



## SC-Alt User Role Summary and Matrix

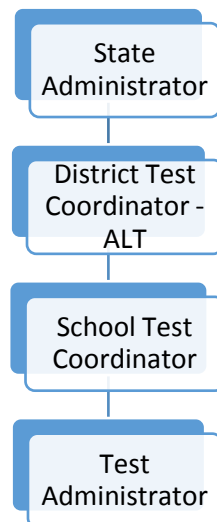
A summary of the user account roles is below, and a complete list of which systems and tasks each user account can access follows. Users may have more than one user role across schools and districts. Each test coordinator should assign the role that is appropriate for their district or school. Test coordinators should carefully consider the level of access given to each user. Each user's username will be his or her school email address.

**District Test Coordinator for Alternate Assessment or DTC-Alt (DTC)** – This person has primary responsibility for creating and editing student records, ordering paper test materials and Test Administrator Manuals (TAMs), and overseeing the administration of state assessments. The DTC-Alt is the primary point of contact between the district and SCDE and much of the communication concerning the SC-Alt will be directed to the DTC-Alt. The DTC-Alt has the authority to create user accounts for all roles listed below.

**School Test Coordinator (STC)** – This user role is available to all school test coordinators. Depending on the preference of the DTC-Alt, the STC may also be responsible for creating and maintaining user accounts in his/her school building. The STC can view paper test material orders. The STC role also has access to interactive score data in the Online Reporting System (ORS).

**Test Administrator (TA)** – This user role is available to certified personnel who will administer the SC-Alt to students with significant cognitive disabilities through the TA Interface. The TA role also has access to interactive score data in the Online Reporting System (ORS).

### TIDE User Role Hierarchy



## TIDE Accessibility Matrix

| Task or Site  | State* | DTC* | STC* | TA* |
|---|--------|------|------|-----|
| <b>Access to Test Information Distribution Engine (TIDE) Features and Tasks</b> |        |      |      |     |
| Adding Students**   | ✓      | ✓    |      |     |
| Viewing Students**  | ✓      | ✓    | ✓    | ✓   |
| Adding, Editing, or Deleting Students through File Uploads                      | ✓      | ✓    |      |     |
| Moving Students Between Schools   | ✓      | ✓    |      |     |
| Printing Students' Test Settings  |        |      |      |     |
| Deleting Students   | ✓      | ✓    |      |     |
| <b>Managing Student Test Settings and Tools</b>                                 |        |      |      |     |
| Viewing and Editing Test Settings and Tools**                                   | ✓      | ✓    | ✓    | ✓   |
| Uploading Test Settings and Tools   | ✓      | ✓    |      |     |
| <b>Managing TIDE Users</b>  |        |      |      |     |
| Adding User Accounts**  | ✓      | ✓    | ✓    |     |
| Viewing and Editing User Details**  | ✓      | ✓    | ✓    |     |
| Deleting User Accounts  | ✓      | ✓    | ✓    |     |
| Adding, Editing, or Deleting Users through File Uploads                         | ✓      | ✓    | ✓    |     |
| <b>Managing Rosters</b>   |        |      |      |     |
| Adding New Rosters  | ✓      | ✓    | ✓    | ✓   |
| Modifying Existing Rosters  | ✓      | ✓    | ✓    | ✓   |
| Creating Rosters Through File Uploads   | ✓      | ✓    | ✓    | ✓   |
| <b>Shipping Contact Information</b>   |        |      |      |     |
| Reviewing Contact and Shipping Information**                                    | ✓      | ✓    |      |     |

| <b>Working with Orders for Testing Materials</b>        |   |   |   |   |
|---|---|---|---|---|
| Reviewing and Modifying Initial Orders**                |   | ✓ |   |   |
| Placing Additional Orders**                             |   | ✓ |   |   |
| Viewing Order History                                   | ✓ | ✓ |   |   |
| Viewing Order   | ✓ | ✓ |   |   |
| Approving Pending Orders                                | ✓ |   |   |   |
| Viewing Statewide Quantity Reports                      | ✓ |   |   |   |
| Viewing Order Quantities by Testing Material            | ✓ |   |   |   |
| Tracking Inbound Shipments                              |   | ✓ |   |   |
| <b>Managing Test Irregularity Requests</b>              |   |   |   |   |
| Creating Test Irregularity Requests                     |   | ✓ |   |   |
| Viewing Test Irregularity Requests                      | ✓ | ✓ | ✓ | ✓ |
| Approving Test Irregularity Requests                    | ✓ |   |   |   |
| Creating Test Irregularities Through File Uploads       |   | ✓ |   |   |
| <b>Monitoring Test Progress</b>                         |   |   |   |   |
| Plan and Manage Testing                                 | ✓ | ✓ | ✓ | ✓ |
| Reviewing Test Completion Rates                         | ✓ | ✓ | ✓ | ✓ |
| Reviewing State Participation Counts Reports            | ✓ |   |   |   |
| Reviewing Test Status Code Reports                      | ✓ | ✓ | ✓ | ✓ |
| <b>Documenting Non-Participation with Special Codes</b> |   |   |   |   |
| Viewing a Student's Special Codes                       | ✓ | ✓ |   |   |

| <b>Student Enrollment History</b>                                      |   |   |   |   |
|--|---|---|---|---|
| Student Enrollment History   | ✓ | ✓ |   |   |
| <b>Access to Test Administration (TA) Sites</b>                        |   |   |   |   |
| TA Interface Practice and Training Site                                | ✓ | ✓ | ✓ | ✓ |
| Student Interface Practice Site  | ✓ | ✓ | ✓ | ✓ |
| TA Interface   | ✓ | ✓ |   | ✓ |
| TA Certification Site  | ✓ | ✓ | ✓ | ✓ |
| <b>Access to Centralized Reporting System (CRS) Features and Tasks</b> |   |   |   |   |
| <b>Score Reports</b>   |   |   |   |   |
| School Listing   | ✓ | ✓ | ✓ | ✓ |
| Teacher Listing  | ✓ | ✓ | ✓ | ✓ |
| Roster Listing   | ✓ | ✓ | ✓ | ✓ |
| Student Listing  | ✓ | ✓ | ✓ | ✓ |
| Individual Student Score Report  | ✓ | ✓ | ✓ | ✓ |
| <b>Reports &amp; Files</b>   |   |   |   |   |
| Summary Statistics   | ✓ | ✓ | ✓ | ✓ |
| Retrieve Student Results   | ✓ | ✓ | ✓ | ✓ |
| Manage Rosters   | ✓ | ✓ | ✓ | ✓ |
| Search Students  | ✓ | ✓ | ✓ | ✓ |