User Roles and Access to South Dakota Smarter Balanced Assessment Systems for 2016-2017

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.

Task or Site	DA*	DC*	SC*	TE*	TA*
Access to Test Information Distribution Engine (TIDE) Features and Tasks					
Working with Student Information					
Retrieving Student Records	✓	✓	✓	✓	✓
Viewing and Editing Students[1]	✓	✓	✓	✓	✓
Uploading Test Settings[2]	✓	✓	✓	✓	✓
Managing Users					
Retrieving User Accounts	✓	✓	✓		
Adding User Accounts	✓	✓	✓		
Adding, Editing, or Deleting Users through File Uploads	✓	✓	✓		
Viewing and Editing User Details	✓	✓	✓		
Deleting User Accounts	✓	✓	✓		
Working with Appeals					
Creating Appeals	✓	✓	✓		
Retrieving Appeals	✓	✓	✓	✓	✓
Creating Appeals through File Uploads	✓	✓	✓		
Working with Rosters of Students					
Viewing Rosters	✓	✓	✓		
Adding a New Roster	✓	✓	✓		
Modifying an Existing Roster	✓	✓	✓		
Deleting a Roster	✓	✓	✓		
Printing a Roster	✓	✓	✓		
Creating Rosters through File Uploads	✓	✓	✓		

Task or Site	DA*	DC*	SC*	TE*	TA*
General Resources					
Downloading and Installing Voice Packs	✓	✓	✓	✓	✓
Acknowledging the Non-Disclosure Agreement	✓	✓	✓	✓	✓
Documenting Non-Participation with Special Codes					
Viewing a Student's Special Codes	✓	✓	✓	✓	✓
Editing a Student's Special Codes	✓	✓			
Documenting Non-Participation	✓	✓			
Working with Orders for Testing Materials[3]					
Requesting Additional Materials	✓	✓			
Reviewing Order History	✓	✓			
Reviewing and Exporting Order Summaries and Details	✓	✓			
Tracking Shipments	✓	✓			
Test Progress Management					
Plan and Manage Testing	✓	✓	✓	✓	✓
Test Completion Rates	✓	✓	✓	✓	✓
Test Status Code Report	✓	✓	✓		
Access to Test Administration (TA) Sites					
TA Interface Practice and Training Site	✓	✓	✓	✓	✓
Student Interface Practice and Training Site	✓	✓	✓	✓	✓
TA Interface	✓	✓	✓	✓	✓
Assessment Viewer Application[4]	✓	✓	✓	✓	✓
TA Certification Site	✓	✓	✓	✓	✓
Access to Online Reporting System (ORS) Features and Tasks					
Score Reports					
School Listing	✓	✓	✓	✓	
Teacher Listing	✓	✓	✓	✓	
Roster Listing	✓	✓	✓	✓	
Student Listing	✓	✓	✓	✓	
Individual Student Score Report	✓	✓	✓	✓	

Task or Site	DA*	DC*	SC*	TE*	TA*
Test Management Center					
Retrieve Student Results	✓	✓	✓	✓	
Summary Statistics	✓	✓	✓	✓	
Manage Rosters	✓	✓	✓	✓	
Access to Teacher Hand Scoring System[4] (THSS) Features and Tasks					
Scorer				✓	✓
Score Manager	✓	✓	✓		

*DA—District Administrator; DC—District Test Coordinator; SC—School Test Coordinator; TE—Teacher, TA—Test Administrator

[1]Some roles have view-only access to this feature.

[2]Text-to-Speech Passages and Passages and Items for the ELA CAT need to be approved and assigned by your State DOE Assessment contact.

[3]Due to limited use across the state, details for Paper Test Administration are included the Appendix of the TIDE User Guide.

[4]This system only uses the Smarter Balanced Interim Assessments.