

User Role Matrix



Version 2.3

Document Revisions

| Revision Date | Version | Description |
|---------------|---------|---|
| 12/29/2019 | 1.0 | Initial Version |
| 03/22/2021 | 1.1 | Update for Spring 2021 |
| 08/02/2021 | 2.3 | Updated for Fall / Interim - Updated Landing Page |

If assistance is needed, contact the Customer Support Center at
1-833-213-3879

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Overview

The purpose of this document is to provide the information needed to manage user accounts within PearsonAccess^{next}. The first section of this document reviews the user account structure and defines roles and conferrability. 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 in order to support the test administrations.

- **User Roles** - PearsonAccess^{next} users must be assigned roles. Roles are named according to the level of support a user provides; for example, State, District Test Coordinator, School Test Coordinator, etc.
- **Conferrability** - Defines the list of roles that one user can grant (confer) to another user account.
- **Permissions** - Each User Role includes permissions that determine which tasks a specific User Role can perform in PearsonAccess^{next}. Permissions are not assigned directly or individually to user accounts. Instead, permissions are bundled into User Roles.

User Account Structure

Users generally have one user account that can be granted access to PearsonAccess^{next} Live Site (Production Site) and the PearsonAccess^{next} Training Site. This means the User ID and Password are the same for both PearsonAccess^{next} sites. However, the configuration of each user account is independently managed in each site. For example, a user account can be granted access to one site, but not the other. If you are responsible for creating user accounts, you may consider configuring account access at the same time for both sites.

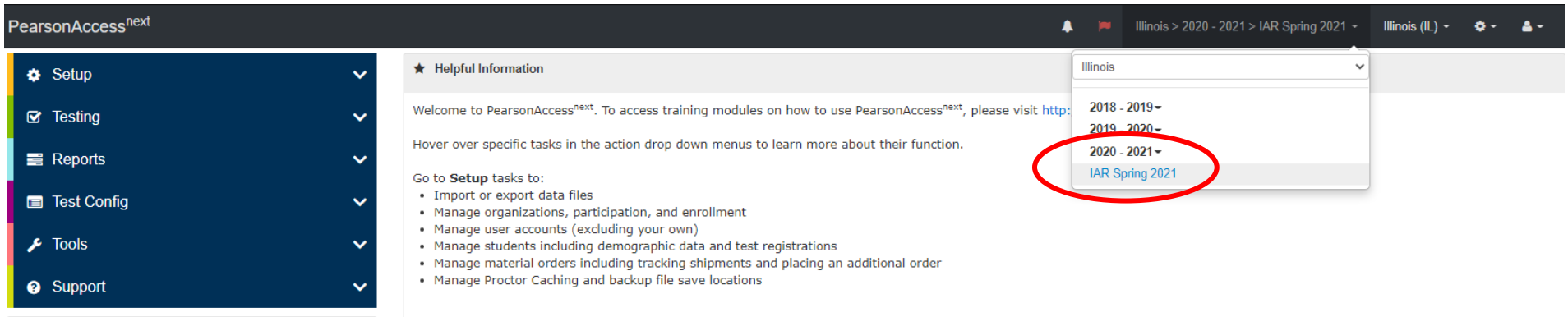
If a user is granted access in one site but not the other, then the user will receive the following error when attempting to log into the site for which their user account is not configured: “User has not yet been created in this website and therefore does not have assigned authorization privileges. Please contact a representative to assist you in the user creation process in order for you to gain appropriate access.”

In addition, starting with the Spring 2019 administration, current/future administrations appear under the Illinois Account Scope and past administrations appear under PARCC Account Scope in the **PearsonAccess^{next} Live Site**. Users’ role and organization assignments are independently managed under each scope. Users do not have access to an account scope if role and/or organization assignments are blank under the account scope. Active Dates and the Disable Flag remain at the PearsonAccess^{next} site-level.

For the **Illinois PearsonAccess^{next} Training Site**, only the Illinois Account Scope is available.

Switching between Account Scopes in PearsonAccess^{next} Live Site.

To switch account scopes, select the administration drop down in the menu bar, select the account scope (PARCC or Illinois) from the account scope drop down, and then select an administration under the account scope. The account scope option only appears in the PearsonAccess^{next} Live Site and not the training site. If you don't see the option to select an account scope, your user account may not be granted access to that scope. Please contact your coordinator if you believe you need access to the account scope.

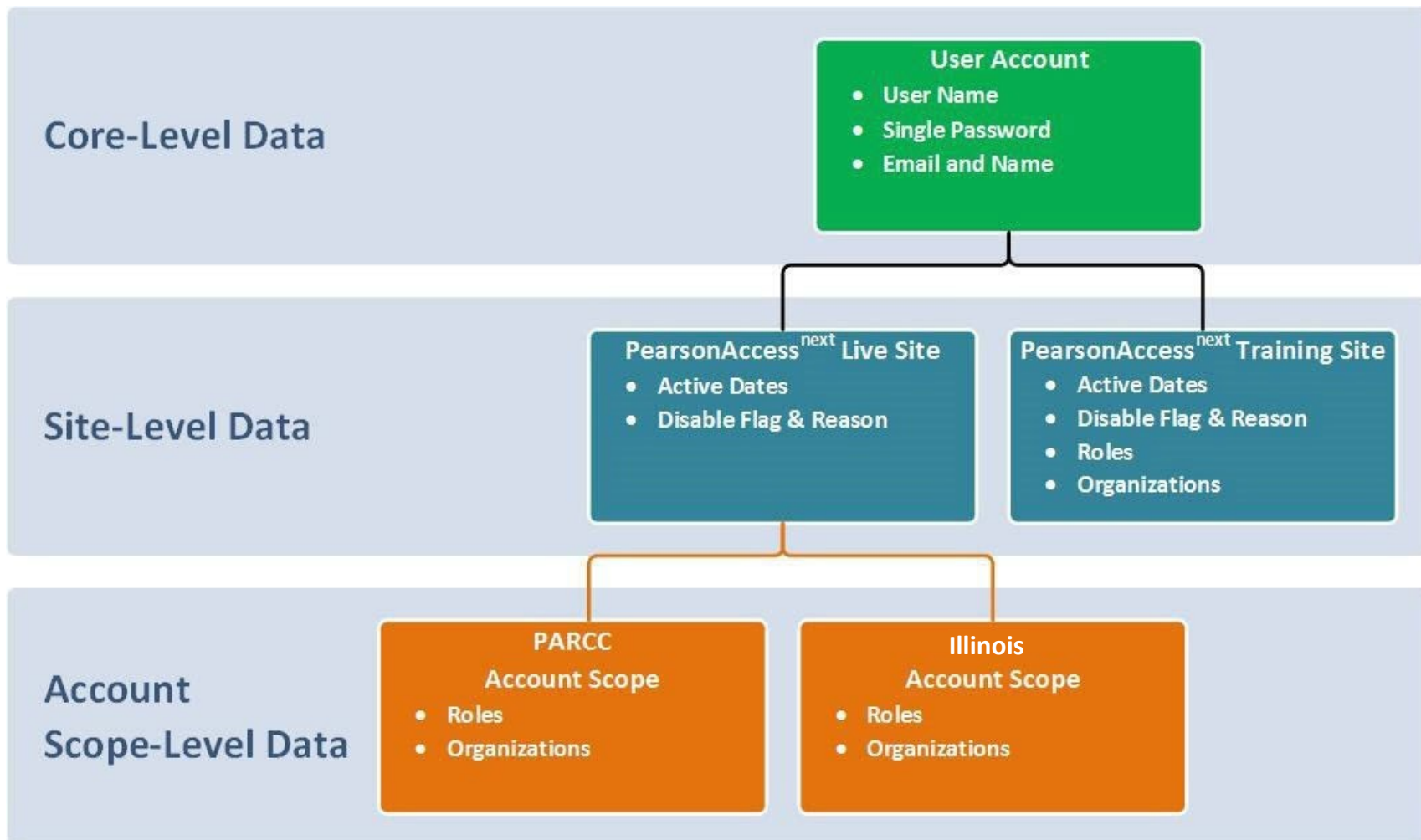


The screenshot displays the PearsonAccess^{next} Live Site interface. On the left is a dark blue navigation sidebar with icons and labels for Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is titled "Helpful Information" and contains a welcome message and a list of "Setup" tasks. In the top right corner, a breadcrumb trail shows "Illinois > 2020 - 2021 > IAR Spring 2021". Below this, a dropdown menu is open, showing "Illinois" at the top, followed by "2018 - 2019", "2019 - 2020", "2020 - 2021", and "IAR Spring 2021". The "2020 - 2021" option is circled in red, and the "IAR Spring 2021" option is highlighted in blue.

User Account Structure Hierarchy

A user account core data includes the user's name, password, and email address and this remains consistent between the PearsonAccess^{next} live and training sites.

- In the **PearsonAccess^{next} Live Site**, site level-data includes active dates and the disable flag. Updates to the active dates or disable flag are at the site level and apply to both account scopes. At the account scope level, users' role and organization assignments are independently managed. Users do not have access to an account scope if role and/or organization assignments are not assigned under that account scope.
- In the **PearsonAccess^{next} Training Site**, since only the Illinois Account Scope is available, active dates, disable flag and role and organization assignments reside at the site level.



Updating User Accounts

PearsonAccess^{next} Live Site

Active user accounts were granted access Illinois Account Scope in the PearsonAccess^{next} Live Site based on role and organization assignments under the old PARCC Account Scope as of February 2019. In most cases, user accounts only need to be updated under the Illinois Account Scope going forward. Since Active Dates and the Disable Flag remain at the PearsonAccess^{next} site level, users do not need to toggle back to the PARCC Account Scope when enabling or restricting access to PearsonAccess^{next}. User accounts should only be managed under the PARCC Account Scope when a current user's job function requires them to no longer need to access old administration data including reports or, when a new user's job function requires access to old administration data. This is done by adding or removing organization and role assignments under the PARCC Account Scope.

Roles have been streamlined and consolidated under the Illinois Account Scope. If needing to update user accounts under the PARCC Account Scope, refer to the *PARCC User Role Matrix* and *PARCC User File Field Definitions* documents found on the PearsonAccess^{next} secure support page (must be under PARCC Account Scope to view this document).

PearsonAccess^{next} Training Site

Since only the Illinois Account Scope is available in the PearsonAccess^{next} Training Site, there are no changes to how active dates, disable flag and role and organization assignments are managed.

Note: Due to functionality redundancy between the disable and delete flags, the ability to delete/restore a user has been removed under the Illinois Account scope. Like the disable flag, the delete flag resides at the site-level. Restoring a deleted user can be done under the PARCC account scope in the PearsonAccess^{next} live site. If a delete user needs to be restored in the PearsonAccess^{next} training site, please contact customer support.

Roles

Roles are created with abilities that generally align to the organization level and title of the user (District Test Coordinator, School Test Coordinator, etc.). A user account generally only needs role assigned, but can be assigned multiple base roles if needed. For example, a teacher may be assigned the Test Administrator Role, and Report Access Role.

List of Roles

- **State Role** – Assigned to state-level user accounts.
- **District Test Coordinator Role** – Assigned to District Test Coordinators user accounts.
- **School Test Coordinator Role** – Assigned to School Test Coordinator user accounts.
- **Test Administrator Role** – Assigned to users that administer computer-based tests.
- **Technology Coordinator Role** – Assigned to users that support technology for computer-based tests.
- **Report Access Role** – Assigned to users that be able to access published reports and OnDemand reports.

User Role Codes for User Import

- **DTC** - District Test Coordinator Role
- **STC** - School Test Coordinator Role
- **TestAdministrator** - Test Administrator Role
- **TechnologyCoordinator** - Technology Coordinator Role
- **ReportAccess** - Report Access Role

If importing a user file with a user that has more than one role, separate each role in the Role column using a colon :

User Role Conferrability

| If the user has been granted this role... | ...then the user may grant these role(s) to others. |
|---|--|
| State Role | <ul style="list-style-type: none"> • State Role • District Test Coordinator Role • School Test Coordinator Role • Test Administrator Role • Technology Coordinator Role • Report Access Role |
| District Test Coordinator Role | <ul style="list-style-type: none"> • District Test Coordinator Role • School Test Coordinator Role • Test Administrator Role • Technology Coordinator Role • Report Access Role |
| School Test Coordinator Role | <ul style="list-style-type: none"> • School Test Coordinator Role • Test Administrator Role • Technology Coordinator Role • Report Access Role |
| Test Administrator Role | Does not have ability to create other accounts |
| Technology Coordinator Role | Does not have ability to create other accounts |
| Report Access Role | Does not have ability to create other accounts |

User Role Matrix

| # | Ability | State Role | District Test Coordinator Role | School Test Coordinator Role | Test Administrator Role | Technology Coordinator Role | Report Access Role |
|----------------------|---|------------|--------------------------------|------------------------------|-------------------------|-----------------------------|--------------------|
| Organizations | | | | | | | |
| 1 | File Import / Export - Organizations - Import/Export | ✓ | | | | | |
| 2 | Organizations - View | ✓ | ✓ | ✓ | | | |
| 3 | Organizations - Create/Edit/Delete | ✓ | | | | | |
| 4 | Organizations - Contacts - Create/Edit/Delete | ✓ | ✓ | ✓ | | | |
| 5 | File Import / Export - Organizations - Participation - Import/Export | ✓ | | | | | |
| 6 | Organizations - Participation - View | ✓ | ✓ | ✓ | | | |
| 7 | Organizations - Participation - Edit <i>* DTC Role can set organizations to participate but can't remove participation flag once it has been set.</i> | ✓ | *✓ | | | | |
| 8 | Organizations - Enrollment Counts - View | ✓ | ✓ | ✓ | | | |
| 9 | Organizations - Enrollment Counts - Edit | ✓ | | | | | |
| Users | | | | | | | |
| 10 | File Import / Export - Users - Import/Export | ✓ | ✓ | ✓ | | | |
| 11 | Users - View/Create/Edit/Reset Password | ✓ | ✓ | ✓ | | ✓ (password reset) | |
| 12 | Users - Modify Default Start Page | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 13 | Users - Set Default Start Page | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Students | | | | | | | |
| 14 | Students - View | ✓ | ✓ | ✓ | ✓ | | |
| 15 | Students - Create/Edit/Register/Enroll | ✓ | ✓ | ✓ | | | |
| 16 | Students - Manage Student Tests -View | ✓ | ✓ | ✓ | ✓ | | |
| 17 | Students - Manage Student Tests - Create/Edit/Void/Not Tested | ✓ | ✓ | ✓ | | | |
| 18 | Students - Move Test | ✓ | | | | | |

| # | Ability | State Role | District Test Coordinator Role | School Test Coordinator Role | Test Administrator Role | Technology Coordinator Role | Report Access Role |
|----|--|------------|--------------------------------|------------------------------|-------------------------|-----------------------------|--------------------|
| 19 | Work Requests - Transfer Work Requests - <i>View/Create/Approve/Reject</i> | ✓ | ✓ | ✓ | | | |
| 20 | File Import / Export - Students Registration - <i>Import/Export</i> | ✓ | ✓ | ✓ | | | |
| 21 | File Import / Export - Students Registration Delete - <i>Import</i> | ✓ | | | | | |
| 22 | File Import / Export - Student Test Update File - <i>Import/Export</i> | ✓ | ✓ | ✓ | | | |
| 23 | File Import / Export - Summative File - <i>Import</i> | ✓ | | | | | |
| 24 | Rejected Student Tests - <i>View/Edit</i> | ✓ | ✓ | | | | |
| 25 | Student - <i>Generate Sample Student</i> | ✓ | ✓ | ✓ | | | |
| | Classes | | | | | | |
| 26 | Classes - <i>View/Create/Delete/Edit</i> | ✓ | ✓ | ✓ | | | |
| | Orders | | | | | | |
| 27 | Orders - <i>View</i> | ✓ | ✓ | ✓ | | | |
| 28 | Orders - <i>Create/Edit/Cancel (pending order)</i> | ✓ | ✓ | ✓ | | | |
| 29 | Orders - <i>Approve/Reject Orders</i> | ✓ | | | | | |
| 30 | Orders - <i>Edit Address</i> | ✓ | ✓ | ✓ | | | |
| | TestNav Configurations (Precache and Response File Backup) | | | | | | |
| 31 | Setup - TestNav Configurations - <i>Create/Edit/Delete/Import/Export</i> | ✓ | ✓ | ✓ | | ✓ | |
| 32 | Setup - Test Config - Form Group - Form Assign Access (Interim Test Setup page) - <i>Create/Update/Delete blueprints for Interim tests using the Transcend API</i> | ✓ | ✓ | | | | |
| 33 | Setup - Precache by Test | ✓ | ✓ | ✓ | | ✓ | |
| | Sessions | | | | | | |
| 34 | Sessions - <i>View</i> | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 35 | Sessions - <i>Create/Delete</i> | ✓ | ✓ | ✓ | | ✓ | |

| # | Ability | State Role | District Test Coordinator Role | School Test Coordinator Role | Test Administrator Role | Technology Coordinator Role | Report Access Role |
|----|--|------------|--------------------------------|------------------------------|-------------------------|-----------------------------|--------------------|
| 36 | Sessions - <i>Edit</i> | ✓ | ✓ | ✓ | | ✓ | |
| 37 | Sessions - <i>Edit</i> - Form Group Type/Read Aloud | ✓ | ✓ | ✓ | | ✓ | |
| 38 | Sessions - <i>Edit</i> - Custom TestNav Settings | ✓ | ✓ | ✓ | | ✓ | |
| 39 | Sessions - <i>Edit</i> - Password | ✓ | ✓ | ✓ | | ✓ | |
| 40 | Students in Sessions - <i>View</i> | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 41 | Students in Sessions - <i>Prepare</i> | ✓ | ✓ | ✓ | | ✓ | |
| 42 | Students in Sessions - <i>Start/Stop/Restart Session</i> | ✓ | ✓ | ✓ | ✓ | | |
| 43 | Students in Sessions - <i>Add/Move/Remove Students</i> | ✓ | ✓ | ✓ | | ✓ | |
| 44 | Students in Sessions - <i>Download Resources - Proctor Testing Ticket</i> | ✓ | ✓ | ✓ | | ✓ | |
| 45 | Students in Sessions - <i>Download Resources - Student Testing Tickets</i> | ✓ | ✓ | ✓ | | ✓ | |
| 46 | Students in Sessions - <i>Resume Test</i> | ✓ | ✓ | ✓ | ✓ | | |
| 47 | Students in Sessions - <i>Mark Test Complete</i> | ✓ | ✓ | ✓ | | | |
| 48 | Students in Sessions - <i>Set Section Start</i> | ✓ | ✓ | ✓ | | | |
| 49 | Students in Sessions - <i>Undo Test Submission</i> | ✓ | ✓ | ✓ | | | |
| 50 | Students in Sessions - <i>Void Unit</i> | ✓ | | | | | |
| | Support Requests | | | | | | |
| 51 | Support Requests - <i>Create/View/Edit/Delete</i> | ✓ | ✓ | ✓ | | | |
| 52 | Support Requests - <i>View All</i> | ✓ | ✓ | ✓ | | | |
| | Reports | | | | | | |
| 53 | Organization Operational Reports - <i>View</i> | ✓ | ✓ | ✓ | | ✓ | |
| 54 | Students & Registration Operational Reports - <i>View</i> | ✓ | ✓ | ✓ | | | |
| 55 | Online Testing Operational Reports- <i>View</i> | ✓ | ✓ | ✓ | | ✓ | |
| 56 | Orders & Shipment Tracking Operational Reports- <i>View</i> | ✓ | ✓ | ✓ | | | |
| 57 | Users Operational Reports- <i>View</i> | ✓ | ✓ | ✓ | | | |

| # | Ability | State Role | District Test Coordinator Role | School Test Coordinator Role | Test Administrator Role | Technology Coordinator Role | Report Access Role |
|----|---|------------|--------------------------------|------------------------------|-------------------------|-----------------------------|--------------------|
| 58 | Published Reports - <i>View</i> | ✓ | ✓ | ✓ | | | ✓ |
| 59 | OnDemand Reports - <i>View</i> | ✓ | ✓ | ✓ | | | ✓ |
| 60 | OnDemand Reports - Reporting Group - <i>Create/Edit/Delete/Assign Tests</i> | ✓ | ✓ | | | | ✓ |
| 61 | File Import / Export - Reporting Groups - <i>Import/Export</i> | ✓ | ✓ | | | | ✓ |