Pearson Access
User Role Matrix

Version 1.3

ELA/L, Mathematics, MISA, Social Studies

User Role Matrix

Document Revisions

Revision Date	Version	Description
09/30/2022	1.0	Initial Version
02/01/2023	1.1	Updates made to Reporting information
02/17/2023	1.2	Updates made to Teacher Role
05/10/2023	1.3	Updates made to the Reporting Administrator Role

Purpose of this Guide

The purpose of this document is to provide the information needed to assign user roles to user accounts within Pearson Access.

The first section of this document defines each user role and Conferrability (i.e. *How roles can be granted*). The second section of this document 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 MCAP test administration.

- **User Roles** – Pearson Access users must be assigned roles. Roles are named according to the level of support a user will provide; for example, Administrator, Test Coordinator, Test Administrator, etc.

- **Permissions** - Each User Role, in turn, contains a set of permissions that determine which tasks that specific User Role can perform in Pearson Access. Permissions are not assigned directly or individually to User Roles. Instead, permissions are bundled into User Roles.

#	Permissions	Administrator	Test Coordinator	Teacher	Test Administrator	Student Administrator	Reporting Administrator
	Organizations						
1	*View Organization Contact Details*	▪	▪	▪	▪		▪
2	*Create Organizations*	▪					
3	*Delete Organizations*	▪					
4	*View Organization Details*	▪	▪	▪	▪		▪
5	*Export Organization Data*	▪	▪				
6	*Create Organization Details*	▪					
7	*Import Organization Data*	▪	▪				
8	*Delete Organization Contact*	▪					
9	*View Organizations List*	▪	▪	▪	▪		▪
10	*View Customer Demographics by Organization*	▪	▪			▪	▪
11	*Access Organization Details Report*	▪	▪				▪

#	Permissions	Administrator	Test Coordinator	Teacher	Test Administrator	Student Data Administrator	Reporting Administrator
	Users						
1	*Access User Details*	■	■				
2	*Resend Invite for Users in Pending Status*	■	■				
3	*Create Users*	■	■				
4	*Delete Users*	■					
5	*Import User Data*	■	■				
6	*Export User Data*	■	■				
7	*View a list of users*	■	■	■	■	■	■

#	Permissions	Administrator	Test Coordinator	Teacher	Test Administrator	Student Data Administrator	Reporting Administrator
	Students						
1	*Create Students*	■	■				
2	*Delete Students*	■	■				
3	*Edit Students*	■	■			■	■
4	*View Student Profile*	■	■	■			
5	*Import Students*	■	■				
6	*Export Students*	■	■				
7	*View a list of all students*	■	■			■	■
8	*View student details*	■	■			■	■
9	*View details of students in your class*	■	■	■			
10	*View student profile of students in your class*	■	■	■			

#	Permissions	Administrator	Test Coordinator	Teacher	Test Administrator	Student Data Administrator	Reporting Administrator
				Classes			
1	*View a list of classes and class details*	■	■			■	■
2	*View a detailed list of assigned classes*	■	■	■			
#	Permissions	Administrator	Test Coordinator	Teacher	Test Administrator	Student Data Administrator	Reporting Administrator
				Sessions			
1	*View a list of test sessions*	■	■	■	■	■	■
2	*Create, edit, and delete test sessions*	■	■				
3	*Print Testing Tickets*	■	■				
4	*Move students from one session to another*	■	■				
5	*Administer tests*	■	■	■	■		
6	*Void tests*	■	■				
7	*Mark tests as Not Tested*	■	■				
#	Permissions	Administrator	Test Coordinator	Teacher	Test Administrator	Student Data Administrator	Reporting Administrator
				Dashboards			
1	*View dashboard widgets*	■	■	■	■	■	■
2	*Download Not Registered Counts*	■	■				

#	Permissions	Administrator	Test Coordinator	Teacher	Test Administrator	Student Data Administrator	Reporting Administrator
	Reports						
1	*View and download reports (Includes Evidence Analysis & Content Standards Roster)*	■	■			■	■
2	*View Item Analysis Reports*	■	■	■ if assigned to a class		■	■