



## User Roles and Access to South Dakota Smarter Balanced Assessment Systems for 2018–2019

The following table indicates which users can access the features and tasks within each South Dakota Smarter Balanced Assessment system. The corresponding user guide for each system contains complete information about each feature.

Each user in TIDE has a role, such as a district-level user or a test administrator-level user. Each role has an associated list of permissions to access certain features within TIDE or the other assessment systems.

Task or Site	DA*	DC*	SC*	TE*	TA*
<b>Access to Test Information Distribution Engine (TIDE) Features and Tasks</b>					
<b>Managing Student Information</b>					
Viewing and Editing Students <sup>1</sup>	✓	✓	✓	View-Only	View-Only
Uploading Student Settings <sup>1</sup>	✓	✓	✓		
Printing Students' Test Settings	✓	✓	✓		
Generating Frequency-Distribution Reports	✓	✓	✓		
Uploading Student Interim Grades	✓	✓	✓		
<b>Managing TIDE Users</b>					
Adding or Deleting User Accounts	✓	✓	✓		
Viewing and Editing User Details	✓	✓	✓		
Adding, Editing, or Deleting Users through File Uploads	✓	✓	✓		
<b>Managing Rosters</b>					
Viewing Rosters	✓	✓	✓		
Adding a New Roster	✓	✓	✓		
Modifying an Existing Roster	✓	✓	✓		
Uploading Rosters	✓	✓	✓		
<b>Printing Test Tickets</b>					
Printing Test Tickets from Student List	✓	✓	✓	✓	✓
Printing Test Tickets from Roster List	✓	✓	✓	✓	✓
<b>Managing Appeal Requests</b>					
Creating Appeal Requests	✓	✓	✓		

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<b>Task or Site</b>	<b>DA*</b>	<b>DC*</b>	<b>SC*</b>	<b>TE*</b>	<b>TA*</b>
Approving Appeal Requests (State-Only)					
Creating Appeal Requests Through File Upload	✓	✓	✓		
<b>Monitoring Test Progress</b>					
Generating Plan and Manage Testing Report	✓	✓	✓		
Generating Participation Reports by SSID	✓	✓	✓	✓	✓
Reviewing Test Completion Rates	✓	✓	✓		
Reviewing State Participation Counts Reports (State-Only)					
Reviewing Test Status Code Reports	✓	✓	✓		
<b>Documenting Non-Participation with Special Codes</b>					
Viewing and Editing a Student’s Special Codes	✓	✓	✓		
<b>Resolving Discrepancies (State-Only)</b>					
Resolving Student-Not-Found Discrepancies					
Resolving Non-Eligible Test Discrepancies					
Resolving Duplicate-Test Discrepancies					
Resolving Non-Matching School Discrepancies					
Resolving Non-Participated Students Discrepancies					
<b>Student Enrollment History (State-Only)</b>					
Managing Student Enrollment History					
<b>Global Features</b>					
Downloading and Installing Voice Packs (Optional/Windows-Users Only)	✓	✓	✓	✓	✓
Downloading Files from the Inbox	✓	✓	✓	✓	✓
Acknowledging the Non-Disclosure Agreement	✓	✓	✓	✓	✓
Viewing Role Definitions	✓	✓	✓	✓	✓

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Task or Site	DA*	DC*	SC*	TE*	TA*
<b>Working with Paper Testing Materials</b>					
Placing Additional Orders	✓	✓			
Printing PreID Labels (Paper Schools Only)	✓	✓	✓		
Viewing Order History	✓	✓			
Viewing Order Quantity Reports	✓	✓			
<b>Tracking Return Packages</b>					
Tracking Return Packages	✓	✓			
<b>Access to Online Reporting System (ORS) 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	✓	✓	✓	✓	
<b>Manage Rosters</b>					
Add Roster	✓	✓	✓	✓	
View/Edit Roster	✓	✓	✓	✓	
Upload Rosters	✓	✓	✓	✓	
<b>Search Students</b>	✓	✓	✓	✓	

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Task or Site	DA*	DC*	SC*	TE*	TA*
<b>Access to Test Administration Sites for Online Testing</b>					
TA Practice and Training Test	✓	✓	✓	✓	✓
Student Interface Practice and Training Site	✓	✓	✓	✓	✓
TA Interface (Summative and Interims)	✓	✓	✓	✓	✓
Assessment Viewing Application (AVA) <sup>2</sup>					
TA Certification Course <sup>3</sup>	✓	✓	✓	✓	✓
<b>AIRWays Features and Tasks</b>					
District Assessment Report	✓	✓			
School Assessment Report	✓	✓	✓		
Teacher Assessment Report	✓	✓	✓	✓	
Student Assessment Report	✓	✓	✓	✓	
<p>*DA—District Administrator; DC—District Test Coordinator; SC—School Test Coordinator; TE—Teacher, TA—Test Administrator</p> <p><sup>1</sup>Text-to-Speech Passages and Passages/Items for ELA CAT, Print on Demand, Non-Embedded Designated Supports and Non-Embedded Accommodations need to be approved and assigned by your State DOE Assessment contacts.</p> <p><sup>2</sup>For Interims Only</p> <p><sup>3</sup>Requirements vary by district.</p>					