



State Data Management System (SDMS)

Spring 2024

**ISBE-Provided SAT with Essay, PSAT 10,
and PSAT 8/9**



SDMS – What Is It?

- **State Data Management System (SDMS)** is a new tool created by College Board to manage student registrations for state SAT with Essay, PSAT 10, and PSAT 8/9 testing.
- In spring 2024, student registration data will flow from ISBE's Student Information System (SIS) to College Board's State Data Management System (SDMS) to College Board's Test Day Toolkit (TDTK).
 - Unlike fall, College Board's SAT Suite of Assessment Ordering and Registration (SSOR) system will not be used for spring accountability testing.

The screenshot displays the SDMS interface with a navigation bar at the top containing 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The main content area is divided into two sections: 'TOTAL STUDENTS' for 'SAT with Essay' and 'PSAT 10'. Each section shows a timestamp '1/6/2024 4:48:51 PM - Last bulk data or student record updated' and a 'View Student Roster' button. The data for 'SAT with Essay' is as follows:

State	Total School Count With Registration	Exam Setup Complete
Illinois State Board of Education	1	0

Total Registrations	Total Started Test
2	0

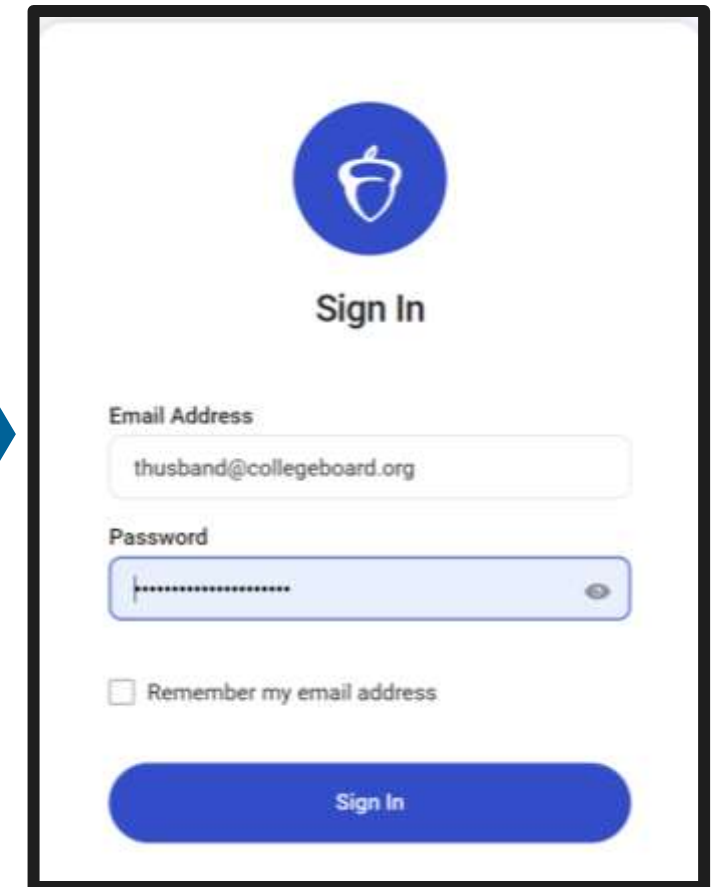
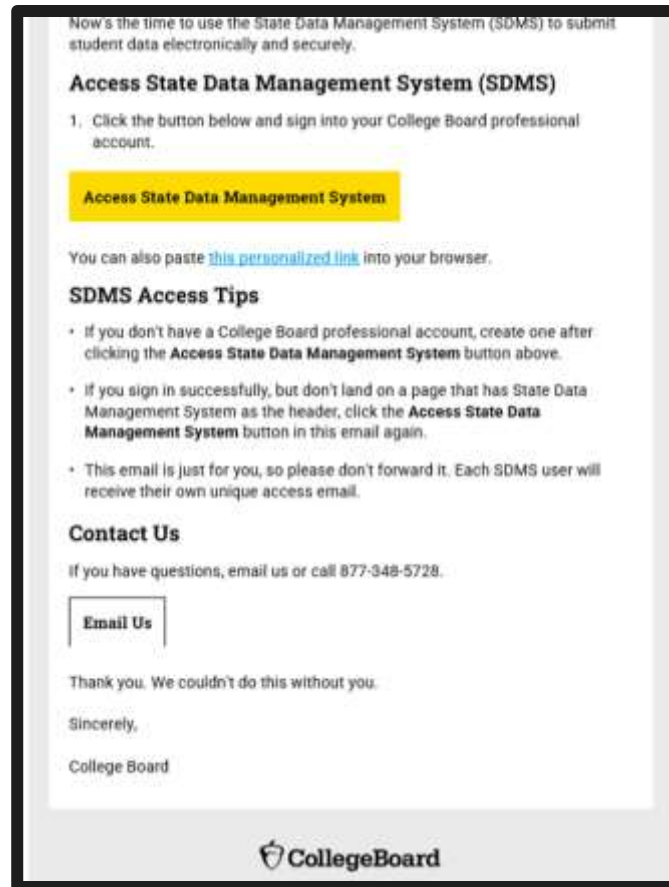
Registration by Grade	Total Submitted Test
11th 2 Students	0

The data for 'PSAT 10' is as follows:

State	Total School Count With Registration	Exam Setup Complete
Illinois State Board of Education	1	0

SDMS Email and Access

- **Student data will be visible in SDMS beginning the week of February 5.**
- District and school users will receive an email from College Board on Friday, February 2.
- The invitation is unique to each user and is not forwardable.
- District and school users will log in using their College Board account.
- If a school user has changed, please complete the [State Testing School Contact Update Form](#).



SDMS Function



- Data from SDMS integrates with accommodations data from College Board's Services for Students with Disabilities (SSD) Online system.
 - Approved accommodations will appear in the student's record in SDMS.
 - Approved accommodations may be waived, entirely or in-part, in SDMS by the SSD coordinator if a student chooses and their parent/guardian consents.
- Student rosters from SDMS automatically populate Test Day Toolkit.
- Student data in SDMS determine the generation of a student's test in Bluebook.

SDMS Permissions and Communication

Role	District SDMS Coordinator	School Test Coordinator	Technology Coordinator	SSD Coordinator
View student registrations and associated accommodations	✓	✓	✓	✓
Transfer a student from one school to another within a district	✓			
Edit student registrations	✓			
Waive accommodations (all or partial)				✓
Force match accommodations				✓

- ❖ Backup Test Coordinators will not have access to SDMS.
- ❖ When waiving or force matching accommodations in SDMS, please allow **at least four days** for an updated test package to appear in Bluebook.

District SDMS Coordinator Edits – Only If Needed

- The expectation is that all enrollments are current in SIS.
- ISBE will send updated SIS data each Friday from February 9 – April 19.
- Limited functionality to make time-sensitive changes has been made available to District SDMS coordinators. Please be advised that if these changes are not made within the SIS system prior to the next scheduled SIS upload, they will be overridden by the SIS upload. Practically, this means that if the change impacts a student's testing package, you must schedule testing to be completed prior to the next scheduled SIS upload.
- Once students enter the Room Code, adjustments cannot be made in SDMS.

Role	District SDMS Coordinator	School Test Coordinator	Technology Coordinator	SSD Coordinator
Edit student registrations	✓			

SDMS Dashboard

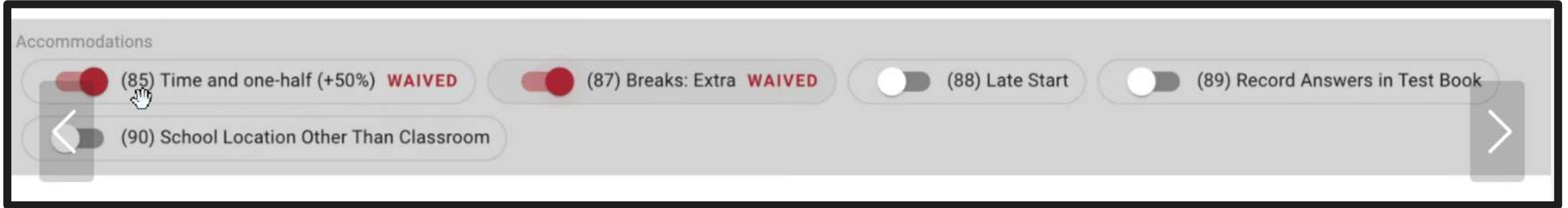
The SDMS Dashboard allows users to:

- Filter and search by multiple fields.
- Download rosters.
- Waive/force match accommodations (SSD Coordinator only).

The screenshot shows the 'Student Roster' page in the SDMS Dashboard. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. On the left, a 'Filters' sidebar contains input fields for 'First Name', 'Last Name', 'State Student ID', 'Advanced Filters', 'AI Code', 'State School Code', and 'School Name'. The main area displays a table of student records with columns: First Name, Last Name, SSD ID, State Student ID, Accommodations, Birthdate, MI, Gra..., Gen..., AI Code, School N..., Testing S..., Test Mode, Registrati..., and Tes... The table lists four students: Kevin Husband (Warren Woods Tower High School), Kevin Husband (Cripple Creek-Victor Junior-Senior High School), Madhan Moolle (Cripple Creek-Victor Junior-Senior High School), and Betsy Ross (Cripple Creek-Victor Junior-Senior High School). The bottom of the table indicates '1 row selected' and 'Rows per page: 25'.

First Name	Last Name	SSD ID	State Student ID	Accommodations	Birthdate	MI	Gra...	Gen...	AI Code	School N...	Testing S...	Test Mode	Registrati...	Tes...
+ Kevin	Husband	1235896			5/11/2006	K	11	M	529030	WARREN WOODS TOWER HIGH SCHOOL		PPT		
+ Kevin	Husband	1235896			5/11/2006	K	11	M	529030	CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL				
+ Madhan	Moolle	456			Invalid Date	M	11	M	529030	CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL				
+ Betsy	Ross	2312182...	3311223344		10/16/2008		11	F	529030	CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL		PAPER		

Manage Students: Waiving Accommodations



If a student is approved for accommodations in SSD Online but would like to waive some or all of them for their Spring 2024 test administration, **SSD Coordinators** are able to do this in SDMS.

- Navigate to the student's profile in SDMS.
- Use the toggle switch next to each of the student's accommodations listed under "student details" to waive any that the student does not want to use.
- We recommend that the school obtain the request to waive accommodations in writing from the student's parent/guardian or the student (if 18 or older).
- Accommodations must be waived **at least four days prior** to the student's test to make sure the student's test package is reconfigured correctly for testing.

Manage Students – Force Match

The screenshot shows the 'Student Details' page in the SDMS system. The page includes a header with 'Customize', 'Filters', 'Density', and 'Download Roster' options. Below the header, there are fields for 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Birthdate', and 'Middle Initial'. A 'Save' button is visible. The 'Birthdate' field is set to '01/11/2005' and the 'Grade' is '11th Grade'. The 'SSD ID' field is highlighted with a red rectangle. A confirmation dialog box is overlaid on the right side of the page, asking 'Are you sure?' and providing instructions on the consequences of forcing a match. The dialog has 'Cancel' and 'Force Match' buttons.

Are you sure?

The entered SSD ID will be used to match this student to a student record in SSD Online. You should confirm this is the student's accurate SSD ID from SSD Online before proceeding to ensure a student receives their correct accommodations on test day.

Cancel **Force Match**

- If a student's SDMS registration data do not exactly match their demographic data in SSD Online, a match will not occur and that student's approved accommodations will not appear in SDMS, Test Day Toolkit, or their exam in Bluebook.
- If you are certain the student in SDMS is the **same student** associated with a particular SSD ID in SSD Online, SSD coordinators may "force match" these students by entering the SSD ID from SSD Online in the SSD ID field on the Student Details page. This will generate the confirmation prompt.
- Force matching should occur **at least four days prior** to the student's scheduled test date to make sure the student's test package is reconfigured correctly for testing.

District SDMS Coordinators Only

Manage Students: Available Functions

- **Note:** The expectation is that all enrollments are current in SIS.
- Click “**Delete**” and confirm to delete (no further steps to discuss).
- Click “**Transfer**” and follow steps on next slide to transfer student from one school to another within district.
- Scroll down to **edit** fields in student details.

The screenshot displays the District SDMS interface. On the left, a 'Filters' sidebar contains input fields for 'First Name' (with 'Betsy' entered), 'Last Name', 'State Student ID', and 'Advanced Filters'. The main area shows a table with columns: 'Last Name', 'First Name', 'SS...', and 'State Student ID'. A row is visible with 'Ross' and 'Betsy' in the first two columns, and '3311223344' in the fourth. Below the table, there are buttons for 'Delete' (circled in red), 'Transfer' (circled in red), 'Reset', and 'Save'. Below these buttons, a 'Student Details' section (also circled in red) contains a 'First Name' field with 'Betsy' entered. Other fields like 'dateofbirth' and 'Grad' are partially visible at the bottom.

District SDMS Coordinators Only

Manage Students: Transfer Students

- **Note: The expectation is that all enrollments are current in SIS.**
- Complete the “New School” fields and click the blue button in the bottom right.

Transfer Student - Betsy Ross

Current School

AI Code

529030

State School ID

3311223344

Organization

CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL

District Name

CRIPPLE CREEK-VICTOR RE-1

District Code

46020

New School

attending school code

060005

State School ID

Organization

District Name

District Code

Cancel

Transfer Betsy Ross

Need Assistance?

College Board	ISBE
<p>Illinois Educator Support ILSAT@collegeboard.org 844-688-9995</p> <p>For spring assessment, do not use College Board national phone numbers.</p>	<p>Department of Assessment assessment@isbe.net 866-317-6034</p> <p><u>SAT with Essay, PSAT 10, and PSAT 8/9 Website</u></p>