

## User Roles and Access to HSAP Systems for 2023-2024

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*	TE*	DATA*
	<b>Access to Test Information Distribution Engine (TIDE) Features and Tasks</b>						
Updating and Verifying School Contact Information			✓	✓			
Submitting Test Administration Forms			✓	✓			
	<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 HSA-Alt Accommodations				✓	✓		
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^							
Generating Frequency Distribution Reports				✓			

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Task or Site	CAS*	CS*	PR*	TC*	TA*	TE*	DATA*
	<b>Working with Testing Incidents</b>						
Creating Test Incidents^^				✓			
Retrieving Testing Incidents			✓	✓			
Creating Testing Incidents 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 Forms	✓	✓	✓	✓	✓	✓	✓
	<b>Monitoring Test Progress</b>						
Plan and Manage Testing	✓	✓	✓	✓	✓	✓	✓
Reviewing Status of Students Tested	✓	✓	✓	✓	✓	✓	✓
Reviewing Participation Report for SSID	✓	✓	✓	✓	✓	✓	✓
Reviewing Test Status Code Reports	✓	✓	✓	✓			
	<b>Reasons for Non-Participation</b>						
Viewing Non-Participation Codes	✓	✓	✓	✓	✓		✓
Editing Non-Participation Codes				✓	✓		
	<b>Family Portal Access Codes</b>						
Emailing Family Portal Access Codes				✓			✓
Viewing Family Portal Access Codes	✓	✓	✓	✓	✓	✓	✓
Resetting Family Portal Access Codes				✓			✓
	<b>Access to Test Administration (TA) Sites‡</b>						
TA Training Site			✓	✓	✓		
Student Training and Practice Site	✓	✓	✓	✓	✓	✓	✓
TA Live Site			✓	✓	✓		
Online TA Certification Courses			✓	✓	✓		

Task or Site	CAS*	CS*	PR*	TC*	TA*	TE*	DATA*
<b>Access to the Centralized Reporting System (CRS)</b>							
District Assessment Report	✓	✓					
School Assessment Report	✓	✓	✓	✓			✓
Teacher Assessment Report	✓	✓	✓	✓		✓	✓
Student Assessment Report	✓	✓	✓	✓		✓	✓
Search Students	within Complex Area	within Complex	within School	within School	n/a	within roster	within School
<b>Access to Interim Assessment Viewing Application (AVA)</b>							
AVA Access		✓	✓	✓	✓	✓	

\*CAS—Complex Area Superintendent; CS—Complex Staff; PR—School Principal; TC—School Test Coordinator; TA—Test Administrator; TE—Teacher; DATA – Data Assessment Team Advisor

^The Smarter Balanced TTS accommodation for the ELA CAT reading passages must be set in TIDE by the Department of Education's Assessment Section. TCs should review the *Smarter Balanced Summative Test Administration Manual* for full information on how to request this accommodation for students.

^^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.



**Note:** Technology Coordinator is a school-designated role that does not require an account in the TIDE system. 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 configuration documentation available on [alohahsap.org](http://alohahsap.org) to ensure test devices are configured properly