

Interim LaunchPad Quick Reference Guide

Audience:

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

Purpose:

This guide introduces LaunchPad as the single sign-on entry point for DC CAPE Next interim users. It explains how users access LaunchPad, what they can do based on their assigned role, and how LaunchPad connects users to ADAM and Tools for Teachers (TFT).

This guide also defines the purpose of courses and locating the required information needed to later create classes and enrollments.

This document introduces LaunchPad and its features. Depending on their assigned role, users can use LaunchPad to access tools, manage interim course and class setup, and enter ADAM for administration, scoring, and reporting.

All users are added to LaunchPad via the nightly feed from the OSSE [AllStaff](#) collection database. If data is incorrect or missing, please reach out to your LEA data manager. Do not add or modify users in any role. 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 and ADAM systems.

User Role Matrix

	Ability	LEA Test Coordinator	School Test Coordinator	Teacher
1	Create classes and enrollments individually and in bulk	☒	☒	
	Access courses, classes, and enrollments	☒	☒	
2	Login As	☒	☒	
3	View user information	☒	☒	☒

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All Staff Collection Role	LaunchPad Role
LEA Assessment Manager	LEA Test Coordinator
DC CAPE Assessments Coordinator	
LEA Administrator	
School Administrator – Principal/School Leader	School Test Coordinator
School Administrator – Other	
Instructional Coordinator and Supervisor	
Teacher, Elementary (grades 1–6)	Teacher
Teacher, Elementary (grades 7–12)	
Teacher, Adult	
Paraprofessional – General Education	
Paraprofessional – Special Education	

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What Users Can Do in LaunchPad:

1. Access Tools for Teachers
2. Locate courses
3. Create/upload classes
4. Enroll teachers and students in classes
5. Access ADAM

Logging In to LaunchPad

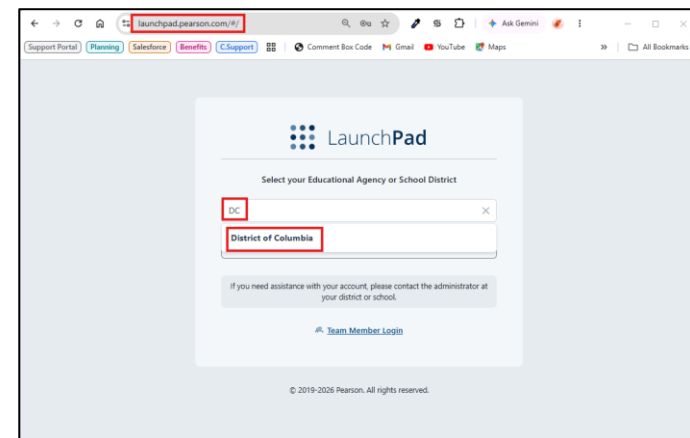
New users must locate the “welcome email” from the LaunchPad system to set their password and gain access. The email will come from ‘noreply@mail.launchpad.pearson.com’ and includes instructions for setting up their account. Users should check their inbox, spam, or junk folders if they do not see the email. After setting their password, users should bookmark the LaunchPad link for future access.

LaunchPad is the single sign-on entry point users access to navigate DC CAPE Next interim systems and tools.

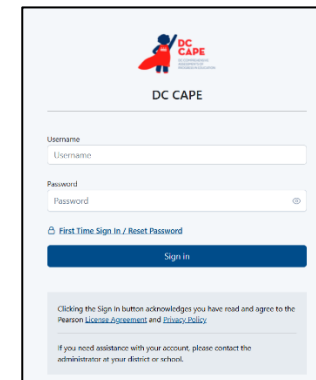
Navigate to the LaunchPad Website:

<https://launchpad.pearson.com/#/>

- Type in “DC” and click “District of Columbia” in the dropdown.

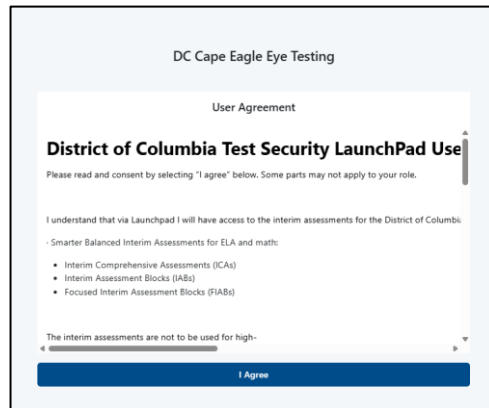


- Then click the button “Continue to Sign In”.
- Fill in the Username and Password fields
 - and Click “Sign in”



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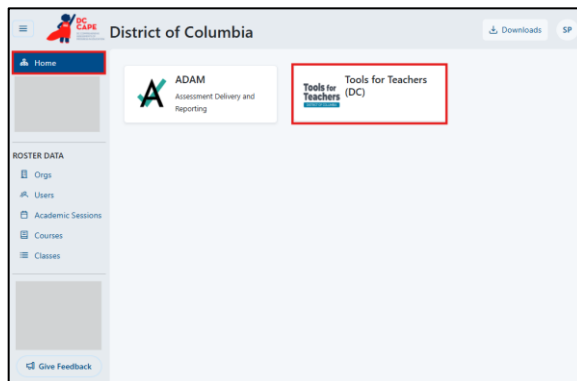
- Upon first log in, read and consent to the DC Test Security LaunchPad User Agreement



What Users Can Do in LaunchPad

The LaunchPad Home screen (your screen may look different depending on your role).

Here you will access ADAM and Tools for Teachers -

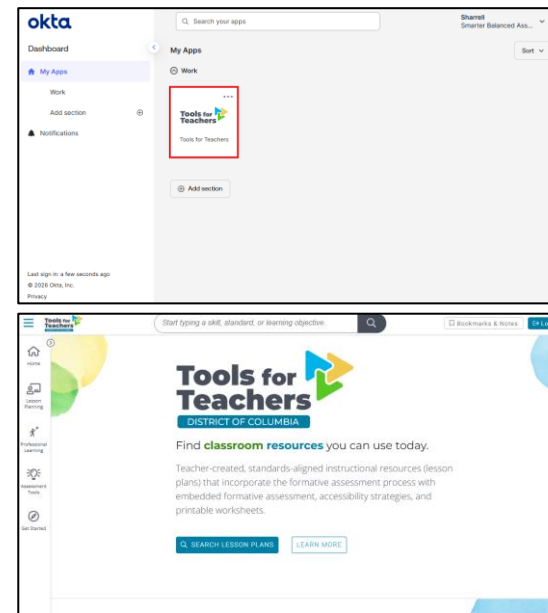


1. Access Tools for Teachers (TFT)

Click on the TFT tile in LaunchPad you will be

brought to Okta. Okta is the Smarter Balanced authentication platform, used to securely connect users from LaunchPad to Tools for Teachers .

Click the TFT tile in Okta.



After clicking the TFT tile in Okta you will see the TFT home page. Refer to the [DC CAPE Next support portal](#) for more information on TFT documentation.

2. Locate Courses

In LaunchPad, LEAs will need to locate courses that will correspond to classes that host the teachers and students. Courses are the subject- or content-based groupings used to organize interim assessment access and reporting.

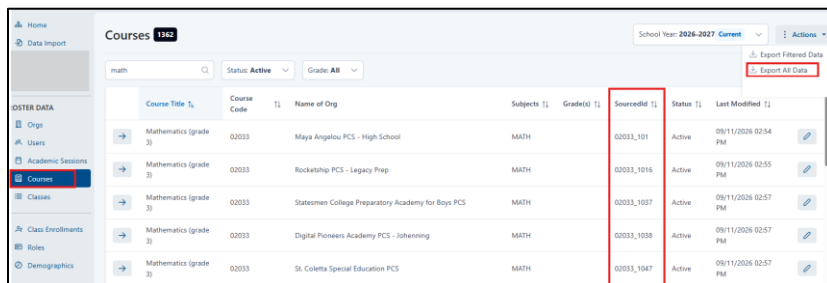
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The course field information is important for the next step in creating classes

SourcedID*: We are using a naming convention that uses the combination of course code (from DC course catalog) and school organization code

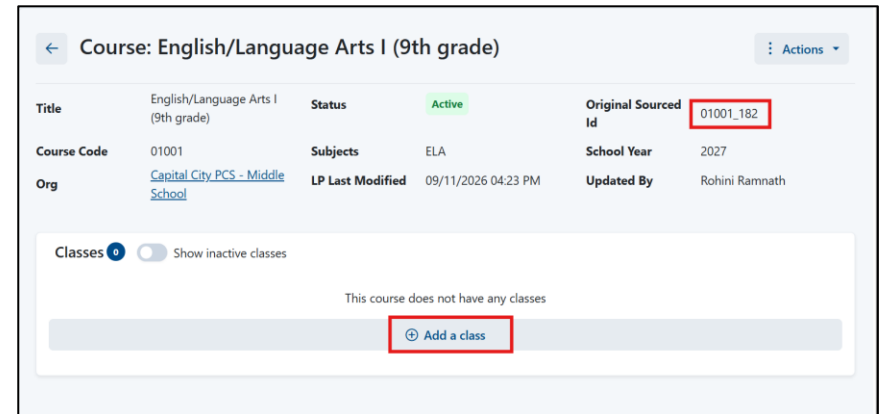
Naming Convention	Sample Code
Coursecode_schoolcode	01001_101

The full list of courses are posted on the DC CAPE Next Support Portal – [Interim Course Code Guidance](#)



Course Title	Course Code	Name of Org	Subjects	Grade(s)	Sourcedid	Status	Last Modified
Mathematics (grade 3)	02033	Maya Angelou PCS - High School	MATH		02033_101	Active	09/11/2026 02:54 PM
Mathematics (grade 3)	02033	Rocketship PCS - Legacy Prep	MATH		02033_1016	Active	09/11/2026 02:55 PM
Mathematics (grade 3)	02033	Statesmen College Preparatory Academy for Boys PCS	MATH		02033_1037	Active	09/11/2026 02:57 PM
Mathematics (grade 3)	02033	Digital Pioneers Academy PCS - Johnnig	MATH		02033_1038	Active	09/11/2026 02:57 PM
Mathematics (grade 3)	02033	St. Coletta Special Education PCS	MATH		02033_1047	Active	09/11/2026 02:57 PM

The sourcedid is what is needed to create classes. To view your school's courses, start with Courses in the left navigation. That opens the list of courses loaded for your organization. If you are setting up many classes, use Export All Data and open the downloaded spreadsheet, where the Sourcedid is in column K.



Course: English/Language Arts I (9th grade)				Actions
Title	English/Language Arts I (9th grade)	Status	Active	Original Sourced Id
Course Code	01001	Subjects	ELA	School Year
Org	Capital City PCS - Middle School	LP Last Modified	09/11/2026 04:23 PM	Updated By
				Rohini Ramnath

Classes 0 Show inactive classes

This course does not have any classes

Add a class

Clicking into the course record gives you the same SourcedID on a single screen. Take a moment to confirm you are in the right course for the right school, since the school organization code is part of that identifier. Notice also that this is where you will find Add Class. That is our bridge into the next section: you locate the course here, and then you build classes underneath it from this same screen.

3. Create / Upload Classes + Enroll teachers and students

In LaunchPad, LEAs will create classes and enroll teachers and students. Classes are groups of students and assigned teachers connected to a course. Enrollment is the formal link between a student and a targeted assessment. It controls who can access an assessment, who administers it, and how scores are grouped in reporting. Classes and class enrollments can also be created

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individually or in a bulk upload. See [Interim Classes and Class Enrollments Quick Reference Guide](#) on the DC CAPE Next support portal.

4. Access ADAM

In LaunchPad, the primary access to ADAM will now be by clicking on the ADAM tile on the home screen in LaunchPad. ADAM is the platform used for interim test administration, teacher hand-scoring, and reporting.

