Interactive Checklist powered by GuideCX



SAT Suite School Day State-Provided Testing

2026

CollegeBoard

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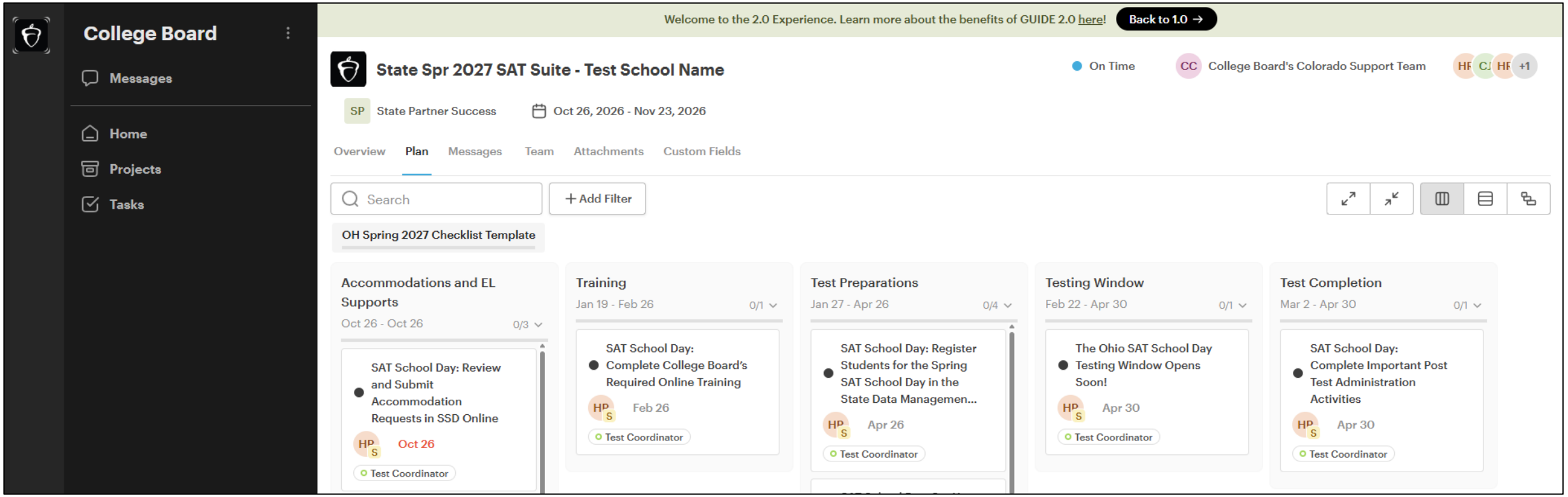
Getting Started

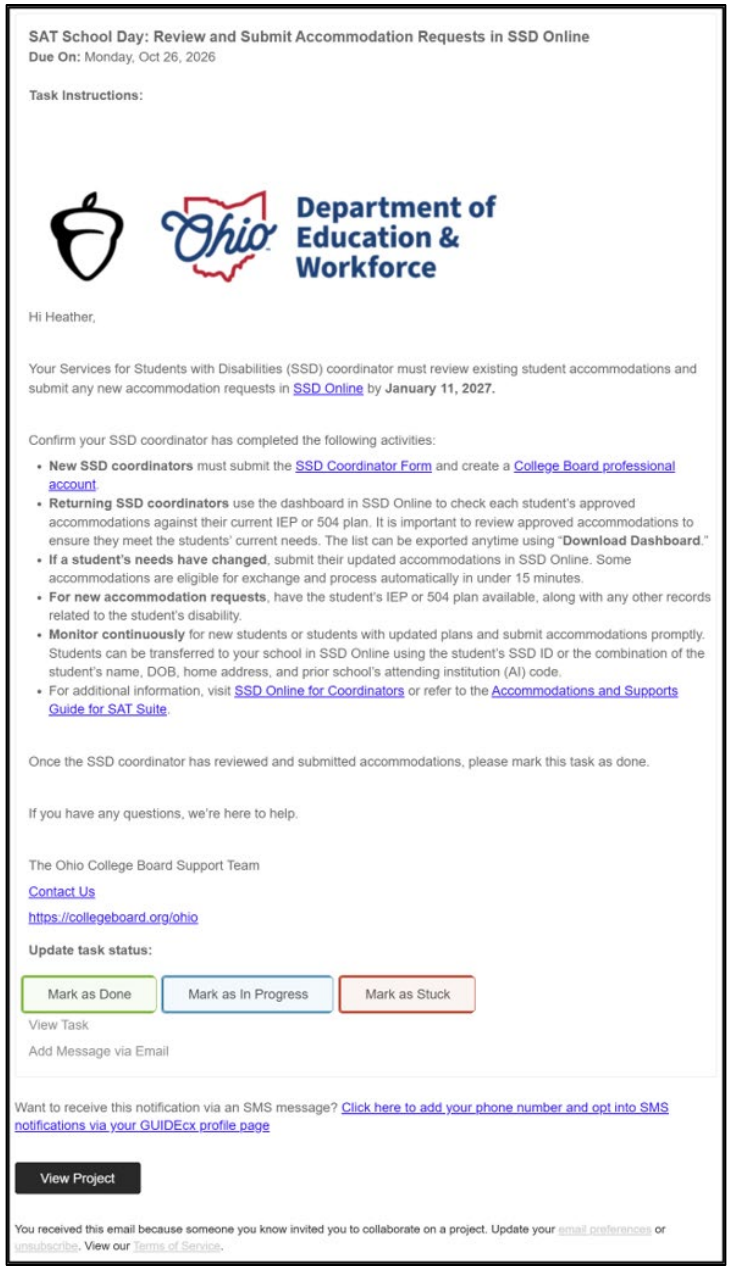
What Is the Interactive Checklist?

- The interactive checklist launches in November and December 2026 to support the digital administration of the SAT Suite in state contract schools.
- It is a project planning tool that sends emails to test coordinators in advance of the due date for key tasks.



Who Uses the Checklist?

- All school primary test coordinators are assigned the tasks.
- School primary test coordinators may delegate tasks to other school staff, but only primary test coordinators are assigned.
- College Board sends GuideCX weekly staff updates starting in late November and early December.



SAT School Day: Review and Submit Accommodation Requests in SSD Online
Due On: Monday, Oct 26, 2026

Task Instructions:

Department of Education & Workforce

Hi Heather,

Your Services for Students with Disabilities (SSD) coordinator must review existing student accommodations and submit any new accommodation requests in SSD Online by **January 11, 2027.**

Confirm your SSD coordinator has completed the following activities:

- **New SSD coordinators** must submit the SSD Coordinator Form and create a College Board professional account.
- **Returning SSD coordinators** use the dashboard in SSD Online to check each student's approved accommodations against their current IEP or 504 plan. It is important to review approved accommodations to ensure they meet the students' current needs. The list can be exported anytime using "**Download Dashboard**."
- **If a student's needs have changed**, submit their updated accommodations in SSD Online. Some accommodations are eligible for exchange and process automatically in under 15 minutes.
- **For new accommodation requests**, have the student's IEP or 504 plan available, along with any other records related to the student's disability.
- **Monitor continuously** for new students or students with updated plans and submit accommodations promptly. Students can be transferred to your school in SSD Online using the student's SSD ID or the combination of the student's name, DOB, home address, and prior school's attending institution (AI) code.
- For additional information, visit SSD Online for Coordinators or refer to the Accommodations and Supports Guide for SAT Suite.

Once the SSD coordinator has reviewed and submitted accommodations, please mark this task as done.

If you have any questions, we're here to help.

The Ohio College Board Support Team
Contact Us
https://collegeboard.org/ohio

Update task status:

Mark as Done | Mark as In Progress | Mark as Stuck

View Task
Add Message via Email

Want to receive this notification via an SMS message? Click here to add your phone number and opt into SMS notifications via your GUIDEcx profile page

View Project

You received this email because someone you know invited you to collaborate on a project. Update your email preferences or unsubscribe. View our Terms of Service.

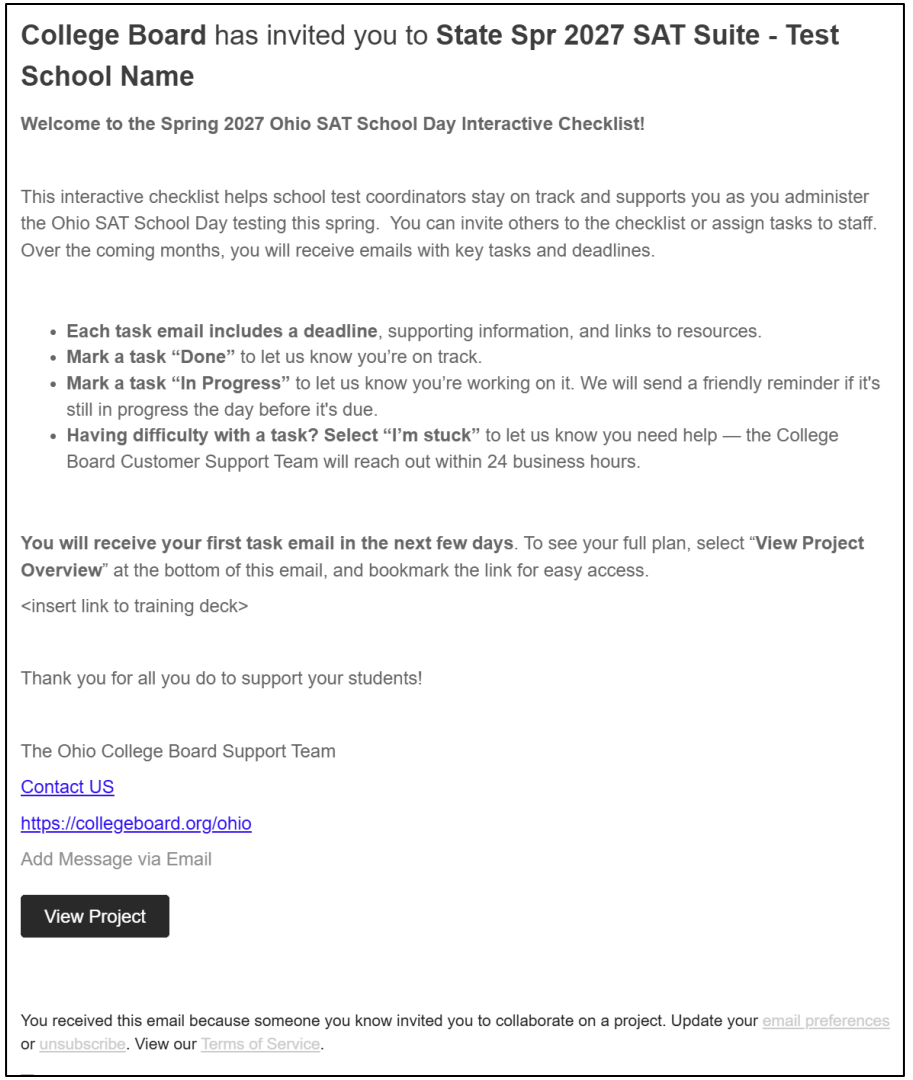
Checklist Emails

Launch Email

Primary Test Coordinators will receive an email from their state's inbox launching the Interactive Checklist in the coming weeks.

- By default, test coordinators are assigned all tasks in the project.
  - The test coordinator may then reassign tasks to relevant test day staff who have been added to the project, if desired.
  - **Reassigning Tasks slide** covers this process step by step

- If the welcome email doesn't arrive, check your spam/junk folder first. Still missing? Contact College Board Customer Support to have it resent.



College Board has invited you to **State Spr 2027 SAT Suite - Test School Name**

Welcome to the Spring 2027 Ohio SAT School Day Interactive Checklist!

This interactive checklist helps school test coordinators stay on track and supports you as you administer the Ohio SAT School Day testing this spring. You can invite others to the checklist or assign tasks to staff. Over the coming months, you will receive emails with key tasks and deadlines.

- **Each task email includes a deadline**, supporting information, and links to resources.
- **Mark a task "Done"** to let us know you're on track.
- **Mark a task "In Progress"** to let us know you're working on it. We will send a friendly reminder if it's still in progress the day before it's due.
- **Having difficulty with a task? Select "I'm stuck"** to let us know you need help — the College Board Customer Support Team will reach out within 24 business hours.

You will receive your first task email in the next few days. To see your full plan, select "**View Project Overview**" at the bottom of this email, and bookmark the link for easy access.

<insert link to training deck>

Thank you for all you do to support your students!

The Ohio College Board Support Team

Contact US

https://collegeboard.org/ohio

Add Message via Email

View Project

You received this email because someone you know invited you to collaborate on a project. Update your email preferences or unsubscribe. View our Terms of Service.

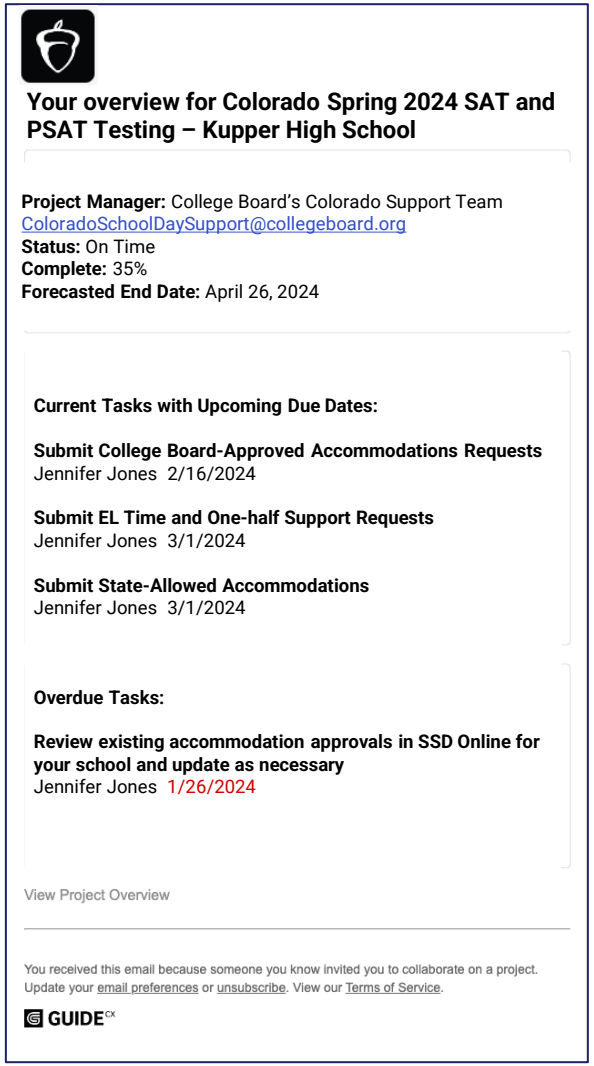
Project Overview Email

Each Monday morning all assigned team members receive a **project overview email**.

In this email they see:

- **Project completion percentage:** lets them know how far along they are with their completed tasks. This percentage could change if more tasks are added to the plan.
- **Upcoming tasks:** these are tasks that they should be working on, along with their due dates.
- **Overdue tasks:** these are tasks they haven't completed but which were already due, along with their due dates.

If they completed a task, it won't appear on the project overview email. If they are all caught up, the email may show no upcoming or overdue tasks.



Your overview for Colorado Spring 2024 SAT and PSAT Testing – Kupper High School

Project Manager: College Board's Colorado Support Team
ColoradoSchoolDaySupport@collegeboard.org
Status: On Time
Complete: 35%
Forecasted End Date: April 26, 2024

Current Tasks with Upcoming Due Dates:

Submit College Board-Approved Accommodations Requests
Jennifer Jones 2/16/2024

Submit EL Time and One-half Support Requests
Jennifer Jones 3/1/2024

Submit State-Allowed Accommodations
Jennifer Jones 3/1/2024

Overdue Tasks:

Review existing accommodation approvals in SSD Online for your school and update as necessary
Jennifer Jones 1/26/2024

View Project Overview

You received this email because someone you know invited you to collaborate on a project.
Update your email preferences or unsubscribe. View our Terms of Service.

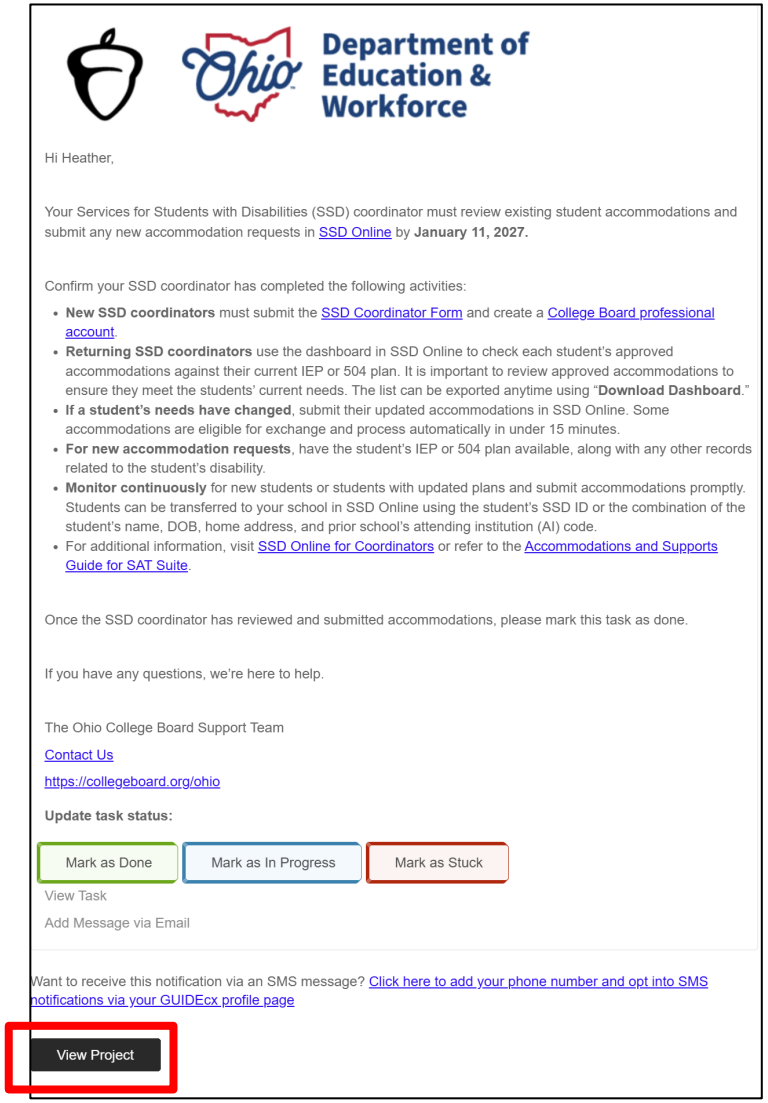
GUIDE^CX

Automated Email Reminders

- Each task email includes self-reporting tools. Coordinators use them to tell College Board how each task is progressing.
- **The Task Status buttons update the task** (they do not open GuideCX)

To open GuideCX:

- Select View Project to see your full plan.
- GuideCX login will request your email address and a verification code.



Optional: Logging in to GuideCX

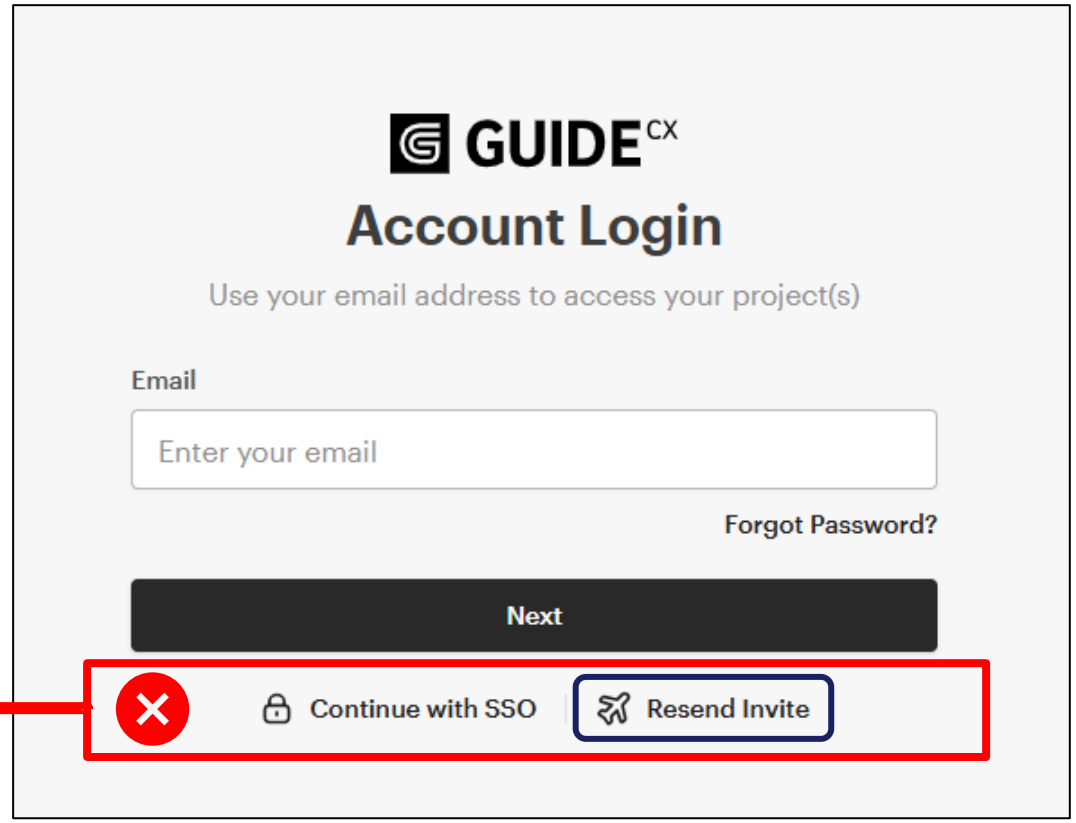
This login is optional.

You can complete every task from your emails.

- If you want to log in directly, go to https://collegeboard.guidecx.com

Selecting View Project in a task email opens this same screen.

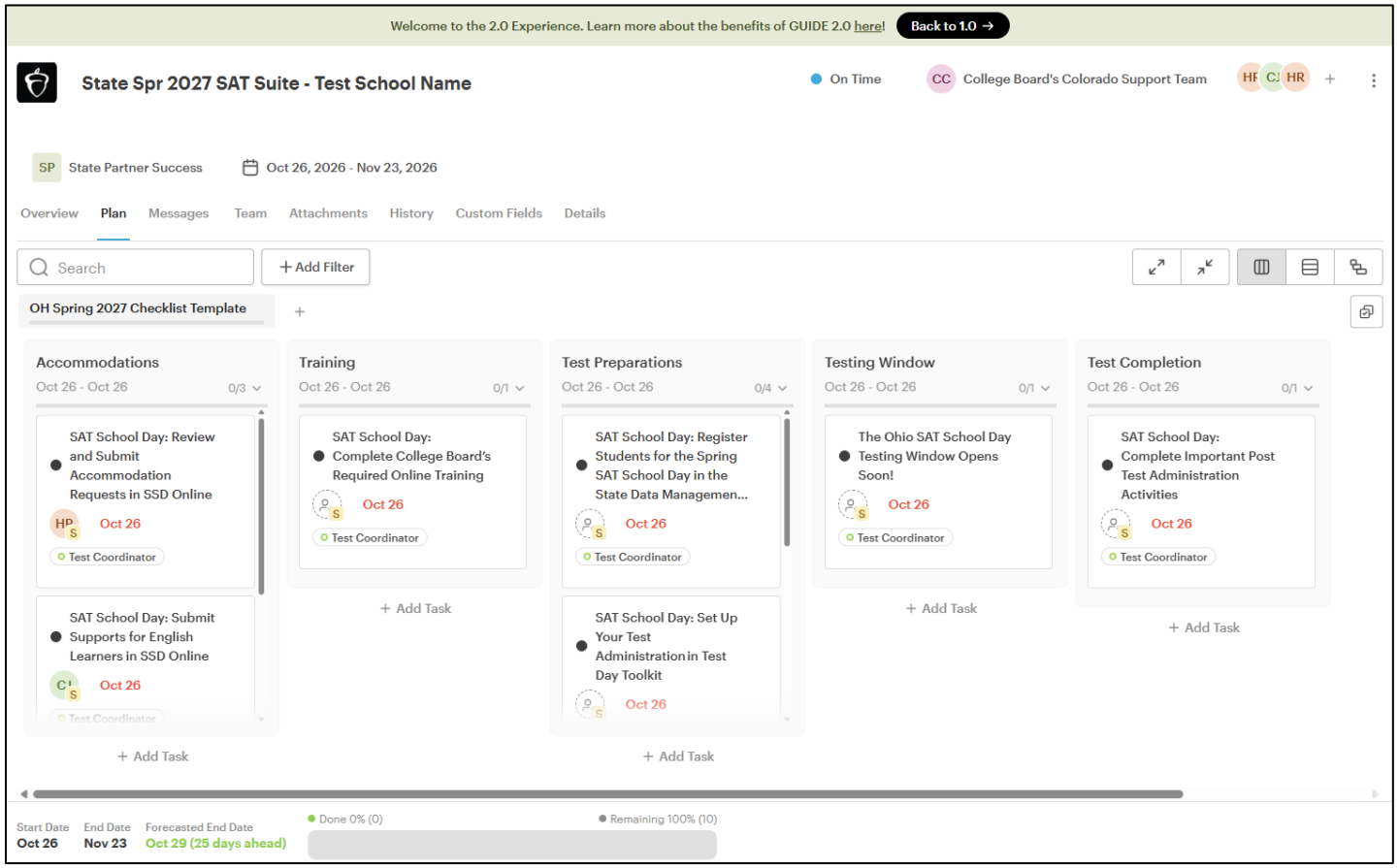
- Enter your email address and the six-character verification code, which expires in 15 minutes.



Skip Continue with SSO and Resend Invite. SSO asks for a password, and Resend Invite asks you to create one. You don't need a password.

The Project Plan at a Glance

- Here's what you see after selecting View Project: the Project Plan, a list of your tasks in chronological order.
- If a state administers more than one assessment, and a school has more than one primary test coordinator (such as a different coordinator for SAT versus PSAT 10), then the school may have more than one project, as tasks can only be assigned to one person at a time.



What does Test Day Staff Need to Do?



The College Board state team designed the checklist as a low-effort tool for the primary test coordinator.



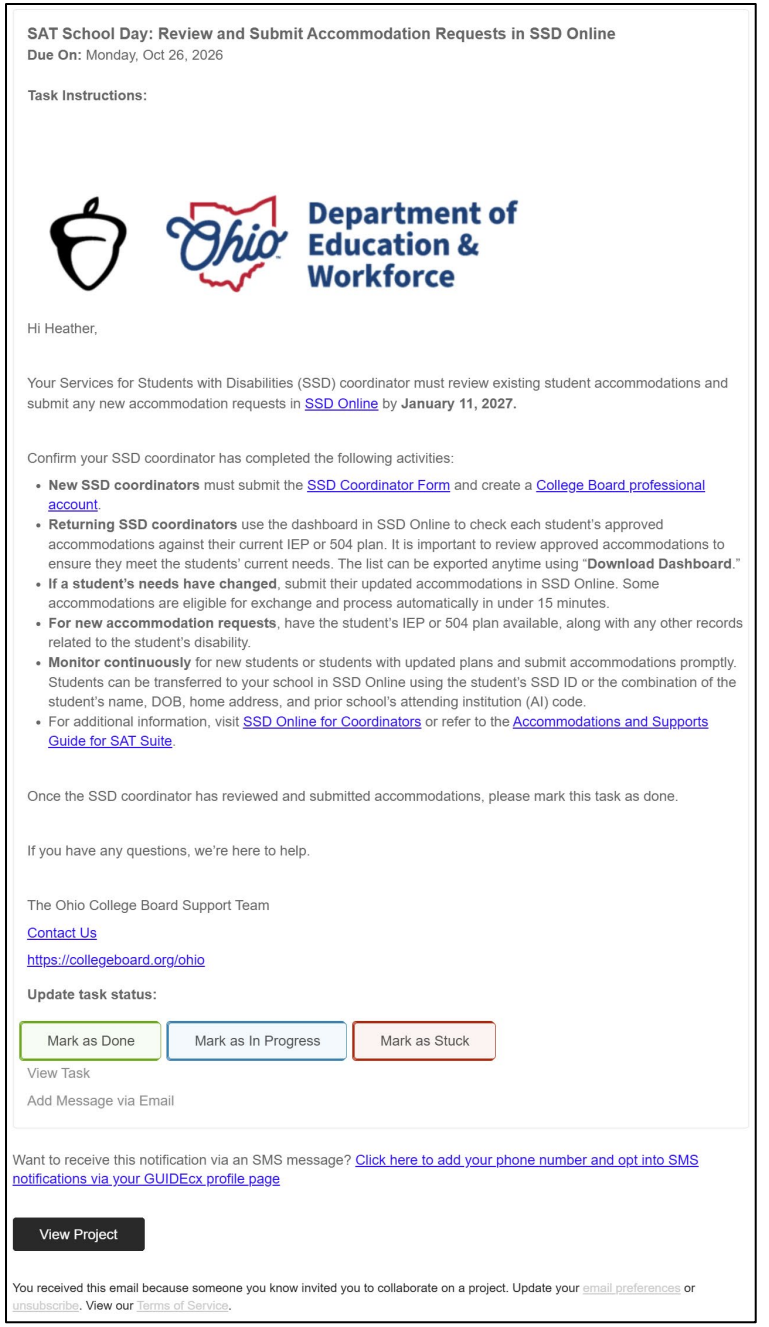
Your main job is to provide a status update in each task email.



If you need help, mark the task Stuck to generate a Customer Support email.

Task Email View

- The person assigned the task will receive a custom task notification email with directions and attachments/links for relevant documentation to complete the task.
- Through this email, the person assigned the task will provide a status update: Done, In Progress, or Stuck. Clicking the stuck button will send an email to the state's College Board Support inbox, opening a support ticket with College Board Customer Service.
- If the person assigned the task hasn't provided a status update for a task, they will receive a task reminder email shortly before the task is due.
- **No login is required** to mark tasks complete, in progress, or stuck in a task email.



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- **If a student's needs have changed**, submit their updated accommodations in SSD Online. Some accommodations are eligible for exchange and process automatically in under 15 minutes.
- **For new accommodation requests**, have the student's IEP or 504 plan available, along with any other records related to the student's disability.
- **Monitor continuously** for new students or students with updated plans and submit accommodations promptly. Students can be transferred to your school in SSD Online using the student's SSD ID or the combination of the student's name, DOB, home address, and prior school's attending institution (AI) code.
- For additional information, visit SSD Online for Coordinators or refer to the Accommodations and Supports Guide for SAT Suite.

Once the SSD coordinator has reviewed and submitted accommodations, please mark this task as done.

If you have any questions, we're here to help.

The Ohio College Board Support Team

Contact Us

https://collegeboard.org/ohio

Update task status:

Mark as Done | Mark as In Progress | Mark as Stuck

View Task

Add Message via Email

Want to receive this notification via an SMS message? Click here to add your phone number and opt into SMS notifications via your GUIDEcx profile page

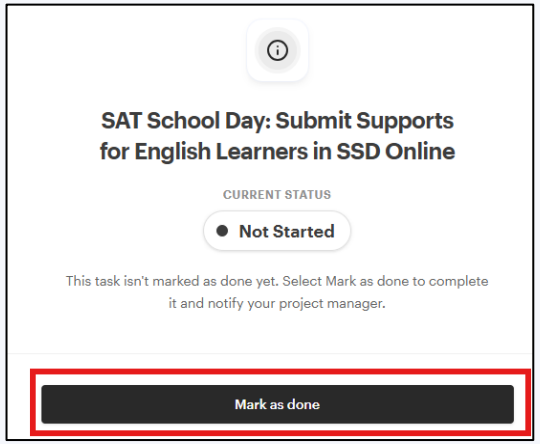
View Project

You received this email because someone you know invited you to collaborate on a project. Update your email preferences or unsubscribe. View our Terms of Service.

Working with Tasks

Each button in the email opens a confirmation screen.
Select the button again to finish

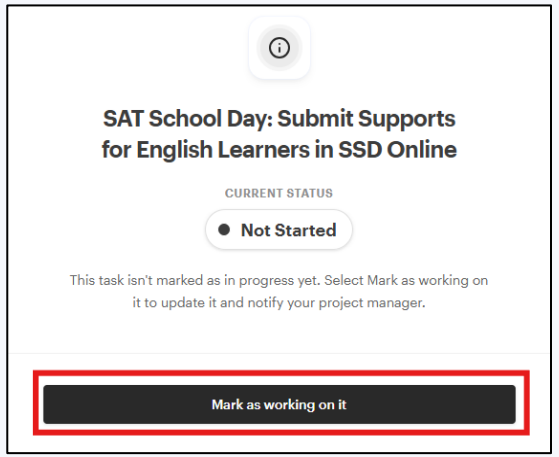
Mark as Done



Once a task is marked as Done, this pop-over will appear. Reminder emails for this task will cease.

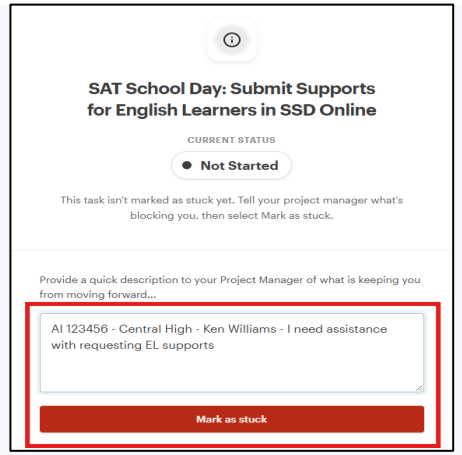
Reminders stop only after a task is updated to "Mark as Done", either from the task email or in the Project Plan.

Mark as In Progress



Once a task is marked as In Progress, this pop-over will appear, and reminder emails will continue to be sent until the task is marked as Done.

Mark as Stuck



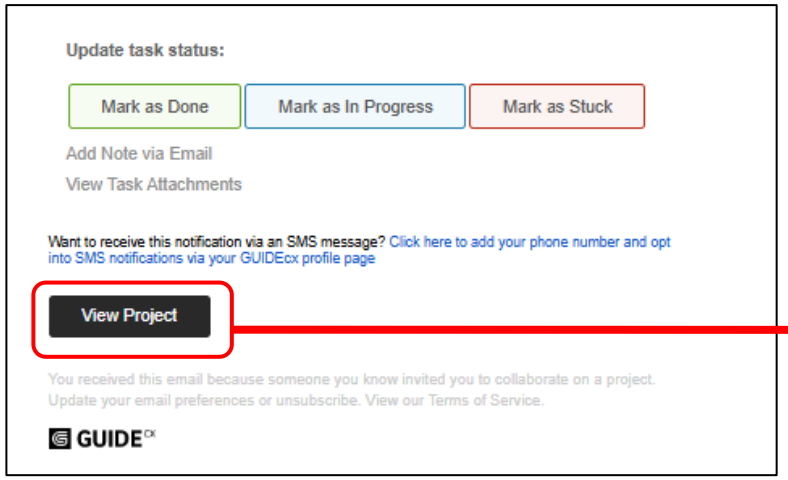
Once a task is marked as Stuck, the screen above appears.

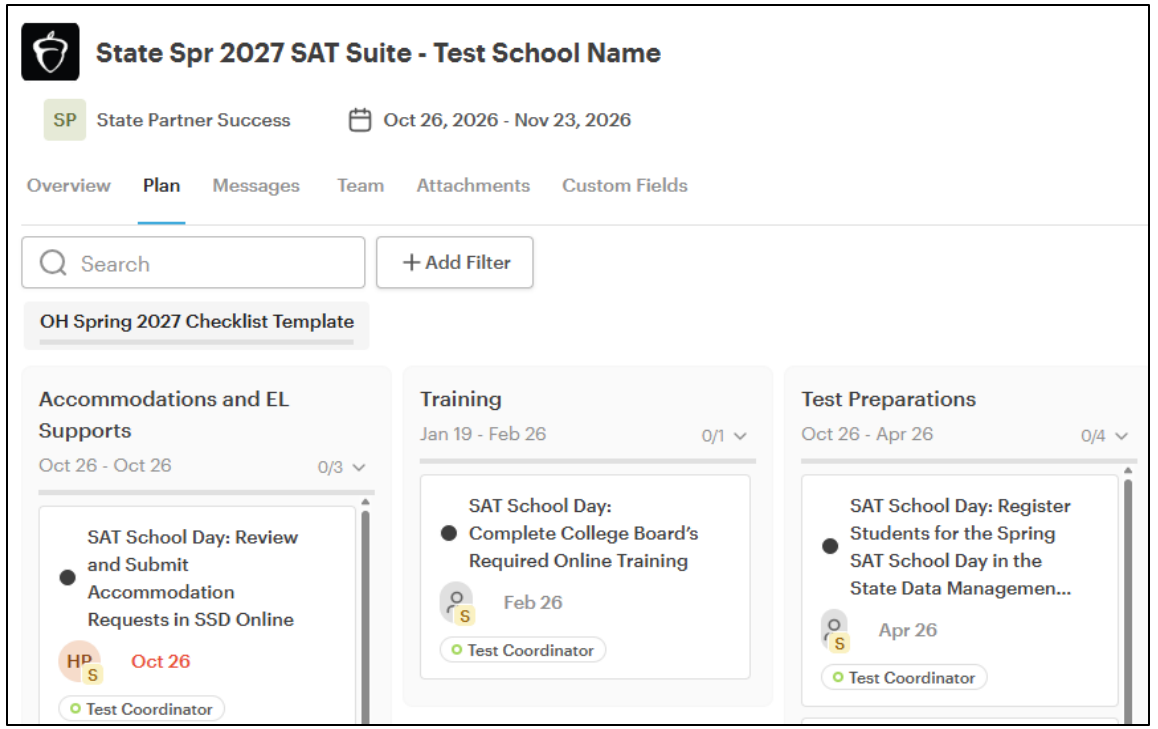
🚨 In this pop-up, add your name, AI code, school name, and a brief description of the issue. College Board Customer Service then receives an email.

📩 Reminder emails continue until the task is marked as Done.

Project Plan

- If they click View Project at the bottom of the welcome and task reminder emails, they will see the Project Plan, which is a list of their tasks in chronological order. This is where they can interact with the tasks, such as reassigning them to another member of their staff, within the Project Plan.





https://collegeboard.guidecx.com

Project Staff and Settings

Updating Project Staff

GuideCX receives primary test coordinator information from SSOR

If the coordinator wants to add additional staff, they have to add them in the GuideCX project

- If your school's test coordinator changes, update the coordinator listing in SSOR.
- College Board sends GuideCX an updated staff list each week.
- Changes made only in GuideCX revert at the next update.
- **Exception: Michigan.** MI schools update the coordinator listing in the Educational Entity Master (EEM) and the Office of Educational Assessment and Accountability (OEAA).

Adding Staff to Your Project

1 **Add or ensure testing staff are up-to-date in SSOR***

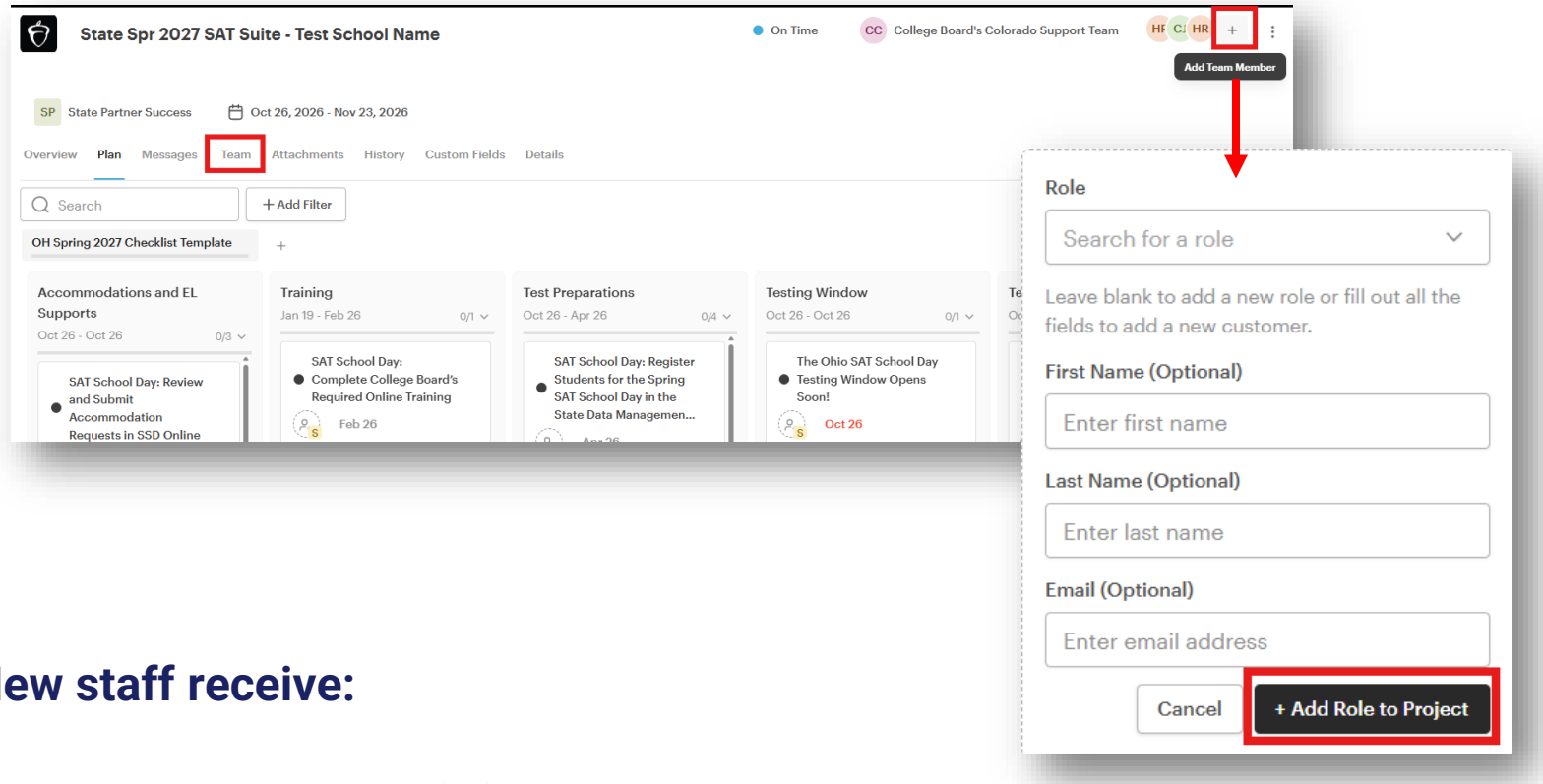
**or EEM & OEAA for MI*

GuideCX receives weekly updates.

2 **Go to the Team tab**

Select their role

Enter their first name, last name, and email address.



New staff receive:

A project invitation email right away

The weekly project overview email on Mondays

Task emails only for tasks assigned to them

Next: Assign them a task.

Reassigning Tasks

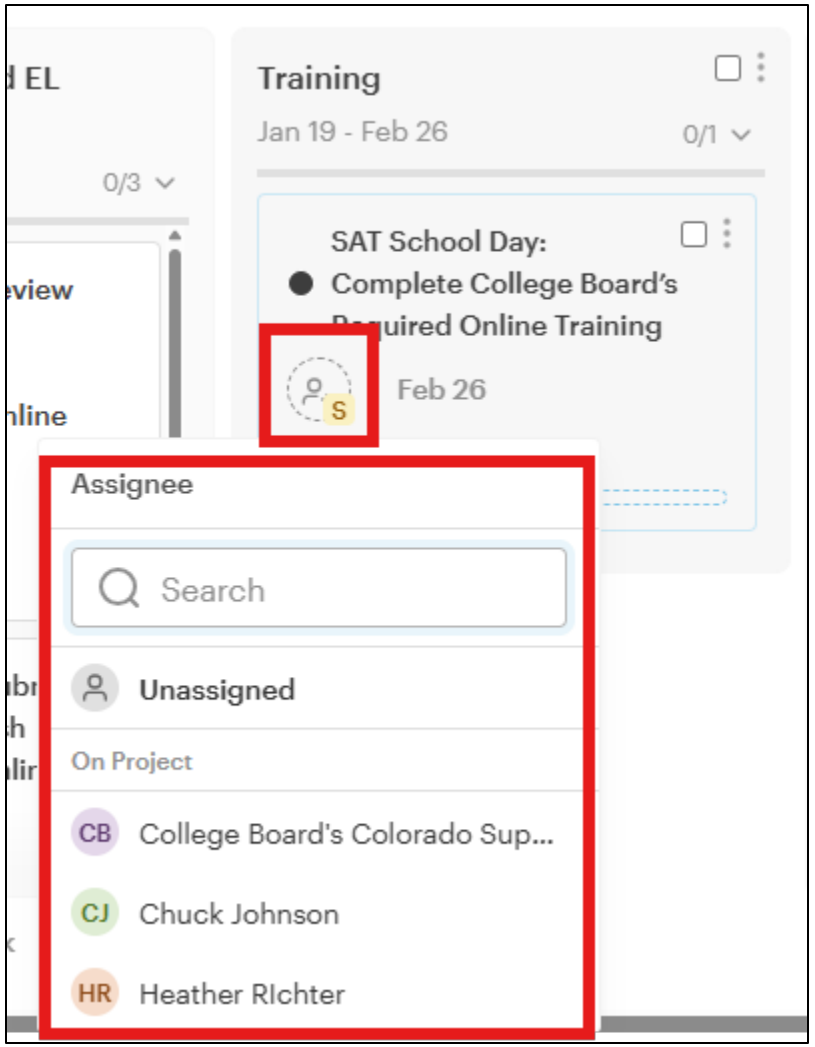
You can assign a task to any member of your school's project team.

Step 1: Make sure the staff member is on the Team tab. See Adding Staff to Your Project.

Step 2: In the Project Plan, select the person icon (or the assignee's initials) below the task name, then select the staff member from the dropdown.

Tasks can be reassigned before they start, while in progress, or after completion.

- **Note: Reassigning requires a GuideCX login. It cannot be done from a task email.**

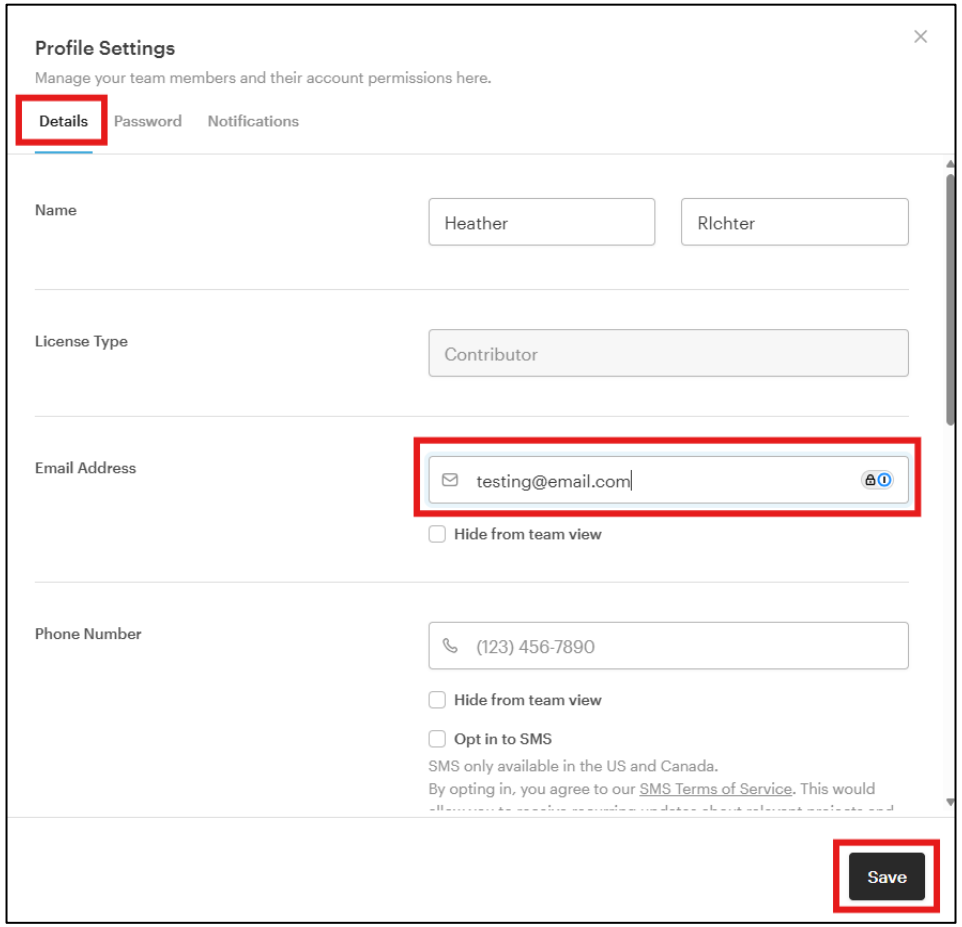


Editing Your Own Information

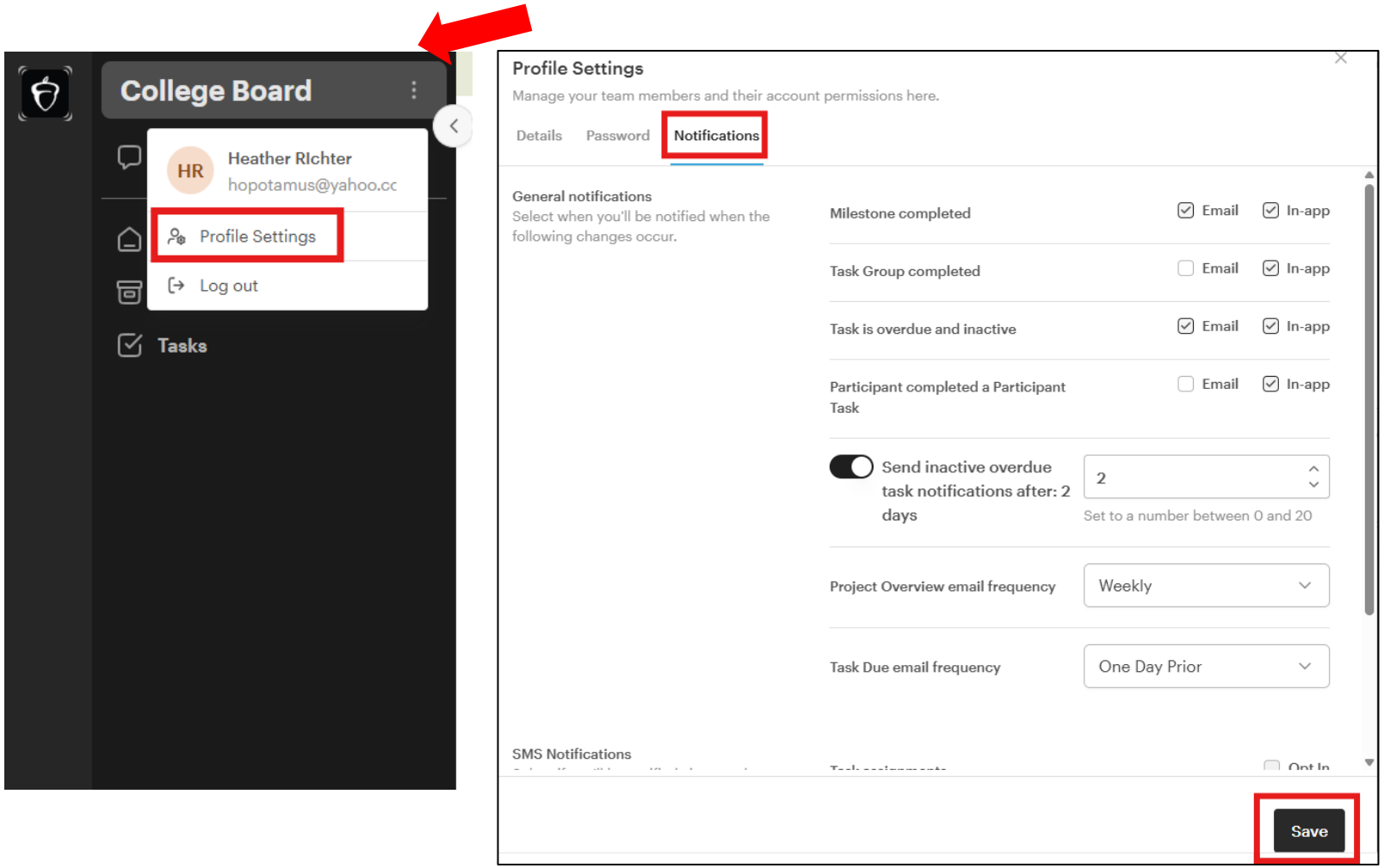
Update SSOR first.

Changes made only in GuideCX revert at the next weekly update.

- **Fix a misspelled name or email:** Update SSOR first (Michigan: EEM and OEAA).
  - Then, in GuideCX, select the three dots in the upper right corner of the left navigation panel, then Profile Settings > Details. Update your name or email, then select Save.
- **Add and assign:** You can also add team members and assign them tasks.
- **Other staff:** Only College Board can edit or remove other staff members.



Setting Notification Preferences



Users can adjust their notification settings.

- After logging in to GuideCX, users select the three dots in the upper right corner of the left navigation panel, then select Profile Settings.
- Under the Notifications tab, users adjust the settings, then select Save.

Troubleshooting & Resources

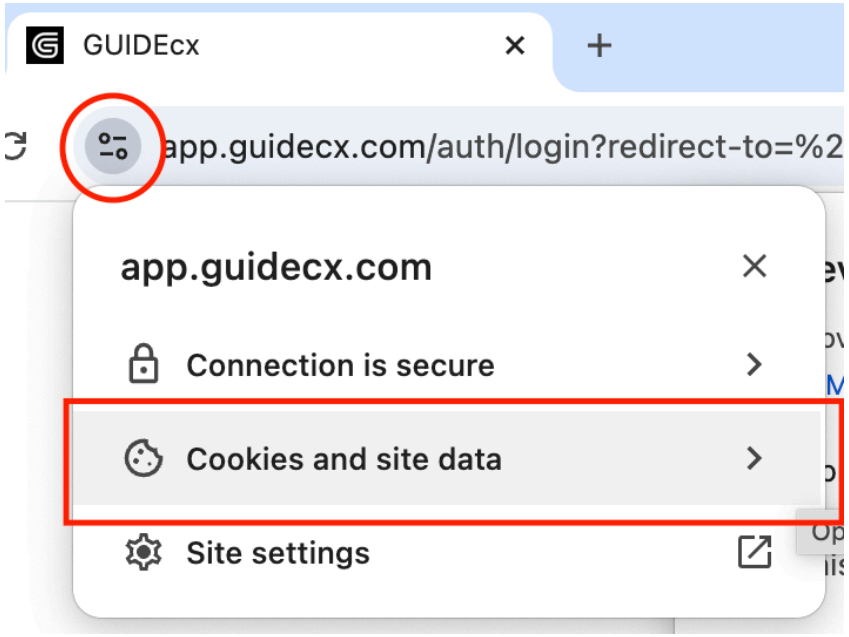
Troubleshooting Tips

Issue	What to do
The welcome email didn't arrive.	• Check the spam/junk folder. • Still missing? Contact College Board Customer Support to have it resent.
Task emails aren't arriving.	• Check the spam/junk folder. • Ask the school IT team to allow emails from GuideCX. • Still missing? Contact College Board Customer Support.
The verification code didn't arrive.	• Check the spam/junk folder. • Ask the school IT team to allow emails from noreply@guidecx-mail.com. • Enter the exact email address that received the project invitation.
Reminders keep coming for a finished task.	• Select Mark as Done in the task email or the Project Plan. Reminders stop only after Mark as Done is selected in the task.
The project page is blank or not working.	• Clear the browser cache and cookies for all time, then reload the page.

Clear Cache and Cookies: Step 1

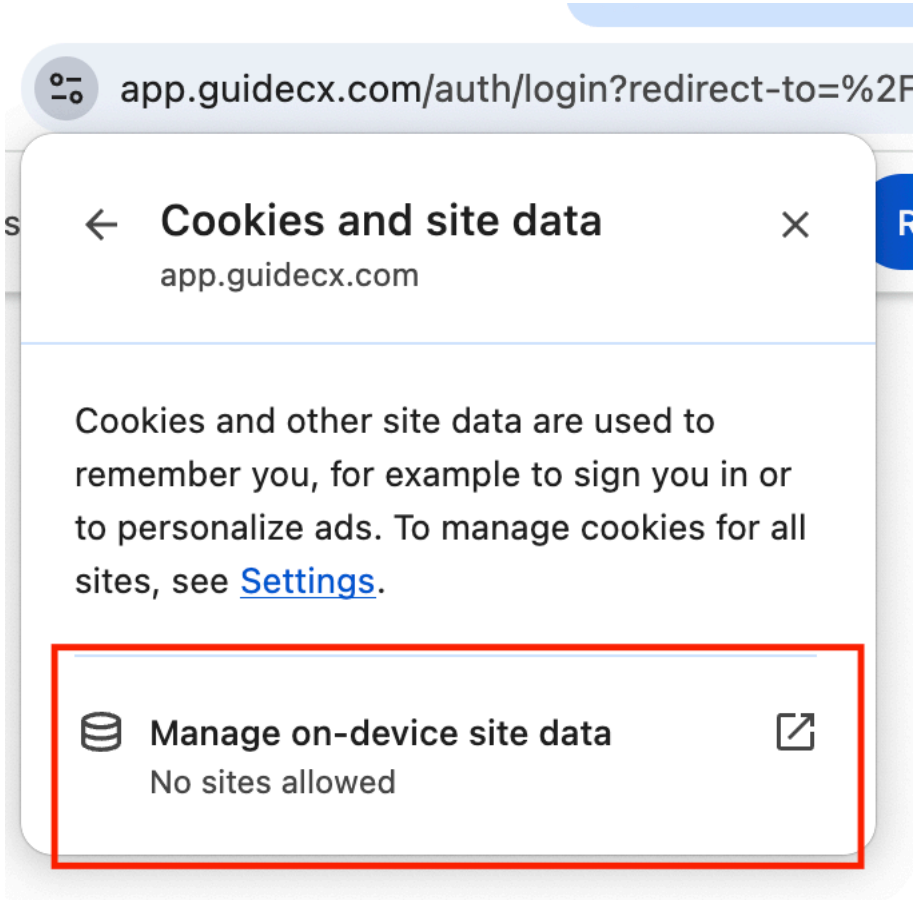
How to clear your cache and cookies for GuideCX specifically:

- Select the kabob menu on the left of your GuideCX URL (see screenshot at right)
- Select "Cookies and site data"



Clear Cache and Cookies: Step 2

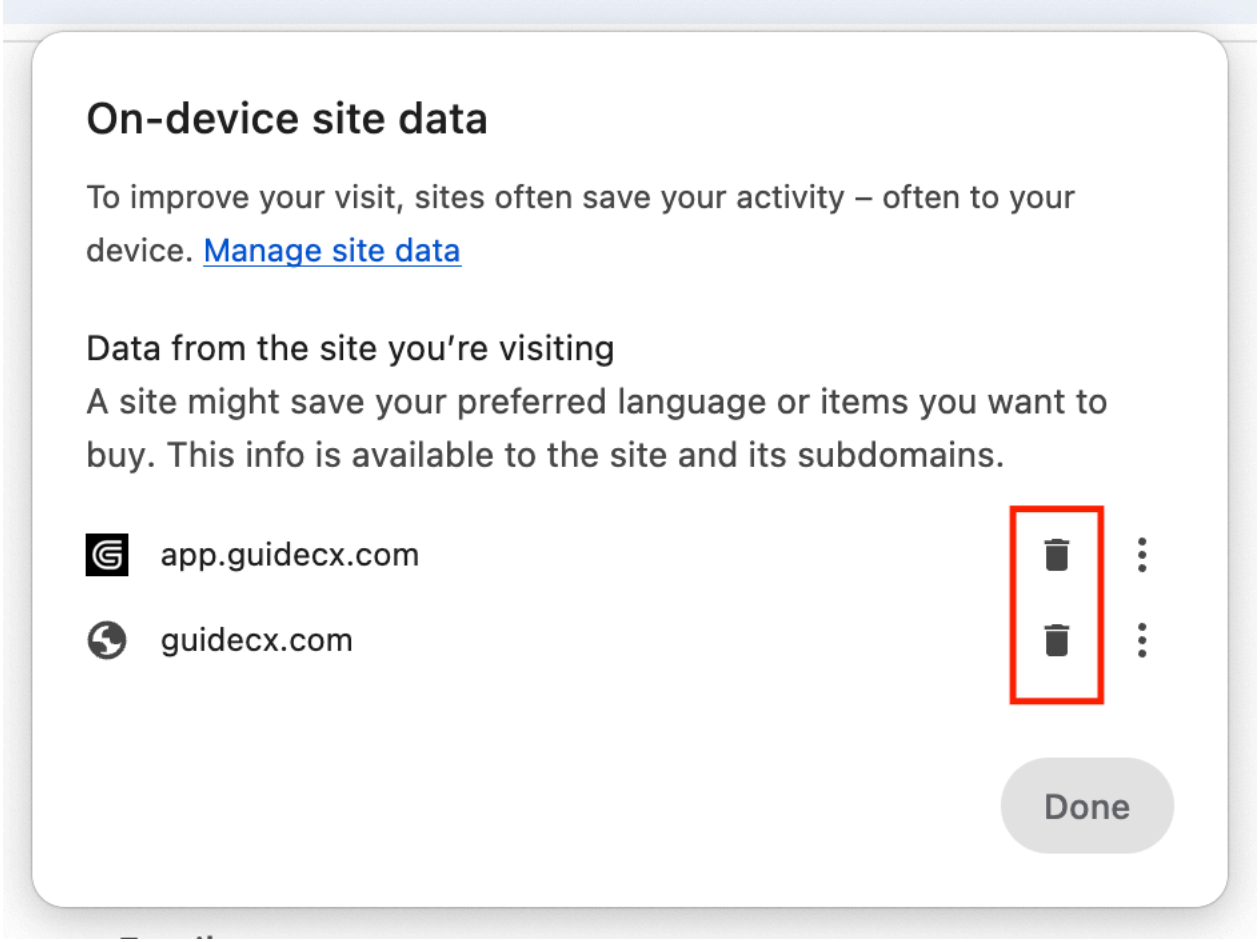
Select "Manage on-device site data" (see screenshot)



Clear Cache and Cookies: Step 3

You will see a pop up appear

- Click all trash cans that appear.
- Click Done and Reload your page.



Helpful Link

Bookmark the link for quick access.



Log in to GuideCX

Open your College Board project and tasks.

https://collegeboard.guidecx.com

Questions?

We’re here to help.

Reach College Board Customer Support through your state’s support inbox.

State Partnerships Contact page



Thank You

Thank you for all you do to support your students!