Pacific Union Conference
MAP Roles and Permissions

Role	Who	What It Allows
School Proctor	Teachers, Staff, anyone proctoring	Set up and conduct student testing, limited to assigned schools
Instructor	Teachers, Interventionalists*	Limited to assigned students and classes, can view student and class reports
Administrator	Principals, Registrars	Limited to assigned school, can view student, class, grade and school reports
School Assessment Coordinator	Principals, Registrars, Conference	Limited to assigned schools, view operational reports for testing status, can edit (not add) students in MAP, can view student, class, grade and school reports
Data Administrator	Conference, Union	Assign MAP roles for other users except system administrator or district assessment coordinator**, can view operational reports, can add or edit users in MAP and reset user passwords, can add or edit students, can import student/staff roster, can add or edit students in MAP, including permission to merge students, exclude or reassign test events.
District Proctor	Conference, Union	Set up and conduct testing, no limits to schools, can add or edit students in MAP
District Assessment Coordinator	Union ONLY	No limits within district, can view student, class, grade, school and district reports, can export or share test result data, can assign MAP roles for other users, can view operational reports, can add or edit users in MAP and reset user passwords, can modify MAP preferences for the organization, can mark the test window complete
System Administrator	Union ONLY	Assign any MAP role for any user – including oneself, can add or edit users in MAP and reset user passwords, can modify MAP preferences for the organization, can mark the test window complete

*Interventionalists must be added individually to the class(es) where they have students or must be included as an instructor in the class in SIS prior to rolling data up and downloading rosters from dashboard for upload.

Although the role of Data Administrator allows the person with this role to assign MAP roles for other users, the roles of System Administrator and District Assessment Coordinator **MAY NOT be assigned to anyone other than union office personnel.