

# 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 PEAKS Multiple Student Upload (MSU) in style and functionality. 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.



Log Out mtedgesd

Upload Students

Statistics

School Results

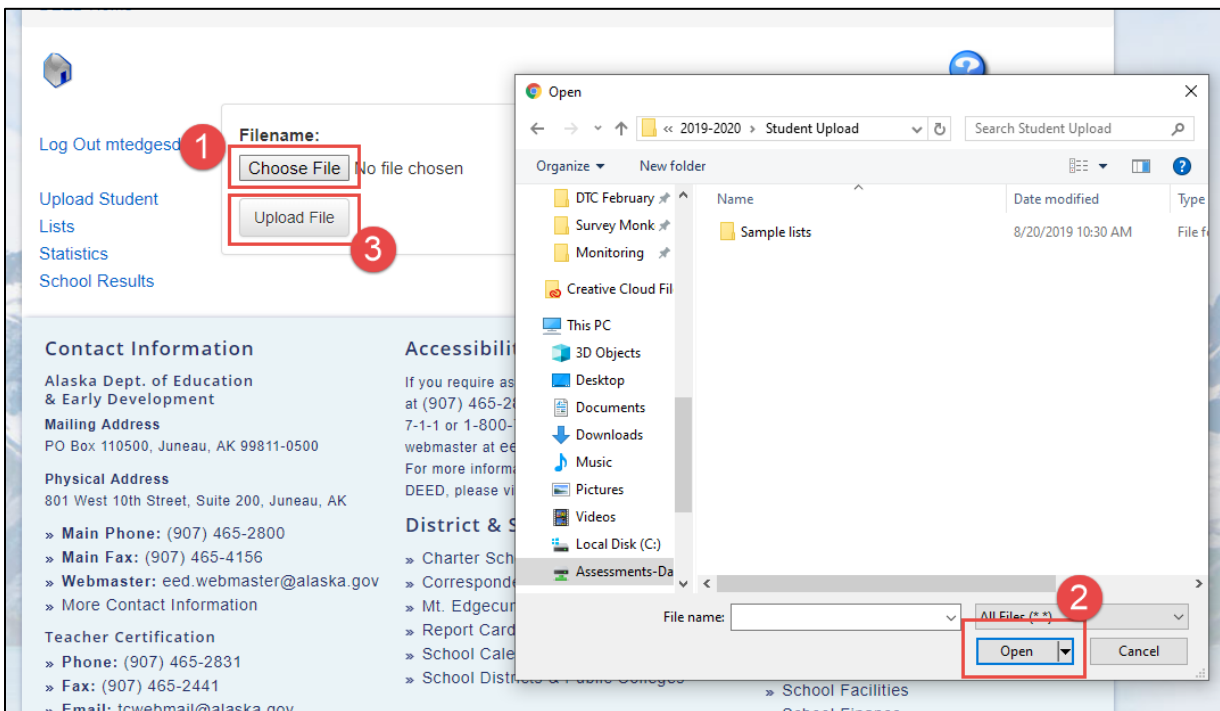
# Mount Edgecumbe 0 Completed Profiles

## District Developmental Profile Statistics

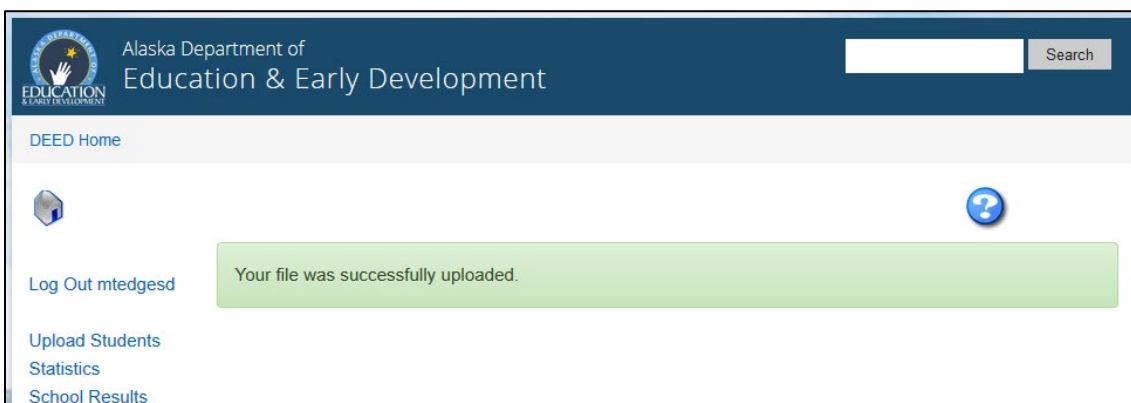
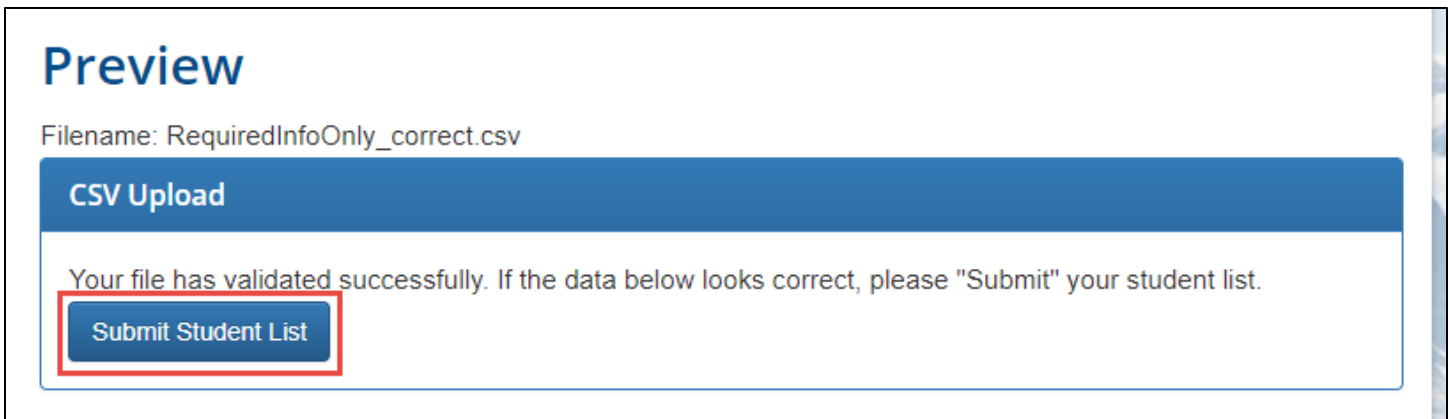
Student Upload

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           |

**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 <a href="#">DEED's website</a> . |
| 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 <a href="#">DEED's website</a> .                  |
| Grade       | Grade must be 1 or KG  | You entered a grade that is not '1' or 'KG'. Only students in kindergarten or 1 <sup>st</sup> 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 [Kristen Spencer](#).