

2017-2018 User Roles and Access to Idaho Assessment Systems

This table provides a brief overview of AIR’s systems and which users can access each system and the features/tasks within each system. For TIDE, features are referred to by their corresponding tab. The corresponding user guide for each system contains complete information about each system’s features.

- **Note:** *DA, DC, and SC users can only view, add, or modify the users in their district and/or school who have a lower role level. For example, DAs cannot add or modify other DA users, and SCs cannot add or modify other SCs or any district-level

	District Administrator (DA)	District Test Coordinator (DC)	School Test Coordinator (SC)	Teacher (TE)	Test Administrator (TA)
Test Information Distribution Engine (TIDE)					
Administration Tasks					
My Account	■	■	■	■	■
Manage Students					
Add Students	■	■			
Upload Students via a file upload	■	■			
Upload Student Settings (Accommodations)	■	■	■		
View/Edit/Export Students	■	■	■	View and Export Only	View and Export Only
Move Students	■	■			
Delete Students	■	■			
Manage Users					
Add Users	■	■	■		
Upload Users	■	■	■		
View/Edit Users	■	■	■		
Delete Users	■	■	■		
Manage Rosters					
Manage Rosters	■	■	■	■	
Upload Rosters	■	■	■	■	
General Resources					
Downloading and Installing Voice Packs	■	■	■	■	■
Download Hand-Scoring Resources (THSS materials)	■	■	■	■	■

	District Administrator (DA)	District Test Coordinator (DC)	School Test Coordinator (SC)	Teacher (TE)	Test Administrator (TA)
Download Files from the Inbox	■	■	■	■	■
Test Improprieties					
Create/Upload Test Impropriety Requests	■	■	■		
View Test Impropriety Requests	■	■	■	■	■
Documenting Non-Participation with Special Codes					
Viewing and Editing a Student's Special Codes	■	■	■	☑	☑
Test Progress Management					
Plan and Manage Testing	■	■	■	■	■
Test Completion Rates	■	■	■	■	■
Test Status Code Report	■	■	■	■	■
Test Delivery System (TDS)					
<i>Which system(s) can users access?</i>					
TA Certification Site	■	■	■	■	■
Test Administrator Sites	■	■	■	■	■
Data Entry Interface (DEI)	■	■	■	■	■
Online Reporting System (ORS)					
Score Reports	■	■	■	■	
Summary Statistics	■	■	■	■	
Retrieve Student Results	■	■	■	■	
Manage Rosters	■	■	■	■	
Teacher Hand Scoring System (THSS)					
Score Manager	■	■	■		
Scorer	■	■	■	■	
AIR Ways Reporting					
AIR Ways Reports	■	■	■	■	

- Full access; View and Edit
- ☑ View Only