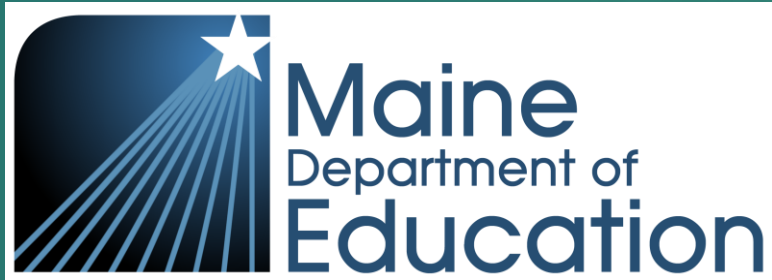




New Meridian
Science Exchange



Welcome to the Maine Science Live Q&A Session: Rostering in ADAM Platform & Accessibility

Sponsor: Krista Averill, Assessment Coordinator, Maine DOE

Moderator: Elizabeth Mortimer, Sr. Program Manager, New Meridian

Presenters: Bob Wolff, Senior Product Management Analyst, MZD



April 4, 2024 @ 3:00 PM EST

Introductions and Opening Comments

Krista Averill, Maine DOE



Assessment Program Updates

Maine Science Assessment Updates

Proctor Training

- NEW [Spring 2024 Maine Science Assessment Proctor Training video](#) (9 minutes)
- Two [assessment security webisodes](#) and [MEA Assessment Security and Data Privacy Agreement \(Appendix E\)](#) – *only needs to be completed one time per academic year*

Paper-Based Assessment Order Form

- Standard and large print assessments – [order form](#)
- Braille – contact Krista Averill at Krista.Averill@maine.gov

New Released Items

- [Maine Science Assessment webpage](#), under “Content”

Supplemental Text-to-Speech (TTS) Guidance

- Guidance for assigning TTS to students *without* the accommodation on an IEP, 504 plan, or ILAP
- Contains academic vocabulary that may appear on the assessment

Session Overview

- Reminder About Accounts in ADAM
- Accessibility Features
- Accommodations and Supports
- Managing Accommodations in ADAM
- Managing Class Rosters
- Quick Class Upload
- Common Questions
- Q&A



Reminder about DAC and SAC Accounts in ADAM

- All previous user accounts were removed prior to Spring 2024, including District Assessment Coordinator (DAC) and School Assessment Coordinator (SAC) accounts.
- DACs must re-establish their account by entering their district email at <https://adamexam.com>, and then selecting "Forgot Password" to create a new password for Spring 2024
- DACs will create accounts in ADAM for their SACs and DTCs.
- SACs will create accounts in ADAM for STCs.
- Teachers and Proctors do not have individual account logins. They will use the Test Code and Proctor Code to administer assessments.
- Teachers listed in ADAM were loaded from Maine DOE data in association with classes.

Rostering and
Accessibility
Resources

at the Maine
Science Support
Desk

Maine Science Support Desk is Full of Up-to-Date Information

Toll Free Number: 855-544-0842 *or*

Online Self-Service: <https://mescience.zendesk.com>

The screenshot displays the Maine Science Support Desk website. At the top left is the Maine Department of Education logo. In the center is a laptop showing a search bar with the text "What are you looking for?". To the right is the ADAM logo, which stands for Assessment Delivery and Management. Below the search bar are three main service boxes: "Video Tutorials & Webinars" (with a sub-description), "Resources - Document Downloads" (with a sub-description), and "Request Help" (with a sub-description). A red-bordered button labeled "Create a ticket" is positioned above the "Request Help" box. Below these boxes is a wide "FAQ" section. At the bottom left, there is a "Promoted articles" section. At the bottom right, there is a red-bordered button labeled "Call or Chat" and a dark green circular button labeled "Call us" with a telephone icon.

Maine Science 2024 Accessibility Features

Embedded Universal Tools

Embedded Universal Tools for All Students	
Tool	Description
Provisions within online assessment platform to all students automatically	
Review	Review page shows flagged items for review and items not attempted.
Accessibility	Accessibility options of Color Scheme / Font Size / Zoom enlargement (ADAM Accessibility Tools see page 7).
Flag or Bookmark	Ability to flag or bookmark an item to return to for review.
Line Reader	The line reader tool helps focus on reading one line of text at a time.
Response Masking	Ability to hide/cover an answer choice – not available on all item types such as technology enhanced.

Maine Science 2024 Accessibility Features

Non-Embedded Universal Tools

Non-Embedded Universal Tools for All Students	
Tool	Description
Provisions provided by the proctor to all students	
Scrap/Scratch Paper	The student uses scratch paper, an individual erasable whiteboard, or an assistive technology device to make notes or record responses. Scratch paper can be lined, blank, or graph. All scratch paper must be collected and securely destroyed at the end of each test to maintain test security.

Maine Science 2024 Accessibility Features

Designated Supports

Utilization and implementation of designated supports are determined on an individual basis

- 1) by a team of two or more education professionals with knowledge of a student's performance, and
- 2) supports must be consistent with the student's normal routine during classroom instruction and assessment.

Provision of supports does not alter the construct of any test item.

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

Embedded Designated Support

Embedded Support	
Tool	Description
Provisions provided within the platform that must be assigned to an individual student	
Text-to-Speech (TTS)	Text is read aloud to the student via (embedded) TTS technology. TTS should be consistent with the student's normal routine during classroom instruction. Headphones/earbuds are necessary unless tested individually in a separate setting.

Maine Science 2024 Accessibility Features

Grade 5 Science Word List

Text-to-Speech Supplemental Guidance

All students with text-to-speech or read aloud as an accommodation in an IEP, 504 plan, or ILAP **MUST** be assigned TTS for the online assessment.

For all other students, TTS is an approved designated support for students who are offered the opportunity to access text-to-speech and/or read aloud as part of their normal routine during classroom instruction and assessment.

If educators perceive that a student would struggle to decode two or more words from their grade-level list, text-to-speech is an appropriate designated support for that student.

To be enabled, TTS must be assigned to the student within the assessment platform.

Science	
1.	Evaporate/evaporation
2.	Quantity
3.	Reflectivity/reflective
4.	Conductivity/conductive
5.	Electrical
6.	Thermal
7.	Solubility/soluble
8.	Investigation
9.	Gravity/gravitational
10.	Ecosystem
11.	Organism
12.	Decomposer
13.	Geosphere
14.	Biosphere
15.	Hydrosphere
16.	Atmosphere
17.	Percentage
18.	Reservoir
19.	Distribution
20.	Glacier

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

Nonembedded Designated Supports

Non-Embedded Designated Support	
Tool	Description
Provisions provided outside the platform that must be assigned to an individual student	
Breaks	Multiple or frequent breaks may be required by students whose attention span, distractibility, physical and/or medical condition require shorter working periods.
Extended Time	Extended time is time beyond recommended/average of 60 minutes per session(s) 1, 2, and 3. Students with extended time must complete the assessment session on the day it was started; the session will auto-submit at 11:59 PM.
Small Group or Individual Setting	This designated support is used to minimize distractions for students whose test is administered out of the classroom or so that others will not be distracted by supports/accommodations being used.
Bilingual Word Glossary for MLs	A bilingual/dual language word-to-word glossary is provided to students who are Multilingual Learners as a language support as per ILAP.

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

Nonembedded Supports

Examples of supports that can be provided to students and do **not** need to be indicated in the assessment platform include the following:

- Assistive technology
- Medical devices
- Visual aids (e.g., magnification devices, external monitors, reduction of visual print by blocking or other techniques, student privacy shields)
- Auditory devices (e.g., special acoustics, amplification, noise buffers, whisper phones, calming music)
- Student reads assessment aloud to self in individual setting
- Directions clarification

[Accessibility Guide](#)

Maine Science 2024 Accessibility

Accommodations

Non-Embedded Accommodations	
Tool	Description
Provisions Outside of the Platform Based on IEP or 504 Plan	
American Sign Language	Text is translated via sign language interpreter to student by Test Administrator as documented in the IEP/504 plan.
Scribe	The student may dictate answers to a human scribe in an individual setting as indicated by a student's IEP/504 plan. Human scribe records verbatim what a student dictates and must give the student an opportunity to review scribed text. Scribed answers must be entered into the online testing platform - no paper submissions accepted.

Maine Science 2024 Accessibility

Accommodations

Tool	Description
Paper Based +	For students with an IEP/504 plan that requires assessments to be paper-based and not administered online. Request for Paper-Based Science Assessment
Large Print	<i>Please reach out directly to Krista Averill at Krista.Averill@maine.gov regarding any spring 2024 braille needs.</i>
Braille	This accommodation is only allowed for students that have a documented need for paper/pencil. The student will have those parts of the test that have text-to-speech support in the computer-based version read by a qualified human reader in English.

Updates: Preferred Name

Optional Preferred Name

User Setup (Study1, Align)

Information

- Accommodations
- Parents/Guardians
- Classes
- Administrations
- History

User Setup
Manage User Settings

* First Name
Align

* Last Name
Study1

Preferred First Name
Preferred Given Name

Preferred Last Name
Preferred Last Name

- Print cards
- Student exports
- Users search

[Understanding the Preferred Name Fields in ADAM](#)

[Mass Update Preferred Names in ADAM](#)

Accommodations Updates

Updating Individual Student Accommodations

User Setup (Study1, Align)

Information

- Accommodations
- Parents/Guardians
- Classes
- Administrations
- History

User Setup
Manage User Settings

* First Name
Align

* Last Name
Study1

Preferred First Name
Preferred Given Name

Preferred Last Name
Preferred Last Name

[How do I update individual student supports and accommodations?](#)

Student Accommodation Upload

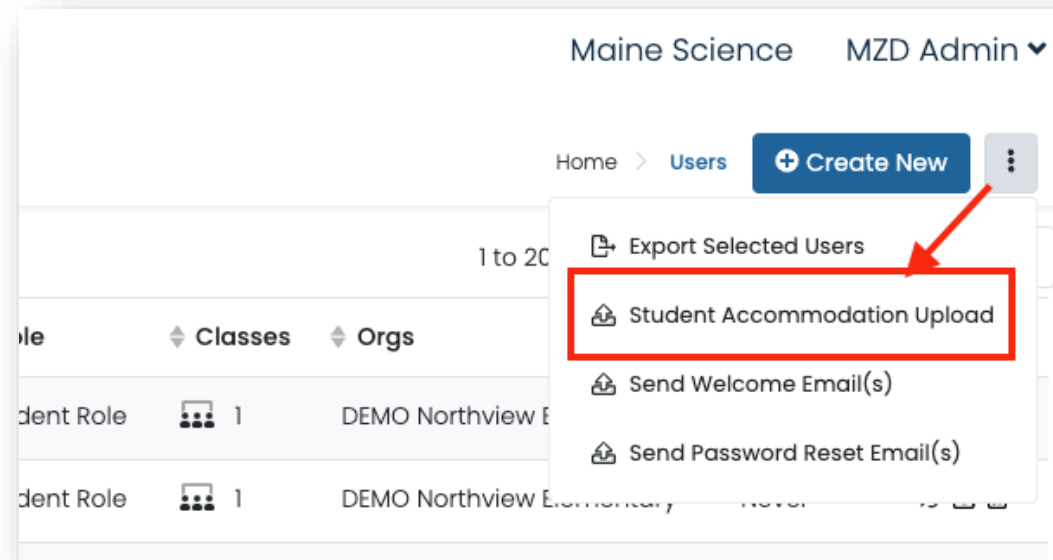
Accommodations Updates

The screenshot shows the 'User Config (37683)' interface. The sidebar on the left includes navigation options: Home, System, Learnosity Authoring, Test Management, Test Publishing, Rostering (highlighted), Academic Sessions, Orgs, Courses, Classes, Users, and Reporting. The main content area has a search bar and filter fields for Name, Org (set to 'DEMO Northview Elementary'), Class (set to 'Filter by class...'), Role (set to 'Student Role'), Grade (set to '05'), and Course (set to 'Filter by course...'). A 'Results' table is shown on the right with columns for Last Name, First Name, and Identification Number. The table lists several students, including Sweetser Amy, Wright Jennifer, and Ash-Curhbert Krystal.

- Filter your students
- Select those you want to update

Student Accommodation Upload

Accommodations Updates



- Kabob menu
- Student Accommodation Upload

[Update Accommodations for Multiple Students](#)

Rostering

- ME DOE Data Team submits rosters based on student information in NEO.
- Students will be rostered at their attending schools where they receive instruction.
 - Regional and Alternate Programs
 - Out-of-State Schools
 - Special Purpose Private Schools
- Home-instruction students who receive 1-99% of education at school will be in the roster for their resident SAU
- Synergy/NEO is the source of truth for student roster information, and a daily change file will synch the information in Synergy/NEO with what appears in ADAM.

[MECAS Guidelines](#)

Managing Class Rosters

How To:

- Manage student rosters
- Manage classes
- Quick Class Upload tool
- Update student accommodations
- View student assignments to test sessions



ADAM Platform User Guide

MAINE SCIENCE ASSESSMENT

SPRING 2024

ADAM
Assessment Delivery and Management

Managing Class Rosters

To Do List:

- Confirm student rosters in ADAM
- Update through MDOE if needed
- Create classes and add students to classes
- Check that classes have a designated course, determined by grade level



ADAM Platform User Guide

MAINE SCIENCE ASSESSMENT

SPRING 2024

ADAM
Assessment Delivery and Management

Managing Rosters

- **Districts** – SAUs/districts are pre-populated in ADAM.
- **Schools** – Schools are pre-populated in ADAM.
- **Courses** – Courses are pre-populated in ADAM and represent the grade level.
 - 5th Grade Science
 - 8th Grade Science
 - HS Science
- **Classes** – Classes are created and maintained by the DAC or SAC.
- **Students** – Students are pre-populated and assigned to a school but need to be added and maintained within a class by the DAC or SAC.



Home

System

Test Management

Rostering

Orgs

Courses

Classes

Users

Reporting

Search for Existing Classes

Class Config

Clear Search

Name

Demo

School

Filter by school...

Course

Filter by course...

Academic Session

Filter by Academic Session...

Sourced ID

Search Sourced ID...

Results

1 to 2 (2)

<input type="checkbox"/>	Title	School	Course	Class Code	Teacher	Students	Subjects	Grades	Created	Actions
<input type="checkbox"/>	Bob DEMO Class 1	DEMO Northview High School	Demo HS Science	Bob DEMO Class 1	None	2	None	4 Grades	2024-04-11	
<input type="checkbox"/>	Bob DEMO Class 2	DEMO Northview High School	Demo HS Science	Bob DEMO Class 2	None	1	None	4 Grades	2024-04-11	

New Class Options

Maine Science Susan Gundy

Home > Classes

+ Create New

Managing Classes

Click "Edit" button to view Class information

Create One Class at a Time

Home > Classes

+ Create New

Quick Class Upload

Quick Class Upload of Multiple Classes

Adding and Managing Classes

Adding Classes in ADAM:

Quick Class Upload

This process is most likely used by the SAC to create all the classes and add the students into those classes, one grade at a time.

This is accomplished by following the on-screen instructions in ADAM by navigating to Rostering | Classes. This is a three-step process:

1. Download an automatically generated list of students in a specified grade and school.
2. Modify the downloaded file to assign each student to a class.
3. Upload the enhanced file into ADAM.

One Class At A Time

This process is most likely used by the School Administrator if a new class is identified after the quick class upload is complete. This is a two-step process:

1. Navigate in ADAM to Rostering | Classes and use the “Add Classes” button to add a single class.
2. Modify the class and enroll the students into the class.

Quick Class Upload



Open Quick Class Upload Tool

Select Grade for Class



Note that for High School classes, you will need to download a file for each grade level (09, 10, 11, 12) but can still create a mixed-grade class code

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

Browse

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

- 05
- 08
- 09
- 10
- 11
- 12

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Browse

Quick Class Upload Walkthrough

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

05

Select Course

Search...

5th Grade Science

Demo 5th Grade Science

Choose a file or drop it here...

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

05

Select Course

5th Grade Science

Select Academic Session

SY 23-24

Select School

Search...

Abraham Lincoln School

Academy Hill School

Acadia Academy School

Acton Elementary School

Adams School

Agnes Gray School

Airline Community School

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Select Course –
Selection options will be based
on the grade you already
selected

Select Academic
Session
"SY23-24"

Search for and
Select School

Quick Class Upload Walkthrough

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

05



Select Course

Demo 5th Grade Science



Select Academic Session



Select School

DEMO Northview Elementary



Click to download template

The file download is named using the School Name, Course Name, and Date. (e.g., quick_class_Easton Elementary_5th Grade Science_05_01_2021.csv)

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Add your unique Class Code to your template file in the "class_code" column and save the file again to your computer.



Open the download file from Step 1. (Look in the download tray or download folder.)

A file made up of six columns will open for you. Column A (user_sourced_id) is the State Student ID (SSID). Columns B and C are for the student names. Ignore and do not modify columns D and E.



	A	B	C	D	E	F
1	user_sourced_id	first_name	last_name	course_sourced_id	school_sourced_id	class_code
2	5384725	John	Huston	01-06SCI	idoe01-d01-s02	
3	6985715	Becky	Lynn	01-06SCI	idoe01-d01-s02	
4	3569774	John	Kline	01-06SCI	idoe01-d01-s02	
5	8754627	Jean	Falster	01-06SCI	idoe01-d01-s02	
6	2596842	Kenny	Master	01-06SCI	idoe01-d01-s02	
7	1589754	Troy	Groetken	01-06SCI	idoe01-d01-s02	
8						

Quick Class Upload Walkthrough

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

05



Select Course

Demo 5th Grade Science



Select Academic Session

SY 23-24



Select School

DEMO Northview Elementary



 Click to download template

The file download is named using the School Name, Course Name, and Date.
(e.g., quick_class_Easton Elementary_5th Grade Science_05_01_2021.csv)

Step 3: Upload the modified file into ADAM.



quick_class_DEMO Northview Elementary_Demo 5th Grade Science_03_29_2024.csv

Browse

Browse the files on your computer to select the modified file and upload it to ADAM.

Create / Modify One Class at a Time

Maine Department of Education

- Home
- System
- Test Management
- Rostering
- Orgs
- Courses
- Classes
- Users
- Reporting



Class Config

Clear Search

Name

School

Course

Academic Session

Sourced ID

Results 1 to 2 (2) « ‹ 1 › »

<input type="checkbox"/>	Title	School	Course	Class Code	Teacher	Students	Subjects	Grades	Created	Actions
<input type="checkbox"/>	Bob DEMO Class 1	DEMO Northview High School	Demo HS Science	Bob DEMO Class 1	None	2	None	4 Grades	2024-04-11	
<input type="checkbox"/>	Bob DEMO Class 2	DEMO Northview High School	Demo HS Science	Bob DEMO Class 2	None	1	None	4 Grades	2024-04-11	



Create a New Class

Maine Science Susan Gundy



Home > Classes [+ Create New](#)

Click "Edit" button to view and modify Class information

Create / Modify One Class at a Time

Complete the form



Class Setup

Classes are collections of students that can be administered tests

Title

Bob DEMO Class 1

Title should not exceed 50 characters

Class Code

Bob DEMO Class 1

Location

Location

Class Type

Scheduled

School

DEMO Northview High School

Course

Demo HS Science

Academic Sessions

SY 23-24

Sourced ID

3bcf2130-641f-48a4-af00-504ae74b1654

Subject(s)

Select...

Grade(s)

11 12 10 09

Period(s)

Select...

Teachers (0)



None

Students (2)

Add Student

Edit Enrollment

Last	First	Grade	Username
Daniel	Mara	HS	ssid075
Woods	Jaydon	11	ssid270

Managing Class Rosters

Information and step-by-step directions for most procedures can be found in the ADAM Platform Use Guide

Section 3: Rostering	14
Schools and Students	14
How to Add a School.....	14
How to Add a Student.....	14
How to Add a Class and Enroll Students	15
** TASK – Complete Initial Load of Classes and Enroll Students **	16
Quick Class Upload.....	16
How to Update Class Enrollment	22
Removing/Adding Student(s) from a Class	22
Removing/Adding a Class on a User	25
Section 4: Managing Students	28
** TASK – Add Unrostered Students to a Class **	28
Maintain the Class Rosters	28
How to Update the Student Designated Supports and Accommodations	31



ADAM Platform User Guide

MAINE SCIENCE ASSESSMENT

SPRING 2024

ADAM
Assessment Delivery and Management

Maine Science Support Desk is Full of Up-to-Date Information

Toll Free Number: 855-544-0842 *or*

Online Self-Service: <https://mescience.zendesk.com>

Maine Science
Assessment
Program
Support Desk

The screenshot shows the Maine Science Support Desk website. At the top left is the Maine Department of Education logo. In the center is a laptop displaying a search bar with the text "What are you looking for?". To the right is the ADAM logo (Assessment Delivery and Management). Below the search bar are three main navigation boxes: "Video Tutorials & Webinars" (with a sub-description), "Resources - Document Downloads" (with a sub-description), and "Request Help" (with a sub-description). A red box highlights the "Create a ticket" link above the "Request Help" box. Below these is a "FAQ" section. At the bottom right, a red box highlights the "Call or Chat" link, and a "Call us" button is visible in the bottom right corner.

SAU Science Assessment Administration Support

** Note the New
Meridian/MZD Help Desk
contact information provided
here is unique to Maine
Science.*

*Math and Reading
assessments have a separate,
different help desk.*

Maine Department of Education

Science Assessment Coordinator

Krista.Averill@maine.gov or 207-215-2568

- [Maine Science | Department of Education](#) – Resource Page
- Accommodations, irregularities, assessment content, policy, and student-related questions

MEDMS Helpdesk

MEDMS.Helpdesk@maine.gov or (207) 624-6896

- Questions regarding assessment rosters [in NEO](#)

New Meridian/MZD

Toll Free Number: 855-544-0842 *or*

Online Self-Service: <https://mescience.zendesk.com>

- Lockdown Browser (LDB) installation issues, LDB not working
- Log in credentials & Support
- Rostering information and support

Q & A





New Meridian
Science Exchange

Thank you!