

PA Guidelines for Uploading Roster Templates into DLM

Purpose:

This instructional guide offers Pennsylvania-specific guidance for uploading rosters into the DLM system. Instructions should be reviewed prior to entering roster data into Educator Portal on the DLM website.

Audience:

- Assessment Coordinators/District Test Coordinators
- Building Test Coordinators
- Data management personnel

Timeline:

- Test coordinators should take part in the following recorded trainings prior to engaging in data management tasks:
 - PASA Getting Ready
 - Getting To Know DLM for Assessment Coordinator Modules 1 and 2
- The enrollment window is open from 10/19/20 through 12/11/20.

Additional Information:

Click [PaTTAN PASA webpage](#) for general information and correspondence regarding the new PASA DLM Assessment.

Questions:

Contact alternateassessment@pattan.net with any questions concerning these instructions.

Introduction

Activating users and enrolling students

The DLM processes for enrolling students differ from the former PASA Digital procedures. While data will not transfer directly from the old system to the new system, tools have been created to help facilitate the transition.

In general, Test Coordinators will be responsible for uploading and managing 3 different kinds of files **referred to as 'upload templates'** within the DLM Kite Educator Portal:

- 1) *User upload template*
- 2) *Enrollment upload template*
- 3) *Roster upload template*

The upload templates must be uploaded in order. The following slides explain how to create and upload **3) Roster upload template**

Note: If you have not yet completed step 1) User upload template and step 2) Enrollment upload template, click on the links below for detailed instructions.

[Simple User Upload Guidance](#)

[Simple Student Upload Guidance](#)

Rosters:

- In addition to uploading the user upload template and enrollment upload template into Educator Portal on DLM, students must be rostered to teachers for each subject area assessed.
- Unlike the user upload template and the enrollment upload template, there is no pre-loaded information available for download.

Step 1) Download and save the blank 'Roster Upload Template' from the DLM website.

https://dynamiclearningmaps.org/sites/default/files/documents/Templates/Roster_Upload_Template.CSV

Follow the instructions on pages 114-115 of the Data Management Manual.

https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual_2020-2021_PA.pdf

Save as a CSV (comma delimited) file.



A	B	C	D	E	F	G	H	I	J	K	L	M
Roster Name	Subject	Course	School Identifier	School Year	State Student Identifier	Local Student Identifier	Student Legal First Name	Student Legal Last Name	Educator Identifier	Educator First Name	Educator Last Name	Remove from roster

Step 2) Open the completed Enrollment Upload Template that was used to enroll students into the system. Use this data to begin to fill the roster.



Accountabil	Accounta	Attendanc	Student_L	Student_Leg	Student_L	Generati	Gender	Date_of_Birt	Current_C	Local_Stu	State_Student_Identifie	Current_Sch	Attendance_School_Program_Identifier
127040503		1.27E+08	Brown	Louis			1	07/28/2008	6	1E+07	1411995007	2021	8086
127040503		1.27E+08	Cramer	Dylan	Christopher		1	01/09/2009	5	1E+07	2091028649	2021	8085
127040503		1.27E+08	Denardo	James			0	09/24/2007	6	1E+07	1501780328	2021	8086
127040503		1.27E+08	Johnson	Isaac			1	08/10/2008	6	1E+07	2964851751	2021	8086
127040503		1.27E+08	James	Kaylea			0	05/13/2008	6	1E+07	9163413442	2021	8086
127040503		1.27E+08	Jacobs	Ryan			1	12/19/2002	11	1E+07	2408439531	2021	8086
127040503		1.27E+08	Weber	Sophia	Mae		0	12/18/2008	5	1E+07	9376887018	2021	8085
127040503		1.27E+08	Reynolds	Ariel			0	06/15/2009	5	1E+07	2230257072	2021	8085
127040503		1.27E+08	Staley	Brett			1	08/23/2009	5	1E+07	1984831534	2021	8085
127040503		1.27E+08	Mishnus	Samuel			1	01/03/2011	3	1E+07	5199424319	2021	8085

Accountabil	Accounta	Attendanc	Student_L	Student_Leg	Student_L	Generati	Gender	Date_of_Birt	Current_C	Local_Stu	State_Student_Identifie	Current_Sch	Attendance_School_Program_Identifier
127040503		1.27E+08	Brown	Louis			1	07/28/2008	6	1E+07	1411995007	2021	8086
127040503		1.27E+08	Cramer	Dylan	Christopher		1	01/09/2009	5	1E+07	2091028649	2021	8085
127040503		1.27E+08	Denardo	James			0	09/24/2007	6	1E+07	1501780328	2021	8086
127040503		1.27E+08	Johnson	Isaac			1	08/10/2008	6	1E+07	2964851751	2021	8086
127040503		1.27E+08	James	Kaylea			0	05/13/2008	6	1E+07	9163413442	2021	8086
127040503		1.27E+08	Jacobs	Ryan			1	12/19/2002	11	1E+07	2408439531	2021	8086
127040503		1.27E+08	Weber	Sophia	Mae		0	12/18/2008	5	1E+07	9376887018	2021	8085
127040503		1.27E+08	Reynolds	Ariel			0	06/15/2009	5	1E+07	2230257072	2021	8085
127040503		1.27E+08	Staley	Brett			1	08/23/2009	5	1E+07	1984831534	2021	8085
127040503		1.27E+08	Mishnus	Samuel			1	01/03/2011	3	1E+07	5199424319	2021	8085

Step 3) Copy and paste data from the Enrollment Upload Template into the Roster.

Note: The names in the template may be different, but the data is the same:

Enrollment Upload Template	Roster Upload Template
Attendance_School_Program_Identifier	= School Identifier
Current_School_Year	= School Year
State_Student_Identifier	= State Student Identifier
Student_Legal_First_Name	= Student Legal First Name
Student_Legal_Last_Name	= Student Legal Last Name

Roster Name	Subject	Course	School Identifier	School Year	State Student Identifier	Local Student Identifier	Student Legal First Name	Student Legal Last Name	Educator Identifier	Educator First Name	Educator Last Name	Remove from roster
			8086	2021	1411995007		Louis	Brown				
			8085	2021	2091028649		Dylan	Cramer				
			8086	2021	1501780328		James	Denardo				
			8086	2021	2964851751		Isaac	Johnson				
			8086	2021	9163413442		Kaylea	James				
			8086	2021	2408439531		Ryan	Jacobs				
			8085	2021	9376887018		Sophia	Weber				
			8085	2021	2230257072		Ariel	Reynolds				
			8085	2021	1984831534		Brett	Staley				
			8085	2021	5199424319		Samuel	Mishnus				

Step 4) Open the completed User Upload Template that was used to upload users into the DLM system.

Legal_First_Name	Legal_Last_Name	Educator_Identifier	Email	Organization	Organization_Level	Primary_Role	Secondary_Role	Primary_Assessment_Program
John	Smith	132222	jsmith@school.org	8086	SCH	TEA		DLM
Lisa	Jones	453687	ljones@school.org	8086	SCH	TEA		DLM
Kathy	Casey	912347	kcasey@school.org	8085	SCH	TEA		DLM
Kate	Johnson	435677	kjohnson@school.org	8085	SCH	TEA		DLM

Note: The names of the variables may be different, but the data is the same:

User Upload Template	Roster Upload Template
Educator_Identifier	= Educator Identifier
Legal_First_Name	= Educator First Name
Legal_Last_Name	= Educator Last Name

Step 5) Copy and paste the appropriate teacher data from the User Upload Template for each student on the Roster Upload Template.

Roster Name	Subject	Course	School Identifier	School Year	State Student Identifier	Local Student Identifier	Student Legal First Name	Student Legal Last Name	Educator Identifier	Educator First Name	Educator Last Name	Remove from roster
			8086	2021	1411995007		Louis	Brown	132222	John	Smith	
			8085	2021	2091028649		Dylan	Cramer	132222	John	Smith	
			8086	2021	1501780328		James	Denardo	132222	John	Smith	
			8086	2021	2964851751		Isaac	Johnson	132222	John	Smith	
			8086	2021	9163413442		Kaylea	James	453687	Lisa	Jones	
			8086	2021	2408439531		Ryan	Jacobs	453687	Lisa	Jones	
			8085	2021	9376887018		Sophia	Weber	912347	Kathy	Casey	
			8085	2021	2230257072		Ariel	Reynolds	435677	Kate	Johnson	
			8085	2021	1984831534		Brett	Staley	435677	Kate	Johnson	
			8085	2021	5199424319		Samuel	Mishnus	435677	Kate	Johnson	

Step 6) Students must be rostered for each subject area. Three separate files will contain rosters for ELA, Math and Science. Begin with ELA. Enter 'ELA' in the 'Subject Column'. Copy and paste 'ELA' for all students.

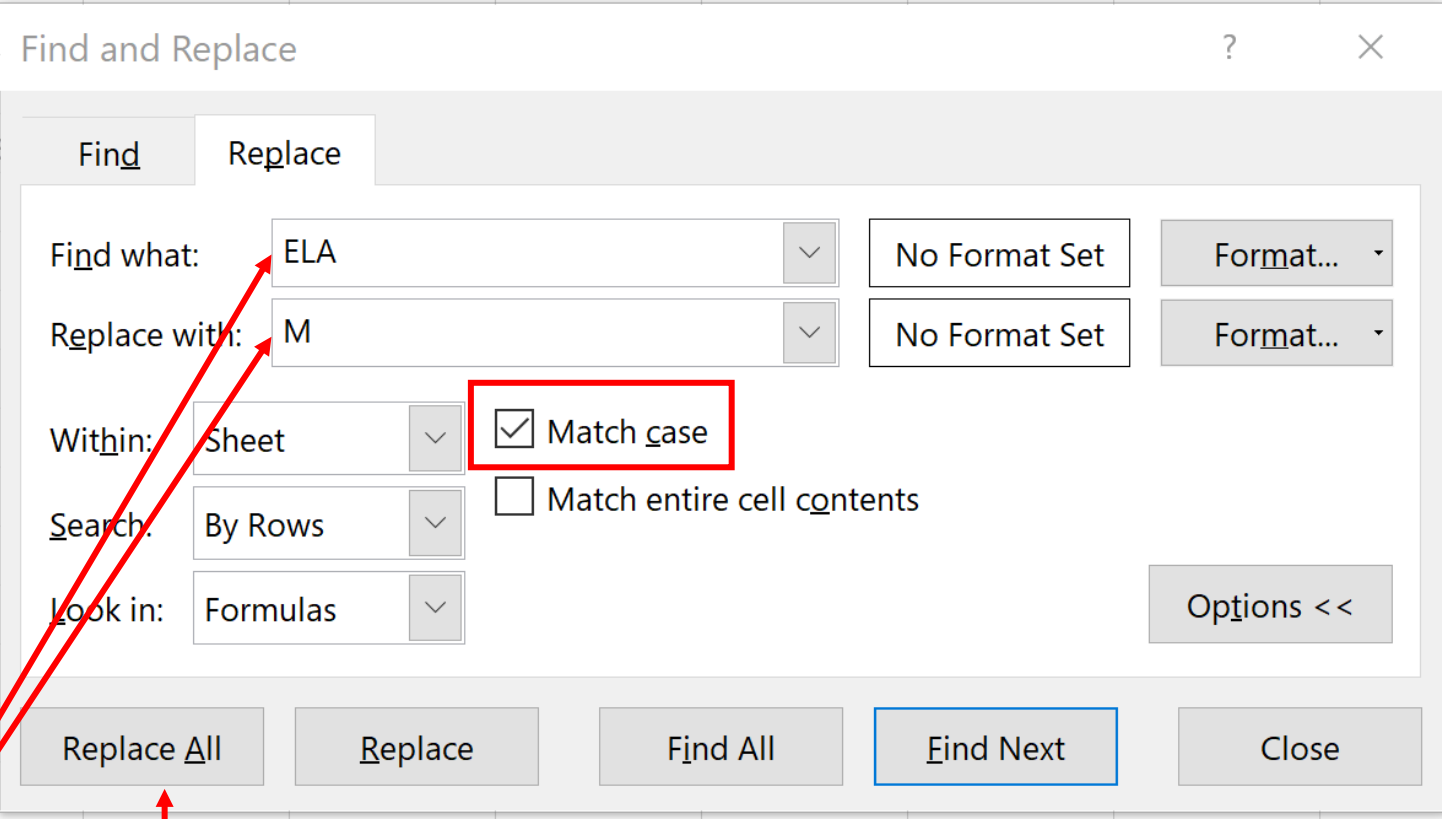
Roster Name	Subject	Course	School Identifier	School Year	State Student Identifier	Local Student Identifier	Student Legal First Name	Student Legal Last Name	Educator Identifier	Educator First Name	Educator Last Name	Remove from roster
Smith John ELA	ELA		8086	2021	1411995007		Louis	Brown	132222	John	Smith	
Smith John ELA	ELA		8085	2021	2091028649		Dylan	Cramer	132222	John	Smith	
Smith John ELA	ELA		8086	2021	1501780328		James	Denardo	132222	John	Smith	
Smith John ELA	ELA		8086	2021	2964851751		Isaac	Johnson	132222	John	Smith	
Jones Lisa ELA	ELA		8086	2021	9163413442		Kaylea	James	453687	Lisa	Jones	
Jones Lisa ELA	ELA		8086	2021	2408439531		Ryan	Jacobs	453687	Lisa	Jones	
Casey Kathy ELA	ELA		8085	2021	9376887018		Sophia	Weber	912347	Kathy	Casey	
Johnson Kate ELA	ELA		8085	2021	2230257072		Ariel	Reynolds	435677	Kate	Johnson	
Johnson Kate ELA	ELA		8085	2021	1984831534		Brett	Staley	435677	Kate	Johnson	
Johnson Kate ELA	ELA		8085	2021	5199424319		Samuel	Mishnus	435677	Kate	Johnson	

Step 7) Fill in the 'Roster Name' column using the last name, first name and subject area. Copy and paste the roster name where appropriate, ensuring that the roster name matches the Educator's name. Save the roster as a CSV file with the name DLM ELA roster.

Note: If the number of students is over 100, consider creating multiple rosters for uploading.

Step 8) Save a copy of the ELA roster as a CSV (comma delimited) and name as 'DLM Math Roster'. Save a second copy of the ELA roster and name as 'DLM Science Roster'.

Roster Name	Subject	Course
Smith John ELA	ELA	
Smith John ELA	ELA	
Smith John ELA	ELA	
Smith John ELA	ELA	
Jones Lisa ELA	ELA	
Jones Lisa ELA	ELA	
Casey Kathy ELA	ELA	
Johnson Kate ELA	ELA	
Johnson Kate ELA	ELA	
Johnson Kate ELA	ELA	



The image shows an Excel spreadsheet with a table of student rosters. The 'Subject' column contains the text 'ELA' for all students. An Excel 'Find and Replace' dialog box is open, showing the 'Replace' tab. The 'Find what' field contains 'ELA' and the 'Replace with' field contains 'M'. The 'Match case' checkbox is checked and highlighted with a red box. Red arrows point from the 'Find and Replace' dialog box to the 'Subject' column in the spreadsheet, indicating the search range.

Find and Replace

Find Replace

Find what: ELA

Replace with: M

Within: Sheet

Search: By Rows

Look in: Formulas

☒ Match case

☐ Match entire cell contents

Options <<

Replace All Replace Find All Find Next Close

Step 9) Within the DLM Math Roster file, highlight the 'Roster Name' and 'Subject' columns. Use the Excel option 'Find and Select'. Choose 'Replace'. Type in 'ELA' into 'Find what'. Type in 'M' into 'Replace with'. Click 'Match case'. Click 'Replace All'. Be sure to save as a CSV (comma delimited) file.

Step 10) Open the file 'DLM Science Roster'. Delete rows for students who are NOT in grades 4, 8 or 11.

The screenshot shows an Excel spreadsheet with a table containing student rosters. The table has two columns: 'Roster Name' and 'Subject'. The 'Subject' column contains the value 'ELA' for all rows. A red arrow points from the instruction box to the 'Subject' column header. Another red arrow points from the 'Find what' field in the 'Find and Replace' dialog box to the 'ELA' text in the 'Subject' column. A third red arrow points from the 'Replace All' button in the dialog box to the 'Replace All' button.

Roster Name	Subject
Smith John ELA	ELA
Smith John ELA	ELA
Smith John ELA	ELA
Smith John ELA	ELA

Find and Replace

Find what: ELA

Replace with: Sci

Within: Sheet

Search: By Rows

Look in: Formulas

☒ Match case

☐ Match entire cell contents

Replace All Replace Find All Find Next Close

Step 11) Within the DLM Science Roster file, highlight the 'Roster Name' and 'Subject' columns. Use the Excel option 'Find and Select'. Choose 'Replace'. Type in 'ELA' into 'Find what'. Type in 'Sci' into 'Replace with'. Click 'Match case'. Click 'Replace All'. Save the updated roster as a CSV (comma delimited) file.

Step 12) The three Roster Upload Templates are now ready to upload into DLM! Please follow the directions on Page 10 of this document and remember to upload each template into the DLM system.

DLM ELA Roster													
Roster Name													
A	B	C	D	E	F	G	H	I	J	K	L	M	
Roster Name	Subject	Course	School Id	School Year	State Student Id	Local Student Id	Student Last Name	Student First Name	Educator Id	Educator First Name	Educator Last Name	Remove from Roster	
Smith John ELA	ELA		8086	2021	1.41E+09		Louis	Brown	132222	John	Smith		
Smith John ELA	ELA		8085	2021	2.09E+09		Dylan	Cramer	132222	John	Smith		
Smith John ELA	ELA		8086	2021	1.5E+09		James	Denardo	132222	John	Smith		
Smith John ELA	ELA		8086	2021	2.96E+09		Isaac	Johnson	132222	John	Smith		
Jones Lisa ELA	ELA		8086	2021	9.16E+09		Kaylea	James	453687	Lisa	Jones		
Jones Lisa ELA	ELA		8086	2021	2.41E+09		Ryan	Jacobs	453687	Lisa	Jones		
Casey Kathy ELA	ELA		8085	2021	9.38E+09		Sophia	Weber	912347	Kathy	Casey		
Johnson Kate ELA	ELA		8085	2021	2.23E+09		Ariel	Reynolds	435677	Kate	Johnson		
Johnson Kate ELA	ELA		8085	2021	1.98E+09		Brett	Staley	435677	Kate	Johnson		
Johnson Kate ELA	ELA		8085	2021	5.2E+09		Samuel	Mishnus	435677	Kate	Johnson		

DLM Math Roster													
Roster Name													
A	B	C	D	E	F	G	H	I	J	K	L	M	
Roster Name	Subject	Course	School Id	School Year	State Student Id	Local Student Id	Student Last Name	Student First Name	Educator Id	Educator First Name	Educator Last Name	Remove from Roster	
Smith John Math	M		8086	2021	1.41E+09		Louis	Brown	132222	John	Smith		
Smith John Math	M		8085	2021	2.09E+09		Dylan	Cramer	132222	John	Smith		
Smith John Math	M		8086	2021	1.5E+09		James	Denardo	132222	John	Smith		
Smith John Math	M		8086	2021	2.96E+09		Isaac	Johnson	132222	John	Smith		
Jones Lisa Math	M		8086	2021	9.16E+09		Kaylea	James	453687	Lisa	Jones		
Jones Lisa Math	M		8086	2021	2.41E+09		Ryan	Jacobs	453687	Lisa	Jones		
Casey Kathy Math	M		8085	2021	9.38E+09		Sophia	Weber	912347	Kathy	Casey		
Johnson Kate Math	M		8085	2021	2.23E+09		Ariel	Reynolds	435677	Kate	Johnson		
Johnson Kate Math	M		8085	2021	1.98E+09		Brett	Staley	435677	Kate	Johnson		
Johnson Kate Math	M		8085	2021	5.2E+09		Samuel	Mishnus	435677	Kate	Johnson		

DLM Science Roster													
Roster Name													
A	B	C	D	E	F	G	H	I	J	K	L	M	
Roster Name	Subject	Course	School Id	School Year	State Student Id	Local Student Id	Student Last Name	Student First Name	Educator Id	Educator First Name	Educator Last Name	Remove from Roster	
Smith John Sci	Sci		8086	2021	1.4E+09		Louis	Brown	132222	John	Smith		
Smith John Sci	Sci		8085	2021	2.1E+09		Dylan	Cramer	132222	John	Smith		
Smith John Sci	Sci		8086	2021	1.5E+09		James	Denardo	132222	John	Smith		
Smith John Sci	Sci		8086	2021	3E+09		Isaac	Johnson	132222	John	Smith		

Uploading Templates to DLM

Detailed instructions for uploading the roster templates appear on page 122 of the [DLM Data Management Manual](#). As a reminder, files are uploaded through Educator Portal.

In addition, a brief recording called a 'helplet' demonstrating how to upload templates can be viewed at:

[Helplet Video: Uploading Templates](#)

Note: Several resources mentioned in these instructions can be accessed directly through <https://dynamiclearningmaps.org/Pennsylvania>.

- *The DLM Data Management Manual appears under the Manuals and Blueprints tab.*
- *The 'helplet' video is located under 'Resources for Educators and District Staff' and 'District Staff Training Resources'. It is called 'Uploading Templates'.*