



2024-25 STUDENT ACHIEVEMENT MODULE (SAM) USER GUIDE

Connecticut State Department of Education

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Documentation Change Log

Version	Section / Page	Date	Description
1.0		5/26/2022	Published
1.1		5/21/2025	Reformat, rewrite, and general updates

Objective

The purpose of this guide is to provide Local Education Agencies (LEAs) with procedures and guidance on the use of this application.

CSDE Contacts

	Name	E-mail
Data Manager	Keryn Felder	keryn.felder@ct.gov
Seal of Biliteracy Credentials Questions	Megan Alubicki	megan.alubicki@ct.gov

General Information

The Student Achievement Module (SAM) was introduced during the 2021-22 school year. The module is used to collect various credentials earned by students; however, only information pertaining to the Seal of Biliteracy is currently collected. Students must be registered in the Public School Information System (PSIS) Registration system to be reported in SAM.

Data collected is based on credential testing that took place from July 1 – June 30 of the current school year.

The upload process mirrors TCS. To navigate between TCS and SAM, click **Select Module** on the menu.

Reporting Requirements – Seal of Biliteracy

Every district with a high school must offer the opportunity for students to earn the Seal of Biliteracy – however there may not be any students who attempt the test in a given year. Contact your Director of World Languages, Director of Multilingual Learners or Director of Bilingual Programs to see if **any 10th – 12th** grade students attempted to earn Seal of Biliteracy in your district regardless of test outcome (pass/fail). If there were any attempts, those must be reported regardless of if your district reported records in any prior year.

Obtaining Login Information

TCS/SAM are portal-based data collections. There are no separate roles for SAM, only the existing TCS User role. Your [LEA Security Manager](#) is responsible for assigning and maintaining TCS roles in Directory Manager (DM).

- If an individual already has a DM account, they will use their existing username/password.
- If an individual is new to DM, they will receive one email with a unique username, and a second email with a password.
- **Usernames and passwords must NOT be shared**, as they are unique to the assigned individual. This process improves accountability for any errors and edits and allows the CSDE to identify who to contact should we have questions about a specific student record.
- The list of [TCS LEA Users](#) from DM is used to conduct all communication about the TCS/SAM system. The posted list linked above is refreshed each morning.
- You can be reminded of your username and reset/update your password on the [Password Reset](#) page.

NOTE: TCS/SAM will time out after 20 minutes of not being used. You will need to close ALL browser windows before attempting to log back in.

NOTE: If you are the LEA Security Manager and need access to TCS, a person cannot assign a role to themselves. Send an email requesting access to the individuals below, and be sure to cc your Superintendent to facilitate the process.

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Logging In

- Go to the [CSDE Portal Login](https://csde.ct.gov/) screen (<https://csde.ct.gov/>).
- Enter your Username and Password
- Select Login
 - If you have a role in more than one Portal application, select TCS under Applications.
- Select Continue
- Accept the Confidentiality Agreement
- Select Student Achievement Module

Uploading a File

1. Create your file in one of the following ways:

- Use the **Data Entry Spreadsheet** posted on the [SAM section](#) of the Help site. The spreadsheet is a user-friendly option to create your file using drop down code lists and basic built in validation. **Be sure to follow the Spreadsheet Instructions to convert the file appropriately before upload.**

or

- Use the Basic Template posted on the [SAM section](#) of the Help site. This is a blank spreadsheet where the user must look up the code lists from the Record Layout to ensure the appropriate values are input. Do not delete any blank columns. No conversion is needed prior to upload.

*NOTE: Regardless of which method you use, **if you have saved your file in a different format** (Excel, Notepad, etc.), convert to file to CSV by selecting Save As and then “.csv” under File Type.*

What is a CSV File?

A **Comma Separated Values** file does not include any visible formatting (such as colors, lines, etc.) in a spreadsheet and separates each field with a comma. This allows the file to load correctly into the database after upload.

While TCS/SAM accepts text files (TXT) in addition to CSV both templates are defaulted to CSV.

2. Click **File Upload** on the menu, select **Choose File**, and navigate to the file. Click on the file name and then click the **Open** button.
3. Under “What is the format of this file?” select **Comma-Separated Values (CSV)**.
4. If your file contains field names rather than a record in the first row, select “First Row Contains Field Names.” If you are unsure, you can still select the box as there is a verification on the next screen
5. Click the **Upload File** button.
6. The first row in your file will be highlighted on the screen. If the highlighted row contains student data, it is **not** a header row. If it contains the field names, **it is** a header row. Select the appropriate response for “Is this indeed a header row that you wish to skip?” then click **Confirm**.

If you do not see this, and receive a red error message instead, it is generally for one of the following reasons:

- *It is not a CSV file*
- *It is not in the required format*
- *It does not have all the required columns (A through M)*

If you are unsure how to resolve the error, contact CSDE.

7. Your file will then upload. You do not have to stay on this screen, and you may exit the application if you wish, the file will continue to upload. To see the progress of your file, click **Review Uploads**.
8. The **Status** for your file will be red, green, or yellow, and contain one of the following messages:

Status	Description & Action Needed
Upload Failed	The file was unable to be properly uploaded. Try again and contact CSDE if the issue persists.
Upload Cancelled	The file upload has been cancelled by user.
Validated	The batch has been successfully validated without any error(s).
Validated with Errors	The batch has been validated with error(s).
Validated with Notifications/Warnings	The batch has been validated but notification messages (warnings) have been generated.
Validation Failed	The validation process failed. This is a system error, not a data error. Try again and contact CSDE if the issue persists.
Processed	The batch has been processed successfully.
Processing Failed	The batch processing failed. This is generally a system error, not a data error. Try again and contact CSDE if the issue persists.

9. Click on a **File Name** to go to the **File Details** screen to review that specific upload.
10. Once Validation is complete, if the Status is **Validated** skip to the [Validated](#) section.

Validated with Errors

11. Once Validation is complete, if the Status is **Validated with Errors** the following options are available for error correction:

NOTE: The validation process stops at 500 errors. This generally indicates a systematic issue, such as leaving a required field blank.

- **Export Errors to CSV** – this produces a download listing each error as well as the data originally submitted. Once your file is corrected repeat the upload process.
- **Export Batch to CSV** – this produces a download of the records submitted which can be helpful once error correction is complete
- **Delete Upload** – you can completely delete a from your screen to keep it “clean.”
- **Edit** – individually update records (see [Records Reported/Edit](#))
- **Revalidate** – need to complete individual updates



Click the plus icon to view details about the error on the current screen:

	#	SASID	DoB	EIN	Teacher Type	Course Facility Code	SCED Code	Section Code	Outcome/Grade	Facility Code 1	Session Begin Date	Session End Date
	169		08232016		3		01030X020211	10	SG		06282023	06122024
Level	Message											
ERROR	Teacher Type is invalid. Must be a number no greater than 3 digits long.											



Click on the pencil icon to open the Edit Upload screen to make changes



Click on the X icon to delete the record. You will be prompted to confirm you want to delete the record

Note: If you manually correct errors or delete records you need to click the Revalidate button to rerun the validation process.

Validated

12. Once you have 0 errors, your data is Validated and ready to Process.

13. Click Process.

Note: Districts must Process data to have the data moved from the temporary table to the final table. Reports will not populate/update until data is Processed.

Process

This will take you to the Process screen.

You must select one of the following actions for each Facility 1 Code in the uploaded batch:

- **Merge** - will process all batch records into the collection, updating any records that already exist or adding new records that do not exist in the collection.
- **Overwrite** - will delete all existing records in the collection for that facility. The batch records will then be added to the collection as if there have not been any previous records processed.
- **Ignore** - batch records will NOT be processed, and existing collection records will remain.

14. Click Process

Data Review

It is important to review the records reported for accuracy and completeness. The Reports and Records Reported/Edit screens provide tools for data review:

Reports

There are two items available on the Reports page:

Export SAM Processed Data to CSV for the 2045-25 School Year

This option downloads all processed records into one file. This can be useful after you have completed reporting records so you have a copy of all cleaned records.

Inconsistent Records

The students in this report have been reported with two identical tests attempted on the same day with different outcomes (one pass, one fail). Delete the appropriate record by selecting “Delete” on the report, or by uploading a new batch and overwriting the previous records.

Records Reported/Edit

- Click Records Reported/Edit to review individual record
- Click Delete button to completely remove record from the system
- Click SASID to review student details and update as needed.

Certification

On the Certify screen, there are two summaries of your data:

The first is a count of SASIDs and the Total Record Count by Specialization that have been *processed*. If these numbers do not reflect the number of records that should be reported, ensure that all the batches that need to be processed are.

The second is a summary of the number of students that passed a test by grade. A common mistake is only reporting 12th grade students instead of reporting all grade 10-12 students.

	Specialization	Total SASIDs	Total Records
	BL002 - Spanish	29	29
	BL007 - Italian	1	1
	BL008 - Polish	1	1
	BL008 - Polish	1	1
	BL030 - French	1	1
	BL045 - Japanese	1	1
TOTALS		34	34

Passed	Grade 10	Grade 11	Grade 12	Total
Yes	0	0	30	30
Total	0	0	30	30

The message “SAM Certification may now be completed by an Administrator with the TCS Certifier role,” is visible to both TCS Users and TCS Certifiers. **The *Certify* button is only visible to those with the TCS Certifier role. Certification is complete after clicking the button.** Contact CSDE if you need your certification cleared.

SAM Certification may now be completed by an Administrator with the TCS Certifier role.

Certify