# Accessing the Required Online Digital SAT® School Day and PSAT™ 10 Training for Test Coordinators, Proctors, Hall and Room Monitors

## Accessing the Digital SAT School Day/PSAT 10 Training

STEP 1: Click on the link in the training email or go directly to www.collegeboard.org.ptat

STEP 2: Sign in with your College Board professional login.  If you don't have a College Board professional account, go to www.collegeboard.org to create one.

STEP 3: Choose either *PSAT-related assessments* or *SAT School Day* (either one will get you to the same training).

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**Please select the test(s) you'll be administering, so we can get you to the right training.**

If you're administering multiple assessments, select SAT or PSAT-related assessments to view the associated training(s).

○ PSAT-related assessments

○ SAT School Day

○ SAT Weekend

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**STEP 4**: Enter your school's AI code and test date. This ensures the correct trainings for your school.

**NOTE:** Click on the calendar icon and choose 4/13/21 as your test date or you may get an error saying that you don't have an order placed or students registered.

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\* = Required

**U.S. ZIP code of your organization:**
*optional, this will help refine your selection*

**\* Select your school name by entering your school code (6 digits):**
*Or, begin typing school name*

**\* Enter the test date for your upcoming assessment:**
*If you selected multiple test dates in the Test Ordering Site, please enter just one*

(MM/DD/YYYY)

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**STEP 5a:** If you chose PSAT-related assessments in Step 3, check the box for PSAT 10 and then select your role.

NOTE: The Test Coordinator and SSD Coordinator training modules are the same.

Please select the PSAT assessment(s) for which you would like training:

☐ PSAT 10

Select Your Role :

○ Test Coordinator
○ SSD Coordinator
○ Proctor

**STEP 5b:** If you selected SAT School Day in Step 3, check the box for SAT School Day and then select your role.

NOTE: The Test Coordinator and SSD Coordinator training modules are the same.

Select Your SAT School Day Training

Here are the program(s) you have selected for training:

☐ SAT School Day

What's your role?

○ Test Coordinator
○ SSD Coordinator

**STEP 6:** This screen shows the training courses available to you. The options for training will be different depending on the role you selected. Click on the name of the training module to start the module.

- If you selected the **Test Coordinator** or **SSD Coordinator** role for either assessment, all three trainings are available. The proctor training is not required for coordinators, but available.
- If you selected **Proctor** for either assessment, you will only see the Digital SAT School Day/PSAT Proctor Training option.

**My Training Courses**

**Digital SAT School Day /PSAT Proctor Training**
Digital SAT School Day/PSAT Proctor Training

**Digital SAT School Day/PSAT 10 Coordinator Training**
Digital SAT School Day/PSAT 10 Coordinator Training

**TIDE Training**
TIDE Training

**NOTE:** You may also access the training modules through the College Board Dashboard and click on the *Test Administration Training for the SAT Suite of Assessments.* It is just another way to access the same training site.



## Training Hall and Room Monitors:

Hall and room monitors for both the SAT with Essay and PSAT 10 are required to be trained by the test coordinator. The training presentation for hall and room monitors can be found at www.ride.ri.gov/assessment-training or at www.ride.ri.gov/assessment-manuals.

## Creating User Accounts in the College Board TIDE:

**NOTE:** Login to College Board TIDE for the SAT with Essay and PSAT 10 and NGSS will be different; logins and passwords are **not** interchangeable.

Coordinators will need to create user accounts in TIDE for anyone who will be proctoring the tests and then, following the steps in Accessing Digital Training above, ensuring those users access the appropriate online training for their role.

The designated test coordinator will receive an access email from DoNotReply@cambiumassessment.com the week of March 1 that provides access to the College Board TIDE system.

The access email, shown below, contains a temporary link to the *RESET YOUR PASSWORD* page.
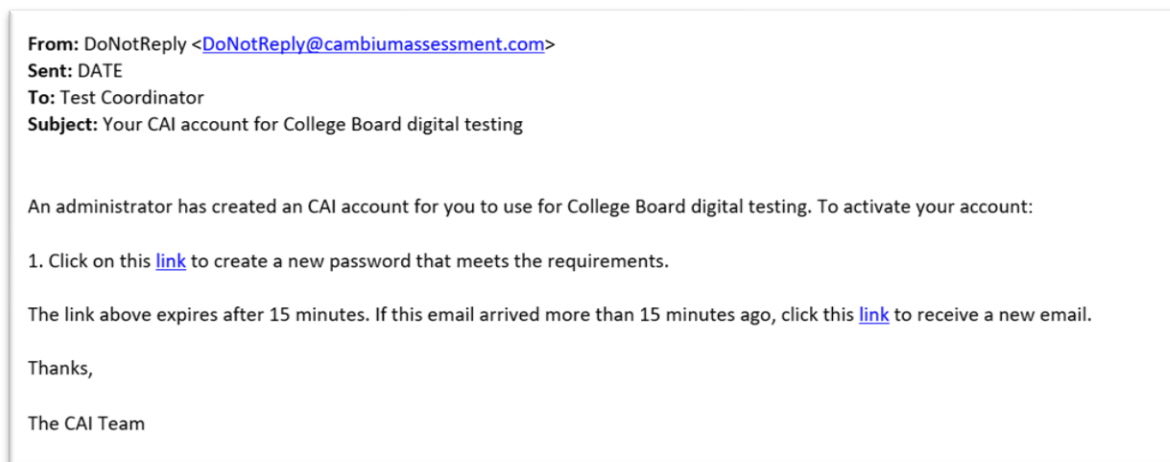


**If your first temporary link expired,** click the second link provided and proceed to request a new temporary link.

**If you did not receive an email containing a temporary link by March 5,** check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, go to the TIDE sign-in page and click **Forgot Your Password?** If this still does not work, contact RISchoolDay@collegeboard.org.

## To add a user account:

**STEP 1**: Log in to the College Board TIDE and from the **Users** task menu on the TIDE dashboard, select **Add Users**.

- When choosing a role for the user, use the table below to determine if the user should be DA (digital admin = can edit settings within TIDE) or PR (proctor that will administer the test in the testing rooms).

  > **Note:** When you add a user account, its role must be equal to or lower in the hierarchy than your role. Furthermore, you can add only those users that fall within your institution. For example, district-level users can create school-level accounts only for schools within their district.

**STEP 2:** Add the information requested for each user. Once entered, TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com. The user can go through the steps listed previously to access either the digital coordinator or digital proctor training, as applicable.

**NOTE:** To upload a file for multiple users, view page 31 of the TIDE User Guide.

| Task or Site | STATE* | DTC* | DA* | PR* |
|---|---|---|---|---|
| **Access to Test Information Distribution Engine (TIDE) Features and Tasks** | | | | |
| **Managing Student Information** | | | | |
| Viewing and Editing Students** | ✓** | ✓ | ✓ | ✓** |
| Printing Students' Test Settings | ✓ | ✓ | ✓ | ✓ |
| Generating Frequency-Distribution Reports | ✓ | ✓ | ✓ | |
| **Managing Student Test Settings and Tools** | | | | |
| Viewing and Editing Test Settings and Tools | ✓** | ✓ | ✓ | ✓** |
| Uploading Test Settings and Tools | | ✓ | ✓ | |
| **Managing TIDE Users** | | | | |
| Adding User Accounts | ✓ | ✓ | ✓ | |
| Viewing and Editing User Details | ✓ | ✓ | ✓ | |
| Adding, Editing, or Deleting Users through File Uploads | ✓ | ✓ | ✓ | |
| **Managing Rosters** | | | | |
| Adding New Rosters | ✓ | ✓ | ✓ | ✓ |
| Modifying Existing Rosters | ✓ | ✓ | ✓ | ✓ |
| Creating Rosters Through File Uploads | ✓ | ✓ | ✓ | ✓ |
| **Printing Test Tickets** | | | | |
| Printing Test Tickets from Student List | ✓ | ✓ | ✓ | ✓ |
| Printing Test Tickets from Roster List | ✓ | ✓ | ✓ | ✓ |
| **Monitoring Test Progress** | | | | |
| Generating Plan and Manage Testing Report | ✓ | ✓ | ✓ | ✓ |
| Reviewing Test Completion Rates | ✓ | ✓ | ✓ | ✓ |