

ACT Aspire User Roles Overview

Tenant vs Test Session User Roles

There are 2 sets of roles. Tenant Roles and Test Session Roles.

Tenant roles determine what a user can do within Aspire—

- Uploading organization and student data
- View Members
- Manage User permissions
- Invite/delete users
- Associate users to Orgs
- Create test sessions
- View/edit student profiles

Test Session roles determine what a user can do within a Test Session

- Add/remove users/proctors
- Add/remove students
- Edit test session details like dates, times, and titles.
- Add/Edit Test Session roles for users
- Print authorization tickets or rosters
- Start/end a test session

Tenant Roles are

- Administrator
- Test Coordinator
- Educator
- Guest

Test Session Roles are

- Test Supervisor
- Room Supervisor
- Guest

Tenant roles and Test Session roles are totally separate and not related – e.g.. A user with a Tenant Role of Test Coordinator could have the user role of a Guest for a specific test session.

Users may have different roles for each test session. E.g. I can be a Room Supervisor in test session 1, but a Test Supervisor in test session 2.

Below is an overview of the Tenant and Test Session User Roles and allowed actions of each.

Tenant User Roles

Actions	Tech Coordinator	Admin	Test Coordinator	Educator	Guest
Organization Data					
Add new organization data		✓			
View existing organization data		✓	✓		
Edit existing organization data		✓			
Student Data					
Add student profile data using the SDU upload process		✓	✓		
Edit student profile data using the SDU upload process		✓	✓		
Delete student profile data using the SDU upload process		✓	✓		
View student profile data (with PNP) for individual students		✓	✓		
Add student profile data (with PNP) for individual students		✓	✓		
Edit student profile data (with PNP) for individual students		✓	✓		
Groups					
View groups and associated students		✓	✓	✓	✓
Create groups with students via SDU upload process		✓	✓		
Add students to groups via SDU upload process		✓	✓		
Delete students from groups via SDU upload process		✓	✓		
Create groups via UI		✓	✓		
Add students to groups via UI		✓	✓		
Delete students from groups via UI		✓	✓		
Users					
Invite new users		✓	✓		
Delete existing users		✓	✓		
View user's permission levels		✓	✓	✓	✓
Edit user's permission levels		✓	✓		
View user's organization associations.		✓	✓	✓	✓
Edit user's organization associations.		✓			
Users edit their own user profile		✓	✓	✓	✓
Messages / Notifications					
View system messages.		✓	✓	✓	✓
Create system messages.		✓			
View system notifications		✓	✓	✓	✓
Test Sessions					
Add/Edit Proctor Cache Settings at Org Level	✓	✓			
Pre-Cache tests at Org Level	✓	✓			
Create(Enable/Disable) Proctor Ca+B42:B43che Settings when Creating Test Sessions.		✓			
Manage Proctor Cache for Test Sessions	✓	✓			
Extracts					
SPF		✓ District Level Only	✓ District Level Only		
Summative Reports					
Download Summative ISR PDFs		✓	✓		
Search for/View Online Summative ISRs for 1 or more students.		✓	✓		
Generate/View Online Summative Teacher/Group reports.		✓	✓		
View Online Summative School reports.		✓	✓		
View Online Summative District reports.		✓	✓		
Periodic Reports					
Generate/View Online Interim ISRs.		✓	✓		
Generate/View Online Interim Teacher/Group reports.		✓	✓		
Generate/View Online Interim School reports.		✓	✓		
Generate/View Online Interim District reports.		✓	✓		

Test Session User Roles

Actions	Test Supervisor	Room Supervisor	Guest
<i>Session Details</i>			
View a test session	✓	✓	✓
Edit a test session details	✓		
Start / end a test session	✓	✓	
Change a test session's status	✓	✓	
<i>Students</i>			
Add / remove students to a test session	✓		
Track students testing progress in the test session	✓	✓	✓
Edit a student's session status	✓	✓	
<i>Test Session Dashboard</i>			
Print authorization tickets or rosters	✓	✓	
Add student comments	✓	✓	
Reset student's login passwords	✓	✓	
<i>Users</i>			
Add / remove users to the test session	✓	✓	
Invite a new (non-tenant) user to a test session	✓		
Change a user's test session permission level	✓		
<i>Extracts</i>			
Generate/download Student Test Session Irregularities/Comments Report	✓	✓	
Generate/download Test Session Roster Report	✓	✓	