



User Roles and Access to Ohio Online Systems

This table provides a brief overview of the levels of access that will be provided to users of the following online systems for the 2016-2017 administrations of Ohio’s State Tests for English language arts, mathematics, science and social studies, Ohio’s Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD), and the Ohio English Language Proficiency Assessment (OELPA). TIDE, the Test Administrator Interface, the Data Entry Interface, and the Online Reporting System are all accessible through Ohio’s online portals at oh.portal.airast.org.

- access provided at the district level
- access restricted at the school level

District and Building Administrator Users

	District Test Coordinator (DTC)	District Administrator (DA)	District Reporting User (DRU)	EMIS Coordinator (EC)	Building Test Coordinator (BTC)	Building Reporting User (BRU)	Information Technology Center (ITC)
TIDE for Online Administrations							
<i>Paper Ordering</i>							
Initial Orders							
<i>Verify Contact Information</i>	■	■					
<i>Confirm Participation (when applicable)</i>	■	■					
<i>Supplemental Information</i>	■	■					
<i>Orders</i>	■	■					
Order History	■	■					
Order Quantity Reports	■	■					
<i>Users</i>							
Add User	■	■			□		
View/Edit/Export User	■	■			□		
Upload Users	■	■			□		

District and Building Administrator Users

	District Test Coordinator (DTC)	District Administrator (DA)	District Reporting User (DRU)	EMIS Coordinator (EC)	Building Test Coordinator (BTC)	Building Reporting User (BRU)	Information Technology Center (ITC)
<i>Test Settings and Tools</i>							
View/Edit/Export Test Settings and Tools	■	■		■	□		
Upload Testing Settings and Tools	■	■		■	□		■
<i>Student Information</i>							
Add Student	■	■		■	□		■
<i>View/Edit/Export Students</i>							
View student information	■	■		■	□		■
Edit student information	■	■		■	□		■
View student test eligibility	■	■		■	□		■
Edit student test eligibility	■	■		■	□		■
View test settings and tools	■	■		■	□		
Edit test settings and tools	■	■		■	□		
Upload Pre-ID File	■	■		■			■
Frequency Distribution Report	■	■		■	□		■
<i>Rosters</i>							
Add Rosters	■	■	■		□	□	
View/Edit/Export Rosters	■	■	■		□	□	
Upload Rosters	■	■	■		□	□	
<i>General Resources</i>							
Download Voice Pack	■	■			□		
<i>Test Status Requests</i>							
Create Requests	■	■					
View Requests	■	■					
Upload Requests	■	■					
<i>Print Test Tickets</i>							
Print from Student List	■	■			□		

District and Building Administrator Users

	District Test Coordinator (DTC)	District Administrator (DA)	District Reporting User (DRU)	EMIS Coordinator (EC)	Building Test Coordinator (BTC)	Building Reporting User (BRU)	Information Technology Center (ITC)
Print from Roster List	■	■			□		
<i>Monitoring Test Progress</i>							
Plan and Manage Testing	■	■	■	■	□	□	
Test Completion Rates	■	■	■	■	□	□	
Test Status Code Report	■	■	■	■	□	□	
<i>Data Cleanup</i>							
Discrepancy Resolution	■	■					
Student Enrollment History	■	■					
Test Administrator Interface							
Establish Test Sessions	■	■			□		
Approve Students for Testing	■	■			□		
Edit Student Test Settings & Accommodations	■	■			□		
Pause & Stop Test Sessions	■	■			□		
Data Entry Interface							
Data Entry	■	■			□		
Online Reporting System							
<i>Test Management Center</i>							
Summary Statistics	■	■	■	■	□	□	
Retrieve Student Results (downloadable data)	■	■	■	■	□	□	
<i>Score Reports</i>							
Score Reports	■	■	■	■	□	□	
<i>Manage Rosters</i>							
Manage Rosters	■	■	■		□	□	

Teacher Level Users

	Teacher (TE)	Test Administrator (TA)	Second Rater (SR)
TIDE for Online Administrations			
<i>Paper Ordering</i>			
Initial Orders			
Verify Contact Information			
Confirm Participation (when applicable)			
Supplemental Information			
Orders			
Order History			
Order Quantity Reports			
<i>Users</i>			
Add User			
View/Edit/Export User			
Upload Users			
<i>Test Settings and Tools</i>			
View/Edit/Export Test Settings and Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upload Testing Settings and Tools			
<i>Student Information</i>			
Add Student			
View/Edit/Export Students			
View student information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit student information			
View student test eligibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit student test eligibility			
View test settings and tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit test settings and tools	<input type="checkbox"/>	<input type="checkbox"/>	
Upload Pre-ID File			

Teacher Level Users

	Teacher (TE)	Test Administrator (TA)	Second Rater (SR)
Frequency Distribution Report			
<i>Rosters</i>			
Add Rosters	<input type="checkbox"/>		
View/Edit/Export Rosters	<input type="checkbox"/>		
Upload Rosters	<input type="checkbox"/>		
<i>General Resources</i>			
Download Voice Pack	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Test Status Requests</i>			
Create Requests			
View Requests			
Upload Requests			
<i>Print Test Tickets</i>			
Print from Student List	<input type="checkbox"/>	<input type="checkbox"/>	
Print from Roster List	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Monitoring Test Progress</i>			
Plan and Manage Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Completion Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Status Code Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Data Cleanup</i>			
Discrepancy Resolution			
Student Enrollment History			
Test Administrator Interface			
Establish Test Sessions	<input type="checkbox"/>	<input type="checkbox"/>	
Approve Students for Testing	<input type="checkbox"/>	<input type="checkbox"/>	
Edit Student Test Settings & Accommodations	<input type="checkbox"/>	<input type="checkbox"/>	
Pause & Stop Test Sessions	<input type="checkbox"/>	<input type="checkbox"/>	

Teacher Level Users

	Teacher (TE)	Test Administrator (TA)	Second Rater (SR)
Data Entry Interface			
Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Reporting System			
<i>Test Management Center</i>			
Summary Statistics	<input type="checkbox"/>		
Retrieve Student Results (downloadable data)			
<i>Score Reports</i>			
Score Reports	<input type="checkbox"/>		
<i>Manage Rosters</i>			
Manage Rosters	<input type="checkbox"/>		