

# Quick Guide for Creating Proctor Groups in ADAM

The purpose of this guide is to provide a step-by-step walkthrough for creating proctor groups and assigning students to each of the proctor groups within ADAM. ADAM is the assessment platform being used to deliver ND A+ assessments.

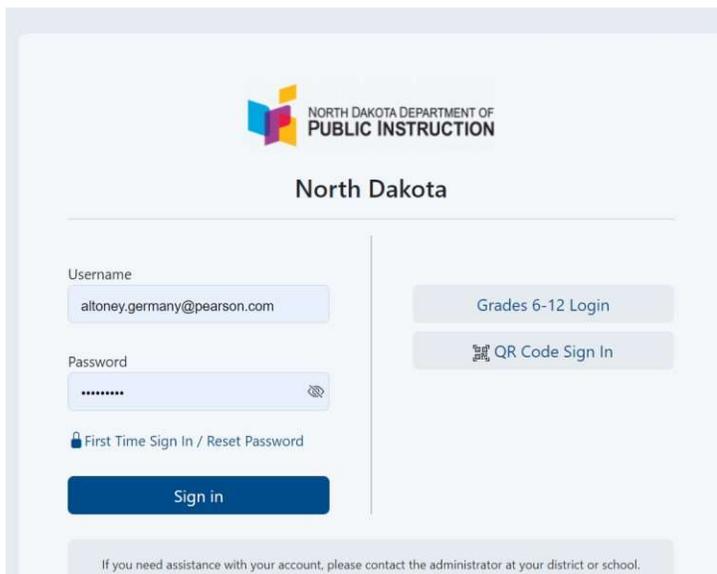
For each grade and content area a proctor group test code and proctor password will be available. Students cannot test using the “Create Proctor Group” test code. Schools have three options for creating proctor groups:

1. School coordinators create the proctor groups (see instructions on page 2). As the school coordinator, you can create the proctor groups in advance of testing. Once the proctor group for a given test has been created, you can provide the test code and proctor password to the proctor of this group. They will use that code to log into the proctor dashboard. The proctor will give the test code to the students to use to log into the test.
  - a. In addition to creating the proctor group, you can optionally assign students to each proctor group. This moves students from the unassigned proctor group into the proctor groups you are creating. If you pre-assign students to the proctor group, when you print the student test tickets the test code and the student’s ID will be on the card.  
**NOTE: K-2 teachers wanting to use the QR Code, must have their students added to a proctor group for the QR code sign in to be utilized.**
  - b. If you don’t pre-add students to the proctor group, then the student test ticket will contain the student’s ID and name, the test code will be provided by the proctor.

2. Proctors create proctor groups (see instructions on page 6). As the school coordinator, you can choose to let the proctors create their proctor groups. Provide the create proctor group test code and proctor password to each of the proctors. When the proctors arrive in the testing rooms, they can log into the proctor dashboard using the test code and proctor password. The log in process will ask the proctor to create their own proctor group which will generate a new test code. The proctor will give the new test code to the students for them to log into the test.
  
3. Teachers create proctor groups (see instructions on page 7). As a teacher you can now proctor by class. You wouldn't need a School Coordinator or District Administrator to create a proctor group. NOTE: The students are not added to the proctor group automatically. The teacher will have to provide the test codes to the students and as the students enter the test code they will be pulled into the teacher proctor group. **K–2 teachers will not be able to create proctor groups from their classes if they wish to use the QR codes. Teachers attempting to use the QR code will not be able to do so, since the students are not automatically added to the proctor groups.**

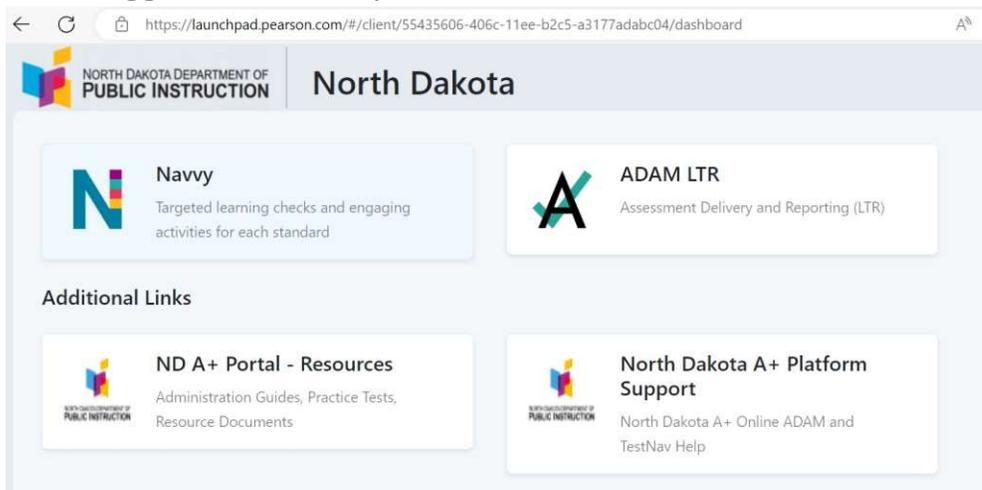
## Tasks for school coordinators to create proctor groups in ADAM

1. Navigate to [Launchpad | Sign In](#)
2. Enter username and password, click Login



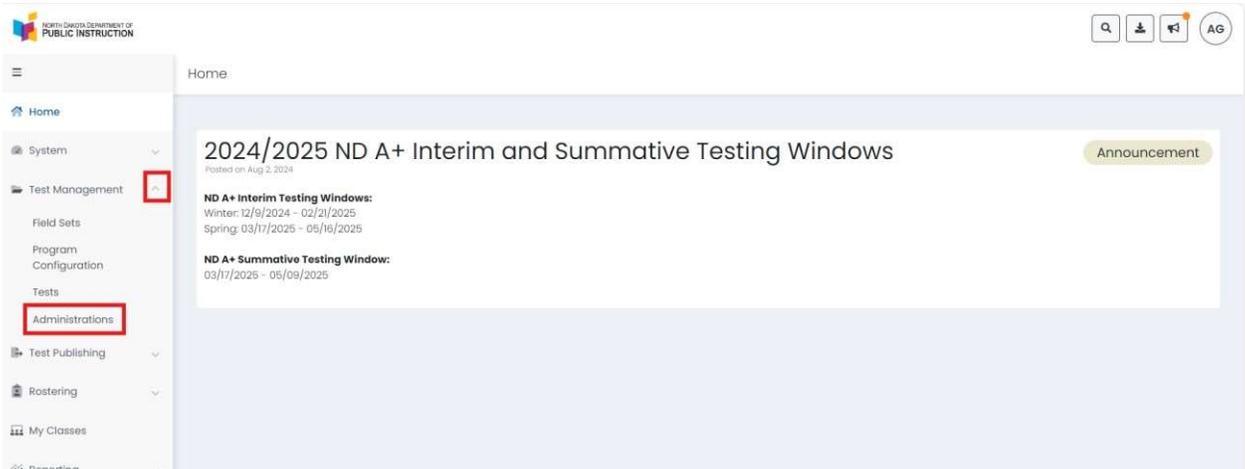
The screenshot shows the sign-in interface for the North Dakota Launchpad. At the top, there is the North Dakota Department of Public Instruction logo and the text "North Dakota". Below this, there are two input fields: "Username" with the value "altoney.germany@pearson.com" and "Password" with masked characters. To the right of the password field are two buttons: "Grades 6-12 Login" and "QR Code Sign In". Below the password field is a link for "First Time Sign In / Reset Password" and a large blue "Sign in" button. At the bottom, there is a small note: "If you need assistance with your account, please contact the administrator at your district or school."

3. Once logged into launchpad, click ADAM LTR.

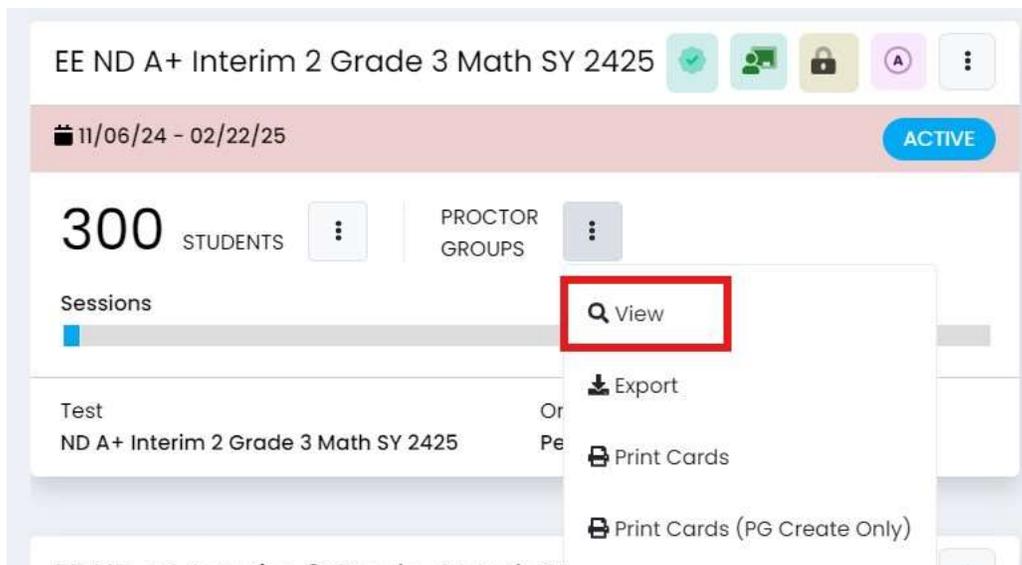


The screenshot shows the dashboard of the North Dakota Launchpad. At the top, there is the North Dakota Department of Public Instruction logo and the text "North Dakota". Below this, there are two main tiles: "Navy" with a large 'N' icon and the description "Targeted learning checks and engaging activities for each standard", and "ADAM LTR" with a large 'A' icon and the description "Assessment Delivery and Reporting (LTR)". Below these tiles is a section titled "Additional Links" with two more tiles: "ND A+ Portal - Resources" with a small logo and the description "Administration Guides, Practice Tests, Resource Documents", and "North Dakota A+ Platform Support" with a small logo and the description "North Dakota A+ Online ADAM and TestNav Help".

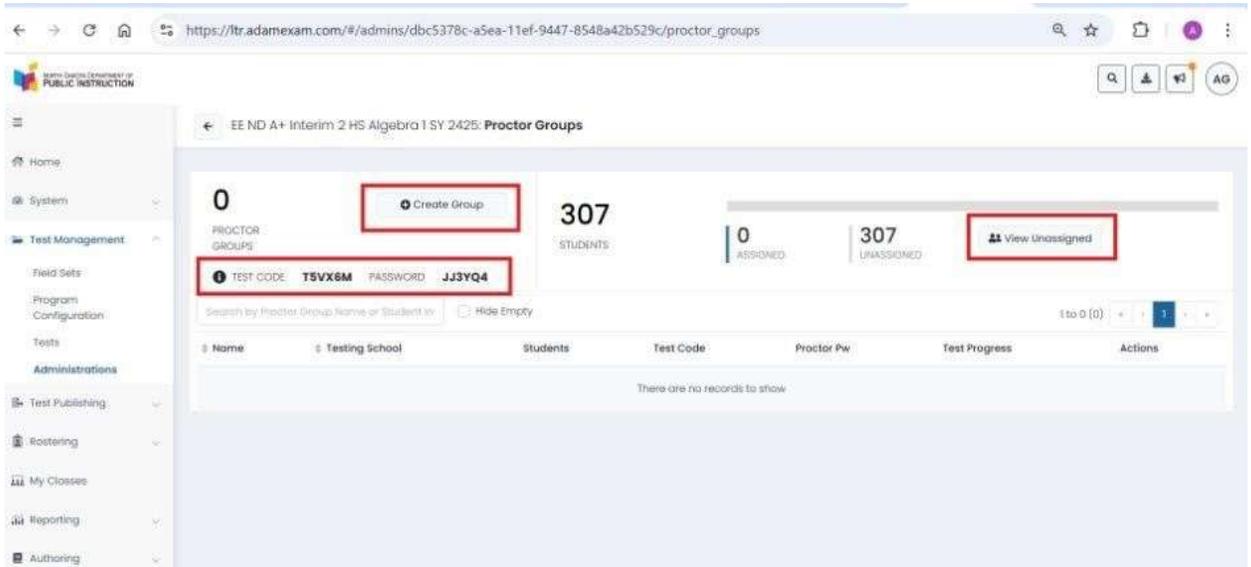
- Once the home page appears, go to the left-hand side and select the drop down next to Test Management and then click Administration.



- Test administrations have been set up by Pearson. You will precreate the proctor groups, one for each proctor. In order to create proctor groups, click on “View” under PROCTOR GROUPS within each test ticket.



- The first time you open the View Proctor Groups, all the students are assigned to the “View Unassigned” Proctor Group. Find the “Create Group” button and select it.



EE ND A+ Interim 2 HS Algebra 1 SY 2425: Proctor Groups

0 PROCTOR GROUPS

307 STUDENTS

0 ASSIGNED 307 UNASSIGNED

TEST CODE: T5VX6M PASSWORD: JJ3YQ4

Search by Proctor Group Name or Student ID  Hide Empty

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
There are no records to show						

- (Optional) If you are pre-assigning the students to the proctor group, click the + button to start assigning the students. Click the Submit button to save the changes to the Proctor Group.

**Proctor Group Config**

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

Select Your District

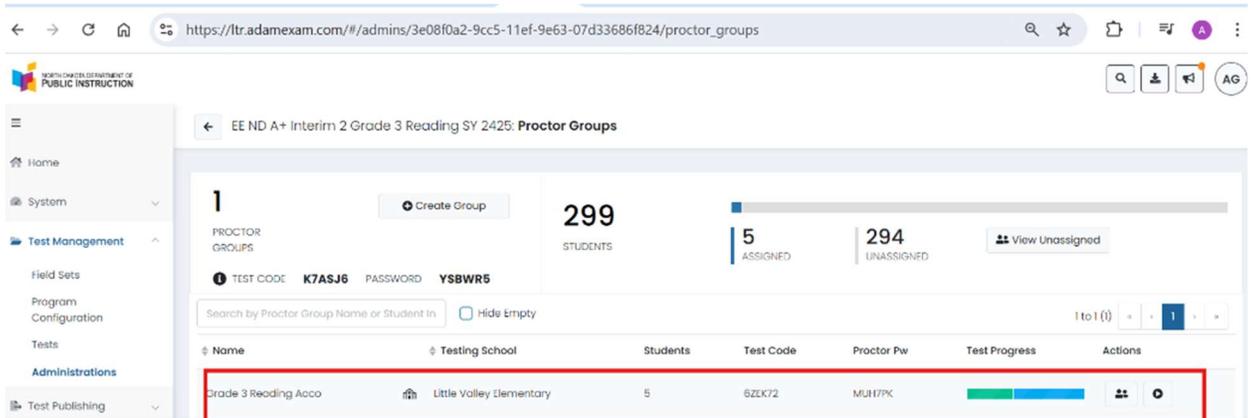
Select Your School

Students (0) +

None

Cancel Submit

- Once proctor groups are created and students assigned, the school test coordinator can provide each proctor with a unique test code for students to log into the test. Each proctor will use their unique test code and proctor password.



EE ND A+ Interim 2 Grade 3 Reading SY 2425: Proctor Groups

1 PROCTOR GROUPS 299 STUDENTS

5 ASSIGNED | 294 UNASSIGNED View Unassigned

TEST CODE: K7ASJ6 | PASSWORD: YSBWR5

Search by Proctor Group Name or Student In  Hide Empty 1 to 1 (1)

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Grade 3 Reading Acco	Little Valley Elementary	5	6ZEK72	MUH7PK	<div style="width: 100%;"></div>	 

### Tasks for test proctors to create proctor groups.

- Navigate to [ADAM | Administration](#) , Enter the test code and proctor password you were provided, then select 'Submit'.

Login to Proctor a Test

Enter Test Code

Enter Proctor Password

2. Complete the New Proctor Group form, and then select 'Confirm'. You will be redirected to your Proctor Dashboard and students can login to TestNav, using the test code for the new proctor group.

**New Proctor Group**

By filling out this form, a new proctor group will be created. If you are trying to proctor for an existing proctor group, please contact your System Administrator.

**Proctor Group Name**

**Proctor First Name**

**Proctor Last Name**

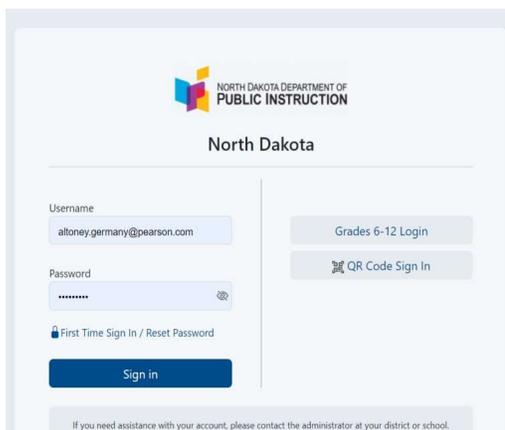
**Proctor Email Address**

An automated email will be sent to this email address to provide the Test Code and Proctor Password.

**Confirm**

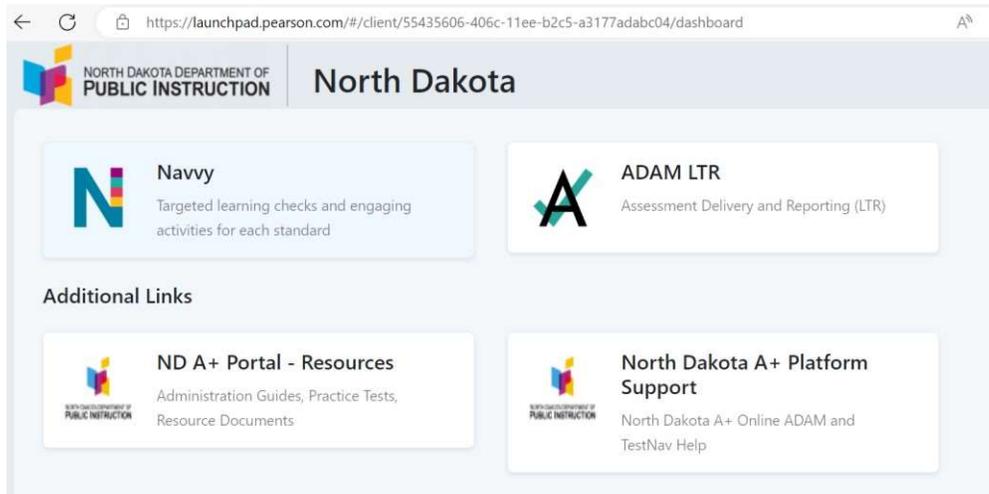
### Tasks for teachers to create proctor groups by class

1. Navigate to [Launchpad | Sign In](#)
2. Enter username and password, click Login

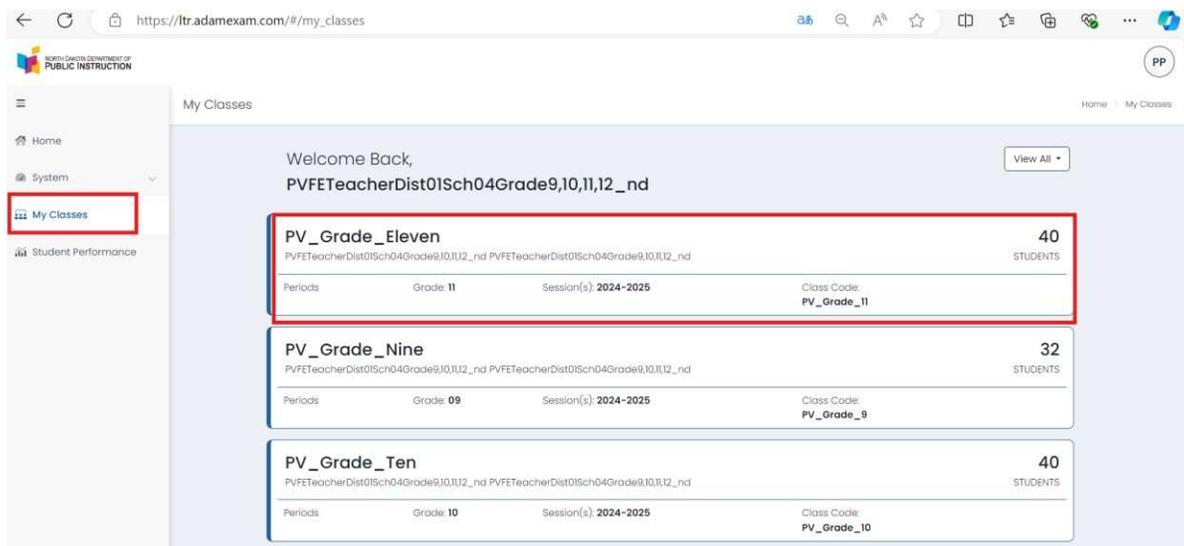


The screenshot shows the login page for the North Dakota Department of Public Instruction. At the top, there is the department's logo and name. Below that, the text "North Dakota" is centered. The login form consists of two columns. The left column has a "Username" field with the example "alloney.germany@pearson.com", a "Password" field with masked characters and a toggle for visibility, and a link for "First Time Sign In / Reset Password". A blue "Sign In" button is at the bottom of this column. The right column has two buttons: "Grades 6-12 Login" and "QR Code Sign In". At the very bottom, a small note reads: "If you need assistance with your account, please contact the administrator at your district or school."

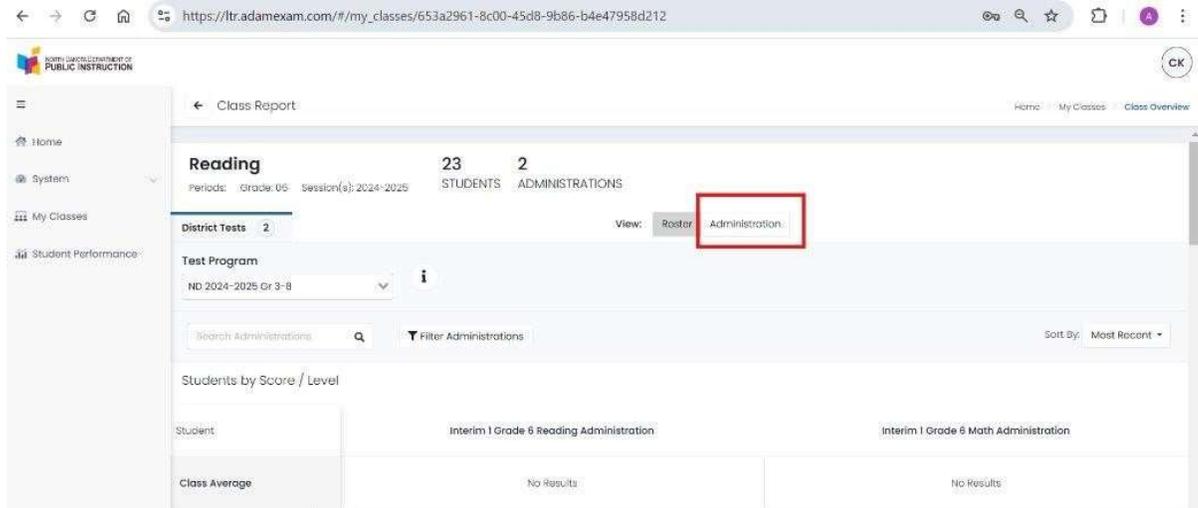
- Once logged into LaunchPad, click ADAM LTR.



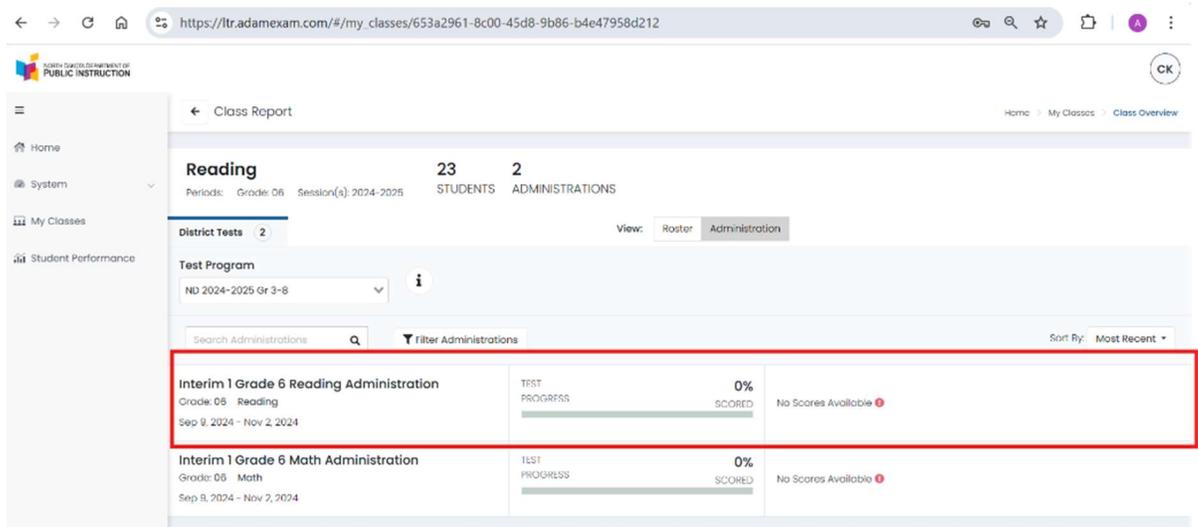
- Once the home page appears, go to the left-hand side and select My Classes. All the teacher's classes will appear. The teacher will select the class they want to proctor.



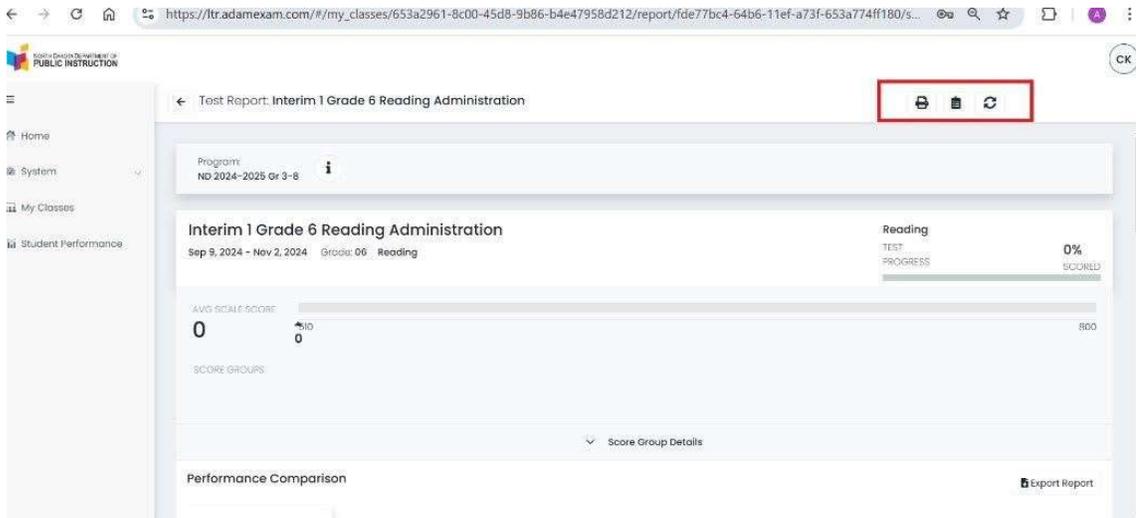
- Once the selected class opens, the teacher will click the Administration button in the middle of the page.



- All the Administrations available for that class will appear. The teacher will click on the Administration they want to proctor.



- When the page opens there will be three small icons in the top right corner. There is a Print Test Cards button, Proctor Button, and Refresh Button.



- Proctor Button – It allows the teacher to create their own Proctor Group and proctor by class. NOTE: The students are not added in the Proctor group automatically. The teacher will have to provide the Test Codes to the students and as the students use the Test Code they will be pulled into the teacher Proctor Group. **K–2 teachers will not be able to create proctor groups from their classes if they wish to use the QR codes. Teachers attempting to use the QR code will not be able to do so, since the students are not automatically added to the proctor groups.**