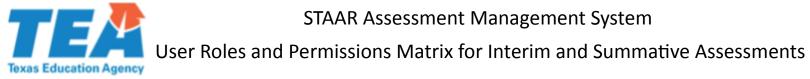# STAAR Assessment Management System
## User Roles and Permissions Matrix for Interim and Summative Assessments

| | ESC | District | | | | | | Campus | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | ESC Region Staff | Superintendent | District Testing Coordinator | District Testing Assistant | District User Account Assistant | Technology Staff | Report View Only | Campus Testing Coordinator | Online Session Administrator | Online Test Administrator | Principal | Student Data Assistant | Teacher | Technology Staff | Test Setup Assistant |
| **Dashboard Roles and Permissions** | | | | | | | | | | | | | | | |
| Create & Delete Announcements | | | ✔ | ✔ | | | | | | | | | | | |
| View Student Transfer Announcements | | | ✔ | ✔ | | | | ✔ | | | | | | | |
| View/Download Help Documents | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| View & Update User Profile (User's Own Account) | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| View/download Interim Test Documents | | | ✔ | ✔ | | | | ✔ | | | | | | | |
| **Organizations Roles and Permissions** | | | | | | | | | | | | | | | |
| Search and View Organizations | | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ | | | ✔ | | | ✔ | |
| View Organization Addresses | | ✔ | ✔ | ✔ | | | | ✔ | | | ✔ | | | | |
| Update Primary User | | ✔ | ✔ | ✔ | ✔ | | | ✔ | | | ✔ | | | | |
| **User Roles and Permissions** | | | | | | | | | | | | | | | |
| View User Accounts | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ | | | ✔ | | | ✔ | |
| Add and Edit User Profiles | ✔ | ✔ | ✔ | ✔ | ✔ | | | ✔ | | | ✔ | | | | |
| Manage User Accounts via Upload File | | | ✔ | ✔ | ✔ | | | ✔ | | | | | | | |
| **Students Roles and Permissions** | | | | | | | | | | | | | | | |
| View Student Profiles | | ✔ | ✔ | ✔ | | | | ✔ | ✔ | ✔ | ✔ | ✔ | | | ✔ |
| Add, Edit, and Delete Student Profiles | | | ✔ | ✔ | | | | ✔ | | | | | | | ✔ |
| Register Students (Manually) | | | ✔ | ✔ | | | | ✔ | | | | | | | ✔ |

| | ESC | District | | | | | | Campus | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | ESC Region Staff | Superintendent | District Testing Coordinator | District Testing Assistant | District User Account Assistant | Technology Staff | Report View Only | Campus Testing Coordinator | Online Session Administrator | Online Test Administrator | Principal | Student Data Assistant | Teacher | Technology Staff | Test Setup Assistant |
| **Students Roles and Permissions (cont.)** | | | | | | | | | | | | | | | |
| Upload Student Data File | | | ✓ | ✓ | | | | | | | | | | | |
| Transfer Students | | | ✓ | ✓ | | | | ✓ | | | | | | | |
| Resolve Held Records (Resolutions)* | | | ✓ | ✓ | | | | | | | | | | | |
| Update Student Information* | | | ✓ | ✓ | | | | ✓ | | | | | | | |
| Update Score Codes and Test Information* | | | ✓ | ✓ | | | | | | | | | | | |
| View Student Report Cards - (Scores Tab)* | | ✓ | ✓ | ✓ | | | | | | | | | | | |
| **Online Testing Roles and Permissions** | | | | | | | | | | | | | | | |
| View Test Sessions and Student Testing Status | | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Manage Testing Groups | | | ✓ | ✓ | | | | ✓ | | | | | | | ✓ |
| Import Online Test Tickets | | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | | | | | ✓ |
| Print Online Test Tickets and Rosters | | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | | | | | ✓ |
| Do Not Report (DNR)/ Void Online Test* | | | ✓ | ✓ | | | | | | | | | | | |
| Set Test Attributes* | | | ✓ | ✓ | | | | ✓ | | | | | | | ✓ |
| Create LCS Registration Keys* | | | ✓ | | | ✓ | | | | | | | | ✓ | |
| Access Interim Testing Online Reporting Suite (ORS)^ | | ✓ | ✓ | ✓ | | | | ✓ | | ✓ | ✓ | ✓ | ✓ | | |

# STAAR Assessment Management System
## User Roles and Permissions Matrix for Interim and Summative Assessments

| | ESC | District | | | | | | Campus | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | ESC Region Staff | Superintendent | District Testing Coordinator | District Testing Assistant | District User Account Assistant | Technology Staff | Report View Only | Campus Testing Coordinator | Online Session Administrator | Online Test Administrator | Principal | Student Data Assistant | Teacher | Technology Staff | Test Setup Assistant |
| **Order Roles and Permissions** | | | | | | | | | | | | | | | |
| View Initial Orders (Test Booklet Counts)* | | | ✓ | ✓ | | | | | | | | | | | |
| Order Additional Materials* | | | ✓ | ✓ | | | | | | | | | | | |
| View and Track Orders* | | | ✓ | ✓ | | | | ✓ | | | | | | | |
| Order Late Precodes* | | | ✓ | ✓ | | | | | | | | | | | |
| Order Additional Reports* | | | ✓ | ✓ | | | | | | | | | | | |
| Order Rescore Requests* | | | ✓ | ✓ | | | | | | | | | | | |
| View and edit campus ADPL counts* | | | ✓ | ✓ | | | | ✓ | | | | | | | |
| View ADPL/Scanned Answer Document counts* | | | ✓ | ✓ | | | | | | | | | | | |
| **Reports Roles and Permissions** | | | | | | | | | | | | | | | |
| Download Students Campus Report | | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | | ✓ | | | ✓ |
| Download District Students Campus Report | | | ✓ | ✓ | | | | | | | | | | | |
| Download District Student Test Campus Report | | | ✓ | ✓ | | | | | | | | | | | |
| Download Student Transfer Report | | | ✓ | ✓ | | | | | | | | | | | |
| Download Students Braille Management Report* | | | ✓ | ✓ | | | | ✓ | | | | | | | |
| Download Test Registration Report | | | ✓ | ✓ | | | | ✓ | | | | | | | |
| Download Precocde Verification File/Report* | | | ✓ | ✓ | | | | ✓ | | | | | | | |
| Access Student Assessment History Report* | | | ✓ | ✓ | | | | | | | | | | | |
| Request SIRS Report File* | | | ✓ | ✓ | | | | | | | | | | | |

# User Roles and Permissions Matrix for Interim and Summative Assessments

| | ESC | District | | | | | | Campus | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | ESC Region Staff | Superintendent | District Testing Coordinator | District Testing Assistant | District User Account Assistant | Technology Staff | Report View Only | Campus Testing Coordinator | Online Session Administrator | Online Test Administrator | Principal | Student Data Assistant | Teacher | Technology Staff | Test Setup Assistant |
| **Reports Roles and Permissions (cont.)** | | | | | | | | | | | | | | | |
| Download Test Mode/Material Counts Report* | | | ✓ | ✓ | | | | ✓ | | | | | | | |
| Download Initial Order Quantity Report* | | | ✓ | ✓ | | | | | | | | | | | |
| Download District Test Status Report | | | ✓ | ✓ | | | | | | | | | | | |
| Download Campus Test Status (of student) Report | | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | | ✓ | | | ✓ |
| Download Proctor Tickets* | | | ✓ | ✓ | | | | ✓ | | | | | | | |
| View and Download Standard Reports* | | ✓ | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | | | | |
| View and Download Consolidated Accountability File (CAF)* | | ✓ | ✓ | ✓ | | | | | | | | | | | |
| Access Texas Data Portal*^Δ | ✓ | ✓ | ✓ | ✓ | | | | ✓ | | | ✓ | | ✓ | | |
| Report Access - Campus Standard Reports* | | ✓ | ✓ | ✓ | | | | | | | | | | | |
| View and Download Interim District Data File | | ✓ | ✓ | ✓ | | | | | | | | | | | |
| Access Interim Testing Online Reporting Suite (ORS)^ | | ✓ | ✓ | ✓ | | | | ✓ | | ✓ | ✓ | ✓ | ✓ | | |

* System functionality does not apply to interim assessments.

^ Access to ORS allows users to view the Interim Assessment Results within their organizational scope.

Δ Teacher access to the Teacher Portal requires a TSDS Unique Teacher ID to be assigned to an account with a teacher role in the Assessment Management System, and a matching number to be associated with one or more students via registration file upload during a test registration window.

Please note that Family Educational Rights and Privacy Act (FERPA) compliance is required when assigning roles within the STAAR Assessment Management System.