



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 SCPM@collegeboard.org. (State Contract Program Manager)

Welcome Email

Early in the New Year (*i.e., no tasks due over the holidays!*) Test Coordinators, SSD Coordinators, and Technology Coordinators will receive a **welcome email** giving them access 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 **Idaho Spring 2024 SAT Testing – Abraham Lincoln HS**

Welcome!

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 Idaho-sponsored SAT testing this spring. Over the coming months you will receive emails alerting you to key tasks.

- Each task comes with an estimated completion time to help you manage your schedule.
- When you mark a task as 'complete' it lets us know you are ready for your next task. You can set your own pace to meet deadlines. We will also send you a friendly reminder should a task be incomplete.
- If you're having trouble completing a task, just select 'I'm stuck' to let us know you need assistance, and our 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 in the [Appropriate](#) link or [extend to erase](#)

You will receive your first task notification email tomorrow morning, December 6! We will be adding tasks to your administration plan over the coming months. To see your plan, click on the blue “View Project Overview” 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's Idaho Support Team


866-253-0385

IdahoSDsupport@collegeboard.org

[View Project](#)

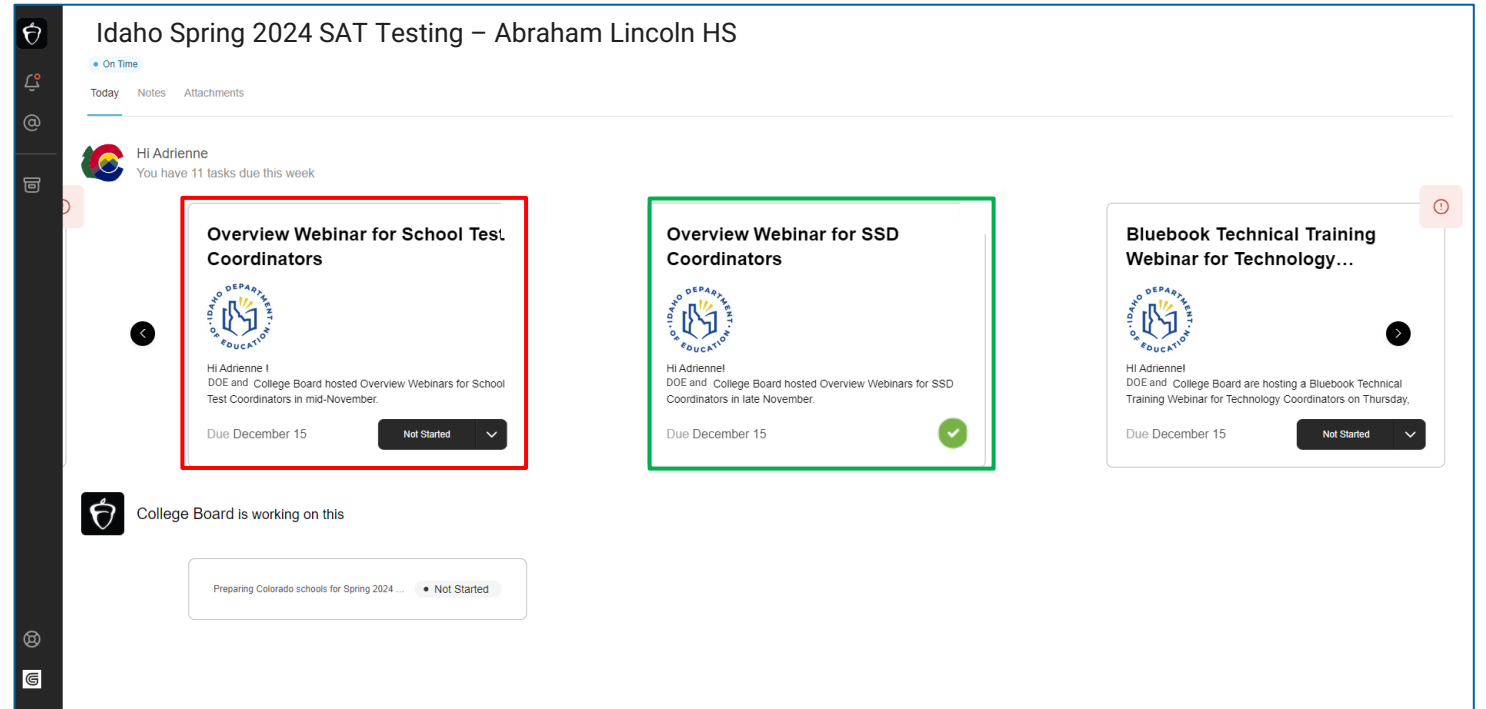
Project Plan View

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.



Idaho Spring 2024 SAT Testing – Abraham Lincoln HS

• On Time

Today Notes Attachments

Hi Adrienne
You have 11 tasks due this week

Overview Webinar for School Test Coordinators
Due December 15 Not Started

Overview Webinar for SSD Coordinators
Due December 15

Bluebook Technical Training Webinar for Technology...
Due December 15 Not Started

College Board is working on this

Preparing Colorado schools for Spring 2024 ... Not Started

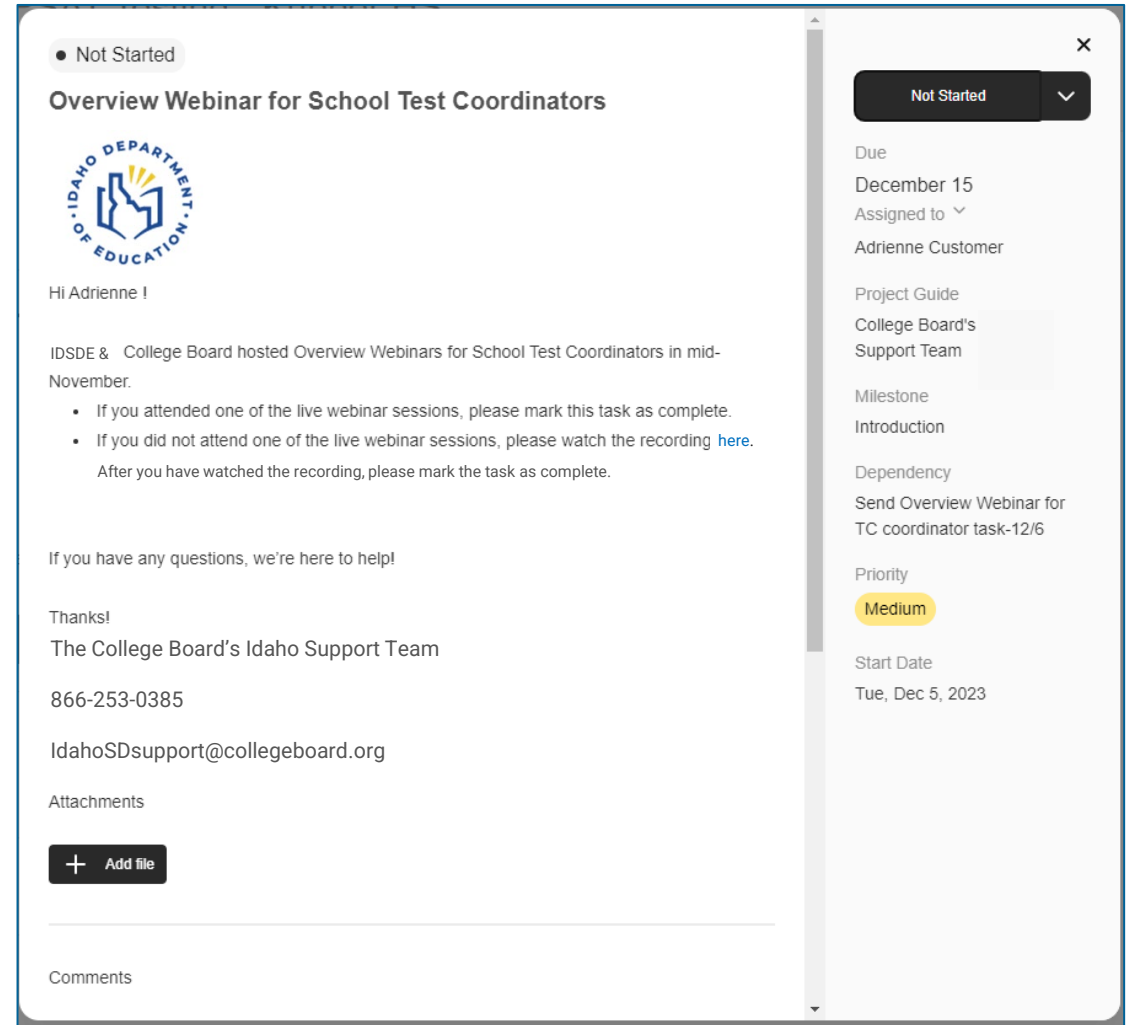
We recommend you bookmark your project plan for easy access.

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 for "Overview Webinar for School Test Coordinators". At the top left, there is a status indicator "Not Started". The card features the Idaho Department of Education logo and a personalized greeting: "Hi Adrienne!". The main content area contains a paragraph from IDSDE & College Board about webinar recordings, followed by two bullet points: "If you attended one of the live webinar sessions, please mark this task as complete." and "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." Below this is a support offer: "If you have any questions, we're here to help!". The card concludes with a thank you, contact information for the College Board's Idaho Support Team (phone: 866-253-0385, email: IdahoSDsupport@collegeboard.org), and an "Attachments" section with a "+ Add file" button. On the right side, a sidebar provides additional details: a "Not Started" status button, a due date of "December 15", the assignee "Adrienne Customer", project guides, a milestone "Introduction", a dependency "Send Overview Webinar for TC coordinator task-12/6", a "Medium" priority, and a start date of "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 **Idaho Spring 2024 SAT Testing**
Abraham Lincoln HS

Overview Webinar for SSD Coordinators

Due On: Friday, Dec 15, 2023

Task Instructions:



Hi Adrienne!

IDSDE & 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's Idaho Support Team

866-253-0385

IdahoSDsupport@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 Idaho Customer Service team.

Mark Task as Stuck

Task Name: Overview Webinars for SSD Coordinators
Assignee: Adrienne Kupper
Description: DOE 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...

Message

Mark Task as Stuck

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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: Idaho Spring 2024 SAT Testing – Abraham Lincoln HS

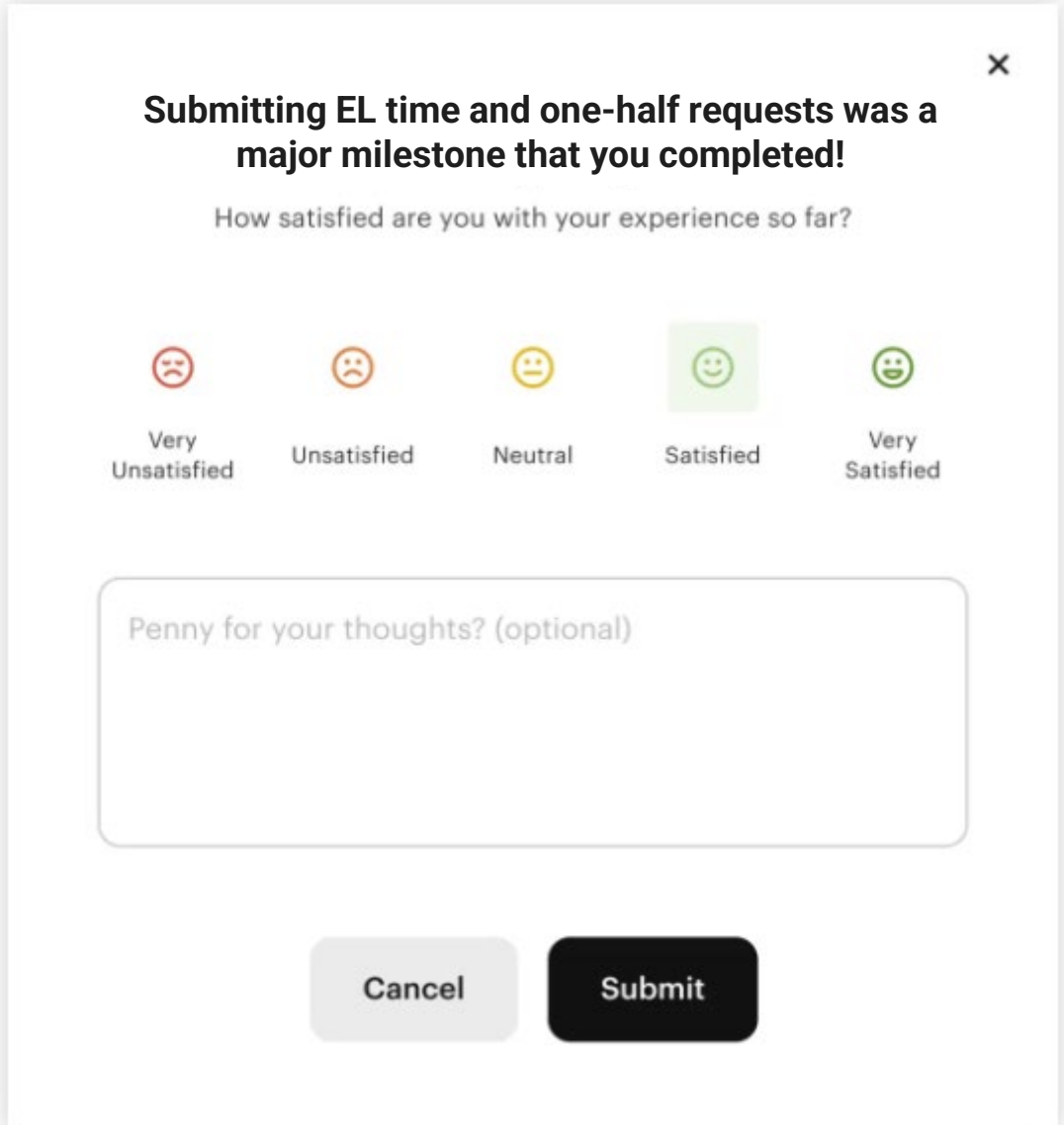
[Done](#) [Working On It](#) [Stuck](#)

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, which is 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" (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 Idaho Spring 2024 SAT Testing – Abraham Lincoln HS

Project Manager: College Board's Idaho Support Team
SCPM@collegeboard.org

Status: On Time

Complete: 35%

Forecasted End Date: April 26, 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