

User Roles and Access to WY-TOPP Systems for 2017–2018

The following table indicates which users can access the features and tasks within each WY-TOPP system. The corresponding user guide for each system contains complete information about each feature.

Task or Site	DTC*	DDR*	BC*	TA*	PR*	ALT TA*	SS
Access to Test Information Distribution Engine (TIDE) Features and Tasks							
Working with Student Information							
Adding Students	✓						
Viewing Students	✓	✓	✓	✓		✓	✓
Adding, Editing, or Deleting Students through File Uploads	✓						
Uploading Test Settings through File Uploads	✓		✓				
Printing Testing Tickets	✓		✓	✓		✓	✓
Deleting Students	✓						
Managing Users							
Adding User Accounts	✓		✓				
Viewing and Editing User Details	✓		✓				
Adding, Editing, or Deleting Users through File Uploads	✓		✓				
Deleting User Accounts	✓		✓				
Working with Rosters of Students							
Adding Rosters	✓		✓	✓		✓	
Viewing and Editing Rosters	✓		✓	✓		✓	
Deleting Rosters	✓		✓	✓		✓	
Printing a Roster	✓		✓	✓		✓	
Creating Rosters through File Uploads	✓		✓	✓		✓	
Working with Appeals							
Creating Appeals	✓		✓				
Viewing Appeals	✓	✓	✓				

Task or Site	DTC*	DDR*	BC*	TA*	PR*	ALT TA*	SS
Creating Appeals through File Uploads	✓		✓				
Retracting Appeals	✓		✓				
Monitoring Test Progress							
Generating Plan and Manage Testing Reports	✓	✓	✓	✓		✓	
Generating Test Completion Rates Reports	✓	✓	✓	✓		✓	
Generating Test Status Code Reports	✓	✓	✓	✓		✓	
Documenting Non-Participation with Special Codes							
Viewing and Editing a Student's Special Codes							
Documenting Non-Participation							
Access to Test Administration (TA) Sites							
TA Interface Practice and Training Site	✓		✓	✓	✓		
Student Interface Practice and Training Site	✓		✓	✓	✓		
TA Interface	✓		✓	✓	✓		
TA Certification Site	✓		✓	✓	✓		
Assessment Viewing Application	✓		✓	✓	✓		
Data Entry Interface	✓		✓	✓	✓	✓	✓
Access to Online Reporting System (ORS) Features and Tasks							
Score Reports							
Viewing School Listing Report	✓	✓	✓	✓		✓	
Viewing Teacher Listing Report	✓	✓	✓	✓		✓	
Viewing Roster Listing Report	✓	✓	✓	✓		✓	
Viewing Student Listing Report	✓	✓	✓	✓		✓	
Viewing Individual Student Score Report	✓	✓	✓	✓		✓	

Task or Site	DTC*	DDR*	BC*	TA*	PR*	ALT TA*	SS
Reports & Files							
Viewing Summary Statistics	✓	✓	✓	✓		✓	
Retrieving Student Results	✓	✓	✓	✓		✓	
Access to AIR Ways Features and Tasks							
District Assessment Report	✓	✓					
School Assessment Report	✓	✓	✓				
Teacher Assessment Report	✓	✓	✓	✓			
Student Assessment Report	✓	✓	✓	✓			
Managing Rosters	✓	✓	✓	✓			
Managing Test Reasons	✓	✓	✓	✓			

* DTC—District Test Coordinator; DDR – District Data Reviewer; BC—Building Coordinator; TA—Test Administrator, PR – Proctor; ALT TA – Alternate Assessment Test Administrator; SS – Second Scorer