

SAT Preparation Fast Start Toolkit

October 2017

Getting Started (Steps 1-3)

Step 1: Create your K-12 Reporting Portal and Khan Academy Accounts

K-12 REPORTING PORTAL: How do you create your account? School leaders should work with their Access Manager and other staff to ensure each user has the appropriate level of access to data given their role in implementation. In order to do this, each participant should first go to www.collegeboard.org and either create an account or update their account to reflect their current school.

The [K12 Reporting Portal](#) is your home-base for student level data and aggregate reports to understand Participation, Performance, Equity and Growth. There are three levels of data access a user can have in the K-12 Reporting Portal:

- 1) **File Downloads:** Access to download and link all student level data to information systems. *(Access Manager or District Staff)*
- 2) **Detailed:** Access to student level data in the Reporting Center. *(Teachers, Guidance Counselors and School Leaders)*
- 3) **Summary:** Access to aggregate reports only in the Reporting Center. *(School Leaders or District Staff)*

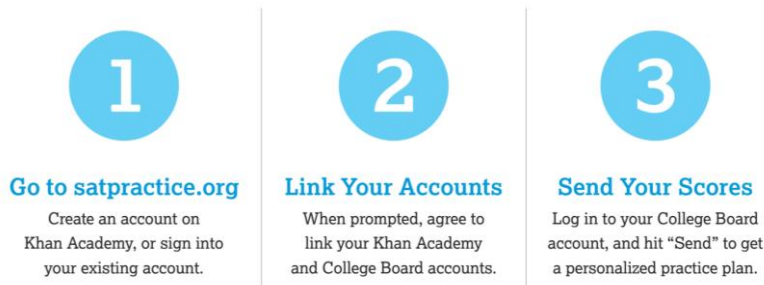
KHAN ACADEMY: How do you create your account? Simply go to <https://www.khanacademy.org/> and register as a Teacher!

Khan Academy is your home-base for tracking student Preparation as they participate in individualized SAT practice. This is also where you will find coaching tools and aligned lesson plan content to further support student learning.

Step 2: Help Students Create Khan Academy Accounts and Link to Their College Board Data

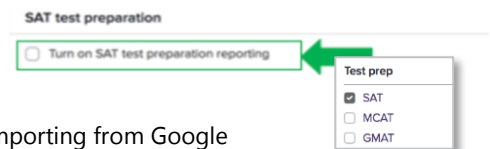
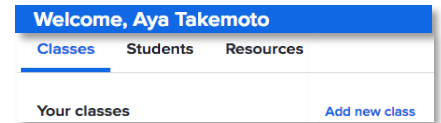
ACCOUNT LINKING: For personalized, Official SAT Practice, help students create a Khan Academy account and link to College Board.

1. Give students time to link their accounts during school hours.
2. Show students the video resource below and provide this flyer in English or Spanish as a reminder.
 - a. Video: [How to Link Your College Board + Khan Academy Accounts](#)
 - b. Flyer (English): [How to Link](#) (Spanish): [How to Link](#)
3. Help students follow these three steps.



Step 3: Create Your Classes in Khan Academy and Link to SAT Resources

1. **Log-in to Khan Academy.** Click on your name in the top right corner and select **“Coach dashboard”** or **“Add Students”** if you currently don’t have any. Adding students will then enable the “Coach Dashboard” option.
2. **Create a class with SAT resources by:**
 - **Adding a New Class**
 - A subject class with SAT, or
 - An SAT specific class
 - **Adding SAT to an Existing Class:** Go to “Settings” and click “Turn on SAT test preparation reporting”.
3. **Follow these steps to finish a “new class”:**
 - Name the class, and hit “next”.
 - Pick a subject and “Add SAT” or just select “SAT” only for SAT specific classes.
4. **Request that students share their SAT activity with you.** Add students by using code, importing from Google Classroom, or sending an email invitation. Note: You will only have access to student level data if they take this step!



Using the Data (Steps 4-6)

Step 4: Use K-12 Reporting and Khan Academy to Support Students

K-12 REPORTING PORTAL FAST START DATA

For PERFORMANCE Trends: Summary Report and Roster Report

For EQUITY Trends: Demographics Report and Longitudinal Report

Step 1: Select the kind of report or specific assessment you want to view.

Step 2: If you select a specific assessment you can dig in deeper into that assessment by selecting a report type (e.g., Question Analysis, Demographics, etc.)

Step 3: You will then select to run the report by administration date or cohort year.

Step 4: RUN THE REPORT!

The screenshot shows a web interface for selecting a report. At the top, there are tabs for 'SELECT', 'Summary', 'PSAT 8/9', 'PSAT 10', 'PSAT/NMSQT', 'SAT', and 'Roster'. Below this, there is a 'REPORT TYPE' dropdown menu set to 'Scores by Institution'. Underneath, there are radio buttons for 'Administration date' (selected) and 'Cohort year'. A 'COHORT YEAR' dropdown menu is set to '2016'. At the bottom right, there are 'Run Report' and 'Cancel' buttons.

Descriptions of additional data reports can be found in [this document](#).

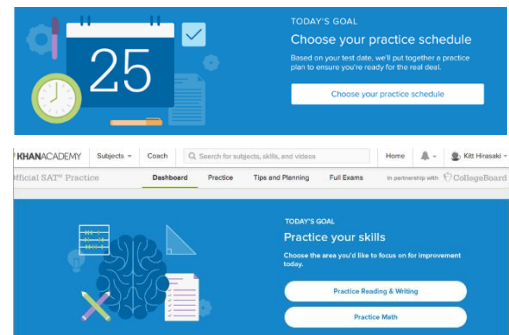
KHAN ACADEMY FAST START RESOURCES

FOR TEACHERS: Follow the steps on [this webpage](#) to set up your Coach Dashboard, add students, and find practice and content tools.

FOR STUDENTS: Help students fast start in Khan Academy by setting up a practice schedule and beginning to practice! Students can find tips for practicing [here](#), or watch an overview video of how to set a schedule and start practicing [here](#).

Begin and Explore Practice: Create a practice schedule, review your skill levels, and review tips and planning resources

Practice with Aligned Content: Begin practice in a particular subject area or take a full practice exam.



Step 5: Access Baseline Data and Set Goals

FOR ACCESS: Are students accessing the Khan platform and engaging in SAT practice?

Khan Academy Historical Report: Use the data provided to the district to set goals for student access to SAT practice on Khan Academy

Potential Metrics: Number of Khan accounts linked to College Board accounts, number of active Khan accounts per grade.

The screenshot shows a 'Historical Report for' section for 'Official SAT™ Practice on Khan Academy'. It covers the period from 'September 04, 2016 - June 10, 2017'. Below this is a table for 'Linked Accounts 2016-2017' and another for 'Active Accounts 2016-2017'. The 'Linked Accounts' table has columns for 'Year Start', 'Year End', and 'New Linked Accounts'. The 'Active Accounts' table has columns for 'Year Start', 'Year End', 'New Linked Accounts', and 'Avg. Percent Active'.

FOR PERFORMANCE: How well are students doing on the SAT?

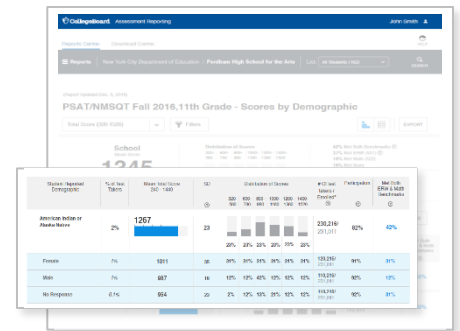
K-12 Reporting Portal Summary Report: Use the data from <https://k12reports.collegeboard.org> to set goals for student performance on the SAT, based on previous PSAT/NMSQT scores

Potential Metrics: Mean SAT score for 11th grade cohort, percent of students meeting standard overall.

FOR EQUITY: Are performance gaps between racial and socioeconomic subgroups closing?

The screenshot shows a 'Summary Report - Sep 2015 - Aug 2016' for 'Academic Year'. It is for 'SAT March 2016' and 'PSAT/NMSQT October 2016'. The report is for '10th grade' and 'Grade'. It shows 'Mean Total Score' of 960, 'Mean ERW Score' of 473, and 'Mean Math Score' of 469. It also shows 'Participation' of 26% and 'Percentage of Test Taker Population by Sex' (Female 64%, Male 36%, No Reports N/A). The report is categorized as 'PERFORMANCE'.

K-12 Reporting Portal Scores by Demographic Report: Use the data from <https://k12reports.collegeboard.org> to identify performance of each demographic subgroup, and set goals to close performance gaps.



Potential Metrics: Mean SAT score for 11th grade cohort by racial and socioeconomic subgroup, percentage of students meeting standard by subgroup.

Step 6: Create a Comprehensive Action Plan

Use the **ACTION PLAN TEMPLATE** to guide your thinking:



SAT_Practice_Action_Plan_Template_10.12

The following questions and resources should help you develop and enact your plan:

PRACTICE	How can I get more students practicing more consistently in Khan Academy?	Linking accounts, Integrating practice into the school day, tracking time in Kahn
KNOWLEDGE	How can I make sure my staff is using Khan Academy resources for data and planning?	Khan Academy data use, Using Khan lesson plans, Progress conferences
OWNERSHIP	How can I get students excited about and invested in SAT practice?	Parent and student communication, incentives,

- PRACTICE:** How can I get more students practicing more consistently in Khan Academy?

 - Video: [How to Link Your College Board + Khan Academy Accounts](#)
 - Flyer (English): [How to Link](#), Flyer (Spanish): [How to Link](#)
 - Report: [Supporting Students Using Official SAT Practice on Khan Academy](#)
- KNOWLEDGE:** How can I make sure my staff is using K-12 reporting portal and Khan Academy resources for data and planning?

 - Teacher Training PowerPoint: [PD Module for Educators](#) and [PD Module for Educators: Facilitator's Guide](#)
 - Teacher Support Guide: [Teacher/Coach Implementation Guide](#)
 - Teacher Quick Start Guide: [SAT Practice Implementation Guide](#)
 - Sample Coach Dashboard for Training: [Sample Coach Dashboard](#)
 - Khan Resource Page: [K-12 Teachers Official SAT Practice Resources](#)
 - Implementation Guide: [Redesigned SAT K-12 Implementation Guide](#)
<https://tntp.sharepoint.com/collab/teamcollegeboard/Shared Documents/4. Training Materials/Final SAT Training Materials/Sample Coach Dashboard>
- OWNERSHIP:** How can I get students and families excited about and invested in SAT practice?

 - Video: [What Students Are Saying About Official SAT Practice on Khan Academy](#)
 - Flyer: [What Students Are Saying About Official SAT Practice on Khan Academy](#)
 - Flyer: [Official SAT Practice Overview](#)
 - Videos: [Confidence](#) , and [Better Takes Practice](#)
 - Toolkit: [Celebration Kit](#)
 - Video: [Intro to Official SAT Practice](#)
 - Communication Toolkit: [Communications and Social Media Toolkit](#)
 - Flyer (Spanish): [Practice Information and Tips for Parents](#) (English): [Practice Information and Tips for Parents](#)
 - Videos: [Parent Webinar Series](#)
 - Khan Resource Page: [Parent and Mentor Practice Resources](#)