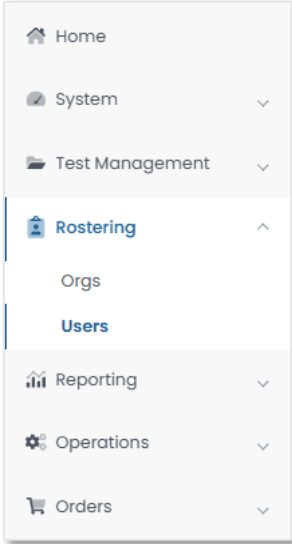
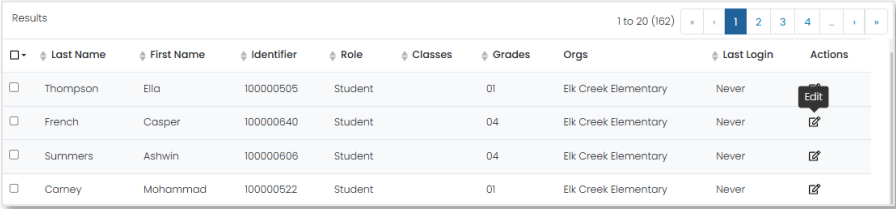


Applying Assignment Tags in ADAM

For the Spring Summative test administration there are 6 Mathematics tests that can be taken by high school students: Algebra I, Algebra II, Geometry, Integrated Math I, Integrated Math II, & Integrated Math III (grade 8 students enrolled in an Algebra I course are also eligible to take the Algebra I test). For those students taking their Summative test on Paper, an assignment tag must be applied to their student record in ADAM for Pearson to ship the correct test.

Below you will find directions for applying assignment tags in ADAM, either by applying directly to the student record or using the bulk upload.

Applying Assignment Tags to the Student Record	
Go to Rostering > Users.	
Search for a student by first or last name. In the Action column click the edit icon for the student.	

Click **Assignment Tag(s)**.

- Accommodations
- Administrations
- Assignment Tag(s)**
- Demographics
- Information

Select an assignment tag in the **Assignment Tag(s)** field, then click **Save**.

Assignment Tag(s)
Tags can be used in selection criteria when creating administrations

Select Assignment Tag(s)...

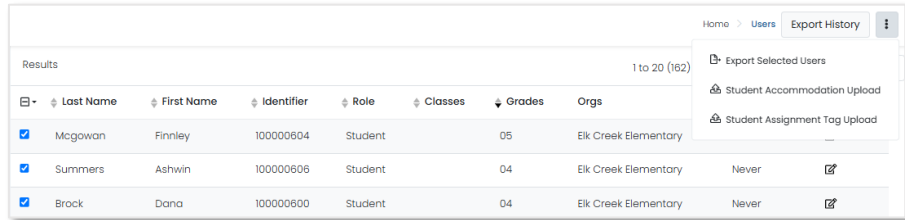
- Algebra I**
- Algebra II
- Geometry
- Integrated Math I
- Integrated Math II
- Integrated Math III

Applying Assignment Tags via Bulk Upload

Go to **Rostering > Users**

- Home
- System
- Test Management
- Rostering**
- Orgs
- Users**
- Reporting
- Operations
- Orders

Select the number of Student records desired, then in the menu on the top right select **Student Assignment Tag Upload**.



Follow the instructions in Step 1 on the Upload page. Click the **Click to download template** button. Follow the instructions in Step 2 to fill out the template file, then follow the instructions in Step 3 to upload the completed file.

