



User Roles and Access to HSAP Systems for 2017-2018

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

Task or Site	CAS*	CS*	PR*	TC*	TA*	TA-ALT*	TE*	DATA**	IS*
Access to Test Information Distribution Engine (TIDE) Features and Tasks									
Updating and Verifying School Contact Information			✓	✓					
Managing Users									
Viewing User Accounts	✓	✓	✓	✓					
Adding User Accounts			✓	✓					
Adding, Editing, or Deleting Users through File Uploads			✓	✓					
Editing User Details			✓	✓					
Deleting User Accounts			✓	✓					
Working with Student Information									
Viewing Student Records	✓	✓	✓	✓	✓	✓	✓	✓	
Uploading Student Test Settings				✓					
Setting EOC Exam Eligibility by subject				✓					
Setting Interim Testing Grade by subject			✓	✓	✓		✓		
Setting TTS Designated Support for Smarter Balanced ELA CAT items, ELA PT stimuli and items, and Mathematics items				✓	✓		✓		

Task or Site	CAS*	CS*	PR*	TC*	TA*	TA-ALT*	TE*	DATA**	IS*
Setting TTS Accommodation for Smarter Balanced ELA CAT reading passages and TTS Designated Support for ELA CAT items^									
Generating Frequency Distribution Reports				✓					
Working with Testing Incidents									
Creating Test Incidents^^				✓					
Retrieving Testing Incidents			✓	✓					
Creating Testing Incidents 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			✓	✓				✓	
General Resources									
Downloading and Installing Voice Packs			✓	✓	✓	✓	✓		
Downloading Forms‡‡	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monitoring Test Progress									
Plan and Manage Testing	✓	✓	✓	✓	✓	✓	✓	✓	
Reviewing Status of Students Tested	✓	✓	✓	✓	✓	✓	✓	✓	
Reviewing State Participation Counts Reports									
Reviewing Test Status Code Reports	✓	✓	✓	✓					

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Task or Site	CAS*	CS*	PR*	TC*	TA*	TA-ALT*	TE*	DATA**	IS*
	Reasons for Non-Participation								
Viewing Non-Participation Codes	✓	✓	✓	✓	✓	✓		✓	
Editing Non-Participation Codes				✓	✓	✓			
	Access to Test Administration (TA) Sites‡								
TA Training Site			✓	✓	✓	✓			
Student Training and Practice Site	✓	✓	✓	✓	✓	✓	✓		
TA Live Site			✓	✓	✓				
Online TA Certification Courses			✓	✓	✓	✓			
Data Entry Interface						✓			
	Access to Online Reporting System (ORS) Features and Tasks								
	Score Reports								
School Listing	✓	✓	✓	✓				✓	
Teacher Listing	✓	✓	✓	✓				✓	
Roster Listing	✓	✓	✓	✓			✓	✓	
Student Listing	✓	✓	✓	✓			✓	✓	
Individual Student Score Report	✓	✓	✓	✓			✓	✓	
	Test Management Center								
Retrieve Student Results	✓	✓	✓	✓			✓	✓	
Summary Statistics	✓	✓	✓	✓			✓	✓	
Manage Rosters	✓	✓	✓	✓			✓	✓	
Search Students	within Complex Area	within Complex	within School	within School	within School	within School	within roster	within School	
	Access to Teacher Hand Scoring System (THSS) Features and Tasks								
Scorer					✓		✓		✓
Score Manager	✓	✓	✓	✓					

Task or Site	CAS*	CS*	PR*	TC*	TA*	TA-ALT*	TE*	DATA**	IS*
	Access to Interim Assessment Viewing Application (AVA)								
AVA Access		✓	✓	✓	✓		✓		
	Access to AIR Ways Reporting System for Interims								
District Assessment Report		✓							
School Assessment Report		✓	✓	✓				✓	
Teacher Assessment Report		✓	✓	✓			✓	✓	
Student Assessment Report		✓	✓	✓			✓	✓	

*CAS—Complex Area Superintendent; CS—Complex Staff; PR—School Principal; TC—School Test Coordinator; TA—Test Administrator; TA-ALT—HSA-Alt Paper/Pencil Test Administrator; TE—Teacher; DATA – Data Assessment Team Advisor; IS—Interim Scorer

**The DATA user role is a new user role for school year 2017-2018 and allows users to complete the following actions: viewing, but not editing, student data; creating, modifying, and deleting rosters; monitoring test progress; and school-level reporting.

^A Test Coordinator (TC) must submit a student’s *Accommodations Verification Form* for the Smarter Balanced TTS accommodation for the ELA CAT reading passages to the Department of Education’s Assessment Section for review and approval or disapproval. TCs will also need to indicate if a student requires the TTS designated support for the ELA CAT items in addition to the TTS accommodation for the reading passages on the *Accommodations Verification Form*. TTS for items cannot be added to a student’s TTS settings in TIDE by a TC after TTS for reading passages is set and must be added by a state-level user.

^Only Test Coordinators can create or view requests for test resets, test invalidations, grace period extensions, or the reopening of expired tests using this feature in TIDE. All other testing issues must be reported to the HSAP Help Desk.

‡Only users with a role of Test Administrator (TA) can administer online assessments.

‡‡Download Forms is a page that allows you to download parent letters and various forms (e.g., Testing Incident Report Form) for online assessments. Teacher Hand Scoring System (THSS) materials are also available on this page.



Note: Technology Coordinator is a school-designated role that does not require an account in the TIDE system (except for the downloading of Voice Packs). Technology Coordinators are responsible for the following actions:

- Downloading and Installing the latest version of the Secure Browser
- Verifying that equipment and bandwidth requirements are met
- Reviewing the Secure Browser and Technical Specifications manuals to ensure test devices are configured properly
- Downloading and Installing the Voice Packs