OSSE

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We thank you for the feedback!

- Please be advised that we have turned off your video and audio capabilities to preserve bandwidth. Feel free to share any ideas or ask any questions by typing them in the chat. We have planned pauses throughout this presentation for questions.

- We will be recording this meeting. The presentation will be posted to [Support Portal](#).

- We appreciate all feedback in the survey at the end.

- All questions in the chat are captured and may get answered during the presentation or in correspondence following this meeting.

Training Schedule

Next Training Meetings:

- **Virtual Training # 2 Monday January 26, 2026:** Assignment Tags and Accommodations

- **Virtual Learning Lab Thursday February 12, 2026:** Step-by-step guidance through User Import, Assignment Tags and Accommodations

- **Virtual Training # 3 Wednesday February 18, 2026:** Proctor Groups and Proctor Dashboard

Book Time with the OSSE team:
Microsoft bookings link

Timeline

Testing Window
Paper Based Testing – Mon. 4/6/26 – Fri. 5/15/26
Computer Based Testing – Mon. 4/6/26 – Fri. 5/22/26

Create Users

- Add new users
  - School Test Coordinators
  - Tech Coordinators
  - Special Populations Coordinators

Begins 1/5

Add Student Accommodations and Assignment Tags

- Add Assignment Tags
  - HS ELA I, HS ELA II
  - ALG I, ALG II, GEO
  - BIO

- Add Accommodations

Begins 1/5

Create Proctor Groups

- Add students to Proctor Groups

Begins 3/2

Order Window

- Paper Testing Materials ordering ends (Fri) 5/8
- Human Reader Script ordering ends (Fri) 5/15
- Return Materials ordering ends (Fri) 6/5

Begins 3/2
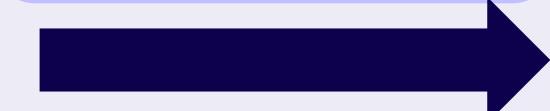
Learning Objectives

- Introduction to ADAM

- Log In to ADAM

- Define roles and responsibilities with the User Role Matrix

- Adding new Users

ADAM

What is ADAM?

ADAM (Assessment Delivery and Management) is the platform where users can manage organization and assessment administration data for DC CAPE and deliver assessments online.

- In ADAM, users will be able to conduct test administration tasks, ordering materials, and access reports to view progress and activity which we will spend detailed time on in future trainings.

User Role Matrix

	Ability	LEA Test Coordinator	School Test Coordinator	Special Populations Coordinator	Technology Coordinator
1	View Organizations	✅	✅	✅	
2	User file import/export	✅	✅		
3	Manually create users	✅	✅		
4	View User information	✅	✅	✅	✅
5	Student Assignment Tag upload/manually edit	✅	✅	✅	
6	Student Accommodation upload/manually edit	✅	✅	✅	
7	Proctor Group upload/manually create	✅	✅		✅
8	Apply accountability codes	✅	✅	✅	
9	Orders create, manage, edit, track, view reports	✅	✅	✅	
10	View Progress and Activity reports	✅	✅	✅	

Searching for Users

When searching for users be mindful of the Advanced filter dropdown to drill down to specific groups of users.

If you need to confirm who has already been added, modify or delete existing accounts, you can use available filters to view and access user accounts.

In the search results, you can click the Edit icon for a user to edit their account if needed, or the Delete icon to remove the account. LEAs accounts come from the automatic nightly feed from the OSSE system. If an LEA- level account needs to be modified it must go through OSSE AllStaff IDS.
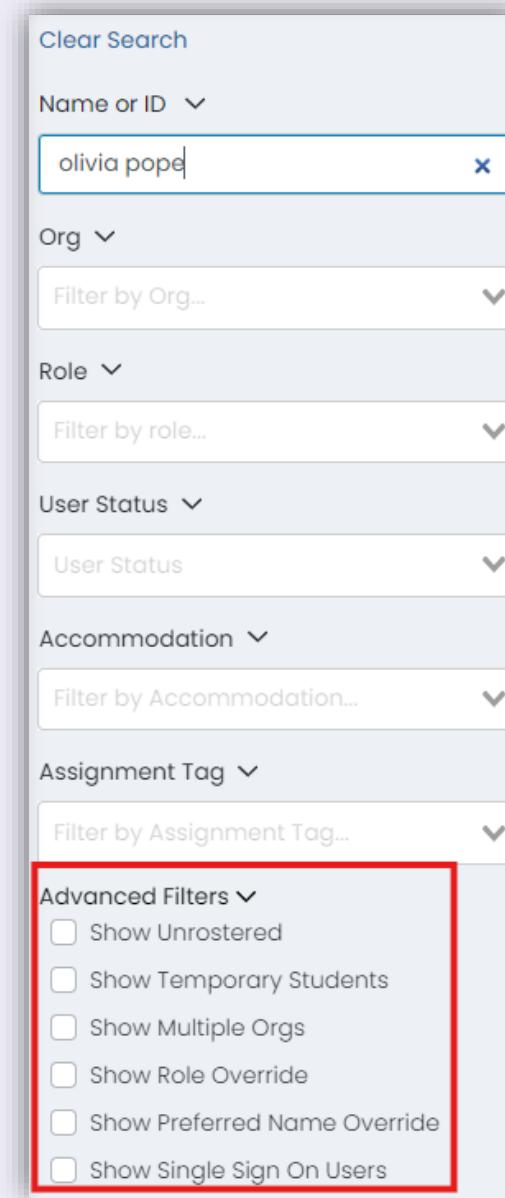
User Import

User Import

- User accounts for School Test Coordinators, Special Populations Coordinators and Technology Coordinators must be created manually in ADAM.
- LEA Test Coordinators (LTCs) can create accounts for all three of these user roles. School Test Coordinators can create other School Test Coordinators, Special Populations and Technology Coordinators accounts for their school only.
- User accounts can be added individually or bulk uploaded.

Users can be created and updated now and throughout the testing window within the DC CAPE platform.

*NOTE: If an account is needed for a new LEA Test Coordinator, they must be added as an LEA Assessment Manager (LAM) or DC CAPE Assessment Coordinator in the OSSE AllStaff collection

Creating Users – Individually

1. Navigate to **Rostering > Users**

2. In the upper right, select **Create New**

3. Enter the first and last name of the user

4. For Roles, pick only one :

   - School Test Coordinator (STC)

   - Special Populations Coordinator (SPC)

   - Technology Coordinator (TC)

   If a user serves in multiple roles, keep in mind, the level of access that is needed. School Test Coordinators can create other users with the same role.

5. For **Identifier,** add the user's email, and then paste it into the **Sourced ID** field, **Username** and **Email** fields

6. Do NOT enter anything for grade

7. For **Org Scopes**, enter one school, or multiple schools if applicable
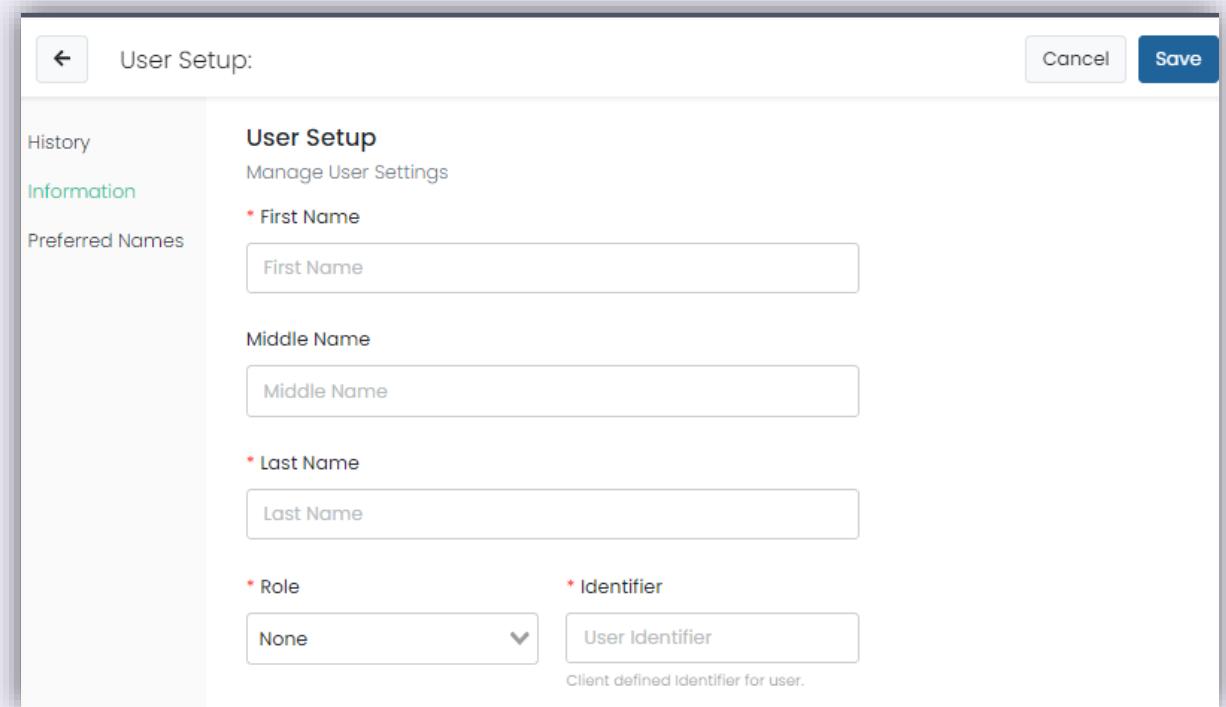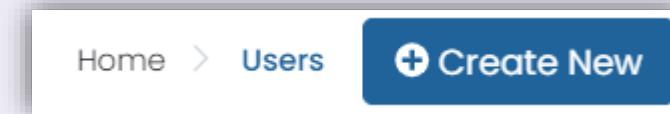
Creating Users – Individually

8. Do **NOT** set a password
9. Leave 'User enabled' checkbox selected
10. Select the '**Send Welcome Email**' checkbox
11. Click **Save**

    You will see a temporary pop-up message in **green** confirming the user is added.

12. Click the **Back** arrow button
13. Repeat steps as needed to add more users

Creating Multiple Users – Bulk Upload

1

⇕ Type	Identifier
District	11-5306
School	1295
District	11-109
School	109

2

Rostering
- Orgs
- Users

Admin User Import
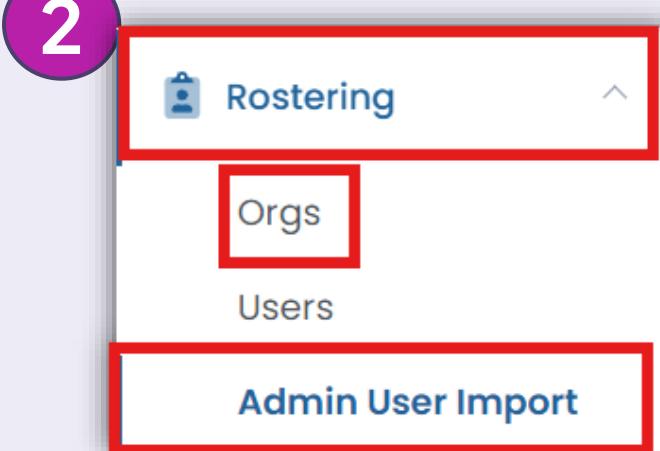
1. First go to **Rostering >Orgs**; search for your org and take note of the **Identifier** number
   - **Note:** Keep in mind the type of role you are creating, the Type and Identifier numbers will correspond to the school or district needed
2. Navigate to **Rostering > Admin User Import**
3. Read the Admin User Import via CSV instructions
4. Click the **download template button**
5. Open and save the template locally.
6. Fill in the spreadsheet
   - Enter user's email address in the **Identifier, SourcedID, Username** and **Email** columns
   - Enter the **first name** and **last name**
   - In the **Role Code** column**:**
     - School Test Coordinator **(STC)**
     - Special Populations Coordinator **(SPC)**
     - Technology Coordinator **(TC)**

Creating Multiple Users – Bulk Upload

7

	F	G	H
	Email	RoleCode	OrgIdentifier
	jackie.robinson@home.com	STC	1295
	iverson.allen@depot.com	SPC	5306
	james.langston@marshalls.com	TC	109
	kirk.clark@ross.com	STC	11-109

8

Step 3: Upload the modified file into ADAM.

non_student_user_import_template_01_13_2025.csv	Browse

Upload New File

Users: 3

Upload **10**

Complete the remaining columns:

- Complete the **RoleCode** with STC, SPC, or TC
- Add the school identifier from step 1 in the **OrgIdentifier** column

7. Save the completed CSV file

8. On the Admin User Import via CSV page, click inside the outlined **green area** to choose a file

9. Navigate to the file you created and open it

10. Click on **Upload**

11. A Confirm Upload popup window will appear to confirm the role and org. Click **Confirm**

12. A temporary message will appear in the bottom of the screen to confirm the amount of users

Creating Users – Bulk Upload – (Troubleshooting)

After you click Upload!
 "Success Upload Complete" will appear as a Green flag at the bottom right corner of the screen.

Success Upload Complete
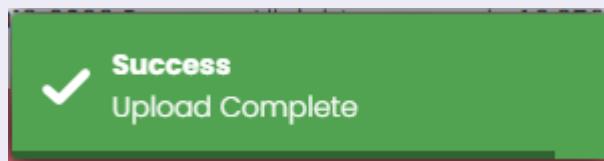
If a Red flag appears, more investigation is needed.
Click the "Validation Error" download button or view Upload History by clicking the button in the upper right corner.

Error non_student_user_import_template_01_06_2026.csv not successful
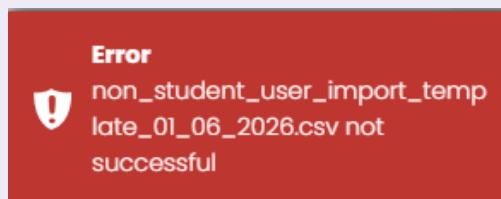
Validation Error: 📥 Download CSV with Errors

Upload Status

Upload History

Click the upload history button to confirm the status of your upload.
Success means all profiles were created
Partial means some profiles were created
Failed means no profiles were created
You can download the file to view the errors on your spreadsheet.
Click the download file button next to the file name.
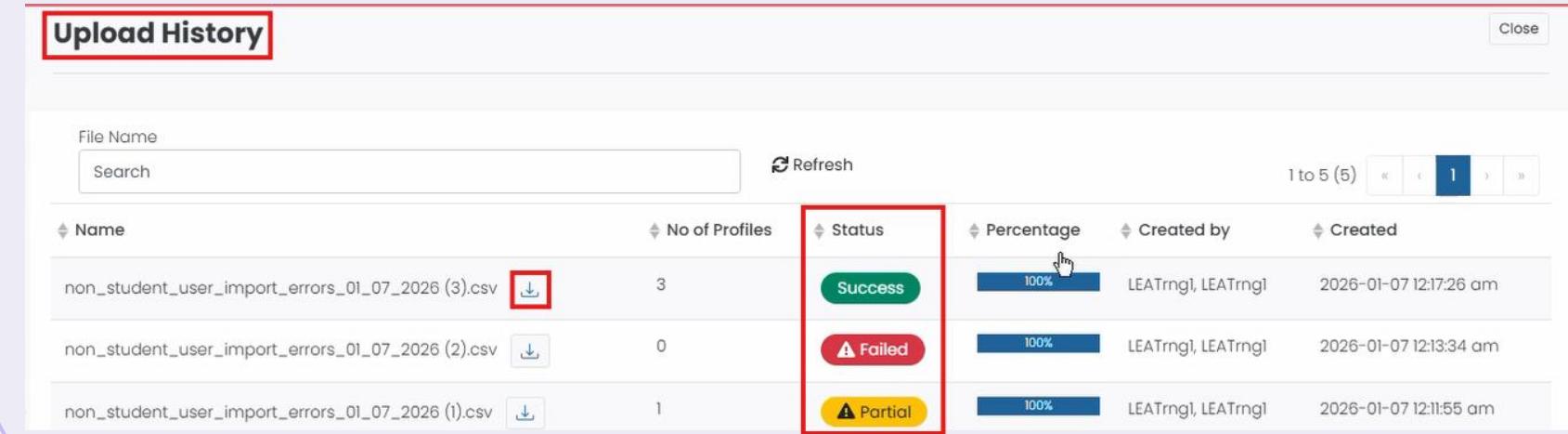
Upload History   Close

| File Name | | | | | |
| Search | | ⟳ Refresh | | | 1 to 5 (5) « ‹ 1 › » |

⇕ Name	⇕ No of Profiles	⇕ Status	⇕ Percentage	⇕ Created by	⇕ Created
non_student_user_import_errors_01_07_2026 (3).csv ⤓	3	Success	100%	LEATrng1, LEATrng1	2026-01-07 12:17:26 am
non_student_user_import_errors_01_07_2026 (2).csv ⤓	0	⚠ Failed	100%	LEATrng1, LEATrng1	2026-01-07 12:13:34 am
non_student_user_import_errors_01_07_2026 (1).csv ⤓	1	⚠ Partial	100%	LEATrng1, LEATrng1	2026-01-07 12:11:55 am

Creating Users – Bulk Upload – (Troubleshooting)

Column "I" shown here are a few errors :
- LTC is not a role that is permitted in ADAM because it updated in the nightly feed
- OrgIdentifier needs to exist within the org scope shown in ADAM (Rostering >Orgs in the Identifier column)
- RoleCode needs to be STC, SPC, or TC

Knowledge Check and Demonstration

1. Which roles can manually create user accounts in ADAM?

A. LEA Test Coordinators and Technology Coordinators

B. LEA Test Coordinators and School Test Coordinators

C. Special Populations Coordinators and Technology Coordinators

D. All roles listed in the User Role Matrix

2. When creating a new user individually in ADAM, which three fields require the user's email address?

A. Identifier, Username, Email

B. Identifier, Password, Email

C. Username, Org Scope, Email

D. Identifier, Role Code, Email

Next Steps

DC CAPE Essentials

- ## Have you Logged in to ADAM?
  - ### Log in to ADAM– for LAMs and DC CAPE Assessment Coordinators
    - **Welcome email**
      - **Once received you will gain access to log in**
    - **Log in credentials needed**
    - **username**: email address
      password: your creation
- ## DC Support Portal
  - ### Administration Resources
    - Test Coordinator Manual
    - AF&A Manual
    - Test Administrator Manual
    - Quick Reference Guides
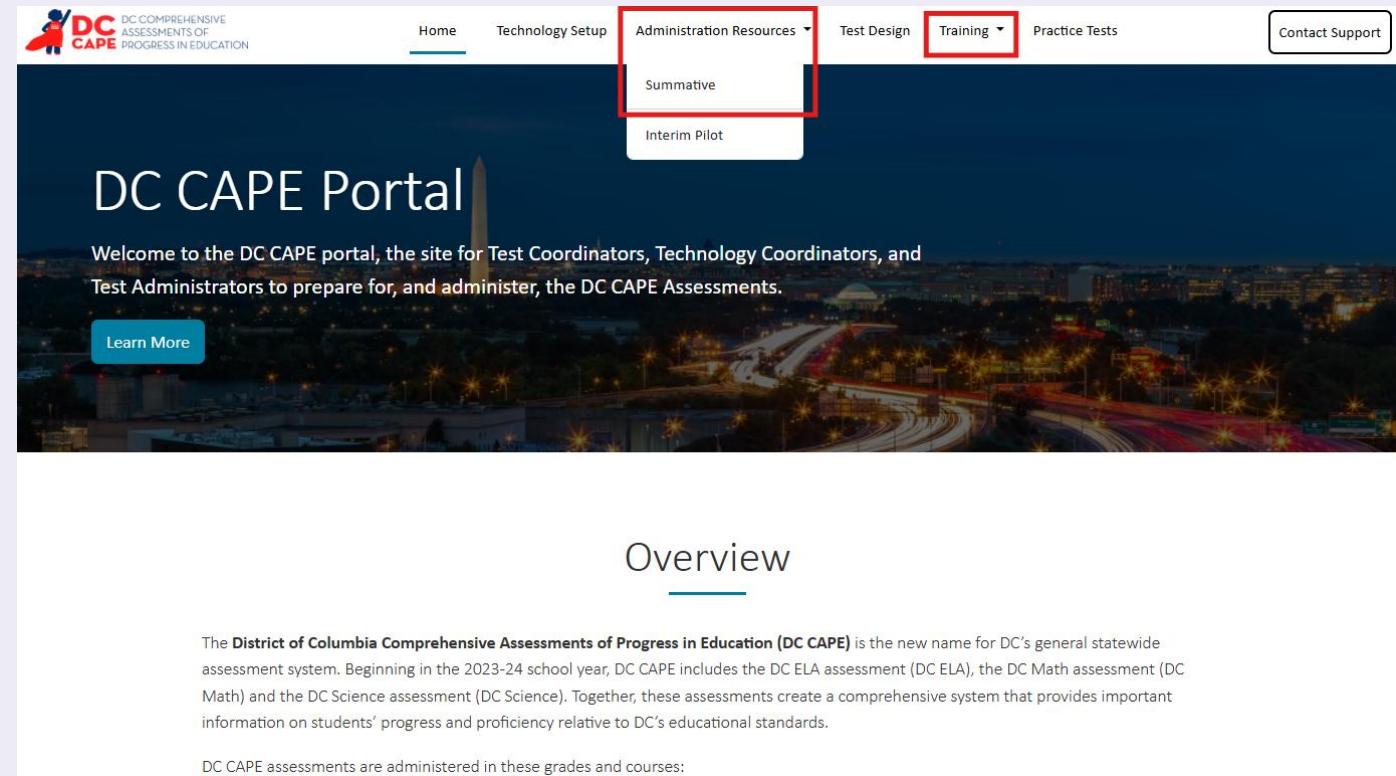
Survey and Thank You

Thank you all for your time, engagement, and thoughtful contributions.

Your collaboration is truly appreciated, and I look forward to continuing our work together.

Survey Link : https://forms.office.com/r/zF2rtPJpKv