

New DAC Guidance

Colorado SAT Suite of Assessments Administration Systems Overview

Welcome to the Colorado SAT Suite of Assessments administration team. As a District Coordinator, you play a critical role in supporting successful administration, security, accessibility, and reporting processes for Colorado's PSAT and SAT assessments in partnership with the Colorado Department of Education (CDE) and College Board.

To support your work, several systems and platforms are used throughout the assessment cycle. This memo provides a high-level overview of the primary College Board systems and their purposes.

Colorado-Specific College Board Resources

Colorado-specific guidance and resources are provided in partnership with CDE and College Board. These materials support state-specific policies, timelines, participation guidance, accountability considerations, and administration expectations.

Resources include:

- [Colorado assessment calendars](#)
- [Participation guidance](#)
- [Accommodations policies](#)
- [Training opportunities](#)
- DAC communications, emailed weekly
- [Accountability guidance](#)
- Reporting timelines

To support a successful administration:

- Review timelines and deadlines regularly
- Monitor user access early
- Encourage early [readiness checks and practice testing](#)
- Communicate consistently with School Coordinators
- Attend training and office hours opportunities
- Maintain documentation for testing irregularities and accommodations

The [College Board Colorado website](#) serves as a centralized location for assessment coordinators and school staff to access Colorado-specific SAT Suite of Assessments resources. The website includes training materials, guidance documents, test administration resources, important updates, and other tools designed to support successful assessment planning and administration. District and school staff are encouraged to regularly review the website to stay informed of current requirements, timelines, and best practices throughout the testing cycle.

College Board Systems Overview

Note: All systems within My Dashboard require access to be granted through the Manage Access tool by a district or school manager using a role-specific access code.

SSOR (SAT Suite Ordering & Registration)

Purpose:

SSOR is used to submit Onboarding Survey Testing Details that College Board uses to establish administration windows and prepare for test administration. The system also serves as the primary tool for managing district- and school-level user accounts, roles, and permissions across College Board platforms.

How to Access: Log in to a [College Board Educator Account](#)>My Dashboard>SAT Suite Ordering & Registration -or- visit ordering.collegeboard.org

Access Available: October, when the SSOR Onboarding Survey is available. Edits can be made until the test window is closed.

Key Functions:

- Submit Onboarding Survey information
- Add or update district and school users
- Assign coordinator roles and permissions
- Update test administration information

Important Notes:

- A district-level Onboarding Survey and individual school-level Onboarding Surveys are required and must all be completed.
- User roles must be updated annually.
- Access delays often occur when roles are not properly assigned or approved.
- Access permissions are managed through the [Managing Access tool](#) in My Dashboard.

SSD Online (Services for Students with Disabilities)

Purpose:

SSD Online is used to request, track, and manage accommodations for students with an IEP, 504 and/or ML plan.

How to Access: First time users must complete and submit the [SSD Coordinator Form](#). Once access is set up, log in to a [College Board Educator Account](#)>My Dashboard>SSD Online – Student Supports and Accommodations Management

Access Available: Year-round

Key Functions:

- Submit accommodation requests
- Monitor approval status
- Manage student accommodation records
- Coordinate ML/EL supports for digital testing

Important Notes:

- Submit accommodations **at least 7 weeks** prior to the start of the testing window.
- [Approved accommodations](#) must align with instructional supports routinely used by students, per the 504/IEP/ML plan.

SDMS (Student Data Management System)

Purpose:

SDMS is used for student registration and data management, which includes demographic information, accommodations indicators, and participation data.

How to Access: Log in to a [College Board Educator Account](#)>My Dashboard>State Data Management Systems -or- sdms.collegeboard.org

Access Available: Late January – July, with editing access closed after the first week of May

Key Functions:

- Upload and manage student data
- Verify student enrollments
- Manage test registrations and transfers
- Review participation and roster information
- Waive or force match accommodations

Important Notes:

- Districts should verify student rosters regularly throughout the testing window.
- Transfers and enrollment updates may require additional monitoring.

TDTK (Test Day Toolkit)

Purpose:

TDTK supports test day administration activities for coordinators and test staff.

How to Access: Log in to a [College Board Educator Account](#)>My Dashboard>Test Day Toolkit -or- testday.collegeboard.org

Access Available: early February – end of April

Key Functions:

- Add testing staff and testing rooms
- Print test tickets
- Monitor testing progress
- View room-level participation
- Support troubleshooting during administration

Important Notes:

- Student information from SDMS is automatically transferred to TDTK.
- Coordinators should ensure devices and rosters are reviewed before test day.

Bluebook

Purpose:

Bluebook is the digital testing application students use to take the PSAT and SAT assessments.

How to Access: <https://bluebook.collegeboard.org/>

Access Available: Student and educator practice tests available year-round with an established College Board account. School-managed student access is available with a test ticket obtained from TDTK.

Key Functions:

- Access practice tests
- Conduct student readiness checks
- Administer digital assessments
- Submit student responses securely

Important Notes:

- Students should complete student readiness checks prior to testing.
- Practice opportunities are strongly encouraged.
- Device connectivity and operating system compatibility should be verified in advance.

LMS (Learning Management System)

Purpose:

The LMS houses required training modules for coordinators, proctors, and other assessment staff.

How to Access: Log in to a [College Board Educator Account](#)>My Dashboard>Test Administration Training for the SAT Suite of Assessments -or- visit www.professionaltraining.collegeboard.org

Access Available: late February – end of the testing window

Key Functions:

- Complete annual required training
- Access administration resources
- Review testing policies and procedures
- Track training completion

Important Notes:

- Annual training completion is required prior to administration.
- District Coordinators are encouraged to monitor school staff completion status.

K-12 Assessment Reporting Portal

Purpose:

The K-12 Assessment Reporting Portal provides access to student score reports and aggregate assessment data.

How to Access: Log in to a [College Board Educator Account](#)>My Dashboard>K-12 Assessment Reporting -or- k12reports.collegeboard.org

Access Available: Year-round

Key Functions:

- Access student score reports and practice score reports
- Review aggregate district and school data
- Analyze participation and performance reports
- Download PDF score reports

Important Notes:

- Historical assessment data may also be available.
- Access permissions are managed through the Managing Access tool in My Dashboard.

STUDENT COLLEGE & CAREER PLANNING RESOURCES

BigFuture School Mobile App & Website

Purpose:

The BigFuture School Mobile App provides students with access to PSAT and SAT scores and college and career planning resources directly through their mobile devices or internet browser.

How to Access: bigfuture.collegeboard.org/

Key Functions:

- Access digital PSAT and SAT scores
- View score insights and performance information
- Explore career pathways and college planning resources
- Receive personalized connections to scholarship and career opportunities

Important Notes:

- Students must have a College Board account to access the app.
- Students log in using their personal College Board credentials.
- Districts and schools may need to support students with account creation and account recovery.

Connections

Purpose:

Connections is a College Board feature designed to help students connect their interests, academic strengths, and assessment results to college and career opportunities.

How to Access: [Connections Information](#)

Key Functions:

- Connect students to colleges, scholarships, and career opportunities
- Provide personalized college and career exploration resources
- Support postsecondary readiness and planning
- Help students understand how assessment results align to future pathways

Important Notes:

- Participation and visibility settings may vary by student account preferences.
- Students and families should review College Board privacy and communication settings.
- Schools may wish to provide guidance regarding account setup and access to ensure students can fully utilize available resources.

Support Contacts

For additional support:

For College Board-specific questions (systems, procedures, etc.)

- College Board Customer Support:
866-917-9030
- Colorado College Board Partner Support
ColoradoSchoolDaySupport@collegeboard.org
- College Board State Partnerships - Customer Support Center
 - <https://satsuite.collegeboard.org/state-partnerships/contact>

For state-specific questions (policy, participation, etc.)

- Colorado Department of Education (CDE)
Carpenter_m@cde.state.co.us

All PSAT/SAT assessment Office Hours are held on Tuesdays at 3:00 PM and Trainings are held on Tuesdays at 9:00 AM and 3:00 PM. All sessions are strongly recommended. Registration Links and a full training calendar can be found in the [College Board Colorado website](#).

Thank you for your partnership and commitment to supporting Colorado students and educators throughout the assessment process.