

# College Board Systems Used in State Assessments

## Relevant assessments:

- **MME**
  - » SAT® with Essay
- **PSAT™ 8/9 and 10**



Creating an  
Account



Students with  
Disabilities Portal



College Board  
Systems Training



Accessing the  
Reporting Portal



Practical Tips

## Assessment Coordinator Training Guide

## NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs, of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Assessment Coordinator Quick Reference** readily available for future use.



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# Intro

This chapter discusses College Board systems and how they are used, by answering the following questions:

- ▶ Why do I need a College Board Professional Account and how do I create one?
- ▶ How do I request services for Students with Disabilities?
- ▶ What kind of College Board systems training is available?
- ▶ How do I access and use the College Board Reporting Portal?

## Why do I need a College Board Professional Account and how do I create one?



Tasks and procedures you will need to perform when preparing for and administering [College Board](#) assessments, including score reporting, are managed through the College Board's online services, tools, and processes. College Board assessments include the Michigan-provided [PSAT™ 8/9](#) (for students in grades 8 and 9), [PSAT™ 10](#) (for students in grade 10), and [SAT® with Essay](#) (for students in grade 11) as part of the [Michigan Merit Exam \(MME\)](#).

If you do not already have a College Board Professional Account, you will need to create one. Your account serves as your all-access point for College Board tools and services. Once you have been granted access, you will find these tools and services in your [College Board Professional Dashboard](#).

To create a [College Board Professional Account](#), visit the [College Board website](#) and click on the [Sign In](#) link on the top right area of the page. Then choose the [Sign Up](#) button and follow the steps to register.

## How do I request services for Students with Disabilities?



The [Services for Students with Disabilities \(SSD\) Online Portal](#) of the College Board website is used to submit accommodation requests on behalf of students taking the PSAT 8/9, PSAT 10, and/or SAT with Essay who require accommodations or specific testing conditions, based on their Individualized Educational Programs (IEPs) or 504 Plans.

The [SSD Coordinator](#) for your school or district must be identified in the [Educational Entity Master \(EEM\)](#) by the [Authorized District EEM User](#). Once the SSD

Coordinator has been identified in the EEM, he or she must complete the [SSD Coordinator Form](#), found on the [SSD Online web page](#).

Within two days of the form being submitted, the College Board will email an access code that will allow the EEM-identified SSD Coordinator to link his or her [SSD Online Portal](#) access to their College Board Professional Account.

Watch the weekly MDE [Spotlight on Student Assessment and Accountability](#) newsletter for

notifications on when accommodation requests to College Board assessments can be submitted.

If you are unsure of who your **Authorized District EEM User** is, their name and contact information can be found on the **District and School Contact** page of the [OEAA Secure Site](#). (Nonpublic schools need to contact

[nonpublischools@michigan.gov](mailto:nonpublischools@michigan.gov) to have the EEM updated on their behalf.)

For more information on the EEM, see the **Educational Entity Master (EEM)** chapter of this training guide. For more information on the OEAA Secure Site, see the **OEAA Secure Site** chapter of this training guide.

## What kind of College Board systems training is available?

Each year in February, Assessment Coordinators for the PSAT 8/9, PSAT 10, and SAT with Essay, as identified in the EEM, will receive an email with a link to College Board online training modules. The training modules will include Assessment Coordinator-required and optional training for PSAT 8/9, PSAT 10, and SAT with Essay. The email can be forwarded to other staff members who may need to participate.

Once you sign up for the training, access will be available through your **College Board Professional Account Dashboard**.

Watch the weekly MDE **Spotlight** newsletter for notices regarding when the email will be (or has been) distributed, to ensure you receive it in a timely manner.

## How do I access and use the College Board Reporting Portal?

To acquire access to the **K-12 Score Reporting Portal**, you must have a College Board **Professional Account** and have been granted access to reporting by your school's **Data Access Tool (DAT) Manager**.

- » Log into your **College Board Professional Account**.
- » Look under **Tools and Services** and click **K-12 Assessment Reporting**.  
NOTE: If you don't see **K-12 Assessment Reporting**, you have **not** yet been given access.
- » Scroll down to **Add Additional Tools and Services > K-12 > K-12 Assessment Reporting > Request Access**.
- » The name and contact information for your school's DATA Access Tool Manager should be listed.

NOTE: Choosing **Request Access** from the portal dashboard **does not** notify your DATA Access Tool

Manager. You will need to **contact this individual directly** to request access.

- » The **K-12 Score Reporting Portal** will be added to your **College Board Professional Account Dashboard** once access is granted.

The College Board's **K-12 Score Reporting Portal** is used to access individual and aggregate student score reports and to download data for the PSAT 8/9, PSAT 10 and SAT with Essay. The portal includes two sections: **Reports** and **Downloads**. You can access one or both, depending on the role you are assigned.

In the **Reports** section of the portal, users can:

- » view scores
- » print individual student reports
- » instantly run and export a range of reports at the school, district, and state levels
- » sort and export data

Users who have the **Detailed Reports** role can view scores for individual students, as well as aggregate data. Users who have the **Summary Reports** role can view aggregate score reports only. Users with the **File**

**Download** role can access the **Downloads** pages, which contain pre-formatted files that can be imported into student information systems.

## Practical Tips



Watch the weekly MDE **Spotlight** newsletter for dates and deadlines for when tasks need to be completed in the College Board online systems, as well as for reminders to update the EEM prior to the College Board **Intent to Participate** participation process.

For more information on the College Board **Intent to Participate** participation process, see the **College**

**Board and ACT Participation Process** chapters of this training guide.

For more information on preparing to administer College Board Assessments, see the **College Board Assessments Preparation** chapter of this training guide.