

Quick Guide: Uploading Students for ADP

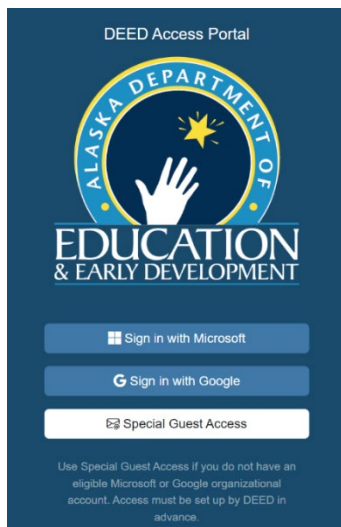
Districts are required to create and upload a student file for the Alaska Developmental Profile (ADP). This upload is similar to the uploads DTCs complete for other assessments. Please use the [ADP Student Upload File Layout](#) and [ADP Student Upload Sample file](#) to build your file. Both resources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



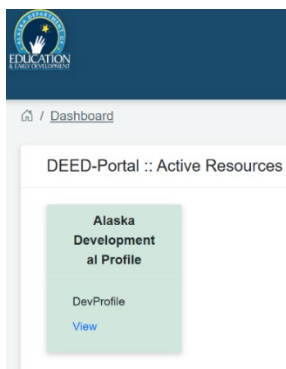
The following step-by-step process can be used in the ADP portal to upload students:

NOTE: The ADP Portal is now housed with the new launch DEED Portal application. The DEED Portal will, in time, allow district staff and DEED stakeholders a single point of entry into DEED systems. Through the Portal you'll be able to submit and access data, transfer files to/from department staff, and access DEED's various applications. District staff and teachers will login to the DEED Portal using their school district sign-in through either Microsoft or Google.

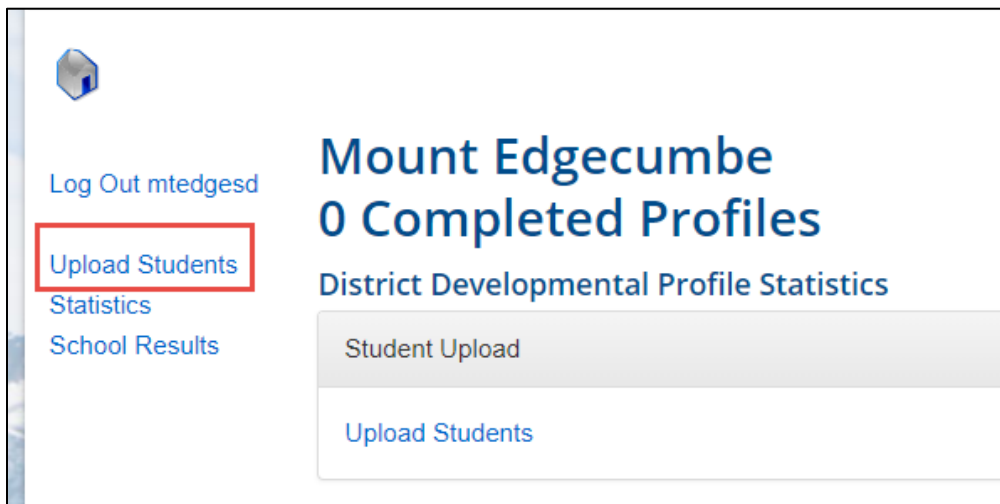
1. Go to <https://portal.education.alaska.gov>. Click either Microsoft or Google, depending on your district's platform. For more specific instructions, please visit [DEED Portal Login Instructions](#). If you have any issues logging into the Portal, please contact eed.portal@alaska.gov. After entering your email credentials, you will be prompted to choose 'Login as Teacher' or 'Login as District'. DTCs must choose, 'Login as District' to upload student lists.



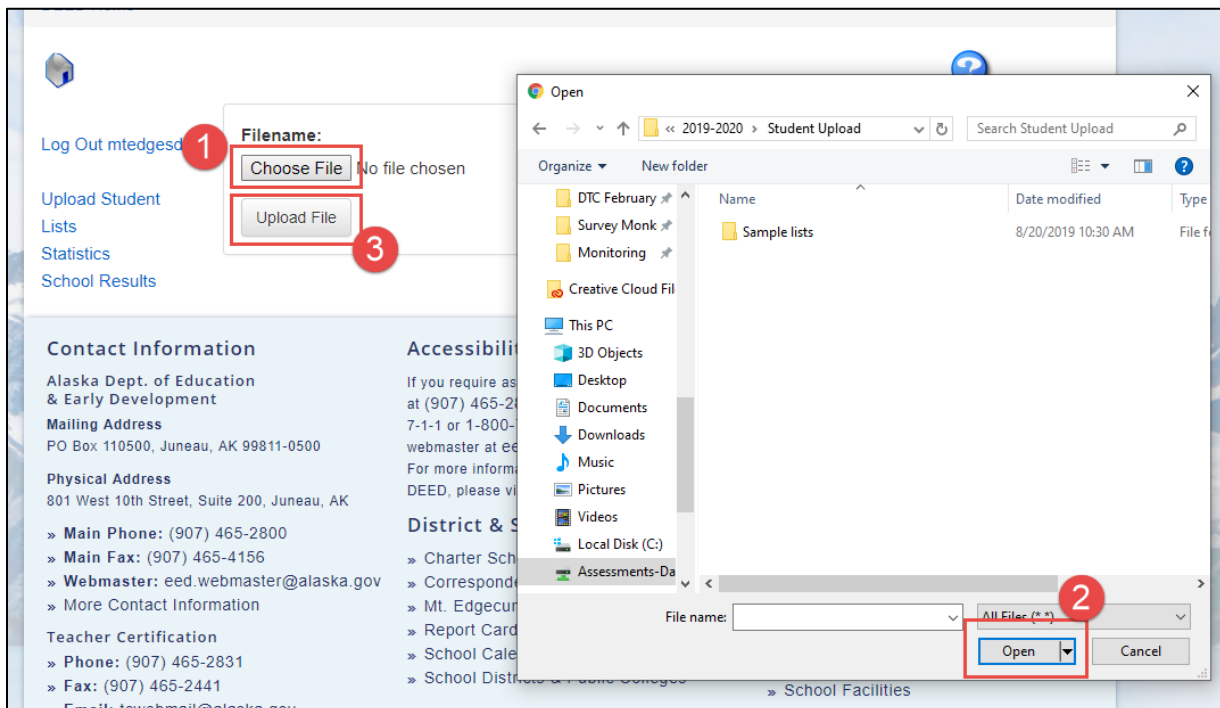
2. Once logged in, you should see a 'Alaska Developmental Profile' tile. Select the 'View' link to enter the ADP Portal. If you do not see this application, please contact eed.portal@alaska.gov.



3. Once you have entered the ADP portal, select 'Upload Students' from the menu on the left.



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



5. 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.*

Preview

Filename: RequiredInfoOnly_correct.csv

CSV Upload

Your file has validated successfully. If the data below looks correct, please "Submit" your student list.

[Submit Student List](#)



Alaska Department of
Education & Early Development

DEED Home



[Log Out mtedgesd](#)

[Upload Students](#)

[Statistics](#)

[School Results](#)

Your file was successfully uploaded.

6. 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

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

Action	Row	District Code	SchoolCode	AKSID	DistrictStudentID	StudentLastName	Student
Remove student from submission	2	5	50500				
Remove student from submission	3	5	50820	123456			

Validation Error

The AKSID 123456 doesn't match any student record, please double check.

8. Errors can be resolved in the original .csv file or in some cases, you can resolve the error by selecting one of the buttons in the **Action** column.

Action	Row	District Code	SchoolCode	AKSID	DistrictStudentID	StudentLastName	Student
Transfer student from Denali Borough School District	5	5	50770				DUS
Remove student from submission							

NOTE: If a student has already completed a profile at a different school or in a different school year, you will not be able to upload them since a profile has already been completed. If a student has been uploaded by another district, you will have the option to transfer that student or remove them from your submission.

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

Error Codes and Messages

Error	Message	Resolution
DistrictCode or SchoolCode	This code doesn't match any Alaskan school. OR District code must be a number. OR The district ID is not recognized. Please verify that you have entered the correct district ID.	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 .
Student Name	Last, first, or middle name cannot exceed 35 characters.	Student name fields cannot be greater than 35 characters. Please double check the student's information, correct, and re-upload.
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	The [AKSID, last name, birth date] doesn't match any student record. OR 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, correct, 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.
Student profile already exists.	Profile made at [school name] in the [20XX-XX] school year. Please delete this record from the submission.	This student already has a completed profile and does not need another profile completed for them.
Student uploaded in another district	This student has already been uploaded by [district name].	This student was uploaded in another district. Double check the student's enrollment status and, if needed, contact the district listed in the error.
Teacher email must be a valid email address.	Teacher email must be a valid email address.	Check your email entries and ensure that the teacher emails in your file have @ and a domain name (e.g., .org).

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