

2018–2019 Iowa ELPA21 Systems User Roles and Access Chart

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.

Task or Site	State*	DC*	NPC*	BC*	TA*	SA*
Access to Test Information Distribution Engine (TIDE) Features and Tasks						
Managing Student Information						
Adding Students	✓	✓	✓	✓		✓
Deleting Students	✓					
Viewing and Editing Students**	✓	✓	✓	✓	✓	✓
Adding, or Editing Students through File Uploads	✓	✓	✓			✓
Moving Students Between Schools	✓	✓	✓			
Printing PreID Labels	✓	✓	✓	✓	✓	✓
Printing Students’ Test Settings	✓	✓	✓	✓	✓	✓
Generating Frequency-Distribution Reports	✓					
Managing Student Test Settings and Tools						
Viewing and Editing Test Settings and Tools**	✓	✓	✓	✓	✓	✓
Uploading Test Settings and Tools	✓	✓	✓	✓		✓
Managing TIDE Users						
Viewing User Details	✓	✓	✓	✓		
Deleting User Accounts	✓	✓	✓			
Managing Rosters						
Adding New Rosters	✓	✓	✓	✓	✓	✓
Modifying Existing Rosters	✓	✓	✓	✓	✓	✓
Creating Rosters Through File Uploads	✓	✓	✓	✓		
Working with Orders for Testing Materials						
Placing Additional Orders		✓	✓			

Task or Site	State*	DC*	NPC*	BC*	TA*	SA*
Viewing Order History	✓	✓	✓			
Approving Pending Orders	✓					
Viewing Statewide Quantity Reports	✓					
Printing Test Tickets						
Printing Test Tickets from Student List	✓	✓	✓	✓	✓	✓
Printing Test Tickets from Roster List	✓	✓	✓	✓	✓	✓
Managing Appeals						
Creating Appeals	✓	✓	✓	✓		✓
Viewing Appeals	✓	✓	✓	✓	✓	✓
Approving Appeals	✓					
Creating Appeals Through File Uploads	✓	✓	✓			
Monitoring Test Progress						
Plan and Manage Testing	✓	✓	✓	✓	✓	✓
Reviewing Test Completion Rates	✓	✓	✓	✓	✓	✓
Reviewing State Participation Counts Reports	✓					
Reviewing Test Status Code Reports		✓	✓	✓	✓	
Documenting Non-Participation with Special Codes						
Viewing and Editing a Student's Special Codes	✓	✓	✓	✓		
Global Features						
Downloading Files from the Inbox	✓	✓	✓	✓	✓	✓

Task or Site	State*	DC*	NPC*	BC*	TA*	SA*
Access to Test Administration (TA) Sites						
TA Interface Practice and Training Site	✓	✓	✓	✓	✓	✓
Student Interface Practice and Training Site	✓	✓	✓	✓	✓	✓
TA Interface	✓	✓	✓	✓	✓	✓
Access to Online Reporting System (ORS) Features and Tasks						
Score Reports						
School Listing	✓	✓	✓	✓	✓	✓
Teacher Listing	✓	✓	✓	✓	✓	✓
Roster Listing	✓	✓	✓	✓	✓	✓
Student Listing	✓	✓	✓	✓	✓	✓
Individual Student Score Report	✓	✓	✓	✓	✓	✓
Reports & Files						
Retrieve Student Results	✓	✓	✓	✓	✓	✓
Manage Rosters	✓	✓	✓	✓	✓	✓
Search Students	✓	✓	✓	✓	✓	✓
Access to Teacher Hand Scoring System (THSS) Features and Tasks						
Scorer	✓	✓	✓	✓	✓	✓
Score Manager	✓	✓	✓			

*State—State Administrator; DC—District Test Coordinator; NPC—Non-Public Coordinator; SA—Screening Administrator; BC—Building Coordinator, TA—Test Administrator

**Some roles have view-only access to this feature.

***District Coordinator, Non-Public Coordinator and Building Coordinator users can only view the users in their district and/or school who have a lower role level. For example, a DC cannot view DC users in other districts, and BC cannot view DC or any district-level users. If changes need to be made, please go to Iowa Department of Education Portal at <https://portal.ed.iowa.gov>.