PearsonAccess^next User Role Matrix

This table provides the tasks that each user role is able to access in PearsonAccess^next. Users only have access to data at the organization level to which they are assigned.

Users with the Coordinator role (DAC/SAC) 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.

For the Training Site, Tech Staff users should be provided the Coordinator role to conduct an infrastructure trial and verify technology readiness for online testing. Tech Staff users have limited access for operational testing in PearsonAccess^next.

Task	District Coordinator (DAC)	School Coordinator (SAC)	Proctor	Teacher	Tech Staff
Setup					
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	•	•			
Generate sample students in training site	•	•			
Organizations					
Update organizations and contacts	•	•			
Enter district-designated testing window	•				
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)	•	•			
TestNav Configurations					
Precache test content and import/export configurations	•	•			•
Dashboard					
Create graphs for test session counts and statuses	•	•			
Testing					
Rejected Student Tests: Edit student data to resolve issues	•	•			

	DAC	SAC	Proctor	Teacher	Tech Staff
Test Sessions (Online Testing)					
Create, edit, or delete test sessions[1]	•	•	•		•
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)	•	•	•		•
OnDemand Reports[2]	•	•		•	
Historical Student Data[2]	•	•		•	
Longitudinal Reports[2]	•	•		•	
Reporting Groups: Ability to create, edit, delete, and assign users to Reporting Groups	•	•			
Published Reports					
District Student Data File, District Achievement Level Summary	•				
School Student Data File, School Achievement Level Summary, Domain Performance Reports, Roster Reports, Individual Student Reports	•	•			
Request Printed Reports	•	•			
Order Printed Reports	•				

[1] The Tech Staff role cannot create new test sessions but has the permission to edit existing sessions.
[2] The Teacher role can only view student tests assigned to their Reporting Group by a Coordinator.