User Import Quick Reference Guide

Audience:

LEA Test Coordinators (LTCs)

User accounts for School Test Coordinators, Special Populations Coordinators, Technology Coordinators, Teachers must be created manually in LaunchPad. This document explains how to create, locate, and edit user accounts. It also explains how manually created users log in. LTCs can create accounts for all four of these user roles. School Test Coordinators can create other STCs, Special Populations, Technology Coordinators, and Teachers accounts for their school only. Manual user accounts can be added individually or bulk uploaded. LEA Test Coordinator accounts and student information are added to LaunchPad via a data feed from OSSE; do not add or modify users in these non-manually created roles. If an account is needed for a new LEA Test Coordinator, they must be added as an LEA Assessment Manager in the Qlik AllStaff collection. LEAs needing to change student demographic information should make those changes directly in their own student information systems (SIS), which will feed automatically to OSSE, then to the LaunchPad system.

Before Creating New User Accounts

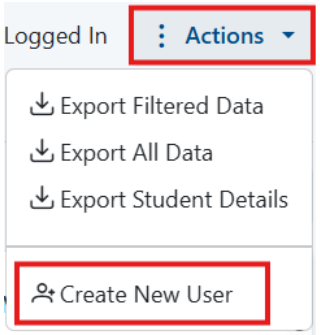
Before creating accounts, consider providing communication to the new users to look out for a welcome email from 'LaunchPad System, 'noreply@mail.launchpad.pearson.com,' with instructions to set their password. In the communication, advise new recipients it is not spam and remind them to bookmark this link - https://launchpad.pearson.com/#/clients/040b4e68-a036-11ee-a8c1-7b98ba33a283 . This is where they will be logging in once they set their password.

Create User Accounts One at a Time

If you have a small number of users to add, you can create them one at a time. For bulk uploads, refer to the next section, *Upload Multiple User Accounts.*

To add one user at a time:

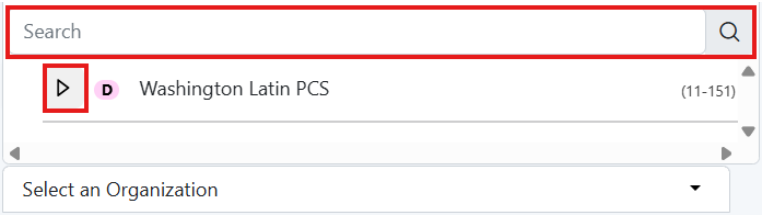
1. Navigate to Users > Actions (upper right)



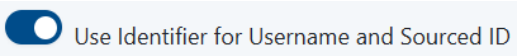
2. In the upper right, select Create New User
3. Enter the first and last name of the user

4. For Primary Role, pick only one:
   - School Test Coordinator (STC)
   - Special Populations Coordinator (SPC)
   - Technology Coordinator (TC)
   - Teacher

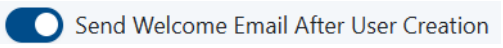
   ***Note:** If a user serves in multiple roles, pick the most applicable. School Test Coordinators can create other users with the same role of STC.
5. For Primary Org, use the Search field to find the appropriate school or use the dropdown arrow to navigate



   Note: You can only add the user to a school to which you are assigned as LEA Test Coordinator.
6. For Identifier, add the user's email, and then make sure the toggle is blue to allow the email to be used for Username and Sourced ID



7. For Email, add the user's email address. Make sure the toggle is blue to 'Send Welcome Email After User Creation'



8. Click Save Changes
   ***Note:** You will see a temporary pop-up message in green confirming the user saved successfully
9. Repeat steps as needed to add additional users

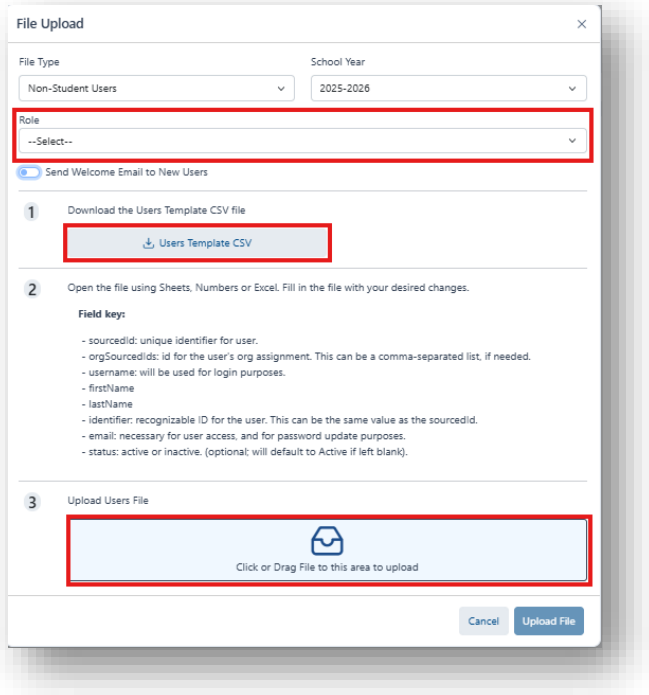
Upload Multiple User Accounts

For more than a few new users, bulk uploading is faster.

To bulk upload users:

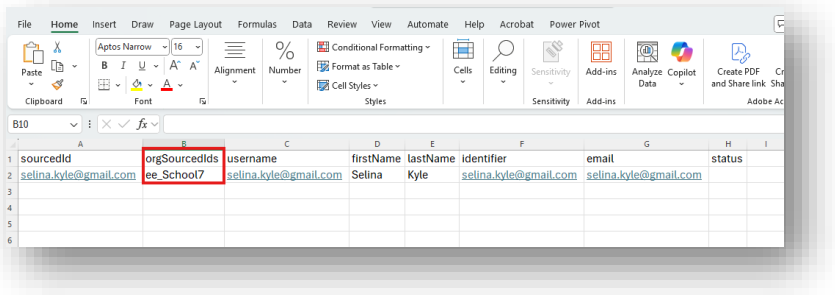
1. Go to Data Import > Upload File
2. A pop-up window will appear
3. In the dropdown for Role, select the desired role

   ***Note:** Bulk uploads can only be done by role, ie. all teachers must be uploaded separately from STCs and TCs
4. Then click on Users Template CSV



5. Open and save the template locally

6. Fill in the spreadsheet as follows:
   - Enter the user's email in the **sourcedId, username, identifier** and **email** columns
   - Enter the first name and last name
   - Enter the Org number for **orgSourcedIds (eg. 125, 1234, or 11-1234)**
7. Save the CSV file, then click or drag your file to the area to upload into LaunchPad



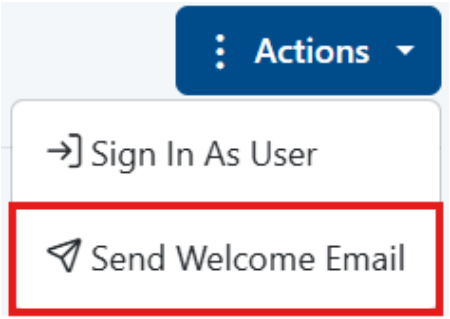
Sample completed spreadsheet

8. A temporary message will appear to confirm the amount of users

How to Send Welcome Emails

If a user needs a welcome email, they need to be sent individually.

1. Go to Users> Search for the User's Name or email
2. Click the user, click the Actions button



3. Click 'Send Welcome Email'
4. Repeat for any other user roles that need it

Interim User Import Quick Reference Guide

Where Users Will Log in

The users you create will log into LanuchPad here: https://launchpad.pearson.com/#/clients/040b4e68-a036-11ee-a8c1-7b98ba33a283