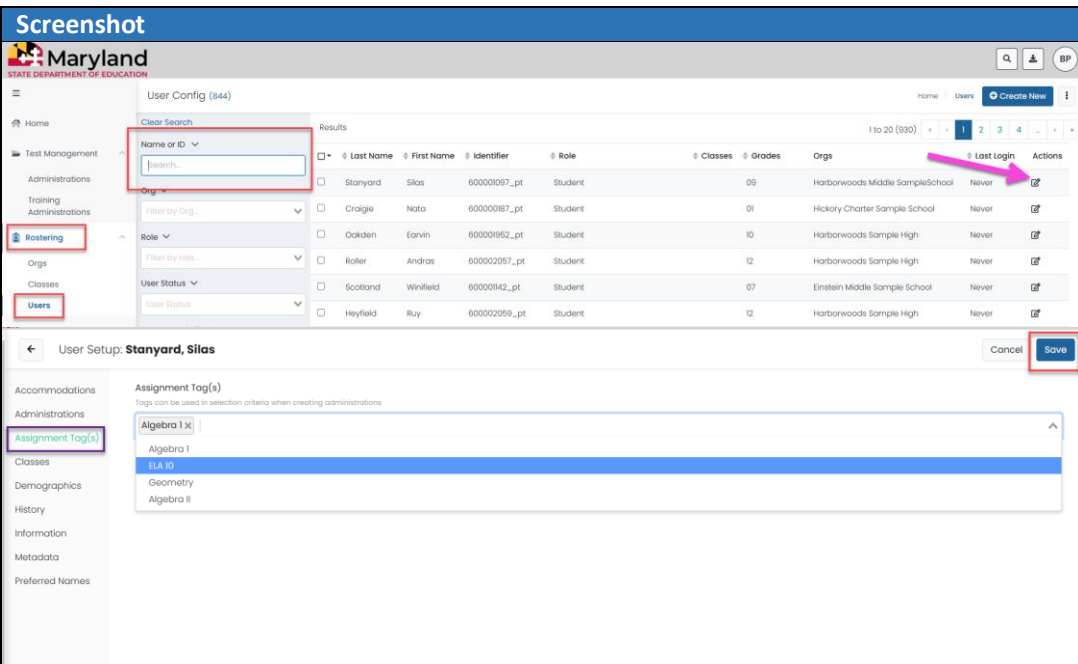


Purpose: The purpose of this document is to provide the steps that will need to be completed by the Local Accountability Coordinator or School Test Coordinator for assignment tags. Assignment tagging is necessary for students taking any of the following tests: ELA10, Algebra I, Geometry, or Algebra II. This includes students in **middle school and paper testers**. 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
Description: Applying Tags Manually 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	Screenshot
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.	The screenshot shows the 'User Config (99573)' interface. On the left, there's a 'Clear Search' section with filters for Org, Class, Role, and Grade. The 'Grade' filter is set to 'Filter by grade...'. The main area displays a table of students with columns: Last Name, First Name, Identifier, Role, Classes, Grades, Orgs, Last Login, and Actions. A dropdown menu is open in the top right corner, 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' interface. It includes instructions for downloading a template file and uploading the modified file. A button labeled 'Click to download template' is highlighted with a red circle. Below the instructions, there's a CSV template with columns: orgName, identifier, familyName, givenName, mi, pr, pre, pre, grades, ALG1, ELA10, Geometry, and ALGII. The 'grades' column contains values like 7, 7, 7, 7, 7, 7, 7. The 'ALG1' column contains values like 1, 1, 1, 1, 1, 1, 1. The 'Geometry' column contains values like 1, 1, 1, 1, 1, 1, 1. The 'ALGII' column contains values like 1, 1, 1, 1, 1, 1, 1.