

# User Role Matrix



Maryland Comprehensive Assessment Program

**Version 1.2**

MCAP Maryland User Role Matrix

# Document Revisions

Revision Date	Version	Description
09/06/2024	1.0	Initial Version
4/4/2025	1.1	Updated Reports section
4/25/2025	1.2	Updated Report Administrator Role to include View Performance Report and Report Assets as well as to remove Results Explorer from the School Test Coordinator (STC) Role

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 [support.mdassessments.com](https://support.mdassessments.com) 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 Report Administrator.

**NOTE: Test Administrator accounts are not required to administer a test.**

	Ability	Local Accountability Coordinator	School Test Coordinator Role	Report Administrator	Test Administrator
<b>Organizations - NOTE: All organization and School Data must be updated through LaunchPad</b>					
1	Organizations - View	✓	✓		
<b>Users - NOTE: All LAC users must be created and updated through MSDE.</b>					
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	✓	✓		
<b>Students - NOTE: All individual student demographic information must be updated through LaunchPad</b>					
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
<b>Orders</b>					
11	Orders - <i>View</i>	✓	✓		
12	Orders - Manage (create/edit)	✓	✓		
13	Orders - <i>Verify Address</i>	✓	✓		
14	View order shipment tracking	✓	✓		
15	Access Order Reports	✓	✓		
<b>Proctor Groups</b>					
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	View Results Explorer	✓			
28	View Performance Report	✓	✓	✓	
29	Report Assets (PDF and CSV)	✓	✓	✓	