



Quick User Upload (Rostrering)

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

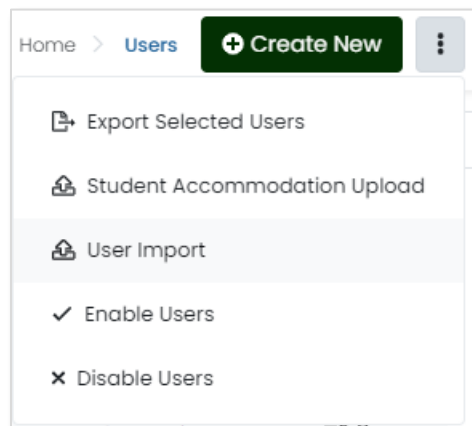
Importing Users

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.

Step 1:
Select the Role and Organization, then click the button to download the template file.

Select Role

Search...

School Test Coordinator (SC)

Student

Teacher

- ii. Select the Org of the users you would like to upload from the drop-down menu.

Select Org

Search...

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 nine columns – FirstName, MiddleName, LastName, Identifier, UserName, Email, Grade, DOB, and Gender.

	A	B	C	D	E	F	G	H	I
1	FirstName	MiddleName	LastName	Identifier	UserName	Email	Grade	DOB	Gender
2									
3									
4									
5									
6									
7									
8									

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.

Browse

- c. Once the file has been added, click Upload.

Step 3: Upload the modified file into ADAM.

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.



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.

Browse

Validation Error: Download CSV with Errors

4. If needed, correct any errors and reupload.

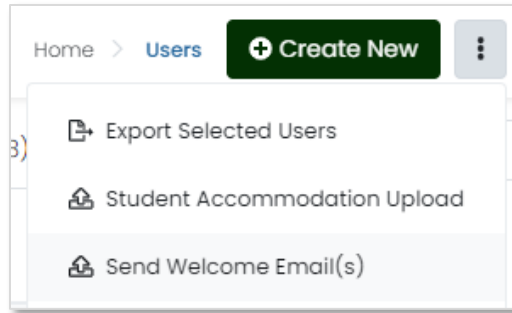
- a. Download the error file and make any necessary edits. When saving a copy of your user import file, be sure to remove the Error column.
- b. Repeat Step 3 to upload the corrected file.

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.

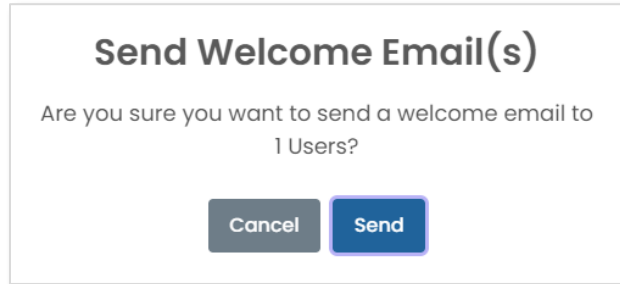
5. Repeat these steps until all users within your organization have been successfully updated.

6. Send welcome emails to new users.

- a. When uploaded through the User Import, users will not receive an email notification that an account has been created for them. To send welcome emails, follow the steps outlined below.
- b. Navigate to the User Config screen by clicking Rostering > Users in the left-hand menu.
- c. Select all new users you would like to send a welcome email to.
 - i. Note: This should be used for staff only, not students.
- d. Click the ellipsis in the upper right, and select "Send Welcome Email(s)"



e. A dialog box will display to confirm. Click Send.



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.