

Quick Guide: Uploading Students for ADP



As of 2019, districts are being asked to create and upload a student file for the Alaska Developmental Profile (ADP). This upload is similar to the uploads DTCs complete for other assessments. Please use the [ADP Student Upload File Layout](#) and [ADP Student Upload Sample file](#) to build your file. Both resources (as well as this quick guide) are available on the [ADP homepage](#) or on the [DTC Corner Smartsheet](#).

The following step-by-step process can be used in the ADP portal to upload students:

1. Login to the [ADP Recording Site](#) using the login site for District Test Coordinator and DEED staff. You will need your district's login. If you do not have your district's login, please contact [Rachel Schweissing](#). *Please note, you will not be able to access the following options if you login to the teacher side of the portal (using your ATI).*

District Test Coordinator and DEED Staff

Log In

Username:

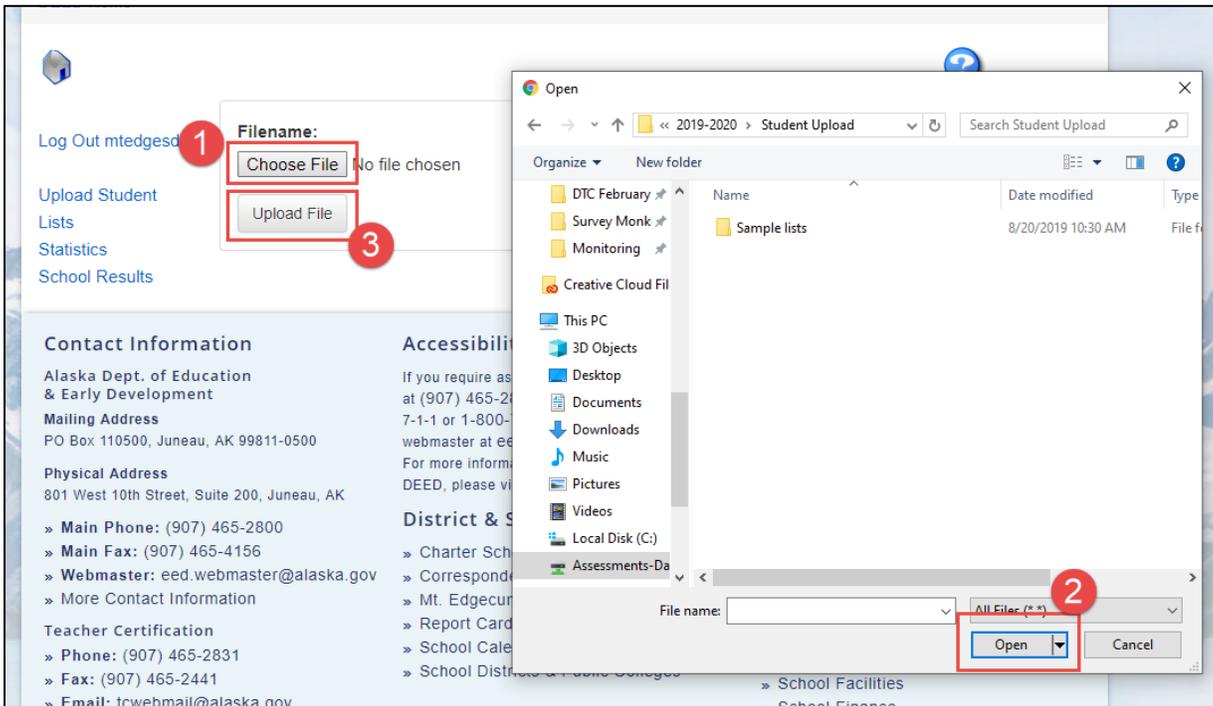
Password:

Log In

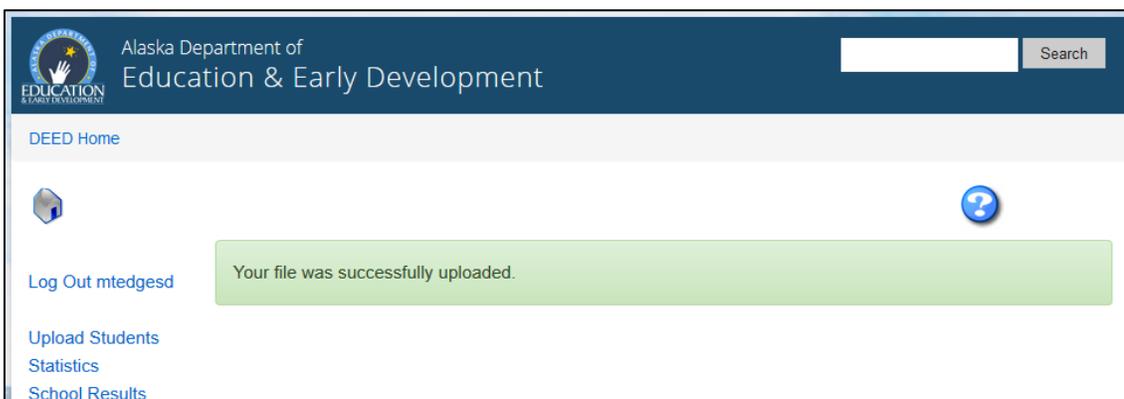
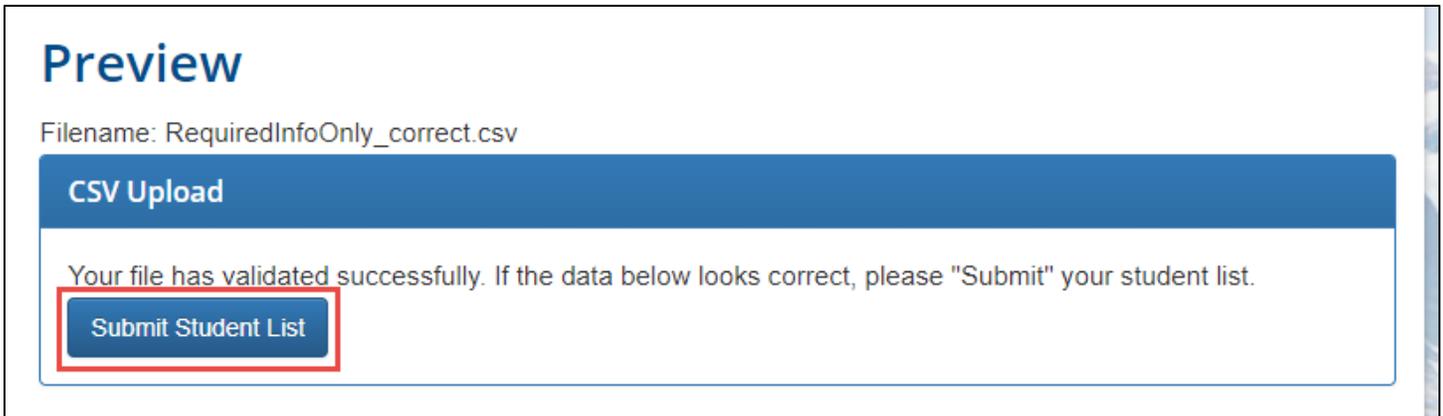
2. Once logged in, select **Upload Students** from the home menu.

A screenshot of the ADP portal home page for Mount Edgecumbe. The page has a white background with a blue header. On the left, there is a navigation menu with a home icon at the top, followed by "Log Out mtedgesd", "Upload Students" (highlighted with a red box), "Statistics", and "School Results". The main content area displays "Mount Edgecumbe" in large blue font, "0 Completed Profiles" in a slightly smaller blue font, and "District Developmental Profile Statistics" in a smaller blue font. Below this, there is a grey button labeled "Student Upload" and a white button labeled "Upload Students".

3. Select **Choose File** and select the appropriate file from your computer. Select **Upload File**.



4. If your file contains no errors, your screen will indicate that your file has validated successfully. Review the data under **Preview** and if everything is correct, select **Submit Student List**. Once your file has been successfully uploaded, the notice "Your file was successfully uploaded," will appear in a green bar. *Please note, larger files might take longer to upload.*



5. If your file contains any errors, a list of issues will appear. Select each issue to be directed to where the error appears in the file (highlighted in yellow).

Preview

Filename: Upload_multiple errors.csv

There are some issues with your CSV file. Please correct them and try uploading your file again.

Issues

- No matching student with the same birth date, last name, and AKSID was found
- Grade must be 1 or KG
- This code doesn't match any schools in your district



6. Hover over or select the red **View Issue** button to see more details on the error. Scroll right to view more columns, if necessary.

Row	District Code	SchoolCode	AKSID	DistrictStudentID	StudentLastName	StudentFirstName
2	5	980000	128423			Bobbie

View Issue

Validation Error

No matching student with the same birth date, last name, and AKSID was found

7. After all errors are fixed within your .csv file, re-upload your file by repeating steps 3 and 4.

Error	Message	Resolution
SchoolCode	This code doesn't match any schools in your district.	You entered a school code that does not exist in your district. Please double-check and correct the school code and re-upload. There is a full list of school numbers available on DEED's website .
SchoolCode	This code doesn't match any Alaskan school	You entered a school code that does not exist. Please double-check and correct the school code and re-upload. There is a full list of school numbers available on DEED's website .
Grade	Grade must be 1 or KG	You entered a grade that is not '1' or 'KG'. Only students in kindergarten or 1 st grade should have a completed ADP.
AKSID	No matching student with the same birth date, last name, and AKSID was found	One of these fields, AKSID, last name, DOB, is probably incorrect. Please double check the student's information and re-upload.
DateOfBirth	The field DateofBirth is invalid.	You entered a date that is not valid. Please double check the DOB and re-upload.
Gender	Gender must be M or F	You entered a value in the Gender field that is not 'M' or 'F'. Please double check the gender and re-upload.

If you need any assistance with uploading your file, please contact [Rachel Schweissing](#) or [Supanika Ordoñez](#).