



User Roles and Access to SHAPE America Field Test Systems for 2017–2018

The following table indicates which users can access the key features within each SHAPE America system. The corresponding user guide for each system contains complete information about each feature.

Task or Site	District Test Coordinator (DC)	School Test Coordinator (SC)	Proctor (PR)
Access to Test Information Distribution Engine (TIDE) Features and Tasks			
Working with Student Information			
Adding and Deleting Students Accounts	✓	✓	
Viewing and Editing Students	✓	✓	
Adding, Editing, or Deleting Students through File Uploads	✓	✓	
Managing Users			
Adding and Deleting User Accounts*	✓	✓	
Viewing and Editing User Details	✓	✓	
Adding, Editing, or Deleting Users through File Uploads*	✓	✓	
Working with Rosters of Students			
Adding and Deleting Rosters	✓	✓	
Viewing and Editing Rosters	✓	✓	
Creating Rosters through File Uploads	✓	✓	
Monitoring Test Progress			
Generating Test Completion Rates Reports	✓	✓	
Access to Test Administration (TA) Sites			
Practice Test Administration (TA Training Site)	✓	✓	✓
Student Interface Practice and Training Site	✓	✓	✓
Field Test Administration (TA Interface)	✓	✓	✓
TA Certification Course Site	✓	✓	✓
*Although there are other roles available in TIDE, DCs and SCs should grant teachers/test administrators administering field tests in their schools the Proctor (PR) role.			