ADAM Platform User Guide

MAINE SCIENCE ASSESSMENT

SPRING 2024

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Introduction

This ADAM Platform User Guide provides necessary information for assessment administrators and technology coordinators at the school and district levels to prepare for the Spring 2024 Maine Science Assessment.

The online administration of the Maine Science Assessment will be delivered by the Maine Department of Education (DOE), using the Assessment Delivery and Management (ADAM) platform. This guide details how to manage user accounts for school and SAU coordinators; how to access and manage student rosters; how to create groupings of students for assessment administration; and how to ensure that students are assigned to the right assessments, sessions, and groups.

This document is part of a suite of guides and manuals available through the Maine DOE for the Spring 2024 Maine Science Assessment, including:

- o [Accessibility Guide](#)
- o [ADAM Platform User Guide](#) (**THIS DOCUMENT)**
- o Assessment Administration Manuals, one each for [grade 5](#), [grade 8](#), and [3rd year of high school](#)
- o [Device, System, and Lockdown Browser Installation Guide](#)
- o [Principal and Assessment Coordinator Manual](#)
- o [Proctor User Guide](#)
- o [Quick Guide – Starting your Maine Science Assessment](#)

If questions arise, or if any situation occurs that could cause any part of the science assessment administration to be compromised, assessment coordinators should contact Krista Averill, Assessment Coordinator at the Maine Department of Education, at krista.averill@maine.gov or 207-215-6528.

If after reading this guide, you still need assistance, contact the Maine Science Support Desk at: https://mescience.zendesk.com.

Overview

In preparation for the Maine Science Assessment administration for Spring 2024, school and district coordinators will be undertaking the following activities in the ADAM online assessment platform:

DISTRICT ASSESSMENT COORDINATORS (DAC):

1. Set up your ADAM user account.
2. Create other ADAM users.

SCHOOL ASSESSMENT COORDINATORS (SAC):

1. Set up your ADAM user account.
2. Create other ADAM users.
3. Complete initial load of classes and enroll students.
4. Add un-rostered students to a class.
5. Update student designated supports/accommodations.
6. Print student assessment cards.

This manual is full of useful information. To easily find the primary activities in this document, you can search for "TASK." Each of these activities is tagged like this:

** TASK – This is an example of a primary activity **

Section 1: How to Access ADAM

This section prepares you to access the online assessment delivery platform, ADAM, for the first time.

** TASK – Set up your ADAM User **

Receiving Your Welcome Email

If you are a District Assessment Coordinator (DAC), your ADAM account will be created by the Maine DOE. If you are a School Assessment Coordinator (SAC) or Technology Coordinator (TC), your account will usually be created by your DAC or another coordinator at your school.

New and Returning Coordinators

When your account is created in ADAM, you should receive an automated welcome email from no_reply@mzdevinc.com that contains a temporary link. Check your spam folder if a welcome email you are expecting has not been received.
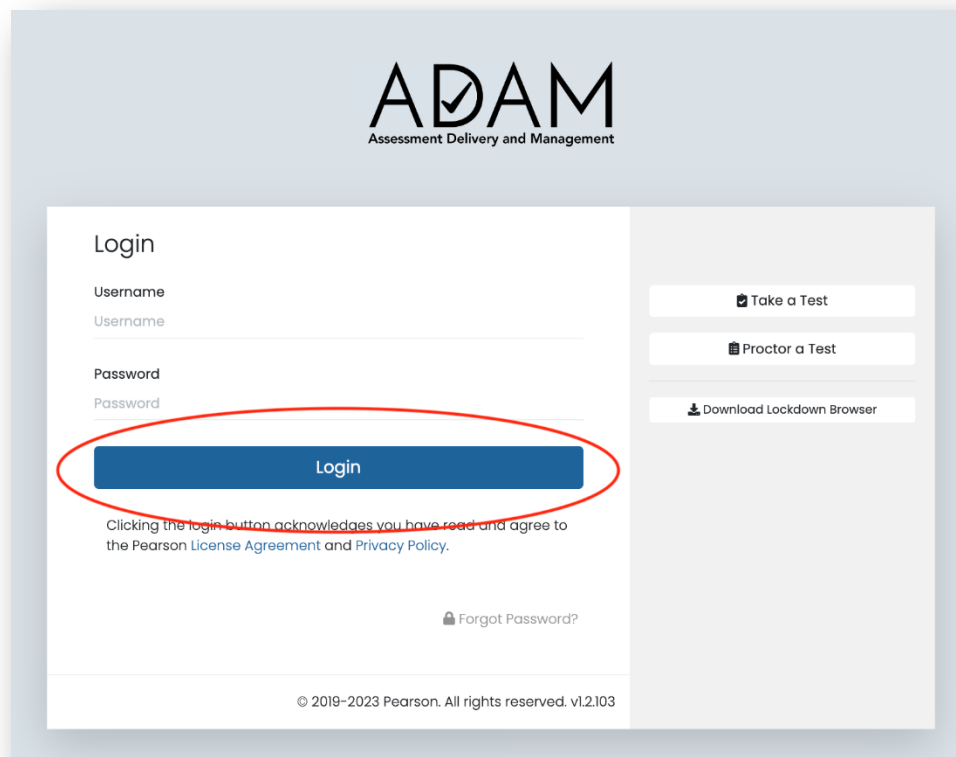
> From: ADAM Assessment System (no_reply@mzdevinc.com)
> Subject: Your account information for the ADAM assessment management system

Select the link in the welcome email to gain access to ADAM. You will be asked to create a new password for your account. Please note that the password link in the welcome email can be used only once. The email link invitation **expires after 1 week (7 calendar days)**.

How to Log In
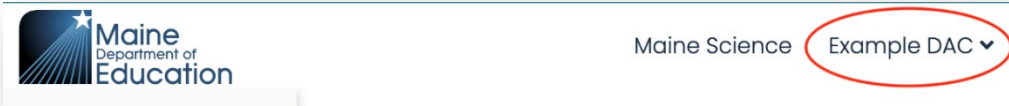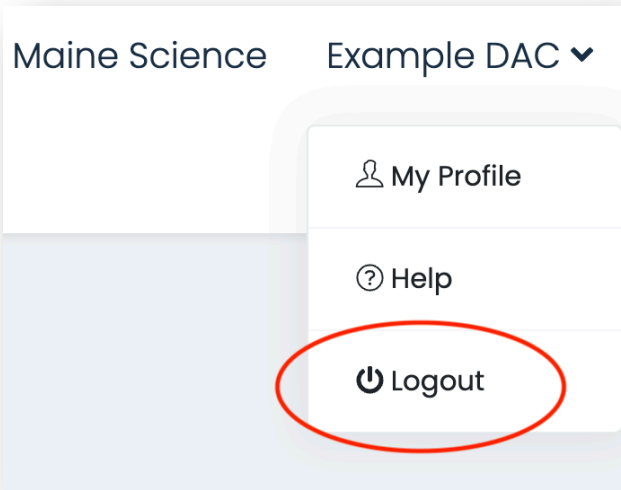
Once your user account is created and you have set your password, you can access ADAM at https://adamexam.com. The Login page will have options for Student, Proctor, and Administrator logins.

1. Enter your username and password in the **Login** area on the left.
2. Complete the reCAPTCHA prompts.
3. Select "Login" to access ADAM.

How to Log Off

1	 Find your username in the top right of the ADAM page. In this example, the username is Example DAC. Select your username to see the options in the menu.
2	Select the "Logout" button.
3	The "Logout" button takes you back to the login page https://adamexam.com

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Forgot your Password?

If you have forgotten your ADAM password, you can request to have the password reset.

1	Select "Forgot password?" from the Login screen.	
2	Enter your email address associated with to your ADAM account, and then select the "Send Reset Email" button.	
3	You will receive an email from no_reply@mzdevinc.com that contains a temporary link.	From: no_reply@mzdevinc.com Subject: ADAM Password Reset
4	Select the link in the welcome email to gain access to ADAM. You will be asked to create a new password for your account. Please note that the password link in the welcome email can only be used once. The email link **expires after 24 hours**.	

How to Navigate ADAM

After logging into ADAM, the default location is **Home**.
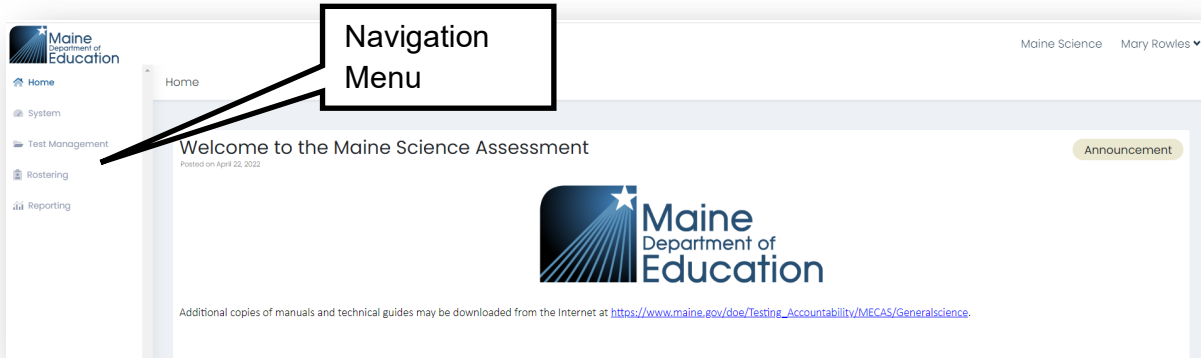
Your ADAM home screen will include information about the Maine Science Assessment program.

Home dashboard Welcome page showing bulletins.

Access your personal profile.

Create and manage administrations.

View and manage classes and students.

View activity and progress reports.

Last updated: 2023.Nov.07
adamexam.com
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Section 2: Creating and Managing Users

This section demonstrates how to create new ADAM users and how to update their passwords.

** TASK – Create Other ADAM Users **

How to Add ADAM Users

Unique ADAM accounts with logins are only needed for administrative users including District Assessment Coordinators, School Assessment Coordinators, and Technology Coordinators.

Students will not have user accounts in ADAM. Instead, students will log in to the assessments using their State Student ID number and an Assessment Code unique to each session administration.

Coordinators, teachers, and others who are proctoring assessment sessions will not have user accounts in ADAM. Instead, proctors will access the proctor dashboard using a proctor code and assessment code.

Role Setup

Your ability to create other administrative user accounts is determined by the role you are assigned.
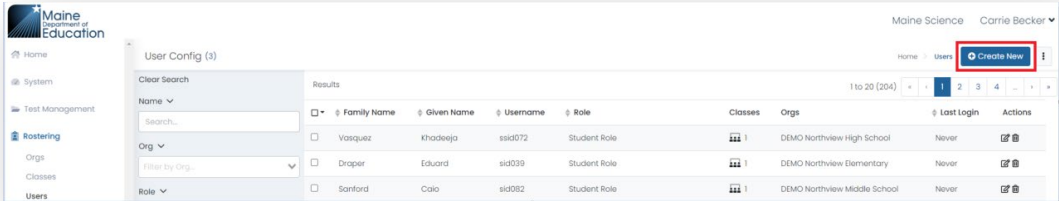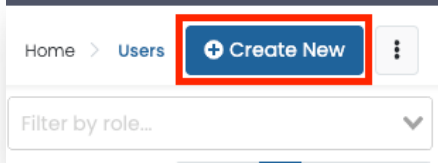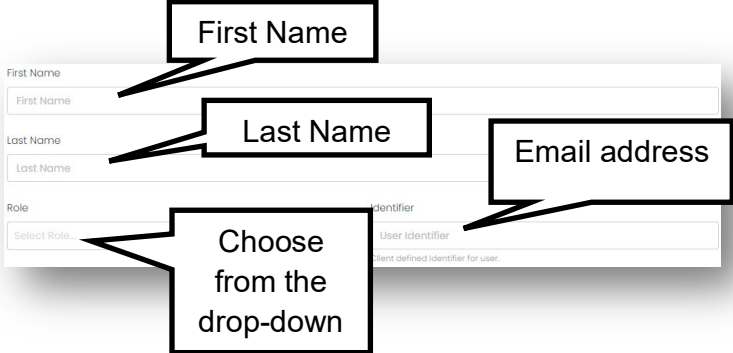
- **District Assessment Coordinators (DAC)** can create users with the roles of Technology Coordinator and School Assessment Coordinator.
- **Technology Coordinator (TC)** can create users with the roles of Technology Coordinator and School Assessment Coordinator.
- **School Assessment Coordinator (SAC)** can create users with the role of Technology Coordinator.
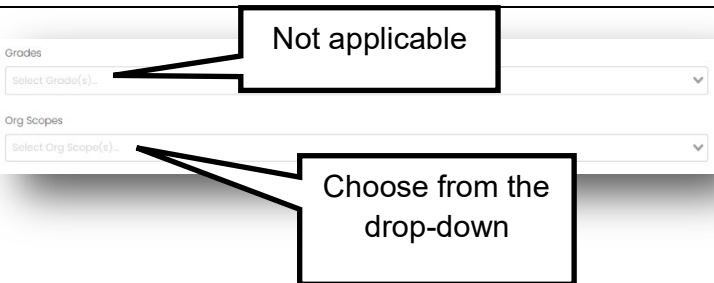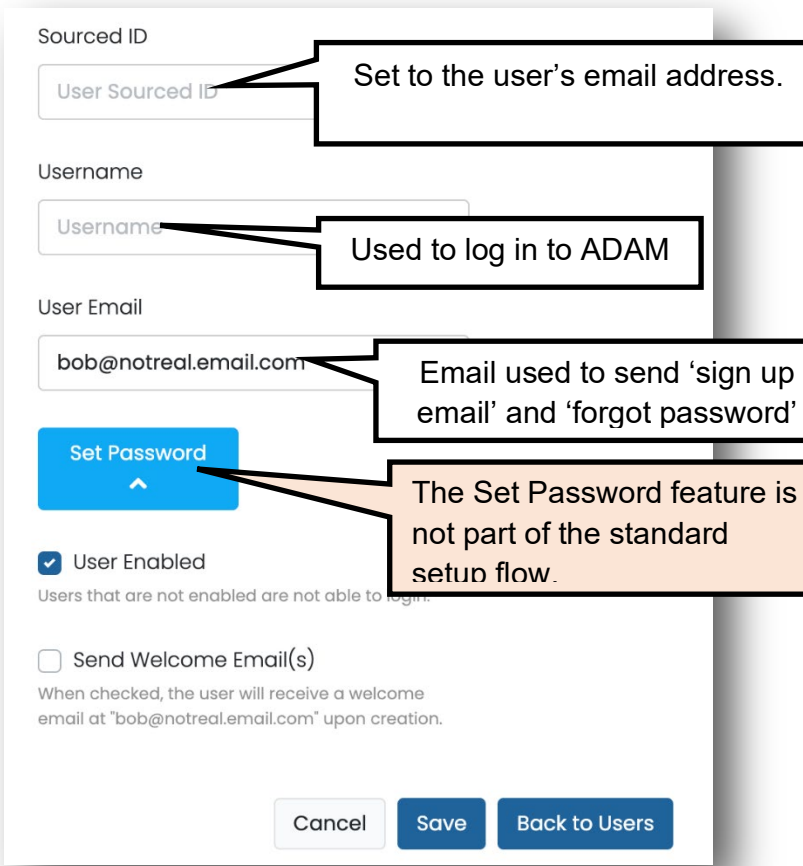
Role Permissions and Data Access

Your organization and role will determine which administrative actions and related data you will be able to access within ADAM for the science assessment.
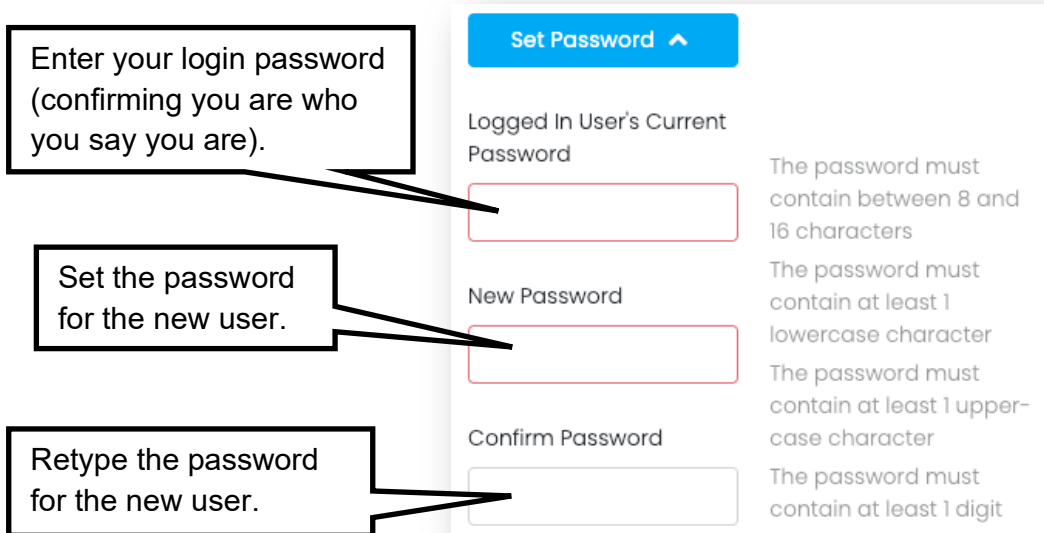
- **Maine Department of Education (DOE)** has access to all users, classes, and administrations within the scope of the state.

- **District Assessment Coordinators (DAC)** have access to all users, classes, and administrations within one or more SAUs to which they are affiliated.
- **School Assessment Coordinators (SAC)** have access to all users, classes, and administrations within one or more schools to which they are affiliated.
- **Technology Coordinator (TC)** – There are two levels of TCs.
  - *District Technology Coordinators (DTC)* have access to users, classes, and administrations within one or more SAUs.
  - *School Technology Coordinators (STC)* have access to users, classes, and administrations within a specific school.

1	Navigate to **Rostering**, then **Users** from the left navigation bar.
2	Select the "Create New" button in the upper right corner.
3	Complete the User Setup form. • First Name • Last Name • Role (choose from drop-down) • Identifier (email address)	

• Org Scope – Select the user's SAU and/or school.	Grades Select Grade(s)... **Not applicable** Org Scopes Select Org Scope(s)... **Choose from the drop-down**
• Sourced ID (repeat email address) • Username • User Email (repeat email address) • Set Password (or not) • A welcome email is sent only if a user email exists and if "Send Welcome Email(s)" is checked. • Select "Save" to save and complete user creation.	Sourced ID User Sourced ID **Set to the user's email address.** Username Username **Used to log in to ADAM** User Email bob@notreal.email.com **Email used to send 'sign up email' and 'forgot password'** **Set Password** ^ The Set Password feature is not part of the standard setup flow. ☑ User Enabled Users that are not enabled are not able to login. ☐ Send Welcome Email(s) When checked, the user will receive a welcome email at "bob@notreal.email.com" upon creation. Cancel Save Back to Users

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NOTE: If you want the user to receive an automated welcome email and instructions for account set up, DO NOT use the "Set Password" button. If you do choose to set up the password for the user, they WILL NOT get a welcome email with information about their new user account with ADAM, and you will need to directly communicate their ADAM login information.

Enter your login password (confirming you are who you say you are).

Set the password for the new user.

Retype the password for the new user.

Set Password ^

Logged In User's Current Password

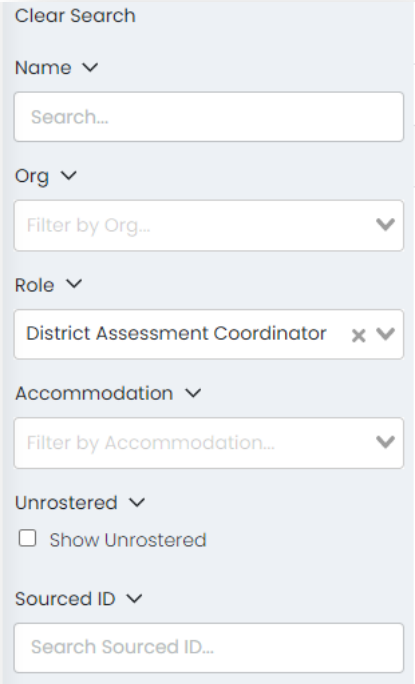The password must contain between 8 and 16 characters

New Password
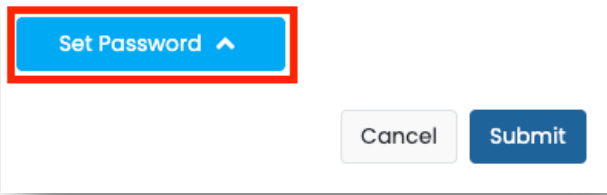
The password must contain at least 1 lowercase character

The password must contain at least 1 upper-case character

Confirm Password

The password must contain at least 1 digit

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How to Reset the Password of an ADAM User

Users can reset their own passwords by using the "Forgot Password" link on the sign-in page https://adamexam.com. If the user still has trouble with the reset, you can reset their password for them.

1	Navigate to **Rostering**, then **Users**

2	Search for your user:
	
	 a. Search by typing in a name like "Smith." The Name field then searches
	      i. Given name (first name)
	      ii. Family name (last name)
	      iii. First+Last name (like "Kevin Graham")
	      iv. Identifier – username
	      v. User email
	 b. Filter by Org, such as "Parson Creek Elementary."
	
	 NOTE: After selecting a school or SAU, you also have the option to filter by class.
	
	 c. Filter by Role, such as "School Assessment Coordinator."
	 d. Filter by Accommodation.
	 e. This option only applies to student accounts. Check "Show Unrostered" to show only unrostered student users.
	 f. Search by the user's email address.	

3	Select the Edit icon.	

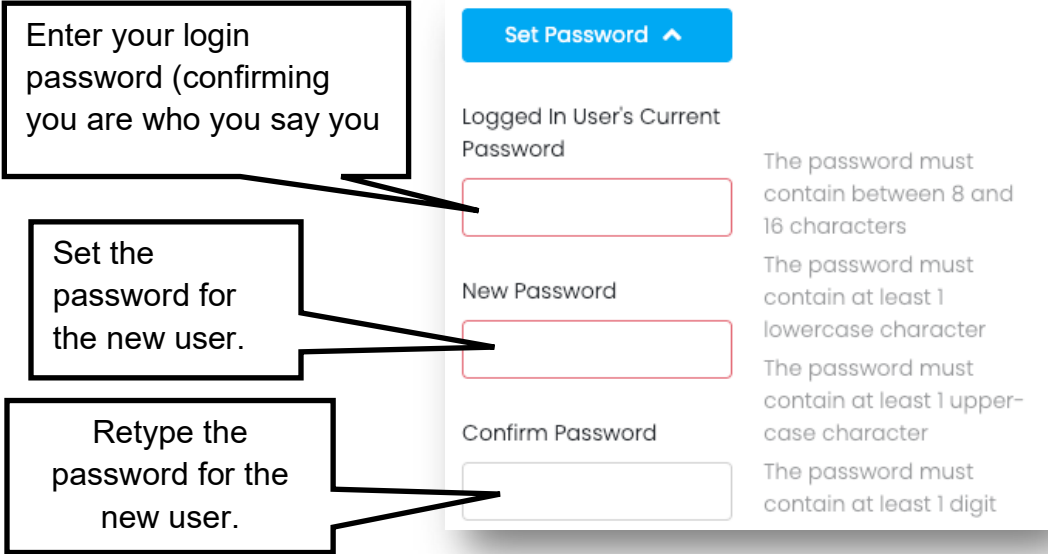|		
4	Scroll to the bottom of the User Setup page and select the "Set Password" button.	Set Password ⌃ Cancel Submit
5	Enter your login password (confirming you are who you say you Set the password for the new user. Retype the password for the new user.	Set Password ⌃ Logged In User's Current Password New Password Confirm Password The password must contain between 8 and 16 characters The password must contain at least 1 lowercase character The password must contain at least 1 upper-case character The password must contain at least 1 digit
6	Select the "Save" button to save the password reset.	Cancel Save Back to Users

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Section 3: Rostering

Rostering is the process used to ensure that students are enrolled in classes. The following are components of rostering:

- **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 (05, 08, and 3rd year of High School).
- **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.

This guide prepares DACs and SACs on

1. How to initially **create classes** in a school and enroll students into the class(es) using Quick Class Upload.
2. How to ensure all students in your school remain enrolled in a class when changes are processed from the State DOE.

Maintaining accurate class enrollment is critical. The assessments are automated to keep class enrollments in synch with the list of students eligible for the assessments.

Schools and Students

How to Add a School

SAUs/districts and schools have already been created in ADAM. If a school needs to be added to your SAU, contact Krista Averill, Assessment Coordinator at the Maine Department of Education, at krista.averill@maine.gov.

How to Add a Student

Students are created through an automated daily process by the Department of Education. If a student cannot be found in ADAM **Rostering | Users**, then the student needs to be added to ADAM by the Maine DOE. ADAM is updated nightly with these changes. If the student exists in ADAM, but is missing from a specific class, then SACs, DACs, or TCs can add the student to the class. If a student is missing from ADAM when the SAU/school has confirmed SIS enrollment, please contact Krista Averill, Assessment Coordinator at the Maine Department of Education, at krista.averill@maine.gov.

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How to Add a Class and Enroll Students

Classes are a way to organize the students in your schools to assign students to proctor groups within an administration. If classes have been defined and each student is enrolled in a class, ADAM maintains the rosters for the administrations (assessment sessions).

Once gaining access to ADAM for the first time, one of the first tasks for DACs and SACs is to create classes and enroll students into those classes.

There are three ways to add classes in ADAM:

1. **Quick Class Upload**
   o 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. Generate a list of students in a specified grade and school.
      2. Assign each student to a class.
      3. Upload the file into ADAM.

2. **One At a Time**
   o 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.

You will find this as a separate guide "Adding Classes and Enrolling Students – Alternative Methods".

3. **Upload of Multiple Classes Using the *One-Roster* Specification**
   o This process is used to upload many classes for multiple grades. Two separate files are created, one for uploading the classes and one for uploading the students into the classes.
   o You will find this as a separate guide "Adding Classes and Enrolling Students – Alternative Methods" This is a four-step process:
      1. Create the CSV file for the Class Upload.
      2. Use the CSV file in ADAM to upload the classes.
      3. Create the CSV file for the Student Upload.
      4. **Use the CSV file in ADAM to upload the students.**

Preparing to Create Classes:

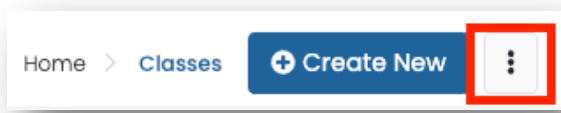Before starting the process of creating classes, it is helpful to decide on a system of conventions for class codes.

- **class_code** – The class code is a unique value for each class within a school. The class code is alphanumeric and can be anything that makes sense for managing your classes. For example, 8GR-Smith (grade level plus the teacher's last name) could be used to represent an existing class/section name.
- **class_name** – The class name is automatically set to the same as the class_code during the quick class upload process. Administrations are separated into proctor groups based on classes. The class_name is used as the name of the proctor groups.
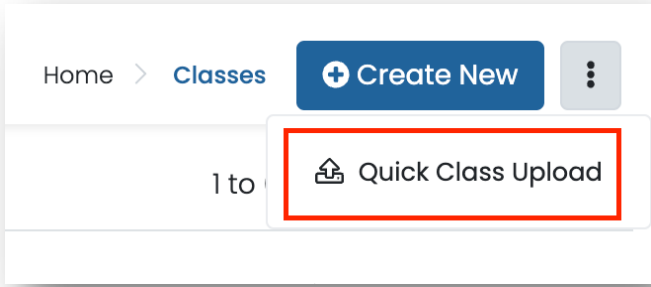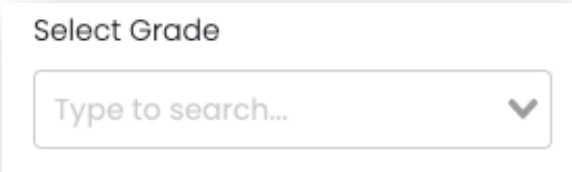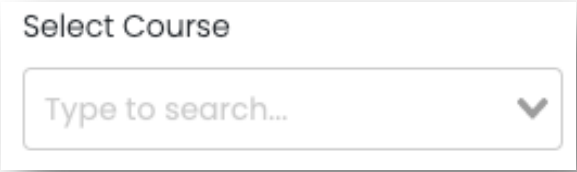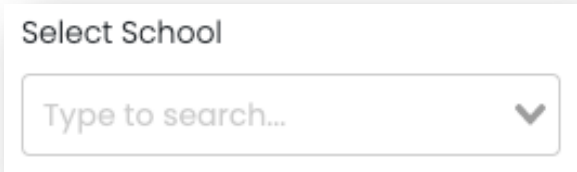
** TASK – Complete Initial Load of Classes and Enroll Students **

Quick Class Upload

The quick class upload is an excellent tool to quickly create a class and enroll students into the class using a single file instead of the alternate methods requiring multiple files. For each file upload, one must select a specific grade, course, and school.

NOTE: Before creating a quick class, establish a naming convention for a class code. See hints for naming conventions in #8 below.
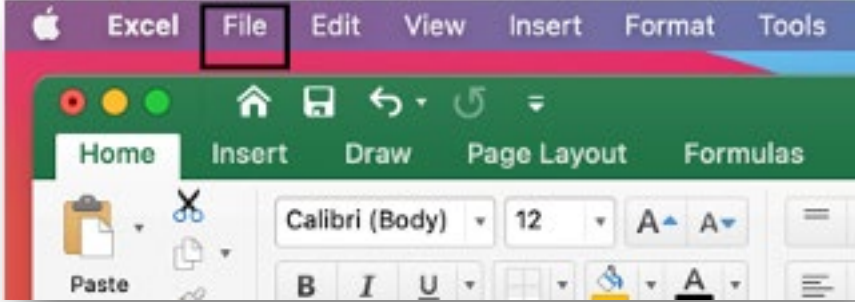
1	Navigate in ADAM to **Rostering	Classes** – select the ellipsis in the top right of the page.	

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2	Select "Quick Class Upload."	Home > **Classes** ⊕ Create New ⋮ 1 to ⬆ Quick Class Upload

Step 1: The file generated in this step is populated with one row for each student in the grade and school selected.

|		
3	Select the grade to match the class(es) you are creating.	Select Grade Type to search... ⌄
4	Select the course to match the class(es) you are creating.	Select Course Type to search... ⌄
5	Select the school to match the class(es) you are creating.	Select School Type to search... ⌄

6	Select the "Click to download template" button. The file download is named using the school, course, and date. An example file would be named "quick_class_James H Bean School_Grade 8 Science_05-01-2024.csv".	Click to download template

Step 2: You will modify the file from Step 1 by adding the class assignments for each student.

7	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	idoe01-d01-s02	
3	6985715	Becky	Lynn	01-06SCI	idoe01-d01-s02	
4	3569774	John	Kline	01-06SCI	idoe01-d01-s02	
5	8754627	Jean	Falster	01-06SCI	idoe01-d01-s02	
6	2596842	Kenny	Master	01-06SCI	idoe01-d01-s02	
7	1589754	Troy	Groetken	01-06SCI	idoe01-d01-s02	
8						

| 8 | Populate the class_code column with the name of the class. There should be 1 row per student being enrolled in the class. The value entered into the class_code cell is used to set both the class_code and the name of the class in ADAM.

The class_code must be a unique value for the school. It could be your existing class/section code or some combination of the school, teacher name, and academic session (e.g., JHBean_Wilson_23).

Consider generating a class file from your student system + the SSID of the students in those classes. Using the existing class/section IDs as the class_code.

The class code is displayed as the proctor group name in the Administration. |
|---|---|
| 9 | **Saving the CSV File**

The file format is critical. Even though you will be editing this file in Excel (or Numbers or Sheets), you will need to save this file as a particular file type called CSV (Comma-Separated Value). There is some difference between using a Mac or a Windows machine, but these steps are very similar.

    A. Find and select "File" at the top of the Excel window. (This is an example of a Mac screen.)

 |

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B. Select "Save As" from the available options.
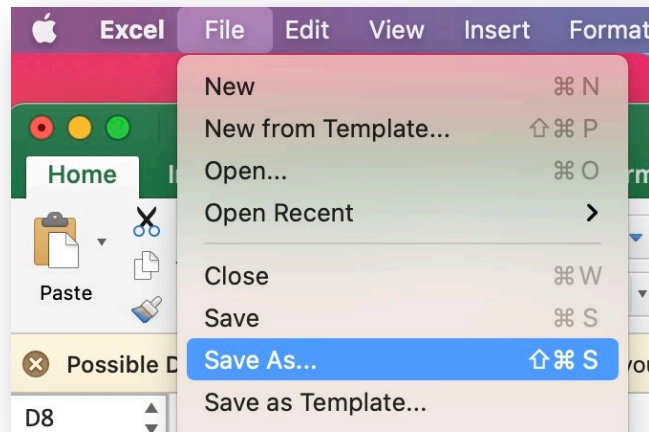
C. Select where to save your file, name your file, and set File Format to "Comma Separated Values (.csv)."
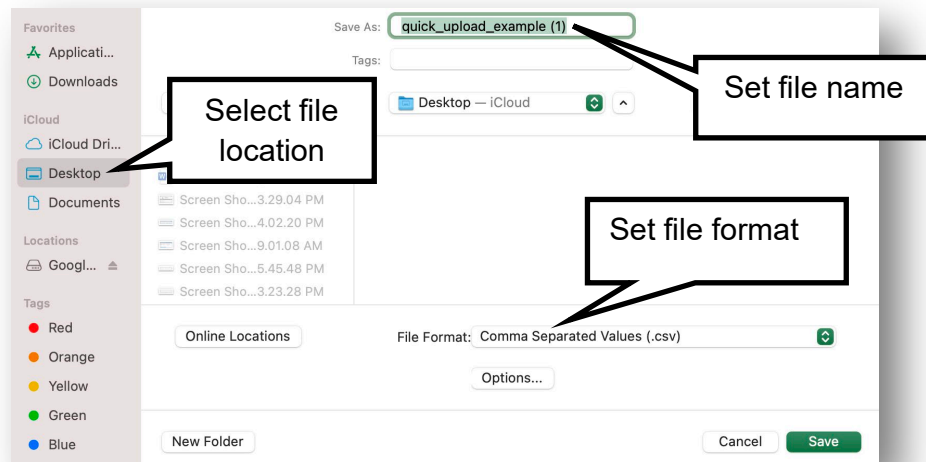
D. Select the "Save" button.

Step 3: Upload the file into ADAM by browsing out to the file saved in Step 2.

Step 3: Upload the Student/Class file

Upload the Student/Class CSV file created in Step 2.
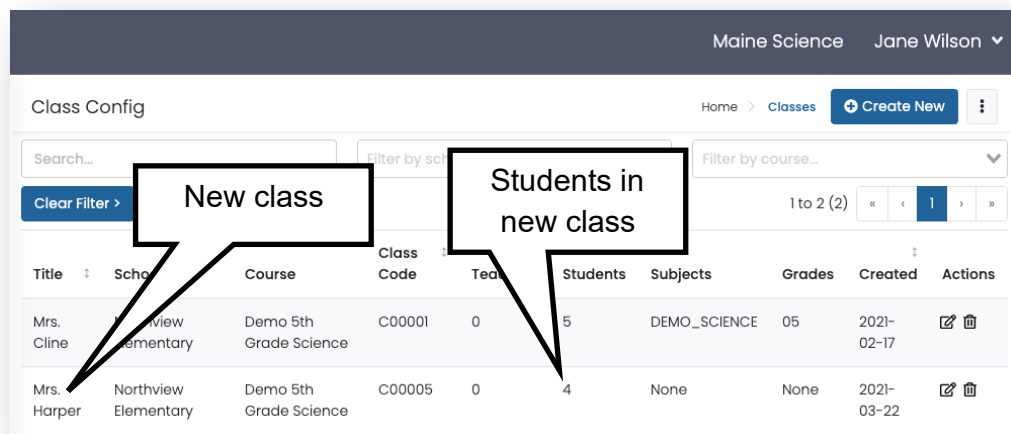
| Choose a file or drop it here… | Browse |

Once the CSV is uploaded, ADAM modifies the CSV validation criteria based on the success of the upload. If the criteria is highlighted green, then the CSV file passes the criteria test. Otherwise, you will receive an error message identifying why the file failed the test.

Adding new classes

New Classes: 1

New Enrollments: 4

Cancel   OK

| 10 | Select the "OK" button to accept the added classes and students. |

Maine Science   Jane Wilson ⌄

Class Config   Home > Classes   ⊕ Create New   ⋮

| Search… | Filter by sc | Filter by course… | ⌄ |

Clear Filter >   New class   Students in new class   1 to 2 (2) « ‹ 1 › »

Title	Scho	Course	Class Code	Tea	Students	Subjects	Grades	Created	Actions
Mrs. Cline	view ementary	Demo 5th Grade Science	C00001	0	5	DEMO_SCIENCE	05	2021-02-17	☑ 🗑
Mrs. Harper	Northview Elementary	Demo 5th Grade Science	C00005	0	4	None	None	2021-03-22	☑ 🗑

How to Update Class Enrollment

All students should be enrolled in a class. Once one enrolls their students in a class, then use a manual process to modify class enrollments. If a current student is transferring from one class to another, they need to be removed from one class and enrolled into the new class.

To remove or add students, you must know the student's name and the class name for each class you edit.

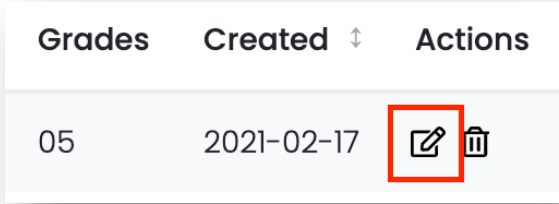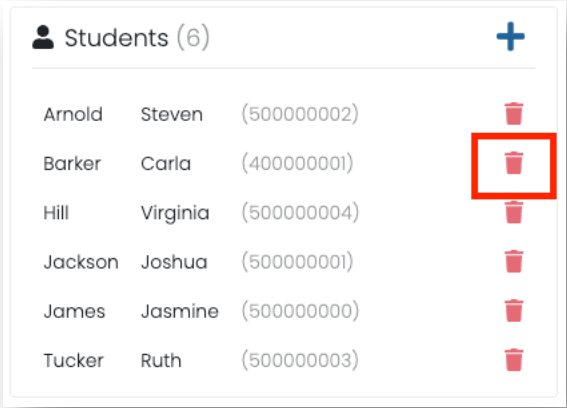| CHECK LIST	☐ Student Name ☐ Class Name

You then have two methods to edit the class roster, either edit the class (by removing/adding the student) or edit the user (by removing/adding the class). Both methods have the same result; the difference is where you start.
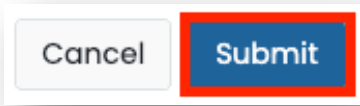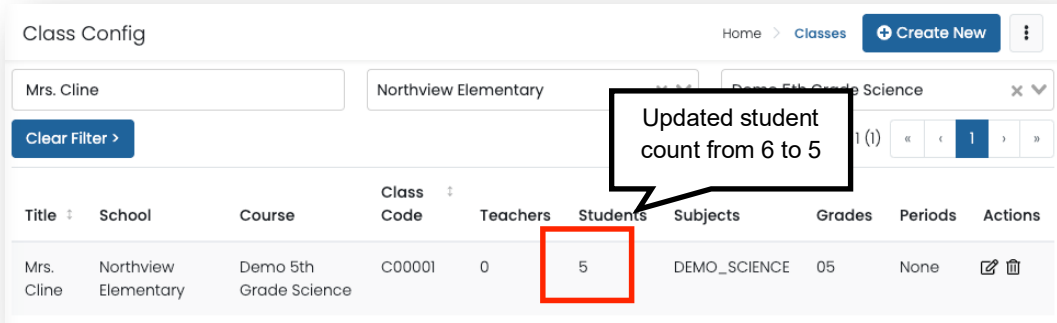
- **Removing/Adding Student(s) from a Class** – You start in ADAM by searching for the class, then edit the Student Name list.
- **Removing/Adding a Class on a User** – You start in ADAM by searching for the user (student), then edit the Class(es) Name list.

Removing/Adding Student(s) from a Class

In this process, you are starting from a class and modifying the students enrolled in the class.
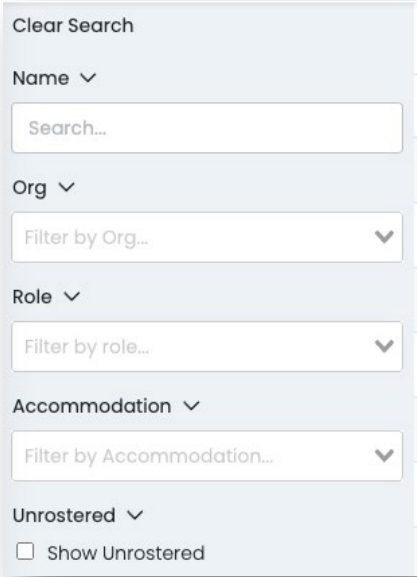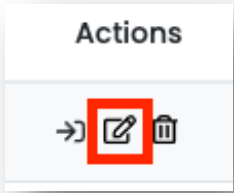
1	Navigate in ADAM to **Rostering	Classes**
2	Search for the class you are editing. a. Search by typing in the name of the class (e.g., Ms. Cline). The keywords will search on the Name field. b. Filter by school (e.g., Northview Elementary). c. Filter by course (e.g., Grade 5 Science).

3	Select the Edit icon.	
4	Scroll to the bottom of the Class Setup page to see the enrolled students.	
5	Select the Delete icon to remove the student from the class list. or Select the + icon to add a student to the class list.	

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6	Select the "Submit" button to complete class edit. See NOTE!	 **NOTE: IF YOU DO NOT SELECT "SUBMIT,"** **THE REMOVAL/ADD IS NOT SAVED FOR THE CLASS.**
7		

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Removing/Adding a Class on a User

In this process you start by looking up a user, then adjust the class assigned to the user.

1	Navigate in ADAM to **Rostering | Users**	

2	Search for your user by using one or more of the following fields:
	
	a. Search by typing in a name like "Smith." The Name field then searches
	   i. Given name (first name)
	   ii. Family name (last name)
	   iii. First+Last name (like "Kevin Graham")
	   iv. Identifier – username / SSID
	   v. User Email
	b. Filter by Org, such as "Parson Creek Elementary."
	
	   NOTE: After selecting a school or SAU, you also have the option to filter by class.
	
	c. Filter by Role, such as "Student Role."
	d. Filter by Accommodation.
	e. Check "Show Unrostered" to show only unrostered student users.
		Clear Search
		
		Name ⌄
		[Search...]
		
		Org ⌄
		[Filter by Org... ⌄]
		
		Role ⌄
		[Filter by role... ⌄]
		
		Accommodation ⌄
		[Filter by Accommodation... ⌄]
		
		Unrostered ⌄
		☐ Show Unrostered

3	Select the edit icon in the Actions column to edit the user.	Actions →) 🖊 🗑

| 4 | 4a. Choose "Classes" from the User Setup menu:

Add a Class

4b & 4c.

    - Click the "Add Class" button.

    - Find the class.

    - Click the Add Class button to choose the class. The list is filtered to only show classes in this student's school.
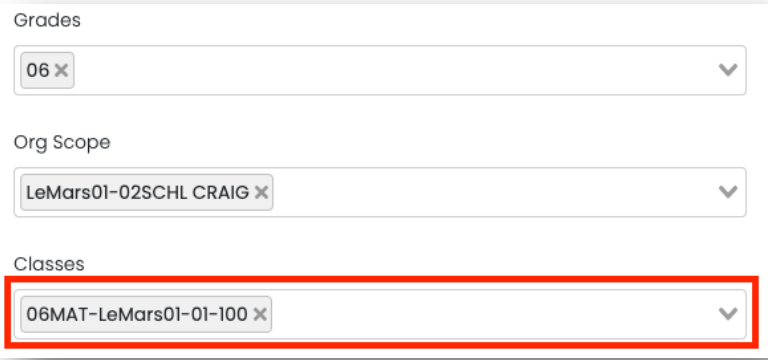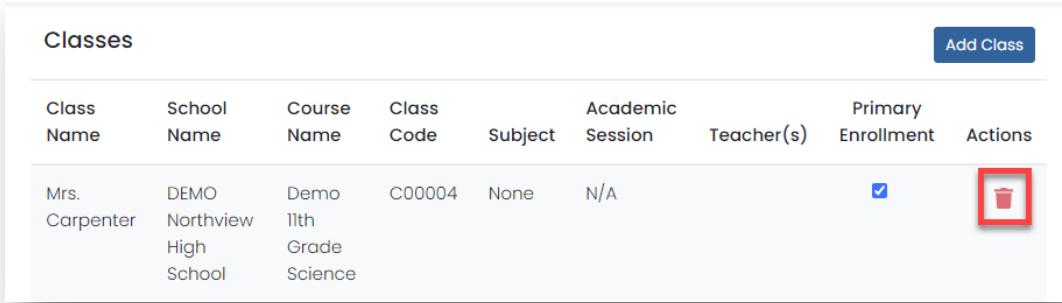
Remove a Class

4d. Select the red trash can icon next to the class. | |
| 4b | | |

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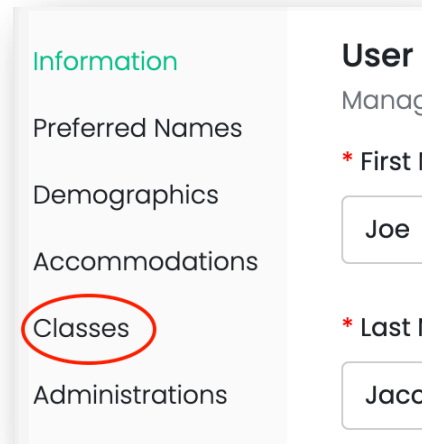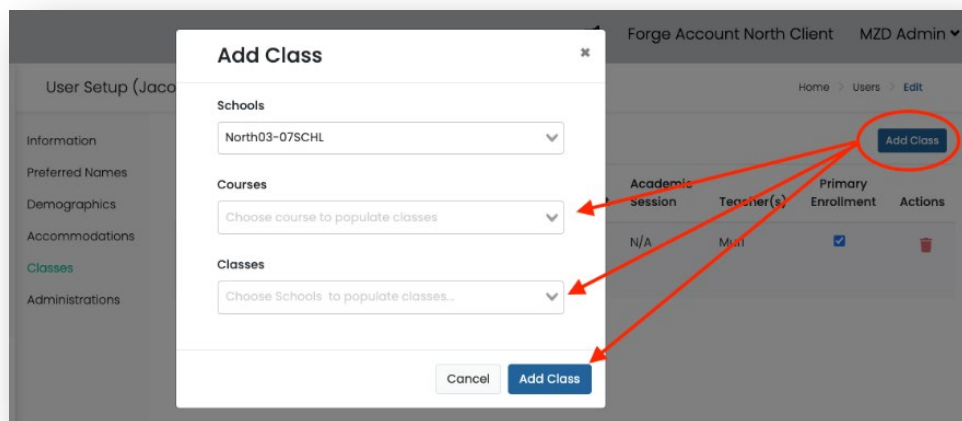
4c	
4d	
5	Select the "Save" button to save the edits to enrollment.	

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Section 4: Managing Students

In this section you are introduced to maintaining the class lists and updating student designated supports and accommodations.

** TASK – Add Unrostered Students to a Class **

Maintain the Class Rosters

All students should be enrolled in a class group in ADAM. You may be notified as students move from one class to another within your school. If a student moves into or out of your school, that change is coming into ADAM through a nightly change file. The change information does not include which class a student belongs in. When a student moves to a new school, they are automatically removed from the current class and from any unstarted administration.

One of your primary tasks is to ensure that all students are enrolled into a class. There isn't a hard rule as to how often this should be done as long as all students are in their correct classes prior to the start of each administration.

There are three very simple ways to locate students who are not in a class:

1. In ADAM, look on the home page. The number in parentheses on the student card represents the number of students without a class. Select the number in parentheses. You are taken to **Rostering | Users** using the "Show Unrostered" user filter.

2. In ADAM, navigate to **Rostering | Users**. The number in parentheses at the top of the page represents the number of students without a class. Select the
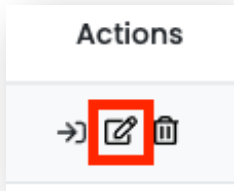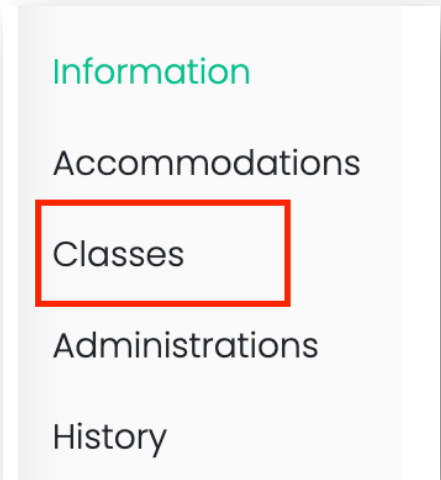
number in parentheses to filter the user page for unrostered users.

> User Config Viewing Unrostered (39216)
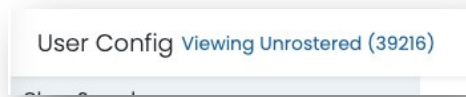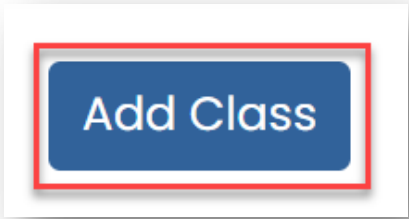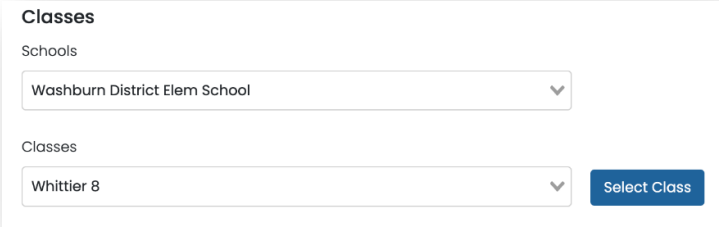
3. In ADAM, navigate to **Rostering | Users**. Check "Show Unrostered."

> Unrostered ∨
> ☑ Show Unrostered
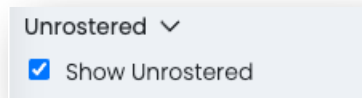
Once unrostered students have been identified, follow the following instructions to add each student into a class:

1	Select the Edit icon in the Actions column for the student user.	Actions
2	On the left side of the page, choose Classes from the User Setup Menu.	Information Accommodations **Classes** Administrations History

3	On the right side of the page select the "Add Class" button.	
4	Select your school and class from their drop-down menus.	**Classes** Schools Washburn District Elem School Classes Whittier 8 Select Class
5	Click the "Select Class" button to add the class to the student.	
6	Click the "Save" button to complete the save on the student.	Cancel Save Back to Users

How to Update the Student Designated Supports and Accommodations

Student designated supports and accommodations are displayed in the proctor dashboard. The proctor can hover over the support or accommodation to get a full text description. This is an example of a student with a text-to-speech support:
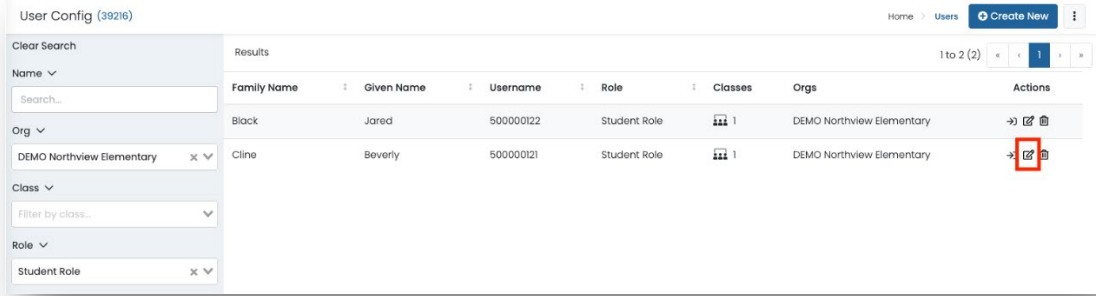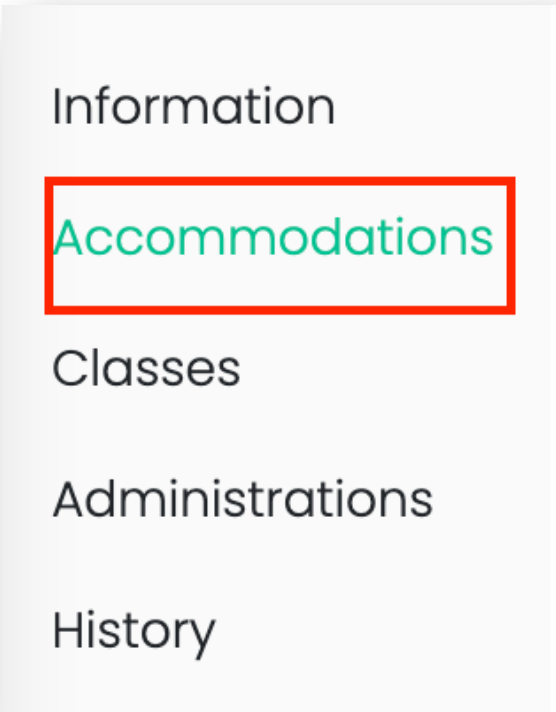
There are two varieties of accommodations:

- **State Accommodations** – These accommodations are set by the Maine DOE. It includes accommodations of large print, braille, and paper (standard print). All three of these accommodations are set to exclude the student from the online assessment.
- **Local Designated Supports and Accommodations** – These supports and accommodations are updated on the student's record in ADAM by the SAC. Examples include text-to-speech, scribe and extended time. The proctor can use the flag to determine which students need a specific accommodation.
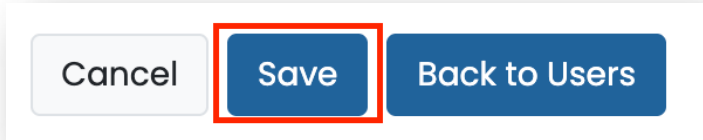
  NOTE: Supports and accommodations must be added to the student's record in ADAM 30 minutes prior to the student starting the assessment so the system has time to update the administration.

** TASK – Update Student Supports and Accommodations **

1.	Navigate to **Rostering | Users**
2.

Search for your student

    a. Search by typing in a name like "Smith." The Name field then searches:

        i. Given name (first name)

        ii. Family name (last name)

        iii. First+Last name ("Kevin Graham", for example)

        iv. Identifier – State ID

    b. Filter by Org for a school or SAU, such as "Northview Elementary."

        NOTE: After setting a school, you also have the option to filter by class.

    c. Filter by Role, such as "Student Role." |
| 3. | Select the Edit icon. |

| 4. | On the left side of the page, choose Accommodations from the User Setup Menu. | |

5.	Accommodations set by the Maine DOE are: • Braille * • Large Print * • Paper * * Note: These exclude students from online testing. Supports and accommodations set at the local level by the DAC/SAC are: • Text to Speech • American Sign Language 	**⌄ Text To Speech** **Text to Speech** If checked the student's assessment will be enabled for Text to Speech **⌄ Form-Based** **Braille** 👤✓ If checked the student will receive Braille assessment delivery **Large Print** 👤✓ If checked the student will receive Large Print assessment delivery **Paper-Based Form** 👤✓ If checked the student will receive Paper assessment delivery **Sign Language** If selected the student should receive the corresponding sign language accommodation **⌄ Local Accommodations** **Human Reader (Paper-Based Tests Only)** If checked the student will be indicated for Read Aloud/Human Reader **Scribe** If checked the student will be indicated for Scribe

	Continued from previous page: Supports and accommodations set at the local level by the DAC/SAC are: • Human Reader (Paper-Based Tests ONLY) • Scribe • Bilingual Word Glossary for MLs • Extended Time • Frequent Breaks • Small Group or Individual Setting	∨ Custom **Bilingual Word Glossary for MLs (Support)** If checked the student will be indicated for Bilingual Word Glossary for MLs **Extended Time (Support)** If checked the student will be indicated for Extended Time **Frequent Breaks (Support)** If checked the student will be indicated for Frequent Breaks **Small Group or Individual Setting (Support)** If checked the student will be indicated for Small "group" Setting
6.	Select the "Save" button to save the school assignment reset.	Cancel Save Back to Users

Section 5: Assessment Management

This section explains the components of an administration, how to navigate an administration, how to create additional proctor groups and how to print the student assessment cards.

Overview

Assessment Management is where setup of classes, courses and administrations all come together to ensure students are enrolled into the correct assessments on the day of the assessment.

This diagram on the next page demonstrates how the pieces work together:

- **School** – Found in ADAM in **Rostering | Orgs**. Schools are identified by their name and type = school.
  The diagram shows two (2) schools – School A and School B.
- **Class** – Found in ADAM in **Rostering | Classes**. Classes can be filtered by name, school or course (grade).
  The diagram shows School A with one (1) 5th grade class and School B has two (2) 5th grade classes.
- **Class List** – Found in ADAM in **Rostering | Classes**. Class lists are found by editing a specific class to find the students associated with the class.
  The diagram shows three (3) students enrolled in each of the three (3) classes.
- **Course** – Set to identify grade level, either 5th grade, 8th grade or 3rd year of high school.
  The diagram shows all three classes pointing to the 5th Grade Course.
- **Administration** – Found in ADAM in **Test Management | Administrations**. These represent the assessments available during the assessment window. Each student takes four (4) assessment sessions, seen in ADAM as administrations (Grade 5 Science Session 1 – Session 4).
  The diagram shows the four administrations, all pointing to the 5th grade course.
- **Proctor Groups** – Found in ADAM in **Test Management | Administrations** then viewing the proctor group in a specific administration. A proctor group breaks the students eligible for the assessment into groups based on the class the student is enrolled in.
  The diagram shows administrations associated with the 5th grade course as having three (3) proctor groups. This corresponds directly with the three (3) classes associated with the 5th grade course. *The exception is the addition of the additional proctor group in session 1.*

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- **Additional Proctor Group** – Found in ADAM within an administration, in the same place as proctor groups. You can move any student from an existing proctor group into an additional proctor group—useful if you need to subset a proctor group by something smaller than a class. The diagram shows a single additional proctor group, added to session 1, called 'Quiet Room.' Bill from Mr. Wilson's proctor group and Lenny from Mr. Parker's proctor group were moved into the 'Quiet Room' proctor group to take 'Grade 5 Science Session 1' administration.
- **Administration Roster** – Found in ADAM within an administration, either by viewing students or by viewing a proctor group (sessions or proctor). This is a list of the students eligible for administration. This list is kept in sync with the class list using the course as the common element.

  The diagram shows the students associated with proctor groups in the administration are directly related to the class lists for the classes sharing the same names. The exception is when an additional proctor group is created. The students in the additional proctor group are maintained in the administration roster, based on the original class.
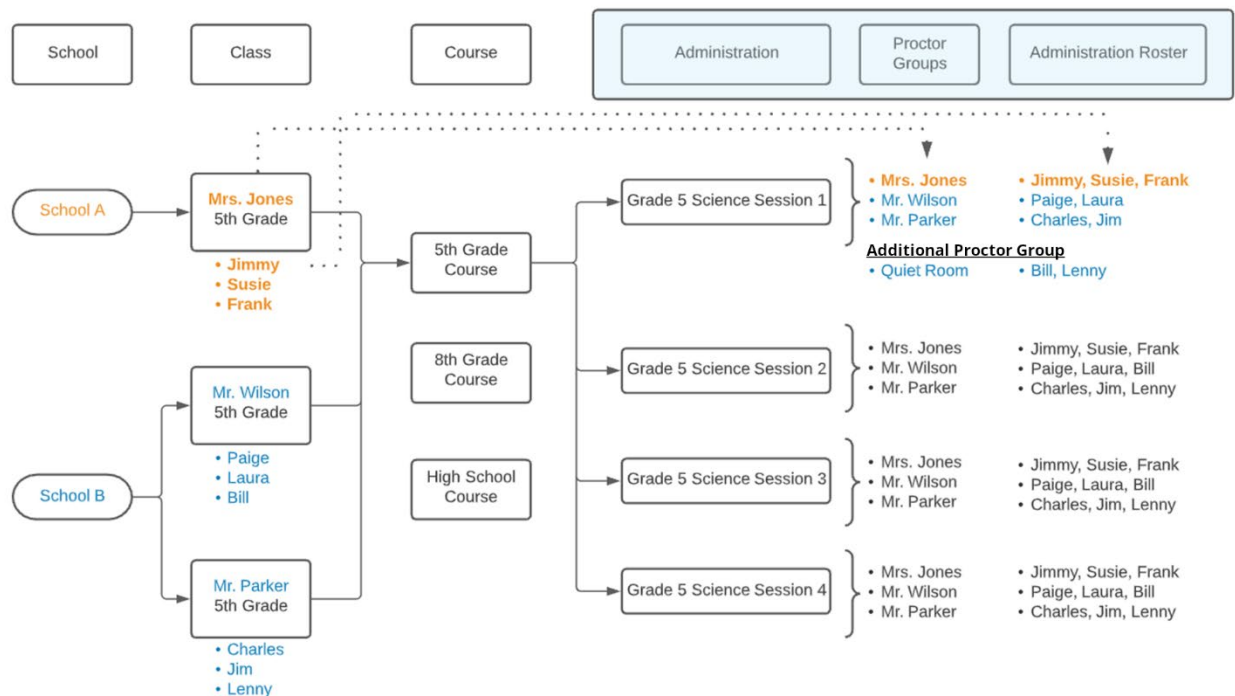
This diagram displays information based on a DAC with oversight of School A and School B.

An SAC with oversight of School A would only see the schools, classes, proctor groups, and administration rosters associated with School A (text color in orange).

An SAC with oversight of School B would only see schools, classes, proctor groups, and administration rosters associated with School B (text color in blue).

Working in an Administration

Administration Terms

- **Administration** – An assessment session in ADAM. Each grade participating in the Maine Science Assessment has 4 administrations (assessment sessions).
- **Proctor Group** – A group of students within an administration. One proctor group is automatically created by the platform for each class participating in the assessment; however these can be modified by DACs and SACs as needed.
- **Additional Proctor Groups** – A collection of students within a single administration created by DACs or SACs if needed, in addition to the groups that were automatically created during rostering. For example, a school might create an additional proctor group are to manage a logistical scenario for which students from the existing proctor groups need to be divided into a separate group. This situation may arise when an original proctor group is too large to be assessed in a single room, or to group students who need to take a make-up assessment, or for student requiring a small group accommodation.
- **Student Assessment Card** – A physical piece of paper that can be handed to a student. Included on the card are the test code and the student's name and SSID.
- **Roster** – A list by proctor group showing the list of all the students in the proctor group and including the student assessment cards.

Administrations are assessment sessions to which students are assigned automatically if the students are enrolled in a class. Administrations have already been created by the Maine DOE in ADAM for the Spring 2024 assessments. There are 12 established administrations. For each grade level, there are 4 required sessions. The Maine DOE recommends that sessions 1, 2, and 3 be delivered on separate days. If more than one session is administered in one day, however, it is recommended that a 10-minute break be provided to students between assessment sessions. Session 4 is a student questionnaire that will be administered on the same day as session 3. See the Maine Science Assessment Administration Manual (links to manuals in the list below) for further information.

- **Grade 5** *Session 1* through *Session 4*
- **Grade 8** *Session 1* through *Session 4*
- **3rd year of High School** *Session 1* through *Session 4*

When logged in to ADAM, you will see administrations available for students within your organizational scope. For example, an SAC for a middle school will see the four (4) Grade 8 science administrations. The DAC will see all twelve (12) administrations, assuming the district has schools that include grades 5, 8, and 3rd year of high school. The state administrator will see all twelve (12) administrations.

ADAM maintains these administrations through frequent data updates, based on the students enrolled in the associated classes.

Administrations are found in ADAM by navigating to **Test Management**, then **Administrations**.
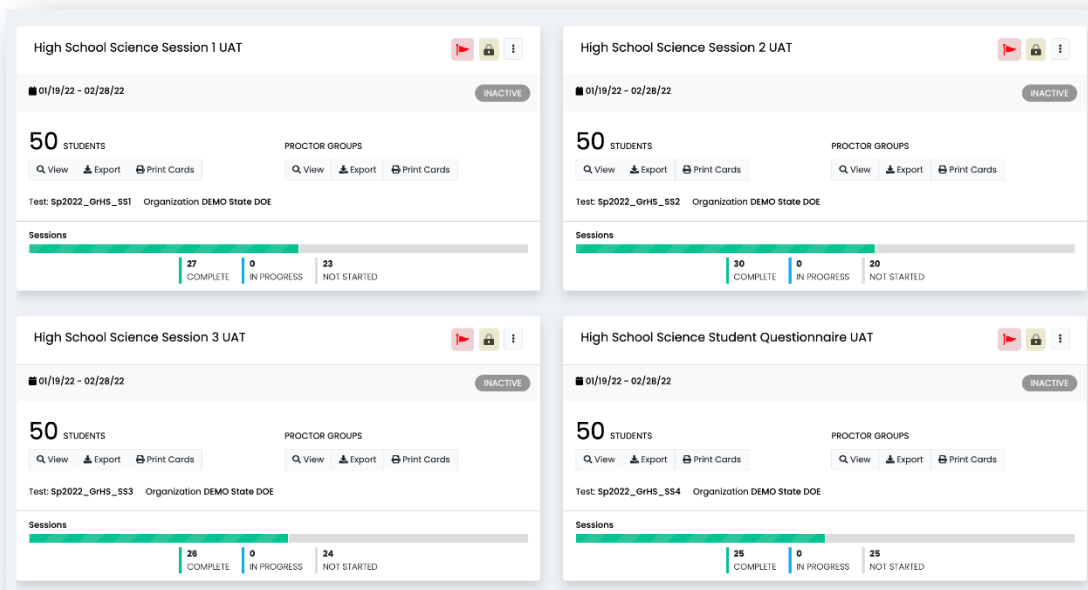
This is representative of what a High School SAC would see on the Administration page.

Administration Card


```
High School Science Session 1 UAT                    🚩 🔒 ⋮

📅 01/19/22 – 02/28/22                                      INACTIVE

50 STUDENTS                          PROCTOR GROUPS
  🔍 View   ⬇ Export   🖨 Print Cards      🔍 View   ⬇ Export   🖨 Print Cards

Test: Sp2022_GrHS_SS1    Organization DEMO State DOE

Sessions
                              27          0          23
                              COMPLETE    IN PROGRESS  NOT STARTED
```
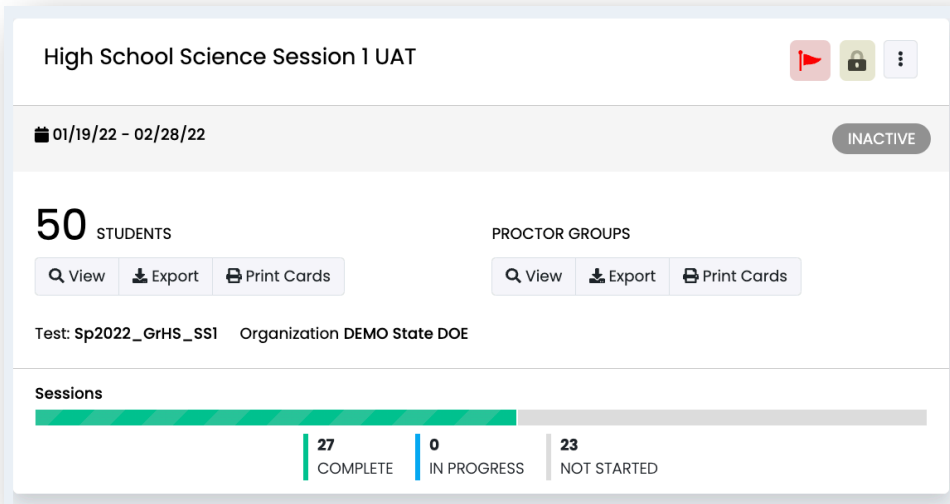
There are 4 key points to remember about the administration card. Items with asterisks are covered in more detail within this manual.

1. **Student progress** – Review the three student status bars to see an actual count for Complete, In Progress, and Not Started. The status bar is at the bottom of the card.

2. **Students** – Select the "View" link under Students. This page shows a list of all the students registered for the administration. The function within Students includes
   a. A list of student names, session progress and test codes for the administration.
   b. Being able to enable text-to-speech for a student in the administration.

   NOTE: You cannot adjust the progress/status of a student (e.g., Not Started, In Progress, Breached, and Paused) from here. That can only be done within the proctor dashboard.

3. **Print Cards icon** – Use this button to print rosters and student assessment cards for the entire administration. If you are printing student cards, ensure you are using the Print Cards under Students and not Proctor Groups.

4. **Proctor Groups** – Select the "View" link under Proctor Groups. The functions within Proctor Groups include:

a. Create proctor group.
b. See test code and proctor password for each proctor group.
c. See student progress for each proctor group.
d. Access the **Sessions** page. This page shows a list of all the students registered in this proctor group:
    i. See the list of student names, session states, and test codes for the proctor group.
    ii. Enable text-to-speech for the students in the proctor group. *

    NOTE: You cannot adjust the state/status of a student from here; this can only be done within the proctor dashboard.
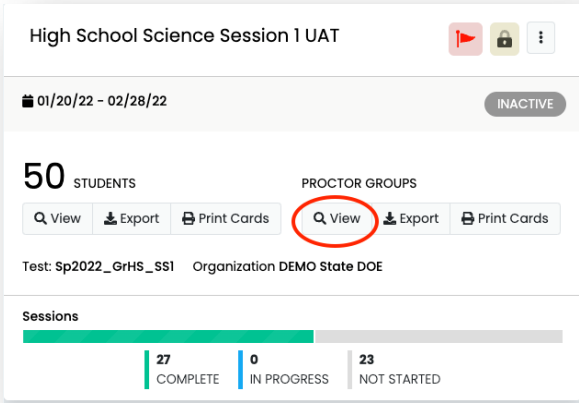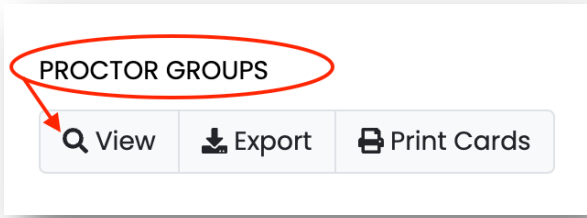
e. Access the **Proctor Dashboard** page. Click the Proctor link. This page is the same page provided to the proctors. Use the proctor dashboard to control the student session state (pause, reseat, submit, etc.) and see the progress of individual students.
    i. **Print Cards icon** – Use this button to print rosters and student assessment cards for the students in this specific proctor group. *

How to Create Additional Proctor Groups
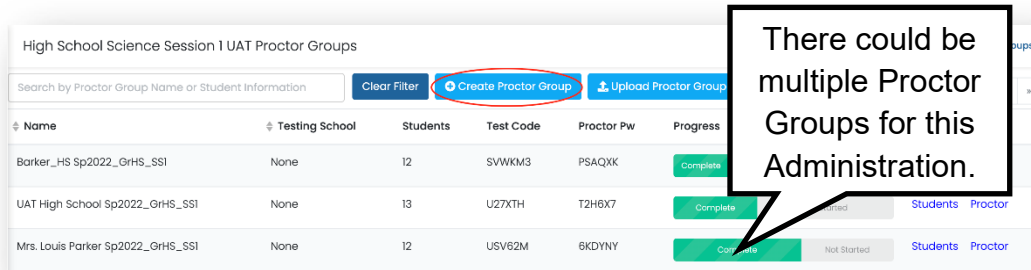
Classes are assigned by the system into a default single proctor group. Schools can create additional proctor groups which allows for students to be assigned a proctor group that is different than their default class group. A class may have students being administered assessments in multiple proctor groups, but the student progress and activity reports data will still be connected to the class. Additional proctor groups will have unique test and proctor codes.

Common examples of when to create an additional proctor group:

- When the students in a class are taking the assessment in several different locations within the school, or off site.
- When students with an Extra Time designated support are taking the assessment in a separate room.
- When students taking a make-up session are being proctored together at a later date.

1	Navigate to **Test Management | Administrations** search for the administration needing an additional proctor group.	
2	Select the View link under the Proctor Groups label.	

3	Select the "Create Proctor Group" button. NOTE: Use Upload Proctor Group to download a CSV file containing all the students in your school (in this administration), then upload it back into the administration to create new proctor groups (and assignments) at one time.
4	• Set the Proctor Group Name. • Select the district where the proctor group is located • Select the school where the proctor group is located • Select the plus symbol to start adding students.

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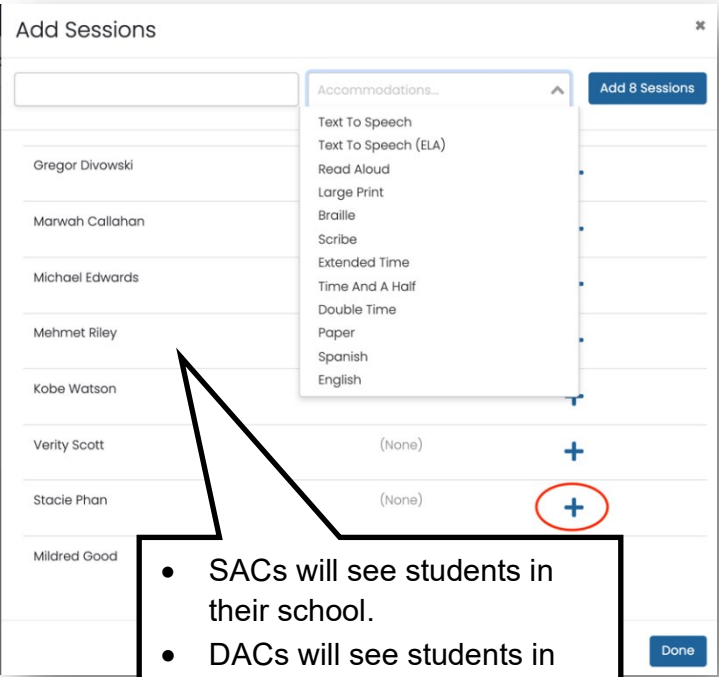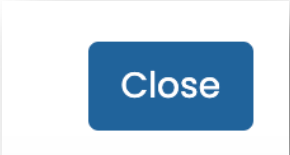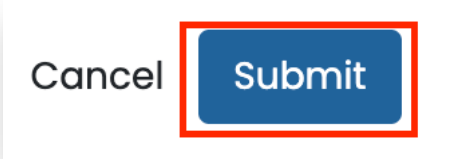
5	Select the plus symbol next to the student to move the student into the additional proctor group. NOTE: You can search for students by name or accommodation.	
6	Select the "Close" button to exit the Add Sessions page. Select the "Submit" button to save the additional proctor group.	

7	The additional proctor group is displayed with the original list of proctor groups. The additional proctor group has both a unique assessment code and proctor password.

Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
Extended Time Room DEMO Northview High School	DEMO Northview High School	1	NNXY33	23HH51	Not Started	Students Proctor

** TASK – Print Student Assessment Cards **

Print Student Assessment Cards and Roster Sheets
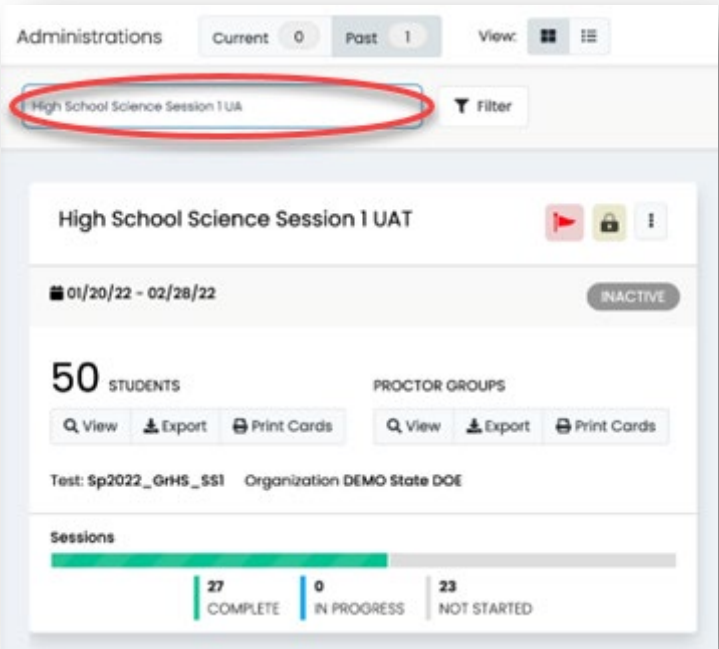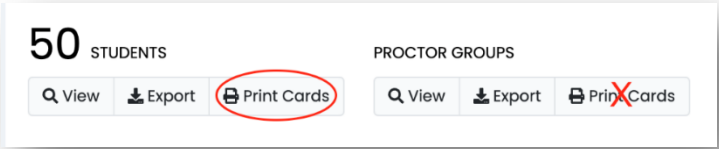
Each administration has printable sheets to hand out to the proctors, which contains the information students need to sign into their session. These sheets can be separated and handed out to each student in the proctor group.

With multiple proctor groups, each group has a unique assessment code, and the sheets are separated.

You can choose to print the cards for all proctor groups in the administration or print cards for a specific proctor group.
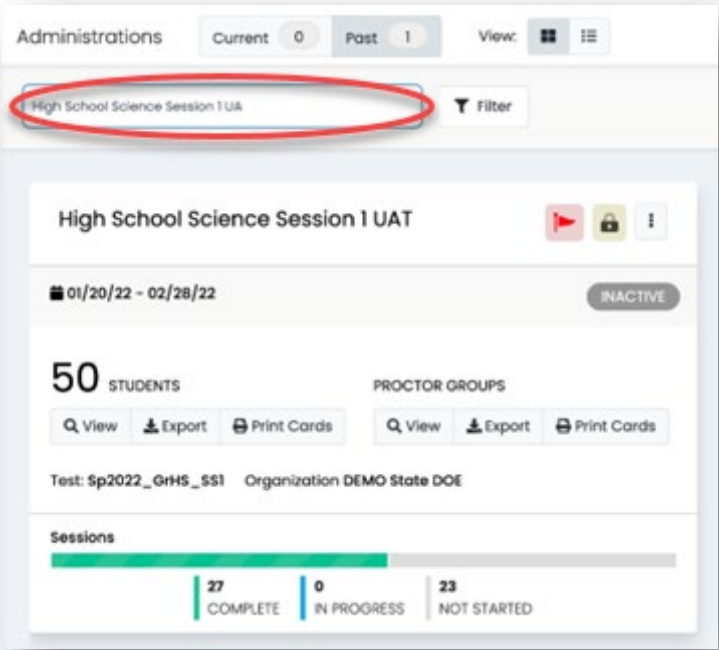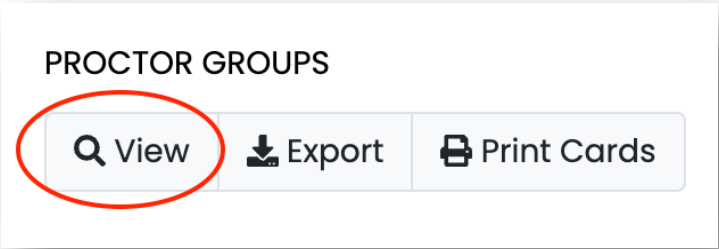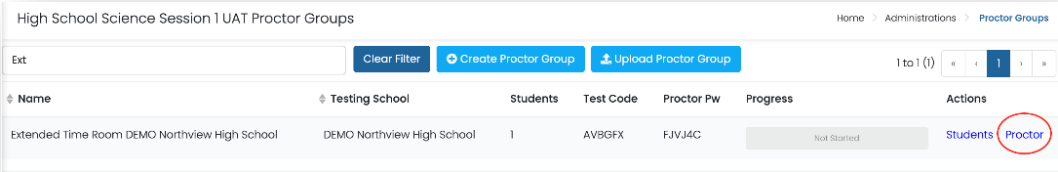
Print Cards for the Entire Administration

1	Navigate in ADAM to **Test Management	Administrations**.
2	Search Administrations (e.g., Grade5).	
3	Select the "Print Cards" option to open a second window displaying the cards.	

This step includes cards for proctor groups; therefore, there is no need to print cards for a proctor group. Please continue to "Working with the Print Controls."

Print Cards for a Proctor Group

1	Navigate in ADAM to **Test Management	Administrations**
2	Search Administrations (e.g., High School...).
3	Select the "View" link under Proctor Groups.
4	Select the "Proctor" link to access the proctor dashboard.

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5	Select the "Print Cards" option to open a second window displaying the cards.	

Next: continue to "Working with the Print Controls."

Working with the Print Controls

1	Use the controls at the top of the page to modify the layout and grouping of the cards.

Card Layout Options

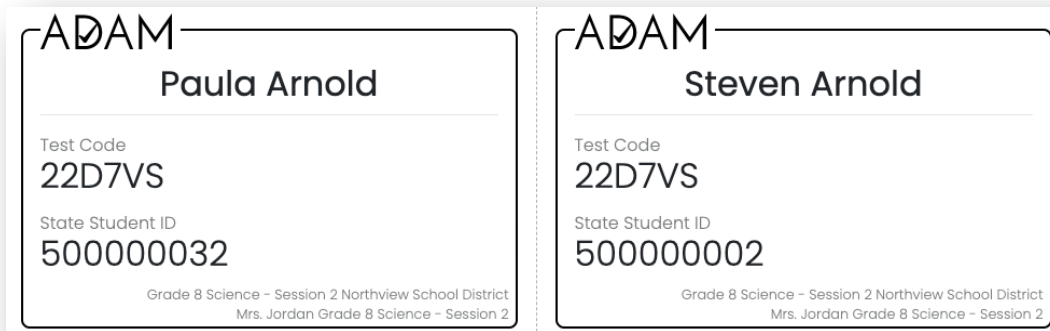   Prints 2 cards side by side (4 rows)

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	⊞⊞ Prints 3 cards side by side (6 rows)	
	🗇 Prints 1 card per printed page	
	🖵 Adds a title page to the card view for each proctor group (roster sheet for proctor)	
	ADAM Grade 8 Science – Session 2 Northvie... Mrs. Jordan Grade 8 Science – Sessio... Test Code Proctor Password 22D7VS 4TPF6T Student State Student ID 1. Paula Arnold 500000032 2. Steven Arnold 500000002	
	⊞ Adds or removes the border between the cards	
2	Select the Print icon to print.	🖨
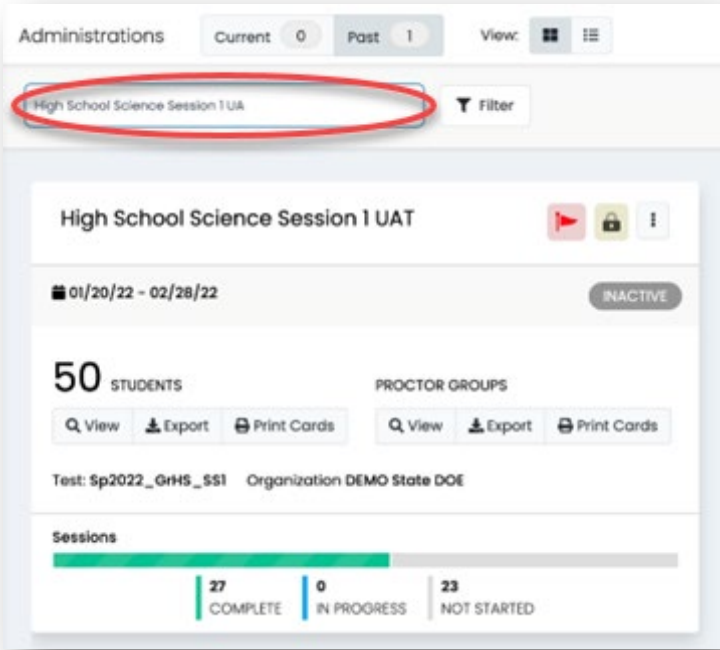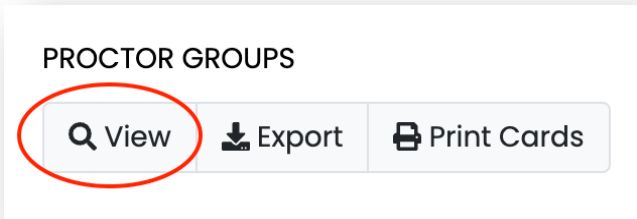
3	The cards contain what the students need to log in to the session:
	a. Student Name
	b. Assessment/Test Code
	c. State Student ID (SSID)

ADAM

Paula Arnold

Test Code
22D7VS

State Student ID
500000032

Grade 8 Science – Session 2 Northview School District
Mrs. Jordan Grade 8 Science – Session 2

ADAM

Steven Arnold

Test Code
22D7VS

State Student ID
500000002

Grade 8 Science – Session 2 Northview School District
Mrs. Jordan Grade 8 Science – Session 2

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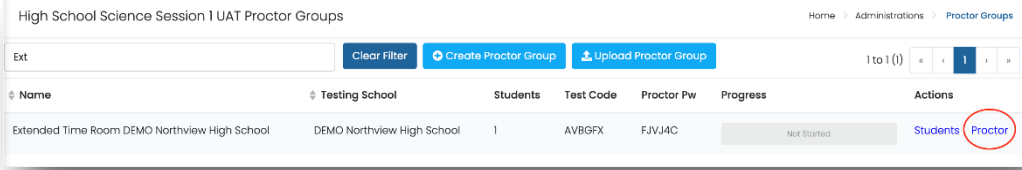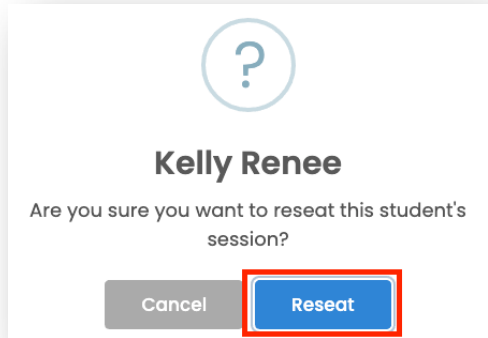
How to Unsubmit an Assessment

When a student completes their assessment, it is in the "Submitted" state. They do not have access to re-open the assessment. On the day of the assessment, the proctor and the SAC/DACs have the authority to allow the student back into the assessment. The session needs to be unsubmitted, then reseated, to allow the student access to the assessment session. An incomplete assessment session will auto-submit at 11:59 p.m. on the day it is started.

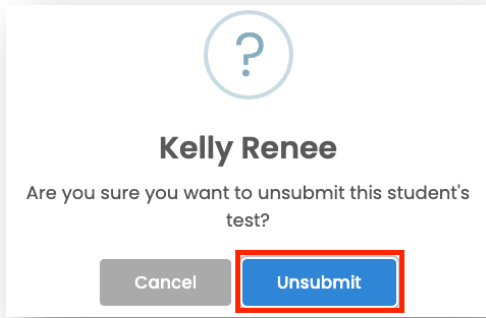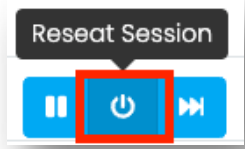**NOTE: Only the Maine DOE has the authority to unsubmit a student's assessment once the assessment day is over.**

1.	Navigate to **Test Management | Administrations**
2.	Search for the administration containing the student that needs a session unsubmitted.
3.	Select the "View" link under Proctor Groups.

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4.	Select "Proctor" to enter the proctor dashboard.	

5.	Find the student in submitted state and select the "Unsubmit" button.	
6.	Confirm the "Unsubmit" action.	
7.	The student status should now be "In Progress." Select the "Reseat Session" button to allow the student to re-enter the session.	

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8.	Confirm the "Reseat" action. The student status should now be "Reseat."	

How to Update the Roster in an Administration

Every 60 minutes, ADAM actively updates administration rosters when students are added to or removed from classes linked to active administrations or when designated supports or accommodations are added or removed from student profiles.

If you are unable to wait for ADAM to automatically update the rosters, please contact support to help you.

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Section 6: Reporting Dashboards

There are two dashboards available in ADAM.

Progress Report Dashboard

The progress report can be used to watch the progression of administrations for a school or SAU.

Filters

The progress report filters the detail by test and organization. Details in the report are delivered as 4 tiles with counts of sessions: Submitted, In Progress, Not Started, and Total.

Organizational Session Status

The bottom section is an organizational drill down/up to see the session counts by organizational level (based on the user's org scope): State, SAU, School, and Proctor Group.
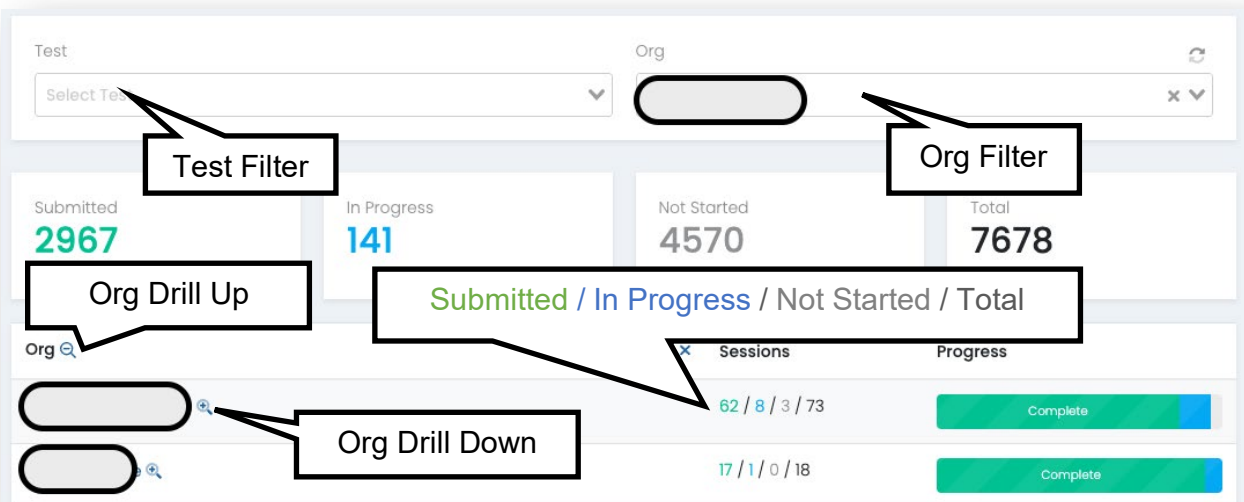
Activity Report Dashboard

The activity report provides information about sessions based on the user's org scope.

The top tiles display session counts for the number of sessions: Submitted Last Month, Submitted Last Week, Submitted Last Day, and Submitted Last Hour.
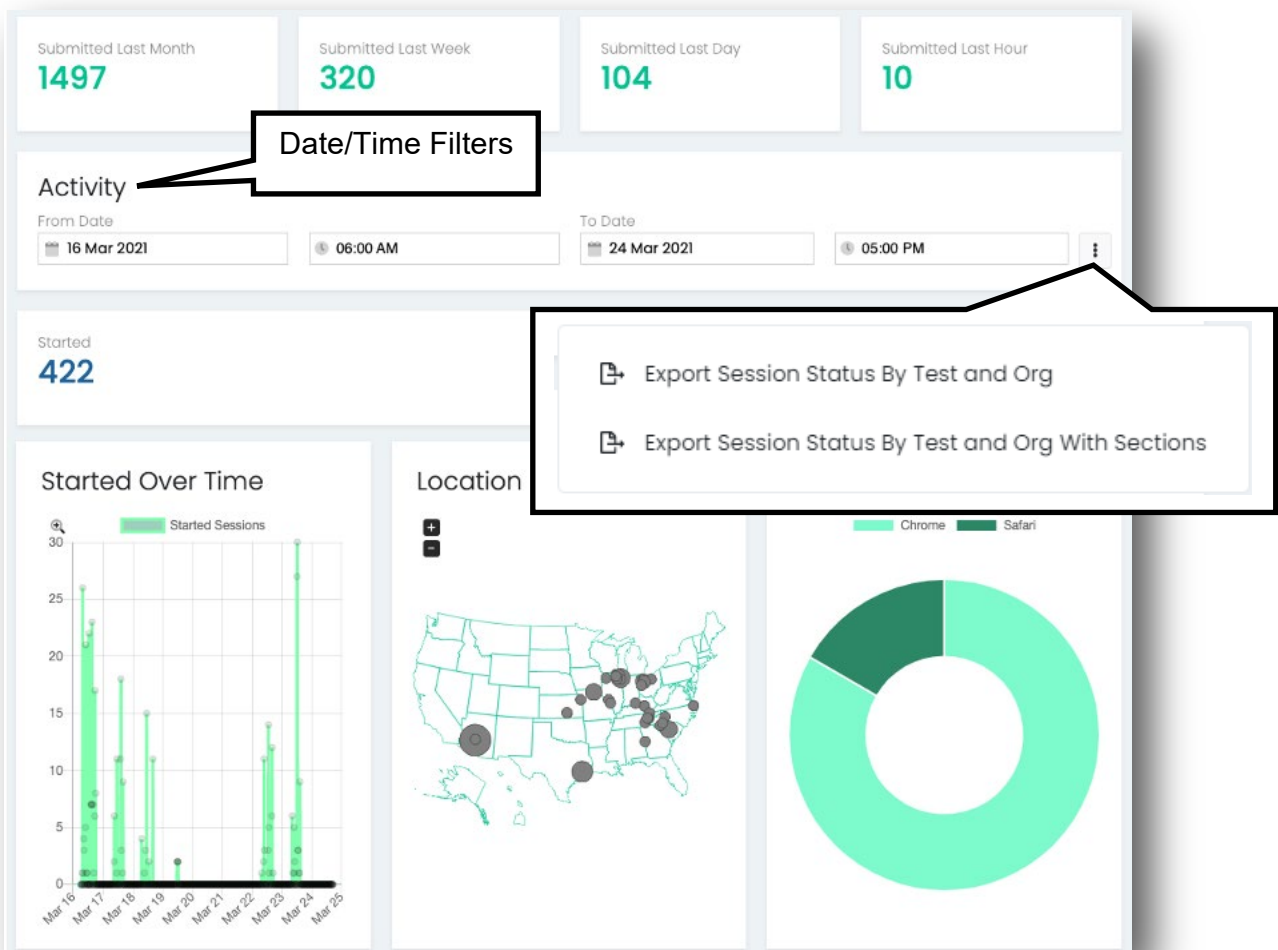
Date/Time Filter

Use the Activity Date/Time Filter to look at activity for a specified date/time range. The date/time filter is used on the session count tiles:

- **Started** – The count of individual student sessions for which a student has logged in to the assessment.

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- **Completed** – The count of individual student sessions for which a student has submitted the assessment.

Export Session Status

Use the horizontal ellipses found in the Activity section (where the date/time filters are set) to "Export Session" status.

Additional Statistics

The dashboard includes several other statistics by default:

- **Started Over Time** uses the date/time filters. This graph represents the count of assessment sessions started.
- **Location** uses the date/time filters. This graph represents the geographic location of the device used to log in to the assessment session.
- **Browsers** uses the date/time filters. This pie chart represents the browser type used during the assessment session. Because the Spring 2024 Maine Science Assessment requires use of the lockdown browser on devices, this chart will almost always be 100% Chrome.

END OF GUIDE