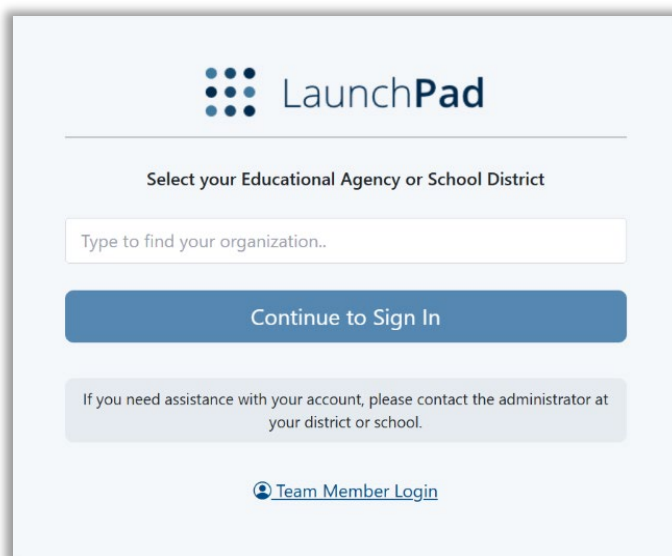# Quick Guide for WriteUp! Access

This guide provides step-by-step instructions for District Administrators, Site Admin/School Coordinators, Teachers, and Students to log in to WriteUp! It includes directions for generating and printing QR codes for students in grades 3–5 and outlines separate login processes for students in grades 3–5 (QR code access) and grades 6–12 (username/password access).

WriteUp! is configured to teacher and student roles; however, those with administrator or coordinator roles will have view access to the platform as noted.
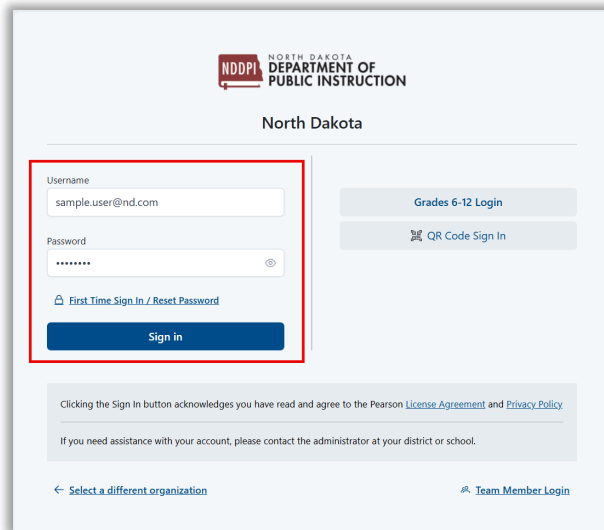
Steps for District Administrators and Site Admin/School Coordinators to Log in to WriteUp!

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.

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


4. The LaunchPad homepage will appear.

5. **If you are a District Administrator or Site Admin/School Coordinator who also has a Teacher account**, you may need to first toggle to your teacher account.
   - Do this by clicking your profile icon at the top right and selecting your teacher account from the dropdown.
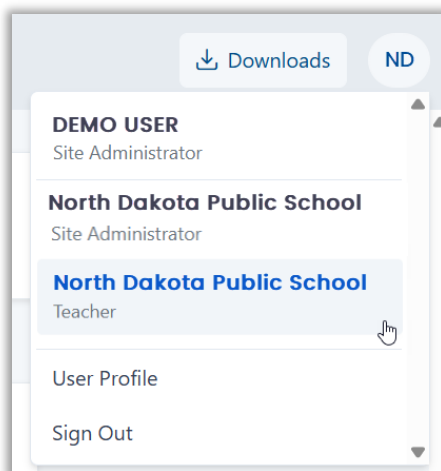
- Once in your teacher account, you will be able to see the WriteUp! tile. Select the **WriteUp!** tile to access the platform (connected directly to your teacher account in LaunchPad).
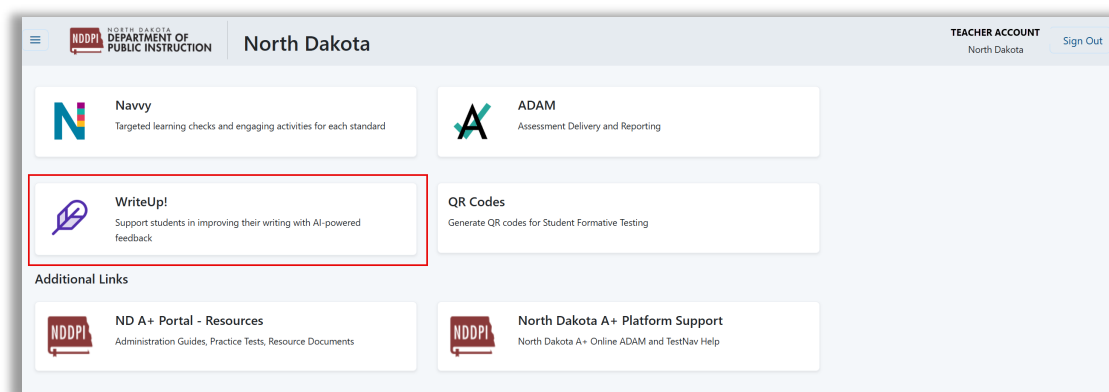

6. **If you are a District Administrator or Site Admin/School Coordinator only**, you will have view access to WriteUp! through an existing teacher account.
    - WriteUp! is configured for teacher and student account use only.
    - After logging in, click on "**Users**" in the left navigation panel under "**Roster Data**."
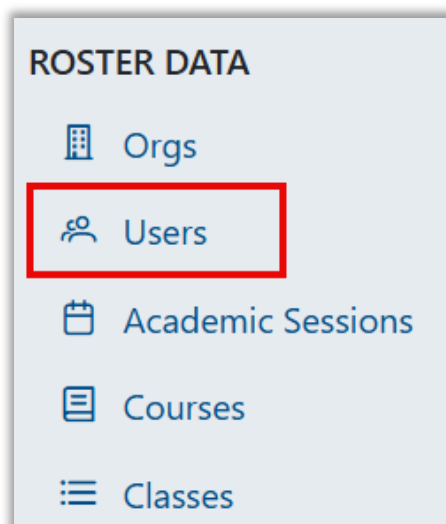
- From the Users page, click "**Non-Students**" and filter "**Role**" on "**Teacher**." Click on a teacher row to enter the user account page.
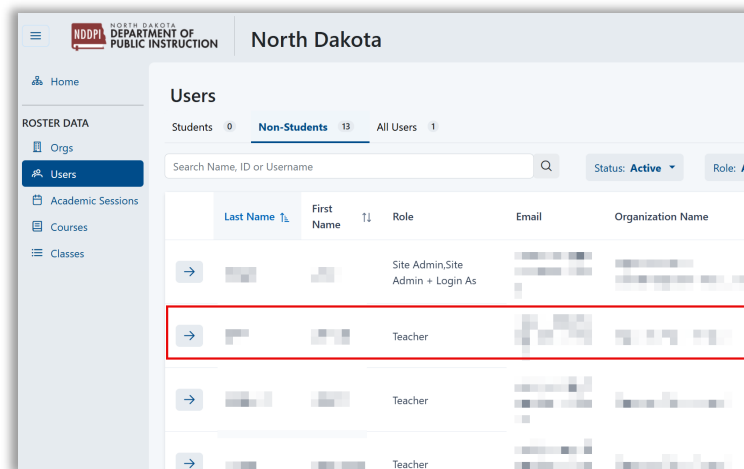
- From the teacher account page, click "**Actions**" in the upper right corner of the screen, then select "**Sign In As User**" to log in as that teacher.
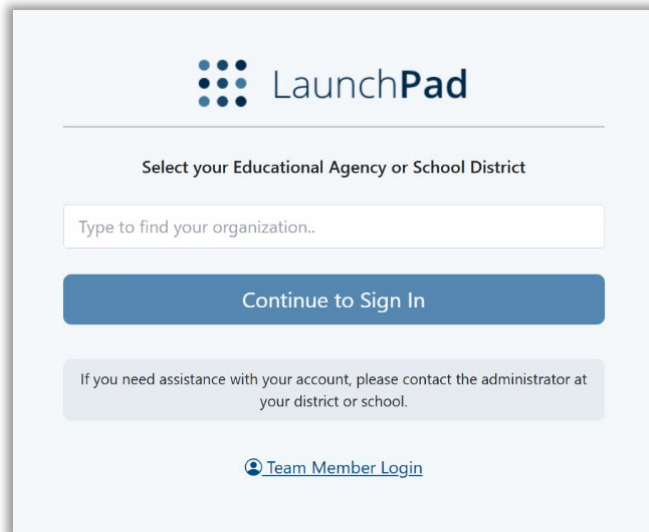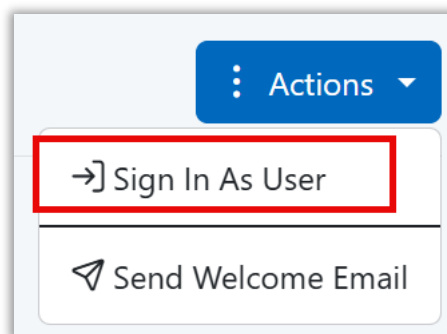

- The teacher LaunchPad homepage will appear. Select the **WriteUp!** tile to access the platform directly (connected to the teacher account in LaunchPad).
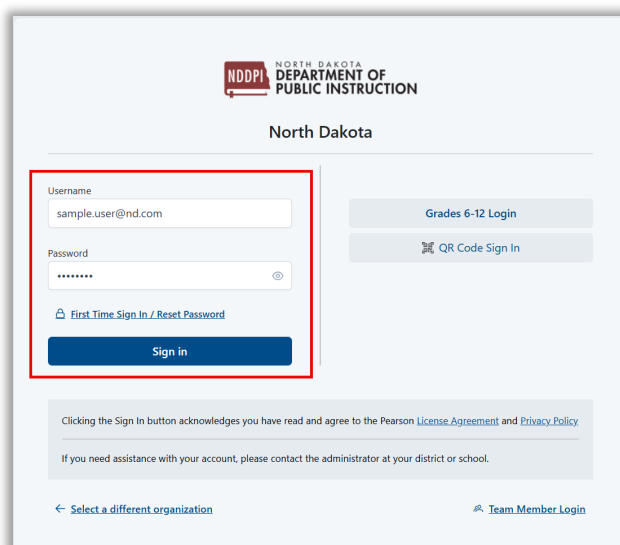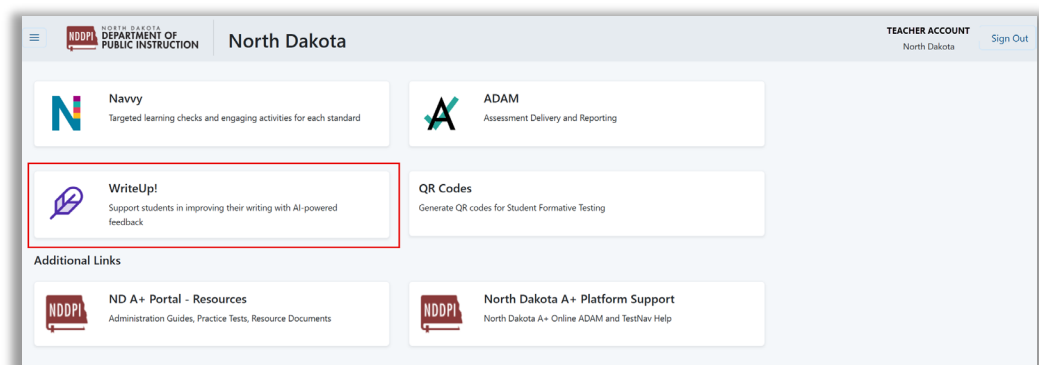
Steps for Teachers to Log in to WriteUp!

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.
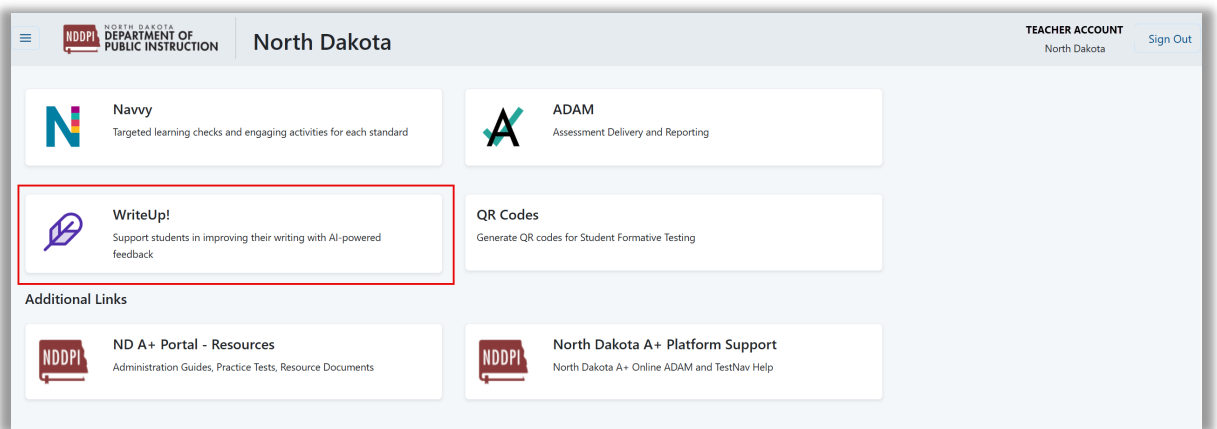

3. Enter your Username and Password.
   - Note: If you do not know your credentials, click the blue "First Time Sign In / Reset Password link".

4. The LaunchPad homepage will appear. Select the **WriteUp!** tile.

Steps for District Administrators and Site Admin/School Coordinators to Generate and Print QR Codes for Students in Grades 3-5

Note: The following steps show how to create QR codes for student LaunchPad access and are also in the Navvy Access Guide. Generally, once a QR code has been generated for a student, they can log in to LaunchPad and access all available apps, including Navvy and WriteUp! If you have already done this for Navvy, you do not need to do it again.

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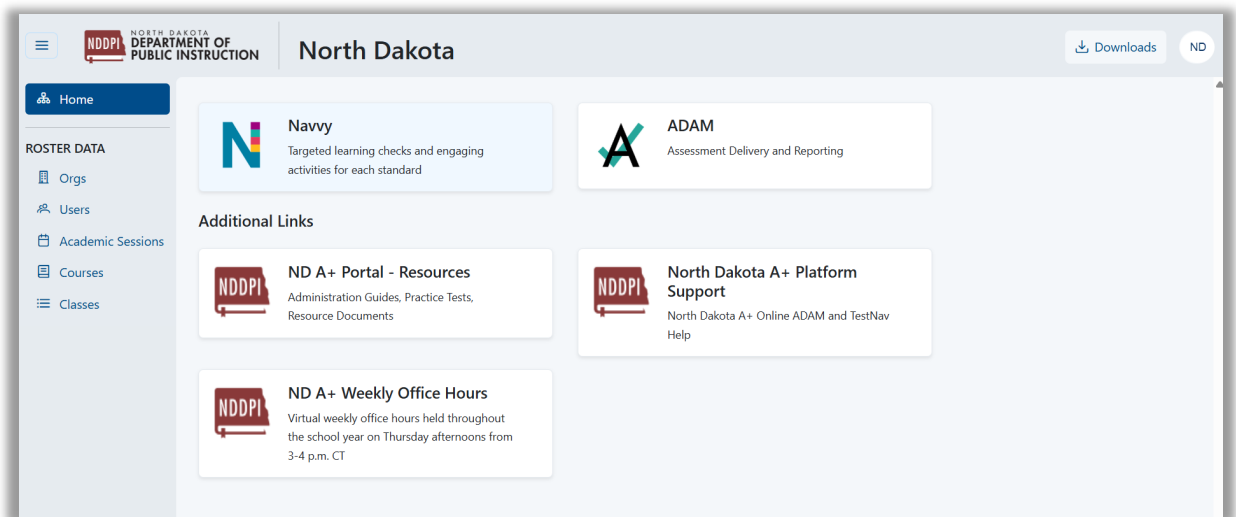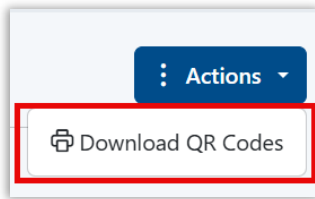

2. In the left navigation panel, under "**Roster Data**", click "**Classes**".
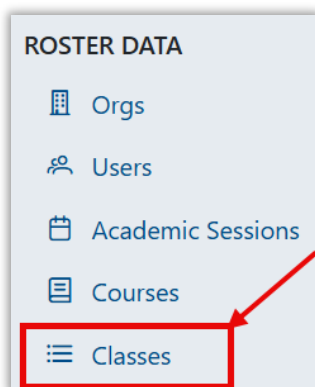
3. Find the relevant class in the list and click on that row to open the class record.

4. Click "**Actions**" in the upper right corner of the screen, and then select "**Download QR Codes**".
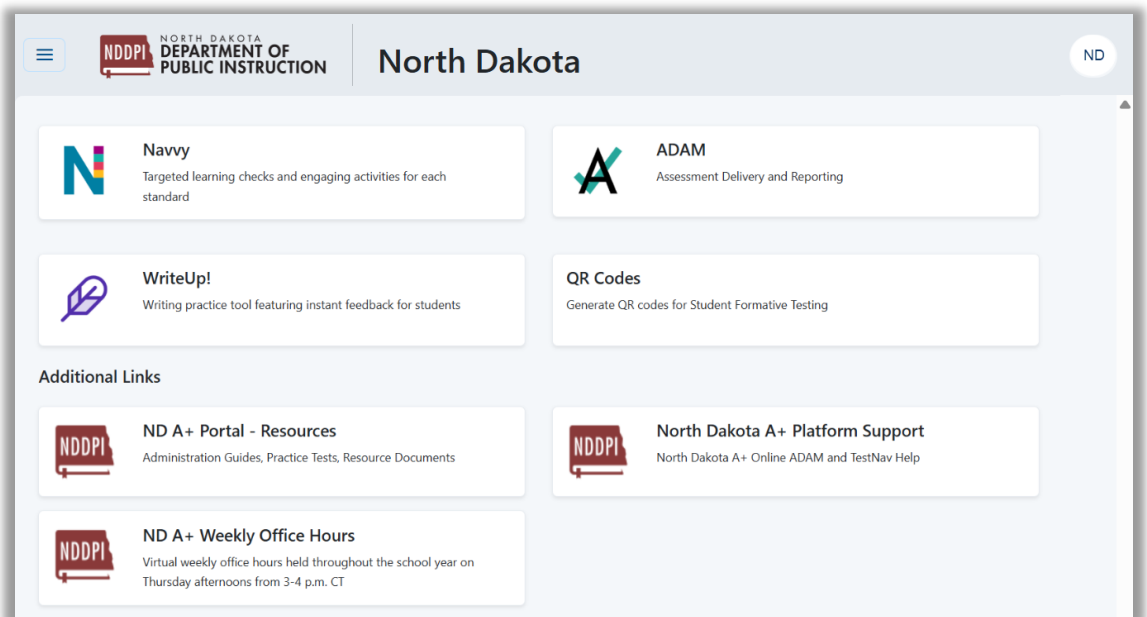

5. A file will be downloaded that includes QR codes for each student in the selected class.

   NOTE: This feature is available only for grades 3-5.

Steps for Teachers to Generate and Print QR Codes for Students in Grades 3-5

Note: The following steps show how to create QR codes for student LaunchPad access and are also in the Navvy Access Guide. Generally, once a QR code has been generated for a student, they can log in to LaunchPad and access all available apps, including Navvy and WriteUp! If you have already done this for Navvy, you do not need to do it again.
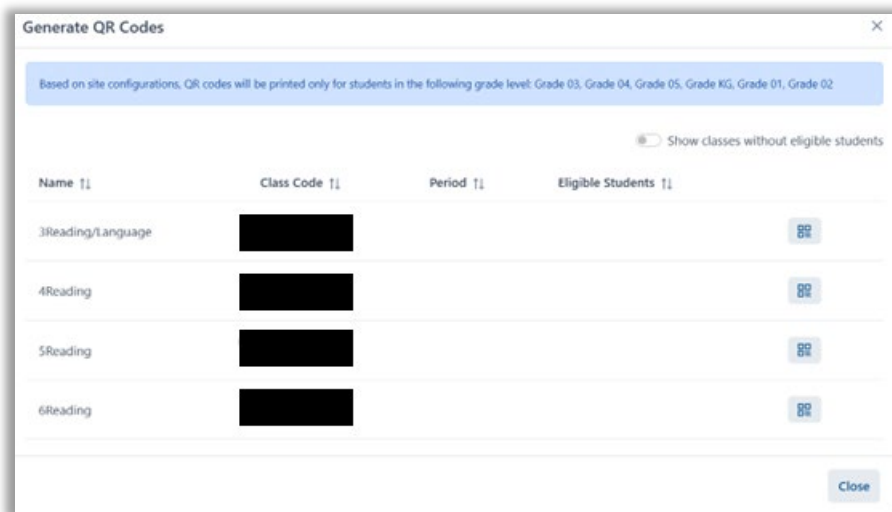
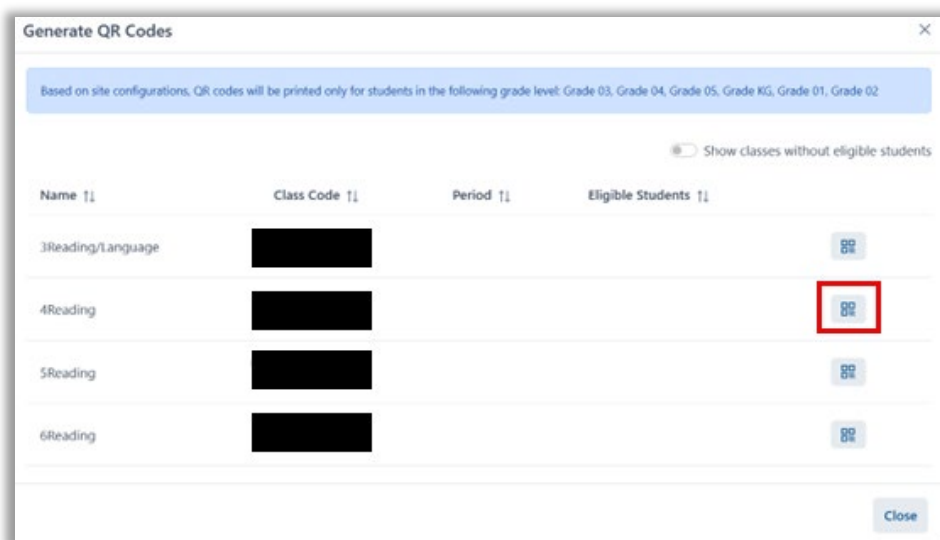1. When teachers sign into LaunchPad, the LaunchPad homepage will appear.

2. Click the **QR Codes** tile.
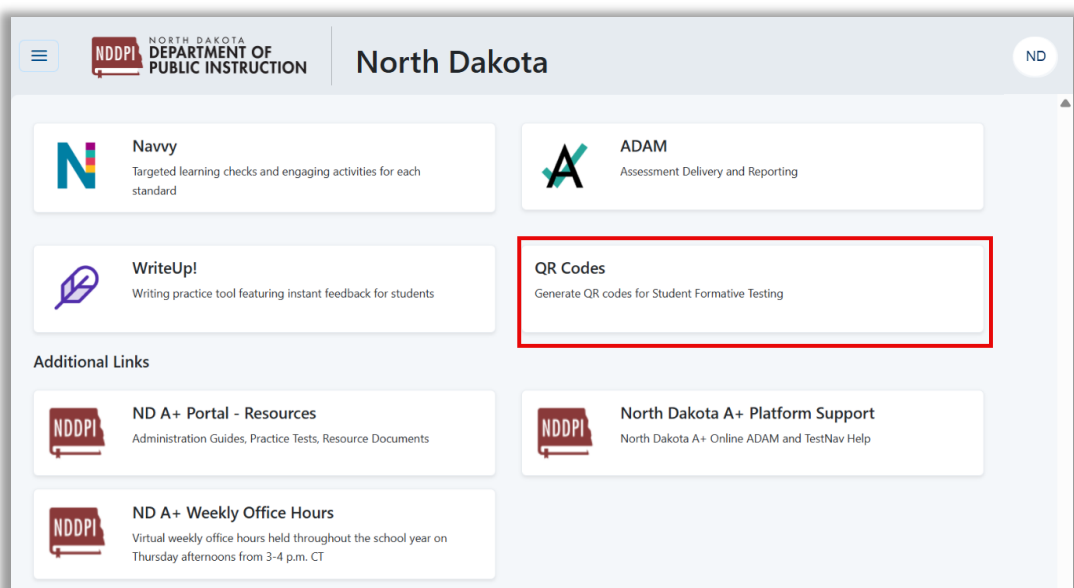
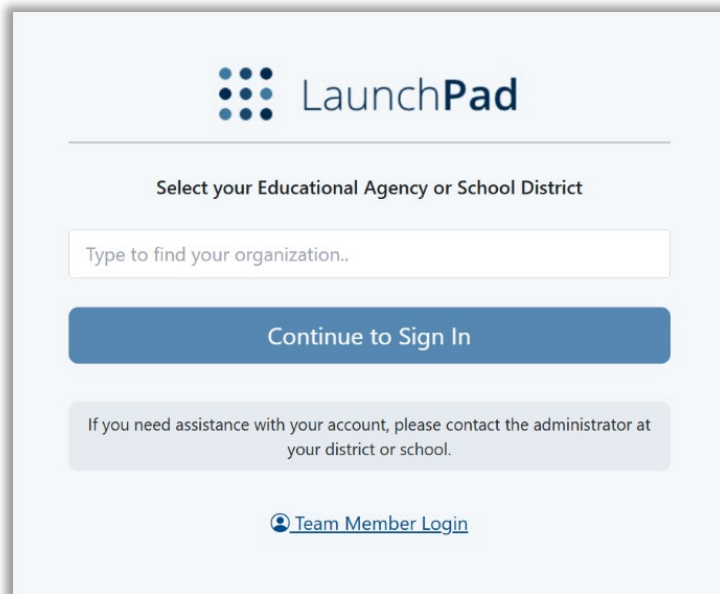3. The teacher's rostered class (es) will appear.

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 3-5. Selecting a class in grades 6-12 will result in a blank page when downloading QR Codes.
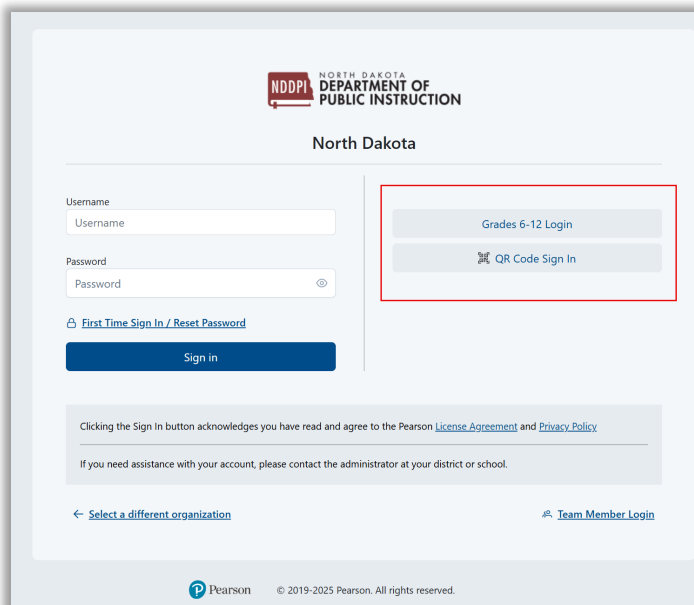
Steps for Students to Log in to WriteUp!

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.
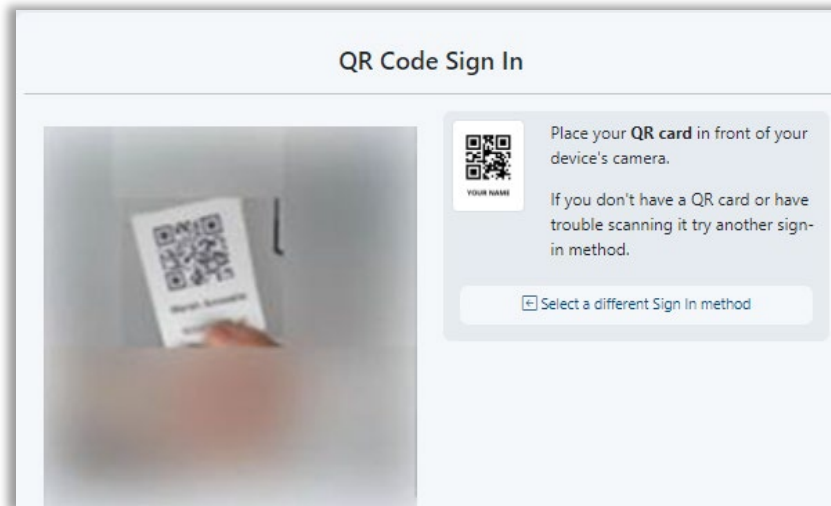

3. Sign into using the student login options on the right side of the screen.

- If you are in grades 3-5, click on "**QR Code Sign In**." Hold up your printed QR code to your device camera. Upon detecting the QR code, you will be logged into LaunchPad.

- If you are in grade 6 or above, click "**Student Sign In**." Select/enter your unique login credentials, as shown here.

4. Select the **WriteUp!** tile.