

Role Assignment

Why are Roles Needed?

For the 2010 spring state assessments, PDFs for paper-and-pencil assessments and read-aloud scripts will be available by download from the CETE website www.cete.us. To protect the security of the tests, the ability to download these materials needs to be limited to a small set of individuals who will be charged with distributing, recovering and destroying needed items. To this end, CETE is creating the roles of “Superintendent” (Sup) and “Test Coordinator” (TC) within our security system. Sup will be assigned by KSDE to the District type account belonging to the superintendent of each district. The Sup role empowers the account to assign the TC role to one District account in the Sup’s district. The TC role will confer the power to download testing materials from the CETE site; this power being, of course, linked to the responsibility for distributing, recovering and destroying the downloaded material.

Both Sup and TC will have the ability to assign the TC role to one Building type account for any building in their district. The building TC will be able to download only materials needed in the building. It is anticipated that in many districts it will be possible for the district TC to manage all materials needed throughout the district. In larger districts with many PDFs to distribute, it may be useful to designate a building TC for some or all of the buildings. It is recommended that the pool of TCs be kept as small as possible; in the case of breached security all accounts that have been used to download items will be subject to suspicion.

A third role, Principal, has also been defined. The address for the account assigned the Principal role will be used to address materials mailed by CETE to the building. To insure the timely delivery of materials in the future, the Sup or district TC should designate all of the Principals and confirm by looking on the Assigned Roles listing that each one has a mailing address. In the case that no address is listed, one may easily launch an e-mail to the person by clicking on their e-mail address and direct them to go to the CETE website, www.cete.com, click My Account in the menu on the left and provide the necessary information.

An additional feature of the Assign Roles page is that it will serve as an e-mail address book for people with building or district type accounts. A building account will allow the user to see all other building accounts in the building; a district account will allow the user to see all other district and all building type accounts in their district. The names on the list are links to launch an e-mail.

How are Roles Assigned?

On the CETE website there is an administrative tool for assigning roles. (Click Administrative Tools in the menu on the left, click Assign Roles on the revealed tool list.) The Assign Roles page is divided into two sections: a list of accounts that have roles already assigned and a list of all usernames available for assignment. There follows an example of the Assign Roles page at the outset.

Assign Roles

Assigned Roles

All assigned roles are listed below. You can assign more roles on the bottom of the page.

No roles assigned.

Assign roles from the list below.

Available Accounts

Select the account to assign to the position listed by clicking on the link.

| Building | Name | Username | Current | Possible Assignments |
|-----------------|-------------------------------|-----------------|----------------|---|
| District | Alderson, Sam | salderson | | [Superintendent] [Test Coordinator] |
| 0047 | Chapell, Mary | Mchapell | | [Principal] [Building Test Coordinator] |

The blue column headers in the lower table may be clicked to control the order of the table; accounts can be organized by the building number (where district accounts are listed at the top), by the name of the account owner or by the username. This ability to sort, used in conjunction with the page search capability of the browser, should make it easy to find accounts that need to have roles assigned. The roles that are available to assign to each particular account appear on the right; click to choose. The roles are visible only to Sup and TC accounts. Here is an example of the Assign Roles page once a superintendent has been assigned:

Assign Roles

Assigned Roles

All assigned roles are listed below. You can assign more roles on the bottom of the page.

District Superintendent Information [\[Unassign\]](#)

| | |
|----------------|--|
| Name | Judith Short |
| Address | <i>1234 Holmes Road Union, KS 61234</i> |
| Phone | 785-333-3313 |
| Fax | Not Listed |
| Email | jshort@compsci.com |

Available Accounts

Select the account to assign to the position listed by clicking on the link.

| | Building Name | Username | Current | Possible Assignments |
|----------|----------------------------------|-----------------|----------------|---|
| District | Short, Judith | jshort | Superintendent | [Superintendent] [Test Coordinator] |
| District | Virgil, Mary | maryvirgil | | [Superintendent] [Test Coordinator] |
| District | Will, Dan | dwell | | [Superintendent] [Test Coordinator] |
| 1324 | Rockman, Angel | arock | | [Principal] [Building Test Coordinator] |
| 1324 | Sommers, Ann | annsommers | | [Principal] [Building Test Coordinator] |
| 1324 | Taft-Nearer, Eva | eva.taft | | [Principal] [Building Test Coordinator] |

There is now an entry in the Assigned Roles list. Note that there is a link to “unassign” the role. There will be such a link for every assignment. When clicked by a user with a Sup or TC roll, this will remove TC or Principal assignments. Only a KSDE user can unassign a Sup. Note also that chosen roles appear in the Current column of the Available Accounts table.