



Smarter Balanced Digital Library Coordinator Guide

Creating User Accounts

This guide is intended to assist site test coordinators in using the Smarter Balanced Administration and Registration Tools (ART) system to create user accounts for the Digital Library.

I. Logging into ART

The Smarter Balanced ART system can be accessed at <https://art.smarterbalanced.org>.

To log into ART, you must have an authorized username and password. If you do not, please contact Erin Gordon at egordon@sandi.net.

1. Open your web browser and navigate to the ART system at <https://art.smarterbalanced.org>. You will be directed to the Login Screen.
2. In the Username field, enter your email address.
3. In the Password field, enter the password you set for the Digital Library.
4. Click **“Log In”** and you will be directed to the ART home screen.

Username
Enter your email address egordon@sandi.net

Password
minimum 6 characters including one number
.....

[Forgot Your Password?](#)

Log In

II. Understanding the ART Interface

The first screen you see after logging in to ART is the ART home screen. The only tasks you will need are those on the second line, **“Upload Institutions, User and Students”**, or **“Create/Modify User”**.

Smarter Balanced Administration and Registration Tools

Resources | Logged in as: Erin Gordon | Tenant: DISTRICT - San Diego Unified

slide to view scheduling options

Assessments

- Select Assessments: Select a test to download from the Test Spec Bank
- Add/Modify Assessment Information: Add Assessment Windows, Opportunities, Delay Rules and Eligibility Rules
- View Participation Reports: View summary and detailed reports of student testing status

Registration

- Upload Institutions, User and Students**: Upload file that associates personnel with students (including accommodations)
- or
- Create/Modify Institutions: Create or modify school, district and state information
- or
- Create/Modify Students: Create or modify student information (including accommodation)
- or
- Create/Modify User**: Create or modify personal information including roles
- or
- Upload Student Explicit Eligibility: Upload student explicit eligibility for assessments
- or
- Upload Student Groups: Upload file that associate personnel with students
- or
- Create/Modify Student Groups: Create or modify student group that associates personnel with students



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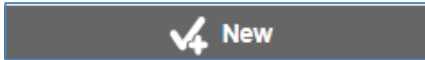
III. Creating Individual User Accounts

The “**Create/Modify User**” task will enable you to add, modify, and delete individual user accounts. You can also use these screens to search for and export user accounts.

1. Select “**Create/Modify Users**” on the ART home screen.



2. On the **User Search** screen, click “**New**”.



3. Enter the user’s first name, last name, and email address in the **Add User Information** section. The telephone number is not required.

4. Click on the in the **Role Associations** section.

5. Select the following options from the dropdown menus.

- A. For **Role**, select “DL_EndUser”.
- B. For **Responsible Entity**, select “INSTITUTION”.

- C. For **Parent Filter**, select “San Diego Unified”.
- D. For **Associated Entity ID**, select your school from the dropdown menu.

6. After all required information is entered, click “**Save**”.

7. Notify each user added that they will receive an email from [Smarter-DoNotReply@opentestsystem.org](mailto:DoNotReply@opentestsystem.org) with a temporary password. It is imperative that users log in and set up their passwords within 24 hours.



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IV. Uploading Multiple Users

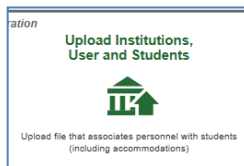
The “**Upload Institutions, User and Students**” task will enable you to upload many Digital Library users at once by using the predefined Excel file template. The Excel file template was emailed to all SDUSD site test coordinators.

1. Enter each user’s information in a separate row in the file template. Be sure to adhere to the field requirements described in the table below. **Note:** templates are case-sensitive. Data must be entered as standard text. Any formatting, such as boldface, highlighting, or italics, will be lost during the upload. Save the completed template on your computer.

FirstName	LastOrSurname	ElectronicMailAddress	TelephoneNumber	Role	AssociatedEntityID	Level	StateAbbreviation	Delete
Erin	Gordon	egordon@sandi.net	619-725-5687	DL_EndUser	37683386039101	INSTITUTION	CA	

Upload User File Template Requirements	
Column	Description
FirstName*	User’s first name. Up to 35 characters.
LastOrSurname*	User’s last name. Up to 35 characters.
ElectronicMailAddress*	User’s email address. Up to 128 characters. IMPORTANT: it is imperative the email address is typed correctly. The temporary password and link for the Digital Library will be sent to the email address entered on the template.
TelephoneNumber	Telephone number including the area code. Up to 24 characters in XXX-XXX-XXXX format. Phone number is not a required field and may be left blank.
Role*	Role assigned to the user. For access to the Digital Library, the correct role is DL_EndUser.
AssociatedEntityID*	Identifier of institution associated with the user. Please see the SDUSD list of identifiers for your school’s ID beginning on page 5 .
Level*	User-role level is “INSTITUTION”.
StateAbbreviation*	State abbreviation is “CA”.
Delete*	Flag for the user-role combination. Leave blank for adding new users or modifying existing users. Use “DELETE” for deleting a user-role association. You must use the “ Create/Modify Users ” task to delete an existing user.

2. Select “**Upload Institutions, User and Students**” on the ART home screen.



3. Select “**User**” as the file upload type from the **Entity** drop-down list.





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- Click **“Choose File”** and find the saved template you completed on your computer.

Upload File

Upload file by selecting the file or drag file if you have a modern browser:

Entity: Select File:

- Upload the user file by clicking **“Upload”**.

Upload File

Upload file by selecting the file or drag file if you have a modern browser:

Entity: Select File:

File Name	File Size	
Digital Library User_template DRAFT.xls	24.06 KB	<input type="button" value="Upload"/>
		<input type="button" value="Cancel"/>

- Preview your file and click **“Validate”**.

Preview File

This page allows you to preview the first few records in the file to ensure that you uploaded the correct file and the data are in the correct fields.

USER

FirstName	LastOrSurname	ElectronicMailAddress	TelephoneNumber	Role	AssociatedEntityID	Level	StateAbbreviation	Delete
Velvet	Wright	vwright@sandi.net		DL_EndUser	37683380000000	INSTITUTION	CA	
Jim	Gustafson	jjustafson@sandi.net		DL_EndUser	37683380000000	INSTITUTION	CA	
Denise	Ormsbee	dormsbee@sandi.net		DL_EndUser	37683380000000	INSTITUTION	CA	
Sonya	Hill	shill@sandi.net		DL_EndUser	37683380000000	INSTITUTION	CA	

- Click **“Save”**.

No validation errors found. File can be saved.

- Notify each user added that they will receive an email from Smarter-DoNotReply@opentestsystem.org with a temporary password. It is imperative that users log in and set up their passwords within 24 hours.



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IV. SDUSD Institution Identifiers

The following list of institution identifiers for SDUSD is to be used for the *Associated Entity ID* field when uploading users.

Institution Identifier	Name of Institution
37683386039101	Adams Elementary
37683383731130	ALBA
37683386039119	Alcott Elementary
37683386039135	Angier Elementary
37683386039143	Audubon
37683386039150	Baker Elementary
37683386039168	Balboa Elementary
37683386039184	Barnard Elementary
37683386039200	Bay Park Elementary
37683386059588	Bell Middle
37683386040299	Benchley Weinberger Elementary
37683386106173	Bethune
37683386039242	Bird Rock Elementary
37683386039259	Birney Elementary
37683386039267	Boone Elementary
37683386039283	Burbank Elementary
37683386039291	Cabrillo Elementary
37683386039309	Cadman Elementary
37683386039341	Carson Elementary
37683386039358	Carver Elementary
37683386039366	Central Elementary
37683386107056	Challenger Middle
37683386114300	Chavez Elementary
37683380108282	Cherokee Point Elementary
37683386039374	Chesterton Elementary
37683386039382	Chollas Mead Elementary
37683383731213	Clairemont Senior High
37683386114060	Clark Middle
37683386039390	Clay Elementary
37683386059596	Correia Middle
37683380107177	Crawford Senior High
37683383731551	Creative Performing & Media Arts
37683386039424	Crown Point Elementary
37683386039432	Cubberley Elementary
37683386039440	Curie Elementary
37683386096879	Dailard Elementary
37683386059604	Dana
37683386106181	De Portola Middle
37683386039481	Dewey Elementary
37683386112726	Dingeman Elementary
37683386099055	Doyle Elementary
37683386039499	Edison Elementary
37683386039507	Emerson Bandini Elementary
37683386039515	Encanto Elementary
37683386089015	Ericson Elementary

Institution Identifier	Name of Institution
37683386039523	Euclid Elementary
37683386099063	Farb Middle
37683386039762	Fay Elementary
37683386039556	Field Elementary
37683386039564	Fletcher Elementary
37683386039572	Florence Elementary
37683386039598	Foster Elementary
37683386039606	Franklin Elementary
37683386039614	Freese Elementary
37683386039630	Fulton
37683386039648	Gage Elementary
37683386039655	Garfield Elementary
37683383737962	Garfield High
37683380108266	Golden Hill
37683386039671	Grant
37683386039697	Green Elementary
37683386109599	Hage Elementary
37683386039705	Hamilton Elementary
37683386096051	Hancock Elementary
37683386039713	Hardy Elementary
37683386039721	Hawthorne Elementary
37683386039739	Hearst Elementary
37683383732781	Henry Senior High
37683386089023	Hickman Elementary
37683386039747	Holmes Elementary
37683383732997	Hoover Senior High
37683386039754	Horton Elementary
37683380108290	Ibarra Elementary
37683380120410	iHigh Virtual Academy
37683380116939	Innovation Middle
37683386039770	Jefferson Elementary
37683386099071	Jerabek Elementary
37683386039788	Johnson Elementary
37683386039796	Jones Elementary
37683380114041	Joyner Elementary
37683386039804	Juarez Elementary
37683380107078	Kearny Digital Media Design High
37683380107102	Kearny Eng, Innov & Design
37683380107094	Kearny Internatl Business High
37683380107086	Kearny Science Connect Tech High
37683386114292	Kimbrough Elementary
37683380124115	Knox Middle
37683386112460	Kumeyaay Elementary
37683386039846	La Jolla Elementary
37683383733508	La Jolla Senior High



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Institution Identifier	Name of Institution
37683386039853	Lafayette Elementary
37683386040000	Language Academy
37683386039861	Lee Elementary
37683386059638	Lewis Middle
37683380114025	Lincoln High
37683386039879	Linda Vista Elementary
37683386039887	LindberghSchweitzer Elementary
37683386039895	Logan
37683386039903	Loma Portal Elementary
37683386039911	Longfellow
37683383733698	Madison Senior High
37683386059646	Mann Middle
37683383730231	Mark Twain High
37683386039952	Marshall Elementary
37683386059653	Marston Middle
37683386039960	Marvin Elementary
37683386071914	Mason Elementary
37683386039978	McKinley Elementary
37683380117333	Memorial Preparatory
37683380117325	Millennial Tech Middle
37683386093256	Miller Elementary
37683383730181	Mira Mesa Senior High
37683386069116	Miramar Ranch Elementary
37683383734431	Mission Bay High
37683386059679	Montgomery Middle
37683383734654	Morse Senior High
37683383730751	Mt Everest Community Home Ed
37683383730116	Muir
37683386059687	Muirlands Middle
37683380111864	Normal Heights Elementary
37683386112478	Nye Elementary
37683386040026	Oak Park Elementary
37683386040034	Ocean Beach Elementary
37683386040042	Pacific Beach Elementary
37683386059695	Pacific Beach Middle
37683386040059	Paradise Hills Elementary
37683386077317	Penn Elementary
37683386039929	Perkins
37683386040067	Perry Elementary
37683386061972	Pershing Middle
37683383735750	Point Loma Senior High
37683380108274	Porter Elementary
37683386040083	Riley New Dawn
37683380114033	Rodriguez Elementary
37683386040091	Rolando Park Elementary
37683386059703	Roosevelt Int'l Studies Magnet
37683386114375	Rosa Parks Elementary
37683386040109	Ross Elementary
37683386040117	Rowan Elementary
37683380107482	San Diego Metro Career Technical

Institution Identifier	Name of Institution
37683386089049	Sandburg Elementary
37683383730371	School Creative Performing Arts
37683386119135	Scripps Elementary
37683383730884	Scripps Ranch High
37683380107052	SD Business Leadership High
37683380118315	SD Early Middle College High
37683380107029	SD International Studies High
37683380107060	SD Media Vis Perf Arts High
37683380107219	SD Science and Technology High
37683386040133	Sequoia Elementary
37683383730173	Serra Senior High
37683386040141	Sessions Elementary
37683386040158	Sherman Elementary
37683386040166	Silver Gate Elementary
37683386040174	Spreckels Elementary
37683386096598	Standley Middle
37683386040208	Sunset View Elementary
37683386059711	Taft Middle
37683386115331	Thurgood Marshall Middle
37683386089056	Tierrasanta Elementary
37683386040224	Toler Elementary
37683386040232	Torrey Pines Elementary
37683383730314	University City High
37683386040257	Valencia Park Elementary
37683386099089	Vista Grande Elementary
37683386089064	Walker Elementary
37683386097844	Wangenheim Middle
37683386040265	Washington Elementary
37683386040273	Webster Elementary
37683386040281	Wegeforth Elementary
37683386040307	Whitman Elementary
37683383730363	Whittier Center
37683386061980	Wilson Middle
37683386106199	Zamorano Elementary