



DC Interim Training #1

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We thank you for the feedback!

- Please be advised that we have turned off your video and audio capabilities to preserve bandwidth. Feel free to share any ideas or ask any questions by typing them in the chat. We have planned pauses throughout this presentation for questions.
- We will be recording this meeting. The presentation will be posted to [Support Portal](#).
- We appreciate all feedback in the survey at the end.
- All questions in the chat are captured and may get answered during the presentation or in correspondence following this meeting.

Interim Training Schedule

Next Training Meetings:

- [Virtual Training #2](#) **Tuesday October 6 :**
Proctor Groups/ Proctor Dashboard, Administrative Tasks
- **Asynchronous Training #3 posted to Support Portal October 14:**
Teacher Hand-scoring
- **Asynchronous Training #4 posted to Support Portal October 30:**
Reporting

Interim Timeline

October 2026

June 2027

All student
information feeds
into LaunchPad
10.5.26

Interim Testing
Opens
10.12.26

Interim Testing
Closes
6.25.27

Learning Objectives

- Introduction to LaunchPad
- Tasks in LaunchPad
 - Locate Courses
 - Creating Classes
 - Creating Class Enrollments

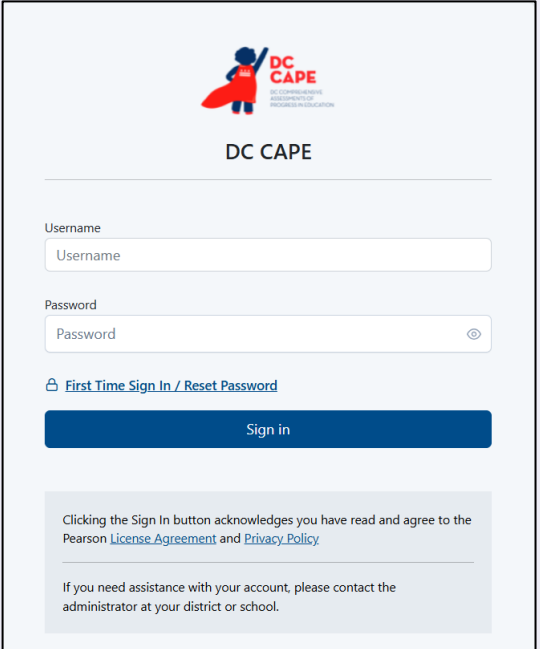
Introduction and Accessing LaunchPad



Welcome to LaunchPad

LaunchPad is the single-sign-on landing portal that users will enter to access Pearson applications like ADAM or Smarter Balanced applications like Tools for Teachers. User information in LaunchPad syncs nightly with information in the OSSE All Staff Collection database.

- Purpose
 - Log in and connect
 - ADAM – access interim assessments, administration, and reporting
 - Tools for Teachers – access classroom resources
 - First login: review and accept the test security/user agreement to proceed



The screenshot shows the DC CAPE LaunchPad login interface. At the top is the DC CAPE logo, which includes a red superhero figure and the text "DC CAPE" and "DISTRICT OF COLUMBIA COMPARATIVE ASSESSMENTS IN EDUCATION". Below the logo is the text "DC CAPE". The login form consists of a "Username" field with a placeholder "Username", a "Password" field with a placeholder "Password" and an eye icon for toggling visibility, and a "Sign in" button. Below the button is a link for "First Time Sign In / Reset Password". At the bottom, there is a disclaimer: "Clicking the Sign In button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy." and a note: "If you need assistance with your account, please contact the administrator at your district or school."

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

Access to LaunchPad

LaunchPad accounts are created for educators with specific roles within OSSE’s All Staff Collection. Educators will be assigned one of three roles in LaunchPad:

- LEA Test Coordinator: access information for all schools and students within assigned local education agency (LEA)
- School Test Coordinator: access information for all students within assigned school(s)
- Teacher: access information only for students assigned to them through classes
- Before you begin, check which role you have been assigned.

LaunchPad Ability	LEA Test Coordinator	School Test Coordinator	Teacher
Single file import for classes and enrollments			
Access courses, classes, and enrollments			
Login As			
View User information			

Access to LaunchPad

Users with the OSSE All Staff designations listed below will feed into LaunchPad and receive accounts. LaunchPad accounts cannot be created manually; LEAs and schools must assign one of the listed All Staff roles to any staff member they wish to have access to Tools for Teachers and ADAM. Instructions for updating All Staff designations can be found in the [Faculty and Staff Application User Guide](#). If your role is incorrect or you need additional access, contact OSSE or your LEA Test Coordinator.

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	

LaunchPad -Homepage





DC CAPE



DC CAPE

Sign Out

Home

Data Import

ROSTER DATA

Orgs

Users

Courses

Classes



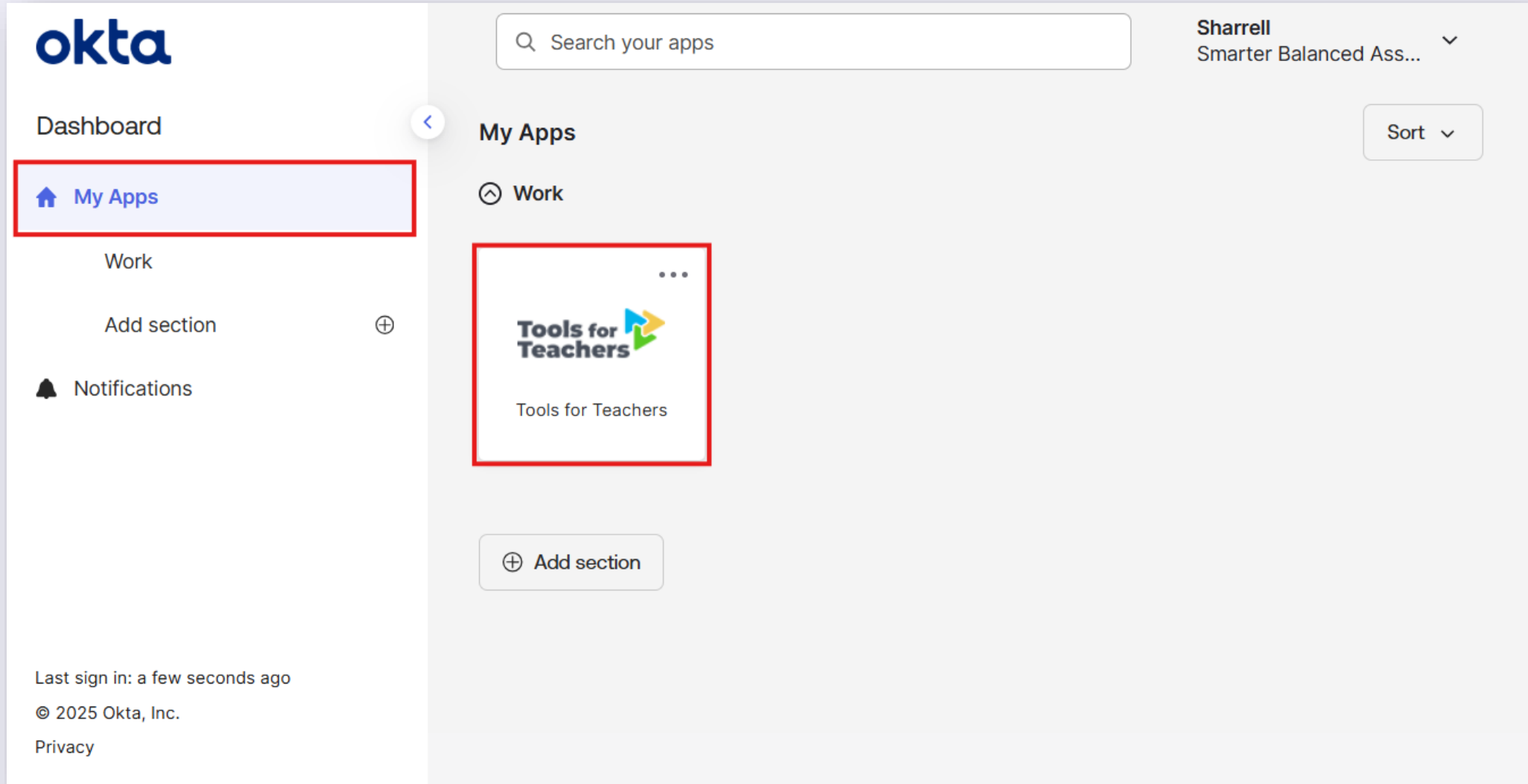
ADAM

Assessment Delivery and Reporting



Tools for Teachers (DC)

Okta (Smarter Balanced) –Dashboard

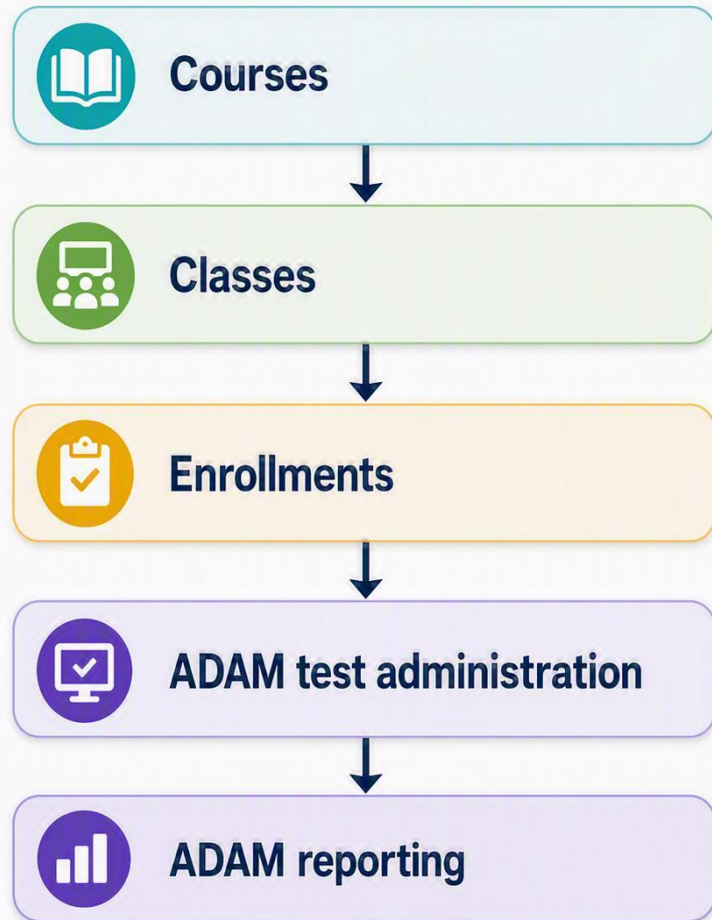


Tools for Teachers –Home Page



LaunchPad Tasks for Interim Assessments

LaunchPad Workflow



Three tasks need to be completed before being able to successfully administer and view reporting for interim assessments.

- Locate Courses
- Creating Classes
- Creating Class Enrollments

Locate Courses in LaunchPad



Task-Locate Courses



- Courses refer to the broad container for a complete subject, curriculum, or grade level.
- DC CAPE Next interim assessments cover ELA and Math courses
 - Review the types of interim assessments on the [DC CAPE Next Support Portal](#)
- In LaunchPad, LEA and School Test Coordinators (LTC/STC) need to locate courses in order to notate the information needed to create classes in the next step.

View Courses

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

The list of courses will be posted on the DC Support Portal.

Naming Convention	Sample Code
Coursecode_schoolcode	01001_101

 DC CAPE Next Interim Course Codes for ELA and Math				
Sourced Id	SY Sourced Id	Course Title	Course Code	Subject
01001_[school code]	SY2627	English/Language Arts I (9th grade)	01001	ELA
01002_[school code]	SY2627	English/Language Arts II (10th grade)	01002	ELA
01031_[school code]	SY2627	English Language Arts (grade 3)	01031	ELA
01032_[school code]	SY2627	English Language Arts (grade 4)	01032	ELA
01033_[school code]	SY2627	English Language Arts (grade 5)	01033	ELA
01034_[school code]	SY2627	English Language Arts (grade 6)	01034	ELA
01035_[school code]	SY2627	English Language Arts (grade 7)	01035	ELA
01036_[school code]	SY2627	English Language Arts (grade 8)	01036	ELA
02033_[school code]	SY2627	Mathematics (grade 3)	02033	MATH
02034_[school code]	SY2627	Mathematics (grade 4)	02034	MATH
02035_[school code]	SY2627	Mathematics (grade 5)	02035	MATH
02036_[school code]	SY2627	Mathematics (grade 6)	02036	MATH
02037_[school code]	SY2627	Mathematics (grade 7)	02037	MATH
02038_[school code]	SY2627	Mathematics (grade 8)	02038	MATH
02052_[school code]	SY2627	Algebra I	02052	MATH
02072_[school code]	SY2627	Geometry	02072	MATH

Home

Data Import

Launchpad Setup

Role Permissions

ROSTER DATA

Orgs

Users

Academic Sessions

Courses

Classes

Class Enrollments

Roles

Courses3632

School Year: 2026-2027Current

Actions

Search Name or ID

Status:Active

Grade:All

All Filters

	Course Title	Course Code	Name of Org	Subjects	Grade(s)	SourcedId	Status	Last Modified	
→	Algebra I	02052	Maya Angelou PCS - High School	MATH		02052_101	Active	09/11/2026 11:53 AM	
→	Algebra I	02052	Rocketship PCS - Legacy Prep	MATH		02052_1016	Active	09/11/2026 02:55 PM	
→	Algebra I	02052	Statesmen College Preparatory Academy for Boys PCS	MATH		02052_1037	Active	09/11/2026 02:57 PM	
→	Algebra I	02052	Digital Pioneers Academy PCS - Johnenning	MATH		02052_1038	Active	09/11/2026 02:57 PM	

Locate Courses

Courses 1362

School Year: 2026-2027 **Current** Actions

Search: math Status: **Active** Grade: **All**

	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 - Jochenning	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	🔗

Here are the steps:

- 1. Courses in the left navigation
- 2. Find the SourcedId for the desired course on the screen or Export All Data and locate column K in the downloaded spreadsheet that has the sourcedId you will need when creating classes

K
metadata.originalSourcedId
02052_860
01001_860
01002_860
02072_860
01031_860
01032_860

Locate Courses

←

Course: English/Language Arts I (9th grade)

⋮ Actions

Title	English/Language Arts I (9th grade)	Status	Active	Original Sourced Id	01001_182
Course Code	01001	Subjects	ELA	School Year	2027
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

3. When you open a course you can view the sourcedId
4. And you can also access where to Add a class (in next section)

Creating Classes in LaunchPad



Task-Creating Classes

- After locating courses and getting the sourcedId, the next step is to associate a class
- A class is a specific, scheduled section of a course taught by a particular teacher to a distinct group of students during a specific term.
- In LaunchPad you will see the courses for your org/school
- In LaunchPad, LEA and School Test Coordinators (LTC/STC) need to create classes individually or in bulk for each course association
 - OSSE does not prescribe class names or class codes — use your SIS values, or assign local ones



Creating Classes Individually

The screenshot shows the 'Courses' page with a sidebar on the left and a main content area. The sidebar has a 'ROSTER DATA' section with links for 'Orgs', 'Users', 'Academic Sessions', 'Courses', and 'Classes'. The 'Courses' link is highlighted with a red box and a purple '1'. The main content area has a header 'Courses 8' and a search bar with 'math' entered. Below the search bar are filters for 'Status: Active' and 'Grade: All'. A table lists two courses:

	Course Title ↑	Course ID ↑	Name of Org	Subjects ↑	Grade(s) ↑	SourcedId ↑	Status ↑	Last Modified ↑	
→	ee_Math 6 Alt		ee_School13	Mathematics	06	ee_079FF43	Active	10/01/2025 01:21 PM	edit
→	ee_Math 6-Support Inclusion	307633	ee_School13	Mathematics	06	ee_0180B7E	Active	10/01/2025 01:21 PM	edit

Here are the steps:

1. Click on Courses in the left navigation
2. Click on a math course (for example)

Note: Classes are created from inside the course, not from the classes screen.

Creating Classes Individually

Here are the steps:

3. Click on “Add Class” to begin creating a class

←

Course: ee_Math 6 Alt

⋮ Actions ▾

Title	ee_Math 6 Alt	Status	Active	Original Sourced Id	ee_079FF43
Course Code	307033	Subjects	Mathematics	Grades	06
Subject Codes	MAT	School Year	2026	Org	ee_School13
LP Last Modified	10/01/2025 01:21 PM	Updated By	Launchpad System		

Classes 2

☐ Show inactive classes

⊕ Add Class

Class Title ↑↓	Class Code ↑↓	School ↑↓	Grade(s) ↑↓	Teacher	Term	Status ↑↓	Last Modified ↑↓
ee_Math 6 Alt	ee_079FF43_1	ee_School13	06		School Year	Active	10/01/2025 01:21 PM

Creating Classes Individually

The screenshot shows a 'Create New Class' form with the following fields and values:

- Class Name***: Text input with placeholder 'Class Name'. A purple box with the number '4' is positioned above this field.
- Class Code***: Text input with placeholder 'Class Code'. A purple box with the number '4' is positioned above this field.
- School***: Dropdown menu with 'School' selected.
- Grade***: Dropdown menu with 'Select' selected.
- Subject**: Text input with 'Mathematics' selected.
- Subject Code**: Text input with 'MAT' selected.
- Teacher(s)**: Dropdown menu with 'Select' selected.
- Period**: Text input with placeholder 'Period'.
- Term***: Dropdown menu with 'Select' selected. A purple box with the number '5' is positioned above this field.

At the bottom right, there are two buttons: 'Cancel' and 'Create Class'. The 'Create Class' button is highlighted with a red border.

Here are the steps:

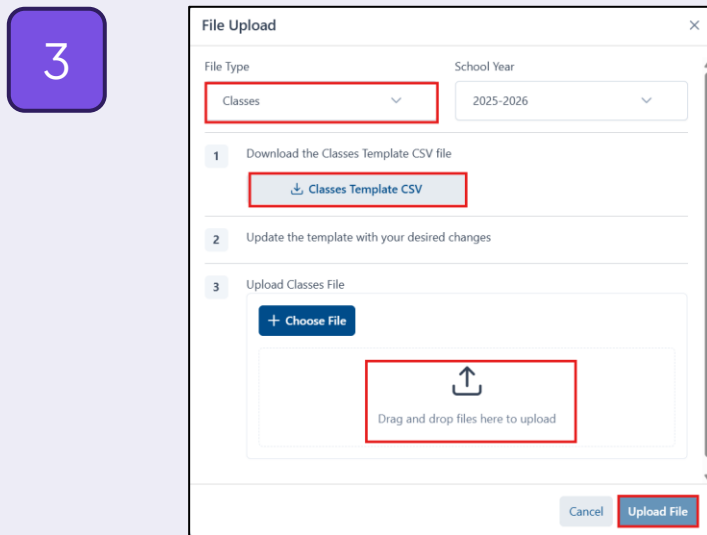
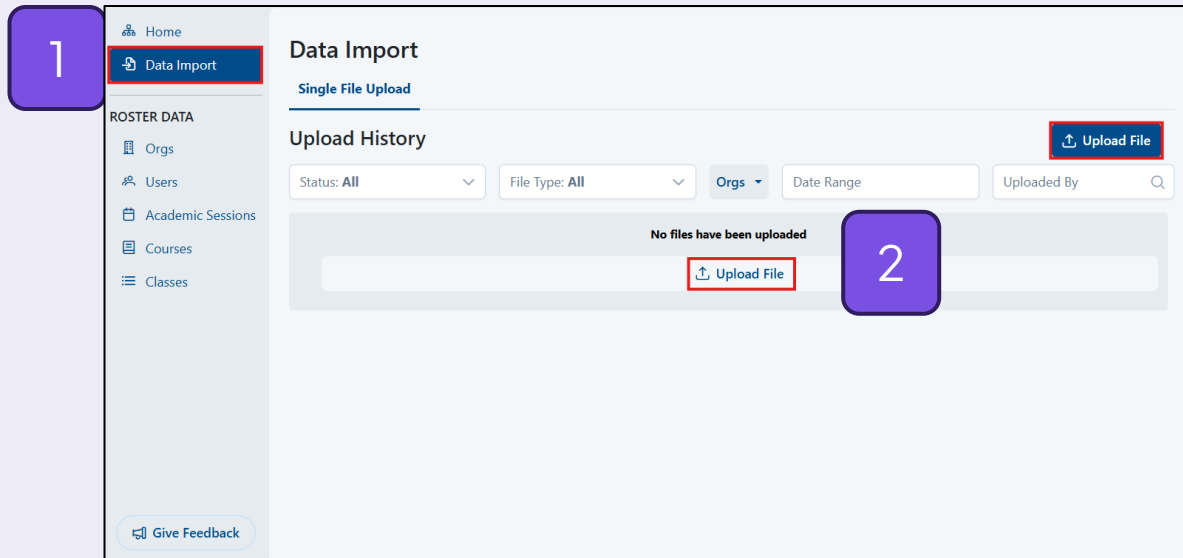
4. Fill in the required fields:

- Class Name (from your SIS; max 80 characters — does not need to be unique)
- Class Code (use your school information system or local process)
- 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.”

Note: Teacher and period are optional here. You can add a teacher on this screen, but in the bulk import workflow teacher enrollment is a separate step.

Creating Classes in Bulk



For a single file upload, these are the steps:

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 on next slide)
 - 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. Uploads return Complete or Complete with Errors — download the error details, fix the flagged rows, and re-upload.

Classes in Bulk – Field Definitions

Note: *Starred items are required fields.

Column	Field Name	Definition	Expected Value
A	sourcedId*	Class code from column F (or a local code if your SIS has none) plus the school code: classcode_schoolcode	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	Use the class name. This does not need to match the 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 coursecode and schoolcode used during the previous courses step. Do not create a new one.	No spaces Max field length: 80 characters Example: 01002_408 or 02034_3369
F	classCode*	Use the class code from your SIS, or a locally created code if none exists. This value does not need to be globally unique — only the sourcedId in column A must be.	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. The only options for DC is scheduled.	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. (Not required field)	Example: MATH or ELA
L	subjectCodes	Use subject codes from school information system (SIS) if available. (Not required field)	No spaces Max field length: 80 characters Example: A32, BH7
M	periods	Does not apply to DC CAPE Interim	Leave blank

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	termSourcedIds	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			

Errors on Classes Template

Complete	LEATrng1 LEATrng1	EE district 1	Classes	08/29/2026 11:04 PM	
Complete with Errors	LEATrng1 LEATrng1	EE district 1	Classes	08/29/2026 11:00 PM	

Knowledge Check and Demonstration

1. Before creating a class, first I need the course ?
2. To create a class individually, where do you click first in LaunchPad?
 - a. Classes, then Add Class
 - b. Courses, then the course name, then Add Class
 - c. Data Import, then Upload File
 - d. Reports, then Add Class

Let's create a class and connect it to a course together!

Creating Class Enrollments in LaunchPad



Task-Class Enrollment (Adding Teachers and Students to classes)



- After creating classes, the next step is to enroll teachers and/or students
 - **Note:** If you created classes in the interface, you could add a teacher there. If you created classes by import, teachers are enrolled here.
- A class enrollment is the formal link between a specific student and a targeted assessment. It controls who can access an assessment, who administers it, and how performance data and scores are grouped for reporting.
- In LaunchPad you will see the classes for your org/school (for example Jackson, Math3-17)
- In LaunchPad, LEA and School Test Coordinators (LTC/STC) need to enroll teachers and/or students individually or in bulk for each class
 - Follow your internal student identification system and verify student names

Class Enrollment Individually (Adding Teachers and Students to classes)

The screenshot displays the 'Classes' management interface. On the left, the 'Classes' menu item is highlighted with a red box and a purple circle labeled '1'. The main area shows a table of classes with the following columns: Class Title, Class Code, Course Title, Name Of School, Grade(s), Teacher, Term, SourcedId, Status, and Last Modified. The first row of the table is highlighted with a red box and a purple circle labeled '2'. The table contains two rows of data for 'ee_Math 6 Alt' classes.

Class Title	Class Code	Course Title	Name Of School	Grade(s)	Teacher	Term	SourcedId	Status	Last Modified
ee_Math 6 Alt	ee_079FF43_1	ee_Math 6 Alt	ee_School13	06		School Year	ee_079FF43_1	Active	10/01/2025 01:21 PM
ee_Math 6 Alt	ee_079FF43_2	ee_Math 6 Alt	ee_School13	06		School Year	ee_079FF43_2	Active	10/01/2025 01:21 PM

Here are the steps:

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

Class Enrollment Individually (Adding Teachers and Students to classes)

The screenshot shows the 'Class: ee_Math 6 Alt' page. At the top, there is a back arrow and the class name. On the right, there is an 'Actions' dropdown menu. Below this, a table displays class details: Class Code (ee_079FF43_1), Status (Active), Course Name (ee_Math 6 Alt), Grades (06), and School Name (ee_School13). A tab bar at the bottom contains 'General Information' and 'Class Enrollments'. The 'Class Enrollments' tab is highlighted with a red box and a purple circle with the number 3. Below the tab bar, the 'Class Enrollments' section shows a count of 0, a toggle for 'Show inactive enrollments', and two buttons: '+ Add Students' and '+ Add Teacher', both highlighted with red boxes and a purple circle with the number 4.

Class Code	ee_079FF43_1	Status	Active
Course Name	ee_Math 6 Alt	Grades	06
School Name	ee_School13		

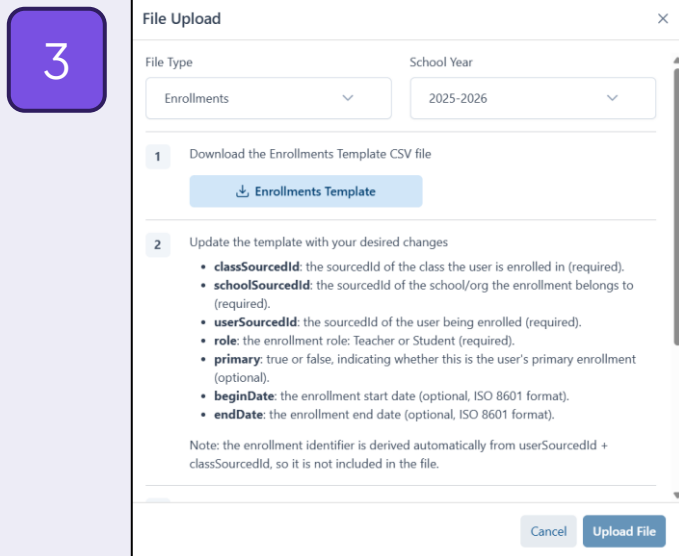
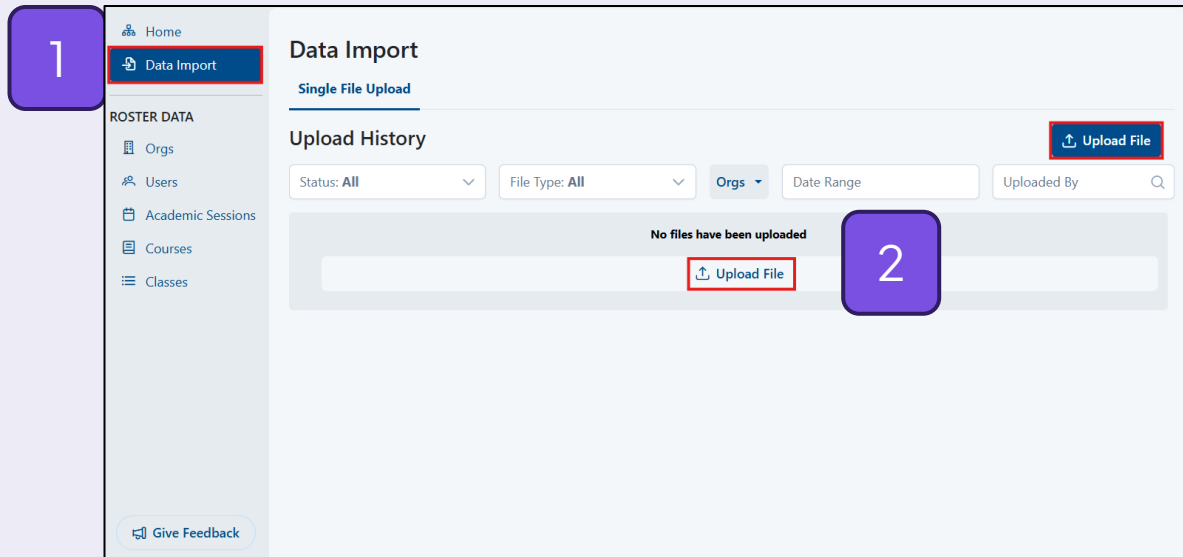
General Information **Class Enrollments**

Class Enrollments 0 ☐ Show inactive enrollments **+ Add Students** **+ Add Teacher**

Here are the steps:

3. Inside your class, click on the “Class Enrollments” tab
4. Here you will Add Students /Teachers using the buttons on the right
 - Teachers can be any LEA staff who feed into LaunchPad, including STCs and LAMs if needed
 - LTCs and STCs who need to be enrolled into classes must also carry the teacher role in the OSSE AllStaff system

Class Enrollments in Bulk



For a single file upload, here are the steps:

1. Click 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

Note: Verify your roster count against your student information system before you move on, since a missing student here means a student who cannot test.

Class Enrollments– Field Definitions

Note: *Starred items are required fields.

Column	Field Name	Definitions	Expected Value
A	classSourcedId*	The class sourcedId (classcode_schoolcode) from the class you created previously. It must match the sourcedId of a class that already exists in LaunchPad.	No spaces Max field length: 80 characters Example: ENG5A_408
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 state-issued identifier for the person being added to the class — the state student ID for students, or the state faculty/staff ID for teachers.	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. Note: LTCs and STCs who need to be enrolled into classes must also carry the teacher role in the OSSE AllStaff system.	No spaces Max field length: 80 characters Roles permitted: Student or Teacher
E	primary	Denotes the role type. Set to true — DC CAPE Next interim roles are all treated as primary.	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 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							

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	

Knowledge Check and Demonstration

3. When enrolling students and teachers in a class, which tab do you see?
 - a. Home
 - b. Data Import
 - c. Class Enrollments
 - d. Reports

Let's make a class and enroll some students together!

Next Steps



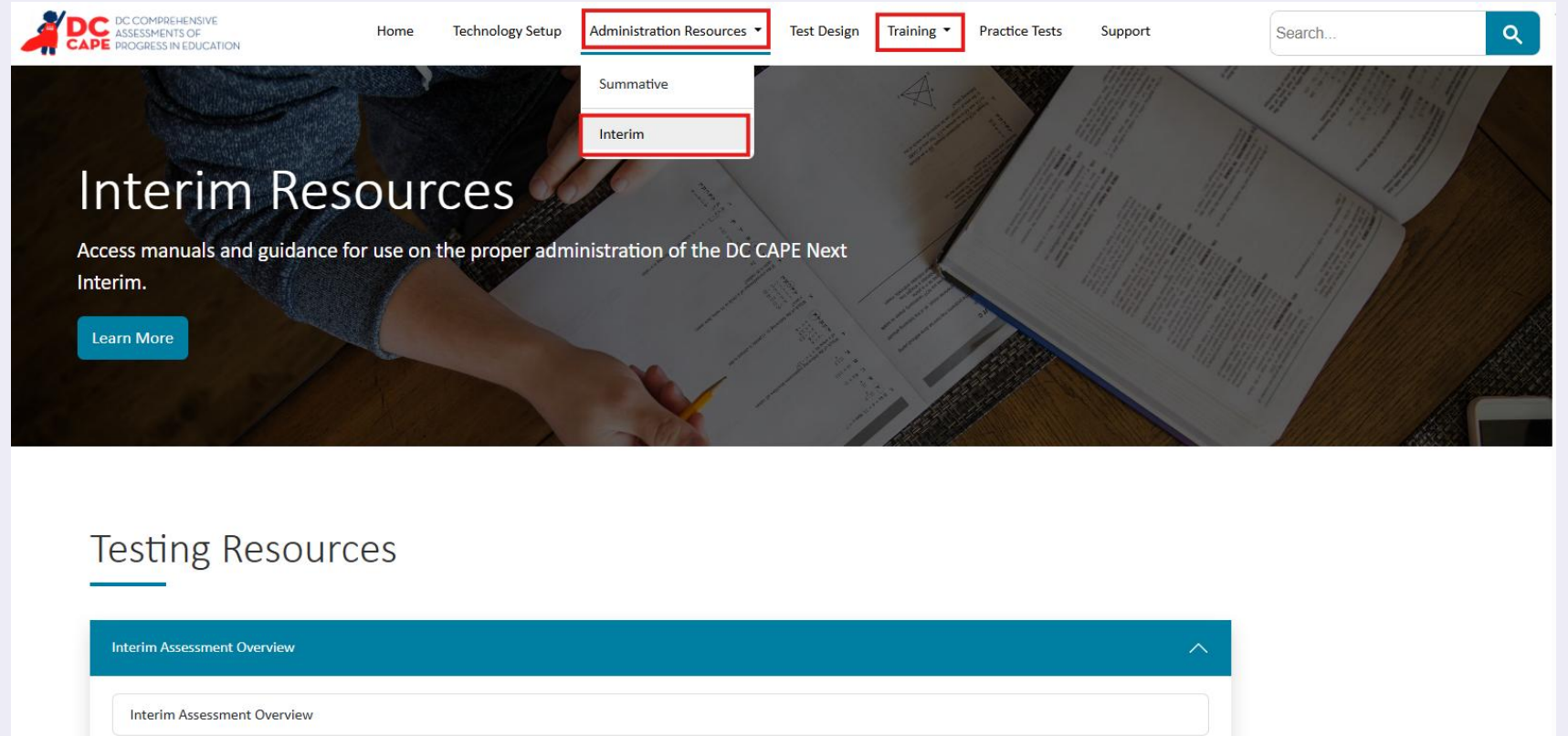
Interim Training Schedule

Next Training Meetings:

- [Virtual Training #2](#) **Tuesday October 6 :**
Proctor Groups/ Proctor Dashboard, Administrative Tasks
- **Asynchronous Training #3 posted to Support Portal October 14:**
Teacher Hand-scoring
- **Asynchronous Training #3 posted to Support Portal October 30:**
Reporting

Support Portal Resources

Access this training and all other resource materials on the [DC Support Portal](#)



The screenshot displays the DC Support Portal website. The top navigation bar includes links for Home, Technology Setup, Administration Resources (highlighted with a red box), Test Design, Training (highlighted with a red box), Practice Tests, and Support. A search bar is located on the right. Below the navigation bar, a dropdown menu for Administration Resources is open, showing options for Summative and Interim (highlighted with a red box). The main content area features a large banner for Interim Resources with the text "Access manuals and guidance for use on the proper administration of the DC CAPE Next Interim." and a "Learn More" button. Below the banner, the "Testing Resources" section is visible, containing a card for "Interim Assessment Overview" with an upward arrow icon.

DC COMPREHENSIVE ASSESSMENTS OF PROGRESS IN EDUCATION

Home Technology Setup Administration Resources Test Design Training Practice Tests Support

Search...

Summative Interim

Interim Resources

Access manuals and guidance for use on the proper administration of the DC CAPE Next Interim.

[Learn More](#)

Testing Resources

Interim Assessment Overview

Interim Assessment Overview

Survey and Thank You



[Survey Link](#)

Thank you all for your time, engagement, and thoughtful contributions.

Your collaboration is truly appreciated, and I look forward to continuing our work together.