Test Assignment Tagging Quick Reference Guide

Audience: LEA Test Coordinators and School Test Coordinators

When to Do: By March 4, 2025

Most students will automatically be assigned to specific tests based on their grade level through an automated eligibility feed. However any students who take ELA I, ELA II, Algebra I, Algebra II, Geometry or Biology need to assigned to the correct assessment, including students taking advanced mathematics courses in middle school Use the Student Assignment Tags Upload feature in ADAM to add or remove test assignment tags. You can also individually modify students.
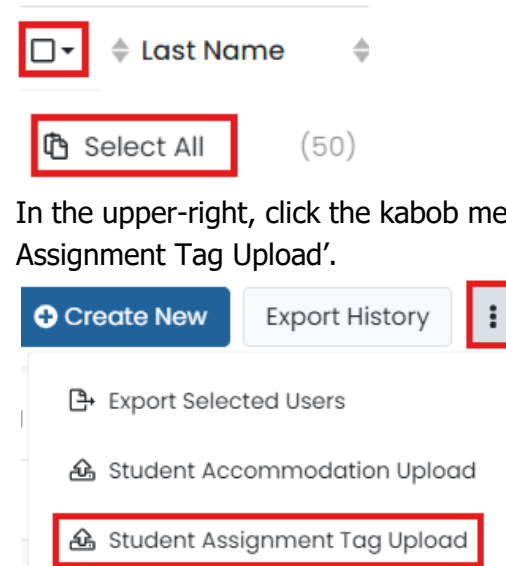
Create and Upload Test Assignments

You will download a template pre-populated with selected students, indicate which students have one or more of these course-based assessments and then upload that file to assign to students.

To create test assignments:

1. Navigate to Rostering > Users.
2. For Role, select 'Student'.
3. For Org, the school is already selected for School Test Coordinators; LEAs can filter to a school if desired.
4. Optionally, filter by grade (see 'Strategies for Creating the Upload File' on the next page).

5. Select the checkbox at the top and then Select All.
   It is okay to include students who don't need an assignment.

6. In the upper-right, click the kabob menu and select 'Student Assignment Tag Upload'.

7. Read the instructions on the Student Assignment Tag Upload via CSV page.
8. Click the blue button to download the template.

9. Save and then open the template.
   All the students selected in Step 5 are listed in the first column.

Strategies For Creating the Upload File

Each time you open the template it will reflect the latest test assignments. This means you can do separate uploads for each grade if desired.

For example, in a middle school, you might filter on grade 8 in Step 4 as that would make the list shorter, making it easier to add Algebra I assignments. If there any 7th graders, you could tag them individually (see 'Modify Test Assignment for One Student') or create another upload filtered on 7th grade.

For high school, you could filter on 9th grade and add all students to ELA I and other applicable classes. Repeat this process for other grades or include all students and sort by grade.

IMPORTANT: If uploading multiple files, complete all steps for eachfile. Be sure to download the latest template each time (Step 8). If not, you will overwrite your latest assignments.

10. For each student who needs an assignment, enter a '1' in the corresponding assessment column

Igrades	ALGII	ALGI	BIO	GEO	ELA9	ELA10
10				1	1	1
10		1				1
10	1			1		1

11. Students with either a 0 or a blank cell will not have a course-based assignment for that column.
12. Do **NOT** change any other values.

13. Save the complete file in CSV format; this should be the default (do not use Excel format).
14. On the Student Assignment Tag Upload via CSV page, click inside the outlined green area to open the file selector.

Step 3: Upload the modified file into ADAM.

| Choose a file or drop it here... | Browse |

15. Navigate to the file you created and open it.
16. Click Upload.
17. A temporary message will appear in the bottom right of the screen in a **green** popup box to confirm success uploading.
18. Also, scroll to the top and click Upload History to confirm successful uploads.

Modify Test Assignment for One Student

If you need to make changes for only one or a few students, it will be faster to edit individual student accounts. *To add or remove assignments for one student:*

1. Navigate to Rostering > Users.
2. Search for a student by first, last name or ID.

Name ∨
Floyd   ×

3. In the Actions column click the Edit (✏) icon for the student.
4. In the left navigation panel, select Assignment Tag(s); click the dropdown and select the preferred tag(s).

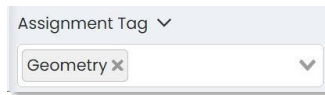| Select Assignment Tag(s)... | ∨ |

5. Click save in the top right corner.

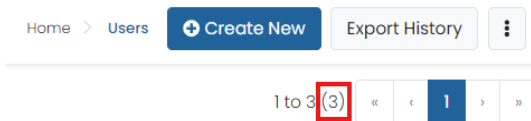## Search Students by Assignment Tags

You can filter on all students who have a specific assignment tag. For example, if you know how many students are enrolled in Geometry, you can use this feature to confirm the number matches in ADAM.

To search by assignment tag:

1. Navigate to Rostering > Users.
2. Add an assignment tag.

3. This number indicates how many matching students appear in the list.