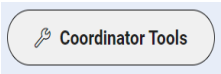
Test Day Toolkit

View, Add, and Edit Staff

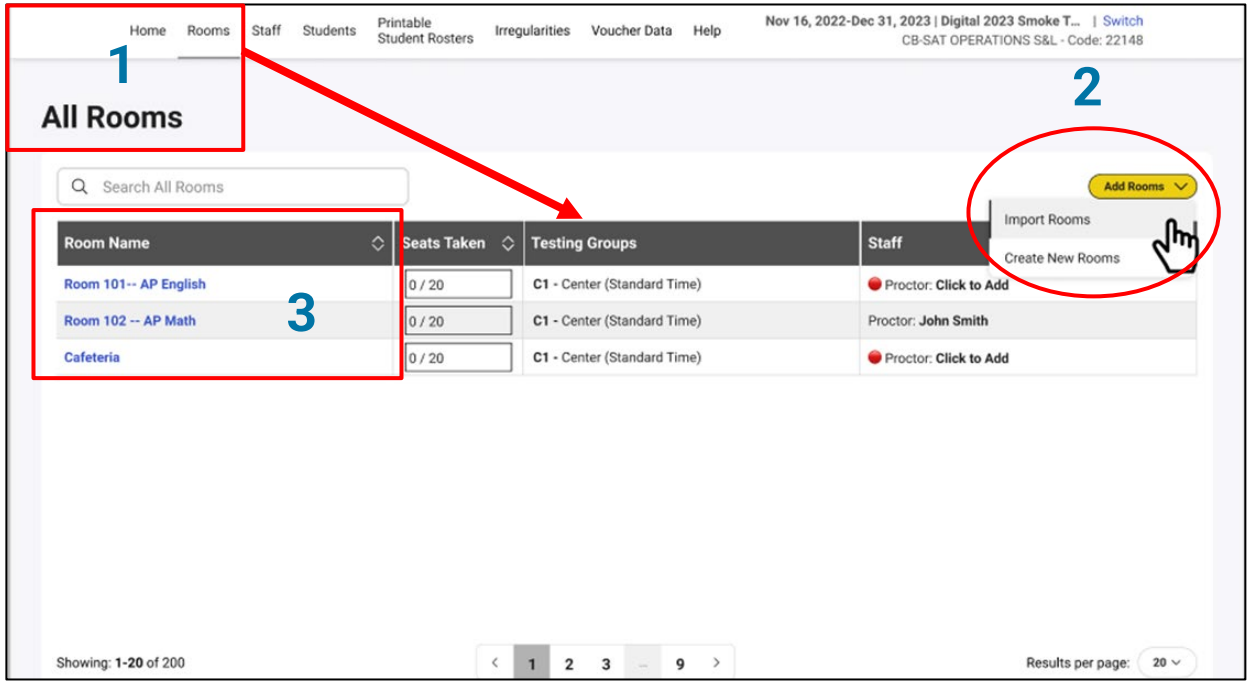
CollegeBoard

View, Add, and Edit Staff in Test Day Toolkit

General Functions and Features

1. View details under “Test Day Staff”
   - Entered Names, Role, and Phone
   - Room assignment
   - Access and Sign-in Status
2. Click “Add Staff” to either:
   - Import staff into this test administration from a prior test administration your school conducted
   - Add staff individually or bulk upload(demonstrated on following three slides)
3. Click any staff name and then the button 

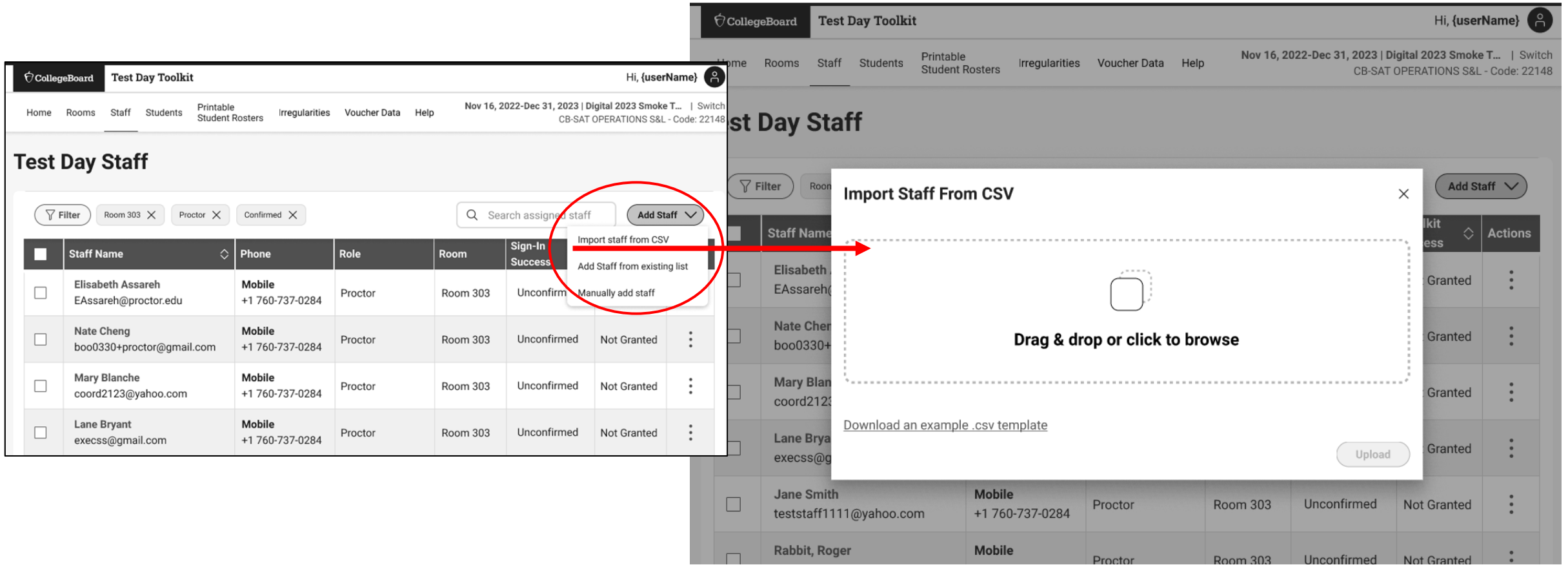
to edit that staff member’s details, including:
   - Proctor room re-assignment *
   - Designating another staff member as a second Test Coordinator



* Proctors should not be assigned to two rooms simultaneously, but un-assigned prior to re-assignment.

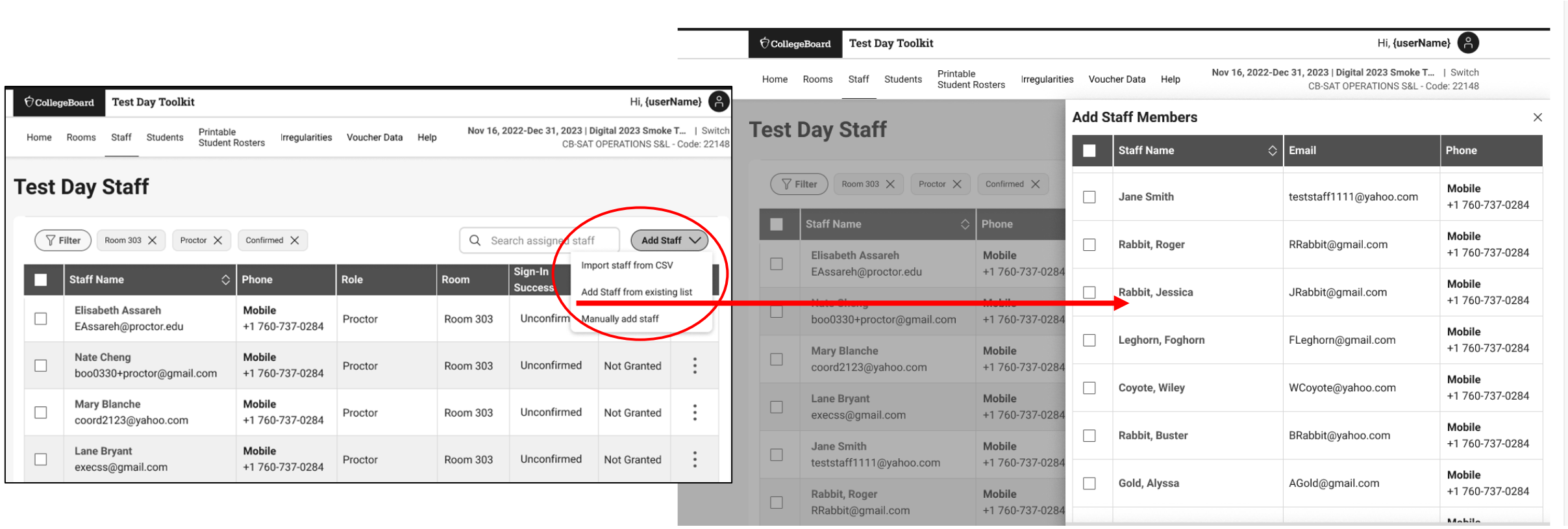
Import Staff into Test Day Toolkit

Test Coordinators can upload a .csv file of staff info directly into Test Day Tool Kit



Add Staff from Existing List

Test Coordinators can still add staff to their current test administration from past administrations



Add Staff Individually

Test Coordinators can always one-off add a new staff member individually

