

User Roles for South Dakota Assessment Portal

In order to make using SDAP easier, it is now possible for most users to only have 1 account for the system. Because state assessment data is stored within SDAP, districts need to remain FERPA-compliant and ensure its staff only receives access to what their job duties dictate. The information below will help in making the “who gets what account?” decision.

District-Level Accounts

District Coordinator

- One account per district, usually the district’s Assessment Coordinator
- Username starts with D followed by 5 digits that correspond to district number
- This is the person in charge of SDAP for the district
- The go-to person for new accounts, scheduling tests, help, etc.
- Has full access to the site

District User

- Has same permissions as District Coordinator
- Account for district-level administrators, such as the superintendent, who need access to student data
- Can be used for districts with more than one assessment coordinator

IT Coordinator

- Only has access to Administration section to download iTester 3 installation program
- Not necessary to assign this account if IT coordinator already has one of the other accounts

School Level Accounts

These accounts can be assigned more than 1 building/grade level so that only 1 account is necessary for users.

School Coordinator

- Account for larger districts that have assigned an assessment coordinator at the building level
- Helps district coordinator perform duties at the building level.
- Has full access to their specific building
- Would create new accounts, schedule tests, provide help, etc. to users in their building

School User

- Same permissions as School Coordinator
- Account for building-level personnel, such as principals, who need access to student data in their building
- Can have permissions added for all of the buildings they need to access

Teacher

- Accounts for classroom teachers
- Has access to all components of SDAP, including Scoring, where they can hand score student items. Limited access to state assessment data
- Can have permissions added for all of the buildings they need to access

Multiple Accounts

There is only 1 instance where someone would need more than 1 account for SDAP, and that is if they are an administrator who also teaches in the classroom. Because of the functionality of school level accounts being able to be assigned more than 1 grade level or building, users who are strictly teachers or strictly administrators only need 1 account.