Spring 2024 Digital SAT
Using Your Interactive Checklist

December 2023
Your Interactive Checklist 1

The Interactive Checklist is a new tool to help members of the School Testing Team keep track of the important tasks that need to be completed for students to be able to test successfully in the Spring.

There are a few things to know about your checklist:

• **Your checklist is specific to you and your school’s administration.**
• You can see an overview of all your tasks in your project plan. (More details on slide 5.)
• You can interact with the checklist via **task notification emails** by clicking the buttons. (More details on slide 6.)
  • Some staff may only want to use the emails and not the project plan view – that’s ok!
• You will receive a **project overview email** each week so you know what you should be working on and what’s overdue. (More details on slide 11.)
Your Interactive Checklist 2

• You will only see the tasks for the role(s) you fill on your School Testing Team. For example:
  • If you’re the School Test Coordinator, you will only see Test Coordinator tasks.
  • If you’re both the School Test Coordinator and the SSD Coordinator, you will see tasks for both roles.

• If you fill a role at more than one school, you will receive a checklist for each school. For example:
  • If you are the SSD Coordinator for two schools, you will receive two checklists. One will have the SSD Coordinator tasks for one school, and the other will have the SSD Coordinator tasks for the other school.

• All emails for the interactive checklist come from scpmt@collegeboard.org
Welcome Email

Test Coordinators, SSD Coordinators, and Technology Coordinators will receive a welcome email, giving them access to the Interactive Checklist the first week of January.

From this email, you can access your project plan by clicking on the “View Project” button.

College Board has invited you to Ohio Spring 2024 SAT Testing – Kupper High School

Welcome!

In the lead-up to test day, you’ll receive messages like this one. This interactive checklist is designed to help you stay on track and support you as you administer the College-sponsored SAT and PSAT testing this spring. Over the coming months you will receive emails alerting you to key tasks.

- Each task comes with an estimated completion time to help you manage your schedule.
- When you mark a task as „complete“ it lets us know you are ready for your next task. You can set your own pace to meet deadlines. We will also send you a friendly reminder should a task be incomplete.
- If you’re having trouble completing a task, just select „I’m stuck“ to let us know you need assistance, and our customer support team will reach out.

You will receive your first task notification email tomorrow morning, December 6th. We will be adding tasks to your administration plan over the coming months. To see your plan, click on the blue „View Project Overview“ button at the bottom of this email. Bookmark the link to your project overview for easy access.

The Ohio Customer Support Team
866-609-2205
OHSAT@collegeboard.org
After clicking “View Project”, you will see the **Project Plan** for your role(s).

- Overdue tasks are outlined in **red**.
- Complete tasks are outlined in **green**.
- Open tasks are outlined in **grey**.
- If you can’t start a task yet, you’ll see a ![symbol. They appear for your awareness, but there’s no action to take at that moment.
- You can update task status using the button at the bottom of the task card.

If you want to see more information about a task, click on the task card.

We will add tasks to your plan over the coming months. When we do so, your plan view will update.

---

**We recommend you bookmark your project plan for easy access.**
Detailed View of Task Card

If you click on the task card, you will see detailed information about that task.

This includes:

- **Instructions** for completing the task;
- **Links** that may be needed;
- **Deadline** for task completion;
- **Status button**, to update task status.
Task Notification Email

You will receive a custom **task notification email** for each task need to complete. The email includes directions and relevant links.

Through this email, you will provide a status update -- done, in progress, or stuck.

- Marking a task as **done** lets us know you’re finished with that task.
- Marking a task as **in progress** lets us know you’re working on that task.
- Marking a task as **stuck** lets us know you need help.

Your task assignments for Ohio Spring 2024 SAT – Kupper High School

Overview Webinar for SSD Coordinators
Due On: Friday, Dec 15, 2023
Task Instructions:

Hi Adrienne!

CDE and College Board hosted Overview Webinars for SSD Coordinators in late November.
- If you attended one of the five webinar sessions, please mark this task as complete.

If you have any questions, we’re here to help!
The Ohio Customer Support Team
866-609-2205
OHSAT@collegeboard.org

Update task status:

- Mark as Done
- Mark as In Progress
- Mark as Stuck

Add Note via Email
View Task Attachments
When You Are Stuck

When you **mark a task as stuck**, you’ll see a pop-up where you’ll be asked to tell us more about the difficulty you’re having. Providing this information will help us provide you with targeted support.

Once you click “Mark Task as Stuck,” a support ticket will be opened with the Ohio Customer Service team.
Task Due Date Reminder Emails

If you haven’t completed a task, you will receive a task due date reminder email the day before the task is due. In that reminder email, you can update the status of the task.

If you haven’t completed a task by the due date, you will receive another reminder the day after the task is due. You can also update the status of the task in the overdue reminder email.

Reminder for task: Overview Webinar for SSD Coordinators

Due: December 15, 2023
Description:

Please complete the “Overview Webinar for SSD Coordinators” task. Please update the task status to “Done” when you are finished or let us know if you need help by clicking “Stuck.”

Project: Ohio Spring 2024 SAT – Kupper High School
Collect Feedback

When you’ve completed specific tasks, we may ask for your feedback. We will use this feedback to make changes to the task process.

We want to know about your experience!
• Click on the face to quickly let us know how satisfied you were with completing that task.
• If you’d like to tell us more, use the text box.
• When you’re done, click submit so your feedback gets sent to us.
Each Monday you’ll receive a **project overview email**. In this email you will see:

- **Project completion percentage**: this lets you know how far along you are with your completed tasks. This number will change as we add more tasks to your plan.
- **Upcoming tasks**: these are tasks that you should be working on, along with their due dates.
- **Overdue tasks**: these are tasks you haven’t completed but which were already due, along with their due dates.

If you completed a task, it won’t appear on your project overview email. (If you’re all caught up, you may receive an email that doesn’t show any upcoming or overdue tasks.)