**Nextera Admin**

**User Roles and Responsibilities**

**Regional Level User (RIC)**

* Point of contact for all District Test Coordinators (DTCs) for the Region
* Visibility to all region, district, and school level information

**NYC Region Level Users (NYCRIC)**

* Point of contact for all District Test Coordinators (DTCs) for the state
* Edits teacher and student data as necessary
* Visibility to all region, district, and school level information

**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.