Michigan WIDA AMS User Roles Matrix

This chart is a replacement for pages 37-38 of the WIDA AMS User Guide. The areas of difference are noted in gray in the table as well as in the footnote.

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To...	District Testing Coordinator (Teacher Role)[1]	District Technology Coordinator[2]	School Testing Coordinator[3]	School Technology Coordinator[4]	Test Administrator[5]
General Information	Documents	Documents–View	View documents	Yes	Yes	Yes	Yes	Yes
	Technology Downloads	Online testing–Secured Resources	View secured online testing downloads and tutorials	Yes	Yes	Yes	Yes	
User Management	None	Administrator	Add/edit user accounts and profiles	No	No	No		
Materials	Additional Materials	Materials–Additional–View Edit	View/edit additional materials during the primary window	Yes		No		
	Materials	Materials–Accountability–User Information	Download and fill out accountability form	Yes		Yes		
	Materials	Manage Shipments	Allows users to confirm shipping address during material order window	Yes		Yes		
	Materials	Materials–Primary Window	Allows users to access the Materials menu option	Yes		Yes		
	Materials Ordering	Enrollment–Primary Window	Access Materials Ordering during the primary window	No		No		
	Return Materials Receipt Report	Materials–Return Materials Receipt	Access reports showing a summary/ detailed view of secure materials received by DRC	Yes		Yes		

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Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To...	District Testing Coordinator[1]	District Technology Coordinator[2]	School Testing Coordinator[3]	School Technology Coordinator[4]	Test Administrator[5]
Student Management	None (time driven)	Test Setup–Primary Window		Yes		Yes		Yes
	Manage Students	Students–Search/View	Search/view student data. This permission is required for all other Student permissions, such as Add/Edit, Download Students, and so forth.	Yes		Yes		Yes
		Students–Add/Edit	Add/edit students and student data for online testing	Yes-Add/edit accommodations only		Yes-Add/edit accommodations only		
		Students–Download Students	Download a list of student information for all students in a school	Yes		Yes		
		Students–Upload	Upload a list of students and student data for online testing	No		No		
	Student Test Progress	Test Setup -View Student Status		Yes		Yes		
Student Transfer Form	Student Transfer Form	Student Transfer Form	Submit request for district-to-district transfer of student records for students who moved during testing.	Yes				

[1]This permission set is designed for Test Coordinators who should have access to WIDA AMS data for every public school within the district.

[2]This permission set is designed for both District and School Technology Coordinators in public and non-public schools.

[3]This permission set is designed for Test Coordinators who should have access to WIDA AMS data for a specific public or non-public school.

[4]This permission set is not utilized by Michigan.

[5]This permission set is designed for Test Administrators who are administering the online assessment.

For questions pertaining to setting up WIDA AMS accounts in the MDE Secure Site, please call 1-877-560-8378, Option 3 or send an e-mail to baa@michigan.gov.