

# Educator Access to Student Scores for the **SAT** Suite of Assessments

Use these score reports to move your students closer to college readiness.

## Three steps to accessing the K–12 assessment reporting portal

- 1 Create a College Board professional account at [collegeboard.org](https://collegeboard.org) if you don't already have one. To access scores, you must be granted access to K–12 assessment reporting by your District Assessment Coordinator (DAC). In Colorado, each DAC has been designated as the reporting portal's Access Manager.
- 2 Access Managers will use the Managing Access tool to grant themselves and others access to the K–12 assessment reporting portal. Contact your district's Access Manager to get the correct access permissions.
- 3 Sign in to K–12 assessment reporting to view and download score reports.

## Who is your Access Manager?

Click on **K–12 Services** under **Add Additional Tools and Services**, and click **Request Access** to see who your Access Manager is\*. In Colorado, the Access Manager should be your District Assessment Coordinator, however, since there may be up to three Access Managers in your district, some districts may have also assigned the Access Manager role to another district official. Please note that choosing "**Request Access**" doesn't notify your Access Manager. You will still need to contact your Access Manager directly to tell them that you have requested access to K–12 assessment reporting.

## Roles at a glance

The following roles within the K–12 assessment reporting portal are able to be assigned to school or district staff.

### Access Management/DAT K–12

This is the Access Manager role. Access Managers are responsible for assigning user account permissions to colleagues (and themselves).

### File Downloads K–12

People with this role can download pregenerated student data files. This role is usually given to district IT staff who import data into your student information system, and should be limited to users who are authorized to access personally identifiable student data.

### Detailed Reports K–12

People with this role can view scores for individual students as well as aggregate data. This role is usually given to teachers, counselors, and others who work directly with students and should be limited to users who are authorized to access personally identifiable student data.

### Summary Reports K–12

People with this role can view aggregate score data, such as mean scores and the percentage of students who meet benchmarks, but they can't see scores or other information for individual students.

	Access Management/DAT	File Downloads K 12	Detailed Reports K 12	Summary Reports K 12
Manage user access roles	✓			
Download data files		✓		
View student-level scores		✓	✓	
View aggregate score data			✓	✓

\*For Customer Service, call 866-917-9030 or email [k12reports@info.collegeboard.org](mailto:k12reports@info.collegeboard.org).