CollegeBoard

Bulk Registration Tool
For the Ohio State-Funded
Spring 2023 SAT® School Day
Digital Administration

Spring 2023

**Presentation will be emailed out to participants and later
posted at collegeboard.org/Ohio**

Ohio | Department of Education

Purpose of the College Board Bulk Registration Tool and Submission of Registration File

Preparing Your Registration File

Uploading Your Registration File

Fixing Errors and Submitting Your Registration File

SAT School Day Digital

Digital Testing Windows	March	April
Window #1	March 1-3	April 12 – 14 & 18 -19
Accommodated	March 1- 14	April 12 - 25
Window #2	March 22-24 & 28-29 OR April 25-27	April 25 - 27

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Ohio | Department of Education

The Bulk Registration File

Bulk registration allows districts, community schools, and nonpublic schools to **pre-identify** students electronically and securely for the SAT School Day administration.

The bulk registration file provides the Ohio Department of Education with information used in accountability reporting and creates the student registrations available in the TIDE platform and is used to determine the quantity of ancillary materials.

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Accountability Reporting

Bulk Registration File

Ancillary Material Orders

TIDE Registrations

The Bulk Registration File

Districts/community schools/non-public schools administering the **DIGITAL SAT**

Districts/community schools/nonpublic schools administering the digital SAT will submit multiple files.

- 1st File: **REQUIRED**
  - Purpose: Create initial digital registrations in TIDE.
  - Once submitted, registrations will be available in TIDE the next day.
- Additional Files Within Same Testing Window: **OPTIONAL**
  - Purpose: Update or add digital registrations in TIDE for a particular testing window.
  - It is recommended that the additional files be full replacement files but can also just be add-on files.
- Additional Files Within Makeup Testing Window(s): **REQUIRED**
  - Purpose: Add digital registrations in TIDE for any of the makeup testing windows.

Students MUST be submitted in a registration file in order to test digitally.

The Bulk Registration File Deadlines

Additional files can be submitted daily within a testing window up until the day before the end of the accommodated testing window.

Please be aware if you go to the College Board's website about bulk registration, dates you find may not be applicable to the Ohio-provided SAT School Day. Refer to these dates listed here that are specific to Ohio SAT School Day.

It is IMPERATIVE that the files are received before the deadline.

	March 1-3 Administration	April 12-14 Administration
Tool opens	January 2, 2023	
First File Due	**January 6, 2023**	**February 3, 2023**

The Bulk Registration File Deadlines: Makeup 2023

March Students taking makeup in April 25-27 will be uploaded April 14 – April 26

March		
Submit Additional Files for Testing Window	Starts March 3	Daily Until March 28, 2023 OR April 26
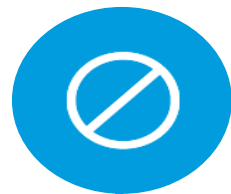
April		
Submit Additional Files for Testing Window	April 14	Daily Until April 26, 2023

Do not place orders in College Board's National or District-Paid-for sites. Place orders in **Ohio's State-Funded SAT School Day** site

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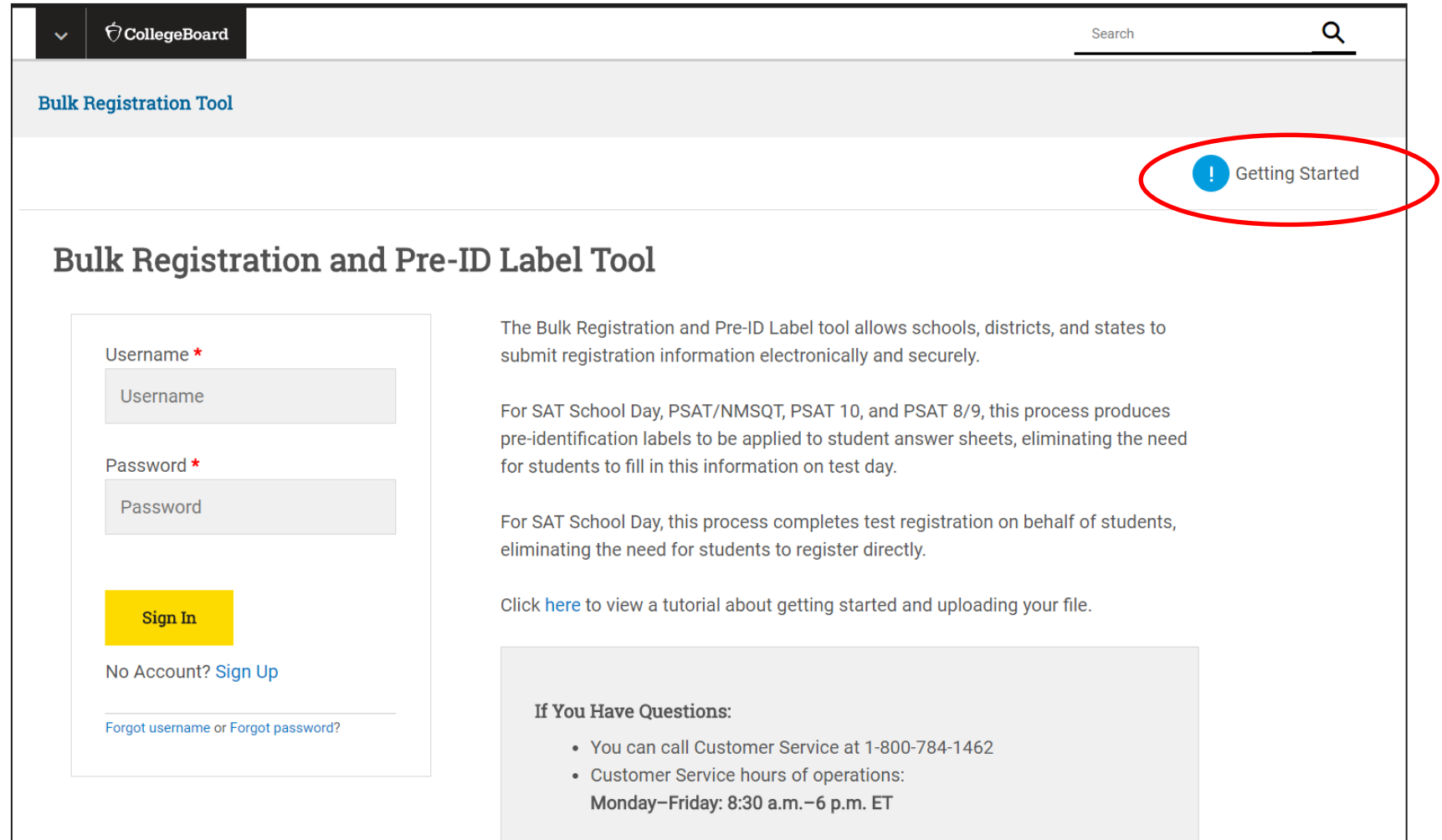
Preparing the File

To access the templates and file specifications:

Go to https://bulkreg.collegeboard.org

Click **Getting Started**

No login is required to access the templates and file specifications

Preparing the File

File templates in Excel or Comma Separated Value are available.

Use the Bulk Registration File Specifications to know about each field in the template.

Preparing the File

The file specifications will indicate if a field is required, maximum length, and valid values for each field.

The **required** data elements for each Ohio student includes:

- 6-digit AI code
- SAT Test Administration Indicator (Enter "Y")
- Name
- Gender
- Date of birth
- Grade
- Home address
- **STATE** Student ID: SSID
- Everything else is optional

FIELD-LEVEL SPECIFICATIONS

FIELD NAME	MAXIMUM LENGTH	REQUIRED FIELD?	VALID VALUES	NOTES
AI CODE	6	Yes	Numeric values (0–9)	Attending Institution (AI) Code. Printed on Pre-ID label. Unique identifying number for schools. If fewer than 6 numbers provided, system will fill with leading zeros. AI Codes can be looked up here for PSAT™ 8/9, PSAT™ 10, PSAT/NMSQT*: https://ordering.collegeboard.org/testordering/publicSearch For SAT: https://collegereadiness.collegeboard.org/k-12-school-code-search
PSAT 8/9 TEST ADMINISTRATION INDICATOR	1	Yes for PSAT 8/9 No for PSAT 10, PSAT/NMSQT, SAT	Y, y = Yes N, n = No	Indicator if the student registration is for a PSAT 8/9 test. A PSAT 8/9 event must also be selected during file submission. Note: Each student must have at least one test administration indicator selected. More than one may be selected, with the exception of PSAT 10 and PSAT/NMSQT.
PSAT 10 TEST ADMINISTRATION INDICATOR		Yes for PSAT 10 No for PSAT 8/9, PSAT/NMSQT, SAT	Y, y = Yes N, n = No	Indicator if the student registration is for a PSAT 10 test. A PSAT 10 event must also be selected during file submission. Note: Each student must have at least one test administration indicator selected. More than one may be selected, with the exception of PSAT 10 and PSAT/NMSQT.

Preparing the File

The bulk registration template allows for three different student ID numbers to be submitted:

  School Student ID (optional)

  District Student ID (optional)

  State Student ID (required)

State Student ID is **REQUIRED** and must be a valid SSID.

Preparing the File

If your students do not have valid SSIDs, contact Michael Reiser at ODE (**Michael.Reiser@education.ohio.gov**) for information on how to obtain them.

In the *State Student ID Number* field, the use of a student's State Student ID (SSID) is **required** by the Ohio Department of Education.
A valid SSID for each student contains 2 letters and 7 digits.

Preparing the File

Date of Birth

- Must be in **MMDDYYYY** format (8 numbers are required without extra characters)

FIELD NAME	MAXIMUM LENGTH	REQUIRED FIELD?	VALID VALUES	NOTES
DATE OF BIRTH	8	Yes	MMDDYYYY format	Student Date of Birth Printed on Pre-ID label Date must be valid and cannot be the current or a future date. If 7 numbers are provided, system will insert a leading zero and generate a warning. Warnings do not stop the data from being processed.

If 7 numbers are provided, system will insert a leading zero and generate a warning in the system.

State users should **not use Clever** as not all data required is passed down.

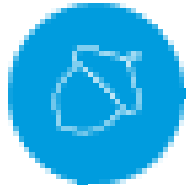**Purpose** of the College Board Bulk Registration Tool and Submission of Registration File

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Using the Tool

Bulk registration coordinators need a College Board professional account to access the tool.
If you don't have an account, go to www.collegeboard.org to sign up for one. **If you already have one, you don't need a new one**.

Access codes are required to use the bulk registration tool.

- Codes may not be active until the window opens January 2, 2023.

- Codes will be emailed to the bulk registration coordinator (with a cc: to the test coordinator) that was identified in the information submitted to College Board by the school or district in October.

Using the Tool: Logging In

When logging into your professional account and you do not have Bulk Registration and Pre-ID tool listed under **My Tools and Services**, you will need to use the access code.

Scroll to the bottom under **Add Additional Tools and Services** and expand the list under **K-12**.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires*	Manage Access
AP® Teacher Community ▶	N/A	N/A	
College Board Institutional Ordering ▶	N/A	N/A	
Test Administration Training for the SAT Suite of Assessments ▶	N/A	N/A	

*Dates in red are close to expiring. Select **Edit** to update.

Manage Partner Applications

Manage College Board parter sites and applications that you share your data with.

Add Additional Tools And Services

▾ **Recommended Tools and Services**

We've selected these tools and services based on your job function of Teacher (non-AP). Edit my profile

▸ ReadiStep™ Summary of Answers and Skills (SOAS) Reports **Get Access**

▸ SpringBoard® Online **Get Access**

▸ SpringBoard® Online Training Site **Get Access**

▸ K-12

▸ Higher Education

▸ General

Using the Tool: Get Access

Once K-12 is expanded, many options are available.

Next to Bulk Registration and Pre-ID Label Tool, select **Get Access.**

▾ K-12

▸ AP Class and Roster Management **Get Access**

▸ AP Digital Portfolio **Get Access**

▸ AP Portfolio Scoring **Get Access**

▸ AP Potential™ **Get Access**

▸ AP Registration and Ordering Management - Pilot Use Only **Get Access**

▸ AP® Course Audit **Get Access**

▸ AP® Insight **Request Access**

▸ AP® Online Reports **Get Access**

▸ AP® Ordering **Get Access**

▸ Bulk Registration and Pre-ID Label Tool **Get Access**

▸ K-12 Assessment Reporting **Request Access**

▸ SAT® Registration Report **Get Access**

▸ SSD Online - Disabilities Accommodation Management **Get Access**

▸ SpringBoard® Online Community **Request Access**

▸ Test Ordering **Get Access**

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Using the Tool: Access Code

Select the professional organization **that matches the organization name that you were given in the email containing your access code**.

- It may be your district name but could also be your school's name.

Enter the 6-character access code you received in the email.

Click **Add**.

Get access to Bulk Registration and Pre-ID Label Tool

◀ back

Bulk Registration And Pre-ID Label Tool Enrollment Information

Here's how you get access to Bulk Registration.

First, select your organization. If you told us where you work, your organization is already selected. If you did not tell us where you work or you wish to access Bulk Registration for a different organization, search for and select your organization. Then supply the access code for your organization.

If you have not received an access code, please call 1-800-784-1462 (toll free in the United States and Canada) for assistance.

Provide your access information

U.S. ZIP code:
This is to narrow your choices

[   ]

Professional Organization:

[start typing   ]

Access Code:

[enter code   ]

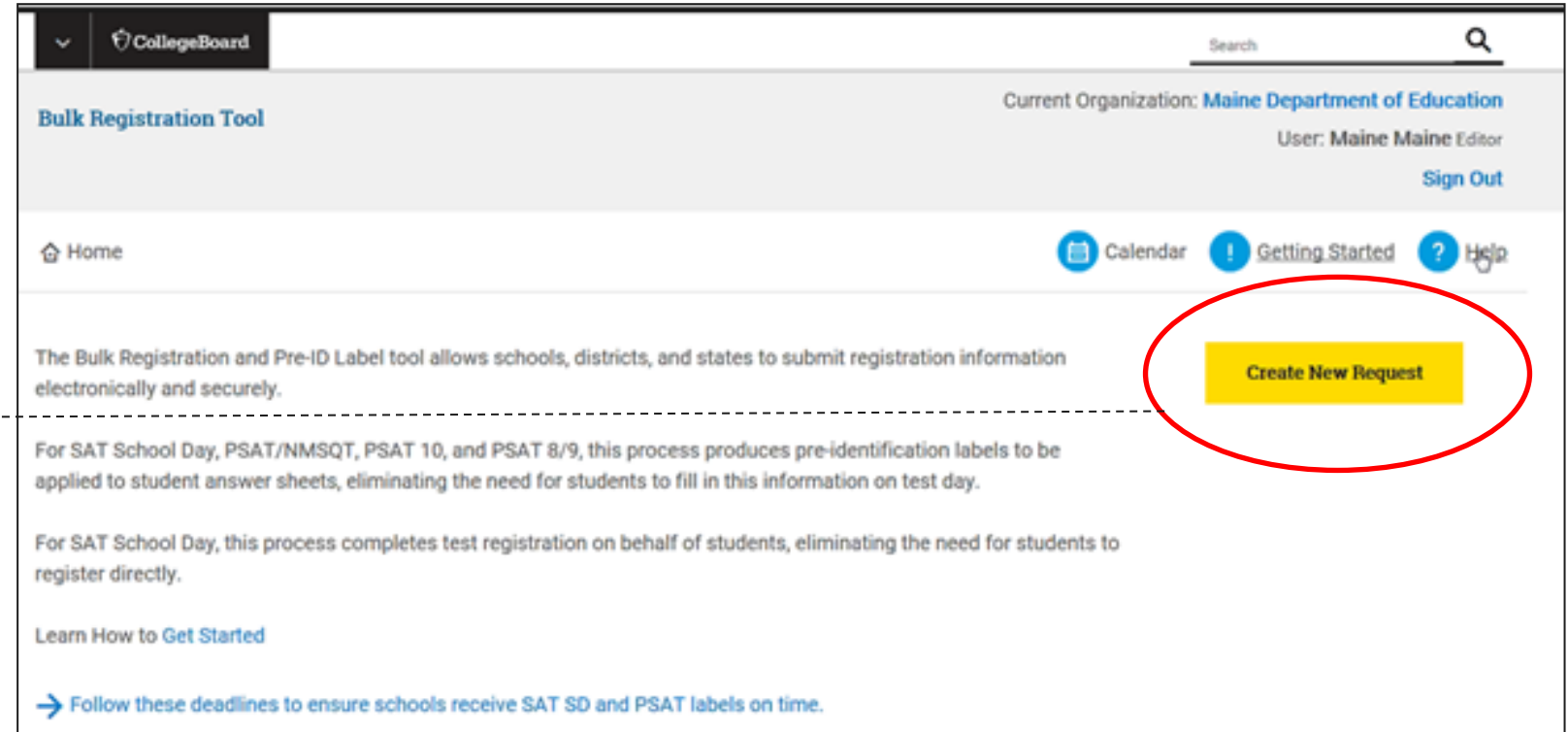**Enroll Later**   Add ▶

Your access

Organization	Position	Expiration Date

Finished

Using the Tool: Creating a New Request

Once you have used your code, go back to the Dashboard of your professional account. Under My Tools and Services, click **Bulk Registration and Pre-ID Label Tool**.

From the Bulk Registration Tool Dashboard, click **Create New Request**

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Using the Tool: Select the Registration Event

The SAT School Day date for your district, community school or nonpublic school should be listed.
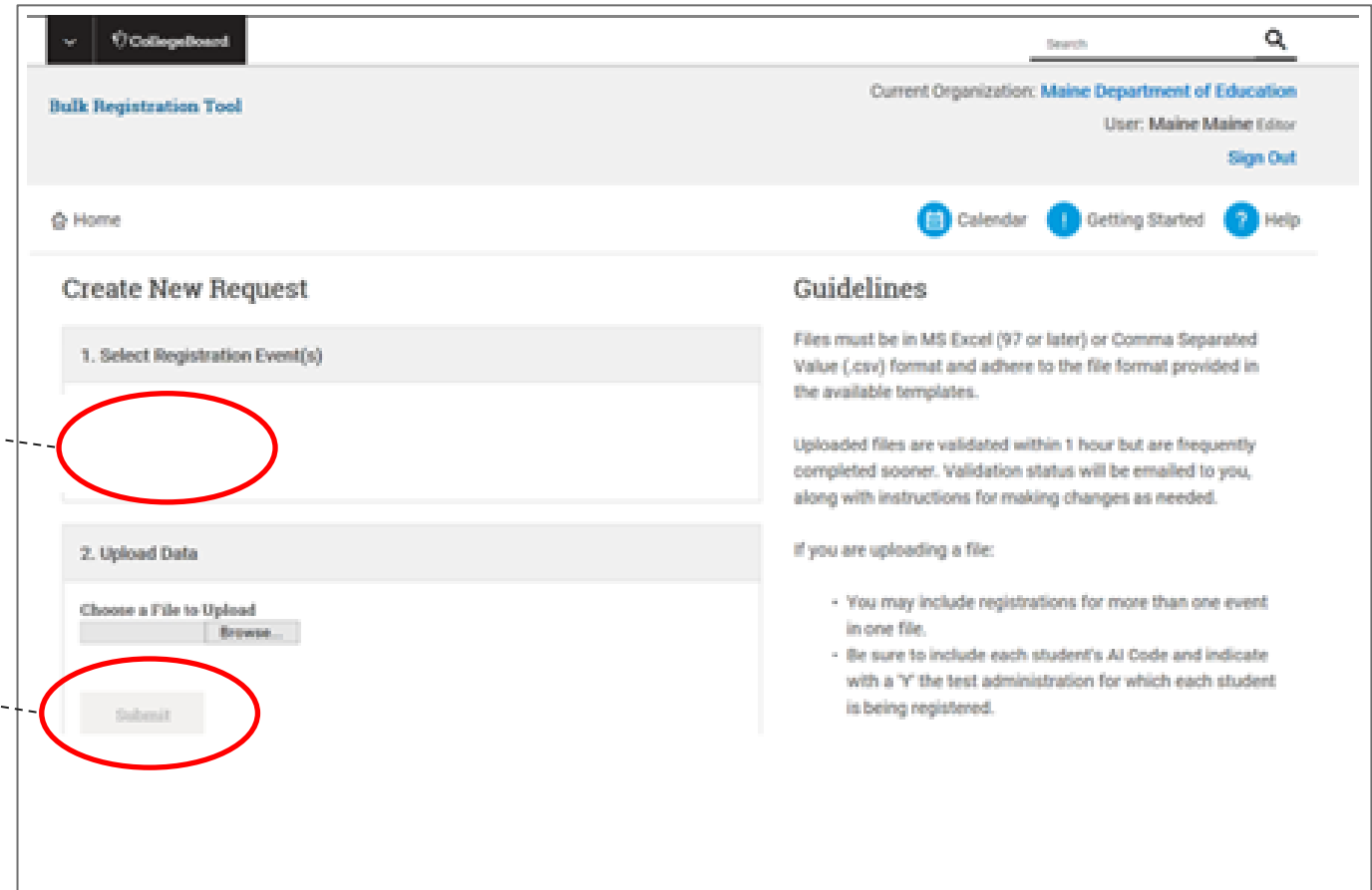
Select the **box next to the date**.

Upload the file that was created, then click **Submit**.

IMPORTANT:
The event listed may be the first day of the digital window, **not the entire window**.
If multiple dates are listed, be sure you are selecting the correct date.
The example on this slide does not show a date.

Using the Tool: Pending Validation

The file will go through a validation process. The time it takes depends on the size of the file, but usually occurs within 1 hour. Follow the progress of the validations on the dashboard.


Upload — Pending Validation — Fix Errors / Warnings — Validate Changes — Submit Request — Done
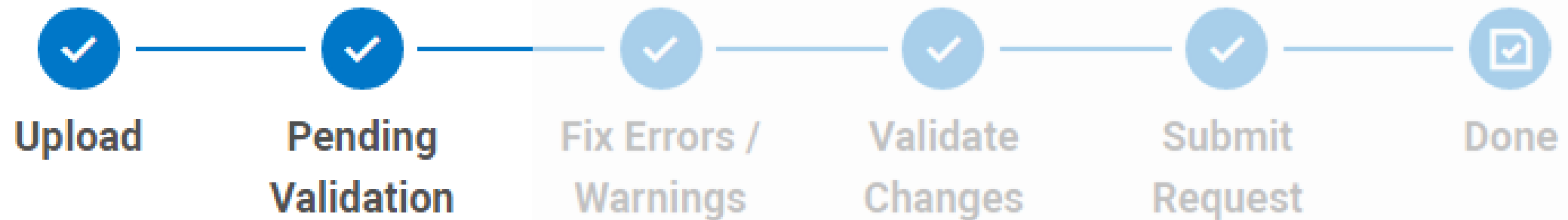
"Pending Validation" means that your request is not yet complete. You must wait for the data to be validated and submit your final request for processing before the deadline.

Using the Tool: Fix Errors / Warnings
Validate Changes

If warnings are found, the user will be able to review and can still submit the file if the warnings are deemed to be acceptable. Example = DOB was entered as 1132006 instead of 01132006.

Upload → Pending Validation → Fix Errors / Warnings → Validate Changes → Submit Request → Done
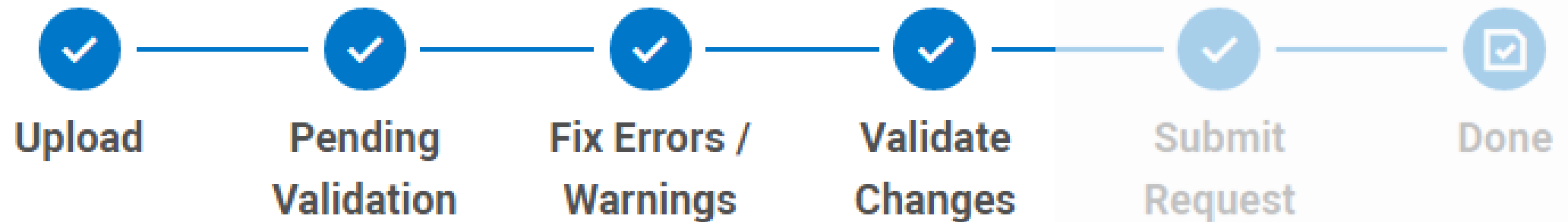
If errors are found, the user must correct the errors for the file to be submitted.
Common errors include incorrectly formatted DOBs, including AI codes for schools not part of the state contract, grade not part of the contract (listing a student as in grade 9, for example).
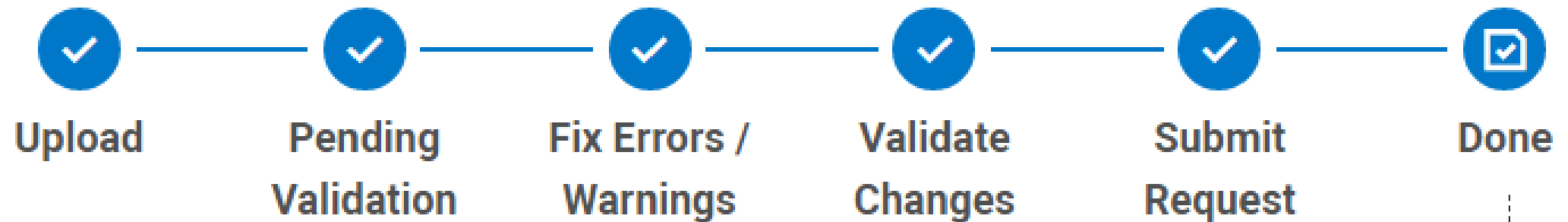
Errors can be corrected in the tool itself or a new file can be uploaded, likely depending on the error(s).

Using the Tool: Submit Request

After the validation process (any potential warnings are reviewed or errors are corrected), the user **MUST** then submit the file and see "**Submit Request**" checked"

Upload — Pending Validation — Fix Errors / Warnings — Validate Changes — Submit Request — Done

Using the Tool: Done

Upload → Pending Validation → Fix Errors / Warnings → Validate Changes → Submit Request → Done

The file has not been properly submitted unless the user sees **"Done"** as checked.

The Bulk Registration File Deadlines

	March Administration	April Administration
Tool opens	January 2, 2023	
First File Due	**January 6, 2023**	**February 3, 2023**

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Fixing Errors: Validation Failed

If the validation fails, you will have the opportunity to make changes.

This can be done by uploading a new file or fixing errors and warnings within the tool itself.

Click **View Request Details** for information on how many errors and warnings you have in the file.

Fixing Errors: Errors and Warnings

Errors
Errors **MUST** be fixed before the file can be submitted.

Warnings
Warnings are not required to be fixed but **should be reviewed**. If changes can be made, it is recommended that they be done. One way to make corrections is through the tool itself.

To do so, click **Fix Errors and Warnings**.

SAT March 2017 Registration
Status: Validation Failed

View Request Details

Request Deadline: **01/27/2017**

Last modification: **01/11/2017 16:33 EST** by Uat Four

Upload   Pending Validation   Fix Errors/Warnings   Validate Changes   Submit Request   Done

Upload Full Replacement File

Download Request Log File

Fix Errors and Warnings

Upload Add-On File

Cancel Request

Fixing Errors: Errors and Warnings

- Once you've fixed the errors and warnings, the file must be re-validated after changes are made.

- You can check the status of the re-validation from the Dashboard as you did with the initial file.
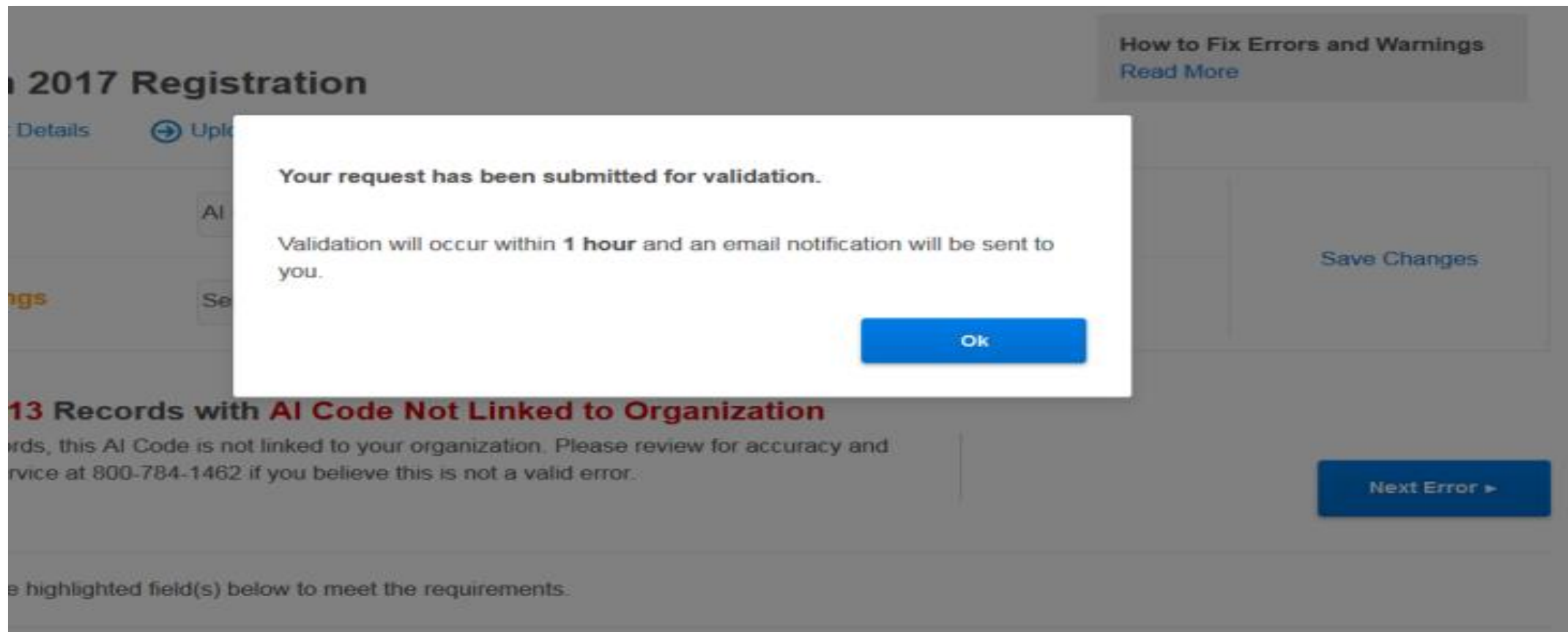
Upload Full Replacement File

- If you have numerous errors that are difficult to fix in the tool, it may be easier to fix in the spreadsheet and try over again.

- Choose **Upload Full Replacement File** then resubmit. The process will begin again.

Submit your request before the deadline

- The process is only complete when **Submit Request** has been clicked.

- Some people forget this last step…make sure to click Submit Request!

Registration Request(s)

SAT March 2017 Registration
Status: Validation Successful

Submit Request

Request Deadline: 07/22/2016

Last modification: 07/14/2016 11:43 EDT by Uat Four

View Request Details

Fix Errors and Warnings

Download Request Log File

Upload Full Replacement File

Upload Add-On File

Cancel Request
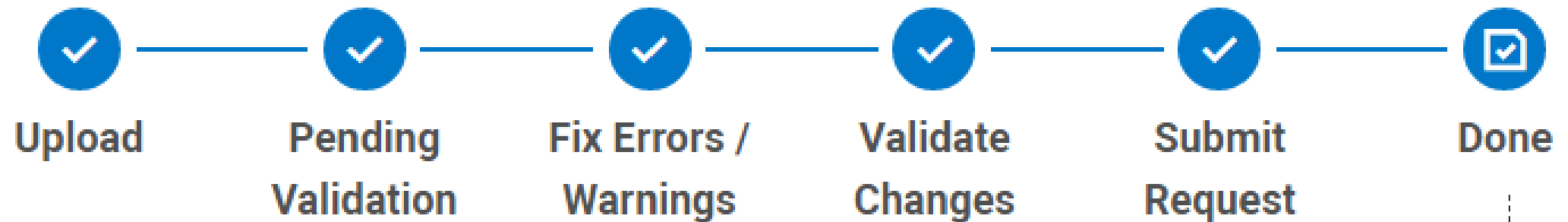
Upload — Pending Validation — Fix Errors / Warnings — Validate Changes — Submit Request — Done

Using the Tool: Done

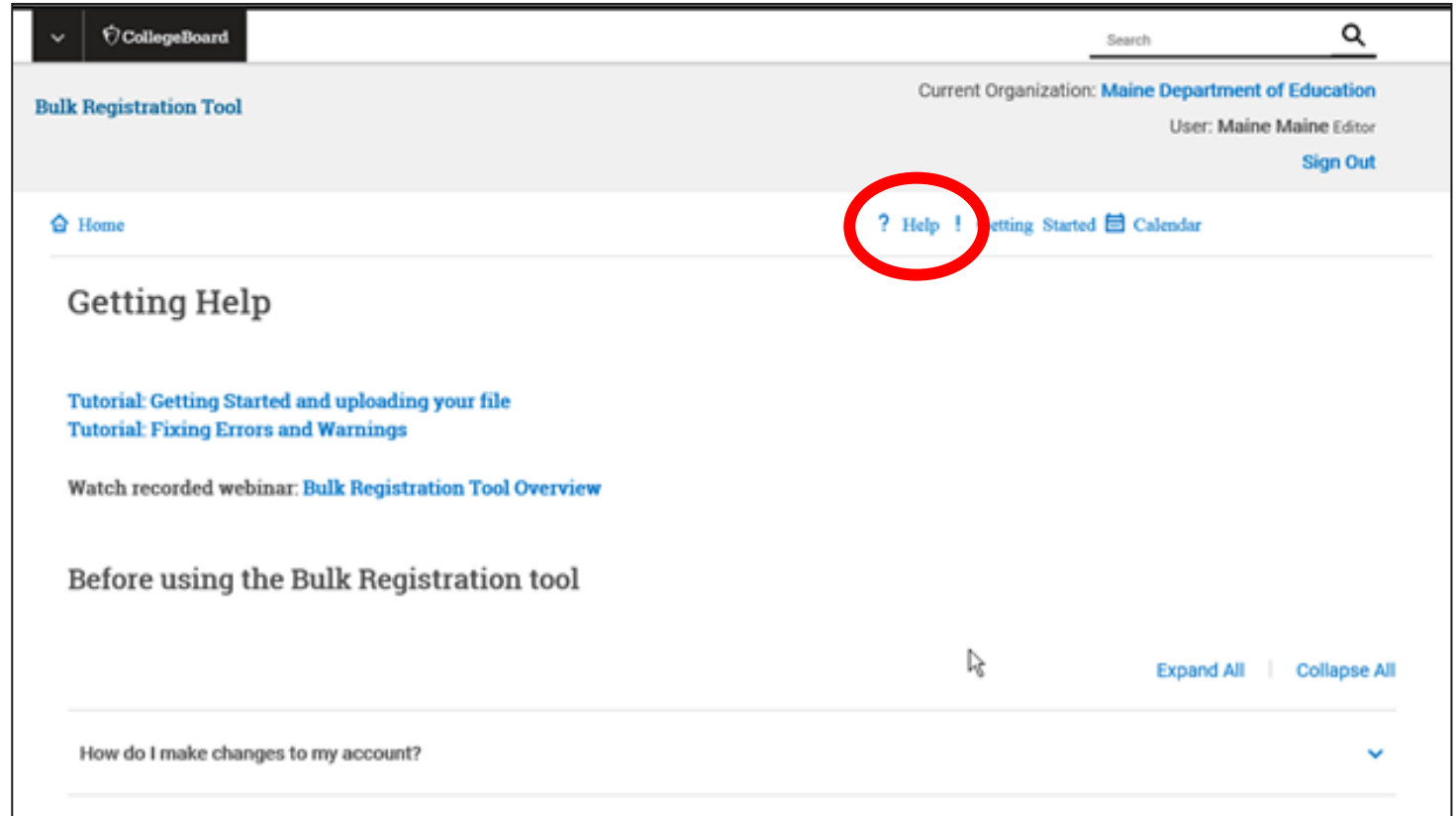Upload — Pending Validation — Fix Errors / Warnings — Validate Changes — Submit Request — Done

The file has not been properly submitted unless the user sees **"Done"** as checked.

Getting Help

Bulk Registration Tool:
https://bulkreg.collegeboard.org
Click Help on the Dashboard
Video tutorials and frequently
asked questions available

Website

SAT Coordinator Implementation Handbook: **www.collegeboard.org/ohio**

State Field Team

If you have questions specific to the State SAT School Day email us at: OHSAT@collegeboard.org

State Contact

If you have questions for the ODE, contact Michael Reiser Michael.Reiser@education.ohio.gov

Thank You!

We appreciate you taking the time to learn about administering the SAT School Day!