USER ROLES AND ACCESS TO NMAPA ONLINE SYSTEMS

This document and table provide a brief overview of the levels of access that can be provided to users of the TIDE system for the Spring 2018 administration of the New Mexico Alternate Performance Assessment (NMAPA). TIDE will be accessible through the NMAPA portal at http://nmapa-portal.org.

DISTRICT- AND SCHOOL-LEVEL ROLES

District Test Coordinator (DTC) – This person has primary responsibility for uploading student information files, ordering test materials, and overseeing the administration of state assessments. The DTC is the primary point of contact between the district and NMPED and much of the communication concerning the NMAPA will be directed to the DTC. 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 assessment. The DA can create school-level user accounts, but not district-level accounts.

School Test Coordinator (STC) – This person is responsible for coordinating the administration of state assessments in a school building. Depending on the preference of the DTC, the STC may also be responsible for creating and maintaining user accounts in his/her school building (TAs) and adding students to TIDE.

TEST ADMINISTRATOR ROLE

Test Administrator (TA) - This user role is available to personnel who will administer the NMAPA to students and enter their scores onto paper score sheets. This role is appropriate for personnel who will administer the assessment. Starting in Spring 2017, all Test Administrators must be added into TIDE. Training for the NMAPA will now be taking place online and TAs must have a TIDE username and password in order to access the online training. There will be no more Second Raters for the NMAPA.

District and School Test Coordinators

	District Test Coordinator (DTC)	District Administrator (DA)	School Test Coordinator (STC)
■ access provided at the district level □ access restricted at the school level			
TIDE			
Verify Contact Information			
Verify/edit district contact information and shipping addresses	■	■	
Orders			
Initial Orders	■	■	
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 Administrators

☐ access restricted at the school level

	Test Administrator (TA)
TIDE	
Verify Contact Information	
Verify contact information and shipping addresses	
Orders	
Initial Orders	
Additional Orders	
Order History	
Order Summary	
Track Shipments	
User Management	
Upload Users	
Add Users	

Test Administrators

access restricted at the school level	Test Administrator (TA)
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	☐