

Interim Class Enrollments Quick Reference Guide

Audience:

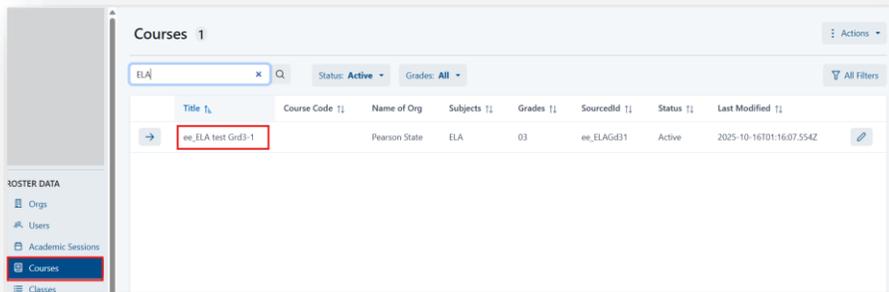
LEA Test Coordinators (LTCs) and
School Test Coordinators (STC)

This document explains how to create classes and enroll teachers and students into them. Once teachers are created as users they will need to be placed in a class and students will need to be enrolled into those classes. This structure will then be available in ADAM to allow interim testing, teacher hand scoring, and viewing of reports.

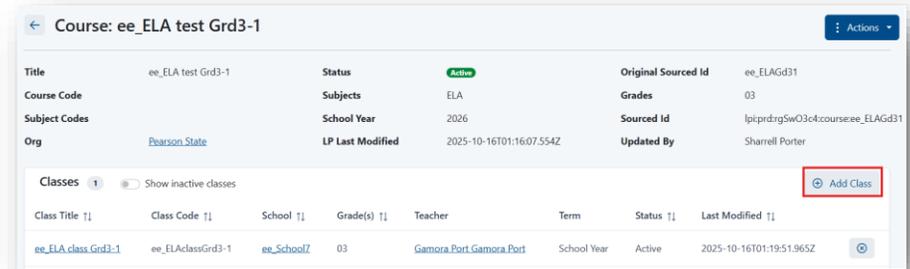
Class Creation

Once teachers are added to LaunchPad as users, they will need to be associated with a class and students. In LaunchPad you will see two courses (Math and ELA).

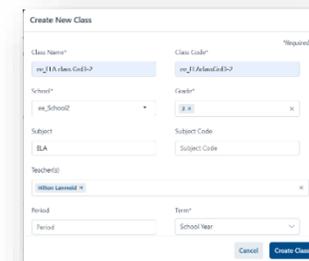
1. Click on Courses in the left navigation
2. Click on ELA (for example)



3. In the middle right hand side of the screen you will need to click on “Add Class” to begin creating your first class



4. A pop-up screen will appear and you will need to fill in the fields for Class Name (this should match the school information system), Class Code (this should match the school information system), select the school, and select the corresponding teacher(s).
5. At the bottom right of the pop-up window click on “Create Class”



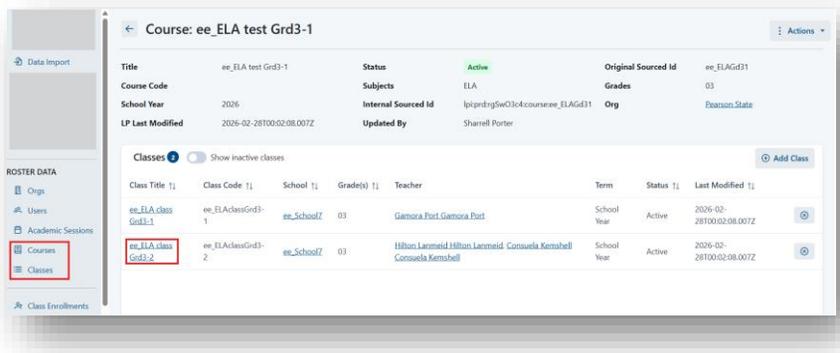
Class Enrollments Quick Reference

Class Enrollments

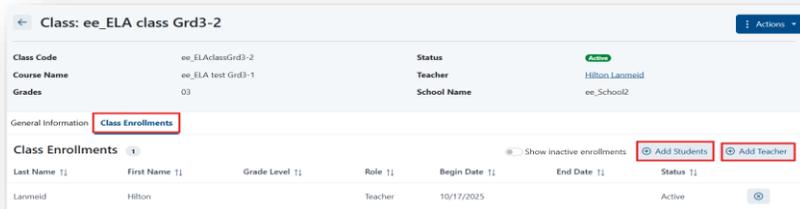
Once you have created your teacher accounts and your classes, you then will need to enroll students.

***Note:** If there is ever a need to edit a class to change teachers/students you will also use these steps.

1. Access class enrollments by clicking on Courses or Classes in the left navigation
2. Click the desired class



3. Inside your class, click on the “Class Enrollments” tab
4. Here you will Add Students /Teachers using the buttons on the right



Teacher's View in ADAM

From LaunchPad, teachers will select ADAM and be brought to the My Classes screen.

By clicking on the enrolled class this will show any tests results or notifications of hand scoring that is needed.

As students complete tests, some tests will require teacher hand scoring.

