



The Redesigned SAT

SAT Score Reporting Portal and Managing Access

Agenda

- + The Redesigned SAT – Background
- + Steps for Implementing the Electronic Score Report (ESR) Updates
- + Manage Access to the SAT® Higher Education Reporting Portal
- + ESR Downloads in the SAT® Higher Education Reporting Portal
 - ESR Manual Download
 - ESR Automated Download Option

The Redesigned SAT and ESR changes

- + The first administration of the redesigned SAT® will be in Spring 2016
 - More information on the specifics of the redesigned SAT® can be found at: collegereadiness.collegeboard.org
- + The updated ESR's will be delivered via the College Board website instead of ETS in October 2015
- + On July 20th, the College Board launched the new reporting portal, with test files, to help you prepare: hedreports.collegeboard.org
- + Also launched, Manage Access tool so you can self-manage your campus users: dat.collegeboard.org

Steps for Implementing the ESR Updates

- + Understand the Redesigned SAT
<https://collegereadiness.collegeboard.org/educators/higher-ed>
- + Review the updated ESR internally and/or with your vendor
<https://collegereadiness.collegeboard.org/educators/higher-ed/resources>
- + Take the steps necessary to make needed technical and operational changes ([College Board Implementation Guide](#) & [AACRAO Guide](#))
- + Set up access to SAT® Higher Education Reporting Portal and test systems

SAT® Higher Education Assessment Reporting – Important Dates

+ October 2015- Initial Download

- New Download Center tool
 - Download electronic score report files

+ May 2016- A More Robust Reporting Platform

- Integrated reporting portal
 - Basic SAT and SAT Subject Test score send reports
 - Online Essay Viewer
 - Concordance App
- Interactive data analysis tools
 - Filtering capabilities
 - Report exports to .pdf and .xls
- Secure file downloading
 - Student Score Reports

SAT Score Reporting – Process to Sign Up

+ Standard Yearly Processes

- Annual Electronic Score Report Options Form has been mailed
- Institutions can change between Electronic and Paper delivery, as well as update DI contact information.
- CD delivery has been discontinued

+ Manage Access (admin tool) and SAT Reporting Tool launched – July 20th

- Current “Search Alpha” users will be defaulted as Access Manager for SAT Reporting
- Institutions without “Search Alpha” will be required to use an Access Code to set up their initial Access Manager(s)
- Access Code sent to Access Manager provided by Chief Enrollment Officer, or directly to the Chief Enrollment Officer

Manage Access Tool (DAT)

Manage Access tool for SAT® Higher Education Score Reporting Portal

- + The “Managing Access” tool allows you to administer access to College Board services and tools
 - An “Access Manager” on your campus can grant, manage, and revoke access to your institution’s SAT® Higher Education Reporting Portal
- + **DO NOW:** Identify a campus Access Manager
 - The access manager can provide role based access to the reporting tool to others on your campus:
 - Additional Access Managers (Admissions Staff)
 - ESR Downloads (IT Staff, Vendors)
 - Enhanced Online SAT Reporting (Admissions, Financial Aid Staff)

Manage Access Tool – Roles

- + Access Managers can assign out the following roles:
 - **DAT for Assmt Reporting**
 - The “Manage Access” role. This is not a reporting portal role, rather a role that is able to provide access to the SAT® Higher Education Reporting Portal to other individuals
 - **Assmt Reporting HE Data Files**
 - Data files download access. These can be IT vendors hired by Institutions, Institution technology staff, or other Institution staff. First LIVE files available October 2015
 - **Assmt Reporting HE Summary**
 - Aggregate Basic SAT Score Send Reporting, limited summary data access. New reporting begins in May 2016
 - **Assmt Reporting HE Detail**
 - Detailed Basic SAT Score Send Reporting, including drill down to individual Student score send data and Essay viewer. New reporting begins in May 2016

Manage Access Tool – Create CB Professional Acct

- + To manage access, or to download electronic score files, individuals must create a College Board professional login account

Create Your Professional Account

1 Your Information ————— 2 Review Information

To get started, please tell us more about you, set up your username, and let us know about the work that you do.
All fields are required unless marked **optional**.

Account Information

First Name:

Last Name:

Gender: Female Male

Email Address:

Confirm Email Address:

Yes, please send me updates and information about College Board and College Board deadlines, dates, and related programs and services.

Please share my contact information with third parties that have offers or information the College Board thinks might be of interest to me and my students, including AP Summer Institutes, professional development and academic programs and scholarships. ⓘ

Username:

Password:

Confirm password:

Choose security question:

Answer:

Manage Access Tool – First Time Login

- + An access code is required for the first time on-boarding of the FIRST Access Manager to the Manage Access (DAT) application
- + Log in to your professional account, click the “General” section of your dashboard, and then the “Get Access” link for “Managing Access to Support Higher Ed Assessment Reporting”

The screenshot shows the 'My College Board Professional Account' dashboard. Under 'My Tools And Services', there is a table with columns 'Tool or Service', 'My Role', and 'Exp'. Below this, there is a section 'Add Additional Tools And Services' with a 'Recommended Tools and Services' list. The 'General' section is expanded, showing a list of tools. The 'Managing Access to support Higher Ed Assessment Reporting' link is highlighted with a red box. To the right, a modal window titled 'Get access to Managing Access to support Higher Ed Assessment Reporting' is open. It contains a 'Provide your access information' form with a red border. The form has a 'Professional Organization' dropdown menu with 'College Board DI Operations S and L' selected, an 'Access Code' text input field with 'PVRGTY' entered, and 'Enroll Later' and 'Add' buttons. To the right of the form is a 'Your access' table with columns 'Organization', 'Position', and 'Expiration Date', and a 'Finished' button.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Exp
AP® Teacher Community ▶	N/A	N/A
College Board Institutional Ordering ▶	N/A	N/A

*Dates in red are close to expiring. Select **Edit** to update.

Add Additional Tools And Services

▼ Recommended Tools and Services

We've selected these tools and services based on your job function of Academic C

- ▶ [College Board Search](#) [Request Access](#)

▶ **K-12**

▶ **Higher Education**

▶ **General**

- ▶ [College Board Communities](#) [Get Access](#)
- ▶ [College Board Online Store](#) [Get Access](#)
- ▶ [Managing Access to support Higher Ed Assessment Reporting](#) [Get Access](#)
- ▶ [Managing Access to support K-12 Assessment Reporting](#) [Get Access](#)
- ▶ [Professional Test Administration Training](#) [Get Access](#)

Get access to Managing Access to support Higher Ed Assessment Reporting

◀ back

Managing Access To Support Higher Ed Assessment Reporting Enrollment Information

In order to access your institution's Managing Access for Higher Ed Assessment Reporting, select your institution and enter the access code provided by the College Board. Once validated, you will have access to manage user accounts for SAT® score reporting for your institution.

If you have not received an access code, please call 1-855-475-3636 (toll free in the United States and Canada) for assistance.

Provide your access information

Professional Organization:

Access Code:

[Enroll Later](#) [Add ▶](#)

Your access

Organization	Position	Expiration Date

[Finished](#)

Manage Access Tool – T&C's

- + First login to the Manage Access Tool requires an agreement to the T&Cs for use

Login

Managing Access Updated Terms & Conditions

Welcome to the College Board Managing Access website. The Managing Access website is designed for higher education institutions, K-12 districts, K-12 schools, and other professional organizations to manage access (view/audit, add, update, and remove) to College Board services and tools used by their education professionals.

By clicking the "Accept" button below, I certify that I have read and agree to the Managing Access website Terms of Use.

Managing Access Terms of Use

Welcome to the Managing Access tool ("Service") which is made available to you as the result of an agreement between the College Board and your organization. The purpose of this Service is to allow designated administrators ("Administrators") to assign their staff access to College Board tools and services.

By clicking the "Accept" button below, you agree that you have read and understand the Terms of Use and that your use of the Service conforms to them. If you do not agree to the Terms of Use, DO NOT click on the "Accept" button and you will not be able to proceed to the Managing Access website. The College Board reserves the right to change or amend the Terms of Use without notice.

Terms of Use

Your use of the Service is for the sole purpose of inviting new users and granting those users access to certain College Board tools and services as well as auditing and reporting purposes. Use of this Service will give you access to certain information ("Information"), including but not limited to first and last name, email address, employer affiliation, job title, and access roles of the users in your account. You shall not copy, post, display, distribute, or otherwise use this Information outside of this Service without express written consent of the College Board.

You agree not to allow any person to use your account, (other than an agent acting on your behalf and subject to

Manage Access Tool – Manage Existing Users

- + Access Managers can view and manage access already granted to individuals on their campus (or to vendor users, as appropriate)
 - **View** all current access
 - **Revoke** access for departing users
 - Or **Renew** access as needed

Managing Access

Manage Current User Access | Add Users to Roles | Invite New Users | Outstanding Invitations

Please select an organization and role to see resulting users. You can also search for a specific user.

Organization: [University of Virginia - Updated](#) | Role: Assmt Reporting HE Data File | [Go](#)

Show 10 entries | Search:

Name (Last, First)	Email Address	Employer	Role	Access Expiration Date
Esr, Uva	bzellen@collegeboard.org	University of Virginia - Updated	Assmt Reporting HE Data Files Mgmt	August 31, 2018

Showing 1 to 1 of 1 entries

[Renew Access](#) [Revoke Access](#)

Manage Access Tool – Grant Access

- + Access Managers can assign new roles to individuals on their campus
 - **Assign role** to existing College Board professional users at their institution. When the user logs in, the new roles are active (access code not required!)

Managing Access

Manage Current User Access | Add Users to Roles | Invite New Users | Outstanding Invitations

Please select an organization and see all the resulting users. You can then assign the role from the selection to the users.

Organization: [University of Virginia -Updated](#) | Role: Assmt Reporting HE Data File | [Go](#)

Show 10 entries | Search:

	Name (Last, First)	Email Address	Job Title	Access Expiration
<input type="checkbox"/>	Admin, Uva	bzellen@collegeboard.org	Admissions	N/A
<input type="checkbox"/>	Esr, Uva	bzellen@collegeboard.org	Technology	N/A

Showing 1 to 2 of 2 entries

[Add User to Role](#)

Manage Access Tool – Invite New Users

- + Access Managers can provide access to users who don't have a College Board Professional Login Account
 - **Invite** users to the account – An email will be sent. Once an account is created, the role will be active (access code not required!)

Managing Access

Manage Current User Access Add Users to Roles Invite New Users Outstanding Invitations

Invite a User

First Name:

Last Name:

E-mail Address:

Notify me when user accepts invitation

Set Organization, Role and Expiration Date

Organization:

Role:

Role Expiration Date:

SAT® Higher Education Reporting Portal

ESR Downloads

SAT Score Reporting – Initial Login

- + Accessing the HED Reporting site, for Electronic Score Report downloads or online reporting, will require Terms and Conditions agreement

The screenshot displays the CollegeBoard Assessment Reporting interface. At the top, a blue header contains the CollegeBoard logo and the text "Assessment Reporting". Below the header, the page is divided into two main sections. On the left, a sidebar contains a "Terms and conditions" link and a section titled "Online Reporting System" with a brief description. On the right, a "Sign in" form is centered, featuring input fields for "Username" and "Password", a "Sign In" button, a "Sign Up" link, and a "Forgot username or password?" link.

Sign in

Username

Password

[Sign In](#) [Sign Up](#)

[Forgot username or password?](#)

Terms and conditions

Online Reporting System
The College Board's Online Reporting System allows institutions, reporting agencies, and their authorized agents to access and report on the SAT Suite of Assessments (PSAT/NCTE, SAT, SAT Subject Tests).

Confidentiality of Student Data
By accessing the Online Reporting System, you certify that: (a) you are accessing and downloading only the student information which you are authorized to view; (b) you agree to maintain strict confidentiality of the information and data included in these reports, including student photos; and (c) you agree not to share any student information obtained through this portal, including photos, with any individuals at your institution who do not have a "need to know" or any third party outside your institution.

SAT Score Reporting – Download Data Files

- + Sample SAT Electronic Score Files can be
 - Downloaded manually, on click
 - Email triggered download – test email automation provided in July release

CollegeBoard Assessment Reporting Uva Esr

Download Center

University of Virginia -Updated
Download Center

File type: All Assessment: All Delivery date: All

File type	Assessment	Administration date	Details	Delivery method	Delivery date	
Other	SAT	N/A	1000 records 000020150717000002.txt (2.397461 MB) Batch ID: N/A	One Time	Jul 17, 2015	Download Generate test email
Other	SAT	N/A	1000 records 000020150717000001.csv (1.275618 MB) Batch ID: N/A	One Time	Jul 17, 2015	Download Generate test email

Automated Download Option

- + Web Service to automate downloads
- + The PASCoresDwnld web service offers three request methods to get the pre-signed URL:
 1. Login by username and password to get an access token.
 2. Use the access token, supplied as described in method 1 above, and a filename (provided in the notification email) to receive the pre-signed URL
 3. Pass login credentials and filename through the web service to receive the pre-signed URL. (This method is a combination of 1 and 2 above.)
- + Need a Download Center user (username/password for authentication), and filename in the notification email
- + For more information, and sample code, see:

collegeboard.org/hed-assessment-reporting-help

Demo

Manage Access and Download Center

SAT Score Reporting – Support

- + For more information see:
collegeboard.org/hed-assessment-reporting-help

- + College Board Customer Service as primary for SAT Score Reports
 - Phone: (855) 475-3636
 - Email: hedreports@collegeboard.org

- + Code Control will remain contact for new DI setup at
 - Phone: 609-771-7091
 - Email at codecontrol@ets.org