MSTAR

LOCAL ACCOUNTABILITY COORDINATOR (LAC)

Quick Start User Guide

District-Level Administration • Fall 2026

Purpose A Maryland-specific quick reference for Local Accountability Coordinators who oversee MSTAR assessment preparation, administration, security, monitoring, and district-level reporting. It condenses the district-level workflows in the generic TIDE guide and aligns them to Maryland LaunchPad, TIDE, TDS, and CRS workflows.

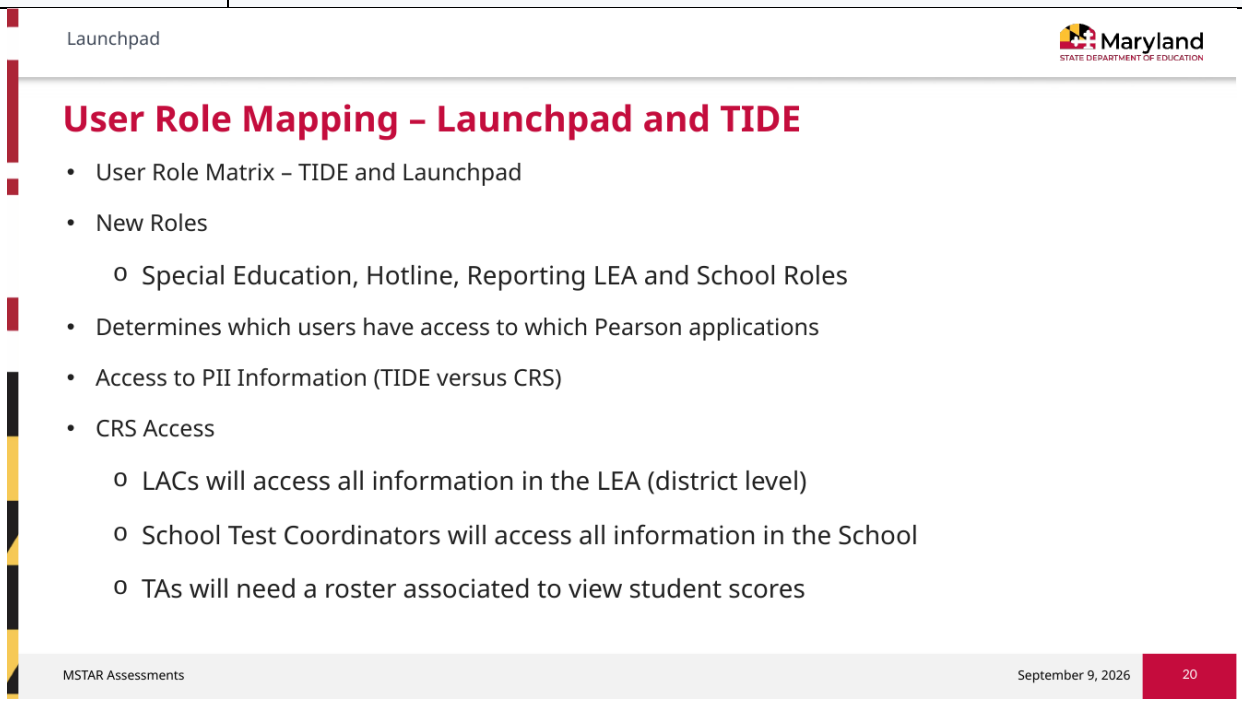
LAC role in Maryland The LAC is the LEA-level individual responsible for overall coordination of each test administration and is the main point of contact with MSDE when testing issues arise. Under COMAR 13A.03.04.04, the LAC oversees procurement of test instruments, organization/implementation/verification of Maryland assessment programs, and administration and security of state-mandated assessments.

Use this guide to…	District-level focus
Prepare	Users, students, transfers, assignment tags, accommodations, rosters, materials
Administer	Support STCs/TAs, approve resets/invalidations, monitor progress and participation
Close out	Resolve district-level exceptions, verify completion, support reporting and data access

1. LAC Role & System Map

The LAC works across the full LEA and serves as the district-level administrator for MSTAR. Access is role-based; district-level permissions provide visibility and management across schools in the LEA.

System	What the LAC uses it for
LaunchPad	Single sign-on; district user/student management; user roles; student transfers; access to MSTAR applications
TIDE	Assignment tags and accommodations; rosters; test tickets/Pre-ID labels; paper-material orders; resets/invalidations; monitoring and participation
TDS	Support school testing operations and escalation; TAs administer sessions
CRS	District-, school-, and student-level score reporting based on LAC access

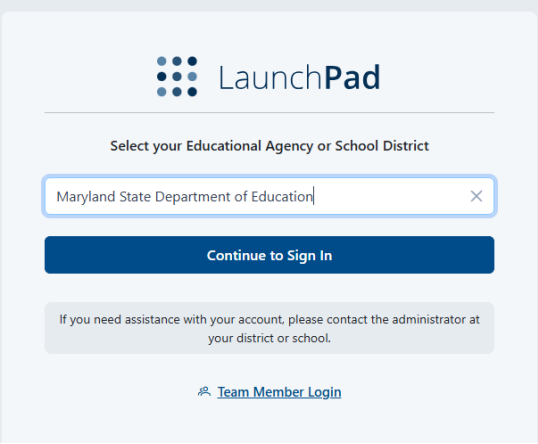


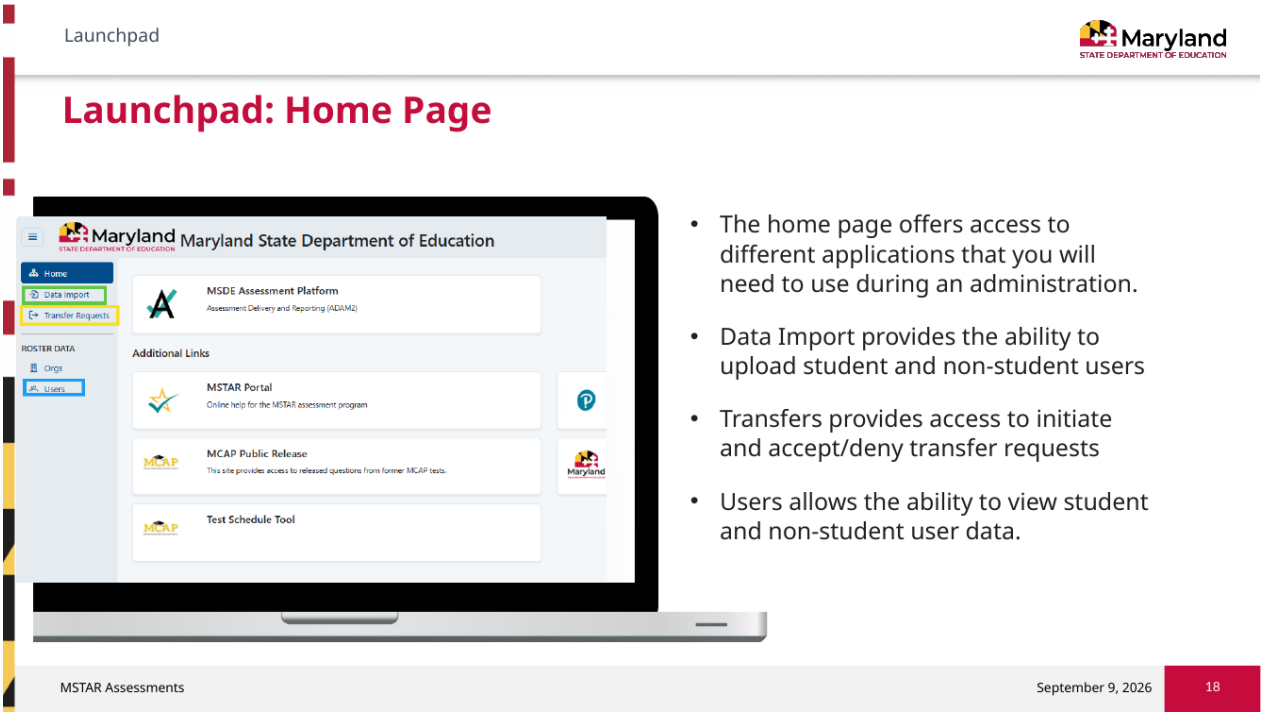
MSTAR training: LACs have district-level CRS access; role mapping controls application and PII access.

District-level rule Use the LAC role when a task requires LEA-wide visibility, cross-school management, inter-LEA student transfer action, approval authority, or district-level reporting.

2. Access MSTAR Through LaunchPad

1. Go to LaunchPad and sign in using your assigned Maryland organization and credentials.
2. Confirm you are working in the correct organization and school year before importing or editing data.
3. Use the LaunchPad home page to open the applications available to your LAC role.
4. If you need TIDE, select the Cambium Assessment/TIDE application available through LaunchPad.





LaunchPad home page: Data Import, Transfers, and Users are core district administration functions.

Security Do not share login credentials. District-level access includes student information and should be used only for authorized assessment administration activities.

3. Manage District Users

MSTAR, LaunchPad is the starting point for creating and maintaining user access, while roles determine downstream access in TIDE and CRS.

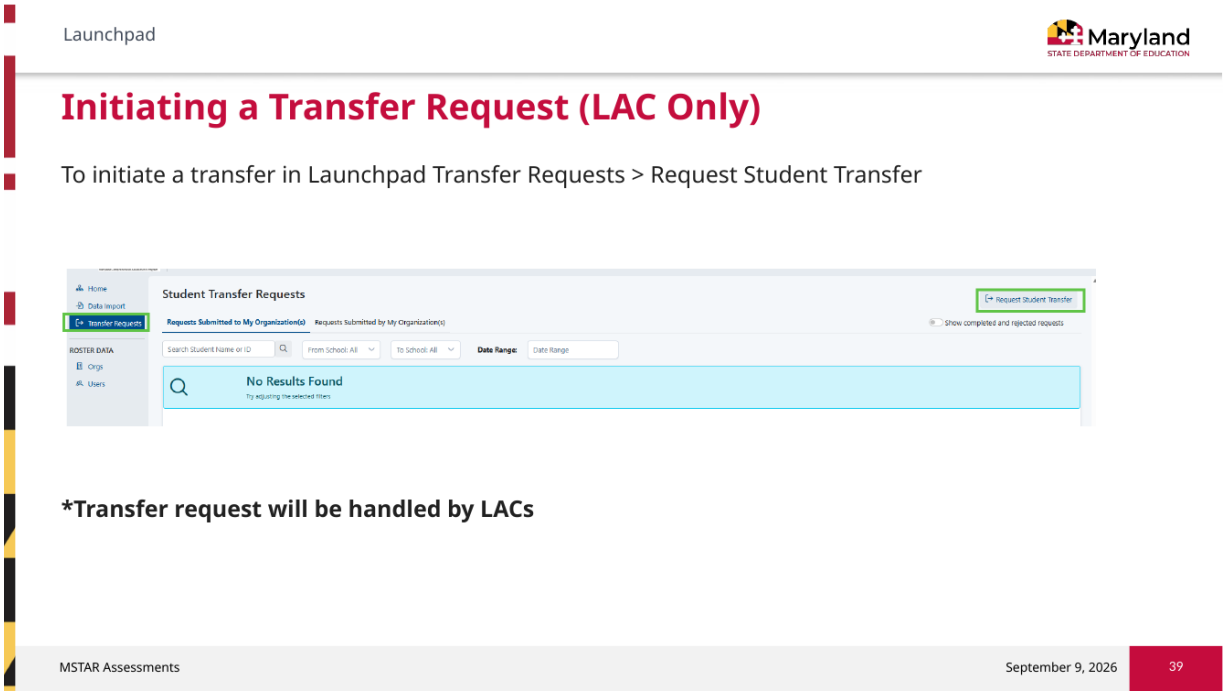
- Monitor user accounts across schools in the LEA and ensure users are assigned to the correct organization and role.
- Create non-student users individually or by import. Role names on imports must match the configured display name; one row per user, per role, per organization is required.
- Use school/LEA email addresses as required by Maryland training; create a new account if the email address changes.
- Welcome emails may be sent at account creation or later. Users must act on the welcome email before it expires.
- Use the User Role Matrix to confirm which applications and data a role can access.

LAC check Before each administration, confirm STCs and other required district/school roles can sign in and see the correct organization(s).

. Manage Students & Inter-LEA Transfers

District-level users need to ensure students are associated with the correct LEA/school before testing. LaunchPad is Maryland's source workflow for student creation/import and transfer requests.

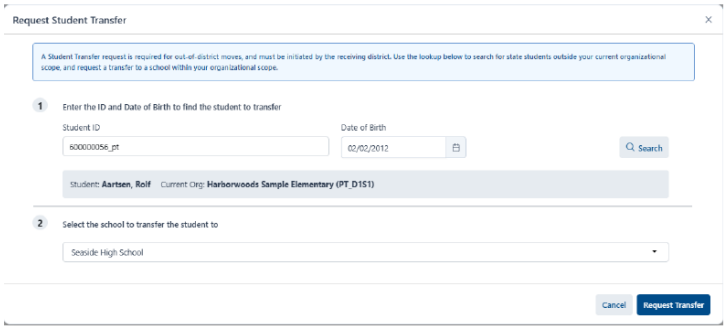
- Import or create students using the required Maryland fields. Temporary SASIDs are not allowed in the Fall 2026 MSTAR training.
- Review import errors and correct data before relying on downstream TIDE access.
- Initiate student transfer requests when a student must move between LEAs.
- Search and respond to transfer requests so students can be associated with the correct receiving school.
- Coordinate with the other LEA LAC when a transfer requires approval from the sending LEA.



LaunchPad: Transfer Requests are identified as an LAC-only workflow.

Transfer Requests Continued (LAC Only)

Select the school that you the student should be transferred to > Request Transfer



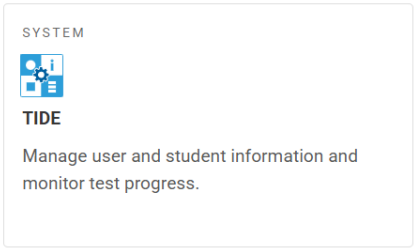
Transfer will be submitted and the LAC at the school student is transferring from will have to approve transfer for transfer to be completed.

LaunchPad: select the receiving school and submit the transfer request.

5. Prepare Students in TIDE

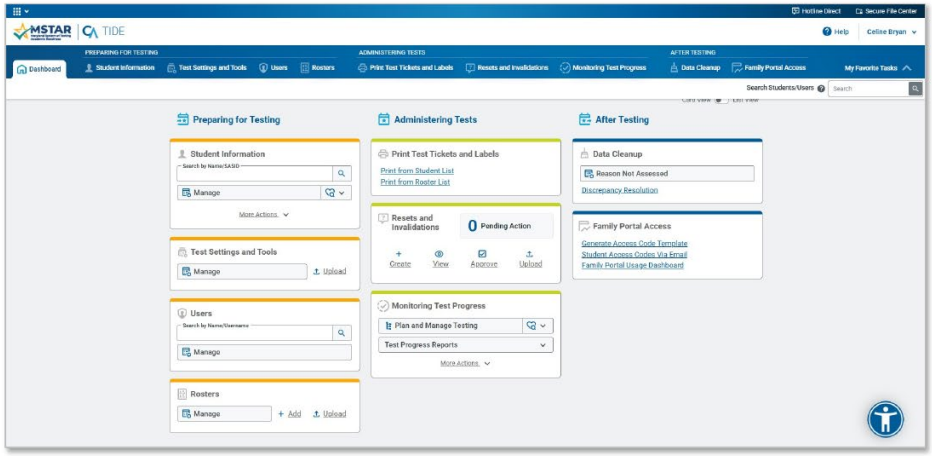
Before testing, the LAC has district-wide responsibility for readiness and for supporting STCs in completing student-level setup. In the Maryland Client Portal, select the TIDE tile to enter the TIDE Dashboard.





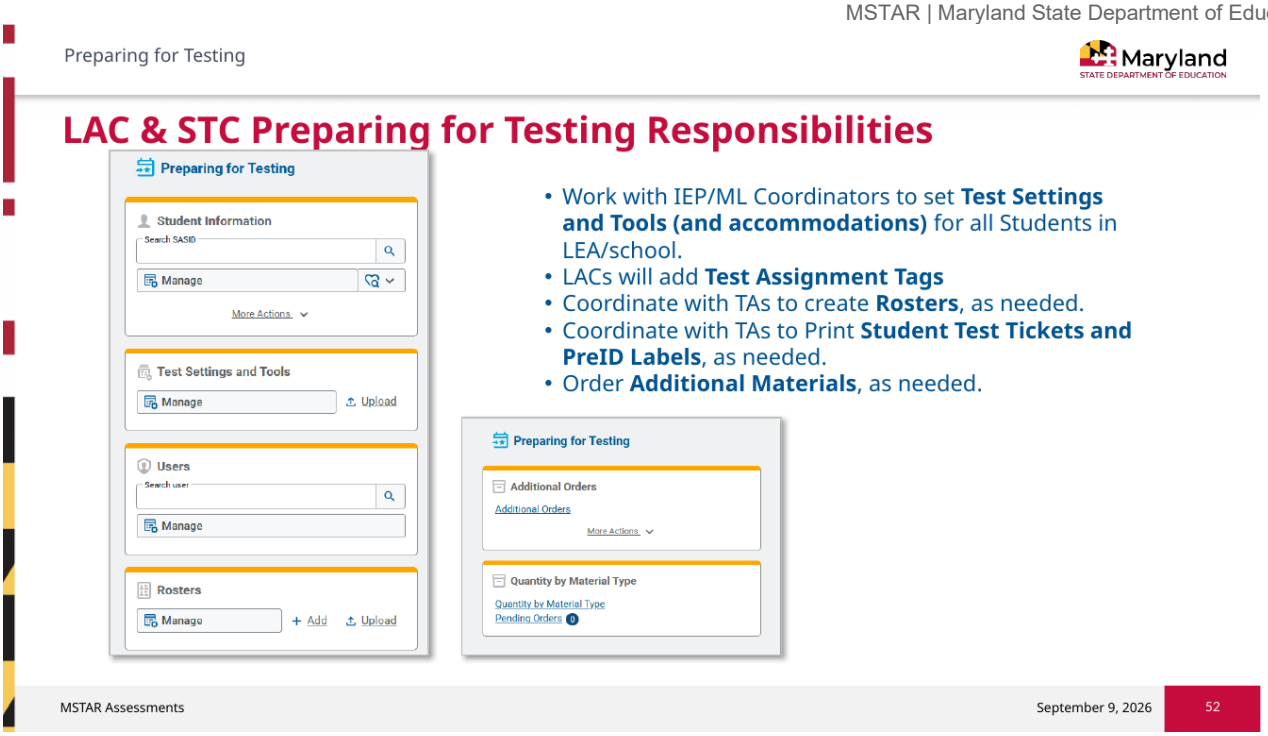
Maryland
STATE DEPARTMENT OF EDUCATION

MSTAR: TIDE Dashboard



MSTAR Assessments September 9, 2026 47

District-level task	LAC quick check
Assignment Tags	Add/verify Test Assignment Tags for applicable End-of-Course testing eligibility.
Test Settings & Tools	Work with STCs and IEP/ML staff to ensure required settings and accommodations are correct.
Rosters	Coordinate with STCs/TAs; create or support rosters when needed for administration/reporting.
Test Tickets / Pre-ID	Ensure schools can print needed test tickets and paper labels.
Paper materials	Confirm schools have required materials and that paper materials have appropriate student Pre-ID labels.



MSTAR training: LAC and STC preparing-for-testing responsibilities.

Before approval Do not treat a student as test-ready until eligibility/assignment, settings, organization, and required materials are confirmed.

6. Rosters, Test Tickets & Pre-ID Materials

MSTAR TIDE includes district-level roster management and printing of test access materials. These functions support both test administration and downstream reporting access.

- Create, modify, export, or upload rosters as permitted by your LAC role.
- Coordinate with STCs and TAs so roster membership reflects the students who should be associated with the testing/reporting group.
- Print test tickets from student lists or roster lists when district support is needed.
- Print or support Pre-ID labels for paper materials, as applicable.
- Treat test tickets and student identifiers as secure materials and distribute them only to authorized testing staff.

7. Manage Paper Testing Materials & Orders

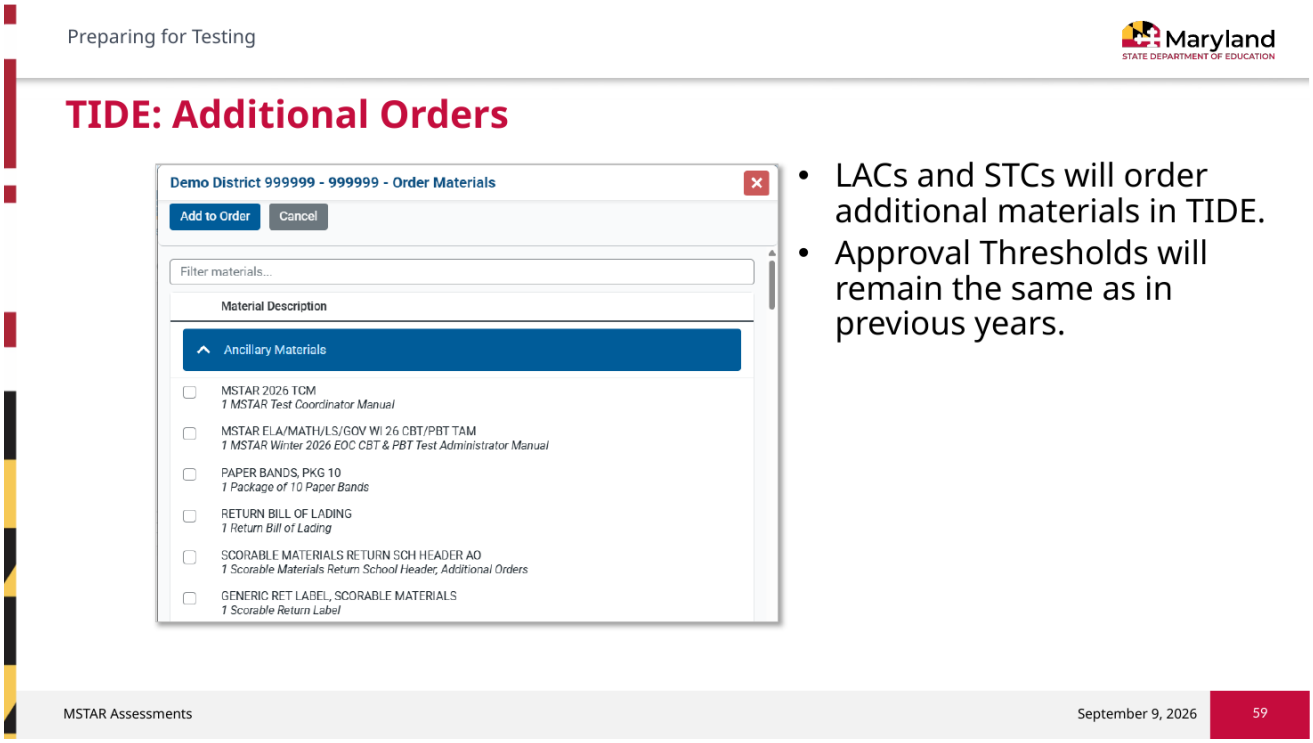
Maryland's MSTAR implementation uses TIDE for paper-material ordering based on the administration.

- Review administration-specific ordering dates and determine whether the window uses initial orders, additional orders, or both.
- Coordinate with schools to consolidate material needs and avoid duplicate requests.
- Place or support additional orders in TIDE as permitted by the administration.
- Review order history/status and track fulfillment when available.
- Verify district contact and shipping information when the function is enabled for the administration.
- After testing, ensure schools follow current return-material procedures and deadlines.

Administration-specific Ordering behavior and available TIDE functions can vary by test administration. Always use the current MSTAR key dates and administration resources rather than assuming a prior window's workflow.

Order Additional Materials

- LACs and STCs order additional materials in TIDE.
- For Winter 2026 EOC, the training identifies Additional Orders for paper materials; Spring 2027 onward uses an Initial Order via Pre-ID plus an Additional Order window.
- Approval thresholds remain the same as in previous years, according to the Fall 2026 training materials.
- For returns, package materials securely and do not combine scorable and nonscorable materials in the same shipment.



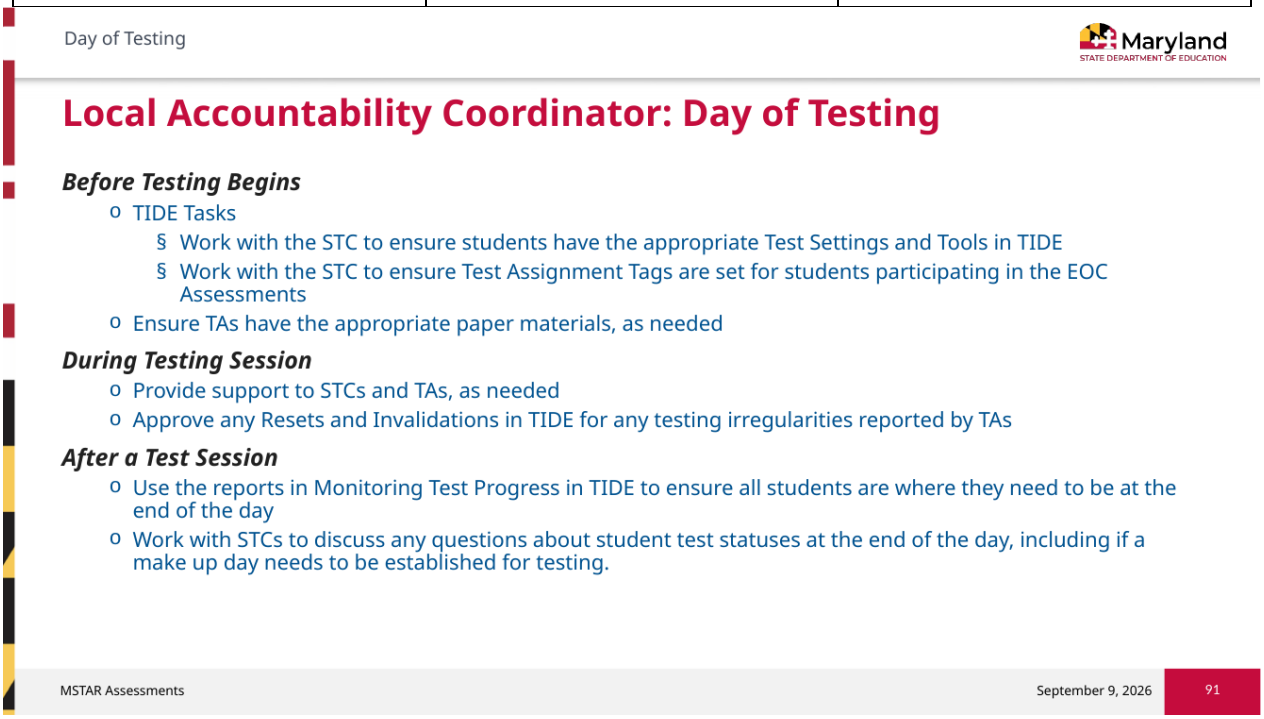
MSTAR Fall 2026 STC Training — slide 59

Shipping reminder: The training directs schools to schedule UPS pickups at least 48 hours in advance whenever possible and retain confirmation/tracking information.

8. Day-of-Testing: District Oversight

The LAC is not the classroom Test Administrator, but provides district-level operational support to STCs and TAs throughout the testing window.

Before testing	During testing	After each session
Confirm settings, assignment tags, tickets, paper materials, and school readiness.	Support STCs/TAs; respond to escalations; approve authorized resets/invalidations; monitor district progress.	Use monitoring reports to identify incomplete testing, paused tests, participation gaps, and follow-up needs.



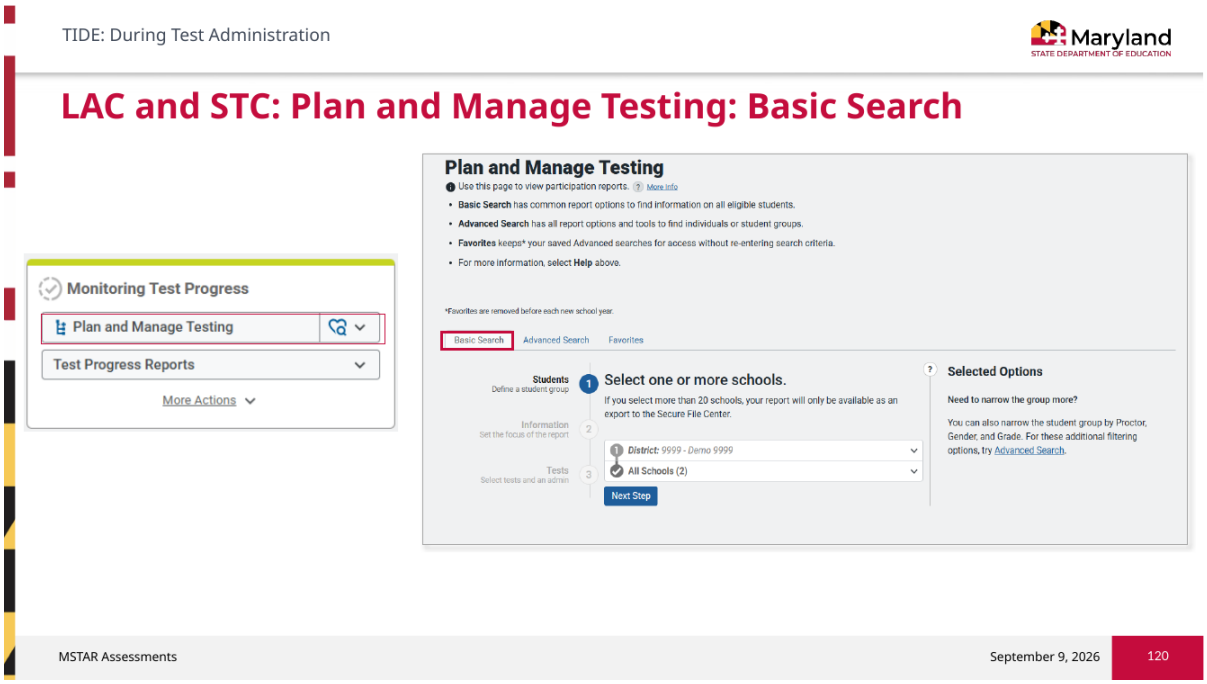
MSTAR training: LAC day-of-testing responsibilities.

Escalation path Testing issues should flow from TA → STC → LAC as appropriate. The LAC is the primary LEA contact with MSDE for testing issues.

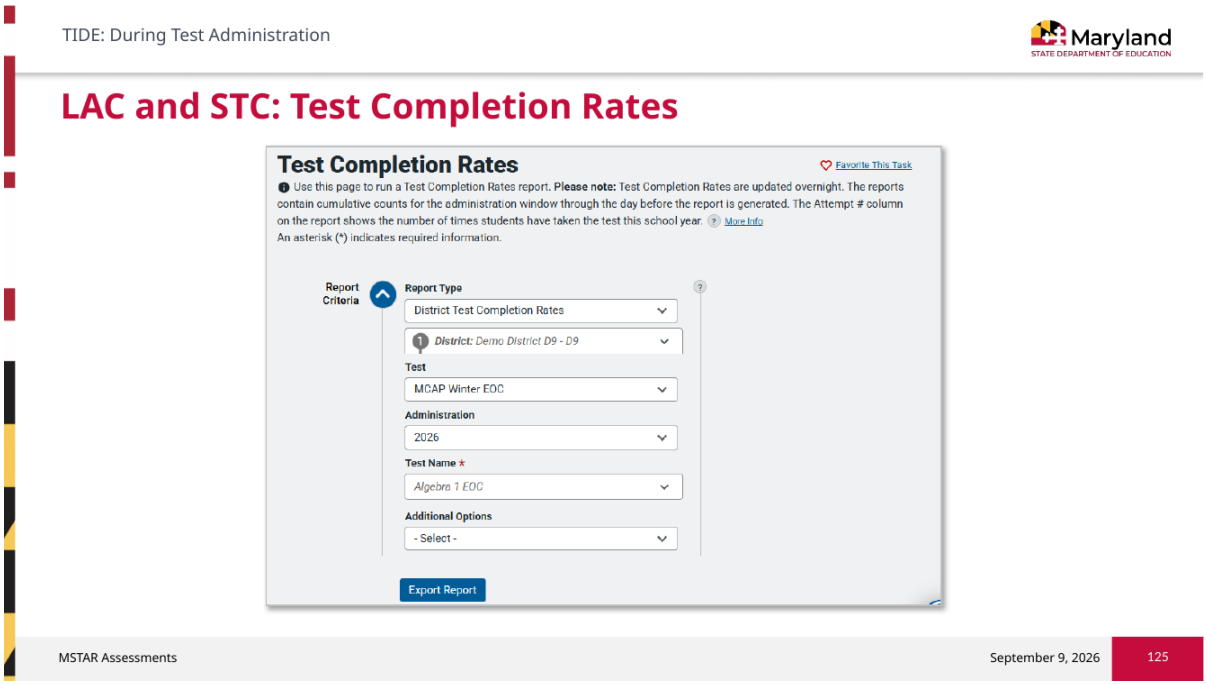
9. Monitor Testing Across the LEA

Use TIDE monitoring tools to move from school-by-school troubleshooting to district-level oversight. TIDE guide includes Plan and Manage Testing, participation, test progress summaries, status codes, and session reports.

- Use Plan and Manage Testing to search across schools, grades, tests, and student groups available to the LAC role.
- Identify students who have not tested, have paused tests, or require follow-up.
- Review participation by SASID when individual student verification is needed.
- Review test completion rates by school/test to focus district follow-up.
- Use Test Session Status and Test Status Code reports to investigate administration status.



TIDE: LAC/STC Plan and Manage Testing basic search.

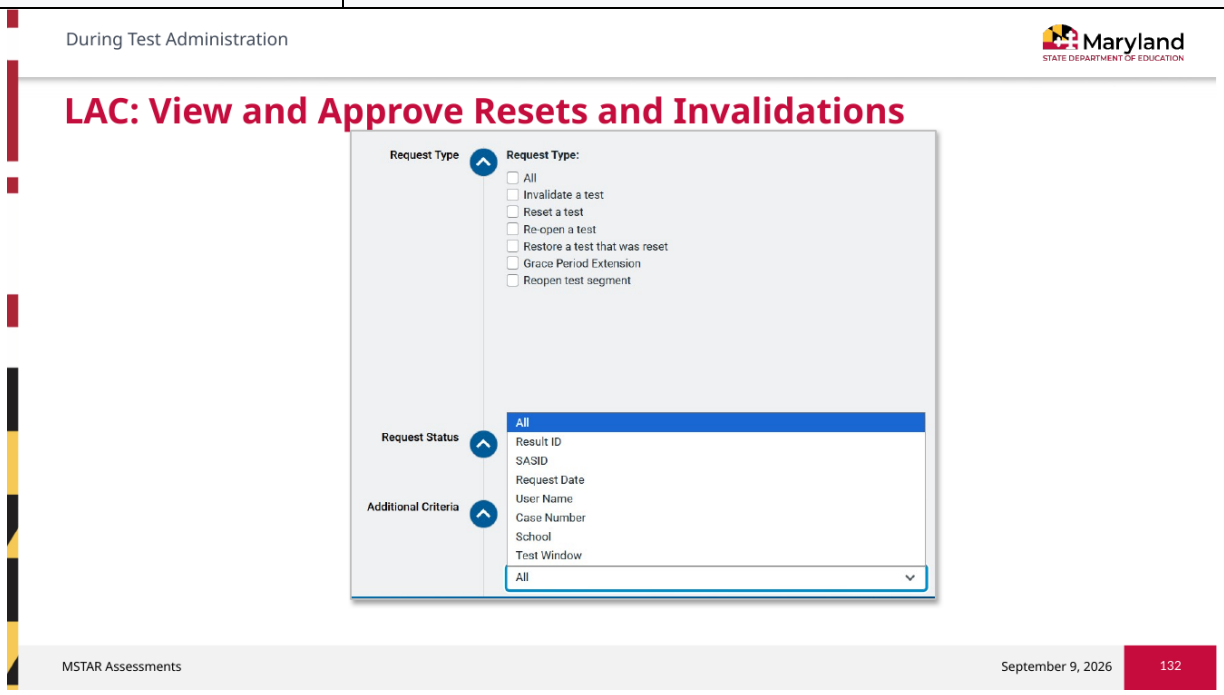


TIDE: LAC/STC test completion rates support district follow-up.

10. Resets, Invalidations & Testing Irregularities

The LAC identifies resets and invalidations as a role-based workflow. STCs may submit requests; LACs review and approve as appropriate for the action and incident.

Action	Use / meaning in MSTAR training
Reset a Test	Resets a test opportunity so the student can start a new opportunity; example: testing began with incorrect accommodations.
Invalidate a Test	Serious action in which the student loses the opportunity to test/receive a score for that assessment.
Re-open a Test	Allows a student to continue a test that requires reopening.
Restore a Test that was Reset	Reverses an incorrect reset so the opportunity becomes available again.
Grace/Grade Period Extension	Allows re-entry when the permitted section/session period has ended, when authorized.
Reopen Test Section	Reopens a section when the authorized circumstance applies.



TIDE: LAC view and approval workflow for resets and invalidations.

Document first Use the current Maryland incident/security procedures and maintain required documentation. Do not use a reset or invalidation as a substitute for determining the correct incident response.

11. Test Security & Incident Response

Maryland assigns the LAC oversight responsibility for administration and security of state-mandated assessments. The LAC also serves as the district escalation point when a testing issue may involve security or validity.

- Ensure district testing personnel are trained for their assigned roles and complete required Maryland security/compliance documentation.
- Maintain secure handling of test content, test tickets, student data, and paper materials before, during, and after testing.
- Require schools to report irregularities promptly through the established STC-to-LAC process.
- Use the Maryland Test Incident process for incidents requiring state review; LACs are the role authorized to submit incidents directly to MSDE through the state process.
- Preserve relevant facts and records; avoid including unnecessary student names in vendor support communications when SASID is sufficient.

Maryland hierarchy LAC → STC → TA / Proctor / Accommodator. The LAC ensures LEA-wide compliance with state test administration, reporting, and accountability policies.

12. After Testing: Cleanup, Exceptions & Completion

For MSTAR, use the functions made available for the current administration and coordinate district follow-up with schools for post-administration discrepancy resolution, enrollment history, non-participation, and completion reporting.

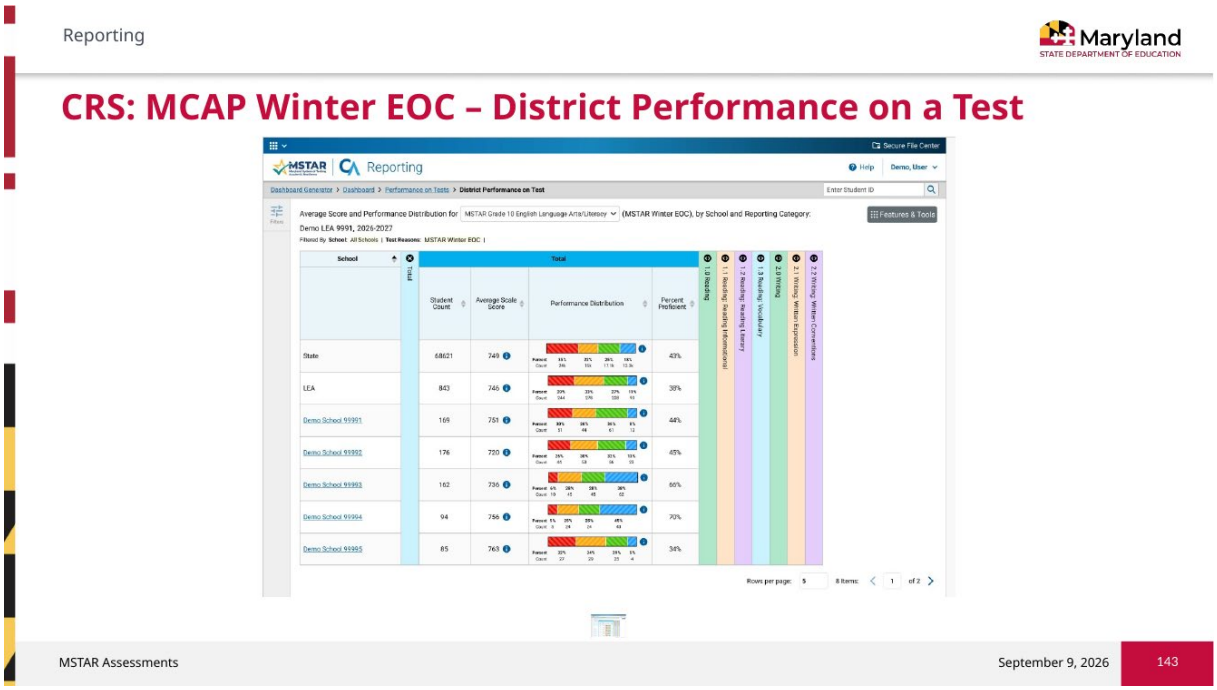
- Review district monitoring reports for incomplete, paused, or otherwise unresolved testing records.
- Coordinate with STCs to resolve paper-pencil discrepancies and data cleanup items assigned to schools.
- Review student organization/enrollment issues that may require district action, including transfer-related problems.
- Confirm required paper materials are accounted for and returned according to the current administration instructions.
- Verify that schools have completed required post-testing procedures before district closeout.
- Retain or submit required documentation according to MSDE procedures.

Generic-guide functions The full generic TIDE guide also describes non-participation codes, student-not-found and school-association discrepancies, enrollment history, and other post-test functions. Availability in MSTAR is configuration- and administration-dependent; use only functions visible and authorized in the Maryland environment.

13. District Reporting in CRS

CRS provides role-based reporting. LAC access is district-wide, allowing the LAC to review district, school, and student results available for the LEA.

- Use the district dashboard to review performance at the LEA level and drill into school/test results.
- Access district, school, and individual student score results as released for the administration.
- Use downloadable data files for bulk district analysis when available.
- Coordinate with school/reporting roles so users have the correct role and roster relationships for the data they need.



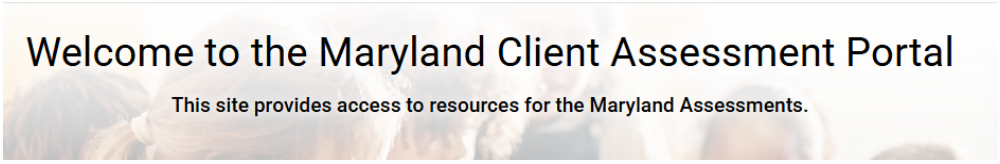
CRS: example district performance view from the Maryland training.

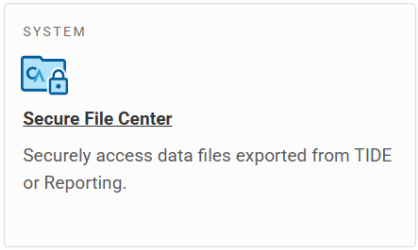
Reporting timing Score availability depends on the assessment and reporting schedule. Use the current MSTAR reporting key dates for the administration.

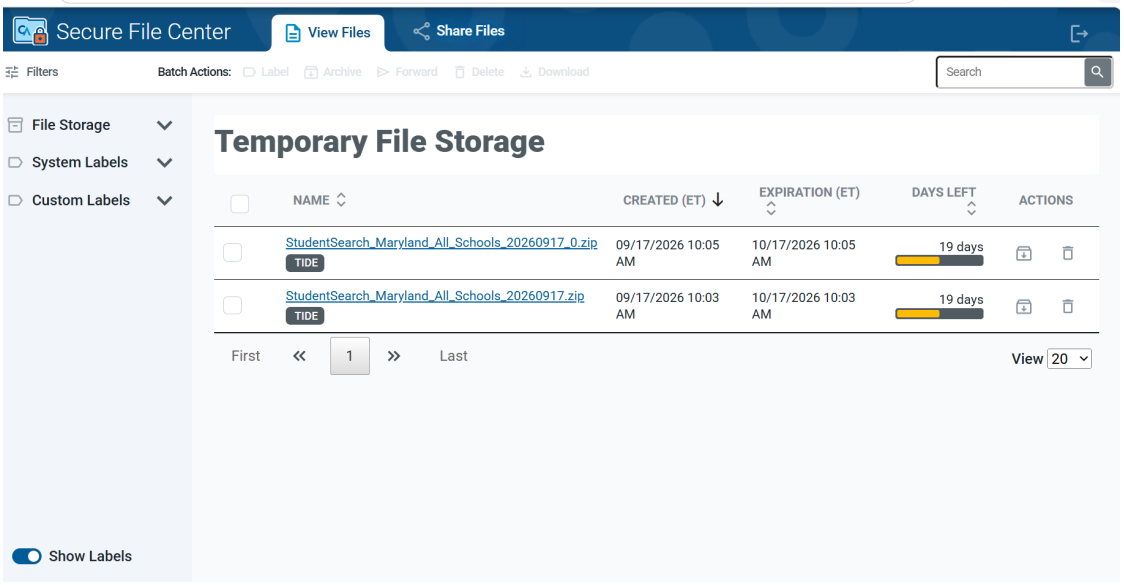
14. Bulk Uploads, Search & Secure File Center

MSTAR's Secure File Center includes common search, export, upload, and Secure File Center functions that support LEA-wide administration. Use these tools when they are enabled for the Maryland administration.

- Search across schools: district-level searches require a school selection; when the task permits it, select all schools to work across the LEA.
- Use file uploads for high-volume changes such as users, students, test settings/tools, rosters, interim grades, additional orders, appeals, or non-participation codes when the corresponding Maryland task is enabled.
- Validate upload files before committing changes. Correct rejected records and re-upload only the records that need correction.
- Use the Secure File Center for exported TIDE files and protected documents. Exported files are temporary and should be downloaded or managed within the retention period shown in TIDE.
- Share secure files only with authorized users/roles and avoid emailing protected student-data files as ordinary attachments.





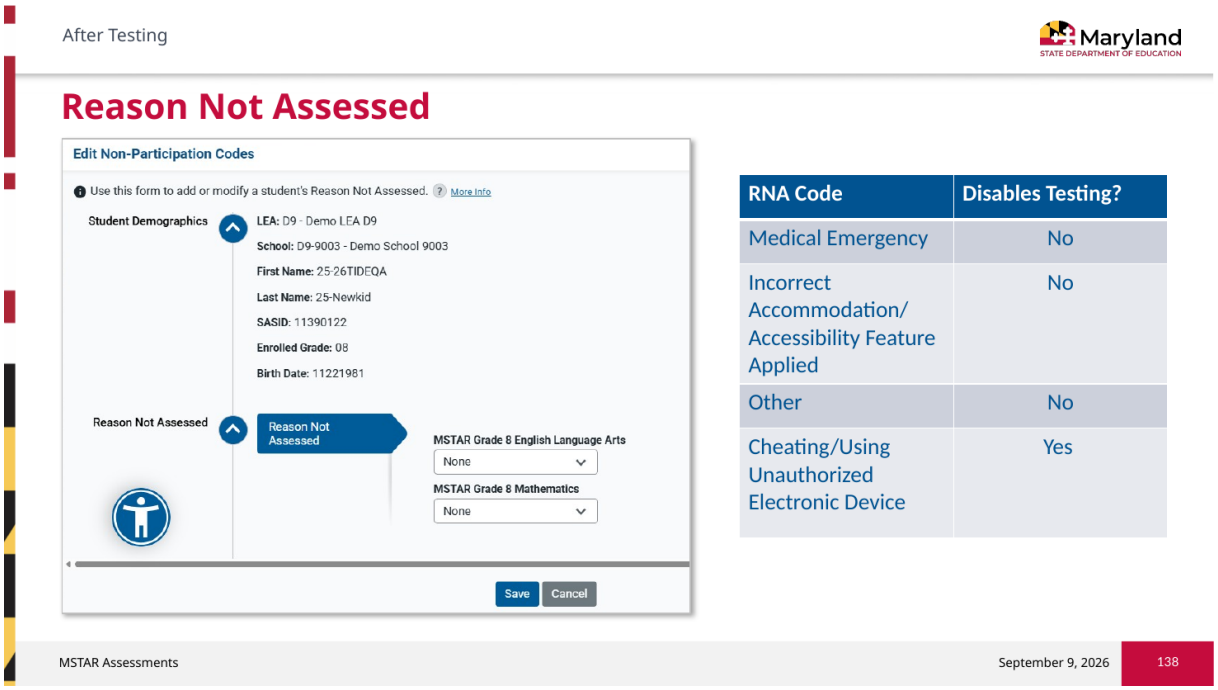


Efficiency tip Favorite frequently used TIDE tasks and saved searches so district monitoring and cleanup workflows are easier to repeat throughout the administration.

16. After Testing: Non-Participation & Discrepancy Resolution

MSTAR TIDE provides district-level post-testing tools for non-participation codes and discrepancy resolution. The LAC role includes adding the student Reason Not Assessed. Use the Maryland-approved reason/code and current administration rules.

- Review students expected to test who did not participate and assign the appropriate Maryland Reason Not Assessed / non-participation value when authorized.
- For large groups, use the upload workflow when enabled and validate eligibility, school access, and test selection before committing records.
- Resolve student-not-found, duplicate-test, tested-out-of-grade, non-matching-school, and non-participated-student discrepancies when those discrepancy types are presented in the Maryland environment.
- District-level users can address discrepancies that have no school association when the TIDE task is enabled.
- Use Student Enrollment History when authorized to correct a student's historical school association for the relevant test administration.



MSTAR training: Reason Not Assessed is an after-testing LAC/STC responsibility.

Data quality Post-testing cleanup affects how participation and results are represented in reporting. Resolve exceptions from source documentation; do not guess at a student's status.

14. LAC Administration Checklist

When	LAC checklist
Before the window	☐ Confirm LAC access and correct LEA ☐ Confirm STC/required user access ☐ Review key dates and current manuals ☐ Verify student imports and inter-LEA transfers ☐ Verify assignment tags and accommodations ☐ Support rosters, tickets, Pre-ID labels ☐ Confirm paper-material orders and shipping/contact information
During the window	☐ Support STCs/TAs and district escalations ☐ Monitor participation and completion across schools ☐ Review/approve resets and invalidations as authorized ☐ Manage transfer or student-association issues ☐ Escalate test security incidents to MSDE as required
After the window	☐ Review incomplete/paused/unresolved testing ☐ Coordinate discrepancy/data cleanup ☐ Confirm material returns and school closeout ☐ Verify district completion ☐ Review CRS/reporting access and released results

Support Pearson MSTAR Customer Support: Monday-Friday, 6:30 a.m.-7:30 p.m. ET • (888) 639-0690. When contacting support, be ready with LAC name/contact, LEA, assessment, administration/grade, SASID when student-specific, device/platform information, and error messages.

Primary References

- MSTAR Fall 2026 LAC/STC Training materials (Maryland-specific LaunchPad, TIDE, TDS, and CRS workflows).
- SY26-27 Generic TIDE User Guide Draft (district-level TIDE functions and workflow structure).
- MSTAR Portal administration, TIDE resources, training, and support pages.
- Maryland COMAR 13A.03.04.04 and MSDE Test Security & Administration guidance.