

Test Assignment Tagging Quick Reference Guide

Audience: LEA Test Coordinators and School Test Coordinators

When to Do: By March 1, 2024

Most students will automatically be assigned to specific tests based on their grade level, but any students who take ELA I, ELA II, Algebra I, Algebra II, Geometry or Biology need to be tagged to be assigned to the correct assessment. Use the Student Assignment Tags Upload feature in ADAM to add or remove test assignment tags. You can also individually modify students.

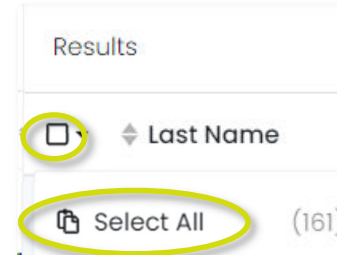
Create and Upload Test Assignments

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.

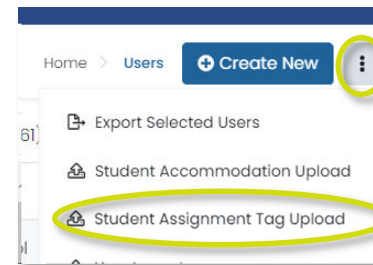
To create test assignments:

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 Ellipsis 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.

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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 and then repeat for other grades, or include all students and sort by grade to facilitate tagging.

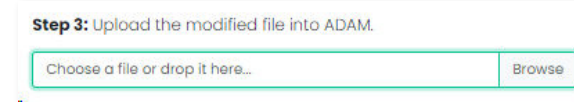
Important: If uploading multiple files, do the steps all the way through for each one. Be sure to download the latest template each time (Step 8), otherwise you'll be overwriting your latest assignments.

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

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

- 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!

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



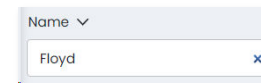
- Navigate to the file you created and open it
- Click **Upload**
- A temporary message will appear in the bottom right of the screen in a green popup box to confirm success uploading

Modify Test Assignment for One Student

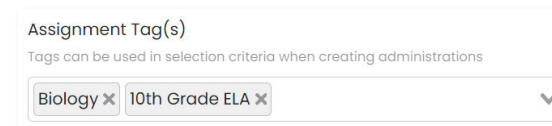
If you need to make changes for only one or a few students, it will be faster to edit individual student accounts.

To add or remove assignments for one student:

- Navigate to **Rostering > Users**
- Search for a student by first or last name

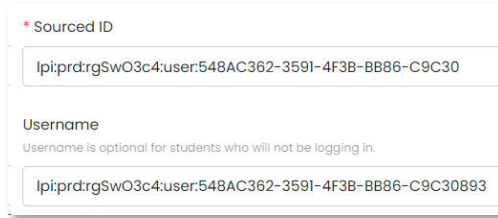


- In the Action column click the Edit (✎) icon for the student
- In the default Information section, scroll down and select assignment(s) in the Assignment Tag(s) field; **do not modify any other field**



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Note: You will see two fields with computer-generated values. Students will not see or ever use these, but it is critical these remain unchanged as this is what ADAM uses in the background to uniquely identify students.



* Sourced ID
lpi:prd:rgSwO3c4:user:548AC362-3591-4F3B-BB86-C9C30

Username
Username is optional for students who will not be logging in.
lpi:prd:rgSwO3c4:user:548AC362-3591-4F3B-BB86-C9C30893

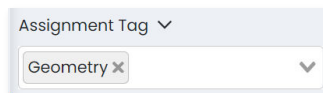
5. Click **Save**

Search Students by Assignment Tags

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

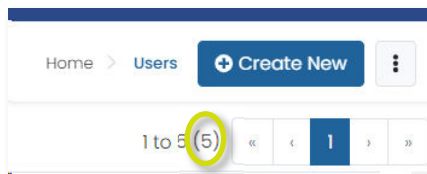
To search by assignment tag:

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



Assignment Tag ▾
Geometry x ▾

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



Home > Users **Create New** ⋮

1 to 5 (5) « < 1 > »