

How to Use SSD Online

Use SSD Online to request and manage accommodations and supports for your students. See a demo of the system at <https://satsuiteofassessments.articulate-online.com/p/2983185736>.

Accessing SSD Online

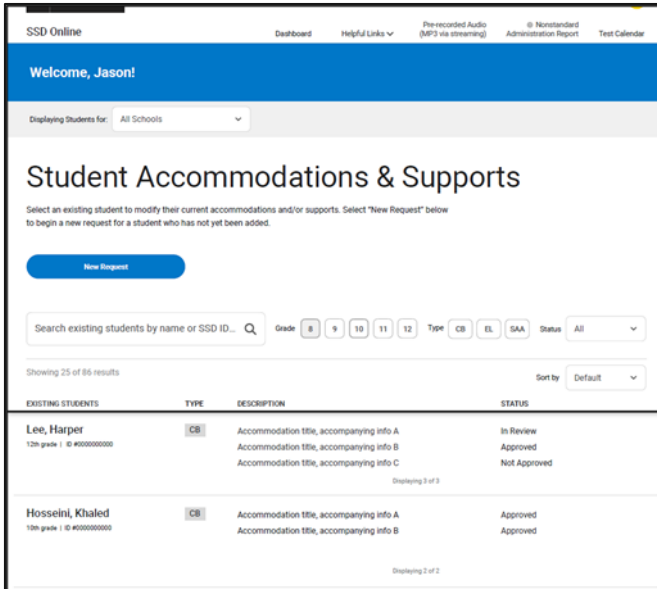
If you already have access to SSD Online, you can use the same username and password that you used previously.

- Current SSD Coordinators: Go to ssdonline.collegeboard.org. Enter your existing username and password.
- New SSD Coordinators: See collegeboard.org/ssdonline for information on obtaining access to SSD Online.

SSD Online Dashboard

The dashboard contains a list of all students from your school who requested accommodations or supports and provides important information about their request status. It also provides links to the Pre-recorded audio (MP3) information page, Non-standard Administration Report (NAR), SSD School Testing Calendar, and other helpful links.

- Search for a student by name or SSD number. Filter the list by grade, accommodation type or status.
- Select a student's name to go to the student's profile page and see more information about the student.
- **Important:** Up to 5 accommodations will display on the dashboard. If a student requested more than 5 accommodations, you will see all accommodations on the student profile page.

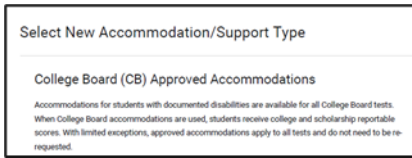


The screenshot shows the SSD Online dashboard interface. At the top, there is a navigation bar with links for Dashboard, Helpful Links, Pre-recorded Audio (MP3 via streaming), Nonstandard Administration Report, and Test Calendar. A welcome message "Welcome, Jason!" is displayed. Below this, there is a dropdown menu for "Displaying Students for:" set to "All Schools". The main heading is "Student Accommodations & Supports", with a sub-note: "Select an existing student to modify their current accommodations and/or supports. Select 'New Request' below to begin a new request for a student who has not yet been added." A "New Request" button is visible. A search bar is present with the text "Search existing students by name or SSD ID...". To the right of the search bar are filters for Grade (8, 9, 10, 11, 12), Type (CB, EL, SAA), and Status (All). Below the filters, it says "Showing 25 of 86 results" and "Sort by: Default". The main content is a table with columns: EXISTING STUDENTS, TYPE, DESCRIPTION, and STATUS.

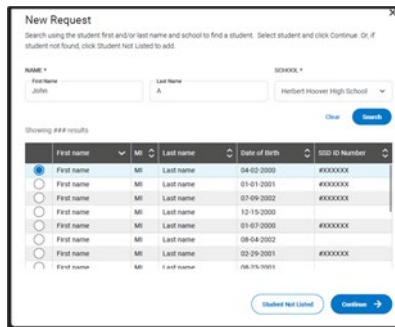
EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade ID #000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Hosseini, Khaled 10th grade ID #000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

Submitting Accommodation Requests

1. **Starting a request.** Sign into SSD Online to start a new request. From the dashboard, select New Accommodation Request. On the next screen, select College Board Accommodation.



2. **Add a student.** Enter the first and last name of the student who is requesting accommodations and ensure that the correct school is displayed. Select **Search**.
 - a. If College Board has a record of students in your school who match the information provided, you will see a list of students. Select the correct student from the list and **Continue**.
 - b. If no students appear or the student is not listed, select **Student Not Listed**. **Enter student information.** Enter the student's name, birthdate, school, expected graduation date, gender, address, phone number and email address.



3. General information and parent consent

- a. Make sure you have the information listed on the screen. Once you start the accommodations request, you will not be able to save the information until the request is submitted.
- b. Confirm that you have parent/guardian consent (or student consent if student is 18 or over). Consent does not need to be submitted to College Board - it is kept on file by the school.

4. **Enter student information.** Enter the student's name, birthdate, school, expected graduation date, gender, address, phone number and email address.

5. **Enter disability.** More than one disability may be selected. If the disability is not listed, select **Other**. Then select **Continue**.

6. **Date diagnosed.** Enter **Yes** or **No** as to whether the student was diagnosed prior to the date displayed.

7. **Add accommodations.** For each accommodation category, select **+ADD** to add an accommodation from that category. Then select the specific accommodation and select **Save Accommodation(s)**. Do the same for each category that you wish to add. When you have selected all accommodations that are being requested, select **Continue**.
- If the accommodation is not listed, select **Other**.
 - To remove or change a selection, select **Edit**.

Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

Extended Time ⊕ Add

Request extended time for the following subjects:

- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

Extra / Extended Breaks ⊕ Add

Includes requests for:

Extra Breaks

8. **School Plan.** If the student has a school plan, select the plan type (IEP, 504 Plan, Qualified school plan, Formal written plan/program), and enter its date. Only select one plan type. Respond to the questions regarding whether the accommodations are on the school plan, the student's consistent use of accommodations in school, whether a meeting was held, the people involved in the meeting, and the information considered..
- If the student does not have a school plan, select **Student does not have a plan**. For information and definitions of the different types of plans, select the ? icon.
 - If the student previously had a school plan, enter **Yes to Is this the student's first educational plan?** and provide the previous plan type and date.
 - If you don't know the answers to the questions about the meeting and information considered, select **I don't know**.

School Plan

Please tell us about the student's educational plan.

Select the student's current educational plan from the list below * ?

IEP

504 Plan

Qualified formal plan

Formal written plan/program

Student does not have a plan

When did the current plan go into effect? *

Month * Year *

Is this the student's first educational plan? *

Yes No

9. **Review Information.** Review the information provided to make sure that it is correct. Select **Edit** to go a back edit your response. Select the student's next intended College Board test and enter the month and year of the intended test. Select **I don't know** if the student does not know what test will be taken.
- If no documentation is required for College Board's review, you will see **Supporting documentation**

is not required for this request. Select Continue.

b. If documentation is requested, see **Submitting Documentation** below.

Review and Submit Request

Student Information

Student name
Phone number (placeholder)
Address line 1
Address line 2
School Name
Anticipated Graduation (placeholder)
SSN #00000000

Disabilities [Edit](#)

Disability 1 description

Accommodations [Edit](#)

Extended Time - Reading = 150%

10. **Submitting documentation.** If you are asked to submit documentation for College Board's review, click **Select Files to Upload to upload a file.** Upload a document and select **Continue.** If you wish to add more than one file, click **Select Files to Upload** again. When you have added all of your files that you wish to include, select **submit.**

a. Several different document types can be uploaded, including pdf, doc(x), csv, xls(x) and png.

b. Select the link to see information about recommended documentation type. If you do not have the recommended documentation, you may provide the documentation that you have.

c. **TIP:** If you do not have documentation available to upload at the time that the request is being submitted, upload a word document stating that the documentation will be forthcoming. If documentation is requested, you will not be able to submit an accommodation request without uploading documentation. Currently, the system will not allow you to save your unsubmitted request. Please note, however, that the 7-week review period will start over when documentation is subsequently submitted.

Supporting Documents *

In order for College Board to verify the requested accommodations, you will need to upload supporting documentation.

The documentation should accurately demonstrate the student's need for the specific accommodations that you have requested here.

[Select Files to Upload](#)

Acceptable file types are pdf, doc(x), csv, xls(x), tiff, jpg, and png.
Each individual file must be less than ## MB.

[Back](#) [Submit](#)

11. **Confirm and Submit.** Read the Terms and Agreement. Confirm that you agree with the statement. Select "Agree and continue" to submit the request and return to the dashboard.

- a. You will also be notified if you have selected school-based accommodations were requested which may not be available at weekend SAT Test Centers (school) based accommodations. For information on school-based accommodations and the SSD School Testing Calendar, see accommodations.collegeboard.org/exam-administration/administrating-sat-accommodations.
- b. You will see a notification at the bottom of the screen that your request was submitted.

Terms & Agreement

1. Confirm True & Accurate Information

I verify that unless otherwise indicated in my responses above (1) the accommodations requested above are provided and used on school-based tests; (2) the school has documentation on file that meets the College Board Guidelines for Documentation, and (3) all the information provided in my responses above is true and accurate.

2. You are submitting for School-Based Accommodation(s)

One or more of the requested accommodations is considered a "school-based accommodation" which should be administered in your school if the student registers for the weekend SAT or SAT subject Tests. Your School Testing calendar indicates that there are weekend SAT administration dates for which your school is not available to administer school-based testing. Please make sure that your School Testing Calendar accurately reflect your school's availability and that your student is notified of the school's testing schedule.

I have read, understand, and agree to the terms above.

Cancel
Agree & Continue

Changing or Removing Accommodations

Submit Additional Information

To submit additional documentation after a request has been submitted:

- Locate the student's name on your dashboard. Click on the student's name to get to the Student Profile Page. Select **Actions** and then select **Update Documentation**.
- Upload documentation, add comments (optional), and submit.
- When submitting additional information, keep in mind that submitting additional documentation for a pending request may delay processing, which begins on the date that documentation is complete and takes approximately seven weeks.

Student Profile

Bobiverse, Bender

101 1234 5678

12345678901234567890

12345678901234567890

No Upcoming Events

Next Accommodations Request

Student Name & Contact Information

Email Address

Phone Number
(415) 980-1234

Address
666 Highway 100 St

Anticipated Graduation Date Edit

Gender
Male

Upcoming Registered Exams

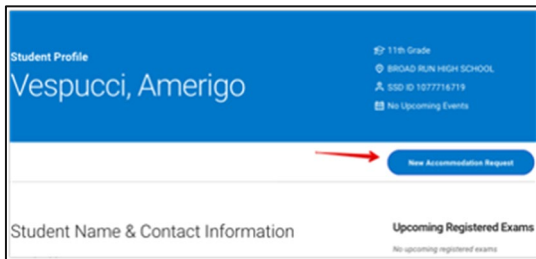
No upcoming registered exams

Accommodations & Supports

TYPE	DESCRIPTION	STATUS	UPDATED	ACTION
CB	Writing (Essay/Free response): Time and one-half (150%)	Pending	10/01/2020	-
	Reading: Time and one-half (150%)	Pending	10/01/2020	-
	Reading: Time and one-half (150%)	Pending	10/01/2020	-
	Listening: Time and one-half (150%)	Approved	10/01/2020	-

Add Accommodations

- To add an accommodation to a submitted or decided request, locate the student on your dashboard. Click on the student's name to get to the Student Profile Page. From the Student Profile page, click **New Request**.



- Any disability that you previously selected will be grayed out. If you wish to add another disability, select the additional disability. Select **continue**.
- The accommodations that you previously selected will be listed. Select **+ADD** next to the applicable accommodation category to add an accommodation.
- Continue with the request process as noted above.

Remove Accommodations

- To remove an accommodation from a submitted or decided request, locate the student on your dashboard. Click on the student's name to get to the Student Profile Page. From the Student Profile page, **Remove Accommodation** at the bottom of the screen. Follow the instructions on the screen and click **Submit**.
- Please note that the accommodations will not immediately be removed from the student's record.

Resubmitting Denied Requests

- Locate the student's name on your dashboard. Click on the student's name to get to the Student Profile page. From profile, click on **Actions** and **Resubmit** for any not approved accommodation(s). Select **Continue**.
- You will need to upload documentation for review. On the "Review" screen, select **Select Files to Upload** to upload a file. Select **Continue**.

Read the **Terms and Agreement** and confirm that you agree with the statement. Select **Agree and continue** to submit the request.

Student Profile
Bobiverse, Bender

1234567890
1234567890 SCHOOL
1234567890
No Upcoming Events

[New Accommodation Request](#)

Student Name & Contact Information

Email Address

Phone Number
(345) 890-1234

Address
555 Pleasant Hill Dr

Anticipated Graduation Date [Edit](#)
06/2023

Gender
Male

Accommodations & Supports

TYPE	DESCRIPTION	STATUS	UPDATED	ACTION
CE	Writing (Example/free response): Time and one-half (150%)	Pending	10/07/2020	-
	Reading: Time and one-half (150%)	Pending	10/08/2020	-
	Reading: Time and one-half (150%)	Pending	10/07/2020	-
	Listening: Time and one-half (150%)	Approved	10/07/2020	-

Managing Accommodation Requests

Check Request Status

- Go to the dashboard and view the left column titled Status next to the student's name. There are four possible statuses:
 - Approved
 - Not Approved
 - Action Required
 - Pending
- Click the student's name to go to the Student Profile to see more detailed information about the request.

View Decision Letters

- Go to the dashboard and view the Status column. If the status reads **Approved** or **Not Approved**, click on the student's name to get to the Student Profile page. You will see the decision letters on the top right of the Student Profile Page.

Transfer Students

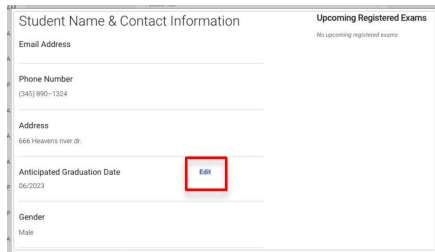
- If you have a new student who has already been approved by the College Board for testing accommodations at another school, select **Transfer Student into My School** from the top right corner of the dashboard. Follow the instructions on the screen and click **Submit**.
- To remove a student from your dashboard who has left your school, click the student's name to go to the student profile page. Select **Transfer Student From My School** at the bottom of the screen. Follow the instructions on the screen and click **Submit**.
- Please note that the transfer will not immediately be reflected on your dashboard.

Change Graduation Date

- Locate the student's name on your dashboard. Click on the student's name to get to the Student Profile page. On the profile page, locate the student's **Anticipated Graduation Date** under **Student Name &**

Contact Information.

- Select **Edit** next to **Anticipated Graduation Date**, and enter the new graduation date.



The screenshot shows a form titled "Student Name & Contact Information" on the left and "Upcoming Registered Exams" on the right. The left section contains fields for "Email Address", "Phone Number (345) 890-1324", "Address (666 Heavens River Ct.)", "Anticipated Graduation Date (06/2023)", and "Gender (Male)". A red box highlights the "Edit" button next to the "Anticipated Graduation Date" field. The right section shows "No upcoming registered exams".

Other Tasks

Nonstandard Administration Reports (NARs)

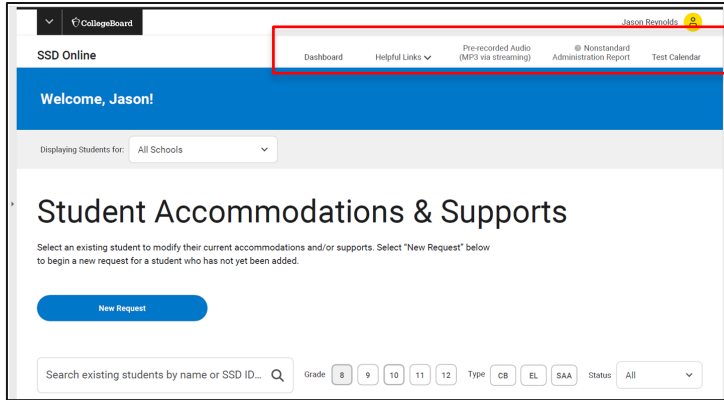
- To create a NAR, select **Nonstandard Administration Report** in the top right corner of the dashboard.
- You will see a second screen and may need to enter your username and password again. Select **Create Nonstandard Administration Report** and select the applicable test.
- You will be prompted to select from a list of students with approved accommodations for that exam.
- Click **Create Nonstandard Administration Report** when you've finished selecting students. A PDF will be generated.

SSD School Testing Calendar

- The SSD School Testing Calendar notifies College Board of the SAT weekend administrations that your school is available to test students in your school who are approved for accommodations that are not available in a test center.
- To complete the SSD School Testing Calendar, select **Test Calendar** in the top right corner of the dashboard.
- You will see a second screen and may need to enter your username and password again. Select **Submit/Update School Testing Calendar**. Follow the instructions on the screen.

Pre-recorded audio (MP3 via streaming)

- If you have students approved for Pre-recorded audio (also called MP3 audio), select **Pre-recorded audio (MP3 via streaming)** in the top right corner of the dashboard to get access the MP3 streaming application.
- Read the information and follow the instructions on the screen.



Go to SSD Online: ssdonline.collegeboard.org .