



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 2019-2020 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), the Ohio English Language Proficiency Assessment (OELPA), the Ohio English Language Proficiency Screener (OELPS) and the Ohio Graduation Tests (OGT). The Test Information Distribution Engine (TIDE), the Test Administrator Interface, the Data Entry Interface, the Teacher Hand Scoring System (THSS) 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							
<i>Paper Ordering</i>							
Initial Orders							
Verify Contact Information	■	■					
Supplemental Information	■	■					
Orders	■	■					
Order History	■	■					
Order Quantity Reports	■	■					
Track Shipments	■	■					
<i>Users</i>							
Add User	■	■			□		
View/Edit/Export User	■	■			□		
Upload Users	■	■			□		
<i>Test Settings and Tools</i>							
View/Edit/Export Test Settings and Tools	■	■		■	□		
Upload Testing Settings and Tools	■	■		■	□		■

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>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 Student Attributes	■	■		■			■
Upload Pre-ID File	■	■		■			■
Frequency Distribution Report	■	■		■	□		■
<i>Rosters</i>							
Add Rosters	■	■			□		
View/Edit/Export Rosters	■	■	■		□	□	
Upload Rosters	■	■			□		
<i>Score Reporting Label Requests</i>							
Score Reporting Label Requests	■	■					
<i>Score Reports Shipping Information</i>							
Score Reports Shipping Information	■	■					
<i>General Resources</i>							
Download Voice Pack	■	■			□		
<i>Test Status Requests</i>							
Create Requests	■	■					
View Requests	■	■					
Upload Requests	■	■					

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>Print Test Tickets</i>							
Print from Student List	■	■			□		
Print from Roster List	■	■			□		
<i>Monitoring Test Progress</i>							
Plan and Manage Testing	■	■	■	■	□	□	
Test Completion Rates	■	■	■	■	□	□	
Test Status Code Report	■	■	■	■	□	□	
Participation Search by SSID	■	■	■	■	□	□	
<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>Score Reports</i>							
Score Reports	■	■	■	■	□	□	
<i>Manage Rosters</i>							
Manage Rosters	■	■	■		□	□	
<i>Reports and Files</i>							
Retrieve Student Results	■	■	■	■	□	□	

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)
Teacher Hand Scoring System							
View a list of items completed by any student associated with their school/district	■	■			□		
Reassign item responses.	■	■			□		
Score item responses	■	■			□		

Teacher Level Users

	Teacher (TE)	Test Administrator (TA)
TIDE		
<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		
Track Shipments		
<i>Users</i>		
Add User		
View/Edit/Export User		
Upload Users		
<i>Test Settings and Tools</i>		
View/Edit/Export Test Settings and Tools	□	□
Upload Testing Settings and Tools		

Teacher Level Users

	Teacher (TE)	Test Administrator (TA)
<i>Student Information</i>		
Add Student		
View/Edit/Export Students		
<i>View student information</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Edit student information</i>		
<i>View student test eligibility</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Edit student test eligibility</i>		
<i>View test settings and tools</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Edit test settings and tools</i>	<input type="checkbox"/>	<input type="checkbox"/>
Upload Student Attributes		
Upload Pre-ID File		
Frequency Distribution Report		
<i>Rosters</i>		
Add Rosters	<input type="checkbox"/>	
View/Edit/Export Rosters	<input type="checkbox"/>	
Upload Rosters	<input type="checkbox"/>	
<i>Score Reporting Label Requests</i>		
Score Reporting Label Requests		
<i>Score Reports Shipping Information</i>		
Score Reporting Label Requests		
<i>General Resources</i>		
Download Voice Pack	<input type="checkbox"/>	<input type="checkbox"/>
<i>Test Status Requests</i>		
Create Requests		
View Requests		
Upload Requests		

Teacher Level Users

	Teacher (TE)	Test Administrator (TA)
<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"/>
Test Completion Rates	<input type="checkbox"/>	<input type="checkbox"/>
Test Status Code Report	<input type="checkbox"/>	<input type="checkbox"/>
Participation Search by SSID	<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"/>
Data Entry Interface		
Data Entry	<input type="checkbox"/>	<input type="checkbox"/>
Online Reporting System		
Score Reports	<input type="checkbox"/>	
<i>Manage Rosters</i>		
Manage Rosters	<input type="checkbox"/>	
Teacher Hand Scoring System		
Score Item Responses	<input type="checkbox"/>	<input type="checkbox"/>