

WIDA MODEL Online Pearson Platform Training

Excellent . Thank you so much, Katie. Thank you to the WIDA team. And so we will begin our training today, which as Katie has already laid out is going to cover the new Pearson platforms that are utilized for the WIDA MODEL online tests. So the first thing we'll do is go over briefly our agenda of the information we'll be covering related to Pearson's new offerings for WIDA MODEL. We'll go through a small number of slides to cover primarily Launchpad, welcome emails, and login. And then the majority of the training will be primarily walkthroughs through the platforms themselves, primarily through Launchpad, our rostering platform and through ADAM, our test management platform as well. So again, that'll be the majority of the training today.

So for the agenda, first we'll start with Launchpad and ADAM login. Then we'll take a look at the WIDA MODEL Resource Center, which was again mentioned earlier. Then we'll look at the process of creating orgs or organizations and users in Launchpad. From there, we'll move on to student assignments in ADAM. And that covers a very broad number of functionalities within ADAM, including creating proctor groups, assigning students to test, printing test tickets, monitoring student progress through the test within proctor dashboards covers a lot of information within ADAM there in that section. Then we'll move on to looking at reporting in ADAM. And then finally, we'll briefly discuss test licenses in ADAM, where to view those and the information provided there. Now, as we go through this training today, some representatives from WIDA will be monitoring the chat. We won't be taking pauses for questions. There won't be any Q&A section

involved. We'll just be going through the training today. But that chat is open. And so if you have any questions, please do feel free to put your questions there. All right.

And now as we get into the training itself, I'm going to go ahead and turn off my video.

All right. So firstly, we'll be talking about logging into Launchpad and ADAM, firstly with Launchpad welcome emails and password set up. So as was already mentioned, when your MODEL account is set up within Launchpad, then account administrators will automatically be sent their welcome emails from Launchpad to then begin setting up their passwords, signing into Launchpad and then beginning all of the setup functions within Launchpad. So as we've already mentioned again a couple times, account administrators initially receive a welcome email. Account administrators associated to a given MODEL account are responsible for creating all other administrator users and also for sending welcome emails to administrator users they create within Launchpad. All welcome emails are going to be sent from Pearson Launchpad, and I've included the address that those are sent from in case you need to search for those within your email. When you receive your welcome email, you'll see within the email a link to set password. So when your initial welcome email is sent, you'll select that set password link to begin the process of setting up your password so you can log in to Launchpad. Do keep in mind that once you receive a welcome email, that welcome email sent password link will expire after five days from email receipt. So more commonly, I would imagine that once you as an account administrator have created other administrator users and sent welcome emails, if those set password links in those emails aren't utilized within that five-day window, then welcome emails will need to be resent again. Once you've received your welcome email, you'll click your set password link. That will take you to the screen to begin setting up your password. You will enter your password and confirm your

password based on the requirements. Once you've done that, you'll simply select save new password and then that will navigate you automatically to the sign in screen.

Once you've selected go to sign in, from then on you'll be asked to enter your username, which is typically going to be your email address, and then you will enter your chosen password, and from there you'll be able to sign in and you will be taken to Launchpad.

Now, if at any point you're experiencing any issues with logging in, there is a link to select first time sign in or reset password. If you select that, it will take you to the reset password option that will be sent to the email associated with your user account in Launchpad and then you can go through the process of resetting your password if needed. Once you've received your welcome email, once you've set up your password. And once you've logged in using your username and password, you will be logged in to Launchpad.

Once you're logged in to Launchpad, you'll be taken to the home screen. Account administrators will be able to see on the left side of their screen a number of options, including data import orgs and users. We'll be going through those options and the functions associated with those in just a moment. But for those users that are not account administrators, do keep in mind that you may not see those options available in that left side menu on the homepage in Launchpad. Specifically, thinking of test administrators won't see that left side menu, but what all users will have access to from the Launchpad homepage is the link or what we call the tile to select to login to ADAM, as you can see on the screen here, and that will automatically log you into ADAM.

There's no separate login process to access ADAM, which is our assessment delivery and management system that we're utilizing through Pearson for MODEL online testing.

Again, you'll just have your single login to Launchpad and from there you'll be able to

access ADAM. And also, there's an additional link on the Launchpad home screen which takes you to the WIDA MODEL Resource Center. So if you select that, it will navigate you to another tab and that will again open up the Resource Center where you can access all of the resources associated there.

All right, so as I said, just a few slides and then now we're going to get into a demonstration within these new offerings, these platforms themselves. I'm going to momentarily stop sharing my screen and I'm going to pull up these windows here. So give me just a moment. All right, I'm going to reshare my screen now. All right. So now what everyone should be seeing on their screen is the Launchpad homepage. So just one thing I wanted everyone to keep in mind as I'm moving through these. These are primarily demonstrations or what we call demo sites both within Launchpad and within ADAM. So if you see demo or if you see fake data associated with these as we're going through, that's intentional. These are created primarily for these purposes for demonstrating the functionality of these offerings.

All right, so we've gone through the process of logging into Launchpad. We've discussed the homepage and Launchpad. We've discussed selecting ADAM to log in to ADAM from the Launchpad home screen. But what we wanted to do briefly before discussing how to set up orgs and users within Launchpad is to go briefly through the MODEL Resource Center. So again, from the Launchpad home screen, if I select this button or tile, it will open up a new tab that will take me to the WIDA MODEL Resource Center homepage. So firstly, what I wanted to highlight, if you scroll down on the homepage here, you'll see these options below. And I wanted to call out the first option here, which is TestNAV. So TestNAV was mentioned earlier. So this is the online assessment delivery platform for students. So TestNAV is the application where students will log in to take

their online MODEL tests. So TestNAV must be downloaded and installed on any device that is going to be used for testing. So if you are involved in technology at your school, if you're within an IT department, you'll be responsible for this. So do keep in mind that on the Resource Center home screen, there's this option to select to download TestNAV. And while WIDA MODEL is an online test, it does need to be administered in person. There is no remote administration supported, and TestNAV does not allow for any remote administration. So although it is online and though students will be logging into TestNAV on their device in most cases to take the test, it still must be administered in person.

You'll also see next to TestNAV. Sorry if I pulled something over onto my screen. There you'll also see next to TestNAV the Launchpad tile, which is where you can easily select to log in to Launchpad and then also to ADAM. We select, we suggest, I should say that you should bookmark this site. Then you can come to the WIDA MODEL Resource Center home screen and then you can immediately from there select to log into Launchpad and then also into ADAM.

And then also there's a link to go to the WIDA store, which is where licenses are purchased. So that's the home screen. The next option in the tabs or menu bar at the top is technology setup. So this is where a number of technology resources are available. So I wanted to call out just a few here. So if you select this first drop-down menu, you'll see Launchpad and ADAM resources and these include the Launchpad User Guide which provides step-by-step instructions along with screenshots to help you use your account. This is an excellent resource, and we highly recommend that you utilize this. There's also an ADAM User Guide which provides the same information that

we provide in the Launchpad User Guide, but it's specific to ADAM. Again, a great resource available there.

Also in the other drop-down menu here we have a number of TestNAV resources as well. So this provides a device-specific download install instructions. This is something that again, any IT folks are going to be responsible for setting up TestNAV for testing will likely want to navigate to this and utilize the resources available here. All right, the next tab is for general resources. This includes implementation and training checklists, interpretation guides, score resources, lots of information. Scoring rubrics are available on this tab. Next is the training tab, and this will provide you with resources relating to training, unsurprisingly. One thing we did want to call out here is that there is a self-guided ADAM and Launchpad training course that is available here that you can take any time at your leisure and it walks you through the basic functionality of, again, both Launchpad and ADAM. So I highly recommend that you utilize that resource. This is also where the recording of today's training will be available for you to review later as you need. And then lastly, I'll call out the practice tests tab, which includes practice tests, and we recommend practice tests usage for any students who are taking the test for the first time. All that information is available here, broken down by these two grade bands. Also, the Student Readiness tool, which is a Pearson offering that helps students learn how to navigate specifically through TestNAV. So if you have students that are new to utilizing TestNAV or need a refresher, we recommend they utilize this SRT or student Readiness tool in preparation to take their MODEL Online tests through TestNAV. That is the Resource Center.

So I want to go back now to Launchpad, and we're going to start going through the initial account setup tasks. Once, as an account administrator, you are logged into

Launchpad, the first task that you will need to complete is creating or adding school orgs. Now this can be done in a number of ways. So the first method of creating orgs is from the home page under Roster Data, you select Org. That's in that left side menu, and here you'll be taken to the organization screen. In this screen you can create organizations individually. Now you'll see here that in this demo site, I've already created a couple of different organizations, specifically schools. I'll walk through the process of what it looks like to create these. Now district orgs are going to be created automatically for the account, but school orgs must be created either individually, which I'll show you here, or through the data import option which I'll be showing you momentarily. Even if your account is technically for a school-level organization. So if your account is just for a school, you will still need to create a school-level organization. The reason for that being student users within Launchpad can only be added to a school-level organization in Launchpad. So again, when your account is created, it'll be created as a district organization. And even if you are technically a school, you'll still need to create a school-level organization so that you can then associate your students to that school-level org. I did want to note, before I show you the process of creating organizations, that organizations can only be created in Launchpad. They cannot be created in ADAM. So any organization or any user, whether that's a student or non-student user created in Launchpad, will automatically be available in ADAM once created within Launchpad. So that connection happens automatically. So just something we want everyone to keep in mind is that Launchpad is where you are going to create your organizations and create your users. Those organizations and users will then be available in ADAM. They cannot be created in ADAM.

All right, so let's go through the process of creating an organization. So once I've selected orgs, I'm taken to my organization list screen under actions here. I'll select Create new org. This will bring up the org creation screen. I'll need to name my organization. Then I'll need to apply an identifier to my organization. Now typically school organizations already have an identifier. There's no requirement on what the identifier is here, but we just suggest that whatever the standard identifier associated to an org internally is used here in Launchpad.

Another thing I'll call out here is you'll see this toggle button that says Use identifier as a sourced ID. Now the sourced ID is an internal ID. It's used primarily for data tracking purposes within Launchpad and ADAM. We suggest that you keep this toggled on when you're creating organizations, when you're creating them through this individual one-by-one process. That way, whatever identifier you've associated to your org is also going to be the sourced ID. That's the simplest way, and again, that's our recommendation.

And then lastly, you'll need to select a parent org. Now you might have multiple to select from depending on your account, and also there may be drop-downs within this as well. But typically, again, what you'll be doing is creating school-level orgs and then you'll be associating them to a district and that's where you'll do that here. And that is the entire process of creating an org within the user interface or use UI as we call it within Launchpad. SO once you've added this information, you'll simply select save changes, that will automatically take you back to your organization screen, and then you'll see your new organization listed here and it'll give you all the information that you can see here.

So this is how you can create your organizations one-by-one through that process. If you prefer, there is also a process of creating organizations through a data import or in a

bulk process, and so I'll show you how to do this. When you select a data import, it'll take you to this upload history screen where you can see if there are any other imports you've already done. But when you're ready to do a new import, you'll select Upload File. This will take you to the file Upload pop-up window here. So the first thing you'll need to select is your file type. We're going to start with orgs, organizations. That's the file type that we're going to be selecting. You'll select your school year as 2025-2026. I'm going to leave it at 2024-2025 just because this is a demo site. You'll need to select your sourced ID prefix org. This will be automatically populated to the district associated to your account so that you'll probably just see one option like this.

Once you've selected that information, then you'll be able to download your orgs template CSV file. Now, before I show you what that file looks like, I'm going to call out that both for this organization import file, also for the import file force users within Launchpad for both nonstudent and student users, we have these file layout specifications that you can download that are associated to these. As you can see here specifically for the org import, this provides file specifications for all of the columns within that import file, what the column headers are, whether it's a required field, a definition for the field, the valid values, some notes related to each, and then some examples provided as well. So I think this is going to be very useful, very helpful as you're utilizing this data import process. So I highly recommend that you utilize those layout specifications.

All right, So once I've selected my org template CSV, it'll download to my device. Then I'll simply select it from my device. I've already got an example here and I'm going to pull over to the screen and I'm going to zoom in just a little bit here so you can see it a little bit better. All right, so I've actually already filled out this with some fake data here, but I'll

go column by column to show you what's involved in this org template file. So, column A, the first, is the source ID. Again, we recommend that the identifier which is indicated in column E be the same as the sourced ID, or actually the other way around, that your sourced ID should be the same as your identifier. And you can see in both of these examples, that's what I've done. The identifier for my school organization is the same as my sourced ID. And again, we recommend that you do that for all the organizations you create. You'll set your status in column B to active. So once your organization is created, you can actually begin associating users to your organization, your school. You'll name your organization. So you see I've got two, test school A and test school B. You'll indicate the type of organization. Again, this is going to be school in column D. We already mentioned column E identifier. And then lastly, the parent sourced ID. So that is the sourced ID associated to the parent organization. Again, typically that's going to be the district that these school organizations are going to be associated to. So once you've filled out these columns here with the needed data, you can create as many organizations within a given import file as you want. I've created two here. You can create, again, as many as you want to.

Once you've done that, then you'll simply, in Step 3 here, select your file from your device ,once it's completed, and then you'll select upload file. That'll automatically navigate you back to the data import and upload history screen, and then you'll be able to check on the status of your file. As you can see here, I've already imported a couple of different files. The first file I imported was an organizations file, orgs file. If I check in the status column here, I can see that this file is complete. And what that means is, is that all of the data within that file successfully imported into Launchpad. So any organization I created with that file is now going to be in Launchpad and it's also going to be an

ADAM. If I select on that row, it'll bring up the sync details and it'll tell me again the status, and then it'll give me the status of all the data within. So I created one organization with this file and nothing was deleted, nothing was failed, everything imported successfully.

Now there are cases where you may have an import file that does not import successfully, and in that case you'll see in this status column a complete with errors. Now I'll go through this in just a moment when we start talking about creating users to show you how to get to your errors file so you can utilize that to correct anything as needed. And I did want to mention just again one more time that for the sourced ID, we recommend that the sourced ID be the same value as the identifier for your organization. So keep those two values the same. Whatever value you use for your identifier for your school org, utilize that for your source ID as well. Just to keep things very simple and straightforward.

That is not what I meant to click. All right, let's get back into Launchpad. So those are the two paths that you can take to create organizations within Launchpad. So again, this is the first step that account administrators will need to complete once they've been able to successfully log into Launchpad. You'll need to start creating your school organizations, however many school organizations are necessary, depending on your account. Once you've created those orgs successfully, then you can begin the process of creating your users.

Now in Launchpad and with an ADAM, users refers to both non-student users; so that's the district administrators, school administrators and test administrators; and it also refers to students. So again, users is an umbrella term that includes both non-student users, again those administrator users, and also students as well. So we're going to go

through looking at how to create both of these types of users within Launchpad. If you are wondering what the particular permissions are related to a given user role, so again, what are the permissions of a district administrator versus a test administrator in determining who should be assigned what role. That Launchpad user guide from the Resource Center that we mentioned earlier has a permissions matrix, which is a really helpful resource that you can utilize in order to determine what permissions are associated to a role and then how you can then assign those roles to the users that you create. I did want to also mention before I show you the process of creating users within Launchad, that users can only be created in Launchad. They cannot be created in ADAM. So just like with organizations, you know, so when you create your schools, once a school's created in Launchpad, it's automatically going to populate an ADAM. It's the same for users, non-students and students. Once they're successfully created in Launchpad, they'll automatically populate with an ADAM. They cannot be edited in ADAM and they cannot be created in ADAM. That work can only be done in Launchpad. So I did want to call that out.

All right, so now that we are talking about users, I'm going to show you the process, first of all, of how to create a user within what we call the user interface or the UI here. And that's creating users one-by-one. And then just like with organizations, I'll also show you the process of how you create them via data import, but we'll start with creating them one-by-one.

From the homepage, I select users. I'm going to be automatically navigated to non-students. I can see my non-students, I can see my students, and I can see all of my users. So students and non-students from this user screen, no matter what I've toggled

onto from those options in the top right-hand corner, I'm going to see the actions dropdown. And then from here you can see the option to create new user.

So from here I'll be taken to the new user screen where I can begin the process of creating my new user. So I will say that when you're creating either orgs or users within Launchpad, this individual one-by-one process, any required field is going to be indicated with an asterisk. So you can see first name is a required field for creating a user, middle name is not. So for all users, I'll need to assign a first name and a last name. Then I'll need to from the drop-down select a primary role.

I'm logged in as an account administrator right now. What you can see here is that I can create district administrators, school administrators, test administrators, and students, because all of those roles are below my level of role. Again, for those account administrators who are responsible for creating their organizations, they're also going to be responsible for the initial creation of users within Launchpad as well for their accounts.

Now, Launchpad may allow multiple user roles to be assigned to a user, but whenever a user logs into ADAM, they will automatically log in at their highest-level role. So you should only assign one. So even if a user was assigned to be both the district administrator and a school administrator, when they log into ADAM, they will only be a district administrator. So our recommendation is that you determine what single role a user should be assigned, and you assign that role singly to them when you create them in Launchpad.

All right, so let's say I'm going to create a school administrator just for this example. I'll select their primary organization, which in this case will typically be a school, since

they're a school administrator. Again, you may have additional drop-downs within the drop-down menu. Let's say I'm going to assign them to this test school that I created. I'll assign them an identifier. Our recommendation for assigning identifiers to non-student users is that you assign their email as their identifier. And also as you can see here, there's this toggle button that says use identifier for username and sourced ID. We recommend that you keep this toggled on and again, use the identifier both as the value for username. So that's what the user actually uses to log into Launchpad. And then also that internal tracking sourced ID will be that same email address that's associated to the user. Again, that's our recommendation. And then of course, you do have to assign an email so that they can receive their welcome email. And again, that should be the same as the email that you used to assign as the identifier. So that's the process of creating a non-student user. Login enabled will automatically be toggled on. If you want your user that you created to be able to log in, you want to keep this toggled on so you can just leave that alone. But I didn't want to call it out.

Now since we're here this is the same location where you also can create student users. So we just went through the process of creating a non-student user, in this case the school administrator. But you can also create student users. So If I go down to primary role, this drop-down again, and instead I select student, firstly you'll see an additional drop-down menu which is grade. I do have to select a grade to associate to a student user. I will also need to select a primary org again, that's going to be their school that the student should be associated to. And then lastly, you'll see I assign an identifier to the student, but I also see this toggle button that says use identifier for username and sourced ID, which is similar to what we saw with the non-student user. And again, our recommendation is that you assign an identifier to the student and then you use that

identifier both as their username and as their sourced ID. And again, that's typically going to be just the standard identifier associated to a student record. You will want to select something that can follow a student over multiple years of testing. So again, whatever you select for the identifier, we just recommend that you use whatever standard identifier is associated with that student on a regular basis.

Once you've added that information, as you'll see for a student, there's no option to select an email because students don't log into Launchpad. Once you've added this information, you'll select save changes and then you'll see your new user populate here in your users list. So again, whether it's your non-student user or your students here, as you can see, I have a number of fake students that I've created. So those will populate there once you've created them again through this one-by-one option, these will also automatically populate as I mentioned earlier in ADAM.

Now once you've created your non-student users, so that's your administrator users, I will say there's one additional step. This is specifically going to start with account administrators who are again the first ones creating these user accounts. You will need to send welcome emails to any non-student user that you create. If you look under actions, you'll see send welcome emails. If you select that, you can select to send to all the users in your list. You can select a single user and send just a single email. Again, maybe there's a situation where they got their welcome email, but now, you know, five days passed and their set password link expired, you need to resend it. You can do that from here, but I did want to call out that that's an additional step specifically for non-student users, your administrator users, so that they can receive their welcome email and they can start the process of logging in. That is the process of creating users under roster data here.

But there is also a process of data import, very similar to orgs to create users, both non-students and students. I will do the same process that I did for organizations where I go to data import, I select upload file for file type instead of orgs. I'm going to start with non-student users. You'll select your school year, which will be 2025-2026. For non-student users, you'll have to select their role, I have either district, school, or test administrator. I will say that you can only create users within a single role by a single import file. And essentially what that means is I can only create district administrators through my user template if I select that as the role type. So that means I'll need to create, if I'm using this import process, a separate file for any district administrators. I'm creating a separate file for school administrators and again a separate file for test administrators. So that's just something to keep in mind.

So again, let's say I'm creating school administrators. I'll select my sourced ID prefix org, which again will automatically populate. You should only see one option there, and once I've selected those options, I can then download that template file. Again, as I mentioned earlier, there are layout specification files both for the non-student and the student user file. So again, I highly recommend that you download those. You utilize the information there to make sure that you're populating your file correctly before you attempt to import.

So once I've downloaded that CSV file to my device, I can pull it up. So again, I'm going to start with my non-students, going to pull this over here. Zoom in a little bit. All right. So as you can see here, I've already populated my non-student file with some fake data just to show you what this looks like. All right, so we'll walk through each one here, zoom out just a little bit. We'll walk through each of these fields here. So starting with A, again, that sourced ID. Our recommendation is that for non-student users, the sourced ID here

in column A, username in column C, identifier in column F, and email in column G that that all be the same value that that is the email that's associated to that to that user. So as you can see here with these fake examples that I've added here, that value is the same across the board for all of these. So it's going to be, and I can actually correct this here 'cause these look a little bit different. So again, that sourced ID will be the same value and the as the, I should say, username, identifier, and email, That's our, again, recommendation. Then the in column B you'll add the org sourced IDs. So that's for the org that the user is going to be associated to. So again, that's typically going to be the school organization the user will be associated to. You'll have to include in column D their first name, in column E their last name, no middle name required. And then lastly, in column H you'll set their status to active. That way once you've created this user within Launchpad, they'll be able to receive their welcome email and login. So for creating non-student users, that's it. Once you've added that detail, again, you can create as many different users as you want within your template file. Again remembering that it's restricted to a single user role. So in this case, I'm assuming that this is my file for creating my school administrators. I would create a separate file if I needed to, for instance, create test administrators.

Then once I go back to Launchpad, I'll select that file once it's complete from my device, I'll upload that file and then I'll be able to check on the status of that file once it's done importing here in this upload history section. That is the process for creating users through this data import.

Now the process for creating student users is very similar, which is I again, select upload file. For file upload I select file type, and this time I'm going to select students as the file type. Again, I select my school year. My prefix org ID is selected here. I'll download my

template CSV file and again, there's a layout specifications file that's associated to this particular import file which is specifically for students. And again, I will show you an example with some fake data of what this looks like. So I'll pull this over here, zoom in just a little bit, not too much.

All right, so what I'm going to show you now is a completed import file for students. So I can create as many students as I want within this import file across all grades, across all organizations I have access to. So if I'm, you know, if I'm creating five schools within Launchpad, I can create all the students for all five schools within this import file. Again, for students, it's unlimited in the number of students that I can put in here and then import.

All right, so I'm going to go through again point by point on what's included in this import file. So firstly, in column A, that's the sourced ID. We again recommend that the sourced ID be the same value as the identifier, which is over here in column C. For student users, that should be the same value. Column B, you're going to set their status to active. You are required to add their given name, which is their first name, and their family name, last name. It does have a field for middle name. It's not required. You do have to add in column G their grade. So, I've added again, I can go across grade groups. I've got a 5th grader, 6th grader, and 7th grader here. I'm going to indicate their primary org ID. So that's the identifier associated to the school org that this student will be associated to. So these students are going to be associated, in this case in my example, to the same school. But again, as I said earlier, if you have multiple school organizations, you can create multiple student users and associate them to whatever appropriate school org. Once you've created the organizations; as we mentioned earlier, organizations must be created first.

You'll add the org sourced ID, which again, if you follow our recommendations, that'll be the exact same value as the org ID for the school. In column J here you'll need to include the birth date. Column K you'll have to indicate the sex. And then lastly, here we have metadata IEP and metadata section 504, which you can indicate with a "Y" if true. And that will just be demographic information that'll be included on the student's record in Launchpad. These are not required fields. I've shown you one example of where if a student had an IEP, I indicated that with a "Y" and then that would be indicated on their record when they're created in Launchpad. And that's it. That's all the required information.

Again, I can create as many students in this file as I need to, and then once I import the file, if I go back to Launchpad or I select upload, once I've filled out my file, then I'll be able to check the upload history to see if all of my students imported correctly.

As I had mentioned earlier, once you import a file, you're going to receive a status of how that file has imported. Complete indicates that all the data within the file has successfully imported within to Launchpad. There were no errors, no issues at all. If there are any issues with any of the data that you have within a given import file, you're going to see this status complete with errors. And again, if I select on a given row, in this case, I'll look at my student file that I that I created here. This will bring up again that sync detail screen. And here it'll show me again the total number of data points. So that's a total number of rows, in this case student users I created. And then here you can see I created one, but it failed, one student failed. Then what I can do from here is I can download an error report. So that'll download to my device, and this will then walk me through what specifically failed within my import. And then I can use that information in

order to correct again whatever data needed to be corrected. And then I can start the process of re-importing that file to get that data to populate successfully.

So again, make sure once you've imported a file, check the status to ensure that it's imported successfully, indicated by that complete status. If not, if you see complete with errors, do check that error report file. You can download it again to your device and see what issues were going on there.

All right, so I did want to again just mention very briefly that once you've created your non-student users, they will not automatically be sent their welcome email to log into Launchpad. You will have to, whether you create them through the UI, that one-by-one process, or whether you import them. Either way, you'll still have to then go to users and select the option to send those welcome emails. And again, if you select a specific user, you can send the welcome email just for that individual user. There's a couple of ways that you can do this. Just do keep in mind that once that user has been created, they do have to be sent their welcome email.

If a, I did want to mention as well, I've been talking mostly about creating users assigned to schools, but if you create a user that's assigned to a district, do keep in mind that they will then have scope to view all of the schools that are associated to that district. So if you create a district administrator and assign them to a given district, any school underneath that district, that user will have access to all the data associated to it.

I did want to also mention briefly that when creating student users, only account administrators, District Administrators, and Student Administrators can create students. Test Administrators cannot create students or edit any student information. They can only view them within ADAM. But again, keeping in mind that no user can be edited

within ADAM, they can only be edited within Launchpad. Test Administrators cannot create or edit any student users.

Those are all the basic functions to get your accounts setup within Launchpad. So creating your school organizations, creating your non-student and student users associated to those organizations. Once that's done, all of that information is going to automatically populate into ADAM. So now we're ready to move on to looking at ADAM.

So once you're ready to log in, once you have access to Launchpad, again, you'll just select that ADAM tile, that ADAM button, and that will log you into ADAM. So here we are, we're in ADAM now. I'm going to just make sure that I'm still logged in. Ok, perfect. Wanted to make sure I didn't have to log in again. All right, so again, keeping in mind I'm logged into a fake account here. So you're going to see a lot of fake data. But again, this is all just in here for the purpose of the training today.

When you log into ADAM, you'll automatically be navigated to the home screen. If you look to the top right corner, you're going to see this button, that when you hover over it says my profile. This will always be available in the top right corner no matter where you navigate to. If you select this, first of all, you'll see your information. You'll see your role type as well. You'll be able to view your profile information. You'll be able to log out here. But also, I did want to indicate that there is a help option here that you can select that will automatically navigate you to the Pearson customer support contact information on the Resource Center. And we'll discuss that at the end before we're finished today.

I also did want to call out that there is this option that's always here in the top right. That's a student search. And this is just a quick way for you to be able to look up any given student. There's a number of different things you can do once you look up a

student, but we'll be discussing that a little later on. But I just did want to call out that that option is there.

One thing you'll see as you log in on the home screen are these bulletins, which are these announcements. In some cases it also includes bulletins that contain important documents like you can see here. These training and administration resources at the top here include the Test Administrator Manual or TAM, which is available via a link here at the bottom of that bulletin. It includes links to the ADAM and Launchpad user guides, interpretive guides for score reports, scoring rubrics. If you continue to scroll down, you'll see available speaking and writing materials across the different grade bands here, starting with grade one through two, three through five, so on and so forth. So these are important, important resources that are going to be available here on the home screen, um, home page, every time that you log into ADAM. So just something to keep in mind.

Also, what you'll see on the left-hand side of the screen is the navigation bar. So you'll automatically be navigated to the home screen once you select to login from Launchpad. The second option you'll see is System, which if you have access, you'll be able to create bulletin board, you'll be able to create bulletins to add to the bulletin board that are available to your users that within your scope of organizations. Not all users will have access to that. You'll see the student assignments option, which we'll be talking about in a little bit, which is where you actually assign students to test, create proctor groups, print test tickets, go to proctor dashboards to actually manage a student testing, lots of options available there. Then you'll see rostering, which is where you can view any orgs that you have scope to view with an ADAM. And then also you'll be able to view all users, both students and non-students, again that you have scope to view. Then you have the reporting option, which has access to the various reports within

ADAM. We'll discuss those close to the end. And then lastly, test licenses. And I'll just call out briefly that this is where you can actually view the number of licenses that are available at your org. You'll be able to view the number of licenses that have already been used, so on and so forth. Again, we'll talk about that in a little more detail later on.

So I just want to remind everyone that when you create users in Launchpad, those users will automatically be created or will automatically populate within ADAM. So whether you're creating non-student or student users, once they're successfully created in Launchpad, that's where you'll be able to see them in ADAM. Now do remember that you can view students in ADAM, you can view users in ADAM, but you can only edit within Launchpad. You can't edit any of the information. You can add accommodations to students depending on your role type, but you can't edit any of the information created in Launchpad. All right,

So once I select users under rostering, this is again where I can see all the users that I have scope to view and most specifically thinking of students. Now I do want to call out that when you go to this user configuration screen, there's going to be a number of options in these filters here kind of in the middle of the screen when you select it. This is basically just how you can filter down to view more specific lists. One thing I'm going to do for what we'll discuss next is go to this roll option and I'm going to select to view just the students that I have scope to view. So again, it's still a huge number of students for me. These are fake students. But again, I can restrict that down. I can restrict it by grade as well if I only want to view certain grades or certain students within a given grade. I can filter by organization if I have the scope to view multiple orgs as well. So something to keep in mind.

One of the things that we suggest that any user who is the permissions to assign accommodations to students do is assign those accommodations first thing once your students are available with ADAM, prior to any of the processes, any of the functionality we'll discuss in student assignments. So before we start getting students assigned to tests, before we start to get our proctor groups ready, our group of the students to test, the recommendation is that the first thing we do is add accommodations to students. So what we'll want to do in order to assign those accommodations is, from the user configuration screen, which are already here, for a given student, if I want to just edit the accommodations on a given student record, under the actions column here you can see for this given student. So this is Paul. I'm going to edit their accommodations by selecting this edit option. So account administrators, district administrators, and school administrators will be able to do this. This will take me to the user setup screen here. As you can see, it'll take me to this information section. All of this is grayed out. I can't edit this. I can't change any of this in ADAM. This was all assigned to the student within Launchpad. However, one thing I can do, is if I navigate here to accommodations, I can begin assigning accommodations onto the student record. So it starts me in this view screen. As you can see, there are no selected accommodations on this student at this time. No accommodations have been assigned, so I'm going to select edit, and this will take me to the accommodation screen. And this is where I can actually begin the process of assigning accommodations to this student. And again, this is a process where I'm just going to be assigning accommodations just to this one student record. There's another process for assigning in bulk that we'll show in just a little bit.

So across the top here you can see it lists all of the tested domains. So listening, reading, writing and speaking in that order for accommodations. Then it'll go through

the various available accommodations. So starting with repeat item audio, then going down to these in local accommodations such as in-person, human reader, scribe, so on and so forth. So these are the available accommodations. But what you will probably notice is that for some of these accommodations, either in these drop-downs for repeat item audio or in these checkboxes for selection, a number of these are going to be grayed out or not available. And that is because not every accommodation is available for every tested domain. So for instance, in-person human reader is available for listening and writing but not for reading and speaking. So I can select that on this student if they require it for again, listening and writing, but not for reading and speaking. And it applies dependent on the accommodation. As you can see, some of them are available across all four tested domains. And I can select all four here by clicking that checkbox and I can select as many are as required for the student. Now, as I said earlier, we recommend that you do this first before moving on to any of the functionality and the processes in student assignments, just to ensure that any students who do require accommodations have those accommodations assigned already and associated to their profile with an ADAM before testing begins.

Once I'm ready and I've assigned all my accommodations, I select save, It'll take me back to this view screen under Accommodations. And now you can see that it lists every accommodation that has been assigned to the student. And it lists every tested domain that that accommodation applies to, whether that's all four domains or whether that's a limited number of domains, depending on the accommodation.

So I can go through this process that I just walked through for each individual student one-by-one. So that's from this user's screen here. So I can go back to user configuration and I can continue that process going on to each student one-by-one.

However, there is also an option for adding these accommodations to students in bulk. Now I can do it to a single student if I want. I can select any number of students that I want to by just clicking this check box here. I'm going to see 20 students per page in my user configuration link. So you may have multiple pages. Also, if I click this here under results, I can select all students. I can select every student on a given page. So let's say I'm going to select all 20 students here. So I can select any grouping of students that I want. Once I've done that, up here in the top right, if I select this ellipsis menu, you'll see the option to select student accommodation upload. And what this allows me to do is upload student accommodations in bulk so I can apply student accommodations across multiple students across all students within my organization if I want to through this process. Now walks you through step by step, both telling you the visible accommodations, walking you through the process of how to complete the file. Here you can select click to create your template. So the template you create will be based on the number of students you selected. So if I select that, then I'll be able to check my template history to see if I have any templates that are ready. So I, I've done a few different ones here, but as you can see, once I've downloaded it; once I've selected a template and once it's successfully loaded; I can then download it from that Template history and then that'll be on my device and I can begin filling that out for those students that I selected. So I'm going to show an example of what this looks like.

All right. So as you can see here, and I'm going to zoom in just a little bit, not too much more than I have here. As you can see here, I've selected a certain number of students, but each student populates four times within this accommodations upload file. Why? Because there are four domains, and because not every accommodation is applicable for all domains. So this student, Paul, is included in here four times because they're

included for listening, reading, writing, and speaking. And if I scroll over here, starting in column I, you'll see where I can begin actually assigning accommodations. So if a student already has accommodations assigned, you'll see that indicated in the cell with a 1 here. Any accommodations that are not available for a given domain are going to be indicated by an NA. And any cells that are blank indicate where I can assign an accommodation. So I can assign simply by indicating that as a "Y" for yes, for as many accommodations across as many students as I want. Again, I can go through that process for all of the students that I included in this file. I can include as many students that I have available to me in my scope as I want. I can add their accommodations across those four domains. And once I've completed this file, simply navigate back to ADAM. I'll browse my local device to get that template file that I've completed. I'll upload that. Once I've uploaded then I can check my upload history to see if it uploaded successfully. So I've got one file I've already uploaded in the past that uploaded successfully. And you can see here it's 100% done. And I created 12 profiles with this given import file. So that's the additional option for adding accommodations to students. So you have two paths kind of similar to those paths that we were talking about in Launchpad for creating orgs and users. You can create them or add them, I should say for accommodations one-by-one, if you go to the users configuration screen, or you can utilize that import file to add them in bulk across multiple students as you as you wish. So the process you use will be determined by your needs. If you only have a few students, you could probably simply add one-by-one. If you have a larger number of students, the bulk option may be best for you. O That's the process of assigning accommodations. Do keep in mind, as accommodations cannot be assigned in Launchpad, they can only be assigned in ADAM.

We recommend that you assign accommodations first to students before you begin the process of assigning them to tests. And that's the process we're going to move to next.

If I select student assignments from the menu here, this will take me to the student assignment screen. So my screen is populated with a number of assignments already because I've got a lot of fake students in here, they've already been assigned. Now, when you are first logging in to begin, and you're first selecting student assignments to begin associating students to test, you probably won't see anything populate down here. These will start to populate, again, once you start assigning students to test. Now when you assign students to tests, you are actually assigning them to the battery of all four domain tests. So you're assigning the student to listening, reading, speaking, and writing. This can be done by account administrators, district administrators, or school administrators. Keep in mind that the students' availability to be assigned to a test is based by grade level eligibility. So what that means is only students in Grade 1 and 2 can be eligible and assigned to a grade 1 through 2 battery. Only grade 3 through 5 students can be eligible and assigned to a grade 3 through 5 batteries, so on and so forth. So it's a one-to-one one the students eligibility is based on their grade. So when I'm ready to begin assigning students to tests, firstly, if you have multiple organizations, you can select those here. Many of you will not. You will likely only have a single organization. Then you'll select this button to assign students from the student assignment screen. This will bring up a pop-up window, the student assignment screen.

The first thing you'll need to do is select your tests that again, that's your battery of tests. So that's all four of the domains. So you have the option to select for grades 1 through 2, 3 through 5, 6 through 8, 9 through 12. And you'll also see, see here the

option to select first admin or first administration and second admin, second administration.

So online MODEL tests can be assigned to and taken by students twice a year. When you first assign a student to test, you'll assign them to the first administration. That's the first time that they're going to take their test. If you choose to assign them to take a second test, then when you assign them at that point in time, you'll select the second administration. So this just indicates that the test can be administered once to a student or twice to a student, and however many you're going to assign, again, you'll select first administration first. In this case, we'll do grades 6 through 8. I'm going to use that as my example throughout here. And again, this assigns them to all four domain tests. So the battery of tests. Then I'll go to the select form. Here, I cannot select a form for listening or reading. There is only a single form here. However, there will be multiple options available for speaking. So if I select the option here for grade 6 through 8, I have a set 1 and set 2 for speaking. So I can select from those. And then for writing, if I click the drop down, I've got task 1, 2, or 3 that I can select for writing. So do keep in mind that it will default to set 1 for speaking and task 1 for writing. If you want to assign a different set for speaking or a different task for writing, you'll have to select that from the drop-down menu.

Alright, so once I've selected my battery, I've selected my forms specifically for speaking and writing, I'll select continue. This takes me to the next page of the student assignment screen, and this is where I'm going to actually begin adding students to these tests or assigning students to tests. Again, at this point in time, I've selected grades 6 through 8. This is the first time I'm going to administer this test. And as you can see here, if I look at my student list, it is only including grades 6, 7, and 8 students

because again, it's eligibility-based. Those are the only students that are going to be able to be assigned to this test.

I can see here a number of students per page. I can't view all my students at the same time, so if I have, I believe it's 20 or 25 students that populate for each page. If I have more than that, I may have to navigate across multiple pages. And you can see here that I can go across those pages here either by selecting the next one or by selecting the next button here. As I begin to assign, I'll simply select the check box next to the students that I want to assign to this test. As you can see at the bottom, it'll indicate the number of licenses that are currently available. I cannot assign more students than I have licenses available. So in this case, I have 80 licenses available, so I can assign 80 students to test, so I can keep track of that there. I can also, if I want to, use these up here to navigate to a particular grade level. So if I only want to, for instance, maybe look at grade 6 students, I can do that. If I have scope to view multiple school organizations, I have the organizational drop-down here to be able to do that as well. It'll show me the number of students I've selected as I go through. At this case, I've just selected 6 just as an example. And then once I've selected the number of students that I want to test, again, this is for the first administration for the grade group 6 through 8. Then I'll select save assignments and then those students will then be assigned to that given battery of tests.

So when you assign students to a test, that will put that test license into what's called a reserved status. And we'll show you what those statuses look like under test licenses and order history towards the end. If that, again, if a student is assigned to a test, then that test license is now considered to be reserved for that student to test. So it's no longer available for other students.

All right, I'm not going to save this because this is just an example, but as you can see here, as I begin assigning students to test, you'll start to see those administrations and tests populate below. So it always goes in the same order. So it always starts with grade band 1 through 2, then it moves on to 3 through 5, 6, through 8, 9 through 12. And then it also shows me both administrations; either the first administration or the second administration. So you can see here for Grade 3 through 5, first administration. Beneath that, I've got my listening, reading, speaking, and writing domain tests. And then again, for those organizations that will be administering a second time, I've got that list again for grade 3 through 5 for the second administration of the test, again, across all four tested domains.

So I will go through that process for all the students that should be assigned to my assigned tests across all of the grade bands that I have access to. Again, that will depend on your organization. So once I've gone through the process of assigning students to tests, now I can begin basically setting up those students to be prepared to actually take their MODEL Online tests.

So the first step in that process is creating proctor groups. Now proctor groups are simply groups of students that will test together. There's a couple of different ways that I can get to my proctor groups. So one way is on a given domain test. So this again, I'm going to use 6 through 8 first administration as my go-to example here. And I'm going to start with speaking. So if I go to that speaking test, and proctor groups do need to be created by a domain test, so they need to be created for your listening, reading, speaking, and writing tests. If I select this ellipsis here on this test, I'll see the option to proctor so I can select that. Or if I select the test itself, that brings up what's called the assignment detail screen. There's a lot of useful information here. First of all, I get a

student list. I can see all my students that are assigned to this particular, this particular test again, which is grade 6 through 8 speaking for the first administration of the test. Gives me lots of information on the students. I can actually click under the student to edit accommodations if I need to. But what I was talking about was creating proctor groups. So from here I can also select proctor under this option here. Again, I can do that from the ellipsis menu on the previous screen or I can do that from here. Either way, if I select that, this will take me to the proctor group screen. And again, this is specifically for this domain test. It's a grade 6 through 8 speaking test for the first administration of the test.

So this will first of all give me a list of any proctor groups that I've already created. So if you haven't created any proctor groups yet, you'll see this list below as blank. This is where I can begin to create my groups. So that's this Create Group button here, and we'll select that in just a moment. And again, once I begin creating groups, you're going to see them populate here below. I've already created a number of groups, again, for these demonstration purposes. But before we go into the process of creating the groups, I do want to discuss a little bit around proctor groups themselves and how to utilize them.

So first question would be who should be grouped in a proctor group together? Well, that depends. You can select how students will be grouped together. The most classic example that I can think of is students within the same class will be grouped together. So if you have a group of students that are going to be taking the MODEL Online test within the same class, you can put those students in a group together. Likely they'll be administered by the same proctor. Or you can create small groups. You know, maybe you have small groups of students who test together. You know, they pull out to be in a

small group for testing purposes. You can add them to a proctor group together, again, to reflect that small group situation. You can assign students to a proctor group by accommodation. So if you have a group of students who are all receiving the same accommodation on the test, they can be created in a proctor group together and they will be tested together. This is flexible on purpose because it's designed for you to create your proctor groups as you best see fit. So to create those groups to best suit your needs. The best way to think about it is that a proctor group is simply any group of students that are going to be tested together.

Now, obviously there's a little bit of a caveat when it comes to speaking, since students who are administered the speaking test are administered that test individually. However, WIDA does not recommend that you create separate proctor groups for each individual student. You can add all your students who will be taking that speaking test, even though they're going to be tested individually, to the same proctor group, and then from there they can be proctored separately. That's another part of how we build in flexibility into these proctor groups in ADAM. You don't have to proctor all of the students within a group at the same time. They can be proctored in any order. They can be proctored individually at different times in different places. Again, it allows for that flexibility.

So what we suggest is that when you're ready to administer the speaking test, create a single speaking proctor group and then add all of the students that you plan to test to that group. Then you can go ahead and test each student individually simply by giving them their credentials to log into testNAV. So again, even though speaking is administered individually, unlike listening or reading or writing, you do not have to add individual students to their own individual proctor group. We suggest you add the students to a single proctor group and then from there, utilizing the test credentials,

they can log into TestNAV when they're ready to be administered individually. And that keeps things very simple. And again, that flexibility is built in.

When it's time to create a group, I need to select create groups from this proctor group screen. I do not. This button that says create with code, we do not have that option for MODEL online tests. You'll have to create group. This will bring up the proctor group configuration screen here. So the first thing I'll need to do is I'll need to name my proctor group. That's flexible. You can name your proctor group whatever you want, then you'll be able to begin setting up your test here.

When you are ready to begin assigning students, you'll select your district. I have lots of options, again, because these are all fake, but you'll select your district from the available options here. Then you'll select your school from the available options. This looks a little more realistic here. Alright, so once I've selected my district and my school, then I'll be able to start adding students to this proctor group. So again, this is just going to be a group of students that I know are going to be proctored together, again, specifically for those listening, reading, and writing tests. But again, for those speaking students that are proctored individually, they can all be added to the same proctor group together and then proctored to individually as long as they have their test credentials. So again, the process is very similar even though speaking tests are administered in a different form.

So if I select Add, I'm going to get a list of all the students that are available to be assigned to a proctor group currently. It'll show me their test status here, and typically I'm going to be looking for students in a Not started status under Actions here if I select this Add button, that'll begin adding or assigning that student to that proctor group. I can add as many or as few students as I want depending on my needs. I see 10 students

per age, so if again if I have more than 10 students within this group, I can go through the multiple pages to select as many students as I need to. Once I've selected all the students I want, I'll simply select close, and now I can see that list of students here that have been assigned to this given proctor group.

I can remove students if I need to from a proctor group as long as they're in that not started status. So you can see here there's the option to remove a student, maybe if they need to be added to another proctor group for any reason. I can continue adding additional students to a proctor group as I need to as well. I can come back to these proctor groups and edit the students within them again as I need to. And once I'm ready, I'll simply select submit and that'll create my new proctor group. I'll be taken back to the proctor group screen and again, I'll be able to see any proctor groups that I've created here.

So you'll go through this process for all the domain tests that are going to be tested at your school. Again, you can assign students to your proctor groups as you see fit. I've seen some schools utilizing ADAM add every student to the same proctor group and then just divide up their proctor credentials on their printed test cards to the people who will be proctoring as needed. Again, it allows for that flexibility, so students do not all have to be tested at the same time just because they're in a proctor group. They can be tested separately. Again, thinking specifically of that individual speaking test administration.

Now, one thing to keep in mind as you have assigned students to your proctor groups and then you begin to set them up to prepare for testing, is that the individual domain tests can be administered in any order. So you don't have to begin with listening and end with writing. You can administer them to students in any order you see fit. Again, ADAM

provides that flexibility. They don't have to be done in a specific order. All right, I'm going to get out of assignment details, oops, and go back to student assignments. Here we go.

All right, so when it's time to actually administer tests to students, all students will need to be able to take their tests through TestNAV. Their login credentials provided on their printed test cards? So I'm going to show you where to find those. The easiest way is under student assignments for a given test. Again, we'll use grade 6 through 8 speaking as our example, if I select this ellipsis menu where I found proctor, you're going to see this option to print cards. I'll select that I can select for as many or as few of the proctor groups that I've created. I can also select from the next screen as well, but we'll just we'll just go to this one proctor group. So let's just say I have one, and I'll select print cards and this will open up a new tab, and this is the Print Cards page here. So what you can see here, firstly, I'll call out the specific credentials that are needed to actually allow a student to log into TestNAV and begin to test. So every student will be assigned a test code that's unique to their proctor group. So that's the first credential they'll see on their test card. Then their last name will be their second credential, and then finally they'll have a randomly assigned login ID. Once they have those three credentials, when they get onto their device, when they access TestNAV, they'll be asked to put these three credentials in. Once they have the credentials again, they can input those and begin testing as soon as they have this information. So, something to keep in mind is that when it's time to distribute printed test cards, do keep in mind that once the students have the credentials, they can begin signing in immediately. There's no other step required. There's no approval process that needs to be done with an ADAM to

make sure a student's ready to test. Once they're assigned to a test and they have the printed test card, they can log into TestNAV and begin.

So when I'm in this print screen here, I can select firstly the layout as I want to for printing purposes. So I can have a 2 x 4 or a three 3 x 6 layout. I can do one per page. There's this option to print a roster of students for this given proctor group, and then it includes the actual printed test cards themselves as well. Here I can go back and I can choose additional proctor groups associated to this domain test if I need to by selecting this choose proctor groups option. I can select this however I want to. I can toggle my borders on to have those little borders that are typically used for when you print. You can, you know, have a line to cut scissors with to make sure you're cutting them out correctly. I can have them sequential or I can have them stacked. Again, there's any number of options that I can select here. Whatever I see fit, whatever you think is best. Once you've selected your layout and your grouping as you need, then you'll simply select this large green print button. Then you'll be able to print off those test cards.

Then the test cards will need to be distributed as you see fit to your proctor groups. Again, keeping in mind, proctor groups do not have to. Students within a proctor group don't have to begin testing at the same time. All they need are their credentials and their device. When they log in to TestNAV, they'll put in their credentials and then they'll begin to test. Once you've added students to a test, once you've added them to a proctor group, once you've gotten their printed test cards, when they have those credentials, again, they are ready to test.

Now, once you have all of your students ready to test, the way you actually monitor test progress is through what we call the proctor dashboard. I'm going to show you, first of all, how to access the proctor dashboard for a given test. Again, we'll use speaking as an

example here. So I can either select this ellipsis here, or I can select the test itself and then select proctor. This takes me back to my proctor group screen, which we saw earlier, and then from here for any given proctor groups, I'm going to start with this first one here. Over here under Actions, if I select proctor, this will take me into the proctor dashboard. It'll actually be a pop-up window. Now, the first time you log in, it'll ask you to put in your proctor name. So that's your first and last name. As you can see here, that's already been added. This can be edited at any time as it needs to. I'm going to leave it as-is just because this is for demonstration purposes. When you log into the proctor dashboard, you're going to see, first of all, this section at the top that has testing information, test administration, prompter group, and testing school, configuration information, which is the testing window, the proctor name assigned and kiosk only, which will always be set to yes. And then you'll see this action section, which provides the test code, which again is unique for each proctor group. Proctor password, which is not required for proctoring with within ADAM, but is another way to access the proctor dashboard. But again, it doesn't apply for WIDA MODEL. Then lastly here you'll see also you can select to print cards from the proctor dashboard. So that print cards screen that I showed you earlier, that can be accessed from here as well. And then also specifically for the speaking test, you can see here that there's this option to print the speaking test administrator script. So that's available in a couple of different locations, but I wanted to call out that it's available for download here on the proctor dashboard. And again, since speaking tests are administered individually to each student, that script will be required for that administration process. So that's the information that's provided.

But most importantly, if you come down here, you'll see the student list. So this is the list of all students that have been added to this proctor group. And what will happen is, as

the students are given their printed test cards with their credentials, when they begin to log into TestNAV and when they begin testing, I'm going to see these test statuses. You can see this column here. And you can also see this bar graph and these different buttons here at the top. I'm going to start to see those update, or move through different test statuses as students are testing. Now, of course, before students login, before they've gotten into TestNAV, we'll see them in this not started status once they log in to TestNAV. So once they've been given their credentials and logged in, you'll see them move to a in progress status. Now, I don't have any students in an in-progress status right now because these are fake students. They're not actually testing. But once students are in TestNAV and they're actually moving through the test, you'll see them in that in-progress status. If at some point the student logs out of TestNAV, they will be in what's called an exited status. So you can see here that the student has exited their session, so their TestNAV status has moved to exited. Now for these students, in order to be able to, in order to be able to actually get them to log back in to TestNAV to continue and complete their test, they only need to use their credentials. Again, they use the same credentials to log back in. But prior to that, the one action that will need to be completed by the proctor, as you can see here under the actions column, is to select the ellipsis to reseal this session. So if I select this, then this student is going to move into a reseal status. And all that means is they can now log back in and resume their test. So they've been marked to begin again. And again, they use the same credentials that they logged in the first time.

Once a student has moved through the entirety of the test and they have submitted their final answers in TestNAV, then you'll see them move into this submitted status.

Now, tests cannot be manually submitted by a proctor in the proctor dashboard. They

have to be submitted within TestNAV. So until the student submits their test and TestNAV, they're going to be either in in-progress, exited, or reseal status, again depending on whether they've left TestNAV or not. Once they've submitted all their answers for a given domain test, you'll see them in this submitted status.

I do want to call out some of the other information that you can see here associated to a given student record in this proctor dashboard. So you see them go across the screen here in these different columns. Firstly, you'll see for every student their identifier, first name, last name, their organization, which is going to be their school, when they started the test under started time, their test progress, which is whether their test is started, whether the test is submitted, or whether their test has not started. Those test statuses that I already discussed will continue to update. Under that column, you'll see their section progress, which in this case indicates none because we don't have any students that are actively testing. It'll show you their item progress. So how many of the items or questions within the test they've answered. So I can see here for this student who submitted, they visited and answered 100% of those items. I can see a test duration, how long the student spent in TestNAV on the test. For any students who have accommodations I can see that here. And then lastly again, I have that actions column where I can reseal students as I need to if they exit from a test.

Now you might ask yourself, well can the student just exit out of TestNAV on their own whenever they want to? Yes they can. Students can exit out of TestNAV at any point during the test. These are not timed tests. And you might be wondering, well why would a student do that? Well, mostly the situation would be if the student needs to use the restroom or if they need to get up for a stand and stretch break, they might exit their test. But in other cases, it may be a situation where the student actually has to stop

testing for that time. Maybe if the student suddenly becomes ill, maybe if there's a sudden fire drill and the students have to, you know, leave the testing area, that will likely be a situation where they would exit out of their test. And again, all they need to be is reseeded using that actions option in the proctor dashboard. Once they're reseeded, they use their same login credentials, they log back in, it'll start them at the same point they left off in TestNAV and then they'll be able to resume their test.

Now, for those shorter breaks that I was mentioning earlier for like a stand and stretch or maybe a quick bathroom break, there also is the option for the students to actually pause themselves within TestNAV. So rather than exiting out of the TestNAV application, they can simply pause the test within TestNAV and again take their short stand and stretch break, you know, make their quick trip to the bathroom. You won't see a status change in the proctor dashboard if the student pauses. Within TestNAV, they'll still be in an in-progress status. Also test administrators, so those who are going to be proctoring the tests, can't pause a student's test themselves within the proctor dashboard. Again, WIDA MODEL is not a timed test, but that pause option is only available within TestNAV. So it's typically going to be utilized by the student. And again, that would typically be for some kind of short break.

But again, keeping in mind students can exit out of their test as well and test them at any time. It'll save their place within the test, wherever they left off. They'll simply need to be reseeded. And then again, they can use their credentials to log back in.

And that's essentially the process of administering tests. So again, that proctor dashboard is really primarily for just keeping track of student statuses as they move through the test. I did want to just again mention as well that these tests, these domain tests can be, they can be administered at any time. Students don't have to be

administered together just because they're in the same proctor group. Different domain tests can be administered in different orders. They don't have to be administered in a specific order. So again, the flexibility for proctoring is built into ADAM. We see that as a big advantage of ADAM.

I mentioned earlier, but I'll mention again, there's no need to approve stat sessions for students to be able to log into TestNAV. All they need are their credentials to log in. We've already mentioned that speaking tests specifically are administered individually, so they're unique compared to the other three domain tests. So the way that that's done depends on the preference really. There's a couple of different ways that it can be done. So it's still administered in the TestNAV app, and it is individually administered by a test administrator, one-on-one with the student. The test administrator controls the device and navigates through the test. However, if you want, or if you like, you can administer this test on your own device. So the test administrator can use their device. They can have the TestNAV app on their device, use the student credentials and log in and then move through with the administration. Or they can do the same on the student's device.

Again, they'll be in control for the individual administration, but they can simply log in to TestNAV and use the credentials on the student's device. Again, they just need that test code, last name, and login ID. Once they have those credentials, whether it's on an administrator's device or the student device, they can log in and begin to test. So again, it provides that flexibility. Now, if you log in on your own device, do keep in mind TestNAV locks down the screen. So you won't be able to access the ADAM website or the proctor dashboard and testNAV simultaneously if you're administering on your own device.

I did also want to mention one other unique situation which is related to the writing domain test. So if I go back here, I'm going to go to grades 6 through 8 again here from student assignments. So if I scroll down to grades 6 through 8, for all other tests, when you select the ellipsis menu, you'll see this option to either print cards or proctor before writing tests. Writing does have a score that needs to be applied manually. So once a student has completed their test within TestNAV and submitted, before that writing test will move on to be scored, they will need to first have their there, there will be a couple of responses that need to be scored.

So actually let me scroll up. I know I need to select a specific one here. There we go. All right, apologies for all my scrolling. I'm going to go quickly down here. Alright, so again, if I go to a given writing domain test, so this is just as an example, grade 6 through 8 for the first administration of the test, if I select the ellipsis menu here, I select this option to apply scores. Again, this is specific to writing. If I select that, I'll need to select a school. Again, this'll depend on my scope. I'm just going to select the first one that comes up. And as you see here, I have a number of students that need to have their score assigned. So you can see here I have part A and Part B of this item that needs to be scored. You can see here that it actually shows a preview of this item. Both the Part A and the Part B. I can select here to show the rubric. And I can also select here to see the full item as well or see a preview of the full item.

So what I'll need to do here is go to Part B first, so you'll be prompted to score Part B. So I have that selected here, all right? Then you'll select your solid score and your adjustment. So you'll apply those there, again, using the rubric. Now, if this solid score here, is a 3- or below, then you will also be prompted to score part A. Again, whether you score part A is dependent on the score applicable to Part B. So again, just something to

keep in mind that's very specific to the writing domain tests is that these scores will need to be applied manually. That's applied from the domain tests listed under Student Assignments, and that'll have to be done again for all of those writing tests before they can then be moved on to be scored and reported.

So for those two specific examples, speaking and writing, again, there's some caveats, there's some differences to those two. For listening and reading, they function essentially the same as each other. There's no additional considerations such as individual administration, like for speaking or applying scores like there is for writing.

All right, so once all tests have been administered, all four domain tests will need to be completed before you can view the performance reports within ADAM. So I'm going to go through all of the suite of reports that are available. What are available within reporting here. I'll show you these options here in the left side menu. This is dependent on your user role.

So account administrators and district administrators will have access to view these progress and activity reports, but most users will likely be spending most of their time viewing these performance reports. We'll discuss those last, so we'll go through the first.

So, starting with progress. So, the progress report shows student statuses either submitted, started, or not started across all admins and across all batteries and domain tests that you have permission to view. Now, all of these reports can be exported out. Under progress report, you'll see this export option to be able to pull those out. I'll be able to view across again all of the administration's grades and domains that have been tested at my school. I can see here in most cases, I've got students that are all submitted here, but I can also view to see if students have started testing but not

completed or if students have not started. If I select a given test, again, let's keep it consistent. Look at 6 through 8 speaking. If I select this test here, I can see here for this one given domain test across all the organizations that I have permission to view what those student statuses are.

Similarly, which is for tracking student status, is the activity report. So the activity report shows any new tests that have been begun or any tests that have been submitted within a certain window of activity. So again, this activity report is available only to account administrators and district administrators. You'll see here at the top here. It'll start with giving you an overview of test stress and activity just for the day. This can be updated every five minutes, or this can be automatically updated or refreshed every five minutes. But I wanted to call out that this allows you to be able to see this activity report across a number of selections of time period.

So for a single day, for the last seven days, for the last 30 days or year-to-date, those are kind of the automatically populated options for the activity report. However, you can also select a date range down here. You can select a custom date range as you see fit. So if I want to go back in time here, as you can see, I'm getting a few additional here to show me that there have been some tests that were started and submitted within the window I selected. So again, this is just another way to keep track of how students are progressing when administration is ongoing. And I can see those new and submitted sessions both by test, by individual domain test and also by organization, depending on my scope of organizations I have permission to view.

Next under reporting is report assets. So progress reports, activity reports, and performance reports in ADAM are all dynamic reports, meaning that they'll continually update as students continue to test and submit and as tests are scored and reported

that they'll be again updating dynamically. Report assets, however, are for static reports. And specifically what's going to be available here are school and district roster reports. These will be posted at the beginning of every month. These are cumulative reports, so they'll only start appearing under report assets once you begin testing within your account for the academic year. These are CSV files. Again, they're static reports that you can view and download. They're not dynamic. If you select files under report assets, you'll be able to see all the files that you currently have access to view. And again, these are your school or district roster reports. These are static reports. They're CSV files that can be downloaded here that will begin populating once your account begins testing.

And then lastly, and probably most importantly, is the performance report section. So performance reporting is for showing score reports; that is overall scale scores, also showing students distribution across the performance levels as well. What many people will likely be looking for are within performance reports, individual student reports or ISRs. So that's the performance report at the level of an individual student. Now, there's a number of different ways that you can get to these ISRs. So I want to show you a couple of kind of shortcuts that you can use to get to a student ISR, starting with something we mentioned a long time ago, student search. So if I select student search, if I search by a given student's name or identifier. So I wonder if I start typing in something, it will give me a name here. It probably won't, but what I can do here is I can select a given student. So let me find a student here real quick. Any of these students will do. I'm just going to pull a fake student name here.

Here we go. I'm going to pull this student. Now, I actually just showed you another way to get to an ISR relatively quickly, but I want to start with the ones that are even faster.

Again, if I select the student search and I put in a student name or ID and I select the

search option, it'll bring UP that student. I can select that student to go view their sessions. This will take me to what's called the student dashboard for the student, and here I'll be able to see their performance. Again, I can see all their submission dates and their scale scores. I can view their ISR from here. Most importantly, lots of useful information here. But really what I wanted to point out is that this is probably the fastest way to get to a specific student's ISR. So if you know the student you're looking for, if you know their name or ID, just do the student search, type it in, search it, and then you can select View ISR. So I know we showed this just a second ago, but now I'll show you in detail. So the student's individual or student, the student's individual student report, excuse me. You can select this by school depending if you have option to view multiple schools. You can also view this report in multiple languages. It'll default to English, United States English, but more importantly, what you can see here, and I wish I could make this screen a little bit bigger, but what you can see here are the students' scores across the domain tested and across the different administrations of the test. So as you can, as I mentioned earlier, these ISRs won't populate until a student has completed all four domains for a given administration of the test. So they have to complete listening, speaking, writing, and reading; all of them. But what you'll be able to see here is once they've completed, you'll see their proficiency level and scale score across all those domains. Across oral language and literacy, It'll give you a description of proficiency levels 1 through 6, a description of those levels. And again, once they take their second administration of the test, if they do the second administration of the test, you'll be able to see all that populate for those tests as well.

You can also get to the ISR from student assignments. If you select a given domain test and you select a given student that is submitted, you can see here there's this option to

view an ISR from this assignment details screen. So that's another relatively quick way to get to an ISR. You can also access ISRs from performance as well. So if I go back here to the performance dashboard either from the level of the administration or from the level of a given domain test, if I select here and I go down to the bottom under performance comparison, I'll see all of the organizations that I have access to view. I have access to view a lot. Most of you will not likely have this many, but if I select on a given school here, this ellipsis menu, I can both export all ISRs for a given school that I have scope to view. But I can also, if I select student performance here, get to this student performance level view on this given test. And if I select a given student, again, it'll bring up that ISR. So those are really the three primarily primary ways that you can get to these ISRs. Again, the fastest being using this student search.

Now, if you go back as well to performance reports, we're going to go to the performance dashboard. What you'll be able to see is that you can view this score information both at the level of an administration. So this is at the level of the administration for the grades 1 through 2, all four domains, or I can view by an individual domain test. So either listening, reading, speaking, or writing and I can go through as for as many tests across grade bands that I have assigned to students at my organization. And also again, dependent on how many times I administer the test, I can see it for either the 1st or also the second administration. So I can select that again to see my average scale score, the proficiency level breakdown. I can see score group details here. If I select that drop-down, again, this gives me that performance comparison across multiple organizations if I have permission to view. And again, all of this is at the level of the administration, but I can also look at the individual domain. So in this case, let's say listening. Here I'm only listening, looking, excuse me, at the listening domain test again,

seeing that same information, the average scale score, the distribution of proficiency levels, and I can again view that score group details all here. And again, as I mentioned earlier, these are dynamic. So they will continue to update as students continue to test and they continue to submit and as their tests continue to be scored. All that information is available, again, if you go to reporting and performance getting to those ISR's. Again, as I mentioned, there's a couple of different ways, fastest ways to use the student search and justice. Look for whichever student's ISR you're looking to view.

I know we're almost at time here, so I just have a couple more things that I wanted to touch on. So the last thing with an ADAM I wanted to touch on are the test licenses. So it's this last option in the menu. If I select test licenses and I select order history, these will be only viewable by account, district, or school administrators. They won't be viewable by test administrators, but here I'll be able to view order history for all licenses within whatever scope of organization I have the ability to view. So obviously if I'm an account administrator, I'm going to be able to view across all my organizations. Again, if I'm a school administrator, I might only be able to view for my individual school. Again, you'll be scoped depending on your user role type.

So at the top here you'll see the number of total licenses. So those are the total number of licenses ordered for my account. You'll see the available licenses, which means these have been ordered, but they haven't been started or assigned to a student yet. So those are available to be assigned to a student. Here you'll see the number of tests reserved. And what that means is, I've assigned the student to a test. Again, through the student assignments process I showed earlier. They haven't started testing yet. But since they've been assigned to a test, now a test license has been associated to them. And again, now that's considered to be reserved for that student once the student begins to test. So

once they log into TestNAV and start testing, then that moves from a reserved status to a consumed status, which means now that license is considered to be used again once the student begins. Then finally, you'll see any licenses that you may have that have been expired if that's applicable to your account.

And again, this is viewable by account, district, and school administrators. And again, the scope of what you'll be able to view will be depend on which of those three user types you are.

And the very last thing I wanted to mention, when you log into ADAM, if you select your My Profile option in the top right-hand corner, you'll see this option to select Help. If you select that, it'll automatically open up a new tab and navigate you to the home page of the Resource Center. It'll navigate you to the bottom of that page, and this is available at the bottom of every tab within the Resource Center, but it just takes you to the one on the home screen. And this is where you can find information to contact Pearson customer support. So if you have any questions about anything that we've covered in today's training, so any questions related to functionality and Launchpad, creating organizations, creating users, you have questions about ADAM, you know, proctor groups, assigning students to test within student assignments. Again, if you're troubleshooting, if you're having issues, if you have questions related to what we've talked about today, please utilize these contacts for customer support. Our customer support staff will be happy to help you. It provides you both information on when they're available, both the days, so Monday through Friday and the times within central time. There are three ways that you can contact customer support. The first is by phone number, which is provided here. I would suggest that if you have an immediate or urgent issue, you need help right now, then utilize that phone number and you'll get in touch

with a customer support representative right away. You can also chat live. That would be a situation where you know, maybe you need help right now. Maybe it's not the most urgent situation, but you do want to get in touch with somebody right away as opposed to calling. You can use that chat now option and you'll go to a chat with, a live chat, I should say, with a customer support representative. And then the very last option is the support web form. So if you select this, it'll bring up this pop-up window where you can put in your name, your email. You'll select your program, which in this case again, it's just WIDA MODEL. You'll add a subject and then you can add a description of your issue and then that'll be sent off. And then once that's sent off to customer support, they will get back with a response to you. This is the option. I would suggest if you have a question that is not urgent, that is not a significant issue that needs to be dealt with right now. Maybe it's just a question that you want an answer to. You don't need it right away. You don't need it immediately. That's when I would suggest that you utilize that support web form option.

Now, I know this was a lot of information that we covered today. You know, this will be utilizing these new platforms offered by Pearson, utilizing Launchpad for rostering and ADAM for your test management will be new. So there will be, of course, a learning curve. As we mentioned earlier, this training is currently being recorded. It will be posted under the Training tab on the Resource Center so that you can go back and review it later as you need to. I highly, highly recommend that, you under Technology Setup, utilize the Launchpad User Guide and ADAM User Guide. Those will likely answer many of your questions and will provide you lots of information on how to utilize both Launchpad and ADAM and will help you to increase your level of expertise utilizing Launchpad and ADAM for the administration of the WIDA MODEL online tests.

And I know I already mentioned this, but again, Pearson customer support is here to help. So if you, again, have any questions or issues related to what we covered today, please reach out by phone, by chat, or submit that web form, let us know and we'll be in touch with you to help you as best we can. Now, I hope all this information was really helpful to you. I appreciate everyone taking the time to be here today to get this information. So, thanks everyone. Enjoy your afternoon, evening, wherever you might be. And again, we appreciate your time and attention today. Thank you.