



Data Management (Rostering)

The purpose of this guide is to assist with the initial rostering portion of the Cognia™ Assessments administration process in ADAM.

Adding Users

Users identify the system, district, and school personnel who are supporting the administration of formative resources and the students who are taking an online assessment.

To add users to the system, you will complete a Users upload.

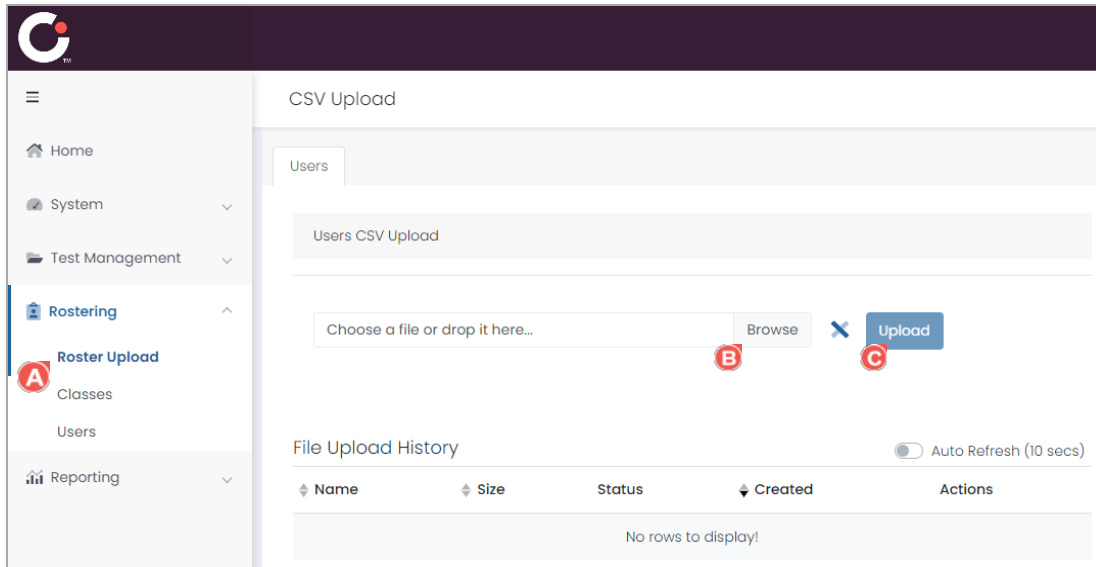
1. Download the Users Template & Layout file from the [Formative Resources tab](#) of the Vermont Help and Support site. This file will have a template for you to complete, along with a tab that explains each field and the required values.
2. Complete the Users_Template tab with all teachers and school administrators, referring to the layout as needed.

Important: Leave all headers/columns as is. While not all data elements (columns) are required, they need to remain intact. Optional data elements can be left blank; however, the cell needs to remain for the file upload to be successful.

3. Once the template has been completed, delete the extra spreadsheet tabs: Users_Layout and VT Schools_primaryOrgSourcedId. This can be done by right clicking on each tab and selecting delete.
4. Save your completed template as a .csv on your local machine, using a naming convention of your choice.
5. Log in to the platform (<https://cognia.adamexam.com/>) and navigate to the **Roster Uploads** **A** page in the left-hand navigation bar (Rostering > Roster Uploads).

On the Users tab, **Browse** **B** for the CSV file you wish to upload. Once the CSV file is selected and displaying in the file path, click **Upload** **C**.

Important: Only District Administrators, District Coordinators, and School Coordinators will have the ability to upload users.



- The system will process the file, running it through a system validation. Under the File Upload History section, the status will be displayed. If the file is successfully imported, the status will update to “Available”, and users will be created. If errors are found, the status will be updated to “Error” and the Actions, a hammer icon will display. Click the hammer icon to download a CSV will errors.

Once errors are resolved, the file can be reuploaded, following steps 4 and 5 until the file is successful.

The system default is to add all users as Students. To update the user roles, you can manually edit the user profile within ADAM or complete the Roles upload.

To update users using the Roles upload,

- Download the Roles Template & Layout file from the [Formative Resources tab](#) of the Vermont Help and Support site. This file will have a template for you to complete, along with a tab that explains each field and the required values.
- Complete the Roles_Template tab with all teachers and school administrators that were previously uploaded, referring to the layout as needed.

Important: Leave all headers/columns as is. While not all data elements (columns) are required, they need to remain intact. Optional data elements can be left blank; however, the cell needs to remain for the file upload to be successful.

- Once the template has been completed, delete the extra spreadsheet tabs: Roles_Layout and VT Schools_primaryOrgSourcedId. This can be done by right clicking on each tab and selecting delete.
- Save your completed template as a .csv on your local machine, using a naming convention of your choice.
- Log in to the platform (<https://cognia.adamexam.com/>) and navigate to the **Roster Uploads** A page in the left-hand navigation bar (Rostering > Roster Uploads).

On the Roles tab, **Browse** B for the CSV file you wish to upload. Once the CSV file is selected and displaying in the file path, click **Upload** C.

Once the initial data has been uploaded, you may use the online assessment platform to add any additional users and make changes to existing users.

Adding Students

In the ADAM platform, students are considered “Users”. Therefore, the OneRoster 1.2 User template is used when importing students.

To add students to the system, you will complete a Users upload.

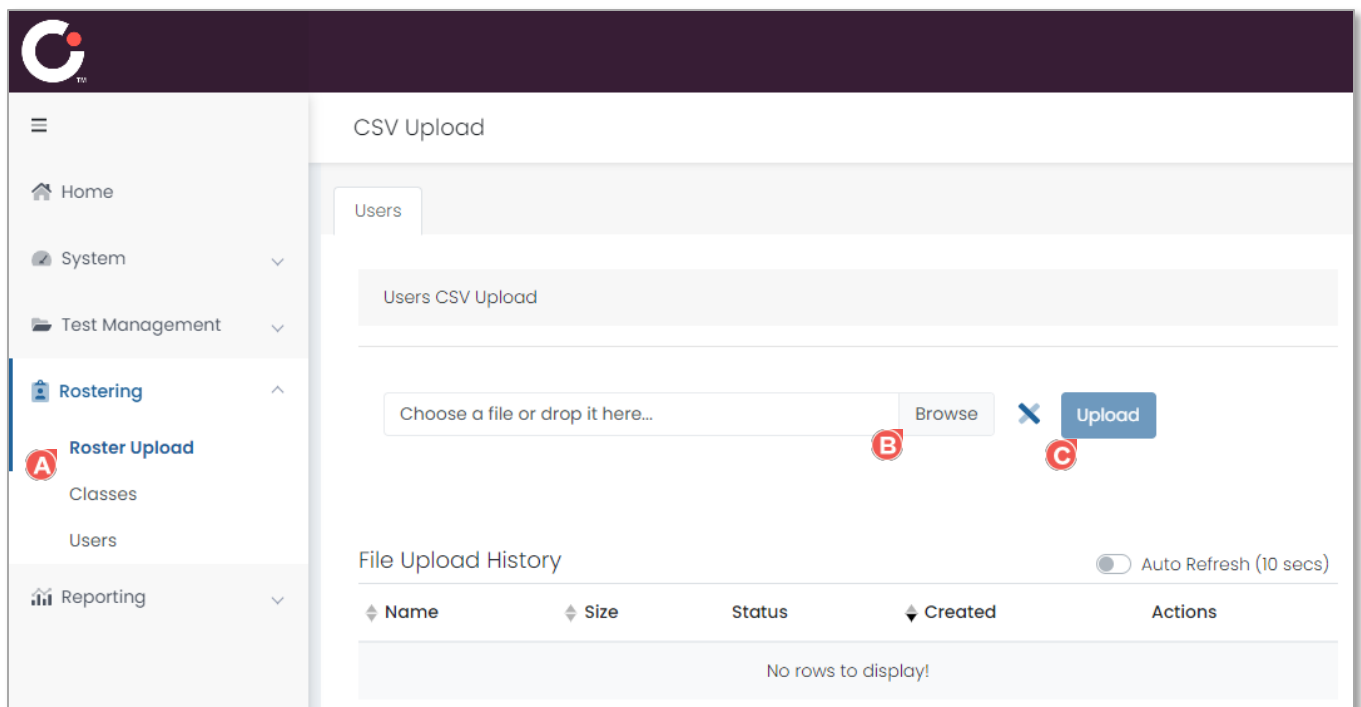
1. Download the Student Users Template & Layout file from the Formative Resources tab of the Vermont Help and Support site. This file will have a template for you to complete, along with a tab that explains each field and the required values.
2. Complete the Users(Students)_Template tab with all students, referring to the layout as needed.
Important: Leave all headers/columns as is. While not all data elements (columns) are required, they need to remain intact. Optional data elements can be left blank; however, the cell needs to remain for the file upload to be successful.
3. Once the template has been completed, delete the extra spreadsheet tabs: Users(Students)_Layout and VT Schools_primaryOrgSourcedId. This can be done by right clicking on each tab and selecting delete.
4. Save your completed template as a .csv on your local machine, using a naming convention of your choice.

Note: Use a different file name to differentiate your Users upload file and your Student Users upload file.

5. Log in to the platform (<https://cognia.adamexam.com/>) and navigate to the Roster Uploads page in the left-hand navigation bar (Rostering > Roster Uploads).

On the Users tab, browse for the CSV file you wish to upload. Once the CSV file is selected and displaying in the file path, click Upload

Important: Only District Administrators, District Coordinators, and School Coordinators will have the ability to upload students.



6. The system will process the file, running it through a system validation. Under the File Upload History section, the status will be displayed. If the file is successfully imported, the status will update to “Available”, and users will be created. If errors are found, the status will be updated to “Error” and the Actions, a hammer icon will display. Click the hammer icon to download a CSV will errors.

Once errors are resolved, the file can be reuploaded, following steps 4 and 5 until the file is successful.

7. Once the initial data has been uploaded, you may use the online assessment platform to add any additional users and make changes to existing users.

Once students are uploaded to the system, they will need to be assigned to classes and connected to a teacher. See the *Class Data Management* user guide on the [Formative Resources](#) tab of the Vermont Help and Support website for information on how to create classes.