WIDA MODEL LaunchPad & ADAM Walkthrough

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What you're seeing on the screen here right now is the homepage and LaunchPad. When your account is initially set up, when you initially purchase WIDA MODEL testing license, you'll have an account set up and there will be a designated account administrator. That's the highest level, highest permissioned user role within LaunchPad and with ADAM as well. That's going to be the person that is designated to have the highest level of access in your WIDA MODEL account. And what the account administrator will be able to do and initially responsible for is once they get access into LaunchPad, they'll be able to set up school organizations, and they'll also be able to start creating users as well.

What you're going to be seeing here, what I'm going to be going through in LaunchPad, I'm logged in as a fake demo account administrator. Some of you who are on the call today might be account administrators; some of you might not be. Just do keep in mind that what you're going to be seeing, particularly in LaunchPad is primarily what the account administrator for a given account is going to be able to do. What I'm going to show first of all is once that account administrator gets logged in, what they're going to need to do first again, to get org set up and then their user set up. That's what we're going to be going through first.

Before I get to that, my colleague Chris, did you have something to add or something? I see a hand raised. I just wanted to check and see anything I need to address related to that. Maybe not. OK, we're going to keep moving on. All right, as an account administrator, once you are signed in, once you've gotten access to your account, this is the LaunchPad home screen that I'm showing here. The first step is to create your school organization.

I'm going to show you two paths or two different ways that you can create orgs. There's going through roster data and then through data import. I'm going to show roster data first. From the home screen on the left-hand side menu under Roster data, again, this is from the account administrator's view, I'm going to select orgs. This will bring in my organization's screen. You can see here I've already got some orgs created, specifically school orgs.

Now, when you are set up with a WIDA MODEL account in LaunchPad, it's you are going to be set up initially as a district. Even if your account only represents a single school organization, and I know we have some of those with WIDA MODEL, you'll still be set up as a district. The first step will always be to create school organizations. And the primary reason for that is that student users must be assigned to a school organization. Again, even if you're coming into LaunchPad and you're just a single school, you're still going to be set up as a District, so you'll

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have to create at least one school organization. That way you can get your students assigned to that.

And that's also the reason why this is the first step that you need to do in order to get your school orgs created. Again, once you've got your students set up, they can be assigned. From this organization screen under roster data, if I click actions, this action dropdown menu and then I select to create new Org, this will bring up the org screen. Any field in roster data that's indicated with an* is going to be a required field. That's true for orgs and users.

For creating an org here in roster data, and this is where I can create orgs essentially one by one, I can name them. I'm going to sign a name to this org. We'll call this test school. I have to assign an identifier to my org. We just recommend whatever the standard identifier that's used for the school within your organization is what you use for the identifier here, you'll see this toggle button. It'll automatically be toggled on and it'll say use identifier as sourced ID.

The sourced ID is an internal tracking ID that's used, again internally with Pearson systems to track the school organization and other end users as well, both in LaunchPad and in ADAM. What we recommend is that you use the identifier that you assign as your sourced ID as well. Keep that button toggled on. The sourced ID field will just populate automatically. Then you'll select the parent org. Since we're creating schools, that's going to be our district.

I select my test district and then I simply select save changes. Then when I navigate back to orgs, under Roster Data, I can see again any school that I've created here. In this case, I've got two schools that I created just for examples, both of them nested under the district that was created with my MODEL account. If you're going through the roster data process to create school orgs, you'll simply repeat this step as many times as you need to create as many school orgs as you require. Now I will say that this is probably best for organizations that maybe don't have a whole lot of organizations to create. Again, maybe you're that single school, maybe you're in that in that situation, maybe you just have a handful.

This is a very simple process, but it does only create schools one by one, right. You're only creating a single school org at a time. We do also have the data import option for creating orgs, which I'll show next. From data import on the left-hand side, I select that. This takes me to the data import and upload history screen. And this is where I can do a file upload to create organizations.

And this is where I can do that to create multiple organizations simultaneously within a given file. This is also where I'm going to be able to create users, multiple users simultaneously. From this screen, from data import, I'm going to select upload file, and this will take me to the file upload screen. The first thing I need to select is my file type. It will automatically select orgs. That's what I'm going to start with, right.

Because org creation comes first, school year should populate as 25/26, then District org. You'll select the district created with your MODEL account. It should only be one option in that drop down. Then you can go ahead and download the template CSV here. In step one, I will call out that for every import file within LaunchPad, there's an associated file specifications document. And essentially what this is, is a companion document that walks you through the file.

It walks you through the columns in the file that gives you the headers. It tells you whether all the fields for that given column are required. And also, and I think especially most helpful, it gives you valid values and examples of what to include in those files, in those different fields. If you're doing this for the first time using the data import option, I highly suggest you use the spec documents to help you fill out your import files. All right, I've downloaded my org template CSV, and these files do need to be CSV files in order to import successfully into LaunchPad. And I've got an example here that I've already filled out.

If I go to this org template, I'll walk through each of the columns here. The first column is column A, which is the sourced ID. We recommend, like I said earlier, that your sourced ID here in column A and your identifier here in column E be the same value for your school orgs. Whatever you assign as the identifier, use that same value for the sourced ID. Column B is status. You'll want to include active.

That way when the org is imported, then you can start adding users to it. Then under column C, you'll add your school's name, Column D, school type will be School, and then lastly column F Parent sourced ID. That's going to be the source ID for your test district. And you can find that if you go to your organization screen under Roster Data. And that's it for the organization's template file. That's all you need to include.

As you can see, I've got two examples in here. You can create twenty-two schools. You can create fifty schools as you know if you needed to, but you can basically create as many as you want. That's the advantage of using the file import process versus going through roster data. Once I've applied my desired changes to my org template CSV, I'll select my file from my device and then I'll select upload file. Once I do that, it'll navigate me back here to this upload history and this is where I can check on the status of my import.

If my file imports successfully, I'm going to get one of two statuses. The first status and the one we hope we all see is this complete status. And that simply means that firstly the file did import and secondly, all the data within the file imported successfully. For instance, if I was, you know, looking at this org import, I had two schools in this import and two schools were created. All the data within that file was created successfully. As soon as I create an org or a user in LaunchPad, that's automatically going to populate in ADAM as well.

As soon as I create my school orgs here, I'm going to see my school orgs set up within ADAM as well. Now I may also see a complete with error status. Now what this indicates is that the file did import. It imported into LaunchPad, but some data within the file did not import

successfully. Now it doesn't mean all data within that file imported or failed to import successfully. You know, this is an example of a student file.

If I imported the student file and I had five students in that file, maybe four out of five of those students did import successfully, but one didn't for some reason. Again, complete with errors does not mean that everything within the file failed to import. It just means something did. But if I see any of my imports that have this status, if I select on that row, it'll bring up this file upload screen, and I can select view errors and this will give me an overview of the errors within the file. And then I can also select to download an error report which will give me information on what specifically within the file failed to import. And I can use that then to correct that data and then re-import to get it into LaunchPad successfully.

OK, so that's the first step, creating orgs either through that roster data, making them one by one, or importing them. Then once my school organizations for my account are created, then I can start creating my users. Again, from the home screen, I've got two options for how I can do that. The first is again, if I go to roster data, this time I'm going to select users. You can see here I can view my students, my non-students and all my users from this one screen. Again, in LaunchPad and ADAM, a user can indicate both a non-student user, so an administrator and it can also indicate a student.

It's an umbrella term for both. But from this user screen, that's where I'm going to actually create my users. I'm going to go to this actions drop down again, I'm going to select create new user. This will take me to the new user screen. I'm going to start by showing how to create a non-student user, so administrator user. I have to include a first name, again indicated with an* That means it's a required field.

I'm going to include a last name and then I can select a primary role. Since I'm an account administrator, I can view all roles here. I can create districts, schools, or test administrators. Let's say I'm going to create a test administrator this time. Then under primary org, this is going to be a drop down and then I'll have to select here to see all of the schools that are underneath my district in my account. If I select this school here, now this user is going to be associated to the school I just selected in primary org for identifier for non-student users for.

My administrator users, Pearson's recommendation is that you make the e-mail associated with that user also be the identifier. So that keeps things nice and simple. Just use the e-mail associated to the user as the identifier as well. And also, we suggest that you keep this use identifier for username toggle button on so that also the username and source ID associated to this non-student user again will all be pulled from that same field and it'll all be associated to that user's e-mail. That keeps things again nice and simple. That's our suggestion.

And then you'll see also here there's automatically a toggle button on that sends welcome e-mail. So as soon as you create this non-student user, LaunchPad will send them their welcome e-mail so they can get their password set up and log into LaunchPad as well. Then I just select

save changes and then I can go back to my user screen, and I can see all my non-student users that I've created here. And I can go through the process again as many times as I need to create my non-student users. Same path to get to creating students. I'll go to actions here, then go to create new user.

And then from here again, I'm going to include a first name. I'm going to include a last name. Those are required. Then if I'm creating my students through roster data through this screen, I'm going to select student as the primary role from that drop down. And then you'll see a couple of things change. Firstly, I get this additional drop down to select their grade.

I'll select from the available grades. Here I'll select grade 4. Again, I have to select under primary org the school that this student is going to be associated to. Again, students should be assigned to a school. I'll select that from my drop down. Since I've already created my school orgs, that was my first step.

Then I'll assign an identifier to the student. This should be whatever the standard identifier used for the student within your organization is. It should be something that can follow the student year over year as well. That's our recommendation. We also recommend that you keep use identifier, excuse me for username toggled on. That way.

Again, you're using that same identifier both for the username and the source ID for the student to keep things nice and simple. And then again, you'll just save changes and repeat that process as many times as you need to create your students. And that's the path to create students through this roster data option. If you don't have very many users, so if you just have a handful of administrators that you need to create, if you don't have that many students you need to create, this is a good option. Again, you can only create 1 user at a time, but there's not too many fields to fill out. It's still can go pretty quickly.

However, you also do have the option to create users through the data import process. I'll show that as well. Again, we're going back to data import. We've been here before for orgs. I'm going to go again to upload file. This will get the file upload pop up window open here.

Then under file type, this time I'm going to start with selecting non-student users. I'm going to create my administrator users again, school year 25/26. I do have to select a role, so I can only create users of one role type at a time. If I'm going to be creating district, school, and test administrators, I'm going to have to have three separate files to create them to create all those users. I'll just do test administrator just for the example here again, I select my district associated to my account from that drop down here there's a toggle button that again, if I create these users and they import successfully, they'll also automatically be sent their welcome e-mail from LaunchPad. So, it's a nice feature.

Then I can download the template CSV for this user type. This again is my, I'm going to, you know, for example, here my test administrators. There's also again a specifications document

that you can reference that goes along with this file, just like I showed earlier for orgs. Then once I've downloaded the template to my device, I can go start filling it out. Here's an example of what a non-student template looks like. Starting in column A sourced ID, we again recommend for non-student users, those administrator users that sourced ID which is column A, username, which is column C, identifier column F and e-mail column G We recommend again that you keep that all the same value.

Just use the e-mail for all those fields. Column B is called sourced org sourced IDs. That's going to be the school ID that this user's going to be associated to. Then column D, first name, column E last name, and then finally column H status. Again, set that to active and that's it. You again, you can create as many users as you need to through this process.

Just keeping in mind you have to have a separate file for each role type, and then you'll just go back here. When you filled out your file, you'll choose it from your device and then upload. It'll take you back to this upload history screen where you can check on the status of that file. Very similar for students. Going back to file upload again. This time I'm going to select students from for the file type again, I've got test district selected, school year selected, download the CSV.

I've got a CSV I've already filled out here as well for an example. This is a student file starting with column A status, set that to active column B, unique student identifier. That's going to be the student ID, Column C first name, column D last name, middle name, not required. Column F grades. You need to put their grade in here. Column G school source ID, that's going to be the source ID for the school.

You've already created those orgs first, right? If you're following the steps, then column H birthdate, column I sex and then lastly column J and K are optional fields for an indicating the student has an IEP or 504. And again, you can create as many students as you need to through this process. If you import the file successfully, then all those students will be created in LaunchPad and they'll automatically be populated in Adam as well. Once we've created our organizations, our schools, once we've created our non-student users, once we've created our student users, that's the majority of the work that needs to be done in LaunchPad. Again, that's basically it now because when you create those again in LaunchPad, because LaunchPad is the rostering platform, it'll automatically populate all of those users, all of those organizations in ADAM. When it's time to go to ADAM to start actually getting students assigned to tests and get them ready to test, then that's already been done.

When any user of any role type, so whether you're an account administrator or a test administrator, when it's time for you to log into ADAM. So that's our assessment delivery and test management platform. You'll use LaunchPad as your single sign on. When they log into LaunchPad from the home screen, they'll just select the ADAM tile or ADAM button and that will log them into ADAM. Let's go to ADAM now. So again, I have already, for this account, created organizations, we've created our administrator non- student users, we've created our students.

That's done in LaunchPad. So now we're set up and ready to go to begin assigning tests to students and begin that process in ADAM. That's what we're going to show next. All of this work that I'm going to be showing to get students assigned to test, to get them in testing groups, Proctor groups, and also to track their progress through what we call the Proctor dashboard. All of that is going to be in student assignments. Once you're in ADAM, you'll be on the home screen first. You'll go to the left side menu, select Student Assignments.

When you first log in to start assigning students to test, you won't see anything populate. Below you see, I've got things loading because I already have some, I've already got some examples set up here. But when you first log in, you won't see anything there. What you will see is this button to assign students. This is where you're actually going to assign students to a test battery. We're going to select that.

Do keep in mind, if you are a test administrator, test administrators do not have permission with their role to assign students to test. They do have permission to create Proctor groups once students are assigned. But again, keeping in mind not every single role type is going to have access to do this particular task here, which is assigning students to tests. All right, so in the student assignment screen, the first thing I'm going to do is select a battery from the drop down. Batteries, again, are based on grade band, so grades one through two all the way through nine through twelve, and also you'll see first and second assignment. MODEL Online is typically given to students twice a year.

The first time a student is going to be assessed with MODEL Online, they're going to be their first administration. That's what we're going to select. I'm going to use grade 6 for all my sixth through eighth excuse me for all my examples today. Again, this test battery for grades six through eight; first administration includes all four domain tests, listening, reading, speaking, and writing. Below here you'll see form assign for listening and reading. There's only a single form.

There are multiple sets for speaking and multiple tasks for writing. It defaults to set one and task one. I'm going to leave that as is. Then we're going to select to continue. We've selected our test battery, we've got our forms assigned, and now we're going to actually start adding students or assigning students to this battery. You're going to see here only your students that are eligible to test based on that grade band.

In this grade cluster. In this case, again, it's only going to be grade 6 through 8 students because that's the cluster I selected. I can either select every student on a given screen. That's twenty-five students at a time by selecting under student name, or I can just select individual students that I want to assign. Do keep in mind that there may be multiple pages of students depending on how many students you have at your organization. At the bottom of this screen, you're going to see two things.

You're going to see. First of all, the number of WIDA MODEL licenses that you currently have available for your account. And then secondly, you're going to see the number of students that you've selected to be assigned to this test battery. Do keep in mind for those who have a larger number of students, only one hundred students can be assigned at a given time. If you have more than one hundred students, you're assigning to a battery of tests. Just keep in mind you might have to repeat this process to get all the students assigned, and again if it's more than one hundred.

Again, I'll select as many students as I need to get assigned here, and then I'll select save assignment. I won't do that because I already have a number of times. But what will then happen is once you select save assignment, you're going to start to see your batteries and domain test populate in the student assignment screen. You'll see here it always starts with the lowest grade cluster. It always starts with grades one through 2 and it always starts with the first administration. And then if you do a second administration of the test, it'll show that next if you're assigning students again for that second administration.

You'll see firstly the test, the battery, excuse me, the battery listed at the top, and then the four domain tests below that. I'm going to use grades six through eight as my example, like I said. Here's grades six through eight. Again, within this battery, I've got my four domain tests listed here, and I can see the students that have been assigned. I've assigned my students to this test, to this battery of tests. And now that I've got my students assigned to the test, I can begin the process of creating Proctor groups for these students.

Proctor groups in ADAM are just groups of students that will be tested for the same domain test. Now, Proctor groups are very flexible. I'll explain how in just a minute. But when I'm ready to create my Proctor groups, the easiest path to get there is go to a given domain test. The groups are set up by domain. I'm going to use speaking as my example, I'm going to select this actions or ellipsis menu for this one, then select Proctor.

This will take me to the Proctor group screen. This is where I begin my process of creating my testing or my Proctor groups. I've already got some listed here because I've already created a few. You'll see first when you create any groups that your students will be unassigned. That simply means they haven't been added to a Proctor group yet. Students do need to be added to a Proctor group before they can test, because when they're assigned to a Proctor group, they're assigned the credentials that they'll need to log into TestNav, which is the application where students actually will take their MODEL Online tests.

When I'm ready to start creating my Proctor groups again, this is for the Speaking domain test. In this example, I'm going to select Create Group. This will take me to the configuration screen for Proctor groups. I'll name my group whatever I please. If I have options to view across multiple districts and schools, I can't. I will need to select from these drop-down menus.

If you only have access to a single organization, you'll see those just automatically get populated. And at the bottom of the Proctor group creation screen, you're going to see this option to add students. This plus button. This will open up the Add student screen and when you're first assigning students, you'll see them in this Not started status on a given student. Again, you'll go through and select under actions this add button. This adds the student to this testing group, and I'll do that for as many students as I need to.

Then select close here and then I can see here a list of all the students I've added to this group. I can also remove students if I need to. I can add additional students at a later time if I need to as well. Now what I want to say about the flexibility of proctoring groups is that what Proctor groups do not require you to do, I'm going to start with what they don't require you to do. They don't require you to test the students at the same time. So just because students are in a Proctor group does not mean they all have to be tested simultaneously.

They also don't have to be tested together, right? They don't have to be in the same location. What I know some organizations that use WIDA MODEL have done is they'll just add every single student to a single Proctor group. That way they get their assigned credentials for TestNav, but on the day of testing they'll distribute out the printed test cards which have the student credentials on them as they see fit. So, the students will be tested by whoever they're supposed to be proctored by. You can set up your Proctor groups ahead of time to indicate you know who, who will be grouped and who will be proctoring, right? You could do that by class for instance, right? Like all these students, they are in the class together. They're going to be, you know, proctored together.

These students are in a small group together. They're going to be proctored as a small group together. You can do that as well. It's up to you, but it's flexible in that again, students within a Proctor group do not have to be tested at the same time. They don't have to be tested concurrently, and they also don't have to be tested in the same location again. It provides that flexibility because all the students need to test are their credentials and a device with TestNav.

I'll create as many Proctor groups as I determine that I need. When I'm done adding students to Proctor groups, I'll simply select submit. That'll take me back to the configuration or sorry, the Proctor group screen. And then I'll be able to view all the Proctor groups that I've created here in this list below. Once a student's assigned to a Proctor group, they're going to be assigned the credentials they need to log into TestNav and they'll be assigned to print a test card. I'll show you where to get to those test cards.

I'm going to go back to student assignments again where we were earlier. This time on a given domain test, instead of selecting to Proctor, I'm going to select print cards. So again, the test cards will have the credentials the students need in order to be able to log into their test and TestNav. All right, we're going to go to grade 6 through 8 again, we'll stick with speaking. I will also say related to Proctor groups, the domain test for speaking in MODEL Online is

administered one-on-one to the student. Students do not have to be added to a single Proctor group in order for that to happen.

Again, the flexibility of Proctor groups in ADAM allows students to be tested whenever they need to. You can add all your students for speaking to a single Proctor group if you want, and then they can be administered one-on-one whenever the time comes, right? Whenever you're able to. All right, on a given domain test in student assignments, I'm going to select this action ellipsis. menu again. This time I'm going to select print cards. Once I select print cards, this should bring up a screen that shows me all the Proctor groups I've created.

I'm just going to select one for an example, then select print cards so opens up a new tab. Within this new tab, I'll be able to see the printed test cards and the associated credentials that the students will need to log into ADAM. I'm sorry into TestNav for their test so I'm going to call those out here in just a moment. As soon as this loads up, here we go. All right, so this is where you can print the test cards. There are options for how you can select your layout for how they're printed.

But what I want to call out here specifically, are the three credentials the student gets when they're assigned to a Proctor group that they used to log into TestNav. Firstly, is a test code so that's the first credential TestNav is going to ask the student for, then their last name, that's the second credential and then thirdly, this randomly assigned login ID again that gets assigned when the student is added to a Proctor group. So those are the three credentials the students need. Once they have the printed test card and their credentials, and they have a device with TestNav, they can begin testing at any time. Now, in order to monitor testing, this is the last thing I'm going to show you. I'm going to go back to Proctor.

So from this given domain test for speaking, I'm going to select Proctor again, then from the Proctor screen, this time on a given Proctor group I'm going to use this first group in the list under actions here I if I select Proctor, this is going to open up what's called the Proctor dashboard. The Proctor dashboard is used both for monitoring the students as they're moving through the test. And this will also be how you will be able to perform some needed actions on the student's test status depending on how the student is progressing in the test. So, I'm going to walk through that in just a moment. All right, so what you'll see here on the Proctor dashboard is most importantly your student list. There is this information icon.

If you hover over, you'll be able to see all the information associated to this Proctor group. But in this student section here at the bottom of the screen before students begin to test, you're going to see them all in this not started status. Once they have their printed test cards with their credentials and once, they log in to TestNav, then you're going to start to see your students move into this in progress status. So that means they've logged in; their session has begun. You can monitor their test progress as well. You can see when they started, once they began their test, you'll be able to see their item progress, what percentage they've answered.

You'll be able to see the duration, how long they've spent within a given test as well. And as long as they're an in-progress status, you know, that means they're continuing to move through the test. Once they get to the end of their test in TestNav, they'll submit their final answers. Once they submit their final answers in TestNav, then they'll move into this submitted status. So that means that the student has moved through the test and they've submitted their final answers. Once they do that for all domain tests and once the writing score is applied on the writing domain test, then they'll moved on to be scored and reported.

Now, at any time during TestNav, students can exit out of TestNav. When they exit out of TestNav. This could be like, for instance, something as simple as the student needs to go to the bathroom, so they're going to exit out of TestNav. It will save their progress within TestNav, and then you'll see that students in the Proctor dashboard move into this exited test status. So that means they've exited out of TestNav, they're no longer in their session. It did save their place, but they're not in their test session in order to get back into their test when they're ready to resume.

Under the actions column for any student in the exited status, you're going to see this ellipsis menu or action menu and see this option to reseat session. If I select to reseat, that's just ADAM Lingo for resume. If you think reseat, think resume, then if I select that, I'll see the student move into this reseat status. They've been marked to begin again. They can use their same credentials, log back into TestNav, they'll pick up wherever they left off when they exited, and they'll move through the test and then they can submit the test and again, they'll move into that submitted status. That means that the test is complete.

One last thing I'll say about the Proctor dashboard because I want to make sure, we have time for Q&A. The last thing I'll say about the Proctor dashboard is that something that cannot be done in the Proctor dashboard is manually submitting student tests. Student tests can only be submitted in TestNav. If a student fails to submit their final answers within TestNav, you cannot manually submit the test from the Proctor dashboard. You have to manually submit in TestNav or you have to submit the test, I should say, in TestNav, so students can be reseated or resumed if they didn't complete their test. That's an action that you can do in the Proctor dashboard, but you cannot manually submit a student test. That has to be done within the TestNav application.