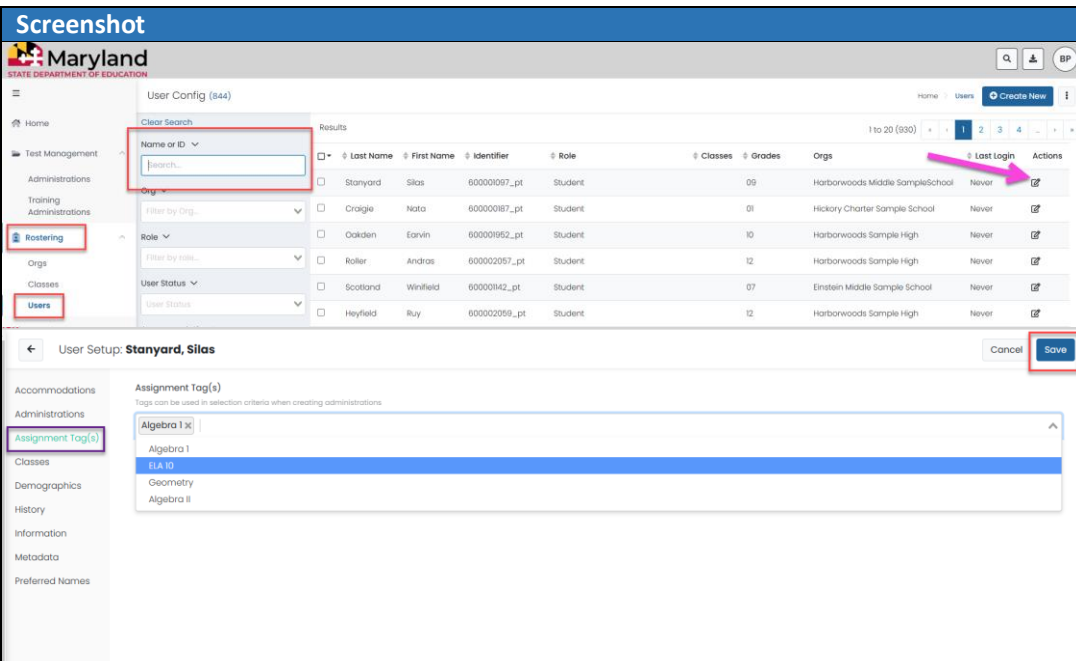


**Purpose:** The purpose of this document is to provide the steps that will need to be completed by the Local Accountability Coordinator or School Test Coordinator for assignment tags. Assignment tagging is necessary for students taking any of the following tests: ELA10, Algebra I, Geometry, or Algebra 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
<p><b>Description: Applying Tags Manually</b></p> <ol style="list-style-type: none"> <li>1. Rostering &gt; Users</li> <li>2. Search by Name or ID</li> <li>3. Select “notepad” under actions to edit</li> <li>4. User Setup page select Assignment Tag(s) on the left</li> <li>5. Apply appropriate tag to register (roster) student for that assessment.</li> <li>6. Save</li> </ol>	

Tasks	Screenshot
<p>Description: Applying Tags via Upload</p> <ol style="list-style-type: none"> <li>1. Rostering &gt; Users</li> <li>2. Select All or Filter by Grade</li> <li>3. Click Kabob menu in upper right</li> <li>4. Select Student Assignment Tag Upload. If no students have been selected an error will pop up.</li> </ol>	<p>The screenshot shows the 'User Config' interface for 'Harborwoods Middle Sample School'. A list of students is displayed with columns for Last Name, First Name, Identifier, Role, Classes, Grades, Orgs, and Last Login. A dropdown menu is open, showing options like 'Export Selected Users', 'Student Accommodation Upload', and 'Student Assignment Tag Upload' (which is highlighted with a red box). The 'Grade' filter is set to '09'.</p>
<ol style="list-style-type: none"> <li>5. Download template.</li> <li>6. Place a 1 in the cell to enable the tag for that assessment.</li> <li>7. Save as CSV.</li> <li>8. Import into ADAM.</li> </ol>	<p>The screenshot shows the 'Student Assignment Tag Upload' interface. It includes instructions for downloading a template and uploading a modified CSV file. A table of student data is shown with columns for orgName, identifier, familyName, givenName, mi, pr, pre, pre, grades, ALG1, ELA10, Geometry, and ALGII. The 'ALG1' and 'ELA10' columns are highlighted with a red box, showing '1' in the cells for the first two students.</p>