

# ClearSight

## User Roles and Access to ClearSight, 2020–2021

ClearSight assessment systems are secure and role-based. To access any ClearSight 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 TIDE (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 or her district; a school-level user can create accounts for teachers in his or her school.

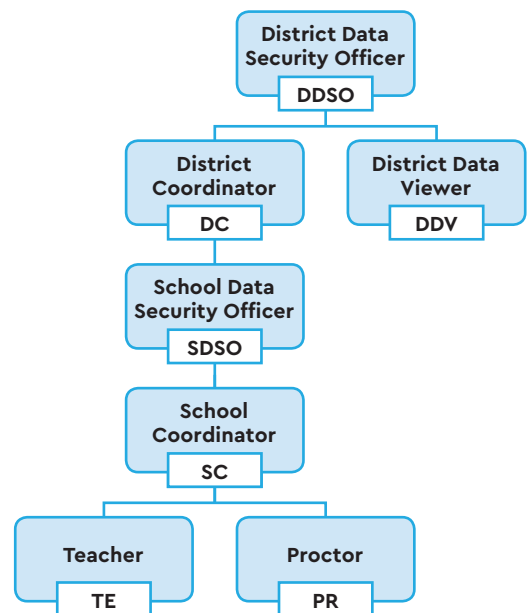
Data in ClearSight refers to information about users, students, administrations, and assessment results. Data access, controlled by user role, is also controlled by jurisdiction, meaning district and school (Figure 2).

For example, a School Coordinator in School 1 will have visibility to data about teachers, students, rosters, and administrations in School 1.

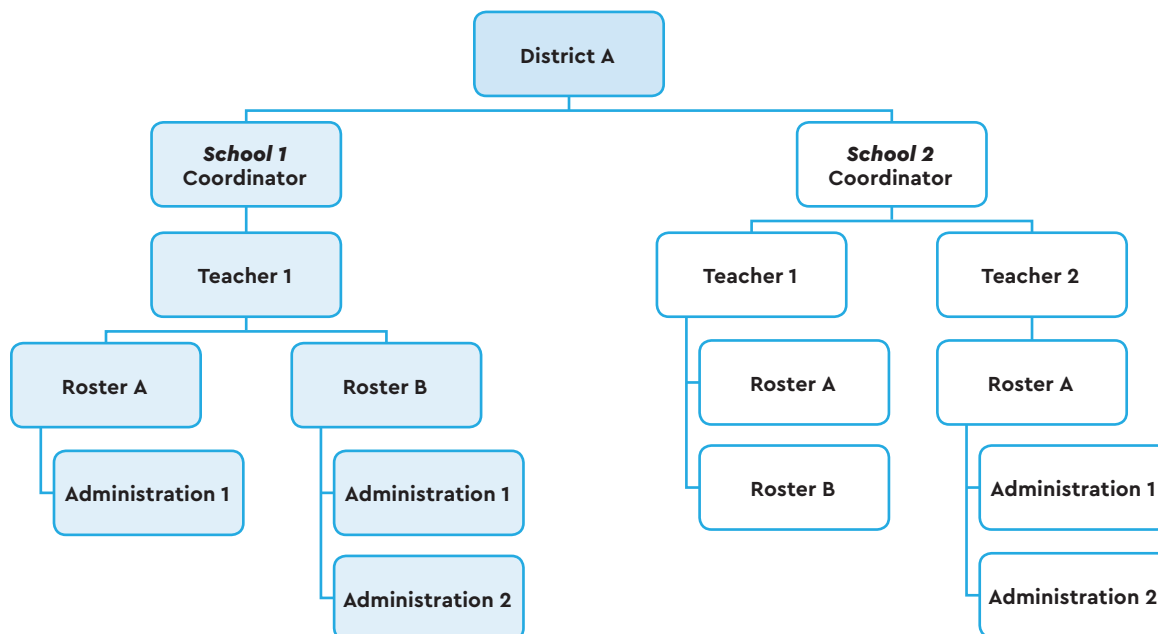
Teacher 2 in School 2 will have visibility to data about students rostered to him or her and administrations taken by students that are part of those rosters.

To see detailed tasks that can be taken by each user role, see Tables 1 and 2 on the following pages.

**Figure 1. ClearSight User Access Creation by Role**



**Figure 2. Data Access by User Role and Jurisdiction**



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Table 1 provides more detail about what each user can do in *ClearSight*.

**Table 1. *ClearSight* Users – Detailed Tasks**

Task Group	Task	DDV	DDSO	DC	SDSO	SC	TE	PR
<b>Manage Users</b>	Adding User Accounts		✓	✓	✓	✓		
	Viewing and Editing User Details		✓	✓	✓	✓		
	Adding, Editing, or Deleting Users through File Uploads		✓	✓	✓	✓		
	Deleting User Accounts		✓	✓	✓	✓		
<b>Working with Student Information</b>	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		✓	✓	✓	✓	✓	
<b>Working with Rosters of Students</b>	Adding Rosters		✓	✓	✓	✓	✓	
	Viewing and Editing Rosters		✓	✓	✓	✓	✓	
	Deleting Rosters		✓	✓	✓	✓	✓	
	Printing a Roster		✓	✓	✓	✓	✓	
	Creating Rosters through File Uploads		✓	✓	✓	✓	✓	

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Task Group	Task	DDV	DDSO	DC	SDSO	SC	TE	PR
Test Windows	Creating Test Windows		✓	✓	✓	✓		
	Viewing Test Windows		✓	✓	✓	✓		
	Uploading Test Windows		✓	✓	✓	✓		
Administrative Procedures	See Table 2							
Monitoring Test Progress	Generating Plan and Manage Testing Reports		✓	✓	✓	✓	✓	
	Generating Test Completion Reports		✓	✓	✓	✓	✓	
Access to Test Administration Sites	Practice Test Administration		✓	✓	✓	✓	✓	✓
	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		✓	✓	✓	✓	✓	

Table 2. Administrative Procedure Tasks Details

			User Roles				
			Actions	DDSO/DC	SDSO	SC	TE
Administrative Procedures	Invalidate a test	Create/Request	✓	✓	✓		
		Approve/Disapprove	✓	✓			
		View in Report	✓	✓	✓	✓	
	Restart a test	Create/Request	✓	✓	✓		
		Approve/Disapprove	✓	✓			
		View in Report	✓	✓	✓	✓	
	Re-open a test	Create/Request	✓	✓	✓		
		Approve/Disapprove	✓	✓			
		View in Report	✓	✓	✓	✓	
	Re-open Test Segment	Create/Request	✓	✓	✓	✓	
		Approve/Disapprove	✓	✓	✓		
		View in Report	✓	✓	✓	✓	
	Revert a test that has been reset	Create/Request	✓	✓	✓		
		Approve/Disapprove	✓	✓			
		View in Report	✓	✓	✓	✓	
	Grace Period Extension*	Create/Request	✓	✓	✓	✓	
		Approve/Disapprove	✓	✓	✓		
		View in Report	✓	✓	✓	✓	

\* Only relevant to Proctored Tests