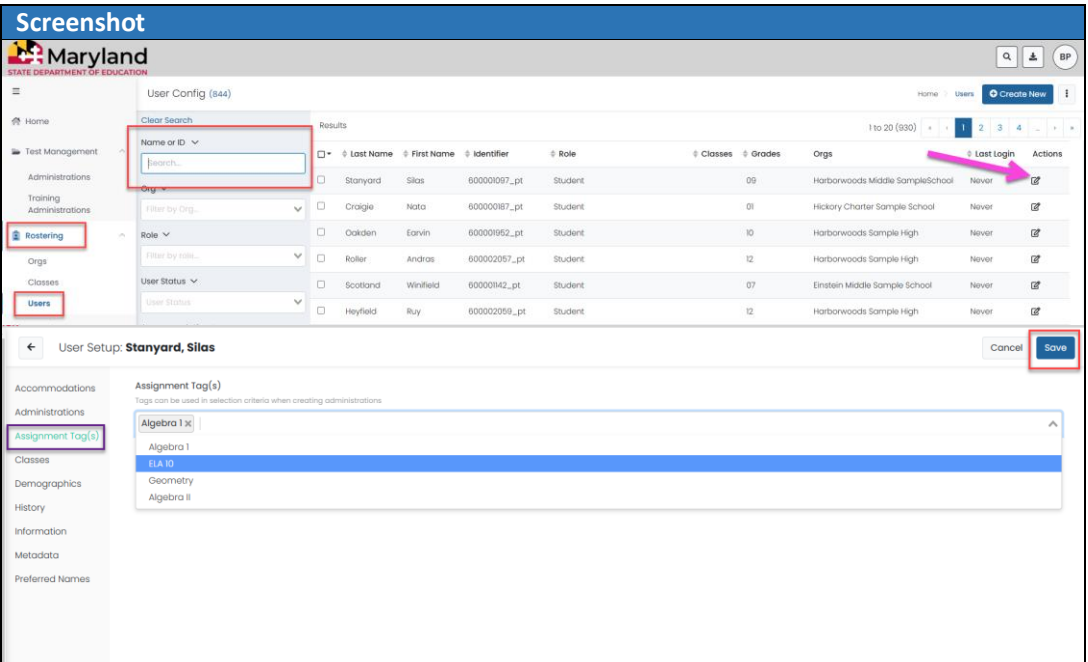


Purpose: The purpose of this document is to provide the steps that will need to be completed by the Local Accountability Coordinator or School Test Coordinator for assignment tags. Assignment tagging is necessary for students taking any of the following tests: ELA10, Algebra I, Geometry, or Algebra II. This includes students in middle school. Assignment tags can be applied in the platform manually or via import. High School Administration Cards will not show up unless at least one student has been tagged for each assessment.

Tasks	Screenshot
<p>Description: Applying Tags Manually</p> <ol style="list-style-type: none"> 1. Rostering > Users 2. Search by Name or ID 3. Select “notepad” under actions to edit 4. User Setup page select Assignment Tag(s) on the left 5. Apply appropriate tag to register (roster) student for that assessment. 6. Save 	

Tasks

Description: Applying Tags via Upload

1. Rostering > Users
2. Select All or Filter by Grade
3. Click Kabob menu in upper right
4. Select Student Assignment Tag Upload. If no students have been selected an error will pop up.

Screenshot

The screenshot shows the 'User Config' page for '99573'. On the left, there are filters for Org, Class, Role, and Grade. The 'Grade' filter is set to 'Filter by grade...'. The main table lists students with columns for Last Name, First Name, Identifier, Role, Classes, Grades, Orgs, and Last Login. A kabob menu in the top right corner is open, showing options like 'Export Selected Users', 'Student Accommodation Upload', 'Student Assignment Tag Upload' (highlighted with a red box), 'Send Welcome Email(s)', 'Send Password Reset Email(s)', 'User Import', 'Enable Users', and 'Disable Users'.

5. Download template.
6. Place a 1 in the cell to enable the tag for that assessment.
7. Save as CSV.
8. Import into ADAM.

The screenshot shows the 'Student Assignment Tag Upload' page. It includes instructions for downloading a template and uploading a modified CSV file. A button labeled 'Click to download template' is circled in blue. Below the instructions is a CSV table with columns for orgName, identifier, familyName, givenName, mi, pre, pre, pre, grades, ALG1, ELA10, Geometry, and ALGII. The 'ALG1', 'ELA10', and 'Geometry' columns have '1' entered in the first two rows, which are highlighted with a red box.

orgName	identifier	familyName	givenName	mi	pre	pre	pre	grades	ALG1	ELA10	Geometry	ALGII
Harborwood	600000967_pt	Murrigan	Hershel						1			
Harborwood	600000968_pt	Addionizio	Cole						1			
Harborwood	600000969_pt	Vosse	Maddie							1		1
Harborwood	600000970_pt	Dorin	Rory									
Harborwood	600000971_pt	Ivic	Rubina						7			
Harborwood	600000972_pt	Sey	Torre						7			
Harborwood	600000973_pt	Janicki	Vi						7			
Harborwood	600000974_pt	Coughlan	Tracy						7			