

User Roles and Responsibilities

Nextera User Responsibilities

- **District Test Coordinator (DTC)**
 - Main point of contact at the district for Questar
 - Ensures accuracy of all student data in the system
 - Manages district-level accounts and sets up primary school-level users, including the School Test Coordinator and School Information Technology Coordinator
 - There is only one District Test Coordinator per district
- **District Level User (DLU)**
 - Receives the same permissions in the system as the District Test Coordinator
 - Has access to all district schools, users, and students
 - Can assist in managing district-level users and students, and in scheduling tests
- **District Information Technology Coordinator (DITC)**
 - Information technology point of contact for all schools in the district
 - May help district and school staff troubleshoot technology issues
- **School Test Coordinator (STC)**
 - Handles test coordinator responsibilities at the school level
 - Responsible for managing users and students, and schedules tests at the school level
 - There is only one School Test Coordinator per school
- **Building Level User (BLU)**
 - Receives the same permissions in the system as the School Test Coordinator
 - Can assist in managing school level users and students, and in scheduling tests
- **School Information Technology Coordinator (SITC)**
 - Information technology point of contact for the school
 - Can download the secure test browser on all devices used for testing
 - May help district and school staff troubleshoot technology issues
- **Teacher (TA)**
 - Responsible for leading test administration
 - Has access to their class information and test sessions

User Roles and Responsibilities

Nextera User Roles By Functionality

Note: The functionalities differ based on role. For example: A school user does not have access to all district information. A school user, with appropriate access, can edit student information within his or her own school but not for a student who is enrolled in another school within the district. A district user, with appropriate access, can edit any student’s information.

Page	Functionality	DTC	DLU	DITC	STC	BLU	SITC	Teacher
Home	View Home Page, Quick Links	X	X	X	X	X	X	X
	Search for District/School	X	X					
	Dashboard Metrics	X	X	X	X	X	X	
Students	View/Edit Students Page (Teachers cannot edit)	X	X		X	X		X
	Option drop-down (accommodations information)	X	X		X	X		
	Download class list in CSV (Excel)	X	X		X	X		
Classes	View/Edit Classes and Create New Classes	X	X		X	X		X
Tests	View Tests Pages and Important Dates	X	X	X	X	X	X	X
	View Test Administrations and Test Details	X	X	X	X	X	X	X
	Print Student Logins	X	X		X	X		X
	Set Status Code for each Test (Do Not Score, Invalidate)	X	X		X	X		
Accounts	View Accounts, Activate and Reset Accounts	X	X		X	X		
	Add New Test Administrators	X	X		X	X		
	View/Edit Contact Information, Addresses, School Registration Information	X	X					
	View and Complete Registration	X	X					
	Download Data File	X	X					
Help	View Customer Service Telephone Number, Email, Chat, FAQ, Support Documentation	X	X	X	X	X	X	X
	View Downloads Page, Download Secure Browsers	X	X	X	X	X	X	
	View System Scan Results Page	X	X	X	X	X	X	