

Making the Most of Your SAT® Suite Data

Step 1: Gain Access the K12 Reporting Portal

1. Log in or create a [College Board account](#).
2. Request and receive **Detail** access from your K12 Portal Data Access Manager.
 - a. To find the name of your school's access manager, while logged in to your College Board professional account dashboard, scroll down to **Add Additional Tools and Services > K-12 > K-12 Assessment Reporting > Request Access**.
 - b. You should see the name and contact information of your **Access Manager**.
 - c. Please note that choosing **Request Access** from the portal dashboard doesn't notify your Access Manager. You still need to contact your Access Manager directly to receive access.

Step 2: Log Into the K12 Reporting Portal

1. Log in to the [K-12 Reporting Portal](#).
2. To run the Knowledge and Skills Report, under Standard Reports, click on **Knowledge and Skills**.
3. **Make Selections to Run Your Report** (i.e. select your school/institution, test, administration, and grade level).
 - a. If you are a district user, you must select a specific high school in order to view student data.
4. Click the yellow **I Agree, Run Report** button.

Step 3: Download the Student Roster

1. Within the Knowledge and Skills Report, click **View Students**.
 - a. Within the Knowledge and Skills Report, if you do not see **View Students**, if you are a district user, ensure that you are viewing a specific high school.
 - b. Confirm with your Access Manager that you have **Detail** access.
2. Click **Add/Hide**.
3. Expand the **Knowledge and Skills (Digital Administration Only)**.
4. Select the columns you would like to include and click **Apply**.
5. Click **Excel Export**.

Step 4: Apply Conditional Formatting

1. In Excel, **Select the Columns** with which you would like to apply Conditional Formatting (e.g. Reading and Writing Section, Information and Ideas, Craft and Structure, Standard English Conventions, Expression of Ideas)
2. Go to **Home > Styles > Conditional Formatting**.
3. Click **Highlight Cell Rules > Equal To > Enter Value Range** and next to "with" select the dropdown **Custom Format > Fill > OK > Click OK** again on the Equal To screen.

Performance Score Band	Section Score	
	Reading and Writing	Math
1	Red <370	<370 Dark Red
2	Orange 370–410	370–410 Red
3	Yellow 420–480	420–460 Orange
4	Green 490–540	470–540 Yellow
5	Blue 550–600	550–600 Green
6	Purple 610–670	610–670 Blue
7	Purple 680–800	680–800 Purple

Section Benchmarks by Grade Levels					
	Grade 8	Grade 9	Grade 10	Grade 11	SAT
RW	390	410	430	460	480
Math	430	450	480	510	530

Step 5: Use VLOOKUP

1. In Excel or Google Sheets, use the VLOOKUP Function to merge data in two spreadsheets that have a common field.
2. **SASID** will be the common identifier to merge the data.
3. In the Excel file you download from College Board, be sure to **rename the State Student ID column "SASID"**,
4. Open both the SIS file and College Board roster file in Excel.
5. Right click on the tab at the bottom of the spreadsheet that contains your College Board data, click **Move or Copy** and select the Excel file that contains your SIS data to place both data sheets in the same file. Rename the College Board data tab: **"College Board"**.
6. Delete headers (rows 1-3) in the College Board tab so all **column titles are now in row 1**.
7. In this example, the SASID column is Column A in both files.
8. Note the column(s) that has the data you want to pull into your SIS file (e.g. score bands for content domains). In this example, this is Column K/the 11th column.
9. In the SIS file, **add a new column** and give it a title (e.g. Information and Ideas Score Bands).
10. In the SIS tab, in the first cell of your new column, write your **VLOOKUP formula**:

=VLOOKUP(A2, 'College Board'! A:K, 11, FALSE)

- A2: The SASID value you want to lookup in the College Board tab
 - 'College Board'!A:K: The range of data to search (columns A through K in the College Board tab)
 - 11: The column number from which contains the score you want to move (11 = column K)
 - FALSE: Tells excel to look for an exact match
11. Click the cell with the formula and drag the small square at the bottom-right corner of the cell down the column to apply the formula to the rest of the rows.