



User Roles and Access to South Dakota AIR Assessment Systems

Each user in TIDE has a role, such as a district-level user or a school-level user. Each role has an associated list of permissions to access certain features within TIDE.

Note: Starting in 2019-2020, two roles have been renamed, Assessment Coordinators (formerly District Coordinators) and Proctors (formerly Test Administrators).

The following table indicates which users can access specific features and tasks within each AIR system. The corresponding user guide for each system contains complete information about each feature.

Task or Site	DA*	AC*	SC*	TE*	PR*
Access to Test Information Distribution Engine (TIDE) Features and Tasks					
How to Set Up User Accounts					
How to Add New User Accounts	✓	✓	✓	N/A	N/A
How to Modify Existing User Accounts	✓	✓	✓	N/A	N/A
How to Upload User Accounts	✓	✓	✓	N/A	N/A
How to Access General Resources					
Non-Disclosure Agreement (Required Task) ¹	✓	✓	✓	✓	✓
Interim Test Scoring Materials (ELA and Math Only)	✓	✓	✓	N/A	N/A
How to Register Students					
How to Modify Existing Student Accounts	✓	✓	✓	N/A	N/A
How to Specify Student Accommodations and Test Tools ²	✓	✓	✓	✓	✓
How to Upload Student Accommodations and Test Tools ²	✓	✓	✓	N/A	N/A

Task or Site	DA*	AC*	SC*	TE*	PR*
How to Set Student Eligibilities	✓	✓	✓	N/A	N/A
How to View Student Frequency Distribution Reports	✓	✓	✓	N/A	N/A
How to Manage Rosters					
How to Add New Rosters	✓	✓	✓	N/A	N/A
How to Modify Existing Rosters	✓	✓	✓	View-Only	View-Only
How to Upload Rosters	✓	✓	✓	✓	✓
How to Manage Orders for Paper Testing Materials³					
How to Set Up the Point of Contact	✓	✓	N/A	N/A	N/A
How to Place Orders for Additional Materials (Pending SDDOE Approval)	✓	✓	N/A	N/A	N/A
How to View Order History Reports	✓	✓	N/A	N/A	N/A
How to View Order Summary Reports	✓	✓	N/A	N/A	N/A
How to Print Test Tickets					
How to Print Test Tickets from Student Lists	✓	✓	✓	✓	✓
How to Print Test Tickets from Roster Lists	✓	✓	✓	✓	✓
How to Manage Appeal Requests					
How to Add New Appeal Requests	✓	✓	✓	N/A	N/A
How to Modify Existing Appeal Requests (Pending SDDOE Approval)	✓	✓	✓	N/A	N/A
How to Upload Appeal Requests	✓	✓	✓	N/A	N/A
How to Monitor Test Progress					

Task or Site	DA*	AC*	SC*	TE*	PR*
How to View Reports of Students' Current Test Status	✓	✓	✓	✓	✓
How to View Reports of Students' Current Test Status by Student ID	✓	✓	✓	✓	✓
How to View Report of Test Completion Rates	✓	✓	✓	N/A	N/A
How to View Report of Test Status Codes	✓	✓	✓	N/A	N/A
How to Perform Data Cleanup					
How to View or Edit Non-Participation Codes (Optional Task)	✓	✓	✓	N/A	N/A
How to Correct Student Enrollment History (State-Only)	N/A	N/A	N/A	N/A	N/A
Access to Test Delivery System (TDS)					
Proctor Sites (Operational and Training)	✓	✓	✓	✓	✓
Proctor Certification Course	✓	✓	✓	✓	✓
Data Entry Interface (Science Gen Ed Only)	✓	✓	✓	✓	✓
AIRWays Reporting					
What level should this user have?	All students within a District	All students within a District	All students within a School	All students within a Roster	N/A
Does this user have access to Test Reason Manager?	✓	✓	✓	N/A	N/A
Does this user have scoring access? ⁴	N/A	N/A	All students within a School	All students within a Roster	N/A
Online Reporting System⁵					

Task or Site	DA*	AC*	SC*	TE*	PR*
What level should this user have?	All students within a District	All students within a District	All students within a School	All students within a Roster	
Score Reports	✓	✓	✓	✓	N/A
*DA—District Administrator; AC—Assessment Coordinator; SC—School Test Coordinator; TE—Teacher, PR—Proctor					
¹ Proctors must sign the Non-Disclosure Agreement in order to administer any South Dakota State Assessments.					
² Text-to-Speech Passages and Passages/Items for ELA CAT, Print on Demand, and Non-Embedded Accommodations need to be approved and assigned by your State DOE Assessment contacts.					
³ Districts must be pre-approved by the state to participate in paper testing.					
⁴ If the Proctor role administers an ELA or Math Interims, hand-scored items must be scored by the School Coordinator or a Teacher must be added to testing students' rosters in order for students to see their results.					
⁵ Test Results from the Online Reporting System (ORS) will be moved to the AIRWays Reporting System starting the Fall 2019.					