MCAP Guide to Importing Users into LaunchPad

Maryland Comprehensive Assessment Program

Version 1.1

MCAP 2024/2025

ELA/L, Mathematics, MISA, Social Studies

Guide to Importing Users

Document Revisions

Revision Date	Version	Description
9/06/2024	1.0	Initial Version
9/18/2024	1.1	Added Valid Value for Org ID, Last Name Required.

Purpose

The purpose of this document is to provide the information needed when assigning additional users to LaunchPad for access to ADAM.

Steps to Creating Users

In LaunchPad menu > Data Import > Single File Upload
- Click Upload File > Non-Student Users (Confirm School Year is accurate)
- Download the Users Template
- Fill in details for the specific user role to be created

Once the file is filled out then:
- Save as CSV
- Select the Role you are creating – roles in LaunchPad listed below (a user import is needed by role, example: if creating STCs upload the STCs and another file will be needed for Teachers)
- Choose file and Upload File

Overview of User Accounts for LaunchPad & ADAM

User accounts are granted to educators and administrators who require access to ADAM. All user accounts are assigned to at least one organization (e.g., a school or district) and are associated with a username and email address.

List of Roles

- **District Test Coordinator (Local Accountability Coordinator) –** Perform all system-related tasks and access all organization data.
- **School Test Coordinator –** Create, edit, and delete test sessions. View, create, edit, move, and delete students. View shipments page and shipping details. View and download reports.
- **Counselor (Test Administrator) –** Administer tests and view organizations.
- **Teacher –** Administer tests and view reports if assigned a class.
- **Principal (Reporting Administrator)** – View and share reports.

Column	CSV Header	Field Name	Required Y/N	Field Definitions	Valid Values
A	sourcedid	Sourced ID	Y	The username will be the same as the email address (column G).	This will match the user's email address.
B	orgSourcedIds	Org Sourced IDs	Y	This will be the Source ID for the org to which the user will be uploaded.	Organization ID 6-digits in MD includes LEA Code
C	username	User Name	Y	The username will be the same as the email address (column G).	This will match the user's email address.
D	firstName	First Name	Y	The full first name of the user.	Alpha Space
E	lastName	Last Name	Y	The full last name of the user.	Alpha Space
F	identifier	Identifier	Y	The username will be the same as the email address (column G).	This will match the user's email address.
G	email	Email	Y	Email assigned from the LEA school. This should NOT be a private account.	User's email address assigned by school or LEA
H	grades	Grades	N	N/A for Maryland	
I	status	Status	Y	Status of user account.	active deleted