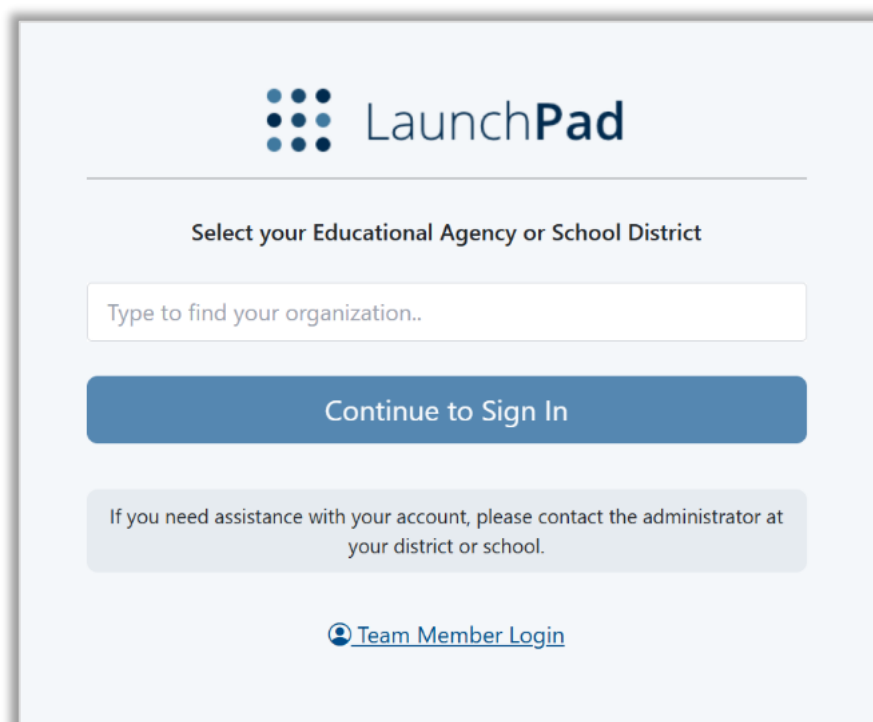


Quick Guide for Navvy Access

This guide provides step-by-step instructions for District Administrators, Site Admin/School Coordinators, Teachers, and students to log in to Navvy. It includes directions for generating and printing QR codes for students in grades K–5 and outlines separate login processes for students in grades K–5 (QR code access) and grades 6–12 (username/password access).

Steps for District Administrators, Site Admin/School Coordinators, and Teachers to Log in to Navvy

1. Go to Pearson's LaunchPad single sign on site at: launchpad.pearson.com.
2. Begin typing in **North Dakota** in the text box. Do not enter your district or school name.
 - Note: If you have previously visited this login page, this step may not be necessary because the selection will be saved.



The screenshot shows the Pearson LaunchPad login interface. At the top is the LaunchPad logo, consisting of a 3x3 grid of dots followed by the text "LaunchPad". Below the logo is a horizontal line, followed by the text "Select your Educational Agency or School District". Underneath is a text input field with the placeholder text "Type to find your organization..". Below the input field is a large blue button labeled "Continue to Sign In". At the bottom of the form is a light blue box containing the text "If you need assistance with your account, please contact the administrator at your district or school." and a link labeled "Team Member Login" with a user icon.

3. Enter your Username and Password.
 - Note: If you do not know your credentials, click the blue “First Time Sign In / Reset Password link”.

NDDPI NORTH DAKOTA
DEPARTMENT OF
PUBLIC INSTRUCTION

North Dakota

Username
altoney.germany_ND

Password
.....

[First Time Sign In / Reset Password](#)

Sign in

Grades 6-12 Login

QR Code Sign In

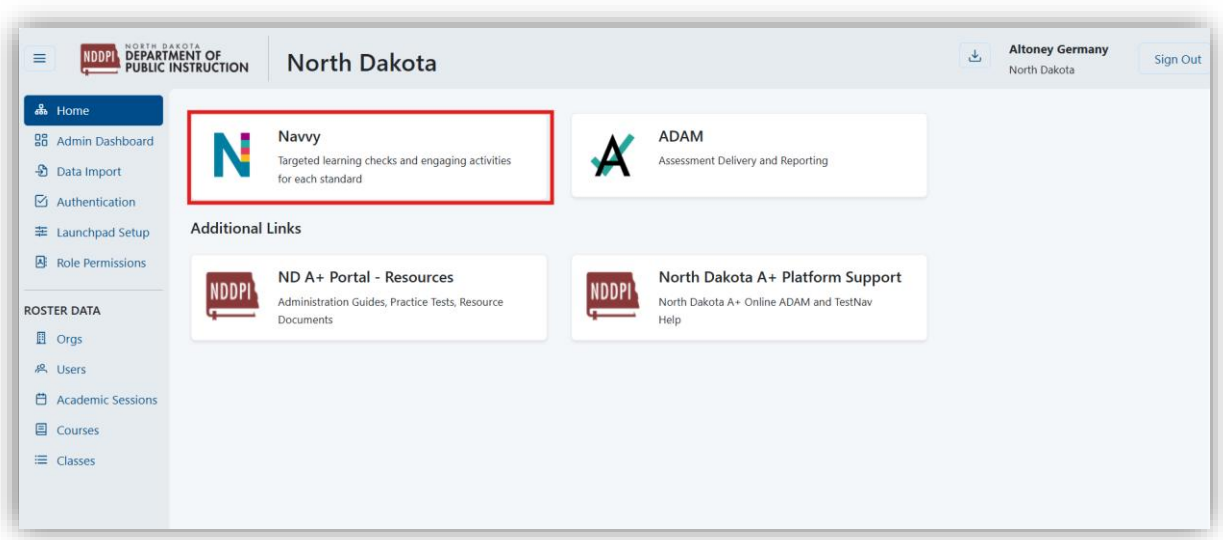
Clicking the Sign In button acknowledges you have read and agree to the Pearson [License Agreement](#) and [Privacy Policy](#).

If you need assistance with your account, please contact the administrator at your district or school.

[← Select a different organization](#)

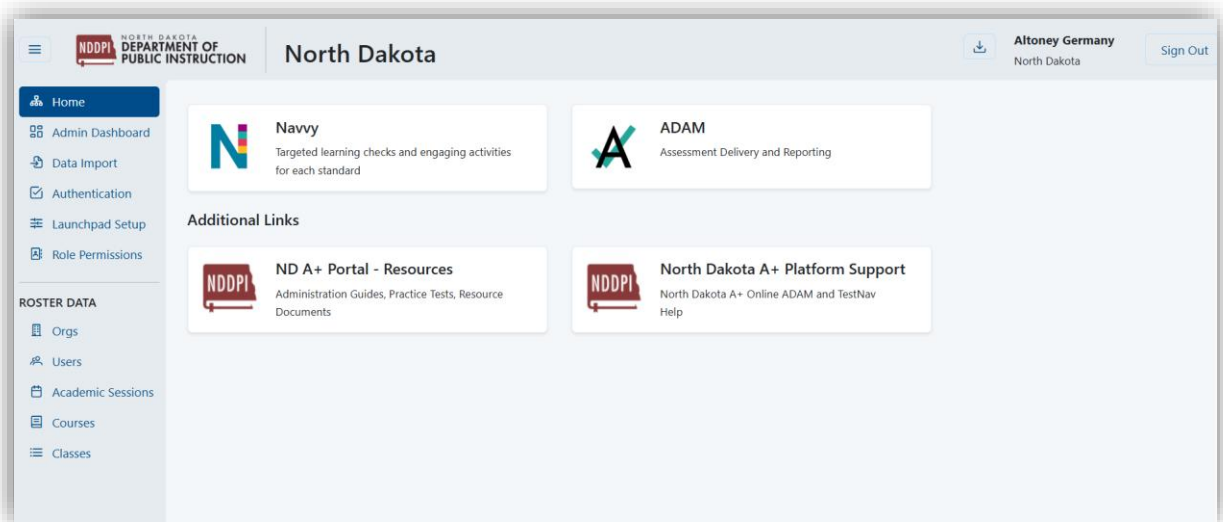
[Team Member Login](#)

4. The LaunchPad homepage will appear. Select the **Navy** icon.

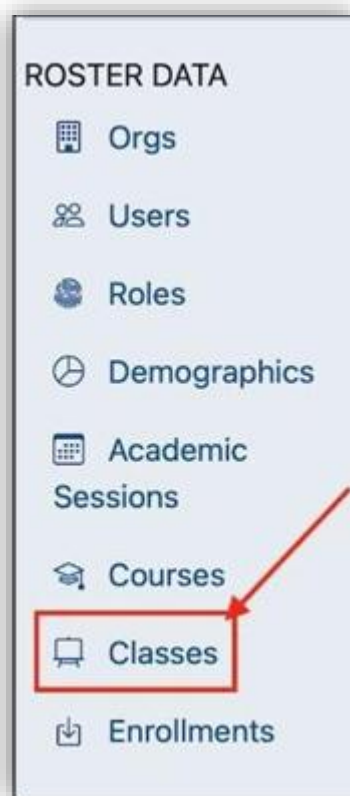


Steps for District Administrators and Site Admin/School Coordinators to Generate and Print QR Codes for Students in Grades K-5

1. When District Administrators and Site Admin/School Coordinators sign into LaunchPad, the LaunchPad homepage will appear.



2. In the left navigation panel, under "Roster Data", click "Classes".



3. Find the relevant class in the list and click on that row to open the class record.
4. Click “Actions” in the upper right corner of the screen, and then select “Download QR Codes”.

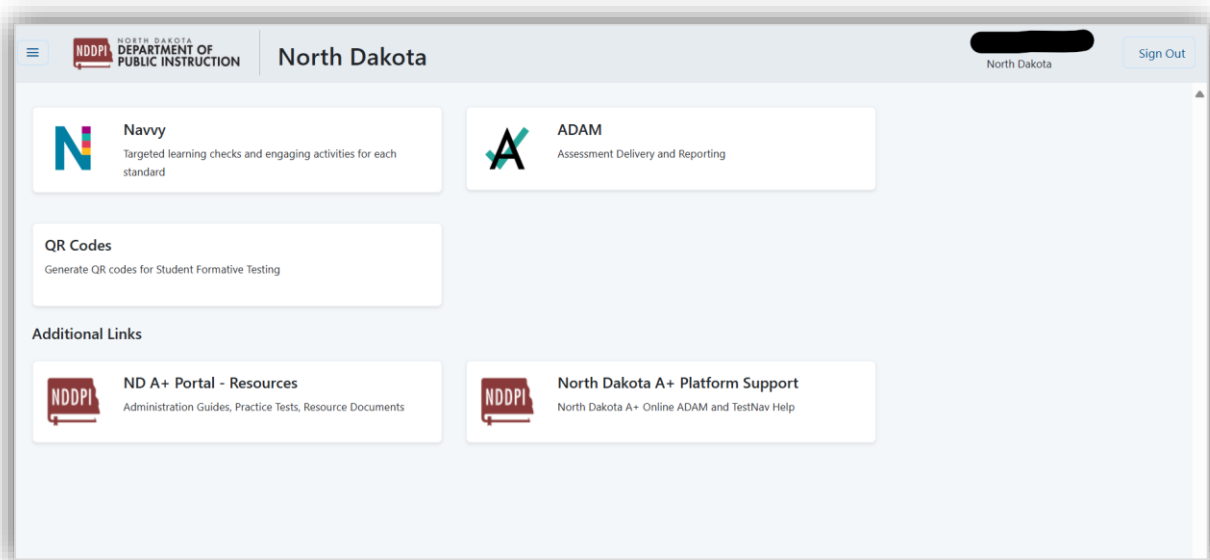


5. A file will be downloaded that includes QR codes for each student in the selected class.

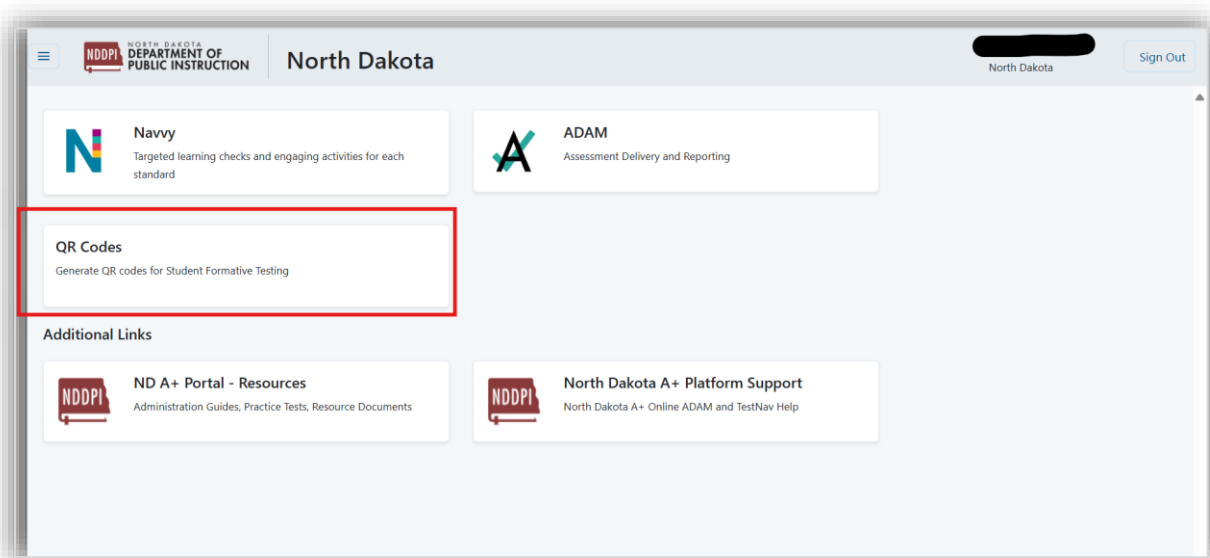
NOTE: This feature is available only for grades K-5.

Steps for Teachers to Generate and Print QR Codes for Students in Grades K-5

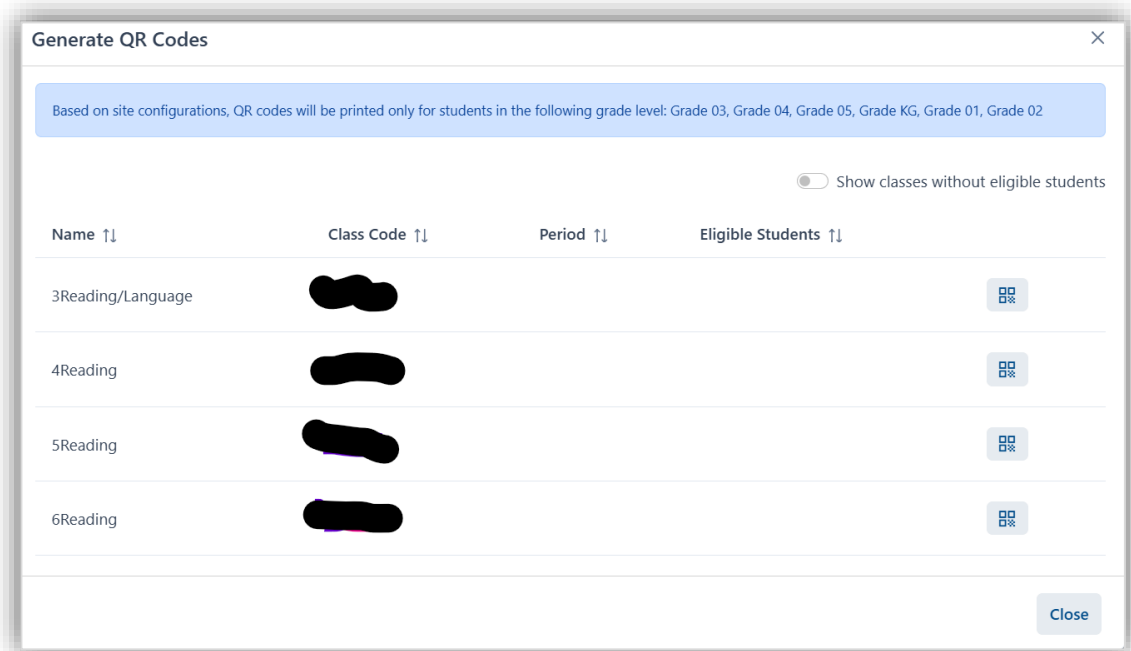
1. When Teachers sign into LaunchPad, the LaunchPad homepage will appear.



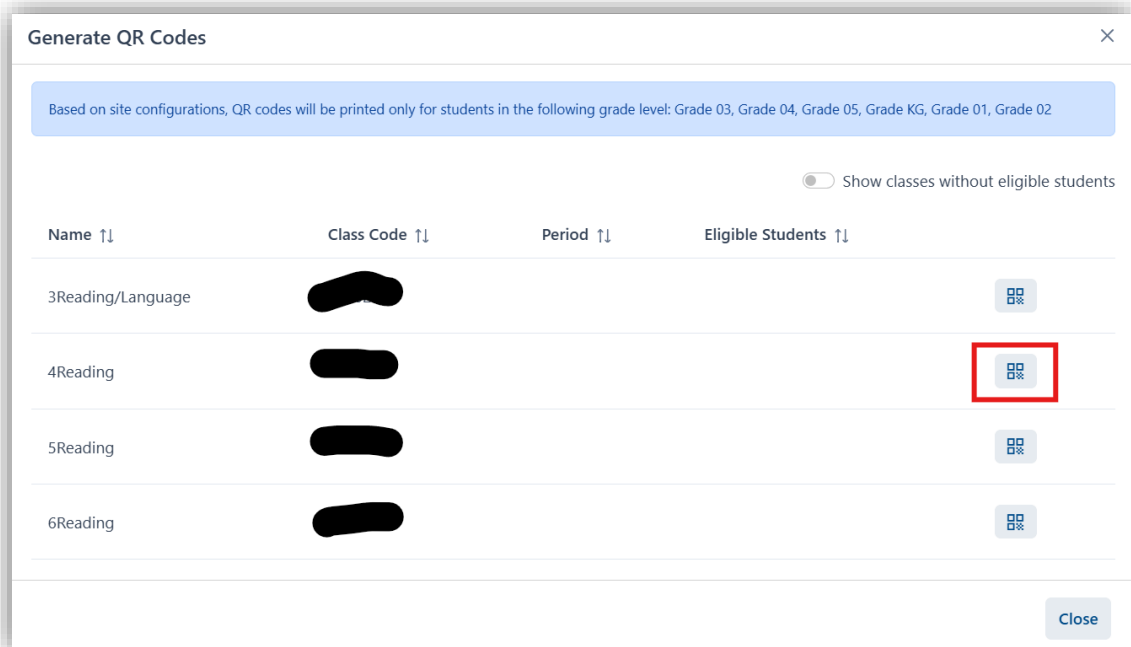
2. Click the QR Code tile or icon.



3. The teacher's rostered class (es) will appear.



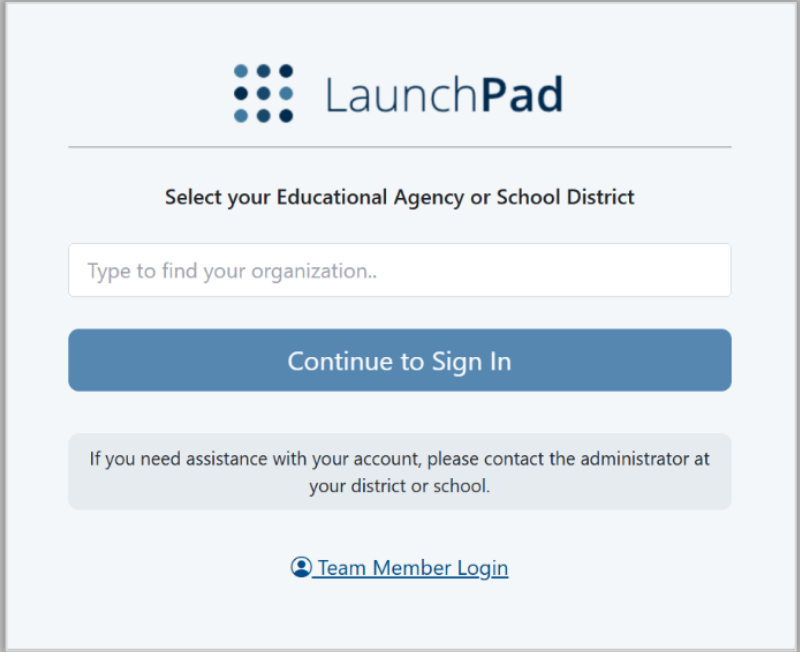
4. Click the QR code icon associated with the desired class roster. This will generate a file download that includes QR codes for all students in that class.



NOTE: This feature is only for grades K-5. Selecting a class in grades 6-12 will result in a blank page when downloading QR Codes.

Steps for Students in Grades K-5 to Log in to Navy

1. Go to Pearson's LaunchPad single sign on site at: launchpad.pearson.com.
2. Begin typing in **North Dakota** in the text box. Do not enter your district or school name.
 - a. Note: If you have previously visited this login page, this step may not be necessary because the selection will be saved.



The screenshot shows the Pearson LaunchPad login interface. At the top is the LaunchPad logo, consisting of a 3x3 grid of blue dots followed by the word "LaunchPad". Below the logo is a horizontal line, followed by the text "Select your Educational Agency or School District". Underneath is a text input field with the placeholder text "Type to find your organization..". Below the input field is a large blue button labeled "Continue to Sign In". Further down is a light gray box containing the text "If you need assistance with your account, please contact the administrator at your district or school." At the bottom is a link labeled "Team Member Login" with a small person icon to its left.

3. Select "QR Code Sign In" on the right side of the screen.

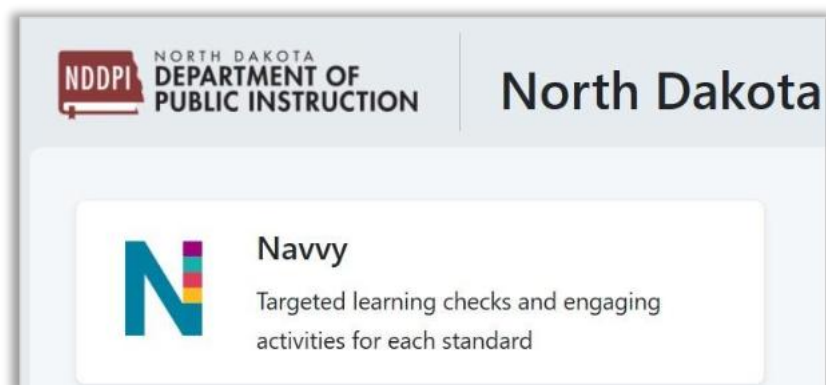


The screenshot shows the login page for the North Dakota Department of Public Instruction (NDDPI). At the top is the NDDPI logo, which includes a red square with "NDDPI" and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION". Below the logo is the text "North Dakota". The page is divided into two main sections. On the left, there is a login form with fields for "Username" (containing "altoney.germany_nd") and "Password" (containing masked characters). Below the password field is a link for "First Time Sign In / Reset Password". At the bottom of this section is a blue "Sign in" button. On the right side, there are two buttons: "Grades 6-12 Login" and "QR Code Sign In". The "QR Code Sign In" button is highlighted with a red rectangular border.

4. Hold up your printed QR code to your device camera. Upon detecting the QR code, you will be logged into LaunchPad.

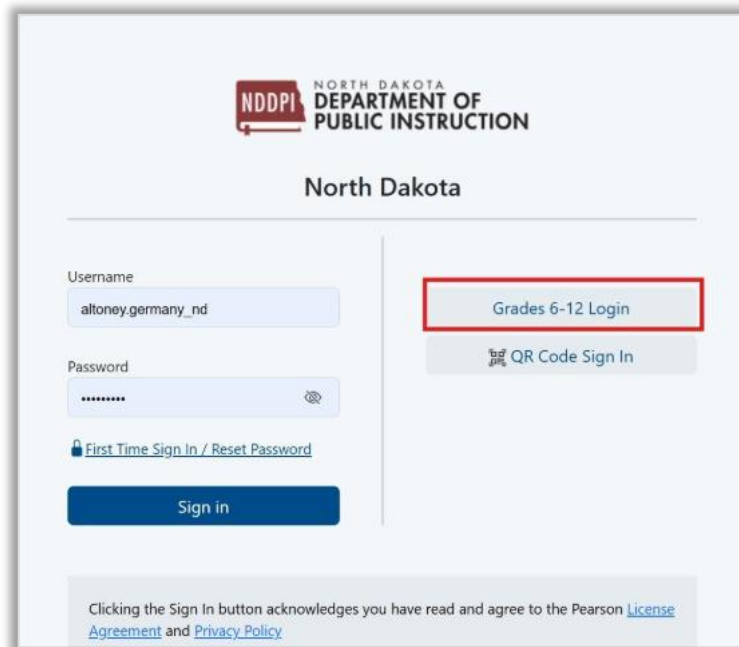


5. Select the Navvy tile or icon.



Steps for Students in Grades 6-12 to Log in to Navy

1. If you are in grade 6 or above, click “**Student Sign In**” on the right side of the screen.
(Directions for students using QR Codes in grades K - 5 begin at **Steps for Student to Login to Navy in Grades K-5.**)



NDDPI NORTH DAKOTA
DEPARTMENT OF
PUBLIC INSTRUCTION

North Dakota

Username
altoney.germany_nd

Password

[First Time Sign In / Reset Password](#)

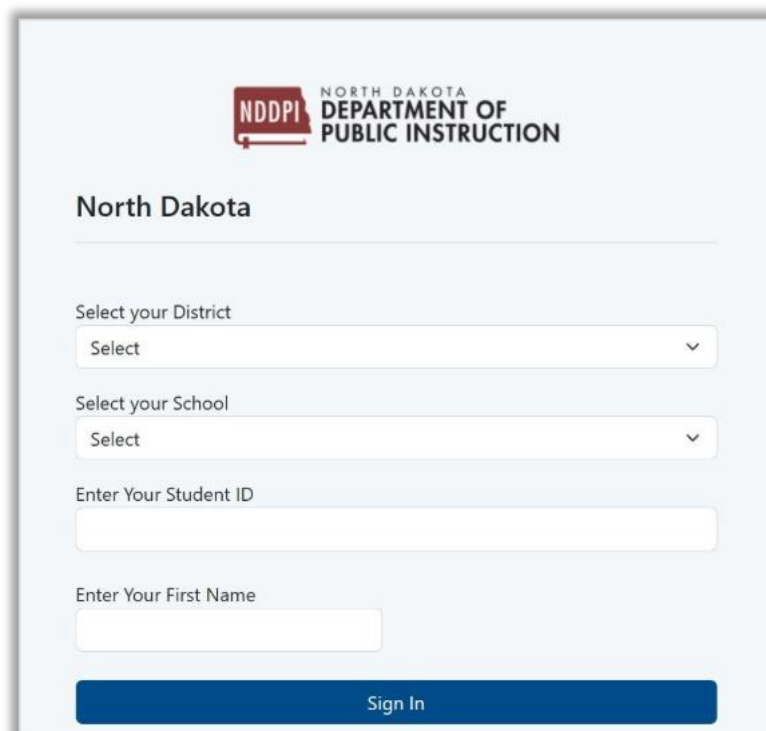
Sign in

Grades 6-12 Login

QR Code Sign In

Clicking the Sign In button acknowledges you have read and agree to the Pearson [License Agreement](#) and [Privacy Policy](#)

2. Select/enter your unique login credentials, as shown here.



NDDPI NORTH DAKOTA
DEPARTMENT OF
PUBLIC INSTRUCTION

North Dakota

Select your District
Select

Select your School
Select

Enter Your Student ID

Enter Your First Name

Sign In

3. Select the Navy tile or icon.

