WIDA MODEL Pearson Platform Training

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Thank you very much, Katie, and thank you to the WIDA team and thank you all for joining this training today. So as Katie said, what we'll be doing today is walking through these new Pearson platforms tha will be utilized for the WIDA Online tests.

So what we're going to do first here is go through our agenda and do a little bit of housekeeping, and then we'll get into the information for this training today. So you can see our agenda here. We got it broken down into 6 sections for the training today.

We'll start with looking at LaunchPad and ADAM login, so how you're going to access these platforms. Secondly, we'll look at how orgs and users are created in LaunchPad. LaunchPad, as Katie had mentioned, is our rostering platform for Pearson. Next, we'll move on to functionality in ADAM, starting with #3 assigning accommodations to students with an ADAM.

Then we'll move on to monitoring test licenses in ADAM. Then the bulk of the training will be focused on Section 5 here, which is student assignments in ADAM, which will be the process of getting students assigned to test, getting students added to testing groups, what we call Proctor groups in ADAM, and also going through the proctoring process.

And then lastly, Section 6, we'll be looking at reporting in ADAM. So how to access the various suite of reports that ADAM has on offer? So that's our agenda. So again, a little bit of housekeeping. So today we have Janessa from WIDA who will be monitoring the chat to be able to help you with any technical issues.

You should have access to the chat to put, you know, if you have any questions there. If you have questions related to the content of the training today or questions related to the transition, you can place those in the chat.

We won't be actively answering questions in the chat as we go through. We'll be focusing on the presentation of the information today. However, any questions that you do enter in the chat will be recorded and then they will be used to create FAQ materials that will be generated and shared out at a later date. So we're going to be going through a training slide deck today.

We'll also be doing demonstrations of all of the various functionality within the platforms that we'll be discussing this recording. Well, first of all, we'll be recording the training and that's going to be posted to the MODEL Resource Center a week from today.

I did want to reiterate that I know that logins for account administrators have been sent out for LaunchPad beginning this week. So some of you may have been accessing already. Many of you will likely be accessing LaunchPad soon. If you do have questions around these new Pearson platforms, whether that's LaunchPad or ADAM, please do contact Pearson Customer support. Again with the most urgent needs, do contact via phone. That's our recommendation that will get you connected to support staff as quickly as possible.

There's also a chat or web form option that you'll be able to utilize from the Resource Center as well to be able to get in touch with Pearson customer support again for for these new platforms. Lastly, I'll say again, before we get into the actual training itself, it's likely we may run slightly over time today. We have quite a bit of information to present and we want to give you as much information as we possibly can, as much helpful info as we can today.

If you are not able to stay past the point of where we're going to be running over time. So if I remember correctly, that'll be 4:30 Central time. If you can't stay past that point, do keep in mind that we will be posting the training, so any part of the training that you may have to miss, you'll be able to go back and watch and rewatch at your convenience later once it's posted to the Resource Center.

If you can stick with us if we go past that time, please do again. We'll try to get you out of here on time if possible, but if we do run over again, just keep in mind recordings will be available at a later date. All right, so firstly, getting into login. So that's login for LaunchPad and login for ADAM. So LaunchPad is your single sign-on platform. It is your rostering platform for WIDA MODEL Online tests.

So as I had mentioned already, account administrators were set up, welcome emails were sent earlier this week on Monday. Now when you receive the receive your LaunchPad welcome e-mail. So this will be true for account administrators who've already received their emails. This will be the same for additional users that are created within LaunchPad. They'll receive a welcome e-mail, it'll be sent from Pearson LaunchPad. And then I also included the the actual e-mail account.

So if you need to check your inbox, you can use those to be able to potentially find the e-mail if you're missing it. This welcome e-mail will include information on LaunchPad and most importantly, it'll include a set password link. So first time users will need to click that set password link to set up their password and then be able to log into LaunchPad.

Do keep in mind all welcome emails will expire. I should say the set password link within them will expire after five days of e-mail receipts. So once you've received this e-mail, after five days, that set password link will expire. If at that point that has happened, then the LaunchPad welcome e-mail will simply need to be resent to that user.

Now, once you've selected your set password link from your LaunchPad welcome e-mail, this will take you to the Set password page. You'll enter your password of your choice, conforming to the password requirements. You'll then confirm your new password.

Once you've entered those two fields, you'll select Save New Password. This will actually take you to the login screen. So this is where you'll enter your username, which is the e-mail address that your LaunchPad welcome e-mail was sent to. And then you'll also enter your password, which you've set, and then you'll be able to actually sign in to LaunchPad.

Now, if you're having or any other users are having issues with login at any point in time, if you select that first time sign in slash reset password option, that'll allow you to send a reset password e-mail to the e-mail account associated with your user account. And then you'll be able to go through the process of resetting a password as needs be. So once you've gotten your welcome e-mail, you've set your password, you've logged in, then you'll be taken to the LaunchPad home screen.

So LaunchPad functions as the single sign-on platform. This is where all users will access ADAM, the test management platform. And this is also where a number of rostring functions will take place for those users who have access to those functions. So specifically at this point, thinking about account administrators, that's where they'll be able to begin creating organizations and users within LaunchPad.

So all users will be able to access the link to ADAM or what we call the ADAM tile that you can see here on the LaunchPad home screen. All users will be able to access the link to the Resource Center. However, those data import organization and users options will be restricted to those users who have access. Now, as I just mentioned, LaunchPad is both where rostering will be done by users who have access.

It's also where all users will be able to access ADAM. So again, once you've received your welcome e-mail, set your password in. Logged in users who are accessing ADAM will simply click the ADAM tile that link from their home screen. It'll log them directly into ADAM.

From there, they'll be able to perform all the needed functions within ADAM. They'll be able to view their rostering information from LaunchPad. They'll be able to view reports they have access to. Users who have access will be able to view their available test licenses, and again, do all that work within ADAM.

We'll be discussing the functions in ADAM a little later on. We'll start with focusing on LaunchPad, but again, just keep in mind all users will access ADAM through LaunchPad. No user logs into ADAM directly. They'll go through LaunchPad, select the ADAM tile, and then automatically be signed into their account with an ADAM.

ADAM also includes bulletins on the home screen. That's where all users will be automatically navigated. This is where announcements and important information will be posted. Currently there's a link to the MODEL Resource Center there.

Also additional training and administration materials will be posted starting on June 1st, so be on the lookout for those. They'll be available again on the ADAM home screen. All right, now getting into the major functions within LaunchPad. So that's creating users and creating orgs.

So account administrators and district administrators will be permission to create organizations within LaunchPad. So organizations are typically going to be districts and schools for the majority of users. Once a organization is created in LaunchPad, that will automatically populate with an ADAM users. We'll get to next.

We'll start with organizations and the functionality for creating those. I did want to mention at this point that users within LaunchPad and ADAM include both students and non student users. So that's going to be your various level of administrators. So just something to keep in mind when we discuss users, it includes both of those groups both within LaunchPad and within ADAM.

Now, when an account administrator, a district administrator is wanting to create organizations within LaunchPad, they'll have two ways of doing that. The first is through what's called the data import, and then the second is to create them one at a time manually in the LaunchPad user interface. And we'll discuss both of those processes here in just a moment. So MODEL Online accounts have been created as district organizations within ADAM.

And again, as I mentioned, orgs are schools or districts typically. So districts will be potentially hosting multiple school organizations. They'll be nested within that hierarchy before your students can be added. When we get to the Users section of LaunchPad, you'll be able to see the process for creating students before they can be created.

Orgs will need to be created first for those students to be associated to. This is similar to locations within the MetriTech TAI, but the important thing to keep in mind is the process for creating orgs and users goes in that order. Organizations should be created 1st and then users can be created since they'll have to be associated to organizations, whether districts or schools, specifically for students. All right, so now getting into the process of creating organizations in LaunchPad. So first is the file upload.

So when account administrators or district administrators log into LaunchPad from the left side menu, they'll select the data import option. They'll be taken to the data import screen. From there they'll be able to select the option to upload file. That will open up a pop-up window which will allow them to begin the process of file upload.

So first of all, to create organizations from the file type drop down, you'll select orgs. So that's to create all organizational types. Again, primarily districts and schools. You'll select your school year drop down.

Currently, the most recent school year listed within LaunchPad is for the 2024-2025 school year. After June 1st, when the tests are officially live, any student that's rostered to that 2024-2025 school year will automatically be rostered to the 2024-2025 school year. So something to keep in mind for those of you who are going to be creating organizations now. So once you've selected your file type orgs and your school year, then you'll select your source ID prefix org from the drop-down menu and this will be automatically populated for those who have had their district accounts created and who are able to access currently.

So you'll simply select from what's auto populated in that drop down. After you've selected from those drop downs, you'll be able to download download the orgs template CSV file so that will download directly to your device. From there you'll be able to complete that template. Once you complete the template file, you'll then select or drag the file to be uploaded into LaunchPad.

And once you've selected your file and the file is indicated as completed per the template, then you'll be able to select upload file to then begin the upload of your organization's. Now I did want to call out here and they call it out later as well, but there is also a layout specifications file that you can download from this file upload screen as well which will give you information on the required fields and the specifications. Excuse me for the data that can be entered in those fields. So please do utilize that in order to get your template files created.

Once you've created your template file, once you've uploaded it, you'll automatically be navigated back to the single file sync details screen and from there you'll be able to see the status of your template file. So if your file uploads without any errors, you'll see that indicated as being in a complete status. So there were no errors every every piece of data that you included in your template file has uploaded successfully. You'll be able to view information by clicking that file within the options there to see the information that was imported.

If however, your file does not import correctly, then you'll see it in a status of complete with errors. And what that means is there was some data within that file that did not download or upload, I should say successfully. What you can do at that point is then select to download the error report for that given file and that'll provide you information on what failed and what will need to be corrected to then re import that file successfully. We'll look at an example of that error file here in a moment.

But first I wanted to touch on the template file. So like I said, you are able to download a layout specifications file currently in LaunchPad for all of the upload template files, including organizations, which gives you information on how to complete those files. I did want to provide just a brief overview of the required fields here. So when you download the file, you'll see columns A through F and it'll require you to import your information here to then import that organization or organizations into LaunchPad.

So starting with your source ID. The source ID can be any value. It does have to be unique per org. You can use the source, the same information for your source ID and for your identifier.

The identifier is what we consider to be sort of like the public or forward facing identifier. Again, these two values can be the same. When you add these into the template file under column B, you'll want to set interactive as the status so your organization will be active once it's imported, you'll include a name for your school. So for our or your organization, whether that's a district or a school.

We gave an example here, Central Valley High School. The example in the screenshot again just called Sample school 123. That does need to be a unique, a unique name. Then you'll enter the type, the options for type or state, district or school.

The vast majority of organizations will be either districts or schools. You'll enter your identifier, which again can be any value. It can be the same as the source ID, and that's typically our recommendation. And then lastly, the parent source ID.

So that's the ID that is the organization that the orgs you're importing will be created under. So that's going to be for your districts and school. So your districts will be under will be under the source ID generated for your account, and then all other organizations under that district with the parent source ID will be to, again, whatever work within the hierarchy they should be nested under. So typically what that will be is your various schools will be nested under specific districts that you've created.

Now, as I mentioned, if you go through the process of creating your template, you upload and you have errors, there's some information within your template that did not upload correctly. You can download that error report file, which will download to your device and will give you information on why your import failed, and it'll give you information on what specifically went wrong. So you can see a screenshot of an example here. So this example is that there was a naming error for the sourced ID.

You know the sourced ID was entered incorrectly and so therefore these orgs failed to import. Account administrators can use this information again to look at any org files that may have failed. You'll be able to determine which what specific data within your file failed and then again move forward to to correct that and re import successfully. So what I just outlined is the process of creating organizations through file upload.

There's also the option to create organizations manually within the LaunchPad UI or user interface. Account administrators and district administrators will be able to have access to this. So when you log into LaunchPad, from the left side menu you'll select Orgs. That'll open up your organization screen.

From there, in the top right hand corner you'll see the Actions menu. If you select that, it'll give you a drop down. From there you'll select Create New Org. This will take you to the org creation screen.

So from here you'll enter essentially the same information that's required on the upload file. So you'll need to enter an organization name either referred, typically districts or schools. You'll enter the parent organization. So whatever organization this org should be nested under, again typically that's going to be a district where the school that organization you're creating will be nested under.

You'll select your org type, which again is either state, district or school. You'll enter an identifier for your org. Again, this identifiers the the display or forward facing identifier. Typically, this is known as the school ID that you would utilize.

Here you'll also use. You also have the option to create a unique source ID. However, as I mentioned earlier, you can utilize your identifier as your sourced ID. So unless you have that that toggle switched to off automatically, your identifier will also be used as your sourced ID.

Sourced ID is simply used within Pearson systems for tracking purposes. Again, typically we recommend that you keep these values the same. Once you've entered this required information, you'll select save changes and that will save your organization. Again, this is creating individual organizations one at a time.

So again, in a typical scenario, you would begin by creating your district or districts. Once your district or districts are created, then you can move on to creating your individual schools and from there you can select those districts as the parent organization for those schools as needed. Again, that would be a typical flow for this work. All right, so that's the process for creating organizations.

And again, this step should be done first. So your organizations, those should be created initially within LaunchPad using the upload option or the manual creation in UI. And that way when it's time to move on to creating your student and non student users within LaunchPad, they can be associated to the correct organizations. So again, as I mentioned, within LaunchPad and ADAM users are both students and non students.

So specifically starting with non students, these are the four roles that are available to be created within LaunchPad. Again, Account administrator user roles were created this week and welcome emails were already sent. District administrators, school administrators, and test administrators will need to be created within LaunchPad and then they'll be able to log into LaunchPad and access ADAM as well. This screen provides some high level information on the permissions and kind of scope of functionality for these user roles.

I won't go through each one point by point. You can come back and reference this later, but essentially these different user roles are the four that are available. Account Administrators are the highest level role. They can create all other role types below them at the lowest.

At the lowest level you would say at the test administrator level, these are users that will simply be using LaunchPad to log into ADAM. Most of their work will be happening within ADAM, primarily creating and or proctoring student tests. So users can be created in the same two ways that organizations can in LaunchPad. So you can either go the file upload route or you can go the creating individual user 1 by 1.

So we'll start with file upload. So very similar to organizations. Once you've logged into LaunchPad, you'll select Data import from the menu. Then you'll select Upload File to begin your process of preparing your template file.

District Administrators, School Administrators, and Test Administrators again will be created through this process, so account administrators who have been set up currently can log in now. All other user roles will need to be created within LaunchPad first. Then welcome emails can be sent so they can begin accessing as well. So when you select the file upload option from the file type, there will be two options for creating users, non student and student users.

So we'll start with non students. So once you select non student, you'll again select your school year, then you'll select your role. So that's an additional option specifically for non students. So only one user role can be imported at a time.

So typically that's going to be creating district administrators, then separately creating school administrators, and then separately creating test administrators. So it would be again a typical flow, but do keep in mind that only one user role can be imported within a file at a time. Then you'll select the source ID prefix organization. Again, that will be from the drop down.

Those will automatically populate it be populated based on the organizations that you have created. Again, organizational creation happening first. From there, you'll be able to actually download the CSV file. There is also a layout specifications file included for both the non student and student upload files, just as there is for organizations, so you can utilize that to help you fill out your template file.

Once your template file is completed, you'll drag it or upload it and then select Upload file to begin creating again starting with your non student users here in LaunchPad. This provides some information on the template file. Again, that specifications file is available for you to access and utilize within LaunchPad when you're going through this import process. Again, this lays out the various columns and those informational fields that will need to be filled out.

Users also must be assigned a source ID and a identifier. We typically recommend that these be the same. They must be unique, however the same value can be used for both. Again, the identifier is a sort of the display identifier.

The sourced ID is used for tracking purposes. Internally, you'll need to include the org sourced IDs, so those that's the organization that the user will be associated to. Again, whether that's a district or a school. Depending on the user type, you'll enter a username which can be the same as the identifier.

It can be any value. You'll enter first and last name. For the non student user, you'll enter a e-mail and then you'll set the status to active. You'll enter active there.

Those are the required fields. You'll do this again by role type, so you'll be able to create multiple district administrators or school administrators or test administrators and then import the file to create those users within LaunchPad. Also, again, as I mentioned, users include students. So that terminology within LaunchPad and ADAM is probably that's that's going to be new to many of you.

So again, just keep in mind users is a is a large umbrella. It includes both students and all non students that are going to be created within LaunchPad. So it's the same process for creating student users in terms of selecting the data import, selecting the file upload from there, from that file type drop down, you'll simply select students. Again.

You'll select your school year keeping in mind that any students that are assigned 2425 will automatically be enrolled for the 2526 school year. You'll select the source ID prefix organization, which again is for students typically going to be their school that these students will be assigned to. You'll be able to download your template CSV at that point. There is also a layout specifications file for this file type as well.

You'll go through the process of filling out your template, upload it, upload the file and those student users in this case will be created within LaunchPad. Here's a breakdown of that template file for student users. You'll see there's a few additional fields compared to the non user file. So again, as all users, students will need to be assigned a source ID.

Typically we recommend this is same as the student identifier. We recommend that you think carefully about your identifier that will be assigned to the student. You want to keep this identifier the same for the student year over year, since that identifier will follow the student within Pearson's systems and allow for tracking year over year as the student tests. But again, the identifier and sourced ID in columns A and C can be the same.

My recommendation is that they should be the same. You'll set the student's status to active in B you'll interactive. I should say you'll include the students given name, their first name and family name, last name.

Optionally you can include their middle name. You'll enter their grade or grades typically again, this is just going to be a single grade. Then you'll enter their primary org ID, which is the the typically going to be the school that the student is assigned to, and then the source ID for that organization, the school the student will be assigned to. And then you'll enter their birth date.

And then lastly there's sex. And then those are the required fields. Once those are input for as many students as you're choosing to create, then you'll move on to as again import that file. And once you've done those steps, whether you're going through the process for non student or student users, again, that'll take you back to view your upload history.

You'll be able to see all the files that you've imported, whether they've imported successfully, indicated by a complete status, whether there were errors, indicated by a complete with error status. Just as with your organizational files, you can download an error report for those files as well if there again is any data that did not import successfully. So here is a screenshot of an example user file. This is for non student users that did not upload successfully.

So again you'll be able to see all the information on what specific data within your file did not import. Within that column D, that message column you're going to get your your most of your information. I should say on what particularly the issue was. In this case these users errored out because they had duplicate usernames.

They didn't have a unique value for their usernames. All users need to have a unique value there. So again, just in this example case, that's why those were were erroring out. And again, account administrators utilize this information.

If you have files that are erroring out, do download this, check this information. This will be the way that you can then go back and correct your template files to import successfully. Just as with organizations, users, whether students or non students, can also be created manually 1 by 1 within the LaunchPad UI. So once you've logged into the LaunchPad, you'll select users from your left side menu once they're under actions.

If you click that drop down, you'll then select to create new user. It's the same process for whether you're creating a student or non student user. You go through this same series of steps. You'll be able You'll be asked to enter the first and last name of the user.

For non students, you'll select their primary role. For students, you'll select the role of student. Once you've selected student. If you're creating students through this manual input process, you'll also be asked to select a grade for that student.

Of course, that will not be required for non students. You'll select the primary org for your student or non student user. If do keep in mind that in within that drop down there may be secondary drop downs. So there may be districts and then within those districts there may be schools.

So you may need to additionally select drop downs to view the school's nested within a given district, you'll enter an identifier for your user. So this could be the student's school ID, it could be their district ID. But as we mentioned earlier, you want that identifier to be something that is going to be consistent year over year. That will keep that student's test history intact.

Again, you'll enter a username and source ID. Those will be unique only if you've toggled on to have that or it should say toggled off. I believe to have the identifier and username and source ID be unique values, they can be the same value. For consistency sake, we typically recommend that they do be the same value.

I know we've talked about sourced Ida couple of times. This is a value that is used by Pearson to ensure that the identifier is unique. But again, our recommendation is to keep these three values if at all possible the same. They can be utilized.

The same value can be utilized for all of them. Usernames are required field when you're logging into LaunchPad as a as a non student user. However, this is not applicable to students. Students do not log into LaunchPad or ADAM. It is a required field on student user roles, but again, students will never be accessing LaunchPad or ADAM.

That will only be your non student users. For non student users, you will need to enter an e-mail. That way they can receive their welcome e-mail for LaunchPad. This is optional for students.

Again, students will not be logging in, so it's not required. You'll select login enabled. I select that to be toggled on for your non student users that way. Then when they receive their welcome e-mail, they will be allowed to login and at that point you've entered all your required fields.

Then you'll select save changes again. That user will now be created in LaunchPad and will automatically be created in ADAM as well. And that is true for organizations and all users, non student or student users. Once users are created, there are some limited fields that can be edited.

So if you select users within LaunchPad and then you select edit on a given user, student or non student, you'll be able to edit the first name, last name, e-mail, or username for a given a given user. All other fields that were created on that user record will be locked down. They will not be available to be edited. So you can edit those fields that I've mentioned and then save those changes.

However, for those other fields, those cannot be edited once the user account's been created. All right. Before moving on to functionality in ADAM, we've covered a lot in LaunchPad and so I want to provide some demonstrations of this functionality within LaunchPad. So what I'm going to do first is I'm going to stop sharing my screen and I'm going to pull the screen over to LaunchPad.

I'm hoping that it's not going to require me to log back in. Excellent. It is not. So I'm going to share my screen again from here.

Once I'm sharing, what you should be seeing now is the LaunchPad home screen. So again, once you've received your LaunchPad welcome e-mail, you've set your password and you've been able to sign in, this is where all users will automatically be navigated to. Again, for specifically thinking of test administrators, they will have a LaunchPad login, but they will be logging in specifically to access ADAM. They won't have the ability to access these other functionalities within LaunchPad.

Those are restricted primarily to account and district administrators. So to go through the process that we just described here, creating organizations, first we have the two options, either data import or creating manually in the UI. So if I select data import here, I have some files that I've already done, but if I select upload file, that'll bring me to the file upload screen. I've selected my org, I've selected my school year.

You'll also need to select your source ID for the parent organization. Again, that drop down will be populated automatically. Then I'll simply select my org template CSV to download the file template to begin completing it again. You can also download the specifications file which will give you information on how to complete the template.

So please do utilize that as you need to. I do have a downloaded template already here. I'll zoom in just a little bit so you can see this. So this is the information that's required within that template file.

So I filled this all out. Now again, I've kept my source ID and my identifier the same. That's our recommendation. And then I've entered a status of active, entered a name, a type.

In this case this will be a school, and then the parent source ID, which in the case of a school is typically going to be the ID for the district. So once I've completed this file and I've selected it, I'll upload it. That will automatically take me back to this upload history screen within data import. As you can see here, I have a number of different files already downloaded.

My organization file uploaded, complete with no errors. I can view the information that was created or modified here. This was just to create a single organization, but you can also see I have a few complete with errors. We'll look at those in just a minute, but first we'll go through the process of uploading for student or non student users, starting with non students.

So if I select that option from file type, I'll select a role. Again, I'm an account administrator. That's how I'm logged in right now into this demonstration site. So I can create any role beneath me.

So I can create district, school or test administrators. Again, I can only do one role type at a time, so if I need to create all three, I'll have to do 3 separate imports. I'll download my template file. I've got my specifications file I can download as needed.

This is my non student template file. Again, I'll zoom in a little bit. It includes source ID, the org source ID that this user will be associated to, typically going to be either a school or a district depending on their role. The username, which can be the same as source ID and identifier, again, all those values can be the same, includes first and last name.

e-mail is required for all non student users so that they can log in. And again, I put active for my status in that last column. Once I've completed that, again, select Upload my file for students. It's incredibly similar.

I just select students instead. I'll select again in the non demonstration site. In the production site, those of you who are perhaps already in there, you're going to see an additional option to then select a sourced ID. Those will be automatically populated.

And again, once you begin creating additional organizations, those additional organizations will begin to populate as well. And I can download the CSV also again, specifications document if needed. This is the student template. A few additional pieces of information.

Sorry for zooming in too much. Oops, a little too quick on the draw. Here we go. So again, sourced ID and identifier are required for students.

They can be the same. We recommend that they are. Again, status should be entered as active. You'll put in the students given and family name, middle name is optional.

You'll add the student's grade, their primary org, which will typically be their school, their org's name, and their org's ID. And then you'll enter their birthday, their sex. There's also the option to enter a yes for IEP or section five O 4. These are optional, they are not required, and you go through the same process to upload the file. So again, I've uploaded all three file types here.

My non users file type I selected was for school administrators. Again, do keep in mind those will have to be done separately. But if I just select my file here, I can download my error report and then I can view the error report here. So this is a sample. So this is similar to the sample I showed in the slide deck, which is that in this case, I haven't indicated a unique username on these records.

So for any record where I haven't input a unique username, I'll have to go back, add a unique one that's not already been utilized within LaunchPad, and then again re import. But again, all the error report files follow this same format. The bulk of your information on how you'll correct your errors will be within column D, this message column. So that's the upload file option. I can also create organizations and users manually.

So I've already created 2 organizations here. I've created a district and a school. Under actions, I'll be able to create new orgs. This will be an option for again, account and district administrators. I'll simply enter an org name.

Again, I'll select a parent org. If I'm creating a school, I'll typically create I'll create it under a given district, so they should be created in that order. Don't know if I indicated that, but district organizations followed by school you'll enter the name identifier. I typically again recommend using the same identifier as the source ID and then select save changes.

Very similar with users. If I navigate to users I can view my students and non students in separate screens. I can also view them all simultaneously, but with no matter which kind of user I want to create, I'll select actions, create new user, and this will take me to this screen which I can begin creating my users individually, either student or non student. If I do select student, I will have to include their grade. I do not have to include an e-mail for student users again because they won't be logging into LaunchPad.

So again, these are your two options for how to create. Again, we recommend starting with creating organizations, then creating users, typically non student users 1st and then student users so those users can be associated to the orgs that you've created. All right, I'm going to stop sharing again so we can get back into the slide deck.

All right, you should be seeing my slide deck screen again. So now we're going to be moving on to functionality with an ADAM. So again, LaunchPad is our rostering and single sign-on platform. ADAM is our test management or test delivery platform.

So this is where students will be assigned to test. Accommodations will be assigned, which we'll be discussing first. This is where students will actually be proctored their test. This is where reports will be available. Again, the majority of what we'll be covering today will be discussing.

ADAM. Sam, can you hear me? Yes, Jordan, I can hear you. Sorry. Just quickly, you'll just want to switch the view of your PowerPoint just so we can see in the presentation mode.

We're seeing the notes right now. Let me switch. Perfect. Thank you. Sorry to interrupt.

No, not a problem. Thank you, Jordan. I'm not sure what I clicked, but if I do it again, please feel free to interrupt me and we'll get visible what we need to. All right, So first of all, as I already mentioned, users within LaunchPad and ADAM are both student and non students. So first those users will be created in LaunchPad. Any user that's created in LaunchPad will automatically populate in ADAM.

So once your all of your users, student and non student have been created, when you log into ADAM, you'll be able to view those users there. So when you log in, you'll start on the home screen from the left side menu. If you select Rostring and then select Users, that will take you to what's called the user configuration Screen. Configuration typically just means either creation or editing.

In this case, users can only be edited and very minimally. With an ADAM, the vast majority of all the user information is going to be pulled from LaunchPad. Again, you can view all of your users, whether students or non students, based on your organizational scope. So based on your permission to view, you'll see them all here when it's time to start adding accommodations to students.

I recommend that in that user configuration screen on the left hand side in the filters option I would just filter on the role option to student. That way you're only viewing students. You can also filter once you've selected students by grade, so you can isolate specific grade or grade bands of students. But again, this is just a recommendation on my part. So when it's time to start actually adding accommodations to student records, you can just view your students.

You can view them by grade. Once you start adding accommodations, you can also filter on accommodations as well. But again, we're talking about the process of adding accommodations. So I should say accommodations cannot be added to student records within LaunchPad, they must be added to the student record within ADAM.

So once the student records created in LaunchPad automatically populates an ADAM, then you will be able to add accommodations onto that student record in ADAM. We recommend this is one of the first things you do once student records are created for any students who will have accommodations applied. That way you're guaranteeing that before students begin to test, they have their needed accommodations. So what does this process look like? Well, applying accommodations can be done in two ways.

It can be done on an individual student record in ADAM, or it can be done through a bulk upload. So we'll talk about individual students first. So the primary methodology for editing a accommodation is to go to your user screen. So again, you select rastering, Then users use the filters as you need to to get the desired students on your screen.

From there, if you select under actions the edit button for a given student record, that will bring up the individual user setup screen for that student. So you'll see that information pop up for that given student. There'll be a left side menu there under user setup, and there you'll see the option to select accommodations. Again, this is one of the very few, one of the very few things that can actually be edited on the student record. You'll be able to view all other information that's added through LaunchPad, but none of it will be editable.

Accommodations will be. So once you select Accommodations, you'll be able to select edit at that point. This will take you to the screen. Will you be able to start applying accommodations? So I know the screenshots are small, it's probably hard to see right now.

We'll demonstrate this as well within ADAM. But accommodations can be applied by test domain. So that will either be by listening, reading, writing and or speaking.

Now, not all accommodations are available for all domain tests, so you will be able to see the available accommodations. Again, they're broken down in columns so you'll be able to see them by those domains. You'll be able to either select from a drop down or simply click the button to assign an accommodation to a student. If a given accommodation is not available for that domain, either the drop down will not function or you will not be able to select that button to apply that accommodation.

So again, something to keep in mind, the allowable accommodations and explanations of what they are will be able to be accessed through the test administrator manual or Tam that will be posted to the Resource Center. Also do keep in mind, in addition to these accommodations that can be assigned to a given student, there are also a number of universal tools embedded in TestNav. So that's actually the student testing platform provided by Pearson. Those are provided by default and there there are a number of tools that can be utilized as the student is moving through their tests within the given domain tests there again that are applicable for all students who will be testing.

So accommodations are controlled on the student record in ADAM, but there are a number of tools that are universally available within TestNav. So once you've selected your desired accommodations by each domain test as applicable and you'll select save, this will automatically take you back to that accommodation screen on that student record, and then you'll be able to view all of the accommodations that have been added to the student record, again, broken down by accommodation and broken down by available domain that accommodation can be assigned to. Once you've done this, again, those accommodations will be applicable once the student begins testing. That's why we recommend this be one of the first things you do once your students are available with in ADAM.

There's also the option to apply accommodations through a bulk upload. So when you go to your user's configuration screen, the same screen where you would go to select an individual student to begin applying accommodations. From there you can select as many or as few students as you want to be assigned accommodations. Through this upload, you can select every student that you have access to.

You can select a small number of students. Again, it's as many or as few as you desire. Once you've selected your number of students that you want to apply accommodations to, in the upper right hand corner, there'll be an... menu that you'll select and then you'll click Student Accommodations Upload.

This will open up a new screen. This will provide step by step instructions of how to apply. It'll also give you the option to download the template file that you'll be then able to fill out to apply these accommodations. So this is primarily the way that you would again apply multiple accommodate accommodations to multiple student records simultaneously.

So you can, you can add them one by one to each individual record or you can add them in bulk to multiple records. That upload template will again populate with as many students as you've selected. When you download that template and open that template, you'll see each student record in the template file four times. The reason for that is we have 4 domain tests, listening, reading, writing and speaking. That's the order that they're available in the accommodation screen.

And again. Accommodations can be assigned to given domain tests based on availability. So some accommodations are available across multiple tests, some are available only for certain tests that will be indicated in the template file by either the the cell being available or the cell being indicated as NA or not available. So as you can see on this screenshot, but we got a given student record that is in this template file 4 times for all domain tests.

And then across the remaining columns, starting with column I, you can see the available accommodations. If an accommodation is not available on that test, it'll be indicated with an NA. You'll simply enter AY for all accommodations that you want to enter on all student records that you've selected.

And then once you've done that, you'll import your file back into ADAM and then those accommodations will be applied to student records. Again, just a reminder, we recommend that one of the first things you do once your student records are created in LaunchPad and available in ADAM is to log into ADAM and begin assigning accommodations to those students who need it. Typically, we recommend that this be done well ahead of when testing will begin to ensure that those accommodations are present and available when the student does indeed test. Briefly, we'll discuss test licenses in ADAM.

So when you log into ADAM from the home screen under test licenses, if you select order history, this will take you to the order history screen which will show you information on the WIDA MODEL test licenses that have been purchased for your given organization or organizations depending on your scope. So all test licenses for WIDA MODEL Online will be purchased it purchased through the YCEP site or the WIDA store. So that process has not changed. I will emphasize that licenses cannot be purchased in LaunchPad or in ADAM.

Those will still be purchased again through the Ycep's or WIDA MODEL store. Once those are purchased, however, that information will automatically begin to populate within LaunchPad and more specifically in ADAM, so that you can begin to monitor the number of test licenses available again for your organization. So it's really more of a monitoring that can be done within ADAM.

There's no functionality to add licenses to purchase licenses. Again, that functionality is not within ADAM or TestNav. Again, this is a way to view your information in that Order History screen. You can view all the licenses that you have total.

You can view licenses that are available. That means they can be assigned to students and students have not yet started testing. You can view reserved test licenses. So that's when a student has actually begun, has been assigned, I should say, to a test, but hasn't begun their test yet.

Once students begin testing, you'll be able to see the number of tests that have been consumed or that have been used. And again, this will continually update as students are assigned to test, once additional licenses or purchases needed, or once students begin to actually submit their tests within ADAM, you can continually check this order history screen to see as that information updates.

All right, now moving on to student assignments and Accomodations. So this will be the bulk of the functionality within ADAM will be looking at within this section. So I think before we move on to this, I just want to go very briefly through the last couple of functionalities that we discussed again, because there's going to be a lot that's specific to student assignments.

So I want to cover what we've looked at just briefly first before we move on to that. All right, So I should have stopped sharing my screen. So now I'm going to log back in to ADAM.

All right, I'm going to share my screen again. All right, so now everyone should be seeing the ADAM home screen. So again, all users will log into LaunchPad first, and then they'll select the ADAM tile to be automatically logged into ADAM. Once logged into ADAM, they'll be automatically taken to the home screen from here.

Again, first step that we recommend is once students have been added under Rostering, you select users. You'll be able to see all users that are available within your scope of organizations. So that may be a district with multiple schools, it may be a single school depending on the user role. We can again filter to view students only.

I can filter by grade to view specific grades or grade bands. I'll just select grade 9. So now I'm viewing all grade 9 school students. Excuse me that I have access to view and now I can begin assigning accommodations.

Accommodation assignment is done in ADAM. It cannot be done in LaunchPad. So I can do this in one of two ways. Either I can select a given user record for students.

Once I select that in the user set up for this given student, I'll select Accommodations. No accommodations have been assigned to the student yet, so I'll select Edit. That brings me to the Accommodations assignment screen again. Across the top I'll see the various domains tests and then below I'll be able to see the various accommodations that can be assigned.

If an accommodation cannot be assigned from a drop down, you won't be able to select it. As you can see here, this is available only for listening. As you can see, again, it varies by accommodation. I can select as many or as few across the available domain tests.

Once I've selected as many or as few as I want, I'll simply select Save on that student record. And now it'll take me back to the accommodations view where I can view all the accommodations that I've assigned and it'll also indicate for which specific domain tests to those accommodations have been assigned for. I can also select multiple students. So in this case, I'll just select all the students on this page, 20 per page.

I can select every single student. I can select specific ones, as many or as few as I want. But once I've selected a student or students, if I select this... Menu, it'll give me the option for the student accommodation upload.

It'll provide me a step by step on how to go through this process, including creating a template. If I select create template at the top here, if I go under template history, I'll be able to view all the templates that I've created and I'll be able to download the template from here. I should already have one downloaded. So here is a template of students. Again, it's it's the students that I've selected.

It can be across multiple grade levels and it will be across all the domain tests. You'll see each student record in here 4 times for each domain test. You can see that indicated in column H Then I can go through columns I through O to be able to actually start applying accommodations for those available simply by indicating them with AY. So I'll go through.

You'll also see that there are accommodations that are indicated not A. If I enter AY for those, the template file will fail to upload, so those will remain Ana. So I can apply as many or as few accommodations on as many or as few student records as I wish. Once I've done that, I'll simply select that file from browse, import that file, and then those accommodations will be assigned automatically onto those student records.

And then I also mentioned test licenses. So if under the menu I select Test Licenses, then Order History, this will bring up a list of all of these orders. Here, most importantly, again, you can see the total number, the available, how many have been reserved, That means a student has been assigned a test, how many have been consumed or used when a student submits a test, so on and so forth. And that will continually update automatically as students test or as additional licenses are added.

All right, I'm going to stop sharing again so that I can go back to the slide deck and hopefully this time I'll be able to select it so that I'm actually sharing the slides. All right, that looks correct on my end. If it's not, please let me know.

All right, so then what? Now we'll be moving on to student assignments. So student assignments in ADAM covers a wide number of functions. Within the Student assignments section in ADAM, there are quite, again, quite a few different things that can be done. Most importantly, students are assigned to tests.

Forms are selected specifically for speaking and writing domain tests. Proctor Groups, Groups of students that will be tested together will be created. Student test cards, which have the credentials for students to log into TestNav will be printed from this section.

Users will be able to access the Proctor dashboard. Will they be able to monitor administer tests? Student accommodations can also be edited or applied from this Student Assignment section. Monitoring of test session progress can be done as well as the application of the manual writing scores, again specifically for the for the writing domain tests. So again, student assignments covers a broad number of functions.

So starting with assigning students to tests. So students must be assigned to all four domain tests. Once students have been a created in LaunchPad automatically they will be in ADAM.

Again. We recommend that any students requiring accommodations be assigned to those first and then assigned to their test. So if you select student assignment screen from there you'll be able to select assigned students. If you have a scope for multiple organizations, for instance multiple schools or districts, you may have to select from the drop down menu under scope.

However, for most schools, this will automatically populate, so they'll simply select assigned students in the top right hand side of the screen. From there, it'll open the student assignment pop-up window and this is where you'll begin selecting the given student grade, band and administration, or grade level cluster I should say. So the first thing you'll select is the grade level cluster.

So that's going to be across either first, second, 3rd, 5th, 6th, 8th, or 9th, 12th. And then also it'll ask you to select by a given administration. So the test can be administered twice within a given year. So when you're first assigning students, you'll want to select first administration again first.

This is the first time students will be testing for any of their domain level tests. Then you'll select your forms for your for your selected grade level, cluster, and administration. This will be selectable only for speaking and writing.

Otherwise listening and reading those will be assigned automatically. So you select those as needed from the Drop-down menu and then once you've selected that information, you'll click continue and this will take you to the student screen. So this is where you can actually start assigning students to a given test. So students are rostered to a test or assigned to a test by grade.

So again, if you select grades 1 through 2, you'll only be able to select students that are in grades 1 through 2 from this screen, and so on and so forth for all the other grade clusters. So you can select as many or as few students from this screen as you want. You can search by grade or by org.

If you're across multiple organizations, you can look by individual student by their name, by their student ID. Once you've selected as many students as you want. And do keep in mind that you can only view 25 students at a time, so for large organizations you'll have to go across likely multiple screens to be able to view all students you want to assign. Then you'll simply select Save Assignment.

It does also include at the bottom of the screen the number of students that you've selected and then also the number of licenses that you have available based on the selections you made in the previous screen. Do keep in mind, students can only test if they can if they have an available license. So the number of students that can be assigned is directly controlled by the number of licenses available.

Once you enter that information, you'll have your your domain tests. Your student assignments begin to populate within the students assignment screen and it'll be broken down firstly by grade cluster and administration and it'll be in order. So starting with grades 1 through 2, ending with grades 9 through 12, and then also ordered by administration first, administration coming 1st and 2nd administration coming next. And again, once you start assigning students, these will automatically start to populate within the student assignment screen.

And then you'll be able to start moving on with the with the next steps of test assignment. On a given test assignment, you can select the... Menu from the student assignment screen to bring up a number of actions.

So this will allow you to print test cards again, which will be needed by students to log into test. This will allow you to access Proctor groups and create Proctor groups. We'll be walking through all these steps in in a little bit. And also specifically for the writing domain test, this is where you can select to apply scores for needed test items.

Again, specific to that writing domain test only, if you select a given test, this will take you to the assignment details screen for that test. This provides quite a bit of information. It'll show you all the students assigned to that test.

It'll show you their current status on their test, whether they've begun testing or not, and where they are in terms of their progress through the test. This will also allow you to create Proctor groups for this test, to print test cards for this test, you can actually edit or assign accommodations to students from this assignment detail screen and also apply scores again specific to that writing domain test only again. So this is if you select a given test, it'll bring up this detail screen where you can perform all of those functions. So when it's time to begin testing students, first you'll need to create your Proctor groups.

So again, Proctor groups are simply groups of students that will be tested together. So you know, you can create your Proctor groups at your school organization. Again, typically this is where this will be done in any, you know, in any organizational pattern that you wish or that's applicable.

So the typical way to do this work or the fastest way to get to the option to create Proctor groups is to select student assignments from the left side menu and ADAM and on a given test, select the... menu and then select Proctor. And this will take you to what's called the Proctor configuration screen or

Proctor config screen. And then what this will allow you to do is firstly to view any Proctor groups that have been created for that given domain test or to create additional Proctor groups or to edit existing Proctor groups.

So all this can be done through this screen. So once you get to the Proctor group screen, you'll select Create Group and then that will open a Proctor group configuration screen. And again, configuration is just a synonym for creation here.

So this screen will have some required fields to be entered. So you need to create a unique test group name or Proctor group name, excuse me, for your given Proctor group. Again, this can be created as applicable. It can indicate a given teacher or small group.

Again, whatever the case may be, you'll select a district and school from the available drop down that'll be controlled by your org scope. Once you've selected those, then you can begin adding students to the Proctor group. So if you select that Plus or add button, that will open up a Add students pop-up screen where all students who are have been assigned to that selected test can then be assigned to this given Proctor group.

Again, just a grouping of students that are going to be tested or proctored together. So again, this will show 25 students at a time, so you may need to go across multiple pages to select. You can add students by selecting the plus or add option under the actions column. You can search students by name or ID.

There are also additional features where you can search by accommodations. If you're creating print, for instance, potentially a group, a small group by accommodation. You can select by school for those who have the ability to view across multiple school organizations, and again, you'll simply add as many students as you want to your given Proctor group.

Once you've selected those students, you'll select close. That'll take you back to the Proctor group configuration screen, and then you'll select Submit and that Proctor group will be created. That's the manual input option for Proctor groups, and that's in my experience how Proctor groups are typically created. There is also the option to create Proctor groups through a bulk upload, so it'll start out using the same path.

You'll select Student assignments from the home screen in ADAM, select the... menu on a given domain test, and then click Proctor to go into that Proctor group screen. Instead of selecting Create Proctor Group or Create Group, you'll select Upload Group and this will open up the Create Proctor group via CSV or Upload File screen and it'll provide step by step instructions.

Something to keep in mind with this screen is that in Step 1 of this bulk upload to create multiple Proctor groups, there are three options for the for the template file that you will select. So you can select all students that have been added to this test. You can select an option called All Unassigned Students, so that means that students who are not yet in a Proctor group. Or you can select no students which will allow you to simply create Proctor groups without assigning students and then at a later point in time you can add students to that Proctor group as you see fit.

So again, it's dependent on your needs. So again you have those three options which will then generate your template file and it'll then allow you to be able to create Proctor groups in bulk. If you want to create multiple Proctor groups at the same time, once your Proctor groups have been created, you may need to edit them.

There are a couple of ways that you can edit the group. You may want to change the name of the group. There may be some circumstances where you need to do that, but more likely than not this will be to add or remove students to a given Proctor group that might. That's the most common use case here.

So again, to get to your Proctor groups, you'll select Student Assignments on a given domain test. Select that Proctor from the... Menu options in the Proctor Groups screen.

For any given Proctor group you've created, under the Actions column, you'll select Students. That'll take you to the Students screen, which will show all the students that are currently added to that Proctor group, and from there you'll select Edit Proctor Group. And again, primarily what you'll be doing here in most cases is either adding or removing students from a given Proctor group. You can edit the name, you cannot change the district or school selected.

Once a Proctor Groups has been created, those fields are locked, but you can add or remove students that are currently in a not started status. So if students have not yet logged in to take a given domain tests in TestNav, you can either remove them from a Proctor group and then they can be added to another as needed, or you can simply add additional students to a Proctor group at any point point in time prior to when testing begins. And once you've gone through this process of editing as needs be, you'll simply select Submit and those changes will be made on to that Proctor group.

Now, once Proctor groups are created, then the process of proctoring or administering the test to students can begin. So before students begin to test, they will first need their test card. So this will have all the credentials that they'll need to be able to log into a given domain test. So once you go back to get into that student assignment screen, the quickest way to get to this option is to simply select the...

menu on a given domain test. So the example on the screen here is for the grades 1 through 2 listening test for the first administration. It'll give you the option to print a card for our print cards for those students.

This will bring up the print cards pop-up screen. From there you can select any Proctor groups that have been created, as many or as few as you want, which will then auto populate the students on the print card screen. So once you've selected your Proctor groups, selected print cards, that'll take you to the print card screen. From there there's a number of layout options of how you can view the student cards.

These will of course need to be printed and eventually distributed to students. But you can select the number of cards you want per page. You can select how you want to view those cards.

You can select if you want lines that help with the eventual cutting process. That then when these cards are physically handed out to students, all of those layout options are available and can be selected as desired on the screen. And then once you've selected the the basically specifications of how you want the layout, how you want these to be printed, you'll just select that large green print button and then you'll be printed off from there. Now the test cards themselves contain 3 credentials that will be required for students to log into TestNav.

And we'll actually see the TestNav screens here in a little bit that'll show these. So first is the test code, and that's unique to each Proctor group. Then the login credentials that are to the students.

So that'll be their last name, that'll be the first credential, and then the login ID. The login ID is randomly generated on each Proctor group, so it'll be unique by each domain test. So again, these three credentials, test code, last name and login ID will be required for the student to begin to log in when they're ready to take their test and test Now when testing is ready to begin, the whoever will be proctoring the test to the student, all, all users, non student users, no matter what role do have access to be able to Proctor. But once it's time to begin proctoring, you'll again navigate to the student assignment screen on the given test that you want to Proctor.

You'll select that... menu to get to the Proctor screen. That Proctor group screen there will then allow you to select Proctor under the Actions column for the desired Proctor group.

So that's the path that you will use to get to a what's called the Proctor dashboard screen for that given Proctor group where you'll actually begin to Proctor the test to students. The first time you log into a Proctor dashboard, it'll ask you to enter your Proctor information, first name and last name. Once you enter that and select Save, it'll open up the Proctor dashboard. That first and last name for the Proctor will be applied to that Proctor dashboard moving forward, and then this is where you can access all the information to actually begin proctoring to students.

Now within the Proctor dashboard, you'll have your student list of all students who have been added to that Proctor group. There you'll be able to see their various test statuses as students move through the test. So once they begin logging into TestNav to take their domain tests, you'll see these statuses start to update dependent on the progress of the student.

So I've broken down the the test statuses that you'll see. Now all students begin in a not started status. So that means they haven't logged into TestNav, they haven't begun to test yet. Once they log in to their TestNav test using their credentials, then they'll be in an in progress status.

So that means they are in TestNav they are currently testing. Once they've completed a given test and they've submitted their final answers for all units again per domain test within TestNav, then they'll move into a submitted status in the Proctor dashboard, which means they've completed and submitted all their final answers for that test within TestNav needs attention. It requires that some action needs to be done on on the students within the Proctor dashboard.

And this is typically used to do what we call reseeding of the student. And reseeding is essentially allowing the student to log back in or re enter their test in TestNav. So if a student is testing on a given domain test within TestNav, and they log out before they've completed their test or submitted their final answers, they'll then be in a exited status, which means they've exited the test in TestNav without submitting. At that point in time, in order to be able to either complete or submit their test, they will need to be reseeded, which is done manually by the Proctor in the Proctor dashboard.

And that simply means they'll be able to use their login credentials to reenter or log back into the test and either complete or submit that test. And once they've done that, then they'll be in their submitted status and that test will be completed for that student. So that Reseat Session that I just discussed for the student to be able to access their test again and TestNav is done through the actions menu.

So again, if a student is in a in progress or exited status, if they haven't completed their test, but they either need to complete the test or they need to submit their final answers under the actions column, you can select Reseat Session on that student's record. That will then allow the student to then log back in using their same credentials and then they'll be able to either complete or submit their test within test NAV. Now there is no permission or functionality for any non student user accessing the Proctor dashboard to manually submit for a student. Submission has to be done within TestNav.

So if for whatever reason a student has not completed and submitted their tests, that must be done within TestNav. It cannot be done manually in the Proctor dashboard. So the step by step process for proctoring is fairly straightforward.

So once students are in their Proctor dashboard, they'll use their credentials from their printed test card. Again, that's the test code, last name and login ID which is randomly generated, but it'll be called login ID on their printed test card. Once they do that, they'll be able to log into TestNav on their device and begin taking their tests. As I mentioned already, if a student logs out before they've completed and they're in an In Progress or Exited status, if they need to either complete or submit, the Proctor will need to Reseat them under that actions column and then they'll be able to log back in.

Once a student completes and submit their test within TestNav again, then they'll be updated to a submitted status in the Proctor dashboard and their test is complete. As I mentioned already, their login ID is randomly generated for each Proctor group. Their test code is also unique per Proctor group, and at the end of each domain test within TestNav, the student will need to click a submit answers button.

So again, as the students moving through the test and TestNav, they'll need to submit multiple times and then they'll be a final submit button. At the end where they'll submit the entirety of their test, they'll complete the test and at that point their test will be submitted again. If a student does not complete that process and TestNav, they will need to log back in to complete that process in order to have their test submitted. So again, the Reseat Session option will populate if a student is in an in progress or exited status and has not completed their test.

If you select that action on that student record, then they will be eligible to log back into TestNav to either complete or submit their test. And again, that's what that Reseat indicates. So when you think Reseat, think reenter, they need to reenter their test either to complete or to submit.

So I'm going to briefly show you what the TestNav login for students looks like. As mentioned at the beginning of the presentation TestNav, the application will need to be downloaded to any student device where the student will be testing for MODEL Online. Once the application has been downloaded to their given device, then the student will again use their login credentials from their printed test card to be able to take their test. So the process for the student to login begins with them selecting the application on their given device.

That will take them to the customer list screen within TestNav. The first time they log into TestNav, they'll need to select WIDA MODEL from the customer list. They may have to Scroll down all the way to the bottom of the screen because it is alphabetic and so with W being the 1st letter, it'll probably be towards the bottom.

Once they've selected weed, a MODEL, it'll take them to the login screen. So that will first be the test code screen. So they'll enter their test code, which is on their test card. It's unique by Proctor group.

It's not unique to the student. So every student within a given Proctor group will have the same test code. No matter how many times they need to log in for that given test from that Proctor group, they will use that same test code.

Once they enter that information, they select next. From there, they'll enter their last name and their login ID. Their last name will always be the same, but their login ID again will be unique by Proctor group by test. So those again are the three credentials that they'll need.

Once they enter those again, they'll select next. From there, that takes them to the confirmation screen. From there, they'll confirm the test they're taking and they'll confirm their full name, which will provide their first and last name.

And from there, when they select next, they'll actually be taken into the test to begin testing. All right, that was a lot of information. As I said, that was kind of the bulk of the functionality. So I'm going to take another pause from the presentation here to get back into showing this functionality within ADAM.

I'm going to stop sharing my screen again and get back into ADAM and re share. It is asking me to sign back in. So bear with me for just a moment while I put back in my credentials.

All right, I'm going to select my user and and again, all the information you'll see as I'm demoing here, everything you've seen so far are all in our demonstration sites. So none of this is real data. All of this is just, you know, fake data that we've created specifically for demonstration purposes. So anything that you anything that you see there that looks fake, it probably is.

So this is all fake information. All right, so I'm just going to select my user as that user. All right, thank you for bearing with me. Now I'm going to share my screen again.

All right, now you should be seeing ADAM, and what we're going to be looking at specifically here are the student assignments. So from the home screen in the left side menu I select Student assignments. All right? So I won't see anything populated on this screen until I begin assigning students to test.

So in this case, I need to select I have access to many many accounts. Again, because this is fake, this will likely auto populate for the vast majority of users. It'll populate to their school. It may be need to be selected for those who have access to a district with multiple school organizations.

But once I've selected that given org under the account option, now I have the option to assign students. So I can assign students to as many test licenses as I have available. So once I've purchased my test licenses or test licenses have been purchased for my organization, I can begin my student assignment process.

So first I'll select from the grade cluster option here. So I have all these different grade clusters, 1 through 2 and the separate admins first or second. Again for the first time it'll be the first admin.

Then I'll be able to select my various forms again. I can only select on speaking or writing. So 2 speaking sets 3 optional writing tasks. Once I've selected that, I'll select Continue.

This next screen will populate with students who are eligible to take that test. So in this case, that's going to be grades 9 through 12. Because that's the grade cluster I selected.

I'll select as many or as few students as I want. Again, do keep in mind that only 25 students are displayed per screen, so you may have to go through multiple pages to see all your students. I can filter down by grade, I can filter down by org if I have access to multiple orgs, or I can search by individual students either by their name or by their ID.

Again, it'll show me the number of licenses currently available for my org. It'll also show me the number of students I've selected. Again, I can only assign as many students to test as I have licenses available. Once I've selected these, I'll select Save assignment.

I won't do this since I've already done it, but that will be your process. Once you do this for your very student assignments, you'll begin to see all of your assignments populate again. It'll be organized by grade cluster and by admin.

So grades 1 through 2 will come first, so on and so forth. The first admin will be listed 1st and then the second admin as applicable. As you see, these will all be available as they're created at your school or at your organization.

I could say maybe a district, maybe a school. Once I've assigned my students, then I can go through the processes of printing their test cards and creating Proctor groups. So Proctor groups I'll show first. So again, from that...

menu, if I select on a given test here, I'm in my Proctor groups screen. Some Proctor groups have already been created here. It gives me a list of students that have been assigned or added to a Proctor group. It also shows me how many students have not yet been added or unassigned, and I can view just those students.

I can create Proctor groups in one of two ways manually. By selecting Create Proctor Group from this screen. It'll take me to the configuration screen. I'll name my Proctor group whatever I want.

I'll select a given district and a given school. Once I've done that, I can select one that'll actually give me my options. Let's see, I have access to billing school district, yes, And from there my school, in this case, elementary for Rob BB High School, since I'm doing grades through 12, and then I can begin adding students. So again, this is based on the students that I have assigned to this test.

Those are the ones that will be available to be added. So once I select add, I'll see those students. I've got 38 students available currently that haven't already been assigned. I can go through and begin assigning students by clicking Add under actions as many or as few students as I want.

Again, I may I have to go across multiple pages of students to view them all. I can search by my individual students. I can also search by accommodation or school if I have access to multiple schools.

Once I've selected, I select, click close, and then from there I can see that I've got my students added. Once I'm ready, I can submit. I do have to add a name, that's why it's not allowing me to do that right now. But also while we're here, I did want to again mention that students can be removed or added to Proctor groups once the Proctor groups have been created as needed.

So either I can remove students that have been added already, I can add additional students, or I can do both whatever is necessary. And the way that I do that editing is under a given Proctor group I've created under Actions, I'll select students that'll take me to the students screen for that given Proctor group. If I select Edit Proctor group, then I can go back in and add or remove students as needed.

I can also rename my Proctor group if I want. I also have the option to upload a Proctor group or groups here using this upload via CSV option. And again once I've created my Proctor groups, when students are getting ready to test then I'll want to start printing my test cards so that students can begin testing. So on a given test I can either select that a test that given test to see the assignments detail screen which again gives me a lot of detail, a lot of information and options on a given test.

I can also do this on a test from the student assignments main screen. I can do it both ways, just showing it from here. This will give me the option to print cards and go to the Proctor group screen.

I go back, I'll see both of those options from the menu on a given test. Let's go down to a little bit of a higher grade. Here we go.

So I'm listening here. I can select print cards from here. I can select as many or as few from the existing Proctor groups for that test.

Once I do that, I select print cards. This takes me to another screen or another window or tab, excuse me, another tab. And from here you can see all of that information.

Again, this is test information, so it doesn't look exactly like what you will see on your on your site. But if I select let's see, if I drill down by let's see if I just doing school, I'll be able to show this better. So I'm going to go back again to that process, select all my Proctor groups, print cards, and from here you should be able to see, yes, for any students who've been assigned to a Proctor group, they've been assigned a test code. They'll have their last name indicated and their login ID, which is unique by each Proctor group that that credential will be.

Those credentials, I should say, are what they'll utilize to be able to log into TestNav. So once my Proctor groups have been created, once my cards are printed, my students can actually begin testing. Now, if I go to a given Proctor group, I'll select Proctor from that... menu on a given test.

Again, it'll show me all the Proctor groups that have been created. I'll select this first Proctor group here under Actions. This will take me to the Proctor dashboard screen, which again opens up in a new tab. The first time you log in it'll ask you to add your name.

After that, it'll auto populate. So I can see here the vast majority of these students are not started, which means they have not logged into TestNav. Once they log in, they'll begin to progress through the various statuses and you'll see that under test status under this, this column in the middle here. There's a lot of other information across this student screen in the Proctor dashboard.

As you can see, it just provides a lot of additional information on the student. But as the students test, you'll primarily again be monitoring their test status to see where they are in their process. There's also test progress, progress, which will tell you whether a student has not logged in, has logged in, or has completed their test. And then as students test, these other columns will begin to populate with their progress, with their time on their test and any student assignment accommodation that'll show here as well.

Now again, once students log in and begin, they'll be an in progress status. If they log out before they've completed their test, they'll be in an exited status. And once they're in an exited status, and I can filter on each status just by clicking it. So here I've got one student in an exited status.

At this point in time for this student to be able to either complete or submit their test, I'll have to select Reseat Session. Once I select that, now that student is able to use their credentials to log back into TestNav and then continue taking their test. And then of course, once they've completed and submitted their final answers, they'll move into a submitted status. And again, that submission can only happen within TestNav. It cannot be done manually in the Proctor dashboard.

Now, depending on your scope of view, you can view across multiple organizations to view their Proctor groups and tests. Again, as you can see here, I've been given a high-level overview of student progress across all these different tests that have been created. And as students begin to move through the test, these will continue to update. And then of course you can actually select a given administration to view or excuse me, I've given domain level test to view the progress and to view that student information just for that single test.

And this is again how you'll be able to monitor the progress. Again, most of the actual testing is done through TestNav. So primarily what will need to be done in order for students to test is to provide them their printed test card.

Once they log in, monitor their progress through the Proctor dashboard. If they do not complete their test before they exit, that student will need to Reseat either to complete or submit their test. And once they've submitted within test NAV again, then they'll move into a submitted status, which means that given domain test has been completed. All right, I can see we're running over time a little bit.

As I predicted, we only have one final section to go through, so I'm going to quickly move into that here. This is a much shorter section. All right now I should be re sharing my screen here in a moment and going back to where we left off.

All right, so reporting an ADAM. So once students begin submitting, completing their tests, once those tests are submitted and scored, then you'll be able to see various reports begin to populate within ADAM. So I'll go through the suite of reports here in just a moment. So in order to access the various reports in ADAM, you'll go to the reporting section in the left side menu.

You'll be able to access from their progress reports, activity report reports, excuse me and performance reports. And I'll, I'll discuss each of these briefly here in a moment. So once you've selected your given report, that'll open up the screen which will show you the information provided by each of these various reports, starting with the progress report, which is exactly what it sounds like.

It shows a view of students test session progress across all test assignments. So across all your domain level test, across all grade clusters and administrations, you'll be able to view how students are progressing through the test. Again, this gives you an overview of that progress. Once students begin to actually log in and test, there are a number of filters that you can select in here.

You can, if you have access to multiple organizations, you can filter by organization. If you only have access to one organization, you'll be able to view all the domain tests within a given again, grade cluster and admin at your organization school in this case. From there, you'll be able to select an individual test to view the progress data on that given test, which you can see here on this next screen.

So if I select a given domain test, it'll provide me a overview of progress for that given test. And this is just primarily for tracking purposes to be able to again see a high level picture of how students are progressing once they begin to test. All of these reports are exportable, including this progress report. Next is the activity report.

The activity report, unsurprisingly, shows student activity, and it shows student activity across test administrations or across domain tests over a select period of time. So it'll default to the last seven days. So it'll show you the last seven days of activity.

And the activity that's indicated is whether there are new tests, which means students have logged in to test, or whether there are submitted or completed tests. So those are the two values that you'll see in this activity report. Now, the useful thing about this report is that you can select the time period. You can select a custom date range of where you can view that activity.

So you can view it by a single day, you can view it by an entire year. It provides you a couple of default predefined ranges that you can select from. But again, this just gives you the opportunity to see activity in terms of new and submitted tests across a select period of time.

And at the bottom of the screen, you'll be able to see a listing of those new and submitted tests within that selected date range by test. So by the individual domain test and by organization. So again, depending on your scope, you'll be able to view across multiple organizations or just a single organization that you have access to. Now, lastly and most importantly are the performance reports.

So once students begin submitting their tests and those tests are scored, performance reports will begin to update. These are dynamic reports, so they will continue to update as additional information is provided. So again, if you go to reporting, select reporting under their select performance.

This will take you to the performance reports, which has itself a suite of various reports and various views that you can access. So you can drill down to individual administration. So either all domain tests within a first or second administration or individual domain tests. And this is also where you can access individual student reports as well.

So I'll show all of that here in these screenshots through this section here. So when you select the performance report, you'll be taken to the performance dashboard. So this will show you information on tests that have been scored across all grade clusters, across all administrations and all domain tests.

Again, it'll show them in order, first grid by grade cluster and then by admin. You'll be able to view the students scale scores and proficiency levels across all the administrations, across all the domain tests that you have access to. You'll also be able to view a high level, what's called a program report, which will show all tests and all administrations for all grade clusters within a single view. And it also allows you to get down to the fine grain detail of looking at a single student or an individual student report or ISR.

So I can select by admin to view for a given grade band or cluster and a given administration, and that'll allow me to view across all the organizations. I have access to again, scale scores and proficiency levels for those students within that selected grade band and administration. So I can view at the administration level for a given grade band, which will show all the domain tests, or I can select a given domain test as well.

So if I only want to view my listening test within a given cluster and administration, I can select that from the performance dashboard and that'll show me again the same information scale scores and proficiency levels for those students, but again, within a given domain test. So this is at A at a finer grain level of detail. And again, how many you'll be able to view across your organizational scope will depend on what user role you have. The majority of users will likely only be able to see this information for their school, but district administrators at a higher level will likely be able to view across multiple schools.

I mentioned the program report. This is essentially the highest level or the sort of broadest view. And essentially what this does is show again, every test across every grade cluster across every administration that is currently available.

And it again, it breaks down the scale scores and proficiency levels across those tests. But again, it gives you all of that information within a single view. So the highest level of view, the broadest scope of view, I would call it. And again, you can select that program report option from the performance dashboard.

And lastly is the student performance or the ISR. So in order to be able to access the ISR, first you need to select a given administration or domain test from the performance dashboard. That'll take you what to what's called the performance comparison or that'll take you to, sorry, the either test or administration screen that you've selected.

Then at the bottom of that screen is a section called performance comparison. From there, you'll be able to view all orgs within scope. So again, for a given school level user, this will likely just be their school. In that section, there's an...

menu that you can select, and it'll bring up a menu that includes the option to select student performance. So again, from a given admin or domain test for a given organization, you select that... menu to select Student performance.

This will take you to the Student Performance screen. From there you'll see all students within that given organization for that selected domain test or administration. And from there, if you select a given student, this will open up the individual student report pop-up window. So this gets all the way down to the level of looking at an individual student's scale scores and proficiency levels.

So this is what that window looks like. When you open it up again, it provides proficiency level scores and scale scores across all tested domains and admins for that student. It provides descriptions of the proficiency levels if you scroll to the bottom of the ISR.

This ISR can be printed, it can be saved as APDF or it can be printed and it can be printed and actually given out as a physical copy. There's also the option to select a desired language. So there's what's called the select report drop down. If you select that, you'll be able to select from all available languages.

Once that's selected, the ISR will automatically be translated into that given language and at that point again could either be saved as APDF or could be printed to be shared. So very lastly, before we do our final couple of slides, one last demonstration of the reports section that I just shared. All right, so I'm going to share my screen again and now you should in a moment be seeing ADAM again.

So the the three reports that will be available will be either the progress activity or performance reports. So I'm going to show first the progress report. So under reporting, I select progress again. This will show me progress across all of the administration's grade clusters and domain tests that have been that are currently being tested on.

It'll give me a list of my submitted and started students, not started students that have their scores completed. I can select a given test within this list to view this information by given domain test. I can export this information out if needs be.

I can also view the activity report, which will again will show me a testing activity across a given time. So as of today, you can see nothing's going on, but you can see that across the last seven days, there's been activity either newly started tested, newly started test, or submitted tests. It'll give me the option to select a given date range. And at the bottom it shows all of my tests that are available that have students assigned that have begun or submitted tests.

And again, I can view all my organizations within my scope that I have available. And then lastly is performance. So again, within performance, this is where I'm going to view scale scores and proficiency level scores across my given domain tests and also across my given clusters, grade clusters and administrations.

So from the performance dashboard, which you'll automatically be taken to, you can select an administration to view at that level. If I go back, you can select a given domain test to view at that level. And again, it's the same data, it's just restricting the scope of what you're viewing. So here I'm only viewing for a given test with integrated cluster and administration.

At any point I can select program report to view across all of my tested grade clusters, all domain tests, all test administration windows. So again, this is my highest level of view. And then lastly, I can also from either administrations or a domain test, select a given organization, select student performance.

This will take me to a list of students, again within a given selected test or administration. If I Scroll down, I can see my performance comparison across all my students available. If I select a given student, this will bring up the ISR. It will default to the language.

Currently that's first in alphabetic order. I'm just going to select English to show what that looks like. But again, there's a number of language options available.

And from there I can view this ISR for this student. And again, I can look across all the tests and domains to view their scale scores. It provides me a description of performance levels as well. And this can be printed or saved as PDF.

All right, now, actually, I'm realizing now that I may not have shared my screen for this. I don't know if anyone can confirm that or not. You did.

Oh, I did. Perfect. OK, excellent. So now lastly, I'm going to get back into the I'm going to get back into my slide deck for just a couple of final pieces of information.

Again, for those of you who have stayed with us, thank you very much. I know we've gone over time as was anticipated. All right.

So I wanted to share some resources. So firstly, we've mentioned already the WIDA MODEL Resource Center. This is the host essentially for all of the important information that you need around WIDA MODEL Online testing. So I highly recommend that everyone bookmark that and, and access that Resource Center for all of the very, very useful, very helpful resources available there.

The last three here are Pearson support sites that are available for the, for the specific platforms that we've discussed today, ADAM, LaunchPad and TestNav. They each have their own individual support site that has lots of information, quick guides. There's there's again, a lot of useful information that can be provided around those platforms there. I do want everyone to keep in mind that Pearson utilizes these platforms across many different clients, states, districts, individual schools, all of these are to 1 extent or another customizable.

So there may be things that you will see functionality within those support sites that are not applicable specifically for we to MODEL Online. Just something to keep in mind. But these support sites again do have useful information if you're curious.

Then lastly, Pearson customer support. The information here provided shows the dates and times for central time and most importantly that telephone number that's available. Again, we recommend if you're having issues that are urgent, the 1st and best way to contact customer support around LaunchPad around ADAM, around TestNav is to utilize that telephone number and that'll get get you directly connected to a a customer support agent to begin the process of helping you with whatever you need. There also, again, will be options to select to enter a customer support request via a web form and then emails will be sent in order to address those.

Again, those are for issues that may not be as urgent. Live testing, specifically if you have issues where students are experiencing complications or of any kind of issues while they're actually testing, particularly in TestNav. Again, we highly recommend that you use the telephone number so that you can get in contact with the customer support agent immediately and also so that as needs be.

Your case can be escalated within Pearson Customer support so that we can get you the expertise needed to be able to help to resolve your issue. And I've included a URL link within the screen that you can utilize to be able to access that customer support information, which is located on the Resource Center. I know that was a lot of information.

I know we went overtime today. But for those of you who are still with us, thank you so much for hanging on. And we really appreciate you taking the time to be here to learn about Pearson's offerings for the WIDA MODEL Online test. We're very excited to begin this process.

As I mentioned at the beginning, we are going to be recording this training. This training recording will be posted to the Resource Center website so that you can access at a later date. And again, please do that as you need to.

Again, thank you all so much for your time. I don't know if the anyone from the WIDA team wanted to add any final remarks, but from Pearson, thank you so much for being here and I hope this information will be very helpful to you. All right. Thank you all again.

Appreciate your time and I hope you enjoy the rest of your day.

Thanks so much.

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