

ACT WorkKeys Curriculum Administration User Guide

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www.act.org

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Introduction

ACT® WorkKeys® Curriculum helps individuals—from students to longtime employees—master the skills essential to succeed in the workplace. As a complete interactive training system, the courses help users reach foundational career readiness and enhance cognitive skills. The curriculum is easy to implement and can be accessed from any computer, tablet, or mobile device with a modern browser, with Google Chrome being the preferred browser.

The WorkKeys Curriculum courses Applied Math, Graphic Literacy, and Workplace Documents are based on the same skills and skill progressions found in the corresponding ACT® WorkKeys® Assessments. They prepare learners to earn the ACT® WorkKeys® National Career Readiness Certificate® (NCRC®) and are the cornerstone of the ACT workforce solutions.

[ACT workforce solutions](#) is a system of assessments, curriculum, and job profiles that build and measure essential workplace skills that affect job performance and increase opportunities for career changes and advancement. The WorkKeys [NCRC](#) is a portable, evidence-based credential that certifies the essential skills for workplace success. A WorkKeys NCRC is earned by completing and scoring at least a Level 3 on each of the three WorkKeys assessments: Applied Math, Graphics Literacy, and Workplace Documents.

This user guide is intended to help staff at the institution, district, and organization levels navigate through the ACT WorkKeys Curriculum platform. Depending on your level of access to the platform—whether you are an instructor, institution administrator, institution supervisor, district administrator, district supervisor, or organization supervisor—this guide will help you to:

- Create accounts for learners/students
- Create accounts for instructors
- Create accounts for administrators
- Create groups
- View performance statistics of an individual learner/student
- View performance statistics for a group of learners/students
- View performance statistics for the learner/student population at the institution, district, or organization level
- Export learner/student or group performance data
- Export institution, district, or organization performance data

Your Access to ACT WorkKeys Curriculum

Access to ACT WorkKeys Curriculum is initiated when an institution purchases a site license or when an organization, such as a school district or workforce development board, purchases multiple site licenses from ACT. For information on placing an order, call 888.826.1956 or email salesteam@act.org. The courses to which a site has access is decided as part of the purchase. Courses are broken down into the following categories:

- ACT WorkKeys NCRC-only aligned courses
- All ACT WorkKeys-aligned courses
- ACT WorkKeys Essential Skills courses

After purchasing a site license, the person identified as the primary contact is assigned the roles of institution admin and institution supervisor. The primary contact will receive an email with a username, link to this user guide and other support materials, and instructions on how to access ACT WorkKeys Curriculum. The platform (and this document) refers to this individual as having the institution admin role. The institution admin creates all other user accounts for the institution.

In a multi-tiered implementation, such as a state-level organization, a state official can be granted access to ACT WorkKeys Curriculum as part of an agreement with ACT. The user will be set up in the platform with the role of organization supervisor.

District officials can also be granted access to ACT WorkKeys Curriculum as part of a state or district agreement with ACT. They will be set up in the platform with the roles of district admin and district supervisor.

Regardless of your role, access to the platform is provided on a 24-hour basis from any computer with online access and a supported browser. Your access is password protected according to information you provide.

Getting Started

The initial users with the roles of institution admin and institution supervisor need to make some decisions regarding feature settings for their institution.

- Default Quiz Reset Limit (controllable by users with the role of institution admin or district admin)
 - User with role of institution admin or district admin logs in and selects Settings from the Institution/District Admin Dashboard. See "[Default Quiz Reset Limit \(Settings\)](#)," page 74.
- Hide correct answers on incorrect question review (default is on)
 - Use the Institution Admin Support form to request this feature be turned off, which allows student to view correct answers to incorrectly answered questions during practice question and quiz question review
- Randomize question order in exams (default is on)
 - Use the Institution Admin Support form to request this feature be turned off
- Randomize order of practice questions (default is on)

Getting Help

The current version of the WorkKeys Curriculum Administration User Guide and the system requirements are always available on the [ACT WorkKeys Curriculum](#) web page. The [ACT Knowledge Hub for WorkKeys Curriculum](#) includes the administration user guide, release notes, training materials, and additional support documentation.

User Roles

The chart below illustrates the tasks which can be completed by each user role within the platform.

	Function	Instructor	Institution Admin (single site)	Institution Supervisor (single site)	District Admin (multiple sites)	District Supervisor (multiple sites)	Organization Supervisor (multiple sites)
Admin Functions	Create Student/Learner Accounts		X		X		
	Create Instructor Accounts		X		X		
	Create Institution Admin/Supervisor Accounts		X		X		
	Create Groups		X		X		
	Set Quiz Default Reset Limit		X		X		
Instructor and Supervisor Functions	Access to Instructor Resources	X		X			
	Create Banner and In-App messages	X*		X			
	Override Quiz Reset Limit	X*		X			
	Create Assignments for Students/Learners and/or Groups	X*		X			
	View/Export Student/Learner Reports	X*		X		X	X
	View/Export Group Reports	X*		X		X	X
	View/export Institution Reports			X		X	X
	View/Export District Reports					X	X
	View/Export Organization Level Reports						X

*Instructors can only create assignments, create messages, view reports, or override quiz reset limits for students who are in groups to which the instructor has been assigned.

Users with supervisor roles can run reports and institution supervisors can create assignments. Users with admin roles can create accounts and groups.

Important: Supervisor and Admin roles are often assigned together to institution admin and district admin users. This role assignment bridges the functions available in each of these roles under a single user account.

Institution Admin

A user with this role has access to the institution Admin Dashboard and can create groups, instructor accounts, student accounts, and additional accounts with the role of institution admin and/or institution supervisor. A user with this role can also set the default number of attempts that students have on quizzes. Instructor and student accounts can be created individually, or multiple accounts can be created by using a batch upload process. The institution admin assigns instructors and students/learners to groups. Institution admins can manage users for the institution with which they are associated.

Note: In most instances, a user with the institution admin role also has the role of institution supervisor. This enables a single user to create accounts and groups (admin functions) as well as run reports and create assignments (supervisor functions).

Institution Supervisor

The institution supervisor has access to the Reporting Dashboard for the institution (site) and can run institution, group, student/learner, real-time session detail, and quiz reports. A user with this role has access to Instructor Resources, can create banner and in-app messages, and can override the quiz reset limit on a per student per course basis. Institution supervisors can assign tasks (lessons, practice question categories, and quizzes) to students/learners associated with an institution for which this role is assigned by using the Assignments tool.

Note: A user with the institution supervisor role usually also has the role of institution admin. This enables a single user to create accounts and groups (admin functions) as well as run reports and create assignments (supervisor functions).

Instructor

Instructors have access to the Reporting Dashboard and ACT WorkKeys Curriculum Courses. Instructors are associated with groups and can see only students/learners that are associated with the groups to which the instructor has been assigned. Instructors can override the quiz reset limit on a per student per course basis. They can assign tasks (lessons, practice question categories, and quizzes) to students/learners associated with their groups by using the Assignments tool. Instructors have access to Instructor Resources, can create banner and in-app messages, and can override the quiz reset limit on a per student per course basis. They can run group, student/learner, real-time, session detail, and quiz reports on groups and student/learners with which they are associated.

Note: Instructors cannot create student/learner accounts or groups.

District Admin

The district admin has access to the District Admin Dashboard and can perform the same tasks as the institution admin for all the institutions associated with the district in which the user is assigned this role. The district admin can manage users for all institutions within the district for which the district admin role is assigned.

Note: Users with the district admin role are typically also assigned the role of district supervisor. This enables a single user to create accounts and groups (admin functions) as well as run reports (supervisor functions).

Important: Only ACT can create accounts with the roles of district admin or district supervisor. Use the [Contact ACT WorkKeys Curriculum Support](#) form to request additional accounts with these roles.

District Supervisor

The district supervisor has access to the Reporting Dashboard and can run district, institution, group, student, real-time, session detail, and quiz reports for all institutions associated with the district for which the district supervisor role is assigned.

Note: Users with the district supervisor role are often also assigned the role of district admin. This enables a single user to create accounts and groups (admin functions) and run reports (supervisor functions).

Important: Only ACT can create accounts with the roles of district admin or district supervisor. Use the [Contact ACT WorkKeys Curriculum Support](#) form to request additional accounts with these roles.

Organization Supervisor

The organization supervisor has access to the Reporting Dashboard and can run district, institution, group, student, session detail, and quiz reports for all institutions associated with the organization for which this role is assigned.

Important: Only ACT can create accounts with the roles of organization supervisor. Use the [Contact ACT WorkKeys Curriculum Support](#) form to request additional accounts with these roles.

Student/Learner

The student/learner is the person utilizing ACT WorkKeys Curriculum courses. Students are associated with a group or groups. Instructors can only see students in groups to which the instructor is associated. Students can be added to groups or removed from groups by users with one of the admin roles.

Organizational Hierarchy

WorkKeys Curriculum provides a flexible hierarchy that can support different organizational structures.

- **Institution:** A single site, such as a school or job center, that is using the curriculum. An institution can be a stand-alone entity or can be linked to a district when part of a multisite purchase.
- **District:** A group of institutions, such as high schools in a school district or career centers with a workforce investment board, that are connected. A district can be the highest level of a hierarchy or it can be linked to an organization. There is no limit to the number of institutions that can be associated with a district.

District				
Institution	Institution	Institution	Institution	Institution

- **Organization:** The top level of the hierarchy, such as a department of education or department of labor, composed of multiple districts and the related institutions. There is no limit to the number of districts and related institutions associated with this hierarchy.

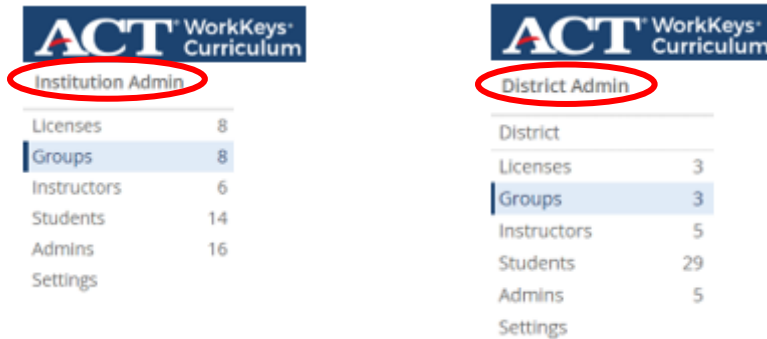
Organization					
District			District		
Institution	Institution	Institution	Institution	Institution	Institution

Dashboards

All users interact with ACT WorkKeys Curriculum by means of three types of role-based dashboards:

Institution or District Admin Dashboard (Admin Roles)

Used by institution and district admins to create and manage accounts (student, instructor, and/or admin) and groups of accounts, as well as view license information and set the default quiz reset limit for institution(s) to which they have access.



Reporting Dashboard (Instructor and Supervisor Roles)

Enables instructors and users with the supervisor role to manage assignments, access instructor resources, create messages, override quiz reset limits, and view reporting data.

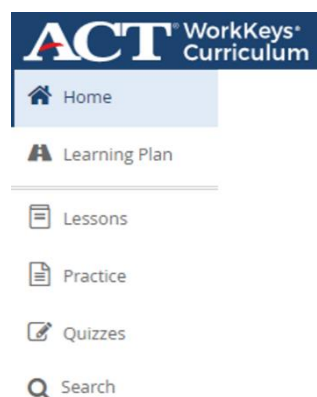
Instructor	Institution Supervisor	District and Organization Supervisor
<p>Reporting Dashboard</p> <hr/> <p>TOOLS</p> <ul style="list-style-type: none"> Assignments Instructor Resources Message Center Student Listing <hr/> <p>ANALYTICS</p> <ul style="list-style-type: none"> Students Groups <hr/> <p>REAL-TIME</p> <ul style="list-style-type: none"> Real-Time Reports Session Detail Reports Quiz Reports 	<p>Reporting Dashboard</p> <hr/> <p>TOOLS</p> <ul style="list-style-type: none"> Assignments Instructor Resources Message Center Student Listing <hr/> <p>ANALYTICS</p> <ul style="list-style-type: none"> Students Groups Institutions <hr/> <p>REAL-TIME</p> <ul style="list-style-type: none"> Real-Time Reports Session Detail Reports Quiz Reports 	<p>Reporting Dashboard</p> <hr/> <p>ANALYTICS</p> <ul style="list-style-type: none"> Students Groups Institutions Districts <hr/> <p>REAL-TIME</p> <ul style="list-style-type: none"> Real-Time Reports Session Detail Reports Quiz Reports

The Reporting Dashboard is divided into three sections:

- **TOOLS:** Instructors and users with the institution supervisor role can create assignments—composed of selected lessons, practice questions, and/or quizzes—for student(s) and/or or group(s). Instructor Resources allows users with the role of instructor or institution supervisor to download files directly from the Reporting Dashboard. Available files are determined by the courses included in your license. Message Center allows instructors and institution supervisors to create in app and banner messages for students to which they have access. Student Listing is used by users with the role of instructor or institution supervisor to override the default quiz reset limit for students to which they have access on a per student per course basis.
- **ANALYTICS:** Instructors and users with the supervisor role can view reports for students, groups, institutions, and/or districts based on their assigned access role.
- **REAL-TIME:** Instructors and users with the institution supervisor role can view real-time reports of students' practice and quiz question performance data, performance data on assignments, and session detail information. Users with the district and organization supervisor role can view students' practice and quiz question performance data along with session detail information.

Course Dashboard (Student Role)

Used by students to interact with the platform, navigate through the course content, and monitor their progress.



Types of Courses

Level Courses

Level Courses are aligned to the ACT WorkKeys tests of the same name. Each course is composed of a placement quiz, lessons, practice question categories, and level quizzes. A student begins working at the appropriate level in the course based on their predicted score on the placement quiz. Starting with that level, the student must complete all lessons and practice questions before taking the level quiz. The student must pass the current level quiz before starting content at the next level. Content at the lower levels is optional and can be completed at the student's discretion.

Adaptive Courses

Adaptive Courses have a series of initial questions that determine which lessons and practice question categories the student/learner should complete prior to taking the level quiz, which reviews all content for mastery. Only available with Applied Math Level 1-2, Graphic Literacy Levels 1-2, and Workplace Documents Levels 1-2 courses.

Essential Skills Courses

Essential Skills courses have topics which include lessons, practice question categories, and a final quiz to be taken at the end of each topic. The student must complete all of the lessons and practice question categories prior to taking the corresponding topic quiz.

Quick Guide

Quick Guide is designed to be used by case workers, counselors, and staff from career and job centers to assist in the initial intake process for their clients. This course is composed of three placement quizzes and is used to determine if learners are ready for Levels 3–7 courses in Applied Math, Graphic Literacy, and Workplace Documents, or if they should start with the Levels 1–2 courses. There is a separate quiz for each skill area—each composed of only four questions at a Level 3 difficulty allowing the student to quickly complete each quiz—which should be taken only once. Students will receive a score on each quiz that will direct the student to the appropriate course to be taken next.

General Account Features

This section describes options available to ACT WorkKeys Curriculum users regardless of role assignment.

Logging In

Visit <https://workkeyscurriculum.act.org/login> to log in to the ACT WorkKeys Curriculum platform. Your account username is the email address associated with ACT WorkKeys Curriculum.

If you have forgotten your password, select the **Reset Password** link on the login screen, enter your email address, and follow the instructions in the automated email sent from 'noreply@workkeyscurriculum.act.org'.


Note: If you do not receive this email in your inbox, check your spam or junk folders.

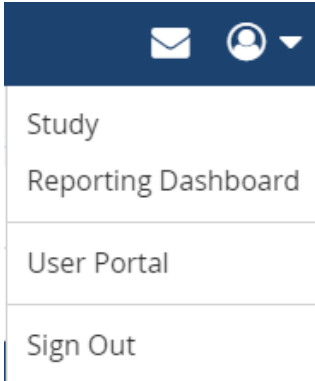
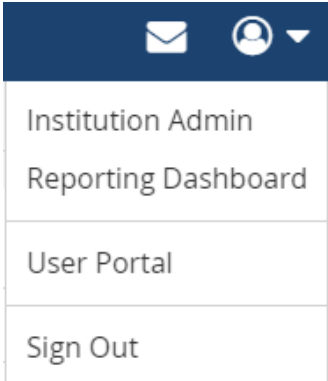
Important: If your access was established using a non-active (i.e., mock/faux) email address, see your site administrator to have your password reset.

User Menu

All users see the following header at the top of the screen when they log in:



The profile icon  (on the right side of this header) provides access to your user menu, which contains links to your personal user portal, dashboards (according to your role assignments), and an option for signing out. These are example user menus:

Instructor Menu	Institution Admin Menu
	

User Portal

The user portal is composed of three sections:

- **My Courses:** Allows students to see summary information on their progress.
- **User Profile:** Allows users to update their name or email address and to change their password.

Example User Portal

User Portal

My Courses

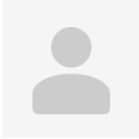
User Profile

Account Details

User Profile

Personal Information

Profile Picture



No file chosen

Name *

Email *

Password

Current Password *

New Password *

Confirm New Password *

*Note: To change your account password, enter your current and new passwords into the appropriate, required (red-starred) fields, and select **Save**.*

- **Account Details:** Allows users to view their account information, such as account creation date, last activity date, associated institution account, groups in which the account has membership, and courses to which the user has access.

Instructor Role

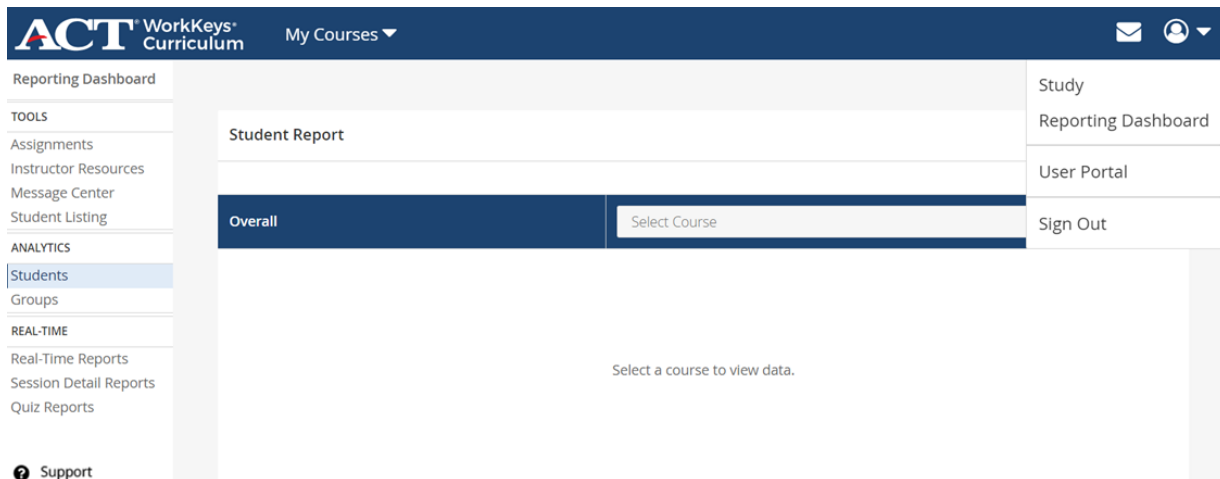
A user with the instructor role has access to detailed profile data and performance statistics about each student associated with a group in which the instructor is also a member. Instructors can be associated with multiple groups.

Dashboard:	Reporting Dashboard
Function:	<p>Create assignments</p> <p>Download student workbooks and facilitator guides</p> <p>Create banner and in-app messages</p> <p>Allow additional attempts on quizzes on a per student per course basis</p> <p>Access student, group, session detail, and quiz reports views</p>


Note: Instructors will not be able to see any data until students, instructors, and groups are set up in the program by the institution admin. See [“Institution Administration Role,”](#) page 14, for information about this process.

Landing Page–Reporting Dashboard

When a user with the instructor role logs in, the landing page is the navigation menu from the Reporting Dashboard. Using the navigation menu of the left, the instructor can view information on any students in the group(s) to which the instructor is also assigned.



User Menu

The user menu  for the Instructor offers the following options:

- **Study:** Work through the WorkKeys Curriculum courses to which the instructor has access
- **Reporting Dashboard:** Access reports, create assignments, access instructor resources, create banner and in-app messages, and override the default quiz reset limit for students.
- **User Portal:** Access to change password and view account details.
- **Sign Out:** Sign out of the platform.

Reporting Dashboard Menu

Reporting Dashboard

TOOLS

Assignments

Instructor Resources

Message Center

Student Listing

ANALYTICS

Students

Groups

REAL-TIME

Real-Time Reports

Session Detail Reports


Quiz Reports

Selecting...	Enables instructor to...
Assignments	<ul style="list-style-type: none"> • Create assignments composed of selected tasks (lessons, practice questions, and/or quizzes) for students and/or groups in which the instructor is also a member • Monitor student progress on assignments
Instructor Resources	<ul style="list-style-type: none"> • Download files directly from the Reporting Dashboard • Student workbooks and corresponding facilitator guides for the WorkKeys NCRC-aligned and Essential Skills courses
Message Center	<ul style="list-style-type: none"> • Create banner and in-app messages for students and/or groups in which the instructor is a member
Student Listing	<ul style="list-style-type: none"> • Grant additional attempts on quizzes on a per-student per-course basis, overriding the institution-level default quiz reset limit
Students	<ul style="list-style-type: none"> • View all students in groups in which the instructor is also a member by selected course • View and export individual student usage data by selected course
Groups	<ul style="list-style-type: none"> • View and export data at the group level for groups in which the instructor is also a member by selected course
Real-Time Reports	<ul style="list-style-type: none"> • View and export real-time student performance data on the practice question categories and quizzes for students in groups in which the instructor is also a member • Monitor student performance on assignments
Session Detail Reports	<ul style="list-style-type: none"> • View and export session detail information for students in groups in which the instructor is also a member
Quiz Reports	<ul style="list-style-type: none"> • View and export real-time in-app reports for students to which the instructor has access on student performance on all attempts on all quizzes in all courses to which the student has access

For detailed information on the available reports and report options, see [“Reporting Dashboard \(Instructor and Supervisor Roles\).”](#) page 76.

Impersonating a Student

Impersonating a student/learner enables the instructor to view the system from a specific student's perspective. The instructor can view notes, bookmarks, or confidence levels that the student has marked on practice and quiz questions. The instructor can also view the student's learning plan as an overview of the student's progress through the course.

1. From the Reporting Dashboard, under Real-Time, select **Real-Time Reports**.
2. Identify the student to impersonate from the list of students displayed (or by using **Search**) and select that student's name.
3. On the next screen, select **Impersonate** ( Impersonate).

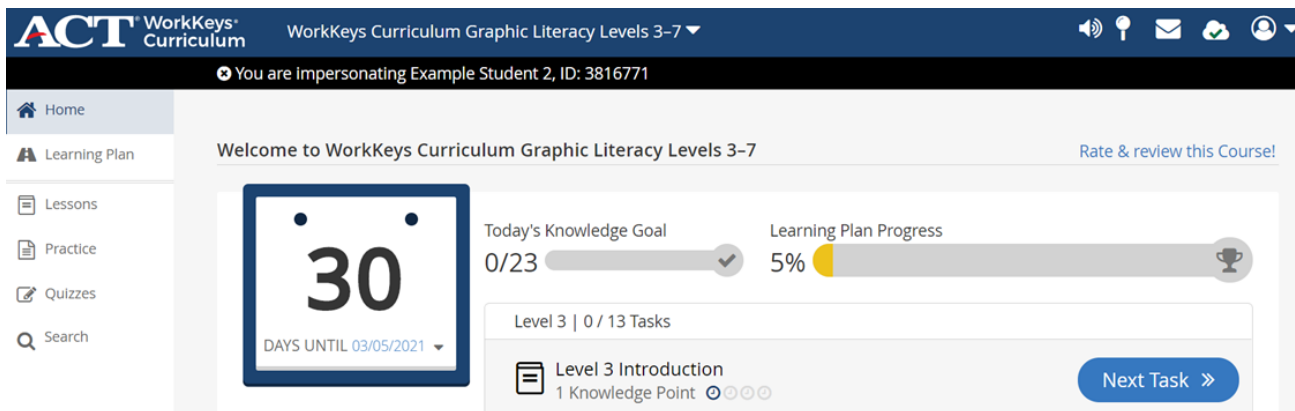
A dialog box confirming the student login is displayed.

4. Select **OK** to continue or **Cancel** to stop.

By selecting **OK**, the main dashboard of the student's account will appear with a reminder not to perform any activity while impersonating the student.


5. Select **Continue**.

While logged in as the student, a black banner appears at the top of the screen indicating the student you are impersonating.



The screenshot displays the WorkKeys Curriculum interface. At the top, a dark blue banner reads "ACT WorkKeys Curriculum" and "WorkKeys Curriculum Graphic Literacy Levels 3-7". Below this, a black banner states "You are impersonating Example Student 2, ID: 3816771". The main dashboard features a sidebar with navigation options: Home, Learning Plan, Lessons, Practice, Quizzes, and Search. The central content area includes a large "30" timer indicating "DAYS UNTIL 03/05/2021". To the right, there are progress indicators: "Today's Knowledge Goal" at 0/23 and "Learning Plan Progress" at 5%. Below these, it shows "Level 3 | 0 / 13 Tasks" and "Level 3 Introduction" with "1 Knowledge Point". A "Next Task" button is visible in the bottom right corner.

Important: While impersonating a student/learner, do not complete any tasks.

Note: To stop impersonating a student account, select the X in the white circle () next to the student's name in the black banner. You will be returned to the student's detail screen.

Institution Administration Roles

The primary contact for ACT WorkKeys Curriculum is assigned the roles of institution admin and institution supervisor, which provide access to different system functions via dashboards.

Institution Admin Role

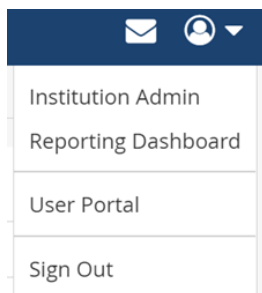
Dashboard:	Institution Admin
Function:	Manage user accounts and groups Set the default number of quiz attempts Review license information


Institution Supervisor Role

Dashboard:	Reporting Dashboard
Function:	Create assignments Access Instructor Resources Create banner and in-app messages Allow additional quiz attempts on a per student per course basis Access student, group, institution, real-time, session detail, and quiz reports views

Important: Because both roles are typically assigned together to a single user account for administering an institution, this section combines the two roles into a single discussion.

User Menu



The user menu  for the primary contact (i.e., a user who has the institution admin and institution supervisor roles) offers the following options:

- **Institution Admin:** Manage users accounts, manage groups, review license information, and set the default quiz reset limit
- **Reporting Dashboard:** Create assignments, access instructor resources, create banner and in-app messages, access student, group, school, real-time, session detail, and quiz reports
- **User Portal:** Access to change password and view accounts details
- **Sign Out:** Sign out of the platform

Landing Page–Institution Admin/Supervisor Dashboard

When a user with the institution admin role logs in, the landing page is the Institution Admin Dashboard.

The screenshot shows the ACT WorkKeys Curriculum Institution Admin Dashboard. On the left is a navigation menu with items: Licenses (8), Groups (8), Instructors (6), Students (14), Admins (16), and Settings. The main content area is titled 'ACT Institution D Internal Use Only Groups' and contains a table with columns: ID, Name, Students, Students With Valid Access, Instructors, and Date Added. The table lists two groups: 'Rick's Training Class' (ID 88741) and 'WorkKeys Prep' (ID 55851). Above the table are search and filter controls, including a 'Show all groups' dropdown, a search box, a 'Download Groups CSV' button, and a 'New Group' button.

Institution Admin Role

A user with this role has access to the institution Admin Dashboard.

Admin Dashboard Menu

The various administrative functions of the Institution Admin dashboard menu are shown below.

Selecting...	Allows institution admin to...
Licenses	<ul style="list-style-type: none"> Track licenses
Groups	<ul style="list-style-type: none"> Create groups and assign instructors and students individually or in bulk via spreadsheet upload (*.csv) Manage existing groups
Instructors	<ul style="list-style-type: none"> Create and manage instructor accounts individually or in bulk via spreadsheet upload (*.csv) Manage existing instructor accounts Impersonate an instructor
Students	<ul style="list-style-type: none"> Create student accounts individually or in bulk via spreadsheet upload (*.csv) Manage existing student accounts Impersonate a student
Admins	<ul style="list-style-type: none"> Create accounts with the role of institution admin and/or institution supervisor
Settings	<ul style="list-style-type: none"> Set the default quiz reset limit for the institution

For more information on administering licenses and users, see "[Admin Dashboard \(Admin Roles\)](#)," page 40.

License Tracking


The Licenses tab includes information on both active and expired licenses associated with the institution. For each license, a list of courses the institution has access to is displayed in addition to the number of available seats, used seats, users uploaded, users activated (logged in), and users active (have performed a task). The first and last user activation dates indicate the date range in which a student can be loaded under the license. The start and end date indicate the license duration, and the admin access expiration date is the last date institution staff will have access to the ACT WorkKeys Curriculum platform under the active license.

Available Seats	Used Seats	Users Uploaded	Users Activated	Users Active
Unlimited	4	4	1	4

First User Activation Date	Last User Activation Date	Start Date	End Date	Admin Access Expiration Date	Final Access Date
2020-10-28	2021-12-31	2020-10-28	2021-12-31	2021-12-31	2021-12-31

Impersonating a Student

Impersonating a student enables the institution admin to view the system from the student's perspective. The institution admin can view notes, bookmarks, or confidence levels that the student has marked on practice and quiz questions. The institution admin can also view the student's learning plan as an overview of the student's progress through the course.

1. From the Institution Admin Dashboard select **Students**.
2. Identify the student to impersonate from the list of students displayed (or by using **Filters**) and select that student's name.
3. On the next screen, select **Impersonate** ( Impersonate).

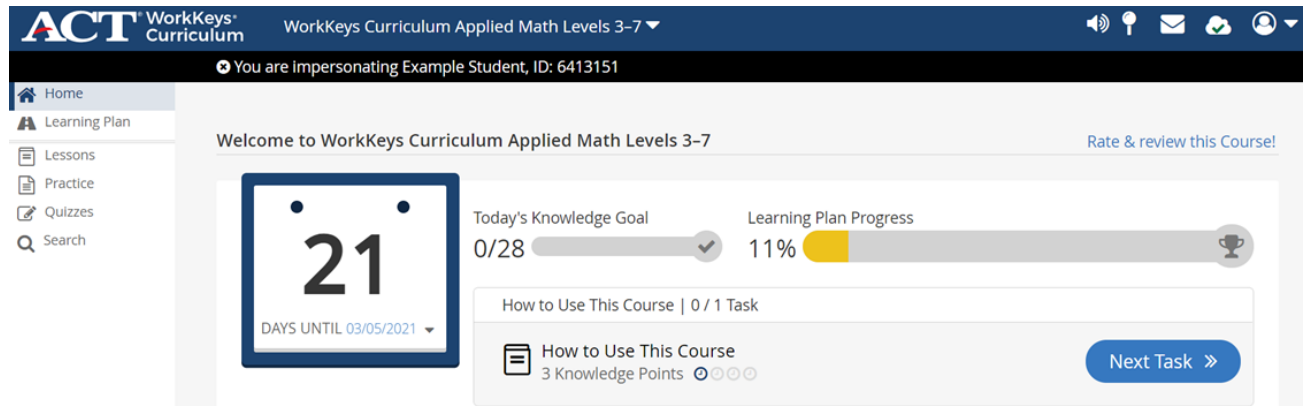
A dialog box confirming the student login is displayed.

4. Select **OK** to continue or **Cancel** to stop.

By selecting **OK**, the main dashboard of the student's account will appear with a reminder not to perform any activity while impersonating the student.

5. Select **Continue**.

While logged in as the student, a black banner appears at the top of the screen indicating the student you are impersonating.



Important: While impersonating a student/learner, do not complete any tasks.

Note: To stop impersonating a student account, select the X in the white circle (⊗) next to the student's name in the black banner. You will be returned to the student's detail screen.

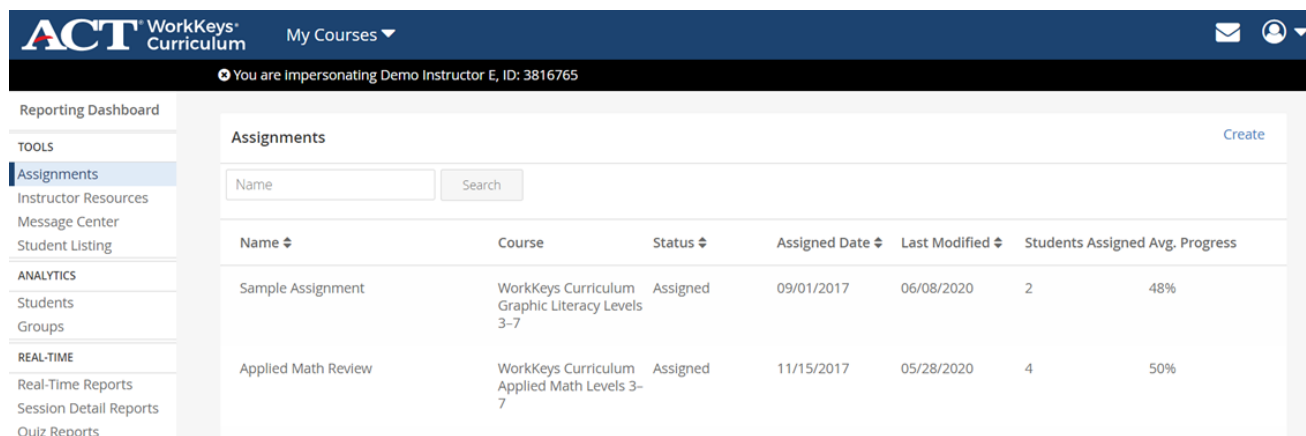
Impersonating an Instructor

Impersonating an instructor provides the ability to view the system from the instructor's perspective. An instructor account can be impersonated from the Institution Admin Dashboard. Using this feature allows the institution admin to view all assignments that an instructor has created.

1. From the Institution Admin Dashboard, using the navigation menu on the left, select **Instructors**.
2. Identify the instructor to impersonate either from the list of instructors or by using **Filters**. Once the instructor has been located, select the appropriate name.
3. On the next screen, select **Impersonate** ().

A dialog box confirming the instructor login is displayed.

4. While logged in as the instructor, a black banner appears at the top of the screen identifying the instructor you are impersonating.

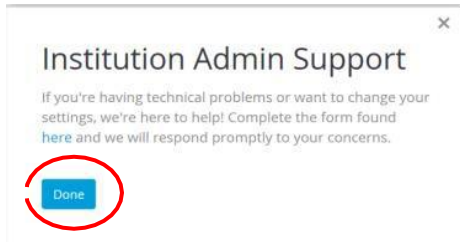


Note: To stop impersonating the instructor, select the X in the white circle (⊗) next to the instructor's name in the black banner. You will be returned to the instructor's detail screen.

Contact ACT WorkKeys Curriculum Support Form

The Contact ACT WorkKeys Curriculum Support form is used to request support. You can access the form directly at <https://workkeyscurriculum.act.org/admin-support>, or from the Institution Admin Dashboard.

1. Select the support icon in the lower left corner of the screen.
2. From the drop-down menu, select **How do I contact Support?**
3. Select the word **here** in the pop-up box.



4. Complete the requested information.

Institution Supervisor Role

The institution supervisor has access to the Reporting Dashboard for the institution (site).

Reporting Dashboard Menu

The various administrative functions of the Reporting dashboard menu are shown below.

Reporting Dashboard

TOOLS

Assignments

Instructor Resources

Message Center

Student Listing

ANALYTICS

Students

Groups

Institutions

REAL-TIME

Real-Time Reports

Session Detail Reports

Quiz Reports

Selecting...	Allows institution supervisor you to...
Assignments	<ul style="list-style-type: none"> • Create assignments composed of selected tasks (lessons, practice questions, and/or quizzes) for students and/or groups • Monitor progress on student assignments
Instructor Resources	<ul style="list-style-type: none"> • Download files directly from the Reporting Dashboard • Student workbooks and corresponding facilitator guides for the WorkKeys NCRC-aligned and Essential Skills courses
Message Center	<ul style="list-style-type: none"> • Create banner and in-app messages for students and/or groups
Student Listing	<ul style="list-style-type: none"> • Grant additional attempts on quizzes on a per-student per-course basis, overriding the institution-level default quiz reset limit

Students	<ul style="list-style-type: none"> • View all loaded onto the platform within the institution by selected course • View and export individual student usage data by selected course
Groups	<ul style="list-style-type: none"> • View and export data at the group level by selected course
Institutions	<ul style="list-style-type: none"> • View and export data at the institution level by selected course
Real-Time Reports	<ul style="list-style-type: none"> • View and export real-time student performance data on the practice question categories and quizzes • Monitor student performance on assignments
Session Detail Reports	<ul style="list-style-type: none"> • View and export session detail information for students
Quiz Reports	<ul style="list-style-type: none"> • View and export real-time in-app reports on student performance on all attempts on all quizzes in all courses to which the student has access

Impersonating a Student

Impersonating a student enables the institution supervisor to view the system from the student's perspective. The institution supervisor can view notes, bookmarks, or confidence levels that the student has marked on practice and quiz questions. The district supervisor can also view the student's learning plan as an overview of the student's progress through the course.

1. From the Reporting Dashboard, under Real-Time, select **Real-Time Reports**.
2. Identify the student to impersonate from the list of students displayed (or by using the **Search** button) and select that student's name.
3. On the next screen, select the **Impersonate** button. A dialog box confirming the student login is displayed.
4. Select **OK** to continue or **Cancel** to stop. By selecting **OK**, the main dashboard of the student's account will appear with a reminder not to perform any activity while impersonating the student.
5. Select the **Continue** button. While logged in as the student, a black banner appears at the top of the screen indicating the student you are impersonating.
6. To stop impersonating a student account, select the **X** in the white circle next to the student's name in the black banner. You will be returned to the student's detail screen.

For detailed information on the available reports and report options, see [“Reporting Dashboard \(Instructor and Supervisor Roles\),”](#) page 76.

District Administration Roles

The district administration role has access to all institutions under the district and is usually assigned the roles of district admin and district supervisor, which provide access to different system functions via dashboards.

District Admin Role

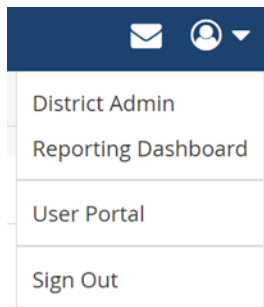
Dashboard:	District Admin
Function:	Manage user accounts and groups Review license information


District Supervisor Role

Dashboard:	Reporting Dashboard
Function:	Access student, group, institution, real-time, session detail, and quiz reports views

Important: Because both roles are typically assigned together to a single user account for administering a district, this section combines the two roles into a single discussion.

User Menu



The user menu  for the District Admin who also has the role of district supervisor offers the following options:

- **District Admin:** Manage users accounts, manage groups, review license information, and set the default quiz reset limit for each institution in the district
- **Reporting Dashboard:** access student, group, institution, district, real-time, session detail, and quiz reports
- **User Portal:** Access to change password and view accounts details
- **Sign Out:** Sign out of the platform

Landing Page–District Admin Dashboard

When a user with the district admin role logs in, the landing page displays a list of all institutions within the district. Select the name of an institution to be taken to the District Admin navigation menu for the selected institution.

The screenshot shows the ACT WorkKeys Curriculum interface. At the top, there is a navigation bar with the ACT logo and 'WorkKeys Curriculum' text. Below this, the breadcrumb 'ACT District Two Internal Use Only > Institutions' is visible. A search bar with a 'Name' input field and a 'Search' button is present. The main content area displays a table with the following data:

ID	Name	Students Uploaded	Instructors Uploaded	Number of Groups
120146	ACT Institution D Internal Use Only	14	7	8
120147	ACT WorkKeys Curriculum Training	55	0	4

District Admin Role

The district admin has access to the District Admin Dashboard and can perform the same tasks as the institution admin for all the institutions associated with the district in which the user is assigned this role.

District Admin Dashboard Menu


The various administrative functions of the District Admin dashboard menu are shown below.

District Admin	Selecting...	Allows you a district admin to...
District		
Licenses 8	Licenses	<ul style="list-style-type: none"> Track licenses
Groups 8	Groups	<ul style="list-style-type: none"> Create groups and assign instructor(s) and student(s) individually or in bulk via spreadsheet upload (*.csv) Manage existing groups
Instructors 6	Instructors	<ul style="list-style-type: none"> Create instructor accounts individually or in bulk via spreadsheet upload (*.csv) Manage existing instructor accounts Impersonate an instructor
Students 14	Students	<ul style="list-style-type: none"> Create student accounts individually or in bulk via spreadsheet upload (*.csv) Manage existing student accounts Impersonate a student
Admins 16	Admins	<ul style="list-style-type: none"> Create accounts with the role of institution admin and/or institution supervisor
Settings	Settings	<ul style="list-style-type: none"> Set the default quiz reset limit for institution

For more information on administering licenses and users, see [“Admin Dashboard \(Admin Roles\),”](#) page 40.

Impersonating a Student

Impersonating a student enables the district admin to view the system from the student's perspective. The district admin can view notes, bookmarks, or confidence levels that the student has marked on practice and quiz questions. The district admin can also view the student's learning plan as an overview of the student's progress through the course.

1. From the District Admin Dashboard, first select the institution the student is associated with and then, using the navigation menu on the left, select **Students**.
2. Identify the student to impersonate from the list of students displayed (or by using **Filters**) and select that student's name.
3. On the next screen, select **Impersonate** ( Impersonate).

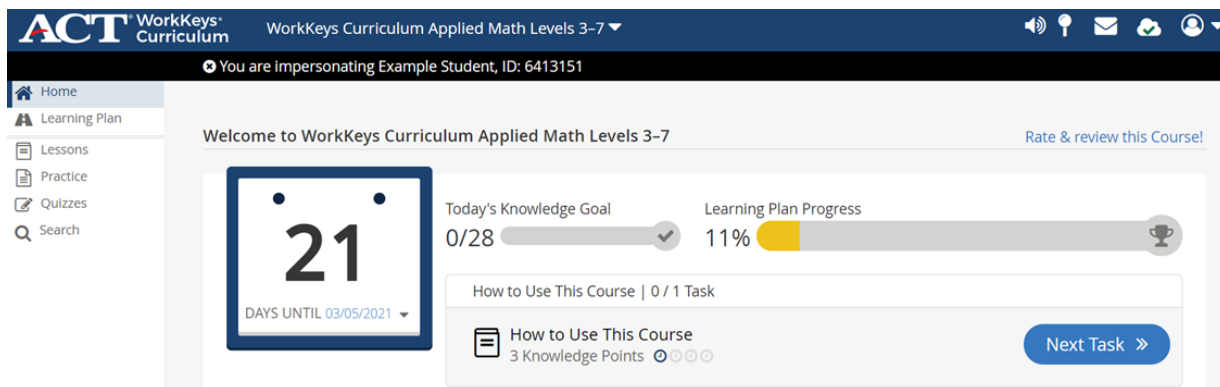
A dialog box confirming the student login is displayed.

4. Select **OK** to continue or **Cancel** to stop.


By selecting **OK**, the main dashboard of the student's account will appear with a reminder not to perform any activity while impersonating the student.

5. Select **Continue**.

While logged in as the student, a black banner appears at the top of the screen indicating the student you are impersonating.




Important: While impersonating a student/learner, do not complete any tasks.

Note: To stop impersonating a student account, select the X in the white circle () next to the student's name in the black banner. You will be returned to the student's detail screen.

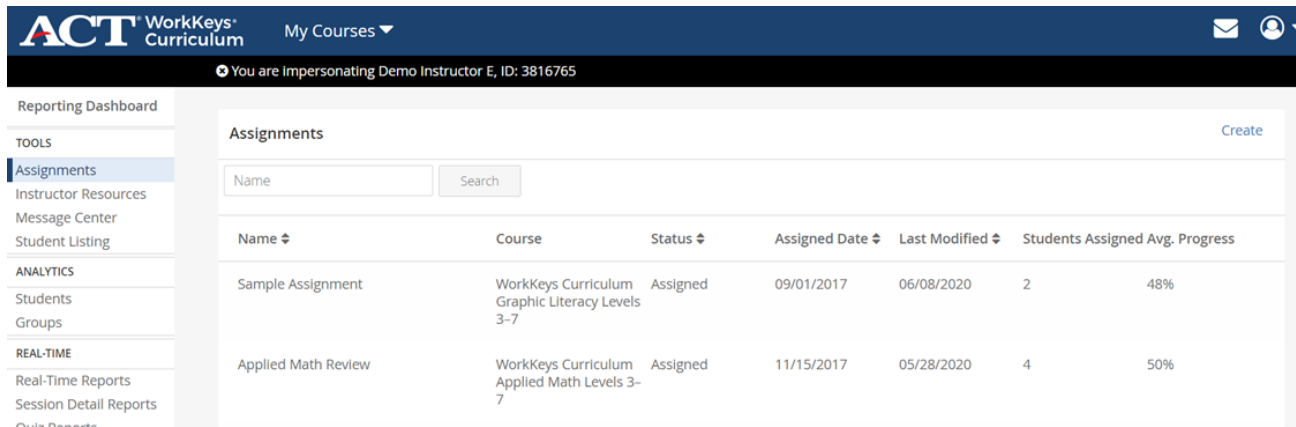
Impersonating an Instructor

Impersonating an instructor provides the ability to view the system from the instructor's perspective. An instructor account can be impersonated from the District Admin Dashboard. Using this feature allows the district admin to view all assignments that an instructor has created.

1. From the District Admin Dashboard, first select the institution that the instructor is associated with and then, using the navigation menu on the left, select **Instructors**.
2. Identify the instructor to impersonate either from the list of instructors or by using **Filters**. Once the instructor has been located, select the appropriate name.
3. On the next screen, select **Impersonate** ( Impersonate).

A dialog box confirming the instructor login is displayed.

- While logged in as the instructor, a black banner appears at the top of the screen identifying the instructor you are impersonating.



Note: To stop impersonating the instructor, select the X in the white circle (⊗) next to the instructor's name in the black banner. You will be returned to the instructor's detail screen.

District Supervisor Role

The district supervisor has access to the Reporting Dashboard.

Reporting Dashboard Menu

The various administrative functions of the Reporting dashboard menu are shown below.

Reporting Dashboard	Selecting...	Allows district supervisor to...
ANALYTICS	Students	<ul style="list-style-type: none"> View all loaded onto the platform within the institution by the selected course View and export individual student usage data by selected course Impersonate a student
REAL-TIME	Groups	<ul style="list-style-type: none"> View and export data at the group level by selected course
	Institutions	<ul style="list-style-type: none"> View and export data at the institution level by selected course
	Districts	<ul style="list-style-type: none"> View and export data at the district level
	Real-Time Reports	<ul style="list-style-type: none"> View and export real-time student performance data on the practice question categories and quizzes
	Session Detail Reports	<ul style="list-style-type: none"> View and export session detail information for students
	Quiz Reports	<ul style="list-style-type: none"> View and export real-time in-app reports on student performance on all attempts on all quizzes in all courses to which the student has access

Impersonating a Student

Impersonating a student enables the district supervisor to view the system from the student's perspective. The district supervisor can view notes, bookmarks, or confidence levels that the student has marked on practice and quiz questions. The district supervisor can also view the student's learning plan as an overview of the student's progress through the course.

1. From the Reporting Dashboard, under Real-Time, select **Real-Time Reports**.
2. Identify the student to impersonate from the list of students displayed (or by using the **Search** button) and select that student's name.
3. On the next screen, select the **Impersonate** button. A dialog box confirming the student login is displayed.
4. Select **OK** to continue or **Cancel** to stop. By selecting **OK**, the main dashboard of the student's account will appear with a reminder not to perform any activity while impersonating the student.
5. Select the **Continue** button. While logged in as the student, a black banner appears at the top of the screen indicating the student you are impersonating.
6. To stop impersonating a student account, select the **X** in the white circle next to the student's name in the black banner. You will be returned to the student's detail screen.

For detailed information on the available reports and report options, see [“Reporting Dashboard \(Instructor and Supervisor Roles\)”](#), page 76.

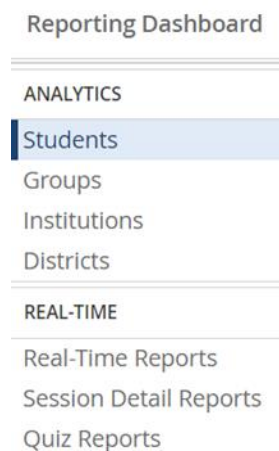
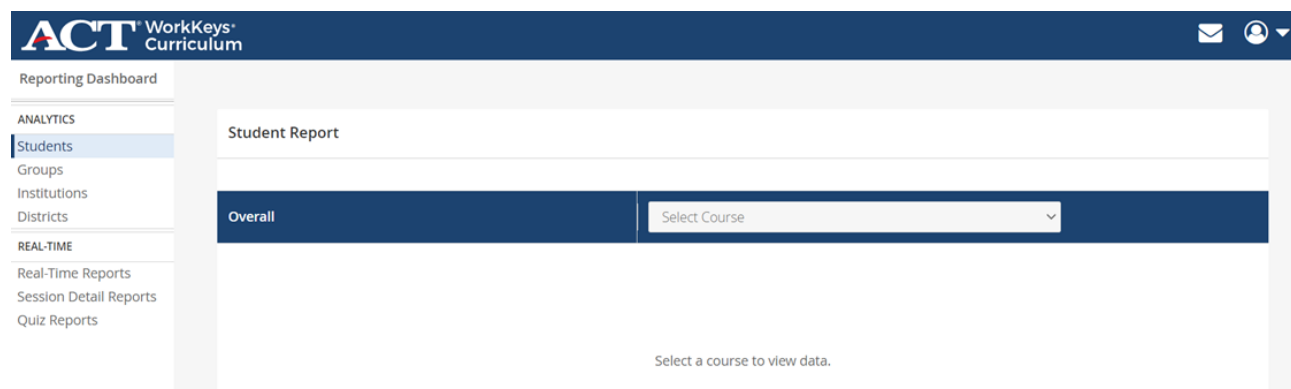
Organization Supervisor Role

The organization supervisor has access to the Reporting Dashboard.

Important: There is no complementary organization admin role. The organization supervisor does not have the ability to create groups or student, instructor, institution admin, or institution supervisor accounts.

Landing Page—Reporting Dashboard

When a user with the organization supervisor role logs in, the landing page is the Reporting Dashboard. Using the navigation pane on the left, you can view information on any students, groups, institutions, and/or districts in your organization.




Selecting...	Allows the organization supervisor to...
Students	<ul style="list-style-type: none"> View all loaded onto the platform within the organization by selected course View and export individual student usage data by selected course
Groups	<ul style="list-style-type: none"> View and export data at the group level by selected course
Institutions	<ul style="list-style-type: none"> View and export data at the institution level by selected course
Districts	<ul style="list-style-type: none"> View and export data about the district(s) in your organization <p><i>Note: You can also drill down to the Students, Groups, and Institutions view in the District Reports option.</i></p>
Real-Time Reports	<ul style="list-style-type: none"> View and export real-time student performance data on the practice question categories and quizzes

Selecting...	Allows the organization supervisor to...
Session Detail Reports	<ul style="list-style-type: none"> View and export session detail information for students
Quiz Reports	<ul style="list-style-type: none"> View and export real-time in-app reports on student performance on all attempts on all quizzes in all courses to which the student has access

For detailed information on the available reports and report options, see [“Reporting Dashboard \(Instructor and Supervisor Roles\),”](#) page 76.

Impersonating a Student

Impersonating a student enables the organization supervisor to view the system from the student’s perspective. The organization supervisor can view notes, bookmarks, or confidence levels that the student has marked on practice and quiz questions. The organization supervisor can also view the student’s learning plan as an overview of the student’s progress through the course.

1. From the Reporting Dashboard, under Real-Time, select **Real-Time Reports**.
2. Identify the student to impersonate from the list of students displayed (or by selecting **Search**) and select that student’s name.
3. On the next screen, select **Impersonate** ( Impersonate).

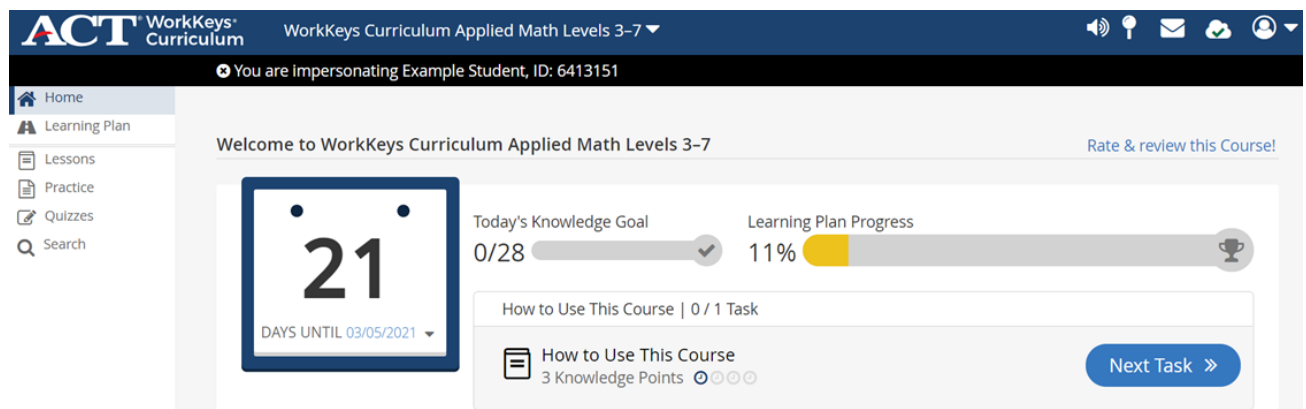
A dialog box confirming the student login is displayed.

4. Select **OK** to continue or **Cancel** to stop.


By selecting **OK**, the main dashboard of the student’s account will appear with a reminder not to perform any activity while impersonating the student.

5. Select **Continue**.

While logged in as the student, a black banner appears at the top of the screen indicating the student you are impersonating.



Important: While impersonating a student/learner, do not complete any tasks.

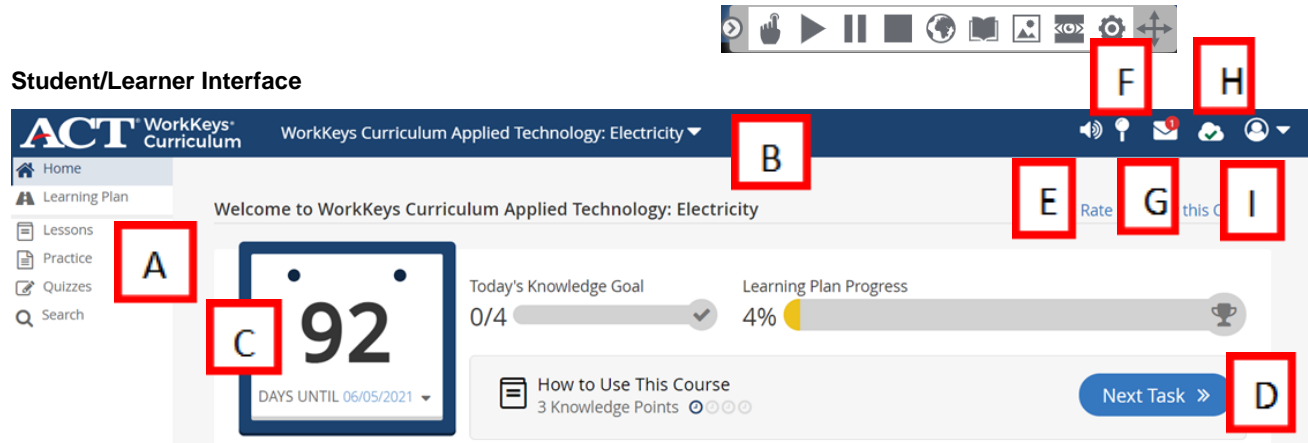
Note: To stop impersonating a student account, select the X in the white circle () next to the student's name in the black banner. You will be returned to the student's detail screen.

Student/Learner

Students/learners access ACT WorkKeys Curriculum at <https://workkeyscurriculum.act.org/login>. The program can be accessed using desktops, laptops, tablets, and mobile phones.

Note: System requirements are posted on the [ACT WorkKeys Curriculum webpage](#).

Each course has a Course Dashboard and the student/learner is guided through every course by following the Learning Plan on which identifies the next task.

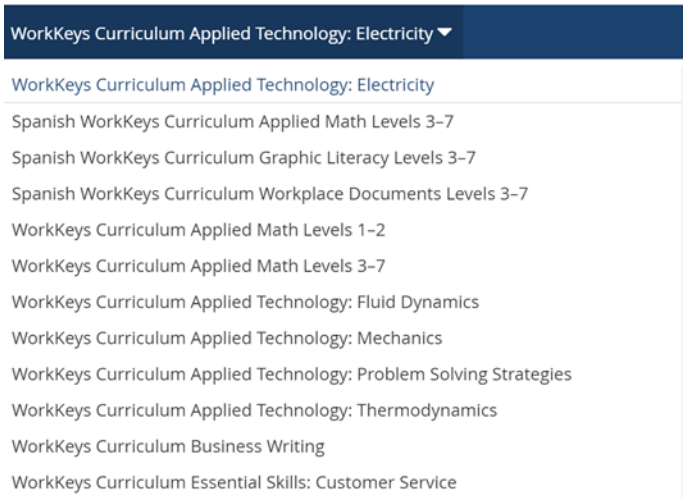


Support

A. Course Dashboard: A student/learner can always return to this view by selecting Home or Learning Plan.

- **Learning Plan:** The Structured Plan lists all lessons, practice question categories, and quizzes in order for the course and, if displayed, the Assignment tab lists specific tasks (lessons, practice question categories, placement quiz, level quizzes, or final quizzes) selected by the instructor. Lessons, practice question categories, and quizzes can be launched from here.
- **Lessons:** A listing of all lessons within the course. Unlocked lessons can be launched from here.
- **Practice:** A listing of all the practice question categories in the course. Unlocked sets of practice questions can be launched from here. During practice question review, the student/learner can add and later review notes and bookmarks. Performance data is included.
- **Quizzes:** A listing of all the quizzes in the course. Unlocked quizzes can be launched from here. The student/learner can add and later review notes and bookmarks. Performance data is included.
- **Search:** The course-wide search module allows learners to search across all lesson and practice question content for a word or phrase. The results of the search are displayed, and the learner can choose to go directly to any lesson or practice question listed.

B. Course List: Selecting the arrow displays a list of courses to which the student has access. To switch courses the student selects a specific course from the listing.

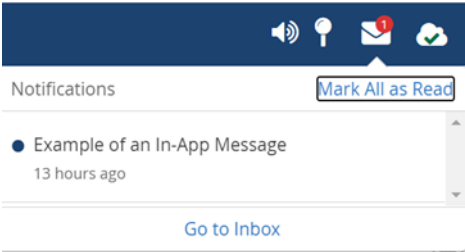


- C. **Study Plan Target Date:** Student/learners can set a date by which they wish to complete each course by selecting the date shown and then selecting a new date. Point values are assigned to each task in the course. Today's Knowledge Goal is a pacing mechanism that helps the learner keep on track to complete the course by the Study Plan Target Date. A student can still access the course beyond the target date by selecting a new date.
- D. **Next Task:** Student/learner is always guided to the next task in the course by selecting Next Task in the Learning Plan or Home.
- E. **SpeechStream Toolbar:** The SpeechStream toolbar offers support tools including read-aloud text, single word translation, dictionary, picture dictionary, screen masting.
- F. **Milestones and Optional Study Tasks:** The milestones and optional study tasks features provide a roadmap which guides the student/learner through the course content on a prescribed path. Lessons and practice question categories must be completed before taking the corresponding quiz. Select the Support icon to view the article Milestones and Optional Study Tasks FAQs for answers to commonly asked questions.
- G. **Banner and In-App messages:** Student/learners can view banner and in-app messages posted by instructors or institution supervisors.

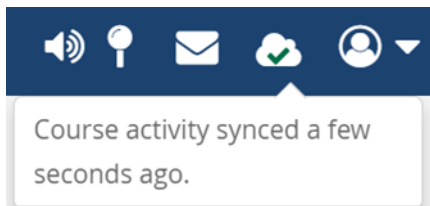
Banner messages are displayed under the course name and can be removed by selecting the x in the top right of the message.



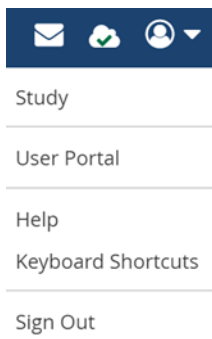
In-App messages are accessed by selecting the mail icon and can be marked as read or can be deleted. The number of new in-app messages is display over the mail icon and will disappear once the message is marked as read.




- H. **Course Sync:** The course syn icon is a cloud. The student/learner should never exit a course until a green checkmark is displayed in the cloud. If the checkmark is not displayed, select the cloud and wait until the checkmark appears.



- I. **User Menu:** The user menu is opened by selecting the arrow next to the profile icon. To change their password the student/learner selects Profile icon, then selects User Portal from the drop-down menu, and then selects User Profile. To log out, select Sign Out from the drop-down menu.



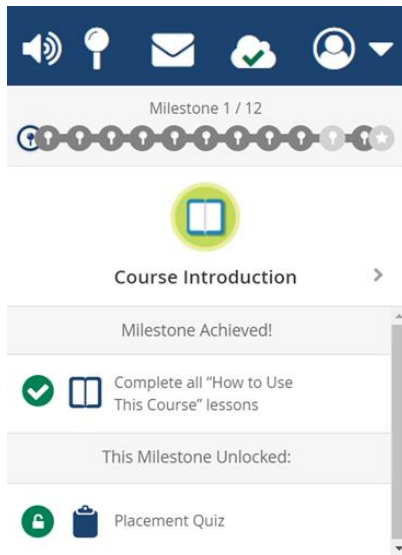
Support: Support topics are available by selecting the support icon ( Support) in the bottom left of the screen.

Milestones and Optional Study Tasks

Milestones and optional study tasks guide the student/learner through the course content on a prescribed path that prevents the student/learner from taking a quiz before completing the associated lessons and sets of practice questions. Students are prevented from using the Course Dashboard to jump ahead in the course content.

Milestones

A milestone is a checkpoint within a course that the student/learner works towards. Each milestone includes one or more unlock criteria which, upon being met, allow the student to access additional content and works towards the next milestone. Within Milestones, learners receive a visual representation of what they need to do next.



The Milestone drop-down is opened by selecting the Milestone icon to the left of the mail icon. Student/learner can view the status of all milestones associated with the course. To close, select the Milestone icon again.

The total number of milestones associated with the course is displayed at the top.

- Each milestone is represented by a milestone icon in a circle.
- The milestone being viewed is represented by a blue milestone icon in a circle outlined in blue.
- A milestone that has been achieved is represented by a white milestone icon in a dark gray circle.
- A milestone still to be achieved is represented by a white milestone icon in a light gray circle.
- A completed task associated with a milestone is displayed as a checkmark in a green circle.
- An unlocked task associated with a milestone is displayed as an open lock in a green circle.
- A locked task associated with a milestone is displayed as a closed lock in a light gray circle.



Milestone Completed!

You've completed a milestone! Click below to see what you've unlocked.

[View Next Milestone](#)



Item Locked!

There are some items you need to complete in order to view this content.

[View Unlocking Criteria](#)

Each time a student completes a milestone, a Milestone Completed pop-up is displayed.

If a student selects a task (lesson, set of practice questions, or a quiz) that is unavailable, an Item Locked pop-up is displayed.

Optional Study Tasks

As the title suggests, a student is not required to complete an optional study task. Optional study tasks are used in courses that have a placement quiz and impact what is displayed on Structured Plan. For example, if a student takes the placement quiz and scores a predicted level 4 on that quiz, the next task on the structured plan will be to take the Level 4 Introduction. The student has the option of taking any of the lessons, practice questions, or quizzes below level 4 by either setting optional tasks to ON or by selecting an unlocked lesson, set of practice questions, or a quiz from the Course Dashboard.

Setting Optional Study Tasks On/Off

Optional Study Tasks can be toggled ON or OFF by the student and the setting impacts what is displayed on the Today's Knowledge Goal and the Learning Plan Progress bars. The default setting is OFF.

OFF—Next Task will only display required tasks

ON—Next Task will display both required and optional tasks

Learning Plan Structured Plan

92
DAYS UNTIL 06/05/2021

Today's Knowledge Goal
35/5 ✓

Learning Plan Progress
15% 🏆

Level 4 | 0 / 20 Tasks

☰

Level 4 Introduction

1 Knowledge Point 🕒🕒🕒🕒

Next Task >>

Optional Tasks (23): OFF [What are optional tasks?](#)

Learning Plan

In this example, the student has taken the How to Use This Course lessons, completed the placement quiz receiving a score of predicted level 4, and Optional Study Tasks is set to OFF.

- The Level 4 Introduction lesson is displayed as the next task.
- The Level 4 Lessons and Practice Questions are available as shown by the blue circles.
- The Level 4 Quiz is locked and will not be unlocked until the student completes the Level 4 Lessons and Practice Questions.
- The Level 3 lessons, practice questions, and quiz are not displayed as they are optional tasks.

☑

How to Use This Course

3 Knowledge Points 🕒🕒🕒

✓ Applied Technology Electricity Placement Quiz | 1 Task | 32 Knowledge Points
∨

☰ Level 4 | 20 Tasks | 103 Knowledge Points
∧

📄

Level 4 Introduction

1 Knowledge Point 🕒🕒🕒🕒

📄

Level 4 Magnets & Electricity

2 Knowledge Points 🕒🕒🕒

📄

Level 4 Magnets & Electricity Practice Questions

8 Knowledge Points 🕒🕒🕒

Lessons

When selecting Lessons, the student sees some lessons that are unlocked and available for selection and other lessons with a lock icon indicating the lessons is currently unavailable. In this example, the student has completed the placement quiz with a score of predicted level 4.








- The Level 3 Lessons are available as optional tasks.
- The Level 4 Lessons are available based on the placement quiz score.
- The Level 5 Lessons will not be unlocked until after the student has completed the Level 4 Lessons and practice questions and passed the level 4 quiz.

Course Introduction		
How to Use This Course	Welcome	High
	Your Learning Plan	Medium
	Lessons	High
	Practice Questions	High
	Quizzes	High
	Dashboard	High
	You're Ready!	High
Level 3		
Level 3 Lessons	Introduction	
	Using Addition in the Workplace	
	Using Subtraction in the Workplace	
	Adding & Subtracting Negative Numbers in the Workplace	
	Multiplying in the Workplace	
	Dividing in the Workplace	
	Using Fractions in the Workplace	
	Converting Units in the Workplace	
Level 4		
Level 4 Lessons	Introduction	
	Using Fractions and Decimals	
	Multiplying Mixed and Whole Numbers	
	Using Rates, Ratios & Proportions	
	Calculating Averages in the Workplace	
Level 5		
Level 5 Lessons	Introduction	
	Fractions with Unlike Denominators	
	Calculating Percentages	
	Converting Units	
	Finding Geometric Measurements	

Practice

When selecting Practice, the student sees some sets of practice questions that are unlocked and available for selection and others with a lock icon indicating the practice questions set is currently unavailable. In this example, the student has completed the placement quiz with a score of predicted level 4.

- The Level 3 Practice Questions are available as optional tasks.
- The Level 4 Practice Questions are available based on the placement quiz score.
- The Level 5 Practice Questions will not be unlocked until after the student has completed the level 4 lessons and practice questions and passed the level 4 quiz.

Category Name	Complete	% Correct
Level 3: Using Addition in the Workplace	0 of 3	--
Level 3: Using Subtraction in the Workplace	0 of 3	--
Level 3: Adding & Subtracting Negative Numbers in the Workplace	0 of 5	--
Level 3: Multiplying in the Workplace	0 of 4	--
Level 3: Dividing in the Workplace	0 of 4	--
Level 3: Using Fractions in the Workplace	0 of 4	--
Level 3: Converting Units in the Workplace	0 of 4	--
Level 4: Using Fractions and Decimals	0 of 8	--
Level 4: Multiplying Mixed and Whole Numbers	0 of 6	--
Level 4: Using Rates, Ratios & Proportions	0 of 8	--
Level 4: Calculating Averages in the Workplace	0 of 6	--
 Level 5: Fractions with Unlike Denominators	0 of 6	--
 Level 5: Calculating Percentages	0 of 8	--
 Level 5: Converting Units	0 of 7	--
 Level 5: Finding Geometric Measurements	0 of 10	--
 Level 6: Calculating Rates	0 of 8	--
 Level 6: Calculating Percent Change	0 of 7	--
 Level 6: Converting Units	0 of 3	--

Quizzes





When selecting Quizzes, the student sees some quizzes that are unlocked and available for selection and others with a lock icon indicating the quiz is currently unavailable. In this example, the student has completed the placement quiz with a score of predicted level 4.

- The Level 3 Quiz is available as an optional task.
- The Level 4 Quiz will not be unlocked until after the student has completed the level 4 lessons and practice questions.
- The Level 5 Quiz will not be unlocked until after the student has passed the level 4 quiz and completed the level 5 lessons and practice questions.

Placement Quiz

Quiz Name	Quiz Length	% Correct	Predicted Level
Placement Quiz	16 Questions	50% (8 / 16)	4 Complete

Quizzes

Quiz Name	Quiz Length	% Correct	Score
Level 3 Quiz	10 Questions	--	--
 Level 4 Quiz	10 Questions	--	--
 Level 5 Quiz	10 Questions	--	--
 Level 6 Quiz	10 Questions	--	--
 Level 7 Quiz	9 Questions	--	--

Impact by Course Type

Learning Plan

All students are encouraged to follow the structured plan, which will guide them through the course content by selecting the Next Task button.

WorkKeys aligned courses with Placement Quizzes

Students take the placement quiz and, based on score, start at the appropriate level in the course. Students are required to complete all lessons and practice questions before taking a level quiz. A student must pass the current level quiz before doing content at next level.

WorkKeys aligned Levels 1-2 courses

- **Structured Plan:** Students are required to complete all lessons and practice questions before taking the level 1-2 quiz.
- **Adaptive Plan:** Students take an adaptive quiz and, based on results, are directed to lessons and practice questions.

Essential Skills courses

Students are required to complete all lessons and practice questions associated with a topic before taking that topic quiz.

Suggested Steps for Students/Learners Working in ACT WorkKeys Curriculum

Below are generic steps for the student/learner to follow when taking an ACT WorkKeys Curriculum course. However, a student/learner should always follow any specific directions provided by their institution.

1. Log in to ACT WorkKeys Curriculum.
2. Select a course in which to work.

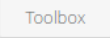
3. If not set, select a study plan target date (date by which the student/learner would like to complete the course).
4. Select **Learning Plan**, and then select **Next Task**.

WorkKeys Curriculum will guide the student through all the lessons, practice questions, categories, and quizzes associated with the selected course.

- For ACT WorkKeys-aligned courses, the student/learner will take a placement quiz to determine the level at which the student will start in the course. The student must complete all lessons and practice questions associated with the level prior to taking the level quiz. The current level quiz must be passed before proceeding to the next level.
- For other courses, the student/learner must complete all the lessons and practice question categories prior to taking the corresponding final quiz.

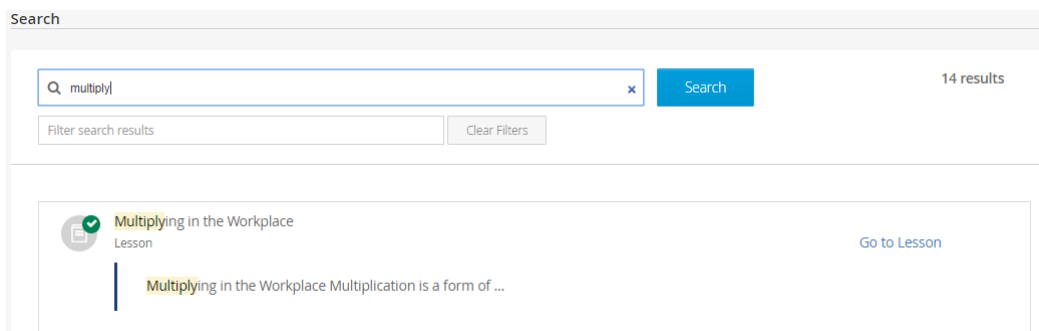
Student Supports

Toolbox

Each course provides a toolbox () when the student/learner is in a lesson, practice category, placement quiz, level quiz, or final quiz. Tool availability is determined by course and can include a scratch pad, calculator and/or a math formula sheet.

Search

The course-wide search module allows learners to search for a word or phrase across all lesson and practice question content. The filter allows the learner to search only the lessons or the practice questions. The results of the search are displayed, and the learner can choose to go directly to any lesson or practice question listed.



Highlights

The highlights feature is a support tool that enables students to highlight text within a lesson for future review. The student selects the text to be highlighted and then selects the highlight tool to highlight the selected text in yellow. Highlighted text can be removed by selecting the highlighted text and then selecting the eraser. Students can review all text that they have highlighted across all lessons in the course by selecting **Highlights** at the top of the Lessons screen. Selecting the eye icon allows the student to go to the lesson that contains the highlighted text. Selecting the trash can icon removes the highlighting from the text.

Lessons Table of Contents Confidence Levels Notes Bookmarks **Highlights**

Highlights in Lessons

Level 3 1 highlight

Using Subtraction in the Workplace

STEP ONE: Start by lining up the decimal points. On top, place the amount the customer gives you. Below that, place the amount you need to subtract. *Note: In this example, you're subtracting \$32 from \$50 which is set up as \$50 - \$32.*

Bookmark and Notes

The bookmark and notes tools are available when students are working through a lesson, during practice question review, and quiz question review. Students select the bookmark icon to mark material for future review and/or select the note icon to write a note for future review.

Bookmarks

Lessons Table of Contents Confidence Levels Notes **Bookmarks** Highlights

Bookmarks

Name	Bookmarked	
Using Fractions and Decimals	February 7, 2019	
Using Subtraction in the Workplace	July 18, 2018	
Practice Questions	July 18, 2018	

Notes

Lessons Table of Contents Confidence Levels **Notes** Bookmarks Highlights

Notes

I don't understand mixed numbers.

Topic: [Multiplying Mixed and Whole Numbers](#) Created on Thu, Feb 7th | Last updated on Tue, Feb 25th

Answer Eliminator

×

×

×

×

When answering a multiple-choice practice or quiz question, a learner can use the Answer Eliminator tool to mark any of the answers thought to be incorrect by selecting the “X” next to each of the answer boxes.

A message is displayed, for example: “I don’t think it’s D”. Thus, “eliminating” the answer from consideration as the correct response.

The learner selects the “X” again to make the answer box available.

When the learner selects an answer box to submit, it turns gray and the learner then selects **Confirm** to submit their response.

Keyboard Shortcuts

Students may use keyboard shortcuts within the program.

Lessons Module	
Next lesson	right arrow
Previous lesson	left arrow
Continue	enter
Mark High Confidence Level	h
Mark Medium Confidence Level	m
Mark Low Confidence level	l
Highlight Selection	Alt+h
Remove Highlight	Alt+shift+h
Practice / Quizzes Modules	
Review next question	right arrow
Review previous question	left arrow
Submit answer	Enter
Select corresponding answer choice	A, B, C, etc.
Text Boxes	
Italics	Ctrl+i
Bold	Ctrl+b
Strikethrough	Ctrl+shift+b
Underline	Ctrl+u

SpeechStream Toolbar







The SpeechStream® Toolbar offers support tools when students are using ACT WorkKeys Curriculum. Read aloud text, single word translation, dictionary, picture dictionary and screen masking are included.




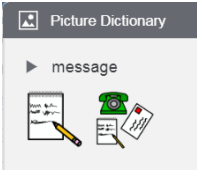


From within each course the student can select the “speaker” icon to open the toolbar.



Once opened the toolbar can be moved around on the screen by selecting and dragging the arrows on the right end of the toolbar or minimized by selecting the right arrow on the left end of the toolbar.



Button	Description
	<p>Touch/Click to read aloud: Read text on command by simply selecting/touching on text to be read aloud using dual color highlighting and natural sounding voice.</p> <p>Important: ACT is aware of some potential read aloud issues with certain symbols and equations.</p>
	<p>Read aloud: Select the play button to automatically read text aloud beginning at either the top of the page or at the beginning of a lesson, set of practice questions, or a quiz with dual color highlighting using natural sounding voice.</p>
	<p>Pause: Pause read aloud of text.</p>
	<p>Stop: Stop read aloud of text.</p>
	<p>Translation: Enables single words to be translated and spoken in the translated language. Select a word on the screen and then select world icon from toolbar. Select play button to read aloud text in selected language.</p> 

Button	Description
	<p>Dictionary: Provides definitions of words with read aloud option to improve comprehension. Select a word on screen and then select dictionary icon from toolbar. Select play button to read aloud the definition.</p> 
	<p>Picture Dictionary: Displays images from Widgeit® Symbols for selected word with read aloud option to help support fluency and understanding. Select play button to read aloud selected word.</p> 
	<p>Screen masking: Helps maintain focus and reduces eyestrain. This is also helpful for students who need assistance with tracking. Options are: letterbox, rule guide, or line reader guide.</p>
	<p>Settings: Select to set voice speed, text highlight options, speech mode, translation language, and screen mask type. The selected settings are maintained until the student makes a change.</p> <p><i>Note: In the list that follows, defaults are italicized.</i></p> <p>Speech</p> <ul style="list-style-type: none"> • Voice Speed – slow, <i>medium</i>, or fast • Text Highlight – <i>yellow</i>, black, blue, or tan • Speech mode – <i>click</i> or hover <p>Translations</p> <ul style="list-style-type: none"> • Translating from text displayed on screen – currently only option is English • Translating from English to – <i>Spanish</i>, French, German, Italian, or Portuguese <p>Screen Tools</p> <ul style="list-style-type: none"> • Screen Mask – <i>letterbox</i>, ruler guide, or line reader guide

*Note: ACT is aware of some potential read aloud issues with certain symbols and equations used in Applied Math Courses. We will continually refine and make improvements to this functionality. We encourage you to report any issues by using the **Report Content Errors** button within the course.*

Admin Dashboard (Admin Roles)

Institution and district admins can review licenses, create and manage instructor accounts, student/learner accounts, and groups, and set the default quiz reset limit for the institution using the Admin Dashboard. Institution and district admins can also create additional accounts with the role of institution admin and/or institution supervisor.

Creating Students, Instructors, and Admins

Institution and district admins can create user accounts for students, instructors, and admins via their corresponding Admin dashboard. Student and instructor accounts can be created individually (by entering the information on screen) or in bulk (by uploading spreadsheet data saved in a CSV file). Admin accounts, i.e., accounts with the role of institution admin and/or institution supervisor, can only be created individually.

Note: Students and instructors will not be able to access the platform until after they have been loaded/created.

The following information is needed for each user:

- First name (required)
- Last name (required)
- Email address (required)
- Password (optional)

User Account Creation Considerations

ACT WorkKeys Curriculum provides different methods for creating user accounts that provide a great deal of flexibility to the institution and district admin user.

- Student, instructor, institution admin, and institution supervisor accounts can be created individually using the online interface.
 - If the password field is left blank, activation emails are sent out.
 - If the password is entered as part of account creation, the user creating the account will have to provide the new user with their username, password, and the application URL (which is <https://workkeyscurriculum.act.org/login>).
- Student and instructor accounts can be created in bulk using a CSV file import.
 - If the password field is left blank, activation emails are sent out.
 - If the password is entered as part of account creation, the user creating the account will have to provide the new user with their username, password, and the application URL (which is <https://workkeyscurriculum.act.org/login>).
- The Generate ACT WorkKeys Curriculum Student Accounts feature can be used to create system-generated usernames for students who do not have an email address.
 - The password must be entered as part of account creation. The user creating the accounts will have to provide the new users with username, password, and the application URL (which is <https://workkeyscurriculum.act.org/login>).
- Student and instructor accounts can also be created when creating an individual group online or when creating a group using a CSV file import.

Email Firewall Settings

Activation emails are sent from the workkeyscurriculum.act.org email account. When an account is created and the password field is left blank, the user receives an email that prompts them to activate the account.

Important: To ensure that you receive all important email messages regarding ACT WorkKeys Curriculum, please check your spam or junk folders and whitelist the following email domains and IP addresses:

Email Domains

- @workkeyscurriculum.act.org
- @act.org

IP Addresses

- 169.45.68.80/28
- 169.45.87.192/27
- 169.46.66.80/28
- 169.63.216.192/27

To avoid the issue of students not receiving notification emails or for students/learners without an email address, see [“Creating Accounts for Students without Email Addresses,”](#) page 54.

Creating Accounts Individually (Student and Instructor Accounts)

Student/learner and instructor accounts are created in the same manner; however, the menu options differ. To create accounts, take the appropriate steps.

Student Account

1. From the Institution or District Admin dashboard navigation menu on the left of the screen, select **Students**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. On the Students screen, select **New Students**, then choose **Add a Student** from the drop-down menu.

New Students ▾

Add a Student

Upload Multiple

Generate ACT WorkKeys Curriculum Student Accounts

*Note: Alternatively, if you have not yet created any student accounts for your institution, you can select the **Create one!** link.*

Filters ▾ Download Students CSV New Students ▾

You don't have any students yet. [Create one!](#)

Complete the fields to define the user properties by entering the user's name, email address, and password (optional).

Note: There is only one field for name. If you want the users in alphabetical order, consider using the format last name comma first name.

3. The next step is to assign the student to a license.

- If there is only one active license, the system will automatically select the current active license.
- If there is more than one active license, a drop-down menu will be available to select the appropriate license to be used.

Create Student

Name

Email

Password

Adding a password is optional. If you leave the password blank, an account registration email will be sent automatically to the user.

License

Course



ID ↕

Name ↕

Please select a license to select courses

Create

Cancel

4. After selecting the license, a list of available courses is displayed.

Course

WorkKeys NCRC Aligned Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input type="checkbox"/>	1336	WorkKeys Curriculum Applied Math Levels 3-7
<input type="checkbox"/>	1412	WorkKeys Curriculum Graphic Literacy Levels 3-7
<input type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents Levels 3-7
<input type="checkbox"/>	1756	WorkKeys Curriculum Quick Guide
<input type="checkbox"/>	1788	WorkKeys Curriculum Applied Math Levels 1-2
<input type="checkbox"/>	1789	WorkKeys Curriculum Graphic Literacy Levels 1-2
<input type="checkbox"/>	1790	WorkKeys Curriculum Workplace Documents Levels 1-2
<input type="checkbox"/>	3764	Spanish WorkKeys Curriculum Applied Math Levels 3-7
<input type="checkbox"/>	3766	Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7
<input type="checkbox"/>	3767	Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

Other WorkKeys Aligned Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input type="checkbox"/>	1451	WorkKeys Curriculum Business Writing
<input type="checkbox"/>	1452	WorkKeys Curriculum Workplace Observation
<input type="checkbox"/>	1470	WorkKeys Curriculum Applied Technology: Electricity
<input type="checkbox"/>	1592	WorkKeys Curriculum Applied Technology: Fluid Dynamics
<input type="checkbox"/>	1593	WorkKeys Curriculum Applied Technology: Mechanics
<input type="checkbox"/>	1594	WorkKeys Curriculum Applied Technology: Thermodynamics
<input type="checkbox"/>	1963	WorkKeys Curriculum Applied Technology: Problem Solving Strategies

Essential Skills Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input type="checkbox"/>	1606	WorkKeys Curriculum Essential Skills: Working in Teams
<input type="checkbox"/>	1607	WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication
<input type="checkbox"/>	1608	WorkKeys Curriculum Essential Skills: Work Discipline
<input type="checkbox"/>	1609	WorkKeys Curriculum Essential Skills: Customer Service
<input type="checkbox"/>	1610	WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking
<input type="checkbox"/>	3440	WorkKeys Curriculum Essential Skills: Financial Awareness

Select the box in front of each course to which the student/learner should have access. Courses are organized in bundles and selecting the box below a specific bundle selects all the courses in that bundle. The course list is based on an institution's license. If the student should not have access to a course, be sure that the box in front of the course is not checked.

Important: You cannot go back later and remove a course.

Course

WorkKeys NCRC Aligned Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input checked="" type="checkbox"/>	1336	WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	1412	WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents Levels 3-7
<input checked="" type="checkbox"/>	1756	WorkKeys Curriculum Quick Guide
<input type="checkbox"/>	1788	WorkKeys Curriculum Applied Math Levels 1-2
<input type="checkbox"/>	1789	WorkKeys Curriculum Graphic Literacy Levels 1-2
<input type="checkbox"/>	1790	WorkKeys Curriculum Workplace Documents Levels 1-2
<input checked="" type="checkbox"/>	3764	Spanish WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	3766	Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	3767	Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

5. Select **Create** to create the account and return to the Students screen.

The new user will receive an activation email at the address you supplied.

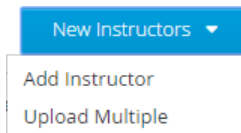
Note: If you enter a password, it is your responsibility to provide the new user with their username, password, and the application URL (<https://workkeyscurriculum.act.org/login>).

Instructor Account

1. From the Institution or District Admin dashboard navigation menu on the left of the screen, select **Instructors**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. On the Instructors screen, select **New Instructors**, then choose **Add Instructor** from the drop-down menu.



*Note: Alternatively, if you have not yet created any instructor accounts for your institution, you can select the **Create one!** link.*

You don't have any groups yet. [Create one!](#)

For an instructor account, complete the fields to define the user properties by entering in the user's name, email address, and password (optional).

The additional roles of Institution Admin and/or Institution Supervisor can be assigned to the instructor account.

Note: There is only one field for name. If you want the users in alphabetical order, consider using the format last name comma first name.

3. The next step is to assign the instructor to a license.
 - If there is only one active license, the system will automatically select the current active license.
 - If there is more than one active license, a drop-down menu will be available to select the appropriate license to be used.

Create Instructor

Name

Email

Password

Add roles:

- Instructor
- Institution Admin
- Institution Supervisor

License
Select a license... ▾

Course

<input type="checkbox"/>	ID ↕	Name ↕
Please select a license to select courses		

Adding a password is optional. If you leave the password blank, an account registration email will be sent automatically to the user.

After selecting the license, a list of available courses is displayed.

Course

WorkKeys NCRC Aligned Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input checked="" type="checkbox"/>	1336	WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	1412	WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents Levels 3-7
<input checked="" type="checkbox"/>	1756	WorkKeys Curriculum Quick Guide
<input type="checkbox"/>	1788	WorkKeys Curriculum Applied Math Levels 1-2
<input type="checkbox"/>	1789	WorkKeys Curriculum Graphic Literacy Levels 1-2
<input type="checkbox"/>	1790	WorkKeys Curriculum Workplace Documents Levels 1-2
<input checked="" type="checkbox"/>	3764	Spanish WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	3766	Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	3767	Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

4. Select the box in front of each course to which the instructor should have access. Courses are organized in bundles and selecting the box below a specific bundle selects all the courses in that bundle. The course list is based on an institution's license.

If the instructor should not have access to a course, be sure that the box in front of the course is not checked.

Important: You cannot go back later and remove a course.

5. Select **Create** to create the account and return to the Instructors screen.

The new users will receive an activation email at the address you supplied.

Note: If you enter a password, it is your responsibility to provide the new user with their username, password, and the application URL (<https://workkeyscurriculum.act.org/login>).

Creating Accounts Individually (Admin Accounts)

Complete the following steps to create an admin account with the role of institution admin and/or institution supervisor.

1. From the Institution or District Admin dashboard navigation menu on the left side of the screen, select **Admins**.

Institution Admin	
Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. On the Admins screen, select **New Admin**.
3. Complete the fields to define the user properties by entering the user's name, email address, and password (optional).

Note: There is only one field for name. If you want the users in alphabetical order, consider using the format last name comma first name.

4. Check the box in front of each role you wish the admin user to have.
 - The institution admin role enables the user to create accounts and groups.
 - The institution supervisor role enables the user to run reports and create assignments.

For more information, see ["Institution Administration Role,"](#) page 14.

ACT Institution D Internal Use Only Users

Create Admin

Name

Email

Password

Add roles:

Institution Admin

Institution Supervisor

Important: If you want a user to have the role of instructor along with the role of institution admin and/or institution supervisor, you first must create an instructor account and then add the additional role(s) to that account.

5. Select **Create** to create the account and return to the Admins screen.

The new user will receive an activation email at the address you supplied.

Note: If you enter a password, it is your responsibility to provide the new user with their username, password, and the application URL (<https://workkeyscurriculum.act.org/login>).

Creating Accounts in Bulk (Student and Instructor Accounts)

To create student or instructor user accounts in bulk with data from an Excel spreadsheet, take the following steps:

Important: If you wish to create student or instructor accounts in bulk while also adding them to groups, follow the steps for [“Creating Groups in Bulk,”](#) page 66.

Student Accounts

1. From the Institution or District Admin dashboard navigation menu on the left side of the screen, select **Students**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. On the Students screen, select **New Students**, then choose **Upload Multiple** from the drop-down menu.

Add a Student

Upload Multiple

Generate ACT WorkKeys Curriculum Student Accounts

3. Follow the instructions on the screen to create a CSV file containing the appropriate data and formatting.
 - a. Locate the following information for each student.

Field	Required	Notes
email	Yes	Real or mock/faux email address
name	Yes	First and last name
password	Optional	<ul style="list-style-type: none"> • If a real/valid email address is used, this field can be left blank. The user will receive an email with instructions for creating a password. • If a mock/faux email address is used, this field is required. The admin must create and distribute the login credentials.

- b. Create a spreadsheet in Excel with three column headers: email, name, and password.

Important: All three headings are required, in this order and in lowercase letters, even if you are leaving some information blank.

It should look like this:

	A	B	C
1	email	name	password
2			
3			
4			

- c. Fill in each student's information below the headers (top row).

Note: There is only one field for name. If you want the users in alphabetical order, consider using the format last name comma first name.

	A	B	C
1	email	name	password
2	annamiller@institutionA.org	Anna Miller	pw56798
3	charlestanner@institutionA.org	Charles Tanner	
4	kimadams@institutionA.org	Kim Adams	pw12345

4. Save the spreadsheet to your desktop in a 'CSV UTF-8 (comma delimited) (*.csv)' format. By default, Excel saves spreadsheets in a .xls or .xlsx format. Make sure you save your data in the appropriate format.

Note: A maximum of 999 rows can be loaded in each CSV file. If you have more than 999 users, you will need to create more than one file.

- Back on the Upload Multiple screen, the next step is to assign the students to a license.
 - If there is only one active license, the system automatically selects the current active license.
 - If there is more than one active license, a drop-down menu is available to select the appropriate license to be used.

License

Select a license... ▼

After selecting the license, a list of available courses is displayed.

Course

WorkKeys NCRC Aligned Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input checked="" type="checkbox"/>	1336	WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	1412	WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents Levels 3-7
<input checked="" type="checkbox"/>	1756	WorkKeys Curriculum Quick Guide
<input type="checkbox"/>	1788	WorkKeys Curriculum Applied Math Levels 1-2
<input type="checkbox"/>	1789	WorkKeys Curriculum Graphic Literacy Levels 1-2
<input type="checkbox"/>	1790	WorkKeys Curriculum Workplace Documents Levels 1-2
<input checked="" type="checkbox"/>	3764	Spanish WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	3766	Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	3767	Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

- Select the box in front of each course to which students should have access. All students in the file will have access to the same courses. Courses are organized in bundles. Selecting the box below a bundle selects all the courses in that bundle. The course list is based on an institution's license.

If students should not have access to a course, be sure that the box in front of the course is unchecked.

Important: You cannot go back later and remove a course.

- Using **Browse**, search your desktop to locate the .csv file you created, select the file, and then choose **Upload** to import the file.

CSV File

No file chosen

You may only upload one file at a time. Once the previous file has been completed, you may attempt to upload a new file.

A status message appears when the file has finished uploading and the new accounts are listed on the Students screen.

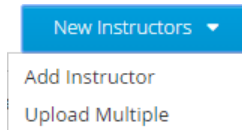
- If a real/valid email address was used and nothing was entered in the password field, the user will receive an activation email.
- If a mock/faux email address was used, the email address, password, and application URL (<https://workkeyscurriculum.act.org/login>) must be provided to each user.

Instructor Accounts

1. From the Institution or District Admin dashboard navigation menu on the left side of the screen, select **Instructors**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. On the Instructors screen, select **New Instructors**, then choose **Upload Multiple** from the drop-down menu.



3. Follow the instructions on the screen to create a CSV file containing the appropriate data and formatting.
 - a. Locate the following information for each instructor.

Field	Required	Notes
email	Yes	Real or mock/faux email address
name	Yes	First and last name
password	Optional	<ul style="list-style-type: none"> • If a real/valid email address is used, this field can be left blank. The user will receive an email with instructions for creating a password. • If a mock/faux email address is used, this field is required. The admin must create and distribute the login credentials.

- b. Create a spreadsheet in Excel with three column headers: email, name, and password.

Important: All three headings are required, in this order and in lower case letters, even if you are leaving some information blank.

It should look like this:

	A	B	C
1	email	name	password
2			
3			
4			
5			

- c. Fill in each instructor's information below the headers (top row).

Note: There is only one field for name. If you want the users in alphabetical order, consider using the format last name comma first name.

	A	B	C
1	email	name	password
2	annamiller@institutionA.org	Anna Miller	pw56798
3	charlestanner@institutionA.org	Charles Tanner	
4	kimadams@institutionA.org	Kim Adams	pw12345
5			

4. Save the spreadsheet to your desktop in a 'CSV UTF-8 (comma delimited) (*.csv)' format. By default, Excel saves spreadsheets in a .xls or .xlsx format. Make sure you save your data in the appropriate format.

Note: A maximum of 999 rows can be loaded in each CSV file. If you have more than 999 users, you will need to create more than one file.

5. Back on the Upload Multiple screen, the next step is to assign the instructors to a license.
- If there is only one active license, the system automatically selects the current active license.
 - If there is more than one active license, a drop-down menu is available to select the appropriate license to be used.

License

After selecting the license, a list of available courses is displayed.

6. Select the box in front of each course to which instructors should have access. All instructors in the file will have access to the same courses. Courses are organized in bundles. Selecting the box below a specific bundle selects all the courses in that bundle. The course list is based on an institution's license.

If instructors should not have access to a course, be sure that the box in front of the course is unchecked.

Important: You cannot go back later and remove a course.

Course

WorkKeys NCRC Aligned Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input checked="" type="checkbox"/>	1336	WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	1412	WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents Levels 3-7
<input checked="" type="checkbox"/>	1756	WorkKeys Curriculum Quick Guide
<input type="checkbox"/>	1788	WorkKeys Curriculum Applied Math Levels 1-2
<input type="checkbox"/>	1789	WorkKeys Curriculum Graphic Literacy Levels 1-2
<input type="checkbox"/>	1790	WorkKeys Curriculum Workplace Documents Levels 1-2
<input checked="" type="checkbox"/>	3764	Spanish WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	3766	Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	3767	Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

- Using **Browse**, search your desktop to locate the .csv file you created, select the file, and then choose **Upload** to import the file.

CSV File

No file chosen

You may only upload one file at a time. Once the previous file has been completed, you may attempt to upload a new file.

A status message appears when the file has finished uploading and the new accounts are listed on the Instructors screen.

- If a real/valid email address was used and nothing was entered in the password field, users the user will receive an activation email.
- If a mock/faux email address was used, the email address, password, and application URL (<https://workkeyscurriculum.act.org/login>) must be provided to each user.

Creating Accounts for Students without Email Addresses

The Generate ACT WorkKeys Curriculum Student Accounts option within the platform allows you to create accounts for users without supplying an active email address. It generates a generic name, a username using a “faux” email account (using the @workkeyscurriculum.act.org domain), and a password for each student/learner. When using this option, it is the responsibility of the institution or district admin to distribute the login username (“faux” email address), password, and application URL (<https://workkeyscurriculum.act.org/login>) to each student/learner.

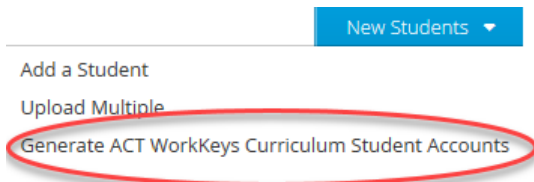
With this option, students/learners should not change the email address associated with their account and cannot use the Reset Password option on the login page. All students/learners will have the default name Student. The institution or district admin can update this information, or the student/learner can update this information after the account is created. See [“Managing Existing User Accounts,”](#) page 57.

To use this option, perform the following steps:

1. From the Institution or District Admin dashboard navigation menu on the left, select **Students**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. On the Students screen, select **New Students** and select **Generate ACT WorkKeys Curriculum Student Accounts** from the drop-down.



3. On the Generate Email Account screen, follow the instructions presented.

Generate Email Account

You can create @workkeyscurriculum.act.org email accounts for your students if they don't have an email address.

Instructions

1. Decide the prefix of your email address. The prefix is what precedes @workkeyscurriculum.act.org
For example: cps is the prefix of cps@workkeyscurriculum.act.org
2. Decide how many email accounts you need to generate. The prefix and count determine the emails themselves.
For example: If you have 10 students, your count would be 10 and the email addresses we generate would be:
cps1@workkeyscurriculum.act.org
cps2@workkeyscurriculum.act.org
cps3@workkeyscurriculum.act.org
etc
3. Set the password. All accounts will be given the same password you set.
4. Download the CSV and assign students to each email address. They will be able to sign in with their @workkeyscurriculum.act.org email address and password.

Prefix

Count

Password

License
Select a license... ▼

Course

<input type="checkbox"/>	ID ↕	Name ↕
--------------------------	------	--------

Please select a license to select courses

- a. Determine which prefix should be used for the email addresses being created and enter it in the **Prefix** box. The prefix and system assigned number will appear in front of the @workkeyscurriculum.act.org.
- b. Determine how many student accounts you want created and enter that number in the **Count** box.

Note: The institution or district admin is determining only how many student accounts they want created and not the numbers that will be used in the email addresses.

- c. Determine a password that will be assigned to all of the student accounts being created and enter it in the **Password** box.
- d. The next step is to assign the students to a license.
 - If there is only one active license, the system automatically selects the current active license.
 - If there is more than one active license, a drop-down menu is available to select the appropriate license to be used.

After selecting the license, a list of available courses is displayed.

- e. Select the box in front of each course to which students should have access. All students will have access to the same courses. Courses are organized in bundles. Selecting the box below a specific bundle selects all the courses in that bundle. The course list is based on an institution's license.

If students should not have access to a course, be sure that the box in front of the course is unchecked.

Important: You cannot go back later and remove a course.

- f. Select **Generate**.

The institution or district admin will receive an email when the accounts have been created.

Because the email addresses are not real, the institution or district admin must distribute the

email addresses, passwords, and application URL (<https://workkeyscurriculum.act.org/login>) to the students.

4. Optionally, after the new student accounts have been created, the institution or district admin can replace the generic **Student** name with the actual name of the student that will be using the ACT WorkKeys Curriculum generated email address:
 - a. From the Institution or District Admin dashboard navigation menu on the left, select **Students**.
 - b. Select one of the new student accounts that were just created.
 - c. Select **Edit**
 - d. In the name box, replace Student with the actual student's name.

Name

Email

Password

- e. Select **Update Student**

Editing Student

Name

Email

Password

Notes:

- The institution admin or district admin determines which prefix is used when creating the student accounts, but the number included in the email addresses are assigned by the program.
- Multiple institutions could be using the same prefix. For example, two schools could both be using “EHS” as their prefix, which can result in a gap in the numbers being used in each school’s system-generated emails.

Requesting Additional District Admin, District Supervisor, and/or Organization Supervisor Accounts

Only ACT staff can create or manage accounts the roles of district admin, district supervisor, and/or organization supervisor. To submit a request, use the Contact ACT WorkKeys Curriculum Support form <https://workkeyscurriculum.act.org/admin-support>. Use to the Description field for the details:

- Full Name

- Email Address
- Role(s)
- Name of District or Organization with which the account is to be associated

Managing Existing User Accounts

After accounts have been created, Institution Admin and District Admin users can both view and edit student, instructor, and admin (institution admin or institution supervisor) account information. In addition to general maintenance, this can be useful when users forget their passwords or need to change the groups they are assigned to.

Managing Student or Instructor Accounts

The process for managing user accounts is the same for student and instructor accounts. The instructions in this section are written for managing student accounts.

Important: If you are managing instructor accounts, select the appropriate options for instructors.

To work with student (or instructor) accounts, as a user with the institution or district admin role:

1. Select **Students (Instructors)** from the navigation menu on the Institution Admin or District Admin dashboard.

A list of all students (or instructors) in the institution is displayed:

Name	Email	Access Status	Date Added	First Login Date	Expiration Date
Workplace Observation Student	wostudent@wkc.org	Valid	10/28/2020	10/28/2020	12/31/2021
Carrie Morris	carrie.morris@act.org	Expired	01/08/2020	01/08/2020	05/31/2020
Pat Blake	pat.blake@act.org	Expired	01/07/2020	01/07/2020	05/31/2020
Sample Student	sdstudent@wkc.org	Valid	05/20/2019	05/20/2019	12/31/2021

2. Complete the appropriate action:
 - Select **Download Students CSV (Download Instructors CSV)** to export a file of all students (instructors) in the institution that includes the user's name, email address, access status (valid, pending, or expired), date account created, and a list of groups in which the student (instructor) is a member.
 - Use **Filters** to search for a specific student (instructor), based on the user's name or email address
 - Data can be sorted by name, email or date account was created.
 - Select **New Students (New Instructors)** to create individual or multiple student (instructor) accounts
 - Select a specific student (instructor) account for more detailed information:
 - Courses to which the student (instructor) has access
 - Groups in which the student (instructor) is a member
 - Access status

- Access expiration date
- Date the account was created
- Licenses to which the student (instructor) has been assigned
- Select **Edit** to make changes to the student's (instructor's) name, email address, or password
- Select **Impersonate** to impersonate the student (instructor)
- Select **Assign License** to grant student (instructor) access if their account has expired

Workplace Observation Student Edit Impersonate Assign License

Email wostudent@wkc.org

Courses WorkKeys Curriculum Workplace Observation, Spanish WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Graphic Literacy Levels 3-7, WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Essential Skills: Customer Service, WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking, WorkKeys Curriculum Quick Guide, WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Graphic Literacy Levels 1-2, WorkKeys Curriculum Workplace Documents Levels 1-2, WorkKeys Curriculum Applied Technology: Problem Solving Strategies, WorkKeys Curriculum Essential Skills: Financial Awareness, Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7, Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

Access Status Valid

Access Expiration Date 12/31/2021

Date Added 10/28/2020

Student Assigned Groups

Name	Students	Active Students	Instructors
Rick's Training Class	4	3	1

Assigned Licenses

Name	Start Date	End Date	First Activation Date	Status	Used Seats
ACT Institution D 2020-2021	10/28/2020	12/31/2021	10/28/2020	Active	1

Managing Admin Accounts

To work with admin accounts, as a user with the institution or district admin role:

1. Select **Admins** from the navigation menu on the Institution Admin or District Admin dashboard.

A list of all admins in the institution is displayed:

ACT WorkKeys Curriculum 📧 👤

Institution Admin

Licenses 8

Groups 8

Instructors 6

Students 14

Admins 16

Settings

ACT Institution D Internal Use Only Users New Admin

Name	Email	Roles	Date Added	First Login Date
Demo Instructor A	demoa@wkc.org	Institution Admin, Instructor, Institution Supervisor	09/14/2017	09/14/2017
Institution D Admin	instdadmin@wkc.org	Institution Admin, Institution Supervisor	08/12/2017	03/07/2019

2. Select a specific admin account for more additional options:

- Select **Edit** to make changes to the admin's name, email address, or password
- Select **Impersonate** to impersonate the user

Adding Course(s) to an Existing Student or Instructor Account

There are two methods an institution admin or district admin can use to add one or more new courses to an existing student or instructor account.

- For multiple users, use a bulk CSV file upload (recommended if multiple users need access to the same courses).
- For single users, select **Assign License** in each student's (instructor's) individual page.

These instructions assume that the user has been assigned a license that provides access to one or more courses, but the user does not have access to every course on the license.

Important: Providing a user with access to a course that is not available through their license requires either updating the license or assigning the user to a different license.

Adding Course(s) to Existing Student or Instructor Accounts in Bulk via CSV File Upload

1. Go to the Institution Admin or District Admin dashboard. If you are changing course access for instructors, select the **Instructors** (Students) tab.

Institution Admin

Licenses	8
Groups	8
Instructors	6
Students	15
Admins	16
Settings	

2. Select **Download Instructors CSV** link at the top of the page.

ACT Institution D Internal Use Only Users

Filters ▾	Download Instructors CSV	New Instructors ▾		
Name ▲	Email ⇅	Roles	Date Added ⇅	First Login Date
Demo Instructor A	demoa@wkc.org	Institution Admin, Institution Supervisor, Instructor	09/14/2017	09/14/2017
Demo Instructor E	instructore@wkc.org	Instructor	08/17/2017	08/17/2017
Demo Instructor F	instructorf@wkc.org	Instructor	08/17/2017	08/17/2017

Or, if you are changing course access for learners, select the **Students** tab and then select **Download Students CSV** link.

ACT Institution D Internal Use Only Users

Filters ▾	Download Students CSV	New Students ▾			
Name ⇅	Email ⇅	Access Status	Date Added ⇅	First Login Date	Expiration Date
Assignment Student	student5@wkc.org	Valid	02/22/2021	02/22/2021	12/31/2021
Workplace Observation Student	wostudent@wkc.org	Valid	10/28/2020	10/28/2020	12/31/2021

- Open the CSV file that you downloaded and locate the users that need their course access updated. Delete the rest of the users from the CSV file.

name	email	access_status	latest_expiration_date
Student2 InstitutionA	student14@workkeyscurriculum.act.org	Valid	12/31/2019
Simmy Student	simmystudent@act.org	Valid	12/31/2019
Student4 InstitutionA	student16@workkeyscurriculum.act.org	Valid	12/31/2019
George Washington	george@act.org	Valid	12/31/2019
Captain America	captainamerica@workkeyscurriculum.act	Valid	12/31/2019
Jimmy John	sandwich@mailinator.com	Valid	12/31/2019

- Rearrange the data in the CSV file to have three columns with the headers **email**, **name** and **password**. There will be no data in the fields under the password header. Save the CSV file.

email	name	password
student14@workkeyscurriculum.act.org	Student2 InstitutionA	
simmystudent@act.org	Simmy Student	
george@act.org	George Washington	
captainamerica@workkeyscurriculum.act.org	Captain America	

- If you are working with learners, go back to the Students tab in the Institution Admin or District Admin dashboard and select **New Students**.
- Select **Upload Multiple** from the drop-down list.

Note: If you are working with instructors, follow the same instructions, but use the Instructors tab.

The next page will include instructions for uploading the CSV file.

- Use the CSV file you created in Step 2 and follow the instructions shown.
- At the bottom of the page, select the license these users should be part of and check the box next to each new course to which these learners should have access.

Note: Users can be added or assigned to the same license they are already on at this stage. Adding users to a new license is only needed if the courses being added are not included with the current license.

License
 ACT Institution D Review BW and WO, 06/14/2018 - 12/31/201

Course

<input type="checkbox"/>	ID	Name
<input type="checkbox"/>	1594	WorkKeys Curriculum Applied Technology: Thermodynamics
<input type="checkbox"/>	1593	WorkKeys Curriculum Applied Technology: Mechanics
<input type="checkbox"/>	1592	WorkKeys Curriculum Applied Technology: Fluid Dynamics
<input type="checkbox"/>	1470	WorkKeys Curriculum Applied Technology: Electricity
<input checked="" type="checkbox"/>	1452	WorkKeys Curriculum Workplace Observation
<input checked="" type="checkbox"/>	1451	WorkKeys Curriculum Business Writing
<input checked="" type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents
<input checked="" type="checkbox"/>	1412	WorkKeys Curriculum Graphic Literacy
<input checked="" type="checkbox"/>	1336	WorkKeys Curriculum Applied Math
<input type="checkbox"/>	1963	WorkKeys Curriculum Applied Technology: Problem Solving Strategies

CSV File

You may only upload one file at a time. Once the previous file has been completed, you may attempt to upload a new file.

9. Upload the CSV file by selecting **Upload** at the bottom of the screen. The users' course access will update after the upload is complete.

Assign License to a Single Instructor or Student

1. In the Institution Admin or District Admin dashboard, select **Instructors** or **Students** to find the user you would like to update and select their name to go to the details page.

ACT WorkKeys Curriculum

Institution Admin

- Licenses 8
- Groups 8
- Instructors 6
- Students 15**
- Admins 16
- Settings

ACT Institution D Internal Use Only Users

Filters Download Students CSV

Name	Email	Access Status	Date Added	First Login Date	Expiration Date
Assignment Student	student5@wkc.org	Valid	02/22/2021	02/22/2021	12/31/2021
Workplace Observation Student	wostudent@wkc.org	Valid	10/28/2020	10/28/2020	12/31/2021

On the next page, you will see which courses this user has access to.

2. Select **Assign License** in the top right-hand corner to update their course access.

◀ Back

Group Student Edit Impersonate Assign License

Email groupstudent@wkc.org

Courses WorkKeys Curriculum Applied Math Levels 3–7, WorkKeys Curriculum Applied Technology: Problem Solving Strategies , WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Workplace Observation, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Graphic Literacy Levels 3–7, WorkKeys Curriculum Workplace Documents Levels 3–7

Access Status Valid

Access Expiration Date 12/31/2021

Date Added 09/19/2018

- If the institution has one active license, do not worry about the “License” field.
 - If the institution has multiple active licenses, select the license the user is already part of from the drop-down list.
3. You do not need to add the user to a new license to update their course access. Select the box(es) next to any new course(s) this user should have access to and then select **Assign**.

Note: you only need to select a different license if the courses being added are not included with the current license.

ACT Institution D Internal Use Only Users

Assign License

License

Course

<input type="checkbox"/>	ID	Name
<input type="checkbox"/>	1963	WorkKeys Curriculum Applied Technology: Problem Solving Strategies
<input type="checkbox"/>	1594	WorkKeys Curriculum Applied Technology: Thermodynamics
<input type="checkbox"/>	1593	WorkKeys Curriculum Applied Technology: Mechanics
<input type="checkbox"/>	1592	WorkKeys Curriculum Applied Technology: Fluid Dynamics
<input type="checkbox"/>	1470	WorkKeys Curriculum Applied Technology: Electricity
<input checked="" type="checkbox"/>	1452	WorkKeys Curriculum Workplace Observation
<input checked="" type="checkbox"/>	1451	WorkKeys Curriculum Business Writing
<input checked="" type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents
<input checked="" type="checkbox"/>	1412	WorkKeys Curriculum Graphic Literacy
<input checked="" type="checkbox"/>	1336	WorkKeys Curriculum Applied Math

Assign Cancel

4. Select the box next to each course this user should have access to (including any courses they already have access to), and then select **Assign**.

The change will take effect and appear in the user’s “Courses” listing immediately.

◀ Back

Group Student

Edit

Impersonate

Assign License

Email groupstudent@wkc.org

Courses WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Applied Technology: Problem Solving Strategies , WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Workplace Observation, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Graphic Literacy Levels 3-7, WorkKeys Curriculum Workplace Documents Levels 3-7

Access Status Valid

Access Expiration Date 12/31/2021

Date Added 09/19/2018

Creating Groups

A group is used to associate students with instructors in an institution. Instructors can work only with students who are in groups in which the instructor is also a member. Students and instructors can belong to multiple groups and can be added or removed from existing groups.

Institution or District Admins can create groups via their corresponding Admin dashboard. Groups can be created individually (by entering the information on screen) or created in bulk (by uploading spreadsheet data saved in a CSV file). For each group you will need to assign:

- Group name
- One or more students
- One or more instructors (preferred, but not required)

Note: An instructor will not be able to access a student's information unless the instructor is assigned to the same group as that student.

Creating Groups Individually

To create a single group, complete these steps:

1. From the Institution Admin or District Admin dashboard navigation menu, select **Groups**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. Select **New Group**, and then choose **New Group** from the drop-down menu.

The screenshot shows the Institution Admin dashboard. On the left is a navigation menu with 'Groups' highlighted. The main content area is titled 'ACT Institution D Internal Use Only Groups'. It features a search bar with a 'Show all groups' dropdown, a 'Name' input field, and a 'Search' button. There is a 'Download Groups CSV' link and a 'New Group' button with a dropdown arrow. Below this is a table with columns: ID, Name, Students, Students With Valid Access, and Instructors. A 'New Group' dropdown menu is open, showing 'New Group' and 'Upload Multiple' options.

Note: Alternatively, you can use the **Create one!** Link that is available when there are no groups for your institution.


You don't have any groups yet. Create one!

On the Assign Name screen, type a unique name for the group and, if desired, enter a date in the “Preset Study Plan Completion Date (Optional)” field.

ACT Institution D Internal Use Only Groups

1. Assign Name > 2. Instructor Management > 3. Student Management Next Cancel

Group Name

Preset Study Plan Completion Date (Optional)
2020-01-07 

Notes:

- Study plan dates will carry over from the group to the associated student accounts, serving as a countdown on the calendar of the students' Learning Plan Screens.
- Group names are case sensitive (e.g. “Junior 2022” and “juniors 2022” are two different group names).

3. Select **Next**.

4. On the All Available Instructors tab of the Instructor Management screen, check the box next to the names of the instructors to assign, then select **Add to Group**.

You can also use the checkbox below the All Available Instructors tab heading to select or unselect all listed instructors.

1. Assign Name > 2. Instructor Management > 3. Student Management Next Cancel

All Available Instructors (6) Instructors in Group (0)

1 Selected Filters Add to Group New Instructors

Name	Email	Access Status	Date Uploaded	First Login Date	Expiration Date
<input checked="" type="checkbox"/> InstructorE InstitutionA	instructore@workkeycurriculum.act.org	Valid	08/17/2017	08/17/2017	12/31/2020

5. If you wish to add an instructor not currently on the All Available Instructors tab, select **New Instructors**, then select either **Add Instructor** or **Upload Multiple** from the drop-down menu and follow the subsequent instructions.

Note: Once the new instructor has been added to the tab, you will need to complete step 5 to add the new instructor to the group.

The assigned instructors now appear on the Instructors in Group tab.

6. On this tab, you can check the box next to an instructor's name and select **Remove from Group** to remove that instructor from the group, if needed.

1. Assign Name > 2. **Instructor Management** > 3. Student Management [Next](#) [Cancel](#)

All Available Instructors (5) **Instructors in Group (1)**

Selected Filters ▾ [Remove from Group](#)

Name ↕	Email ↕	Access Status ↕	Date Uploaded ↕	First Login Date ↕	Expiration Date ↕
<input type="checkbox"/> InstructorE InstitutionA	instructore@workkeyscurriculum.act.org	Valid	08/17/2017	08/17/2017	12/31/2020

7. When you are done assigning instructors to the new group—or if you want to skip instructor assignment now and add them later—select **Next**.
8. On the All Available Students tab on the Student Management screen, check the box next to the names of the students to assign, then select **Add to Group**.

Note: You can also use the checkbox below the All Available Students tab heading to select or unselect all listed students.

1. Assign Name > 2. Instructor Management > 3. **Student Management** [Finish](#) [Cancel](#)

All Available Students (20) **Students in Group (0)**

1 Selected Filters ▾ [Add to Group](#) [New Students ▾](#)

Name ↕	Email ↕	Most-Recent Active License ↕	Date Uploaded ↕	First Login Date ↕	Expiration Date ↕
<input checked="" type="checkbox"/> Student4 InstitutionA	student16@workkeyscurriculum.act.org	Financial Awareness	08/17/2017	08/17/2017	12/31/2019

9. If you wish to add a student not currently on the All Available Students tab, select **New Students**, then select either **Add Student** or **Upload Multiple** from the drop-down menu and follow the subsequent instructions.

Note: Once the new student has been added to the tab, you will need to complete step 8 to add the new student to the group.

The assigned students now appear on the Students in Group tab.

10. On this tab, you can check the box next to a student's name and select **Remove from Group** to remove that student from the group, if needed.

1. Assign Name > 2. Instructor Management > 3. **Student Management** [Finish](#) [Cancel](#)

All Available Students (19) **Students in Group (1)**

Selected Filters ▾ [Remove from Group](#)

Name ↕	Email ↕	Most-Recent Active License ↕	Date Uploaded ↕	First Login Date ↕	Expiration Date ↕
<input type="checkbox"/> Student4 InstitutionA	student16@workkeyscurriculum.act.org	Financial Awareness	08/17/2017	08/17/2017	12/31/2019

11. When you are done, select **Finish** to return to the updated Groups screen.

*Note: Before selecting **Finish**, you can change the information for the group by using the “Back to” options at the top of each screen. When done, select **Next** to return to the screen with the option to select **Finish**.*

Important: The group will not be created in the system until you select Finish.

Creating Groups in Bulk

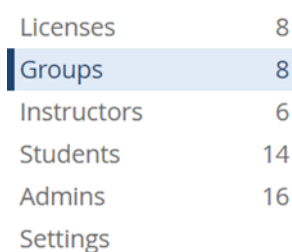
Depending on the data you include in your spreadsheet, this option can be used to:

- Create new groups
- Upload new students/instructors
- Assign students/instructors to groups
- Import new students/instructors directly into existing group
- Add existing students/instructors to existing group
- Convert a student account into an instructor account, and vice versa

Important: This bulk upload process cannot be used to change an existing user’s name, email address, or password. The import will fail if the name or email address of an existing user does not match the platform’s current information for that user.

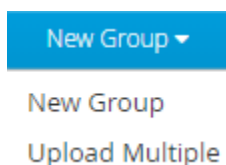
To create groups in bulk, complete these steps:

1. From the Institution or District Admin dashboard menu, select **Groups**.



Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. Select **New Group** and then choose **Upload Multiple** from the drop-down menu.



3. Follow the instructions on screen to create a CSV file containing the appropriate data and formatting:
 - a. Locate the following information for each user:

Field	Required	Notes
group_name	Optional	If left blank, the user will be imported but not added to a group.
name	Yes	First and last name
email	Yes	Real or mock/faux email address

Field	Required	Notes
password	Optional	<ul style="list-style-type: none"> If a real/valid email address is used, this field can be left blank. The user will receive an email with instructions for creating a password. If a mock/faux email address is used, this field is required. The admin must create and distribute the login credentials.
user_type	Yes	Must be either "student" or "instructor" (all lowercase letters).

- b. Create a spreadsheet in Excel with the column headers: group_name, name, email, password, user_type.

Important: All five headings are required, in this order and in lowercase letters, even if you are leaving some information blank.

The column headings should look like this:

	A	B	C	D	E
1	group_name	name	email	password	user_type
2					
3					
4					
5					

- c. Fill in each user's information below the headers (top row).

When entering user_type, be sure that "student" and "instructor" are entered in lowercase letters.

	A	B	C	D	E
1	group_name	name	email	password	user_type
2	Juniors 2021	Dora Evans	dora.evans@school1.edu		student
3	Juniors 2021	Nicky Stevens	nicky.stevens@school1.edu		instructor
4	Seniors 2020	James Washington	james.washington@school1.edu		instructor
5	Seniors 2020	Noreen Smith	noreen.smith@school1.edu		student

Notes:

- If an existing group name is entered into column A, users will be added to that existing group once the spreadsheet is uploaded. If the group does not exist, it will be created, and users will be assigned to it once the spreadsheet is uploaded.
 - Group names are case sensitive (e.g. "Juniors 2020" and "juniors 2020" are two different group names).
 - If you are using real/valid email addresses, leave the password fields blank.
 - If you are using mock/faux email addresses, the password fields for those users must be populated.
4. Save the spreadsheet to your desktop in a 'CSV UTF-8 (comma delimited) (*.csv)' format. By default, Excel saves spreadsheets in a .xls or .xlsx format. Make sure you save your data in the appropriate format.

Note: A maximum of 999 rows can be loaded in each CSV file. If you have more than 999 users, you will need to create more than one file.

- Back on the Upload Multiple screen, the next step is to assign the license.
 - If there is only one active license, the system automatically selects the current active license.
 - If there is more than one active license, a drop-down menu is available to select the appropriate license to be used.

License

Select a license... ▼

After selecting the license, a list of available courses is displayed.

- Select the box in front of each course to which the students and instructors should have access.

If the students and instructors should not have access to a course, be sure that the box in front of the course is not checked.

Important: You cannot go back later and remove a course.

Course

WorkKeys NCRC Aligned Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input checked="" type="checkbox"/>	1336	WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	1412	WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents Levels 3-7
<input checked="" type="checkbox"/>	1756	WorkKeys Curriculum Quick Guide
<input type="checkbox"/>	1788	WorkKeys Curriculum Applied Math Levels 1-2
<input type="checkbox"/>	1789	WorkKeys Curriculum Graphic Literacy Levels 1-2
<input type="checkbox"/>	1790	WorkKeys Curriculum Workplace Documents Levels 1-2
<input checked="" type="checkbox"/>	3764	Spanish WorkKeys Curriculum Applied Math Levels 3-7
<input checked="" type="checkbox"/>	3766	Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7
<input checked="" type="checkbox"/>	3767	Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

- Select **Browse** to search your desktop to locate the CSV file you created, select the file, and then select **Upload** to import the file.

CSV File

No file chosen

You may only upload one file at a time. Once the previous file has been completed, you may attempt to upload a new file.

A status message appears when the file has finished uploading and the new accounts are listed on the Students and Instructors screen.

- If real/valid email addresses were used, users will receive an activation email.
- If mock/faux email addresses were used, the email address, password, and application URL (<https://workkeyscurriculum.act.org/login>) must be provided to each user.

Deleting a Group

1. From the Institution Admin or District Admin dashboard navigation menu, select **Groups**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. Select the group to be deleted from the list of groups displayed.

Show all groups ▾	<input type="text" value="Name"/>	<input type="button" value="Search"/>	Download Groups CSV	<input type="button" value="New Group ▾"/>	
ID	Name	Students	Students With Valid Access	Instructors	Date Added
31158	Applied Math Fall 2017	3	1	0	08/07/2017
78391	Math Period 2	0	0	1	02/26/2020
78392	Science PM	1	1	0	02/26/2020

3. Remove all instructors and student from the group.

- a. Select the **Instructors** tab and then select **Manage** next to Instructors.

◀ Back
Science PM <input type="button" value="Edit"/>
Instructors (1) Students (1)
Instructors <input type="button" value="Manage"/>
Name Email
John Williams act1501@workkeyscurriculum.act.org

- b. Select the **Instructors in Group** tab, next select the **box** in front of each instructor in the group, and finally select **Remove from Group**.

<input type="button" value="Save Group"/>					
All Available Instructors (3)	Instructors in Group (1)				
<input checked="" type="checkbox"/> 1 Selected	<input type="button" value="Filters ▾"/>	<input type="button" value="Remove from Group"/>			
Name ↕	Email ↕	Access Status ↕	Date Uploaded ↕	First Login Date ↕	Expiration Date ↕
<input checked="" type="checkbox"/> John Williams	act1501@workkeyscurriculum.act.org	Pending	02/20/2020	Never	--

- c. Select Save Group.
- d. Select the **Students** tab and then select **Manage** next to Students.

◀ Back

Science PM Edit

Instructors (1) Students (1)

Students Manage

Name	Email
George Jones	george.jones@wkc.edu

- e. Select the **Students in Group** tab, next select the **box** in front of each student in the group, and finally select **Remove from Group**

Save Group

All Available Students (27) Students in Group (1)

1 Selected Filters Remove from Group

Name	Email	Most-Recent Active License	Date Uploaded	First Login Date	Expiration Date
<input checked="" type="checkbox"/> George Jones	george.jones@wkc.edu	ACT High School Internal Use Only	01/23/2020	01/23/2020	12/31/2020

- f. Select **Save Group**.

4. Select **Delete Group** and then select **Confirm Delete**

ACT StarTek Internal Use Only Groups

◀ Back

Science PM Edit Delete Group

Instructors (0) Students (0)

Instructors Manage

This group does not have any instructors assigned to it. [Add Instructors](#)

By clicking 'Confirm Deletion', you will be permanently removing this group from the system. This action cannot be reversed.

Confirm Delete Cancel

Managing a Group

An Institution Admin or District Admin can change the name of an existing group and can add or remove instructor(s) and/or student(s) from an existing group.

Change the Name of a Group

- From the Institution Admin or District Admin dashboard navigation menu, select **Groups**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. Select the group from the list of groups displayed.

ACT Institution D Internal Use Only Groups

Show all groups ▾ Name Search Download Groups CSV [New Group ▾](#)

ID ↕	Name ↕	Students ↕	Students With Valid Access	Instructors ↕	Date Added ↕
88741	Rick's Training Class	4	3	1	07/07/2020
55851	WorkKeys Prep After School	2	1	1	08/03/2018
53562	Test Delete Group	0	0	2	04/25/2018

3. Select **Edit**.

◀ Back

WorkKeys Prep [Edit](#)

Instructors (1) Students (2)

Instructors [Manage](#)

Name	Email
Demo Instructor F	instructorf@wkc.org

4. Change the name of the group and select **Save**.

ACT Institution D Internal Use Only Groups

Name

[Save](#)

Add or Remove Students from a Group

1. From the Institution Admin or District Admin dashboard navigation menu, select **Groups**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

2. Select the group to manage from the list of groups displayed.

Show all groups ▾	<input type="text" value="Name"/>	<input type="button" value="Search"/>	Download Groups CSV	<input type="button" value="New Group ▾"/>	
ID	Name	Students	Students With Valid Access	Instructors	Date Added
31158	Applied Math Fall 2020	3	1	1	08/07/2017
78391	Math Period 2	0	0	1	02/26/2020
78392	Science PM	0	0	0	02/26/2020

a. Select the **Students** tab and then select **Manage** next to Students.

◀ Back	
Applied Math Fall 2020 <input type="button" value="Edit"/>	
Instructors (1) Students (3)	
Students <input type="button" value="Manage"/>	
Name	Email
Jill Benson	jill@keytrain.com
Jill Benson Ralph	jillbralphhold@gmail.com
Thomas Andrews	thomas.andrews@test.org

b. To remove a student, select the **Students in Group** tab, then select the **box** in front of each student's name to be removed from the group, select **Remove from Group**, and finally select **Save Group**.

<input type="button" value="Save Group"/>					
All Available Students (24)		Students in Group (3)			
<input type="checkbox"/> 1 Selected	<input type="button" value="Filters ▾"/>	<input type="button" value="Remove from Group"/>			
Name ↕	Email ↕	Most-Recent Active License ↕	Date Uploaded ↕	First Login Date ↕	Expiration Date ↕
<input checked="" type="checkbox"/> Jill Benson	jill@keytrain.com	ACT High School Internal Use Only	08/07/2017	08/07/2017	12/31/2020
<input type="checkbox"/> Jill Benson Ralph	jillbralphhold@gmail.com		08/07/2017	08/07/2017	12/31/2020

c. To add a student, select the **All Available Students** tab, then select the **box** in front of each student's name to be added to the group, select **Add to Group**, and finally select **Save Group**.

[Save Group](#)

All Available Students (24) Students in Group (3)

1 Selected [Filters](#) [Add to Group](#) [New Students](#)

Name	Email	Most-Recent Active License	Date Uploaded	First Login Date	Expiration Date
<input checked="" type="checkbox"/> Robert Test	robert.test@act.org	ACT High School Internal Use Only	08/02/2017	02/02/2020	12/31/2020
<input type="checkbox"/> Student2 InstitutionA	student14@workkeyscurriculum.act.org		08/17/2017	08/17/2017	09/30/2019

*Note: If you wish to add a student not currently on the All Available Students tab, select **New Students**, then select either **Add Student** or **Upload Multiple** from the drop-down menu and follow the subsequent instructions.*

Add or Remove Instructors from a Group

- From the Institution Admin or District Admin dashboard navigation menu, select **Groups**.

Licenses	8
Groups	8
Instructors	6
Students	14
Admins	16
Settings	

- Select the group to manage from the list of groups displayed.

ACT Institution D Internal Use Only Groups

[Show all groups](#) [Download Groups CSV](#) [New Group](#)

ID	Name	Students	Students With Valid Access	Instructors	Date Added
88741	Rick's Training Class	4	3	1	07/07/2020
55851	WorkKeys Prep After School	2	1	1	08/03/2018
53562	Test Delete Group	0	0	2	04/25/2018

- Select the **Instructors** tab and then select **Manage** next to Instructors.

◀ Back

Science PM Edit

Instructors (1) Students (1)

Instructors Manage

Name	Email
John Williams	act1501@workkeycurriculum.act.org

- b. To remove an instructor, select the **Instructors in Group** tab, then select the **box** in front of each instructor's name to be removed from the group, select **Remove from Group**, and finally select **Save Group**.

Save Group

All Available Instructors (4) **Instructors in Group (1)**

1 Selected Filters Remove from Group

Name	Email	Access Status	Date Uploaded	First Login Date	Expiration Date
<input checked="" type="checkbox"/> Hailey Thomson	hailey.thomson@act.org	Valid	12/04/2019	12/04/2019	12/31/2020

- c. To add an instructor, select the **All Available Instructors** tab, then select the **box** in front of each instructor's name to be added to the group, select **Add to Group**, and finally select **Save Group**.

Save Group

All Available Instructors (4) **Instructors in Group (1)**

1 Selected Filters Add to Group New Instructors

Name	Email	Access Status	Date Uploaded	First Login Date	Expiration Date
<input type="checkbox"/> Amy Jenson	amy.jenson@act.org	Pending	12/04/2019	Never	--
<input type="checkbox"/> Michelle Klinzman	michelle.klinzman@act.org	Valid	12/04/2019	12/04/2019	12/31/2020
<input checked="" type="checkbox"/> George Jones	george.jones@wkc.edu	Valid	01/23/2020	01/23/2020	12/31/2020
<input type="checkbox"/> John Williams	act1501@workkeycurriculum.act.org	Pending	02/20/2020	Never	--

*Note: If you wish to add an instructor not currently on the All Available Instructors tab, select **New Instructors**, then select either **Add Instructor** or **Upload Multiple** from the drop-down menu and follow the subsequent instructions.*

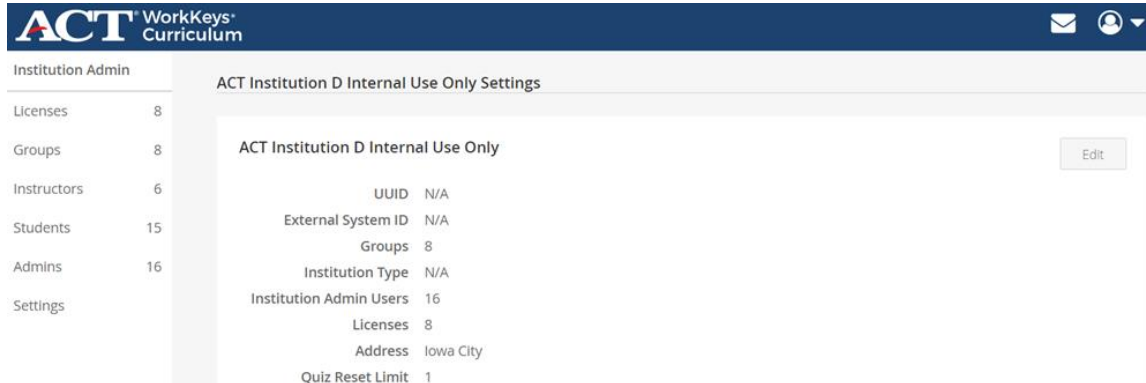
Default Quiz Reset Limit (Settings)

Users with the role of institution or district admin can set a default number of quiz resets that students in their institution(s) can have on all quizzes in all courses to which the students have access. For example, if the default number of resets is set to "1" it means students can take each quiz a maximum of two times. The initial attempt at a quiz is the first attempt and resetting and retaking the quiz is the second attempt.

Set the Quiz Reset Limit

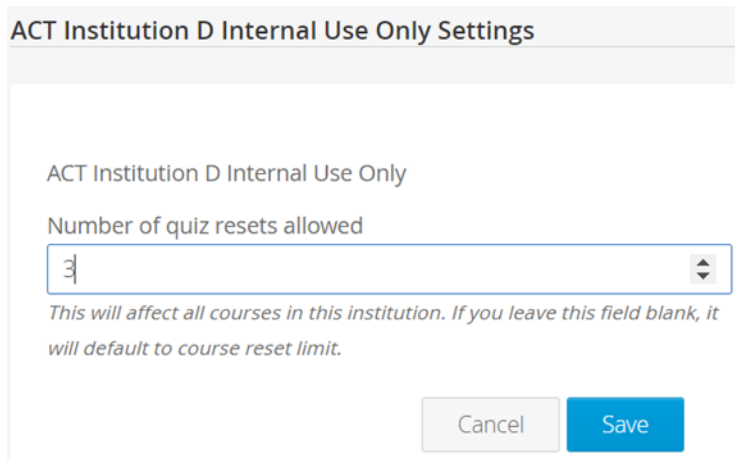
1. From the Institution or District Admin Dashboard select **Settings**.

The current default value is displayed in the Quiz Reset Limit field. Note: if a default setting is not entered at the institution level, the course level reset limit is applied, which is 20 for all courses except the Quick Guide course which is set to 2.



Category	Value
Licenses	8
Groups	8
Instructors	6
Students	15
Admins	16
Settings	
UUID	N/A
External System ID	N/A
Groups	8
Institution Type	N/A
Institution Admin Users	16
Licenses	8
Address	Iowa City
Quiz Reset Limit	1

2. Select **Edit** to change the Quiz Reset Limit.
3. Enter the new default value in the **Number of quiz rests allowed** field. The up and down arrows can also be used to change the value.



ACT Institution D Internal Use Only Settings

ACT Institution D Internal Use Only

Number of quiz resets allowed

3

This will affect all courses in this institution. If you leave this field blank, it will default to course reset limit.

Cancel Save

4. Select **Save**. The user is returned to Settings on the Institution or District Admin Dashboard and the new value is displayed in Quiz Reset Limit.

Note: Users with the role of instructor or institution supervisor can grant additional attempts on quizzes on a per student per course basis overriding the Default Quiz Reset Limit. See "[Reporting Dashboard Tools: Student Listing \(Quiz Resets\)](#)," page 89.


Reporting Dashboard (Instructor and Supervisor Roles)

The Reporting Dashboard provides access to reporting data, access to Instructor Resources, the ability to create assignments, the ability to create banner and in-app messages, and the ability to grant students additional attempts on quizzes.

Users with the following roles have access to the Reporting Dashboard:

- Instructors
- Institution Supervisors*
- District Supervisors*
- Organization Supervisors

* Users with the role of institution or district supervisor role are usually also given the complementary admin role.

Note: Users with access to both the Admin Dashboard (via admin roles) and Reporting Dashboard (via supervisor roles) switch between dashboards by selecting the user menu  and then selecting the desired dashboard from the drop-down menu.

Reporting Dashboard Sections

The reporting dashboard provides these menu options:

- Tools
 - Assignments
 - Instructor Resources
 - Message Center
 - Student Listing
- Analytics
 - Students
 - Groups
 - Institutions
 - Districts
- Real-Time
 - Real-Time Reports
 - Session Detail Reports
 - Quiz Reports

Access to the sections of the Reporting Dashboard is based on the user's role. See the sections that follow for example Reporting Dashboards for different roles.

Instructor View

Reporting Dashboard

TOOLS

Assignments

Instructor Resources

Message Center

Student Listing

ANALYTICS

Students

Groups

REAL-TIME

Real-Time Reports

Session Detail Reports

Quiz Reports

Institution Supervisor View

Reporting Dashboard

TOOLS

Assignments

Instructor Resources

Message Center

Student Listing

ANALYTICS

Students

Groups

Institutions

REAL-TIME

Real-Time Reports

Session Detail Reports

Quiz Reports

District and Organization Supervisor View

Reporting Dashboard

ANALYTICS

Students

Groups

Institutions

Districts

REAL-TIME

Real-Time Reports

Session Detail Reports

Quiz Reports

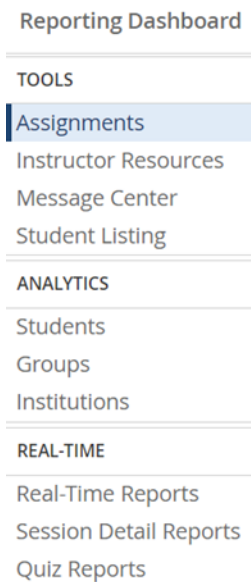
Reporting Dashboard Tools: Creating Assignments for Students

Instructors and institution supervisors can create assignments for students within their assigned group(s) or institution(s) respectively. An assignment is a selection of tasks, with each task being comprised of a lesson, a practice questions set, and/or a quiz. Each assignment is for a single course. Students or groups can be added to an assignment either when an assignment is created or by editing an existing assignment. Some tasks in an assignment may be locked, requiring a student to complete one or more preceding tasks to unlock the task list listed in the assignment.

Note: Instructor and institution supervisors can create specific assignments, however students automatically have access to all course content for any course to which they have been given access.

Create a New Assignment

1. From the Reporting Dashboard navigation menu on the left side of the screen, select **Assignments**.



2. A list of any previously created assignments is displayed. Select **Create**.

The image shows a screenshot of the 'Assignments' table. At the top right of the table area is a 'Create' button. Below the title is a search bar with a 'Name' input field and a 'Search' button. The table has the following columns: Name, Course, Status, Assigned Date, Last Modified, Students Assigned, and Avg. Progress. There are two rows of data.

Name	Course	Status	Assigned Date	Last Modified	Students Assigned	Avg. Progress
Graphic Literacy Review	WorkKeys Curriculum Graphic Literacy Levels 3-7	Assigned	02/16/2021	02/16/2021	4	50%
Workplace Documents Review	WorkKeys Curriculum Workplace Documents Levels 3-7	Assigned	02/22/2021	02/22/2021	3	8%

3. Complete the following actions:
 - Enter a name for the assignment
 - Select the course for the assignment
 - Select the student(s) and/or group(s) to receive the assignment

Assignment Name

Assignment name

Select Course

No course selected...

*Course cannot be changed after you complete the assignment set-up.

Assign Students

Search



Groups

All

Select All | Clear All

 Example Student 2 (student2@wkc.org)

4. Select **Continue**.

5. Choose which tasks to associate with the assignment.

- A list of all tasks (lessons, practice question categories and quizzes) in the course is displayed in the column on the left.
- Add tasks to the assignment either by selecting the plus sign (+) next to each task or dragging and dropping the task title from the column on the left to the column on the right.
- Remove tasks from an assignment by selecting the 'x' next to the task in the right-hand column or by dragging the task from the column on the right to the column on the left.

1. Set Up > 2. Assign Tasks > 3. Confirm Cancel Step Continue

Filter Options ▾

Study Tasks of WorkKeys Curriculum Applied Math Levels 3-7 58 tasks left	Tasks assigned to Test Math 4 tasks added
<div style="display: flex; justify-content: space-between; align-items: center;"> How to Use This Course </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> Level 3 Using Addition in the Workplace </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> Applied Math Placement Quiz </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> Level 3 Using Addition in the Workplace Practice Questions </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> Level 3 Introduction </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> Level 3 Using Subtraction in the Workplace </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> Level 3 Adding & Subtracting Negative Numbers in the Workplace </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> Level 3 Using Subtraction in the Workplace Practice Questions </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> Level 3 Adding & Subtracting Negative Numbers in the Workplace Practice Questions </div>	

Note: The list of available tasks to choose from can be filtered by using the Filter Options tab above the list of tasks.

- Optionally, use **Filter Options** tab above the list of tasks to search or filter the list to find the desired tasks.
 - You can filter by content type: lesson, practice questions, or tests (quizzes).
 - You can also filter by the estimated time it takes to complete the task: less than 15 minutes, 15-30 minutes, 30-60 minutes, or 60+ minutes.
- Search using a word or phrase.

Filter Options ▾

Search Query

Content Type ▾

Time ▾

Filter

6. When you have finished choosing tasks, select **Continue**.

A summary page is displayed.

1. Set Up > 2. Assign Tasks > 3. Confirm Cancel **Assign**

Assignment Name **Test Math**

Course **WorkKeys Curriculum Applied Math Levels 3-7**

Last Modified **03/25/2020**

1 Students 4 Tasks

#	Name	Email
1	Jimmy John	sandwich@mailinator.com

7. Review the assignment information for accuracy:

- Select **Students** to review and edit the list of students set up to receive the assignment.
- Select **Tasks** to review the tasks that make up the assignment.

*Note: If you need to make changes, select **Assign Tasks**.*

8. Once you have verified that everything is correct, select **Assign** and return to the Assignments screen.

Managing an Existing Assignment

Instructors and institution supervisors can access existing assignments only by selecting **Assignments** from the Reporting Dashboard.

Note: Users can only view, change, and/or delete assignments that they have created.

The screenshot shows the ACT WorkKeys Curriculum Reporting Dashboard. The left sidebar contains navigation options under 'TOOLS' (Assignments, Instructor Resources, Message Center, Student Listing), 'ANALYTICS' (Students, Groups, Institutions), and 'REAL-TIME' (Real-Time Reports, Session Detail Reports, Quiz Reports). The main content area is titled 'Assignments' and includes a search bar and a table of assignments.

Name ↕	Course	Status ↕	Assigned Date ↕	Last Modified ↕	Students Assigned	Avg. Progress
Graphic Literacy Review	WorkKeys Curriculum Graphic Literacy Levels 3-7	Assigned	02/16/2021	02/16/2021	4	0%

1. To view summary information for an assignment, select the assignment name from the displayed list.

Graphic Literacy Review

[Edit](#)[Delete](#)

Institution 120146
Courses WorkKeys Curriculum Graphic Literacy Levels 3-7
Status Assigned
Assigned Date 02/16/2021
Last Modified 02/16/2021

Assignment Overview

4 Students Assigned | 1 Students Completed | 5 Number of Tasks | 38% Avg. Assignment Progress

Students Reports (4) Task Details (5)

	Name ↕	ID ↕	Progress	Practice % Score	Quiz % Score	Date Completed
1	Simmy Student	3816770	100%	93%	N/A	02/16/2021
2	Example Student 2	3816771	52%	83%	N/A	Never
3	Example Student	6413151	N/A	N/A	N/A	Never

2. From this screen, a user can also change or delete the assignment.

- To change the assignment: Select **Edit**. You will go through the same screens that you used when you initially created the assignment (Set Up, Assign Tasks, and Confirm) to:
 - Add or remove student(s) or group(s) associated with the assignment
 - Add or remove tasks (lessons, practice question sets or quizzes) associated with the assignment

Note: The course selection cannot be changed once an assignment is created.

- To delete the assignment: Select **Delete**, then select **OK** on the pop-up confirmation window. You will be returned to your updated list of assignments.

actworkkeys.staging.benchprep.com says

Are you sure you want to delete this assignment?

[OK](#)[Cancel](#)

Review Performance Data on Assignments

Instructor and institution supervisors can view reporting data for the assignment they have created.

1. To view, select **Assignments** from your Reporting Dashboard and then select a specific assignment from the list.
2. Select **Student Reports** to see the list of students associated with the assignment along with summary progress data.

Students Reports (4)		Task Details (5)				
	Name ↕	ID ↕	Progress	Practice % Score	Quiz % Score	Date Completed
1	Simmy Student	3816770	100%	93%	N/A	02/16/2021
2	Example Student 2	3816771	52%	83%	N/A	Never
3	Example Student	6413151	N/A	N/A	N/A	Never
4	Sample Student	6413256	N/A	N/A	N/A	Never

3. Select **Task Details** to see a list of all tasks within that assignment.

Students Reports (2)		Task Details (3)	
	Name ↕	Type	Knowledge Points
1	Level 3 Using Fractions in the Workplace	Lessons	11
2	Level 5 Fractions with Unlike Denominators	Lessons	17
3	Level 4 Using Fractions and Decimals	Lessons	19

Note: Performance data on assignments is also included in Real-Time Reports, which can be viewed by institution supervisors as well as instructors in the same group as the student. For more information, see [“REAL-TIME: Real-Time Reports,”](#) page 112.

Reporting Dashboard Tools: Instructor Resources

The Instructor Resources tool enable users to download files directly from the Reporting Dashboard. Currently, Instructor Resources include student workbooks and the corresponding facilitator guides for selected WorkKeys NCRC-aligned and Essential Skills courses.

Users with the role of instructor or institution supervisor have access to Instructor Resources. Available materials are based on the courses included in your site license. Additionally, for instructors, the available materials are based on the courses to which the instructor has access.

Student Workbooks

The student workbooks contain the same content (lessons, practice questions and quizzes) found in the online version of ACT WorkKeys Curriculum. Answers to the practice questions are included in the student workbooks. Answers to the level and final quizzes are included in the corresponding Facilitator Guide.

ACT WorkKeys Curriculum WorkKeys-aligned workbooks

- WorkKeys Curriculum Applied Math Levels 3-7 Workbook
- WorkKeys Curriculum Graphic Literacy Levels 3-7 Workbook
- WorkKeys Curriculum Workplace Documents Levels 3-7 Workbook
- Spanish WorkKeys Curriculum Applied Math Levels 3-7 Workbook
- Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7 Workbook
- Spanish WorkKeys Curriculum Workplace Documents Levels 3-7 Workbook

ACT WorkKeys Curriculum Essential Skills workbooks

- WorkKeys Curriculum Essential Skills: Customer Service Workbook
- WorkKeys Curriculum Essential Skills: Financial Awareness Workbook
- WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication Workbook
- WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking Workbook
- WorkKeys Curriculum Essential Skills: Working in Teams Workbook
- WorkKeys Curriculum Essential Skills: Work Discipline Workbook

Facilitator Guides

The facilitator guides contain copies of the level and final quizzes along with the corresponding answer keys. Course overviews and suggestions for how to facilitate student learning using workbooks are also included.

ACT WorkKeys Curriculum Facilitator Guides

- WorkKeys Curriculum NCRC Facilitator's Guide
- Spanish WorkKeys Curriculum NCRC Facilitator's Guide
- WorkKeys Curriculum Essential Skills Facilitator's Guide

How to Access Instructor Resources

1. From the Reporting Dashboard, select Instructor Resources.

Reporting Dashboard

TOOLS

Assignments

Instructor Resources

Message Center

Student Listing

ANALYTICS

Students

Groups

Institutions

REAL-TIME

Real-Time Reports

Session Detail Reports

Quiz Reports

2. Based on the user's role and the license for the institution, a list of available resources is displayed.

Instructor Resources

All Courses ▾ All Extensions ▾ File Name Search

Name ▾	Course(s)	File Size ⇅	
WorkKeys Curriculum Workplace Documents Levels 3-7 Workbook.pdf	WorkKeys Curriculum Workplace Documents Levels 3-7	34.1 MB	Download
WorkKeys Curriculum NCRC Facilitators Guide.pdf	WorkKeys Curriculum Applied Math Levels 3-7 WorkKeys Curriculum Graphic Literacy Levels 3-7 WorkKeys Curriculum Workplace Documents Levels 3-7	22.1 MB	Download
WorkKeys Curriculum Graphic Literacy Levels 3-7 Workbook.pdf	WorkKeys Curriculum Graphic Literacy Levels 3-7	43.6 MB	Download

3. Search for a file by course name, type of file, and/or keyword search.

Select **All Courses**, from the drop-down list select a specific course, and then select **Search**.

Select **All Extensions**, from the drop-down list select a specific extension type, and then select **Search**.

Enter a keyword or phrase in the **File Name** field and then select **Search**.

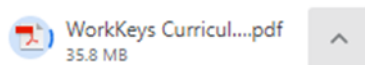
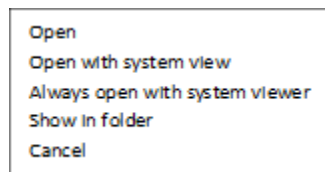
Instructor Resources

All Courses ▾ All Extensions ▾ File Name Search

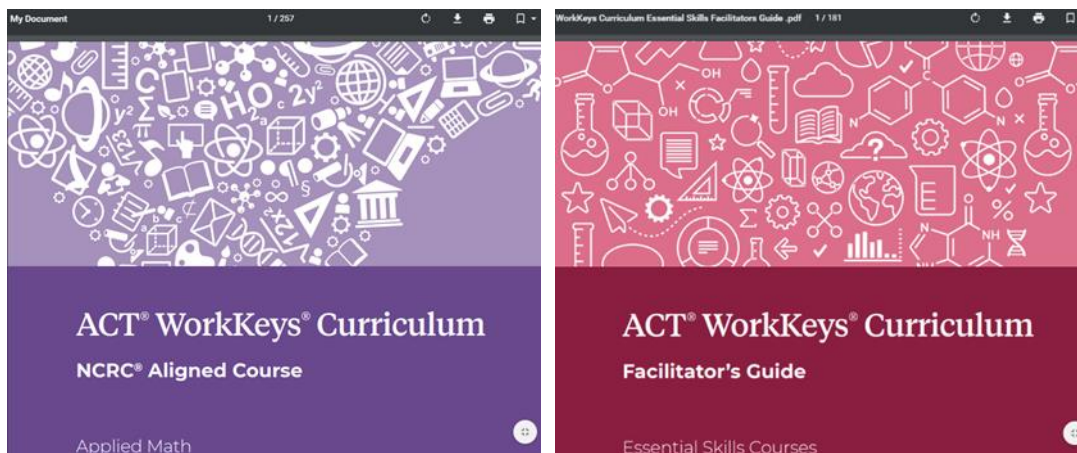
4. To download a file, select **Download** on the far-right side.

A popup appears in the lower left side of the screen with the name of the file.

Select the arrow next to the file name, and then select **Open**.



5. A new window opens showing the selected Instructor Resource file.



6. The file can be saved to the user's desktop.

Instructor Resource Usage Questions

Can I download and print the workbooks and facilitator guides?

Yes, you may download and reproduce any of the content available under Instructor Resources. The workbooks may be used only with individuals covered under your ACT WorkKeys Curriculum license. The facilitator guides are to be used only by instructors and administrative staff for your site.

Can I distribute the answer keys to individuals using the workbooks?

No, the answer keys should be used only by instructors and administrative staff.

Can I post the workbooks to a website?

No, posting the workbooks to a website is a violation of your license.

Can I post the facilitator guides to a website?

No, posting the facilitator guides to a website is a violation of your license.

Can I share a facilitator guide with a student/learner that I am working with?

No, as the facilitator guides contain answer keys, they should not be shared with students/learners.

Reporting Dashboard Tools: Message Center

Instructors or institution supervisors can create Banner and In-App messages for the students/learners within their assigned group(s) or institution respectively.

Reporting Dashboard

TOOLS

- Assignments
- Instructor Resources
- Message Center**
- Student Listing

ANALYTICS

- Students
- Groups
- Institutions

REAL-TIME

- Real-Time Reports
- Session Detail Reports
- Quiz Reports

Message Center [Create Banner Message](#) [Create In-App Message](#)

ID, Title, Message... Search

Banner Message In-App Message

ID	Body	Start Date	End Date	Status
No results found				

Note: Users with the role of institution supervisor usually also have the role of institution admin.

Create Banner Message

Instructors and institution supervisors can post a dismissible message to be viewed by students/learners in a specific group or by all students in groups that the user manages for a specified period. Banner messages are displayed in all courses to which the student has access and can either be dismissed by the student or will no longer appear after the specified end date.

1. From the Reporting Dashboard select **Message Center** and then select **Create Banner Message**.

This is an example of a banner message. x

Create Banner Message Cancel Preview Post

Post a dismissible banner message to one or multiple courses for a specified period of time.

Banner Message

B I A U

This is an example of a banner message.

* 39 out of 125 recommended characters

Dates Active

04/05/2021 12:00 AM - 04/09/2021 11:00 PM

If a user does not access the course between the start and end date, the user will not see the banner message

Group

All

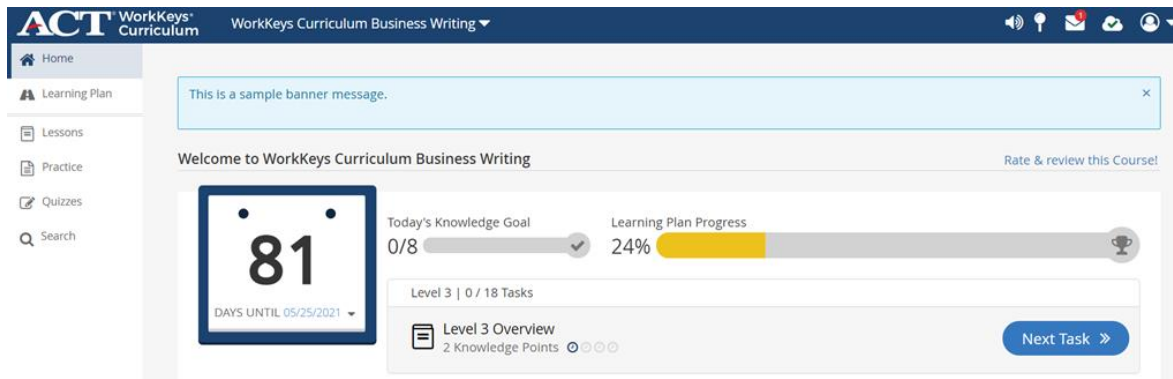
2. In the Banner Message box enter the text for the message which can include bolding, italics, strikethrough, and underline.
3. Select the **Dates Active** field, select date range that the message will be displayed, and select **Apply**.
4. Select a specific group or **All** for all groups the user manages to receive the message.
5. Select **Preview** to see a preview of the message.
6. Select **Post**.

Ready to post your banner message?

2 users will be able to view this message. If a user does not access the course between the start & end date, the user will not see the banner message.

Cancel Post

7. Select **Post**, again, as confirmation.
8. This is what the student sees:



Create In-App Message

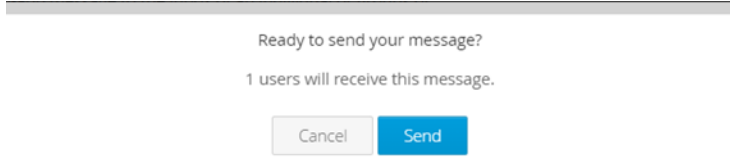
Instructors and institution supervisors can send a dismissible message to the inbox of an individual student or groups of students that the user manages.

1. From the Reporting Dashboard select **Message Center** and then select **Create In-App Message**.

2. Enter the title of the message in the **Title** field.
3. Enter the text of the message in the **Message** field which can include bolding, italics, strikethrough, and underline.
4. Select **Recipients**.

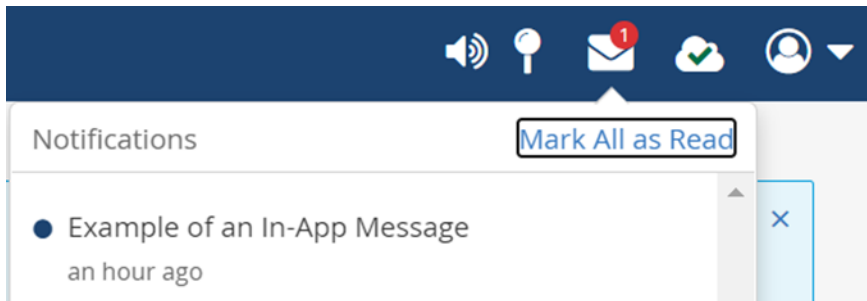
Use **Search** to select a specific student;
 Select **All** and then select specific student(s);
 or, select one group and then select specific student(s).

5. Select **Send**.



6. Select **Send**, again, as confirmation.

7. This is what the student sees:



Managing Messages

Instructors and institution supervisors can only view/manage messages they have created.

1. From the Reporting Dashboard select **Message Center** and then select **Banner Message** or **In-App Message**.

Message Center					Create Banner Message	Create In-App Message
<input type="text" value="ID, Title, Message..."/>		<input type="button" value="Search"/>				
Banner Message		In-App Message				
ID	Body	Start Date	End Date	Status		
4961	This is a sample banner message.	2021-03-04 12:00 AM (EST)	2021-03-05 11:00 PM (EST)	Published		

2. Use **Search** to identify a message using the message ID, message title, or text string in message.

3. Select a specific message for additional details.

◀ Back

In-App Message

ID 86608311
Type In-App Message
Date Created 2021-03-04 09:08 PM (EST)
Title Example of an In-App Message
Message The NCRC class starts next Monday.
Recipient

Type	ID	Name
Student	3816771	Example Student 2 (student2@wkc.org)

Reporting Dashboard Tools: Student Listing (Quiz Resets)

Users with the role of instructor or institution supervisor can grant additional attempts on quizzes on a per-student, per-course basis overriding the institution level default quiz reset limit.

1. From the Reporting Dashboard select **Student Listing**. A list of students to which the user has access is displayed.

Select **All Courses** and then select a specific course name to display all student who have access to selected course.

Use **Search** to filter by student name, email, or ID.

Student Name ↕	ID ↕	Email ↕	# of Courses	Last Active ↕
Example Student 2	3816771	student2@wkc.org	23	03/03/2021
Terra Hadley	3945066	terralhadley@gmail.com	0	02/16/2018
George Washington	3945068	george@act.org	0	05/27/2020
Captain America	4471210	captainamerica@workkeyscurricul...	0	09/02/2020
Jimmy John	4977758	sandwich@mailinator.com	0	05/27/2020
Joshua Ralph	5107670	joshuaralph@mailinator.com	0	07/03/2018
Reviewer 1	5109374	curriculumreview@mailinator.com	0	06/18/2018

2. Select the student to be granted additional quiz attempts.

Summary information on the student is displayed at the top including the student name, email, institution name, groups in which the student is a member, and courses to which the student has access.

Select **Impersonate** to impersonate the student and view the program from their perspective.

Below the summary information are banners for each course to which the student has access.

Example Student 2

Impersonate

ID 3816771
 Email student2@wkc.org
 Institution ACT Institution D Internal Use Only
 Groups N/A
 Courses WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Graphic Literacy Levels 3-7, WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Workplace Observation, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Essential Skills: Customer Service, WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking, WorkKeys Curriculum Quick Guide, WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Graphic Literacy Levels 1-2, WorkKeys Curriculum Workplace Documents Levels 1-2, WorkKeys Curriculum Applied Technology: Problem Solving Strategies, WorkKeys Curriculum Essential Skills: Financial Awareness, Spanish WorkKeys Curriculum Applied Math Levels 3-7, Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7, Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

WorkKeys Curriculum Business Writing - Active +

WorkKeys Curriculum Workplace Documents Levels 1-2 - Active +

WorkKeys Curriculum Graphic Literacy Levels 1-2 - Active +

3. Select the plus symbol (+) next to the course name to expand the view to grant additional quiz attempts and select the minus symbol (-) to collapse.

The Quiz Default Reset Limit for the for the institution is displayed under **Reset Limit**.

The names of the quizzes associated with the course are displayed in the **Quizzes** column.

The number of times a quiz has been reset is displayed in the **Resets Used** column.

The score on the most recent attempt on the quiz is listed in the **Latest Quiz Score** column.

The average quiz score for all attempts on the quiz is displayed in the **Avg. Quiz Score** column.

WorkKeys Curriculum Applied Math Levels 3-7 - Active -

Reset Limit	Additional Resets			
1	<input type="text" value="1"/> <ul style="list-style-type: none"> 1 0 1 2 3 4 5 6 7 8 9 	Reset	Save	
Quizzes				
Quiz Name		Resets Used	Latest Quiz Score	Avg. Quiz Score
Placement Quiz		1	100%	63%
Level 3 Quiz		0	100%	100%
Level 4 Quiz		1	90%	75%
Level 5 Quiz		0	80%	80%
Level 6 Quiz		0	80%	80%
Level 7 Quiz		0	78%	78%

4. To grant an additional quiz attempt(s), select a number from the drop-down menu under **Additional Resets** and then select **Save**. A message is displayed confirming the additional quiz reset(s).

In the example shown below:

The Reset Limit is set to 1, which means that each quiz can be taken a maximum of 2 times.

The Placement Quiz and the Level 4 Quiz have each been taken twice.

The Level 3, Level 5, Level 6, and Level 7 quizzes have each been taken once.

Additional Resets has been set to 1.

The first quiz that is take a total of 3 times will use up the one Additional Reset. If another quiz needs to be taken a third time the Additional Resets must be upped to 2.

WorkKeys Curriculum Applied Math Levels 3–7 - Active

Reset Limit	Additional Resets			
1	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">1</div> <div style="padding: 2px;">0</div> <div style="background-color: #007bff; color: white; padding: 2px;">1</div> <div style="padding: 2px;">2</div> <div style="padding: 2px;">3</div> <div style="padding: 2px;">4</div> <div style="padding: 2px;">5</div> <div style="padding: 2px;">6</div> <div style="padding: 2px;">7</div> <div style="padding: 2px;">8</div> <div style="padding: 2px;">9</div> </div>	<input type="button" value="Reset"/>	<input type="button" value="Save"/>	
Quizzes				
Quiz Name	Resets Used	Latest Quiz Score	Avg. Quiz Score	
Placement Quiz	1	100%	63%	
Level 3 Quiz	0	100%	100%	
Level 4 Quiz	1	90%	75%	
Level 5 Quiz	0	80%	80%	
Level 6 Quiz	0	80%	80%	
Level 7 Quiz	0	78%	78%	

Note: If a student does not see Reset Quiz after selecting a specific quiz from Quizzes on the Student Dashboard, it means that the student has used up all their Quiz Resets. The instructor or institution supervisor working with the student must add an Additional Reset.

Quizzes Dashboard Notes Bookmarks

Level 6 Quiz Reset Quiz

100.0% Completion

<div style="font-size: 2em; font-weight: bold;">80%</div> <p>Correct</p>	<p>10 of 10 Questions Taken</p> <p>PASS Predicted Score</p>	<p>00:00:03 Avg. Answer Time</p>	<p>00:00:04 Avg. Correct Answer Time</p>	<p>00:00:02 Avg. Incorrect Answer Time</p>
--------------------------------------------------------------------------	---------------------------------------------------------------------	--------------------------------------	----------------------------------------------	------------------------------------------------

Reporting Dashboard Analytics

The data that is displayed for the Students, Groups, Institutions and Districts reports under Analytics changes based on the ACT WorkKeys Curriculum course that is selected.

WorkKeys-Aligned Courses

- Placement Quiz
 - Predicted level is displayed
- Level Quiz
 - Percentage of correctly answered questions per level quiz is displayed
- Courses
 - WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Graphic Literacy Levels 3-7, and WorkKeys Curriculum Workplace Documents Levels 3-7
 - Spanish WorkKeys Curriculum Applied Math Levels 3-7, Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7, and Spanish WorkKeys Curriculum Workplace Documents Levels 3-7
 - WorkKeys Curriculum Applied Technology Electronics, Applied Technology Fluid Dynamics, Applied Technology Mechanics, and Applied Technology Thermodynamics
 - WorkKeys Curriculum Business Writing
 - WorkKeys Curriculum Workplace Observation

Levels 1-2 Courses

- A single Level 1 and 2 Quiz
 - Percentage of correctly answered questions is displayed
- No placement quiz
- Courses
 - WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Graphic Literacy Levels 1-2, and WorkKeys Curriculum Workplace Documents Levels 1-2

Quick Guide Course

- Special Placement Quizzes
 - Applied Math Quick Guide, Graphic Literacy Quick Guide and Workplace Documents Quick Guide
 - Score is designation of next course to take
 - 1-2 score student should take corresponding Levels 1-2 course
 - 3-7 score student should take corresponding Levels 3-7 course

Essential Skills Courses

- Final Quizzes
 - Percentage of correctly answered questions per final quiz is displayed

- No placement quiz
- Courses
 - WorkKeys Curriculum Essential Skills Customer Service, Essential Skills Financial Awareness, Essential Skills Interpersonal and Business Communication, Problem Solving and Critical Thinking, Essential Skills Work Discipline, and Essential Skills Working in Teams

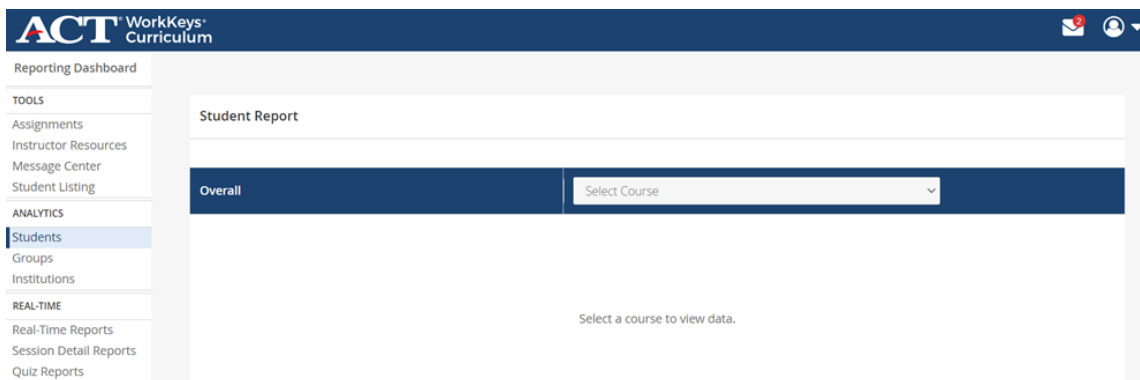
Note: For details on the number of questions and pass/fail percentages for all quizzes, see [“Appendix B: Passing Percentages by Course and Quiz,”](#) page 134.

ANALYTICS: Student Reports

Using the Reporting Dashboard, users with the role of instructor, institution supervisor, district supervisor, or organization supervisor can view reporting data on students within their respective domains. Instructors can only run Student Reports for students in groups in which the instructor is also a member.

Note: Users with the role of institution supervisor and district supervisor usually also have the role of institution admin and district admin, respectively. These complementary roles enable the same user to run reports and create assignments as well as create accounts and groups.

1. From the Reporting Dashboard, under Analytics, select **Students**.



2. From the **Select Course** drop-down menu select a specific course.

Data is accurate as of: 2020-01-27 02:06 AM (EST)

Student Report 72 students • WorkKeys Curriculum Applied Math Levels 3-7

Name, Email, SIS ID Search

Overall

	Name ↕	ID ↕	Last Active ↕	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz
1	Student1 InstitutionD	3807962	06/09/2019	5	0%	20%	40%	0%	N/A
2	Student2 InstitutionD	3807963	06/19/2019	N/A	40%	20%	N/A	N/A	N/A
3	Student3 InstitutionD	3807964	08/22/2018	N/A	80%	80%	80%	80%	44%
4	Student4 InstitutionD	3807965	06/11/2019	3	70%	70%	70%	70%	67%
5	Simmy Student	3816770	12/04/2019	7	100%	100%	100%	70%	0%

A list of students is displayed, based on the user’s access role and the selected ACT WorkKeys Curriculum course. Use the **Search** and column sort (↕) options to filter the data.

This information is provided for each student:

- **Name:** Student's name
- **ID:** ID automatically assigned when the student is loaded to the platform
- **Last Active:** Date the student was last active in the program
- **Quiz Results:** The columns displayed to the right of Last Active correspond to the available quizzes for the selected course. N/A indicates that the student has not yet taken the quiz.
 - For placement quiz, the predicted level is displayed (level at which student placed).
 - For level and final quizzes, the percentage of correctly answered questions is displayed. (See ["Appendix B: Passing Percentages by Course and Quiz,"](#) page 134.)

Exporting Data

Select **Export** to export the student data to create a CSV spreadsheet file with the following data:

- **ID:** System-assigned student ID
- **Name:** Student's name
- **Enrollment Count:** Number of courses to which the student has access
- **Active Enrollment Count:** Number of courses in which the student has performed at least one task (marked a confidence level on a lesson, answered a practice question, answered a quiz question)
- **Last Active:** Date the student was last active in the selected course
- **Progress:** Percentage of the course completed by the student
- **Quiz Results:** Based on the selected course, there is a column for each placement, level and/or final quiz associated with the course. A blank field indicates that student has not yet taken the quiz.
 - For placement quiz, the predicted level is displayed (level at which student placed).
 - For level and final quizzes, the percentage of correctly answered questions is displayed. (See ["Appendix B: Passing Percentages by Course and Quiz,"](#) page 134.)

Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen display the date and time of the last update.

Individual Student Reports

On the Students dashboard screen, select a student from the list displayed to see a detailed report for the student.

Overview Section

Displayed at the top of the screen is the student name, student ID number, institution name, any groups in which the student is a member, and the course(s) to which the student has access.

◀ Back

Simmy Student

Impersonate

ID #3816770
 Institution ACT Institution A Internal Use Only for UAT
 Groups N/A
 Courses WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Graphic Literacy Levels 3-7, WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Workplace Observation, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Essential Skills: Customer Service, WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking, WorkKeys Curriculum Quick Guide, WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Graphic Literacy Levels 1-2, WorkKeys Curriculum Workplace Documents Levels 1-2, WorkKeys Curriculum Applied Technology: Problem Solving Strategies , WorkKeys Curriculum Essential Skills: Financial Awareness

From this screen you can select **Impersonate** to view the course from the student’s perspective.

Important: After selecting Impersonate, you are logged in as the student. While impersonating a student, be careful not to provide responses to any tasks or assignments.

Below that is a listing of the types of courses to which the student has access.

- WorkKeys NCRC Aligned Levels 1-2 +
- WorkKeys NCRC Aligned Levels 3-7 +
- Spanish WorkKeys NCRC Aligned Levels 3-7 +
- WorkKeys Aligned: Applied Technology +
- WorkKeys Aligned: Business Writing and Workplace Observation +
- WorkKeys Curriculum Essential Skills: Working in Teams +
- WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication +
- WorkKeys Curriculum Essential Skills: Work Discipline +
- WorkKeys Curriculum Essential Skills: Customer Service +
- WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking +
- WorkKeys Curriculum Quick Guide +
- WorkKeys Curriculum Essential Skills: Financial Awareness +

To display Session Summary and Course Breakdown Summary information select the plus (+) sign and to collapse the view select the minus (-) sign.

Student Overall Session Summary

The Student Overall Session Summary is included with WorkKeys NCRC Aligned Levels 1-2, WorkKeys NCRC Aligned Levels 3-7, Spanish WorkKeys Aligned Levels 3-7, Applied Technology, and Business Writing and Workplace Observation groupings as these include multiple courses. Data displayed includes the date student was active in any course in the platform along with the average scores on the quizzes associated with the courses in the course grouping.

Course Breakdown Summary

Every course has Course Breakdown Summary which includes name of the course, date student was last active in the course, the student status (percentile ranking compared to all students taking the course), scores on quizzes associated with the course.

WorkKeys NCRC Aligned Levels 3-7									
Student Overall Session Summary									
Aggregate Totals	Last Active	Total Time	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz	
Active Course Average	01/27/2020	10 hrs 9 min	58%	83%	96%	93%	60%	33%	
Courses Breakdown Summary									
Enrolled Courses	Last Active	Student Status	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz	
WorkKeys Curriculum Applied Math Levels 3-7	01/27/2020	54.0 percentile	7	100%	100%	100%	70%	0%	Analyze
WorkKeys Curriculum Graphic Literacy Levels 3-7	03/04/2019	43.0 percentile	4	60%	100%	80%	30%	25%	Analyze
WorkKeys Curriculum Workplace Documents Levels 3-7	01/23/2020	60.0 percentile	3	90%	90%	100%	80%	75%	Analyze

Select **Analyze** for a specific course to display more detailed information.

The same background information on the student is displayed at the top of the screen. A graphical overview of the student's use of the selected ACT WorkKeys Curriculum course features the individual's overall progress through the course and status relative to other students using the course. Also provided are their most recent scores on the quizzes associated with the selected course, the state the student was last active in the course and the total time the student has spent in the selected course.

*Back

Simmy Student [Impersonate](#) [Export](#)

ID #581670

Institution ACT Institution A Internal Use Only for UAT

Groups Real-Time Reports

Courses Spanish WorkKeys Curriculum Applied Math Levels 3-7, Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7, Spanish WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Problem Solving Strategies, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Essential Skills: Customer Service, WorkKeys Curriculum Essential Skills: Financial Awareness, WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Graphic Literacy Levels 1-2, WorkKeys Curriculum Graphic Literacy Levels 3-7, WorkKeys Curriculum Quick Guide, WorkKeys Curriculum Workplace Documents Levels 1-2, WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Workplace Observation

WorkKeys Curriculum Workplace Documents Levels 3-7

Student Overview

Overall Progress Student Status

24% 60 percentile

Quiz Results

3	90%	90%	100%	80%	75%
Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz

01/23/2020 12 min

Last Active Total Time Spent

Strengths and Weaknesses Section

Scrolling down displays the Strengths and Weaknesses section which includes slider charts showing student proficiency in a category based on the student's answers and the difficulty of the questions. There are six points on the slider in which the student's skill level will fall:

- Beginner
- Basic
- Intermediate

- Proficient
- Advanced
- Expert

The proficiency levels change as the student works through the course.

Strengths & Weaknesses

Strengths & Weaknesses shows student proficiency in a category based on their answers and difficulty of questions.
 * N/A = A student has not attempted enough questions in this category for us to display accurate information.

Identify Main Ideas and Details



Apply Instructions or Information



Identify Meanings and Definitions




Level 3: Finding the Main Idea



Level 3: Identifying Key Details



Exporting Overview and Strengths and Weaknesses

At the top of the screen, select **Export** () to create a PDF file of the overview and strengths and weaknesses data for the selected course.

Note: The report does not include the data found under the Details tabs.

Details Section

At the bottom of the screen, a Details section provides statistics related to specific activities of the student's account in the selected course. It is composed of three tabs.

Lessons Tab

By default, you first see the Lessons tab, as show below. For each category the number of lessons completed out of the total number of lessons is displayed along with the student self-reported confidence in their understanding of the lessons content (red is low confidence, yellow is medium confidence, and green is high confidence).

Details

Lessons | Practice | Quizzes

Name		Confidence Level Breakdown
Course Introduction	8/7 done	
Level 3	8/8 done	
Level 4	3/5 done	
Level 5	0/5 done	
Level 6	0/6 done	
Level 7	6/6 done	

Practice Tab

The Practice tab displays a list of all the practice question categories associated with the selected course. For each practice category, the number of practice questions answered out of the total number of questions and the percentage of correctly answered questions is displayed. Summary data is displayed on the left, including: the number of questions attempted out of total number of questions, the average time spent answering a question, the average time spent correctly answering a question, the average time spent incorrectly answering a question, and the average session duration.

Note: If the student has reset a practice question category, only the data from the most recent attempt is displayed.

Details

Lessons | Practice | Quizzes



Questions Taken
5 of 91

Avg. Answer Time
00 min 33 sec

Avg. Correct Answer Time
00 min 29 sec

Avg. Incorrect Answer Time
00 min 39 sec

Avg. Session Duration
02 min 47 sec

Category Name	Completion	% Correct
Level 3: Finding the Main Idea	5 of 5	60%
Level 3: Identifying Key Details	0 of 7	--
Level 3: Following Instructions	0 of 6	--
Level 4: Following Instructions	0 of 5	--
Level 4: Identifying The Main Idea & Key Details	0 of 6	--
Level 4: Learning New Vocabulary From Context	0 of 8	--
Level 5: Acronyms, Jargon, And Technical Terms	0 of 6	--
Level 5: Reading Contracts And Legal Documents	0 of 6	--
Level 5: Using Documents to Make Decisions	0 of 6	--
Level 6: Understanding the Reasoning and Principles Behind a Text	0 of 7	--
Level 6: Inferring Details and Reading Between the Lines	0 of 5	--

Quizzes Tab

The Quizzes tab displays a list of all the quizzes (placement, level, and final) associated with the selected course. For each quiz, the number of questions answered out of the total number of questions and the percentage of correctly answered questions is displayed. For placement quizzes, the predicted level is displayed. For level and final quizzes, a score of pass/fail is displayed. A status of “complete” or “paused” is show for each quiz. Summary data is displayed on the left, including: the number of quizzes attempted out of total number of quizzes, the average time spent answering a question, the average time spent correctly answering a question, and the average time spent incorrectly answering a question.

Note: If the student has reset a quiz only the data from the most recent attempt is displayed.

Details

Lessons | Practice | Quizzes



Quizzes Taken
6 of 6

Avg. Answer Time
00 min 02 sec

Avg. Correct Answer Time
00 min 02 sec

Avg. Incorrect Answer Time
00 min 01 sec

Pre-Assessment

Quiz Name	Quizzes Length	% Correct	Predicted Level	
Placement Quiz	16 Questions	25% (4 / 16)	3	Complete

Quizzes

Quiz Name	Quizzes Length	% Correct	Score	
Level 3 Quiz	10 Questions	90% (9 / 10)	Pass	Complete
Level 4 Quiz	10 Questions	90% (9 / 10)	Pass	Complete
Level 5 Quiz	10 Questions	100% (10 / 10)	Pass	Complete
Level 6 Quiz	10 Questions	80% (8 / 10)	Pass	Complete
Level 7 Quiz	8 Questions	75% (6 / 8)	Pass	Complete

ANALYTICS: Group Reports

Users with the role of instructor, institution supervisor, district supervisor, or organization supervisor can view reporting data on groups within their school, district or organization, respectively. Instructors can run Group Reports only for students in groups in which the instructor is also a member.

Note: Users with the role of institution supervisor and district supervisor usually also have the role of institution admin and district admin, respectively. These complementary roles enable the same user to run reports and create assignments as well as create accounts and groups.

1. From the Reporting Dashboard, under Analytics, select **Groups**.

The screenshot shows the ACT WorkKeys Curriculum Reporting Dashboard. The top navigation bar includes the ACT logo and 'WorkKeys Curriculum' text. A left sidebar menu lists various reporting categories: TOOLS (Assignments, Instructor Resources, Message Center, Student Listing), ANALYTICS (Students, Groups, Institutions), and REAL-TIME (Real-Time Reports, Session Detail Reports, Quiz Reports). The 'Groups' option under ANALYTICS is highlighted. The main content area is titled 'Group Report' and features a dark blue header with 'Overall' on the left and a 'Select Course' dropdown menu on the right. Below this header, the text 'Select a course to view data.' is displayed.

2. From the **Select Course** drop-down menu, select a specific course.

Data is accurate as of: 2021-02-17 03:12 AM (EST)

Group Report 7 groups • WorkKeys Curriculum Applied Math Levels 3-7

All Groups Search Export ▾

Overall WorkKeys Curriculum Applied Math Levels 3-7 ▾

Name ↕	# of total students ↕	# of active students ↕	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz
1 Inside Sales	2	2	37%	100%	65%	90%	90%	77%
2 Morning Review	4	4	64%	100%	96%	92%	90%	77%
3 November 2020	4	4	64%	100%	96%	92%	90%	77%
4 Rick's Training Class	4	3	66%	100%	96%	93%	80%	77%

A list of groups is displayed, based on the user's access role and the selected ACT WorkKeys Curriculum course.

- Use the **Search** and column sort (↕) options to filter the data. This information is provided for each group:
 - Name:** Group's name
 - # of total students:** Total number of students in the group
 - # of active students:** Total number of students in the group who have completed at least one task (marked a confidence level, answered a practice question, or answered a quiz question)
 - Quiz Results:** Columns displayed to the right of # of active students correspond to the available quizzes for the selected course. "N/A" indicates that the no student in the selected group has taken the quiz. For placement, level and final quizzes the average percentage of correctly answered questions for all students in the group who have taken the quiz is displayed. (See ["Appendix B: Passing Percentages by Course and Quiz,"](#) page 134.)

Exporting Data

Select **Export** to export the student data to create a CSV spreadsheet file with the following data:

- ID:** System assigned group ID
- Name:** Name of the group
- Instructors Count:** Number of instructors associated with the group
- Students Count:** Number of students associated with the group
- Last Active:** Date a student in the group was last active in the selected course
- Average Progress:** Average percentage of the course completed by the students in the group
- Active Students:** Number of students in the group who have active in the selected course
- Quiz Results:** Based on the selected course, there is a column for each placement, level and/or final quiz associated with the course. A blank field indicates that no student in the group has taken the quiz. For each quiz the average percentage of correctly answered questions based on students in the group who have taken the quiz is displayed. (See ["Appendix B: Passing Percentages by Course and Quiz,"](#) page 134.)

Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion

of this screen display the date and time of the last update.

Individual Group Reports

On the Groups dashboard screen, select a group from the list displayed to see a detailed report for the group.

Overview Section

Displayed at the top of the screen is the group name, institution name, the course(s) to which the group has access, and a list of instructors who are associated with the group.

The screenshot shows a user interface for a group report. At the top right, it says "Data is accurate as of: 2020-01-28 01:48 AM (EST)". Below that is a "Back" button. The main content is titled "Morning Class". Under "Institution", it says "ACT Institution A Internal Use Only for UAT". Under "Courses", it lists a long list of course titles including "WorkKeys Curriculum Applied Math Levels 3-7", "WorkKeys Curriculum Graphic Literacy Levels 3-7", "WorkKeys Curriculum Workplace Documents Levels 3-7", "WorkKeys Curriculum Business Writing", "WorkKeys Curriculum Workplace Observation", "WorkKeys Curriculum Applied Technology: Electricity", "WorkKeys Curriculum Applied Technology: Fluid Dynamics", "WorkKeys Curriculum Applied Technology: Mechanics", "WorkKeys Curriculum Applied Technology: Thermodynamics", "WorkKeys Curriculum Essential Skills: Working in Teams", "WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication", "WorkKeys Curriculum Essential Skills: Work Discipline", "WorkKeys Curriculum Essential Skills: Customer Service", "WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking", "WorkKeys Curriculum Applied Math Levels 1-2", "WorkKeys Curriculum Graphic Literacy Levels 1-2", "WorkKeys Curriculum Workplace Documents Levels 1-2", "WorkKeys Curriculum Applied Technology: Problem Solving Strategies", "WorkKeys Curriculum Essential Skills: Financial Awareness", "Spanish WorkKeys Curriculum Applied Math Levels 3-7", "Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7", and "Spanish WorkKeys Curriculum Workplace Documents Levels 3-7". Under "Instructors", it lists "Jason S".

Below that is a listing of the types of courses to which the group has access. To display Session Summary and Course Breakdown Summary information select the plus (+) sign and to collapse the view select the minus (-) sign.

WorkKeys NCRC Aligned Levels 1-2	+
WorkKeys NCRC Aligned Levels 3-7	+
Spanish WorkKeys NCRC Aligned Levels 3-7	+
WorkKeys Aligned: Applied Technology	+
WorkKeys Aligned: Business Writing and Workplace Observation	+
WorkKeys Curriculum Essential Skills: Working in Teams	+
WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication	+
WorkKeys Curriculum Essential Skills: Work Discipline	+
WorkKeys Curriculum Essential Skills: Customer Service	+
WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking	+
WorkKeys Curriculum Quick Guide	+
WorkKeys Curriculum Essential Skills: Financial Awareness	+

Group Overall Session Summary

The Group Overall Session Summary is included with WorkKeys NCRC Aligned Levels 1-2, WorkKeys NCRC Aligned Levels 3-7, Spanish WorkKeys NCRC Aligned Levels 3-7, Applied Technology, and Business Writing and Workplace Observation course groupings as these include multiple courses. Data displayed includes the number of students in the group who have been active in the courses and the average scores on the quizzes associated with the courses in the grouping.

Course Breakdown Summary

Every course has a Course Breakdown Summary, which includes: name of the course, the number of students in the group who are enrolled in the course, the number of students in the group who are active in the course, and the average scores by students in the group on the quizzes associated with the course.

WorkKeys NCRC Aligned Levels 3-7									
Group Overall Session Summary									
Aggregate Totals	Active Students	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz		
Active Students Average	1	0%	80%	80%	80%	76%	64%		
Courses Breakdown Summary									
Enrolled Courses	Enrolled Students	Active Students	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz	
WorkKeys Curriculum Applied Math Levels 3-7	2	1	N/A	80%	80%	80%	80%	44%	Analyze
WorkKeys Curriculum Graphic Literacy Levels 3-7	2	1	N/A	80%	80%	80%	70%	62%	Analyze
WorkKeys Curriculum Workplace Documents Levels 3-7	2	1	N/A	80%	80%	80%	80%	87%	Analyze

Select **Analyze** for a specific course to display more detailed information.

The same background information on the Group is displayed at the top of the screen. A graphical overview of the group's use of the selected ACT WorkKeys Curriculum course features their overall progress through the course. Also provided are their most recent average scores on the quizzes associated with the selected course by the students in the group, the number of students in the group who have been active in the selected course, the total number of students in the group who are enrolled in the selected course, the last date any student in the group was active in the selected course, and the total time spent in the selected course by students in the group.

Data is accurate as of: 2020-01-28 12:00 AM (EST)

[Back](#)

Morning Class [Export](#)

Institution: ACT Institution A Internal Use Only for UAT

Courses: Spanish WorkKeys Curriculum Applied Math Levels 3-7, Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7, Spanish WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Problem Solving Strategies, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Essential Skills: Customer Service, WorkKeys Curriculum Essential Skills: Financial Awareness, WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Graphic Literacy Levels 1-2, WorkKeys Curriculum Graphic Literacy Levels 3-7, WorkKeys Curriculum Workplace Documents Levels 1-2, WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Workplace Observation

Instructors: Jason S

WorkKeys Curriculum Applied Math Levels 3-7

Active Students Course Overview

Overall Progress %

12%

Average Quiz Results

N/A	80%	80%	80%	80%	44%
Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz

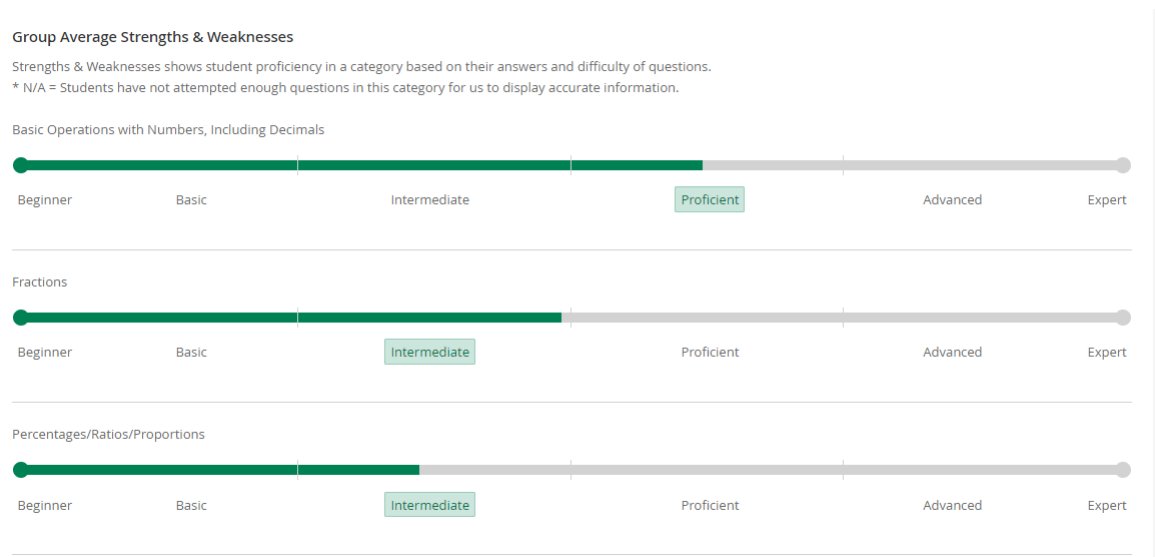
1	2	08/22/2018	8 min
Active Students	Enrolled Students	Last Active	Total Time Spent

Strengths and Weaknesses Section


Scrolling down further displays the Strengths & Weaknesses section which includes slider charts showing group proficiency in a category, based on the students in the group's answers and the difficulty of the questions. There are six points on the slider in which the student's skill level will fall:

- N/A
- Beginner
- Basic
- Intermediate
- Proficient
- Advanced
- Expert

The proficiency levels change as the student works through the course.



Exporting Overview and Strengths and Weaknesses

At the top of the screen, select **Export** () to create a PDF file of the overview and strengths and weaknesses data for the selected course.

Note: It does not include the data found under the Details tabs.

Details Section

At the bottom of the screen, a Details section provides statistics related to specific activities of the group in the selected course.

Students Tab

By default, you first see the **Students** tab. A list of all students in the group who have access to the selected course is displayed, including: student name, student ID, date student was last active in the selected course, and most recent scores on quizzes associated with the selected course. Use **Search** to find a specific student. Select **Export** to export the student data in a CSV file. Select a specific student to drill down to the Students Report.

Details

Students | Lessons | Practice | Quizzes

Name, Email, SIS ID Search

Export ▾

Overall			Course Performance					
Name	ID	Last Active	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz
1	Student3 InstitutionD 3807964	08/22/2018	N/A	80%	80%	80%	80%	44%
2	Add Course Student 6052395	Never	N/A	N/A	N/A	N/A	N/A	N/A

Lessons Tab

The Lessons tab displays a list of the lessons with the most low confidence levels self-reported by students in the group for the selected course. Selecting a specific lesson displays the lesson content, the percentage of students who have self-reported low confidence in the lesson along with the number of students who reported low confidence on the lesson out of the total number of students is shown.

Details

Students | Lessons | Practice | Quizzes

Lessons with the Most Low Confidence Levels

Lesson Name (click to toggle full preview)	% of Low Confidence Levels
1 Calculating Percentage Change	50% (3 / 6)
2 Geometric Calculations	50% (3 / 6)

Practice Tab

The Practice tab has a dropdown menu listing all the practice question categories associated with the selected course. Select a specific category to see a listing of the five questions incorrectly answered the most by members of the group. Select a number to view the entire question along with the correct answer. The percentage of students in the group who correctly answered the question along with the number of students who correctly answered the question out of the total number of students is shown.

Note: If a student has reset a quiz only the data from the most recent attempt is used.

Details

Students | Lessons | Practice | Quizzes

5 Hardest Practice Questions Per Category

Use the dropdown to view different questions in each category. The list will show you the 5 questions answered incorrect most.

Level 3: Using Addition in the Workplace ▾

Questions (click to toggle full preview)	% of Correct Answers
1	91% (10 / 11)
2	100% (11 / 11)
3	100% (11 / 11)

Quizzes Tab

The Quizzes tab has a dropdown menu listing all the quizzes (placement, level, and final) associated with the selected course. Select a specific quiz to see a listing of the five questions incorrectly answered the most by members of the group. Select a number to view the entire question. The percentage of students in the group who correctly answered the question along with the number of students who correctly answered the question out of the total number of students is shown.

Note: If a student has reset a quiz only the data from the most recent attempt is used.

Details

Students | Lessons | Practice | Quizzes

5 Hardest Quiz Questions Per Quiz

Use the dropdown to view different questions in each quiz. The list will show you the 5 questions answered incorrect most.

Level 4 Quiz

Questions (click to toggle full preview)	% of Correct Answers
1	55% (12 / 22)
2	59% (13 / 22)
3	59% (13 / 22)
4	68% (15 / 22)
5	77% (17 / 22)

ANALYTICS: Institution Reports

Based on their roles, institution, district, and organization supervisors will be able to view reporting data on a single institution, all institutions within a district, or all institutions within the organization, respectively. All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of the screen displays the date and time of last update.

Note: Users with the role of institution supervisor and district supervisor usually also have the role of institution admin and district admin, respectively. These complementary roles enable the same user to run reports and create assignments as well as create accounts and groups.

Upon logging in, organization supervisors land directly on the Reporting Dashboard.

1. Institution and district supervisors select the **Reporting Dashboard** from their user menu and then select the **Institutions** option to get the School Listing screen.
 - Institution Supervisors will see only their institution.
 - District Supervisors will see all the institutions in their district.
 - Organization Supervisors will see all the institutions in their organization.

The screenshot shows the ACT WorkKeys Curriculum Reporting Dashboard. The top navigation bar includes the ACT logo, 'WorkKeys Curriculum', and user profile icons. The left sidebar lists navigation options: TOOLS (Assignments, Instructor Resources, Message Center, Student Listing), ANALYTICS (Students, Groups, Institutions), and REAL-TIME (Real-Time Reports, Session Detail Reports, Quiz Reports). The 'Institutions' option is selected. The main content area is titled 'Institution Listing' and features a 'Select Course' dropdown menu. Below the dropdown, the text 'Select a course to view data.' is displayed.

2. From the **Select Course** drop-down menu, select a specific course.

The screenshot shows the ACT WorkKeys Curriculum Reporting Dashboard. The main content area is titled 'Institution Listing' and shows '1 Institution • WorkKeys Curriculum Applied Math Levels 3-7'. There is a search bar and an 'Export' button. Below this is a table with the following data:

Overall				WorkKeys Curriculum Applied Math Levels 3-7					
Name	# of total students	# of active students	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz	
1 ACT Institution D Internal Use Only	15	15	42%	65%	73%	82%	65%	64%	

A list of institutions is displayed, based on the user's access role and the selected ACT WorkKeys Curriculum course.

- Use the **Search** and column sort (↕) options to filter the data. This information is provided for each institution:
 - Name:** Name of the institution
 - # of total students:** Number of students in the institution
 - # of active students:** Number of students in the institution who have completed at least one task (marked a confidence level, answered a practice question, or answered a quiz question) in the selected course
 - Quiz Results:** Columns displayed to the right of # of active students correspond to the available quizzes for the selected course. "N/A" indicates that no student in the institution has taken the quiz. For placement, level and final quizzes the average percentage of correctly answered questions for all students in the group who have taken the quiz is displayed. (See ["Appendix B: Passing Percentages by Course and Quiz,"](#) page 134.)

Exporting Data

Select **Export** to export the institution data to a CSV file:

- Name:** Name of the institution
- Groups Count:** Number of groups in the institution with access to the selected course
- Students Count:** Number of students associated with the group
- Active Students Count:** Number of students in the institution who have been active in the selected course
- Course Count:** Total number of courses students in the institution have access to
- Average Progress:** Average percentage of the course completed by the students in the institution
- Quiz Results:** Based on the selected course, there is a column for each placement, level and/or final quiz associated with the course. A blank field indicates that no student in the institution has taken the quiz. For each quiz the average percentage of correctly answered questions based on all students in the institution who have taken the quiz is displayed. (See ["Appendix B: Passing Percentages by Course and Quiz,"](#) page 134.)

Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen display the date and time of the last update.

Institution Report

On the Institutions dashboard screen, select a specific institution from the list displayed to see a detailed report for the institution.

Overview Section

Displayed at the top of the screen is the institution name and the course(s) to which the institution has access.

Data is accurate as of: 2020-01-28 01:48 AM (EST)

← Back

ACT Institution D Internal Use Only Export

Courses Spanish WorkKeys Curriculum Applied Math Levels 3–7, Spanish WorkKeys Curriculum Graphic Literacy Levels 3–7, Spanish WorkKeys Curriculum Workplace Documents Levels 3–7, WorkKeys Curriculum Applied Math Levels 1–2, WorkKeys Curriculum Applied Math Levels 3–7, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Problem Solving Strategies, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Essential Skills: Customer Service, WorkKeys Curriculum Essential Skills: Financial Awareness, WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Graphic Literacy Levels 1–2, WorkKeys Curriculum Graphic Literacy Levels 3–7, WorkKeys Curriculum Quick Guide, WorkKeys Curriculum Workplace Documents Levels 1–2, WorkKeys Curriculum Workplace Documents Levels 3–7, WorkKeys Curriculum Workplace Observation

A graphical overview of the institution’s use of the selected ACT WorkKeys Curriculum course features their overall progress through the course. Also provided are their most recent average scores on the quizzes associated with the selected course by the students in the institution, the number of groups in the institution, the number of students in the institution who have been active in the selected course, the total number of students in the institution who are enrolled in the selected course, the last date any student in the institution was active in the selected course, and the total time spent in the selected course by students in the institution.

Institution Overview

Avg. Progress %




Average Quiz Results

16%	63%	52%	63%	40%	52%
Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz

7	12	22	01/28/2020	23 hrs 26 min
Total Groups	Active Students	Total Students	Last Active	Total Time Spent

Exporting Data

At the top of the screen, select **Export** () to create .pdf file of the overview information for the selected course.

Scroll down to view a list of Groups with students who have access to the selected course for the institution.

Group Listing

Name		Search		Overall						
				WorkKeys Curriculum Applied Math Levels 3-7						
	Name ↕	# of total students ↕	# of active students ↕	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz	
1	Class 2019	5	4	25%	100%	45%	N/A	N/A	N/A	
2	Inside Sales	2	2	N/A	N/A	30%	N/A	N/A	N/A	
3	November 2017	2	2	62%	100%	100%	100%	100%	N/A	

A list of groups is displayed, based on the user's access role and the selected ACT WorkKeys Curriculum course. Use the **Search** and column sort (↕) options to filter the data. This is the same information as seen when selecting the **Groups** option from the Reporting Dashboard navigation menu. This information is provided for each group:

- **Name:** Group name
- **# of total students:** Total number of students in the group
- **# of active students:** Total number of students in the group who have completed at least one task (marked a confidence level, answered a practice question, or answered a quiz question)
- **Quiz Results:** Columns displayed to the right of # of active students correspond to the available quizzes for the selected course. "N/A" indicates that no student in the selected group has taken the quiz. For placement, level and final quizzes the average percentage of correctly answered questions for all students in the group who have taken the quiz is displayed. (See ["Appendix B: Passing Percentages by Course and Quiz,"](#) page 134.)

Selecting a specific group here will take you to the Group Reports tab under Analytics.

Note: You can also access Student Reports or Group Reports by selecting the Students or Groups options directly from the Reporting Dashboard.

Exporting Group Data

Select **Export** to export the group data to a CSV file:

- **ID:** System-assigned group ID
- **Name:** Name of the group
- **Instructors Count:** Number of instructors associated with the group
- **Students Count:** Number of students associated with the group
- **Last Active:** Date a student in the group was last active in the selected course
- **Average Progress:** Average percentage of the course completed by the students in the group
- **Active Students:** Number of students in the group who have active in the selected course
- **Quiz Results:** Based on the selected course, there is a column for each placement, level and/or final quiz associated with the course, A blank field indicates that no student in the group has taken the quiz. For each quiz the average percentage of correctly answered questions based on all students in the group who have taken the quiz is displayed. (See ["Appendix B: Passing Percentages by Course and Quiz,"](#) page 134.)

ANALYTICS: District Reports

District Reports are available from the Reporting Dashboard, under Analytics. Based on their roles, district supervisor or organization supervisors will be able to view reporting data on a single district or all districts within the organization, respectively.

All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of the screen displays the date and time of last update.

Note: Users with the role of institution supervisor and district supervisor usually also have the role of institution admin and district admin, respectively. These complementary roles enable the same user to run reports and create assignments as well as create accounts and groups.

Upon login, Organization Supervisors land directly on the Reporting Dashboard.

1. District Admins with the role of District Supervisor will need to select the Reporting Dashboard from their user menu, then select the **Districts** option to get the Districts Reports screen.

View District Supervisor

Reporting Dashboard

ANALYTICS

Students

Groups

Institutions

Districts

REAL-TIME

Real-Time Reports

Session Detail Reports

Quiz Reports

Data is accurate as of: 2021-03-01 02:11 AM (EST)

District Reports

Export

	District Name	# of schools	# of students	# of instructors
1	ACT District Two Internal Use Only	2	80	7

View Organization Supervisor

Reporting Dashboard

ANALYTICS

Students

Groups

Institutions

Districts

REAL-TIME

Real-Time Reports

Session Detail Reports

Quiz Reports

Data is accurate as of: 2021-03-01 02:11 AM (EST)

District Reports

Export

	District Name	# of schools	# of students	# of instructors
1	ACT District Three Internal Use Only	1	29	5
2	ACT District Two Internal Use Only	2	80	7
3	ACT District One Internal Use Only	3	54	11
4	ACT District Four Internal Use Only	6	11	7

The following information is displayed for each district:

- **District Name:** Name of the district
 - **#of schools:** Number of schools in the district
 - **# of students:** Number of students in the district
 - **# of instructors:** Number of instructors in the district
2. Use the **Search** and column sort (↕) options to filter the data.

Exporting District Data

Select **Export** to export the district data to a CSV file:

- **ID:** System-assigned district ID
- **Name:** Name of the district
- **Institutions count:** Number of institutions in the district
- **Instructors count:** Number of instructors in the district
- **Students count:** Number of students in the district

Example CSV File for Districts

	A	B	C	D	E
1	id	name	institutions_count	instructors_count	students_count
2	39267	ACT District Three Internal Use Only	1	4	5
3	39272	ACT District Two Internal Use Only	2	7	76
4	39275	ACT District One Internal Use Only	3	11	48
5	39941	ACT District Four Internal Use Only	0	0	0

The District Report

1. On the District Reports screen, select a district.

Summary information on the number of schools, total number of students and total number of instructors in the district is displayed.

Data is accurate as of: 2020-01-29 02:07 AM (EST)

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ACT District One Internal Use Only

District Overview

3	48	11
Number of Schools	Number of Students	Number of Instructors

Overall

Select a course to view data.

2. From the drop-down menu, select a specific course to see performance data by institution for the selected course.

The screenshot shows the ACT WorkKeys Curriculum Reporting Dashboard. The left sidebar contains navigation options: Reporting Dashboard, ANALYTICS, Students, Groups, Institutions, Districts (highlighted), REAL-TIME, Real-Time Reports, Session Detail Reports, and Quiz Reports. The main content area displays the 'ACT District One Internal Use Only' overview with 3 schools, 54 students, and 11 instructors. Below this is a table for 'WorkKeys Curriculum Applied Math Levels 3-7' with columns for Name, # of total students, # of active students, Placement Quiz, Level 3 Quiz, Level 4 Quiz, Level 5 Quiz, Level 6 Quiz, and Level 7 Quiz.

Overall		WorkKeys Curriculum Applied Math Levels 3-7							
	Name	# of total students	# of active students	Placement Quiz	Level 3 Quiz	Level 4 Quiz	Level 5 Quiz	Level 6 Quiz	Level 7 Quiz
1	ACT Institution B Internal Use Only	12	5	56%	45%	50%	45%	80%	55%
2	ACT Internal Test Development Review	3	2	62%	100%	62%	100%	100%	N/A
3	Assignment Institution ACT Internal Use Only	3	2	75%	N/A	N/A	N/A	N/A	N/A

The District Overview provides the number of institutions, students, and instructors associated with the district.

3. Use the **Search** and column sort (↕) options to filter the data.

Below this, the individual institutions in the district are listed with the following information:

- **Name:** Name of the institution. By selecting the name of an institution from the list, you can drill down to an Institution Report for a particular institution and a Group Report for students in a group at that school.
- **# of total students:** Number of students assigned to each institution
- **# of active students:** Number of students who are active in each institution (have completed a task such as marked a confidence level on a lesson, answered a practice question, or answered a quiz question)
- **Quiz Results:** The columns displayed to the right of # of active students correspond to the available quizzes for the selected course. "N/A" indicates that no student in the selected district has taken the quiz. For placement, level and final quizzes the average percentage of correctly answered questions for all students in the district who have taken the quiz is displayed. (See ["Appendix B: Passing Percentages by Course and Quiz,"](#) page 134.)

Note: This report view is not exportable.

You can also access Student Reports, Group Reports, Institution Reports, Real-Time Reports, Session Detail Reports, and Quiz Reports directly from the Reporting Dashboard.

REAL-TIME: Real-Time Reports

As the title indicates Real-Time Reports provide real-time data on student performance on practice question categories, quizzes and assignments.

1. From the Reporting Dashboard, under Real-Time select **Real-Time Reports**.

Users with the role of instructor, institution supervisor, district supervisor, or organization supervisor will be able to view Real-Time Reports for students within their institution, district, or organization, respectively. Displayed on screen is a list of students/learners including:

- **Name:** Student's name
- **ID:** ID automatically assigned when the student is loaded into the platform
- **Email:** Student's email address
- **Institution:** Name of the institution the student is associated with
- **Created At:** Date the student account was created
- **Last Active:** Most recent date the student was active in any course

Note: Instructors can only view data on students who are in groups in which the instructor is also a member.

Overall						
	Name	ID	Email	Institution	Created At	Last Active
1	Example Student 2	3816771	student2@wkc.org	ACT Institution D Internal Use Only	08/17/2017	02/24/2021
2	Terra Hadley	3945066	terrahadley@gmail.com	ACT Institution D Internal Use Only	09/14/2017	02/16/2018
3	George Washington	3945068	george@act.org	ACT Institution D Internal Use Only	09/14/2017	05/27/2020

2. Select a specific student to view up-to-date performance data.

Displayed at the top of the screen is the student name, student ID number, institution name, any groups in which the student is a member, and the course(s) to which the student has access.

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Simmy Student Impersonate

ID #3816770

Institution ACT Institution A Internal Use Only for UAT

Groups Real-Time Reports

Courses WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Essential Skills: Financial Awareness, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking, WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Essential Skills: Customer Service, WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Quick Guide, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Workplace Documents Levels 1-2, WorkKeys Curriculum Graphic Literacy Levels 1-2, WorkKeys Curriculum Applied Technology: Problem Solving Strategies, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Workplace Observation, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Graphic Literacy Levels 3-7

3. From this screen, you can select **Impersonate** to view the course(s) from the student's perspective.

Important: After selecting Impersonate, you are logged in as the student. While impersonating a student, be cautious not to provide responses to any tasks or assignments.

- Scrolling down displays the courses to which the selected student has access.

WorkKeys Curriculum Business Writing - Active	+
WorkKeys Curriculum Workplace Documents Levels 1-2 - Active	+
WorkKeys Curriculum Graphic Literacy Levels 1-2 - Active	+
WorkKeys Curriculum Applied Math Levels 3-7 - Active	+
WorkKeys Curriculum Applied Math Levels 1-2 - Active	+
WorkKeys Curriculum Quick Guide - Active	+
WorkKeys Curriculum Essential Skills: Work Discipline - Active	+
WorkKeys Curriculum Essential Skills: Financial Awareness - Active	+
WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication - Active	+
WorkKeys Curriculum Essential Skills: Customer Service - Active	+

- To display practice question category, quiz, and assignment data for a specific course, select the plus (+) sign to expand the view. Select the minus (-) sign to collapse it.

The course performance data displayed includes the student's last active date in the selected course, the total time spent in the course and the number of study tasks out of the total number of assigned study tasks that have been completed.

WorkKeys Curriculum Workplace Documents Levels 1-2 - Active							
02/28/2021	2 hrs 23 min	41 of 41					
Last Active Date	Total Time Spent	Study Tasks Completed					
Export Export Practice Export Quizzes							
Practice							
Category Name	Time Spent Answering Questions	% Correct					
Level 1: Visual Comprehension	13 minutes	94% (30 / 32)					
Level 1: Sequencing Skills and Alphabetical Ordering	25 minutes	81% (59 / 73)					
Level 1: Spelling	10 minutes	93% (99 / 106)					
Level 1: Building Vocabulary	7 minutes	95% (61 / 64)					
Level 2: Identifying Sentence Parts and Word Forms	25 minutes	93% (98 / 105)					
Level 2: Following Directions & Instructions	14 minutes	95% (35 / 37)					
Level 2: Common Abbreviations	6 minutes	90% (35 / 39)					
Level 2: Personal Information and Text Comprehension	19 minutes	91% (51 / 56)					
Quizzes							
Quiz Name	Quiz Length	% Correct	Last Active Date	Score			
Level 1 and 2 Quiz	22 Questions	100% (22 / 22)	03/13/2020	PASS			
Complete							
Assignment Breakdown Summary							
Name	# of Tasks	Progress	Practice % Score	Quiz % Score	Date Started	Date Completed	Last Active
This user has no assignments.							

Report Sections

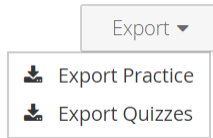
Depending on the user's role and the selected course, there are up to 4 sections.

- Practice
 - List of all practice question categories for the selected course
 - Time spent answering the practice questions in minutes
 - The percentage of questions correctly answered out of the total number of questions answered
- Placement Quizzes
 - Quiz name
 - Quiz length (number of questions)
 - Number and percentage of correctly answered questions
 - Predicted level (suggested level student should start at in the course)
 - Status (complete or paused)
- Quizzes
 - Quiz name
 - Quiz length (number of questions)
 - Number and percentage of correctly answered questions
 - Score (pass / fail)
 - Status (complete or paused)
- Assignment Breakdown Summary
 - Name of assignment
 - Number of tasks in assignment (lesson, practice question category, and/or quiz)
 - Progress towards completion (percentage of tasks completed out of the total number of tasks)
 - Percentage of correctly answered practice questions
 - Percentage of correctly answered quiz questions
 - Date student started assignment
 - Date student completed assignment
 - Date student last active on a task included in the assignment

Note: Assignment Breakdown Summary information is only viewable to users with the role of instructor or institution supervisor and the data is only viewable on screen.

Exporting Real-Time Reports Data

Users have the option of exporting the practice question category data or the quiz data for the selected student in the selected course in a CSV file by selecting **Export Practice** or **Export Quizzes**. Exporting Real-Time Reports data is done on a per-student, per-course basis. Quiz Reports allows users to export quiz data for all quizzes in all courses to which the student has access.



Example of Export Practice CSV File

WorkKeys Curriculum Applied Math Levels 1-2 Course

	A	B	C	D	E	F	G	H
1	question_category_id	parent_question_category_id	course_id	category_name	total_time_taken	total_answer_count	correct_answer_count	percentage_correct
2	29283		1788	Level 1: Counting and Numbers & Sequences	530	43	43	100
3	28936		1788	Level 1: Addition	255	42	39	92.86
4	28937		1788	Level 1: Subtraction	90	5	5	100
5	28938		1788	Level 1: Multiplication	57	5	5	100
6	28939		1788	Level 1: Division	65	5	4	80
7	28941		1788	Level 2: Word Problems	219	5	5	100
8	28942		1788	Level 2: Money	42	5	5	100
9	28943		1788	Level 2: Time	79	5	4	80
10	28944		1788	Level 2: Measurement	51	5	4	80
11	28945		1788	Level 2: Fractions, Percentages & Decimals	134	12	12	100

Notes:

- ACT WorkKeys Curriculum does not use the parent question categories so the 'parent_question_category_id' field will always be blank.
- To view the course name associated with a course ID (i.e., 'course_id'), see Course ID Table (below), which lists both the course ID and corresponding course name.
- In the CSV file, time is shown in seconds; in the online display, time is shown in minutes.

Example of Export Quizzes CSV File

WorkKeys Curriculum Essential Skills: Financial Awareness Course

	A	B	C	D	E	F	G
1	Quiz Name	Course	Quiz Length	Percent Correct	Correct Answer Count	State	Score
2	Checking and Savings Accounts: Final Quiz	WorkKeys Curriculum Essential Skills: Financial Awareness	16	100	16	complete	"PASS"
3	Budgeting: Final Quiz	WorkKeys Curriculum Essential Skills: Financial Awareness	16	100	16	complete	"PASS"
4	Credit Cards and Loans: Final Quiz	WorkKeys Curriculum Essential Skills: Financial Awareness	16	100	16	complete	"PASS"
5	Insurance: Final Quiz	WorkKeys Curriculum Essential Skills: Financial Awareness	16	100	16	complete	"PASS"
6	Financial Planning and Investing: Final Quiz	WorkKeys Curriculum Essential Skills: Financial Awareness	16	100	16	complete	"PASS"

Course ID Table

This table provides a listing of each course name and its unique ID.

Course ID	Course Name
1336	WorkKeys Curriculum Applied Math Levels 3–7
1412	WorkKeys Curriculum Graphic Literacy Levels 3–7
1413	WorkKeys Curriculum Workplace Documents Levels 3–7

Course ID	Course Name
1609	WorkKeys Curriculum Essential Skills: Customer Service
1610	WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking
1756	WorkKeys Curriculum Quick Guide

1451	WorkKeys Curriculum Business Writing
1452	WorkKeys Curriculum Workplace Observation
1470	WorkKeys Curriculum Applied Technology: Electricity
1592	WorkKeys Curriculum Applied Technology: Fluid Dynamics
Course ID	Course Name
1593	WorkKeys Curriculum Applied Technology: Mechanics
1594	WorkKeys Curriculum Applied Technology: Thermodynamics
1606	WorkKeys Curriculum Essential Skills: Working in Teams
1607	WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication
1608	WorkKeys Curriculum Essential Skills: Work Discipline

1788	WorkKeys Curriculum Applied Math Levels 1–2
1789	WorkKeys Curriculum Graphic Literacy Levels 1–2
1790	WorkKeys Curriculum Workplace Documents Levels 1–2
1963	WorkKeys Curriculum Applied Technology: Problem Solving Strategies
Course ID	Course Name
3440	WorkKeys Curriculum Essential Skills: Financial Awareness
3764	Spanish WorkKeys Curriculum Applied Math Levels 3–7
3766	Spanish WorkKeys Curriculum Graphic Literacy Levels 3–7
3767	Spanish WorkKeys Curriculum Workplace Documents Levels 3–7

REAL-TIME: Session Detail Reports

As the title indicates, Session Detail Reports provide time spent data for students/learners using the program. To run a session detail report, from the Reporting Dashboard under Real-Time, select **Session Detail Reports**.

Users with the role of instructor, institution supervisor, district supervisor, or organization supervisor can run Session Details Reports. The amount and type of data in the report is based on the user's role, the report selected, and the user-define parameters.

Note: Users with the role of institution supervisor and district supervisor usually also have the role of institution admin and district admin respectively.

There are three types of Session Detail Reports:

- **Individual Sessions:** Single line per each student session (available online and as exportable CSV file).
- **Student Session Aggregate Reports:** File with single line per student with aggregated data (only available as exportable CSV file).
- **Course Session Aggregate Reports:** File with single line per course with aggregated data (only available as exportable CSV file).

Notes:

- *Session data is only available from March 1, 2019 forward.*
- *Time (on screen and in CSV files) is shown as hh:mm:ss (hours/minutes/seconds) UTC (Coordinated Universal Time). UTC is 24-hour time, which begins at 0:00 at midnight. 12:00 is noon. 13:00 is 1 pm. 14:00 is 2 pm, and so on until 23:59, which is 11:59 pm.*

Each US time zone is a certain number of hours or hours and minutes behind or ahead of UTC as described in the table below.

Standard Time	UTC Offset		Daylight Saving Time	UTC Offset
Eastern Standard Time (EST)	5 hours earlier than UTC		Eastern Daylight Time (EDT)	4 hours earlier than UTC
Central Standard Time (CST)	6 hours earlier than UTC		Central Daylight Time (CDT)	5 hours earlier than UTC
Mountain Standard Time (MST)	7 hours earlier than UTC		Mountain Daylight Time (MDT)	6 hours earlier than UTC
Pacific Standard Time (PST)	8 hours earlier than UTC		Pacific Daylight Time (PDT)	7 hours earlier than UTC
Alaska Standard Time (AKST)	9 hours earlier than UTC		Alaska Daylight Time (AKDT)	8 hours earlier than UTC
Hawaii-Aleutian Standard Time (HAST)	10 hours earlier than UTC		Hawaii-Aleutian Daylight Time (HADT)	9 hours earlier than UTC

Accessing Session Detail Reports

After selecting Session Detail Reports, users will see a listing of sessions for all students to which the user has access displayed in chronological order—from the most recent to the oldest sessions. Each time a student switches to a different course a new session is created. The list includes a separate line for each session of each student and provides the following information:

- student name
- institution name
- number of groups in which the student is a member
- course name
- session start date/time
- session end date/time
- duration of the session

Columns can be sorted using the arrows associated with each column header.

The screenshot shows the 'Session Detail Report' interface. On the left is a sidebar with navigation options: Reporting Dashboard, TOOLS (Assignments, Instructor Resources, Message Center, Student Listing), ANALYTICS (Students, Groups, Institutions), REAL-TIME (Real-Time Reports, Session Detail Reports, Quiz Reports). The main content area is titled 'Session Detail Report' and includes a 'Filters' dropdown and a '[Select data to generate]' dropdown menu with options: Individual Sessions, Student Session Aggregate Reports, and Course Session Aggregate Reports. Below this is a table with the following data:

ID	Name	Institution	# of Groups	Course	Session Start	Session End	Duration
47951049	Example Student 2	ACT Institution D Internal Use Only	5	WorkKeys Curriculum Business Writing	03/01/2021 13:50:18	03/01/2021 14:00:16	00:09:58
47869471	Example Student 2	ACT Institution D Internal Use Only	5	WorkKeys Curriculum Business Writing	02/28/2021 13:19:03	02/28/2021 14:12:16	00:53:13
47864524	Example Student 2	ACT Institution D Internal Use Only	5	WorkKeys Curriculum Business Writing	02/28/2021 12:24:50	02/28/2021 12:28:40	00:03:50

Use the Filter function to further refine the data for the report.

The screenshot shows the filter dialog box with the following fields: Name (text input), Groups (dropdown), Courses (dropdown), and Session Started Within (date range selector). The date range selector is open, showing a calendar for April and May 2021. The calendar highlights the dates 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 for April and 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 for May. The 'Apply' button is highlighted in blue.

Individual Sessions Report

Individual Sessions Reports generate a CSV file with a single line per student and includes the following data:

- session ID
- student ID
- student name
- institution name
- groups in which the student is a member
- course name for this session
- session start date/time
- session end date/time
- session duration
- time spent in quizzes
- time spent in inbox
- time spent on home screen
- time spent in practice questions
- time spent in lessons
- time spent on reset screen
- time spent on learning plan screen
- search
- idle time

Run an Individual Sessions Report

Continuing from the steps for Accessing Session Detail Reports, complete these steps to run an Individual Sessions report:

1. Select any **Filters** you want to use,
 - **Name:** Search for a specific student by name; broaden the search by entering the first few characters; or leave blank to select all students.
 - **Institution:** Only users with the role of district supervisor or organization supervisor can select a specific institution. Instructors and institution supervisors can see only the specific institution with which they are associated.
 - **Group:** Select one or more groups. You can use the drop-down menu to make a selection and repeat as necessary to select additional groups.
 - **Course:** Select one or more courses. You can use the drop-down menu to make a selection and repeat as necessary to select additional courses.
 - **Session Started or Ended Within:** Select a date range for the report (i.e., beginning and ending dates) using a calendar or select from the following options: today, yesterday, this month, this year, last week, or last month.
2. Select **Individual Sessions** from the drop-down menu.
3. Select **Run**.

After you select run, this message is displayed at the top of your screen:

"Your CSV file is being generated and an email will be sent when it is ready."

The email is sent from the "noreply@benchprep.com" account, and the subject line is "Session Detail Report Generated".

From: noreply@benchprep.com

Subject: Session Detail Report Generated

The Session Detail report you requested will be available for the next 24 hours. Select the link below and the CSV file will download to your device.

[Download CSV](#)

Note: The Session Detail Report will only be available for 24 hours from the time the email was sent.

Example of CSV File for Individual Sessions Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	session_id	user_id	name	institution_name	group_name	course_name	session_start	session_end	duration	quizzes	inbox	home	practice	lessons	reset_reports	learning plan	search	idle_time
2	1234	1234567	George Jones	ACT Institution D Internal Use Only	Period 1	WorkKeys Curriculum Applied Math Levels 346*7	2019-03-15 09:30:16 UTC	2019-03-15 09:50:47 UTC	0:14:28	0:00:04		0:00:26	0:06:42	0:06:30			0:00:01	0:00:42
3	7799	6515127	Peter Piper	ACT Institution D Internal Use Only		WorkKeys Curriculum Applied Math Levels 346*7	2019-07-10 20:35:01 UTC	2019-07-10 20:46:10 UTC	0:11:09	0:00:21		0:08:29		0:02:01				0:00:17
4																		

Student Session Aggregate Reports

Student Session Aggregate Reports generate a CSV file with a single line per student and includes the following data:

- student ID
- student name
- institution name
- groups in which the student is a member
- courses to which the student has access
- total time spent in all courses
- total time spent in lessons
- total time spent in practice questions
- total time spent in quizzes
- total number of quizzes completed by the student
- search
- idle time


Run a Student Session Aggregate Report

Continuing from the steps for Accessing Session Detail Reports, complete these steps to run a Student Session Aggregate report:

1. Select any **Filters** you want to use.
 - **Name:** Search for a specific student by name; broaden the search by entering the first few characters; or leave blank to select all students.
 - **Group:** Select one or more groups. You can use the drop-down menu to make a selection and repeat as necessary to select additional groups.
 - **Course:** Select one or more courses. You can use the drop-down menu to make a selection and repeat as necessary to select additional courses.
 - **Session Started or Ended Within:** Select a date range for the report (i.e., beginning and ending dates) using a calendar or select from the following options: today, yesterday, this month, this year, last week, or last month.
2. Select **Student Session Aggregate Reports** from the drop-down menu.
3. Select **Run**.

Session Detail Report ?

Filters ▼ [Select data to generate] ▼ Run

Individual Sessions
 Student Session Aggregate Reports 
 Course Session Aggregate Reports

Now Filtering: ACT Institution D Internal Use Only × 12/01/2019 - 12/31/2019 ×

Clear Filters

4. After you select run, this message is displayed at the top of your screen:

"Your CSV file is being generated and an email will be sent when it is ready."

The email is sent from "noreply@benchprep.com" and the subject line is "Session Detail Report Generated"

From: noreply@benchprep.com
 Subject: Session Detail Report Generated
 The Session Detail report you requested will be available for the next 24 hours. Select the link below and the CSV file will download to your device.
[Download CSV](#)

Note: The Session Detail Report will only be available for 24 hours from the time the email was sent.

Example of CSV file for Student Session Aggregate Report

	A	B	C	D	E	F	G	H	I	J	K	L
1	user_id	user_name	institution	groups	content_packages	total_time_spent_in_course	total_time_spent_in_lesson	total_time_spent_in_practice	total_time_spent_in_quizzes	total_time_spent_in_search	total_time_spent_idle	quizzes_complete
2	6413151	SDTest	ACT Institution D Internal Use Only		WorkKeys Curriculum Applied Math Levels 1&2; WorkKeys Curriculum Applied Math Levels 3&7	0:05:37	0:01:03	0:01:29	0:01:30	0:00:00	0:00:00	1
3	6413256	SDTest Student	ACT Institution D Internal Use Only		WorkKeys Curriculum Applied Math Levels 1&2	0:01:56	0:01:38	0:00:00	0:00:00	0:00:00	0:00:00	0

Course Session Aggregate Reports

Course Session Aggregate Reports generate a CSV file with a single line per course that includes the following data:

- institution name
- course ID
- course name
- number of students in the institution with access to the course
- number of students in the institution who have been active in the course
- total time spent in the course by all students
- total number of quizzes completed by all students
- total time spent in lessons by all students
- total time spent in practice question categories by all students
- total time spent in quizzes by all students and total number of quizzes completed by all students
- search
- idle

Run a Course Session Aggregate Report

Continuing from the steps for Accessing Session Detail Reports, to run a Course Session Aggregate report:

1. First, select any **Filters** you want to use
 - **Course:** Select one or more courses. You can use the drop-down menu to make a selection and repeat as necessary to select additional courses.
 - **Session Started or Ended Within:** Select a date range for the report (i.e., beginning and ending dates) using a calendar or select from the following options: today, yesterday, this month, this year, last week, or last month.
2. Second, select **Course Session Aggregate Reports** from the drop-down menu.



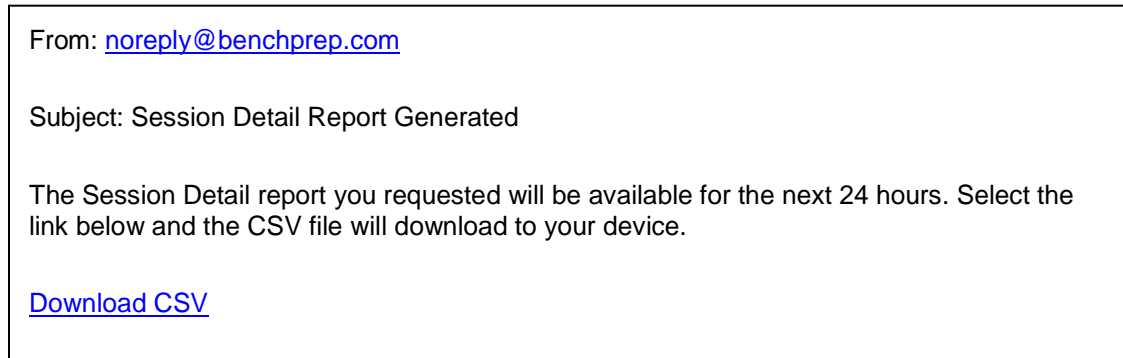
The screenshot shows the 'Session Detail Report' interface. At the top left, there is a 'Filters' button. To the right, there is a dropdown menu labeled '[Select data to generate]' and a 'Run' button. A red arrow points to the 'Course Session Aggregate Reports' option in the dropdown menu. Below the dropdown, there are two filter boxes: 'ACT Institution D Internal Use Only' and '12/01/2019 - 12/31/2019'. At the bottom right, there is a 'Clear Filters' button.

3. Finally, select **Run**.

After you select run, this message is displayed at the top of your screen:

"Your CSV file is being generated and an email will be sent when it is ready."

The email is sent from "noreply@benchprep.com" and the subject line is "Session Detail Report Generated".



The screenshot shows an email notification. The 'From' field is 'noreply@benchprep.com'. The 'Subject' is 'Session Detail Report Generated'. The body of the email states: 'The Session Detail report you requested will be available for the next 24 hours. Select the link below and the CSV file will download to your device.' Below this text is a blue link labeled 'Download CSV'.

Note: The Session Detail Report will only be available for 24 hours from the time the email was sent.

Example of CSV file for Course Session Aggregate Report

	A	B	C	D	E	F	G	H	I	J	K	L
	institution_name	course_id	course_name	student_count	students_with_activities	total_time_spent_in_course	total_time_spent_in_lesson	total_time_spent_in_practice	total_time_spent_in_quizzes	total_time_spent_in_search	total_time_spent_idle	number_of_completed_quizzes
1	ACT Institution D Internal Use Only	3440	WorkKeys Curriculum Essential Skills: Financial Awareness	8	3	10:10:41	0:00:06	0:01:11	0:11:42	0:00:00	9:51:58	0
2	ACT Institution D Internal Use Only	1336	WorkKeys Curriculum Applied Math Levels 3â€¢7	8	5	32:06:47	5:51:33	2:08:09	1:56:34	0:00:00	21:25:43	24
3	ACT Institution D Internal Use Only	1788	WorkKeys Curriculum Applied Math Levels 1â€¢2	8	4	0:19:47	0:03:09	0:00:00	0:02:54	0:00:00	0:07:14	1
4	ACT Institution D Internal Use Only	1789	WorkKeys Curriculum Graphic Literacy Levels 1â€¢2	8	2	0:12:11	0:00:52	0:00:51	0:05:29	0:00:08	0:03:26	1
5	ACT Institution D Internal Use Only	1470	WorkKeys Curriculum Applied Technology: Electricity	8	1	0:02:12	0:00:18	0:00:00	0:00:03	0:00:00	0:01:21	3
6	ACT Institution D Internal Use Only	1412	WorkKeys Curriculum Graphic Literacy Levels 3â€¢7	8	4	10:33:00	1:05:06	1:52:33	1:15:30	0:00:00	6:09:54	21
7	ACT Institution D Internal Use Only	1413	WorkKeys Curriculum Workplace Documents Levels 3â€¢7	8	4	14:17:53	2:13:16	1:57:00	0:20:47	0:00:00	9:45:08	15
8	ACT Institution D Internal Use Only	1609	WorkKeys Curriculum Essential Skills: Customer Service	8	2	12:27:28	3:03:52	0:38:55	0:00:00	0:00:00	8:44:26	0
9	ACT Institution D Internal Use Only	1606	WorkKeys Curriculum Essential Skills: Working in Teams	8	2	16:52:05	0:31:43	2:16:22	0:00:00	0:00:00	16:49:42	1
0	ACT Institution D Internal Use Only	1610	WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking	8	1	9:53:03	-1:33:08	0:18:17	0:00:00	0:00:02	10:01:21	0
1	ACT Institution D Internal Use Only	1790	WorkKeys Curriculum Workplace Documents Levels 1â€¢2	8	1	48:20:27	0:00:29	0:00:00	0:05:10	0:00:00	48:14:40	1
2												

REAL-TIME: Quiz Reports

Users can run real-time in-app downloadable reports on student performance on all attempts on all quizzes in all courses to which the student has access. The user can run a single report that contains the results for just the most recent attempt on every quiz from every course that the student has taken, or the user may run a report that includes all attempts on every quiz which is a new functionality.

1. From the Reporting Dashboard, under Real-Time select **Quiz Reports**. Users with the role of instructor, institution supervisor, district supervisor, or organization supervisor will see a listing of quizzes taken by students within their institution, district, or organization respectively. Information displayed on screen includes:

Student Name: student's name

Student Email: student's email address

Course Name: name of the course

Quiz Name: name of the quiz

Date: date the quiz was taken

Attempt: the attempt number if the student has taken the quiz multiple times

Quiz Score: pass/fail is displayed for level and topic quizzes, predicted level is displayed for placement quizzes, and the field is left blank if the quiz has not been completed

Quiz State: complete or incomplete

% Score: percentage of questions correctly answered on the number of quiz questions answered

Institution: name of the institution student is associated with

Note: Instructors can only view data on students who are in groups in which the instructor is also a member.

Reporting Dashboard

ACT WorkKeys Curriculum

Reporting Dashboard

TOOLS

Assignments
Instructor Resources
Message Center
Student Listing

ANALYTICS

Students
Groups
Institutions

REAL-TIME

Real-Time Reports
Session Detail Reports
Quiz Reports

Quiz Reports Quiz Data Generated Reports

Filters Filtered data Run

Student Name	Student Email	Course Name	Quiz Name	Date	Attempt #	Quiz Score	Quiz State	% Score	Institution
Workplace Observation Student	wostudent@wkc.org	WorkKeys Curriculum Workplace Observation	Placement Quiz 2020-10-28	2020-10-28	1	1	Complete	31	ACT Institution D Internal Use Only
Workplace Observation Student	wostudent@wkc.org	WorkKeys Curriculum Workplace Observation	Level 1 Quiz 2020-10-28	2020-10-28	1	PASS	Complete	100	ACT Institution D Internal Use Only

- To filter the data, select **Filters**. Options include student name, course name, institution name, group name, a date range, and/or current scores only.
- From the drop-down menu select **All data** to generate a report for all quiz data for students to which the user has access or select **Filtered data** to generate a report based on the filters entered. Then select **Run**.

Filters Filtered data Run

Filtered data
[Select data to generate]
All data
Filtered data

Student Name	Student Email	Course Name	Quiz Name	Date	Attempt #	Quiz Score	Quiz State	% Score	Institution
Workplace Observation Student	wostudent@wkc.org	WorkKeys Curriculum Workplace Observation	Placement Quiz 2020-10-28	2020-10-28	1	1	Complete	31	ACT Institution D Internal Use Only

A message is displayed at the top of the screen indicating that the report is being generated.

Your CSV file is being generated and an in-app message will be sent when it is ready.

Select the mail icon to view the in-app notification which is sent when the report is available.

Notifications Mark All as Read

- Report generated 2021-02-24 15:27:22 UTC is ready for download
12 minutes ago

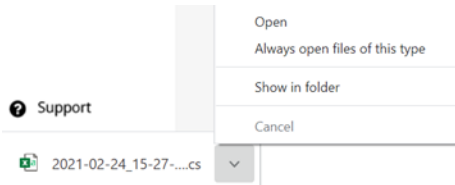
- To access the report, select the **Generated Reports** tab and then select **Download**. Reports are available for 5 days.

Quiz Reports Quiz Data Generated Reports

Reports will remain available for download for 5 days after the generated date.

Report Name	Date Generated	Institution Name	Action
2021-02-24_15-27-21_exam_results_report_user_id_3808002_sort_by_course_name_sort_order_desc_date_range_all_records_through_20210224	2021-02-24	All available user institutions	Download

- Either select the File name or select the arrow and then select **Open**.



The report opens as a CSV file which can be saved to the user's desktop. The report includes the student name, student email address, course name, name of the quiz, date the quiz was taken, quiz attempt number, quiz score, quiz state, percentage of correctly answered questions on the quiz, and the name of the institution.

	A	B	C	D
1	student_name	student_email	course_name	exam_name
2	Example Student 2	student2@vkc.org	WorkKeys Curriculum Applied Math Levels 3&C~7	Placement Quiz
3	Example Student 2	student2@vkc.org	WorkKeys Curriculum Applied Math Levels 3&C~7	Level 3 Quiz
4	Example Student 2	student2@vkc.org	WorkKeys Curriculum Applied Math Levels 3&C~7	Level 4 Quiz
5	Example Student 2	student2@vkc.org	WorkKeys Curriculum Workplace Documents Levels 3&C~7	Placement Quiz
6	Example Student 2	student2@vkc.org	WorkKeys Curriculum Workplace Documents Levels 3&C~7	Level 4 Quiz
7	Example Student 2	student2@vkc.org	WorkKeys Curriculum Workplace Documents Levels 3&C~7	Level 5 Quiz

	D	E	F	G	H	I	J
exam_name	date	attempt #	exam_score	exam_state	pct_score	institution	
Placement Quiz	2017-08-20 11:56:34 UTC	1	3	Complete	25	ACT Institution D Internal Use Only	
Level 3 Quiz	2017-08-20 11:59:46 UTC	1	PASS	Complete	100	ACT Institution D Internal Use Only	
Level 4 Quiz	2017-08-20 12:01:37 UTC	1	FAIL	Complete	60	ACT Institution D Internal Use Only	
Placement Quiz	2017-08-20 14:41:34 UTC	1	4	Complete	43.75	ACT Institution D Internal Use Only	
Level 4 Quiz	2017-08-20 14:43:05 UTC	1	PASS	Complete	80	ACT Institution D Internal Use Only	
Level 5 Quiz	2017-08-20 14:43:55 UTC	1	PASS	Complete	80	ACT Institution D Internal Use Only	

Frequently Asked Questions

This section covers additional questions on the usage of ACT WorkKeys Curriculum.

Can I add the role of instructor to an existing account with the role of institution admin and/or institution supervisor?

No, but you can add the institution admin role and/or institution supervisor role to an existing instructor account. You can use the Contact ACT WorkKeys Curriculum Support form (<https://workkeyscurriculum.act.org/admin-support>) to request that ACT staff add the role on instructor to an existing accounts with the role of institution admin and/or institution supervisor.

My institution is not receiving ACT WorkKeys Curriculum emails. What should I do?

If a specific institution does not receive ACT WorkKeys Curriculum emails, it is likely due to an email firewall. Multiple addresses at the same institution receiving the same email (e.g., the activation email) can appear to be suspicious to email servers.

To ensure that institutions receive emails from ACT WorkKeys Curriculum (via BenchPrep) without problems, please instruct the IT team to whitelist email domains and IP addresses used by ACT WorkKeys Curriculum. For a complete list, see [“Email Firewall Settings,”](#) page 41.

A student or instructor can't log in. What do I do?

Ensure that you have added them using the Institution Admin dashboard, that their email address is correct, and that they are using the correct password you gave to them.

I tried to upload multiple users through a CSV file, but it didn't work. What can I do?

The most common issue that institution admins run into when uploading a CSV file for multiple students or instructors is that they fail to format it properly. ACT WorkKeys Curriculum will send an email noting errors with the file. If you have a problem, take these quick steps to correct the most common issues.

- **Verify headers:** Ensure that the headers are listed exactly as instructed, i.e., email, name, and password.
- **Simplify data:** Any other additional information (school name, group #, etc.) should not be included.
- **Limit data:** There is a limit of 999 accounts per each CSV file upload.

Can I move a student from one group to another?

Yes. Students and even instructors can be moved around by selecting **Manage** on a group's Details page, accessed from the Institution Admin dashboard. Students and instructors can also be part of multiple groups; there is no limit to the number they can be in.

Does it matter which browser I use? What about my students?

We recommend Google Chrome for all users of ACT WorkKeys Curriculum. However, Safari, and Firefox are supported as well.

If you have other questions, please contact ACT Customer Support at workkeyscurriculum@act.org or call us at 877.842.6205.

Can I add existing users to a new license?

Yes. Existing students and/or instructors can be added to a new license. Detailed instructions are available by logging in as the institution admin, selecting the **Support** icon, and then, from the **Need Help?** menu, select **How do I add existing users to a new license?**

How do I give existing students or instructors access to more courses?

There are two methods an institution admin can use to add one or more new courses to an existing user's account.

- For multiple users, use a bulk CSV file upload. For detailed instructions, see "[Adding Course\(s\) to Existing Student or Instructor Accounts in Bulk via CSV File Upload,](#)" page 59.
- For single users, select **Assign License** in each student's individual page. For detailed instructions, see "[Assign License to a Single Instructor or Student,](#)" page 61.

My student wants to retake a quiz but does not see Reset Quiz. What should I do?

You need to increase the additional reset value. For detailed instructions see "[Reporting Dashboard Tools: Student Listing \(Quiz Resets\),](#)" page 89.

Appendix A: ACT WorkKeys Curriculum Course Outlines

Applied Math Levels 3-7

Level 3

Introduction
Using Addition in the Workplace
Using Subtraction in the Workplace
Adding & Subtracting Negative Numbers in the Workplace
Multiplying in the Workplace
Dividing in the Workplace
Using Fractions in the Workplace
Converting Units in the Workplace

Level 4

Introduction
Using Fractions and Decimals
Multiplying Mixed and Whole Numbers
Using Rates, Ratios & Proportions
Calculating Averages in the Workplace

Level 5

Introduction
Fractions with Unlike Denominators
Calculating Percentages
Converting Units
Finding Geometric Measurements

Level 6

Introduction
Calculating Rates
Calculating Percentage Change
Converting Units
Geometric Calculations
Finding Mistakes & Deals

Level 7

Introduction
Advanced Ratios, Rates, and Proportions
Complex Geometric Measurements
Converting Units of Measurement
Applied Mathematical Reasoning
Basic Statistical Concepts

Graphic Literacy Levels 3-7

Level 3

Introduction
Finding Information in Tables
Reading Simple Charts & Graphs
Reading and Using Forms
Simple Gauges
Reading Simple Flowcharts

Level 4

Introduction
Understanding Tables
Interpreting Charts & Graphs
Understanding Dashboards
Identifying Trends

Level 5

Introduction
Scatter Plots
Combination Charts & Graphs with a Secondary Y-Axis
Complex Diagrams
Choosing Effective and Accurate Graphics
Real-World Decisions with Graphics

Level 6

Introduction
Interpreting Graphics with a Secondary Y-Axis
Uncommon Charts & Graphs
Real-World Decisions with Graphics
Interpreting & Comparing Trends

Level 7

Introduction
Making Decisions with Complex Maps & Diagrams
Analyzing Financial Data in Graphs
Interpreting Trends & Making Predictions

Workplace Documents Levels 3-7

Level 3

Introduction
Reading Emails, Memos, and Policies
Finding the Main Idea in a Text
Identifying Key Details
Following Instructions

Level 4

Introduction
Identifying the Main Idea & Key Details
Following Instructions
Learning New Vocabulary from Context

Level 5

Introduction
Using Documents to Make Decisions
Acronyms, Jargon, & Technical Terms
Reading Contracts & Legal Documents

Level 6

Introduction
Understanding the Reasoning & Principles Behind a Text
Inferring Details & Reading Between the Lines
Unfamiliar Jargon & Technical Terms

Level 7

Introduction
Defining Jargon & Other Difficult Words
Inferring the Principles Behind a Policy or Regulation
Drawing Conclusions & Making Decisions from Incomplete Information

Spanish Applied Math Levels 3-7

Nivel 3

Introducción

Usar la suma en el lugar de trabajo

Usar la resta en el lugar de trabajo

Sumar y restar números negativos en el lugar de trabajo

Multiplicar en el lugar de trabajo

Dividir en el lugar de trabajo

Usar fracciones en el lugar de trabajo

Convertir unidades en el lugar de trabajo

Nivel 4

Introducción

Usar fracciones y decimales

Multiplicar números mixtos y enteros

Usar tasas, razones y proporciones

Calcular promedios en el lugar de trabajo

Nivel 5

Introducción

Fracciones con denominadores distintos

Calcular porcentajes

Convertir unidades

Buscar medidas geométricas

Nivel 6

Introducción

Calcular tasas

Calcular el cambio porcentual

Convertir unidades

Cálculos geométricos

Buscar opciones convenientes y errores

Nivel 7

Introducción

Razones, tasas y proporciones avanzadas

Medidas geométricas complejas

Convertir unidades de medida

Razonamiento matemático aplicado

Conceptos estadísticos básicos

Spanish Graphic Literacy Levels 3-7

Nivel 3

Introducción

Hallar información en tablas Leer

gráficos y cuadros sencillos

Leer y usar formularios

Leer medidores sencillos

Leer diagramas de flujo sencillos

Nivel 4

Introducción

Comprender tablas

Interpretar cuadros y gráficos

Comprender tableros

Identificar tendencias

Nivel 5

Introducción

Diagramas de dispersión

Gráficos combinados y gráficos con un eje Y secundario

Diagramas complejos

Elegir gráficos precisos y efectivos

Decisiones en el mundo real usando gráficos

Nivel 6

Introducción

Interpretar gráficos con un eje Y secundario

Cuadros y gráficos poco comunes

Decisiones en el mundo real usando gráficos

Interpretar y comparar tendencias

Nivel 7

Introducción

Tomar decisiones con diagramas y mapas complejos

Análisis de datos financieros en gráficos

Interpretar tendencias y realizar predicciones

Spanish Workplace Documents Levels 3-7

Nivel 3

Introducción

Leer correos electrónicos, memorándums y políticas

Identificar la idea principal de un texto

Identificar datos clave

Seguir instrucciones

Nivel 4

Introducción

Identificar la idea principal y los datos clave

Seguir instrucciones

Aprender vocabulario nuevo a partir del contexto

Nivel 5

Introducción

Usar documentos para tomar decisiones

Siglas, jerga y términos técnicos

Leer contratos y documentos legales

Nivel 6

Introducción

Comprender el razonamiento y los principios sobre los que se sustenta un texto

Deducir datos y leer entre líneas

Jerga desconocida y términos técnicos

Nivel 7

Introducción

Definir jerga y otras palabras difíciles

Deducir los principios sobre los que se sustenta una política o norma

Sacar conclusiones y tomar

decisiones a partir de información

incompleta

Applied Math Levels 1-2

Level 1

Counting
Numbers & Sequences
Addition
Subtraction
Multiplication
Division

Level 2

Word Problems
Money
Time
Measurement
Fractions, Percentages & Decimals

Graphic Literacy Levels 1-2

Level 1

Introduction
Graph Words
Graph Symbols
Putting Things in Order
Basic Graphs
Following Directions
Reading Graphs

Level 2

Introduction
Order of Graphs
Types of Graphs
Tools Using in Graphs
Creating Graphs
Using Different Graphs
Purpose of Graphs

Workplace Documents Levels 1-2

Level 1

Introduction
Visual Comprehension
Sequencing Skills
Alphabetical Ordering
Spelling
Building Vocabulary

Level 2

Introduction
Identifying Sentence Parts-Nouns
Identifying Sentence Parts-Verbs
Word Forms
Following Directions & Instructions
Common Abbreviations
Personal Information
Text Comprehension

Applied Technology- Problem Solving

What is Problem Solving?
Problem Solving Methods
Compartmentalizing
Common Concepts
Other Problem Solving Models

Applied Technology- Electricity

Level 3

Introduction
Voltage & Current
Resistors
Circuits & Switches
Capacitors
Inductors
Series & Parallel Circuits
Circuit Breakers
Multimeters
Troubleshooting Exercises

Level 4

Introduction
Magnets & Electricity
Alternating & 3 Phase Current
Transformers
Motors & Generators
Ohm's Law
Grounding & CFCI's
Lighting Types
Relays & Solenoids
Troubleshooting Exercises

Level 5

Introduction
Digital Circuits
Printers
Photocopying
Computers
Information Storage Devices
Troubleshooting Exercises

Level 6

Introduction
Thermocouples & Thermostats
Analog / Digital Converters
Electronic Scales
Light Sensors & Emitters
Solar Cells
Troubleshooting Exercises

Applied Technology- Mechanics

Level 3

Introduction
Force & Pressure
Friction & Inertia
Planes & Levers
Torque & Gears
Wheels & Pulleys
Springs & Stored Energy
Troubleshooting Exercises

Level 4

Introduction
Screws
Acceleration
Rotation
Center of Gravity
Troubleshooting Exercises

Level 5

Introduction
Bearings
Lubrication
Conveyors
Sound & Vibration
Troubleshooting Exercises

Level 6

Introduction
Gas Engines
Alternative Power
Hybrid Engines
Troubleshooting Exercises

Applied Technology- Fluid Dynamics

Level 3

Introduction
Pressure & Flow
Flotation
Pipes & Valves
Pumps
Troubleshooting Exercises

Level 4

Introduction
Gases & Pressure
Vacuum
Compression Heating
Troubleshooting Exercises

Level 5

Introduction
Piping Problems
Flow Measurement Devices
Mixing & Turbulence
Troubleshooting Exercises

Level 6

Introduction
Hydraulic Cylinders
Piping Systems
Troubleshooting Exercises

Applied Technology- Thermodynamics

Level 3

Introduction
Temperature & Heat
Conduction
Thermal Expansion
Convection
Radiation
Troubleshooting Exercises

Level 4

Introduction
Melting & Freezing
Evaporation & Condensation
Boiling
Refrigeration
Troubleshooting Exercises

Level 5

Introduction
Heat & Exchangers
Ovens & Furnaces
Boilers
Troubleshooting Exercises

Level 6

Introduction
Cooling Towers
Solar Heating Systems
Troubleshooting Exercises

Business Writing

Introduction

Level 1

Overview
Sentence Structure
Nouns
Verbs
Punctuation
Spelling
Developing Ideas
Organizing Ideas
Writing Exercises
Practice Problems

Level 2

Overview
Sentence Structure
Describing Words
Punctuation & Spelling
Organization
Proofreading
Writing Practice
Developing Ideas
Writing Strategy & Outlining
Writing Exercises
Practice Problems

Level 3

Overview
Sentence Structure
Nouns & Verbs
Punctuation
Organization
Developing Ideas
Organizing Ideas
Writing Exercises
Practice Problems

Level 4

Overview
Grammar & Punctuation
Vocabulary
Organization
Developing Ideas
Organizing Ideas
Writing Style
Writing Exercises
Practice Problems

Level 5

Overview
Sentence Structure
Parts of Speech Building Blocks
Parts of Speech Describing Words
Punctuation & Capitalization
Organization
Proofreading
Persuasive Writing I
Persuasive Writing II
Writing Exercises
Practice Problems

Workplace Observation

Level 1

Introduction
Preparing to Observe
Recognizing Main Ideas
Memory & Visualization
Procedure Steps

Level 2

Introduction
Paying Attention to Details
Memory Skills
Sequencing Skills
Conditions in Procedures
Workplace Observation Exercises

Level 3

Introduction
Interpreting What You Observe
Details & Differences
Multiple Conditions
Memory Skills
Workplace Observation Exercises

Level 4

Introduction
Underlying Principles
Cause-Effect Relationships
Complex Procedures
Drawing Conclusions
Workplace Observation Exercises

Level 5

Introduction
Details, Differences, & Distractions
Evaluating Processes
Predicting Outcomes
Workplace Observation Exercises

ESSENTIAL SKILLS COURSES

Customer Service

Customer Service

Customer Service Basics
Serving Customers in Person
Serving Customers Online
Handling & Resolving Complaints
Dealing with Difficult Customers
Service Excellence

Working in Teams

Teamwork Part 1

Introduction
Team Membership
Team Mission & Goals
Building Team Relationships
Participating in Team Meetings
Effective Communication 1
Exercises

Teamwork Part 2

Introduction
Effective Communication 2
Team Types
Problem Solving & Decision Making
Managing Team Conflict
Exercises

Interpersonal and Business Communications

Business Communications

Effective Business Communications
Email & Phone Communications
Participating in Meetings
Internet & Social Media
Problem Solving & Negotiation
Making Effective Presentations
Communicating Across Cultures

Interpersonal Communications

The Communication Process
Presenting Yourself to Others
Active Listening
Nonverbal Communication
Communication Barriers
Handling Conflict

Problem Solving and Critical Thinking

Problem Solving and Critical Thinking

What is Problem Solving?
Thinking Critically
Problem Solving Strategies
Problem Solving Process
Negotiating to Solve Problems

Work Discipline

Time Management

Introduction
Organizing & Planning
Setting & Managing Priorities
Overcoming Procrastination
Managing Tasks & Projects

Self-Management

Introduction
Setting & Achieving Goals
Balancing Work & Personal Responsibilities
Managing Emotions & Behaviors
Coping with Stress & Change

Employer Expectations

Behavioral Expectations
Personal Presentation
Following Rules & Procedures
Fitting in at Work
Behaving Ethically
Counterproductive Work Behaviors

Job Performance Factors

Introduction
Being Responsible & Dependable
Initiative & Perseverance
Flexibility & Adaptability
Learning & Skill Development

Financial Awareness

Checking and Savings Accounts

Introduction
Checking Account Basics
Managing a Checking Account
Managing a Savings Account
Online Banking

Budgeting

Introduction
Calculating Household Income
Creating a Budget
Managing Your Budget
Spending and Savings

Credit Cards and Loans

Introduction
Credit Basics
Understanding Credit Cards
Understanding Loans
Managing Your Credit
Repairing Your Credit

Insurance

Introduction
Automobile Insurance
Homeowner's/Renters Insurance
Health Insurance
Life Insurance

Financial Planning and Investing

Introduction
Creating a Financial Plan
Understanding Savings Accounts
Investing Basics
Understanding Investment
Savings and Investing for Retirement

Appendix B: Passing Percentages by Course and Quiz

Course ID	Course Name	Quiz Name	Total # of Questions	Passing Rate
1336	Applied Math Level 3-7	Level 3, Level 4, Level 5, Level 6	10	80%
		Level 7	9	77.77%
3764	Spanish Applied Math Level 3-7	Level 3, Level 4, Level 5, Level 6	10	80%
		Level 7	9	77.77%
1412	Graphic Literacy Level 3-7	Level 3, Level 4, Level 5, Level 6	10	80%
		Level 7	8	75%
3766	Spanish Graphic Literacy Level 3-7	Level 3, Level 4, Level 5, Level 6	10	80%
		Level 7	8	75%
1413	Workplace Documents Level 3-7	Level 3, Level 4, Level 5, Level 6	10	80%
		Level 7	8	75%
3767	Spanish Workplace Documents Level 3-7	Level 3, Level 4, Level 5, Level 6	10	80%
		Level 7	8	75%
1451	Business Writing	Level 1, Level 2, Level 3, Level 4, Level 5	10	80%
1452	Workplace Observation	Level 1, Level 2, Level 3, Level 4, Level 5	10	80%
1470	Applied Technology Electricity	Level 3, Level 4, Level 5, Level 6	10	80%
1593	Applied Technology Mechanics	Level 3, Level 4, Level 5, Level 6	10	80%
1592	Applied Technology Fluid Dynamics	Level 3, Level 4, Level 5, Level 6	10	80%
1594	Applied Technology Thermodynamics	Level 3, Level 4, Level 5, Level 6	10	80%
1963	Applied Technology Problem Solving	NA	NA	NA
1788	Applied Math Level 1-2	Level 1 and 2	20	40%
1789	Graphic Literacy Level 1-2	Level 1 and 2	20	40%
1790	Workplace Documents Level 1-2	Level 1 and 2	22	36.36%
1609	Essential Skills Customer Service	Customer Service Final Quiz	23	82.60%
1610	Essential Skills Problem Solving and Critical Thinking	Problem Solving and Critical Thinking Final Quiz	20	80%
1607	Essential Skills Interpersonal and Business Communications:	Business Communications Final Quiz	20	80%
		Interpersonal Communications Final Quiz	20	80%
1608	Essential Skills Work Discipline	Time Management Final Quiz	16	81.25%
		Self-Management Final Quiz	16	81.25%
		Employer Expectations Final Quiz	24	83.33%
		Job Performance Factors Final Quiz	24	83.33%
1606	Essential Skills Working in Teams	Teamwork 1 Final Quiz	20	80%
		Teamwork 2 Final Quiz	21	80.95%
3440	Essential Skills Financial Awareness	Checking and Savings Accounts Final Quiz	16	81.25%
		Budgeting Final Quiz	16	81.25%
		Credit Cards and Loans Final Quiz	16	81.25%
		Insurance Final Quiz	16	81.25%
		Financial Planning and Investing Final Quiz	16	81.25%