

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_Scr | 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 | Account | Attendanc | Student_L | Student_L | Student_L | Generati | Gender | Date_of_Birt | Current_ | 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 | |
| Jones Lisa ELA | ELA | |
| Jones Lisa ELA | ELA | |
| Casey Kathy ELA | ELA | |
| Johnson Kate ELA | ELA | |
| Johnson Kate ELA | ELA | |
| Johnson Kate ELA | ELA | |

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

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.

| Roster Name | Subject | Cours |
|----------------|---------|-------|
| Smith John ELA | ELA | |

Find and Replace

Find 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

sample Roster_Upload_Template (+)

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.

AutoSave Off | DLM ELA Roster | Search

File Home Insert Page Layout Formulas Data Review View Help Acrobat

1 | Roster Name

| A | B | C | D | E | F | G | H | I | J | K | L | M |
|------------------|---------|--------|-------------|------------|------------|------------|------------|------------|-------------|-------------|------------|------------|
| Roster Name | Subject | Course | School Ider | School Yea | State Stud | Local Stud | Student Le | Student Le | Educator Ic | Educator Fi | Educator L | Remove fro |
| 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 | |

AutoSave Off | DLM Math Roster | Search

File Home Insert Page Layout Formulas Data Review View Help Acrobat

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| A | B | C | D | E | F | G | H | I | J | K | L | M |
|-------------------|---------|--------|-------------|------------|------------|------------|------------|------------|-------------|------------|------------|---------------|
| Roster Name | Subject | Course | School Ider | School Yea | State Stud | Local Stud | Student Le | Student Le | Educator Ic | Educator F | Educator L | Remove from r |
| 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 | |

AutoSave Off | DLM Science Roster | Search

File Home Insert Page Layout Formulas Data Review View Help Acrobat

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| A | B | C | D | E | F | G | H | I | J | K | L | M |
|----------------|---------|--------|-------------|------------|------------|------------|------------|------------|-------------|-------------|------------|-------------|
| Roster Name | Subject | Course | School Ider | School Yea | State Stud | Local Stud | Student Le | Student Le | Educator Ic | Educator Fi | Educator L | Remove from |
| 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'.*