



# ADAM User Guide

WIDA MODEL Online

Grades 1–12

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Any student or school names depicted in this document are fictitious and for demonstration purposes only.

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# Section 1: Overview

This ADAM User Guide serves as an in-depth reference document for assigning tests to students, adding accommodations when applicable, creating and adding students to proctor groups, and viewing reports. This guide was prepared by WIDA and Pearson.

This guide is intended for WIDA MODEL Online account, district, school and test administrators.

Users should have:

- Basic knowledge of computer operation and web browsing.
- Familiarity with the WIDA MODEL assessment.

## Overview of the WIDA MODEL Online Assessment

WIDA MODEL Online is an English language proficiency assessment for Grades 1–12 that tests the four domains of Listening, Speaking, Reading and Writing, helping educators monitor student progress and inform instruction.

## Get Support

Pearson customer support is available Monday – Friday from 7:00 am - 6:00 pm (CT) via telephone, webform, and chat.

- Phone: 1 (802) 552-3309
- [Support Webform](#): Please include your school and account name in the communication.
- [Chat](#)

## Components of the Assessment Platform

There are three main components used to deliver the WIDA MODEL Online Grades 1–12 assessment:

- **LaunchPad**: LaunchPad is both the login application for all non-student users (administrators) and the rostering tool for adding students and administrators and creating school organizations.
- **TestNav**: The student testing platform. TestNav needs to be downloaded and installed on all devices designated for testing. All four domains of the WIDA MODEL Online assessment are delivered via TestNav.
- **ADAM**: The subject of this guide, ADAM, is the WIDA MODEL Online test management platform administrators use to monitor and manage the assessment. Depending on their role, users in ADAM can:
  - Assign tests to students.
  - Assign accommodations to students.
  - Create proctor groups for the administration of Speaking, Listening, Writing, and Reading domain tests.

- Add students to proctor groups.
- Proctor tests and monitor student progress through each one using the proctor dashboard.
- Score the Writing domain test.
- View and download student score reports.
- View available test licenses and Order History.

## Overview of User Roles

The system supports multiple user roles, each with specific access permissions. In this guide, ‘Administrator’ is used to collectively refer to all four types of non-student users. All administrator roles have permissions to view and download training materials, create and add students to proctor groups, administer the test to students, score student writing responses, and view performance reports.

- **Account Administrator:** The account administrator receives the initial login when an order is placed, and a MODEL Online account is created. The account administrator has access to all features of LaunchPad and ADAM, including all permissions assigned to district, school, and test administrators. Upon account creation, the account administrator adds other, lower-level administrator users as needed. There is a single account administrator for each MODEL Online account.
- **District Administrator:** District administrators create school organizations in LaunchPad, and can add other district, school, and test administrator users as needed. District administrators can also add students, update student information, and assign accommodations. They may assign tests, create proctor groups, administer tests, score writing responses and view performance reports and report assets for the organization(s) to which they are assigned. District administrators can also view test licenses and order history in ADAM, as well as Progress and Activity Reports.
- **School Administrator:** School administrators can add other school or test administrator users as needed. School administrators can also add students, update student information, and assign accommodations. They may assign tests, create proctor groups, administer tests, score writing responses and view performance reports and report assets for the organization(s) to which they are assigned. School administrators can also view Test Licenses and Order History in ADAM.
- **Test Administrator:** Test administrators can create proctor groups, administer tests, score writing responses and view performance reports for the organization(s) to which they are assigned. Test Administrators are not able to add students, edit student information, assign accommodations, assign tests, or view order history.

<b>Capability</b>	<b>Account Administrator</b>	<b>District Administrator</b>	<b>School Administrator</b>	<b>Test Administrator</b>
Account owner. Receives initial login information when a MODEL Online account is created	X			
Can post bulletins to the ADAM home page	X			
Can create school organizations in LaunchPad	X	X		
Can view Activity and Progress Reports in ADAM	X	X		
Can add other administrator users in LaunchPad	X	X	X	
Can roster (add) students to LaunchPad and edit student information	X	X	X	
Can assign student accommodations in ADAM	X	X	X	
Can view Test Licenses and Order History in ADAM	X	X	X	
Can assign tests in ADAM	X	X	X	
Can view and download report files from Report Assets in ADAM	X	X	X	X
Can create and add students to proctor groups in ADAM	X	X	X	X
Can administer the test to students in ADAM	X	X	X	X
Can score writing responses in ADAM	X	X	X	X
Can view and download training and administration materials posted to the ADAM home page	X	X	X	X
Can view Performance reports and download Individual Student Reports in ADAM	X	X	X	X

## Log In to ADAM and Locate Support Resources

LaunchPad is where all non-student users (administrators) log in to the testing platform, ADAM.

### Initial Login to LaunchPad

All administrators will receive an email from 'Pearson LaunchPad' with the subject line 'Account information for WIDA MODEL Online.' This email includes instructions to log in to LaunchPad for the first time and set a password. Welcome emails are sent after an administrator creates a new user in LaunchPad. New users should check spam and confirm with the administrator who created their account if they did not receive the welcome email.

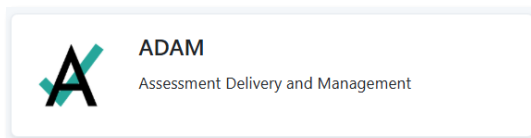
To log in to LaunchPad for the first time:

1. Locate the welcome email.
2. Read the instructions in the email.
3. Select **Set Password**.  
If it has been more than five days since the email was sent, the **Set Password** link has expired. Navigate to the LaunchPad login page and select **First Time Sign In / Reset Password**. Enter the LaunchPad username provided in the welcome email and select **Send Email**. This will resend the welcome email. You may also contact another administrator who can send a new welcome email. If you are the account administrator, contact Pearson Customer Support.
4. Create a password using the provided password requirements.
5. Confirm the password.
6. Select **Save New Password**.
7. Make note of the username and password in a secure location for future reference.
8. After saving the new password, a confirmation message confirms success. Select **Go to Sign In**.

### Log in to ADAM via LaunchPad After Setting Up Password

To access LaunchPad:

1. If not already on the login page, open a web browser and navigate to the official [WIDA MODEL LaunchPad site](#).
2. Bookmark the page for future use.
3. Enter your Username and Password.
4. Select **Sign in** to access the LaunchPad Dashboard.
5. Select the ADAM link.





## Forget Username or Password?

- To reset a forgotten password, go to the [WIDA MODEL LaunchPad](#) login page and select the **Reset Password** link.
- To recover a forgotten username, locate it in the welcome email. If needed, reach out to your account administrator, or another higher-level administrator to request a new welcome email be sent.

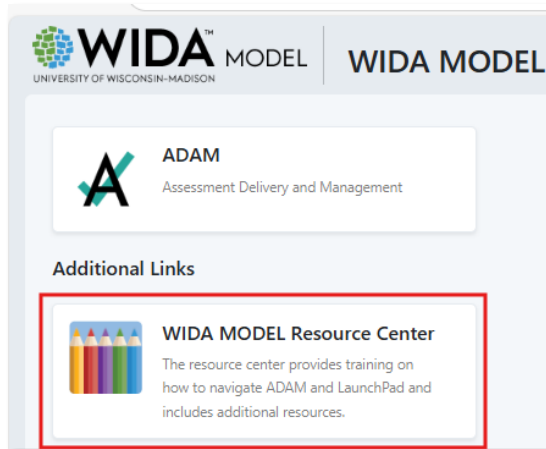
## About the LaunchPad Dashboard

The LaunchPad dashboard provides links to:

- ADAM, the WIDA MODEL test management platform.
- The [WIDA MODEL Resource Center](#).
- Rostering tools to add schools, administrators, and students via the left-hand navigation menu. (These will not be visible to test administrators.) See also: *LaunchPad User Guide*, available on this page: [Technology Setup | WIDA MODEL Resource Center](#).

## Related Training Material and Other Support Documents

- WIDA MODEL Resource Center: A link is available on the LaunchPad and ADAM home page dashboards.



- Resources on the ADAM home page: The WIDA MODEL Online Test Administrator Manual, Speaking Test Administrator Scripts, Student Writing Response Forms, scoring training materials for the Speaking and Writing domains tests, links to Speaking and Writing rubrics, and other ancillary materials are available by domain and grade cluster.

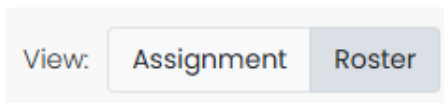
## Section 2: Assign Student Accommodations

Accommodations can be assigned by account, district or school administrators to student records in ADAM. They can be assigned before or after students are assigned to tests, so long as it is **before** testing begins. Depending on the accommodation, an accommodation can be made available for all four domains, or only specific ones. For example, a student could have 'Extended testing of a test domain over multiple days' for only Writing and Reading. Accommodations may be assigned per student in the **Student Assignments** or **Rostering** area, or for multiple students via a file upload. For detailed information about all available accommodations, refer to the MODEL Online Test Administrator Manual (TAM) available for download from the ADAM home page.

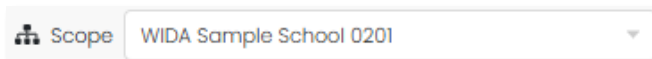
### Add Accommodations One Student at a Time (via Student Assignments)

For a small number of students, it is fastest to make accommodation changes per student.

1. Select **Student Assignments**.
2. Select the **Roster** view.



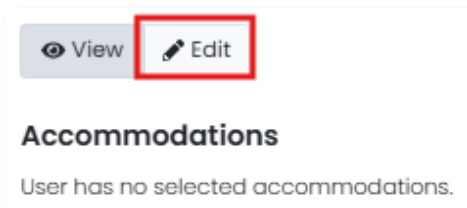
3. Locate a student, using the **Search** box if needed. Users with access to multiple schools may need to select a different school from the **Scope** menu.



4. From the **Actions** menu next to the student name, select **Edit Accommodations**.



5. In the Modify Accommodations window, select **Edit**.



6. Select the accommodation value or checkbox to assign a specific accommodation.
  - For each accommodation that should be assigned to the student, select the checkbox under each domain it should be assigned for.
  - 'Repeat Item Audio' has a menu selection option instead of a checkbox. Select '2' to enable this accommodation.

- Checkboxes or menu selections that are grayed out are not available for the domain.
- As a shortcut, when selecting an accommodation for the Listening domain, select the **Apply to All** icon to select the accommodation the other three domains as well (if available).

	Listening	Apply to All	Reading	Writing	Speaking
<b>Test Delivery</b>					
<b>Repeat Item Audio</b> If selected, the student will have the corresponding Repeat Audio Item accommodation.	None ▾	>	None ▾	None ▾	None ▾
<b>Local Accommodations</b>					
<b>In-Person Human Reader</b> If checked the student will be indicated for In-Person Human Reader.	<input checked="" type="checkbox"/>	>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Repeat In-Person Human Reader</b> If checked the student will be indicated for Repeat In-Person Human Reader.	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scribe</b> If checked the student will be indicated for Scribe.	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpreter signs test directions</b>	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. When you are done adding accommodations, select **Save**.

## Add Accommodations One Student at a Time (via Rostering > Users)

For a small number of students, it is fastest to make accommodation changes per student.

1. Select **Rostering > Users**.
2. Search for the student using the filters provided.
3. Select the **Edit** icon in the Actions column.
4. Select **Accommodations**.
5. Select **Edit**.
6. Select the accommodation value or checkbox to assign a specific accommodation.
  - For each accommodation that should be assigned to the student, select the checkbox under each domain it should be assigned for.
  - 'Repeat Item Audio' has a menu selection option instead of a checkbox. Select '2' to enable this accommodation.
  - Checkboxes or menu selections that are grayed out are not available for the domain.
  - As a shortcut, when selecting an accommodation for the Listening domain, select the **Apply to All** icon to select the accommodation for the other domains (if available).

- When done adding accommodations, select **Save**. The selected accommodations now appear as a part of the student record.

The interface shows a configuration table for accommodations. It has columns for 'Listening', 'Apply to All', 'Reading', 'Writing', and 'Speaking'. The 'Test Delivery' section includes 'Repeat Item Audio' with dropdown menus set to 'None'. The 'Local Accommodations' section includes 'In-Person Human Reader' (checked in Listening and Writing), 'Repeat In-Person Human Reader' (unchecked), 'Scribe' (unchecked), and 'Interpreter signs test directions' (unchecked).

	Listening	Apply to All	Reading	Writing	Speaking
<b>Test Delivery</b>					
<b>Repeat Item Audio</b> <small>If selected, the student will have the corresponding Repeat Audio item accommodation.</small>	None	>	None	None	None
<b>Local Accommodations</b>					
<b>In-Person Human Reader</b> <small>If checked the student will be indicated for In-Person Human Reader.</small>	<input checked="" type="checkbox"/>	>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Repeat In-Person Human Reader</b> <small>If checked the student will be indicated for Repeat In-Person Human Reader.</small>	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scribe</b> <small>If checked the student will be indicated for Scribe.</small>	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpreter signs test directions</b>	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sample Accommodations Configuration

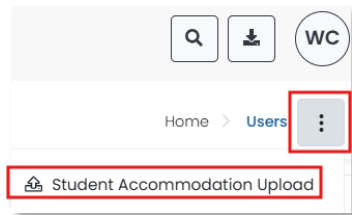
## Assign Accommodations via File Upload

If there are more than a few students needing accommodations, a file upload may be faster.

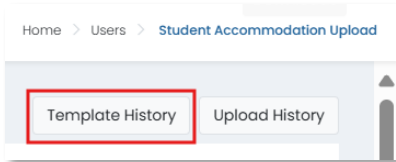
- Select **Rostering > Users**.
- On the User Config page in the **Role** menu, select **Student** to filter the list. Optionally, add additional filters for **Grade** or **Org**.
- Select the checkbox in front of each student to update, or select the menu at the top of the list to select all students, or only those on the current page. If changing the selection, it may be necessary to deselect first. It is fine to include students here who will not need an accommodation as you will make the actual assignments in a later step.

The 'Results' dropdown menu is open, showing a list of selection options. A red box highlights the dropdown arrow icon. The options are: 'Select All (235)', 'Select Page (20)', 'Deselect Page', and 'Deselect All'.

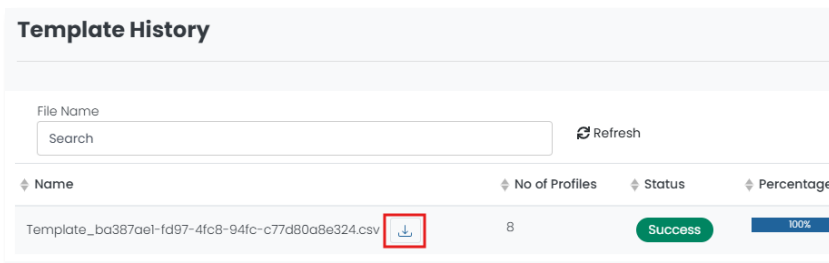
4. With students now selected, in the **Actions** menu on the top right, select **Student Accommodation Upload**.



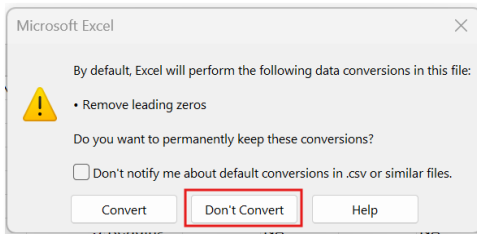
5. Read and follow the on-screen instructions. Select the **Click to create template** button.
6. Select **Template History** to retrieve the template which will list each selected student. On the Template History page, sort by Created date to locate the template you just created.



7. Download the template. Note that each student will be included in the template four times total, once for each domain.



8. Open the downloaded file. If an Excel message appears concerning leading zeros, select **Don't Convert**. Do not change the first-row header or any of the values other than the accommodation assignments.



9. Notice how each student has one row per domain. Add accommodations as needed:
- Resize the columns to more easily view the accommodation names.
  - Enter a 1 for each applicable domain under the appropriate accommodation, with the exception of the 'Repeat Item Audio' accommodation only, for which a 2 should be entered instead.

- Any previously added accommodations are indicated with a 1 (or 2). Removing the value from any accommodation cell will disable it.
- For students who do not require an accommodation, no action is required.
- Cells with the value of NA are not available for this domain/accommodation combination. Any changes made to these cells will be ignored in the upload.

**Important:** Do not make any changes to the header row, or to columns A – H.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	sourcedId	orgName	identif	familyNa	givenNa	mid	grac	profileNam	Extended t	In-Person	I	Interpreter	Repeat In-
2	lpi:prd:5ec	Sample Ce	207	Drew	Nancy	03	Listening						Repeat Item Audio - 2
3	lpi:prd:5ec	Sample Ce	207	Drew	Nancy	03	Reading			NA		NA	NA
4	lpi:prd:5ec	Sample Ce	207	Drew	Nancy	03	Writing			1			NA
5	lpi:prd:5ec	Sample Ce	207	Drew	Nancy	03	Speaking			NA			NA
6	lpi:prd:5ec	Sample Ce	210	Gale	Dorothy	03	Listening						2
7	lpi:prd:5ec	Sample Ce	210	Gale	Dorothy	03	Reading			NA		NA	NA
8	lpi:prd:5ec	Sample Ce	210	Gale	Dorothy	03	Writing						NA
9	lpi:prd:5ec	Sample Ce	210	Gale	Dorothy	03	Speaking			NA			NA

10. Save the completed file in CSV format.
11. Return to the Student Accommodation Upload screen. (**Rostering > Users > Actions Menu > Student Accommodation Upload.**)
12. Browse for or drag and drop the files into the space provided. If there are errors in the file, a validation error message appears with a link to **Download CSV with Errors**; this file has an additional errors column with a description of each error.
13. If needed, fix the errors and reupload the file.

Student Accommodation Upload and Update Students via CSV

Follow the instructions to modify accommodations on students in ADAM.

**Step 1:**

Click the button to download the template file.

Visible Accommodations

1. Extended testing of a test domain over multiple days
2. In-Person Human Reader
3. Interpreter signs test directions
4. Repeat In-Person Human Reader
5. Repeat Item Audio - 2
6. Scribe
7. Test administered in a non-school setting

[Click to create template](#)

When your template has been created it can be downloaded from the Template History Button at the top of the page. The template is named using the format Template\_<uid>.csv (e.g., Template\_9f7a5376-3f32-4ff6-92bf-f0351565c38c.csv)

**Step 2:**

- Open the file using Sheets, Numbers, or Excel.
- Each student has a row for each of the Profile types.
- Place a 1 in the cell to enable the accommodation.
- Place either a 0 or set the cell to blank to turn off the accommodation.
- If an accommodation type has multiple columns associated with it e.g. Closed Caption - English and Closed Caption - Spanish..only one of the columns can be enabled.
- Save the modified file as a .csv (comma separated values)

**Step 3:** Upload the modified file into ADAM.

Choose a file or drop it here...
Browse

### Accommodations Upload Instructions Screen

## View Assigned Accommodations in Student Assignments

The Assignment Details view in Student Assignments indicates what accommodations are currently assigned to each student.

1. Select **Student Assignments**.
2. In the **Assignment** view, select an administration (e.g. 3-5 Listening 1<sup>st</sup> Admin).
3. Hover over the value in the Accommodations column to see a list of accommodation(s) assigned to the student.

The screenshot displays the '3-5 Listening 1st Admin' assignment details. At the top, filters for 'Program: WIDA MODEL 25-26', 'Battery: WIDA MODEL Gr. 3-5 1st Admin', and 'Domain: 3-5 Listening 1st Admin' are visible. Below these, a summary bar shows 4 students, 0 submitted, 0 started, 4 not started, 0 scored, and 0 not scored. A table lists the students and their assigned accommodations. A tooltip is shown for the first student, indicating 'Listening: Repeat Item Audio - 2'.

Student	Test Progress	Form	Accommodations
	Not Started	Grades 3-5 Listening	Listening: Repeat Item Audio - 2
	Not Started	Grades 3-5 Listening	
	Not Started	Grades 3-5 Listening	
	Not Started	Grades 3-5 Listening	

## Section 3: View Test Licenses and Order History

Account, district and school administrators can view their account order history for WIDA MODEL Online licenses as well as see the number of licenses currently available for use. The Order History screen displays all WIDA MODEL Online test licenses available for a given account.

Each license is valid for one administration (battery) of all four domain tests (Listening, Reading, Writing, Speaking) per student. A license is consumed when the first domain test of the battery is started for a student.

Example: If a district has 10 test licenses, this means 10 students can be tested. Once one student starts a domain test (e.g. Listening), the number of licenses left is nine.

**Note:** It can take up to 15 minutes for licenses to be added to an account after an online order is placed.

In the Order History screen, the licenses summary box displays the license count by status.

- **Total:** Total number of MODEL Online licenses purchased and loaded to the ADAM platform.
- **Available:** Total licenses not yet reserved or consumed (e.g., a license that has been purchased, but has not yet been assigned to a student).
- **Reserved:** Count of licenses that have been moved to a reserved status as a result of tests being assigned to students in which the first domain has not been started.
- **Consumed:** Count of licenses that have been consumed by students (a license is consumed when the first domain test is started for a student).
- **Expired:** Count of licenses that have expired.

Licenses :	Total:300	Available:290	Reserved:10	Consumed:0	Expired:0
------------	-----------	---------------	-------------	------------	-----------

## View Order History

To view orders:

1. Select **Test Licenses > Order History** from the left navigation menu. Account administrators who are assigned to multiple accounts can filter the list by account name or identifier. District and school administrators can filter by transaction type.

Transaction Types:

- **Expired:** Licenses that were not used before the expiration date
- **Ordered:** Licenses added through new orders, and licenses carried over to ADAM during the transition
- **Reserved:** Licenses reserved as a result of test assignment
- **Unreserved:** Licenses returned to an available status as a result of tests being unassigned

Account	Transaction Type	Account Name or Identifier
ALL	Ordered	Search
Licenses :	All	Consumed:80
Total:147075	Expired	Expired:0
	Ordered	
	Reserved	
	UnReserved	



2. In the Actions column, select the **More info...** button to open details about the order.

Order History

Account

Transaction Type

Account Name or Identifier

WIDA Sample District 1

ALL

Search

Licenses :

Total:300

Available:194

Reserved:60

Consumed:46

Expired:0

1 to 16 (16)

Account Name	Account Admin	Order Number	Transaction Type	Transaction Date	Licenses Added	Licenses Available	License Expiration Date	Actions
WIDA Sample District 1	Machak, Veronica	WU-99900002	Ordered	04/18/2025	300	194	04/18/2026	<a href="#">More info...</a>

## Section 4: Assign Tests to Students

Each student must be assigned to Listening, Reading, Speaking and Writing. The set of four domain tests is referred to as a battery in ADAM. Typically, the district or school administrator will perform this task; account administrators can also perform this task. Student eligibility is based on grade level. Students in grades 1 and 2 are only eligible to take the grades 1–2 test. Grade 3, 4, and 5 students must take the grades 3–5 test. Students in grades 6, 7, and 8 are only eligible to take the grades 6–8 test, and students in grades 9, 10, 11, and 12 must take the grades 9–12 test.

**Important:** Ensure the student’s grade level is up to date in LaunchPad before assigning them to a test.

To assign students:

1. Select **Student Assignments**.
2. Select **+ Assign Students**. For users with access to multiple accounts, ensure you select the desired organization (account) prior to assigning students.
3. In the Student Assignment window, select the **Battery** (set of four domain tests for the grade-level cluster) to assign, including administration information.

Note: Two MODEL grade-level cluster administrations are available for each academic year. If it is the first time the student will be administered MODEL this school year, assign them to the first administration. If it is the second time the student will be administered MODEL during the school year, assign the second administration. If an additional MODEL administration is required over the course of an academic year, contact Pearson customer support. In July, a new 1st Admin and 2nd Admin will become available for the next academic year.



The screenshot shows a window titled "Student Assignment" with a close button (X) in the top right corner. Inside the window, there is a section titled "Select test(s) to assign". Below this title, the label "Battery:" is followed by a dropdown menu. The dropdown menu is open, displaying a list of options. The first option, "WIDA MODEL Gr. 1-2 1st Admin", is highlighted with a blue background. The other options in the list are "WIDA MODEL Gr. 1-2 2nd Admin", "WIDA MODEL Gr. 3-5 1st Admin", "WIDA MODEL Gr. 3-5 2nd Admin", "WIDA MODEL Gr. 6-8 1st Admin", "WIDA MODEL Gr. 6-8 2nd Admin", "WIDA MODEL Gr. 9-12 1st Admin", and "WIDA MODEL Gr. 9-12 2nd Admin".

Battery
WIDA MODEL Gr. 1-2 1st Admin
WIDA MODEL Gr. 1-2 2nd Admin
WIDA MODEL Gr. 3-5 1st Admin
WIDA MODEL Gr. 3-5 2nd Admin
WIDA MODEL Gr. 6-8 1st Admin
WIDA MODEL Gr. 6-8 2nd Admin
WIDA MODEL Gr. 9-12 1st Admin
WIDA MODEL Gr. 9-12 2nd Admin

4. For the Speaking domain test, use the form selection menu to select the Speaking Set to assign. For the Writing domain test, use the form selection menu to select the Writing Task to assign. The choice of Speaking Set and Writing Task is available to provide some test content variation for any student who takes the same grade-level cluster more than once.
  - **Speaking Set:** For grades 1–2, there is one Speaking set (Speaking Set 1) which is administered to all students in the grade-level cluster. For grades 3–5, 6–8, and 9–12, there are two Speaking sets (Speaking Sets 1 and 2) to choose from. Often, an administrator will choose Speaking Set 1 for the first administration, or if the student is taking MODEL for the first time. Then, they will choose Speaking Set 2 for the second administration or if the student takes the same grade-level cluster test again. Speaking Set 1 and Speaking Set 2 are comparable in design and will result in similar overall scores, regardless of which set the student sees.
  - **Writing Task:** For all grade-level clusters, there are three options for Writing tasks (Writing Tasks 1, 2, and 3). Often, an administrator will choose Writing Task 1 if the student is taking MODEL for the first time. Then, they will choose another writing task if the student takes the same grade-level cluster test again. All three writing tasks are of approximately equal difficulty, so the choice of writing task will not impact the difficulty of the test.

**Select the form to assign for the following test(s)**

WIDA UAT 3-5 Listening 1st Admin	Grades 3-5 Listening x ▼
WIDA UAT 3-5 Reading 1st Admin	Grades 3-5 Reading x ▼
WIDA UAT 3-5 Speaking 1st Admin	Grades 3-5 Speaking Set 2 x ▼
WIDA UAT 3-5 Writing 1st Admin	<div> Grades 3-5 Writing Task 3 ^  Grades 3-5 Writing Task 1  <b>Grades 3-5 Writing Task 2</b>  Grades 3-5 Writing Task 3 </div>

**Testing Window**  
 📅 Apr 21, 2025 - Jul 1, 2026

5. Select **Continue**.
6. All students who are eligible to be assigned to the selected battery and have not already been assigned to the selected battery will appear. Optionally, filter the list by **Grade(s)**.
7. **Important:** If you have permissions for more than one school it is essential to select a school in the **Organization** menu.

**Select students to assign**

<b>Grades:</b> <div>03 x 04 x 05 x ▼</div>	<b>Organization:</b> <div>WIDA Sample School 0201 x ▼</div>
---	--

- Type a student name in the search box, sort columns, scroll and navigate to additional pages as needed to locate a student to assign. Select one or more students in the first column.

<input type="checkbox"/>	Student Name	Student ID	Grades	Orgs
<input checked="" type="checkbox"/>	D2SILastName21, FirstName21	wuat02021	03	WIDA Sample School 0201
<input type="checkbox"/>	D2SILastName25, FirstName25	wuat02025	03	WIDA Sample School 0201
<input checked="" type="checkbox"/>	D2SILastName26, FirstName26	wuat02026	03	WIDA Sample School 0201

- The number of licenses available within the account and the number of students currently selected is displayed at the bottom of the window.

Note: A MODEL Online account has a pool of licenses that all schools within the account draw from. At the moment of assignment, available licenses move to a 'Reserved' status and the number of licenses available is reduced.

- Once finished selecting students, select **Save Assignment**.

- In the confirmation window, select **OK**.
- To view a list of assigned students for the selected battery, grade(s) and school, select **Show Assigned**.

## 'Un-assign' a Test

In the event an assigned student will not test, remove their assignment. Note that a battery can only be unassigned if it has not yet been started. A battery cannot be unassigned if any domain test within the battery has been started and the license has been consumed. Once an assignment is removed, the license that was once reserved is returned to the pool of available licenses. To reset or unassign a battery that has already been started, contact Pearson customer support.

- Select **Student Assignments**.
- Select **+Assign Students**.

3. Select the **Battery** (grade-level cluster administration) currently assigned to the student.
4. Select **Continue**.
5. Toggle on **Show Assigned**.

**Student Assignment**

Select students to assign

Grades:  Organization:

Select Students... ☒ Show Assigned 3 Students

<input type="checkbox"/>	Student Name	Student ID	Grades	Orgs
<input checked="" type="checkbox"/>	D2S1LastNamel2, FirstNamel2	wuat02012	02	WIDA Sample School 0201
<input type="checkbox"/>	D2S2LastNamel5, FirstNamel25	wuat02125	01	WIDA Sample School 0202
<input type="checkbox"/>	D2S1LastNamel3, FirstNamel3	wuat02013	02	WIDA Sample School 0201

288 WIDA MODEL licenses available 1 Students selected

6. Select the student.
7. Select **Remove Assignment**.

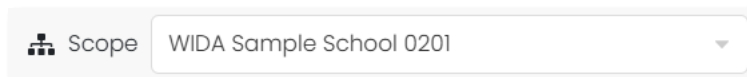
## Section 5: Create Proctor Groups

Proctor groups are groupings of students who may or may not be tested together. Once test licenses have been purchased and students have been assigned to tests, proctor groups can be created. Before creating proctor groups, establish a proctor group naming convention. Make each group name unique to facilitate easier locating and identifying later.

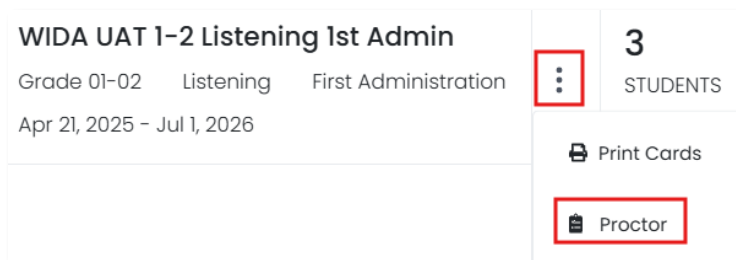
**Important note:** Though the Speaking domain test is administered individually, WIDA does not recommend creating separate proctor groups for each individual student. Proctor groups in ADAM are flexible, which means students in a proctor group do not need to take the test at the same time. To administer the Speaking test, create a single Speaking proctor group and add all the students you plan to test to that group. You can administer the test to an individual student when ready by simply logging them into TestNav.

To create a proctor group:

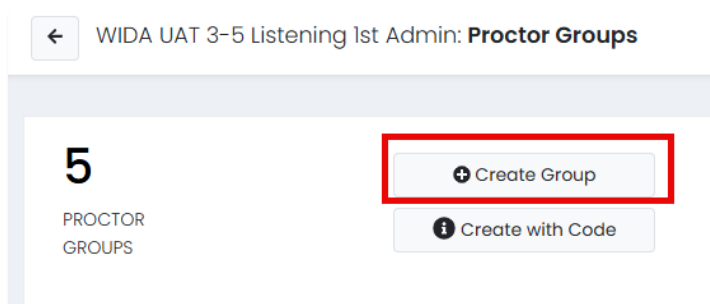
1. Select **Student Assignments**.
2. If you have access to more than one school, confirm a school is selected in the **Scope** menu. Expand the menu by selecting the arrow icon.



3. Locate the specific domain administration you would like to create a proctor group for, e.g., 1–2 Listening 1st Admin. Select the **Actions** menu for the administration and then select **Proctor**.



4. On the Proctor Groups page, select **Create Group**. Note that the Create with Code option is not applicable for MODEL Online and should not be used.



5. On the Proctor Group Config page, enter a unique **Proctor Group Name**.
6. Select the **District** (account or parent org) and **School**. When an individual school has an account, their 'district' name may be the same as their school name.
7. To add students to the group, select the **Add** icon (+).
8. From the list of eligible students, select the student(s) to add to this group in the Actions column. Note that all students assigned to the selected battery will be available, even if they're currently in another proctor group. The student icon next to the student's name will indicate if they have already been added to a proctor group, and if these students are added to a new proctor group they will be removed from their previous group. Selected students have a green checkmark. If the list is long, it may be helpful to:
  - Search by student name.
  - Select **Show additional filters** to search by a specific school, accommodation or grade**Important:** If you have permissions for more than one school it is essential to select a school in the **Select Your School** menu.
9. Select the **Add x Students** button to add all displayed students.

Search by student name... Show additional filters Add 9 Students

Accommodations... Elk Creek Elementary x Search by class...

(0) Students In Proctor Group 1 to 9 (9)

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Aadam	Castro	100000485	Elk Creek Elementary	NOT STARTED		+
Aayan	Carrillo	100000507	Elk Creek Elementary	NOT STARTED		+
Abdullahi	Shelton	100000552	Elk Creek Elementary	NOT STARTED		+

- Sort by column options:

Add Students

Search by student name... Show additional filters Add 10 Students

Accommodations... Select Your School... Search by class...

(0) Students In Proctor Group 1 to 10 (75) « 1 2 3 4 ... »

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
------------	-----------	------------	--------------	-------------	---------------	---------

- Use the page navigation to see additional students, if applicable.

Add Students

Search by student name... Show additional filters Add 10 Students

Accommodations... Select Your School... Search by class...

(0) Students In Proctor Group 1 to 10 (75) « 1 2 3 4 ... »

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
------------	-----------	------------	--------------	-------------	---------------	---------

- All students added can be removed by selecting the **Remove X Students** button.

Add Students

Search by student name... Show additional filters Remove 9 Students

Accommodations... Elk Creek Elementary x Search by class...

(9) Students In Proctor Group 1 to 9 (9) « 1 »

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Aadam	Castro	100000485	Elk Creek Elementary	NOT STARTED		✓
Aayan	Carrillo	100000507	Elk Creek Elementary	NOT STARTED		✓
Abdullahi	Shelton	100000552	Elk Creek Elementary	NOT STARTED		✓

- Individual Students can be removed by selecting the corresponding check marks.



**Add Students** ✕

Search by student name... Show additional filters Remove 9 Students

Accommodations... Elk Creek Elementary Search by class...

(9) Students In Proctor Group 1 to 9 (9)

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Unselect
Aadam	Castro	100000485	Elk Creek Elementary	NOT STARTED		✓
Aayan	Carrillo	100000507	Elk Creek Elementary	NOT STARTED		✓

10. With student(s) added, select **Close** to return to the Proctor Group Config page where the selected students are now listed.

**Add Students** ✕

max Show additional filters Remove 2 Students

Accommodations... Select Your School... Search by class...

(2) Students In Proctor Group 1 to 2 (2)

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Chad	Maxwell	1001	Suzanne UAT Testing - School 3	NOT STARTED		✓
William	Maxwell	509	Suzanne UAT Testing - School 3	NOT STARTED		✓

Close

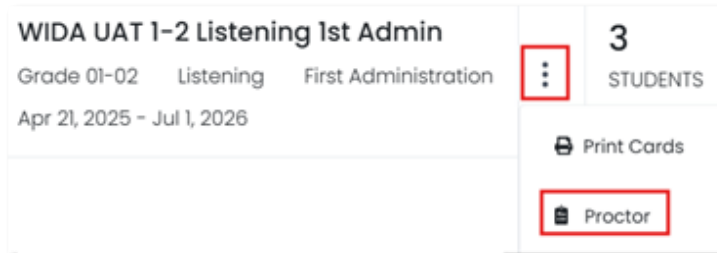
11. Select **Submit**.

## Edit Existing Proctor Groups

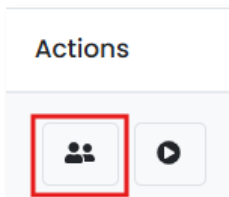
To edit an existing proctor group:

1. Select **Student Assignments**.

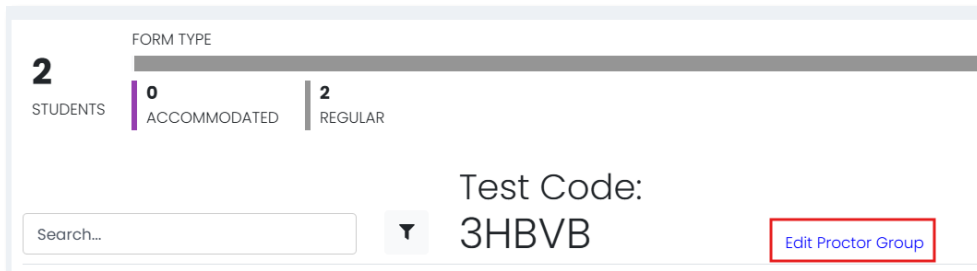
2. Locate the specific domain administration you would like to edit a proctor group for (e.g., 1–2 Listening 1st Admin). Select the **Actions** menu for the administration, then select **Proctor**.



3. Locate the proctor group you would like to edit. Select the **Students** icon in the Actions column.



4. From the Students screen, select **Edit Proctor Group**.



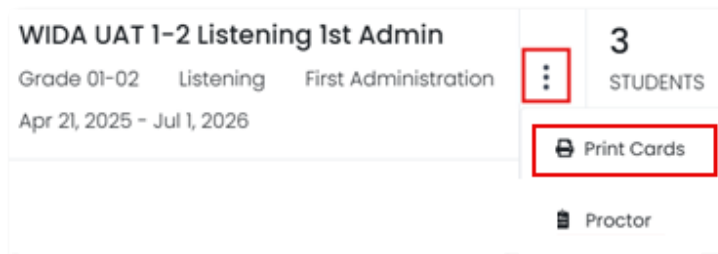
5. Make changes as needed:
  - Edit the **Proctor Group Name**.
  - Remove students by selecting **Remove** in the Actions menu. Only students in a 'Not Started' status can be removed.
  - Add additional students by selecting **Add +**.
6. Once all edits are complete, select **Submit**.

## Section 6: Print Test Cards

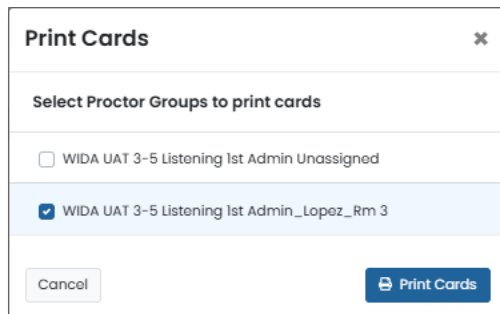
For students to log in to TestNav to take their MODEL Online domain tests they will need a printed test card (i.e., test ticket) with their test code and login credentials. Any administrator can print test cards for students, once students have been added to a proctor group.

To print test cards:

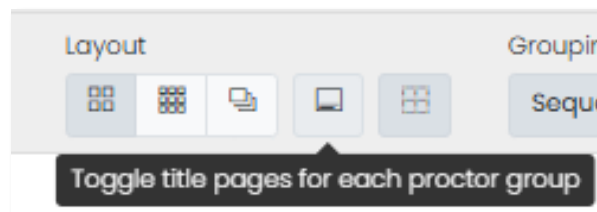
1. Select **Student Assignments**.
2. Locate the specific domain administration you would like to print test cards for. Then select the **Actions** menu for the administration and select **Print Cards**.



3. In the Print Cards window, select desired proctor group(s).



4. Select **Print Cards**.
5. In the Print window, select from the various formatting options. You can hover over the options to view a description of each.
  - Select from the following layout options ( 2 by 4, 3 by 6, or 1 per page).



- Toggle title pages for each proctor group: Select whether to include title pages for each proctor group. This prints a roster for the proctor that includes accommodations per student, the test code and proctor password. **Note that the proctor password is not applicable for MODEL Online and should not be used.**

- Toggle borders: Select whether to include dashed borders (guides for cutting the cards).
- Grouping: Sequential or Stacked. Select the Information icon to see formatting conventions for each option.

6. Select the green **Print** icon.

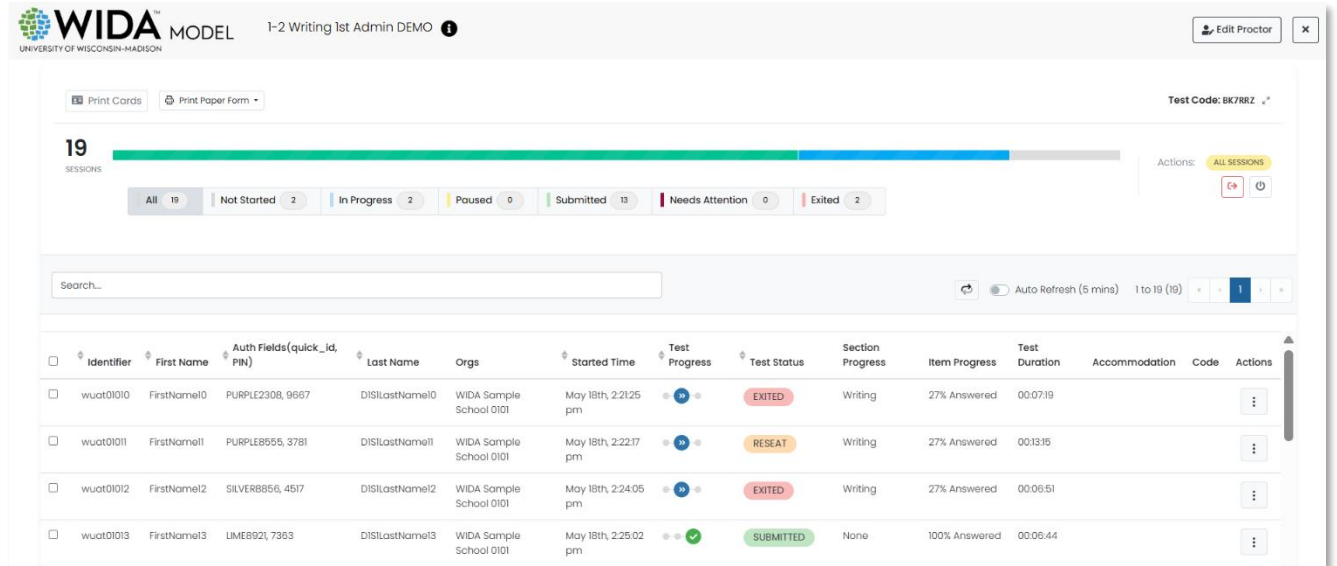
The screenshot shows a software interface for generating user cards. At the top, there is a 'Layout' section with icons for different card arrangements and a 'Grouping' section with 'Sequential' and 'Stacked' options. A 'Choose Proctor Groups' button is also present. On the right, it says 'Proctor Groups: 2' and 'Pages: 1'. A green print icon is highlighted. Below this is a preview of 'Page 1' showing four user cards arranged in a 2x2 grid. Each card has a header 'WIDA MODEL', a title, a subtitle, and contact information. The cards are labeled 'Page 1' and 'Proctor Groups: 2 Pages: 1'.

Card	Title	Subtitle	Test Code	Last Name	Login ID	Footer
1	FirstName51 D3SILastName51	6-8 Listening 2nd Admin	PAXU	D3SILastName51	531421629	WIDA UAT 6-8 Listening 2nd Admin VM 2nd admin 68 listening
2	FirstName52 D3SILastName52	6-8 Listening 2nd Admin	PAXU	D3SILastName52	69919128	WIDA UAT 6-8 Listening 2nd Admin VM 2nd admin 68 listening
3	FirstName53 D3SILastName53	6-8 Listening 2nd Admin	PAXU	D3SILastName53	1449749	WIDA UAT 6-8 Listening 2nd Admin VM 2nd admin 68 listening
4	Student3 Johar	6-8 Listening 2nd Admin	XEWY	Johar	0465455	WIDA UAT 6-8 Listening 2nd Admin Test Proctor Group: 6-8 Listening (2nd admin)

Sample Print Card page

## Section 7: Proctor Dashboard

All MODEL Online domain tests are administered and managed through the ADAM Proctor Dashboard.

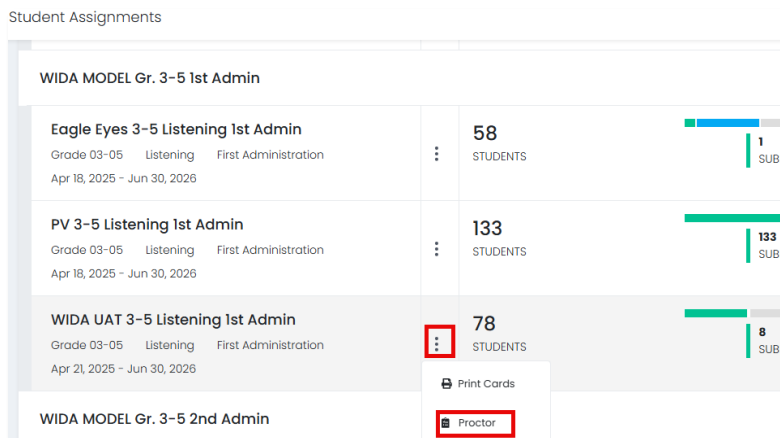


Sample Proctor Dashboard

## Access the Proctor Dashboard

To access the proctor dashboard:

1. Select **Student Assignments**.
2. Locate the specific domain administration you would like to proctor a test for (e.g., 3–5 Listening 1st Admin). From the Actions menu for the administration, select **Proctor**.



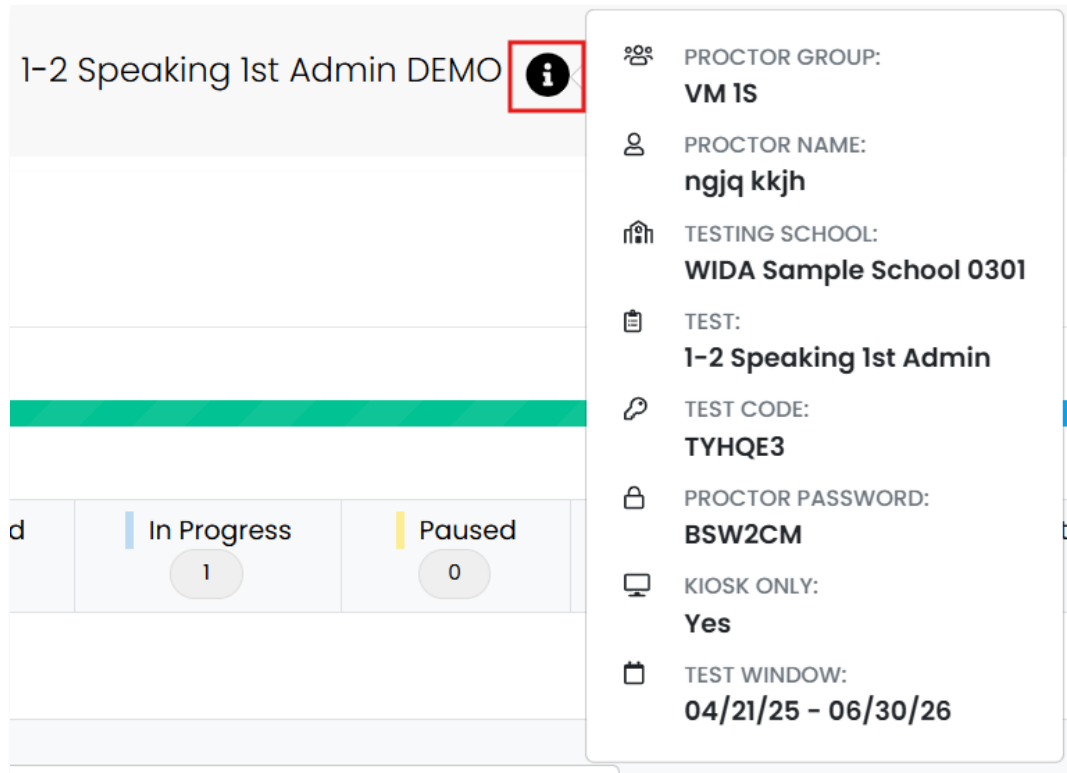
- From the Proctor Groups screen, select the **Proctor** icon under the Actions column for the desired proctor group.

- Enter your name and select **Save**.

- The proctor dashboard opens in a new browser tab.

## Proctor Dashboard: Assessment Information

The administration name is indicated at the top of the page. Hover over the Information icon to view test details.

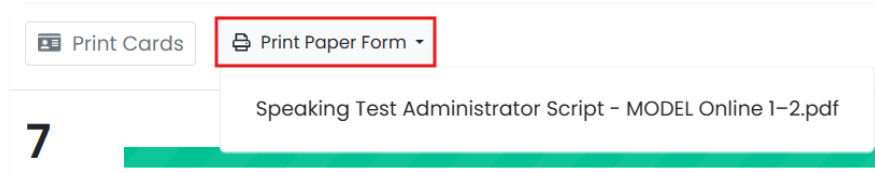


Assessment information includes:

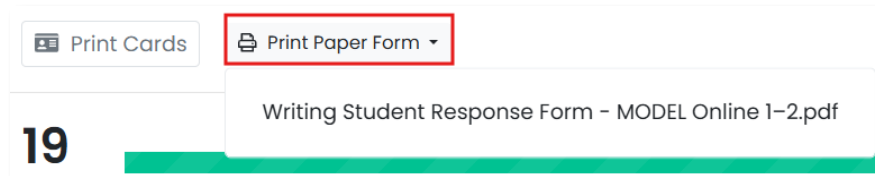
- **Proctor Group:** The Proctor Group name.
- **Proctor Name:** This reflects the name of the first person who accessed the dashboard and may be edited by selecting **Edit Proctor**.
- **Testing School:** The school where the test will take place.
- **Test:** Indicates the grade-level cluster, the domain, and whether it is the first or second MODEL administration (e.g., First Admin, Second Admin).
- **Test Code:** This is the code students need to sign in to the domain test session. This code is also on student test cards.
- **Proctor Password:** Not applicable for WIDA MODEL Online Grades 1–12.
- **Kiosk Only:** This indicates that students must take the domain test via the secure TestNav app.
- **Test Window:** This indicates when the test is available in ADAM and can be administered. For MODEL Online First Admin and Second Admin, this is the full academic program year. It does not indicate any local policy on when the test should be administered.

Below the header are options to:

- **Print Cards:** Link to view or print the test cards. See also: *Print Cards*.
- **Print Paper Form:**
  - **Speaking Test Administrator Script:** Available for the Speaking domain for all grade-level clusters. The Speaking Test Administrator Script contains the script for the appropriate Speaking set and guides the test administrator in entering scores. Each grade-level cluster has its own Speaking Test Administrator Script. Print this out or download it to your device prior to testing.



- **Writing Student Response Form:** Available for the Writing domain for Grades 1–2 and 3–5. Print this out for students to handwrite their responses to the Writing domain test for Grades 1–2 and 3–5.



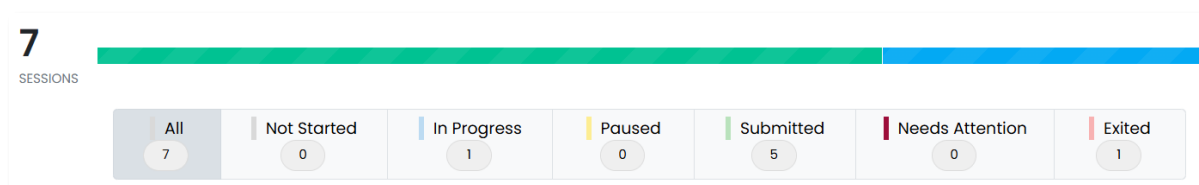


## Understand Test Status and Progress

Students will be in one of the following statuses as they move through the test, which are displayed in the Test Status column of the Proctor Dashboard. A sample screen of the Proctor Dashboard appears on page 29.

### Test Status

The progress bar provides a visual overview of how many students have not started (gray) submitted (green) or are still in progress (blue). Below, the status bar reflects the status count of the Test Status column. Select a status to filter the students in the Proctor Dashboard.

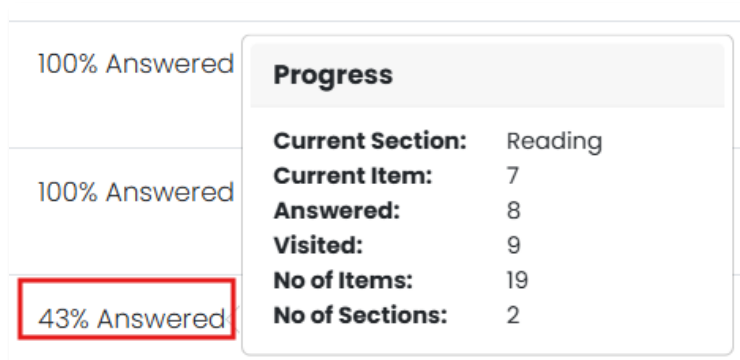


- **Not Started:** The student has not signed in to the test. No action is needed by the proctor before a student can begin the test.
- **In Progress:** The student has signed in to the test. No action is needed by the proctor.
- **Paused:** Not applicable for MODEL Online.
- **Submitted:** The student has completed the test and submitted their answers.
- **Needs Attention:** Not applicable for MODEL Online.
- **Exited:** The student has exited their test without submitting or has been exited by the proctor without submitting. Students in an Exited status will need to be reseated to log back into their test in TestNav.

### Status and Progress Information

The Proctor Dashboard contains information on how students progress through their test.

- In the **Item Progress** column, hover over the % **Answered** to view details. Updates to progress details may be delayed. The Current Item field reflects the item number within the section.



- **Test Duration** indicates the total time the student has been in progress.
- In the **Section Progress** column displays the section of the test students are currently in.

Test Progress	Test Status
	NOT STARTED
	EXITED
	SUBMITTED
	RESEAT

The Test Progress column has three statuses: **Not Started**, **Started** and **Submitted**. Each is represented with a different icon shown in a position left to right in the order in which a student would move through a test.

Students with a **Reseat** status are considered 'In Progress.' The status indicates that the student was resealed by an administrator. If a student logs out of their test before they complete the test and submit their answers, they will be in an **Exited** status. They will need to be resealed in order to resume and complete their test.

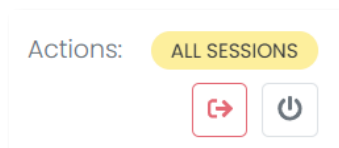
Students with an **Exited** status are also considered 'In Progress.' The status indicates that the student exited TestNav (or was exited by the proctor) without submitting their answers. After they have been resealed by the test administrator, the student can sign back in to continue.

## Available Actions

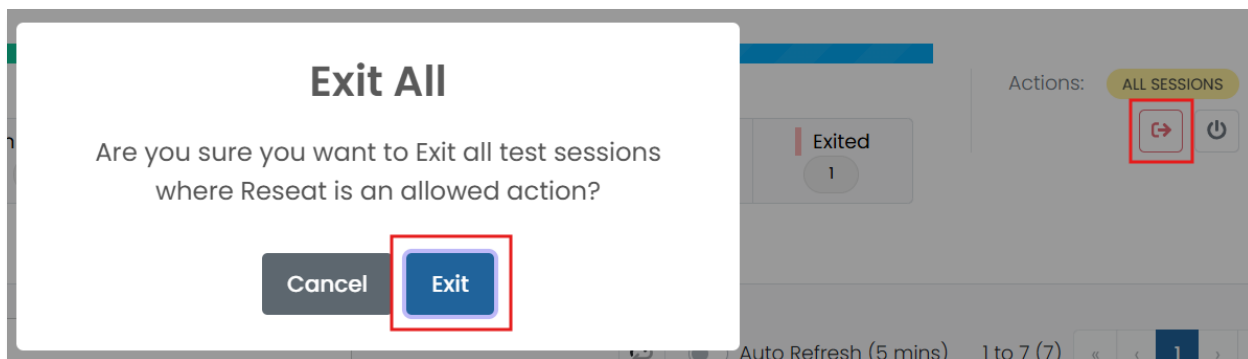
To view the latest updates to student progress, toggle on **Auto Refresh** or select the **Refresh** icon for up-to-date information on demand.



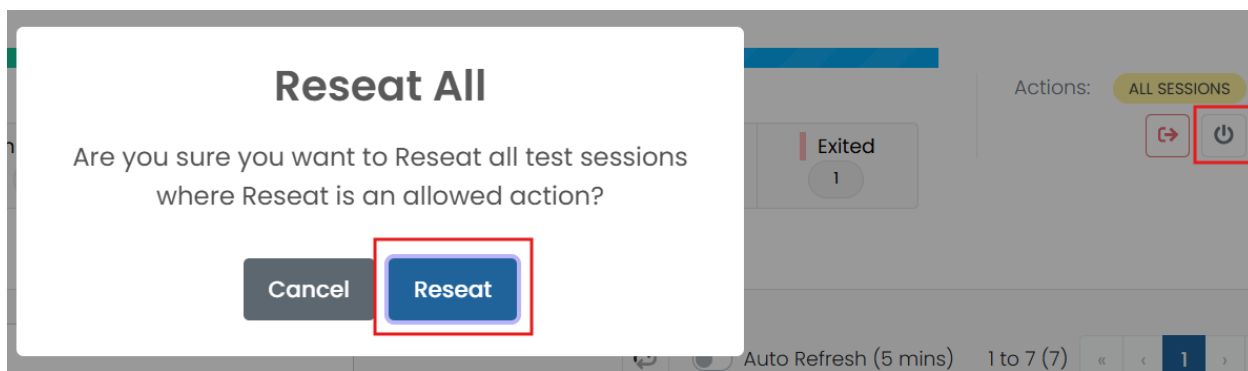
Under **Group Actions**, the test administrator can select actions that apply to all students or only those students selected in the first column. Hover over a button to view its action.



- **Exit All Sessions** stops all student test sessions in progress. This is available to use for unforeseen circumstances such as a fire alarm. Be careful not to click this by accident as all students will need to be reseated and sign back in to continue. This action will not have any impact on students in a Submitted status.



- **Reseat All** allows students to rejoin a test session after exiting.



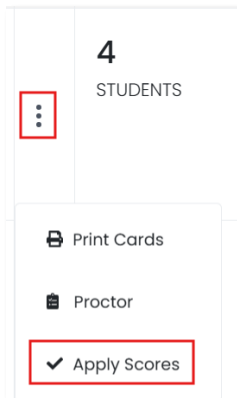
## Section 8: Score the Writing Domain Test

For MODEL Online Writing tests, scores will need to be manually entered in ADAM. All administrators have access to scoring functionality to apply scores for the Writing domain. Students in grades 6–8 and 9–12 keyboard their Writing responses directly into TestNav. Their responses are visible onscreen when scoring. Students in grades 1–2 and 3–5 handwrite their responses on a Student Response Form. Read student responses on the response form and enter scores in ADAM.

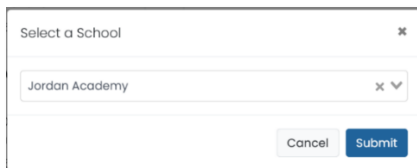
### Navigate to the Scoring Page and Apply Scores

1. Select **Student Assignments** in the left navigation pane.

2. Locate the specific Writing domain administration you would like to score (e.g., 1–2 Writing 1st Admin). Select the **Actions** menu for the administration, then select **Apply Scores**.



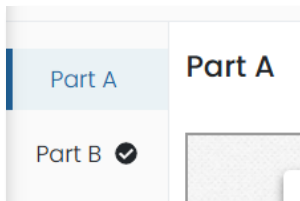
3. If you have access to multiple schools, you may be prompted to choose a school.



4. Use the menus to select the score for Part B. Select a solid score from the **Solid Score** menu and an adjustment from the **Adjustment** menu. If the score does not require an adjustment, select No Adjustment. Once a solid score and an adjustment have been applied, select **Submit Scores**.

A screenshot of a form for selecting scores. It has two sections. The first section is labeled 'Solid Score' and has a dropdown menu with '1' selected. The second section is labeled 'Adjustment' and has a dropdown menu with 'No Adjustment' selected. Both dropdown menus have a close button (X) and a dropdown arrow.

5. If applicable, also score the student's response to Part A. If a student's score on Part B is below a score of 3-, you will also be prompted to score Part A. Select a Solid Score from the **Solid Score** menu and an Adjustment from the **Adjustment** menu. If the score does not require an adjustment, select No Adjustment. Once a solid score and an adjustment have been applied, select **Submit Scores**.



6. Navigate to the next student response to score using the **Student** menu, or the forward and backward arrows.

A screenshot of a user interface for selecting students. At the top, it says "66 Students". Below this is a search bar containing "PVLASTEKAA, PVFIRSTEAAK" with a dropdown arrow and two navigation arrows (left and right). Below the search bar are two tabs: "Part A" (selected, with a blue checkmark) and "Part B" (with a black checkmark). The "Part A" tab shows a list of student names, with "Part A" visible in the first row.

## Edit/Change Scores After Initial Score was Assigned

1. Select **Student Assignments**.
2. Locate the specific Writing domain administration you would like to score (e.g., 1–2 Writing 1st Admin). Select the **Actions** menu for the administration and then select **Apply Scores**.

A screenshot of a dropdown menu for a student assignment. The menu is titled "4 STUDENTS". Below the title are three options: "Print Cards" (with a printer icon), "Proctor" (with a person icon), and "Apply Scores" (with a checkmark icon). The "Apply Scores" option is highlighted with a red box.

3. If you have access to multiple schools, you may be prompted to select a school.
4. Use the student menu to locate the student whose writing response you would like to rescore. Select **All** in **Show Responses**.

A screenshot of the "6-8 Writing 1st Admin" interface. The header shows "Score" and "Eagle Eyes 6-8 Writing". Below the header, it says "6-8 Writing 1st Admin" and "Date Range: Apr 18, 2025 - Jun 30, 2026 Form: Grades 6-8 Writing Task 2". Below this is a "1 Student" section with a dropdown menu showing "Bullock, Aditya". To the right of the student dropdown is a "Show Responses:" section with a "Scoring Required" button and an "All" button. The "All" button is highlighted with a red box. Below the "Show Responses:" section are two tabs: "Part A" (selected, with a blue checkmark) and "Part B" (with a black checkmark). The "Part A" tab shows a list of student names, with "Part A" visible in the first row. Below the tabs is a "Part A:" section with a text input field and a "Show Rubric" button. Below the "Part A:" section is a "Part B:" section with a text input field and a "Full Item" button.

5. Select **Part B** to rescore Part B. Select **Part A** to rescore Part A.

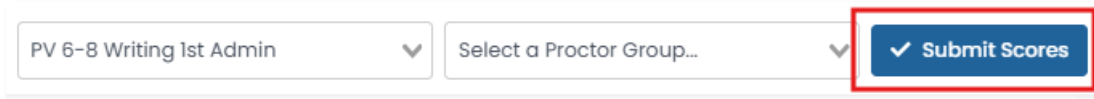
**Important:** If a previously entered Part B score is changed to a value below 3-, then Part A must also be rescored.

The screenshot shows the '6-8 Writing 1st Admin' interface. On the left is a navigation menu with options: Home, System, Student Assignments, Test Management, Test Publishing, Rostering, My Tests, and Reporting. The main content area has a header with '6-8 Writing 1st Admin', 'Date Range: Apr 18, 2025 - Jun 30, 2026', and 'Form: Grades 6-8 Writing Task 2'. Below this, it says '1 Student' with a dropdown menu showing 'Bullock, Aditya'. To the right, there are 'Show Responses:' buttons for 'Scoring Required' and 'All'. In the center, there are two tabs: 'Part A' and 'Part B'. The 'Part B' tab is selected and highlighted with a red rectangle. The main content area shows a large text box labeled 'Part A:'.

6. Adjust the **Solid Score** and **Adjustment** as necessary using the available menus.

The screenshot shows the '1-2 Writing 1st Admin' interface. At the top, there is a 'Score' button, a dropdown menu for 'PV 1-2 Writing 1st Admin', a dropdown menu for 'Select a Proctor Group...', and a 'Submit Scores' button. Below this, it says '1-2 Writing 1st Admin', 'Date Range: Apr 18, 2025 - Jun 30, 2026', and 'Form: Grades 1-2 Writing Task 1'. Below this, it says '45 Students' with a dropdown menu showing 'PVBFIRSTLNAST, PVBFIRSTFNAST'. On the left, there are two tabs: 'Part A' and 'Part B'. The 'Part A' tab is selected. The main content area shows a large text box labeled 'Part A:' and a blurred image of a landscape. On the right, there are two dropdown menus: 'Solid Score' and 'Adjustment'. The 'Solid Score' dropdown menu is open, showing a list of options: '2', 'x', and 'v'. The 'Adjustment' dropdown menu is also open, showing a list of options: 'No Adjustment', 'Lx+', 'Lx-', 'Vu+', 'Vu-', 'Lc+', and 'Lc-'. Both dropdown menus are highlighted with a red rectangle.

7. Once a solid score and/or adjustment have been applied, select **Submit Scores**.

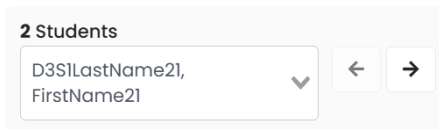


The screenshot shows a horizontal bar with three elements. On the left is a dropdown menu with the text 'PV 6-8 Writing 1st Admin'. In the middle is another dropdown menu with the text 'Select a Proctor Group...'. On the right is a blue button with a white checkmark icon and the text 'Submit Scores'. This button is highlighted with a red rectangular border.

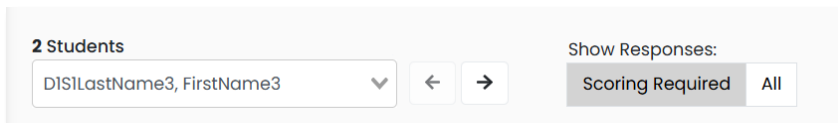
## Features of the Scoring Page

There are several features on the scoring page to support the scoring process.

- Students who have submitted their online Writing test\* appear in the **Students** menu. The number indicates how many are ready to score. Once the first student is scored, select another student in the menu or use the right arrow to advance to the next student.  
\*Even though students taking the 1–2 test and the 3–5 test respond on paper, they still need to submit the online test in order for it to appear in the scoring queue.

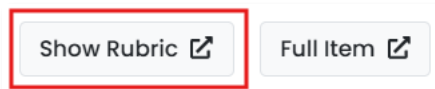


The screenshot shows a box labeled '2 Students'. Inside the box is a dropdown menu displaying 'D3SILastName21, FirstName21'. To the right of the dropdown are two square buttons with left and right arrow icons.



The screenshot shows a box labeled '2 Students' with a dropdown menu displaying 'D3SILastName3, FirstName3' and navigation arrows. To the right of the box is a section titled 'Show Responses:' containing two buttons: 'Scoring Required' (highlighted with a grey background) and 'All'.

- To view an abbreviated version of the WIDA MODEL Writing **Rubric**, select **Show Rubric**. Select **OK** to return to Score page.



The screenshot shows two buttons side-by-side. The left button is labeled 'Show Rubric' and has an external link icon (a square with a diagonal arrow). It is highlighted with a red rectangular border. The right button is labeled 'Full Item' and also has an external link icon.

- While the test prompt is automatically displayed on the Score page, it can be also helpful to view the **Full Item** as displayed to the student in a separate window. Either use the horizontal and vertical scroll bars to view the content on the Score page or select **Full Item** to view in a new window and select **OK** to return to the Score page.

If a student's score on Part B is below a score of 3-, you will also be prompted to score Part A. Select **Scoring Required** to only view responses that require scoring. Select **All** to view all responses, including responses that have been previously scored.



The image contains two screenshots. The left screenshot shows the 'Show Responses:' section with 'Scoring Required' and 'All' buttons. The right screenshot shows a grid with two columns. The left column is labeled 'Part A' and has a checkmark icon. The right column is labeled 'Part B'. Below these, there is a row where 'Part B' is highlighted with a blue background and a checkmark icon, while 'Part A' is not highlighted.

## Section 9: Monitor Test Progress and Activity

Account Administrators and District Administrators can view the following reports to review test volume and completion rates:

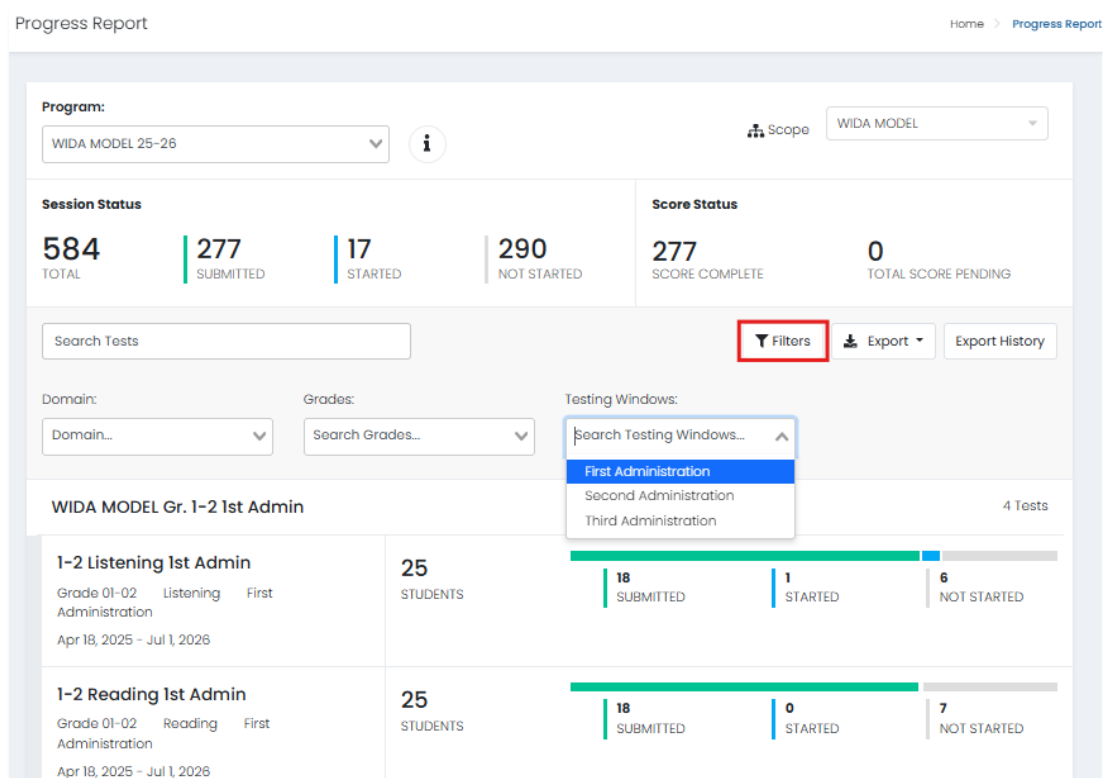
- **Progress:** The report provides test status statistics and is best suited for tracking administration status.
- **Activity:** This report provides statistics on testing volume.

### Progress Report

The Progress Report defaults to a view of all tests within the account. It displays the total number of student assignments and test status for the students.

Select **Filters** to access filters for Domain, Grades and Testing Windows as well as a search by domain test.

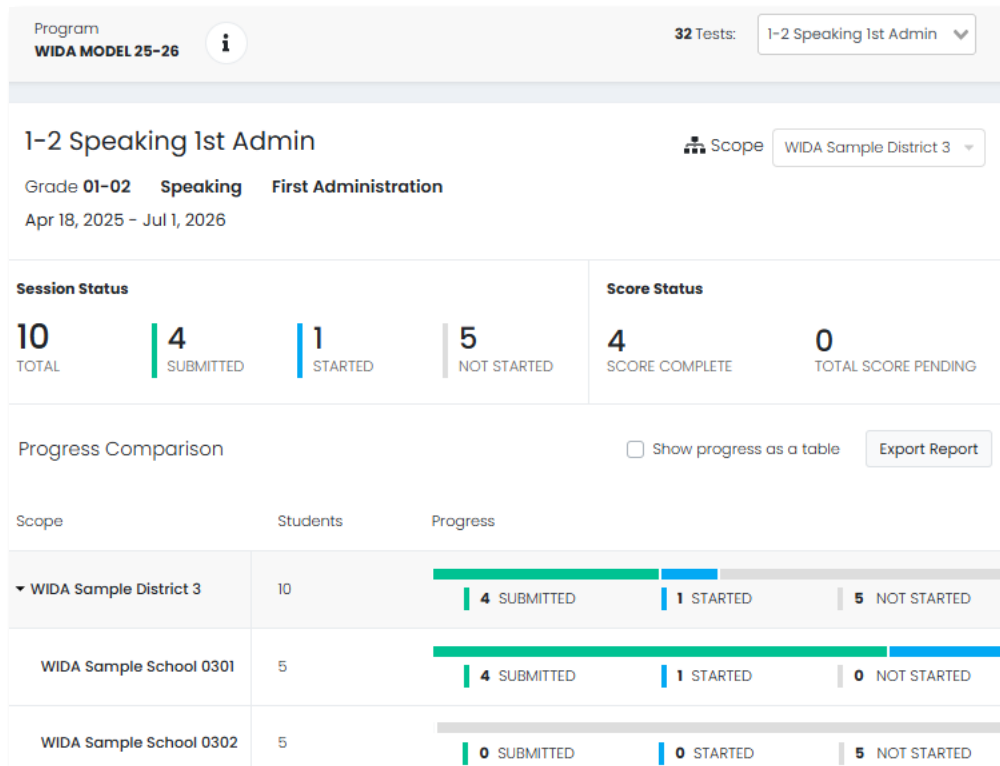
Progress Reports can be exported by selecting the **Export** menu and selecting either **Session Status By Test** or **Session Status By Org / Domain**.



Sample Progress Report



Select an individual domain test row on the Progress Report to display a Progress Comparison across available organizations. The Progress Comparison can be shown as a table and has an **Export Report** option to download a CSV file.



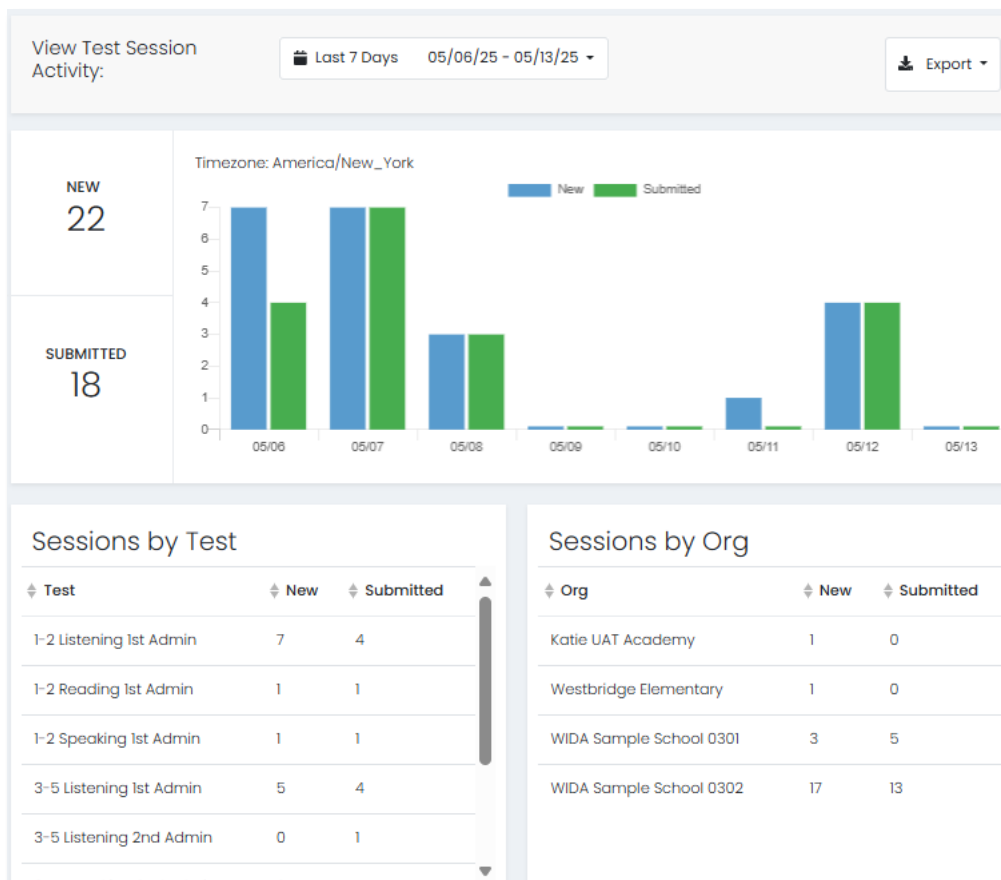
## Activity Report

The Activity Report shows the activity for all domain test administrations over a selected time period and is best used for viewing test session volume. A test session refers to the administration of an individual test to each student. The top bar shows test session activity today. The rest of the report shows activity for the selected dates. For 'New' sessions, only the first session of multi-day testing is counted.

- **Sessions by Test** provides a list of new and submitted sessions across tests within the selected date range.
- **Sessions by Org** provides a list of new and submitted sessions across school organizations with the selected date range.

To access the report, navigate to **Reporting > Activity**. You can:

- In the **View Test Session Activity** menu, select a custom date range or select one of the predefined date ranges: Today, Past Week, Past Month or Year-to-Date.
- In the **Export** menu, select an option to export the report to a CSV file.
- Hover over the bar chart to see the number of new and submitted sessions.



Sample Activity Report

## Section 10: Performance Reports

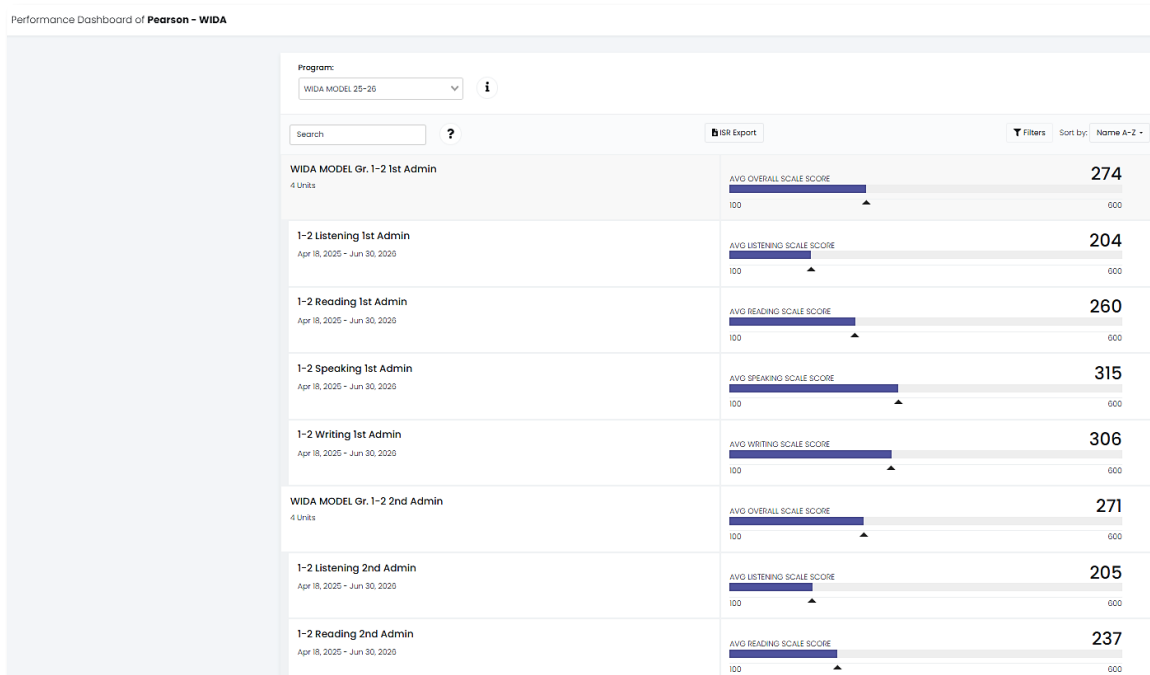
Three downloadable score reports are available for WIDA MODEL Online: the Individual Student Report, the School Roster Report, and the District Roster Report. In addition, the Performance Dashboard in ADAM displays aggregate proficiency level and scale score information for schools and districts at the domain and battery level.

Score reports can be generated once all four language domains have been completed and a Writing score has been entered. Similarly, student score information appears in the Performance Dashboard once all four language domains have been completed, and a Writing score for the student has been entered.

### Performance Dashboard

The Performance Dashboard in ADAM displays aggregate scale score and proficiency level information for schools and districts at the domain and battery levels. The dashboard provides an overview of the performance of a group of students. From this dashboard you can select either a battery (e.g. 1-2 1st Admin) or a domain test (e.g. 1-2 Listening 1st Admin) to view scale score and proficiency level data. You can also view this data at the school level for either a battery or a domain test in the Performance Comparison.

To access the Performance Dashboard, navigate to **Reporting > Performance**.



Sample Performance Dashboard

## Student Performance

The Student Performance screen displays the students who have completed the administration, their scale scores, and their levels of proficiency for each composite or domain. This report is only available at the school level. It also provides access to the Individual Student Report (ISR). The ISR shows a student's scores in one document. It includes numerical scale scores and proficiency level scores for the four domains (Listening, Speaking, Reading, Writing) and three composite scores (Oral Language, Literacy, and Overall score).

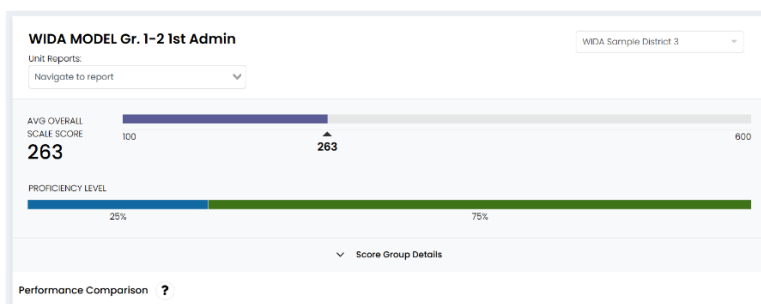
To access the Student Performance screen:

1. Navigate to **Reporting > Performance**.
2. Select a battery (e.g. 1-2 1st Admin) or a domain test(e.g. 1-2 Listening 1st Admin) to view the number and percentage of tested students (per grade-level cluster) who scored at each proficiency level.

Program:  
WIDA MODEL 25-26

Search

WIDA MODEL Gr. 1-2 1st Admin  
4 Units



3. For a school, under Performance Comparison in the **Actions** menu, select **Student Performance** to view performance for a given battery or domain.

Performance Comparison ?

☐ Show score groups as a table

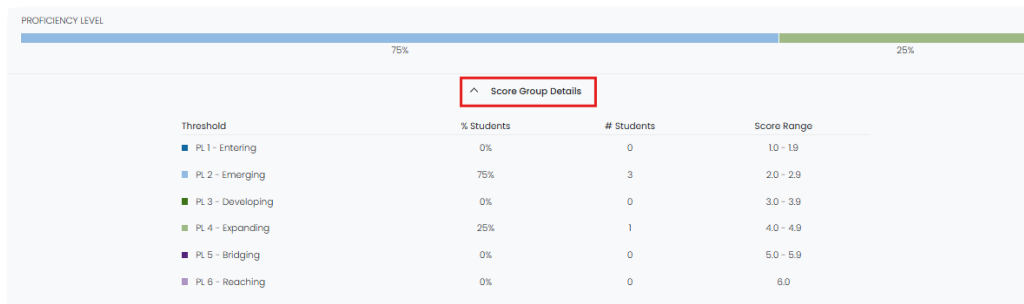
Scope

Pearson State	Overall Scale Score	354	OV
Billings School District	Overall Scale Score	354	OV
Crystal River Secondary School	Overall Scale Score	354	OV
Elk Creek Elementary	Overall Scale Score	354	OV

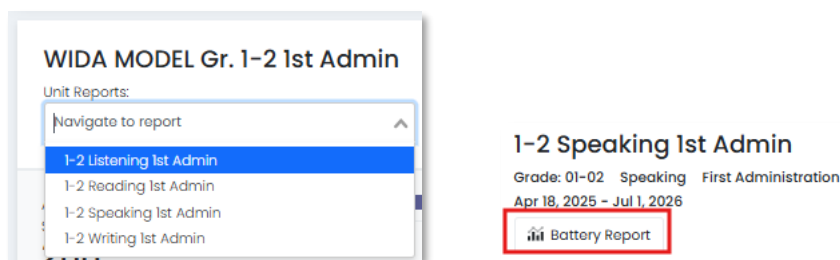
Student Performance

ISR Export

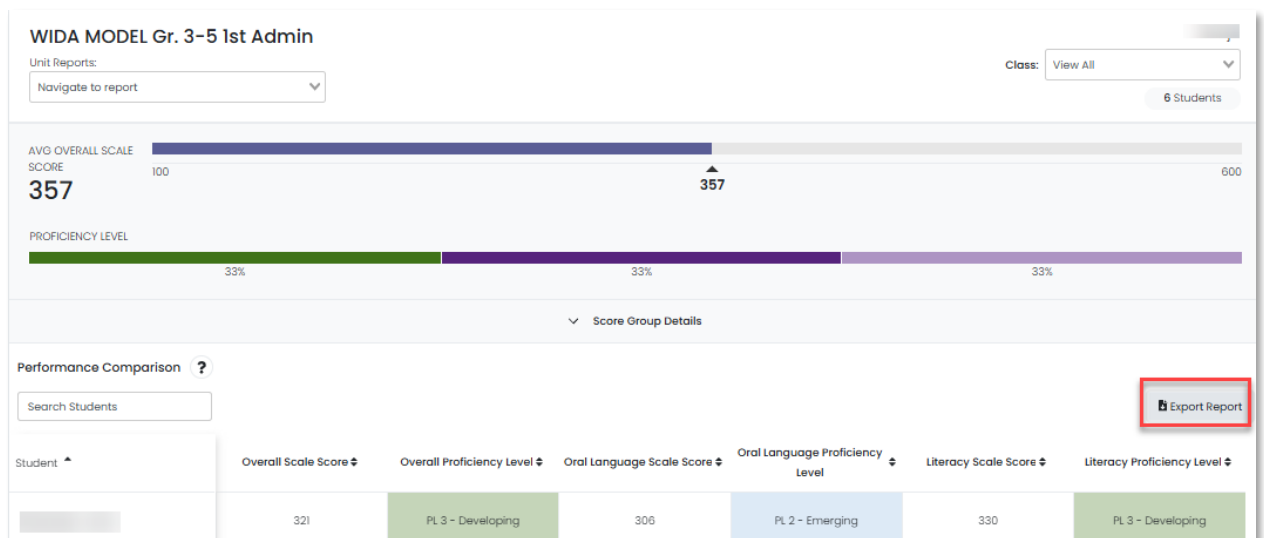
4. Select **Score Group Details** to view/collapse details. **Score Group Details** can be also viewed from the battery and domain test level view.



5. In the **Unit Reports** menu, select a domain view. Select **Battery Report** to return to the battery view which includes the composite scores.



6. **Export Report** is available at both the domain and battery level to export to an Excel csv file.



Identifier	Scope	Overall Scale Score	Overall Proficiency Level	Oral Language Scale Score	Oral Language Proficiency Level	Literacy Scale Score	Literacy Proficiency Level
		321	PL 3 - Developing	306	PL 2 - Emerging	330	PL 3 - Developing
		392	PL 6 - Reaching	403	PL 6 - Reaching	387	PL 5 - Bridging
		382	PL 6 - Reaching	396	PL 6 - Reaching	379	PL 6 - Reaching
		355	PL 5 - Bridging	369	PL 5 - Bridging	350	PL 5 - Bridging
		366	PL 5 - Bridging	388	PL 6 - Reaching	359	PL 5 - Bridging
		326	PL 3 - Developing	349	PL 4 - Expanding	317	PL 3 - Developing

Sample Student Battery Performance Report

## Individual Student Report

The **Individual Student Report (ISR)** shows a student's scores in one document, including the MODEL grade-level cluster (battery of domain tests) the student completed and whether it is the student's first or second MODEL administration of the academic year. If the student completed more than one MODEL administration over the course of an academic year, the results for both MODEL administrations will appear as a part of the same ISR.

The Individual Student Report can be generated in English (US), Arabic, Chinese (Simplified), French, German, Hindi, Japanese, Korean, Portuguese (Brazil), Russian and Spanish (Mexico). The ISR can be generated for an individual student or in bulk with options for printing all ISRs associated with the Org/Battery.

To access the Individual Student Report for a specific student from the Performance Dashboard:

1. Navigate to **Reporting > Performance**.
2. Select a battery.

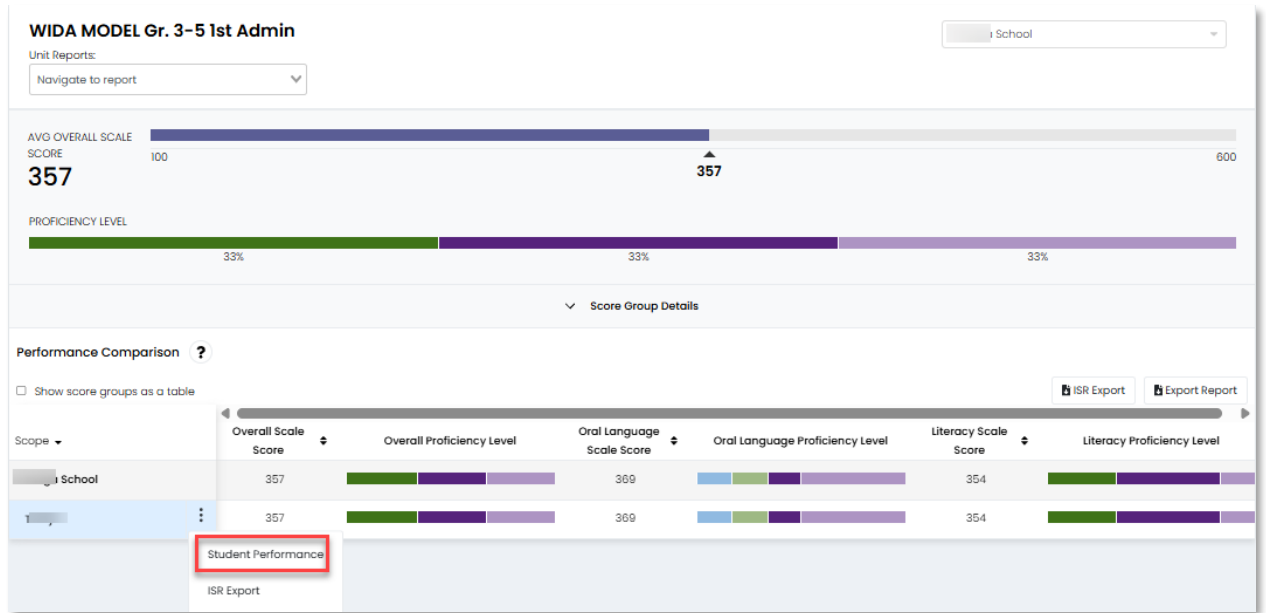
Program:

WIDA MODEL 25-26

Search

WIDA MODEL Gr. 1-2 1st Admin  
4 Units

3. In the **Actions** menu for a school, select **Org > Student Performance**.



4. Select a **Student**.
5. In the **Select Report** menu, choose a language.

Select Report:

English (United States)

English (United States)

Arabic

Chinese (Simplified)

French

German

Hindi

Japanese

Korean

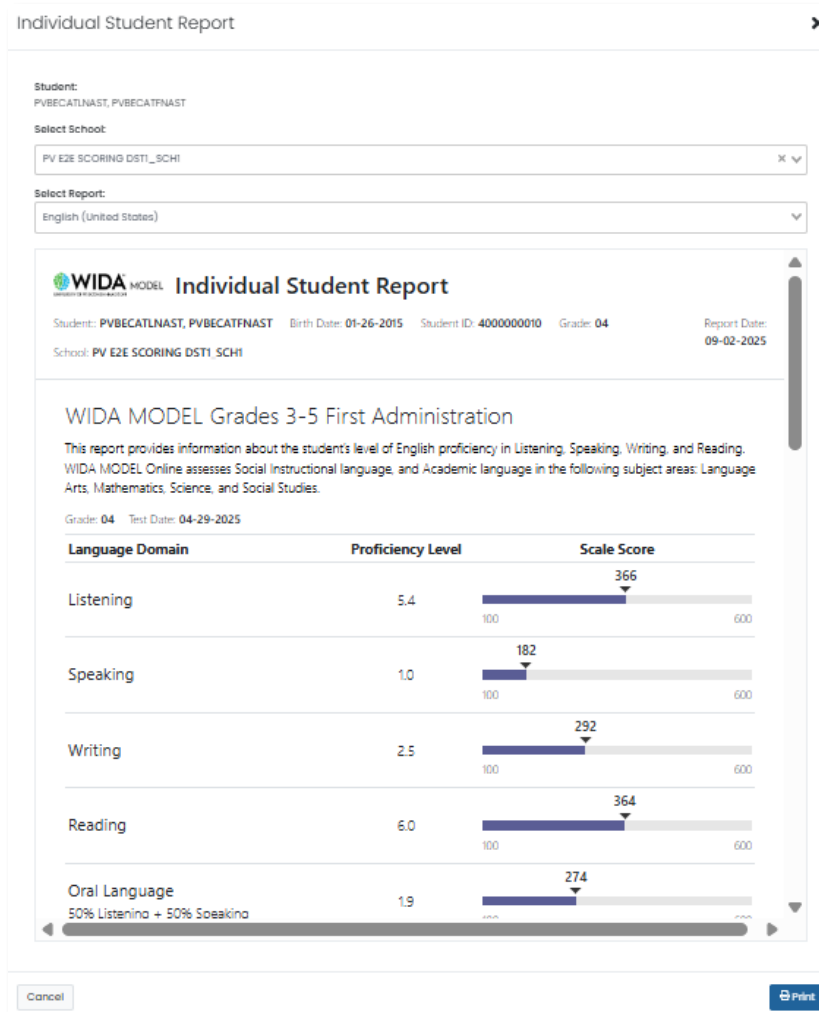
Portuguese (Brazil)

Russian

Spanish (Mexico)

6. Optionally, select **Print**.





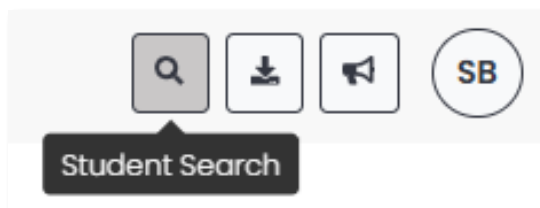
Sample ISR

## Quick Search for a Student ISR

ISRs can also be accessed in two ways outside of the Performance Dashboard.

To access the Individual Student Report for a specific student from Student Search:

1. From any screen, select **Student Search** in the top right.



2. In the pop-up window enter a student name or identifier, then select search.



Who are you looking for? ✕

Search by name or identifier 🔍

Recent Results:

**PVBEFALNBNO, PVBFAFNBNBNO** (ID: 6000000021): **Sessions** →

3. Select the student to view the Student Dashboard.
4. Under Performance, select **View ISR**.

**PVBEFALNBNO, PVBFAFNBNBNO** Edit Student

ID: 6000000021 Grade: 06

**0** CLASSES **8** ASSIGNMENTS **8** SCORED **0** SUBMITTED/NOT SCORED **0** IN PROGRESS **0** NOT STARTED

**Performance** Sessions Demographics & Accommodations

Search Tests 🔍 Print

**WIDA MODEL 25-26** View ISR

To access the Individual Student Report for a specific student from Student Assignments:

1. Select **Student Assignments**.
2. In the **Assignment** view, select an administration.
3. In the student list, for any student in a Submitted status for Test Progress select the ellipses menu, then select **View ISR**.

**PV 6-8 Listening 1st Admin** 🗑️ 🔄

Grade 06-08 Listening First Administration  
Apr 18, 2025 - Jun 30, 2026 Scope Pearson - WIDA

**220** STUDENTS **220** SUBMITTED **0** STARTED **0** NOT STARTED **220** SCORED **0** NOT SCORED

Select Students 🔍 1 to 25 (220) 1 2 3 4 ... »

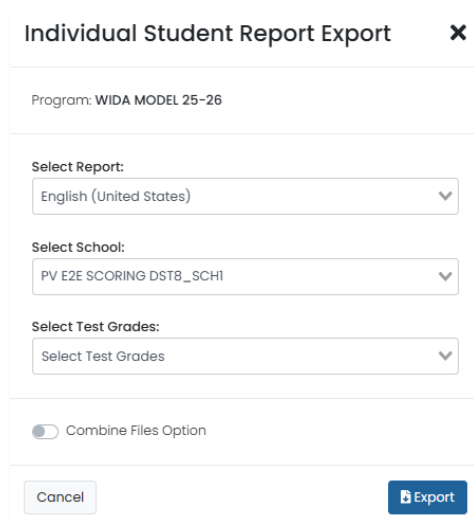
Student	Test Progress	Form	Accommodations
PVBEFALNAAB, PVBFAFNAAAB	Submitted	Grades 6-8 Listening	
PVBEFALNABC, PVBFAFNABC	<b>View ISR</b> Edit Accommodations	Grades 6-8 Listening	
PVBEFALNAEF, PVBFAFNAEF		Grades 6-8 Listening	

## Bulk Export Individual Student Reports

You can access and optionally export the Individual Student Report for a specific group of students.

1. Navigate to **Reporting > Performance**.

- You can select **ISR Export** from the Performance Dashboard, but will have to choose from the **Select School** menu before you can then choose from the **Select Test Grades** menu.



The dialog box is titled "Individual Student Report Export" with a close button (X) in the top right corner. It contains the following elements:

- Program: WIDA MODEL 25-26
- Select Report: A dropdown menu with "English (United States)" selected.
- Select School: A dropdown menu with "PV E2E SCORING DSTB\_SCHI" selected.
- Select Test Grades: A dropdown menu with "Select Test Grades" selected.
- A toggle switch for "Combine Files Option" which is currently turned off.
- Buttons: "Cancel" and "Export" (with a download icon).

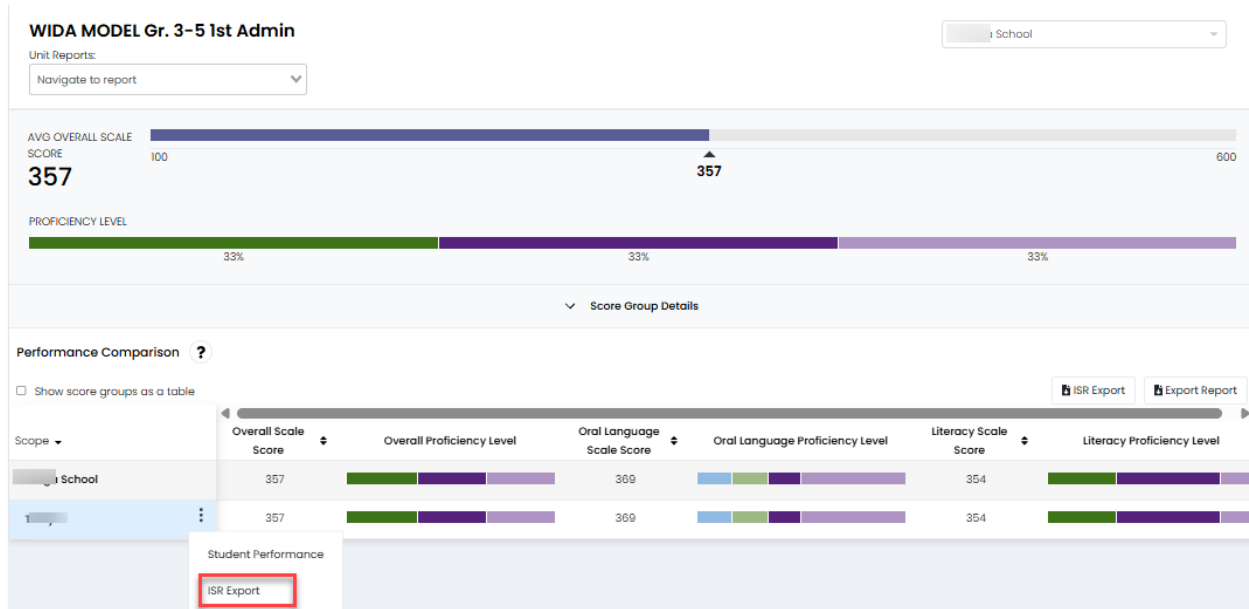
2. Select a battery.



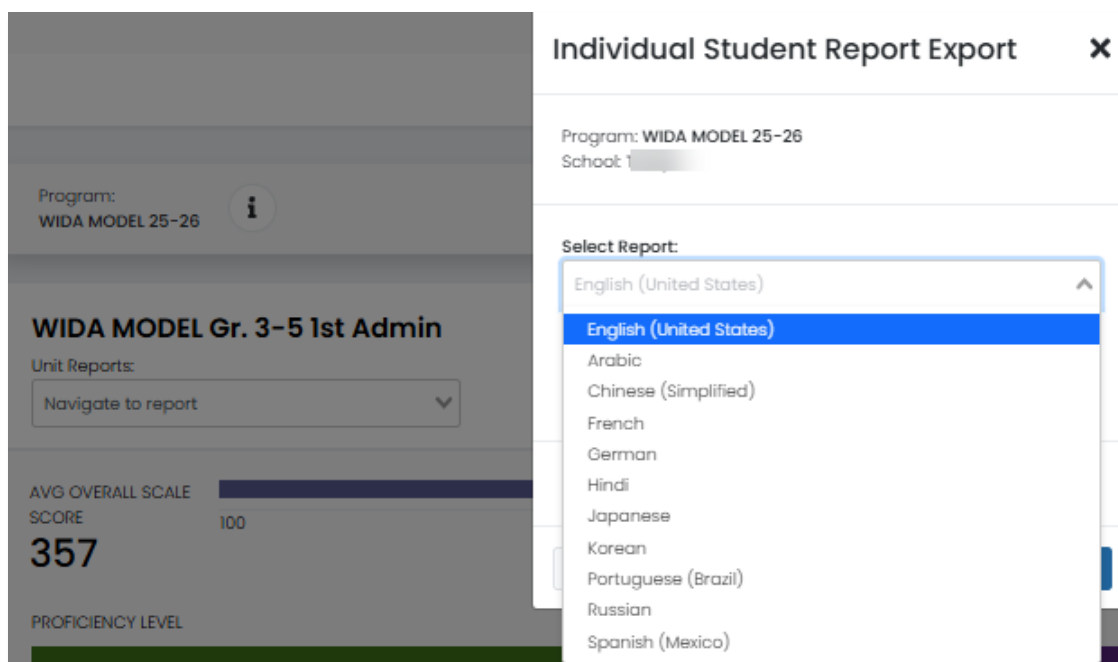
A selection box with a red border containing the text:

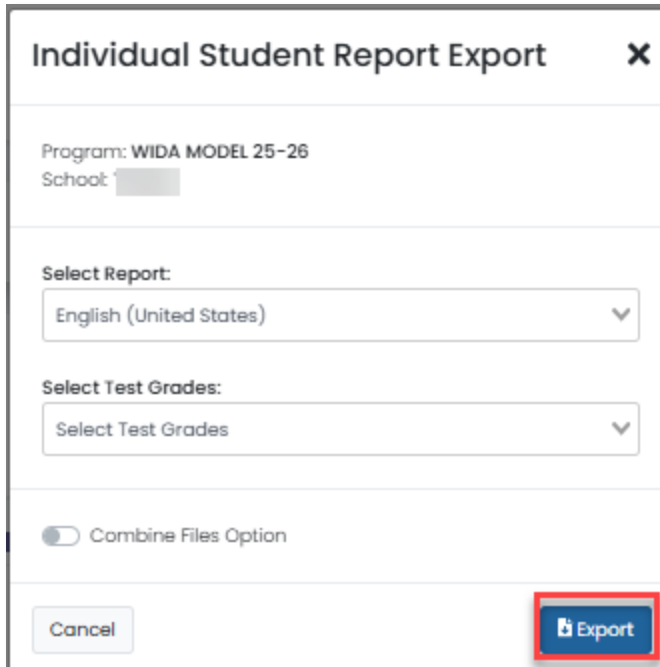
**WIDA MODEL Gr. 1-2 1st Admin**  
4 Units

3. In the **Actions** menu for a school, select **ISR Export**.



4. Select a language and then **Export**.

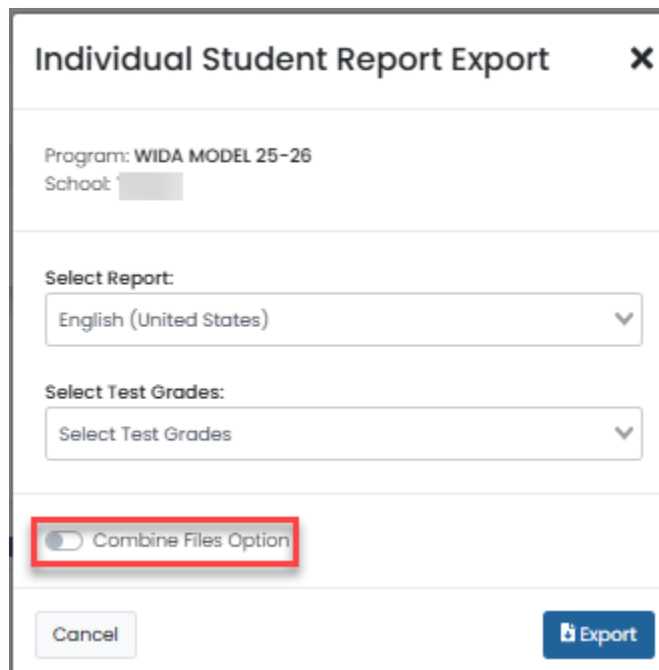




The dialog box is titled "Individual Student Report Export" with a close button (X) in the top right corner. It contains the following fields and options:

- Program: WIDA MODEL 25-26
- School: [Redacted]
- Select Report: English (United States) [Dropdown arrow]
- Select Test Grades: Select Test Grades [Dropdown arrow]
- Combine Files Option: [Unselected toggle switch]
- Buttons: Cancel, Export (highlighted with a red box)

- Enabling the **Combine Files Option** will result in all the selected students' ISRs exporting as a single file.



This dialog box is identical to the one above, but with the "Combine Files Option" toggle switch highlighted by a red box. The toggle switch is currently in the "off" position.

Individual Student Report Export [X]

Program: WIDA MODEL 25-26  
School: [Redacted]

Select Report:  
English (United States) [v]

Select Test Grades:  
Select Test Grades [v]

[Unselected toggle switch] Combine Files Option

Cancel Export

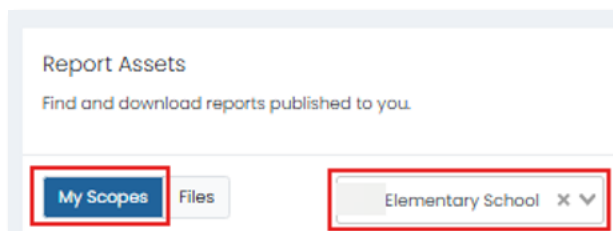
## School and District Roster Reports

The **School Roster Report** shows student scores for all students from a single school organization (school org) in one downloadable CSV file. School Roster Reports are cumulative over the course of an academic year. An updated School Roster Report is posted monthly within Report Assets for all school orgs. It is downloadable as a CSV file.

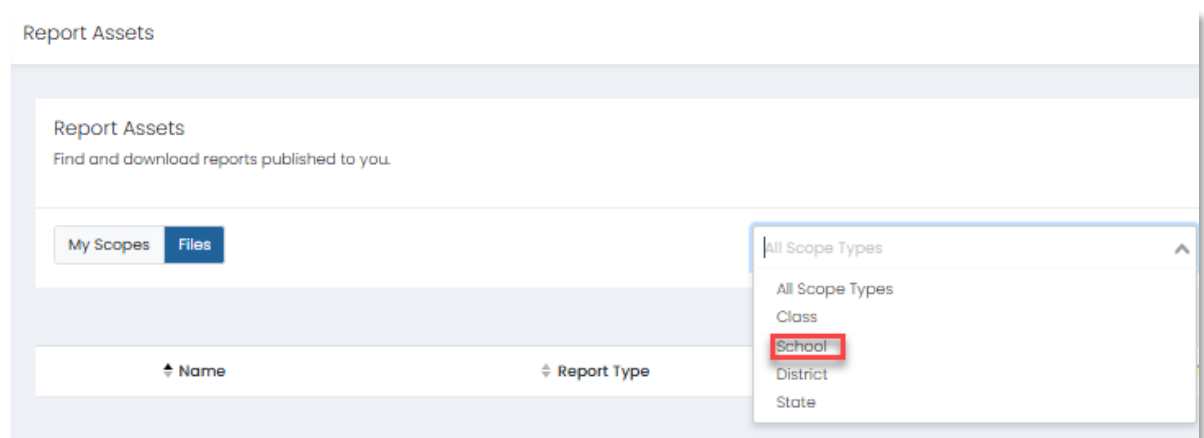
The **District Roster Report** shows student scores for all students from a single district organization (district org) in one downloadable CSV file. District Roster Reports are cumulative over the course of an academic year. An updated District Roster Report is posted monthly within Report Assets for all district orgs. It is downloadable as a CSV file.

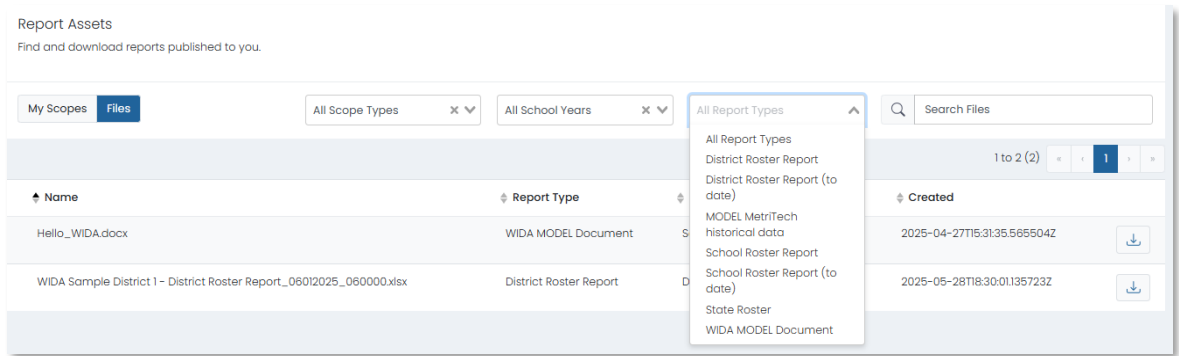
To access the School or District Roster Report:

1. Navigate to **Reporting > Report Assets**.
2. In **My Scopes**, select an organization.

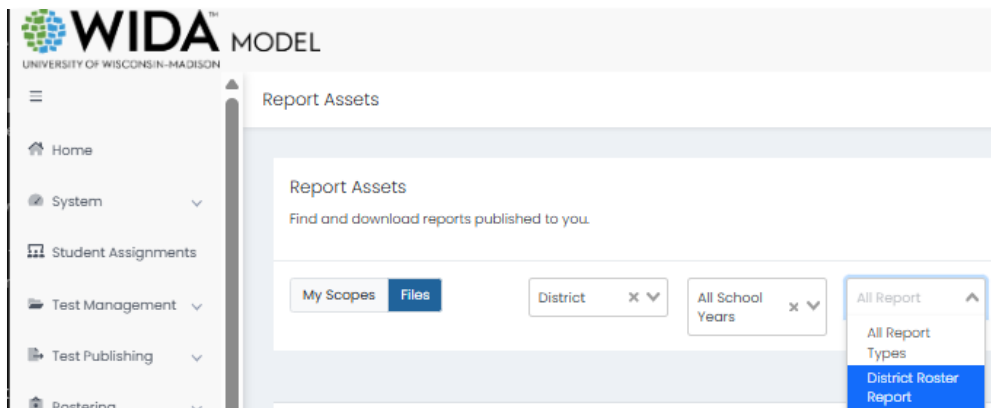
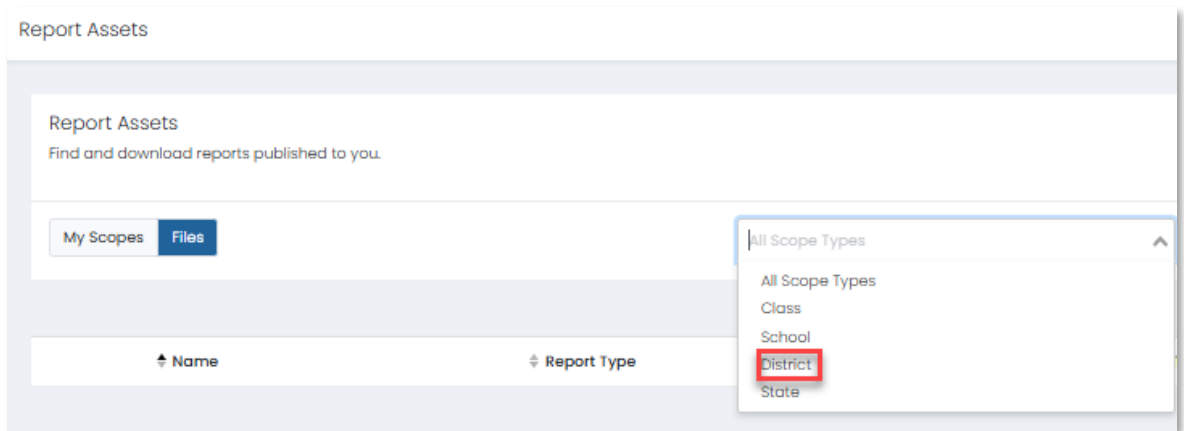


- For a **School Roster Report**, Select **Files > Scope Type = School > Report Type = School Roster Report**.

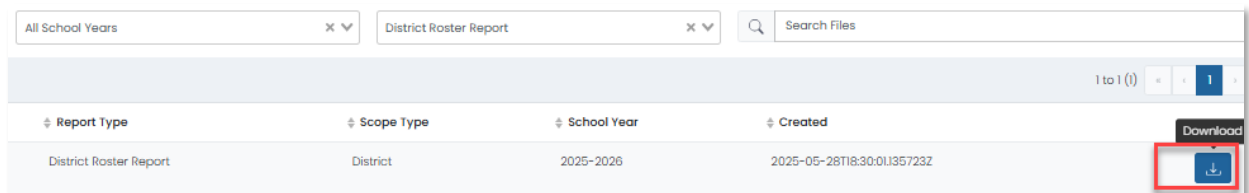




- For a **District Roster Report**, select **Files** > Scope Type **District** > Report Type **District Roster Report**.



- To export either report, select **Download**.



# Section 11: Account Administrator Only Tasks

A few features are only available to account administrators.

## Create Bulletins

Bulletins are used to post announcements to the ADAM home page for your district, school or test administrators. Only account administrators can create, edit, and delete bulletins. Account administrators cannot edit or delete bulletins created by WIDA or Pearson.

To create a new bulletin:

1. Go to **System > Bulletin Board**.
2. Select **Create New Bulletin**.
3. Enter bulletin detail:
  - **Title:** Enter a descriptive title.
  - **Message:** Enter and format your message. You can include images, video, tables, links, etc.
  - **Pinned:** Pin the content to ensure it does not expire until you manually delete it. All pinned bulletins will appear on the left and will be placed above the previously posted bulletins, including ones from WIDA or Pearson. All Unpinned bulletins will appear on the right and will be placed above the previously posted bulletins, including ones from WIDA or Pearson.
  - **Posting and Expiry Date:** Select a date to post your bulletin and a date for it to expire (unless it's pinned).
  - **Type:** Select None, Documents, Announcement or News. The type selected will be added as a tag on the posted bulletin.
  - **Audience:** Select the user roles, such as **Test Administrator**, **School Administrator**, or **District Administrator** that will be able to view the bulletin.
  - **Notify Audience by Email:** Select the checkbox to notify the selected audience of the bulletin.
  - **Attachments:** Upload one or multiple files to a single post. These can be removed by editing the post if needed. The max file size is limited to 50MB per file, with the accepted file types of: .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .txt, .csv.
4. Select **Save** or **Send & Save**, depending on whether you choose to notify the audience.

To edit or delete a bulletin:

1. Go to **System > Bulletin Board**.
2. Find the bulletin you want to edit or delete.
  - If you select the **Edit** icon, edit your bulletin and then select **Save**.
  - If you select **Delete**, enter the bulletin name in the field and then select **Delete**.