

User Roles and Access to DeSSA Applications for 2023–2024

This table provides a brief overview of DeSSA applications and which users can access the features/tasks within each application. The corresponding user guide for each system contains complete information about each system’s features.

TIDE Task or CAI System	District Test Coordinator (DTC)/District Administrator (DA)	District Accommodations Manager (DAM)	District Information Security Officer (ISO)	School Administrator (SA)	Test Administrator (TA)
Viewing and Editing Student Information**	✓	✓		✓	✓
Uploading Student Settings	✓	✓		✓	
Printing PreID Labels	✓	✓		✓	✓
Printing Students’ Test Settings	✓	✓		✓	✓
Generating Frequency Distribution Reports	✓	✓		✓	✓
Summative Testing Grade–Skippers Only	✓	✓		✓	✓
Uploading Student Interim Testing Grade	✓	✓		✓	✓
Viewing User Details	✓	✓	✓	✓	
Adding User Role	✓	✓	✓		
Deleting User Accounts	✓		✓		
Adding New Rosters	✓	✓		✓	✓
Modifying Existing Rosters	✓	✓		✓	✓
Deleting Rosters	✓	✓		✓	✓
Managing Test Windows	✓				
Modifying existing test windows one at a time	✓				
Uploading Test Windows	✓				
Placing Additional Orders	✓				
Viewing Order History	✓				

TIDE Task or CAI System	District Test Coordinator (DTC)/District Administrator (DA)	District Accommodations Manager (DAM)	District Information Security Officer (ISO)	School Administrator (SA)	Test Administrator (TA)
Viewing Order Quantity Reports	✓				
Printing Test Tickets from Student List	✓	✓		✓	✓
Printing Test Tickets from Roster List	✓	✓		✓	✓
Creating Online Appeals	✓				
Viewing Online Appeals	✓				
Creating Online Appeals Through File Uploads	✓				
Generating Plan and Manage Testing Report	✓	✓		✓	✓
Reviewing Test Completion Rates	✓	✓		✓	✓
Generate Access Code Template	✓			✓	
Send Access Codes via Email	✓			✓	
Downloading Files from the Secure File Center	✓	✓		✓	✓
Downloading Hand-Scoring Resources	✓	✓		✓	✓
TA Interface Practice and Training Site***	✓	✓		✓	✓
Student Interface Practice and Training Site	✓	✓		✓	✓
TA Interface Operation Tests	✓	✓		✓	✓
CRS					
Individual Student Score Report	✓	✓		✓	✓
Summary Statistics	✓	✓		✓	✓
Retrieve Student Results	✓	✓		✓	✓
Manage Rosters	✓	✓		✓	✓
Search Students	✓	✓		✓	✓

TIDE Task or CAI System	District Test Coordinator (DTC)/District Administrator (DA)	District Accommodations Manager (DAM)	District Information Security Officer (ISO)	School Administrator (SA)	Test Administrator (TA)
Score Items	✓			✓	✓

*DA/DTC—District Administrator/District Test Coordinator; DAM—District Accommodations Manager; ISO—District Information Security Officer; STA—School Administrator; TA—Test Administrator.

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

* The Student Interface Practice and Training Site is also open to the public. Users may log in as “guest users.”