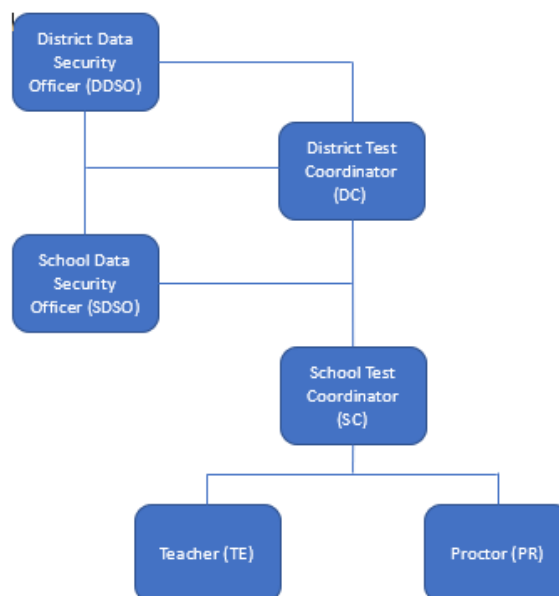


User Roles and Access to AIRWays Systems for 2018–2019

All AIRWays assessment systems are secure and role-based. To be able to access any AIRWays assessment system, user accounts need to be set up for each district and school user involved in the assessment process. User accounts are set up in the Student & User Management System. Access to data residing in the systems depends on a user's role and district-school associations. For example, district-level users can view and manage data for all schools in their districts; school-level users can view and manage data for their own schools.

A user can create user accounts for roles that are lower in the hierarchy (see Figure 1). For example, a district-level user can create user accounts for school-level users and teachers in his district; a school-level user can create accounts for teachers in his school.

Figure 1. User Hierarchy



If a user has multiple roles, each system will automatically default to the highest role upon login.

User account credentials created in Student & User Management provide access to all other AIRWays systems.

User Roles and Access to AIRWays Systems for 2018–2019

Task Group	Tasks	DDSO	DC	SDSO	SC	TE	PR
Manage Users	Adding User Accounts	✓	✓	✓	✓		
	Viewing and Editing User Details	✓	✓	✓	✓		
	Adding, Editing, or Deleting Users through File Uploads	✓	✓	✓	✓		
	Deleting User Accounts	✓	✓	✓	✓		
Working with Student Information	Adding Students	✓	✓	✓	✓		
	Viewing Students	✓	✓	✓	✓	✓	
	Editing Students	✓	✓	✓	✓		
	Deleting Students	✓	✓	✓	✓		
	Adding, Editing, or Deleting Students through File Uploads	✓	✓	✓	✓		
	Uploading Test Settings through File Uploads	✓	✓	✓	✓		
	Viewing Test Settings and Tools	✓	✓	✓	✓	✓	
	Editing Test Settings and Tools	✓	✓	✓	✓		
	Editing Accommodations	✓	✓	✓	✓		
	Printing Test Tickets	✓	✓	✓	✓	✓	
Working with Rosters of Students	Adding Rosters	✓	✓	✓	✓	✓	
	Viewing and Editing Rosters	✓	✓	✓	✓	✓	
	Deleting Rosters	✓	✓	✓	✓	✓	
	Printing a Roster	✓	✓	✓	✓	✓	
	Creating Rosters through File Uploads	✓	✓	✓	✓	✓	
Eligibility	Setting Eligibility	✓	✓	✓	✓		
Test Windows	Creating Test Windows	✓	✓	✓	✓		
	Viewing Test Windows	✓	✓	✓	✓		
	Uploading Test Windows	✓	✓	✓	✓		

Task Group	Tasks	DDSO	DC	SDSO	SC	TE	PR
Administrative Procedures	Creating Administrative Procedure Requests	✓	✓	✓	✓		
	Viewing Administrative Procedure Requests	✓	✓	✓	✓	✓	
	Approving Administrative Procedure Requests	✓	✓				
Monitoring Test Progress	Generating Plan and Manage Testing Reports	✓	✓	✓	✓	✓	
	Generating Test Completion Reports	✓	✓	✓	✓	✓	
Access to Test Administration Sites	Practice Test Administration	✓	✓	✓	✓	✓	✓
	Taking the Practice Test	✓	✓	✓	✓	✓	✓
	Test Administration	✓	✓	✓	✓	✓	✓
	Test Administration Course	✓	✓	✓	✓	✓	✓
	Benchmark Previewing System	✓	✓	✓	✓	✓	✓
Access to Reporting Features and Tasks	District Assessment Report	✓	✓				
	School Assessment Report	✓	✓	✓	✓		
	Teacher Assessment Report	✓	✓	✓	✓	✓	
	Managing Rosters	✓	✓	✓	✓	✓	
	Managing Test Reason	✓	✓	✓	✓	✓	