## 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.

Applying Assignment Tags to the Student Record							
Go to Rostering > Users.		<ul> <li>Home</li> <li>System</li> <li>Test Management</li> <li>Rostering</li> <li>Orgs</li> <li>Users</li> <li>Reporting</li> <li>Operations</li> <li>Orders</li> </ul>	× × × ×				
Search for a student by first or last name. In the Action column click the edit icon for the student.	Results         Image:	Role               Classes               Grades            Student              01               04               04            Student              04               04               04            Student              01               04               01	1 to 20 (162)       orgs       Elk Creek Elementary       Elk Creek Elementary       Elk Creek Elementary       Elk Creek Elementary	1     2     3     4     _     >       • Last Login     Actions       Never     Color       Never     Color       Never     Color       Never     Color       Never     Color			

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

Click Assignment Tag(s).	Accommodations Administrations Assignment Tag(s) Demographics Information
Select an assignment tag in the Assignment Tag(s) field, then click <b>Save</b> .	Assignment Tag(s) Tags can be used in selection criteria when creating administrations Select Assignment Tag(s)  Algebra I Algebra I Geometry Integrated Math I Integrated Math II Integrated Math III

Applying Assignment Tags via Bulk Upload					
Go to Rostering > Users	<ul> <li>☆ Home</li> <li>⊘ System</li> <li>⇒ Test Management</li> <li>② Rostering</li> <li>Orgs</li> <li>Users</li> <li>③ Reporting</li> <li>☆ Operations</li> <li>③ Orders</li> </ul>				

Select the number of Student records desired, then in the menu on the	Results         1 to 20 (162)           □ - \$ Last Name         \$ Identifier         \$ Role         \$ Classes         \$ Grades         Orgs           ☑         Monowon         Finnley         100000604         Student         05         Fik Circek Flementary						Home D Users Export History D Export Selected Users A Student Accommodation Upload A Student Assignment Tog Upload			
top right select		Summers	Ashwin	100000606	Student		04	Elk Creek Elementary	Never	đ
Student		Brock	Dana	10000600	Student		04	Elk Creek Elementary	Never	đ
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	Student Assignment Tag Upload via CSV         Follow the instructions to add or remove student assignment tags.         Step I:         Click the button to download the template file.         These are the tag options for your students.         (Tags can be used in selection criteria when creating administrations)         • ALG01 - Algebra I         • ALG02 - Algebra I         • OEO - Geometry         • INT01 - Integrated Math I         • INT03 - Integrated Math II         • INT03 - Integrated Math III         • The file download template         The file download is named using the Date. (e.g., Student				)	<ul> <li>Step 2:</li> <li>Open the file using Sheets, Numbers, or Excel.</li> <li>Place a 1 in the cell to enable the tag.</li> <li>Place either a 0 or set the cell to blank to turn off the tag.</li> <li>Save the modified file as a .csv (comma separated values)</li> </ul>				
in Step 3 to	Ste	<b>p 3:</b> Upload t	the modified	file into ADAI	И.					