LaunchPad User Help Guide

This guide provides essential information for all users accessing tools and platforms through LaunchPad, including District Admins, Site Admins/School Coordinators, teachers, and students.

1. User Roles

**Users:** Any person logging in to LaunchPad, including:

- District Admin
- Site Admin (School Coordinator)
- Teachers
- Students

2. Accessing LaunchPad

- **Single Sign-On:** LaunchPad is the single sign-on platform and user authentication tool for the ND A+ assessment system and the NDSES. It provides access to ADAM, Navvy, WriteUp!, and the NDSES.

- **Login:** All users with needing access to the abovementioned tools and platforms should log in via LaunchPad (https://launchpad.pearson.com).

- **Navigation:** After logging in, users will see tiles for the platforms being used by your school/district:

  o ADAM – for the ND A+ Interims and Summative
  o Navvy – ND A+ formative assessment
  o WriteUp! – ND A+ formative writing tool
  o NDSES – North Dakota Student Engagement Survey

  Click a tile to access the platform directly. Any platforms or tools added in the future will also be available as tiles on the LaunchPad homepage for easy access.

- **First-Time Access:** If a user was recently added or marked as "active" in the system (having an account) but did not receive the Welcome Email from LaunchPad, they can use the *First Time Sign In/Reset Password* link on the [LaunchPad](https://launchpad.pearson.com) login page (https://launchpad.pearson.com) to access their account.
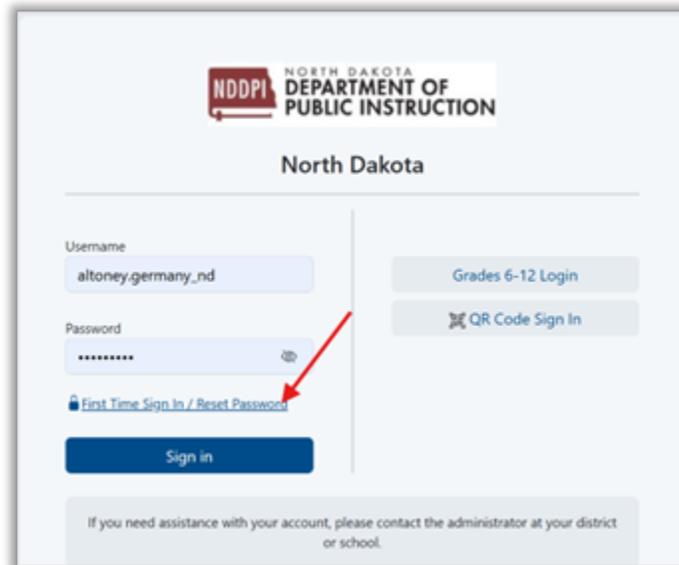
3. User Management

- **Adding District and Site Admin Users:** District Admins and Site Admin/School Coordinators can be manually added to LaunchPad by NDDPI' Office of Assessment. To request additional District Admin and Site Admin/School Coordinators, please email [Kara Welk](#) or [Stan Schauer](#) with the following information:

    - School/District
    - Role (District or Site Admin)
    - First and Last Name
    - Email Address

- ***Note:*** *No users should or can be created by district or school staff.*

4. Automated Data Process

- **Student and Teacher Information:** Students, teachers, organizations, courses, and classes cannot be added manually.

- **Data Updates:** This information will be automatically imported through a nightly file process, similar to how student data has been handled for the NDSA over the past 5+ years. This process is a bit more complex and is an adjustment from previous years. Our goal is to automate as much as we can for the ND A+ assessment system and the NDSES. This change aims to streamline processes and save time for educators managing administration tasks.

- Please refrain from manually adding teachers, students, courses, classes, etc. Any manual entries will be cleared out by the nightly data file process.

5. Teacher Inclusion in Data Process

- The current nightly data file process includes teachers who are assigned to math, reading/writing/language arts, and science courses. Teachers who do not teach those courses will not be included in the data process.

- **For ND A+ Interims and ND A+ Summative Assessment:** The main function of having educators in LaunchPad and ADAM is so they can directly view and access the data and student results and assist with pre-administration tasks, such as viewing and editing student accommodations. Teachers from other subject areas (such as special education or gifted and talented teachers) can be designated as Site Admin/School Coordinators. For more information, refer to section 3. User Management above regarding this process.

  Personnel can proctor the ND A+ Interims or the ND A+ Summative without a LaunchPad or ADAM account or access. Also, data and results can be exported by a District Admin or Site Admin/School Coordinator or viewed after the assessment window in the SLDS Ed Portal.

6. STARS and PowerSchool Requirement

- Students must be added to STARS for schools and districts to be able to use the tools and platforms available within LaunchPad.

- **For Navvy:** If your school or district does not use PowerSchool, contact NDDPI's Office of Assessment to complete a manual process for providing the required data for Navvy. This includes teachers, classes, courses, teacher-student relationships, and academic sessions.

7. Resolving Data Issues

If data are not currently flowing or not flowing correctly into LaunchPad, please review the list below before contacting Pearson or NDDPI. The only way to resolve the issue is by adding or editing the data in the source systems (PowerSchool and/or STARS).

- Courses in PowerSchool must be mapped to a state course number from the alternate course number (*see list below in **Figure A***). If a course is missing a State Course Code, follow these steps:

  - From the District Office, select District Management.
  - Select Courses and Programs.
  - Select Courses.
  - From the pull-down menu, select Name.
  - Enter the name of the course you are searching for, ex. Math.

- o Select the Course.
- o In the Alternate Course Number field, enter the State Course Number.

- Courses in PowerSchool must have students enrolled in them.

- Only math, reading/writing/language arts, and science course enrollments will be pulled.

- The summer school term is not being pulled in from PowerSchool.

- Students must have a state student ID (SSID) in PowerSchool (see screenshot below).

- Students must have enrollment dates within the PowerSchool school calendar (see screenshot below).

- Student enrollment and dates must be correct in STARS.

- Teachers must have a position of "70 – Teacher" in the STARS MIS03. To update teacher information on the MIS03 (i.e. last name change, email address update, etc.), please email kjwald@nd.gov.

- Teachers must have a license number in PowerSchool. For State Reporting and the ND A+ data process, the Teacher License Number (which can be different than a teacher number) needs to be entered into PowerSchool in the correct field. This needs to be entered in the staff member's Compliance page > State Reporting Information – ND, as shown in the attached screenshot.
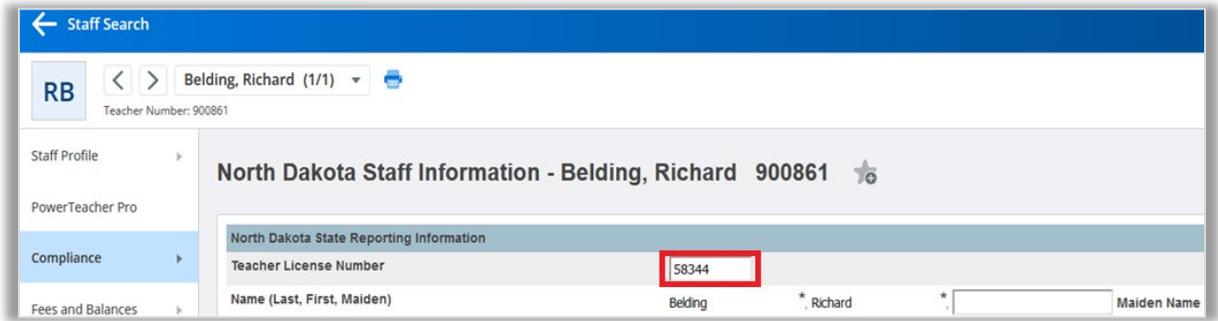
8. Proctoring ND A+ Interims, ND A+ Summative Assessment, and the NDSES

- Proctoring Access: It is imperative to understand that teachers or individuals assisting with proctoring the ND A+ Interims, the ND A+ Summative Assessment, or the NDSES do NOT need to be logged in to LaunchPad.

- **For ND A+ Interims and ND A+ Summative Assessment:** Refer to Appendix D: Creating Proctor Groups in the ND A+ Interim Assessment Test Administration Manual and the ND A+ Summative Assessment Test Administration Manual for detailed instructions.

  - Proctors can access the proctor dashboard in ADAM by clicking the "Proctor a Test" button. You will be prompted to enter the Test Code and Proctor Password.
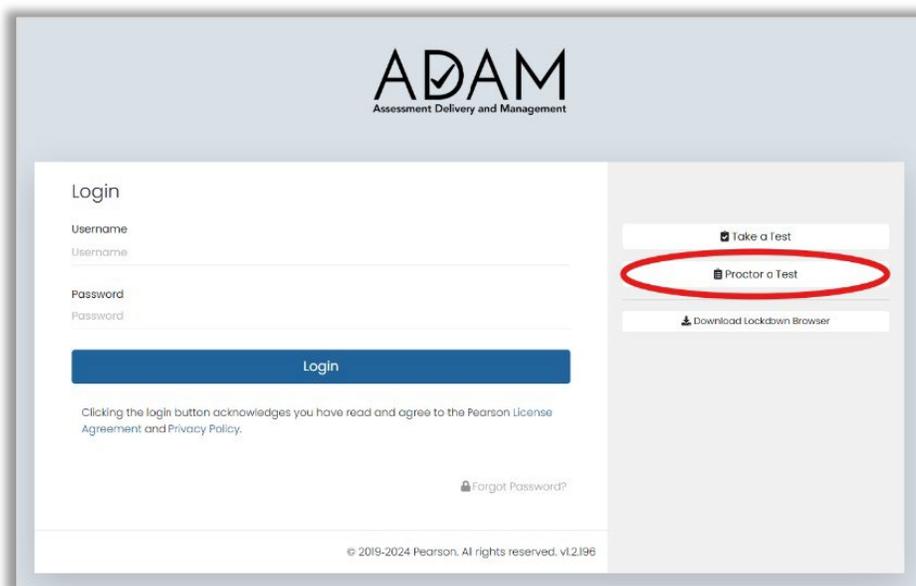
Figure A

State Course Number	State Course Name
5005	Language Arts 7
5006	Language Arts 8
5007	Reading 7
5008	Remedial Reading 7-8
5009	Reading 8
5011	Developmental Reading/Writing
5012	English Intervention
5015	Remedial Reading 9-12
5022	Grammar
5024	Hist of Eng Lang
5030	Humanities (English)
5031	American Literature
5032	Literature (GED)
5033	Modern Literature
5034	English Literature
5035	World Literature
5036	Biography
5037	Drama (LIT)
5038	Poetry
5039	Fiction
5040	Composition
5041	Advan Composition
5042	Creative Writing
5043	Mythology 9-12
5071	English 9
5072	English 10
5073	English 11
5074	English 12
5075	English GED Equivalent
5076	Business English
5077	Advanced English
5078	College Learning Lab-English 12
5081	Journalism
5082	Advanced Journalism
5091	Speech I
5092	Speech II
5093	Oral Interpretation

State Course Number	State Course Name
5094	Beginning Debate
5095	Advanced Debate
5096	Formal Logic
5098	Semantics
5099	Mass Media
5100	Remedial Reading PK-K
5101	Remedial Reading 1
5102	Remedial Reading 2
5103	Remedial Reading 3
5104	Remedial Reading 4
5105	Remedial Reading 5
5106	Remedial Reading 6
5111	Appl Communications
5300	Language Arts K
5301	Language Arts 1
5302	Language Arts 2
5303	Language Arts 3
5304	Language Arts 4
5305	Language Arts 5
5306	Language Arts 6
5310	Reading K
5311	Reading 1
5312	Reading 2
5313	Reading 3
5314	Reading 4
5315	Reading 5
5316	Reading 6
5580	AP English Language & Comp
5581	AP English Literature & Composition
5582	AP Seminar: English
10404	STEM 4
11004	Mathematics 7
11005	Mathematics 8
11006	Remedial Math 7-8
11007	Mathematics Proficiency Development
11008	Prealgebra 7-8

State Course Number	State Course Name	State Course Number	State Course Name
11009	Algebra I 7-8	11121	Analytic Geometry
11010	Remedial Math 9-12	11122	Informal Geometry
11011	Transition Mathematics 6	11145	Consumer Mathematics
11015	Transition Mathematics 7-8	11150	Probability/Statist
11016	STEM Seminar 7 (Math)	11160	Trigonometry
11017	STEM Seminar 8 (Math)	11161	Trigonometry/Analytic Geometry
11029	Mathematics Intervention	11162	Geom/Trigonometry/Adv Alg
11030	Prealgebra	11170	STEM Seminar (Math)
11031	Algebra I	11181	Pre-Calculus
11032	Algebra II	11190	Applied Math
11033	Discrete Math	11191	Occupational Applied Math
11034	College Algebra	11300	Mathematics K
11035	Algebra I Semester 1	11301	Mathematics 1
11036	Algebra I Semester 2	11302	Mathematics 2
11037	Linear Algebra	11303	Mathematics 3
11038	Linear Programming	11304	Mathematics 4
11039	Abstract Algebra	11305	Mathematics 5
11041	Integrated Math for Computer Science (Math) 9-12	11306	Mathematics 6
11042	Advanced JAVA Programming (Math) 9-12	11579	AP Precalculus
		11580	AP Statistics
11051	Integrated Mathematics I	11581	AP Calculus AB
11052	Integrated Mathematics II	11582	AP Calculus BC
11053	Integrated Mathematics III	13005	Science 7
11061	Calculus	13006	Life Science
11101	Remedial Math 1	13008	Earth Science
11102	Remedial Math 2	13010	Science 8
11103	Remedial Math 3	13016	STEM Seminar Science
11104	Remedial Math 4	13017	STEM Seminar Science
11105	Remedial Math 5	13020	Biology
11106	Remedial Math 6	13021	Human Anatomy
11111	Gen Mathematics I	13022	Human Physiology
11112	Particular Topics Foundation Math	13023	Health
11115	Mathematics GED Equivalent	13024	Botany/Horticultural Science I
11118	College Learning Lab-Math 12	13025	Botany/Horticultural Science II
		13026	Ornithology
11119	Applied Geometry	13027	Entomology
11120	Geometry	13028	Real World Biology

State Course Number	State Course Name
13029	Advanced Biology
13030	Physical Science
13031	Chemistry
13032	Advanced Chemistry
13034	Applied Biology/Chemistry
13036	Forensic Science
13042	Physics
13044	Applied Physics
13045	Principles of Technology
13052	Biotechnology
13061	Astrology
13062	Geology
13063	Earth and Space Science
13064	Meteorology
13065	Environmental Science
13074	Ocean Sciences
13099	Science GED Equivalent
13110	Ecology
13150	STEM Seminar (Science)
13304	Science 4
13580	AP Biology
13581	AP Chemistry
13582	AP Environmental Science
13584	AP Physics - Electricity and Magnetism
13585	AP Physics - Mechanics
13586	AP Physics 1 (Algebra-based)
13587	Ap Physics 2 (Algebra-based)
19820	App Topic Eng/LA I
19821	App Topic Eng/LA II
19822	App Topic Eng/LA III
19831	Applied Topics in Math IV
19832	Applied Topics in Math I
19833	Applied Topics in Math II
19834	Applied Topics in Math III
19835	Applied Topics in Math V
19845	App Topic Eng/LA IV
19846	App Topic Eng/LA V
19849	Applied Topics in Science I

State Course Number	State Course Name
19850	Applied Topics in Science II
19851	Applied Topics in Science III
19852	Applied Topics in Science IV
19853	Applied Topics in Science V
19858	Applied Topics in English/Language Arts 9-12
19859	Applied Topics in Math 9-12
19910	Alt Assessed Eng/LA I
19911	Alt Assessed Eng/LA II
19912	Alt Assessed Eng/LA III
19913	Alt Assessed Eng/LA IV
19914	Alt Assessed Eng/LA V
19920	Alternate Assessed Core Topics in Math I
19921	Alternate Assessed Core Topics in Math II
19922	Alternate Assessed Core Topics in Math III
19923	Alternate Assessed Core Topics in Math IV
19924	Alternate Assessed Core Topics in Math V
19930	Alternate Assessed Core Topics in Science I
19931	Alternate Assessed Core Topics in Science II
19932	Alternate Assessed Core Topics in Science III
19933	Alternate Assessed Core Topics in Science IV
19934	Alternate Assessed Core Topics in Science V