



## User Roles and Access to HSAP Systems for 2015–2016

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*	IS*
<b>Access to Test Information Distribution Engine (TIDE) Features and Tasks</b>								
<b>Verifying School Contact Information</b>			✓	✓				
<b>Managing Users</b>								
Viewing User Accounts	✓	✓	✓	✓				
Adding User Accounts			✓	✓				
Adding, Editing, or Deleting Users through File Uploads			✓	✓				
Editing User Details			✓	✓				
Deleting User Accounts			✓	✓				
<b>Working with Student Information</b>								
Viewing Student Records	✓	✓	✓	✓	✓	✓	✓	
Uploading Student Test Settings				✓				
Setting EOC Exam Eligibility by subject				✓				
Setting Interim Testing Grade by subject			✓	✓	✓		✓	
Setting TTS <b>Designated Support</b> for Smarter Balanced ELA CAT items, ELA PT stimuli and items, and Mathematics items				✓				
Setting TTS <b>Accommodation</b> for Smarter Balanced ELA CAT reading passages and TTS Designated Support for ELA CAT items**								

<b>Task or Site</b>	<b>CAS*</b>	<b>CS*</b>	<b>PR*</b>	<b>TC*</b>	<b>TA*</b>	<b>TA-ALT*</b>	<b>TE*</b>	<b>IS*</b>
<b>Working with Test Improperities</b>								
Creating Test Improperities^^				✓				
Retrieving Test Improperities			✓	✓				
Creating Test Improperities through File Uploads				✓				
<b>Working with Rosters of Students</b>								
Viewing Rosters	✓	✓	✓	✓				
Adding a New Roster	✓	✓	✓	✓				
Modifying an Existing Roster	✓	✓	✓	✓				
Deleting a Roster	✓	✓	✓	✓				
Printing a Roster	✓	✓	✓	✓				
Creating Rosters through File Uploads	✓	✓	✓	✓				
<b>General Resources</b>								
Downloading and Installing Voice Packs	✓	✓	✓	✓	✓	✓	✓	
Downloading Forms‡‡	✓	✓	✓	✓	✓	✓	✓	✓
<b>Access to Test Administration (TA) Sites‡</b>								
<b>TA Training Site</b>			✓	✓	✓	✓		
<b>Student Training and Practice Site</b>	✓	✓	✓	✓	✓	✓	✓	
<b>TA Live Site</b>			✓	✓	✓			
<b>Online TA Certification Courses</b>			✓	✓	✓	✓		
<b>Data Entry Interface</b>						✓		
<b>Access to Online Reporting System (ORS) Features and Tasks</b>								
<b>Score Reports</b>								
School Listing	✓	✓	✓	✓				
Teacher Listing	✓	✓	✓	✓				
Roster Listing	✓	✓	✓	✓			✓	

Task or Site	CAS*	CS*	PR*	TC*	TA*	TA-ALT*	TE*	IS*
Student Listing	✓	✓	✓	✓			✓	
Individual Student Score Report	✓	✓	✓	✓			✓	
<b>Test Management Center</b>								
Plan and Manage Testing	✓	✓	✓	✓	✓	✓	✓	
Retrieve Student Results	✓	✓	✓	✓			✓	
Summary Statistics	✓	✓	✓	✓			✓	
Test Completion Rates	✓	✓	✓	✓	✓	✓	✓	
<b>Manage Rosters</b>	✓	✓	✓	✓			✓	
<b>Search Students</b>	within Complex Area	within Complex	within School	within School	within School	within School	within roster	
<b>Access to Teacher Hand Scoring System (THSS) Features and Tasks</b>								
<b>Scorer</b>					✓		✓	✓
<b>Score Manager</b>	✓	✓	✓	✓				
<b>Access to Interim Assessment Viewing Application (AVA)</b>								
<b>AVA Access</b>					✓		✓	

\*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; IS—Interim Scorer

\*\*A Test Coordinator (TC) must submit a student’s *Verification of Student Need 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 *Verification of Student Need 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 state-level users can edit classroom activity assignments. TCs must submit a *Verification of Student Need Form* to the Assessment Section for classroom activity reassignment.

^^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.