# Quick User Upload Guide

District Administrators (DAs) and District Test Coordinators (DCs) are responsible for creating user accounts and uploading students to ADAM. The process for adding users via the Quick User Upload tool is outlined below.

1. **Download the User Import template.**
   a. In ADAM, navigate to Rostering > Users. This will bring you to the User Config page.

   b. In the upper right-hand corner, click the ellipsis, and select User Import from the drop-down menu.
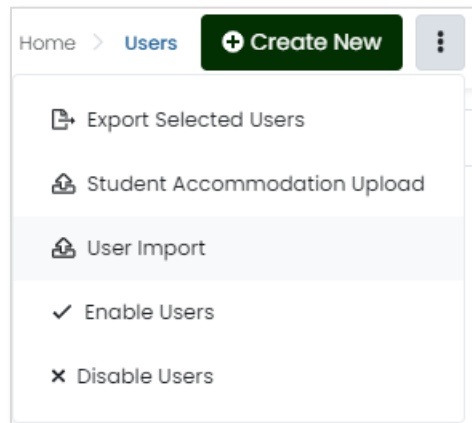
   c. The User Import page will display. Follow the instructions in Step 1 in ADAM to download the template.
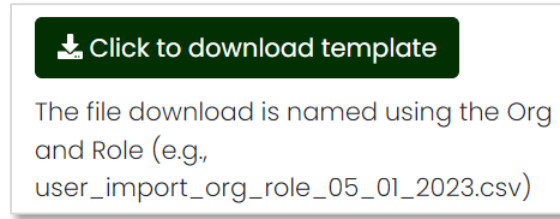   i. Select the role of the users you would like to upload from the drop-down menu.
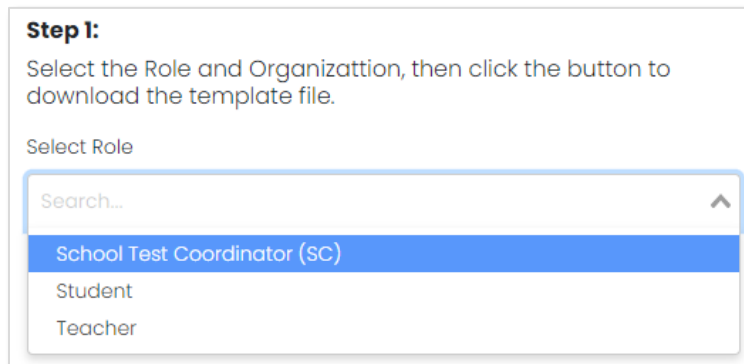
      ii. Select the Org of the users you would like to upload from the drop-down menu.

> *Note:* Only organizations within your district or school will be available for selection.

    iii. Once both selections have been made, click the Click to download template button.

> **⬇ Click to download template**
>
> The file download is named using the Org and Role (e.g., user_import_org_role_05_01_2023.csv)

2. **Update the template with the users for that organization.**
   a. Open the downloaded template in Excel, Sheets, or Numbers. This file will have eight columns – FirstName, LastName, Identifier, UserName, Email, Grade, DOB, and Gender.

	A	B	C	D	E	F	G	H
1	FirstName	LastName	Identifier	UserName	Email	Grade	DOB	Gender
2								
3								
4								
5								
6								

> *Note:* Refer to the file layout on the Vermont Help and Support website for valid values and required fields by role. The required fields will vary depending on the role you are uploading.
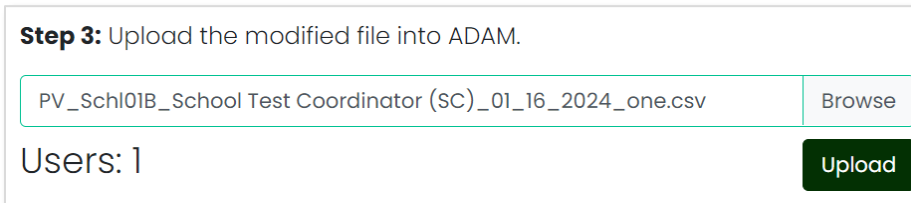
   b. Complete the required fields for all users within that role and organization.
   c. Save a copy of the user import file to your computer as a .csv.

3. **Upload the new user import file to ADAM.**
   a. On the User Import page, navigate to Step 3 at the bottom of the screen.
      i. Be sure your previous selections for Role and Org are still accurate.
   b. Click Browse to select the updated file you saved on your computer.

> **Step 3:** Upload the modified file into ADAM.
>
> Choose a file or drop it here…   Browse
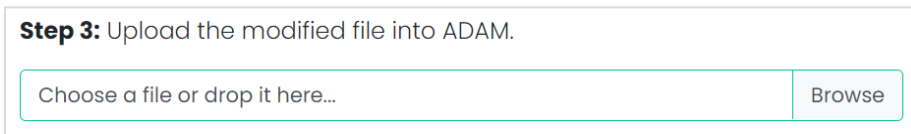
   c. Once the file has been added, click Upload.

> **Step 3:** Upload the modified file into ADAM.
>
> PV_Schl01B_School Test Coordinator (SC)_01_16_2024_one.csv   Browse
>
> Users: 1   Upload

   d. If your upload was successful, you will be brought back to the Users page in ADAM, with a popup that indicates your upload is complete. Proceed to Step 5.

> ✔ **Success**
> Upload Complete

If your upload was unsuccessful, a Validation Error will display. Click Download CSV with Errors to see what errors occurred and proceed to Step 4.

Step 3: Upload the modified file into ADAM.

| PV_Schl01B_School Test Coordinator (SC)_01_16_2024_error.csv | Browse |

Validation Error: ⬇ Download CSV with Errors

4. **If needed, correct any errors and reupload.**
   a. Download the error file and make any necessary edits. When saving a copy of your user import file, be sure to remove the Error column.
   b. Repeat Step 3 to upload the corrected file.
   Note: If you receive an error during the student upload that a student's identifier (their 7-digit state assigned student ID) already exists in the system, please contact the Vermont Service Center.

5. **Repeat these steps until all users within your organization have been successfully updated.**