

NSCAS Growth User Roles and Permissions

User roles and permissions

In general, your district is solely responsible for keeping staff and student data secure, in compliance with the Family Educational Rights and Privacy Act (FERPA). You control access by assigning roles to each person's user profile. A role defines what each person can do and see on the test administration site.

[Table 1: User Roles and Permissions](#) on the next page shows which roles have access to which functions in Acacia. The district and school level roles have the listed permissions for the district or school to which the user is assigned.

Table 1: User Roles and Permissions

MAP Roles	District			Proctor	School			ESU/Region	
	Sys Admin	District Assess Coord	Data Admin	District or school proctor	School Assess Coord	School Admin	Instr	ESU Admin	Ext Program Coord
View organizations									
Search and view organization information	✓	✓							
Manage users	<i>Managed in MAP Growth</i>								
View other user accounts	✓	✓							
Students									
Create student profiles		✓	✓		✓				
View and edit student profiles		✓	✓		✓				✓
Transfer students into or out of organizations		✓	✓						
Import student test registrations		✓	✓		✓				✓
Create, edit, or delete student groups	<i>Managed in MAP Growth</i>								
Online testing									
View test registrations		✓		✓	✓				✓
Create and edit test registrations; set test attributes and not-tested codes (NTCs)		✓			✓				✓
View online test sessions		✓		✓	✓				✓
Print online test tickets		✓	✓	✓	✓				✓
Operational reports									
Materials Order Report	✓	✓			✓				
Organizations Report	✓	✓	✓		✓				
Registration Report	✓	✓	✓		✓				
Student Mobility Report	✓	✓	✓		✓				

MAP Roles	District			Proctor	School			ESU/Region	
	Sys Admin	District Assess Coord	Data Admin	District or school proctor	School Assess Coord	School Admin	Instr	ESU Admin	Ext Program Coord
Student Results File	✓	✓	✓						✓
Student Score Data File	✓	✓	✓						
Summary Testing Status Report	✓	✓	✓		✓				
Testing Status Report	✓	✓	✓		✓				
Score reports									
Access insights reports for assigned organizations, groups, or students	✓	✓	✓		✓	✓	✓	✓	✓