User Roles and Access to Ohio Online Systems

These tables provide a brief overview of the levels of access provided to users of the following online systems for the 2023-2024 administrations of Ohio's State Tests (OST) for English language arts, mathematics, science and social studies, Ohio's Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD), the Ohio English Language Proficiency Assessment (OELPA), the Alternate Ohio English Language Proficiency Assessment (Alt-OELPA) and the Ohio English Language Proficiency Screener (OELPS). The Test Information Distribution Engine (TIDE), the TA (Test Administrator) Interface, the Data Entry Interface (DEI), the Teacher Assessment Scoring Center (TASC), the Centralized Reporting System (CRS) and Assessment Authoring are all accessible through Ohio's online test portals at oh.portal.cambiumast.com.

District and Building Administrator Users

■ access provided at the district level □ access restricted at the school level	District Test Coordinator (DTC)	District Administrator (DA)	District Reporting User (DRU)	EMIS Coordinator (EC)	Building Test Coordinator (BTC)	Building Reporting User (BRU)	Information Technology Center (ITC)
TIDE							
Paper Ordering							
Initial Orders							
Verify Contact Information	■	■					
Supplemental Information	■	■					
Orders	■	■					
Order History	■	■					
Order Quantity Reports	■	■					
Track Shipments	■	■					
Users							
Add User	■	■			□		
View/Edit/Export User	■	■			□		
Upload Users	■	■			□		

District and Building Administrator Users

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

	District Test Coordinator (DTC)	District Administrator (DA)	District Reporting User (DRU)	EMIS Coordinator (EC)	Building Test Coordinator (BTC)	Building Reporting User (BRU)	Information Technology Center (ITC)
Test Settings and Tools							
View/Edit/Export Test Settings and Tools	■	■		■	☐		
Upload Testing Settings and Tools	■	■		■	☐		■
Student Information							
Add Student	■	■		■	☐		■
View/Edit/Export Students							
View student information	■	■		■	☐		■
Edit student information	■	■		■	☐		■
View student test eligibility	■	■		■	☐		■
Edit student test eligibility	■	■		■	☐		■
View test settings and tools	■	■		■	☐		
Edit test settings and tools	■	■		■	☐		
Transfer Student In	■	■					
Student Transfer Reports	■	■					
Upload Student Attributes	■	■		■			■
Upload Pre-ID File	■	■		■			■
Frequency Distribution Report	■	■		■	☐		■
Rosters							
Add Rosters	■	■			☐	☐	
View/Edit/Export Rosters	■	■	■		☐	☐	
Upload Rosters	■	■			☐	☐	

Ohio's State Tests 2023 – 2024

District and Building Administrator Users

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

	District Test Coordinator (DTC)	District Administrator (DA)	District Reporting User (DRU)	EMIS Coordinator (EC)	Building Test Coordinator (BTC)	Building Reporting User (BRU)	Information Technology Center (ITC)
Score Reporting Label Requests							
Score Reporting Label Requests	■	■					
Score Reports Shipping Information							
Score Reports Shipping Information	■	■					
Test Status Requests (TSR)							
Create/View/Upload Requests	■	■					
Print Test Tickets							
Print from Student List	■	■			□		
Print from Roster List	■	■			□		
Monitoring Test Progress							
Plan and Manage Testing	■	■	■	■	□	□	
Test Completion Rates	■	■	■	■	□	□	
Test Status Code Report	■	■	■	■	□	□	
Participation Search by SSID	■	■	■	■	□	□	
Test Session Status Report	■	■			□		
Data Cleanup							
Discrepancy Resolution	■	■					
Student Enrollment History	■	■					

District and Building Administrator Users

- ■ access provided at the district level
- ☐ access restricted at the school level

	District Test Coordinator (DTC)	District Administrator (DA)	District Reporting User (DRU)	EMIS Coordinator (EC)	Building Test Coordinator (BTC)	Building Reporting User (BRU)	Information Technology Center (ITC)
TA (Test Administrator) Interface							
Establish Test Sessions	■	■			☐		
Approve Students for Testing	■	■			☐		
Edit Student Test Settings & Accommodations	■	■			☐		
Pause & Stop Test Sessions	■	■			☐		
Data Entry Interface (DEI)							
Data Entry	■	■			☐		
Reporting System							
Score Reports	■	■	■	■	☐	☐	
Manage Rosters							
Manage Rosters	■	■	■		☐	☐	
Reports and Files							
Retrieve Student Results	■	■	■	■	☐	☐	
Teacher Assessment Scoring Center (TASC)							
View a list of items completed by any student associated with their school/district	■	■			☐		
Score item responses	■	■			☐		
Assessment Authoring							
Create Tests	■	■			☐		
Share Tests	■	■			☐		

Teacher Level Users

☐   access restricted at the school level

Note: Rows are only included for tasks teacher level users can access

	Teacher (TE)	Test Administrator (TA)
TIDE		
Test Settings and Tools		
View/Edit/Export Test Settings and Tools	☐	☐
Upload Testing Settings and Tools		
Student Information		
View/Edit/Export Students		
View student information	☐	☐
View student test eligibility	☐	☐
View test settings and tools	☐	☐
Edit test settings and tools	☐	☐
Rosters		
Add Rosters	☐	
View/Edit/Export Rosters	☐	
Upload Rosters	☐	
Print Test Tickets		
Print from Student List	☐	☐
Print from Roster List	☐	☐

Teacher Level Users

☐   access restricted at the school level

Note: Rows are only included for tasks teacher level users can access

	Teacher (TE)	Test Administrator (TA)
Monitoring Test Progress		
Plan and Manage Testing	☐	☐
Test Completion Rates	☐	☐
Test Status Code Report	☐	☐
Participation Search by SSID	☐	☐
TA (Test Administrator) Interface		
Establish Test Sessions	☐	☐
Approve Students for Testing	☐	☐
Edit Student Test Settings & Accommodations	☐	☐
Pause & Stop Test Sessions	☐	☐
Data Entry Interface (DEI)		
Data Entry	☐	☐
Reporting System		
Score Reports & Download Student Results	☐	
Manage Rosters		
Manage Rosters	☐	
Teacher Assessment Scoring Center (TASC)		
View a list of items completed by students associated with them in TIDE	☐	
Score Item Responses	☐	
Assessment Authoring		
Create Tests	☐	
Share Tests	☐	