



User Data Management

User Guide

COGNIA ASSESSMENTS



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Introduction

Purpose

This document is intended for system, district, or school administrators responsible for creating and managing users (this includes students, teachers, and administrators) in the Cognia™ Assessments online assessment platform for the administration of Cognia Formative Assessments.

This document covers user roles and permissions, the initial user rostering process, and creating and managing users in the online assessment platform. (Teachers do not have access to these functions.)

Note: The process for creating and managing users is the same process for all user roles.

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



Accessing Cognia Assessments

User Roles and Permissions

Cognia Assessments recognizes four user roles: District Administrator, School Administrator, Teacher, and Student. Each role has a separate set of permissions, which determine the user’s level of access to the components available within the online testing platform. Roles are also associated with organizations (districts or schools), which provide access to specific organizational data. See Table 1 for details on the user roles and permissions.

District Administrators have access to all schools within their district. School Administrators have access to all users and classes within their school. Teachers have access to their class. Administrators and teachers can be assigned to multiple organizations but can only be assigned a single role, which applies to all their assigned organizations. If an administrator or teacher requires multiple roles, they must have a separate user account for each role.

Table 1: User Roles and Permissions

Function	District Administrator	School Administrator	Teacher	Student
User Management				
Create, Edit, and Delete Users	✓	✓		
Course/Class Management				
Create, Edit, and Delete Courses				
Create, Edit, and Delete Classes	✓	✓		
Test Management				
Create, Edit, and Delete Administrations	✓	✓		
Create, Edit, and Delete Tests		✓	✓	
Proctoring				
Print Student Login Tickets	✓	✓	✓	
Pause/Resume Sessions	✓	✓	✓	
Submit/Unsubmit a Student’s Test	✓	✓	✓	
Reseat a Student’s Session	✓	✓	✓	
Student Test Delivery System				
Log In				✓
Take an Online Assessment				✓
Scoring				
Score Open Response Items			✓	
Reporting				
View Reports	✓	✓	✓	

Adding Users

When a request is submitted to access the Cognia Formative Assessments, Cognia will create an account for the requested user. That user is responsible for uploading additional users to their organization. Users can be added manually or via the Quick User Upload feature.

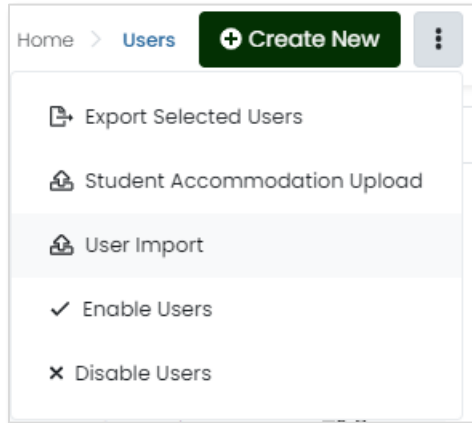
Uploading Users

To add multiple users, you will complete the Quick User Upload.

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 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								
7								

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.

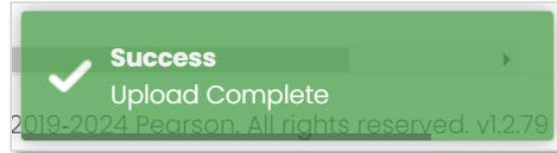
Step 3: Upload the modified file into ADAM.

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

Step 3: Upload the modified file into ADAM.

Users: 1

- 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.

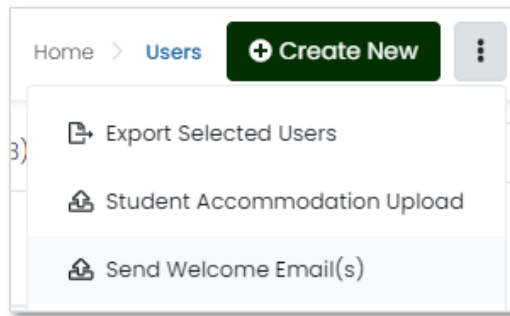
Step 3: Upload the modified file into ADAM.

Validation Error:

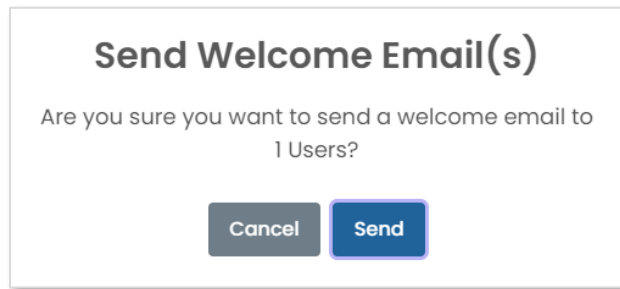
4. If needed, correct any errors and reupload.
 - a. Download the error file and make any necessary edits. When saving a copy of your user import file, be sure to remove the Error column.
 - b. Repeat Step 3 to upload the corrected file.

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)”



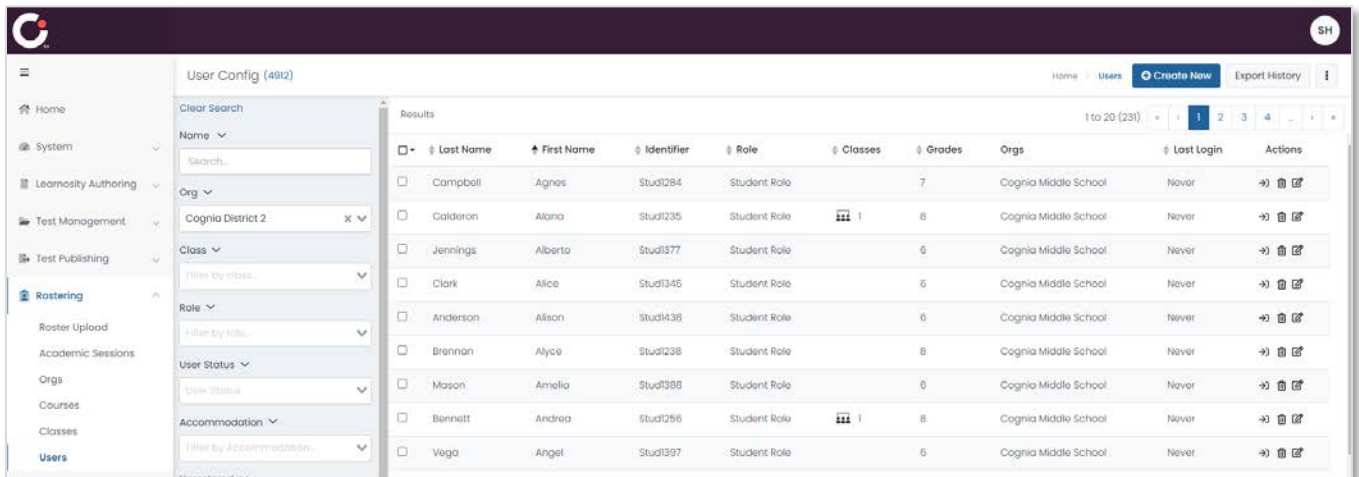
- e. A dialog box will display to confirm. Click Send.



Adding Users Manually

To add a new user manually,

1. Navigate to the Rostering > Users page. This opens the User Config page. By default, the User Config page displays the list of users in your organization.
2. Click the Create New button located in the upper right of the page.



3. On the User Setup page, enter the users
 - First name

- Middle name (optional)
- Last name
- Role
- Identifier
- Grade(s)
- Org Scopes
- Sourced ID (we recommend using the same value used for the identifier)
- Username (this can also be the same as the identifier)
- User Email (optional)

←
User Setup:

Information

Preferred Names

Classes

User Setup

Manage User Settings

*** First Name**

Middle Name

*** Last Name**

*** Role**

*** Identifier**

Client defined identifier for user.

Grades

*** Org Scopes**

*** Sourced ID**

Username *

User Email

Set Password ^

User Enabled

Users that are not enabled are not able to login.

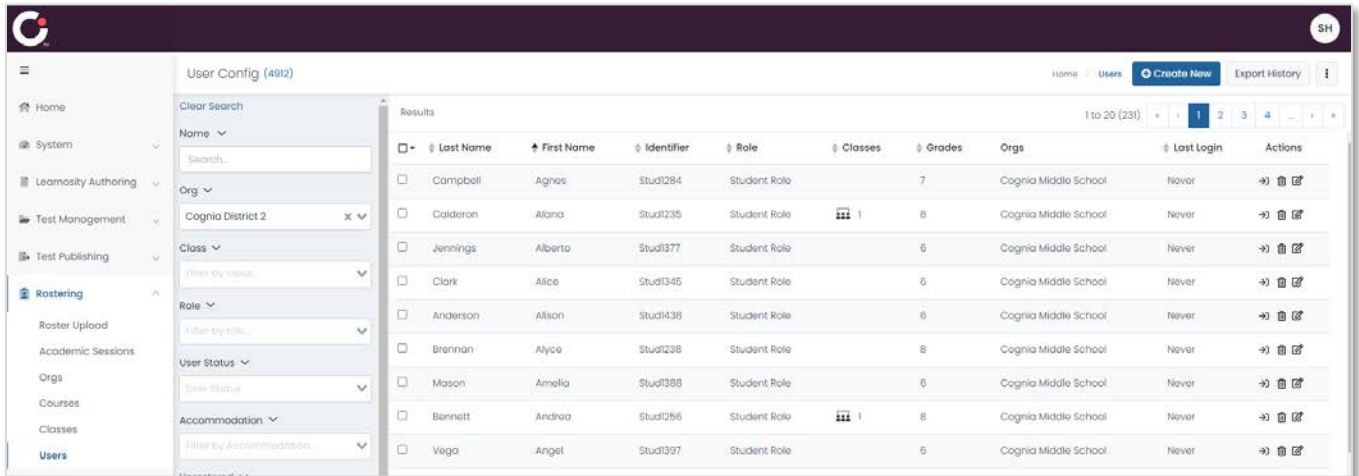
4. Once all fields are complete, click Save in the upper right corner.

Managing Users

Viewing the User List

To view the list of users assigned to your organization,

1. Navigate to **Rostering > Users**. This will bring you to the User Config page.



The screenshot shows the 'User Config (4912)' page. On the left is a navigation menu with 'Users' selected. The main area has a search bar and filters for Name, Org (Cognia District 2), Class, Role, User Status, and Accommodation. The results table has the following columns: Last Name, First Name, Identifier, Role, Classes, Grades, Orgs, Last Login, and Actions. The table contains 9 rows of user data.

<input type="checkbox"/>	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions
<input type="checkbox"/>	Campbell	Agnos	Stud1284	Student Role		7	Cognia Middle School	Never	→ 🗑️ ✎️
<input type="checkbox"/>	Calderon	Alana	Stud1235	Student Role	111 1	8	Cognia Middle School	Never	→ 🗑️ ✎️
<input type="checkbox"/>	Jennings	Alberto	Stud1377	Student Role		6	Cognia Middle School	Never	→ 🗑️ ✎️
<input type="checkbox"/>	Clark	Alice	Stud1345	Student Role		6	Cognia Middle School	Never	→ 🗑️ ✎️
<input type="checkbox"/>	Anderson	Allison	Stud1436	Student Role		6	Cognia Middle School	Never	→ 🗑️ ✎️
<input type="checkbox"/>	Brennan	Alyce	Stud1238	Student Role		8	Cognia Middle School	Never	→ 🗑️ ✎️
<input type="checkbox"/>	Mason	Amelia	Stud1388	Student Role		6	Cognia Middle School	Never	→ 🗑️ ✎️
<input type="checkbox"/>	Bennett	Andrea	Stud1266	Student Role	111 1	8	Cognia Middle School	Never	→ 🗑️ ✎️
<input type="checkbox"/>	Vega	Angel	Stud1397	Student Role		6	Cognia Middle School	Never	→ 🗑️ ✎️

2. On this page, you will see nine columns:

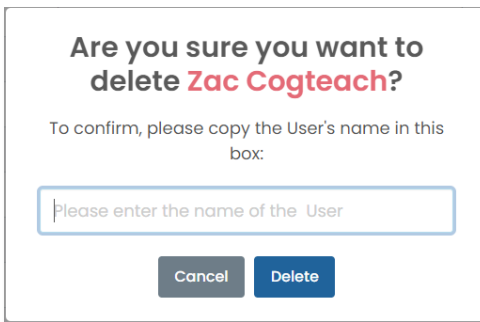
- **Last name**
- **First name**
- **Identifier**
- **Role**
- **Classes**
- **Grades**
- **Orgs**
- **Last Login**
- **Actions** (Login as, Delete, Edit)

Tip: You can sort the list by selecting a column name and can reverse sort the list by selecting the column name a second time. (Users cannot be sorted by Orgs or Actions.)

3. You can search for a specific user by name or identifier using the **Name** field on the left side of the User Config page.
4. You can filter the users list by **Org**, **Class**, **Role**, **User Status**, or **Accommodation**. You can also choose to show unrostered students, temporary students, or students assigned to multiple organizations.

Editing and Deleting Users

1. From the User Config page, locate the user you would like to edit or delete, using the search or filter functions.
2. To edit a user's profile, click the **Edit** icon (✎) in the **Actions** column.
 - This will open the User Setup page.
 - Edit the necessary fields, and click **Save**.
3. To permanently delete a user, click the **Delete** icon (🗑) in the **Actions** column.
4. A dialog box appears asking you to confirm the user should be deleted. Type the user's name in the box, then click **Delete**.





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