

## ADMINISTRATOR GUIDE

# Getting Started with Launchpad

Exciting news! Your district has chosen to enable Launchpad, the new engaging baseline assessment for DreamBox Math. Facilitating Launchpad across your school building is easy. Once complete, it will place students in the DreamBox Math curriculum to begin personalized learning. Use this guide to kick off Launchpad building-wide and support educators with classroom implementation. To learn more about Launchpad, visit [dreambox.com/launchpad](https://dreambox.com/launchpad).

## Prep Step: Launchpad Enablement Date

Your district leadership will manage enabling Launchpad for students across your school district. Check communication from district administrators for the official date of when Launchpad will be live in student accounts so you can notify and remind teachers.

## Step One: Build Awareness

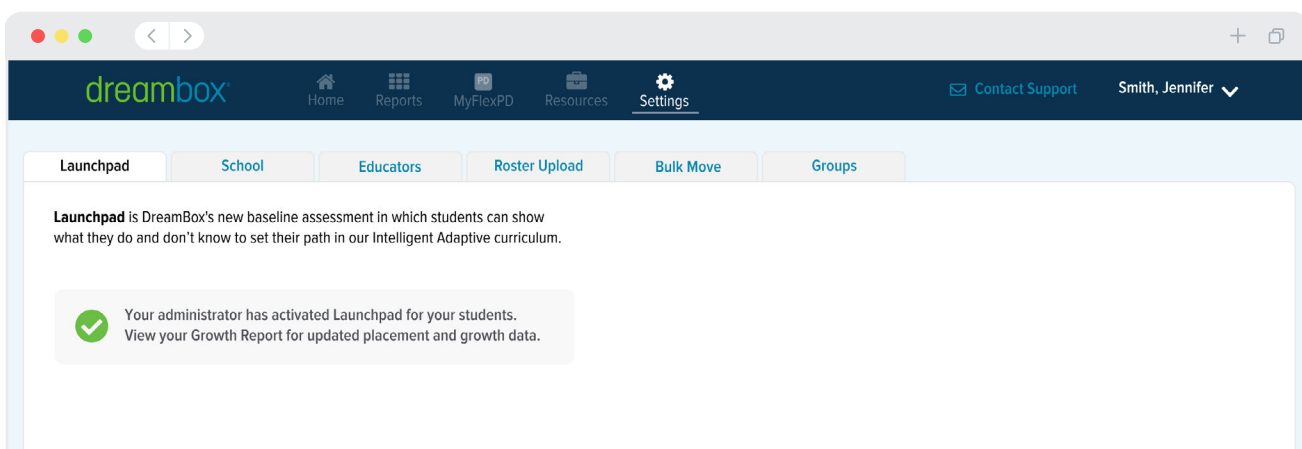
The first step to getting started with Launchpad at the building level is to educate teachers about Launchpad and discuss your expectations for implementation. To access the resources listed below, visit our [Launchpad resource center](#).

**Option 1:** Get teachers excited about Launchpad during a staff meeting. Play the Launchpad video, distribute the [teacher implementation guide](#), and communicate the expected timeline for students to complete the assessment.

**Option 2:** Use the [helpful email templates](#) to quickly inform teachers about the upcoming Launchpad assessment. Simply copy and paste the text and add your Launchpad enablement date.

## Step Two: Launchpad Launch

On your enablement date, confirm that Launchpad is enabled. Visit the Settings page of your DreamBox Insights Dashboard and select the Launchpad tab.



## Step Two: Launchpad Launch (continued)

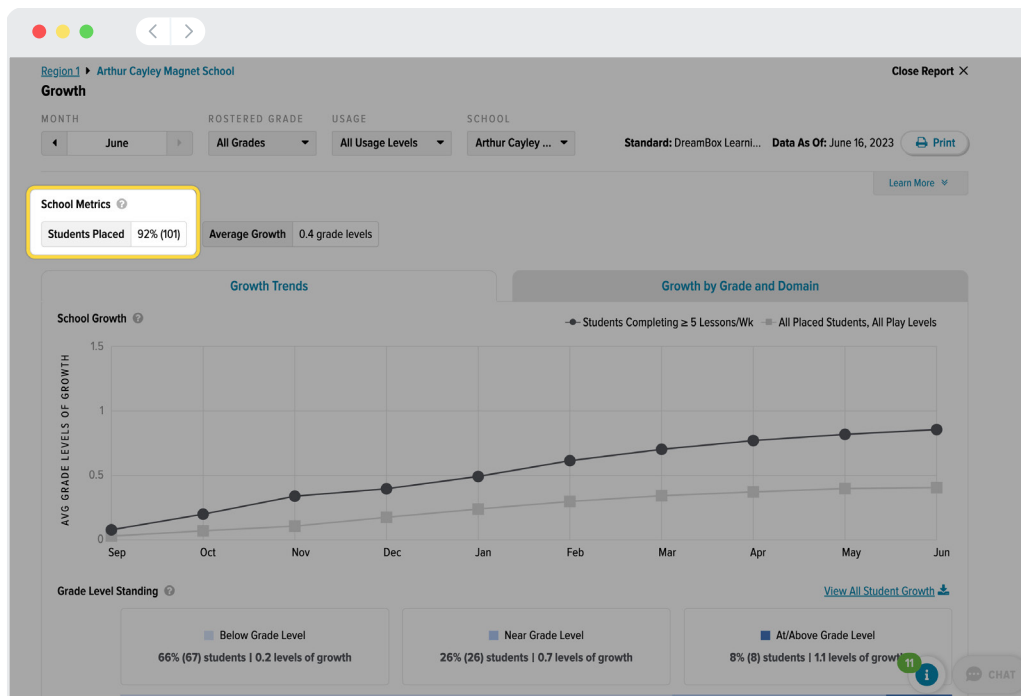
Use the provided email template to notify teachers that Launchpad is live. Students may then begin logging in to DreamBox Math and complete the baseline assessment.

### Additional Recommendations

- ✓ For the best possible experience working in DreamBox Math, we recommend that students turn on the sound and use headphones to hear the task instructions.
- ✓ For accurate data collection, students should complete Launchpad tasks (and DreamBox Math lessons) independently.

## Step Three: Monitor Launchpad Completion

Once students complete the Launchpad baseline assessment, it determines their Initial Standing Level for the school year. They are then identified as **Placed** on the new Growth Report. To monitor progress with Launchpad completion, log in to your DreamBox Insights Dashboard and view the percentage of students placed at the building or classroom level.



### Need to dig deeper into completion data to identify teachers or grade levels that need a reminder?

Use the report filters to view the percentage of students placed by a particular grade level or teacher.

**Note:** For students who begin the Launchpad baseline assessment and don't complete it within a 30-day window, their progress is automatically reset to ensure the most accurate results.



Access more helpful  
Launchpad resources at:  
[go.dreambox.com/launchpad-resources](https://go.dreambox.com/launchpad-resources)