier selection changes.

**Select the Tiers for your School**

You can change your tier selection at any time on the school profile screen.  
For additional resources, check our website ([www.flritb.org](http://www.flritb.org)), or email the RtIB Database Team at [rtidb@usf.edu](mailto:rtidb@usf.edu) to arrange training.