Test Day Toolkit

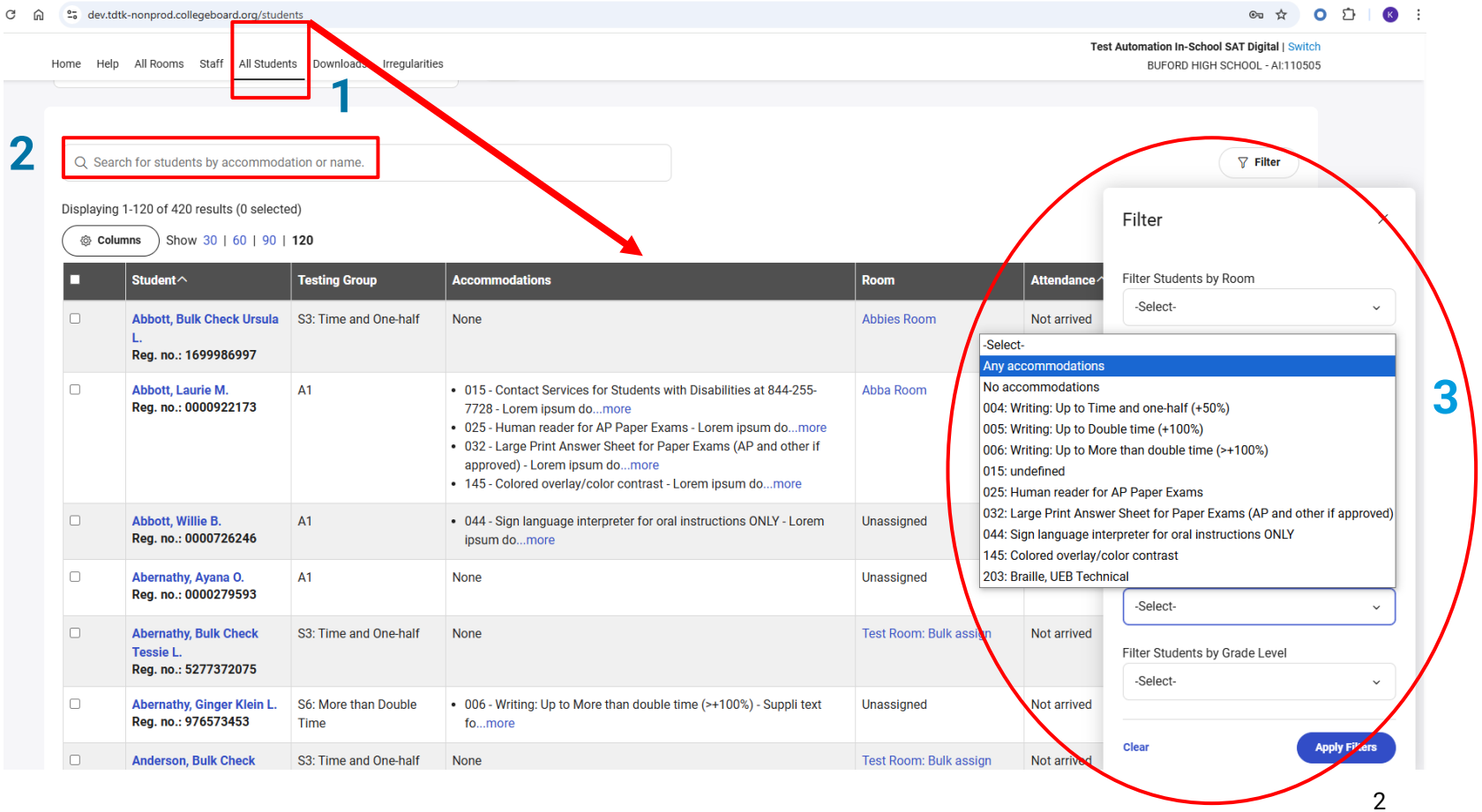
View Student Roster and Details

CollegeBoard

View Student Roster and Details in Test Day Toolkit 1

Most schools will be able to see their entire roster and access all student details from a single screen

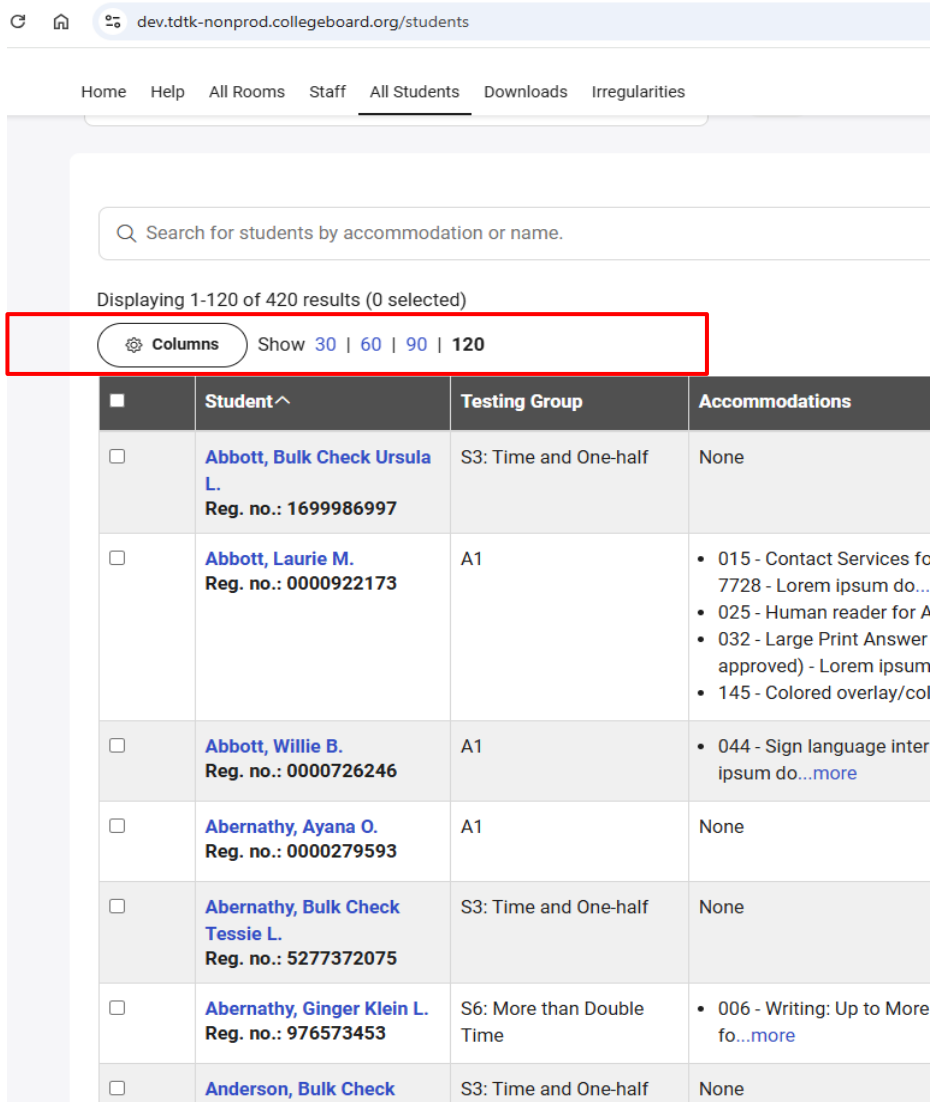
1. View details under “All Students”
2. Search for individual students or all students with a particular accommodation
3. Filter your roster by accommodations as well



View Student Roster and Details in Test Day Toolkit 2

Configure and re-configure your roster screen to meet your needs

1. The number and type of details shown can be edited by clicking the “columns” button
   A. Data Export from Test Day Toolkit also has these columns plus students’ registration numbers
   B. Student Details will contain their sign-in ticket credentials
2. The number of rows shown on screen can be edited to 30, 60,90, or 120 per page by clicking the number to the right of the columns button



View Student Roster and Details in Test Day Toolkit 3

See student details and take actions

1. Click the box(es) next to student names then “choose an action” from the dropdown above to move students to rooms, either individually or multiple students at a time
2. Click on any student name to see details for that student, including their sign-in ticket credentials.

