



Connecticut Spring 2024 Digital SAT

Using Your Interactive Checklist

December 2023



Your Interactive Checklist

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** (Slide 5)
- You can also interact with the checklist by clicking the buttons in **task notification emails** (Slide 6) → *If you only want to use the emails and not the project plan view that's ok!*
- You will receive a **project overview email** each week letting you know what to work on and what's overdue. (Slide 11)

Your Interactive Checklist

- **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 spring testing, including the interactive checklist emails, come from CTSAT@collegeboard.org.

Welcome Email

Beginning this week Test Coordinators, SSD Coordinators, and Technology Coordinators will receive a **welcome email** giving them access to the to the Interactive Checklist.

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



College Board has invited you to the 2024 Connecticut SAT School Day Testing – Abraham Lincoln HS

Hi!

Welcome to the Spring 2024 Connecticut SAT School Day Interactive Checklist!

New for the 2024 SAT School Day is an interactive checklist. 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 Connecticut SAT School Day this spring. This interactive checklist is being provided as support for school staff regarding the many tasks involved with testing.

Over the coming months you will receive emails alerting you to key tasks.

- Each task comes with a completion deadline to help you manage your schedule.
- When you mark a task as 'complete' it lets us know you're on track.
- When you mark a task as 'in progress' it lets us know you're working on it. We send you a friendly reminder should a task still be in progress the day before it's due.
- If you're having trouble completing a task, just select 'I'm stuck' to let us know you need assistance and add a brief description of the difficulty you're having. The College Board Connecticut Customer Support Team will reach out.

Each task email will include directions for that task and any relevant links or documents you will need. You can also find important documents on CSDE's [Connecticut SAT School Day Related Resources](#) webpage.

You will receive your first task notification later this week! We will be adding tasks to your administration plan over the coming months. To see your plan, click on the “View” button at the bottom of this email. Bookmark the link to your project overview for easy access.

We're excited to work with you this year!

The College Board Connecticut Support Team


866-609-2205

CTSAT@collegeboard.org

[View Project](#)

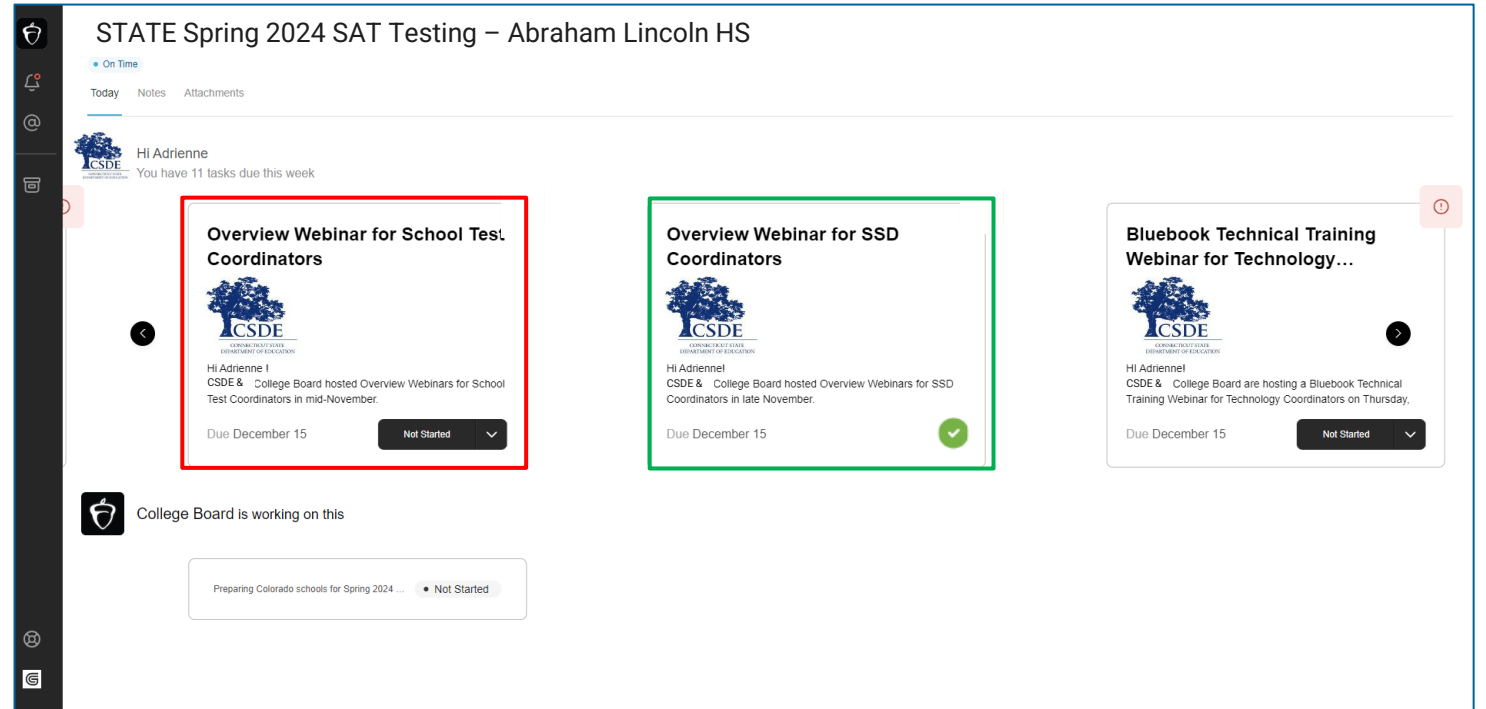
Project Plan View

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.



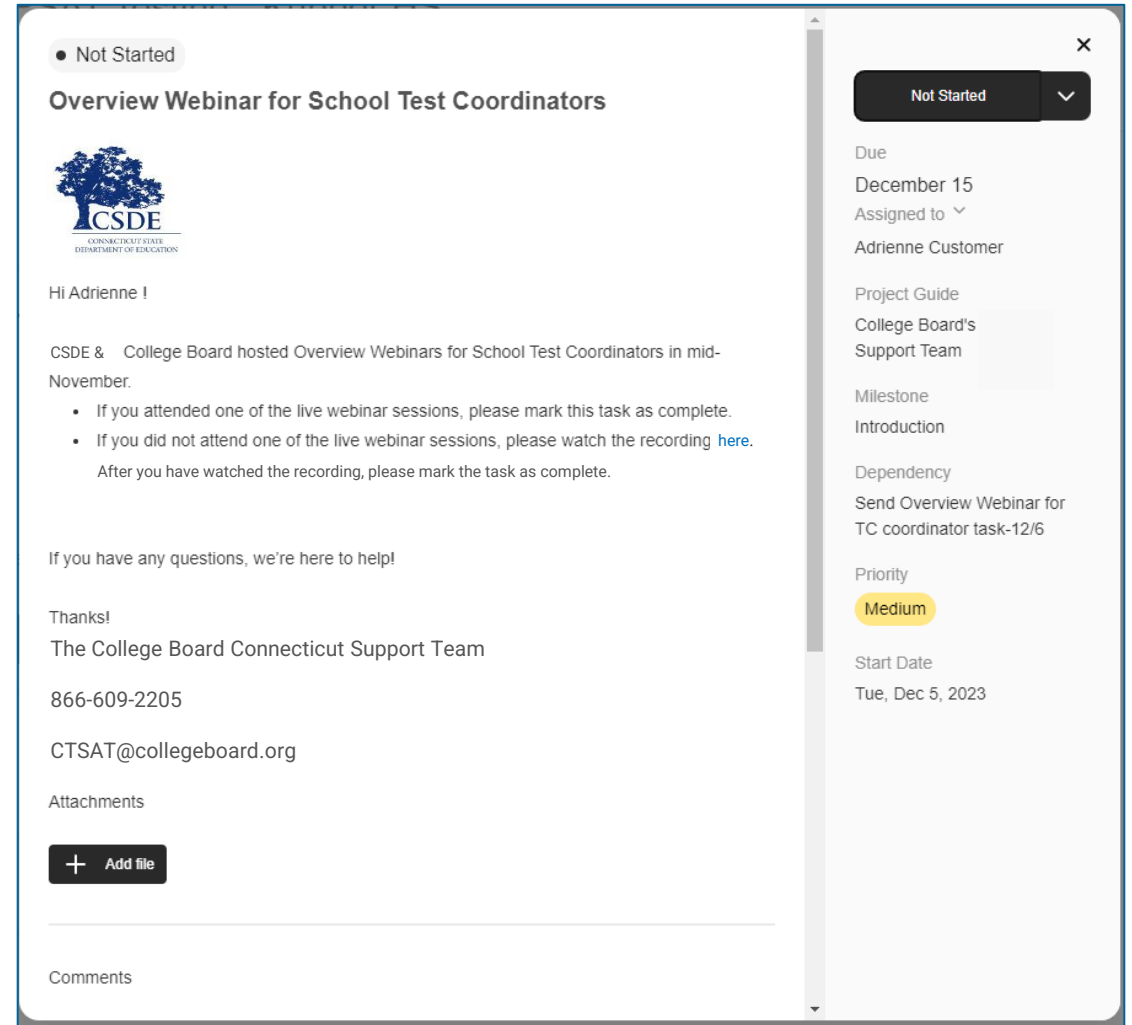
We recommend you bookmark your project plan for easy access.

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.



The screenshot shows a task card titled "Overview Webinar for School Test Coordinators" with a status of "Not Started". The card includes the CSDE logo, a greeting "Hi Adrienne!", and instructions regarding webinar recordings. It also lists contact information for the College Board Connecticut Support Team and an "Add file" button. A right-hand sidebar provides additional details: due date (December 15), assignee (Adrienne Customer), project guide, milestone (Introduction), dependency, priority (Medium), and start date (Tue, Dec 5, 2023).

● Not Started

Overview Webinar for School Test Coordinators



Hi Adrienne !

CSDE & College Board hosted Overview Webinars for School Test Coordinators in mid-November.

- If you attended one of the live webinar sessions, please mark this task as complete.
- If you did not attend one of the live webinar sessions, please watch the recording [here](#).
After you have watched the recording, please mark the task as complete.

If you have any questions, we're here to help!

Thanks!
The College Board Connecticut Support Team

866-609-2205

CTSAT@collegeboard.org

Attachments

+ Add file

Comments

Not Started

Due
December 15

Assigned to
Adrienne Customer

Project Guide
College Board's Support Team

Milestone
Introduction

Dependency
Send Overview Webinar for TC coordinator task-12/6

Priority
Medium

Start Date
Tue, Dec 5, 2023

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 **Connecticut 2024 SAT School Day -Abraham Lincoln HS**

Overview Webinar for SSD Coordinators

Due On: Friday, Dec 15, 2023

Task Instructions:



Hi Adrienne!

CSDE & College Board hosted Overview Webinars for SSD Coordinators in late November.

- If you attended one of the live webinar sessions, please mark this task as complete.
- If you did not attend one of the live webinar sessions, please watch the recording available [here](#). After you have viewed the recording, please mark the task as complete.

If you have any questions, we're here to help!

Thanks!

The College Board Connecticut Support Team

866-609-2205

CTSAT@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 College Board Connecticut Customer Service team.


Mark Task as Stuck

Task Name: Overview Webinars for SSD Coordinators
Assignee: Adrienne Kupper
Description: CSDE and College Board hosted Overview Webinars for SSD Coordinators in late November.

- If you attended one of the live webinar sessions, please mark this task as complete.
- If you did not attend one of the live webinar sessions, please watch the recording [here](#). After you have viewed the recording, please mark the task as complete.

If you have any questions, we're here to help!

Provide a quick description to your Onboarding Guide of what is keeping you from moving forward...

Powered by  guidecx

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 need help by clicking "Stuck."

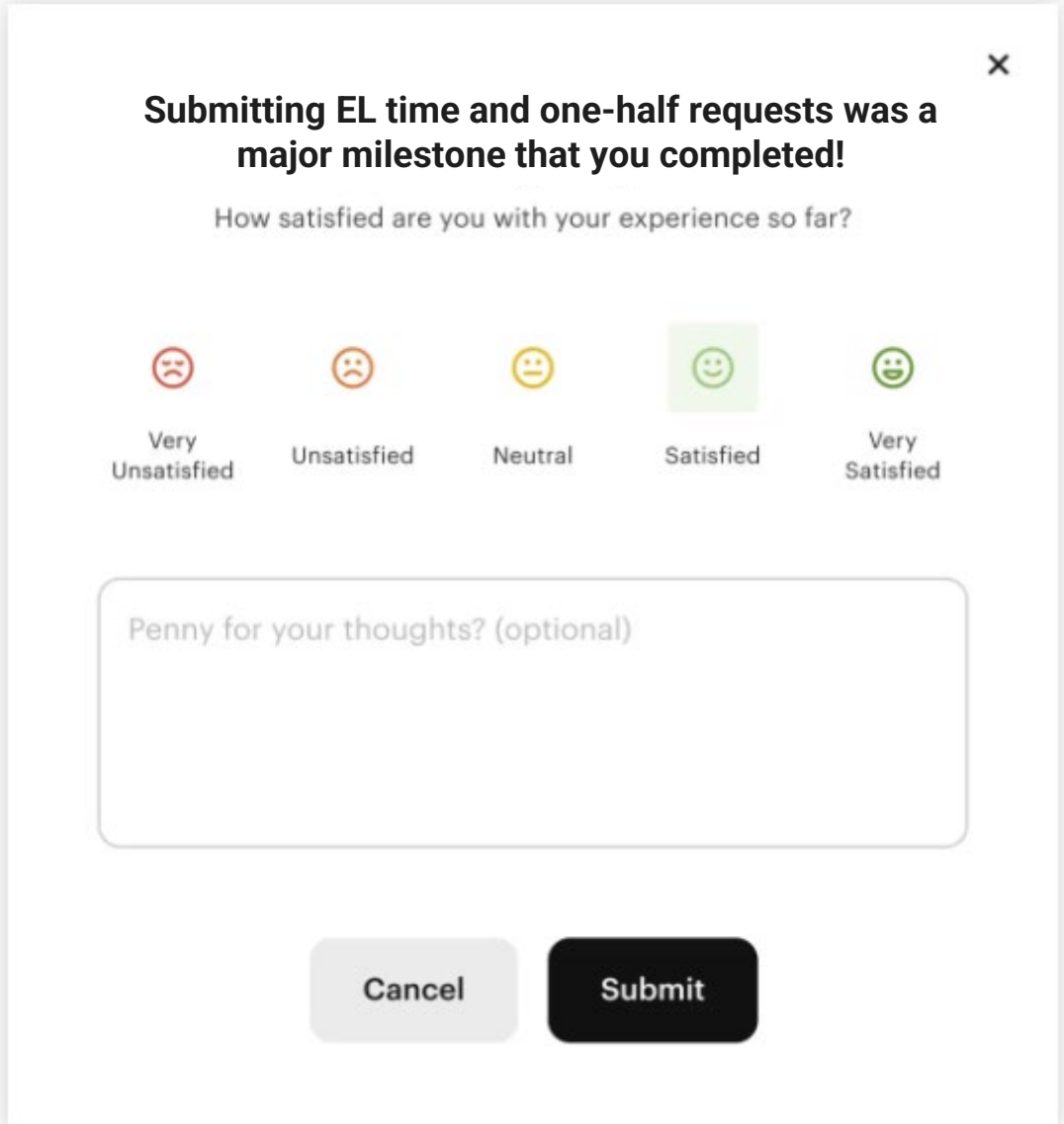
Project: Connecticut 2024 SAT School Day Testing – Abraham Lincoln HS

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.

A feedback survey modal window with a close button (X) in the top right corner. The main heading reads "Submitting EL time and one-half requests was a major milestone that you completed!". Below this is the question "How satisfied are you with your experience so far?". There are five smiley face options: "Very Unsatisfied" (red), "Unsatisfied" (orange), "Neutral" (yellow), "Satisfied" (green, highlighted with a light green square), and "Very Satisfied" (green). Below the options is a text input field with the placeholder text "Penny for your thoughts? (optional)". At the bottom are two buttons: "Cancel" (light gray) and "Submit" (dark gray/black).

Project Overview Email

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.)



Your overview for Connecticut 2024 SAT School Day Testing – Abraham Lincoln HS

Project Manager: College Board's Connecticut Support Team
CTSAT@collegeboard.org

Status: On Time

Complete: 35%

Forecasted End Date: April 19, 2024

Current Tasks with Upcoming Due Dates:

Submit College Board-Approved Accommodations Requests

Jennifer Jones 2/16/2024

Submit EL Time and One-half Support Requests

Jennifer Jones 3/1/2024

Submit State-Allowed Accommodations

Jennifer Jones 3/1/2024

Overdue Tasks:

Review existing accommodation approvals in SSD Online for your school and update as necessary

Jennifer Jones 1/26/2024

[View Project Overview](#)

You received this email because someone you know invited you to collaborate on a project. Update your [email preferences](#) or [unsubscribe](#). View our [Terms of Service](#).

GUIDE^{cx}

Thank You