



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, Edit, Deactivate or Reactivate User Profiles	✓	✓	✓	✓	✓			✓			✓				
Upload New Users (via spreadsheet)			✓	✓	✓			✓							
Students Roles and Permissions															
View Student Profiles		✓	✓	✓				✓	✓	✓	✓	✓	✓		
Add, Edit, and Delete Student Profiles			✓	✓				✓				✓			
Register Students (Manually)			✓	✓				✓				✓			



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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			✓	✓				✓	✓	✓			✓		
View District Level Session-at-a-Glance		✓	✓	✓		✓									
View Campus Level Session-at-a-Glance		✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	
Do Not Report (DNR)/ Void Online Test*			✓	✓											
Set Test Attributes*			✓	✓				✓							
Create LCS Registration Keys*			✓			✓								✓	
Access Interim Testing Online Reporting Suite (ORS)^		✓	✓	✓				✓		✓	✓		✓		



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Order Roles and Permissions															
View, Edit and Upload Participation Counts*			✓	✓											
Order Additional Materials*			✓	✓											
View and Track Orders*			✓	✓				✓							
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			✓	✓											



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Reports Roles and Permissions (cont.)															
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	✓	✓	✓	✓				✓			✓				
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

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