

## Data Management Step 3: Uploading Roster Templates

**Purpose:** Assessment Coordinators (ACs)/District Test Coordinators (DTCs) must ensure that uploads are completed for:

1. Users
2. Students
3. Rosters

This instructional guide offers Pennsylvania-specific directions for updating *Rosters* in the DLM Educator Portal.

**Context:**

Each year, students must be placed onto teacher rosters in each tested subject area. All PASA-eligible students in grades 3-8 and 11 must be rostered in ELA and Math. Students in grades 4, 8 and 11 must also be rostered in Science.

**Audience:**

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

**Training:**

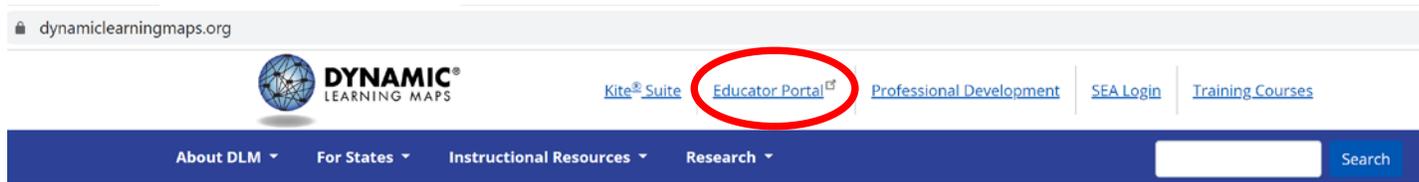
ACs/DTCs should take part in the following recorded trainings prior to engaging in data management tasks:

- PASA Getting Ready
- Data Management: Users Module 1, Enrollment Template Module 2, Roster Templates Module 3

**Timeline:**

DO NOT upload the roster template until January 5<sup>th</sup>. Roster Upload Templates may be prepared in advance, however. Please note that Users and Students must be updated/uploaded before rosters should be uploaded. Student and Roster uploads prior to January 5<sup>th</sup> will not be saved. On January 5<sup>th</sup>, log into Educator Portal to upload/update data. Data must be complete by March 7<sup>th</sup>.

Log into Educator Portal to upload/update data:



**Questions:** Contact [alternateassessment@pattankop.net](mailto:alternateassessment@pattankop.net)

**Additional Information:** Click [PaTTAN PASA webpage](#) for general information and correspondence regarding the PASA DLM Assessment.

# Download Blank Roster Upload Template

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](https://dynamiclearningmaps.org/sites/default/files/documents/Templates/Roster_Upload_Template.CSV) - 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

Rosters will be completed for ELA, Math and Science.  
Data from Enrollment Upload Template and the Users Extract will be used to populate most of the Roster Upload Template.

## Access Enrollment Upload Template and Users Extract

2) Open the completed Enrollment Upload Template that is used to enroll students into the system.



Accountability _ District_ Identifier	Accounta bility_ School_ Identifier	Attendance_ District_ Identifier	Student_ Legal_ Last_ Name	Student_ Legal_ First_ Name	Student_ Legal_ Middle_ Name	Generation _ Code	Gender	Date_of_ Birth	Current_ Grade_ Level	Local_ Student_ Identifier	State_ Student_ Identifier	Current_ School_ Year	Attendance _ School_ Program_ Identifier
111222333		111222333	Staley	Brett			1	2/6/2012	3		9158987987	2022	4595
111222333		111222333	Cramer	Dylan			1	7/27/2010	5		3595658451	2022	4595
111222333		111222333	James	Kaylea			0	2/24/2011	5		5319086412	2022	4595
111222333		111222333	Weber	Sophia			0	6/7/2011	5		4880554655	2022	4595
111222333		111222333	Brown	Louis			1	2/18/2009	6		1584654645	2022	8546
111222333		111222333	Denardo	James			1	1/13/2012	6		9821598654	2022	8546
111222333		111222333	Johnson	Isaac			1	4/2/2012	6		8675309778	2022	8546
111222333		111222333	Barnes	Wyatt			1	1/29/2007	8		2537201433	2022	7216
111222333		111222333	Reynolds	Ariel			0	12/17/2007	8		7175196566	2022	7216
111222333		111222333	Savage	Nathan			1	5/12/2007	8		1384947230	2022	7216
111222333		111222333	Mishnus	Samuel			1	11/10/2006	11		1903412521	2022	9023

3) Download and open the updated User Extract. Directions for accessing the Extract appear in Data Management Step 1 - Users, beginning on page 2.



State	Legal First Name	Legal Last Name	Educator Identifier	Email	Organization ID	Organization Level	Organization Name
Pennsylvania	Amanda	Marlow	8844383	amarlow@district1.org	4595	SCH	School 1
Pennsylvania	Ellen	Druck	5687970	edruck@district1.org	8546	SCH	School 2
Pennsylvania	Janice	Crystel	5793125	jcrystel@district1.org	111222333	DT	District 1
Pennsylvania	Mabel	Patton	2896999	mpatton@district1.org	4595	SCH	School 1
Pennsylvania	Casey	Stargel	1025697	cstargel@district1.org	8546	SCH	School 2
Pennsylvania	Lois	Abbott	5319086	labott@district1.org	7216	SCH	School 3
Pennsylvania	Matt	Aguilar	4814645	maguilar@district1.org	7216	SCH	School 3
Pennsylvania	Ricardo	Allison	4880554	rallison@district1.org	9023	SCH	School 4

# Access Enrollment Upload Template and Users Extract

Note: The names in the templates and extracts may be different, but the data is the same. The order of variables also differs.

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
Roster Upload Template												

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

Users Data Extract	Roster Upload Template
Educator Identifier	= Educator Identifier
Legal First Name	= Educator First Name
Legal Last Name	= Educator Last Name

### Enrollment Upload Template

Accountability _District_ Identifier	Accounta bility_ School_ Identifier	Attendance_ District_ Identifier	Student_ Legal_ Last_ Name	Student_ Legal_ First_ Name	Student_ Legal_ Middle_ Name	Generation _Code	Gender	Date_of_ Birth	Current_ Grade_ Level	Local_ Student_ Identifier	State_ Student_ Identifier	Current_ School_ Year	Attendance _School_ Program_ Identifier
111222333		111222333	Staley	Brett				1 2/6/2012	3		9158987987	2022	4595
111222333		111222333	Cramer	Dylan				1 7/27/2010	5		3595658451	2022	4595
111222333		111222333	James	Kaylea				0 2/24/2011	5		5319086412	2022	4595
111222333		111222333	Weber	Sophia				0 6/7/2011	5		4880554655	2022	4595
111222333		111222333	Brown	Louis				1 2/18/2009	6		1584654645	2022	8546
111222333		111222333	Denardo	James				1 1/13/2012	6		9821598654	2022	8546
111222333		111222333	Johnson	Isaac				1 4/2/2012	6		8675309778	2022	8546
111222333		111222333	Barnes	Wyatt				1 1/29/2007	8		2537201433	2022	7216
111222333		111222333	Reynolds	Ariel				0 12/17/2007	8		7175196566	2022	7216
111222333		111222333	Savage	Nathan				1 5/12/2007	8		1384947230	2022	7216
111222333		111222333	Mishnus	Samuel				1 11/10/2006	11		1903412521	2022	9023

## Student Information

4) Copy and paste data from the Enrollment Upload template into the Roster Upload template.

### Roster Upload Template

A	B	C	D	E	F	G	H	I	J			
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
			4595	2022	9158987987		Brett	Staley				
			4595	2022	3595658451		Dylan	Cramer				
			4595	2022	5319086412		Kaylea	James				
			4595	2022	4880554655		Sophia	Weber				
			8546	2022	1584654645		Louis	Brown				
			8546	2022	9821598654		James	Denardo				
			8546	2022	8675309778		Isaac	Johnson				
			7216	2022	2537201433		Wyatt	Barnes				
			7216	2022	7175196566		Ariel	Reynolds				
			7216	2022	1384947230		Nathan	Savage				
			9023	2022	1903412521		Samuel	Mishnus				

*Note: When saving the file as a CSV, Excel may warn about data loss. There will be no data loss with this file. Close any warning messages and proceed.*

# Teacher Information

Users Extract							
State	Legal First Name	Legal Last Name	Educator Identifier	Email	Organization ID	Organization Level	Organization Name
Pennsylvania	Amanda	Marlow	8844383	amarlow@district1.org	4595	SCH	School 1
Pennsylvania	Ellen	Druck	5687970	edruck@district1.org	8546	SCH	School 2
Pennsylvania	Janice	Crystel	5793125	jcrystel@district1.org	111222333	DT	District 1
Pennsylvania	Mabel	Patton	2896999	mpatton@district1.org	4595	SCH	School 1
Pennsylvania	Casey	Stargel	1025697	cstargel@district1.org	8546	SCH	School 2
Pennsylvania	Lois	Abbott	5319086	labbott@district1.org	7216	SCH	School 3
Pennsylvania	Matt	Aguilar	4814645	maguilar@district1.org	7216	SCH	School 3
Pennsylvania	Ricardo	Allison	4880554	rallison@district1.org	9023	SCH	School 4

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

Roster Upload Template			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
			4595	2022	9158987987		Brett	Staley	8844383	Amanda	Marlow	
			4595	2022	3595658451		Dylan	Cramer	8844383	Amanda	Marlow	
			4595	2022	5319086412		Kaylea	James	8844383	Amanda	Marlow	
			4595	2022	4880554655		Sophia	Weber	2896999	Mabel	Patton	
			8546	2022	1584654645		Louis	Brown	5687970	Ellen	Druck	
			8546	2022	9821598654		James	Denardo	5687970	Ellen	Druck	
			8546	2022	8675309778		Isaac	Johnson	1025697	Casey	Stargel	
			7216	2022	2537201433		Wyatt	Barnes	5319086	Lois	Abbott	
			7216	2022	7175196566		Ariel	Reynolds	4814645	Matt	Aguilar	
			7216	2022	1384947230		Nathan	Savage	4814645	Matt	Aguilar	
			9023	2022	1903412521		Samuel	Mishnus	4880554	Ricardo	Allison	

## ELA Roster Upload Template

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

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
Marlow Amanda ELA	ELA		4595	2022	9158987987		Brett	Staley	8844383	Amanda	Marlow	
Marlow Amanda ELA	ELA		4595	2022	3595658451		Dylan	Cramer	8844383	Amanda	Marlow	
Marlow Amanda ELA	ELA		4595	2022	5319086412		Kaylea	James	8844383	Amanda	Marlow	
Patton Mabel ELA	ELA		4595	2022	4880554655		Sophia	Weber	2896999	Mabel	Patton	
Druck Ellen ELA	ELA		8546	2022	1584654645		Louis	Brown	5687970	Ellen	Druck	
Druck Ellen ELA	ELA		8546	2022	9821598654		James	Denardo	5687970	Ellen	Druck	
Stargel Casey ELA	ELA		8546	2022	8675309778		Isaac	Johnson	1025697	Casey	Stargel	
Abbott Lois ELA	ELA		7216	2022	2537201433		Wyatt	Barnes	5319086	Lois	Abbott	
Aguilar Matt ELA	ELA		7216	2022	7175196566		Ariel	Reynolds	4814645	Matt	Aguilar	
Aguilar Matt ELA	ELA		7216	2022	1384947230		Nathan	Savage	4814645	Matt	Aguilar	
Allison Ricardo ELA	ELA		9023	2022	1903412521		Samuel	Mishnus	4880554	Ricardo	Allison	

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 (comma delimited) file with the name 'DLM ELA roster'.

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

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

## Math Roster Upload Template

A	B	C	D	E	F	G	H	I	J	K	L	M
Roster Name	Subject	Course	School Identifier	School						Educator First Name	Educator Last Name	Remove from roster
Marlow Amanda ELA	ELA		4595							Amanda	Marlow	
Marlow Amanda ELA	ELA		4595							Amanda	Marlow	
Marlow Amanda ELA	ELA		4595							Amanda	Marlow	
Patton Mabel ELA	ELA		4595							Mabel	Patton	
Druck Ellen ELA	ELA		8546							Ellen	Druck	
Druck Ellen ELA	ELA		8546							Ellen	Druck	
Stargel Casey ELA	ELA		8546							Casey	Stargel	
Abbott Lois ELA	ELA		7216							Lois	Abbott	
Aguilar Matt ELA	ELA		7216							Matt	Aguilar	
Aguilar Matt ELA	ELA		7216							Matt	Aguilar	
Allison Ricardo ELA	ELA		9023							Ricardo	Allison	

Find and Replace

Find Replace

Find what: ELA

Replace with: M

Within: Sheet  Match case

Search: By Rows  Match entire cell contents

Look in: Formulas

Options <<

Replace All Replace Find All End Next Close

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'. Once the replacement is completed, click 'Save' to save the DLM Math roster as a CSV (comma delimited) file. Close the Math Roster.

\* Note: This process assumes that one teacher will administer the assessment to a student in all content areas. If different teachers administer the assessments to one student, the rosters must reflect the appropriate teacher for each subject.

## Math Roster Upload Template

10) Once the replacement is completed, click 'Save' to save the DLM Math roster as a CSV (comma delimited) file. Close the Math Roster.

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
Marlow Amanda	M		4595	2022	9158987987		Brett	Staley	8844383	Amanda	Marlow	
Marlow Amanda	M		4595	2022	3595658451		Dylan	Cramer	8844383	Amanda	Marlow	
Marlow Amanda	M		4595	2022	5319086412		Kaylea	James	8844383	Amanda	Marlow	
Patton Mabel	M		4595	2022	4880554655		Sophia	Weber	2896999	Mabel	Patton	
Druck Ellen	M		8546	2022	1584654645		Louis	Brown	5687970	Ellen	Druck	
Druck Ellen	M		8546	2022	9821598654		James	Denardo	5687970	Ellen	Druck	
Stargel Casey	M		8546	2022	8675309778		Isaac	Johnson	1025697	Casey	Stargel	
Abbott Lois	M		7216	2022	2537201433		Wyatt	Barnes	5319086	Lois	Abbott	
Aguilar Matt	M		7216	2022	7175196566		Ariel	Reynolds	4814645	Matt	Aguilar	
Aguilar Matt	M		7216	2022	1384947230		Nathan	Savage	4814645	Matt	Aguilar	
Allison Ricardo	M		9023	2022	1903412521		Samuel	Mishnus	4880554	Ricardo	Allison	

# Science Roster Upload Template

11) Open the file 'DLM Science Roster'. Delete rows for students who are NOT in grades 4, 8 or 11. Reference the Enrollment Upload template to identify students in tested grades for science (i.e., grades 4, 8 or 11).

DLM Science Roster Template

Student_ Legal_ Last_ Name	Student_ Legal_ First_ Name	Student_ Legal_ Middle_ Name	Generatio n_ Code	Gender	Date_ of_ Birth	Current_ Grade_ Level
Staley	Brett			1	2/6/2012	3
Cramer	Dylan			1	#####	5
James	Kaylea			0	#####	5
Weber	Sophia			0	6/7/2011	5
Brown	Louis			1	#####	6
Denardo	James			1	#####	6
Johnson	Isaac			1	4/2/2012	6
Barnes	Wyatt			1	#####	8
Reynolds	Ariel			0	#####	8
Savage	Nathan			1	#####	8
Mishnus	Samuel			1	#####	11

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
Abbott Lois ELA	ELA		7216	2022	2537201433		Wyatt	Barnes	5319086	Lois	Abbott	
Aguilar Matt ELA	ELA		7216	2022	7175196566		Ariel	Reynolds	4814645	Matt	Aguilar	
Aguilar Matt ELA	ELA		7216	2022	1384947230		Nathan	Savage	4814645	Matt	Aguilar	
Allison Ricardo ELA	ELA		9023	2022	1903412521		Samuel	Mishnus	4880554	Ricardo	Allison	

Find and Replace dialog box:

- Find what: ELA
- Replace with: Sci
- Within: Sheet
- Search: By Rows
- Look in: Formulas
- Match case
- Match entire cell contents
- Buttons: Replace All, Replace, Find All, Find Next, Close

12) Within the DLM Science Roster template, 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'.

## Science Roster Upload Template

13) Once the replacement is completed, click 'Save' to save the DLM Science roster as a CSV (comma delimited) file. Close the Science Roster.

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
Abbott Lois Sci	Sci		7216	2022	2.54E+09		Wyatt	Barnes	5319086	Lois	Abbott	
Aguilar Matt Sci	Sci		7216	2022	7.18E+09		Ariel	Reynolds	4814645	Matt	Aguilar	
Aguilar Matt Sci	Sci		7216	2022	1.38E+09		Nathan	Savage	4814645	Matt	Aguilar	
Allison Ricardo Sci	Sci		9023	2022	1.9E+09		Samuel	Mishnus	4880554	Ricardo	Allison	

**Note: Make sure only students in grades 4, 8 and 11 are rostered in science.**

14) The three Roster Upload Templates are now ready to upload into DLM. Follow the directions on Page 13 of this document and remember to upload each template into the DLM system.

## Completed Roster Upload Templates

### DLM ELA Roster

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
Marlow Amanda ELA	ELA		4595	2022	9158987987		Brett	Staley	8844383	Amanda	Marlow	
Marlow Amanda ELA	ELA		4595	2022	3595658451		Dylan	Cramer	8844383	Amanda	Marlow	
Marlow Amanda ELA	ELA		4595	2022	5319086412		Kaylea	James	8844383	Amanda	Marlow	
Patton Mabel ELA	ELA		4595	2022	4880554655		Sophia	Weber	2896999	Mabel	Patton	
Druck Ellen ELA	ELA		8546	2022	1584654645		Louis	Brown	5687970	Ellen	Druck	
Druck Ellen ELA	ELA		8546	2022	9821598654		James	Denardo	5687970	Ellen	Druck	
Stargel Casey ELA	ELA		8546	2022	8675309778		Isaac	Johnson	1025697	Casey	Stargel	
Abbott Lois ELA	ELA		7216	2022	2537201433		Wyatt	Barnes	5319086	Lois	Abbott	
Aguilar Matt ELA	ELA		7216	2022	7175196566		Ariel	Reynolds	4814645	Matt	Aguilar	
Aguilar Matt ELA	ELA		7216	2022	1384947230		Nathan	Savage	4814645	Matt	Aguilar	
Allison Ricardo ELA	ELA		9023	2022	1903412521		Samuel	Mishnus	4880554	Ricardo	Allison	

### DLM Math Roster

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
Marlow Amanda M	M		4595	2022	9158987987		Brett	Staley	8844383	Amanda	Marlow	
Marlow Amanda M	M		4595	2022	3595658451		Dylan	Cramer	8844383	Amanda	Marlow	
Marlow Amanda M	M		4595	2022	5319086412		Kaylea	James	8844383	Amanda	Marlow	
Patton Mabel M	M		4595	2022	4880554655		Sophia	Weber	2896999	Mabel	Patton	
Druck Ellen M	M		8546	2022	1584654645		Louis	Brown	5687970	Ellen	Druck	
Druck Ellen M	M		8546	2022	9821598654		James	Denardo	5687970	Ellen	Druck	
Stargel Casey M	M		8546	2022	8675309778		Isaac	Johnson	1025697	Casey	Stargel	
Abbott Lois M	M		7216	2022	2537201433		Wyatt	Barnes	5319086	Lois	Abbott	
Aguilar Matt M	M		7216	2022	7175196566		Ariel	Reynolds	4814645	Matt	Aguilar	
Aguilar Matt M	M		7216	2022	1384947230		Nathan	Savage	4814645	Matt	Aguilar	
Allison Ricardo M	M		9023	2022	1903412521		Samuel	Mishnus	4880554	Ricardo	Allison	

### DLM Science Roster

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
Abbott Lois Sci	Sci		7216	2022	2.54E+09		Wyatt	Barnes	5319086	Lois	Abbott	
Aguilar Matt Sci	Sci		7216	2022	7.18E+09		Ariel	Reynolds	4814645	Matt	Aguilar	
Aguilar Matt Sci	Sci		7216	2022	1.38E+09		Nathan	Savage	4814645	Matt	Aguilar	
Allison Ricardo Sci	Sci		9023	2022	1.9E+09		Samuel	Mishnus	4880554	Ricardo	Allison	

## Uploading Templates to DLM

Detailed instructions for uploading appear on page 131 of the Data Management Manual – Pennsylvania under ‘Upload a Roster Upload Template File’ at:

[https://dynamiclearningmaps.org/sites/default/files/documents/Manuals\\_Blueprints/Data\\_Management\\_Manual\\_Pennsylvania.pdf](https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual_Pennsylvania.pdf)

In addition, a brief video demonstrating how to upload templates can be viewed at:

<https://dynamiclearningmaps.org/uploading-templates>

There is also a brief demonstration of how to upload in the first module: Data Management 101: Updating Users

*\*Several resources mentioned in these instructions can be accessed directly through <https://dynamiclearningmaps.org/pennsylvania>*

**Note: Kite Educator Portal will not be available to upload Roster templates until January 5<sup>th</sup>. Enrollment and Roster templates uploaded prior to January 5<sup>th</sup> will be deleted within the system when the data rolls over on January 3<sup>rd</sup>.**