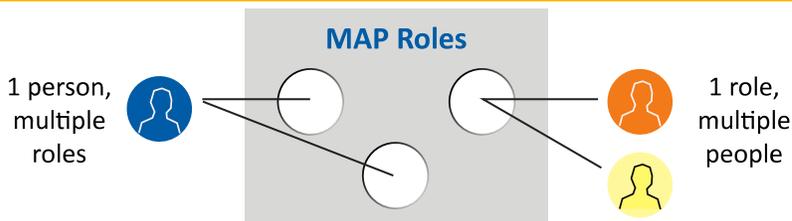


ROLES AND RESPONSIBILITIES

Choose MAP Roles

Every person who uses the MAP Suite must have one or more roles assigned to control what that person can do and see. You can fill the roles with any combination of people you need. One person can hold multiple roles, and multiple people can hold the same role to serve as backups.



Quick tip: Use the examples below the following diagrams. Also, avoid assigning both school-level and district-level roles to an individual. For example, your School Proctors should not have the District Proctor role. Similarly, avoid assigning all roles to individuals.

See also the detailed spreadsheet: [Role Permissions](#)

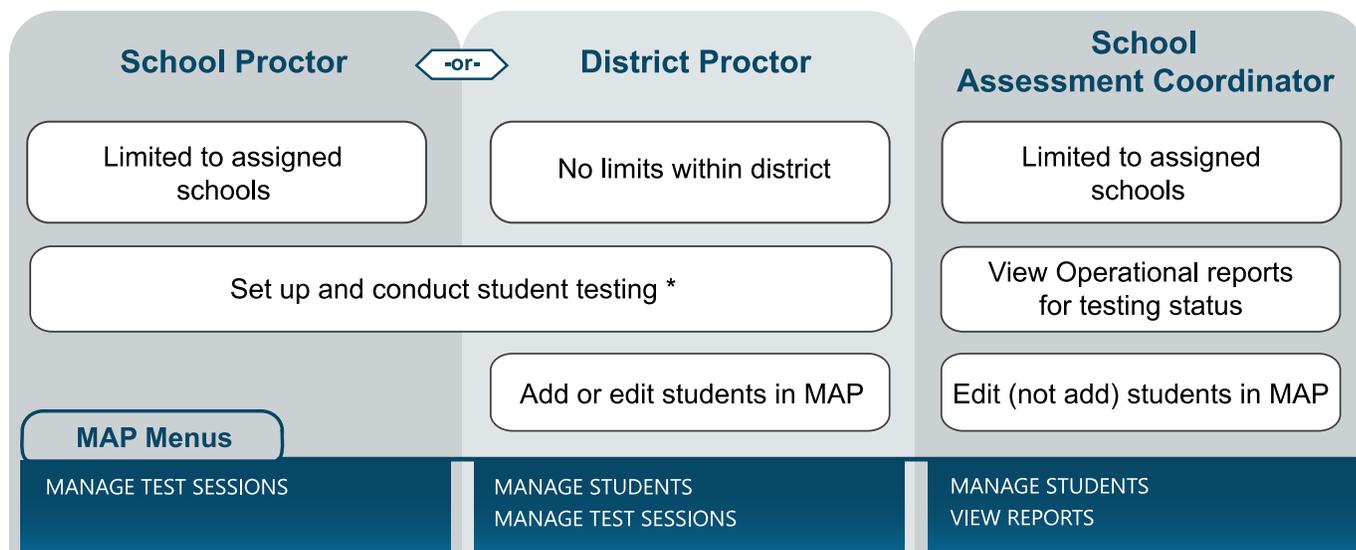
Roles for Using Data

Instructor	Administrator	School Assessment Coordinator	-or- District Assessment Coordinator
Limited to assigned students and classes	Limited to assigned schools	Limited to assigned schools	No limits within district
Student and class reports			
Grade and school/district reports*			
		Read also: "Roles for Testing"	Export or share test result data
MAP Menus			
VIEW REPORTS	VIEW REPORTS	MANAGE STUDENTS VIEW REPORTS	MANAGE USERS VIEW REPORTS MANAGE PREFERENCES

Examples for Using Data:

- Teachers typically use the **Instructor** role.
- Principals and school leaders typically use the **Administrator** role to see results from all students. Or, if they also coordinate test administration, they could use the **School Assessment Coordinator** role.
- Interventionists and specialists could also use the **Administrator** role; but for greater security, they could have the **Instructor** role and a special “class” of students assigned to them during the roster enrollment.

Roles for Testing



Examples for Testing:

- For teachers and staff who only need to administer testing, use the **School Proctor** role.
***Note:** School Proctors can only access testing sessions that they or the District Proctor creates.
- The **District Proctor** role is for anyone who helps to lead other Proctors. It enables creation of testing sessions that other Proctors can use, as well as creation of student profiles.
- School leaders who need to monitor testing status typically use the **School Assessment Coordinator** role. This role is restricted, however, from adding student or user profiles.

Roles for MAP Setup and Maintenance

System Administrator	District Assessment Coordinator	Data Administrator
Assign any MAP role for any user, including oneself	Assign MAP roles for other users, except System Administrator	Assign MAP roles for other users, except System Administrator or District Assessment Coordinator
View operational reports		
Add or edit users in MAP (follows same exceptions as role assignments, above)		+ Also for Data Admin: Add or edit students
Modify MAP preferences for the organization		Import student/staff roster
Mark the Test Window Complete		Add or edit students in MAP, including permission to: –Merge students –Exclude or reassign test events
MAP Menus		
MANAGE USERS MANAGE PREFERENCES	MANAGE USERS VIEW REPORTS MANAGE PREFERENCES	IMPORT PROFILES MANAGE USERS MANAGE STUDENTS VIEW REPORTS

Examples for Setup and Maintenance:

- Only a few leaders should have the **System Administrator** role because it enables you to grant access to any part of the platform.
- Leaders in charge of the assessment typically use the **District Assessment Coordinator** role.
- The person who imports your enrollment roster each term needs the **Data Administrator** role.

Roles for MAP Reading Fluency

For interventionists and reading coaches: A person with the Instructor role does not have to be a classroom teacher. For example, you can assign the Instructor role to an interventionist, along with a virtual “class” of students, and then that person can view test results for those assigned students.