SAT Suite of Assessments Bulk Registration Process

Supporting Schools and Students to Achieve

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC SCHOOLS

Agenda

- What does the Bulk Registration Tool do?
- Overview
- Preparing the File
- Using the Tool: Getting started and uploading your file
- Using the Tool: Making changes; fixing errors and warnings
- Next Steps

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- **What does the Bulk Registration Tool do?**
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What does the Bulk Registration Tool do?

- Bulk registration is required for the Idaho-provided SAT School Day and PSAT/NMSQT administrations.
- Bulk registration allows districts and schools that participate in SAT School Day and PSAT/NMSQT administrations to pre-identify students electronically and securely for the administration.
- The bulk registration file helps report accurate student accounting back to the Idaho State Department of Education (SDE) and creates the following:
  - Pre-ID labels that will be affixed to the student's answer sheet
  - Cleaner data reporting
- Bulk registration will be repeated for spring 2021 SAT School Day. The bulk registration does not carry over from fall to spring.

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- Resources

Bulk Registration Overview

- All schools or districts are required to use the Bulk Registration Tool for registering students.
- Schools **will** order materials for PSAT/NMSQT and SAT in fall through the College Board Test Ordering Site (TOS) and **will** bulk register students.
- For fall test administration for the PSAT/NMSQT and SAT:
  - Schools will
    - Order test materials through TOS
    - Bulk register students
- For spring SAT School Day
  - Schools will bulk register students
  - Schools <u>will not</u> order test materials through TOS
- Pre-ID labels will be received in time for use in a preadministration process.
- Please be aware if you go to the College Board's website about bulk registration, dates you find may not be applicable to the Idaho-provided School Day administration.

Bulk Registration

- The district test coordinator or SAT or PSAT/NMSQT test coordinator will complete bulk registration for each district/school.
  - The bulk registration upload provides the required data elements for each student: AI code, student name, sex/gender, date of birth, grade, student home address, **state-assigned EDUID** and type to College Board.
  - Pre-ID Labels will be shipped to schools to be affixed to student answer sheets.

Who does the upload?

- All Test Coordinators will receive the information to access the Bulk Registration Tool. An access code is needed for the Bulk Registration Tool. The Bulk Registration Coordinator, if designated on the annual site intake form, will receive this access code prior to the opening of the bulk registration tool along with the Test Coordinator.
- The file can be uploaded by a school level staff member with one school in the file, or by a district level designee with multiple schools in the file.
- **The SDE will not be uploading on behalf of schools or districts.**
- The use of Clever is supported in the submission of bulk registration files for fall SAT and PSAT/NMSQT, but it is not supported for spring SAT School Day (due to contract restrictions for spring testing).

Bulk Registration

- Start early, download the template and begin preparing student data.
- Coordinate with your District Test Coordinator to determine who will complete the upload.
- In districts with more than one school, it is often easier to have a single person submit the data for all schools in the district.
- Access codes will be emailed to the Bulk Registration Coordinator and Test Coordinator identified in the SDE intake survey.
- Upload bulk registration file to system.
- Contact IdahoSDSupport@collegeboard.org for assistance if needed.

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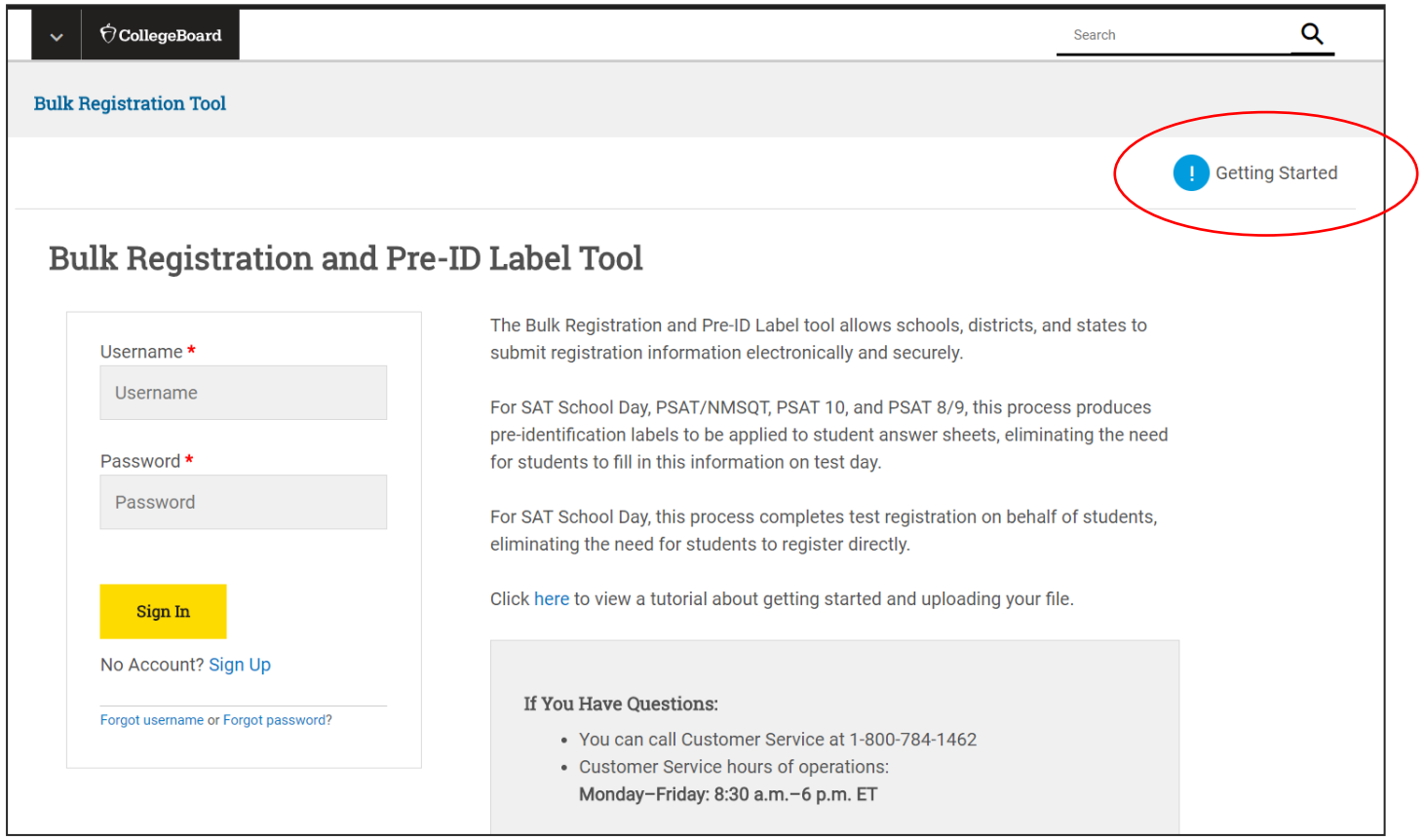
Preparing the File

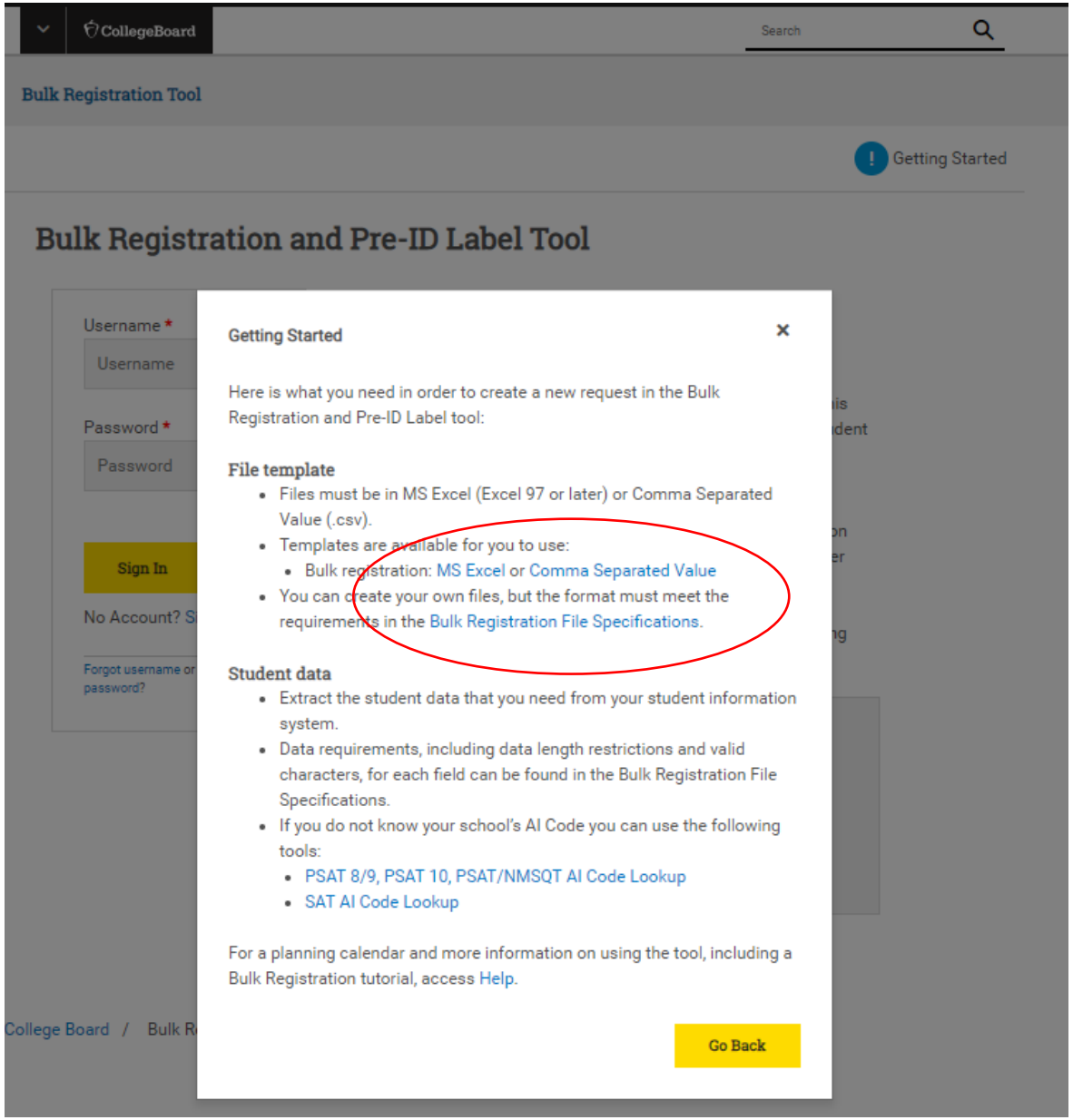
To access the Templates and File specifications:

- Go to https://bulkreg.collegeboard.org
- Click **Getting Started**



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.
- No access code is needed to obtain templates or the file specifications.



Preparing the File

File Template:

- Download the template. **Click Here**, then click Getting Started.
- Identify all students that will be testing.
- Do NOT change the template. All fields and column headers must remain as they are in the template.
- Pull the required data elements for each student: AI code, student name, sex, date of birth, grade, student home address, **state EDUID.**

Preparing the File

- File Specifications:
- Download the specifications: [Click Here](#).
- File specifications will indicate if a field is required, maximum length, and valid values for each field.

Bulk Registration File Specifications

2020-21 SCHOOL YEAR

Good to Know

- Effective Fall 2020, the bulk registration tool refers to "Gender" rather than "Sex" in alignment with all College Board programs, websites, and tools.
- Bulk registration continues to support multiple student IDs. Be sure to follow the instructions in this document carefully in order to be sure the intended ID is displayed on your pre-ID label and elsewhere.
- Digital testers will not receive pre-ID labels, but must upload a bulk registration file so that test coordinators can manage student data and complete digital readiness tasks prior to test day.

Preparing Files for Upload

- Files will be validated within 1 hour of upload to the Bulk Registration tool but are frequently completed sooner. Files will be validated for correct column headers, columns in the correct order, required fields populated, and valid field values.

What to Know if You're Using Clever (Option 2)

- If your district is using Clever to share information for purposes of bulk registration, you will not need to manually prepare a file for upload.
- You still need to upload, validate, review, and submit your request in Bulk Registration after sharing data in Clever.
- Refer to the 'If Using Clever' column in the specifications below for details on what data are shared with Bulk Registration from Clever.
- Be sure to note the following differences between uploading a file and using Clever:
  - The following data are not available via Clever at this time:
    - Telephone Number
    - Free and Reduced Lunch
    - Country Code

FIELD-LEVEL SPECIFICATIONS

FIELD NAME	MAXIMUM LENGTH	REQUIRED FIELD?	VALID VALUES	NOTES	IF USING CLEVER
FIRST NAME	20	Yes	Alpha values (A–Z, a–z); '-' – Hyphen; ' ' – Space; ' – Apostrophe	Student First Name Pre-ID labels will print first 7 characters if Last Name reaches 35 characters.	Shared via Clever
MIDDLE INITIAL	1	No	Alpha values (A–Z, a–z)	Student Middle Initial	Shared via Clever if available
SEX	1	Yes	M = Male F = Female	Student Gender Printed on Pre-ID label	Shared via Clever
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.	Shared via Clever
GRADE	2	Yes	6, 06 = 6th Grade 7, 07 = 7th Grade 8, 08 = 8th Grade 9, 09 = 9th Grade 10 = 10th Grade 11 = 11th Grade 12 = 12th Grade OT, ot = Other	Student Grade Printed on Pre-ID label If the grade does not align to the expected birth date, it will generate a warning in the validation log. Warnings do not stop the data from being processed.	Shared via Clever

Preparing the File

Using Student EDUID

- There are three fields for student ID – state student id, district student id, and school student id. **Enter each student's EDUID in all three fields**.
- If your students do not have valid EDUIDs due to being new, please contact your District ISEE Coordinator. If you have questions about student eligibility to take the SAT or PSAT/NMSQT on a school day, please contact Ayaka Nukui (anukui@SDE.idaho.gov) at the Idaho State Department of Education for assistance.

SCHOOL STUDENT ID NUMBER	30	Yes for some SAT (see Note)	Alpha values (A–Z, a–z);	Including one or more Student ID will improve the ability to match the student
DISTRICT STUDENT ID NUMBER	30	Yes for some SAT (see Note)	Alpha values (A–Z, a–z);	Including a student ID will improve the ability to match
STATE STUDENT ID NUMBER	30	Yes for some SAT (see Note) No for PSAT 8/9, PSAT 10, PSAT/NMSQT	Alpha values (A–Z, a–z); Numeric values (0–9); No embedded spaces	Including a student ID will improve the ability to match the student with existing records, benefiting you and your students. Values greater than 15 characters may not be included in College Board reports. This ID will be reported in the K-12 reporting portal for all state contracted administrations. The last

Preparing the File

Common Error: Date of Birth Field

- Date of Birth
  - Must be in MMDDYYYY format (8 numbers are required without extra characters)
  - If 7 numbers are provided, system will insert a leading zero and generate a warning in the system.

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.

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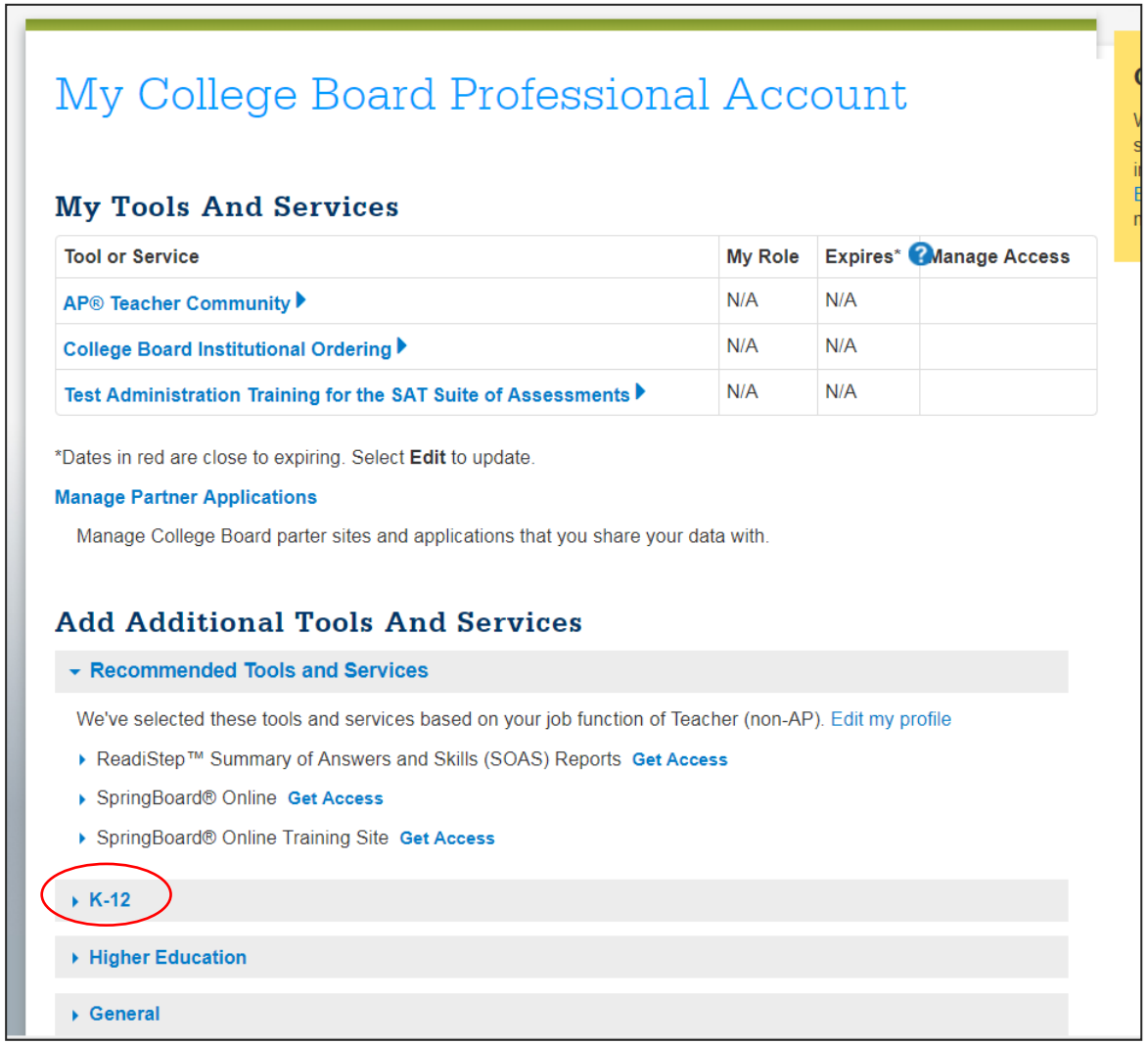
Getting Access Code

- Access codes are required to link your College Board professional account to the Bulk Registration Tool. A bulk registration code will be sent to schools/districts in late August.
- If you can't access the system or you are new to using the Bulk Registration Tool, an access code will be provided.
- Codes will be emailed to the Bulk Registration Coordinator and Test Coordinator .
- We recommend coordinating with your District Test Coordinator to determine who will complete the upload. In districts with more than one school, it is often easier to have one person submit the data for all schools in the district.
- 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.

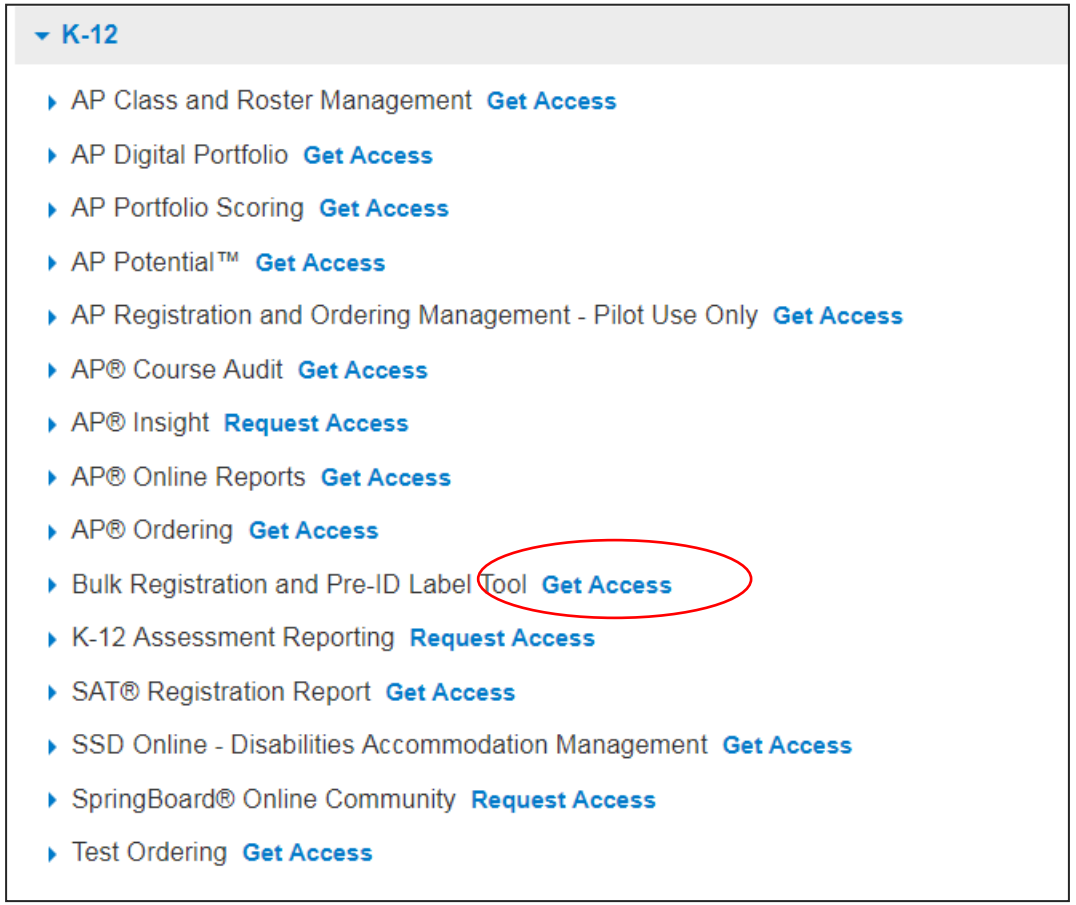
Using the Access Code

- Check your dashboard for "**Bulk Registration and Pre-ID tool**" listed under My Tools.
- If present, click the link to access the tool.
- If not present, scroll to the bottom of the page to **Add Additional Tools and Services**.
- Expand the **K-12** section.



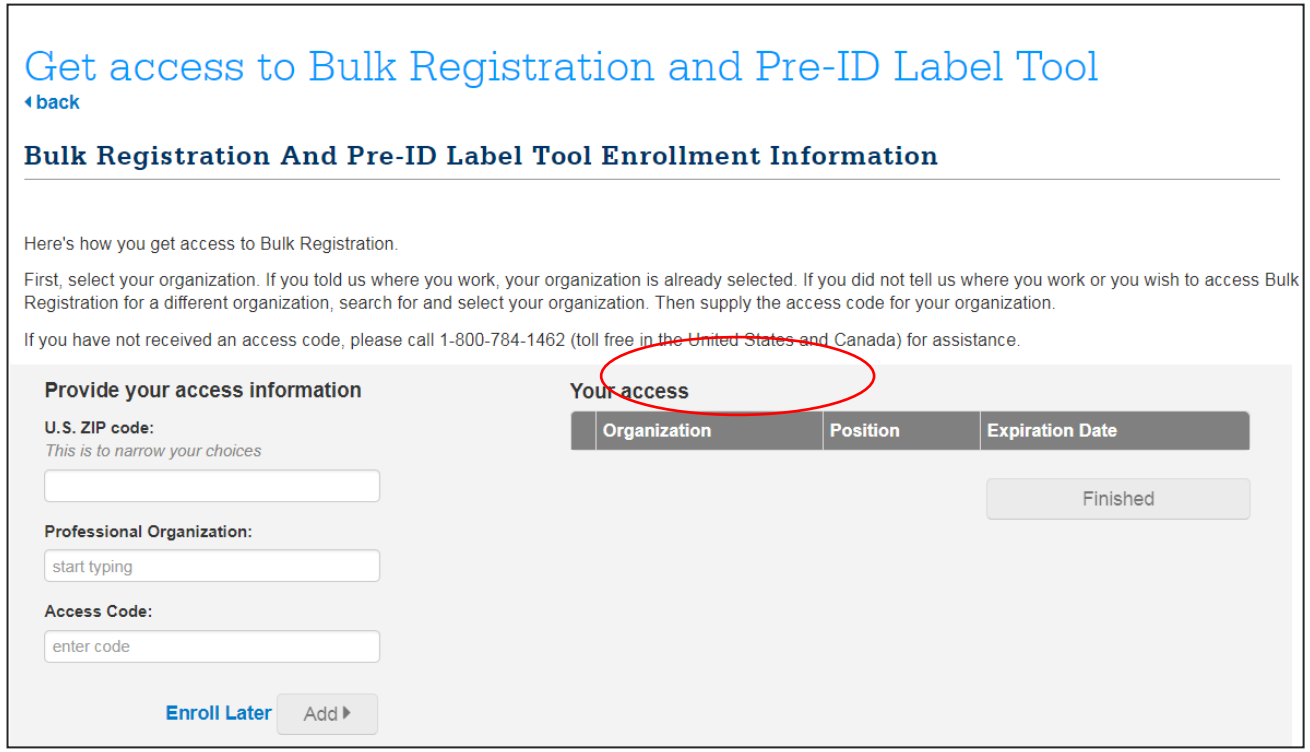
Using the Access Code

- Select **Get Access** next to the Bulk Registration and Pre-ID Label Tool.



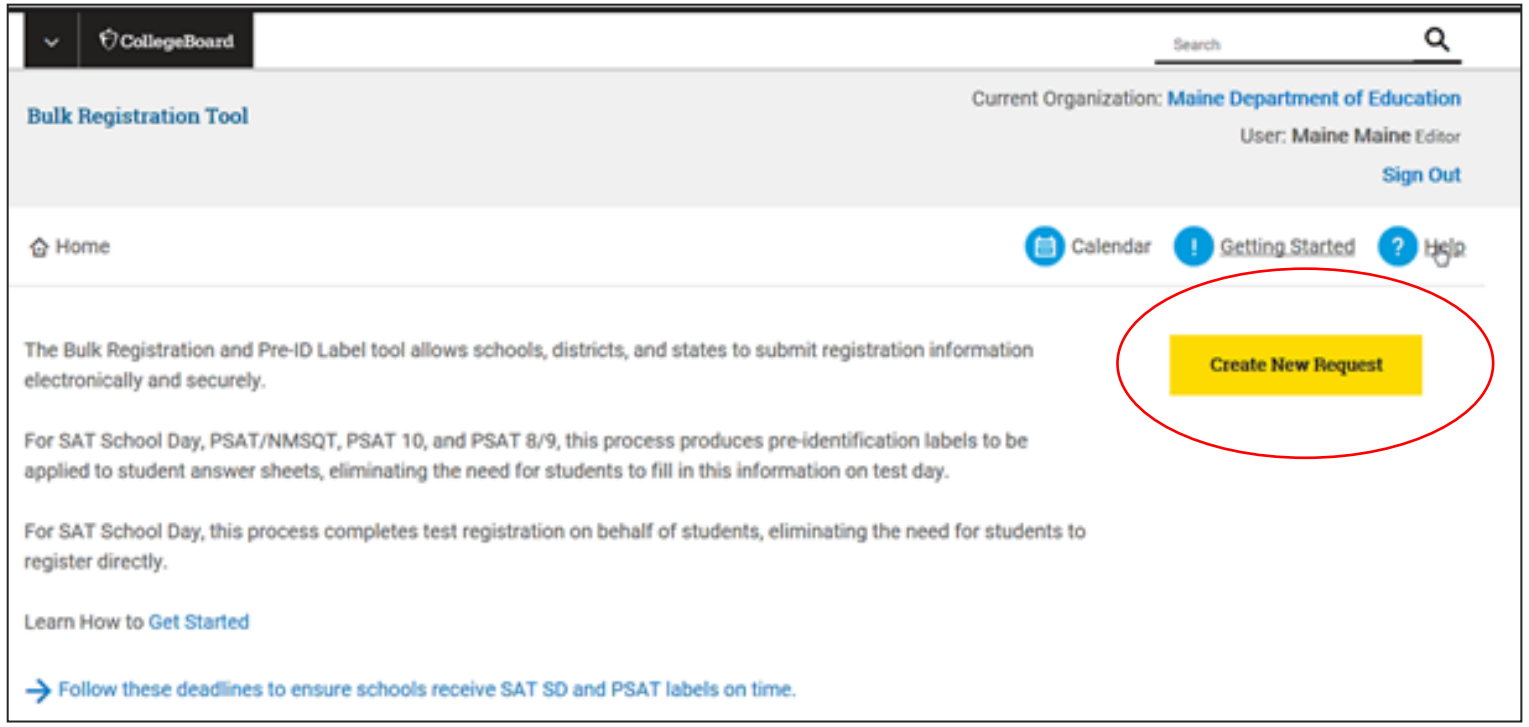
Using the Access Code

- 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 name.
- Enter the 6-letter access code you received in the email.
- Click **Add**.



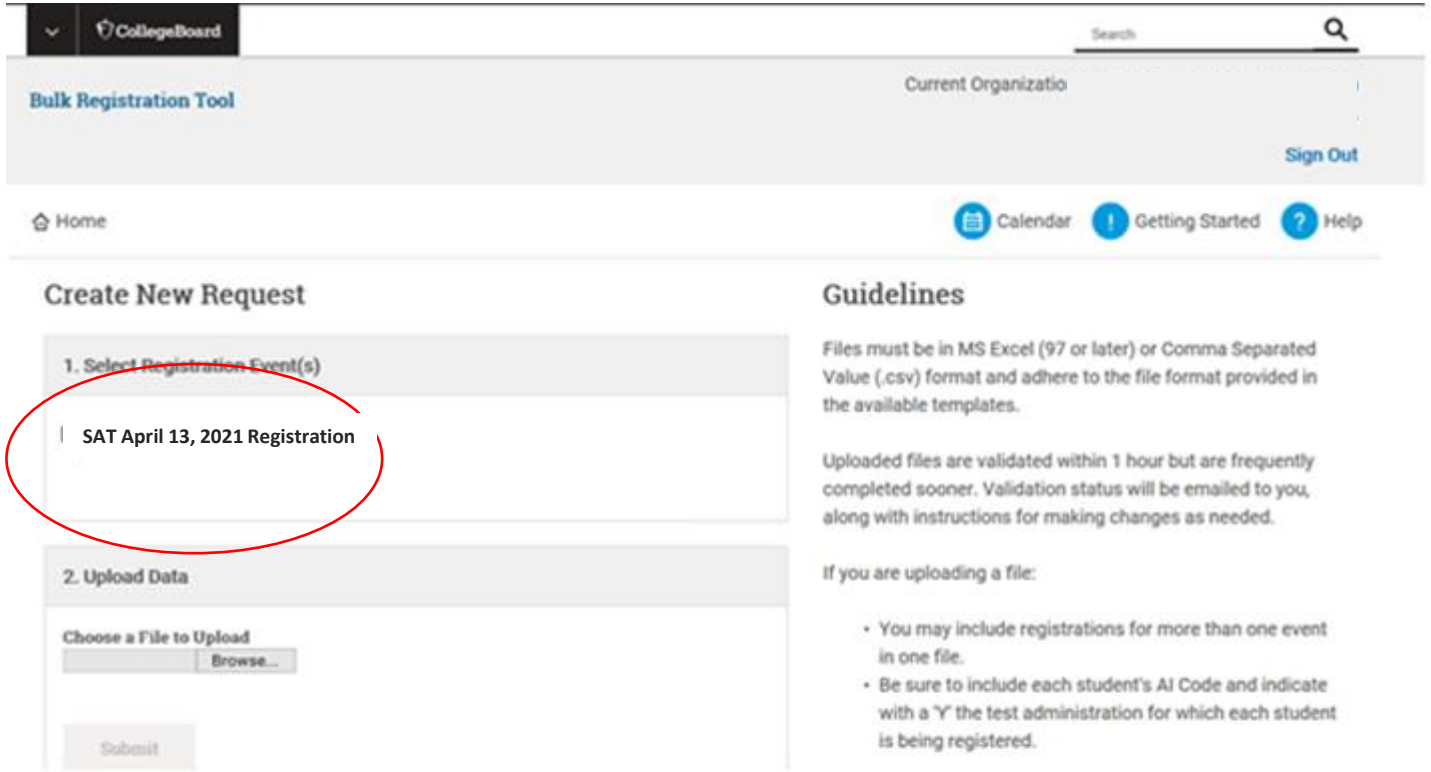
Creating a New Request

- To log in once your account is linked to the Bulk Registration Tool, 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**.



Select the Registration Event

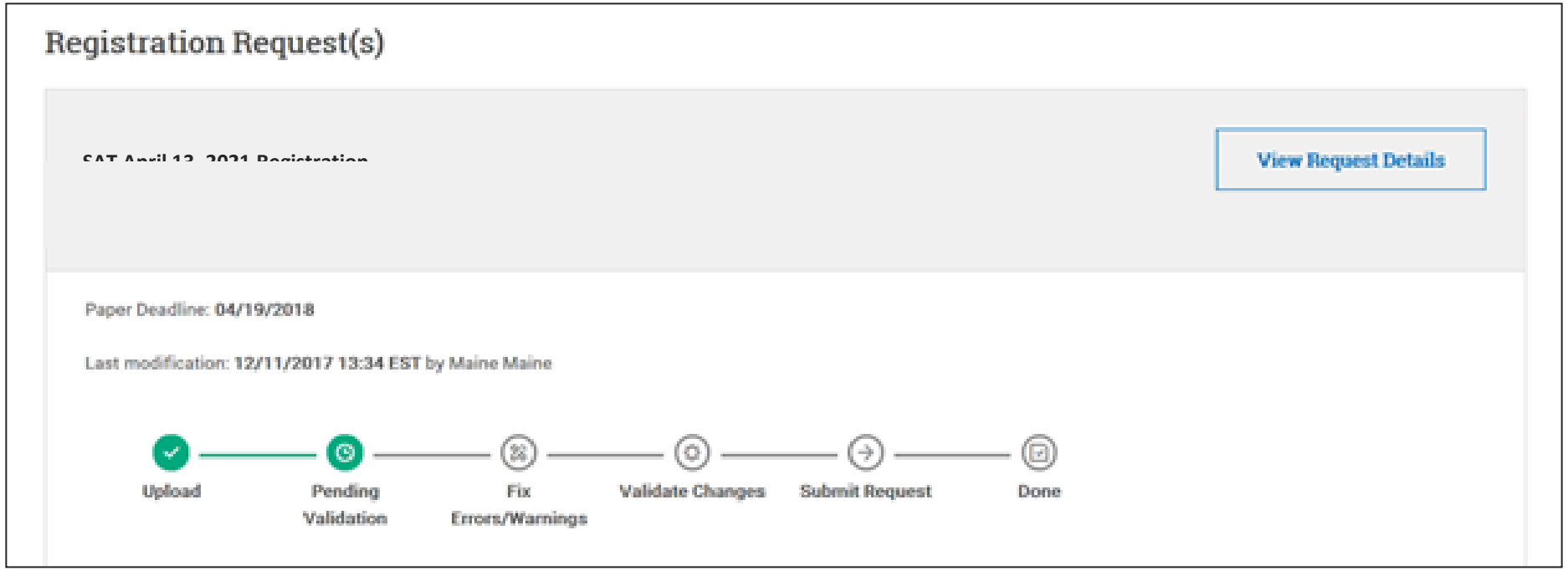
- Choose the date of your SAT or PSAT/NMSQT administration. Select the **box** next to the date.
- Upload the file that was created using the template.
- Click **Submit**.



Using the Tool

Validation of File:

- 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.
- You can follow the progress of the validations on the dashboard.



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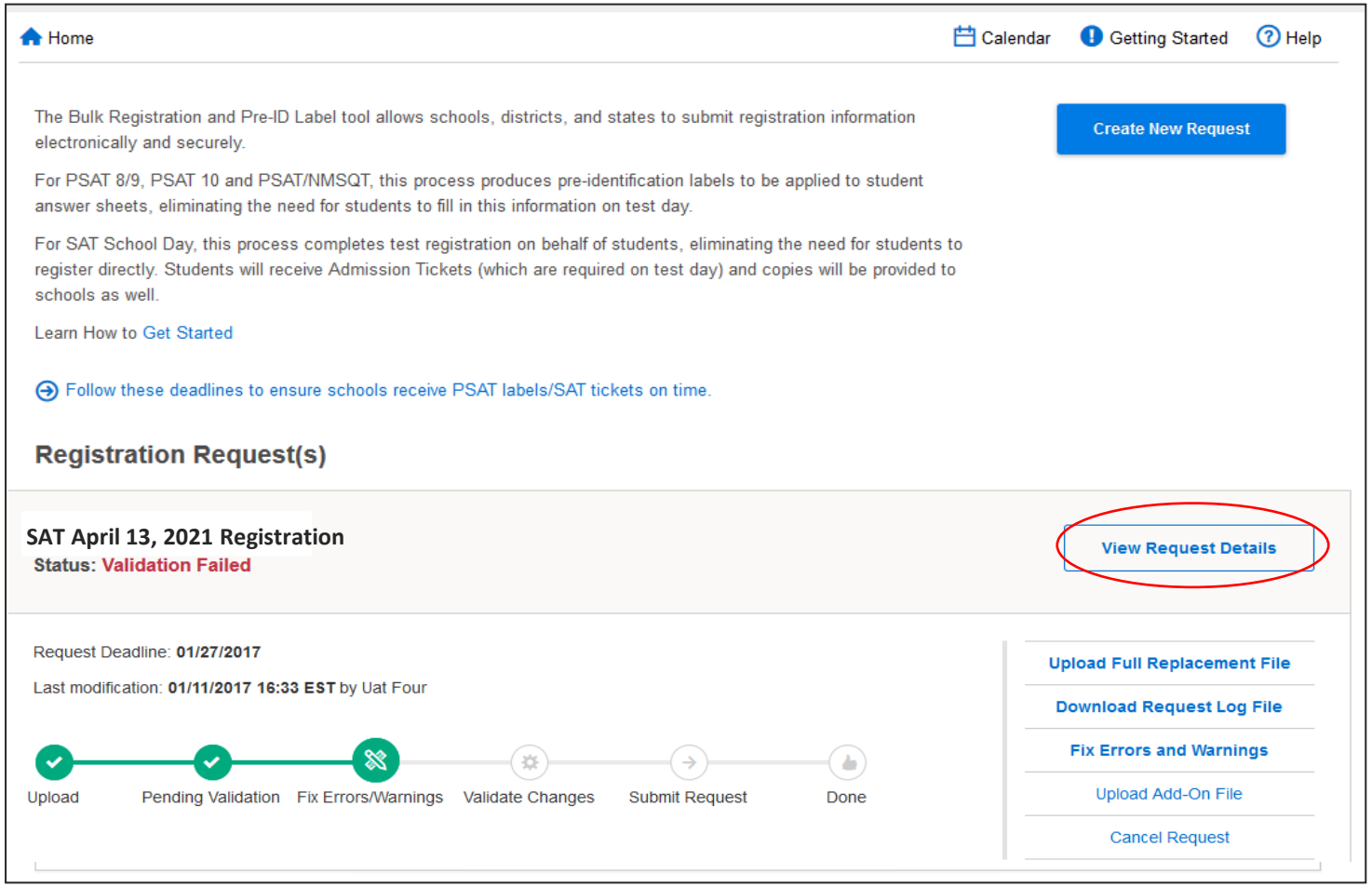
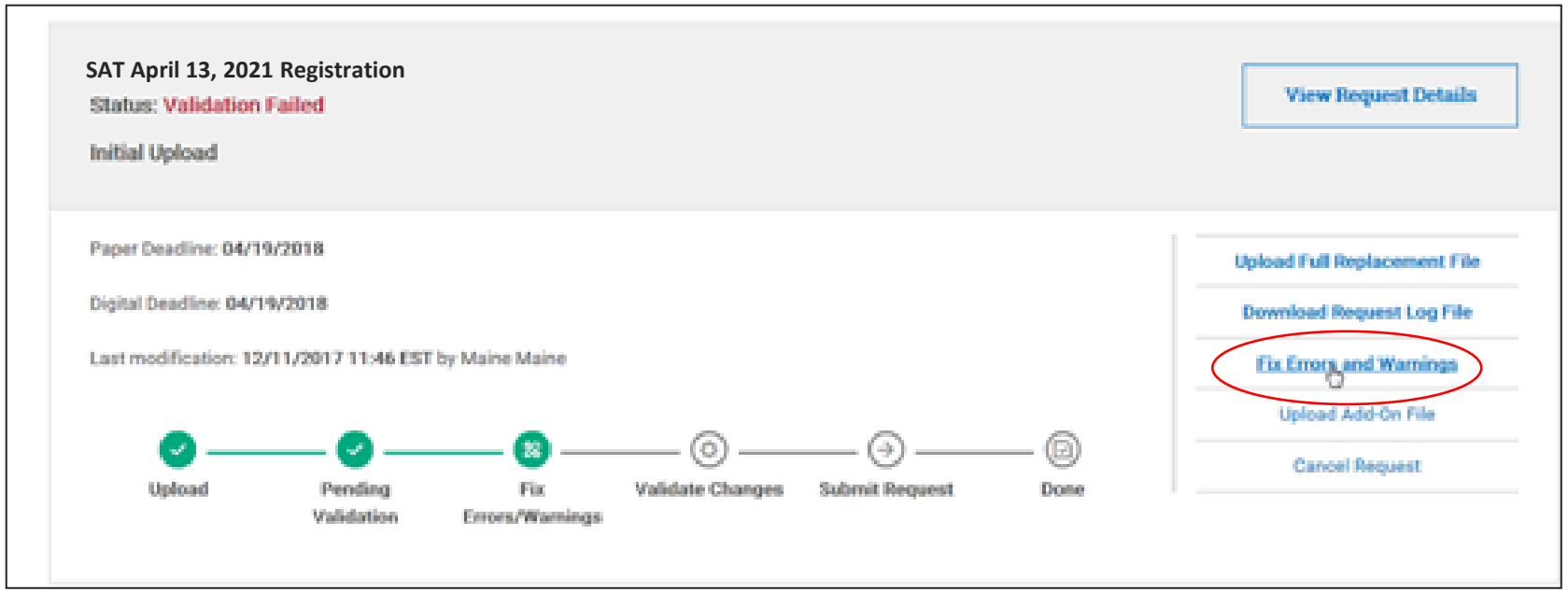
View Validation Results

- Click View Request Details for information on how many errors and warnings you have in the file.
- If the validation fails, you will have the opportunity to make changes.
- This can be done by uploading a brand new file or fixing errors and warnings within the tool itself.



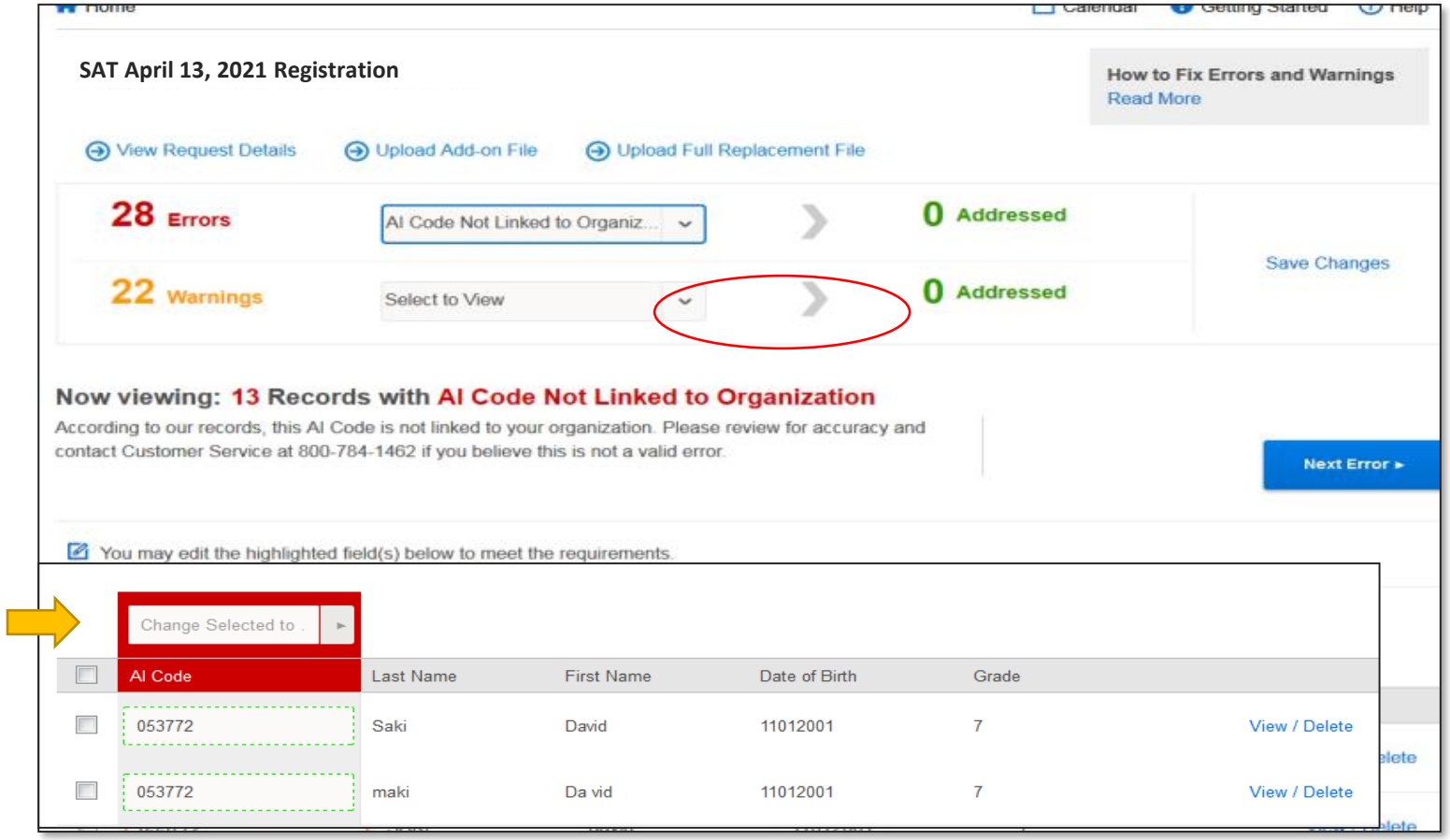
Fix Errors and Warnings

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



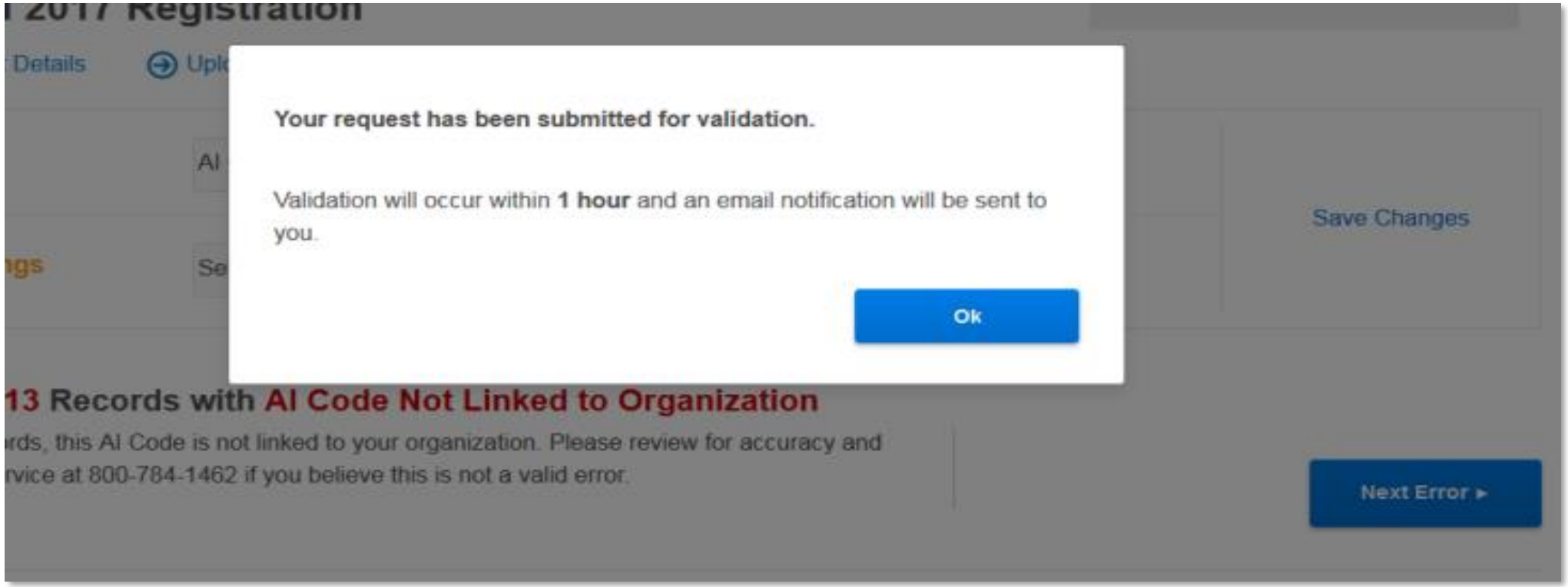
Fix Errors and Warnings

- In this example, there are a total of 28 errors.
  - 13 are an incorrect AI code where the code in the file doesn't match College Board records for your school.
- You can include the correct AI in the box above the field and apply this entry to all records. Or you could make individual changes, depending on the error.
- Follow the directions on the screen to go to the next error.
- Warnings should be reviewed to determine if changes need to be made.
- Be sure to save your changes.



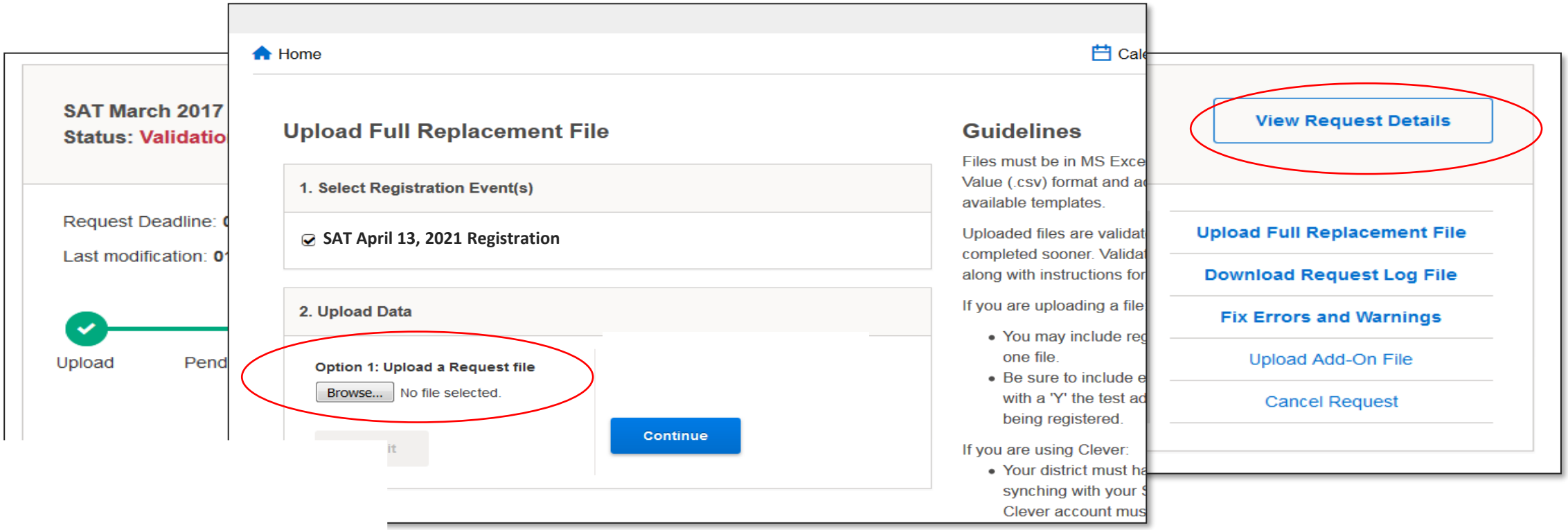
Using the Tool

- 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.



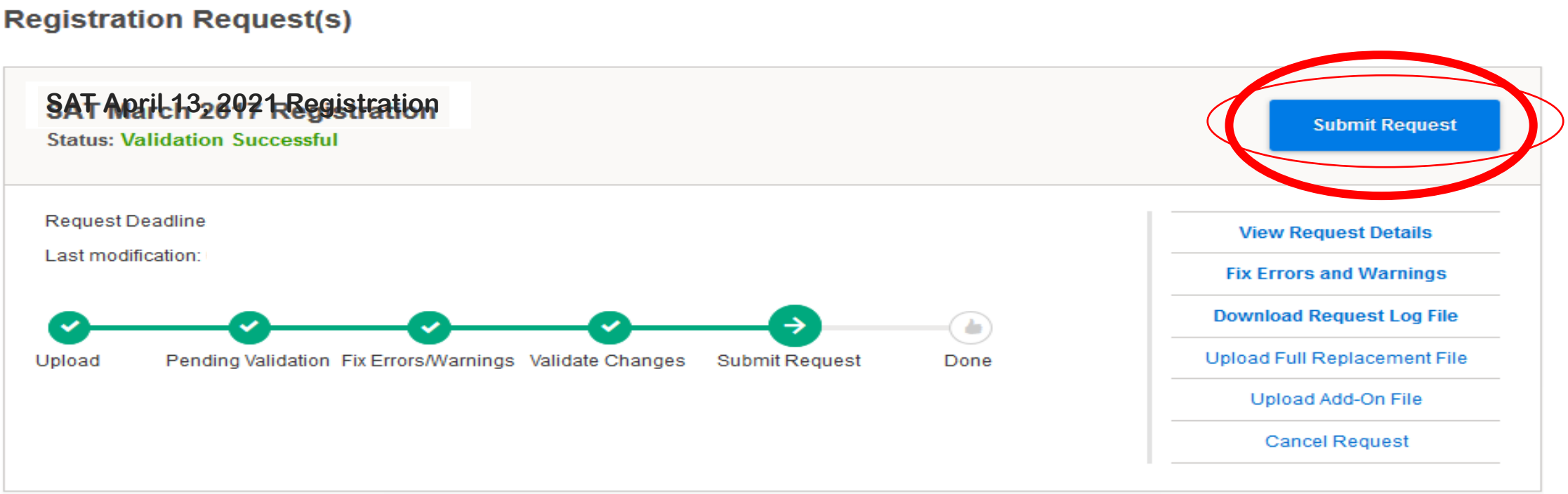
Upload Full Replacement File

- 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 re-submit and the process will begin again.



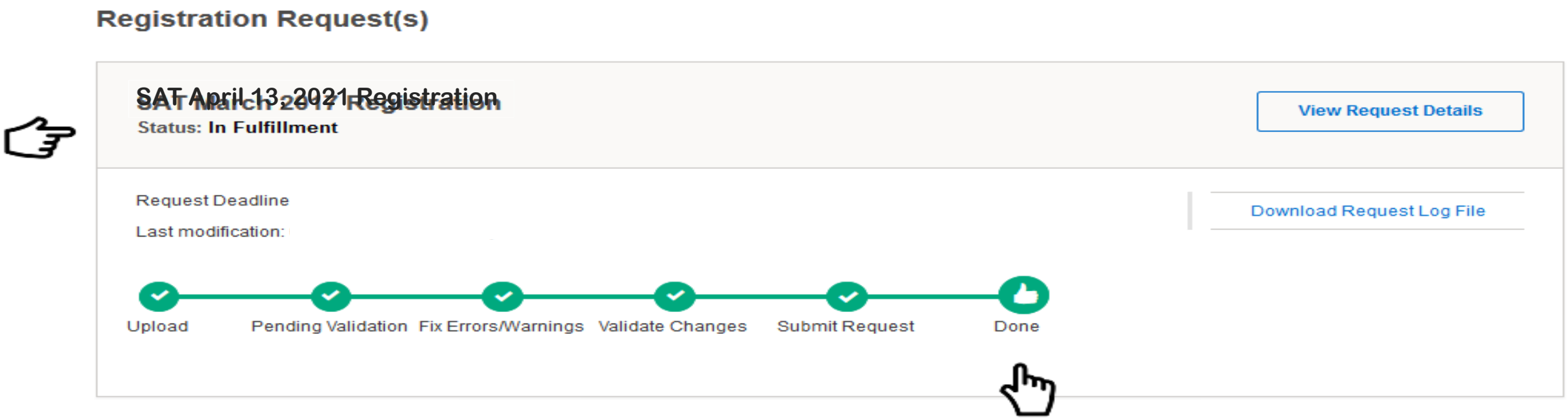
Submit Request

- The process is only complete when ***Submit Request*** has been clicked.
- **Some people forget this last step…make sure to click Submit Request.**



You Are Done!

- You are only complete when you see **Done** on the progress bar and the status has changed to **In Fulfillment**.
- Bulk registration coordinators will receive an email that indicates that your order is in fulfillment.



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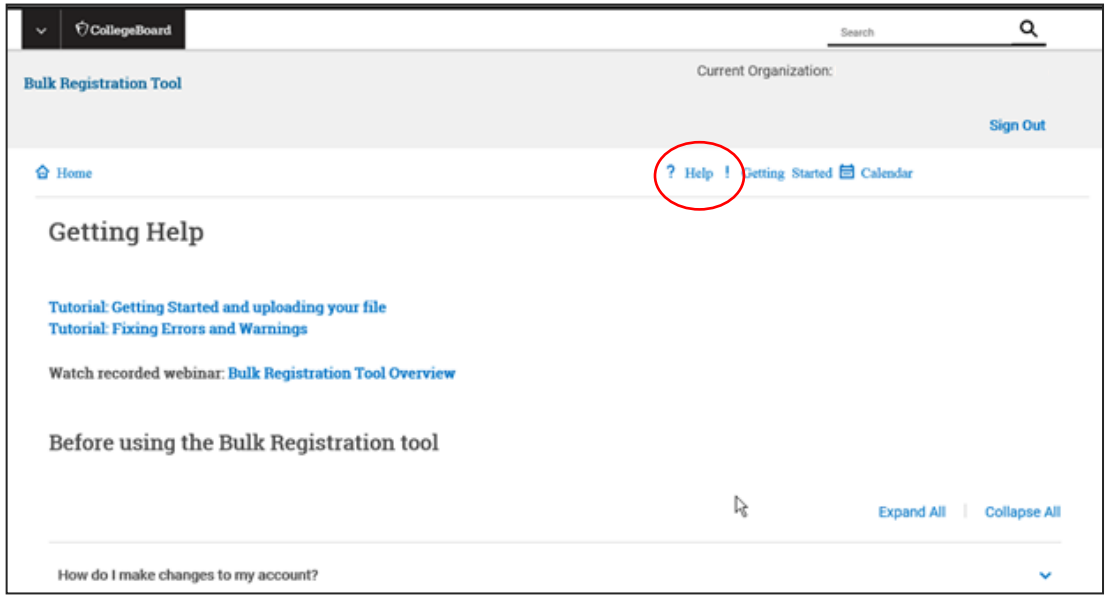
Next Steps

- Review your enrolled student list to ensure all students have EDUID's. If your students do not have valid EDUIDs due to being new, please contact your District ISEE Coordinator. If you have questions about student eligibility to take the SAT or PSAT/NMSQT on a school day, please contact Ayaka Nukui (anukui@SDE.idaho.gov) at the Idaho State Department of Education for assistance.
- Review the resource materials
  - Bulk Registration Tool: https://bulkreg.collegeboard.org
  - Click Help on the Dashboard
  - Video tutorials and FAQs are available
- Prepare file for upload
- Upload bulk registration file



Students eligible but not uploaded…

- Students who are eligible to test but did not make it in the bulk upload can still test on test day if you have enough material, or these students can test on the makeup test date. For these students:
  - There will be no Pre-ID label
  - Students must grid all information on their answer sheet
- When testing is complete, review that students completed all required fields. Verify the school AI code, grade level, and **EDUID** are accurate.

Resources

Resources

- **Implementation Handbook for Test Coordinators** – coordinators receive via email in December 2020. Contact IdahoSDSupport@collegeboard.org.
- **SDE Website:** http://sde.idaho.gov/assessment/college/coordinator.html. This site will provide Idaho specific information regarding the SAT School Day administration such as key dates, policies, webinars, etc.
- **Bulk Registration**: https://collegereadiness.collegeboard.org/educators/k-12/bulk-registration
  Information about how to access the Bulk Registration tool.
- **SAT Practice Resources**: https://collegereadiness.collegeboard.org/sat/practice
  Access student practice resources including SAT Practice on Khan Academy, sample questions and tests and other resources.
- **K12 Reporting Portal**: https://collegereadiness.collegeboard.org/educators/k-12/score-resources
  Information about how to access and use the K12 Reporting Portal.

Thank You!

- Ayaka Nukui, Idaho SDE: anukui@sde.idaho.gov

- Idaho Field Team at: IdahoSDSupport@collegeboard.org
- Steven McCue at: smccue@collegeboard.org
- Eddie Pawlawski at: cpawlawski@collegeboard.org

Thank you!