

How will I Roster students for the online administration of formative item sets?

LEAs will be responsible for uploading students to the New Mexico Public Education Assessments Portal using the district pre-ID process.

Note: The pre-ID upload process allows DTCs to add multiple students (up to 40,000) to a school roster in the portal in a single file upload. This is only available to DTCs during a limited window. DTCs and STCs can also add, unenroll, and transfer students individually at any time throughout the school year.

When can I complete this task?

The bulk upload process will be available for two weeks prior to the opening of an interim assessment window. After that time students can still be added manually to the portal.

Where are the files you will need?

The files will be in the Pre-ID File Upload Section of the iMSSA tab on the New Mexico Help and Support page. The data definitions and template are also in the Pre-ID management tab in the portal.

You will need the following:

- Pre-ID Upload Data Definitions
- Pre-ID template
- Error Codes

How do I upload my students?

Note: Pre-ID upload will be available during the specified Pre-ID window.

Important: Only DTC users will have access to the Pre-ID management page. During the pre-id window, pre-ID files can be uploaded by DTC users at the district or school level.

This task is performed in the iTester administration portal:

<https://newmexico.cognia.org>

Use the Pre-ID Management Tab to add students via Pre-ID Upload. Pre-ID files will add new students to the portal, update existing student demographic data, update student enrollment, and add/update student accommodations and accessibility features.

From the Administration Home page:

1. Select **Pre-ID Management**. The upload Pre-ID page will display.

2. Click on Download Pre-ID Data Definitions file to download a reference of the required columns and expected values for each field, then click on **Download Pre-ID Template** to download the file template. The template will download as a CSV file.

Note: For more information on how to fill out the CSV, a reference is available on the [Help and Support site](#).

3. After you have saved your file in the correct csv format, you can upload the Pre-ID file. You will be required to select a district from the organization drop-down menu and then select and upload the file.

4. If the file does not pass the initial file validations, you will receive an error message and will be required to correct and upload the file again.

5. If the file passes the initial file validations, it will remain in a Pending status until it has completed processing.

Important: Files are processed overnight and must be submitted prior to 5pm mountain time to be available the following day. If a file is uploaded after **5pm mountain time** it will be processed first thing the following morning.

6. After the files have been processed, an email will be sent notifying you that processing is complete. The Pre-ID Management page in the portal will also be updated to reflect the status of processed files, showing the number of uploaded records and the number of records with errors.

Note: An error file will be available to download in the portal after the file is processed containing the row where the error occurred, as well as an Error Description field.