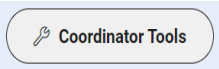
Test Day Toolkit

View, Add, and Edit Rooms

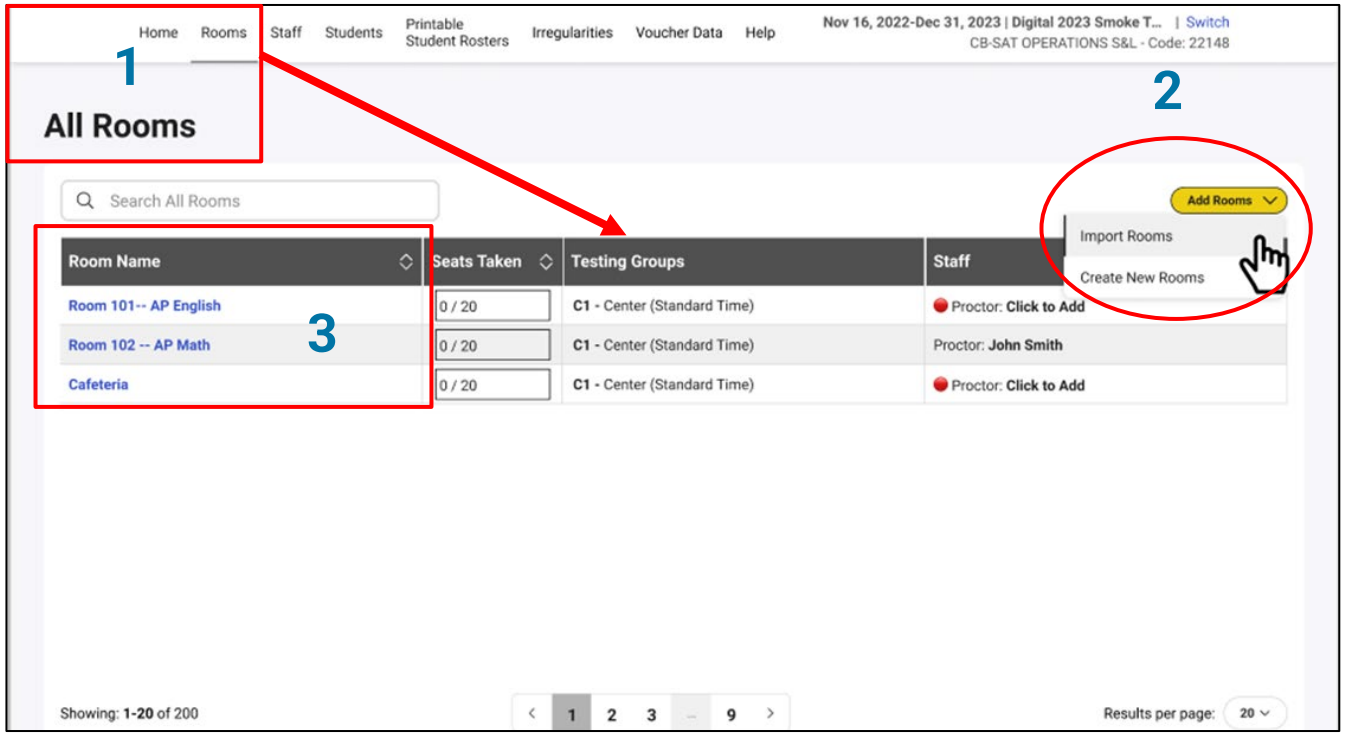
CollegeBoard

View, Add, and Edit Rooms in Test Day Toolkit

General Functions and Features

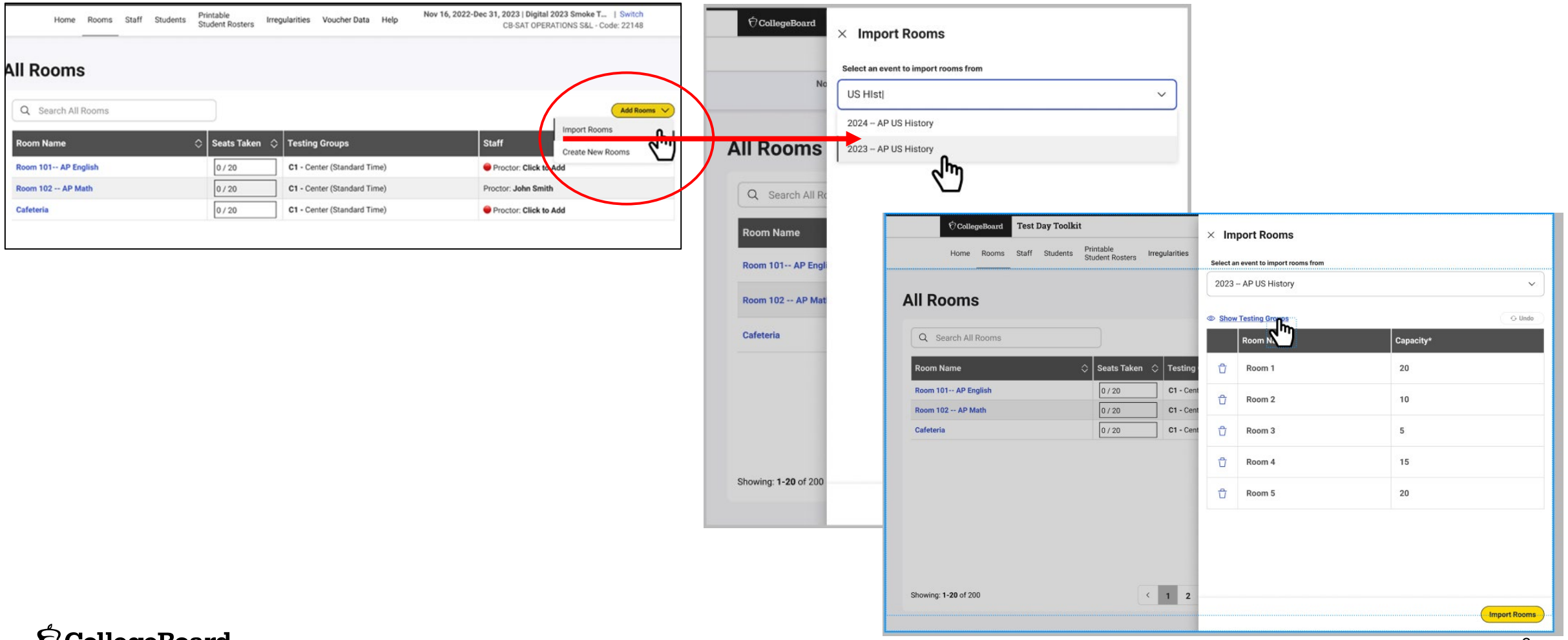
1. View details under “All Rooms”
   - Created rooms’ names
   - Testing groups
   - Assigned staff
   - Seating capacity
2. Click “Add Rooms” to either (see next slide):
   - Import rooms into this test administration from another test administration your school created
   - Create a new room
3. Click any room name and then the button 

to edit that room’s details



Import Rooms from another Test Administration

Import rooms from current, not just past, test administrations (e.g., SAT, PSAT10, PSAT8/9)



Create New Rooms

Note that newly created rooms can be immediately imported into other current, not just future, test administrations (e.g., SAT, PSAT10, PSAT8/9)

