LaunchPad User Role Matrix

Version 1.0

MCAP Maryland

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Document Revisions

Revision Date	Version	Description
09/06/2024	1.0	Initial Version

The purpose of this document is to provide information about Roles and Permissions for user accounts within LaunchPad. This document defines each user role and contains a matrix that details permissions granted to each user role. This document can be used to determine which roles each user should have to support test administration.

If assistance is needed, contact the Customer Support Center at **866-688-9555** or visit **[portal url here]** and select **Contact Support.**

Roles

Roles are created with abilities that generally align to the organization level and title of the user (LEA Test Coordinator, School Test Coordinator, etc.). A user account only needs one role assigned. The top-level role includes all the permissions for all roles beneath it. For example, a School Test Coordinator Role includes all the permissions included in a Technology Coordinator Role.

NOTE: Test Administrator accounts are not required to administer a test. Test Administrator accounts will not be created in ADAM.

<u>**List of Roles**</u>

- **Local Accountability Coordinator Role –** Assigned to LAC and LEA staff user accounts.
- **School Test Coordinator Role –** Assigned to School Test Coordinator user accounts.
- **Technology Coordinator Role –** Assigned to users that support technology for computer-based tests.
- **Special Populations Coordinator Role –** Assigned to users that support entering student accommodations and accessibility features.

	Ability	Local Accountability Coordinator	School Test Coordinator Role	Report Administrator	Test Administrator
	Organizations - NOTE: All organization and School Data must be updated through LaunchPad				
1	**Organizations -** *View*	✓	✓		
	Users - NOTE: All LAC users must be created and updated through MSDE.				
2	**Admin User File Import / Export**	✓	✓		
3	**Users - Send Welcome email/Password Reset Email**	✓	✓		
4	**Manually create users via the User Interface (UI)**	✓	✓		
5	**Users - View user information**	✓	✓		
	Students - NOTE: All individual student demographic information must be updated through LaunchPad				
6	**Students -** *View (All information)*	✓	✓		✓
7	**Student Accommodation Upload**	✓	✓		
8	**Students - Manually edit accommodations via the User Interface (UI)**	✓	✓		
9	**Student Assignment Tag Upload**	✓	✓		
10	**Students - Manually edit assignment tags via the User Interface (UI)**	✓	✓		

	Ability	Local Accountability Coordinator	School Test Coordinator Role	Report Administrator	Test Administrator
	Orders				
11	**Orders - *View***	✓	✓		
12	**Orders - Manage (create/edit)**	✓	✓		
13	**Orders - *Verify Address***	✓	✓		
14	**View order shipment tracking**	✓	✓		
15	**Access Order Reports**	✓	✓		
	Proctor Groups				
16	**Upload Proctor Group Import**	✓	✓		
17	**Manually create Proctor Groups via the User Interface (UI)**	✓	✓		
18	**Manually add Students to Proctor Groups via the User Interface (UI)**	✓	✓		
19	**Access administrations and view proctor groups**	✓	✓		
20	**View Proctor Dashboard**	✓	✓		✓
21	**Print student cards and Proctor Group Cards**	✓	✓		
22	**Apply accountability codes**	✓			
23	**Move to Section**	✓			
24	**Submit Section**	✓			
	Reporting				
25	**View Progress Report**	✓	✓		
26	**View Activity Report**	✓	✓		
27	**Report Assets (PDF and CSV)**	✓	✓	✓	