



Assignment Tagging Quick Reference Guide

Audience: LEA Test Coordinators and School Test Coordinators

Students in grades 3–8 will automatically be assigned to grade-level assessments in the ADAM through an automated eligibility feed. Any students who take ELA I, ELA II, algebra I, algebra II, geometry or biology needs to be assigned to the correct assessment. This includes students taking advanced mathematics courses in grades 7 or 8. The student assignment tags upload feature in ADAM allows you to add or remove test assignment tags in bulk or individually.

Create and Upload Test Assignments

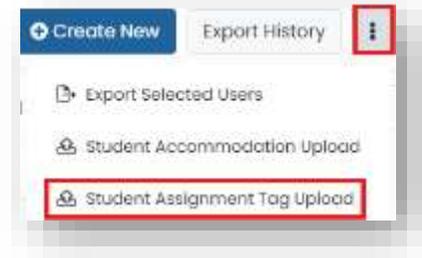
You will download a template pre-populated with selected students, indicate which students have one or more of these course-based assessments and then upload that file to assign the correct assessment to students.

To create test assignments:

1. Navigate to Rostering > Users.
2. Use the Role filter and select 'Student'.
3. Use the Org filter to select a school.
 - a. Optionally, filter by grade
4. Select the checkbox at the top and then Select All.



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



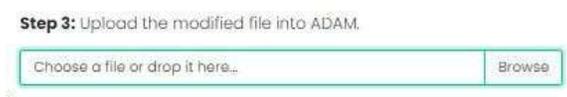
6. Read the instructions on the Student Assignment Tag Upload via CSV page.
7. Click the blue button to download the template.

[Click to download template](#)

- Open the spreadsheet for each student who needs an assignment, enter a '1' in the corresponding assessment column. Students with either a 0 or a blank cell will not have a course-based assignment for that column. Do NOT change any other values. All the students selected in Step 5 are listed in the first column.

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

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



- Click Upload.

A **green** popup box to confirm success uploading. 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:

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

- In the Actions column click the Edit (✎) icon for the student.

In the left navigation panel, select Assignment Tag(s); click the dropdown and select the preferred tag(s). 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:
 Navigate to Rostering > Users.
 Add an assignment tag



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

