

# Nextera Admin

## User Roles and 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

*NOTE:* There is only one District Test Coordinator per district. Please consider other roles, such as a DLU or DITC, if you need additional district-level roles in Nextera Admin.

### **Superintendent (SUP)**

- Adviser to the DTC
- Ensures all student data is correct and in the system
- Visibility to their own district and school level information

### **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**

### **Principal (PRN)**

- Responsible for Tech Readiness
- Visibility to their own school level information

### **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

*NOTE:* There is only one School Test Coordinator per school. Please consider other roles, such as BLU or SITC, if you need additional school-level roles in Nextera Admin.

### **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 the administration
- Reads the directions from the *Teacher's Directions* and leads students
- Confirms the students are present
- Visibility to their class level information

*NOTE:* There is only one Teacher per class. Please consider other roles, such as BLU or SITC, if you need additional school-level roles that can assist a teacher with class setup in Nextera Admin.