SpringBoard

CollegeBoard

SpringBoard®
Coordinator's Manual

Contents

Onboarding Manual Introduction

The resources within this manual were developed to assist administrators, instructional leaders, and teachers as they begin a new implementation of SpringBoard®. We recommend that you refer to the following resources as you proceed with implementation and provide ongoing support. You will find the following supports within this manual:

SpringBoard Overview

Pedagogy

SpringBoard® is a different kind of instructional program for grades 6–12 in English Language Arts (ELA) and Mathematics. Developed by teachers for teachers, SpringBoard was built around a simple core belief: If you give teachers the best materials, more engaging methods, and ongoing professional support, then student success will surely follow.

SpringBoard is in complete alignment with state standards, Advanced Placement® (AP®) coursework, and the SAT® Suite of Assessments.

SpringBoard is built on the foundational principles of understanding by design and a student-centered classroom.

SpringBoard is purposefully designed for teachers and administrators who want to improve quality and standards across their schools and districts—with personalized tools, teacher supports, and pedagogy proven to help students, based on two key principles:

1. **Begin with the end in mind**—Based on the Understanding by Design model, SpringBoard teaches students the skills and knowledge that matter most to meet AP and college and career readiness standards. Teachers and students receive clear learning targets when they begin the set of activities. Students know why the skills they're developing matter. With SpringBoard, everyone—teachers, administrators, districts, and instructional coaches—is united around the same set of goals.

2. **Keep students at the center**—SpringBoard puts students in charge of how they learn. This encourages more involvement and helps create a more dynamic classroom experience. With a flexible design and rich library of tools, resources, and support, SpringBoard helps educators.

SpringBoard Overview

What Makes SpringBoard Unique?

Better for teachers because it's developed by teachers
Classroom teachers designed SpringBoard and created an active classroom that encourages both teacher and student involvement.

Ongoing professional learning that keeps educators energized
SpringBoard is more than just a curriculum—it's an ongoing, collaborative partnership with teachers, schools, and districts. From day one, your teachers and administrators benefit from hands-on education and support to help them make the most of the program.

Aligning to standards—while ensuring college and career readiness
The SpringBoard curriculum is aligned to state standards, and the connections to standards are made clear to both teachers and to students (in student-friendly language) at the beginning of each activity.

AP and SAT Connections
Because it's made by College Board, the program's instruction and assessments align with the skills, knowledge, and standards that ensure students are career and college ready. The program is backmapped from AP to ensure that all students build the skills and knowledge necessary to be successful in AP and college-level work. SpringBoard is also aligned to the SAT Suite of Assessments: SAT, PSAT/NMSQT®, PSAT™ 10, and PSAT™ 8/9. SpringBoard builds the reading, thinking, and writing skills that students need to be successful on college readiness assessments.

The award-winning SpringBoard Digital
SpringBoard Digital is an interactive program that provides always-available online content that's accessible from any device and provides smart tools to assist teachers and engage students so teachers can try out new approaches, and students can learn in their own way.

About College Board

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT® and the Advanced Placement® Program. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

Ordering Materials

Ordering Instructions

Contact your Program Delivery Specialist (PDS) to obtain a materials order form. The Program Delivery Specialist is always the first point of contact to assist you in ordering materials.

How do I order materials?

Follow the steps listed below when completing the materials order form. Incomplete order forms delay processing so be sure that all information is included.

STEP 1. Entering Your Contact Information

- District and School Name
- Materials Ordering Point of Contact
  - First and last name
  - Phone number
  - Email address

STEP 2. Entering Shipping Location, Ship to Contact, and Materials Order

- Shipping Information
  - Location type (district, school, office, etc.)
  - Ship to location (complete mailing address—no P.O. box addresses accepted for delivery)
- Ship to Contact
  - First and last name
  - Phone number
  - Email address
- Materials being ordered
  - Enter the quantities needed for Student and Teacher Editions

Ordering Materials

STEP 3. Indicate Payment and Order Form Signature

Indicating Payment Type and Signature Area

- Payment Type
    - ◆ Purchase order (preferred). It's important to note that, pursuant to College Board policy, orders won't be confirmed without a purchase order (PO).
    - ◆ Credit card
    - ◆ Check
- Signature Required
    - ◆ Handwritten signature is required, stating that you've agreed to our terms and conditions.

Materials Delivery

Once we've received your order, our fulfillment team will process the order. The order is then displayed electronically within our warehouse, and the materials will be shipped within 48 hours upon receipt of the order. Once this process is completed, the materials order should arrive within 5–7 business days.

*Note: Our busiest time of year for materials ordering occurs during the months of June, July, and August. Please expect a longer turnaround time for order processing.

If you need your materials by a specific date, work with your Program Delivery Specialist to coordinate the expected delivery date request.

Return and Exchange Policy

If you've received incorrect or missing materials, immediately contact your Program Delivery Specialist.

- Return/exchange requests, errors, and shortages must be reported to SpringBoard within 30 days of delivery. All returns are subject to program approval.
- Original shipping charges are nonrefundable. Adjustments to the original invoice will be made where applicable as determined by the SpringBoard Program. Only books in their original condition (unused, unmarked, etc.) may be returned and must be in their original packaging.

Return and Exchange Policy (continued)

You'll be asked to complete our Pickup Request Form, which is needed for us to:

- Pick up the incorrect items you've received.
  - ◆ Your Program Delivery Specialist will work with our fulfillment team to have a carrier pick up the materials at the location that you've designated.
- Ship out the missing materials at no additional cost.
  - ◆ Your Program Delivery Specialist will work with our fulfillment team to process a replacement order as soon as possible.

Refunds Policy

Customer shall pay all shipping charges, including any additional fees for expedited shipping requested by customer. Customer may return or exchange, at customer's expense, consumable editions that are in new condition and haven't yet been used up to thirty (30) days after receipt. College Board will issue refunds within thirty (30) days for accounts that have been paid.

Professional Learning

Partnership Builds Capacity and Boosts Student Performance

Professional learning services and support are the core of our district partnerships. We want to help you make SpringBoard a success in your school or district. We partner with you to help your staff use SpringBoard confidently and grow as a community of professionals.

Building the Foundation	Building Expertise	Building Capacity
Workshops and institutes get teachers, coaches, and administrators ready with SpringBoard pedagogy and content that supports effective implementation.	Focused workshops develop your participants' expertise in SpringBoard instructional approaches, standards alignment, assessments, program resources, and options for differentiation.	Workshops and symposia focus on program growth and expansion and tap into your team's leadership potential.

Support for Multiple Audiences

Teacher Institutes and Workshops teach the skills needed to use SpringBoard resources to support students in achieving success with college and career readiness standards.

Instructional Coaches Institutes teach the skills needed to support effective planning, coach instructional practices, mentor teachers, and develop job-embedded learning opportunities so that teachers' capacity grows with the program.

Administrator Workshops introduce significant instructional elements and help administrators with effective program planning and monitoring.

We have a variety of services for every audience and phase of implementation. For more details on our services, contact your coach or Program Delivery Specialist to request a copy of the **SpringBoard Professional Learning Services Catalog**.

Professional Learning

Frequently Asked Questions

How Do I Determine the Right Workshop for My District?

Because SpringBoard offers a comprehensive catalog of professional learning offerings for multiple audiences and multiple phases of implementation, we recommend that you contact your Implementation Director or Program Delivery Specialist, or contact us at 877-999-7723 or **springboard@collegeboard.org** to discuss which workshops fit into your professional learning plan.

Who Leads the Workshops?

All of our SpringBoard trainings are led by our SpringBoard National Faculty, master educators, and SpringBoard users themselves.

What Are Some of the Requirements to Order a Workshop—Cost, Participant Numbers, etc.?

Prices and participant numbers vary depending on the workshop. Refer to the SpringBoard Professional Learning Services Catalog for more details.

Most workshops have the following minimum and maximum:

Teacher and Instructional Coaches trainings
10 participants minimum | 28 participants maximum

However, there are some exceptions, so be sure to check the catalog for more information.

If you have questions, contact your Implementation Director or Program Delivery Specialist, or contact us at 877-999-7723 or **springboard@collegeboard.org**.

Professional Learning

How Do I Request a Workshop?

- Your Implementation Director or Program Delivery Specialist is always the first point of contact to assist you in setting up your session.

- You must provide two possible dates for your district's Professional Learning session at least 60 days in advance of your desired session.

- Submit signed order form and payment at least 60 days in advance of your desired session date(s).

- Orders may be submitted via email to **springboardorders@collegeboard.org** or via fax to 646-607-2881.

- We work hard to honor the first choice of dates given. Our calendar fills up quickly so be sure to submit your order with payment as early as possible.

- Questions? Reach out to: **springboard@collegeboard.org** or to your SpringBoard Program Delivery Specialist.

In addition, it's important to note that in accordance with College Board policy, orders won't be confirmed without a purchase order (PO).

Are Free Professional Learning Resources Available?

SpringBoard users can access free e-Learning modules online that complement our in-person professional learning offerings. Log in to SpringBoard Digital, open the Professional Development tile, click the globe icon, and then click What's New to see a selection of self-paced, interactive learning modules on topics in SpringBoard ELA and math.

For more information regarding Professional Learning Services, review the Terms and Conditions located in the Appendix (page 25).

Foundational Classroom Observables

This tool is used during our Implementation Walks. Observers gather objective data on foundational elements of instruction and collect snapshots of program use in classrooms. Consider using this tool to support your implementation. A next step is to discuss the role each plays in creating student-centered learning.

The following file can be accessed at:
http://asset.springboardonline.org/public/IW+Foundational+Classroom+Observables.pdf

Implementation Walk: Foundational Classroom Observables

SpringBoard Instructional Design	The deliberate use of backward design for planning results in clearly defined goals for students and teachers, appropriate assessments, and more purposeful teaching (Tomlinson and McTighe, 2006). By engaging students with these goals on a regular basis, students begin to understand the trajectory of their learning (i.e. self-assess, self-evaluate, and self-monitor). Strategies are embedded within SpringBoard activities so that students have tools to learn skills and content; to facilitate their use of critical thinking skills, and to discuss and interact with content that is expected of them.
Learning Targets	
Current Unpacked Embedded Assessment	
Learning Strategies in use	
Formative Assessment	
Delivery of Instruction	SpringBoard encourages teachers to make lessons their own, while incorporating effective instructional methods that prioritize student-centered instruction.
SpringBoard Activity in Progress	
Instruction: ☐ Direct ☐ Guided ☐ Collaborative ☐ Independent	
SB Digital In Use: ☐ Teacher ☐ Students	
Supportive Classroom Environment	There are critical classroom environment features that support instruction in learning, including a collaborative classroom. The mere presence of these features in a classroom does not necessarily mean they are meaningful, so we consider them in the context of the rest of our observation gathering.
Word Wall	
Student Work Displayed	
Collaborative Class Set-up: ☐ Pairs ☐ Groups ☐ Rows	

Questions to Ask Students:
☐ What are you learning today?
☐ How is it connected to the upcoming Embedded Assessment?

SpringBoard Digital

Part 1: Overview

The award-winning SpringBoard Digital is in an online version of the entire SpringBoard curriculum, plus a powerful digital platform. SpringBoard Digital makes possible deeper, richer, and more effective teaching and learning by increasing engagement and inspiring critical thinking. It also integrates seamlessly with both the program's print editions and your existing digital ecosystem. The interactive Student Edition helps students go beyond exploring the material—they can respond to prompts, take assessments, use interactive tools, and mark the text, all in the digital space. The Teacher Edition provides educators with powerful tools for lesson planning, assessment, assignment, and communicating with students.

Checklist

To ensure a successful SpringBoard Digital experience, have the appropriate district personnel complete this checklist.

☐ **Review the System Requirements**
(Who: District/school technology director, coordinator, or IT support)

☐ **Note the SpringBoard Digital Tech Support contact information and hours**
(Who: Teachers, district/school administrators, district/school technology director, coordinator, or IT support)

☐ **Apply a whitelist for SpringBoard Digital–related URLs noted in System Requirements**
(Who: District/school technology director, coordinator, or IT support)

☐ **Determine your account registration and management method: Self-registration, Clever, or ClassLink**
(Who: District/school technology director, coordinator, or IT support)

☐ **Review SpringBoard FAQs**
(Who: Teachers, district/school administrators, district/school technology director, coordinator, or IT support)

☐ **Review all current information about launching SpringBoard Digital at:**
springboard.collegeboard.org
(Who: Teachers, district/school administrators)

SpringBoard Digital

Part 2: Getting Started

System Compatibility Requirements and Accessibility Tools

SpringBoard is committed to designing a digital learning experience that's accessible for all users, including those with disabilities. Every student who experiences SpringBoard Digital should be able to achieve success, and as such, we'll continually improve this experience. For an optimal experience, we recommend using the following assistive device, browser, and operating system combinations with SpringBoard Digital.

Supported Operating Systems and Web Browsers

Operating System	Browser (Latest Version)	Screen Reader Combinations
ChromeOS	Chrome	ChromeVox
Windows® 10	Chrome/Firefox	NVDA
Windows 10	Chrome/Firefox	JAWS
Mac® OSX	Safari or Chrome	VoiceOver
iOS 11 and 12	Safari	VoiceOver

Recommended (continually tested to ensure compatibility)

Supported Combination (committed to supporting compatibility)

Browser Settings
SpringBoard Digital requires the following settings for the web browser:

- JavaScript must be enabled.

- Cookies must be enabled.

Adobe Acrobat Reader
SpringBoard Digital requires Adobe Acrobat Reader DC to view and print Adobe Portable Document Format (PDF) files.

- See: **get.adobe.com/reader/**

SpringBoard Digital

Minimum Computer Hardware Requirements

Microsoft® Windows Computers

Spec	Requirement
CPU	Intel Pentium 4 2.33 GHz or faster x86 compatible processor
Memory (RAM)	1 GB or more
Video RAM	128 MB or more
Video resolution	1024 x 768 or greater
Sound card and headphones/speakers	Yes

Apple® Computers

Spec	Requirement
CPU	Intel Core Duo 1.83GHz or faster processor
Memory (RAM)	1 GB or more
Video RAM	128 MB or more
Video resolution	1024 x 768 or greater
Sound card and headphones/speakers	Yes

Tablets

Platform	Requirement
Tablet greater than 7"	1024 x 600 resolution or greater

Smartphones

Operating System	Requirement
Current versions of iOS and Android	Compatible browsers such as Chrome, Firefox, and Safari

SpringBoard Digital

Network Requirements

SpringBoard Digital requires a high bandwidth internet connection. For 1:1 computing, this requires a minimum suggested bandwidth of 5 MBps per user, especially during peak use.

Without sufficient bandwidth, teachers and students may experience:

- Slow or sluggish loading of pages, especially input fields or answer boxes
- Slow response of buttons, sidebar panels, and sidebar icons
- Difficulty saving work or assessments
- Problem in playing media or accessing PDF files for download

If you suspect that your network's performance is an issue, contact your network administrator.

SpringBoard Digital Whitelist

Network administrators should whitelist the following URLs so that the SpringBoard Digital platform can perform to its fullest capability.

- c328740.ssl.cf1.rackcdn.com
- cdn.mathjax.org
- sbdasset.evo-text.com/
- desmos.com/
- use.typekit.net/
- p.typekit.net/

- d2ix43re9fm3y5.cloudfront.net
- items.learnosity.com
- player.vimeo.com/
- wiris.com
- games.zinclearninglabs.com
- *.springboardonline.org

SpringBoard Digital

Part 3: SpringBoard Digital Support

SpringBoard is launching a brand-new supportive space for educators and students who would like more open access to resources in support of their digital experiences, especially with regard to learning SpringBoard Digital. The space will be open to prospective and current SpringBoard Digital customers at our main program information hub: **springboard.collegeboard.org**

At our new SpringBoard Digital site, we plan to provide critical success-driven information including:

- **Launch** – Successful planning and launch of SpringBoard Digital: access, rostering, and getting started on your road to digital success

- **FAQs** – Frequently asked questions relating to launching and supporting just-in-time digital learning

- **What's New?** – Access to feature announcements currently made within the SpringBoard Digital experience

- **Knowledge Base** – Collections of articles and supports, including how-tos, user guides, video tutorials, recorded webinars

- **Technical Support** – Best practices methods for optimizing your technical support experience

Technical Support

If you're experiencing technical issues, there are two ways you can contact technical support:

Phone
877-999-7723
8:30 a.m.–7:30 p.m. ET
Monday to Friday

Email
SBTechSupport@collegeboard.org
Please include your name, email address, and district, as well as a brief description of the issue and information about your device (machine, operating system, browser, and registration/login method).

General Inquiries

For getting started with SpringBoard Digital and using specific features, visit **springboard.collegeboard.org**.

Nontechnical Inquiries and General Inquiries

For nontechnical issues and general inquiries, contact **springboard@collegeboard.org** or your Program Delivery Specialist.

SpringBoard Digital

Part 4: Accessing SpringBoard Digital

Automated Rostering:

SpringBoard has partnered with both Clever and ClassLink to provide you with two options for automated account creation and rostering. These platforms allow you to sync data directly from your Student Information System (SIS) to make it even easier to use technology in your classrooms. Clever and ClassLink provide the following benefits:

- **Automated account creation** for teachers and students, providing easy access on the first day of instruction.

- **Ability to import class rosters** from your SIS so teachers don't have to set up classes manually.

- **Automated sync** that keeps accounts and rosters up to date throughout the year.

- **Single Sign-on**, which allows teachers and students to use existing credentials from other applications, such as Google Classroom, Active Directory, or Office 365, rather than setting up new usernames and passwords.

- **Ability to set data sharing permissions** so you control what you share with SpringBoard.

- **Easy access to SpringBoard Digital** and other educational products through your district's portal.

- **Prevent duplicate accounts** that can occur with manual registration.

Clever

Getting started with Clever is free. New districts can sign up for Clever at **clever.com/signup/springboard**. Districts that already use Clever for other applications can easily share relevant data with SpringBoard from the Clever dashboard.

ClassLink

ClassLink must be purchased by the district. If you're already using ClassLink or would like more information, reach out to us at **SBTechSupport@collegeboard.org**.

SpringBoard Digital

Onboarding with Clever or ClassLink

- **Don't forget to set your data sharing permissions** so you're only sharing SpringBoard teachers, students, and classes with us.

- **Teachers choose which SpringBoard products to associate with each class.** This determines which materials students will see in their accounts.

- **If you're using Single Sign-on**, teacher and student credentials are set via a selection of identity providers, such as Google Classroom, Active Directory, or Microsoft Office 365.

- **If you choose to use Clever without Single Sign-on**, the default teacher password is the word *password*, and teachers are asked to set a new password at first login. Student default passwords are auto-generated and available in the teacher's Class Roster.

- **Reach out to our tech support team** with any general questions or for assistance with the setup process by emailing **SBTechSupport@collegeboard.org**.

Self-Registration (Teachers and Students)

If you choose this onboarding method, teachers and students manually create their own accounts using access codes. Roster creation and updates, such as setting up classes and adding and removing students, are managed by teachers. Teachers and students manage their own passwords, which must be a minimum of six characters and include a capital, symbol, and number.

To proceed with Self-Registration, teachers should follow the steps below:

1. Please visit your district URL: **districtSubdomain.springboardonline.org**

2. Click "New to SpringBoard?"

3. Enter the Teacher Access Code that you have received from your SpringBoard Coordinator or staff person.

4. Create a class; be sure to add a product using the **Plus** sign in the Add Products section of your class information.

5. Provide the class access code to students to create their new accounts.

Note that this process only applies to new users. If teachers or students have already registered, they should log into their existing accounts. Students can join a new class by entering a new class access code in the dropdown menu.

For more details, visit **springboard.collegeboard.org**.

Feel free to reach out to our SpringBoard Tech Support team at **SBTechSupport@collegeboard.org** with any questions or issues.

SpringBoard Digital

Part 5: Other Important Information About SpringBoard Digital

Our Digital Partners

In addition to our rostering partners, Clever and ClassLink, SpringBoard Digital educators and students benefit from the following partnerships as valuable components of student learning:

- **Desmos.** Desmos Classroom Activities are digital experiences that help students learn algebra, geometry, and advanced mathematics through modeling and use of multiple representations. Their design encourages a social and creative environment where students discuss math concepts with their peers, giving them practice in crafting, justifying, and critiquing arguments and explanations. In addition to these integrated Desmos Classroom Activities, access to Desmos calculators come with your SpringBoard math purchase.

- **Google Classroom**. Our 2020 © and future programs allow educators to assign eBook content directly in Google Classroom; students must have active SpringBoard accounts and browser sessions in order to work seamlessly between the eBook and Google Classroom assignments.

- **Khan Academy.** We have curated a collection of Khan Academy® instructional tutorial videos and concept practice for each SpringBoard middle and high school math course. Each Khan Academy online resource has been correlated to SpringBoard learning targets and is organized by unit, activity, and lesson. This alignment document has been formatted into an easily accessible Word document with hyperlinks that is located on SpringBoard Digital in the Teacher Resources tab under "Videos" and "Links."

- **TurnItIn Revision Assistant**. This online tool gives instant feedback to students as they write so they can polish their draft and practice their revision skills before teachers see it. When teachers assign an available embedded assessment to students through SpringBoard Digital, students are able to use Turnitin Revision Assistant to receive actionable, instant feedback in specific areas such as structure, use of language, and ideas. Revision Assistant also identifies strengths and weaknesses in students' writing each time they submit a draft.

- **Zinc Reading Labs**. Zinc provides teachers and students with a huge library of reading material chosen specifically to align with the SpringBoard English Language Arts curriculum. Students can access fresh and engaging nonfiction and fiction content for independent reading, as well as interactive games, quizzes, and tasks that build skills and confidence.

SpringBoard Digital

Thin Common Cartridge 1.1

SpringBoard offers Thin Common Cartridges for our Math and ELA materials, allowing you to import eBook units, activities, lessons, and assessments directly into your Learning Management System (LMS).

- **Confirm Compatibility:** This is available for compliant LMSs such as Schoology and Canvas. Check the **IMS Global site** to confirm that your LMS is compliant with Thin Common Cartridge 1.1.

- **Set Up:** Reach out to **SBTechSupport@collegeboard.org** to request the Common Cartridges. Your LMS provider's technical support team will be able to assist with integrating Common Cartridge 1.1 into your LMS. Please note rostering through Clever or ClassLink is required.

- **How to Use:** SpringBoard Thin Common Cartridges enable the following functionality from within your LMS:
  - Teachers can assign eBook content and assessments.
  - Students can access their work.
  - Teachers can perform open-ended review and grading.
  - Teachers can set up computer-scored assessments to automatically send scores to your LMS gradebook.

SpringBoard Digital

A Note About Accessibility

As technologies in support of more accessible use emerge, College Board and SpringBoard are committed to meeting the needs of students and teachers who might benefit from greater accessibility and more readily available content and media objects within our products. This includes supporting the following guidelines:

- 508 Compliance

- WCAG 2.0

- NIMAS. All digital materials and ancillary resources including test banks are compatible with NIMAS accessibility standards. They can be used in alternative formats for students with disabilities, including printed editions in braille when requested.

Appendix

1.1   SpringBoard Contacts and Planning Calendar/Checklist

SpringBoard Program Contacts				
Role	**Name**	**Phone #**	**Email**	**Contact for...**
Program Delivery Specialist				**Operational Support** Examples: Ordering, SpringBoard Digital access, professional learning logistics.
Implementation Director				**Instructional Support** Examples: Content-specific concerns, curricular and instructional support, implementation plans.
Sales Manager				**Sales Support** Examples: Pricing, demo presentations, expansions.

Appendix

Planning Calendar/Checklist	
Date Completed	**April**
☐ _____	Start identifying potential Professional Learning dates. The summer months are a very busy time, and dates and trainers book quickly. Submit your **first choice and second choice** of dates for each training you're requesting as soon as you get them identified. **Confirmed PL Dates** **Initial Institute(s):** _____ **Administrators Workshop:** _____ **Instructional Coach Training:** _____ **Curriculum Mapping:** _____ **Learning Walk(s):** _____ **Other:** _____ Contact your Program Delivery Specialist and/or Implementation Director to discuss Professional Learning options throughout the school year.
Date Completed	**May**
☐ _____	Contact your Program Delivery Specialist to obtain a materials order form. The Program Delivery Specialist is always the first point of contact to assist you in ordering materials. Complete all sections of the materials order form and email a signed copy, along with a purchase order (PO), to your Program Delivery Specialist.
☐ _____	Confirm the shipping information and Expected Delivery Date with your Program Delivery Specialist. Verify whether materials will need to be shipped to the district office or to individual schools,* and notify your Program Delivery Specialist of any special restrictions and/or requirements. *If shipping to multiple sites, provide a list of all school names and addresses to your Program Delivery Specialist.
☐ _____	Provide a complete list of all implementing schools to your Program Delivery Specialist.
☐ _____	In order to ensure the successful launch of SpringBoard Digital, review the SpringBoard Digital information in the *SpringBoard Coordinator's Manual*.

Appendix

Planning Calendar/Checklist	
Date Completed	**June–August**
☐ _____	Prepare for Professional Learning events. Confirm delivery of training materials. Send pretraining communication to teachers and site administrators outlining the role SpringBoard will play in your district, the logistics of the training, and what participants need to bring. Confirm arrangements for Wi-Fi access (server name and password). Other _____
☐ _____	Confirm delivery of Student Edition (SE) materials. Expected delivery date _____
☐ _____	Confirm SpringBoard Digital access for all implementing schools.
Date Completed	**September–October**
☐ _____	Confirm receipt of invoice(s).
☐ _____	Submit payment.
☐ _____	Notify Program Delivery Specialist of supplemental orders and/or additional PL needs.

Appendix

1.2 Professional Learning Services Terms and Conditions

Fees and Payment

Client agrees to pay any applicable sales, use, value added, or other taxes or import duties (other than College Board corporate income taxes) based on, or due as a result of, any fees paid to College Board under this Agreement, unless Client is exempt from such taxes as the result of Client's corporate or government status. Client shall furnish College Board with a valid tax exemption certificate.

Costs Excluded from Fee

The fees do not cover the following costs associated with Services: meeting room fees, audiovisual fees, food, insurance, fees for applicable substitute teachers and other costs for Client personnel, and other on-site or off-site transportation expenses and lodging for participants. Client shall be responsible for and directly pay the costs not covered by the fees.

Rescheduling and Cancellation Costs

In addition to the full cost of the Service, for Services cancelled or rescheduled less than thirty (30) days prior to the first day of the Services, Client shall pay College Board a fee equal to 50% of the full cost of the Service. For Services cancelled or rescheduled less than fifteen (15) days prior to the first day of the Services, Client shall pay College Board a fee equal to 75% of the full cost of the Services. These fees apply to all Services in this Agreement, regardless of whether Client has received any discounts. College Board retains the right, in its sole discretion, to apply these fees for rescheduling requests.

Expedited Workshop Request Planning Fee

If Client places an order for a Service less than sixty (60) days in advance, Client shall be subject to an expedited planning fee of 40% of the cost of the Service. Client must provide a purchase order, check, or credit card payment for processing in addition to all of the required information outlined in the Workshop Checklist below (upon execution of this Agreement). These fees apply to all Services in this Agreement, regardless of whether Client has received any discounts. Services requested less than twenty-one (21) days prior to the first day of the services will not be considered for delivery.

Participant Fee

If the number of participants present at the Service exceeds the maximum defined in the Professional Learning Catalog, Client is subject to a fee of up to 20% of the total cost of the Services. This fee applies to all Services in this Agreement, regardless of whether Client has received any discounts.

Appendix

Workshop Checklist

Client will collect and provide College Board with the implementation information ("Implementation Information") below at least sixty (60) days prior to the first day of the Workshop, or upon execution of this Agreement if College Board is offering an Expedited Workshop:

- **District Information.** District contact information, district workshop coordinator, district contract signatory, number of participating middle schools, and/or number of participating high schools.

- **School Information.** Client shall provide the school contact information, principal contact information, school workshop coordinator and, where applicable, information technology contact information.

- **Workshop Site.** Venue address to host the Services which includes a meeting room and, where applicable, audiovisual equipment.

- **Participant Information.** The number of participants, and their subject and grade levels. Client agrees that College Board may rely on such list in determining the number of materials and consultants provided by College Board to Client at such Service.

- **Designation of Workshop Coordinator.** Client shall designate a workshop coordinator who shall be the College Board principal contact and shall assist in the organization and training.

- **Information Technology Contact.** Client shall designate, and shall cause each school to designate, an information technology contact. The Client information technology contact and the school information technology contacts shall address any technical issues that may arise in the course of the Service.

- **Network Access and Internet Connectivity.** Client will ensure network access and internet connectivity during the workshop and will require Client information technology contact or another appropriate staff person to be available during the Services to assist in the maintenance of such network access and internet connectivity.

- **Accommodations and Instruments.** Client shall furnish workshop space; instruments such as projectors, chairs and desks, and whiteboards as necessary for the Services, and any food or refreshments Client wishes to have on-site.

Appendix

College Board reserves the right to change the implementation information at any time. In the event College Board does not timely receive the implementation information required, Client may be subject to the additional fees outlined herein, and College Board reserves the right to decline furnishing the services. If College Board agrees to furnish services without complete implementation information, then College Board shall not be responsible if Client believes it has received incomplete or ineffective services. If this Agreement includes any complimentary Services, Client may not make any substitutions.

General disclaimer. College Board hereby disclaims all warranties, whether express or implied, including, without limitation, any implied warranties of merchantability, or fitness for a particular purpose.

Limitation of liability. To the extent permitted by law, in no event will the total liability, in the aggregate, of College Board and its affiliates for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to this agreement or the work performed by College Board pursuant to this agreement from any cause or causes, included but not limited to, the negligence, professional errors or omissions, strict liability, or breach of contract or warranty express or implied of College Board or its affiliates, shall not exceed the actual amount paid to College Board under this agreement for the specific deliverable subject to the damages claim. In no event will College Board and its affiliates have any liability to purchaser in connection with this agreement for any direct, indirect, consequential, incidental, special, or punitive damages, regardless of the nature of the claim or theory of liability. To the extent allowed by law, purchaser will indemnify, defend, and hold harmless College Board against third party claims that arise as a result of the breach of this agreement by customer.

Ownership of intellectual property. Client agrees and acknowledges that all intellectual property provided under or pertaining to this agreement, including, but not limited to, any College Board publications, College Board website(s), PowerPoints, videos, examinations and all items contained therein, including all copies thereof, all data and any parts thereof, all copyrights, trademarks, trade secrets, patents, and other similar proprietary rights are the sole and exclusive property of College Board. Nothing in this Agreement should be interpreted to indicate that College Board is passing its proprietary rights in and to College Board Intellectual Property to Client. Copying, disseminating, or posting any SpringBoard material on an internal or external website, including social media sites, is a breach of your agreement with College Board. Client agrees and acknowledges that Workshops and Products, including but not limited to, training notes and materials and booklets provided to participants, including all copies thereof, are the sole and exclusive property of College Board. Copying, disseminating, recording or streaming, or posting any SpringBoard Program material on Client's internal or any external website, including social media sites, or creating and sharing derivative works of the materials is a breach of Client's agreement with College Board and College Board intellectual property rights. Client may solely use the Products described herein for the professional development and coaching services provided by College Board in connection with Workshop participants' knowledge and use of the SpringBoard Program.

Appendix

Except for the license expressly granted herein, Client shall have no rights to or other interests in SpringBoard Digital, materials or Content. College Board reserves all rights not explicitly granted to Client under this Agreement.

Client agrees that it shall not post any SpringBoard Program material on Client's internal or any external website and shall advise all SpringBoard Program teachers that posting any such material is a violation of the College Board copyright. Client agrees that it shall not offer for resale, and shall advise its teachers and administrators not to offer for resale, any used or unused SpringBoard Program material, including student or teacher editions.

Force Majeure. Either party may be excused from performance of an obligation under this Agreement in the event that performance of that obligation by such party is prevented by an act of God, act of war, terrorism, riot, fire, explosion, flood, or other circumstance that is beyond the control of, and could not reasonably be avoided by, such party.

Payment. This Agreement supersedes any conflicting terms and conditions contained in Client's purchase order.

1.3   SpringBoard Digital Terms and Conditions

The SpringBoard Digital Terms and Conditions can be located at:
http://asset.springboardonline.org/public/SBD_Terms_of_Use.pdf