

## **SAT SUITE OF ASSESSMENTS**

# Test Administration Training

**PLATFORM GUIDE** 

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# **Training Overview**

This guide is for test coordinators and test day staff accessing the online test administration training and resources in the Training Launch Page. An active College Board professional account is required to access the training. **Create an account** now if you don't already have one

**NOTE:** Use a supported browser (Edge, Firefox, Chrome, or Safari) with pop-ups enabled. If you have trouble accessing the online learning portal, clear your browser's cache or temporary internet files.

# **Training Status Dashboard**

Your Training Status Dashboard allows you to view your assigned courses and progress and provides test coordinators with the ability to monitor the training status for staff linked to their test locations. You can also access test administration resources under Helpful Resources.

## **Accessing the Training Status Dashboard**

- 1. Go to professionaltraining.collegeboard.org and click Continue.
- Enter your College Board professional account email address and password to sign in.Create an account now if you don't have one.

You can also access the Training Status Dashboard through the My College Board Professional Account dashboard.

- Go to My College Board Professional Account and enter your College Board professional account email address and password to sign in.
- 2. From the My Tools And Services table, click **Test Administration Training for the SAT Suite of Assessments**.

If you can't log in, go to Forgot password?

#### **Training Status Dashboard**

#### Welcome back Sam Y!

The table below shows all trainings for the administrations you're planning to support. The same training name may appear in multiple rows, but you only need to complete it once. Click the **Access Trainings** button to return to the Training Launch page to take the training. Select the **Add Additional Test Administrations** button if you're supporting additional administrations in the SAT Suite of Assessments. Once added, you'll be able to see if any additional training is required or if your prior training is sufficient.

#### Your Trainings

Training Courses	Туре	Testing Location	Role 7	Test Administration	Training Status	Trained ? On Site	Active ?
Introduction to Administering Accommodations	Optional	LOS ANGELES VALLEY COLLEGE	Test Coordinator	Digital SAT March 2025	Not Attempted *	_	Yes
SAT Weekend Training	Required	LOS ANGELES VALLEY COLLEGE	Test Coordinator	Digital SAT March 2025	Not Attempted *		Yes

**NOTE:** Staff with multiple roles and test administrations will see all their associated training courses on one list.

#### **Column Descriptions**

- TRAINING COURSES: The test administration training course(s) assigned to you.
- TYPE: You must complete Required trainings to support the relevant test administration. Optional trainings enhance your knowledge base but are not required.
- TESTING LOCATION: The school or test center where the test administration is taking place.
- **ROLE**: The role you are assigned to support the relevant test administration.
- **TEST ADMINISTRATION:** The test being administered on test day.
- TRAINING STATUS: Indicates the completion status for your online training course.
   After completing your course, there may be a 30-minute delay for your status to be reflected on the dashboard.
- TRAINED ON-SITE: May be populated with a green check mark depending on requirements from your state or district. Test coordinators who conduct in-person training for their staff may mark them as trained on-site if they believe the staff are sufficiently trained to fulfill their role on test day.

**NOTE:** The Trained On-Site status is independent of the Online Training status. If trained on-site, you can still complete the online training course and receive a certificate of completion.

ACTIVE: If this column is marked with a Yes, it means that you're supporting this test
administration. If this column is marked with a No, it means you're no longer supporting
this test administration. Reach out to your test coordinator if this column is inaccurate.

#### **Helpful Resources**

Supports for staff and coordinators based on their assigned administrations.

#### **Helpful Resources**

SAT Weekend	In-School		
SAT Weekend Test Coordinator Manual	SAT Suite of Assessments Test Coordinator Manual		
SAT Weekend Proctor Manual	SAT Suite of Assessments Proctor Manual		
SAT Weekend Technical Troubleshooting Guide	SAT Suite of Assessments Technical Troubleshooting Guide		

**NOTE:** Some educators may see a link to state-specific resources depending on their state affiliation. Staff who are enrolled in both SAT Weekend and in-school trainings will see both sections of Helpful Resources.

## **Viewing Assigned Training Courses**

Under Your Trainings, you can view your assigned courses. To access those courses, click **Access Trainings**.

**IMPORTANT:** The same training name may appear in multiple rows, but you only need to complete it once.

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## **Enrolling in a Training Course**

If you do not see the training course you need to complete under the Your Trainings table, click **Add Additional Test Administrations**.



**NOTE:** You'll need to select the test you're supporting to get to the right training. If you're unsure of what test you're supporting contact your test coordinator.

#### For In-School (SAT School Day/PSAT-Related Assessment)

- Select In-School Assessment (SAT School Day/PSAT-Related Assessment) and click Next.
- 2. Enter your school name or 6-digit school code (AI code) and click Next.

**TIP:** If searching by school name, be sure to confirm the state and zip code. If searching by school code, you can find your school code at **K-12 School Code Search**.

- Choose the assessments you'll be administering and/or supporting and your role on test day and click Next.
- 4. A message will ask you to ensure that pop-ups are enabled. Select OK Redirect to trainings and you will be redirected to the Training Launch Page.

#### For SAT Weekend

- 1. Select SAT Weekend and click Next.
- 2. Locate your school or test center and select one of the following:
  - a. I need to find my School or Test Center for SAT Weekend
    - Enter your 5-digit test center code

TIP: Find your test center code at SAT Test Center Search.

Or

- Enter your school name or 6-digit school code.

TIP: Find your school code at K-12 School Code Search.

- i. Select your test center from the dropdown list.
- ii. Select your test administration and click Next.
- iii. Choose the assessments you'll be administering and/or supporting and your role on test day and click Next.
- iv. A message will ask you to ensure that pop-ups are enabled. Select
   OK Redirect to trainings and you will be redirected to the Training Launch Page.
- b. I need to find my SAT Weekend School-Based administration
  - i. Enter your school name or 6-digit school code and click **Next**.
    - TIP: Find your school code at K-12 School Code Search.
  - ii. Choose the assessments you'll be administering and/or supporting and click Next.
  - iii. A message will ask you to ensure that pop-ups are enabled. Select OK - Redirect to trainings and you will be redirected to the Training Launch Page.

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## **Viewing Staff Training Status**

Test coordinators will see their staff training status in the **Staff Training Status** table below the **Your Trainings** table once staff have enrolled in training and selected the testing location.

#### **Staff Training Status** The following table shows staff progress on their required training. · Check the "Your Trainings" table to ensure you've associated yourself with all the test administrations you're planning to support. Only staff that have logged into the training platform and have selected this testing location will appear on the list. . Staff information will remain in this table for the current season • You are able to indicate whether your staff was "Trained on-Site" - if permitted by your state or district, and whether a person is not supporting the administration. Filter Staff Table Total 20 records Show 1 | 3 | 5 | 15 | 30 | 45 | 60 | Download data 🕹 75 I 100 Testing Location Training Role ? Course Test

**NOTE:** If staff members haven't enrolled in the training, test coordinators will see an alert message notifying them of such.

Courses

SAT Suite In

School Test Day

Staff Training

Procto

Completion Status

Not Attempted

4

PSAT 8/9 Spring

2025 primary

### **Downloading Staff Training Status Tables**

South Lakes High School

To download all staff data, click Download data.

Fernandez, Ashley

- To download filtered results, click Filtered Staff Table to expand the window and show the table filtering options. After updating the filtered options, click Download Filtered.
- To download data for specific staff members, check the box next to each of the staff member's name and click **Download Selected**.

## **Marking Staff As Trained On-Site**

For in-school administrations, some test coordinators may choose to conduct in-person training to prepare their staff for test day, depending on requirements from your state or district. As test coordinator, if your staff member received in-person training and is ready to serve in their test day role, you may mark them Trained On-Site if permitted by your state or district.

Follow the steps to mark a staff member Trained On-Site:

- 1. Check the box next to their name in the Staff Training Status dashboard and then click **Edit**.
- 2. In the pop-up window, click the dropdown under Trained On-Site and select Yes.
- 3. Click Submit to change the status.

## **Marking Staff Active/Inactive**

Once enrolled in a training course, staff members are automatically marked active for the supported administration. In the event a staff member is no longer able to support the administration, test coordinators can mark the staff member as Inactive on the Staff Training Status dashboard. Marking a staff member as inactive can be used to download a report of training statuses for active staff, which may be required by some states and districts.

Follow the steps below to change the staff member's role to inactive:

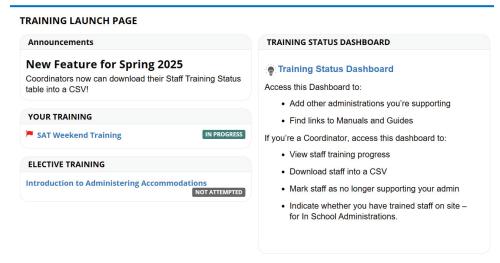
- 1. Check the box next to their name in the Staff Training Status dashboard and then click **Edit**.
- 2. In the pop-up window, click the dropdown under Active Staff and select **No** to change the staff member to inactive.
- 3. Click **Submit** to change the status.

**TIP:** To view only active staff members on the Staff Training Dashboard, deselect the staff members by unchecking the box next to their name and use the filter options to change the Active Staff filter box to **Yes**.

# **Training Launch Page**

The Training Launch Page is where you'll find:

- Announcements highlighting new features
- Your required and elective training courses
- Access to the Training Status Dashboard



## **Launching a Required or Elective Training**

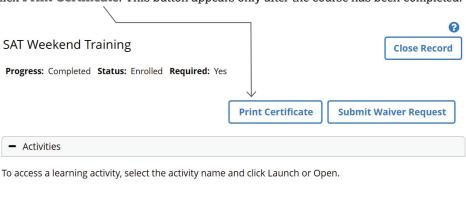
- 1. Click the name of the training course link you want to view.
- Under the Activities section, click Launch to start the training course or Back to return to the Training Launch Page.

After reviewing all training content and passing the Knowledge Check, you'll have the option to print a completion certificate within the course or from your training activities.

## **Printing Your Completion Certificate**

From the Training Status Dashboard, click **Access Trainings** to return to your Training Launch Page.

- 1. On your Training Launch Page, click the name of the course you would like to launch to print your certificate.
- 2. Click Print Certificate. This button appears only after the course has been completed.



Activity Name Type Score Progress Action

© SAT Weekend Training Online Course 100% Completed Launch