User Roles and Access to Wyoming Alternate Assessment Online Systems

This table provides a brief overview of the levels of access that can be provided to users of the following online systems for the Spring 2015 administration of the Wyoming Alternate Assessment for Students with Significant Cognitive Disabilities (Wy-ALT). TIDE, the Data Entry Interface (DEI), and the Online Reporting System (ORS) will all be accessible through Wyoming's online portal at http://wyoassessment.org. More information about these systems can be found in the Building Coordinator's Manual and Directions for Administration Manual.

District- and Building-Level Roles

District Test Coordinator (DTC) – This person has primary responsibility for overseeing the administration of state assessments. The DTC is the primary point of contact between the district and WDE. The DTC has the authority to create user accounts for all roles listed below.

District Administrator (DA) – This optional user role allows the DTC to delegate many tasks to one or more district personnel (e.g., special education coordinator, curriculum coordinator) who will assist with the administration and oversight of the systems. The DA can create building-level user accounts, but not district-level accounts. District administrators will also have access to student scores in the Online Reporting System.

Building Coordinator (BC) – This person is responsible for coordinating the administration of state assessments in a school building. Depending on the preference of the DTC, the BC may also be responsible ordering test materials and for creating and maintaining user accounts in his/her school building (TAs and SSs). BCs will be able to add students to TIDE for online administrations for the Wy-ALT.

Teacher-Level Roles:

Test Administrator (TA) - This user role is available to personnel who will administer the Wy-ALT to students with significant cognitive disabilities and enter the students' scores in the Data Entry Interface (DEI). The TA role will also have access to interactive score data in the Online Reporting System. This role is appropriate for personnel who will administer the assessment and enter scores in the DEI.

Second Scorer (SS) – This user role is for personnel who will observe the Wy-ALT administration and independently score the student's responses and enter them in the Data Entry Interface.

District and Building Coordinators

■ access provided at the district level
□ access restricted at the school level

	District Test Coordinator (DTC)	District Administrator (DA)	Building Coordinator (BC)
Test Information Distribution Engine (TIDE)			
Verify Contact Information			
Verify/edit district contact information and shipping addresses	■	■	□
Orders			
Initial Orders (pre-loaded; read-only)	■	■	
Additional Orders	■	■	
Order History	■	■	□
Order Summary	■	■	□
Track Shipments	■	■	□
User Management			
Upload Users	■	■	□
Add Users	■	■	□
View/Edit Users	■	■	□
Student Information			
Upload Pre-ID File			□
Add Students	■	■	□
View/Edit Students	■	■	□
Edit student demographics	■	■	□
View student demographics	■	■	□
Rosters			
Upload Rosters	■	■	□
Manage Rosters	■	■	□
Test Irregularities			
Create Test Status Requests			□
View Test Status Requests	■	■	□
Data Entry Interface (DEI)			
Data Entry			□
Online Reporting System (ORS)			
Test Completion Rates	■	■	□
Plan and Manage Testing	■	■	□
Summary Statistics	■	■	□
Retrieve Student Results (downloadable data)	■	■	□
Score Reports	■	■	□
Manage Rosters	■	■	□

Test Administrators and Second Scorers

☐ access restricted at the school level	Test Administrator (TA)	Second Scorer (SS)
Test Information Distribution Engine (TIDE)		
Student Information		
Upload Pre-ID File		
Add Students		
View/Edit Students		
Edit student demographics		
View student demographics	☐	☐
Rosters		
Upload Rosters	☐	
Manage Rosters	☐	
Data Entry Interface (DEI)		
Data Entry	☐	☐
Online Reporting System (ORS)		
Test Management Center		
Test Completion Rates	☐	☐
Plan and Manage Testing	☐	☐
Summary Statistics	☐	
Retrieve Student Results (downloadable data)		
Score Reports		
Score Reports	☐	
Manage Rosters	☐	

Working with the User Management Task in TIDE

Test coordinators will be able to add users for when TIDE opens on **December 8th** and will be able to make updates to user accounts throughout the school year. All personnel who administer or second score the Wy-ALT must have a user account created in advance of the test window.

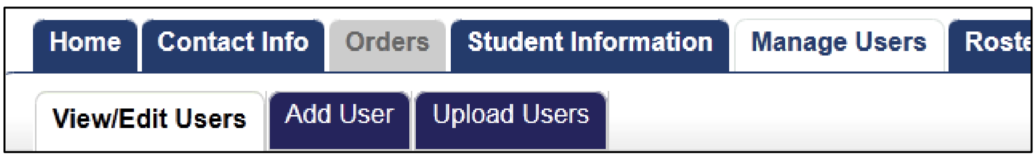
The **Manage Users** task in TIDE allows DTCs, DAs and BCs to add new users or modify existing users. This can be done individually or through a file upload process.

Key information is listed below. Additional information on using the features of the Manage Users task can be found in the *TIDE User Guide*.

Using the Upload Users Task to Add New Users

The Upload Users task allows authorized users to upload multiple user accounts with one data file upload. Key steps are listed below; complete information can be found in the *TIDE User Guide*.

- Use the information from the "User Accounts and Roles" section to identify who will serve each user account role.
- Log into TIDE and navigate to **Manager Users**.



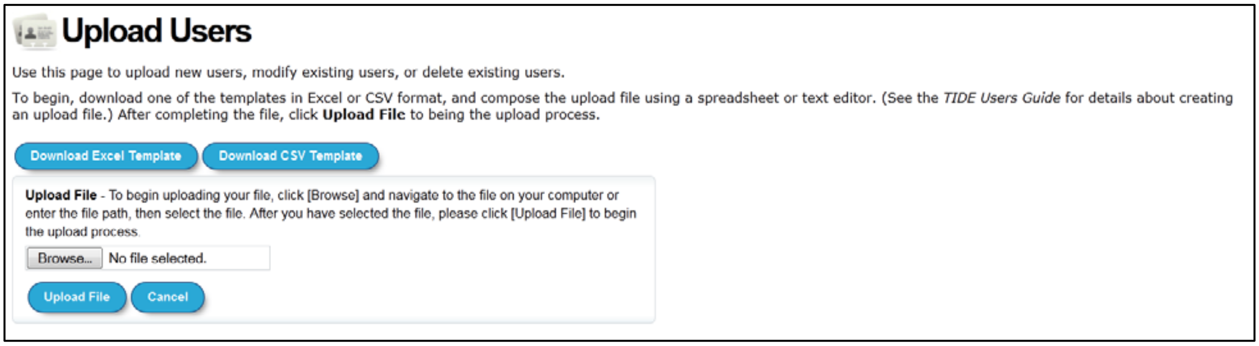
- Prepare the data file of user information based on the Excel or CSV templates available under Upload Users. Save in either Excel or CSV format.

	A	B	C	D	E	F	G	H
1	**District ID**	**School ID**	**FirstName**	**LastName**	**Email**	**Role**	**Phone**	**Action**
2	9999000	9999001	John	Doe	jdoe@air.org	BC		ADD
3	9999000	9999001	John	Doe	jdoe@air.org	TA	307-555-1212	ADD

Enter data in the columns as follows:

- District ID: Your district's ID (e.g., 9999000). Be sure to preserve the leading zeroes.
- School IRN: Your school's IRN (e.g., 9999001). Be sure to preserve the leading zeroes.
- First Name: The first name of the user you are adding.
- Last Name: The last name of the user you are adding.
- Email: The email address for the user.
- Role: See page 1, and enter the correct acronym for each user.
- Phone: Use the format xxx-xxx-xxxx. An extension can also be appended.
- Action: Enter **ADD** in this column. [Note: After the initial user accounts are established, this data file layout can also be used to remove accounts. To remove accounts, enter **DELETE** in the Action column.]
- *Note: Do not change or move the column headers in the first row.*

☐ Upload users following the steps listed in TIDE.



1. Click the **Manage Users** tab, then click **Upload Users**. The ***Upload Users*** page appears.

2. Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**.

3. Open the file in a spreadsheet application or text editor, and add a row for each user you want to add, modify, or delete. Save the file on your computer.

4. In the **Upload Users** page, click **Browse**, and navigate to the file you created in step 3.

5. Click **Upload File**. TIDE displays a preview of the uploaded file. Use this preview to verify you uploaded the correct file.

User Upload File Preview

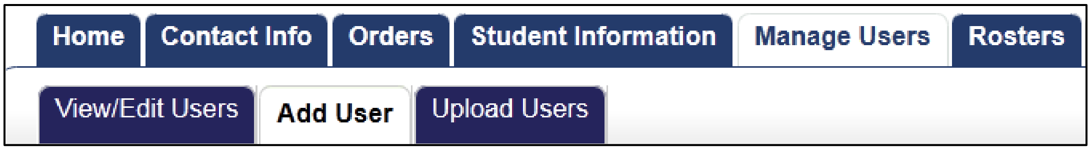
District ID	School ID	FirstName	LastName	ExternalID	Role	Phone	Action
9999000	9999001	John	Doe	jdoe@air.org	BC		ADD
9999000	9999001	John	Doe	jdoe@air.org	TA	307-555-1212	ADD
9999000	9999001	John	Doe	jdoe@air.org	BC	307-555-1212	DELETE

6. Click **Next**. TIDE validates the file and displays error messages, if any.

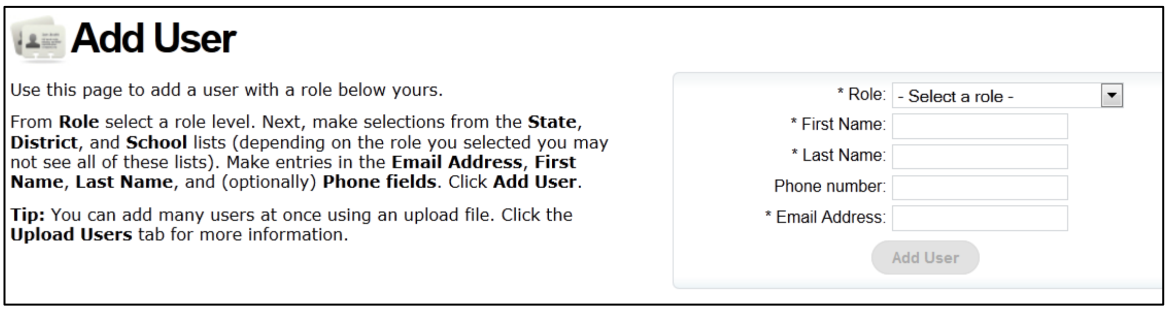
7. Click **Commit**. TIDE commits those records that do not have errors.

Other Options for Managing Users

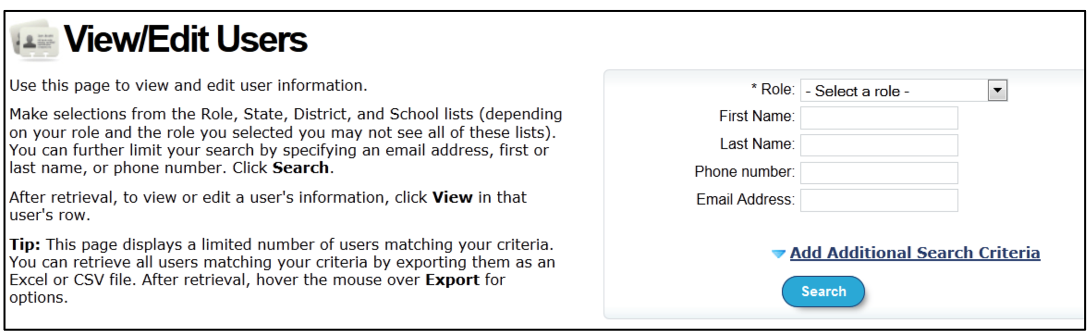
Authorized users may elect to add and edit user accounts one at a time. A summary of these options is listed below; complete information can be found in the *TIDE User Guide*.



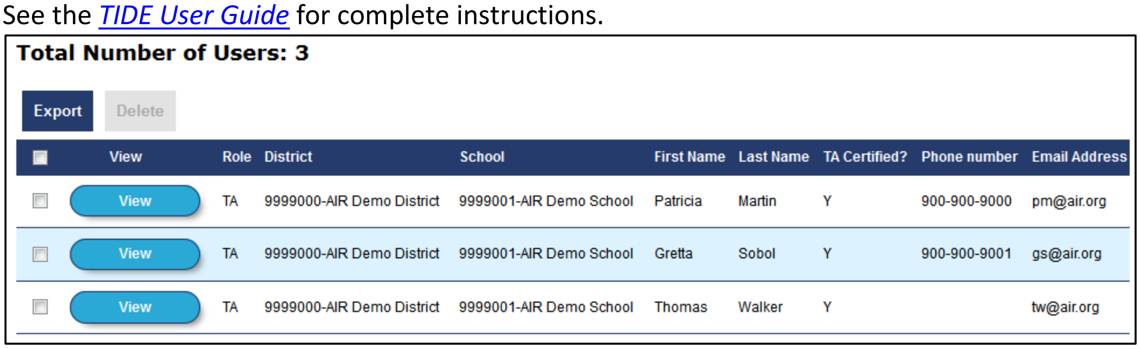
1. **Add User --** This feature allows DTCs, DAs or BCs to create new user accounts individually. To enter an account, select the user's role and enter his/her first and last name, phone number and email address. Click "Add User." The user will receive an email from TIDE. This email contains a secure link that the user must click on to establish his/her password.



2. **View/Edit Users --** This feature allows DTCs, DAs and BCs to view user accounts and edit user accounts individually.



After entering search criteria, the results will display as follows. Click the check box to the left of the record then "Delete" to remove an account. Click "View" to view and edit an account. Note that user account emails and school IDs cannot be changed using this feature. User accounts that require a change to the email field or ID field must be modified using the Upload Users task. See the *TIDE User Guide* for complete instructions.



Total Number of Users: 3

Export Delete

	View	Role	District	School	First Name	Last Name	TA Certified?	Phone number	Email Address
	View	TA	9999000-AIR Demo District	9999001-AIR Demo School	Patricia	Martin	Y	900-900-9000	pm@air.org
	View	TA	9999000-AIR Demo District	9999001-AIR Demo School	Gretta	Sobol	Y	900-900-9001	gs@air.org
	View	TA	9999000-AIR Demo District	9999001-AIR Demo School	Thomas	Walker	Y		tw@air.org