DC Micro– Learning #1 Transcript

Welcome to DC CAPE Microlearning #1. The purpose of this microlearning series is to show returning LEA users how to navigate in ADAM, and show users how to complete different DC CAPE assessment tasks. Let's get started.
Today we'll review logging into ADAM, understanding your role, and creating users both individually and in bulk.

In the next section, we'll dive into the practical steps for logging in, defining roles, and creating users.
Start by logging into ADAM. Remember to use the correct URL: ltr.adamexam.com. Be sure to bookmark this page for quick access, then click Log in. You will need to enter your email as your username and the password you created from your welcome email.
As a quick refresher, the acronym, ADAM, is your assessment and delivery management platform. It's your hub for managing DC CAPE assessments from rostering to ordering materials. Everything happens here.
Before creating users, view the User Role Matrix to define the level of access each role needs. Roles define what you can do in ADAM. LEA Test Coordinators and School Test Coordinators have a comprehensive level of access, including the ability to create user accounts. Special Populations and Technology Coordinators have a more limited level of access and are unable to create accounts.
With the right credentials, you can create users. Let's get into user creation. There are several steps to create an individual user. These steps are outlined in the User Import Quick Reference Guide on the DC Support Portal. Let's take a look at a demo.
First, in the left navigation start by clicking on rostering. Click on Users. Then in the upper right corner, click on Create New.
On the user setup page, fill in the first name and the last name. My user's name is John Clark. Next, use the dropdown to select a role. Take note that your role may have different amounts of information within this dropdown list.
Use an email address as an identifier. Keep the email address handy because you will use it again.
Then, use the next dropdown to select the org scope. Some users may require one school or multiple depending on the level of access their role requires with in their Local Educational Agency (LEA).
Fill in the following fields with the email address – Sourced ID; Username; and

User email.

Be sure that User Enabled and Send Welcome email checkboxes are blue, then once created the users will be notified that their account is active and time to setup a password. Then lastly, click the Save button in the top right corner.

You may need to create accounts for multiple users, and a bulk upload will do that efficiently. Just like with creating an individual user these steps for a bulk upload are outlined in the User Import Quick Reference Guide on the DC Support Portal. Time for the demo.

Heading back to ADAM, start at rostering and click on orgs. Take note of the Type column and the Identifier column.

Depending on the user, you may need the code for a district or a school.

Next, let's click on Admin User Import. Take note of the role codes listed. Use the button Click to download template.

A spreadsheet will download. Open it and start by filling in the role code and org identifier columns.

Next, put in the email addresses and use those same emails to fill in the columns for username, sourced ID and identifier.

Then, fill in the first name and last name columns.

Now save your spreadsheet.

Go back to ADAM, Select Browse at the bottom of the page to find your saved spreadsheet and click Open. Verify the number of users you are creating.

And click on upload.

After you click 'Upload,' look for a green flag at the bottom right corner of your screen that says, 'Success Upload Complete.'

If you see a red flag instead, it means there's an issue that needs to be addressed. Click the 'Validation Error' download button to get a file with details about what went wrong or view your upload history by clicking the button in the upper right corner.

Check the upload history 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.

If there are errors, you can download the file to see exactly what needs to be fixed in your spreadsheet. Click the download file button next to the file name to review the errors.

In your spreadsheet, review some common errors you might encounter in column 'I': For instance, in Column 'G' – Role Code, LTC is not a role that is permitted in ADAM because it is updated in the nightly feed. SPA and CT are both typos which may happen. Always use only the approved role codes: STC, SPC, or TC. Then, in Column 'H' – Org Identifier, Org Identifier needs to exist within the org scope shown in ADAM. You can verify this by going to Rostering > Orgs and checking the Identifier column.

Make sure the OrgIdentifier you enter matches one that is listed for your organization. If you see any of these errors, review your CSV file and correct the entries before re-uploading. This will help ensure a smooth and successful bulk user creation process.

As we wrap up today's micro-learning, I encourage everyone to stay tuned for upcoming communications about additional trainings. We'll continue to share updates and opportunities to deepen your understanding of ADAM and the DC CAPE Assessments.

In the meantime, remember that all resource materials—including guides, manuals, and today's training—are available on the DC Support Portal. We are here to support you. Thank you all for your attention and participation today. If you have any questions or need further assistance, please reach out to us. We look forward to connecting with you again in future trainings!