



Spring 2025 CT SAT® School Day Technology Coordinator Webinar



January 2025

Before We Begin

Brief Reminders from our initial Fall Trainings

Student Personally Identifiable Information (PII)

A Critical Note

- Student PII should be handled with care. It should only be shared verbally, **never in writing/email**.
- Student PII includes:
 - Name
 - Date of Birth
 - Address
 - Phone Number
 - Email Address
 - Any Identifying Numbers (e.g., Registration, State Student ID, SSDID, etc.)
- If in doubt, err on the side of caution and ask for assistance before sharing.

SAT Suite Support



College Board



**James
Wilson**
State Lead
SAT School Day

**Domonique
Bernard**
Director of
Implementation



**Kisha
Smith**
Senior Director
SSD Customer
Service



**Dianna
Frank**
Sr. Director K12
State & District
Partnerships

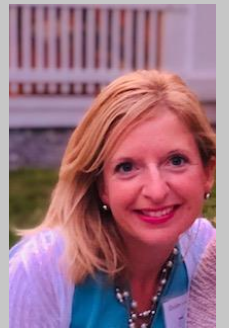
CSDE



**Michelle
Rosado**
Program
Manager, CT
SAT



**Abe
Krisst**
Bureau Chief,
Performance
Office



**Deirdre
Ducharme**
Special
Populations,
Connecticut
Statewide
Assessments

Who to contact, when, and how

State Policy/Procedure Question?

(i.e., not related to College Board policy or systems)



Your State Implementation Team

- Receives questions from WVDE and escalations from College Board customer service
- Provides responsive resources and higher-level support as required
- May reach out proactively if College Board systems monitoring raises concern*

CSDE:

Michelle Rosado

860-713-6860

Michelle.Rosado@ct.gov

Deirdre Ducharme

860-713-6860

Deirdre.Ducharme@ct.gov



College Board Policy/Procedure Question (including troubleshooting)?

- **866-609-2205**
ctsat@collegeboard.org
- This state contract-specific customer support is the fastest way to have your question heard/responded to.
- Please specify your state in the opening of your call or email.

* **For example:** not completed onboarding survey, not completed training, lack of Test Day Toolkit activity preparing for testing, etc.

Your Team



School Test Coordinator (STC)

Services for Students with Disabilities (SSD) Coordinator

Proctor

Technology Coordinator

Technology Monitor(s)

Room & Hall Monitor(s)

- As soon as you have a change in principal or coordinator (primary or backup, whether Test, Tech, or SSD), please submit those changes to CSDE (Michelle.Rosado@ct.gov)
- Proctor and Monitor changes are made by their Test Coordinator using Test Day Toolkit as covered during our fall Test Coordinator trainings.

Today's Agenda

- 1 General Tech Requirements
- 2 Installing and Maintaining Bluebook
- 3 Troubleshooting
- 4 Q & A

General Tech Requirements

Acceptable Devices, Power Requirements, Wi-Fi Accessibility

<https://bluebook.collegeboard.org/students/approved-devices>

<https://bluebook.collegeboard.org/technology/networks>



Desktops, Laptops, Chromebooks,
Full-Sized Tablets

Chromebooks must be
school managed

External mice permitted

Tablets may use external keyboard
(keyboard is required for Window tablets)



Must be charged for
3 hours of battery operation
(4 is preferred) or be plugged
into a power source

Testing devices for students testing
with extended time, extended breaks,
or breaks as needed must have
access to power



Must be able to connect to the
internet via ethernet or Wi-Fi;
**internet required only to start
the test and submit responses**

**Minimum Bandwidth
(Download & Upload)**

200 Kbps
(0.2 Mbps)

Installing and Maintaining Bluebook

Installing Bluebook™ on Students' Testing Devices

General Information

- Install Bluebook™ **on any individual device other than a Chromebook** at: <https://bluebook.app.collegeboard.org/>. The webpage will read your device type and automatically provide access to the corresponding application.
- Install Bluebook™ **on multiple devices through your school technology professional's management platform (required for Chromebook)** by following the additional instructions provided for each operating system listed here: [Chromebook](#), [Windows](#), [iPad](#), [Mac](#)
- Bluebook™ can be installed on devices that are school managed or student owned, **except** for student owned Chromebooks (student personal desktops should not be used for practical reasons).
- Ideally, Bluebook™ should be installed on the same device the student will use on test day. However, shared devices (e.g., laptops from a laptop cart) are permitted and common **except** that students testing with embedded accommodations and/or assistive technology should have a dedicated device that they will use:
 - When your school conducts its digital readiness check.
 - If they take full-length practice exams with their accommodations by signing into Bluebook™ with their test ticket credentials.
 - On test day.

After Installing Bluebook™

Staying Up to Date

If deployed properly, Bluebook™ performs routine updates as necessary when students launch the application, but releases occasionally do require a new deployment. If Bluebook cannot auto-update, a message will display stating that reinstallation is needed before that device can be used to test.

- The latest information on Bluebook™ updates is available at:
<https://bluebook.collegeboard.org/technology/updates>
- To receive email updates about Bluebook™ releases, please complete the form available at:
<https://form.collegeboard.org/f/opt-in-for-bluebook-emails>

For the many schools using Chromebooks, please note:

- Bluebook is always aligned to the ChromeOS stable channel. Any version available on the stable channel is supported. The person that manages your Google Admin Console will be able to verify this within the admin console.

All devices' operating system technical requirements, how they are determined, and the frequency of Bluebook™ updates, are available at: <https://bluebook.collegeboard.org/help-center/when-are-technical-requirements-bluebook-updated>

After Installing Bluebook™

Applying Accessibility Technology: Review our Fall SSD Coordinator Training available [here](#)

Bluebook™ provides technology-afforded accommodations for students through:

- [Universal accessibility features](#) available directly in Bluebook™ to all students without any additional request or configuration
- [Embedded additional accessibility tools](#) available directly in Bluebook™ to students with a corresponding approved accommodation
- [External assistive technology](#) available on the computer of a student if they have an approved accommodation that requires that non-embedded tool to remain provided on their computer after they log into Bluebook™

Please click on the links above and as well as the link for your specific operating system's installation instructions ([Chromebook](#), [Windows](#), [iPad](#), [Mac](#)) for complete details on what accessibility resources are available and how to ensure they are provided to the students who need them.

After Installing Bluebook™

Checking Devices

School's **must** use Bluebook™ to conduct a Digital Readiness Check on each testing device:

- A device cannot test until the Digital Readiness Check is completed.
- Although the most basic purpose of the Digital Readiness Check – ensuring device readiness and proper Bluebook™ installation – takes only a few minutes, it is recommended that schools perform their check at least 1 – 2 weeks prior to testing to provide enough time before test day to:
 - Repair, reconfigure, or replace devices that do not pass the Digital Readiness Check
 - Ensure devices' operating systems and installed versions of Bluebook™ are up-to-date before test day
 - Enable students with accommodations to verify their appearance and configuration in Bluebook™ and gain access to full-length practice tests with those accommodations
 - Enable all students to verify their information in Bluebook™, have time to familiarize themselves with the platform and its features, as well as gain access to full-length practice tests if they do not have a College Board account

Digital Readiness Check – Tech Coordinator Concerns

1. Device Is Tested

The image displays two sequential screenshots of the Bluebook interface. The left screenshot shows the 'Sign In' screen with a 'Test Your Device' button circled in red. A large red arrow points from this button to the right screenshot, which shows the 'This Device Meets the Requirements' screen. The 'Test Your Device' button is a rounded rectangle with a device icon and the text 'Test Your Device'. The 'This Device Meets the Requirements' screen lists three checked items: Memory, Operating System, and Disk Space, with a 'Done' button at the bottom.

Bluebook™

Sign In

Use a sign-in ticket from your school

OR

Sign In with a student College Board Account

[I'm an educator](#)

[Need help signing in?](#)

Test Your Device

Bluebook™

This Device Meets the Requirements


We recommend running this check as close to test day as possible.

- ✓ Memory
- ✓ Operating System
- ✓ Disk Space

Done

Digital Readiness Check – Tech Coordinator Concerns

2. Test Day Toolkit Generated a Complete Sign-in Ticket for Each Registered Student

Sign-In Ticket 

Test: Test Automation In-School SAT Digital
Room: Room 10: Monitoring Dashboard Tests

Name: **Laurie M. Abbott**
Date of Birth: 12/15/2004

STUDENT INSTRUCTIONS

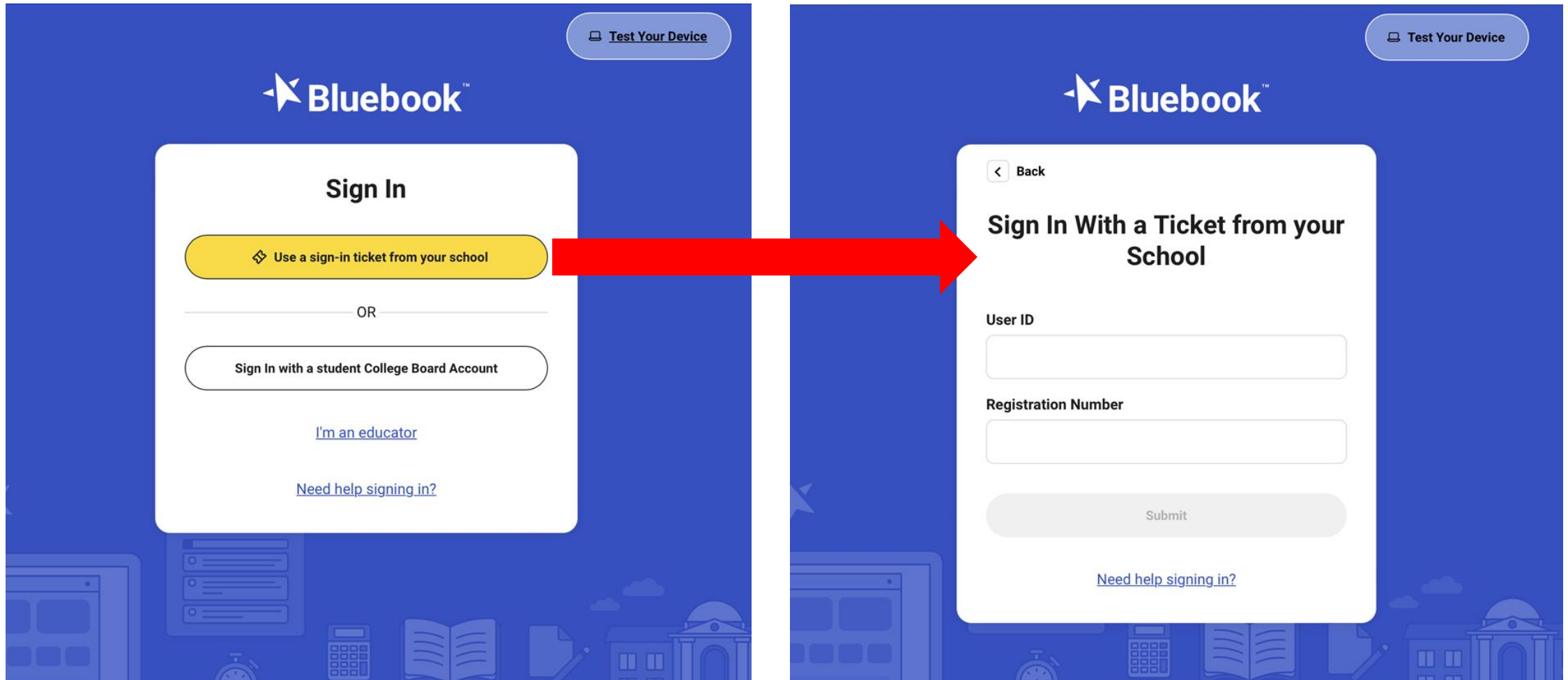
Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code.
On test day, as soon as you're seated, sign in and complete check-in.

User ID

Registration Number

Digital Readiness Check – Tech Coordinator Concerns

3. Student is able to sign into Bluebook™ using their Sign-In Ticket Credentials



Troubleshooting

Prevention and Problem Solving

- Technology Coordinators should work together with their Test and SSD Coordinators to ensure technical readiness for all rooms, all students (with particular attention to student accommodations), and their devices in advance of test day. To be certain, **conduct a Digital Readiness Check 1 – 2 weeks before testing.**
- Stay abreast of:
 - Bluebook™ updates either [on our webpage](#) or by [opting-in to email updates](#)
 - Updates to [device operating system requirements](#) and [network requirements](#)
- For test day, establish a help room staffed by a technology monitor equipped in advance with the **SAT Suite Proctor Manual's technical troubleshooting guide**. Online Bluebook Troubleshooting Q & A is also available at <https://bluebook.collegeboard.org/technology/help/bluebook-troubleshoot> and through the “Help Page” within Test Day Toolkit. **Remember, internet connection is only required to start and submit the test.** Once started, students may continue testing in Bluebook™ even if the internet is lost and their proctor loses Test Day Toolkit access.



If further support is needed, call our state-contract specific Customer Support line at 866-609-2205.

Q & A

Thank You!