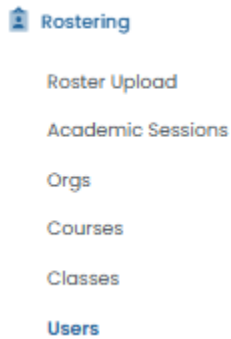


Updating Ship To Information in ADAM

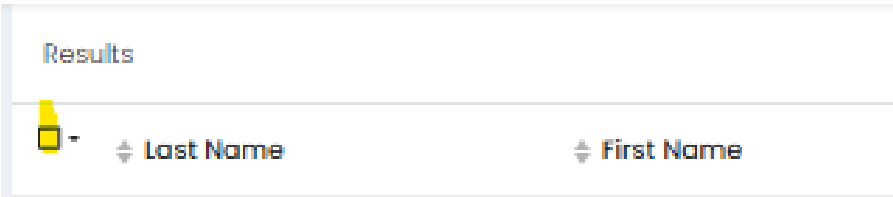
1. Sign into ADAM
2. Go to Roster/Users



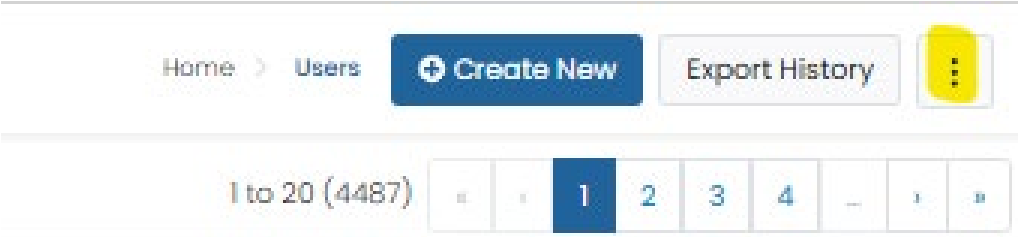
3. Enter your county in the “Org”
4. Enter “Student” in the “Role”

A vertical filter panel with several sections, each with a dropdown arrow. The sections are: Name or ID (with a search box containing 'Search...'); Org (with a dropdown menu showing 'ALLEGANY COUNTY' highlighted in yellow and a close button 'x'); Class (with a dropdown menu showing 'Filter by class...'); Role (with a dropdown menu showing 'Student' highlighted in yellow and a close button 'x'); Grade (with a dropdown menu showing 'Filter by grade...'); Course (with a dropdown menu showing 'Filter by course...'); User Status (with a dropdown menu showing 'User Status'); Accommodation (with a dropdown menu showing 'Filter by Accommodation...'); and Assignment Tag (with a dropdown menu showing 'Filter by Assignment Tag...').

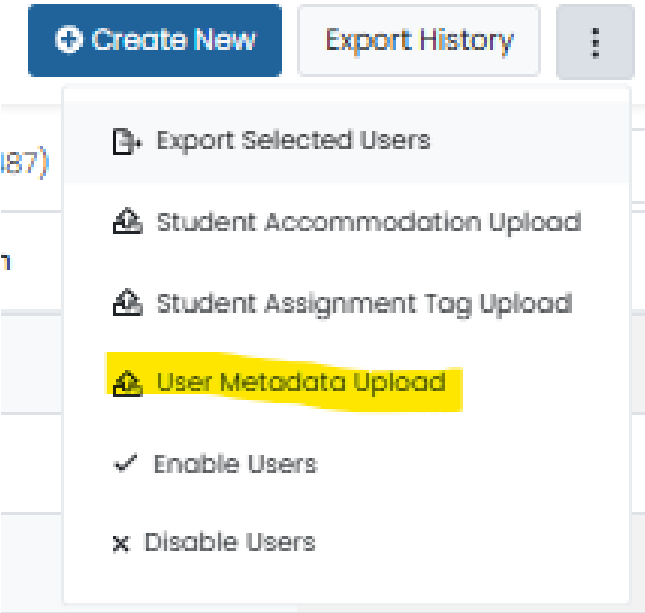
5. Select all by selecting the box in upper left corner



6. Select the three dots in the upper right corner (next to the Export History button)



7. Select "User Metadata Upload"



8. Select “Click to download the template” in Step 2.

User Metadata Upload via CSV

Follow the instructions to modify user metadata in ADAM.

Step 1:

Click the button to see the available metadata and valid codes for the upload process.

Click to download codes and descriptions

Step 2:

Click the button to download the template file.

Click to download the 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 4: Upload the modified file into ADAM.

Choose a file or drop it here.

9. Go to “Template History” in the upper right corner

Home > Users > User Metadata Uplo

Template History

Upload History

10. Download the file once the file status states “Success”
 - a. Note: You can select “Refresh” to get an update on file status.

Template History

File Name Refresh

Name	No of Profiles	Status
Template_69644d63-59e5-4b61-9f55-b793eb8fc272.csv	2	Success
Template_cdebf38-bf8d-45f7-bc93-7327612fld8a.csv	2	Success
Template_41bda8f6-46f6-48ee-b659-f0255e4be5eb.csv	2	Success
Template_f333f8f0-e405-49eb-9531-47c21990cedb.csv	3	Success

11. In the template, update the students Ship to Organization (Column G) by putting in the LEA Number and School Number (6-digit number).
 - a. Example: 123456

	A	B	C	D	E	F	G
1	Sourced_ID	Identifier	First_Name	Last_Name	Org_Identifier	Org_Name	Student Ship To Organization
2	lpi:prd:nELC18J3:user:1002182086					MOUNTAIN RIDGE HIGH SCH	
3	lpi:prd:nELC18J3:user:1002304876					WASHINGTON MIDDLE	
4	lpi:prd:nELC18J3:user:1004956878					ALLEGANY HIGH	
5	lpi:prd:nELC18J3:user:1008408657					BRADDOCK MIDDLE	
6	lpi:prd:nELC18J3:user:1009851838					WESTMAR MIDDLE	

- b. Save file when completed

12. Choose Step 4 to upload your file.

User Metadata Upload via CSV

Follow the instructions to modify user metadata in ADAM.

Step 1:
Click the button to see the available metadata and valid codes for the upload process.

Click to download codes and descriptions

Step 2:
Click the button to download the template file.

Click to download the 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_9f7a5376-3f92-4f16-92bf-f0351565c38c.csv)

Step 3:

- Open the file using Sheets, Numbers, or Excel.
- Each student has a row, each metadata field has a column.
- Add valid metadata value(s) (use the codes and descriptions download) to the metadata columns.
- If the field is a multi-select then add both codes separated by a comma.
- Do not make any changes to the sheet other than setting metadata values.
- Save the modified file as a .csv (comma separated values)

Step 4: Upload the modified file into ADAM

Browse

13. When completed, send email to Pearson noting the completion to:

AQMCAPPprogramDeliveryTeam@grp.pearson.com

14. To review your upload history, select the “Upload History” button in upper right corner

