LaunchPad User Guide

WIDA MODEL Online

Grades 1–12

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Section 1: Overview

This LaunchPad User Guide for WIDA MODEL Online Grades 1–12 explains how to create non-student users (administrators), schools (organizations), and students in the LaunchPad platform. A District Level Organization (Org) is automatically created in LaunchPad for each MODEL Online account and serves as the parent organization to the created schools.

The audience for this guide is account, district and school administrators who have rostering permissions in LaunchPad. Additional platform training and technology documentation is available in the WIDA MODEL Resource Center.

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: Please include First Name, Last Name, Email, Phone Number, Description, and School in the form.

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

- **LaunchPad**: The subject of this guide, LaunchPad, is the login and rostering platform. MODEL Online users log in and add schools, administrator users and students to ADAM via LaunchPad. Once a school, administrator, or student is added to LaunchPad, the information automatically syncs over to ADAM.
- **ADAM**: The WIDA MODEL test management platform. Use ADAM to assign students to tests, add accommodations, download administration materials, proctor test sessions, score the Writing domain test, and view score reports.
- **TestNav**: The student test delivery application. All four MODEL Online language domain tests (Listening, Reading, Speaking, and Writing) are administered using the TestNav application.

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 permission to view and download training materials, create proctor groups, add students to proctor groups, administer the test to students, score student writing responses, and view performance reports. **Assign each user to one administrator role only**; select the role with the highest level of permissions you'd like the user to have.

- **Account Administrator**: The account administrator receives the initial login when 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, as well as progress reports.
- **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 or unassign tests, assign accommodations, or view order history.

Capability	**Account Administrator**	**District Administrator**	**School Administrator**	**Test Administrator**
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 Reports in ADAM	X	X		
Can view Progress Reports in ADAM	X	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	

Capability	Account Administrator	District Administrator	School Administrator	Test Administrator
Can assign student accommodations in ADAM	X	X	X	
Can view Test Licenses and Order History in ADAM	X	X	X	
Can assign and unassign 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 proctor tests via the ADAM proctor dashboard	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 LaunchPad

LaunchPad is where all non-student users (administrators) log in to the test management platform, ADAM. Those designated as school administrators and above also use LaunchPad to create school orgs, add administrator users, and roster students, depending on their role.

Initial Login to LaunchPad

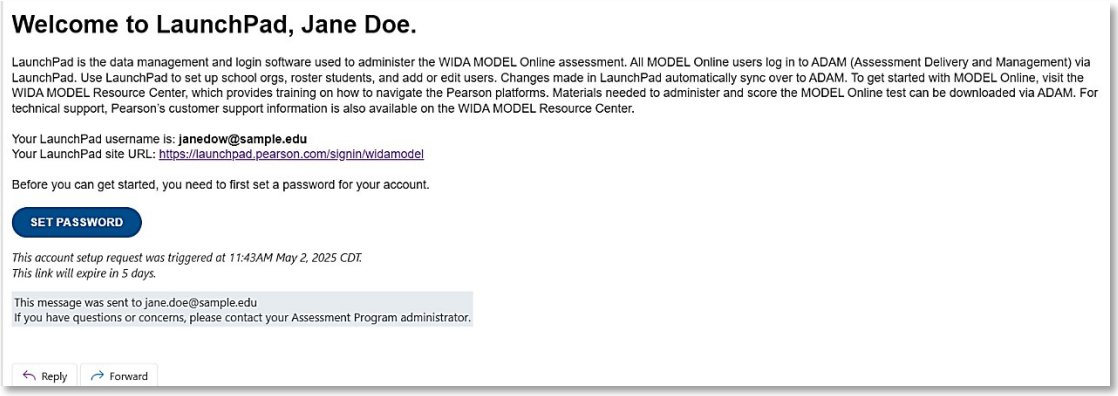
All administrators receive an email from 'Pearson LaunchPad' (noreply@mail.launchpad.pearson.com) with the subject line 'Account information for WIDA MODEL Online'. This email includes instructions to log in to LaunchPad and set a password.

- When a MODEL Online account is created, one account administrator is automatically added to LaunchPad. A welcome email is sent to the account administrator.
- Welcome emails to other users are triggered when an administrator creates a new user in LaunchPad. New users should check spam and confirm with the administrator who added them to LaunchPad if not found.

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**.



Welcome to LaunchPad, Jane Doe.

LaunchPad is the data management and login software used to administer the WIDA MODEL Online assessment. All MODEL Online users log in to ADAM (Assessment Delivery and Management) via LaunchPad. Use LaunchPad to set up school orgs, roster students, and add or edit users. Changes made in LaunchPad automatically sync over to ADAM. To get started with MODEL Online, visit the WIDA MODEL Resource Center, which provides training on how to navigate the Pearson platforms. Materials needed to administer and score the MODEL Online test can be downloaded via ADAM. For technical support, Pearson's customer support information is also available on the WIDA MODEL Resource Center.

Your LaunchPad username is: **janedow@sample.edu**
Your LaunchPad site URL: https://launchpad.pearson.com/signin/widamodel

Before you can get started, you need to first set a password for your account.

SET PASSWORD

This account setup request was triggered at 11:43AM May 2, 2025 CDT.
This link will expire in 5 days.

This message was sent to jane.doe@sample.edu
If you have questions or concerns, please contact your Assessment Program administrator.

Reply Forward

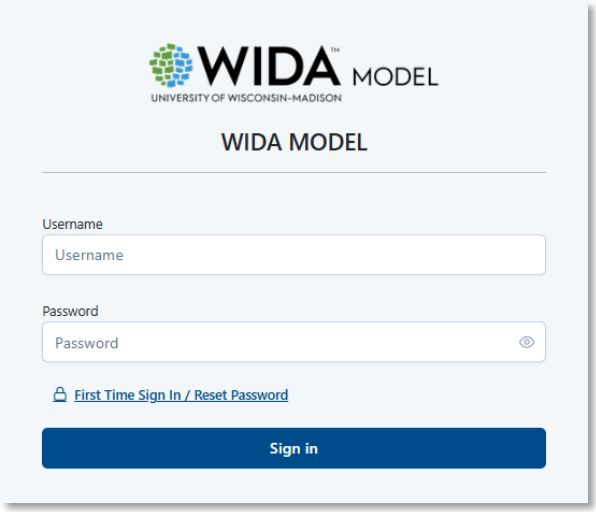
*If it has been more than five days since the email was sent, the Set Password link has expired. Navigate to the LaunchPad login page and select **First Time Sign In / Reset Password**. Enter the LaunchPad username provided in the welcome email and select **Send Email**. This will resend the welcome email. You may also reach out to a higher-level administrator within your account 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 your username and password in a secure location for future reference.
8. When you save the new password, a confirmation message confirms success. Select **Go to Sign In**.

Log In to LaunchPad After Setting Up Password

To access LaunchPad:

1. Navigate to the WIDA MODEL LaunchPad site.



2. Bookmark this page for future use.
3. Enter your Username and Password.
4. Select **Sign in**.
5. Upon successful login, you will be directed to the LaunchPad Dashboard.

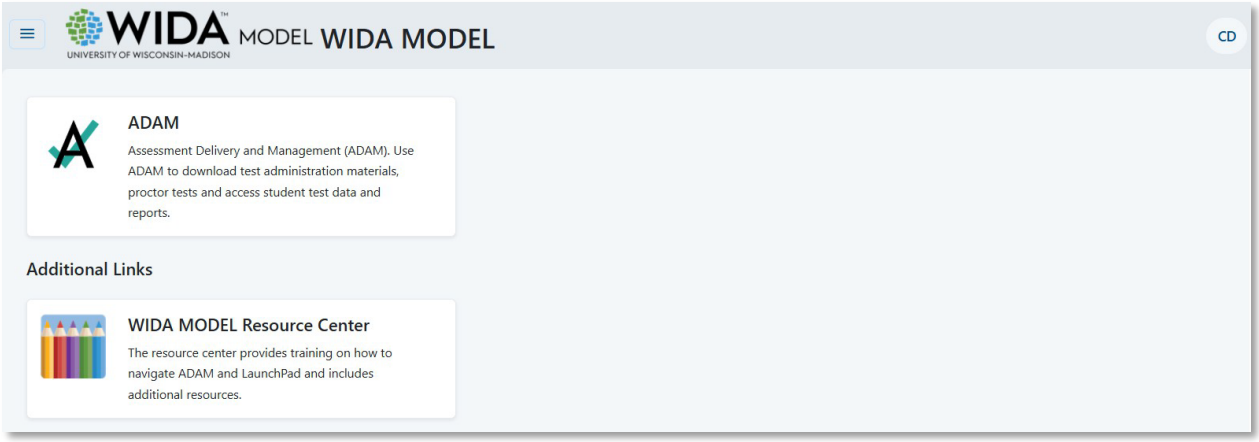
Forgotten Username or Password

- To recover a forgotten username, locate it in the welcome email. If not found, reach out to a higher-level administrator or Pearson customer support.
- To reset a forgotten password, go to the WIDA MODEL LaunchPad login page and select the **Reset Password** link.

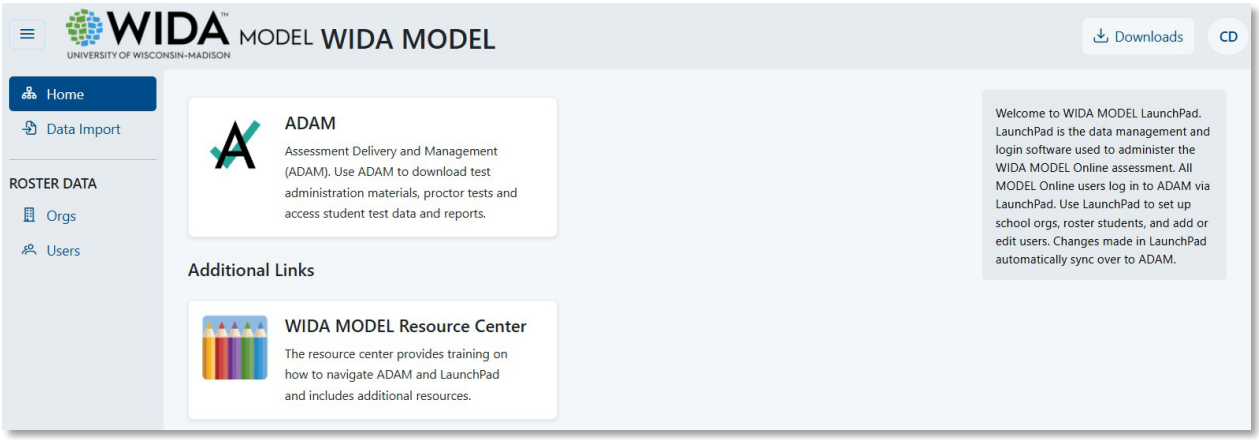
About the LaunchPad Dashboard

The dashboard provides links to:

- ADAM, the WIDA MODEL Online test management platform.
- The WIDA MODEL Resource Center.
- Rostering tools to add Orgs and Users via the left-hand navigation menu. (These will not be visible to Test administrators).



Sample Test Administrator Home Page



Sample District Administrator Home Page

Section 2: Add and Manage Organizations

An Organization (Org) refers to a District or School in LaunchPad and ADAM. When a MODEL Online account is created, LaunchPad automatically creates a district-level parent organization for the MODEL Online account. This parent organization is automatically created as a district org in LaunchPad. **This is true even if the MODEL Online account is for a single school**. A school org refers to the school site or facility where students are enrolled. One or more school orgs must be created in LaunchPad. **Students can only be assigned to school level orgs**.

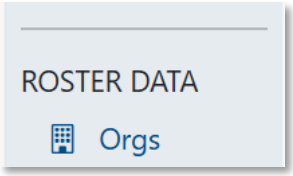
- If the MODEL Online account is for a *district*, create school orgs under the automatically-created parent org in LaunchPad.
- If the MODEL Online account represents a *school*, create a school org under the automatically-created parent org in LaunchPad. Consider using a slightly different name to help visually differentiate between the two org levels (e.g., if your MODEL Online account is called 'Madison Elementary' you could name your school org 'Madison Elementary School').

Account and district administrators can create school organizations nested under the district org. School orgs can be defined as needed, depending on the organization's structure and testing needs. School orgs are used to group students and to assign test administrators and school administrators to particular schools or testing locations. A school org needs to be created in LaunchPad before administrators or students can be assigned to it. Add schools one at a time or in bulk via file upload. All orgs created in LaunchPad automatically sync over to ADAM. Note that once an org is created, **it cannot be edited or deleted** in LaunchPad. If you need to edit an org's name, contact Pearson customer support.

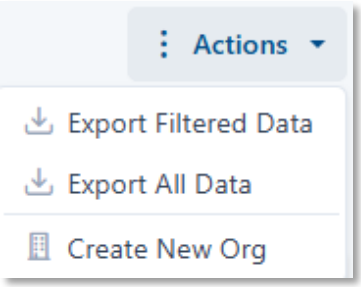
Add School Orgs One at a Time

For one or a small number of schools, create each one at a time.

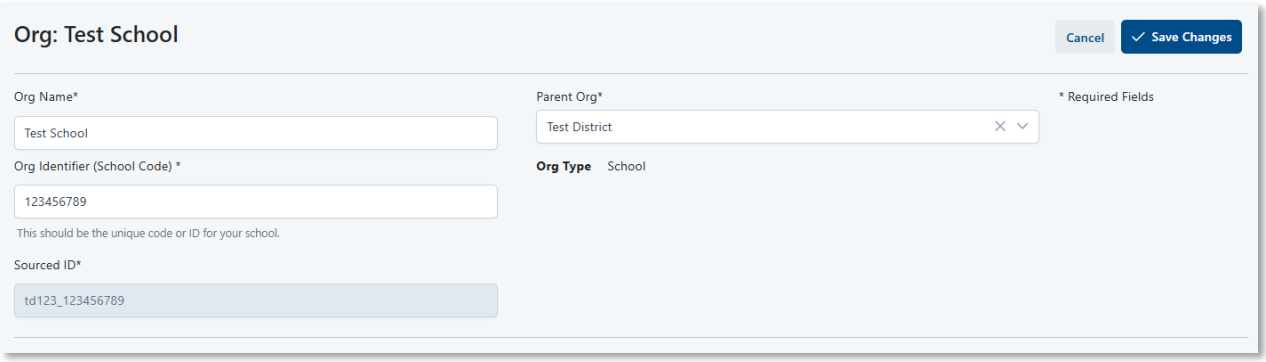
1. Select **Orgs**.



2. Select **Create New Org** from the **Actions** menu.



3. Add the **Org Name**. This will typically be the school name.
4. Select the **Parent Org** (this will be the district level org that was automatically created).
5. Add a unique **Identifier**. Note: This is an org ID that will be used for display purposes. For schools, this is often referred to as the 'School Code.' Any consecutive character combination is supported, though this is generally a numeric value.
6. **Sourced ID** is a system requirement; it is automatically created based on the Identifier and cannot be edited.
7. Select **Save Changes**.
8. Launchpad will automatically assign a prefix prepended to the school org's identifier which is in the form of "MOA-#####_".



Sample Create New Org Page

Add School Orgs via File Upload

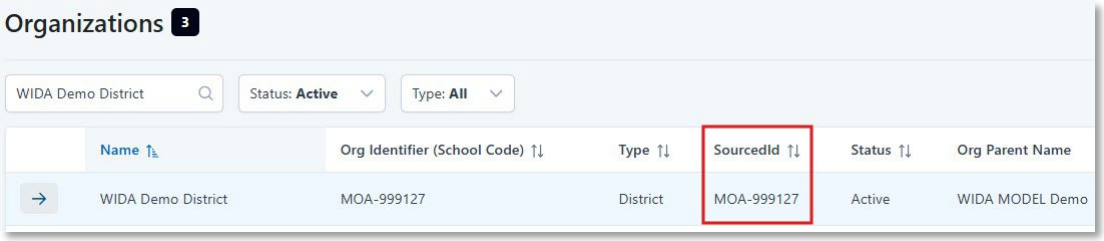
If you have more than a few schools to create, it may be faster to do this with a file upload.

Locate the District Identifier

To complete the file for upload, you will need to know the Sourced ID of the schools' intended parent org (parentSourcedId). The parent org is a district-level org in LaunchPad. Locate this first.

To locate the District Sourced ID:

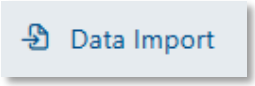
1. Select **Orgs**.
2. Make note of the **Sourced ID** for the district level org.



Download the School Org Template

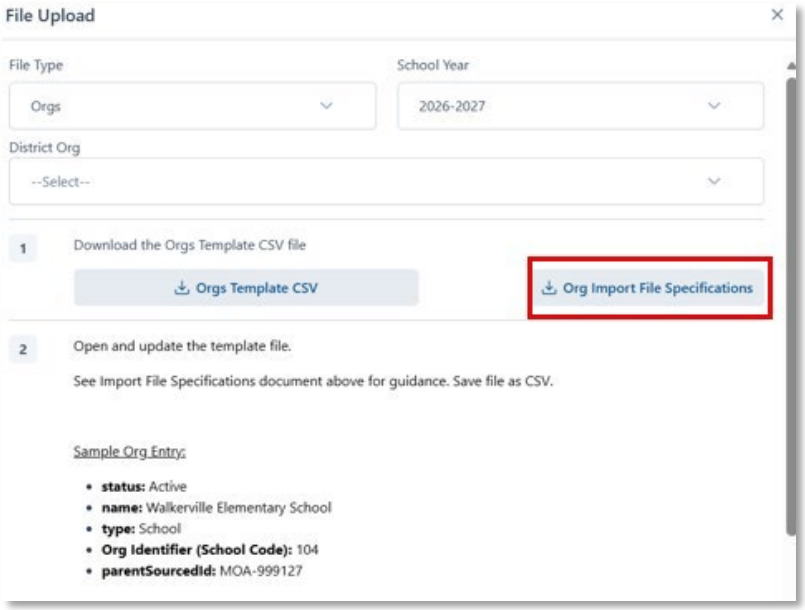
Once you have made note of the district Sourced ID, download the template for the file upload.

1. Select **Data Import**.



2. On the Data Import page, select **Upload File**.
3. Leave **File Type** at the default value of Orgs. You do not need to enter any other information to download the template.
4. Select **Orgs Template CSV** to download the template.

5. On the File Upload page, select **Org File Layout Specifications** to download a guide for filling in the template or reference the Sample Org Entry listed in step 2.



Complete the School Org File

Open the downloaded template in Excel, or another program compatible with CSV format to enter the school information. **Do not make any changes to the first header row** of the template file. Refer to the downloaded specifications document for details on filling out each field.

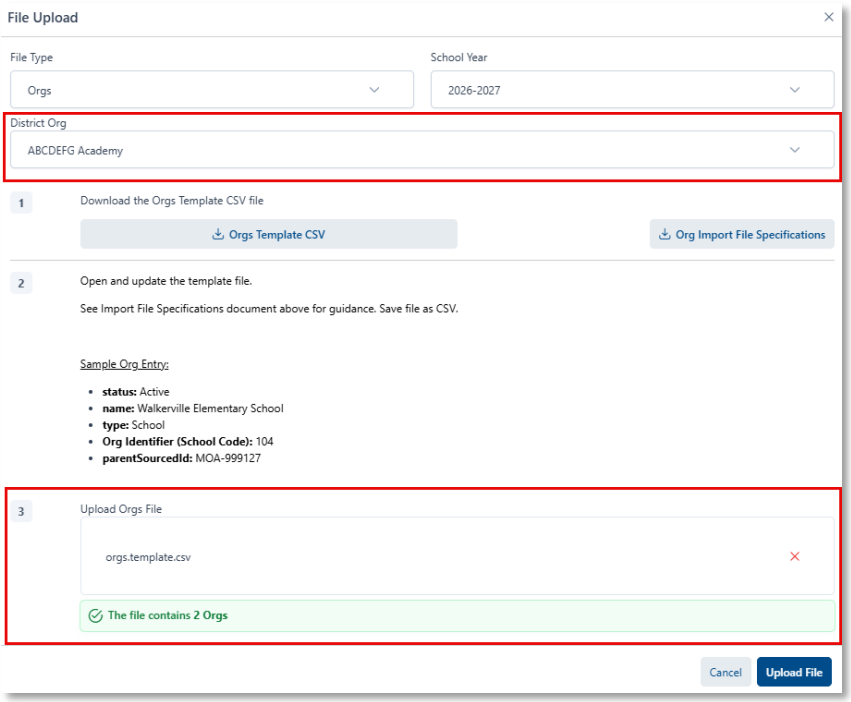
1. Fill in the template, one row per school:
   - **status**: Active.
   - **name**: Enter the school name.
   - **type**: School.
   - **Org Identifier (School Code)**: This is an org ID that will be used for display purposes. For schools, this is often referred to as the 'School Code.' Any consecutive character combination is supported, though this is generally a numeric value.
   - **parentSourcedId**: Enter the district Sourced ID (i.e., parent account Sourced ID). See steps in Locate District Identifier section for how to locate the parentSourcedId.
2. Double-check your entries as school information cannot be edited later.
3. Save the completed file in CSV format.

	A	B	C	D	E
1	status	name	type	Org Identifier (School Code)	parentSourcedId
2	active	Walkerville Elementary	School	104	MOA-999127
3	active	Madison Middle School	School	105	MOA-999127

Sample Upload File

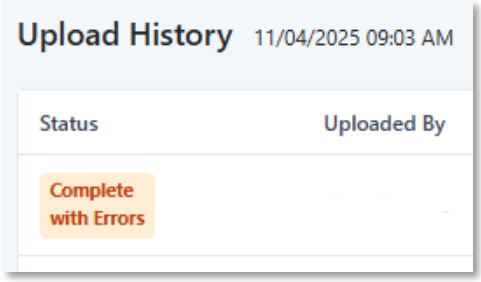
Upload the Org File

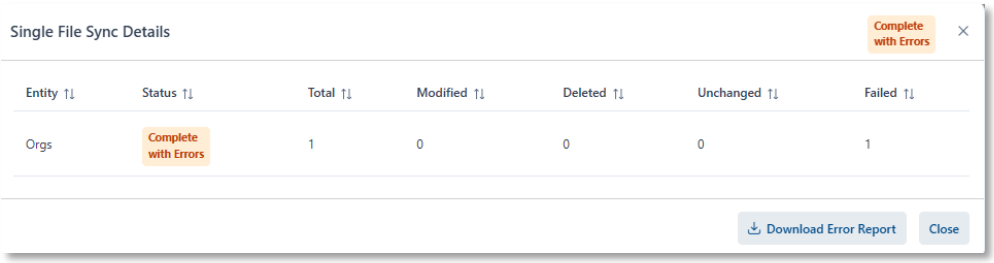
1. Return to the File Upload page. (**Data Import** > **Upload File**)
2. Leave **File Type** at the default value of Orgs.
3. Make sure the current school year is selected as the **School Year**.
4. Under **District Org**, select your district (if your MODEL Online account is for a school, this should be the name of your MODEL Online account).
5. Select **Choose File** in the Upload box (in Step 3 in the window) to select and upload the CSV file you just completed (or drag it into the same box). The dialog box will confirm how many orgs you are trying to upload via the file.
6. Select **Upload File**.
7. The initial status of the file is In Progress. See the Sample File Upload Screen on the next page.



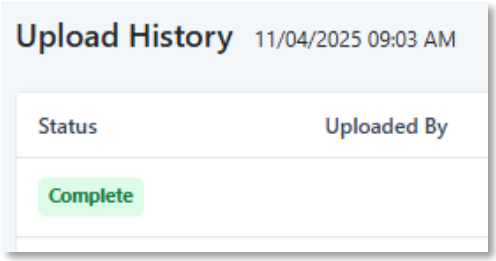
Sample File Upload screen

- If the file finishes loading but has errors, the status is **Complete with Errors**. Select anywhere on that row to open the Single File Sync Details window.
- Select **Download Error Report** to view the specific errors. Make fixes as needed and upload again.

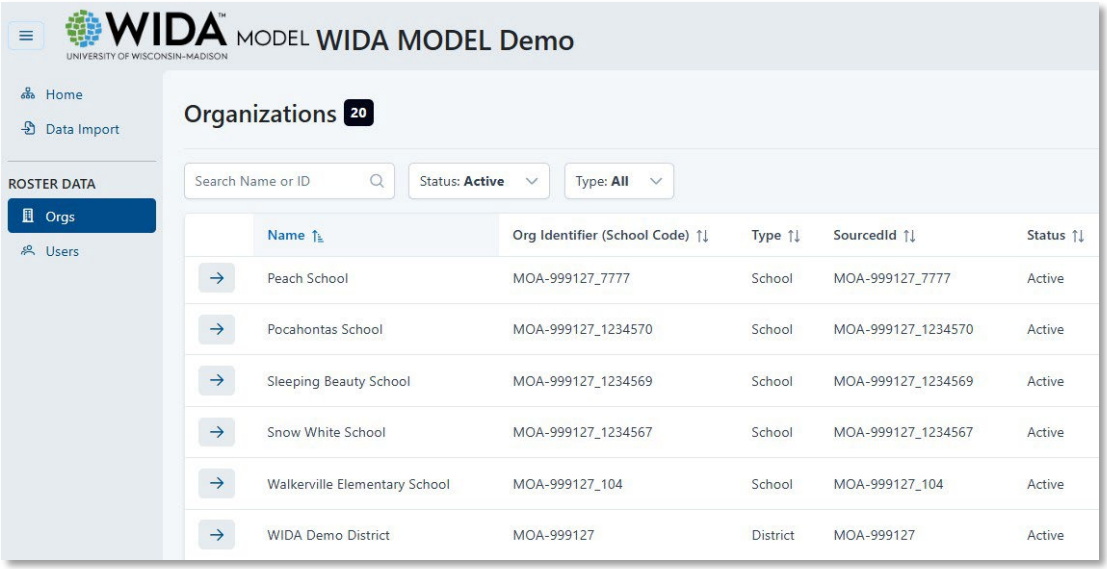




- When the file uploads successfully **with no errors** and the school orgs have been created, you will see a **Complete** status.



8. To view the newly added schools, select **Orgs** to view the list of all orgs.



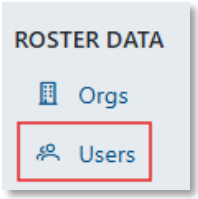
Section 3: Add and Manage Administrators

An account administrator is added automatically when a MODEL Online account is created. District administrators can be added at any time. Once one or more school orgs have been created, school administrators and test administrators can be added and assigned to school orgs as needed. **Assign each user to one administrator role only**; select the role with the highest level of permissions you'd like the user to have. For example, district administrators can perform all the same tasks that test administrators do, and more.

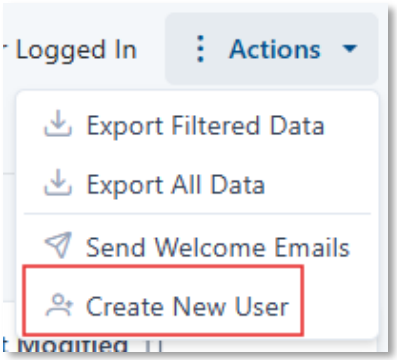
Add Administrators One at a Time

A new, non-student user can be added as a district administrator, school administrator, or test administrator.

1. Select **Users**.



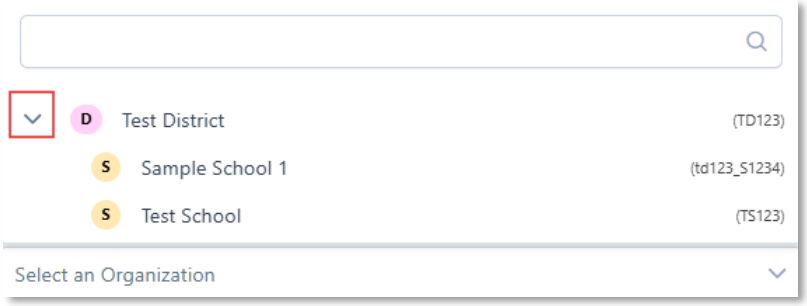
2. Confirm the user has not already been created: select the **Non-Students** tab, then search and filter as needed to view existing users.
3. In the **Actions** menu, select **Create New User**.



4. Enter details in the required fields:
    - **First Name, Last Name**
    - **Primary Role**: Select **one** of the following*:
        - District Administrator: Must be assigned to a district (parent) org.
        - School Administrator: Must be assigned to a school org.
        - Test Administrator: Must be assigned to a school org.

*If the user has a role in multiple schools, just pick one to start, and then reference the next section, *Add an Administrator to Multiple Organizations*, on how to edit the profile to add additional schools once the user is created.

- **Primary Org**: Select the district or school org, depending on user role. To see school orgs under the district/parent org select the dropdown button.



- **Identifier**: While any consecutive character combination is supported, this should be the user's school-issued email address. Leave **Use Identifier for Username** toggled on so this additional field is populated automatically.
- **Username**: This should be the same value as **Identifier**.
- **Sourced ID**: Sourced ID is a system requirement; it is automatically created based on the Identifier and cannot be edited.
- **Email**: List the same email used for the Identifier.
- **Send Welcome Email After User Creation**: Keep this toggled on if you would like the user to receive a Welcome email as soon as their profile has been created.

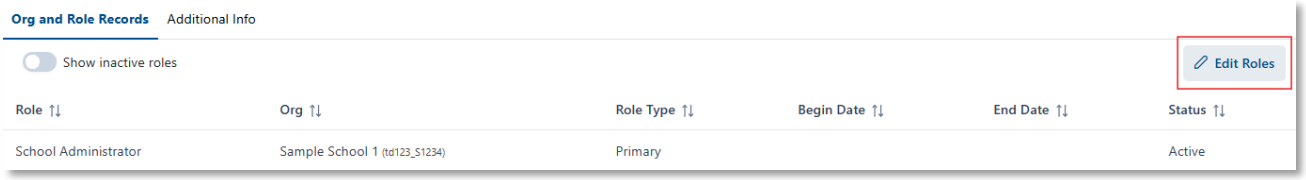
5. Select **Save Changes**. A confirmation message indicates the user is added.

Add an Administrator to Multiple Organizations

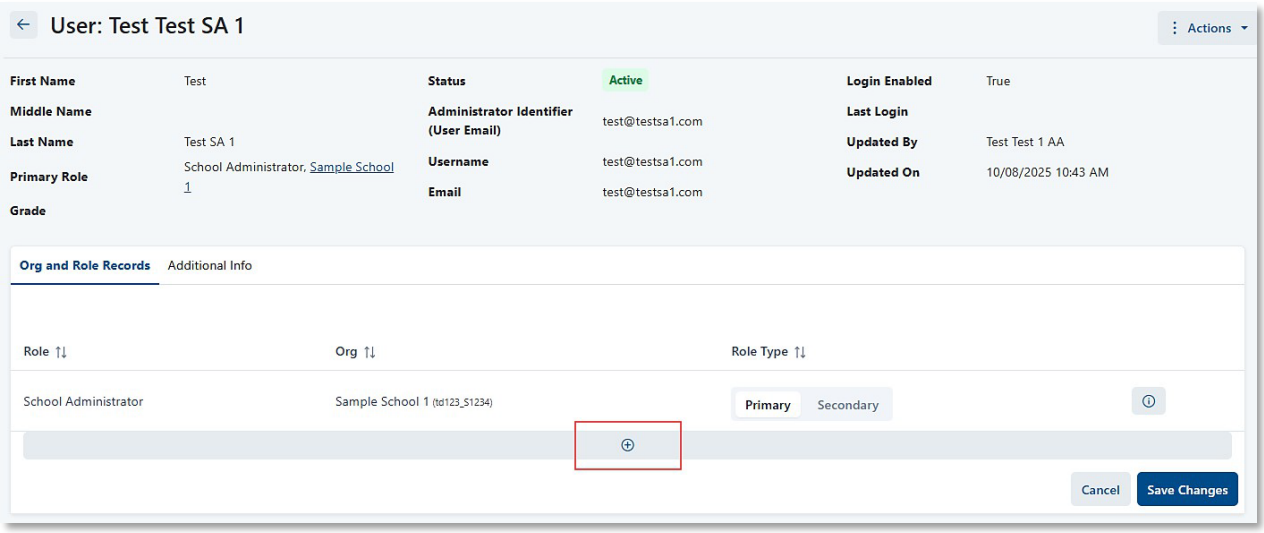
If an administrator will be adding students, assigning tests, and viewing progress reports for all schools in the district, give them a district administrator role, and assign them to the district-level org. This will give them the ability to perform test management tasks for all schools under the district. However, if the user will have this role at only some schools, make them a school administrator at each applicable school. A test administrator may also be assigned to multiple schools. In LaunchPad, orgs are assigned as primary or secondary. In ADAM, there is no distinction between primary or secondary orgs; org selection menus display all schools assigned to the user, so the user experience will be unaffected by which school is assigned primary in LaunchPad. **Only assign each user one role,** as higher-level roles can perform all of the same functions as lower-level roles in ADAM. For example, a school administrator can perform all of the same functions as a test administrator, but school administrators have additional permissions that test administrators do not have.

To assign an administrator to multiple schools:

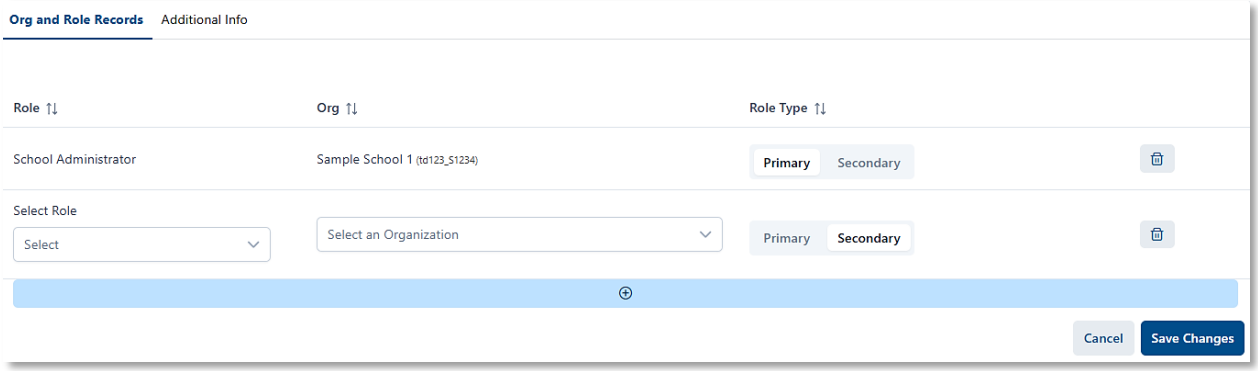
1. Create the school administrator or test administrator as described above, choosing one of the schools they will be assigned to. Schools can be added in any order.
2. Select **Users**.
3. In the **Non-Students** tab, locate the user using the filters and search box as needed.
4. Select the pencil icon to edit the user record.
5. Select **Edit Roles**.

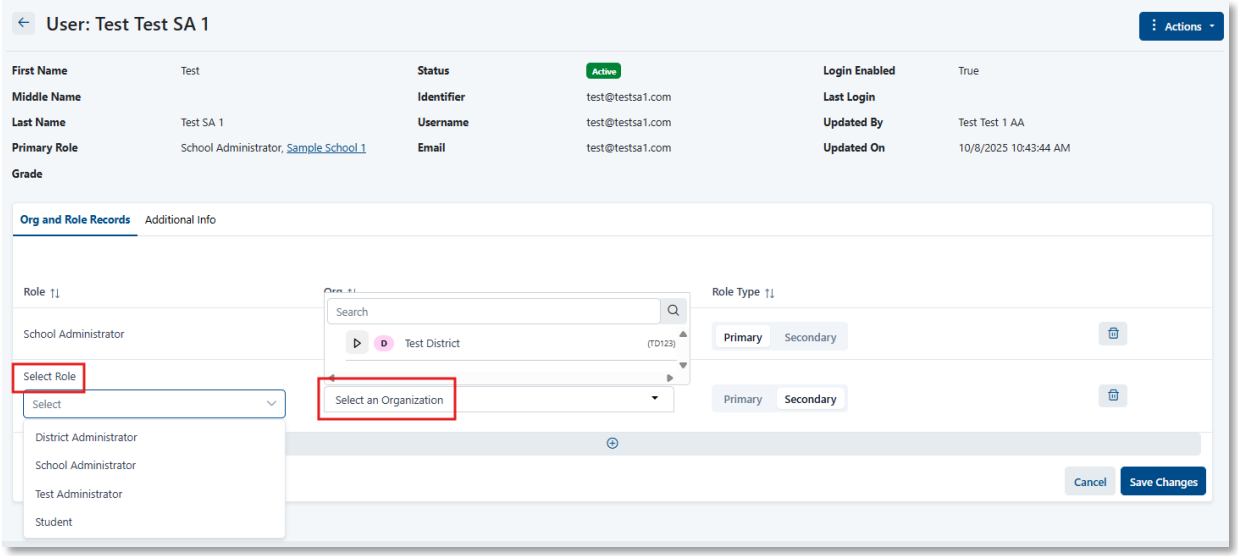


6. Select **+** (**Add**) icon to add a role for an additional school.



Reminder: Only assign one role type to each MODEL user. If a user is assigned both a test administrator role and a school administrator role, they will default to having school administrator-level permissions in ADAM.





7. Select **Save Changes**.
8. Roles for additional school organizations can be added as needed, following the same steps as above.

Import Administrators via File Upload

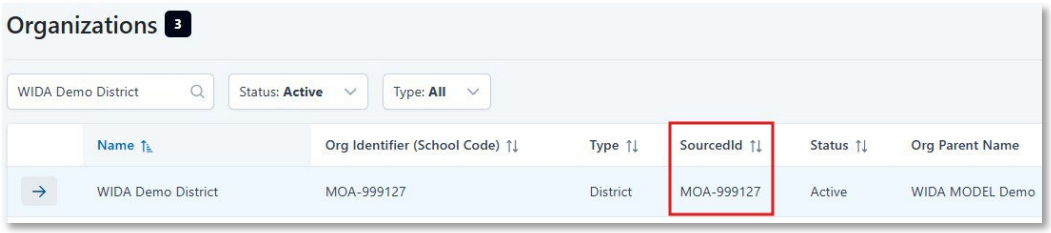
Use the LaunchPad Data Import process to add several new administrators of the same user role at once. Repeat as needed for other administrator roles.

Locate the Org Identifier for Each Administrator

To complete the file for upload, you will need to know the Sourced ID of each Org you intend to add users to (orgSourcedIds). Locate these first.

To locate the Org Sourced IDs:

1. Select **Orgs**.
2. Make note of the **Sourced ID*** for each org (district or school) that an administrator will be assigned to.

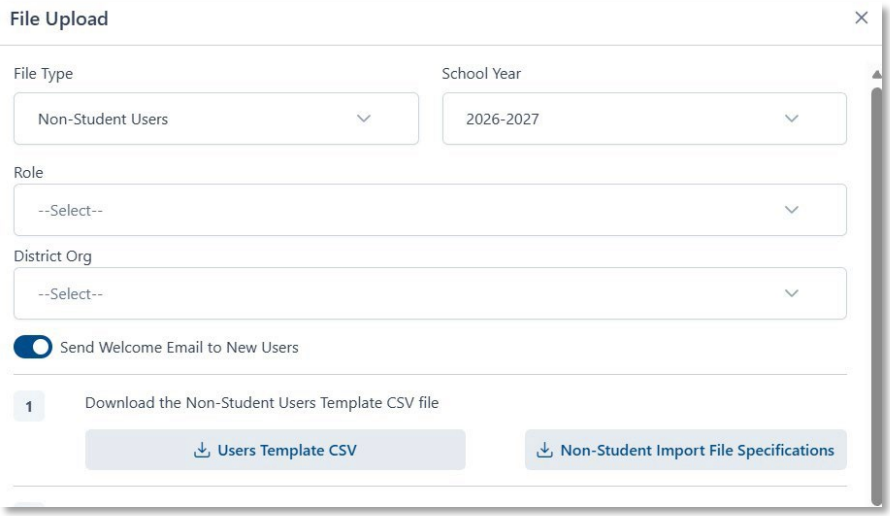


3. If there is just one (or a few) orgs, copy and paste the identifiers from the list. You can also export a file: in the **Actions** menu, select **Export All Data**.

Download the Administrator Template

The next step is to download the template file.

1. Select **Data Import**.
2. Select **Upload File** to open the File Upload window.
3. Select Non-Student Users from **File Type**. You do not need to enter any other information to download the template.
4. Select **School Year** and select the current school year.
5. Select which type of administrators you would like to upload by selecting **Role** - district administrators, school administrators or test administrators.
6. Select **District Org** to select your district (if your MODEL Online account is for a school, this should be the name of your MODEL Online account).
7. Keep **Send Welcome Email to New Users** toggled on.
8. Select **Users Template CSV**. The template downloads to your computer.
9. Select **Non-Student File Layout Specifications** to download details on filling out the file. You can also see a sample entry on screen, under Step 2.



Complete the Administrator File

Use the downloaded template to enter user information. **Do not make any changes to the first header row** of the template file. Refer to the downloaded specifications document for details on filling out each field. Only one role type can be created at a time, so you may need to repeat the process.

1. Fill in the template, one row per user:
   - **orgSourcedIds**: Sourced IDs for the orgs you would like to assign the user to (school or district depending on role). See steps above for how to locate Org Sourced IDs.
   - **username**: This will be used for login purposes and can be set to the user's email address.
   - **firstName**: User's first name.
   - **lastName**: User's last name.
   - **Administrator Identifier (User Email)**: Recognizable ID for the user. This should be the same value as the username and is typically the user's school-issued email address.
   - **email**: This should be the user's school-issued email address.
   - **status**: Choose Active or leave blank (optional; will default to Active if left blank). If Inactive is entered, the user will be deleted.
2. Save the completed file in CSV format.

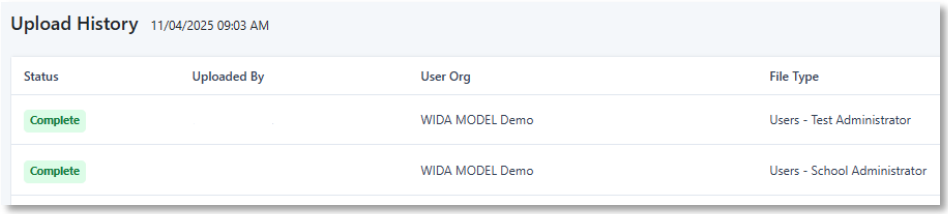
	A	B	C	D	E	F	G
1	orgSourcedIds	username	firstName	lastName	Administrator Identifier (User Email)	email	status
2	MOA-999127_104	valarie.frizzle@walkerville.edu	Valarie	Frizzle	valarie.frizzle@walkerville.edu	valarie.frizzle@walkerville.edu	active

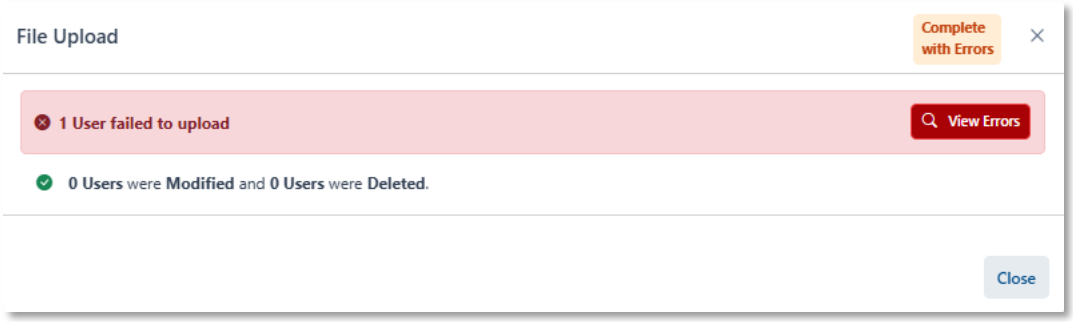
Sample Upload File

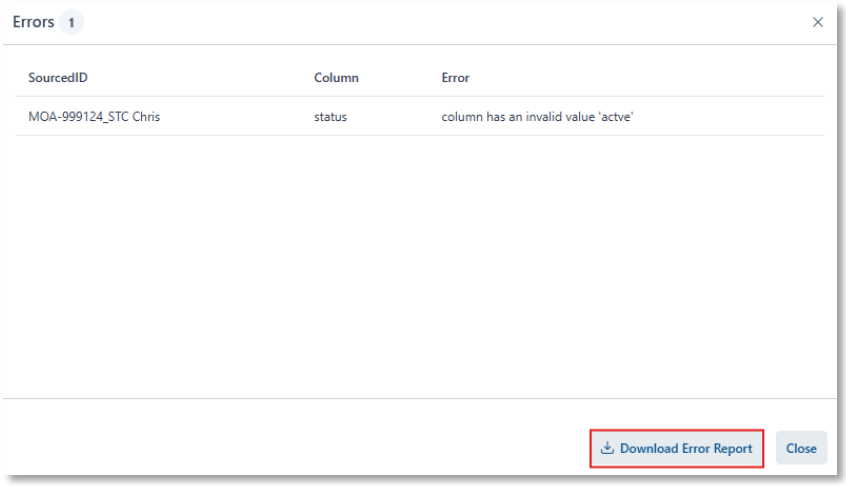
Upload the Administrator File

Once the file is prepared, upload it.

1. Return to the Upload File window. (**Data Import** > **Upload File**).
2. Select Non-Student Users under **File Type**.
3. Select the current school year under **School Year**.
4. Select the desired role under **Role**.
5. Select your district under **District Org**. If your MODEL Online account is for a school, this should be the name of your MODEL Online account.
6. Keep **Send Welcome Email to New Users** toggled on if you would like the new users to receive a Welcome email as soon as they have been uploaded to LaunchPad.
7. Select **Choose File** in the Upload box (in Step 3 in the window) to select and upload the CSV file you just completed (or drag it into the same area). The dialog box will confirm how many users you are trying to upload via the file.
8. Select **Upload File**.
9. The initial status of the file is In Progress.
   - If the file finishes trying to load but has errors, the status is **Complete with Errors**. Select anywhere on that row to open the File Upload window. Select **View Errors** to view additional information and select **Download Error Report** to view the specific errors. Make fixes as needed and upload again until the status is Complete, reach out to Pearson Customer support if assistance is needed.







10. Repeat the process as needed for other administrator types.

Send Welcome Emails

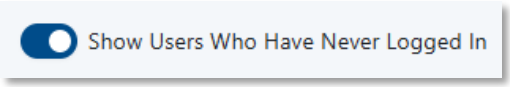
If 'Send Welcome Email' is toggled on when new users are created, each administrator automatically receives a welcome email when they are added to LaunchPad. Before automated emails are sent to users with their new user information, consider sending an internal communication letting participants know the email is coming, so they do not think it is spam. Let them know that the **Set Password** link will expire five days from when the email is sent.

The email received by the user provides their username and a link to set their password. The **Set Password** link is active for five days, after which time a new welcome email must be sent. If you need to manually send or resend a welcome email to one or multiple users, both methods are described below.

Send Welcome Email to Multiple Users

To send emails to multiple users:

1. Select **Users**.
2. Select the **Non-Students** tab.
3. In the **Role** menu, select the role(s) of the users to include.
4. Select **Save**.
5. If some users have already logged in, filter them out to avoid sending another email.

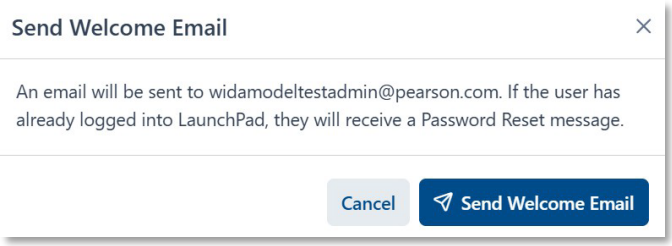


6. In the Actions menu, select **Send Welcome Emails**.
7. In the confirmation pop up window, select **Send Welcome Emails**.

Send a Welcome Email to a Single User

For a new user, or a user whose Set Password link has expired, you can send a new welcome email.

1. Select **Users**.
2. Enter a name to search.
3. In the results list, select the user's name.
4. In the Actions menu, select **Send Welcome Email**.
5. In the confirmation window, select **Send Welcome Email**.



Edit Administrator Information

Administrators may be edited individually as needed.

1. Select **Users**.
2. Select the **Non-Students** tab.
3. Search by name or available filters to locate the user profile.
4. Select **Edit** icon (pencil icon) for the user. To:
   - Edit the role: Select **Edit Roles**, then select **+** (**Add New Role)**. Select the new role and Org. Then delete the original role. Make sure the new role is set as Primary. Then select **Save Changes**.
   - Edit name or email: In the **Actions** menu, select **Edit User Info**. Make edits and then select **Save Changes**.
   - Deactivate an active user: Select **Deactivate User** from the **Actions** menu and confirm. Once deactivated, a user is effectively deleted and can no longer log in.

Section 4: Add and Manage Students

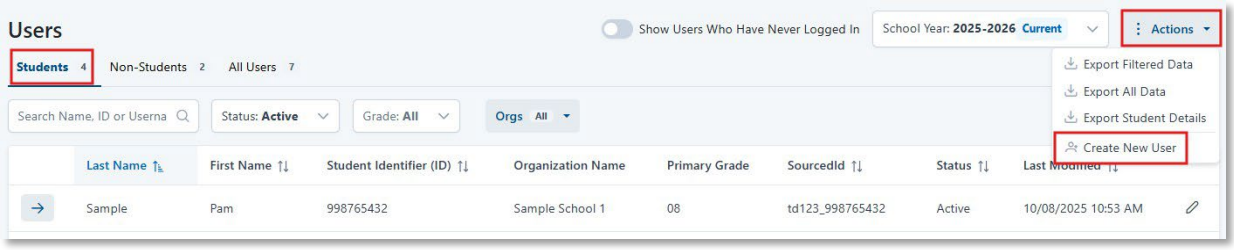
Once one or more school orgs have been created, students may be added. Students may be added one at a time or in bulk via a file upload.

Reminder: If you are an administrator with permissions for multiple orgs (districts or schools), it is your responsibility to ensure that students are rostered to, assigned tests at, and added to proctor groups at the correct org within the system. Before assigning tests to students, confirm student information, including grade, is up to date in LaunchPad.

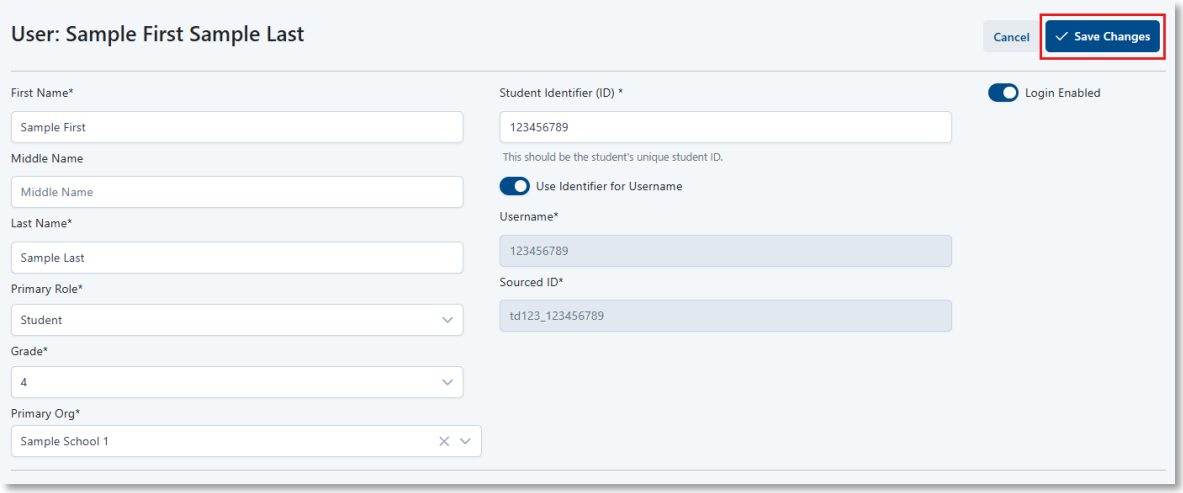
Add Students One at a Time

If you have a small number of students to add, add them one at a time rather than uploading a file.

1. Select **Users**.
2. Select **Students**.
3. In the **Actions** menu, select **Create New User**.



4. Enter student details:
   - **First Name**: Student's first name.
   - **Middle Name**: Not required.
   - **Last Name**: Student's last name.
   - **Primary Role**: Student.
   - **Grade**: Valid grades for the MODEL assessment are 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. This should be the actual grade the student is enrolled in during test administration.
   - **Primary Org**: Select the student's school.
   - **Student Identifier (ID)**: Can use State, District or School ID. This ID should be any value that is unique to the student within your MODEL account and that will remain the same year-over-year. This is important so that test history remains associated with the student. **Keep Use Identifier for Username** toggled on.
   - **Username**: Same as Student Identifier.
   - **Sourced ID**: Sourced ID is a system requirement. It is automatically created based on the Identifier and cannot be edited.
   - Scroll down to add optional student information such as Date of Birth, Gender, or IEP or Section 504 classification.
5. Select **Save Changes**.



Import Students via File Upload

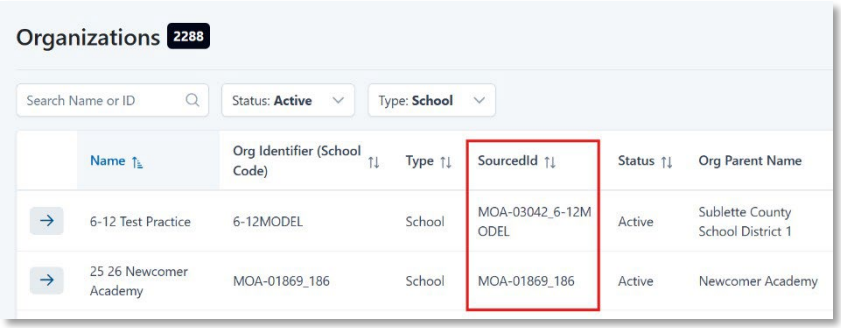
Use the Data Import feature to upload multiple students to LaunchPad at once.

Locate the School Identifier for Each Student

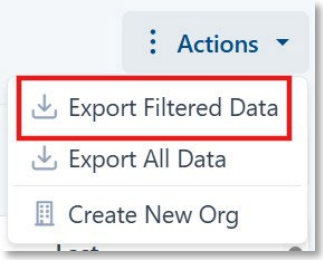
The student file requires the school SourcedID for each student you will add. Locate these first.

To locate the identifier:

1. Select **Orgs**.
2. For **Type**, select School.
3. Make note of the **Sourced ID** for each school that a student will be rostered to. If there are five or fewer schools, copy and paste the sourcedIDs from the list.



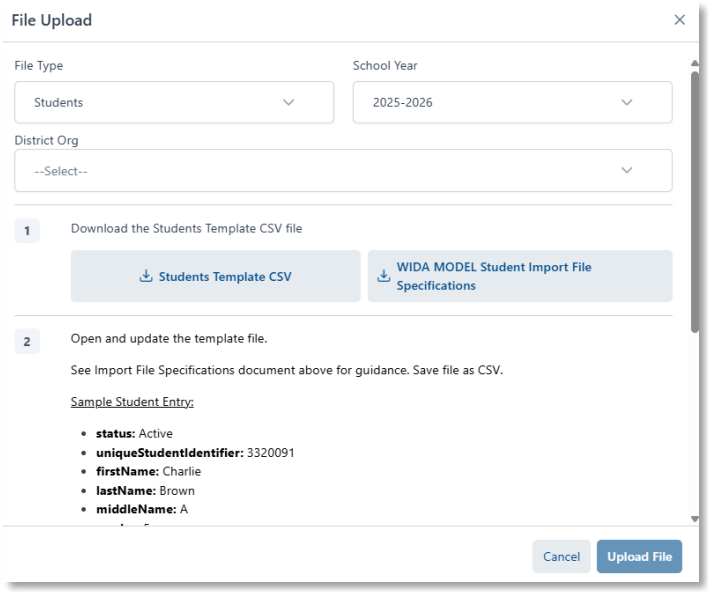
4. You can also export a file: in the **Actions** menu, select **Export Filtered Data**.



Download the Student Template

The next step is to download the template.

1. Select **Data Import**.
2. Select **Upload File** to open the File Upload window.
3. Select Students as the **File Type**. You do not need to enter any other information to download the template.
4. Select **Students Template CSV** to download the template file.
5. Select **Student File Layout Specifications** to download details on filling out the file. You can also see a sample entry on screen, under Step 2.



Complete the Student File

Use the downloaded template to enter student information. **Do not change anything in the header row of the template file.** All column headers are required, but not all fields are required. Some fields are optional and may be left blank.

Complete the spreadsheet with the required values. Refer to the *Student File Layout Specifications* for additional details.

1. Fill in the template, one row per student:
   - **status**: Active (optional; defaults to Active if left blank).
   - **uniqueStudentIdentifier***: This ID should be any value that is unique to the student within your MODEL account and that will remain the same year-over-year. This is important so that test history remains associated with the student.
     i. **Note**: When students are uploaded, LaunchPad will automatically assign a prefix in the form of “MOA-##### to the Identifier to create the Sourced ID.

Sourced ID is a system requirement and is automatically created based on the Identifier. It cannot be edited.

- **firstName***: Student's first name.
- **lastName***: Student's last name.
- **middleName**: Student's middle name.
- **grades***: Select the student's grade level. This should be the grade the student is enrolled in during test administration.
- **schoolSourcedId***: Sourced ID for the school org you would like to add students to. See steps above for how to locate school org Sourced IDs.
- **birthDate**: XX/XX/XXXX
- **sex**: Male / Female / Blank
- **metadata.iep**: IEP status. Does the student have an Individualized Education Program (IEP). Y / N / Blank
- **metadata.section504**: 504 Plan status. Does the student have a 504 Plan. Y / N / Blank

*Required fields.

2. Save the completed file in CSV format.

	A	B	C	D	E	F	G	H	I	J	K
1	status	uniqueStudentIdentifier	firstName	lastName	middleName	grades	schoolSourcedId	birthDate	sex	metadata.iep	metadata.section504
2	active	123456789	Fake	Last 1		4	MOA-999127_104	1/1/2011	M		
3	active	987654321	Fake	Last 2		4	MOA-999127_104	1/1/2011	F		

Sample Student Upload File

Upload the Student File

Once the file is prepared, upload it.

1. Return to the Upload File window (**Data Import** > **Upload File**).
2. Select Students under **File Type**.
3. Select the current school year under **School Year**.
4. Select your district under **District Org**. If your MODEL Online account is for a school, this should be the name of your MODEL Online account.
5. Select Choose File in the Upload box (Step 3 in the window) to select and upload the CSV file you just completed (or drag it into the same area). The dialog box will confirm how many students you are trying to upload via the file.
6. Select **Upload File**. The initial status of the file is In Progress.
   - If the file finishes trying to load but has errors, the status is **Complete with Errors**. Select anywhere on that row to open the Single File Sync Details window. Select **Download Error Report** to view the specific errors. Make fixes as needed and upload again. Reach out to Pearson Customer Support for assistance with interpreting the error file.

- When the file uploads successfully and the students are created, the status is **Complete**.

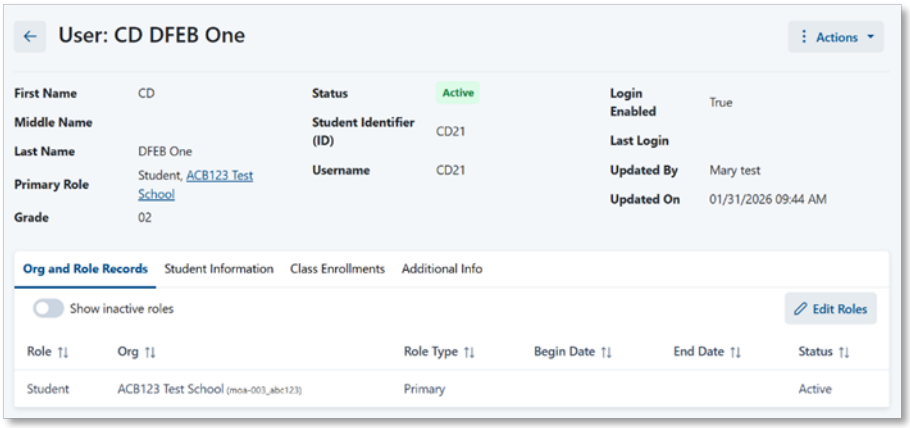
Edit Student Information

Apart from accommodations, student information can only be edited in LaunchPad, never in ADAM. All changes made in LaunchPad automatically sync over to ADAM. Accommodations are be added in ADAM rather than LaunchPad. Only accommodations are added in ADAM, all other student information is edited in LaunchPad.

To edit student information:

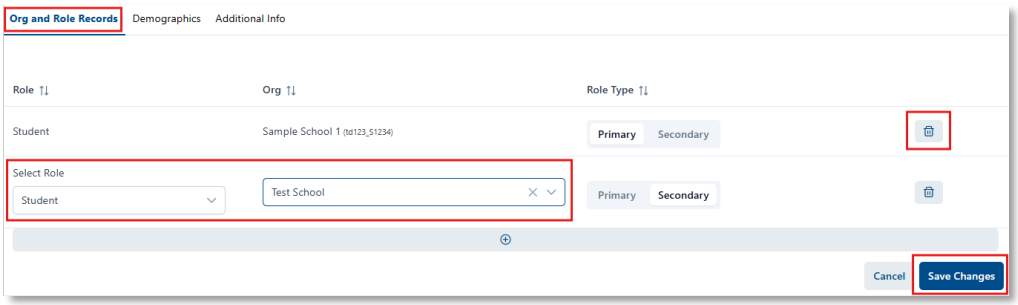
1. Select **Users**.
2. In the **Students** tab, locate the student using the filters or search by student name.
3. Select the pencil icon to edit the student record.
   - To edit name, grade level or demographic information:
     a. In the **Actions** menu, select **Edit User Info**.
     b. First name, last name, grade, and student demographic information are editable. (see important note on grade updates below)
     c. After making needed changes, select **Save Changes**.

     ***Important**: Ensure student grade information is up to date in LaunchPad prior to assigning a student to a test in ADAM. Scores are calculated based on the student's grade at the time of test assignment.



To edit the school:

a. Select the **Org and Role Records** tab.
b. Select **Edit Roles**.
c. Select the **+** (**Add**) icon.
d. Add the student to the new school. Select Student as the role and select the new school as the Organization.
e. Delete the old school by selecting the trash can icon.
f. Select **Save Changes**.

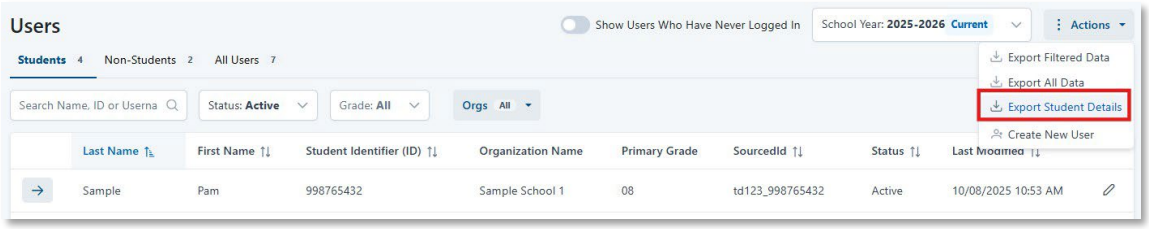


Sample Edit Student window

Edit Student Information via File Upload

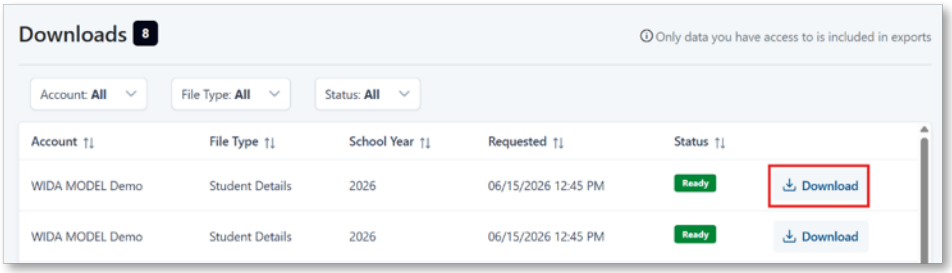
You can edit student information for multiple students at once via vile upload. This is an efficient way to update student grade information for students who have advanced in grade, or to update school information for multiple students at once. Follow the same steps used to import students via file upload. To edit student information via file upload:

1. Download the student details file.
   a. Select **Users**.
   b. Select the **Students** tab.
   c. From the **Actions** menu, select **Export Student Details.**



- The data in the Student Details file is formatted to match the layout of the Students Template CSV and student import file specifications.

d. The exported student details file becomes available under Downloads. Select **Downloads** and locate the file. Download the file to your computer.

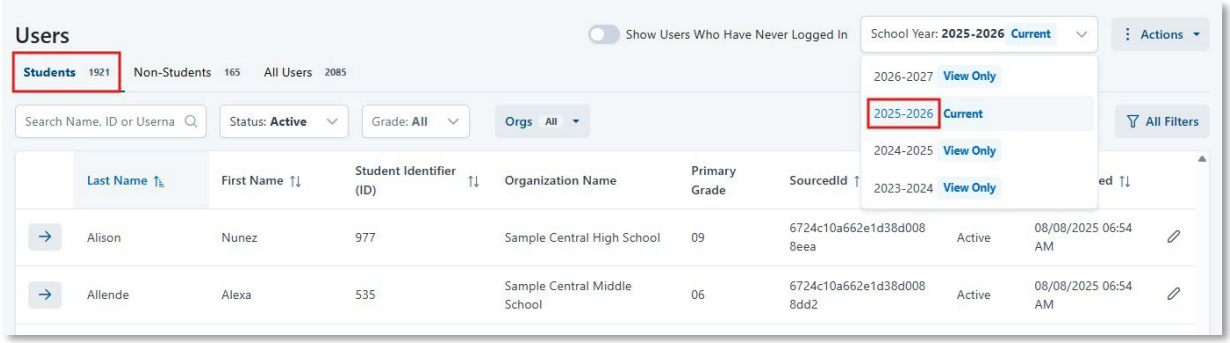


2. Update or add to the student data in the file as needed. See the Complete the Student File section of this document for additional information.
   - Student status, first name, last name, grade, school, birth date, gender, IEP status and 504 plan status are editable for existing students.
     - ***Important:** A student's uniqueStudentIdentifier cannot be changed. Changing a student's uniqueStudentIdentifier and re-uploading the record to LaunchPad will result in the creation of a new student user with the new uniqueStudentIdentifier. If a student's uniqueStudentIdentifier is not changed, editing student information will not duplicate students; it will only make changes to the fields you alter.
     - Change student status to 'inactive' to bulk delete students.
   - New students you wish to add to LaunchPad can also be added to the file.
3. Save the completed file in CSV format.
4. Select **Data Import** > **Upload File** and proceed to upload the file to update the students (follow instructions in the Upload the Student File section).

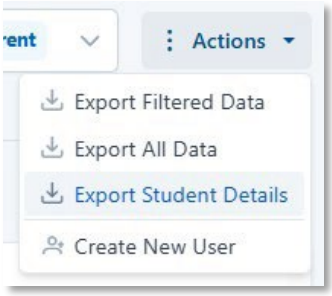
Exporting Student Roster Data from Prior Years

To export the student details from previous testing years, follow the steps below:

1. Select **Users**.
2. Select the **Students** tab.
3. Select **2025-2026** from the **School Year** dropdown at the right of the screen.



4. Select the **Actions** menu at the right of the screen and select **Export Student Details**.



5. The exported file becomes available under Downloads. Select **Downloads**.
6. On the Downloads page, locate the file and download it to your device. Save it as a CSV file so that it can be easily used to re-roster students for the next school year, once student data has been updated. Follow the steps in the Edit Student Information via File Upload section and in the Upload the Student File section.