



Class Data Management

User Guide



COGNIA ASSESSMENTS

Table of Contents

Introduction	1
Purpose.....	1
Support.....	1
Browser Requirements	1
Class Data Management	2
Quick Class Upload.....	2
Individual Class Creation	3
Viewing the Class List.....	10
Viewing and Editing an Individual Class.....	12
Deleting a Class.....	13



Introduction

Purpose

This document is intended for system, district, or school administrators responsible for creating and managing courses and classes in the Cognia Formative Assessment online platform.

This document covers creating and managing courses and classes in the online assessment platform. (Teachers do not have access to these functions.)

Support

All user guides and supporting documents are available on the [Formative Resources](#) tab of the Vermont Help and Support website.

Cognia Client Care representatives are available to answer any questions about the Cognia Assessments online assessment platform and student test delivery system. Please use the email and phone numbers listed below to contact Cognia Client Care for support.

Email: vtservicecenter@cognia.org

Phone: (800) 215-8975

Browser Requirements

Users may access the online assessment platform at any time during an administration. The online assessment platform is accessible to institutional users on desktops and laptops via the following browsers:

- Chrome™ 92 or newer
- Firefox® 89 or newer
- Safari® 14 or newer

Class Data Management

Classes are collections of students who can be administered tests and teachers who will administer them. (All classes are required to belong to a course.) There are two methods you could use to create classes: Quick Class Upload for bulk creation of classes or an individual class creation.

Note: During this process you will be required to add information about courses to your class selections. Courses represent a grade level. Courses have been created in the online platform and cannot be edited. All classes that are created must be tied to a course.

Quick Class Upload

The Quick Class Upload is an excellent tool to quickly create a class and enroll students into the class using a single file. For each file upload, one must select a specific Grade, Course and School.

1. Log into ADAM at www.adamexam.com.
2. Navigate in ADAM to Rostering | Classes – click on the ellipses in the top right of the page.
3. Select Quick Class Upload.
 - a. Select the Grade to match the Class(es) you are creating.
 - b. The Course should match the grade level.
 - c. Select the School to match the Class(es) you are creating.
 - d. Click the “Click to download template” button to produce a roster file of students.
4. Update the roster file.
 - a. Open the downloaded roster file (Note: Column A is the Student SSID).
 - b. Add a class to each row of students.
 - Column F is Class Code – this naming convention should help you identify these students and classes (e.g. Jones_P3).
 - c. Save the roster file as a CSV.
5. Upload the roster file back into ADAM.
 - a. Upload the file to Step 3 on the Quick Class Upload page in ADAM.
 - b. Click the OK button to save the upload.

Note: If you get an error message about 'school with sourced ID 'xxxxxx' does not exist. You'll need to format the school column in the excel file.

- In the excel file, format the school column as text (right click on the column label {that should highlight the entire column}, choose format cells, set category to Text, click ok.
- Update the cell value to the 6-digit school code including the leading zero

- Copy the school code value into each of the rows with data
- Save as csv file.
- Reupload into the Quick Class Upload page.

There is also a video tutorial of this process on the [Formative Resources](#) tab of the Vermont Help and Support website.

Individual Class Creation

To create a new class:

1. Select the **Rostering** **A** menu located on the left side of the page, and then select **Classes** **B**. This opens the Class Config page. By default, the Class Config page displays the list of classes in your institution.
2. Click the **Create New** **C** button located in the upper right of the page. This opens a new Class Setup page.

The screenshot shows the 'Class Config' page. On the left sidebar, 'Rostering' (A) is selected, and 'Classes' (B) is highlighted. In the top right, the 'Create New' button (C) is visible. The main area shows a table of classes:

Title	School	Course	Class Code	Teachers	Students	Subje
06SCI-River02-0101CLS	Cognia-01SCHL	River02-06SCI	CLS_CDE_06SCI-River02-0101	1	15	SCI
06MAT-River02-0100CLS	Cognia-01SCHL	River02-06MAT	CLS_CDE_06MAT-River02-0100	1	17	MAT
06MAT-River02-0101CLS	Cognia-01SCHL	River02-06MAT	CLS_CDE_06MAT-River02-0101	1	10	MAT

3. Enter the class name in the **Title** **D** field.

The screenshot shows the 'Class Setup' page. The title is 'Class Setup'. Below the title, there is a text input field labeled 'Title' with a red circle 'D' next to it.

4. If your institution has a Student Information System (SIS), classes in the SIS should include a class code. Enter this class code in the **Class Code** **E** field. If your institution does not have an SIS, enter the class ID in this field.
5. (Optional) Enter a class location, such as a room number, in the **Location** **F** field.
6. Select the class type from the **Class Type** **G** drop-down.
7. Select the associated school from the **School** **H** drop-down.

Tip: To search for a school, begin entering the school name in the **School** **H** field, and then select the school from the drop-down. (As you type, the drop-down automatically updates to display only the schools that match the entered criteria.)

8. Select the associated course from the **Course** **I** drop-down. The course should reflect the appropriate grade level for that class.




Tip: To search for a course, begin entering the course name in the **Course** **I** field, and then select the course from the drop-down. (As you type, the drop-down automatically updates to display only the courses that match the entered criteria.)



9. Select “2023–2024 Vermont Formative” from the **Academic Sessions** **J** drop-down.


Note: To remove a selected academic session, click the **x** **K** icon located beside it.



The screenshot shows a web form titled "Class Setup" with a breadcrumb trail "Home > Classes > Edit". The form contains several input fields and dropdown menus, each with a red callout letter:



- E**: Points to the "Class Code" text input field.
- F**: Points to the "Location" text input field.
- G**: Points to the "Class Type" dropdown menu.
- H**: Points to the "School" dropdown menu.
- I**: Points to the "Course" dropdown menu.
- J**: Points to the "Academic Sessions" dropdown menu, which currently shows "River School Year".
- K**: Points to the "x" icon next to the selected academic session, used for removal.

10. If your institution has a Student Information System (SIS), classes in the SIS should include a sourced ID. Enter this sourced ID in the **Sourced ID**  field. If your institution does not have an SIS, enter the class ID in this field.
11. (Optional) Select a subject from the **Subject(s)**  drop-down. If the subject is not included in the drop-down, you may enter it in the **Subject(s)**  field, and then select it from the drop-down. (Multiple subjects may be selected.)

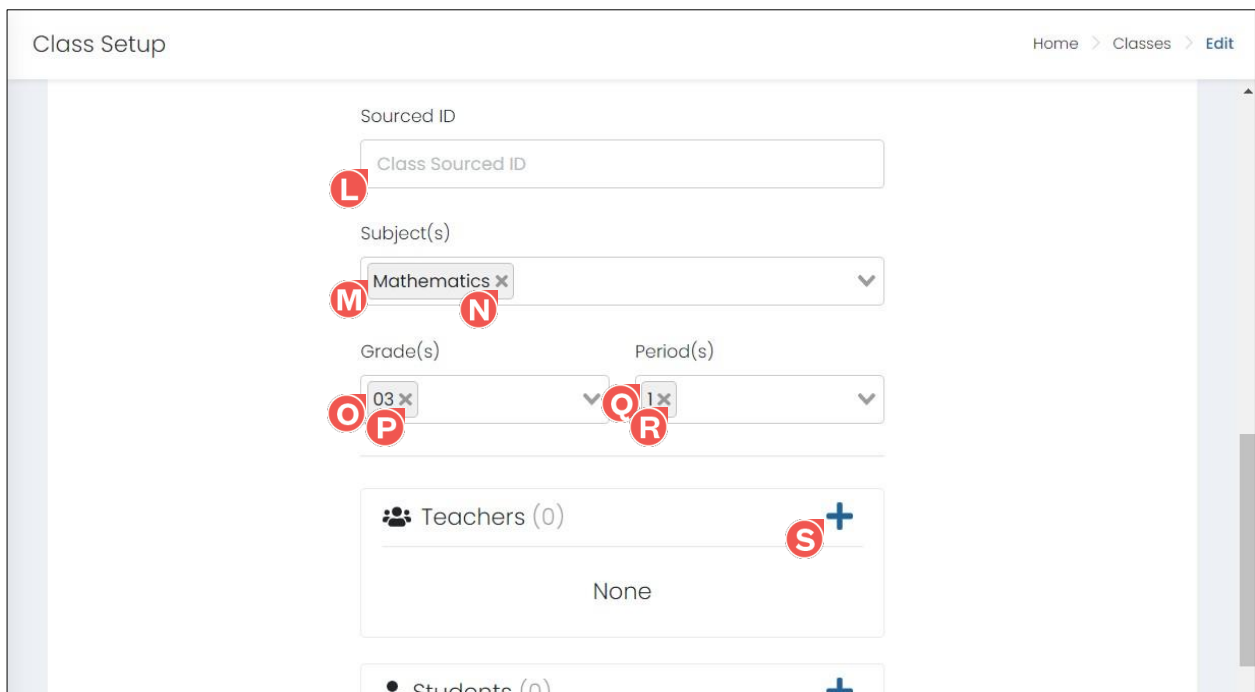
Note: To remove a selected subject, click the **x**  icon located beside it.
12. (Optional) Select the class grade in the **Grade(s)**  field. (Multiple grades may be selected.)

Tip: To search for a grade, begin entering the grade in the **Grade(s)**  field, and then select the grade from the drop-down. (As you type, the drop-down automatically updates to display only the grades that match the entered criteria.)











Note: To remove a selected grade, click the **x**  icon located beside it.
13. (Optional) Enter the class period in the **Period(s)**  field, and then select it from the drop-down. (Multiple periods may be selected.)

Note: To remove a selected period, click the **x**  icon located beside it.
14. Select the **plus sign**  button in the Teachers section. This opens the Add Teachers box, which displays the list of teachers associated with the selected school.

Note: A school must be selected before a teacher can be added. If a school is not selected, the **plus** button is disabled.



The screenshot shows the 'Class Setup' form with the following fields and callout icons:

- Sourced ID:** A text input field with a callout icon  to its left.
- Subject(s):** A dropdown menu showing 'Mathematics' with a callout icon  to its left and a callout icon  to its right.
- Grade(s):** A dropdown menu showing '03' with a callout icon  to its left and a callout icon  to its right.
- Period(s):** A dropdown menu showing '1' with a callout icon  to its left and a callout icon  to its right.
- Teachers (0):** A section with a callout icon  to its right and a plus sign  to its right.
- Students (0):** A section with a plus sign  to its right.

15. When viewing the list of teachers and to select a teacher:


- a. Click the **page navigation arrows** **A** and/or **page numbers** **B** located in the upper right of the list to navigate between the different pages of teachers.
- b. To search the list by teacher name, begin entering the teacher's name in the **Search** **C** field. As you type, the list automatically updates to display only the teachers that match the entered criteria.
- c. Select the **plus sign** **D** button located to the far right of a teacher to select them. (Multiple teachers can be selected.)
- d. Once you have completed selecting the teacher(s), click the **Done** **E** button located in the lower right of the list.

The screenshot shows a window titled "Add Teachers" with a search bar and a list of teachers. The search bar is labeled "Search for Teachers in Cognia-01SCHL (19)" and "Search Teacher by Name...". Below the search bar is a pagination control showing "1 to 8 (19)" and navigation arrows. The list of teachers includes:

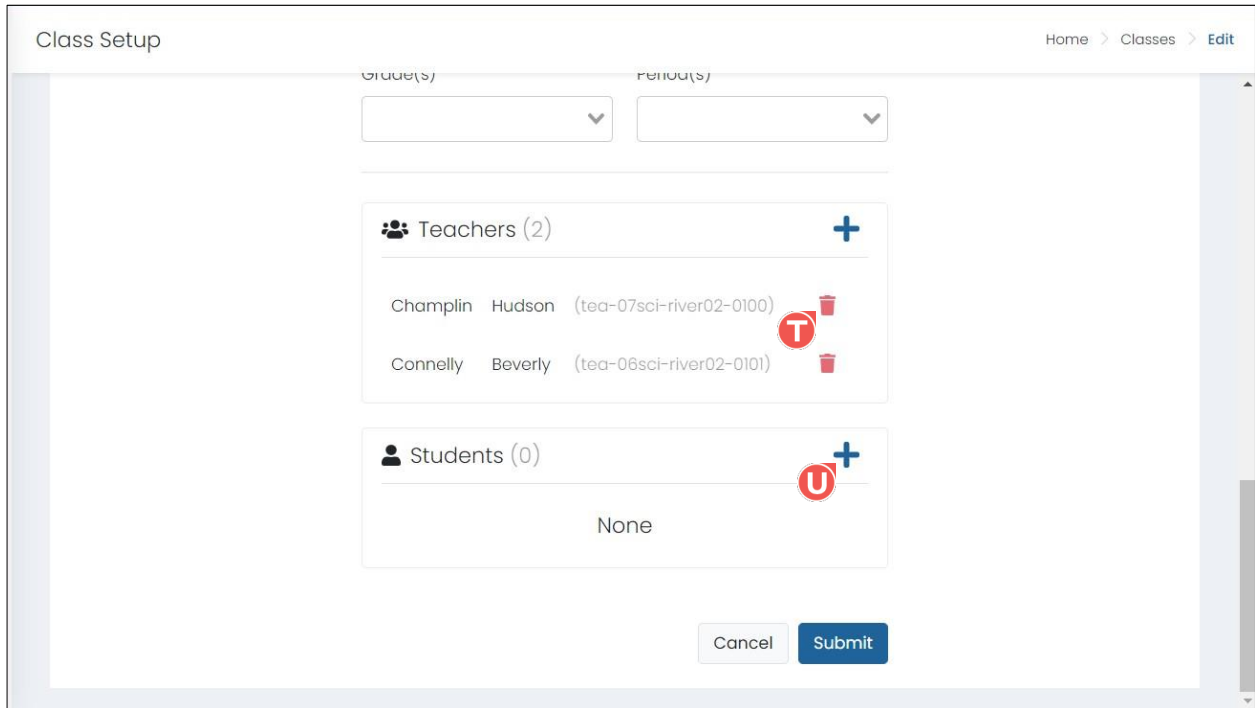
Teacher Name	Username	Identifier	SourcedID	Action
Ismael Beatty	tea-08sci-river02-0102	TEA-08SCI-River02-0102	1c2d058e-f22c-4013-b880-c314d80c6837	+
Hudson Champlin	tea-07sci-river02-0100	TEA-07SCI-River02-0100	d232fe2b-2cc7-48ea-b7ce-06867b2a5f56	+
Beverly Connelly	tea-06sci-river02-0101	TEA-06SCI-River02-0101	fa260c73-852b-438b-b393-38457a76cbbf	+
Pattie Cummings	tea-07sci-river02-0101	TEA-07SCI-River02-0101		+

At the bottom right of the window is a "Done" button.



Note: To remove a teacher, select the **trashcan**  button located to the far right of that teacher in the Teachers section.

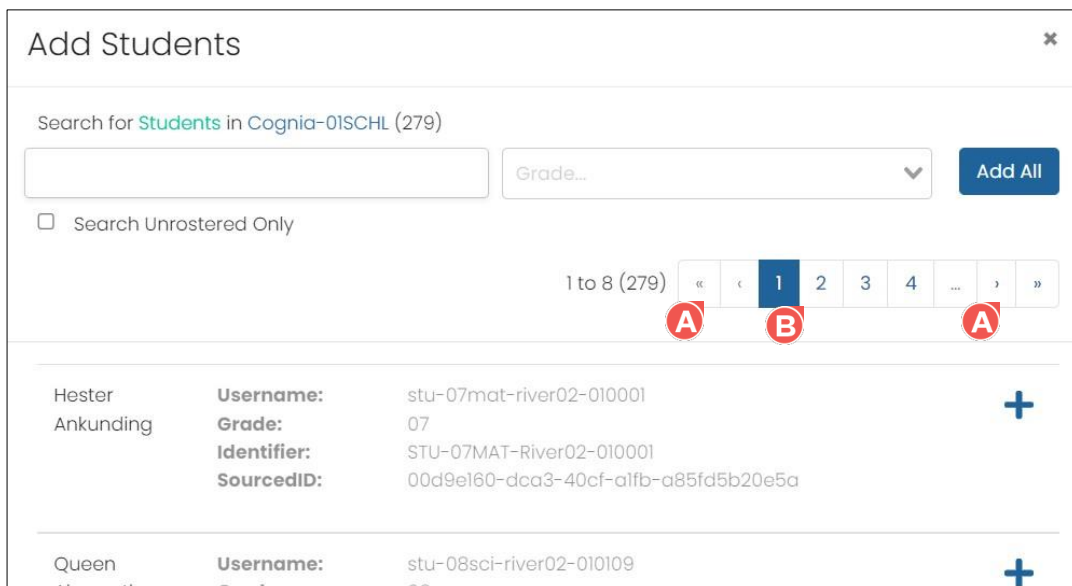
16. Select the **plus sign**  button in the Students section. This opens the Add Students box, which displays the list of students associated with the selected school.

Note: A school must be selected before students can be added. If a school is not selected, the **plus** button is disabled.



17. When viewing the list of students and to select a student:

- a. Click the **page navigation arrows**  and/or **page numbers**  located in the upper right of the list to navigate between the different pages of students.



- b. To search the list by student name, begin entering the student's name in the **Search** **C** field. As you type, the list automatically updates to display only the students that match the entered criteria.
- c. To filter the list by grade, select a grade from the **Grade** **D** drop-down. This updates the list to display only the students in that grade.

Note: To remove a selected grade, click the **x** **E** icon located to the far right of it.
- d. To filter the list to display only the students who are not in any class, select the **Search Unrostered Only** **F** checkbox. This updates the list to display only the unrostered students.
- e. To add all students currently displayed in the list, click the **Add All** **G** button. Otherwise, select the **plus sign** **H** button located to the far right of a student to select them. (Multiple students can be selected.)
- f. Once you have completed selecting the students, click the **Done** **I** button located in the lower right of the list.

Add Students ✕

Search for **Students** in Cognia-01SCHL (279)

03 ✕ ▾

Add All



Search Unrostered Only

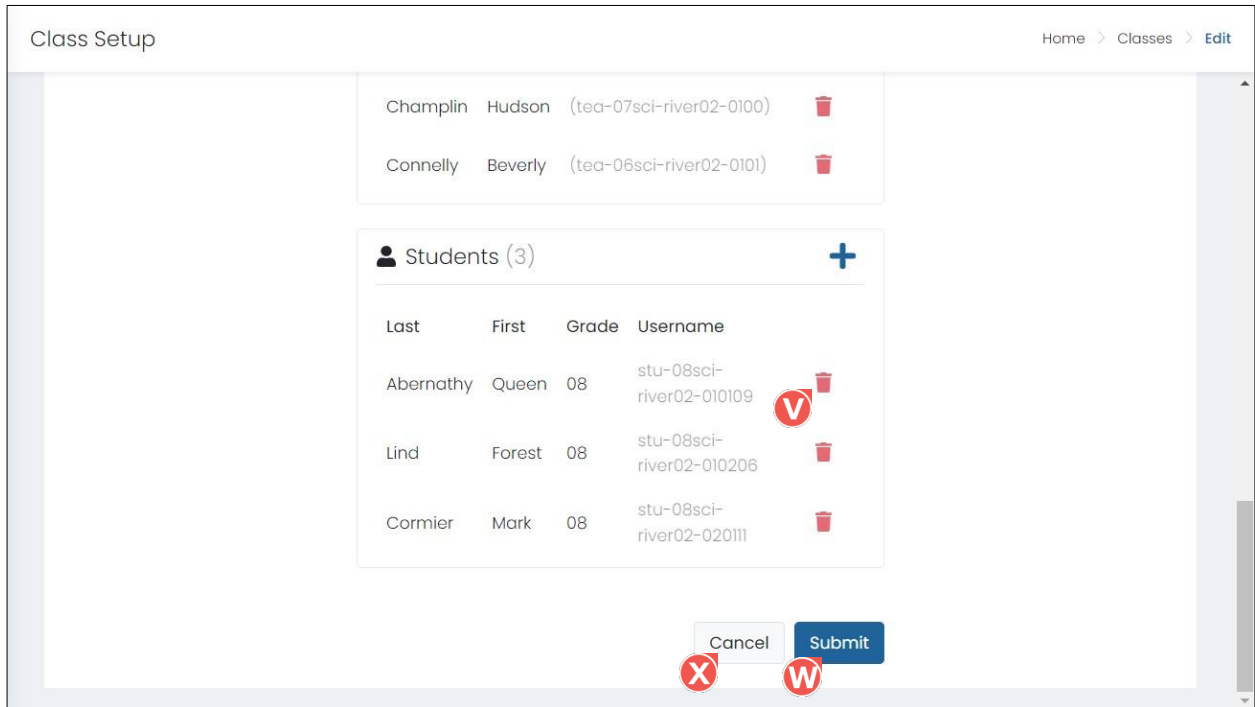
1 to 8 (279) « ‹ 1 2 3 4 … › »

Hester Ankunding	Username: stu-07mat-river02-010001 Grade: 07 Identifier: STU-07MAT-River02-010001 SourcedID: 00d9e160-dca3-40cf-alfb-a85fd5b20e5a	+
Queen Abernathy	Username: stu-08sci-river02-010109 Grade: 08 Identifier: STU-08SCI-River02-010109 SourcedID: 01d8e4f9-81d6-442f-a6f9-079f72c2b11d	+ H
Eloisa Kuhn	Username: stu-07sci-river02-010013 Grade: 07 Identifier: STU-07SCI-River02-010013 SourcedID: 061fd5f5-c481-47fe-91fe-7f5c0e12c160	+
Casimir Senger	Username: stu-06sci-river02-010011 Grade: 06 Identifier: STU-06SCI-River02-010011 SourcedID: 0729e2c0-d088-440b-803c-909b6a1dd826	+

Done

Note: To remove a student, select the **trashcan**  button located to the far right of that student in the Students section.

18. Once you have completed making all selections, click the **Submit**  button located in the lower right of the page to create the class. (If the class no longer needs to be created, click the **Cancel**  button.) This creates the class, and you are returned to the Class Config page.



The screenshot shows the 'Class Setup' interface. At the top right, there are navigation links: 'Home > Classes > Edit'. Below this, there are two sections for adding students. The first section contains two entries: 'Champlin Hudson (tea-07sci-river02-0100)' and 'Connelly Beverly (tea-06sci-river02-0101)', each with a trashcan icon. The second section is titled 'Students (3)' and contains a table with columns for 'Last', 'First', 'Grade', and 'Username'. The table lists three students: 'Abernathy Queen 08', 'Lind Forest 08', and 'Cormier Mark 08'. Each student entry has a trashcan icon and a red 'V' icon. At the bottom of the interface, there are two buttons: 'Cancel' (with a red 'X' icon) and 'Submit' (with a red 'W' icon).

Last	First	Grade	Username
Abernathy	Queen	08	stu-08sci-river02-010109
Lind	Forest	08	stu-08sci-river02-010206
Cormier	Mark	08	stu-08sci-river02-020111

Viewing the Class List

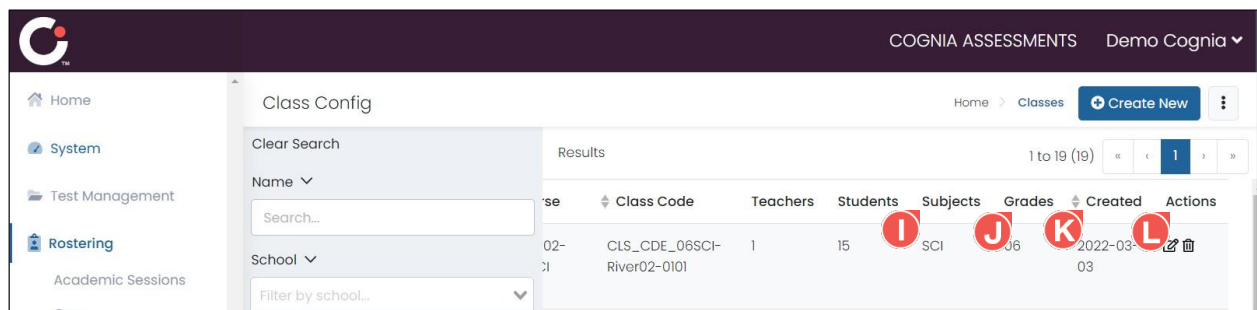
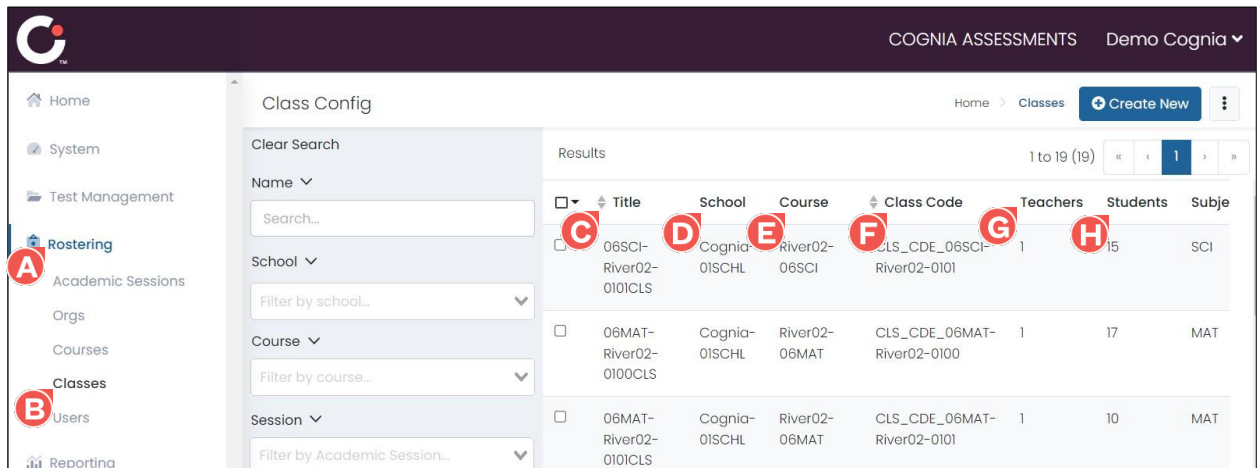
To view the list of classes assigned to your institution:

1. Select the **Rostering** **A** menu located on the left side of the page, and then select **Classes** **B**. This opens the Class Config page. By default, the Class Config page displays the list of classes in your institution. The following columns are displayed for each class:

Note: You may have to use the scroll bar at the bottom of the Classes page to view all columns.

- **Title** **C**: The class name.
- **School** **D**: The institution the class is associated with.
- **Course** **E**: The course the class is associated with.
- **Class Code** **F**: The class code.
- **Teachers** **G**: The number of teachers associated with the class.
- **Students** **H**: The number of students associated with the class.
- **Subjects** **I**: The subject(s) the class is associated with.
- **Grades** **J**: The grade(s) the class is associated with.
- **Created** **K**: The date the class was created.
- **Actions** **L**: The available actions for the class.

Tip: You can sort the list by any of the following columns by selecting the column name and can reverse sort the list by selecting the column a second time: **Title**, **Class Code**, or **Created**.

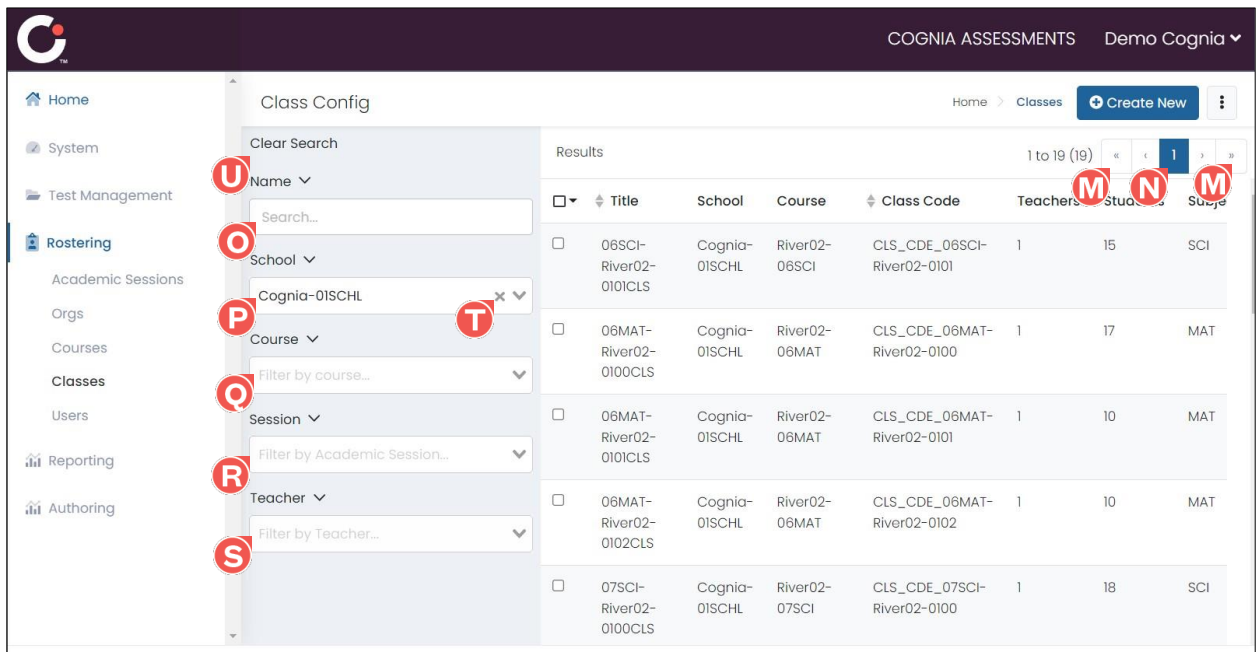


2. When viewing the Class page:

- a. Click the **page navigation arrows** **M** and/or **page numbers** **N** located in the upper right of the page to navigate between the different pages of classes.
- b. To search the list by class name, begin entering the class name in the **Name Search** **O** field. As you type, the list automatically updates to display only the classes that match the entered criteria.
- c. Applicable only to users with access to multiple institutions: To filter the list of classes by school, select a school from the **School** **P** drop-down. This updates the list to display only the classes associated with that school.
- d. To filter the list of classes by course, select a course from the **Course** **Q** drop-down. This updates the list to display only the classes associated with that course.
- e. To filter the list of classes by academic session, select an academic session from the **Session** **R** drop-down. This updates the list to display only the classes associated with that session.
- f. Applicable only to users with access to multiple institutions: If the list is filtered by school, a **Teacher** **S** field displays. To filter the list of classes by teacher, select a teacher from the **Teacher** **S** drop-down. This updates the list to display only the classes associated with that teacher.

Tip: To search for a teacher, begin entering the teacher's name in the **Teacher** **S** field, and then select the teacher from the drop-down. (As you type, the drop-down automatically updates to display only the teachers that match the entered criteria.)

- g. Click the **x** **T** icon located to the right of a field selection to remove the selected option or click **Clear Search** **U** located above the list of search fields to remove all selected options.

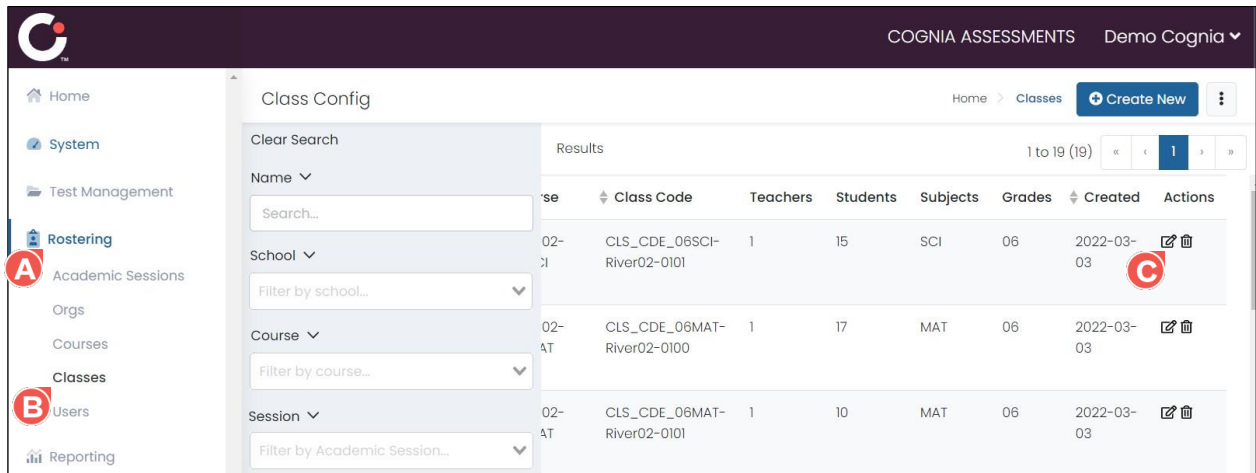


Viewing and Editing an Individual Class

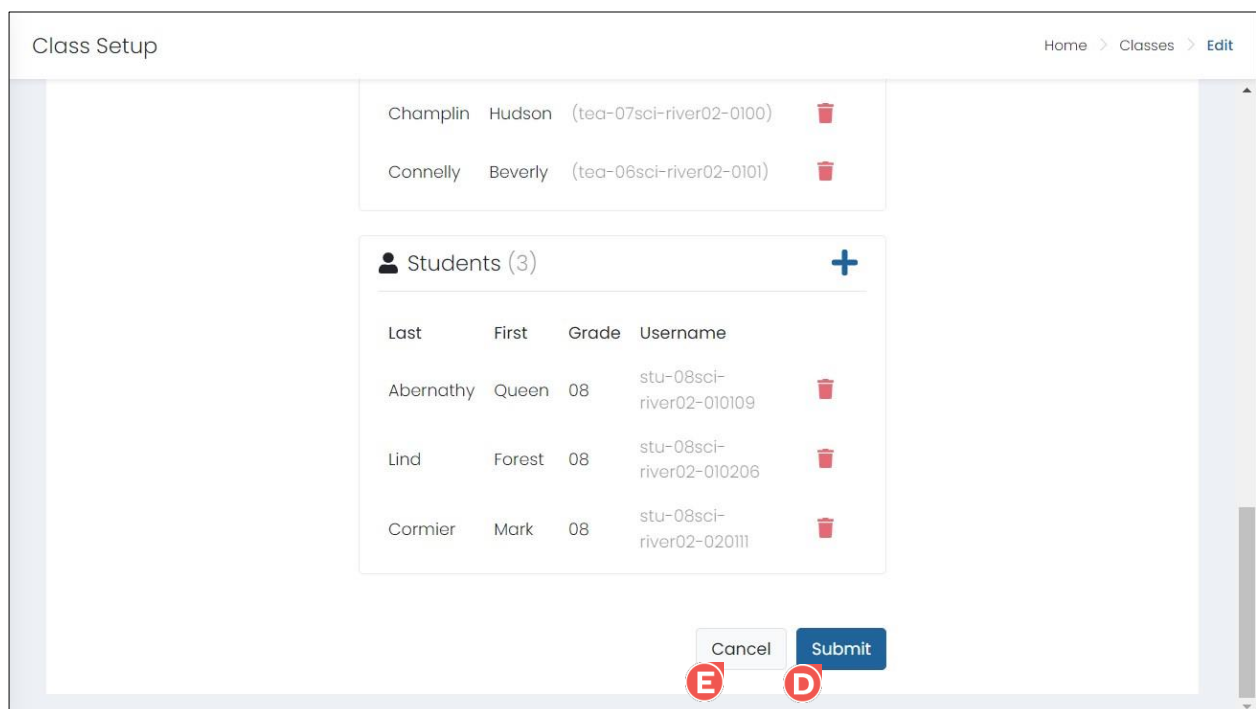
Once a class has been created, the class information can be edited if necessary.

To view and/or edit a class's information:

1. Select the **Rostering** **A** menu located on the left side of the page, and then select **Classes** **B**. This opens the Class Config page.
2. Locate the desired class in the list, and then click the **Edit** **C** icon located in the Actions column to the far right of the class. This opens the Class Setup page for that class.



3. If edits are needed, make the desired edits to the class information.
4. Once you have completed making any edits, click the **Submit** **D** button located in the lower right of the page. If edits aren't needed or the edits no longer need to be made, click the **Cancel** **E** button.

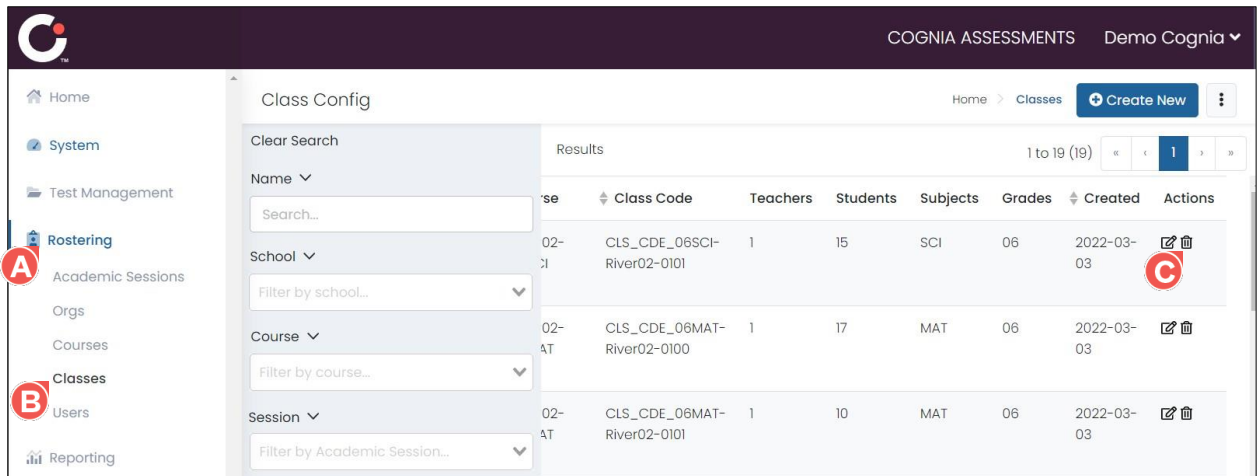


Deleting a Class

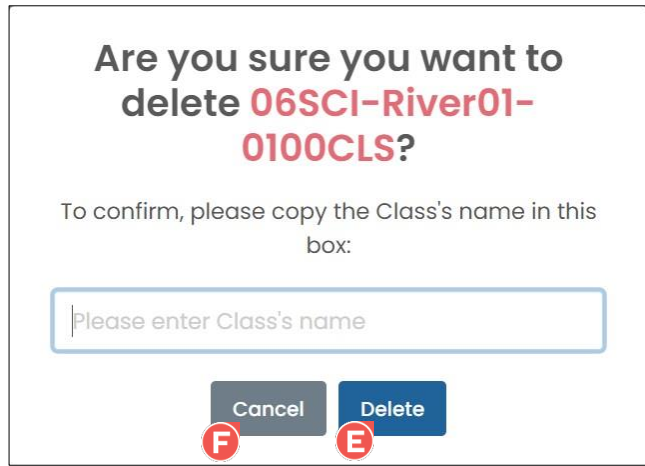
A class can only be deleted if it has not been associated with an administration. Once a class has been associated with an administration, it cannot be deleted.

To delete a class:

1. Select the **Rostering** **A** menu located on the left side of the page, and then select **Classes** **B**. This opens the Class Config page.
2. Locate the desired class in the list, and then click the **Delete** **C** icon located in the Actions column to the far right of the class. This opens a popup prompting you to confirm the action.



3. Either copy the class name that is displayed in the popup and then paste it in the **text box** **D**, or manually enter the class name in the **text box** **D**.
4. Click the **Delete** **E** button to permanently delete the class. (If the class should no longer be deleted, click the **Cancel** **F** button.) This deletes the class, and the class is no longer displayed in the class list.





cognia.org