

User Role Matrix

This table provides the tasks that each user role is able to access in PearsonAccessnext for operational testing. Tasks are organized by the corresponding pages.

Users only have access to data at the organization level to which they are assigned (district or school) and the organizations below it.

Users with the Coordinator (DAC/SAC) role do **NOT** need any additional roles added to their account because all permissions at their organization level (district or school) are already included; adding additional user roles to users with the Coordinator role may limit the permissions.

* Technology staff users have limited access for operational testing in PearsonAccessnext. In the PearsonAccess^{next} Training site, however, technology staff are provided the Coordinator user role to conduct an infrastructure trial and verify technology readiness. Because of this, users may have different usernames and roles depending on the site accessed. are provided the Coordinator user role to conduct an infrastructure trial and verify technology readiness. Because of this, users may have different usernames and roles depending on the site accessed.

	District Coordinator (DAC)	School Coordinator (SAC)	Proctor	Teacher	Tech Staff*
Setup					
Import/Export Data					
Import, export, and delete student registration files, including the ability to auto-create test sessions based on the import	●	●			
Import and export lists of staff user roles	●	●			
Students					
Update student enrollment data	●	●			
Update a student’s assigned test details, including accommodations and linguistic supports	●	●			
Groups					
Create / Edit groups (classes) – used for test session setup	●	●			
Organizations					
Update organizations and contacts	●	●			
Enter district-designated testing window	●				

	DAC	SAC	Proctor	Teacher	Tech Staff
Users					
Create / Edit Users (Coordinators can create all other user roles)	•	•			
Reset passwords for other users	•	•			
Delete or restore users	•	•			
Orders & Shipment Tracking					
Create, edit, or cancel additional orders (only pending orders may be cancelled)	•	•			
Testing					
Rejected Student Tests (Paper Only)					
Edit data to resolve issues	•	•			
Sessions (Online Testing Only)					
Create, edit, or delete test sessions	•	•	•		•
<i>*The Tech Staff Role cannot Create Sessions, but has the permission to Edit existing sessions</i>					
Add students to, prepare, start, stop, resume, and refresh test sessions; unlock and lock student tests	•	•	•		
Print Student testing tickets and session student rosters	•	•	•		
View student testing progress	•	•	•		
Move students between sessions and remove students from sessions	•	•	•		
Mark student tests complete	•	•			
Reports					
Operational Reports					
Access administrative reports (reports are available based on the tasks to which a user has access)	•	•	•		•
Published Reports					

	DAC	SAC	Proctor	Teacher	Tech Staff
Student Data File	•				
District Level Achievement Level Summary	•				
School Level Achievement Level Summary	•	•			
Individual Student Reports	•	•			
Ordering Printed Reports	•				