



Interim Class and Class Enrollments Quick Reference Guide

Audience:

LEA Test Coordinators (LTCs)
School Test Coordinators (STCs)
Teachers

Prerequisites:

Before using this guide, the sourcedId for courses must be located in LaunchPad. If this action is still needed, refer to the [Interim LaunchPad Quick Reference Guide](#).

Purpose:

This guide explains how LTCs and STCs create classes in LaunchPad and enroll teachers and students into those classes. Classes and enrollments support interim assessment administration, teacher hand-scoring, and reporting in ADAM.

After courses are located and you have the sourcedId from LaunchPad, classes must be created so teachers and students can be connected for interim assessment administration and reporting. A course is the subject/grade-level structure that must exist in LaunchPad before classes can be associated with it. A class is the group where teachers and students are connected for interim assessment administration and reporting. These classes will feed to ADAM to allow interim administration, teacher hand scoring, and viewing of reports.

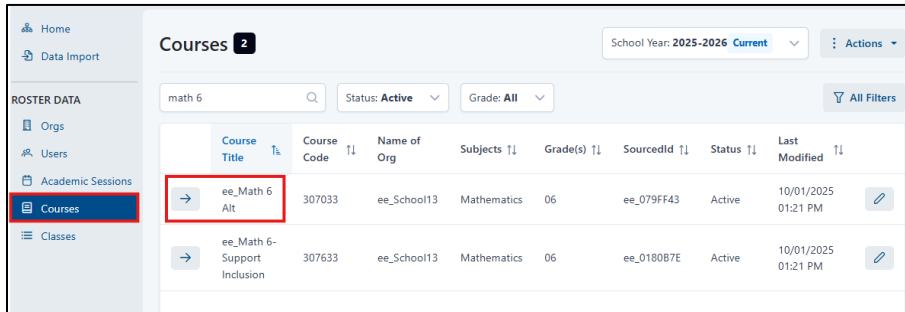


Class and Class Enrollments Quick Reference Guide

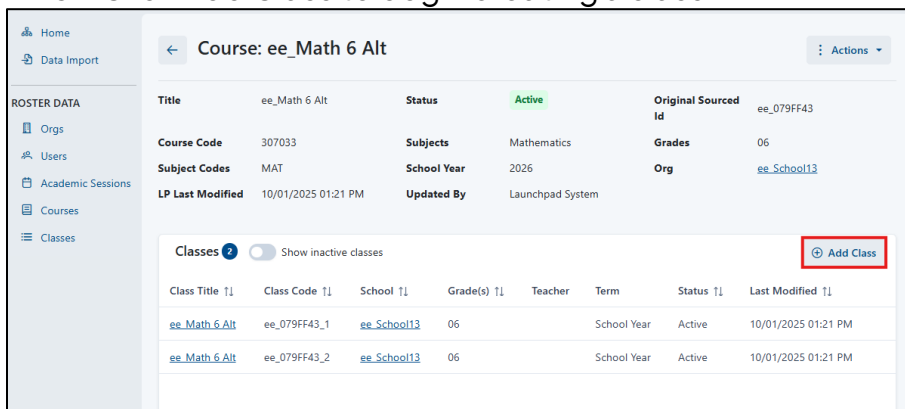
Individual Class Creation

Before teachers can access interim assessments and related reports, they must be associated with both a class and the appropriate students in LaunchPad. Classes are created using previously created courses. If the sourcedId of the courses still needed, refer to the [Interim LaunchPad Quick Reference Guide](#).

1. Select Courses in the left navigation
2. Select the desired course title



3. Click Add Class to begin creating a class



4. Fill in the required fields:
 - Class Name (use your school information system)
 - Class Code (use your school information system)
 - School (choose the school from the dropdown)
 - Grade (select all that apply)
 - Term (the current school year)
5. At the bottom right, click “Create Class.”

Create New Class

Class Name* Class Code* *Required

School* Grade*

Subject Subject Code

Teacher(s)

Period Term*

Cancel Create Class

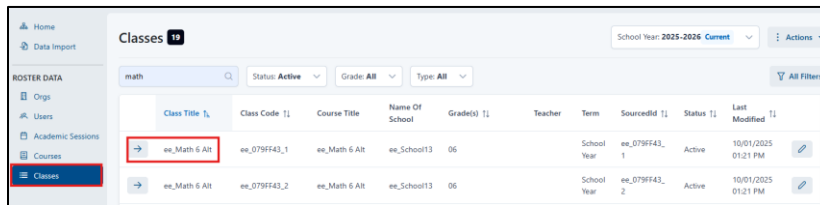
Individual Class Enrollments

Enrollments determine who is connected to the class for administration and reporting. After classes are created, teachers and students must be enrolled so they are connected to the correct class for interim administration and reporting. Teachers and students are added to LaunchPad through nightly data feeds. If teacher or student information is missing or incorrect, contact the appropriate LEA data manager before completing class enrollments.

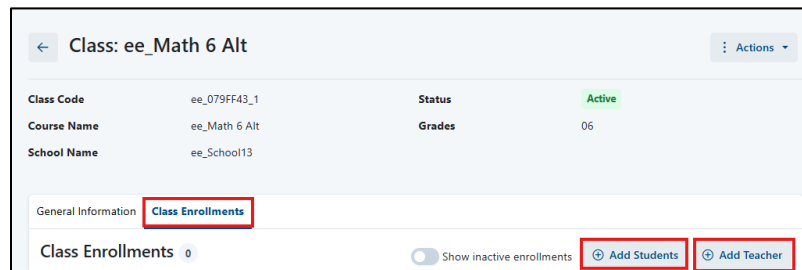
Class and Class Enrollments Quick Reference Guide

***Note:** Use these same steps to update class enrollments if teachers or students need to be added, removed, or changed after the class is created.

1. Select Classes in the left navigation
2. Select the desired class



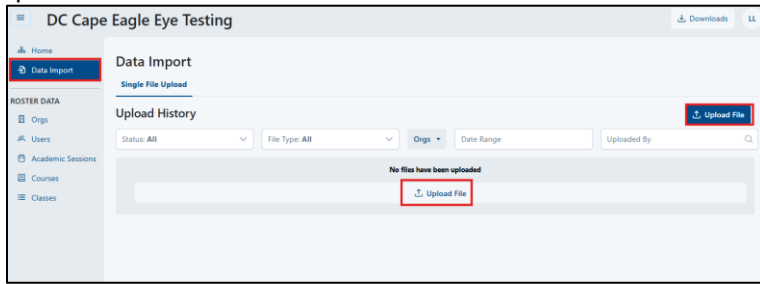
3. Click the “Class Enrollments” tab
4. Click Add Students or Add Teachers using the buttons on the right



Class and Class Enrollments Quick Reference Guide

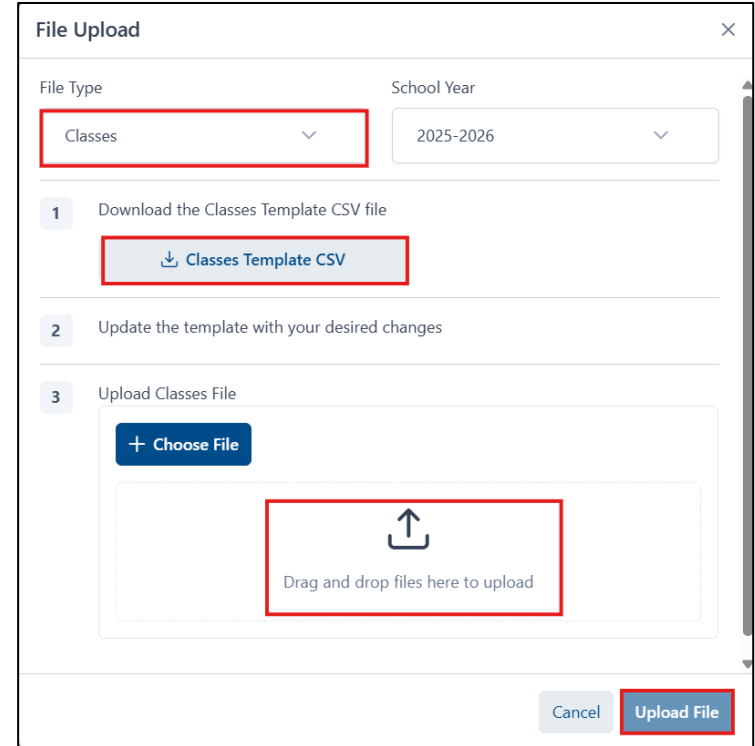
Class Creation in Bulk

LaunchPad allows users to upload classes in bulk using single file import.



1. Select Data Import in the left navigation
2. Click Upload File
3. A pop-up window will appear:
 - Choose “Classes” from the dropdown menu
 - Download the Classes Template
 - Open the spreadsheet, use the field definitions to fill in the changes you would like to make (see table)
 - Save the spreadsheet
 - Choose the file you updated (the template)
 - Click Upload file

Note: Each class row must reference an existing course, so courses must be loaded first.



Class and Class Enrollments Quick Reference Guide

Classes Template Field Definitions

Column	Field Name	Definition	Expected Value
A	sourcedId*	The unique sourcedId, use the class name from your school information system (SIS).	No spaces Max field length: 80 characters
B	schoolYearSourcedId*	This denotes the school year to group the reporting under and is the same for all courses. Only use this listed code in the upload template.	Permitted value for DC CAPE Next Interim: SY2627
C	title	This should match sourcedId in column A.	No spaces Max field length: 80 characters
D	grades*	Grades should be listed with two digits and separated by commas.	No spaces Max field length: 80 characters Example: 03, 04, 05, 10, 11, 12
E	courseSourcedId*	The unique sourcedID will be the naming convention including school code, subject, and grade .	No spaces Max field length: 80 characters Example: 408_ELA_03 or 3369_Math_05
F	classCode*	Use the class code from your school information system (SIS).	No spaces Max field length: 80 characters
G	classType	This denotes the relationship between the course and the grades/results we will have in ADAM reporting.	Permitted value for DC CAPE Next Interim: scheduled
H	location	Does not apply to DC CAPE Interim	Leave blank
I	schoolSourcedId*	The unique school code as show in Org roster data in LaunchPad.	No spaces Max field length: 4 characters Example: 1455 or 337
J	termSourcedIds*	This denotes the school year to group the reporting under and is the same for all courses. Only use this listed code in the upload template.	Permitted value for DC CAPE Next Interim: SY2627
K	subjects	Use subject names from school information system (SIS) if available.	Example: MATH or ELA
L	subjectCodes	Use subject codes from school information system (SIS) if available.	No spaces Max field length: 80 characters Example: A32, BH7
M	periods	Does not apply to DC CAPE Interim	Leave blank

Class and Class Enrollments Quick Reference Guide

Classes in Bulk – Troubleshooting

Sample filled in Classes Template

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	sourcedId	schoolYearSourcedId	title	grades	courseSourcedId	classCode	classType	location	schoolSourcedId	termSourcedId	subjects	subjectCodes	periods
2	classCode_school code	SY 2627	className		01001_460	57362	scheduled		460	SY2627			
3	7854_460	SY 2627	English 10		01001_460	7854	scheduled		460	SY2627			
4	3764_376	SY 2627	Math 3 -HJ		02033_376	3764	scheduled		376	SY2627			
5	3584_3376	SY 2627	Math 3 -AP		02033_3376	3584	scheduled		3376	SY2627			

Complete	LEATrng1 LEATrng1	EE district 1	Classes	08/29/2026 11:04 PM	
----------	-------------------	---------------	---------	---------------------	---

Above are the columns that are required for the classes template. The other columns can be left blank if your SIS does not have values to input.

Errors on Classes Template

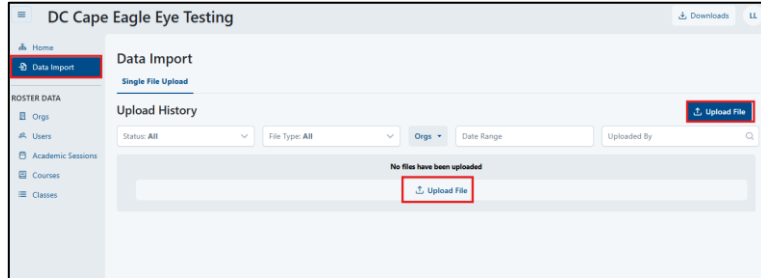
Complete with Errors	LEATrng1 LEATrng1	EE district 1	Classes	08/29/2026 11:00 PM	
----------------------	-------------------	---------------	---------	---------------------	---

Read the error message, correct the identified rows, and re-upload. If the message points to a course that doesn't exist, confirm your course import completed successfully first.

Class and Class Enrollments Quick Reference Guide

Class Enrollments in Bulk

LaunchPad allows users to upload enrollments (teachers and students) into classes by using a Single File import.



1. Select Data Import in the left navigation
2. Click Upload File
3. A pop-up window will appear:
 - Choose “Enrollments” from the dropdown menu
 - Download the Enrollments Template
 - Open the spreadsheet, use the field definitions to fill in the changes you would like to make (see table)
 - Save the spreadsheet
 - Choose the file you updated (the template)
 - Click Upload file

File Upload

1

Download the Enrollments Template CSV file

↓

Enrollments Template

2

Update the template with your desired changes

- **classSourcedId**: the sourcedId of the class the user is enrolled in (required).
- **schoolSourcedId**: the sourcedId of the school/org the enrollment belongs to (required).
- **userSourcedId**: the sourcedId of the user being enrolled (required).
- **role**: the enrollment role: Teacher or Student (required).
- **primary**: true or false, indicating whether this is the user's primary enrollment (optional).
- **beginDate**: the enrollment start date (optional, ISO 8601 format).
- **endDate**: the enrollment end date (optional, ISO 8601 format).

Note: the enrollment identifier is derived automatically from userSourcedId + classSourcedId, so it is not included in the file.

3

Upload Enrollments File

+ Choose File

Cancel

Upload File

Class and Class Enrollments Quick Reference Guide

Class Enrollments Template Field Definitions

Column	Field Name	Definitions	Expected Value
A	classSourcedId*	The unique sourcedId, use the class name from your school information system (SIS). This will match the title and sourced from the class created in LaunchPad previous to this step.	No spaces Max field length: 80 characters Example: Edwards, English (5)
B	schoolSourcedId*	The unique school code as show in Org roster data in LaunchPad.	No spaces Max field length: 4 characters Example: 1455 or 337
C	userSourcedID*	The 10 digit identifier number of the teacher or student that is being added to the class.	No spaces Max field length: 10 numerals Teacher or Student identifier number Example: 2473229789 or 3994749310
D	role*	The role of the user you are adding to the class to administer assessments and view reporting in ADAM.	No spaces Max field length: 80 characters Roles permitted: Student or Teacher
E	primary	This denotes the role type. All roles are primary for DC CAPE Next interim assessments.	No spaces Max field length: 80 characters Permitted: true
F	beginDate	Does not apply to DC CAPE Interim	Leave blank
G	endDate	Does not apply to DC CAPE Interim	Leave blank

Class and Class Enrollments Quick Reference Guide

Class Enrollments in Bulk – Troubleshooting

Sample filled in Enrollments Template

	A	B	C	D	E	F	G
1	classSourcedId	schoolSourcedId	userSourcedId	role	primary	beginDate	endDate
2	classCode_school code	460	1234567890	teacher	TRUE		
3	7854_460	460	9876543210	teacher	TRUE		
4	3764_376	376	6543210987	student	TRUE		
5	3584_3376	3376	4567890123	student	TRUE		
6							

Above are the columns that are required for the enrollment template. The other columns can be left blank if your SIS does not have values to input.

Errors on Enrollments Template

Complete	Sharrell Porter	Pearson State	Enrollments	09/04/2026 12:51 PM	
Complete with Errors	Sharrell Porter	Pearson State	Enrollments	09/04/2026 12:47 PM	

Enrollment errors follow the same pattern. Most often the class or the user doesn't exist yet, or the role value isn't recognized. Fix the flagged rows and re-upload.