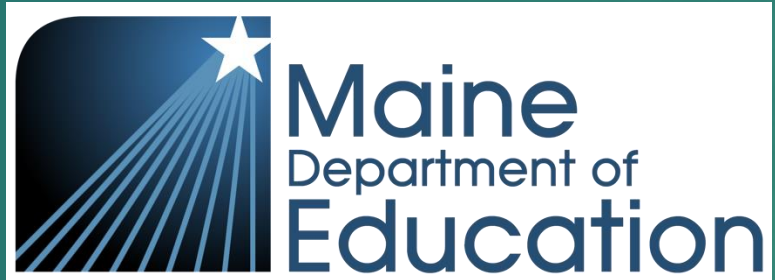




New Meridian

Science Exchange



Maine Science Assessment Training Module: Rostering in the ADAM Platform

Sponsor: Krista Averill, Assessment Coordinator, Maine DOE

Presented by: Science Assessment Technical Program Support



New Meridian

School Year 2024 - 2025

Rostering

- Maine DOE Data Team submits rosters based on student information in NEO.
- Students will be rostered at their attending schools where they receive instruction.
 - Regional and Alternate Programs
 - Out-of-State Schools
 - Special Purpose Private Schools
- Home-instruction students who receive 1-99% of education at school will be in the roster for their resident SAU.
- Synergy/NEO is the source of truth for student roster information, and a daily change file will synch the information in Synergy/NEO with what appears in ADAM.

Rostering-Related Roles and Permissions

				District Assessment Coordinator	District Technology Coordinator	School Assessment Coordinator	School Technology Coordinator	Teacher	Proctor
User access									
Make user accounts for district users				x					
Make user accounts for school users				x	x	x			
Student rostering									
Change student preferred name				x	x	x	x		
Add/remove/edit students' accommodations				x	x	x	x		x - TTS only
Request paper accommodation				x					
Create/delete/edit a class				x	x	x	x		
Add/remove/change students class assignment				x	x	x	x		
Test assignment									
View test assignments/test admins				x	x	x	x		
Change student test assignment				x	x	x	x		
View/print test tickets				x	x	x	x		x
View/print roster lists				x	x	x	x		x
Test proctoring									
View test progress				x	x	x	x		x
Reseat a student				x	x	x	x		x
Unsubmit a test									
Request to unsubmit a test				x					
View student test progress				x	x	x	x		x
Add/remove TTS for student's current session				x	x	x	x		x
Activity reports									
View/export activity/progress for district				x	x				
View/export activity/progress for schools				x	x	x	x		

Managing Class Rosters

How To:

- Manage student rosters
- Manage classes
- Use the Quick Class Upload tool
- Update student supports and accommodations
- View student assignments to test sessions for each administration
- Find additional resources for rostering support

Managing Class Rosters


District/School To Do List:

- Confirm student rosters in ADAM
- Update through Maine DOE if needed
- Create classes and add students to classes
- Check that classes have a designated course, determined by grade level

Managing Rosters

- **Districts** – SAUs/districts are pre-populated in ADAM.
- **Schools** – Schools are pre-populated in ADAM.
- **Courses** – Courses are pre-populated in ADAM and represent the grade level.
 - 5th Grade Science
 - 8th Grade Science
 - HS Science
- **Classes** – Classes are created and maintained by the DAC or SAC.
- **Students** – Students are pre-populated and assigned to a school but need to be added and maintained within a class by the DAC or SAC.

Managing Classes



☰

Home

System

Test Management

Rostering

Orgs

Courses

Classes

Users

Reporting

Search for Existing Classes

Class Config

Clear Search

Name

Demo

School

Filter by school...

Course

Filter by course...

Academic Session





Filter by Academic Session...

Sourced ID

Search Sourced ID...

Results

1 to 2 (2)

	Title	School	Course	Class Code	Teacher	Students	Subjects	Grades	Created	Actions
<input type="checkbox"/>	Bob DEMO Class 1	DEMO Northview High School	Demo HS Science	Bob DEMO Class 1	None	2	None	4 Grades	2024-04-11	 
<input type="checkbox"/>	Bob DEMO Class 2	DEMO Northview High School	Demo HS Science	Bob DEMO Class 2	None	1	None	4 Grades	2024-04-11	 

New Class Options


Maine Science Susan Gundy

Home > Classes [+ Create New](#)

Create One Class at a Time

Home > Classes

[+ Create New](#)

 Quick Class Upload

Click "Edit" button to view Class information

Quick Class Upload of Multiple Classes

Adding and Managing Classes

Adding Classes in ADAM:

Quick Class Upload

This process is most likely used by the SAC to create all the classes and add the students into those classes, one grade at a time.

This is accomplished by following the on-screen instructions in ADAM by navigating to Rostering | Classes. This is a three-step process:

1. Download an automatically generated list of students in a specified grade and school.
2. Modify the downloaded file to assign each student to a class.
3. Upload the enhanced file into ADAM.

One Class At A Time

This process is most likely used by the School Administrator if a new class is identified after the quick class upload is complete. This is a two-step process:

1. Navigate in ADAM to Rostering | Classes and use the “Add Classes” button to add a single class.
2. Modify the class and enroll the students into the class.

Quick Class Upload



Open Quick Class Upload Tool

Select Grade for Class



Note that for High School classes, you will need to download a file for each grade level (09, 10, 11, 12) but can still create a mixed-grade class code

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

Search...

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

Browse

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

Search...

05

08

09

10

11

12

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Browse

Quick Class Upload Walkthrough

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

05



Select Course

Search...



5th Grade Science

Demo 5th Grade Science

Choose a file or drop it here...

Browse

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Select Course –
Selection options will be based
on the grade you already
selected

Select Academic
Session
“SY24-25”

Search for and
Select School

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

05



Select Course

5th Grade Science



Select Academic Session

SY 24-25



Select School

Search...



Abraham Lincoln School

Academy Hill School

Acadia Academy School

Acton Elementary School

Adams School

Agnes Gray School

Airline Community School

Browse

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Quick Class Upload Walkthrough

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

05



Select Course

Demo 5th Grade Science



Select Academic Session



Select School

DEMO Northview Elementary



Click to download template

The file download is named using the School Name, Course Name, and Date. (e.g., quick_class_Easton Elementary_5th Grade Science_05_01_2021.csv)

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

Add your unique Class Code to your template file in the "class_code" column and save the file again to your computer.



Open the download file from Step 1. (Look in the download tray or download folder.)

A file made up of six columns will open for you. Column A (user_sourced_id) is the State Student ID (SSID). Columns B and C are for the student names. Ignore and do not modify columns D and E.



	A	B	C	D	E	F
1	user_sourced_id	first_name	last_name	course_sourced_id	school_sourced_id	class_code
2	5384725	John	Huston	01-06SCI	ido01-d01-s02	
3	6985715	Becky	Lynn	01-06SCI	ido01-d01-s02	
4	3569774	John	Kline	01-06SCI	ido01-d01-s02	
5	8754627	Jean	Falster	01-06SCI	ido01-d01-s02	
6	2596842	Kenny	Master	01-06SCI	ido01-d01-s02	
7	1589754	Troy	Groetken	01-06SCI	ido01-d01-s02	
8						

Quick Class Upload Walkthrough

Confirm the number of classes and students you are adding

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

05



Select Course

Demo 5th Grade Science



Select Academic Session

SY 24-25



Select School

DEMO Northview Elementary



Click to download template

The file download is named using the School Name, Course Name, and Date. (e.g., quick_class_Easton Elementary_5th Grade Science_05_01_2021.csv)

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Step 3: Upload the modified file into ADAM.

quick_class_DEMO Northview Elementary_Demo 5th Grade Science_10_31_2024.csv

Browse

New Classes: 1

New Enrollments: 1

Upload

Browse the files on your computer to select the modified file and upload it to ADAM.

Don't forget to click Upload

Create /
Modify
One Class
at a Time

Home

System

Test Management

Rostering

Orgs

Courses

Classes

Users

Reporting

Class Config

Clear Search

Name

School

Course

Academic Session

Sourced ID

Results

1 to 2 (2)

1

	Title	School	Course	Class Code	Teacher	Students	Subjects	Grades	Created	Actions
<input type="checkbox"/>	Bob DEMO Class 1	DEMO Northview High School	Demo HS Science	Bob DEMO Class 1	None	2	None	4 Grades	2024-04-11	
<input type="checkbox"/>	Bob DEMO Class 2	DEMO Northview High School	Demo HS Science	Bob DEMO Class 2	None	1	None	4 Grades	2024-04-11	

Create a New Class

Click "Edit"
button to view
and modify Class
information

Create / Modify One Class at a Time

Complete the form



Class Setup

Classes are collections of students that can be administered tests

Title

Bob DEMO Class 1

Title should not exceed 50 characters

Class Code

Bob DEMO Class 1

Location

Location

Class Type

Scheduled

School

DEMO Northview High School

Course

Demo HS Science

Academic Sessions

SY 23-24

Sourced ID

3bcf2130-641f-48a4-af00-504ae74b1654

Subject(s)

Select...

Grade(s)

11 12 10 09

Period(s)

Select...

Teachers (0)

None

Students (2)

Add Student

Edit Enrollment

Last	First	Grade	Username
Daniel	Mara	HS	ssid075
Woods	Jaydon	11	ssid270



Search for and add students

View or Export Student Rosters from the Admin Card for each Session

Remember: The Science Assessment contains Session 1, Session 2, and Session 3 for each grade level. Each session has its own Admin Card.

The screenshot shows the 'High School Science Session 1' Admin Card. At the top, it displays the session title, a date range '12/12/23 - 05/31/24', and a status bar with icons for completion, flags, lock, and user access. Below this, it shows '50 STUDENTS' and 'PROCTOR GROUPS'. A dropdown menu is open for the 'STUDENTS' section, showing options: 'View', 'Export', and 'Print Cards'. Annotations with red arrows point to these options and the 'PROCTOR GROUPS' dropdown. A table below shows session assignments with columns for 'Sessions' and 'Test'.

Click to expand the menu to View the roster details of students in the Administration

View proctor group details and lists of proctor group enrollments

Select "View" to open a list of student session assignments

Select "Export" to download a CSV spreadsheet of students in the Administration to your computer

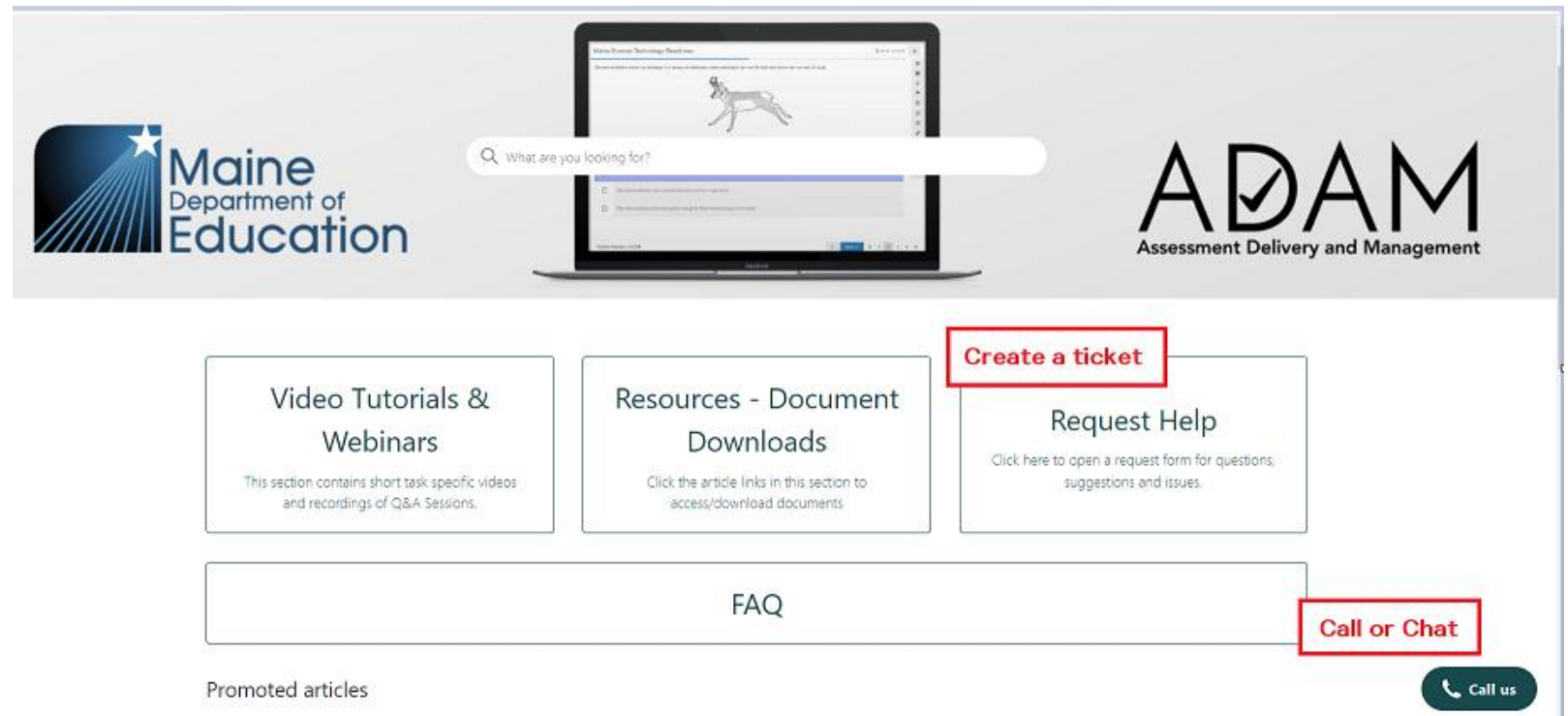
Download a CSV spreadsheet of proctor group enrollments to your computer

Rostering Resources at the Maine Science Support Desk

Maine Science Support Desk is Full of Up-to-Date Information

Toll Free Number: 855-544-0842 *or*

Online Self-Service: <https://mescience.zendesk.com>



SAU Science Assessment Administration Support

** Note the New
Meridian/MZD Help Desk
contact information provided
here is unique to the Maine
Science Assessment.*

*Math and reading assessments
have a separate, different help
desk.*

Maine Department of Education

Science Assessment Coordinator

Krista.Averill@maine.gov or 207-215-2568

- [Maine Science | Department of Education](#) – Resource Page
- Accommodations, irregularities, assessment content, policy, and student-related questions

MEDMS Support Team

MEDMS.Support@maine.gov or (207) 624-6896

- Questions regarding assessment rosters [in NEO](#)

New Meridian/MZD

Toll Free Number: 855-544-0842 or

Online Self-Service: <https://mescience.zendesk.com>

- Lockdown Browser (LDB) installation issues, LDB not working
- Log in credentials & Support
- Rostering information and support



New Meridian
Science Exchange

Thank you!