ADAM Multiple Reporting Orgs Updates
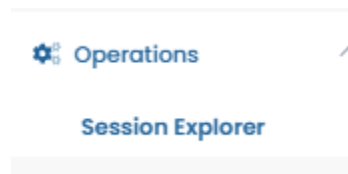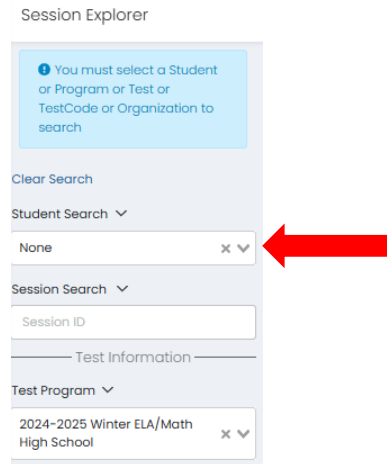
Go into ADAM under Operations/Session Explorer

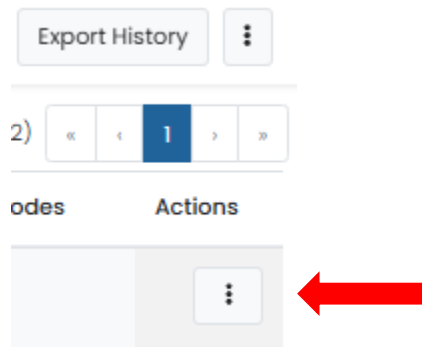This can be done with an individual update or as a bulk upload.

Updating individually:

Under Session Explorer, enter SASID in Student Search
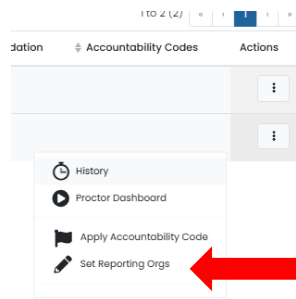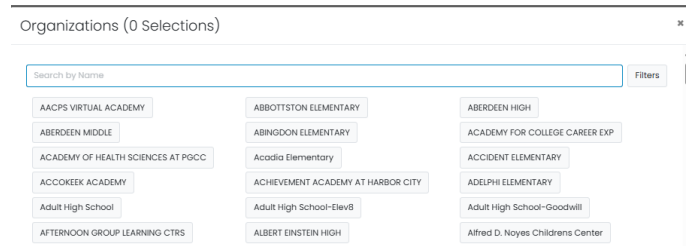

Hit search at the bottom.

After the student appears go to the right of the screen to the three dots under "Action" and select.
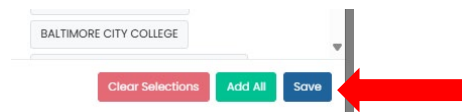
Select Reporting Orgs

Select one reporting org from the list OR start typing the name.
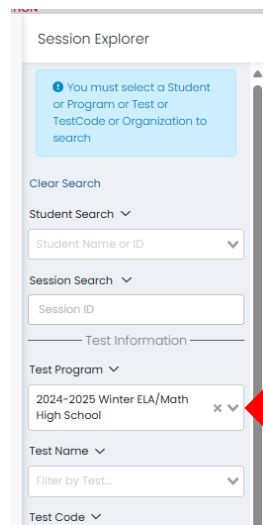

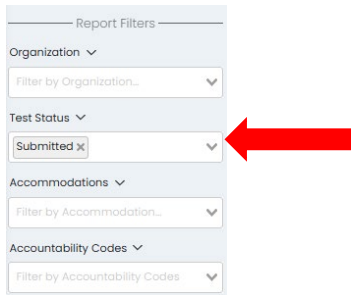## Hit save when complete (lower right hand)
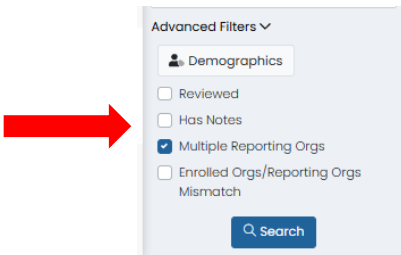

Updating in a bulk upload

Under Session Explorer, enter the Test Program (2024-2025 Winter ELA/Math High School)

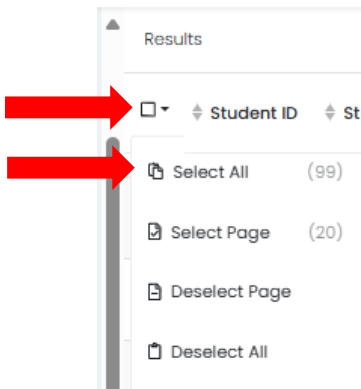Select "Submitted" under Test Status

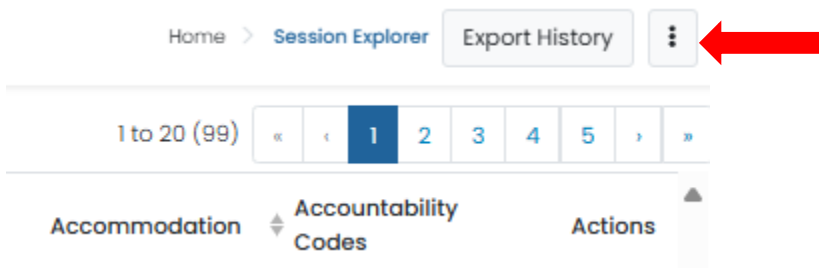Click on "Advanced Filters" and Select Multiple Reporting Orgs
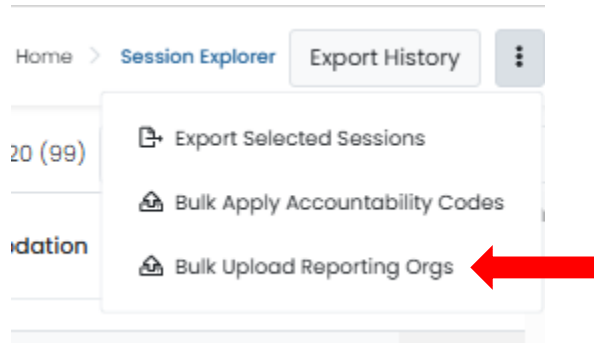

Hit Search at the bottom.

Click on box. Select All at the top

Then select the three dots in the upper right of the screen

Select Bulk Upload Reporting Orgs

Click on create a template

Bulk Reporting Orgs CSV

Follow the 3-step process to upload bulk reporting organizations.

Step 1
Instructions for Step 1 for Bulk Reporting Orgs

[Click to create template]

When your template has been created it can be downloaded from the Template History Button at the top of the page. The template is named using the format Template_<<uuid>>.csv (e.g., Template_9f7a5376-3f32-4ff6-92bf-f0351565c38c.csv)

Step 2
- Open the file using Sheets, Numbers, or Excel.
- Each row has a column NewReportingOrgIDs that can be filled in
- If multiple reporting orgs are being set use a pipe delimiter | to separate each id
- Save the modified file as a .csv (comma separated values)

Step 3

Choose a file or drop it here...   [Browse]

In the template under "NewReportingOrgIDs" (Column R) enter ONE reporting org ID

When complete, save as a .csv file then upload new file.