



Idaho Department
of Education

Spring 2025 Idaho SAT® School Day Test Coordinator Webinar



January 2025

Testing Window

Available Dates and Scheduling

- Today's session is focused on the Idaho SAT School Day provided by IDSDE for Grade 11 Students as well as grade 12 students who have not yet been able to take the SAT
- Test students on any school day(s) during the window
- Make-up and re-testing dates may also be scheduled for any school day(s) during the window
- Schools may test morning, afternoon, or both to provide multiple sessions in a single day
- Make certain to take into account your spring break and student/staff-observed holidays

SAT School Day	March 3 – April 30, 2025
Please reserve the final week of the window for make-ups and re-tests	

Before We Begin

Brief Reminders from our initial Fall Trainings

Student Personally Identifiable Information (PII)

A Critical Note

- Student PII should be handled with care. It should only be shared verbally, **never in writing/email**.
- Student PII includes:
 - Name
 - Date of Birth
 - Address
 - Phone Number
 - Email Address
 - Any Identifying Numbers (e.g., Registration, State Student ID, SSDID, etc.)
- If in doubt, err on the side of caution and ask for assistance before sharing.

SAT Suite Support



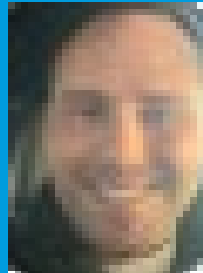
College Board



**James
Wilson**
State Lead
SAT School Day



**Sarah
Orlowski**
Sr. Director K12
State & District
Partnerships



**Lee
McIlroy**
Director K12
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Cleveland**
Assoc. Director
K12 State &
District
Partnerships

IDSDE



**Ayaka
Nukui**
Director
Assessment &
Accountability



**Sophie
Stokes**
Coordinator
College Entrance
Exams

Who to contact, when, and how

State Policy/Procedure Question?

(i.e., not related to College Board policy or systems)

IDSDE:

Sophie Stokes

208-332-6948

sstokes@sde.idaho.gov



Your State Implementation Team

- Receives questions from IDSDE and escalations from College Board customer service
- Provides responsive resources and higher-level support as required
- May reach out proactively if systems monitoring raises concern*

College Board Policy/Procedure Question (including troubleshooting)?

- **866-253-0385**
IdahoSDSupport@collegeboard.org
- This state contract-specific customer support is the fastest way to have your question heard and responded to.
- Please specify your state in the opening of your call or email.



* **For example:** *not completed onboarding survey, not completed training, lack of Test Day Toolkit activity preparing for testing, etc.*

Your Team



School Test Coordinator (STC)

Services for Students with Disabilities (SSD) Coordinator

Proctor

Technology Coordinator

Technology Monitor(s)

Room & Hall Monitor(s)

- As soon as you have a change in principal or coordinator (primary or backup, whether Test, Tech, or SSD), submit those changes through College Board's [update your coordinator form](#)
- Proctor and Monitor changes are made by their Test Coordinator using Test Day Toolkit. Details will be provided in that section of today's agenda.

Previously covered topics: recordings and presentation decks available [here](#)

1 Test Administration Systems & Access

2 Key Dates, Deadlines, and Their Supports

3 SAT Suite Overview

4 Technical Readiness Highlights

5 SSD Online / Accommodations Highlights

Also received own deep-dive Dec 12

6 Student Registration/Staff Preparation Preview

7 Bluebook™: Install, Check, Experience, Practice

Today's Agenda

- 1** Student Registration
- 2** Test Day Toolkit:
Digitally Preparing Rooms, Staff, and Students
- 3** Technical Specifications for Test Day Readiness
- 4** Physically Preparing Rooms, Staff, and Students

Starting February 18th: Open Q&A Virtual Office "Hours" 9:30-10AM Mountain every Tuesday through the end of the Testing Window.

Student Registration

Entering and Managing Data in the
State Data Management System (SDMS)

Student Registration in State Data Management System

School or District* Uploads File from your Student Information System

- Spring SAT is NOT ordered via SSOR
- Register your students through the bulk upload of all eligible student registration data from your student information system beginning February 3 up until no later than 3 days before you intend to test.
- Data from SDMS integrates with accommodations data from SSD Online
 - Approved accommodations in SSD Online will appear in the student's record in SDMS (discrepancies between the records that prevent automatic matching can be manually force matched within SDMS)
 - Approved accommodations may be waived in SDMS (**not** SSD Online) if a student chooses and their guardian consents
- Student rosters from SDMS automatically populate Test Day Toolkit (please allow 1 full business day)
- Student registration and accommodations data in SDMS determines the generation of a student's individual test in Bluebook™

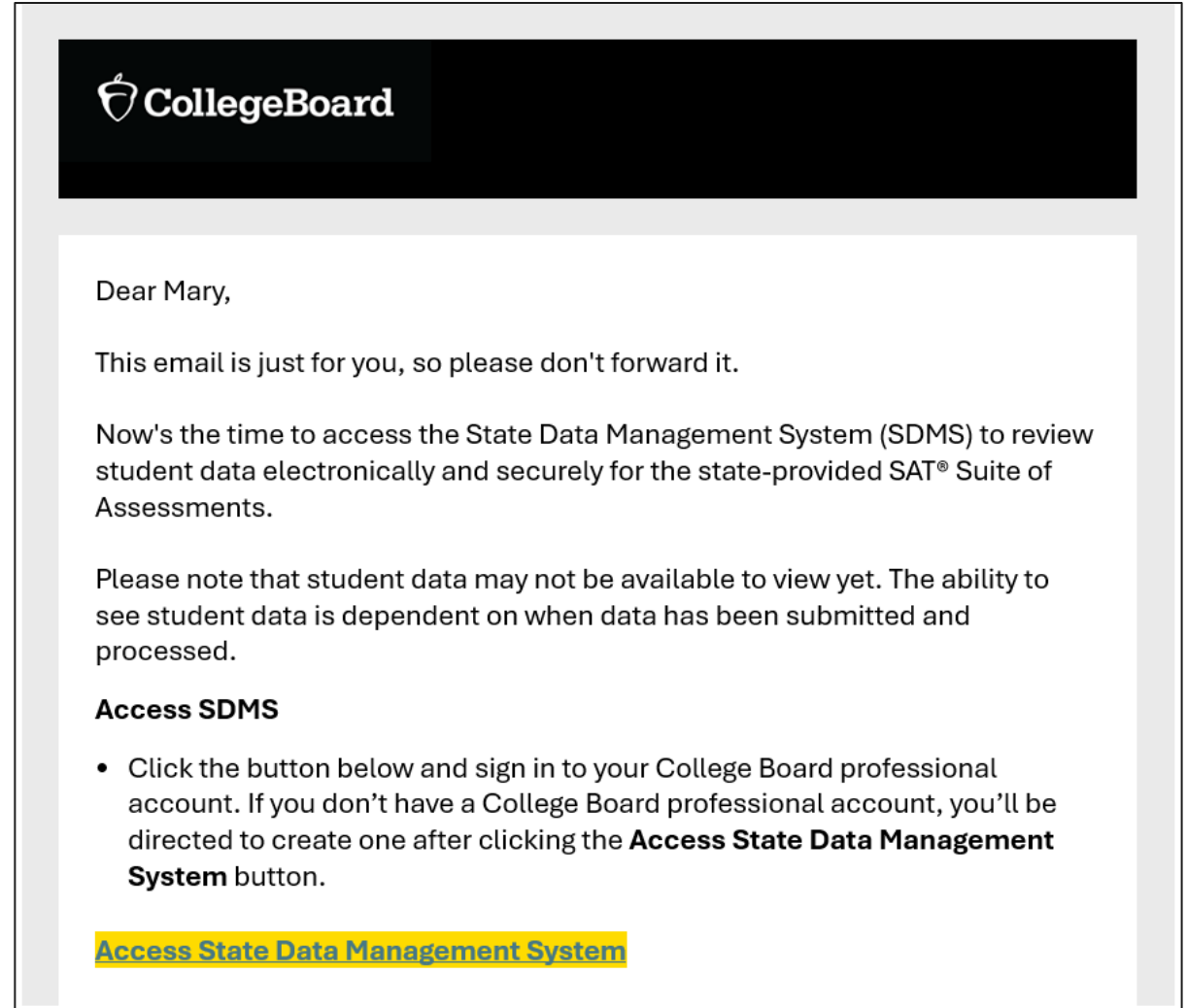
* This is at your district's discretion, but School and District Test Coordinators should discuss in advance for clarity regarding who is responsible. There is also no financial cost for students who are registered but do not test. Therefore, it may be easier to register and offer testing to all eligible students.

SDMS Welcome Email

SDMS users will receive a welcome email on by February 3, 2025.

Users can click on the link in the email to access SDMS from their College Board professional account (also available at www.collegeboard.org).

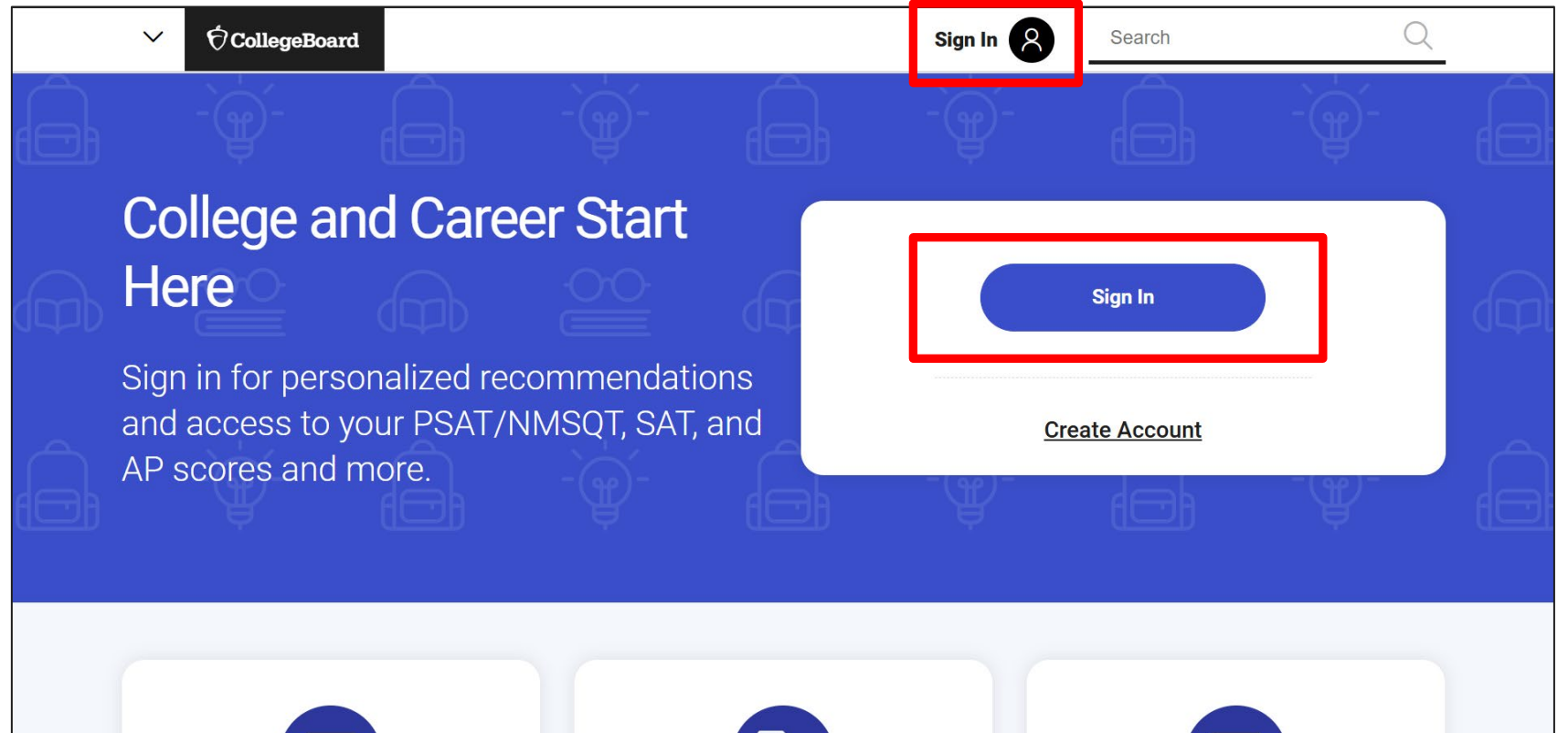
However, users do not need to access SDMS from this email; they may also just log into the College Board professional account and proceed.



Sign In With a College Board Educator Account

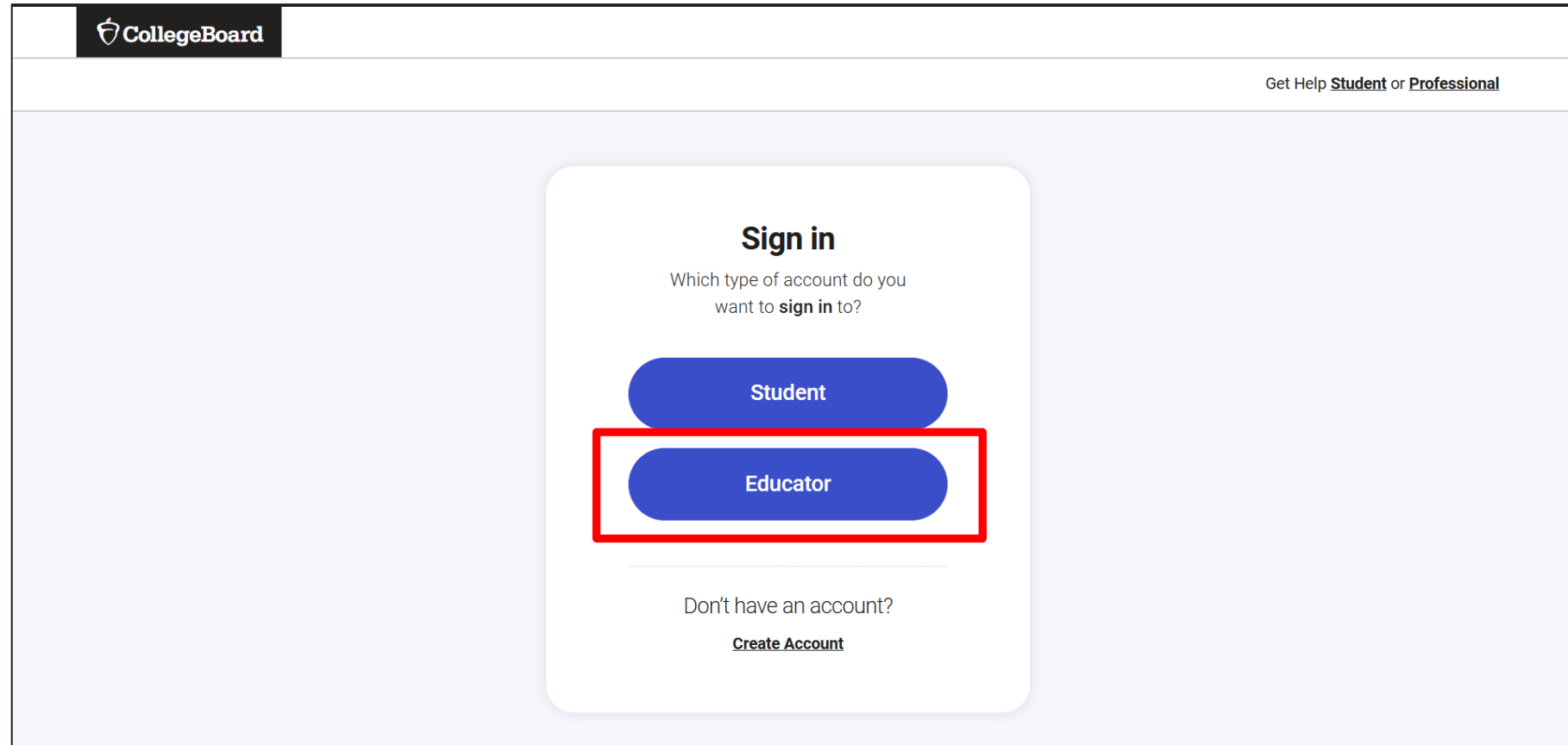
At www.collegeboard.org, click the blue **Sign In** button to access your College Board Educator Account.

(You can also use the Sign In icon at the top of the page)



Click the Educator Button

Click the **Educator** button.



Enter Email Address and Password

Enter your email address and password, then click **Next**.

CollegeBoard

Get Help [Student](#) or [Professional](#)

Sign in

Enter the email address on your account to get started.

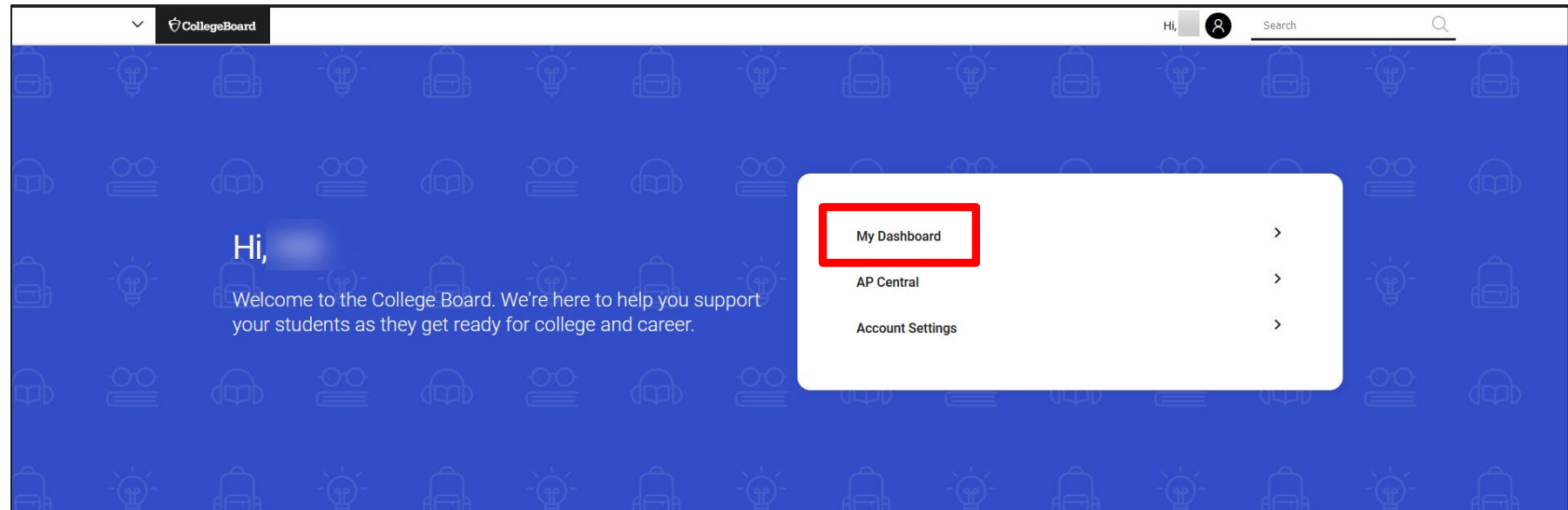
Email address

Next

Don't have an account?
[Create Account](#)

Navigate to My Dashboard

Click on **My Dashboard**.



Access the State Data Management System (SDMS)

From My Dashboard, choose **State Data Management System (SDMS)**.

If State Data Management System is not listed, go back to your SDMS Welcome email and click the access button there. If upon re-entry SDMS still is not listed, call your state's College Board Customer Service Helpline.

If you cannot locate your Welcome email, first check your spam/junk folder. If still not located, call your state's College Board Customer Service Helpline.

The screenshot shows the 'My College Board Professional Account' dashboard. The 'My Tools And Services' table is visible, with the 'State Data Management Systems' row highlighted by a red box. The table has columns for 'Tool or Service', 'My Role', 'Expires', and 'Manage Access'. Below the table, there is a section for 'Add Additional Tools And Services' with a 'Recommended Tools and Services' section that is currently empty.

Tool or Service	My Role	Expires*	Manage Access
AP Professional Learning	N/A	N/A	
AP® Teacher Community	N/A	N/A	
K-12 Assessment Reporting	multiple roles	multiple dates	edit
Managing Access to support K-12 Assessment Reporting	Access Management/DAT (K-12)	28-Jun-2024	edit
Membership Community	N/A	N/A	
Pre-AP Ordering	N/A	N/A	
Speaker Consultant Portal	N/A	N/A	
Test Administration Training for the SAT Suite of	N/A	N/A	
State Data Management Systems	SDMS General	29-Jan-2025	edit

*Dates in red are close to expiring. Select [Edit](#) to update.

[Manage Partner Applications](#)
Manage College Board partner sites and applications that you share your data with.

Add Additional Tools And Services

[Recommended Tools and Services](#)

There are currently no products and services to enroll in. [Edit my profile](#)

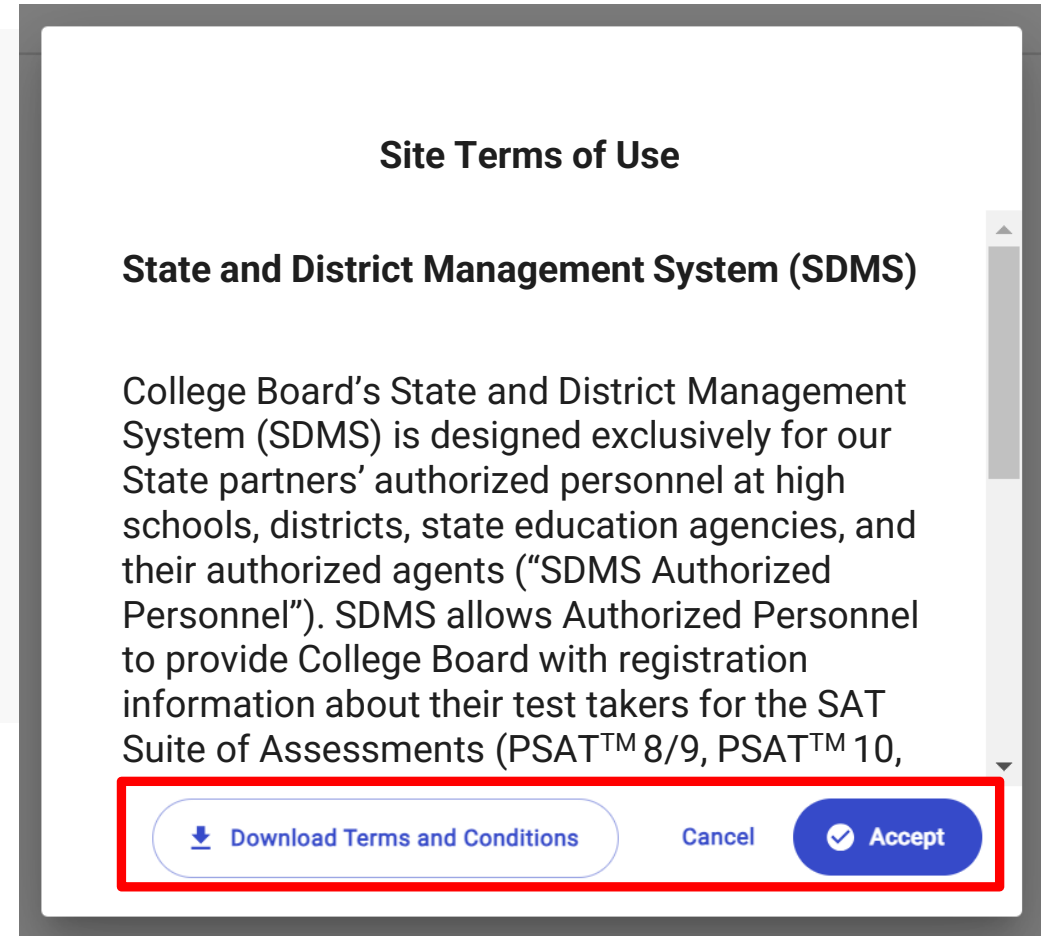
- [K-12](#)
- [Higher Education](#)
- [General](#)

SDMS Terms and Conditions

The first time you access SDMS for Spring 2025, you will be asked to accept the SDMS terms and conditions. This prompt is a reminder of our shared partnership to protect test takers' privacy.

After accepting the terms and conditions you will not see this prompt again during this administration year.

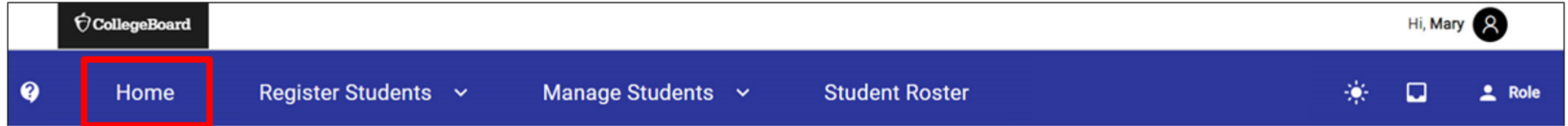
There is also an option to **Download Terms and Conditions** from this prompt.



Home Page – Basic Navigation

Home Page – Main Navigation Bar

Users land on the Home page dashboard by default upon log-in but may always return by clicking “Home” on the main navigation bar, which may also be used to navigate to other registration and management functions.



SDMS HOME PAGE

SAT School Day
Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated

[View Student Roster](#)

State	Total Schools with Students Uploaded	Total Exam Setups Complete
ST	1,000	0

Main Navigation Bar – Register Students Tab

Register Students provides submenu options to **Upload File** or **Add a Student** individually directly in SDMS.

The screenshot displays the SDMS interface. At the top, the CollegeBoard logo is on the left, and the user's name 'Hi, Mary' with a profile icon is on the right. The main navigation bar is dark blue and contains several tabs: 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The 'Register Students' tab is highlighted with a red box, and its dropdown menu is open, showing 'Upload File' and 'Add a Student' options. To the right of the navigation bar are icons for a sun, a square, and a person labeled 'Role'. Below the navigation bar is the 'SDMS HOME PAGE' section. It features a blue header with the text 'SDMS HOME PAGE'. Below this is a light blue section titled 'SAT School Day' with a timestamp 'Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated' and a 'View Student Roster' button. The main content area is a white table with three columns: 'State', 'Total School Count with Students Uploaded', and 'Exam Setup Complete'. The 'State' column shows 'ST', the 'Total School Count' shows '1,000', and 'Exam Setup Complete' shows '0'.

State	Total School Count with Students Uploaded	Exam Setup Complete
ST	1,000	0

New for
spring 2025

Main Navigation Bar – Manage Students Tab

Manage Students provides submenu options for **Edit Student**, **Delete Student**, or to perform a student transfer either as a **Within District Transfer** or a **Between District Transfer**.

CollegeBoard

Hi, Mary

Home Register Students Manage Students Student Roster

Edit Student
Delete Student
Within District Transfer
Between District Transfer

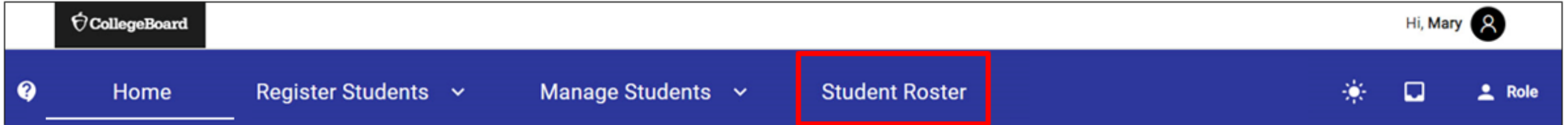
SDMS HOME PAGE

SAT School Day
Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated

View Student Roster

State	Total School Count with Students Uploaded	Exam Setup Complete
ST	1,000	0

Main Navigation Bar – Student Roster Tab



SDMS HOME PAGE

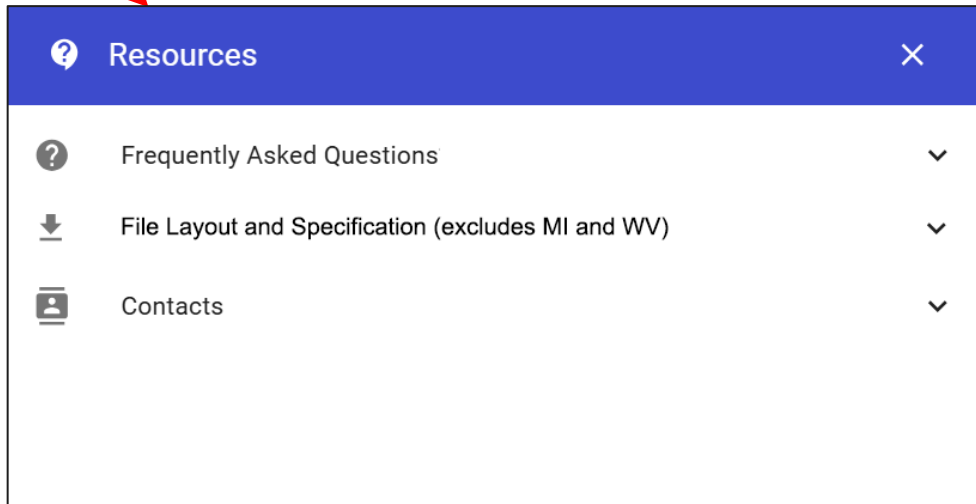
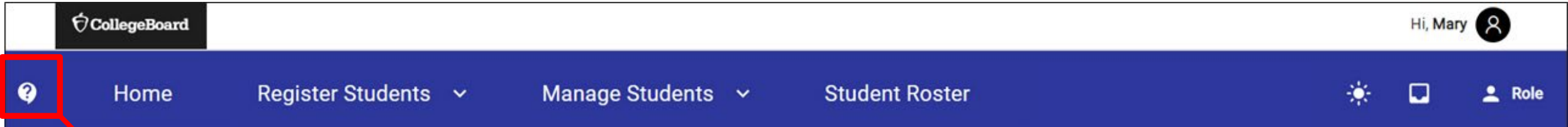
SAT School Day
Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated

[View Student Roster](#)

State	Total School Count with Students Uploaded	Exam Setup Complete
ST	1,000	0

Click **Student Roster** to see list and summary data for students, which can be viewed within or downloaded from SDMS. The same actions that are available in the Manage Students area (e.g., edit, delete, transfer) may be performed directly from the Student Roster.

Main Navigation Bar – Resources Icon



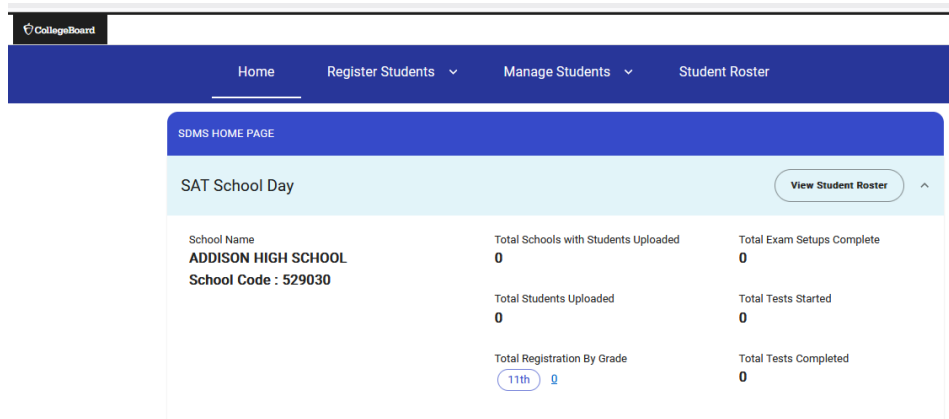
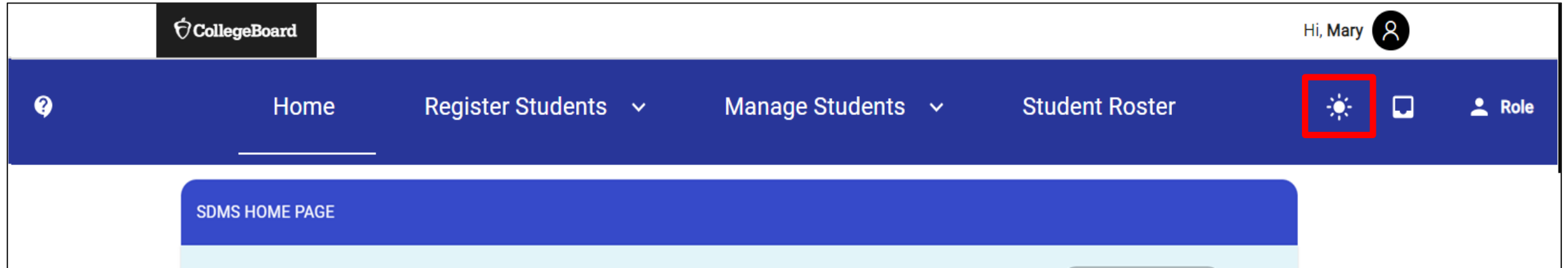
Click the **question mark icon** in the main navigation bar to reveal the **Resources** panel from which you can access:

- **Frequently Asked Questions**
- **File Layout and Specification** (for registration uploads)
- **Contact Information** (for assistance)

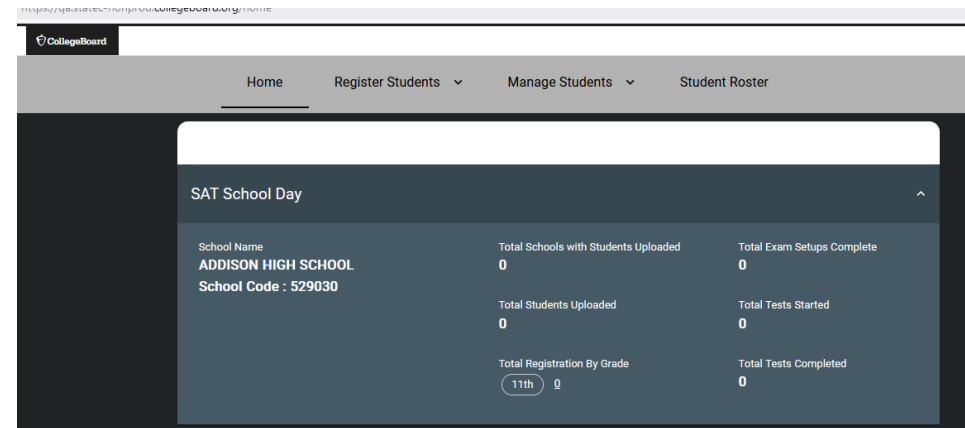
Click the chevron (down arrow) to the right of any section to expand and view its content.

Main Navigation Bar – Light Mode or Dark Mode Icon

The “sun” symbol allows a user to select viewing information in SDMS in Light Mode, Dark Mode, or by using their system’s settings.



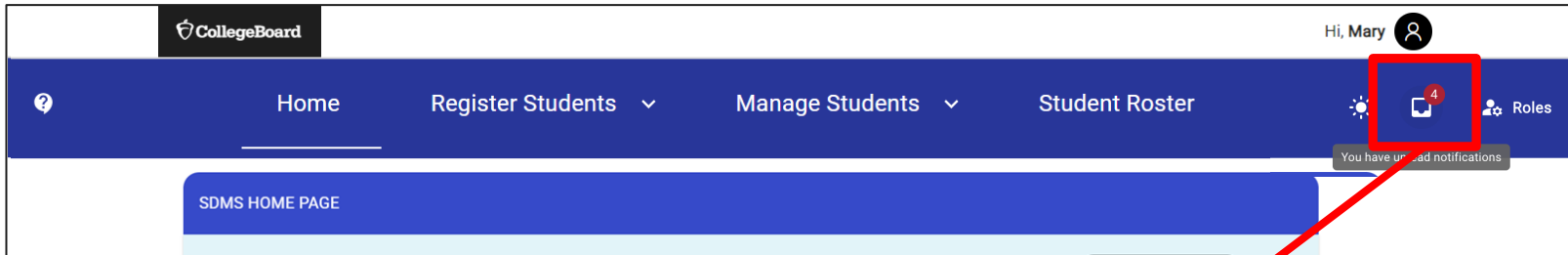
Light Mode



Dark Mode

Main Navigation Bar – Notifications Panel Icon

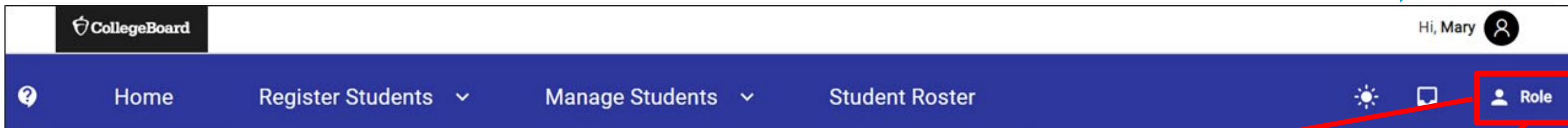
In the **Notifications** panel, users who have registration file upload permission can pick up alert notifications as data validation steps are performed on the student data file they have uploaded.



The expanded Notifications panel is a modal window with a blue header and a white body. It has a close button in the top right corner. The header contains the text 'Notifications' and a red '4' badge. Below the header, there are two tabs: 'All' (selected) and 'Unread'. The main content is a table with columns for 'Type', 'Date', and 'Message'. Each row represents a notification with a checkbox on the left and an envelope icon in the 'Type' column.

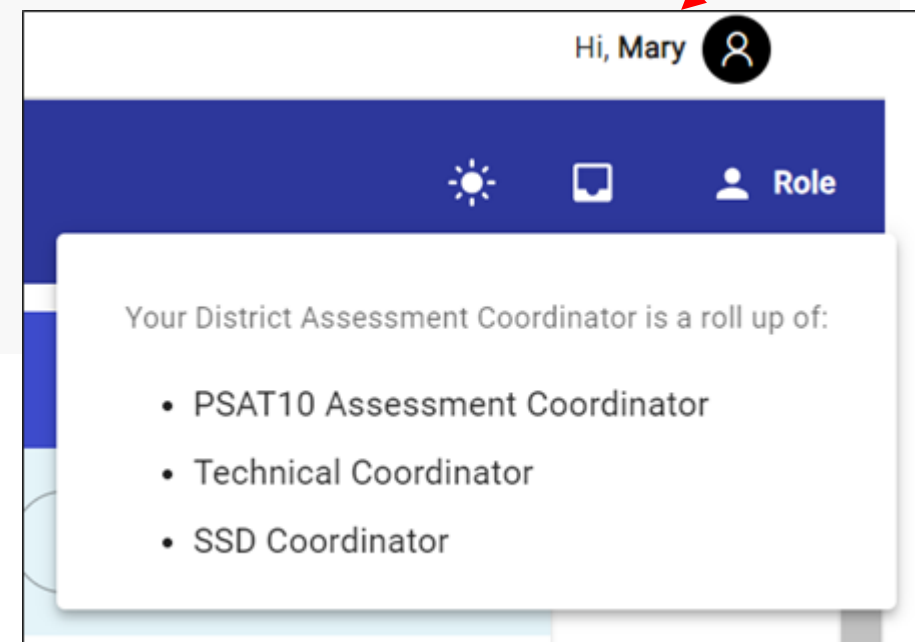
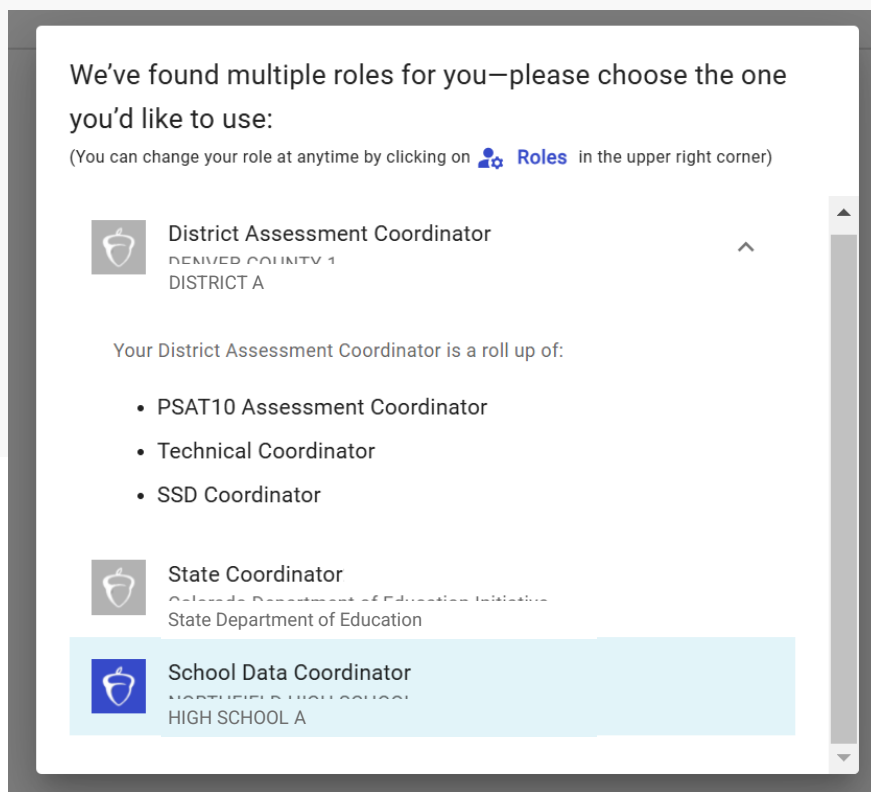
<input type="checkbox"/>	Type	Date ↑	Message
<input type="checkbox"/>	✉	10/15/2024 at 6:05:13 AM	ATTENDING INSTITUTION CODE The AI code provided (060014) does not match the AI code in the pending CDT request.
<input type="checkbox"/>	✉	10/15/2024 at 5:36:03 PM	ATTENDING INSTITUTION CODE The AI code provided (060014) does not match the AI code in the pending CDT request.
<input type="checkbox"/>	✉	10/17/2024 at 9:40:31 PM	ATTENDING INSTITUTION CODE The AI code provided (060051) is not an eligible AI code for any school in your district.
<input type="checkbox"/>	✉	11/7/2024 at 5:06:31 PM	Based on your selected role: (State Coordinator2), you do not have permissions to update the following field: function getHeaderNameFor.JsonFieldHelper(field) { return lookupTable[field] null; }

Main Navigation Bar – Role Panel Icon



Users with multiple roles can click on **Role** to see more details and options. Depending on the levels of the roles, there are details only, or there are roles which can be toggled.

If a user has only one role, they do not use this feature.



Registering Students

Two Ways to Register Students in SDMS

Upload a File (Bulk Registration) or Add a Student (Individual Registration)

The screenshot shows the SDMS interface. At the top left is the CollegeBoard logo. On the right, it says 'Hi, Mary' with a user profile icon. The main navigation bar is dark blue and contains: Home, Register Students (highlighted with a red box and an upward arrow), Manage Students (with a downward arrow), and Student Roster. On the far right of the navigation bar are icons for a sun, a square, and a person labeled 'Role'. A dropdown menu for 'Register Students' is open, showing 'Upload File' and 'Add a Student' options. Below the navigation bar is a blue header for 'SDMS HOME PAGE'. The main content area has a light blue background with the text 'SAT School Day' and a timestamp 'Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated'. A 'View Student Roster' button is on the right. Below this is a table with three columns: State, Total School Count with Students Uploaded, and Exam Setup Complete.

State	Total School Count with Students Uploaded	Exam Setup Complete
ST	1,000	0

Only users with a role that was designated by the state to include test registration permissions will be able to access either of these features to register new students.

Registration by File Upload

Upload a File

Locating the File Layout and Specification

The screenshot shows the CollegeBoard interface. At the top left is the CollegeBoard logo. At the top right, it says "Hi, Mary" with a user profile icon. The main navigation bar is dark blue and contains the following items: a question mark icon (highlighted with a red box and an arrow pointing to the dropdown), "Home", "Register Students" (with a dropdown arrow), "Manage Students" (with a dropdown arrow), and "Student Roster". To the right of the navigation bar are icons for a sun, a document, and a person labeled "Role". Below the navigation bar, a dropdown menu is open, showing a list of resources: "Resources" (with a question mark icon and a close button), "Frequently Asked Questions" (with a question mark icon and a dropdown arrow), "File Layout and Specification (excludes MI and WV)" (with a download icon and a dropdown arrow, highlighted with a red box), and "Contacts" (with a person icon and a dropdown arrow). An arrow points from the "File Layout and Specification" item to a second dropdown menu. This second dropdown menu shows "Resources" (with a question mark icon and a close button), "Frequently Asked Questions?" (with a question mark icon and a dropdown arrow), "File Template & Layout" (with a download icon and an up arrow), and two buttons: "SDMS Data File Template" and "SDMS Student Data Specification" (both with download icons and highlighted with a red box).

- Click the **Question Mark** icon in the main navigation bar
- Click the chevron (down arrow) to the right of the **File Layout and Specification**
- Download the **SDMS Data File Template** and **SDMS Student Data Specification**
- Enter your student data into the template for uploading, following the specifications for required fields and entry format (do NOT delete, rename, or move and columns; DO keep the template as a .csv file)

Upload a File – Using the SDMS Data File Template

The file layout template is a downloadable .csv file. **Do not delete or change the column headers.** The file you create must have the exact column headers and follow the data specifications. Save the file as a .csv file for upload, not a .xls file.

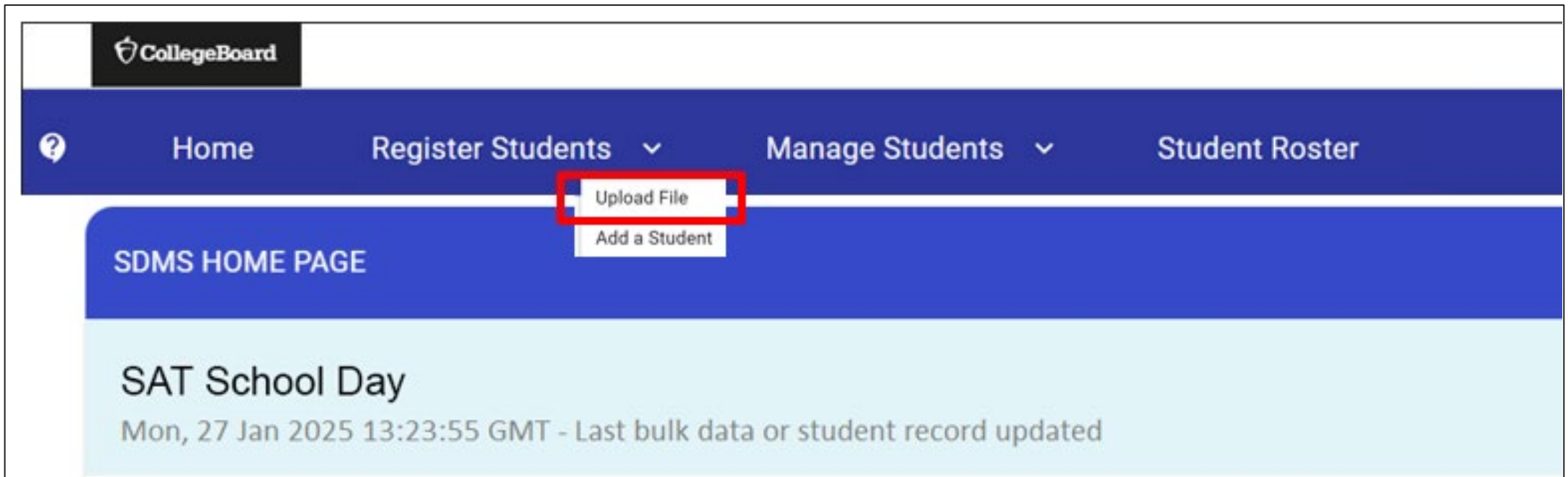
	A	B	C	D	E	F	G	H	I	J	K	L	
1	PSAT 8/9 TEST INDICA	PSAT 10 TEST INDICATOR	SAT TEST INDICATOR	ATTENDING INSTITUTION CODE	TESTING AI CODE	FIRST NAME	LAST NAME	MIDDLE INITIAL	DATE OF BIRTH	GRADE	GENDER	STATE STUDENT ID	D
2													
3													
4													
5													
6													
7													
8													

Upload a File – Format and Location

File must be in .csv format

Once you have prepared your .csv file for upload, click on the **Register Students** tab on the SDMS Home Screen.

From the dropdown menu, choose **Upload File**.



Upload a File – Attach Student Data File

Drag and Drop or Browse for File

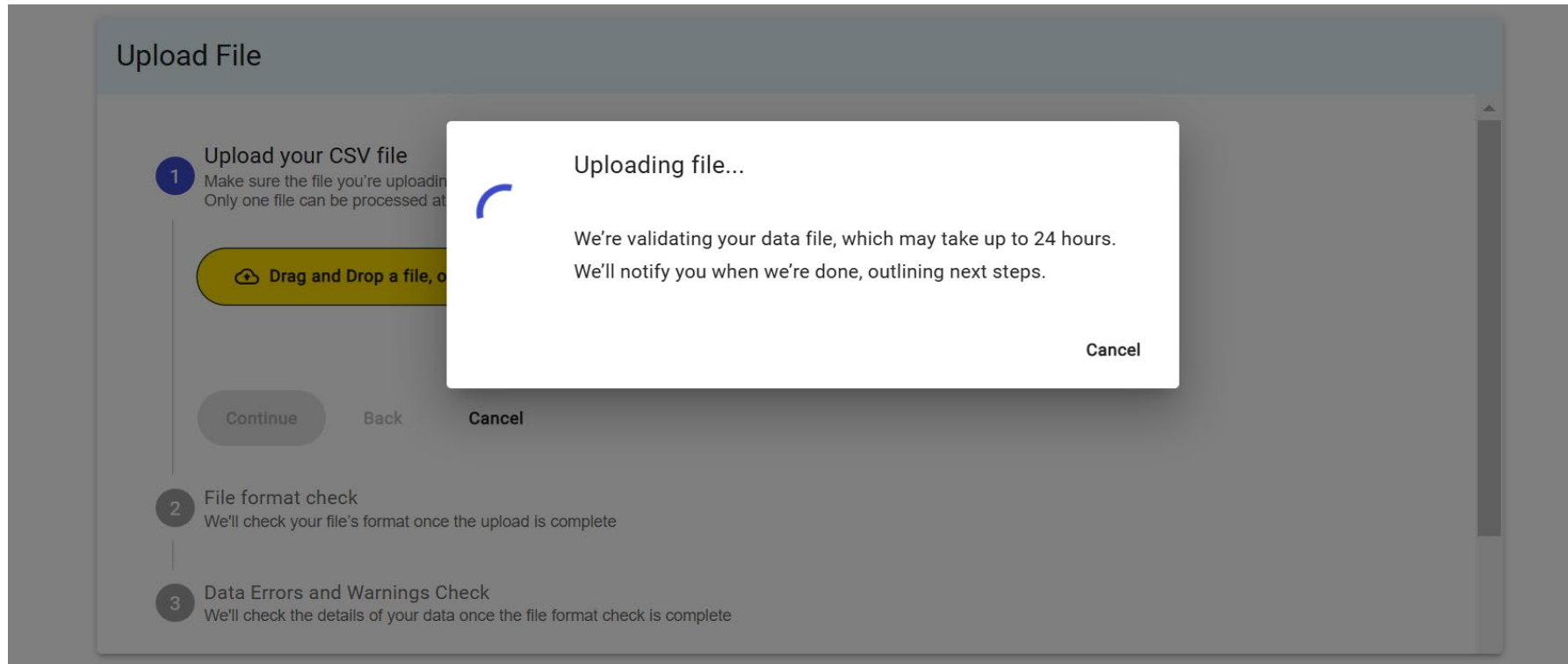
- **Drag and Drop** your file or **Browse** and select your file. Once the file has been added, click **Continue**.
- Only one file can be processed at a time. Complete file validation (format and data) may take up to 24 hours depending on the size of the file.

The screenshot shows a web application interface for uploading a file. At the top, there is a dark blue navigation bar with the following menu items: Home, Register Students (with a dropdown arrow), Manage Students (with a dropdown arrow), and Student Roster. Below the navigation bar is a light blue header for the 'Upload File' section. The main content area is white and contains a three-step process:

- 1 Upload your CSV file**
Make sure the file you are uploading is in CSV format and it was created from the provided [template](#) (excludes MI and WV). Only one file can be processed at a time. Complete file validation (including file format check and the data errors and warnings check) may take up to 24 hours depending on the size of your file.
A yellow button with a cloud icon and the text 'Drag and Drop a file, or browse' is centered below the instructions.
Below the button are three buttons: 'Continue' (disabled), 'Back', and 'Cancel'.
- 2 File format check**
We'll check the format of your file once the upload is complete
- 3 Data Errors and Warnings Check**
We'll check the details of your data once the file format check is complete

Upload a File – First Validation: File Format

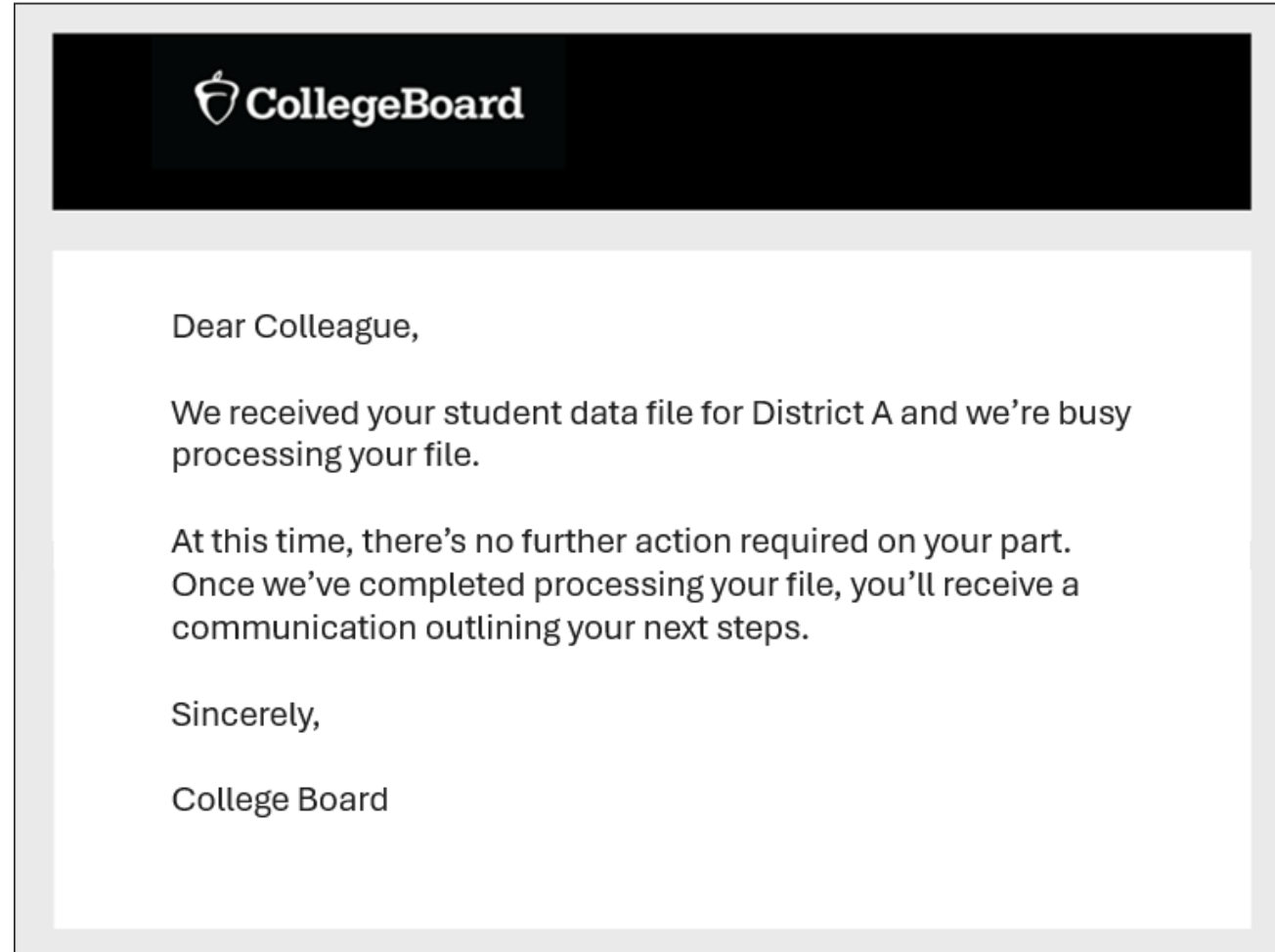
Must be a .csv file with no change from the original template in terms of the number, name, or order of columns



The pop-up message above appears on the screen to tell the user that the validation process has started.

Upload a File – Validation in Progress Email

During file validation, an email is sent notifying the user that SDMS has received their student data file, and that processing is underway.



Upload File – Unsuccessful File Format Validation

Fix errors in the file and re-upload

If the file validation process determines that there are errors in the file format SDMS will list those errors on the “Upload File” page.

Click **Back**.

Make corrections to your file, replace the file, and re-upload.

The screenshot shows the 'Upload File' page. At the top, a green checkmark indicates that the file 'Student_data_file_spring_2025.csv' was successfully uploaded. Below this, a red exclamation mark icon indicates a warning: 'Your file has formatting errors. Please fix these 2 file format errors and then upload the file again'. The errors are listed in a box with a red border:

- AC Additional Column Ethn
- MC Missing Column Ethnicity Other Hisp/Lat

At the bottom of the page, there are three buttons: 'Continue', 'Back', and 'Cancel'. The 'Back' button is highlighted with a red box. Below the buttons, a progress indicator shows '3 Data Errors and Warnings Check' with the text 'We'll check the details of your data once the file format check is complete'.

Upload File – Successful File Format Validation

Review File Content Summary and Proceed to Data Validation

When the format of the file is validated, the SDMS “Upload File” page will:

- Confirm all file formats passed
- Indicate the total number of students in the file
- Provide a file content summary with the count of student records by grade and assessment.

Click **continue** to proceed to data validation.

The screenshot shows the 'Upload File' page with a success message and a summary of student counts. The 'Continue' button is highlighted with a red box.

Upload File

Great work! [Student_data_file_spring_2025.csv](#) was successfully uploaded

2 All file format checks have passed, Total Students: 100,000
Please confirm the counts by grade and by assessment are the expected counts before proceeding

By Grade: 100,000		By Assessment: 100,000	
8th	25,000 Students	PSAT89	25,000 Students
9th	25,000 Students	PSAT89	25,000 Students
10th	25,000 Students	PSAT10	25,000 Students
11th	25,000 Students	SAT	25,000 Students

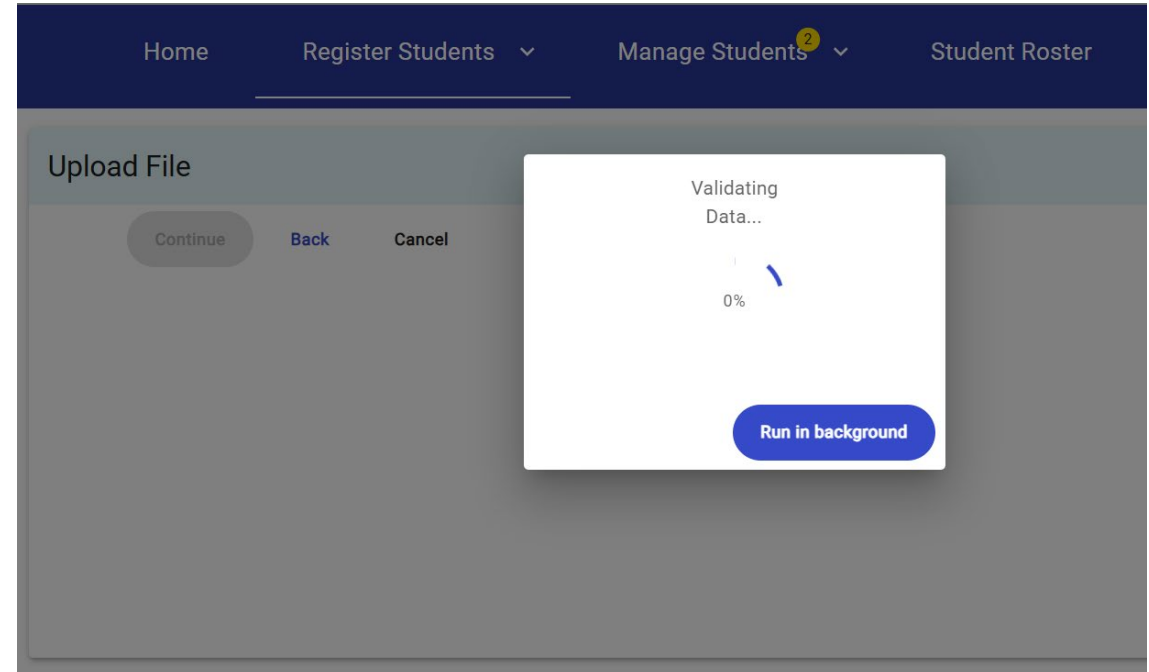
Continue Back Cancel

3 Data Errors and Warnings Check
We'll check the details of your data once the file format check is complete

Upload File – Data Validation

Review File Content Summary and Proceed to Data Validation

- During **Data validation** SDMS looks for data entry (not file) formatting issues that may need to be corrected.
- Progress is shown on the screen through the pop-up shown, which may be dismissed to run in the background to enable working simultaneously in SDMS.
- SDMS sends an email once data validation is complete.



Upload File – Unsuccessful Data Validation

Errors and Warnings

- **Errors must be fixed;** a file that contains errors will not be processed.
- **Warnings** should be reviewed, but if you are certain the data is correct, warnings will not prevent the file from processing.
- There are two options for addressing data validation errors:
 - Download the error report, fix the data in the file, and re-upload the entire file (same process as for file format errors)
 - Fix the errors within the SDMS User Interface either student-by-student or by error type
- In addition to the error and/or warning notice in SDMS on the “Upload File” page, **users will also receive an email notification** of this issue that requires their attention in SDMS

The screenshot shows the 'Upload File' page in the SDMS system. At the top, there is a navigation bar with 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below this, the 'Upload File' section displays a progress indicator with three steps: 1. 'Great work! 2023_2024_SDMS_Student Data TEST HAPPY PATH.csv was successfully uploaded', 2. 'Nice going! All file format checks passed', and 3. 'Data Errors and Warnings Check'. Under step 3, there are two boxes. The left box, with a red border, contains a red exclamation mark icon and the text: 'Your file has these 36 formatting errors. You must fix these errors or upload a clean file.' It features a 'Download Report' button and a 'Fix Errors' button. The right box, with a yellow bell icon, contains the text: 'Your file has these 36 formatting warnings. You may review these warnings and fix if necessary, but this is not a barrier to proceeding.' It features a 'Fix Warnings' button. At the bottom of the page, there are 'Continue', 'Back', and 'Cancel' buttons.

Correcting Data Errors – Full File Replacement

Click “Fix Errors” on the SDMS “Upload File” page and proceed as below

- Click **Download Report** and use that report to find and correct errors in your original file.
- Click **back**
- Click **Upload Replacement File** to browse for your corrected file
- Once uploaded, details about your corrected file will appear on the screen (e.g., date and time the file was created and last updated, the name of the file, and the number of records in the corrected file)
- Click **Continue** to validate the new replacement file.

The image displays two screenshots of the SDMS 'Upload File' interface. The left screenshot shows the 'Data Errors and Warnings Check' step, where a message indicates 36 formatting errors. A red box highlights the 'Download Report' button. The right screenshot shows the 'Upload your CSV file' step, where a message instructs the user to ensure the file is in CSV format. A red box highlights the 'Upload Replacement File' button. A red line connects the 'Back' button in the left screenshot to the 'Upload Replacement File' button in the right screenshot.

Correcting Data Errors directly in SDMS – By Student

Click “Fix Errors” on the SDMS “Upload File” page and proceed as below

- Select the **Errors by Student** tab; each student record with an error will be listed
- Click the **+ sign** next to any student’s last name to open that student’s record
- Errors in the student’s record will appear in **red**. To fix the errors, make corrections to each of these fields directly and click **Save**.
- Once all errors in the record are correct and saved, the student’s record is automatically removed from the errors list and proceeds for revalidation.

The screenshot displays the 'Errors by Student' tab in the SDMS interface. A table lists student records with columns for Last Name, First Name, Middle Initial, Date of Birth, and State Student ID. The record for 'Abarca, Monserat' is highlighted with a red box around the '+' sign next to the last name. A red arrow points from this box to a detailed view of the student's record. In this detailed view, the 'School Code (AI Code)' field is highlighted with a red box and contains the value '529030'. Below this field, a red error message states: 'The provided Attending AI Code (529030) is not valid or is not part of the organizational hierarchy'. Other fields in the form include First Name (Monserat), Middle Initial, Last Name (Abarca), Date of Birth (05/11/2008), Gender (Female), Grade (9th Grade), State Student ID (117681482), District Student ID, and School Student ID. There are also checkboxes for 'Home Schooled' and 'Remove Student Record', and a 'Save' button.

Correcting Data Errors directly in SDMS – By Error Type

Click “Fix Errors” on the SDMS “Upload File” page and proceed as below

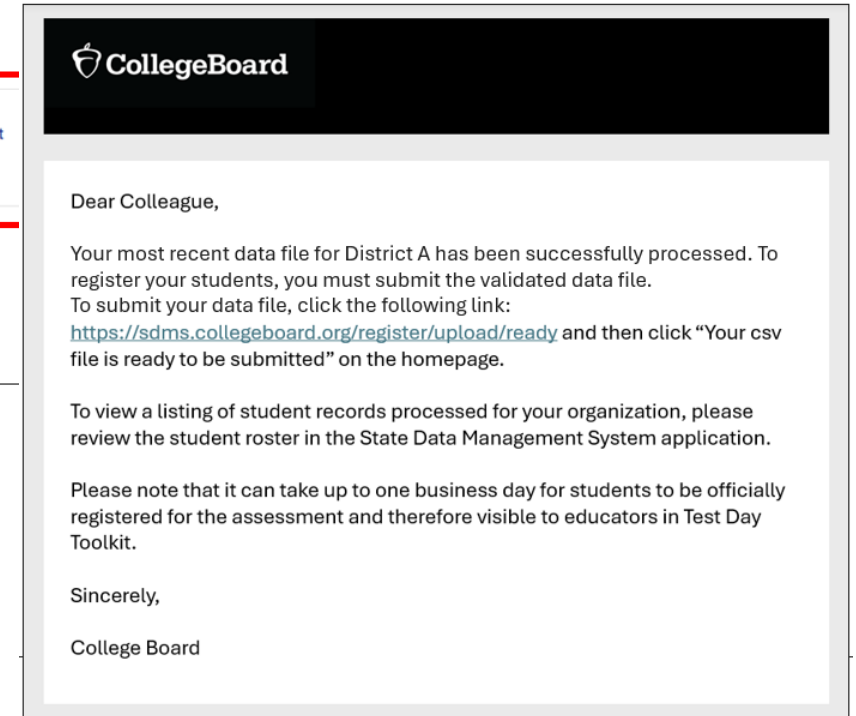
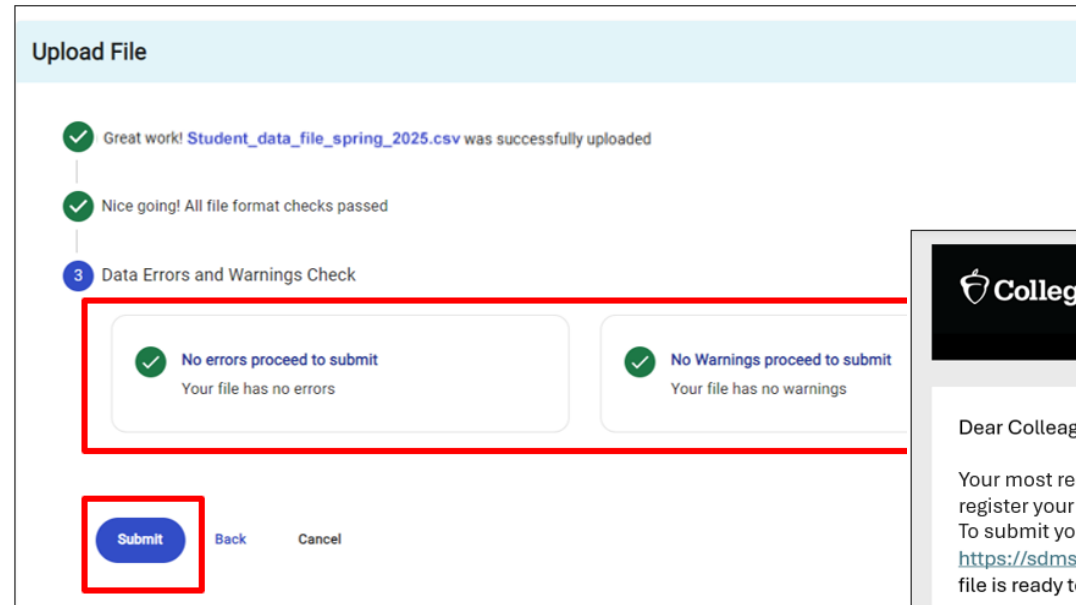
- Select the **Errors by Type** tab; each error type will be listed along with a count of the number of errors of that type
- Click the **+ sign** next to any error type to see a list of all student records affected by that error
- Errors in each student’s record will appear in **red**. To fix the errors, make corrections to each of these fields directly and click **Save**.
- Once all errors in the record are correct and saved, the student’s record is automatically removed from the errors list and proceeds for revalidation.

The screenshot shows the 'Errors by Type' tab in the SDMS interface. The top navigation bar includes 'Errors by Student' and 'Errors by Type' (highlighted with a red box). Below the navigation bar, there are buttons for 'Download Report' and 'Upload Replacement File'. The main content area displays a table of error types with columns for 'Error Type' and 'Number of Errors'. A red box highlights a '+' sign next to the error type 'School Code (AI Code) 529030 is invalid or is not currently part of the state contract' (36 errors). A red arrow points from this '+' sign to a detailed view of a student record. In this detailed view, the 'Errors by Type' tab is selected. The table shows two student records with errors. The first record is for State ID 117681482, Last Name Abarca, First Name Monserat, with an incorrect AI Code of 529030. The second record is for State ID 117681493, Last Name Afify, First Name Rahma, with an incorrect AI Code of 529030. A red box highlights the error message for the second record: 'School Code (AI Code) * 529030 is invalid or is not currently part of the state contract'. A red arrow points from this error message to a form field for 'School Code (AI Code) *' with the value 529030. The form also includes 'Save' and 'Reset' buttons. The bottom of the page shows 'Rows per page: 25' and '1-25 of 25'.

Submitting the Student Data File

When your file has passed all format and data validation checks, it is ready to submit

- The “Upload File” page must provide a green checkmark and the confirmation “No **Errors** Proceed to Submit”
- **Warnings** must have been reviewed, but if you are certain the data is correct, warnings will not prevent the file from processing (i.e., a green checkmark is not required to proceed).
- SDMS will also end an email indicating the file is ready to **submit**
- You must click **Submit**



Reminder:

There is a temporary student record lock after editing, whether this was done through correction by student/error type or a replacement file upload that contained changes for that student's record

After a change has been made to a student record it will display as read-only for up to one business day until processing is complete.

This will be indicated by an accompanying time-stamped message in yellow until the record becomes accessible for future actions.

The screenshot displays a web application interface for managing student records. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below the navigation, there are filters and a table of student records. A yellow message box is overlaid on the table, indicating a record update in progress.

Customize	Filters	Density	Download Roster	Release Selected Students	Show Deleted Students			
Last Name ↑	First Name	MI	Date of Birth	State Student ID	Grade	Gender	SSD ID	Accomm
-	Petrie	Dawn	11/1/2007	444444	11	F		

Record update in progress as of Thu, 6 Feb 2025 17:07:31 GMT - subject to change

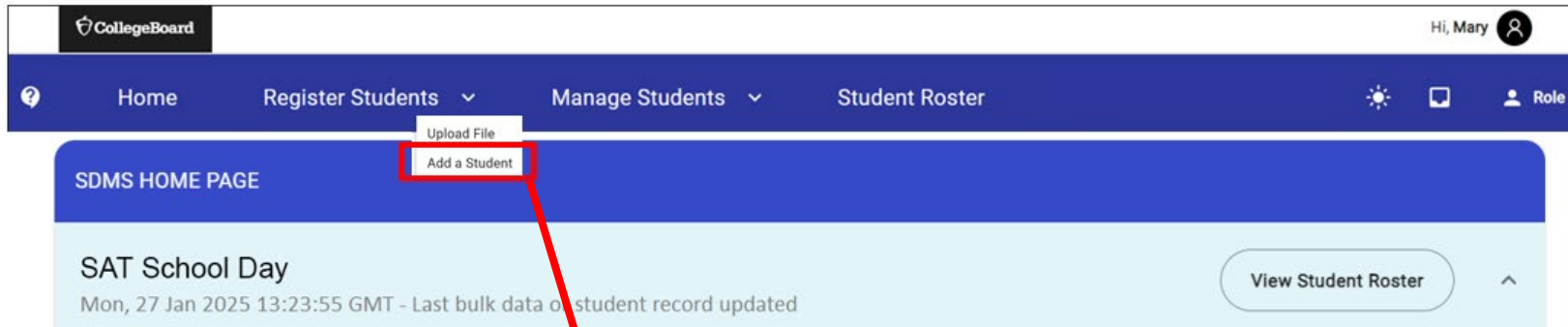
Student Details

First Name * Dawn Middle Initial Last Name * Petrie

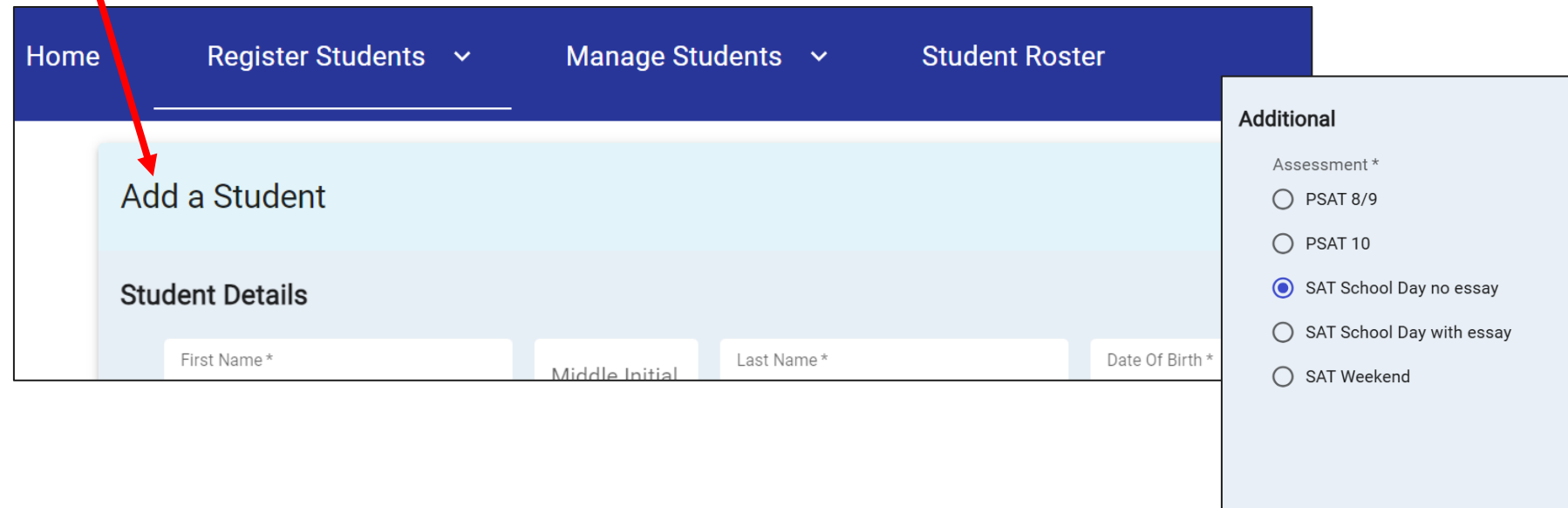
Registration by individual “Add a Student” option in SDMS

Selecting the “Add a Student” option in SDMS

Select this option from the “Register Students” sub-menu available on the main navigation bar



An “Add a Student” screen will appear. Enter all required information (indicated by an asterisk), such as name, date of birth, gender, grade, state student ID number, the AI Code for the school the student attends, and (via a check box) which assessment the student is taking.



Entering Student Data – Error Message

Required data fields that are incomplete will appear in red and not permit submission

Add a Student

Reset Add Student

Student Details

<input type="text" value="First Name *"/> <small>First Name is required</small>	<input type="text" value="Middle Initial"/>	<input type="text" value="Last Name *"/> <small>Last Name is required</small>	<input type="text" value="Date Of Birth *"/> <small>Date of Birth is required</small>	<input type="text" value="Gender *"/> <small>Gender is required</small>
<input type="text" value="Grade *"/> <small>Grade is required</small>	<input type="text" value="State Student ID *"/> <small>State Student ID is required</small>	<input type="text" value="District Student ID"/>	<input type="text" value="School Student ID"/>	
<input type="text" value="Attending Institution Code *"/> <small>School Code (AI Code) is required</small>	<input type="text" value="Testing School Code"/>	<input type="checkbox"/>	Hi In	

Additional

NOTE: if an error message is received that this student already has a state registration at another school, you will need to stop and follow your state's chosen protocol for student transfers.

Additional

<input type="radio"/> PSAT 8/9	<input type="checkbox"/> Non Hispanic	<input type="checkbox"/> White
<input type="radio"/> PSAT 10	<input type="checkbox"/> Cuban	<input type="checkbox"/> Black
<input type="radio"/> SAT School Day no essay	<input type="checkbox"/> Mexican	<input type="checkbox"/> Asian
<input type="radio"/> SAT School Day with essay	<input type="checkbox"/> Puerto Rican	<input type="checkbox"/> American Indian Or Alaskan Native
<input type="radio"/> SAT Weekend	<input type="checkbox"/> Other Hispanic	<input type="checkbox"/> Native Hawaiian Or Pacific Islander
<small>Assessment field is required</small>	<small>Check all that apply</small>	<input type="checkbox"/> Other
		<input type="checkbox"/> Two Or More

Entering Student Data – Completing Submission

Student name indicator to “Add”

The screenshot shows the 'Add a Student' form in the 'Student Roster' section. The form includes fields for Student Details and Additional information. The 'Add Down' button is highlighted with a red box.

Home Register Students Manage Students Student Roster

Add a Student

Reset Add Down

Student Details

First Name* Dawn Middle Initial Last Name* Petrie Date Of Birth* 11/01/2007 Gender* Female

Grade* 11th Grade State Student ID* 123456 District Student ID 123456 School Student ID 123456

Attending Institution Code* 123456 Testing School Code 123456 Home School Indicator

Once all required information is complete, the button top right will enable you to “Add [Student First Name]”

The screenshot shows the 'Additional' form section, which includes options for Assessment, Ethnicity, and Race.

Additional

Assessment *

- PSAT 8/9
- PSAT 10
- SAT School Day no essay
- SAT School Day with essay
- SAT Weekend

Ethnicity

- Non Hispanic
- Cuban
- Mexican
- Puerto Rican
- Other Hispanic

Race

- White
- Black
- Asian
- American Indian Or Alaskan Native
- Native Hawaiian Or Pacific Islander
- Other
- Two Or More

Check all that apply

Home Page – Understanding the Dashboard (now that students have been registered)

Home Page Dashboard – District View

Name of the assessment
(SAT School Day, SAT School Day with Essay, PSAT 10 or PSAT 8/9)

Date-timestamp of last registration file or student update

Name of the district and district code

SDMS HOME PAGE

SAT School Day
Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated

[View Student Roster](#)

District Name	Total Schools with Students Uploaded	Total Exam Setups Complete
District A District Code: 123456	1	0
	Total Students Uploaded	Total Tests Started
	900	0
	Total Registration by Grade	Total Tests Completed
	11th 900 Students	0

Metrics that update in near real-time upon a page refresh

View Student Roster button that links to the Student Roster area for more details

Home Page Dashboard – School View

Name of the assessment
(SAT School Day, SAT School Day with Essay, PSAT 10 or PSAT 8/9)

Date-timestamp
of last registration file or student update

Name of the school and school code

Metrics that update in near real-time upon a page refresh

View Student Roster button that links to the Student Roster area for more details

SDMS HOME PAGE

SAT School Day

Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated

View Student Roster ^

School Name	Total Schools with Students Uploaded	Total Exam Setups Complete
High School A	1	0
School Code : 123456	Total Students Uploaded	Total Tests Started
	300	0
	Total Registration by Grade	Total Tests Completed
	11th 300 Students	0

Student Roster

Getting to Student Details – Student Roster

The **Student Roster** tab brings users to the Student Roster area. In this area, users can view list and summary data on students and perform edits, deletes, and within district transfers on student records.

The screenshot shows the CollegeBoard SDMS Home Page. The top navigation bar includes the CollegeBoard logo, a user profile for 'Hi, Mary', and navigation tabs: Home, Register Students, Manage Students, and Student Roster (highlighted with a red box). Below the navigation bar, the page title is 'SDMS HOME PAGE'. A section titled 'SAT School Day' displays the date 'Mon, 27 Jan 2025 13:23:55 GMT' and a 'View Student Roster' button. A summary table provides data for State 'ST':

Metric	Value
Total Schools with Students Uploaded	1,000
Total Exam Setups Complete	0
Total Students Uploaded	100,000
Total Tests Started	0
Total Registration by Grade	11th 100,000 Students
Total Tests Completed	0

Student Roster – District Summary View

A District user can view and download **list and summary data** for all students in their district.

Downloadable summary information by district or broken out by school is also available.

In **View Details** toggle to “District” or “School”. A **Download Summary** link appears above the table which lists the schools participating. The user clicks this button to initiate a download.

The screenshot shows the 'Student Roster' interface with a 'District Summary' section. A red box highlights the 'District Summary' title and the 'VIEW DETAILS' toggle set to 'District'. The summary includes:

- State: ST
- Schools with Students Uploaded: 1
- Students Uploaded: 900
- District Name: District A
- District Code: 123456
- Registration By Grade: 9 (100 Students), 10 (100 Students), 11 (100 Students)
- Registration By Assessment: PSAT 8/9 (100 Students), PSAT 10 (100 Students), SAT (100 Students)
- Exam Setups Complete: 0
- Tests Started: 0
- Tests Completed: 0

The screenshot shows a table with a 'Download Summary' button highlighted in a red box. The table has the following columns and data:

School Code (AI Code)	School Name	Grade	Students Registered
123456	HIGH SCHOOL A	9,10,11	300

Student Roster – School Summary View

Showing the number of students registered at their school for each assessment as well as the number of exam setups completed, tests started, and tests completed, these counts are updated in near-real time when the screen is refreshed.

Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated

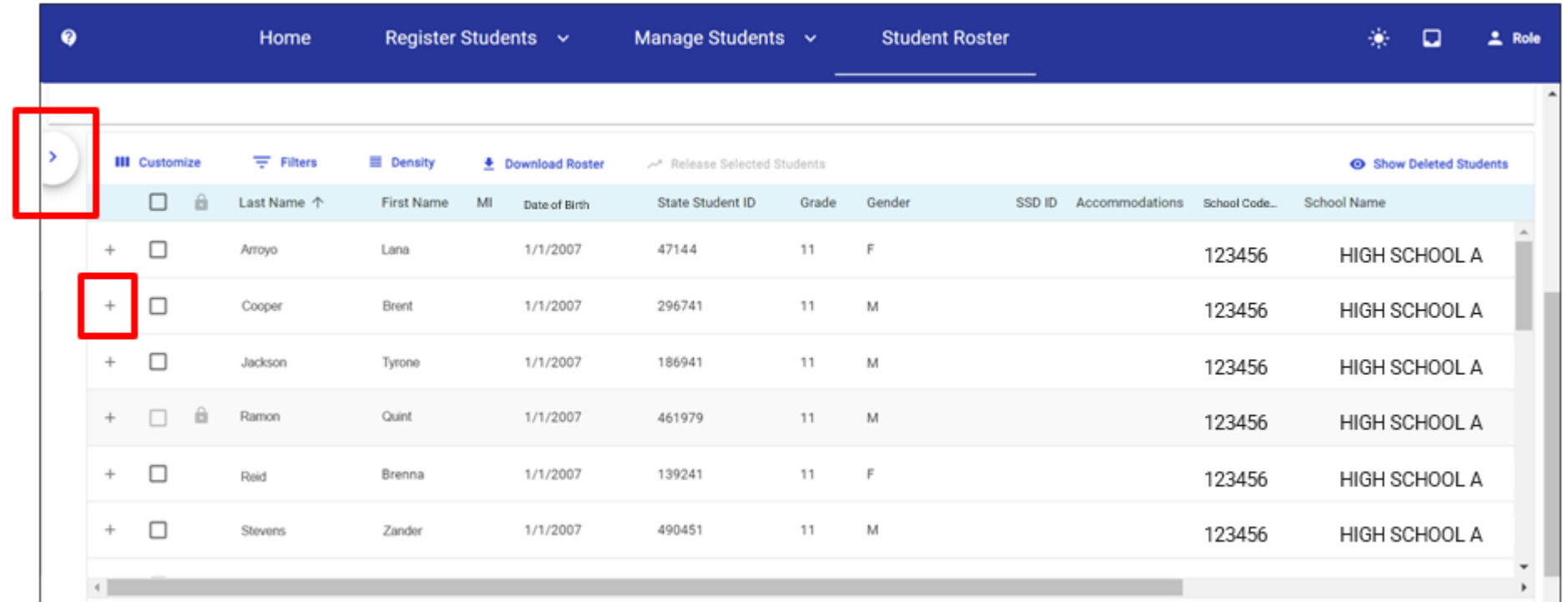
State	Schools with Students Uploaded	Registration By Grade	Registration By Assessment	Exam Setups Complete
ST	1			0
School	Students Uploaded			Tests Started
High School A	900	9 300 Students	PSAT 8/9 300 Students	0
School Code (AI Code):		10 300 Students	PSAT 10 300 Students	Tests Completed
123456		11 300 Students	SAT 300 Students	0

Student Roster – Student Details

Below the summary, users will find a list of registered students.

Open the left **Filters** menu in the **Student Roster** area to locate a student or students.

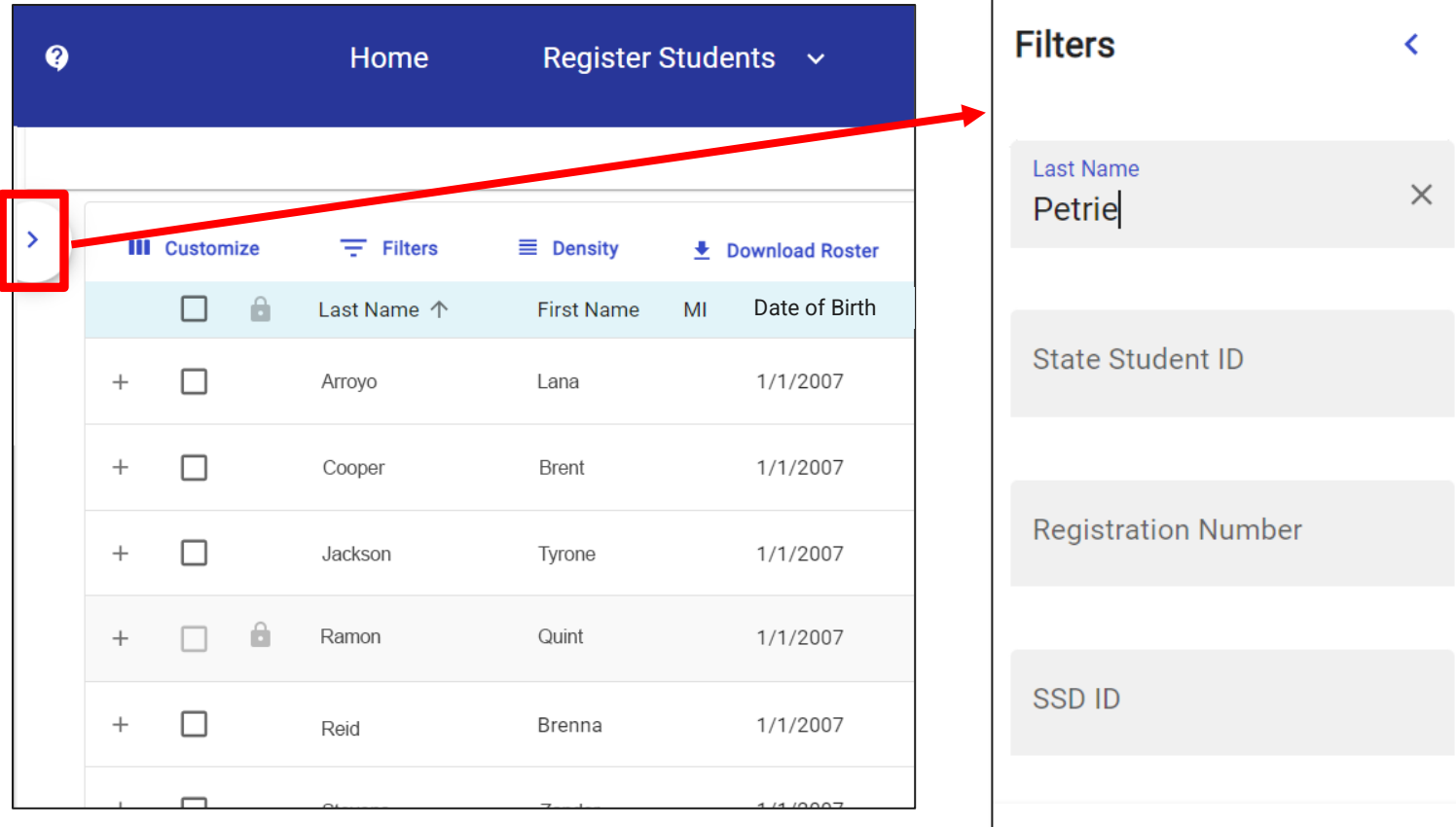
Users can expand or collapse each student record row using the **+** symbol to see more data and edit, delete, complete a within district transfer, or release students.



The screenshot shows the 'Student Roster' interface. At the top, there is a navigation bar with 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below the navigation bar, there are several action buttons: 'Customize', 'Filters', 'Density', 'Download Roster', 'Release Selected Students', and 'Show Deleted Students'. The main content is a table with the following columns: 'Last Name', 'First Name', 'MI', 'Date of Birth', 'State Student ID', 'Grade', 'Gender', 'SSD ID', 'Accommodations', 'School Code...', and 'School Name'. The table contains six rows of student data. A red box highlights the '+' symbol in the first column of the second row (Cooper, Brent).

	Last Name ↑	First Name	MI	Date of Birth	State Student ID	Grade	Gender	SSD ID	Accommodations	School Code...	School Name
+	Arroyo	Lana		1/1/2007	47144	11	F			123456	HIGH SCHOOL A
+	Cooper	Brent		1/1/2007	296741	11	M			123456	HIGH SCHOOL A
+	Jackson	Tyrone		1/1/2007	186941	11	M			123456	HIGH SCHOOL A
+	Ramon	Quint		1/1/2007	461979	11	M			123456	HIGH SCHOOL A
+	Reid	Brenna		1/1/2007	139241	11	F			123456	HIGH SCHOOL A
+	Stevens	Zander		1/1/2007	490451	11	M			123456	HIGH SCHOOL A

Student Roster – Filter Options



Clicking the chevron opens the filter function.

Available filter options include:

- Last name
- First name
- Date of Birth
- State Student ID
- Grade
- SSD ID
- School Code (AI Code)
- School Name
- Test Mode
- Registration Status
- District Name
- Registration Number
- State School Code
- State District Code
- Testing School Code
- Exam Setup Status
- Not Tested Reason
- Assessment*
- Accommodations* (by code)

Student Roster Download

The [Download Roster](#) link allows users to export the student roster detail list to a .csv file

The screenshot shows a web application interface with a dark blue header. The header contains navigation links: Home, Register Students (with a dropdown arrow), Manage Students (with a dropdown arrow), and Student Roster (underlined). On the right side of the header are icons for a help/question mark, a sun (theme), a document (notifications), and a user profile labeled 'Role'.

Below the header is a toolbar with several options: 'Customize' (with a list icon), 'Filters' (with a funnel icon), 'Density' (with a list icon), 'Download Roster' (with a download icon and highlighted by a red box), and 'Release Selected Students' (with a checkmark icon). On the far right of the toolbar is a link 'Show Deleted Students' with an eye icon.

The main content area displays a table of student records. The table has the following columns: a selection checkbox, a lock icon, 'Last Name' (sorted ascending), 'First Name', 'MI', 'Date of Birth', 'State Student ID', 'Grade', 'Gender', 'SSD ID', 'Accommodations', 'School Code...', and 'School Name'. There are four rows of student data, each with a '+' icon on the left for expandability.

<input type="checkbox"/>	<input type="checkbox"/>	Last Name ↑	First Name	MI	Date of Birth	State Student ID	Grade	Gender	SSD ID	Accommodations	School Code...	School Name
+	<input type="checkbox"/>	Arroyo	Lana		1/1/2007	47144	11	F			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Cooper	Brent		1/1/2007	296741	11	M			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Jackson	Tyrone		1/1/2007	186941	11	M			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Ramon	Quint		1/1/2007	461979	11	M			123456	HIGH SCHOOL A

Editing Student Data

Temporary Student Record Lock After Editing

After a change has been made to a student record it will display as read-only for up to one business day until processing is complete. This will be indicated by an accompanying time-stamped message in yellow until the record becomes accessible for future actions.

The screenshot shows a web application interface for managing student records. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. A 'Filters' sidebar is on the left. The main area displays a table of student records with columns for 'Last Name', 'First Name', 'MI', 'Date of Birth', 'State Student ID', 'Grade', 'Gender', 'SSD ID', and 'Accommo'. A single record for 'Petrie, Dawn' is visible. Below the table, a yellow message box with a lock icon states: 'Record update in progress as of Thu, 6 Feb 2025 17:07:31 GMT - subject to change'. Below this message is a 'Student Details' section with input fields for 'First Name *', 'Middle Initial', and 'Last Name *', with values 'Dawn' and 'Petrie' respectively.

	Last Name ↑	First Name	MI	Date of Birth	State Student ID	Grade	Gender	SSD ID	Accommo
	Petrie	Dawn		11/1/2007	444444	11	F		

Record update in progress as of Thu, 6 Feb 2025 17:07:31 GMT - subject to change

Student Details

First Name *
Dawn

Middle Initial

Last Name *
Petrie

Manage Students Tab

Four Options from the sub-menu on the main navigation bar

- **Edit Student** – search for and change student data
- **Delete Student** – search for and delete student record
- **Within District Transfer** – transfer students between two schools within the same district
- **Between District Transfer** – transfer students between two schools from different districts within the same state

The screenshot shows the SDMS Home Page interface. The navigation bar at the top includes the CollegeBoard logo, a help icon, and menu items: Home, Register Students (with a dropdown arrow), Manage Students (with an up arrow and a red box around it), and Student Roster. The Manage Students sub-menu is open, listing: Edit Student, Delete Student, Within District Transfer, and Between District Transfer. Below the navigation bar, the dashboard displays 'SDMS HOME PAGE' and 'SAT School Day' information for State ST. A 'View Student Roster' button is visible. The dashboard data includes:

State	Total School Count with Students Uploaded	Exam Setup Complete
ST	1,000	0

Edit Student – Locate the Student Record

Search using the filter function and open the individual record using the “+” sign

- Use the **Filters** tool in the left navigation to enter any of the available search terms: first name, last name, state student ID, registration number, SSD ID, grade, and test mode
- Click the **+ sign** on the left side of an individual student record to reveal the student’s detailed registration data (next slide)
- Change the data you have permission to edit (varies by state and role)

The screenshot shows the CollegeBoard Student Roster interface. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The 'Filters' tool is highlighted in a red box on the left. The main table displays student records with columns for Last Name, First Name, MI, Date of Birth, State Student ID, Grade, Gender, SSD ID, and Accommodations. A red box highlights the '+' sign on the left side of the first student record, which is Renaldo Christiana, with a State Student ID of 3122334455 and a Grade of 9.

Last Name	First Name	MI	Date of Birth	State Student ID	Grade	Gender	SSD ID	Accommodations
Renaldo	Christiana	O	10/5/2000	3122334455	9	F		

Student Record Overview

There are four sections in each student record:

1. **Student Details** includes demographics and accommodations information.
2. **School Information** includes attending school and testing school.

IMPORTANT FOR IDAHO: If a student is testing somewhere other than their attending school, the attending school must register the student and enter their AI Code in that field, entering the different AI Code for the school where the student physically takes the test in the “Testing AI Code” field. Home school students testing at your location must be registered by the testing school, who will enter their AI Code in the “Testing AI Code” field and 970000 in the “Attending AI Code” field.

3. **Testing Information** includes the assessment type, registration status, registration number, and testing mode.
4. **Additional Information** includes when the student’s registration was updated and by whom, and any race/ethnicity information, if provided

The screenshot displays the CollegeBoard Student Record Overview interface. The interface is divided into several sections, with four numbered callouts (1-4) highlighting specific areas:

- 1. Student Details:** This section includes fields for First Name (Christiana), Middle Initial (O), Last Name (Renaldo), Date of Birth (1/1/2007), Grade (11th Grade), Gender (Female), and Home School Indicator (checked). It also includes fields for SSD ID and Accommodations.
- 2. School Information:** This section includes fields for School Code (AI Code) (123456), State School Code (123456), Attending School Name (HIGH SCHOOL A), Testing School Code (123456), District Code (123456), and District Name (DISTRICT A).
- 3. Testing Information:** This section includes fields for Assessment (PSAT 8/9 selected), Registration Status (Registered), Registration Number (P006223164), and Test Mode (Digital). It also includes a field for State Use Only/Reason Not Tested.
- 4. Additional Information:** This section includes fields for Registration Modified Date/Time and Modified User (mmcoole@collegeboard.org). It also includes checkboxes for Ethnicity (Non Hispanic, Cuban, Mexican, Puerto Rican, Other Hispanic) and Race (White, Black, Asian, American Indian Or Alaskan Native, Native Hawaiian Or Pacific Islander, Other, Two Or More).

Edit Fields in Student Record

Editable and Non-Editable Fields

- Fields that appear as white boxes are editable. Fields that are grayed out are not editable. For example, this user wants to update a student's last name. The field appears as a white box, which means the user has permission to update that data field.
- After making changes, click the blue **Save button** to apply the change to the student's registration.
- Reminder: editing student records can also be performed directly in the SDMS **Student Roster**.

The screenshot displays the CollegeBoard Student Roster interface. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The main content area is divided into several sections: 'Filters', 'Student Details', 'School Information', and 'Testing Information'. The 'Student Details' section contains fields for 'First Name *', 'Middle Initial', 'Last Name *', 'Date of Birth *', 'Grade *', and 'Gender *'. The 'Last Name *' field is highlighted with a red box, and the 'Save' button is also highlighted with a red box. The 'School Information' section includes fields for 'School Code (AI Code)', 'State School Code', 'Attending School Name', 'Testing School Code', 'District Code', and 'District Name'. The 'Testing Information' section includes an 'Assessment *' dropdown menu with options for 'PSAT 8/9', 'PSAT 10', 'SAT School Day no essay', 'SAT School Day with essay', and 'SAT Weekend'. The 'Registration Status' is 'Registered', the 'Registration Number' is 'P006223164', and the 'Test Mode' is 'Digital'. The bottom of the page shows a 'Test(s)' section with a dropdown menu for '(Primary) Exam Setup Status: , Testing Status: , Test Submission Date/Time: D...' and a 'State Use Only/Reason Not Tested' field.

Editing Student Record Data – Changing Testing AI Code

Special Considerations

- There are **two** fields for AI Codes in a student’s record:
 - Attending AI Code: this is where a student is enrolled and to which their scores should be sent/attributed
 - Testing AI Code: this is where a student physically takes the exam
- In most cases, these two AI codes will be the same
- However, if a student is physically taking the test somewhere other than where they are enrolled, enter the AI Code for the that location in the “Testing AI Code” field
- Please note:
 - Different Attending and Testing AI Codes may also be entered at the time of file upload
 - The school where the student *attends* must register the student in advance of test day *
 - The “testing only” AI Code **cannot** register the student
 - Students **cannot** be day-of walk-in test takers anywhere
 - Students with a different Testing AI Code will **not** appear in their *Attending* AI Code’s Test Day Toolkit, only in the Test Day Toolkit of their Testing AI Code
 - The Testing AI Code will not receive this student’s scores or have access to any other student information outside of Test Day Toolkit

Editing Student Record Data – Name and/or Gender Changes Post-Registration

Special Considerations

- **After a student has downloaded the test the record is locked for any further changes;** after scores have been reported to the state students may contact College Board student support to make any necessary changes to their College Board account regarding name and/or gender
- **Before a student has downloaded the test,** changes in bulk upload files will be reflected.
 - However, if the change was made as an individual edit to a student's record directly in SDMS, any subsequent bulk upload of student information that does not reflect that change will override it
 - Furthermore, if the degree of difference between initial and subsequent uploads of a student's record result in dual registration please contact College Board customer service for your state

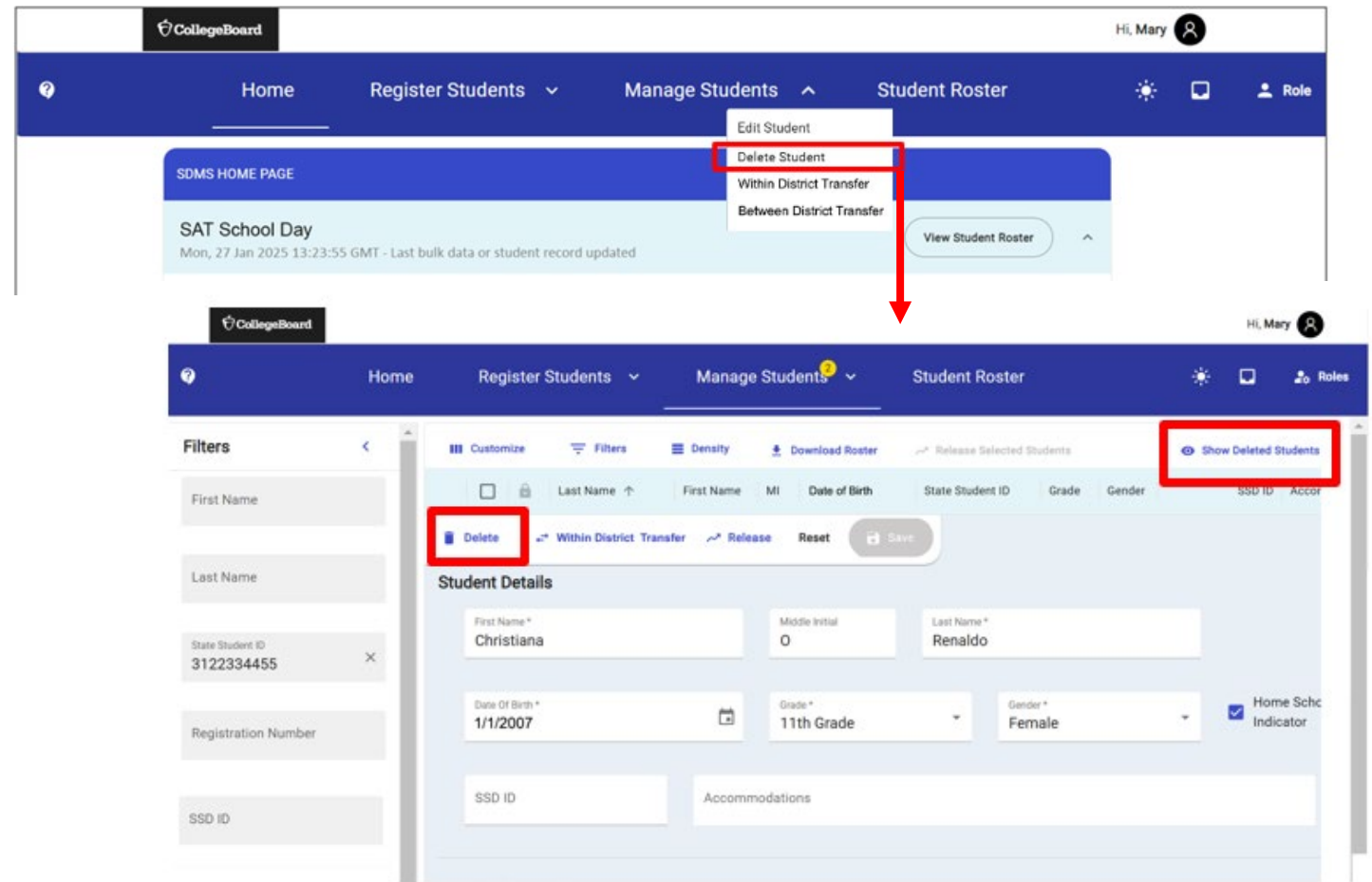
Deleting a Student Record

Delete Student

Based on state-determined permissions, authorized users can delete students and their related registrations

1. Select “Delete Student” from Manage Students tab on the main navigator bar.
2. Use the filters on the left navigation to find the student record that needs to be deleted
3. Click the **Delete** button on the student record
4. Confirm you want to make the deletion in the warning pop-up
5. Deleted students can still be viewed in SDMS by selecting “show deleted students” at right under the main navigation bar

Reminder: student records can also be deleted directly in the SDMS **Student Roster**.



Within District Transfer

Within District Transfer

Based on state permissions, authorized users can transfer students between schools in the same district

1. Select “Within District Transfer” from Manage Students tab on the main navigator bar.
2. Use the filters on the left navigation to find the student that needs to be transferred
3. Click **Within District Transfer** button on the student record – this will open a new window
4. The student’s **Current School** information displays at the top of the new window
5. Enter the **new school’s AI Code** at the bottom of this window; all other info will populate for your confirmation
6. Click the blue **Transfer [Student Name]** button to complete the transfer

The image displays three screenshots of the CollegeBoard SDMS interface illustrating the 'Within District Transfer' process:

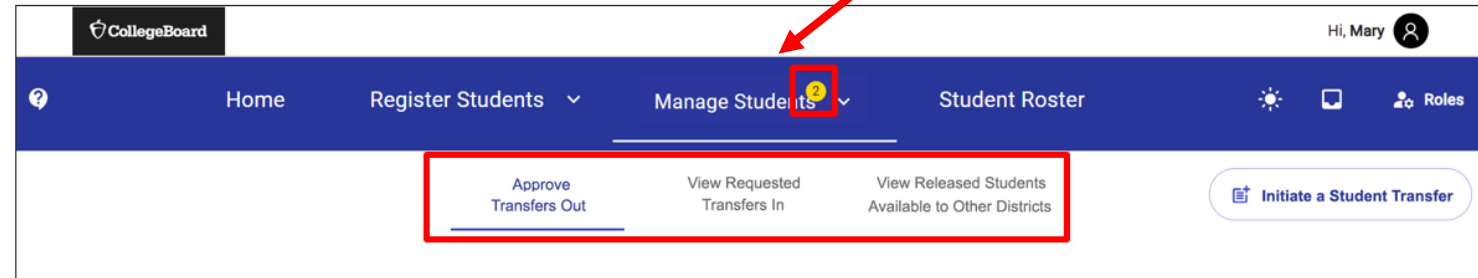
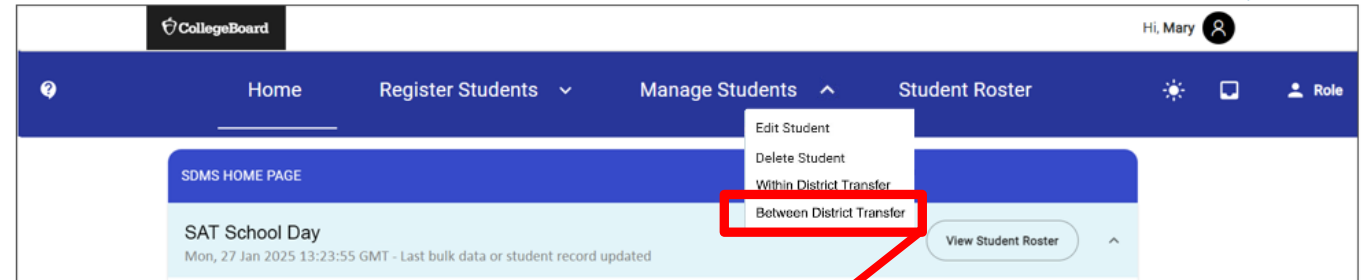
- Top Screenshot:** Shows the main navigation bar with 'Manage Students' selected. A dropdown menu is open, highlighting the 'Within District Transfer' option.
- Middle Screenshot:** Shows the 'Manage Students' page with a list of students. The 'Within District Transfer' button is highlighted for a student.
- Bottom Screenshot:** Shows the 'Transfer Student - Betsy Ross' window. The 'Current School' information is displayed at the top. The 'New School' section has the 'School Code (AI Code)' field highlighted, which is populated with '123457'. The 'Transfer Betsy Ross' button is highlighted at the bottom right.

Between District Transfer

Between District Transfer - Three Tabs

Based on state permissions, authorized users can transfer students between schools in the same district

1. Select “Between District Transfer” from the Manage Students tab on the main navigator bar
2. Three tabs will appear:
 - a) **Approve Transfers Out**, showing your students requested by other districts
 - b) **View Requested Transfers In**, showing students you have requested from other districts
 - c) **View Released Students Available to Other Districts**, showing your former students that you have proactively marked as available to transferred in by other districts



A **yellow notification bubble** will appear above Manage Students with the number of pending requests (if any).

Between District Transfer – Approve Transfers Out tab

View and either Deny or Accept another district's request to claim a student

CollegeBoard

Hi, Mary

Home Register Students Manage Students Student Roster

Approve Transfers Out View Requested Transfers In View Released Students Available to Other Districts Initiate a Student Transfer

- Other schools or districts have requested these students to be transferred to them.
- Use this page to accept or deny their requests.

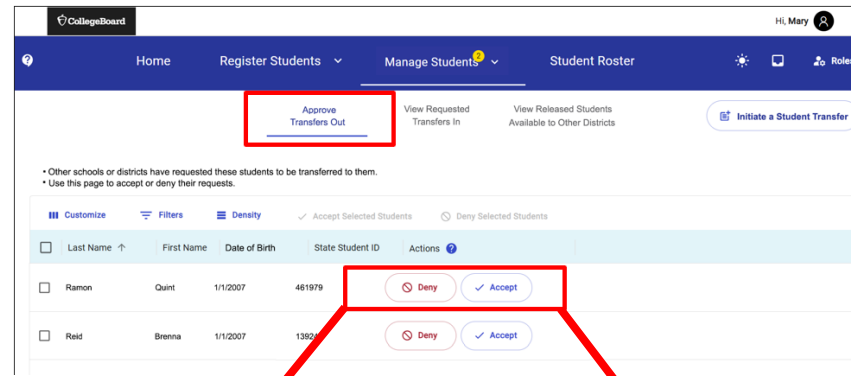
Customize Filters Density Accept Selected Students Deny Selected Students

<input type="checkbox"/>	Last Name ↑	First Name	Date of Birth	State Student ID	Actions ?
<input type="checkbox"/>	Ramon	Quint	1/1/2007	461979	<input type="button" value="Deny"/> <input type="button" value="Accept"/>
<input type="checkbox"/>	Reid	Brenna	1/1/2007	139241	<input type="button" value="Deny"/> <input type="button" value="Accept"/>

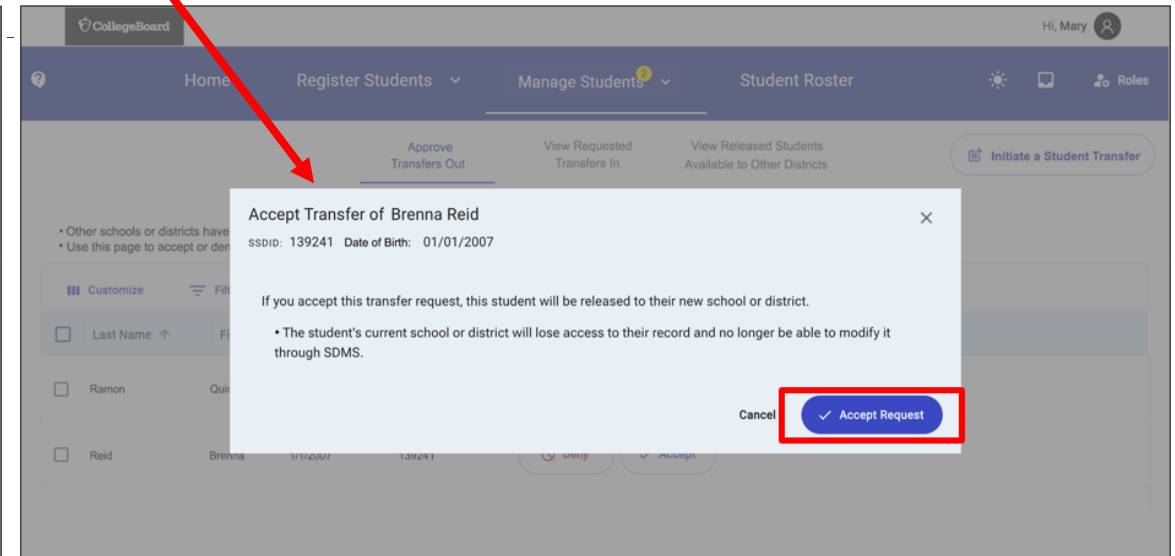
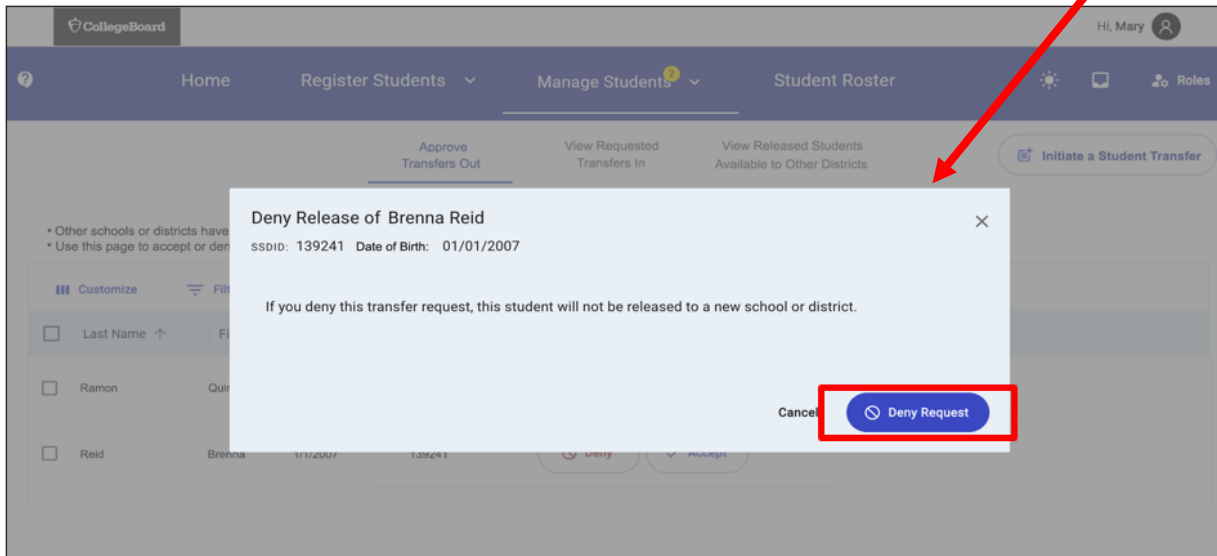
Between District Transfer – Accept or Deny transfer out

Clicking Deny or Accept will result in a pop-up prompt seeking your confirmation

Click to confirm **Deny Request** and the student record will **remain** in your district roster; it will **not be added** to the roster of the requesting district



Click **Accept Request** and the student record is automatically **removed** from your district roster and **added** to the roster of the requesting district



Between District Transfer - Initiate a Student Transfer

New feature accessible from the “Approve Transfers Out” tab

- To request a student from another district, click the **Initiate a Student Transfer** button
- Enter the student’s **State Student ID** and the school’s **Attending Institution Code** for the school in their district *into which* you would like to transfer the student
- Confirm the request by clicking on the **Submit Request** button
- The district where the student is currently registered is then notified of the transfer request

The screenshot displays the CollegeBoard user interface. At the top, the navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below this, the 'Approve Transfers Out' tab is active, with other options like 'View Requested Transfers In' and 'View Released Students Available to Other Districts'. A red box highlights the 'Initiate a Student Transfer' button in the top right corner of the navigation area. A red arrow points from this button to a modal window titled 'Initiate a Student Transfer into Your District'. The modal contains a note and several input fields: 'State Student ID *' (12345), 'Attending Institution Code *' (060962), 'State School Code' (5722), 'School Name' (MEAD HIGH SCHOOL), 'District Name' (ST VRAIN VALLEY RE 1J), and 'District Code' (470). A 'Submit Request' button is highlighted with a red box at the bottom right of the modal, next to a 'Cancel' link.

Between District Transfer – View Requested Transfers In tab

Monitor or delete your requests awaiting a decision from another district

- Requested students drop off this list once a request is accepted or denied
- If you know longer wish to request a student's transfer to you, click the **Delete Request** button
- Confirm the deletion in the pop-up that appears by clicking the button **Yes, Delete Request**

CollegeBoard

Hi, Mary

Home Register Students Manage Students Student Roster

Approve Transfers Out View Requested Transfers In View Released Students Available to Other Districts

Initiate a Student Transfer

• These are the students you have requested to be transferred into your district.
• Students appearing in this list are awaiting acceptance or denial of your request from their current school or district.
• For privacy reasons data is limited until students' current institutions release their records.

State Student ID	Attending School Code	Actions
SASIDQACDT109	060014	Delete Request
SASIDQACDT106	060014	Delete Request

Are you sure you want to delete this transfer request?

State Student ID: SASIDQACDT109
Attending Institution Code: 060014

Cancel

Between District Transfer – View Released Students Available to Other Districts tab

Monitor or delete your proactive release of a student still waiting for another district to claim them

- Released students drop off this list once a they are claimed by another district (the student is also no longer available in your SDMS)
- If you know longer wish to release a student, click the **Delete Release** button
- Confirm the deletion in the pop-up that appears by clicking the button **Yes, Delete Release**

The screenshot shows the SDMS interface with the 'View Released Students Available to Other Districts' tab selected. The interface includes a navigation bar with 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below the navigation bar, there are buttons for 'Approve Transfers Out', 'View Requested Transfers In', and 'View Released Students Available to Other Districts' (highlighted with a red box). A button for 'Initiate a Student Transfer' is also visible.

Below the buttons, there is a list of students with the following columns: Last Name, First Name, Date Of Birth, State Student ID, and Actions. The table contains three rows of student data:

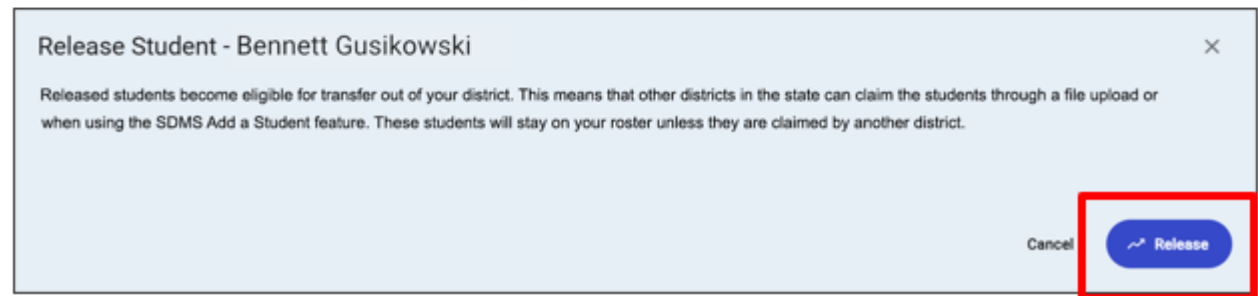
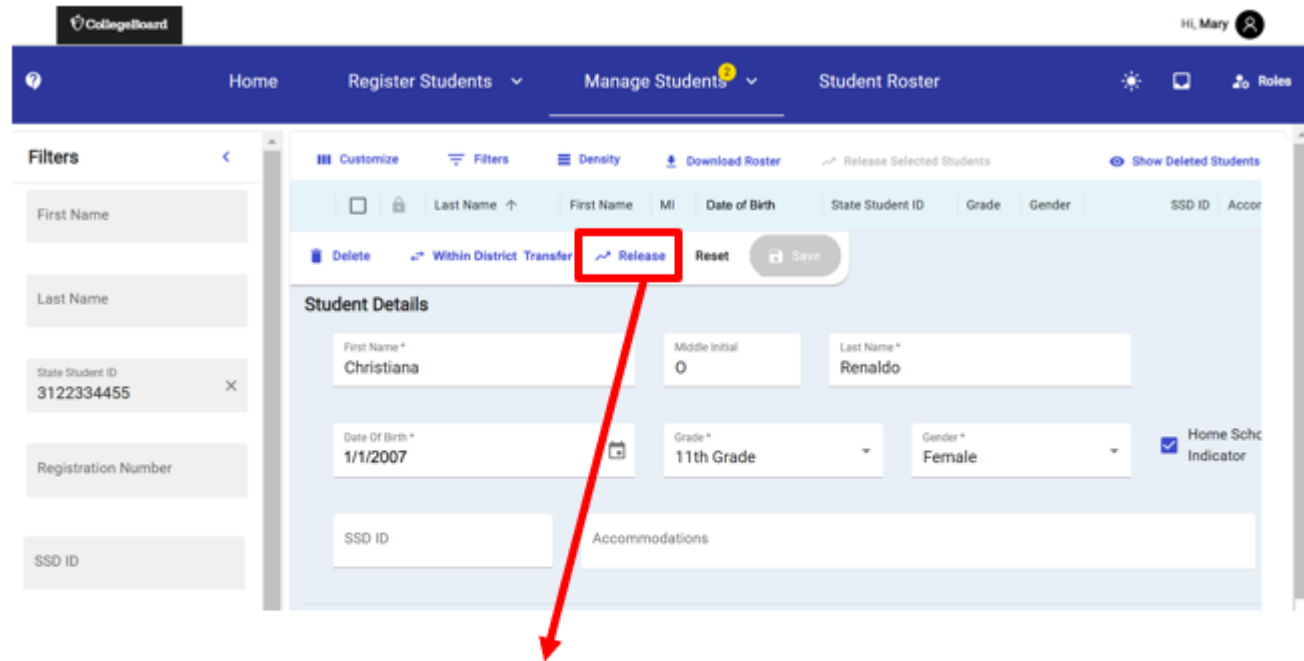
Last Name	First Name	Date Of Birth	State Student ID	Actions
Anderson	Smith	1/1/2007	4411220043	Delete Release
Bronson	Larry	1/1/2007	4411220044	Delete Release
Dolly	Madeleine	1/1/2007	4411220045	Delete Release

A confirmation pop-up is displayed over the first row, asking 'Are you sure you want to delete the release of this student?'. The pop-up contains the following information: State Student ID 4411220043, Name Smith Anderson, and Attending Institution Code 060014. The pop-up has a 'Cancel' button and a 'Yes, Delete Release' button (highlighted with a red box).

Releasing a Student for Transfer

Overview of this new feature, most used when a student has left for an unknown district

1. Locate the student's record through either "Edit Student" in the Manage Students sub-menu or the Student Roster
2. Click the **Release** button located near the top of the student's record
3. Confirm the release in the pop-up that appears by clicking the blue **Release** button



Note: The **Release** feature makes a student eligible for transfer out of your district. However, the student will remain in your roster until another district claims them.

Force Matching Accommodations

Force Matching SSD IDs to Registrations

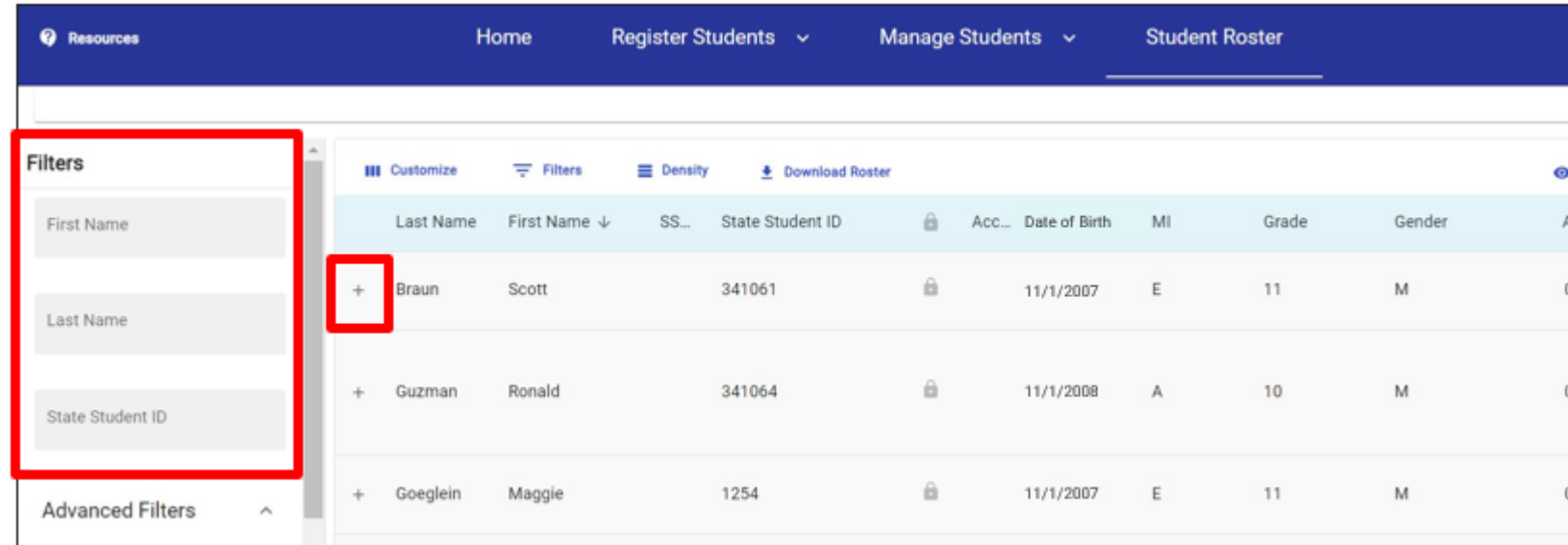
What to do in SDMS if a student's approved accommodations in SSD Online do not appear in their record

- For most students with approved accommodations in SSD Online, their registration in SDMS will appear automatically matched with their accommodations. You will be able to see their SSD ID number and approved accommodations in the SDMS roster and student profile.
- However, because this information comes from two different sources and may have been entered far apart in time, these records may have differences that do not permit the system to automatically match registration and accommodation data. For example, if the student's name in SSD Online is different from the name provided in the student's test registration, SDMS would require permitted personnel to verify these two records belong to the same individual. This verification is called "force matching."
- Force matching SSD IDs in SDMS makes it easy for a school-level Test or SSD Coordinator to match the student test registration to their SSD accommodations using their SSD ID number.
- To do this, you must know the student's SSD ID number, which is available in SSD Online. If you or the student don't know their SSD ID number, the student can call the Idaho SAT Helpline (866-253-0385) to find out their number.

Reminder: Finding a Student's Record

Searching from the Student Roster

- Use the filters on the left or scroll through the (alphabetical) roster.
- Click the **+** sign to expand the student record and scroll to the **Testing Information** section.



The screenshot shows the 'Student Roster' interface. On the left, there is a 'Filters' sidebar with input fields for 'First Name', 'Last Name', and 'State Student ID'. The main area displays a table of student records. The first record for 'Braun, Scott' has a red box around the '+' sign in the first column, indicating it should be clicked to expand the record.

	Last Name	First Name ↓	SS...	State Student ID	Acc...	Date of Birth	MI	Grade	Gender
+	Braun	Scott		341061		11/1/2007	E	11	M
+	Guzman	Ronald		341064		11/1/2008	A	10	M
+	Goeglein	Maggie		1254		11/1/2007	E	11	M

Making the Forced Match

In SDMS, enter the student's SSD ID from SSD Online into the SSD ID field in the student's detailed record

- After the SSD ID is entered, the save button will turn blue
- Click the blue **Save** button
- In the pop-up that appears, confirm that the SSD ID number you have entered for this student is accurate and push the blue **Force Match** button

The screenshot shows the 'Student Roster' interface in SDMS. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The main area displays a student's record for 'Malone'. The 'Save' button is highlighted with a red box. The 'SSD ID' field is also highlighted with a red box, and a red arrow points from it to the 'Force Match' button in the pop-up dialog.

Are you sure?

The entered SSD ID will be used to match this student to a student record in SSD Online. You should confirm this is the student's accurate SSD ID from SSD Online before proceeding to ensure a student receives their correct accommodations on test day.

Cancel **Force Match**

Waiving Accommodations

Waiving Accommodations - Policy

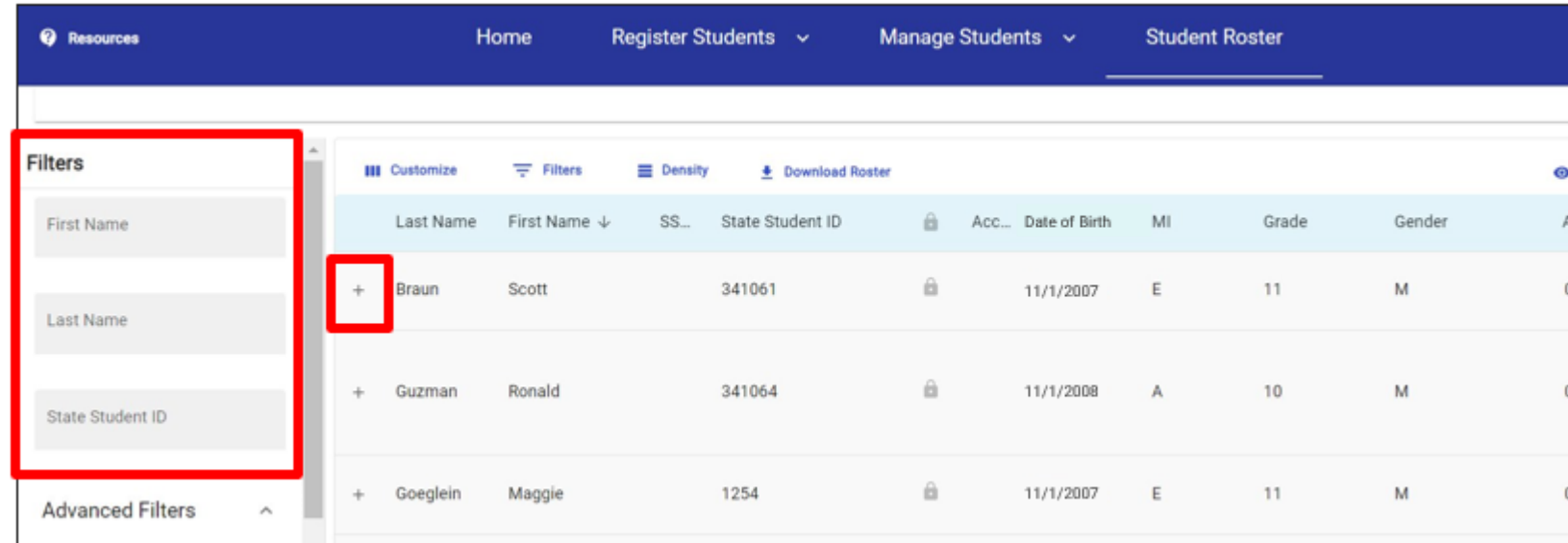
What to do if a student wants to waive an accommodation for this test only

- If a student has approved accommodations in their SSD Online profile but does not want to use them for the Spring 2025 SAT, their school-level Test or SSD Coordinator can waive their accommodations in SDMS.
 - Waiving a student's accommodations in SDMS applies to the Spring 2025 administration only.
 - If the student would like the accommodations approval removed from their profile entirely, remove the accommodation(s) in SSD Online.
- Prior to waiving any accommodations in SDMS, we recommend that the school obtain instructions in writing from the student's parent/guardian or the student (if 18 or older) regarding which accommodations to waive.
- Accommodations must be waived no later than 2 days prior to the student's digital test date to the student's test to make sure the student's test package is configured properly. Students testing using a paper testing accommodation will need to have their accommodations waived no later than 4 days prior to their scheduled test date to ensure the correct paper testing materials can be shipped to the school.

Reminder : Finding a Student's Record

Searching from the Student Roster

- Use the filters on the left or scroll through the (alphabetical) roster.
- Click the **+** sign to expand the student record and scroll to the **Testing Information** section.



The screenshot shows the 'Student Roster' interface. On the left, there is a 'Filters' sidebar with input fields for 'First Name', 'Last Name', and 'State Student ID'. The main table displays student records with columns: Last Name, First Name, SS..., State Student ID, Acc..., Date of Birth, MI, Grade, and Gender. The first row is for Scott Braun, and a red box highlights the '+' sign to its left. Below the table, there is an 'Advanced Filters' section.

Last Name	First Name	SS...	State Student ID	Acc...	Date of Birth	MI	Grade	Gender
Braun	Scott		341061		11/1/2007	E	11	M
Guzman	Ronald		341064		11/1/2008	A	10	M
Goeglein	Maggie		1254		11/1/2007	E	11	M

Waiving an Accommodation in SDMS – Student Details Screen

Scroll to the section that display's the student's testing accommodations and click the checkbox "Waive the Accommodations"

SSD ID
2306468442
This SSD ID has been force matched

Accommodations

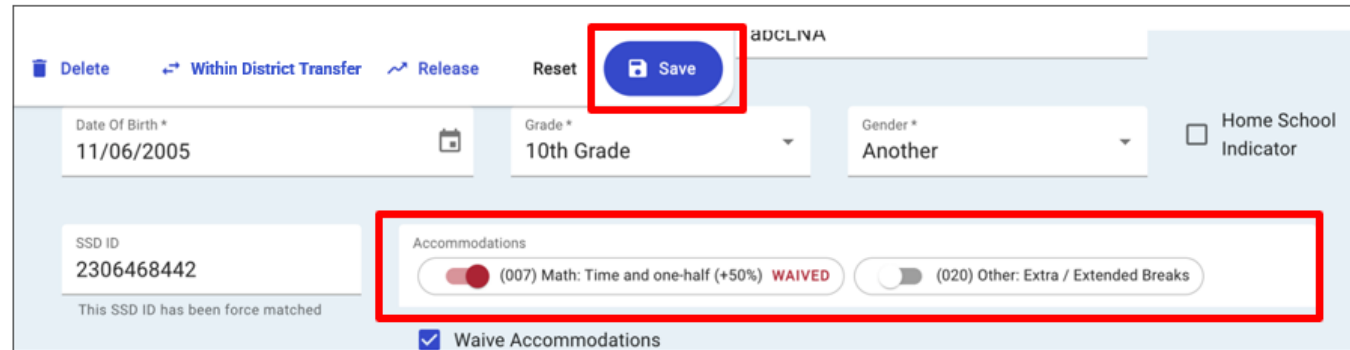
(007) Math: Time and one-half (+50%) (020) Other: Extra / Extended Breaks

Waive Accommodations

Waiving an Accommodation in SDMS – Toggling for Waiver

Individual accommodations can be waived or retained

- Use the toggle button next to the specific accommodation the student does not want to use for the Spring 2025 administration. Press the blue Save button to apply the change.
- If a student changes their mind, you can use the toggle button to reinstate that accommodation for the Spring 2025 administration.
- Accommodations must be waived (or restored) no later than 2 days prior to the student's online test date to make sure the student's test package is configured properly.
- Students testing with a paper accommodation need their accommodations waived (or restored) no later than 4 days prior to their test date.



The screenshot displays the SDMS interface for a student's profile. The top navigation bar includes buttons for 'Delete', 'Within District Transfer', 'Release', 'Reset', and a blue 'Save' button, which is highlighted with a red box. Below the navigation bar, the student's information is shown: Date of Birth (11/06/2005), Grade (10th Grade), Gender (Another), and a Home School Indicator checkbox. The 'Accommodations' section is highlighted with a red box and shows two toggle switches: '(007) Math: Time and one-half (+50%)' which is currently 'WAIVED' (indicated by a red toggle), and '(020) Other: Extra / Extended Breaks' which is currently off. A 'Waive Accommodations' checkbox is checked at the bottom of the form.

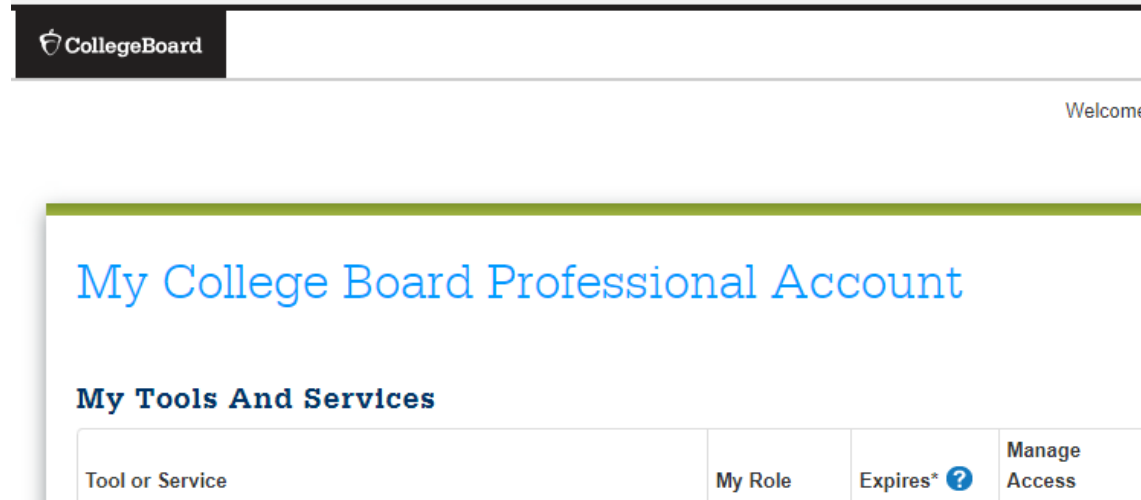
Test Day Toolkit

Digitally Preparing Rooms Staff and Students

Accessing Test Day Toolkit

General Information

- You must have a College Board professional educator account
 - The email associated with your account must match the email that was either:
 - Submitted for your school’s Spring 2025 SAT School Day onboarding survey back in September
 - Submitted later to College Board’s [Update Your Coordinator Form](#))
 - Older accounts must be updated to our new user experience (next slide)
- Coordinators will receive access by the first week in February
- Access will automatically appear in your College Board professional educator account under your listed “Tools and Services” pictured here:
- Student information will not appear in Test Day Toolkit until it has been uploaded to the State Data Management System (SDMS) as appropriate for your state (e.g., DOE, District, School).



Test Coordinator Pre-Test Tasks in Test Day Toolkit

Complete the following before testing each event (i.e., PSAT8/9, PSAT10, SAT School Day, Re-Tests)

1. Log-in, select your school and event
2. Add rooms
3. Assign **students** to rooms
 - Optional
 - Student roster appears automatically in Test Day Toolkit after uploaded to State Data Management System (SDMS)
4. Add staff and/or import them from your roster in Test Day Toolkit for staff who participated in prior tests
5. Assign **staff** to their roles (e.g., proctor) and rooms
6. Print student sign in tickets
 - Will be used to conduct Digital Readiness Check (but Test Day Toolkit is **not** needed and should **not** be logged into **during** DRC)
 - After DRC Students may keep or take a picture of their sign in ticket so they can log-in on their own for full-length practice tests (especially for students with accommodations)
 - Students will need a physical sign in ticket on test day (i.e., if you don't collect after DRC you will need to re-print)

Test Day Toolkit – After Log-In

Test Coordinator Home Page

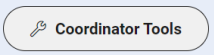
- After logging in, use the drop downs to select the Test Site (match your AI Code) and Test Administration you wish to manage, then the yellow button to “Continue”
- Once selected, you can always click “switch” under your name at right to toggle between Test Sites an/or Administrations if you manage multiple
- Use the masthead menu or the larger buttons with the correlated blue text titles and function descriptions to navigate tasks

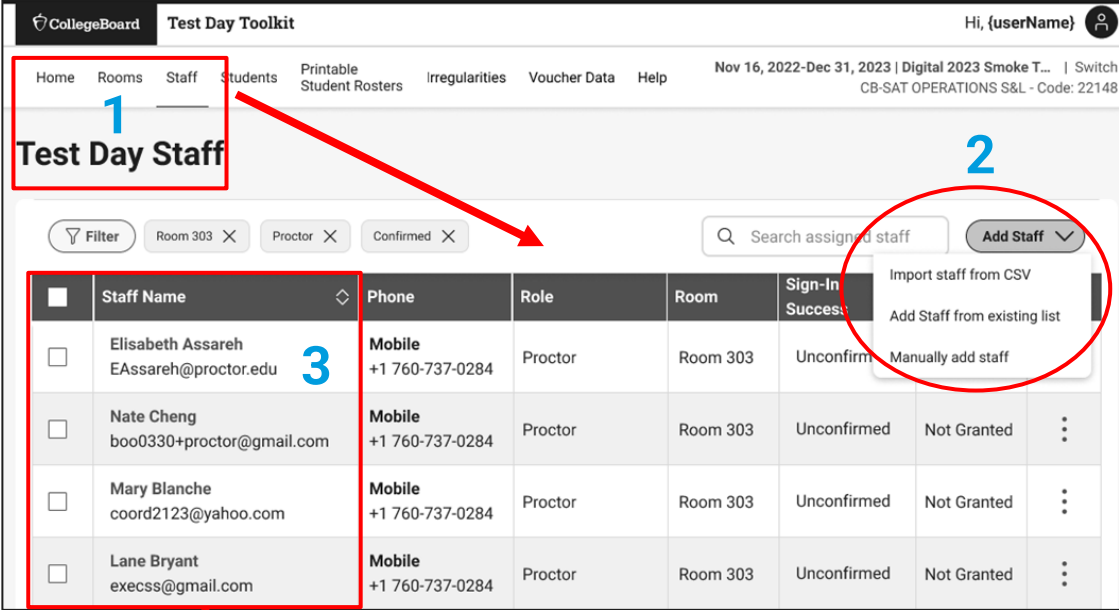
The screenshot displays the 'Test Day Toolkit' interface. The top section, titled 'Choose a Test Administration', includes instructions and a list of required fields. The 'Test Site *' dropdown is set to 'Windsor Locks High School AI:070955', and the 'Test Administration *' dropdown is set to 'SAT School Day Spring 2024 Primary'. A yellow 'Continue' button is highlighted with a red arrow. The bottom section shows the main dashboard with a masthead menu (Home, Rooms, Staff, Students, Sign-In Tickets and Data Export, Irregularities, Help) and a user profile (Hi, Pushkar) with a 'Switch' button. The dashboard features several tool cards: 'Testing Rooms', 'Test Day Staff', 'Student Roster and Check-In', 'Print Sign-In Tickets', and 'Irregularities'.

View, Add, and Edit Staff

View, Add, and Edit Staff in Test Day Toolkit

General Functions and Features

1. View details under “Test Day Staff”
 - Entered Names, Role, and Phone
 - Room assignment
 - Access and Sign-in Status
2. Click “Add Staff” to either:
 - Import staff into this test administration from a prior test administration your school conducted
 - Add staff individually or bulk upload (**new feature**), demonstrated on following three slides
3. Click any staff name and then the button  to edit that staff member’s details, including:
 - Proctor room re-assignment *
 - Designating another staff member as a second Test Coordinator (**new feature**)



The screenshot shows the 'Test Day Toolkit' interface. At the top, there are navigation tabs: Home, Rooms, Staff, Students, Printable Student Rosters, Irregularities, Voucher Data, and Help. The 'Staff' tab is selected and highlighted with a red box and a blue '1'. Below the tabs, there is a search bar and filter buttons for 'Room 303', 'Proctor', and 'Confirmed'. A table lists staff members with columns for Staff Name, Phone, Role, Room, and Sign-In Success. The first row is highlighted with a red box and a blue '3'. To the right of the table, there is an 'Add Staff' button with a dropdown menu. The dropdown menu is open, showing options: 'Import staff from CSV', 'Add Staff from existing list', and 'Manually add staff'. The 'Add Staff' button and its dropdown menu are circled in red with a blue '2'. Below the table, there is a 'Role' dropdown menu. The dropdown menu is open, showing options: 'Not assigned', 'Coordinator', 'Proctor', 'Hall Monitor', 'Room Monitor', and 'Technology Coordinator'. The 'Not assigned' option is highlighted in blue. A red arrow points from the 'Staff Name' column of the table to the 'Role' dropdown menu.

Staff Name	Phone	Role	Room	Sign-In Success
Elisabeth Assareh EAssareh@proctor.edu	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed
Nate Cheng boo0330+proctor@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed
Mary Blanche coord2123@yahoo.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed
Lane Bryant execss@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed

Role

Not assigned

Not assigned

Coordinator

Proctor

Hall Monitor

Room Monitor

Technology Coordinator

Import Staff into Test Day Toolkit

NEW FEATURE: Test Coordinators can now upload a .csv file of staff info directly into Test Day Tool Kit

The screenshot displays the 'Test Day Toolkit' interface. The main content area shows a table titled 'Test Day Staff' with columns for Staff Name, Phone, Role, Room, Sign-In Success, and Actions. A red circle highlights the 'Add Staff' button in the top right of the table. A red arrow points from this button to a modal dialog titled 'Import Staff From CSV'. The modal contains a dashed box with a file icon and the text 'Drag & drop or click to browse'. Below the modal, there is a link 'Download an example .csv template' and an 'Upload' button.

Staff Name	Phone	Role	Room	Sign-In Success	Actions
Elisabeth Assareh EAssareh@proctor.edu	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirm	...
Nate Cheng boo0330+proctor@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
Mary Blanche coord2123@yahoo.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
Lane Bryant execss@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted

Add Staff from Existing List

Test Coordinators can still add staff to their current test administration from past administrations

The screenshot displays the 'Test Day Toolkit' interface. The main 'Test Day Staff' table lists staff members with columns for Staff Name, Phone, Role, Room, Sign-In Success, and a menu icon. The 'Add Staff' button is circled in red, and its dropdown menu is open, showing options: 'Import staff from CSV', 'Add Staff from existing list' (highlighted with a red arrow), and 'Manually add staff'. The 'Add Staff Members' modal window is also visible, showing a list of staff members with columns for Staff Name, Email, and Phone.

Staff Name	Phone	Role	Room	Sign-In Success
Elisabeth Assareh EAssareh@proctor.edu	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirm
Nate Cheng boo0330+proctor@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed Not Granted
Mary Blanche coord2123@yahoo.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed Not Granted
Lane Bryant execss@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed Not Granted

Staff Name	Phone
Elisabeth Assareh EAssareh@proctor.edu	Mobile +1 760-737-0284
Nate Cheng boo0330+proctor@gmail.com	Mobile +1 760-737-0284
Mary Blanche coord2123@yahoo.com	Mobile +1 760-737-0284
Lane Bryant execss@gmail.com	Mobile +1 760-737-0284
Jane Smith teststaff1111@yahoo.com	Mobile +1 760-737-0284
Rabbit, Roger RRabbit@gmail.com	Mobile +1 760-737-0284
Rabbit, Jessica JRabbit@gmail.com	Mobile +1 760-737-0284
Leghorn, Foghorn FLeghorn@gmail.com	Mobile +1 760-737-0284
Coyote, Wiley WCoyote@yahoo.com	Mobile +1 760-737-0284
Rabbit, Buster BRabbit@yahoo.com	Mobile +1 760-737-0284
Gold, Alyssa AGold@gmail.com	Mobile +1 760-737-0284

Add Staff Individually

Test Coordinators can always one-off add a new staff member individually

CollegeBoard Test Day Toolkit Hi, (userName)

Home Rooms Staff Students Printable Student Rosters Irregularities Voucher Data Help Nov 16, 2022-Dec 31, 2023 | Digital 2023 Smoke T... | Switch CB-SAT OPERATIONS S&L - Code: 22148

Test Day Staff

Filter Room 303 X Proctor X Confirmed X Search assigned staff Add Staff

	Staff Name	Phone	Role	Room	Sign-In Success	
<input type="checkbox"/>	Elisabeth Assareh EAssareh@proctor.edu	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirm	
<input type="checkbox"/>	Nate Cheng boo0330+proctor@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
<input type="checkbox"/>	Mary Blanche coord2123@yahoo.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
<input type="checkbox"/>	Lane Bryant execss@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted

CollegeBoard Test Day Toolkit Hi, (userName)

Home Rooms Staff Students Printable Student Rosters Irregularities Voucher Data Help Nov 16, 2022-Dec 31, 2023 | Digital 2023 Smoke T... | Switch CB-SAT OPERATIONS S&L - Code: 22148

Add New Staff

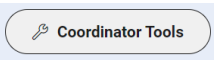
	First Name*	Last Name*	Email*	Phone*	Role
<input type="checkbox"/>	Elisabeth	Assareh	EAssareh@proctor.edu	+1 760-737-0284	Proctor
<input type="checkbox"/>					Not Granted

+ Add Row Add Staff to Roster

View, Add, and Edit Rooms

View, Add, and Edit Staff in Test Day Toolkit – 3 Clicks

General Functions and Features

1. View details under “All Rooms”
 - Created rooms’ names
 - Testing groups
 - Assigned staff
 - Seating capacity
2. Click “Add Rooms” to either (see next slide):
 - Import rooms into this test administration from another test administration your school created
 - Create a new room
3. Click any room name and then the button  to edit that room’s details

Home Rooms Staff Students Printable Student Rosters Irregularities Voucher Data Help Nov 16, 2022-Dec 31, 2023 | Digital 2023 Smoke T... | Switch
CB-SAT OPERATIONS S&L - Code: 22148

1 All Rooms

2 Add Rooms

3

Room Name	Seats Taken	Testing Groups	Staff
Room 101 -- AP English	0 / 20	C1 - Center (Standard Time)	Proctor: Click to Add
Room 102 -- AP Math	0 / 20	C1 - Center (Standard Time)	Proctor: John Smith
Cafeteria	0 / 20	C1 - Center (Standard Time)	Proctor: Click to Add

Showing: 1-20 of 200 Results per page: 20

Import Rooms from another Test Administration

NEW FEATURE: Import rooms from current, not just past, test administrations (e.g., SAT, PSAT10, PSAT8/9)

The first screenshot shows the 'All Rooms' page with a search bar and a table of rooms. The 'Add Rooms' button is circled in red. The second screenshot shows the 'Import Rooms' modal with a dropdown menu for selecting an event. The third screenshot shows the 'Import Rooms' modal with a table of room details.

Room Name	Seats Taken	Testing Groups	Staff
Room 101 -- AP English	0 / 20	C1 - Center (Standard Time)	Proctor: Click to Add
Room 102 -- AP Math	0 / 20	C1 - Center (Standard Time)	Proctor: John Smith
Cafeteria	0 / 20	C1 - Center (Standard Time)	Proctor: Click to Add

Room Name	Capacity*
Room 1	20
Room 2	10
Room 3	5
Room 4	15
Room 5	20

Create New Rooms

NEW FEATURE: Newly created rooms can be immediately imported into other current, not just future, test administrations (e.g., SAT, PSAT10, PSAT8/9)

Home Rooms Staff Students Printable Student Rosters Irregularities Voucher Data Help Nov 16, 2022-Dec 31, 2023 | Digital 2023 Smoke T... | Switch CB-SAT OPERATIONS S&L - Code: 22148

All Rooms

Search All Rooms

Room Name	Seats Taken	Testing Groups	Staff
Room 101-- AP English	0 / 20	C1 - Center (Standard Time)	Proctor: Click to Add
Room 102 -- AP Math	0 / 20	C1 - Center (Standard Time)	Proctor: John Smith
Cafeteria	0 / 20	C1 - Center (Standard Time)	Proctor: Click to Add

CollegeBoard Test Day Toolkit

Home Rooms Staff Students Printable Student Rosters Irregularities

Create New Rooms

Show Testing Groups

	Room Name*	Capacity*

+ Add Row

Showing: 1-20 of 200

Create Rooms

View Student Roster and Details

View Student Roster and Details in Test Day Toolkit

Most schools will be able to see their entire roster and access all student details from a single screen

1. View details under “All Students”

- A. Search for individual students
- B. **New**: The number and type of details shown can be edited by clicking the “columns” button, which also has the added detail “grade level”
- C. The number of rows shown on screen can be edited to 30, 60, 90, or 120 per page by clicking the number to the right of the columns button (**new**)

2. Click the box next to student names then “choose an action” from the drop down above (2a; label hidden by “select columns” pop-up here) to move students to rooms

3. Click on any student name to see and edit select details for that student.

The screenshot shows the 'Test Day Toolkit' interface. At the top, there's a navigation bar with 'All Students' selected. A 'Select Columns' pop-up is visible on the left, with a 'Save' button. Below it, a search bar is labeled 'A'. A 'Columns' button is labeled 'B', and a 'Show 30 | 60 | 90 | 120' dropdown is labeled 'C'. A red arrow points from the '2a' dropdown in the search area to the 'Choose an action' dropdown above the first student row. The table below has columns for Student, Testing Group, Accommodations, Room, Attendance, Testing, and Exam Setup. The first student row is circled in red and labeled '3'.

Student	Testing Group	Accommodations	Room	Attendance	Testing	Exam Setup
abssgysedjicLN, kudjmqekokrkrFN M. Reg. no.: FAKE1100019620	S1: Standard Time	None	Unassigned	Not arrived	Not Started	Not Started
abssgysedjicLN, kudjmqekokrkrFN M. Reg. no.: FAKE1100019620	S1: Standard Time	None	Unassigned	Not arrived	Not Started	Not Started
abuyfodfmavLN, orddeizavizFN M. Reg. no.: FAKE1100021774	S1: Standard Time	None	Basket Ball Court	Not arrived	Not Started	Not Started
Adams, Isabel Reg. no.: FAKE1100023158	S1: Standard Time	None	Unassigned	Not arrived	Not Started	Not Started
adnwmsjvljyLN, aekmpziaychxFN M. Reg. no.: FAKE1100022811	S1: Standard Time	None	Unassigned	Not arrived	Not Started	Not Started

Download & Print: Sign-In Tickets, Roster, Room Directory





Test Day Toolkit Downloads



Printing Sign-In Tickets


- Click “Downloads” in the masthead
- Click “Print Tickets”
- Tick your chosen sorting option
- **New:** Use the “Layout Options” drop-down to choose to print either 1, 2, or 4 tickets per page (view these choices’ output on the next slide)

The screenshot shows the 'Test Day Toolkit' interface. The 'Downloads' link in the masthead is circled in red. Below it, the 'Print Tickets' button is also circled in red. The 'Sort Options' section has a red circle around its heading, and the 'Layout Options' dropdown menu is circled in red, showing '4 tickets per page' selected. The page content includes a navigation bar with 'Home', 'Help', 'All Rooms', 'Staff', 'All Students', 'Downloads', and 'Irregularities'. The 'Downloads' section has buttons for 'Print Tickets', 'Export Data', and 'Print Room Directory'. A text block explains that students need sign-in tickets for the Bluebook testing app, with two bullet points: 'On test day, to start testing.' and 'Before test day, to participate in the digital readiness check and to preview Bluebook on their own.'

4, 2, and 1 per page PDF layouts for printing

<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Laurie M. Abbott Date of Birth: 12/15/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>	<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Daisha K. Dach Date of Birth: 04/23/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>
<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Erick S. Emmerich Date of Birth: 08/07/1998</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>	<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Sterling R. Emmerich Date of Birth: 09/11/2001</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>

<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Laurie M. Abbott Date of Birth: 12/15/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>
<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Daisha K. Dach Date of Birth: 04/23/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>

<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Laurie M. Abbott Date of Birth: 12/15/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>
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Test Day Toolkit Exports

Export Data

- Click “Downloads” in the masthead
- Click “Export Data”
- Click the yellow “Download Excel File” button to download student data, including room assignment, exam setup and test status, etc.

Test Day Toolkit

Home Help All Rooms Staff All Students Downloads Irregularities

Downloads

Print Tickets Export Data Print Room Directory

Export student room assignments and test type. If you entered codes for special reporting use, they'll export as well.

Download Excel File

	A	B	C	D	E
1	Student Name	Room	Test Name	Exam Setup Status	Testing Status
2	Abbot, Adalie M.	Jan 24 SAT Rm 1	SAT	Complete	Not Started
3	Adams, Harvey M.	Unassigned	SAT	Complete	Not Started
4	Adams, Logan M.	Jan 25 SAT Room 1	SAT	Not Started	Not Started
5	Allcott, Nick M.	Jan 25 SAT Room 1	SAT	Complete	Submitted
6	Alldrige, Caleb M.	Unassigned	SAT	Not Started	Not Started
7	Alldrige, Carmen M.	Unassigned	SAT	Not Started	Not Started
8	Alldrige, Liam M.	Unassigned	SAT	Not Started	Not Started
9	Allen, Chris M.	Jan 24 SAT Rm 1	SAT	Not Started	Not Started
10	Allen, Liliana M.	Unassigned	SAT	Not Started	Not Started
11	Andrews, Gwenyth M.	Jan 24 SAT Rm 1	SAT	Not Started	Not Started
12	Antcliff, Chadwick M.	Unassigned	SAT	Not Started	Not Started
13	Antcliff, Jack M.	Jan 25 SAT Room 1	SAT	Not Started	Not Started
14	Ashwell, Dorothy M.	Jan 25 SAT Room 1	SAT	Complete	Submitted
15	Avery, Tony M.	Jan 25 SAT Room 1	SAT	Not Started	Not Started
16	Baker, Brooklyn M.	Jan 25 SAT Room 1	SAT	Not Started	Not Started
17	Barrett, Barry M.	Unassigned	SAT	Complete	Not Started
18	Bayliss, Doug M.	Unassigned	SAT	Complete	Not Started
19	Benfield, Darlene M.	Unassigned	SAT	Complete	Not Started
20	Bentley, John M.	Unassigned	SAT	Not Started	Not Started

Test Day Toolkit Print

Print Room Directory to help direct students to testing room during check-in on test day

- Click “Downloads” in the masthead
- Click “Print Room Directory”
- Click the yellow “Print Room Directory” button

The screenshot shows the 'Test Day Toolkit' interface. In the masthead, the 'Downloads' link is circled in red. Below it, the 'Downloads' section contains three buttons: 'Print Tickets', 'Export Data', and 'Print Room Directory', with the latter also circled in red. A yellow button labeled 'Print Room Directory' with a printer icon is highlighted, and a red arrow points from it to a preview of the printed room directory. The preview includes the title 'Digital SAT 2023 Smoke Test Primary CB HIGH SCH (001230)', the subtitle 'Room Directory', and a table with columns for Count, Name, and Room. The table lists 26 students with their names and room assignments. At the bottom of the preview, it says 'Page 1 of 83' and 'Last updated: June 11, 2024 at 01:48 PM'.

Count	Name	Room
1	Abbey, Angelica M.	Unassigned
2	Abbey, Kurt M.	Unassigned
3	Abbey, Kurt M.	Unassigned
4	Abbey, Rhea M.	Unassigned
5	Abbot, Ally M.	6.1B.24 - Room 320
6	Abbot, Aurelia M.	6.1B.24 - Room 325
7	Abbot, Camellia M.	6.1B.24 - Room 327
8	Abbot, Liv M.	Unassigned
9	Abbot, Ron M.	6.1B.24 - Room 331
10	Adams, Celia M.	Unassigned
11	Adams, Domenic M.	Unassigned
12	Adams, Jazmin M.	Unassigned
13	Adams, Jazmin M.	Unassigned
14	Adams, Kaylee M.	Unassigned
15	Adams, Mary M.	6.1B.24 - Room 321
16	Adams, Nate M.	Unassigned
17	Adams, Ramon M.	6.1B.24 - Room 323
18	Addis, Kieth M.	Unassigned
19	Addis, Kieth M.	Unassigned
20	Addis, Sadie M.	Unassigned
21	Addison, Carl M.	Unassigned
22	Adele, Destiny M.	6.1B.24 - Room 319
23	Adler, Barry M.	Unassigned
24	Adler, Liam M.	Unassigned
25	Adler, Martin M.	6.1B.24 - Room 317
26	Ainsworth, Nina M.	Unassigned

Proctor Screen-by-Screen on Test Day

Test Day Toolkit: Proctor Screen-by-Screen

1. Proctor Home Page: Select Test Site and Test Administration

- After logging in, use the drop downs to select the Test Site (match your AI Code) and Test Administration you wish to manage, then the yellow button to “Continue”
- Verify your assignment using the information on the proctor home page

The image shows two screenshots of the Test Day Toolkit interface. The top screenshot is the 'Choose a Test Administration' screen. It features a title 'Choose a Test Administration' and two bullet points: 'You can access one test administration at one test site each time you sign in.' and 'We'll email you when each administration is available.' Below this, there is a note '* = Required'. The 'Test Site *' dropdown menu is selected with 'Windsor Locks High School AI:070955'. The 'Role' is 'Test Day Coordinator'. The 'Test Administration *' dropdown menu is selected with 'SAT School Day Spring 2024 Primary'. A yellow 'Continue' button is at the bottom, with a red arrow pointing to the right. The bottom screenshot shows the proctor home page. It has a header with 'CollegeBoard Test Day Toolkit' and 'Hi, Ao'. The main content area includes a 'Welcome!' message, a 'Skip to Attendance' link, and a 'Room 101' card for 'Digital SAT In-School Smoke Test Spring 2022'. The card also lists 'Capacity: 50 (50 students assigned)' and 'Staff: AO Shared (Proctor)'. A 'Get Started' button is at the bottom right.

Test Day Toolkit: Proctor Screen-by-Screen

2. Confirm Room Setup (5 Screens)

CollegeBoard Test Day Toolkit

Jan 31-Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch
CB-SAT OPERATIONS SSL - AI471828


My Room Help All Rooms All Students

Step 1 of 6

Count Seats

Make sure you have enough seats. Let your coordinator know if you don't.

Skip to Attendance



Your room should have 50 seats.

Help

Back Next Step

CollegeBoard Test Day Toolkit

Jan 31-Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch
CB-SAT OPERATIONS SSL - AI471828


My Room Help All Rooms All Students

Step 2 of 6

Check Spacing

Make sure seats are spaced correctly.

Skip to Attendance



Students must be separated by at least 3 feet on the right and left.

Help

Back Next Step

CollegeBoard Test Day Toolkit

Jan 31-Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch
CB-SAT OPERATIONS SSL - AI471828


My Room Help All Rooms All Students

Step 3 of 6

Cover Teaching Materials

If you need help covering teaching materials, contact your coordinator.

Skip to Attendance



No maps, charts, or other teaching materials should be visible.

Help

Back Next Step

CollegeBoard Test Day Toolkit

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My Room Help All Rooms All Students

Step 4 of 6

Distribute Scratch Paper

If you need more paper, contact your coordinator.

Skip to Attendance



Place 3 sheets of scratch paper on each desk.

Help

Back Next Step

CollegeBoard Test Day Toolkit

Jan 31-Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch
CB-SAT OPERATIONS SSL - AI471828


My Room Help All Rooms All Students

Step 5 of 6

Distribute Test Tickets

You should have a test ticket with temporary account info for each student.

Skip to Attendance



Place test tickets on each desk randomly or according to your seating chart.

Help

Back Next Step

Test Day Toolkit: Proctor Screen-by-Screen

3. Write Instructions on Board and Provide Room Code

The screenshot displays the CollegeBoard Test Day Toolkit interface. At the top, the CollegeBoard logo and 'Test Day Toolkit' are on the left, and 'Hi, Ao' with a profile icon is on the right. Below this, navigation links for 'My Room', 'Help', 'All Rooms', and 'All Students' are on the left, and the date 'Jan 31-Dec 31, 2022' and test information 'Digital SAT In-School Smoke Test Spring 2022' are on the right. The main content area shows 'Step 6 of 6' with a progress bar. The title is 'Write Instructions on the Board'. Below the title, it says 'Students should start app check-in as soon as they sit down.' and 'Important: Don't project your screen.' A large white box contains the heading 'Student instructions (add the Wi-Fi password if you need to):' and a blue box with the following content:

Check in to the testing app:

1. Click the acorn to open the testing app.
2. Use the test ticket on your desk to sign in.
3. Enter the room code.
4. Follow the on-screen instructions.

Room Code:
LNBCG

At the bottom of the interface, there are 'Back' and 'Next Step' buttons, and a 'Help' button with a question mark icon.

Test Day Toolkit: Proctor Screen-by-Screen

4. Take Attendance

- Only students pre-assigned to this room (optional) will appear here
- All students (pre-assigned or not) who enter this room's code will appear here. Mark them as present once you visually confirm they are there.
- As soon as students complete all pre-test activities in Bluebook™ they will appear under "ready to test"

CollegeBoard Test Day Toolkit

Hi, Pushkar

Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch
CB-SAT OPERATIONS S&L - AI:471828

Home Help All Rooms Staff All Students Student Sign-In Tickets Irregularities

Step 1 of 6

Room Code: BACJB

Last updated 5 minutes ago Refresh Data

Show Directions

ASSIGNED (6)	ENTERED ROOM CODE (2)	READY TO TEST (3)
Dach, Daisha K.	Emmerich, Erick S. Present ✓ UNDO	Ledner, Maximilian W. Ready ✓
Emmerich, Sterling R.	Haag, Lester B. Mark Present	Schaefer, Sophie K. Ready ✓
Kunze, Elva K.		Volkman, Soledad B. Ready ✓
Labadie, Adam C.		

Back Next Step

Test Day Toolkit: Proctor Screen-by-Screen

5. Read the Script and Provide Start Code

The image displays two sequential screenshots of the CollegeBoard Test Day Toolkit interface. The left screenshot is titled 'Step 2 of 6: Check Desks' and contains a script for the proctor to read aloud to students. The right screenshot is titled 'Step 6 of 6: Start the Test' and displays a start code '067771' on a blue background. A red arrow points from the 'Next Step' button in the left screenshot to the 'Next Step' button in the right screenshot.

Step 2 of 6
Check Desks

Read aloud to students.

Hello, today you're participating in the SAT Suite study. We'll start soon.

Your test experience will be smoother, and your battery will last longer, if the testing app is the only thing open on your device.

If you haven't already closed everything else, do so now. You might need to exit the testing app first and reopen it when you finish.

Next, mute your testing device and position it so that it's hard for other students to see your screen.

I'll come around now to make sure you cleared your desk as instructed in the testing app. If you brought a calculator, I'll check that, too.

You should have 3 sheets of scratch paper, which I'll collect after the test. Write your full name at the top right corner of each sheet. If you don't have 3 sheets, let me know when I come by your desk.

Step 6 of 6
Start the Test

Read this start code aloud, write it on the board, and click "Next Step" to monitor testing.

Start Code:
067771

Test Day Toolkit: Proctor Screen-by-Screen

6. Monitor Student Progress – Test Day Toolkit troubleshooting

Note that there has been a help tab on every screen, which provides technical FAQs and tips for troubleshooting.

However, Test Day Toolkit has rarely demonstrated technical issues.

More common are unresolved pre-test registration and accommodations issues only being noticed on test day, or test-day loss of internet.

Please use Test Day Toolkit before test day to ensure all information therein is correct, and remember, students can continue testing even with the loss of the internet and connection to Test Day Toolkit.


The screenshot displays the 'Monitoring Dashboard' in the Test Day Toolkit. At the top, there is a navigation bar with 'My Room', 'Help', 'All Rooms', 'All Students', and 'Irregularities'. A red arrow points to the 'Help' tab. The dashboard includes a 'Start Code: 327727' and a 'Reload' button. Below this, there are 'Testing Status Filters' and a 'Student List: Submitted (9)'. The 'Needs Attention' section is highlighted, showing 2 'Exited' and 0 'Submission Pending' students. The 'Submitted' section shows 9 students. A table lists student names, reg. no., accommodations, and testing status.

Student	Accommodations	Testing Status
Alexander, Nate Reg. no.: 1011704379	None	Submitted
Bolton, Erica Reg. no.: 1011699189	None	Submitted
Cadman, Tyler Reg. no.: 1011720378	None	Submitted
Cattell, Marigold Reg. no.: 1011715710	None	Submitted
Foxley, Tyler Reg. no.: 1011706043	None	Submitted
Summers, Maddison Reg. no.: 1011691326	None	Submitted
Sylvester, Zara Reg. no.: 1011715588	None	Submitted
Tate, Julius Reg. no.: 1011701527	None	Submitted

Test Day Toolkit: Proctor Screen-by-Screen

7. Dismiss Students at the End of Testing

CollegeBoard Test Day Toolkit

Hi, Ao 

My Room Help All Rooms All Students


Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
CB-SAT OPERATIONS S&L - AI:471828

Step 1 of 2

Dismiss Students

When testing ends:

1. Collect all scratch paper.
2. Click **Back** to check each student's testing status on the dashboard.
3. Dismiss students with a **Submitted** status.
4. If students have any other testing status, follow the instructions on the **Help** page.



Complete all dismissal steps before allowing students to leave.

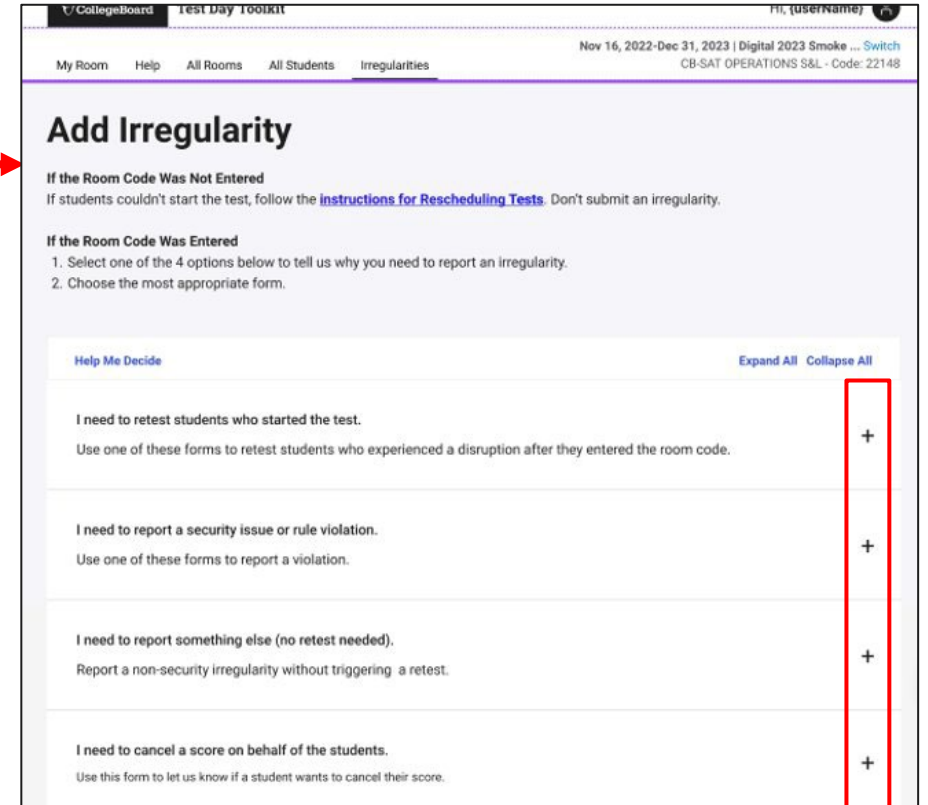
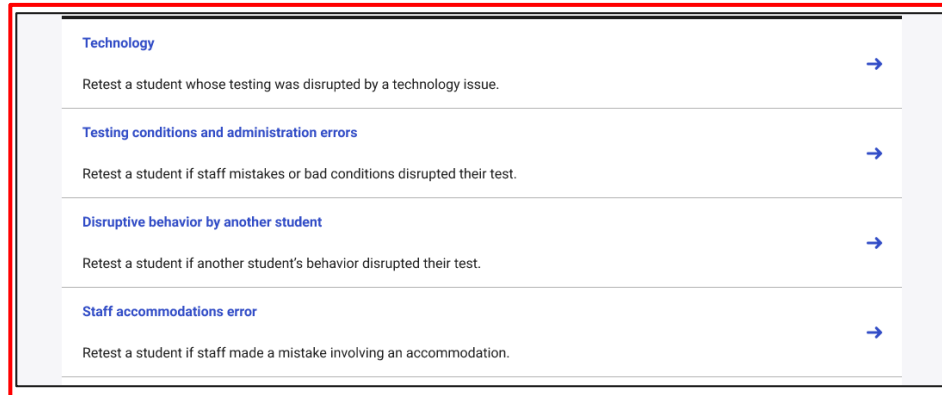
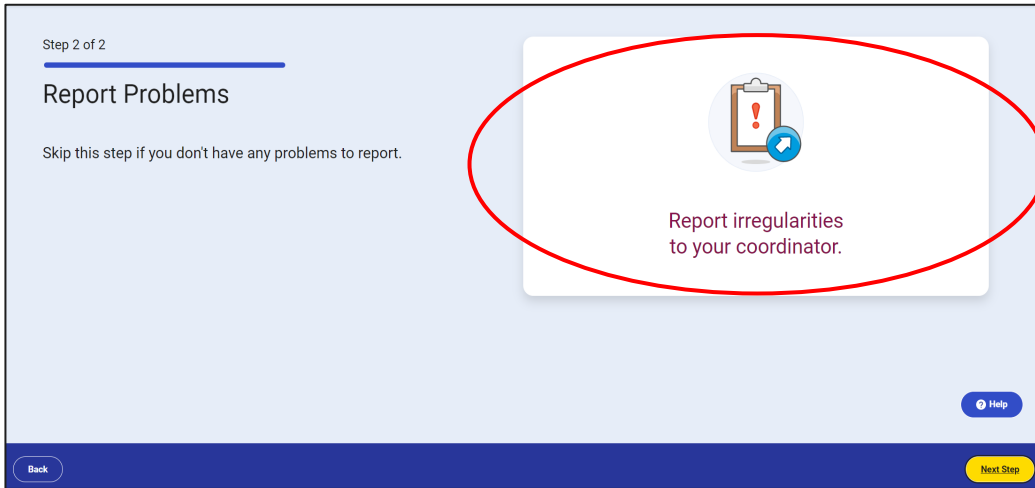
[? Help](#)

[Back](#) [Next Step](#)

Test Day Toolkit: Proctor Screen-by-Screen

8. Report Irregularities

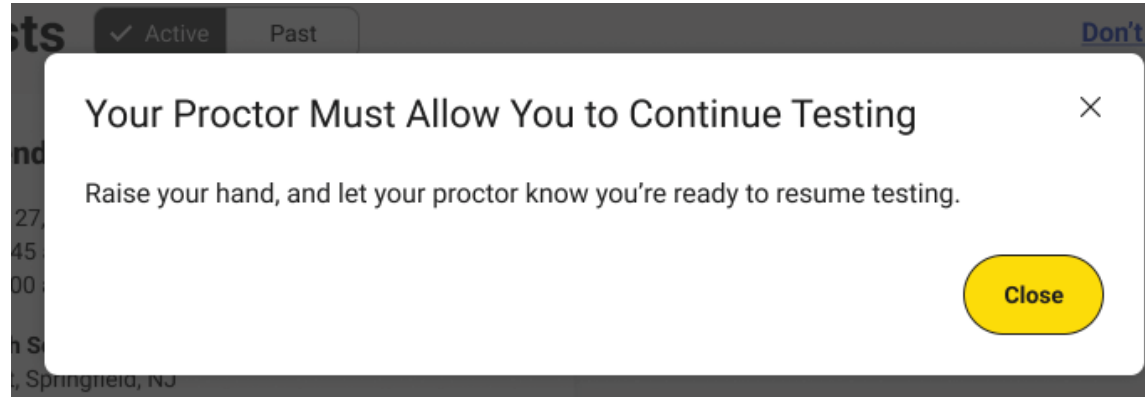
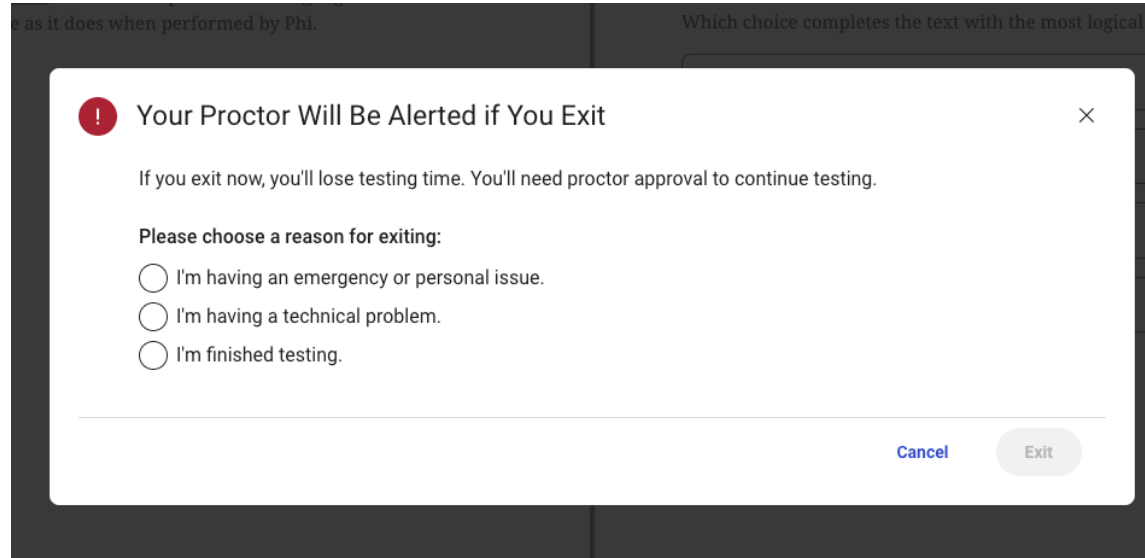
- Click circled box at right
- Click the “+” sign next to the best general description of the problem.
- Click the best specific description of the problem and then complete the prompts



Test Day Toolkit

Proctor Approval of Student Re-Entry into Testing

- The student will see this pop-up that requires them to give a reason if they click to exit the test, which will also alert the proctor.
- After exiting the test, the student will see this pop-up



Test Day Toolkit

Proctor Approval of Student Re-Entry into Testing

- The proctor would then have to click on that student's name in Test Day Toolkit to see their profile, and then click "Let Student Continue Testing" based on whether their continuing the test is both requested and permitted under the circumstances

The screenshot displays the Test Day Toolkit interface. At the top, the title "Test Day Toolkit" is visible on the left, and the user "Hi, Kristen" is on the right. A navigation menu includes "Home", "Help", "All Rooms", "Staff", "All Students", "Sign-In Tickets and Data Export", and "Irregularities". The main header for the student profile is "Laurie M. Abbott". Below this, there is a "Back" link and a placeholder for a photo labeled "Photo not available". To the right of the photo is a section titled "How to Check Identity" with five numbered steps: 1. Make sure the student's ID is acceptable. 2. Compare the student's appearance to the ID photo and check their mask for answer keys. 3. Compare the name and birth date on their ID to those shown here and on their test ticket. 4. Ask the student if they set up the testing app on the device they brought with them. 5. Direct them to a seat. Don't let them choose their own. Below the instructions, the student's name "Laurie M. Abbott" and testing room "Room 10: Monitoring Dashboard Tests" are listed. On the right side of the interface, there is a vertical list of action buttons: "Check-in" (yellow), "Deny Entry", "Change Testing Room", "Remove from Current Room", "Mark as Absent", and "Let Student Continue Testing" (highlighted with a red border).

Technical Specifications for Test Day Readiness

General Requirements

Acceptable Devices, Power Requirements, Wi-Fi Accessibility

<https://bluebook.collegeboard.org/students/approved-devices>

<https://bluebook.collegeboard.org/technology/networks>



Desktops, Laptops, Chromebooks,
Full-Sized Tablets

Chromebooks must be
school managed

External mice permitted

Tablets may use external keyboard
(keyboard is required for Window tablets)



Must be charged for
3 hours of battery operation
(4 is preferred) or be plugged
into a power source

Testing devices for students testing
with extended time, extended breaks,
or breaks as needed must have
access to power



Must be able to connect to the
internet via ethernet or Wi-Fi;
**internet required only to start
the test and submit responses**

Installing and Maintaining Bluebook

Installing Bluebook™ on Students' Testing Devices

General Information

- Install Bluebook **on any individual device other than a Chromebook** at: <https://bluebook.app.collegeboard.org/>. The webpage will read your device type and automatically provide access to the corresponding application.
- Install Bluebook **on multiple devices through your school technology professional's management platform (required for Chromebook)** by following the additional instructions provided for each operating system listed here: [Chromebook](#), [Windows](#), [iPad](#), [Mac](#)
- Bluebook can be installed on devices that are school managed or student owned, **except** for student owned Chromebooks (student personal desktops should not be used for practical reasons).
- Ideally, Bluebook should be installed on the same device the student will use on test day. However, shared devices (e.g., laptops from a laptop cart) are permitted and common **except** that students testing with embedded accommodations and/or assistive technology should have a dedicated device that they will use:
 - When your school conducts its digital readiness check.
 - If they take full-length practice exams with their accommodations by signing into Bluebook with their test ticket credentials.
 - On test day.

After Installing Bluebook™

Staying Up to Date

If deployed properly, Bluebook performs routine updates as necessary when students launch the application, but releases occasionally do require a new deployment. If Bluebook cannot auto-update, a message will display stating that reinstallation is needed before that device can be used to test.

- The latest information on Bluebook updates is available at:
<https://bluebook.collegeboard.org/technology/updates>
- To receive email updates about Bluebook releases, please complete the form available at:
<https://form.collegeboard.org/f/opt-in-for-bluebook-emails>

For the many schools using Chromebooks, please note:

- Bluebook is always aligned to the ChromeOS stable channel. Any version available on the stable channel is supported. The person that manages your Google Admin Console will be able to verify this within the admin console.

All devices' operating system technical requirements, how they are determined, and the frequency of Bluebook updates, are available at: <https://bluebook.collegeboard.org/help-center/when-are-technical-requirements-bluebook-updated>

After Installing Bluebook™

Applying Accessibility Technology: Review our Fall SSD Coordinator Training available [here](#)

Bluebook provides technology-afforded accommodations for students through:

- [Universal accessibility features](#) available directly in Bluebook to all students without any additional request or configuration
- [Embedded additional accessibility tools](#) available directly in Bluebook to students with a corresponding approved accommodation
- [External assistive technology](#) available on the computer of a student if they have an approved accommodation that requires that non-embedded tool to remain provided on their computer after they log into Bluebook

Please click on the links above and as well as the link for your specific operating system's installation instructions ([Chromebook](#), [Windows](#), [iPad](#), [Mac](#)) for complete details on what accessibility resources are available and how to ensure they are provided to the students who need them.

After Installing Bluebook™

Checking Devices: Review the Screen-by-Screen Walk thru the Digital Readiness Check from our Fall Trainings [Here](#)

School's **must** use Bluebook to conduct a Digital Readiness Check on each testing device:

- A device cannot test until the Digital Readiness Check is completed.
- Although the most basic purpose of the Digital Readiness Check – ensuring device readiness and proper Bluebook installation – takes only a few minutes, it is recommended that schools perform their check at least 1 – 2 weeks prior to testing to provide enough time before test day to:
 - Repair, reconfigure, or replace devices that do not pass the Digital Readiness Check
 - Ensure devices' operating systems and installed versions of Bluebook are up-to-date before test day
 - Enable students with accommodations to verify their appearance and configuration in Bluebook and gain access to full-length practice tests with those accommodations
 - Enable all students to verify their information in Bluebook, have time to familiarize themselves with the platform and its features, as well as gain access to full-length practice tests if they do not have a College Board account

Digital Readiness Check – Tech Coordinator Concerns

1. Device Is Tested

The image displays two sequential screenshots of the Bluebook interface. The left screenshot shows the 'Sign In' screen with a 'Test Your Device' button circled in red. A large red arrow points from this button to the right screenshot, which shows the 'This Device Meets the Requirements' screen. The 'Test Your Device' button is a rounded rectangle with a laptop icon and the text 'Test Your Device'. The 'This Device Meets the Requirements' screen lists three checked items: Memory, Operating System, and Disk Space, with a 'Done' button at the bottom.

Bluebook™

Sign In

Use a sign-in ticket from your school

OR

Sign In with a student College Board Account

[I'm an educator](#)

[Need help signing in?](#)

Test Your Device

Bluebook™

This Device Meets the Requirements


We recommend running this check as close to test day as possible.

- ✓ Memory
- ✓ Operating System
- ✓ Disk Space

Done

Digital Readiness Check – Tech Coordinator Concerns

2. Test Day Toolkit Generated a Complete Sign-in Ticket for Each Registered Student

Sign-In Ticket 

Test: Test Automation In-School SAT Digital
Room: Room 10: Monitoring Dashboard Tests

Name: **Laurie M. Abbott**
Date of Birth: 12/15/2004

STUDENT INSTRUCTIONS

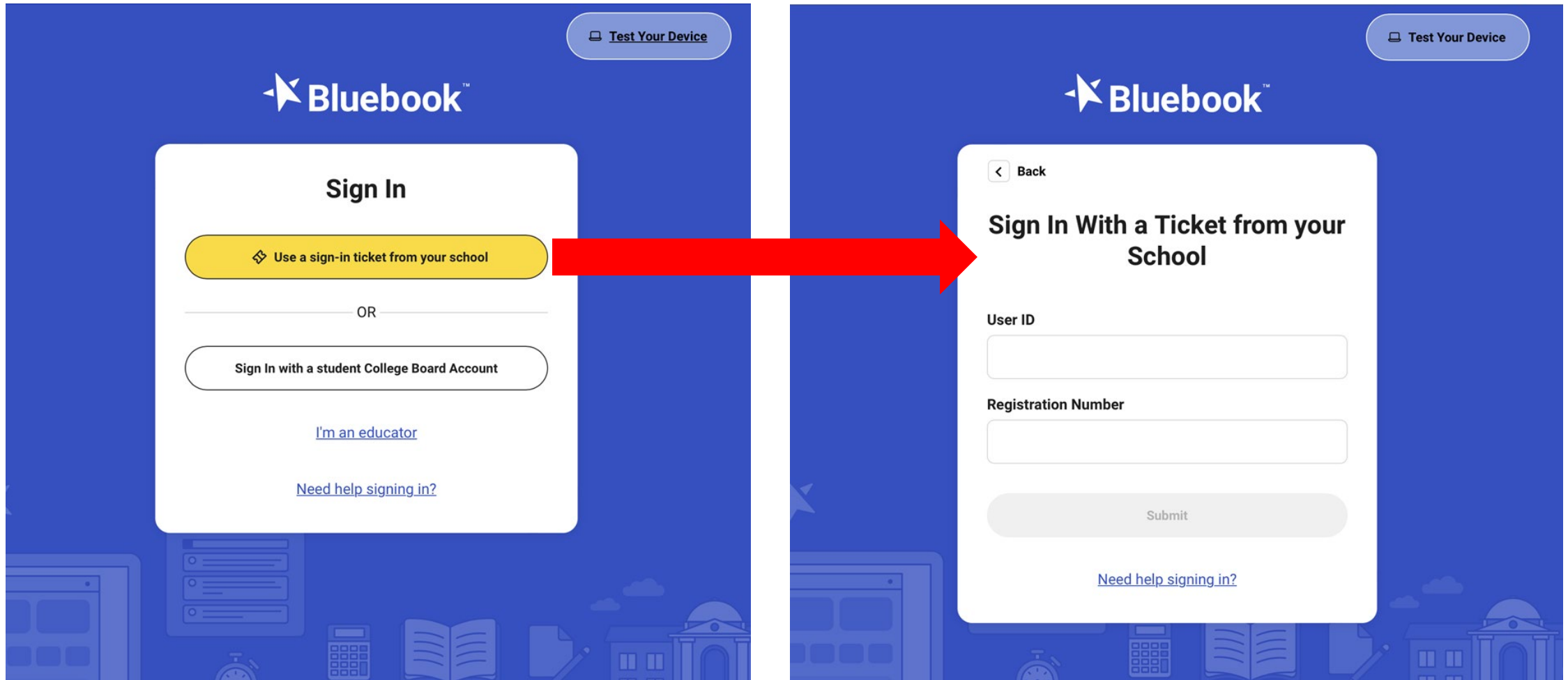
Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code.
On test day, as soon as you're seated, sign in and complete check-in.

User ID

Registration Number

Digital Readiness Check – Tech Coordinator Concerns

3. Student is able to sign into Bluebook™ using their Sign-In Ticket Credentials



Troubleshooting

Prevention and Problem Solving

- Technology Coordinators should work together with their Test and SSD Coordinators to ensure technical readiness for all rooms, all students (with particular attention to student accommodations), and their devices in advance of test day. To be certain, **conduct a Digital Readiness Check 1 – 2 weeks before testing.**
- Stay abreast of:
 - Bluebook updates either [on our webpage](#) or by [opting-in to email updates](#)
 - Updates to [device operating system requirements](#) and [network requirements](#)
- For test day, establish a help room staffed by a technology monitor equipped in advance with the **SAT Suite Proctor Manual's technical troubleshooting guide**. Online Bluebook Troubleshooting Q & A is also available at <https://bluebook.collegeboard.org/technology/help/bluebook-troubleshoot> and through the “Help Page” within Test Day Toolkit. **Remember, internet connection is only required to start and submit the test.** Once started, students may continue testing in Bluebook™ even if the internet is lost and their proctor loses Test Day Toolkit access.



If further support is needed, call our state-contract specific Customer Support line at 866-253-0385.

Physically Preparing Rooms, Staff, and Students

Room Readiness

- All rooms **must**:
 - Be free from noise and distractions (silence bells and announcements, pause drills and construction; good classroom management inside the room and practiced by the hall monitors outside the room; avoid your own distraction with technology – proctoring requires an active presence throughout the room)
 - Be reasonably close to the restrooms
 - Have reasonable lighting, ventilation, and temperature
 - Have a board all students can see
 - Have electrical outlets or power strips (with particular attention to possible access needs during testing by students testing longer due to time and/or break accommodations)
- All rooms **must not**:
 - Have any form of instructional material visible (posters, maps, information on board except as directed by Test Day Toolkit for this test administration, etc.)
 - Be configured in a manner that impedes proctor monitoring whether by line of sight or moving around the room (e.g., poles, dividers, carrels)
- **Recommended**: a proctored “late room” to minimize make-ups without disturbing students already testing and a nearby “help room” with a technology monitor to receive students with more substantial tech needs

Seating Requirements

- **No:**
 - Backless chairs
 - Seating less than 3 feet apart as measured by center-screen to center-screen
 - Writing surfaces that are not smooth and stable with a minimum writing surface of 12"x5" (30x38cm), including tablet-arm chairs (lapboards are not stable and therefore not permitted)
 - Students sitting around a table, regardless of shape, and no round tables
 - Sitting in language lab booths, study carrels, or at a non-computer lab partitioned/"divider-ed" desk/table
 - Computer lab partitioned/"divider-ed" desk that prevents proctor seeing student's testing device screen
 - Tripping hazards or overloaded circuits such as unsafe extension cord and power strip arrangements
 - Seating students in predictable or preferred patterns (e.g., alpha order, regularly assigned seats, near friends or as they came into room together, etc.)
- **Students must be seated so:**
 - They cannot easily see each other's screens (no direct lines of sight)
 - Proctors can move unimpeded amongst them and see students' screens while doing so
- **Recommended:** complete and retain a seating chart in case an irregularity occurs later during testing

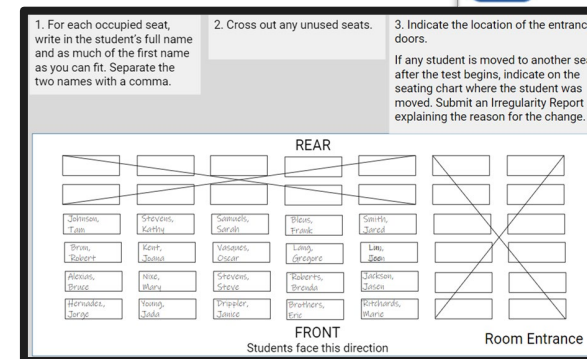
Proctor Supplies

- **Required:**

- Personal sign-in ticket for each student assigned to the room (printed in advance from Test Day Toolkit)
- Wi-Fi name and password
- Minimum 3 sheets of scratch paper per student (only 1 per student needs to be distributed before testing)
- Sufficient extension cords and power outlets to meet room and seating requirements
- Individual print outs of translated test directions for each multi-lingual learner who needs one

- **Recommended:**

- A bin(s), bag(s), or large envelope(s) to hold prohibited devices collected in the testing room
- A seating chart completed/corrected after testing begins as a record in case an irregularity occurs during testing



Students' Required & Permitted Items

- **Required:**

- Sign-in ticket
- 1 testing device
- Scratch paper provided by the proctor
- For Multi-lingual learners, translated test directions provided by the proctor

- **Permitted on the desk:**

- Pen or pencil
- 1 approved calculator
(calculator covers must be kept under students' desks)
- External mouse and mouse pad
- External keyboard for tablets
- For Multi-lingual learners, an approved word-to-word dictionary

- **Permitted under the desk:**

- Power cord
- Portable charger
- Backup testing device
- Backup calculator or batteries
- Snack or drink for use during the break, away from the testing area

Prohibited Items

Always Prohibited:

- Any item that would provide an unfair advantage or a way to record, photograph, or remove test content
- Putting the hood of a hooded shirt up during testing
- Having a brimmed hat out during testing (i.e., not just worn, but even not put away)

Prohibited (from testing *and* breaks) without an accommodation:

- Phones, smartwatches, or other electronic devices in addition to testing device
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks
- Notes, books, or any other reference materials other than those required or permitted for multi-lingual learners
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs
- Any camera, recording device, or separate timer

Lunch and Nutrition Break Considerations

- Some students approved for extended time will also receive a 20-minute break instead of a 10-minute break between the Reading and Writing section and the Math section to enable them to consume nutrition
- During this nutrition break students must:
 - Remain in the testing room (unless going to the restroom or the help room for technical support, if needed)
 - Consume any food or drink away from their desks and testing materials (plan accordingly for space)
 - Observe all other break rules (i.e., not discussing the test, no prohibited items, etc.)
- Testing locations may, but are not required, to provide nutrition for students
- Commensurately, students may consume non-school provided nutrition, but this remains subject to all other rules regarding prohibited items (e.g., bags, wrapping, containers could not have been used as illicit “scratch paper”)

Manuals & Guides

Test Coordinator & Proctor Materials for Standard Testing and Testing with Accommodations

- PDFs
- Mostly focused on physically preparing rooms, staff, and students (this last topic of today's presentation, on which it is more detailed), not our focus of student registration, Test Day Toolkit, and technical readiness.
- Available by February 1 at:
[College Entrance Exams / Assessment & Accountability / Idaho Department of Education](#)

Thank You!