



SAT® Suite

Spring 2025

SAT SUITE OF ASSESSMENTS

Test Administration Training

PLATFORM GUIDE

Contents

- 1 **Training Overview**
- 1 **Training Status Dashboard**
 - 1 Accessing the Training Status Dashboard
 - 2 Column Descriptions
 - 2 Helpful Resources
 - 2 Viewing Assigned Training Courses
 - 3 Enrolling in a Training Course
 - 3 For In-School (SAT School Day/PSAT-Related Assessment)
 - 3 For SAT Weekend
 - 4 Viewing Staff Training Status
 - 4 Downloading Staff Training Status Tables
 - 4 Marking Staff As Trained On-Site
 - 5 Marking Staff Active/Inactive
- 6 **Training Launch Page**
 - 6 Launching a Required or Elective Training
 - 6 Printing Your Completion Certificate

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**.
2. 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.

1. 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	Type	Testing Location	Role ?	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 Weekend Proctor Manual SAT Weekend Technical Troubleshooting Guide	SAT Suite of Assessments Test Coordinator Manual SAT Suite of Assessments Proctor Manual 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.

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**.

SAT Weekend Training	Required	LOS ANGELES VALLEY COLLEGE	Test Coordinator	Digital SAT March 2025	Not Attempted *	—	Yes
----------------------	----------	----------------------------	------------------	------------------------	-----------------	---	-----

* Training status may be 30 minutes old.

Add Additional Test Administrations
Access Trainings

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)

1. 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](#).

3. 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.

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

Download data  Edit

Total 20 records Show 1 | 3 | 5 | 15 | 30 | 45 | 60 | 75 | 100 < 1 2 >

<input type="checkbox"/>	Name	Testing Location	Training Courses	Role 	Test Administration	Course Completion Status	T
<input type="checkbox"/>	Fernandez, Ashley afernandez@school.edu	South Lakes High School	SAT Suite In-School Test Day Staff Training	Proctor	PSAT 8/9 Spring 2025 primary	Not Attempted	O

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

Downloading Staff Training Status Tables

- To download all staff data, click **Download data**.
- 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

TRAINING LAUNCH PAGE

Announcements

New Feature for Spring 2025
Coordinators now can download their Staff Training Status table into a CSV!

YOUR TRAINING

🚩 **SAT Weekend Training** IN PROGRESS

ELECTIVE TRAINING

[Introduction to Administering Accommodations](#) NOT ATTEMPTED

TRAINING STATUS DASHBOARD

Training Status Dashboard

Access this Dashboard to:

- Add other administrations you're supporting
- Find links to Manuals and Guides

If you're a Coordinator, access this dashboard to:

- View staff training progress
- Download staff into a CSV
- Mark staff as no longer supporting your admin
- Indicate whether you have trained staff on site – for In School Administrations.

Launching a Required or Elective Training

1. Click the name of the training course link you want to view.
2. 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.

SAT Weekend Training Close Record ?

Progress: Completed **Status:** Enrolled **Required:** Yes

Print Certificate
Submit Waiver Request

— Activities

To access a learning activity, select the activity name and click Launch or Open.

Activity Name ▲	Type	Score	Progress	Action
🔍 SAT Weekend Training	Online Course	100%	Completed	Launch