



ACT Online Prep (AOP)

Administration Manual

2023



www.act.org

How to Contact ACT

If you have questions, please contact ACT Customer Support at onlineprep.act.org/contact-support or call us at 319.337.1429.

ACT's normal office hours are 8:30 a.m.–5:00 p.m., Monday through Friday (except ACT Holidays).

Note: All hours of operation are central time and subject to change at ACT's discretion.

Contents

How to Contact ACT	b	Administrative Dashboard Menu	15
Introduction	1	State Test Coordinator View	16
Your Access to ACT Online Prep	3	Your Landing Page—Administrative Dashboard	16
Ordering Student Licenses	3	Creating Students, Instructors, and Admins	18
Account Activation and Roles	3	Important Note on User Passwords	18
Views According to Role	4	Important Note on Email Addresses	19
Availability	4	Creating Accounts Individually—Student and Instructor	19
General Account Features	5	Creating Accounts Individually—Admin	21
Logging In	5	Creating Accounts in Bulk—Student and Instructor	22
Using the User Menu	5	Creating Accounts for Students without an Email Address	24
Instructor View	8	Distributing Login Credentials to Students	25
Your Landing Page—Administrative Dashboard	8	Managing Existing User Accounts	26
User Menu Dashboard	9	Creating Groups	27
Administrative Dashboard Menu	9	Creating Groups Individually	27
School Test Coordinator View	10	Creating Groups in Bulk	30
User Menu Dashboards	10	Creating Assignments for Students	33
Your Landing Page—School Admin Dashboard	11	Creating a New Assignment	33
School Admin Dashboard Menu	11	Managing an Existing Assignment	35
Administrative Dashboard Menu	12	Reviewing Performance Data on Assignments	36
District Test Coordinator View	13	Impersonating a Student	37
User Menu Dashboards	13	Message Center	38
Your Landing Page—District Admin Dashboard	14	Banner Message	38
District Admin Dashboard Menu	14		

In-App Message	38	Study Plan Navigation Menu	67
Student Listing	40	My Stats	69
Student Reports	41	Practice Questions	69
Individual Student Reports	42	Practice Tests	70
Reporting: Real-Time	45	Writing Tests	72
Real-Time Reports	45	Writing Prompt Scores	73
Session Detail Reports	48	Lessons	74
Individual Sessions	50	Flashcards	74
Student Session Aggregate Report	51	Game Center	75
Course Session Aggregate Report	52	Discussions	76
Test Reports	53	Search	76
Group, School, and District Reports	57	Additional Features	76
Group Reports	57	Frequently Asked Questions	77
School Reports	62	Appendix A: Email Template	78
District Reports	64	Appendix B: Study Plan Course Outline with Estimated Times of Completion	79
Student Experience	66		

Introduction

ACT Online Prep, which is often referred to as AOP, is a web-based test preparation program provided by ACT. It is designed to be easy for students to access and use. ACT Online Prep provides students with an interactive test preparation experience that is available anytime via the internet.

The program includes two full-length ACT practice tests, four short subject tests (English, math, reading, and science), two sample Writing prompts, lessons, practice questions, flashcards, and games based on flashcard content. Lessons provide comprehensive review of English, math, reading, and science content covered in the ACT test. Additional lessons include information on the ACT test, test-taking strategies, preparing for test day, and what to expect on test day. There are over 2,500 practice questions with feedback and solutions. Student-reported confidence levels, bookmarks, and notes allow students to mark content for further review. Upon account creation students have access to all the AOP content. Optionally, instructors and school test coordinators may create assignments composed of lessons, sets of practice questions, and tests to focus students on specific concepts.

The course was reorganized in August 2019 after feedback showed that users found it overwhelming to work through the content one subject at a time. These changes were designed to improve the student experience and create a prescribed path for students to follow.

ACT Online Prep course content is organized into 16 Study Plan Steps, starting with the most-tested (foundational) materials on the ACT test and ending with the least-tested (advanced) materials on the ACT test. Each Study Plan Step includes lessons and practice question sets for each of the four subject areas: English, math, reading, and science. Students can work through the entire course by simply following the study plan steps. After an introduction to the platform and course, Study Plan Step 1 has students take the four short subject tests.

Optionally students can use the Study Schedule, which is available by selecting Support in the lower left of their screen, to guide them through the course. Students calculate a Composite score based on the results of the four short subject tests. Based on both the Composite score and the students' available time to study (1 week, 2 weeks, 1 month, 2 months, or 4 months), the Study Schedule guides students to do either a quick review or an in-depth study of the tasks associated with each step

This manual is intended to help staff at the school, district, and state levels navigate through the ACT Online Prep platform. Depending on your level of access to the platform, this manual will help you to:

- Create student, instructor, school test coordinator and/or school supervisor accounts
- Create groups
- Assign tasks to students
- View the activity or performance statistics of an individual student or a group of students
- View performance statistics for a student population at a school, district, or state
- Export student or group performance data
- Export school, district, or state performance data

The following sections will walk you through how to use ACT Online Prep as a teacher (instructor), school test coordinator, district test coordinator, or state coordinator.

As part of your administrative access, you will be able to monitor student usage of test preparation materials and their progress through the course. A student's strengths and weaknesses can be identified by viewing either their individual answers or their overall scores from short tests and full-length practice exams alongside the questions' difficulty ratings. Student-marked confidence levels can also provide insight into a student's particular areas of concern.

You should also visit the ACT Online Prep (AOP) Training Toolkit (success.act.org/s/article/ACT-Online-Prep-Training-Toolkit) to access support materials, including this manual and short training videos by topic. *The ACT Online Prep Educator Guide* provides ways to incorporate the use of AOP within the classroom.

Your Access to ACT Online Prep

Access to ACT Online Prep is initiated when a school, district, or state purchases student licenses from ACT.

Ordering Student Licenses

Schools and districts can order student licenses by downloading the ACT Online Prep order form (<http://www.act.org/content/dam/act/unsecured/documents/ACTOnlinePrepOrderForm.pdf>), then emailing the completed document to customerservice@onlineprep.act.org.

Student License Count

After purchase, each school is given a “license count,” i.e., a fixed number of ACT Online Prep licenses that can be distributed to students at the school. The total license count is determined according to the information either provided on the order form (for school and district purchases) or collected from the state department of education (for statewide purchases). A count of student licenses (seats) that have been redeemed can be viewed by a School or District Test Coordinator from the Contracts section of their Admin Dashboard (see “Contracts and License Tracking,” page 11, for further information).

Account Activation and Roles

The person identified on the order form as “site administrator” for a school is granted access to ACT Online Prep as the main contact for the organization and assigned the **School Test Coordinator** role. An email containing a link and instructions for account activation is sent to the site administrator once ACT has processed the order.

Note: Activation emails are sent from onlineprep.act.org. To ensure that you receive all important email messages regarding ACT Online Prep, please check your spam or junk folders and whitelist the following sites and IP addresses:

- [@onlineprep.act.org](mailto:onlineprep.act.org)
- 169.45.70.120/29
- 169.45.109.192/28
- 169.47.238.0/29
- [@act.org](mailto:act.org)
- 169.45.73.48/29
- 169.45.126.160/29
- 169.48.163.240/29
- 108.168.255.219/32
- 169.45.82.232/29
- 169.46.45.16/28
- 169.48.166.48/29
- 169.44.156.176/29
- 169.45.86.40/29
- 169.46.66.80/28
- 169.62.82.40/29
- 169.45.68.80/28
- 169.45.87.192/27
- 169.46.120.24/29
- 169.63.216.192/27

Teachers in a school setting must have an account with the **Instructor** role set up by a School or District Test Coordinator before they can access ACT Online Prep. This process is covered in “Creating Students, Instructors, and Admins,” page 18.

District and state officials may also be given access to ACT Online Prep as part of a state or district’s agreement with ACT. They are assigned the **District Test Coordinator** or **State Test Coordinator** role.

Views According to Role

Your “view” within the ACT Online Prep platform—i.e., the tasks you are able to perform and the reports you are able to review—will vary depending on your assigned user role. This is illustrated in the table below:

Function	Student	Instructor	School Test Coordinator	School Supervisor	District Test Coordinator	District Supervisor	State Test Coordinator
Take the AOP course	×						
Create Student Accounts			×		×		
Create Instructor Accounts			×		×		
Create School Test Coordinator/School Supervisor Accounts			×		×		
Impersonate a Student		×*	×	×	×	×	×
Create Assignments for Student		×*		×			
View/Export Student Reports		×*		×		×	×
View/Export Group Reports		×*		×		×	×
View/Export School Reports				×		×	×
View/Export District Reports						×	×

**Instructors only have access to data for students who are in groups in which the instructor is a member*

Important: School Test Coordinators and District Test Coordinators are usually assigned the corresponding supervisor role. This role assignment bridges the functions available in each of these roles under a single account.

Availability

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 (Chrome is preferred, but Safari, Firefox, and Edge are supported).

General Account Features

Logging In

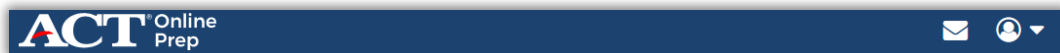
Visit <https://onlineprep.act.org/login> to log into the ACT Online Prep platform. Your account username is the email address associated with ACT Online Prep. If you've forgotten your password, select the Reset Password link on the login screen, enter your email address, and follow the instructions within the email sent by noreply@onlineprep.act.org.


Note: If you do not see this email, please check your spam or junk folders.

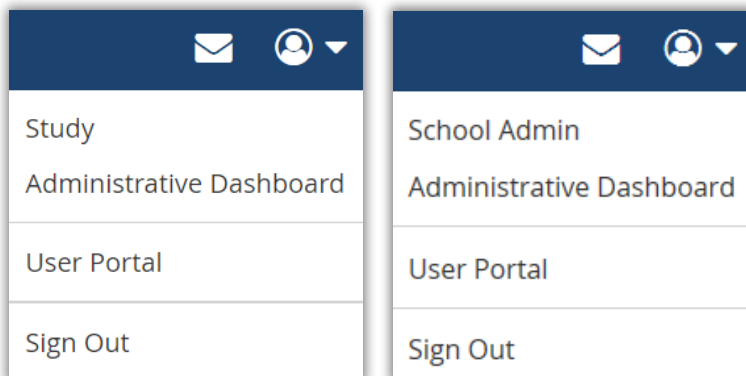
If your access was established using a non-active (mock/faux) email address, please see your site administrator to have your password reset.

Using the User Menu

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



The “profile” icon  on the right side of this header provides access to your user menu. This menu contains links to your personal User Portal, your dashboards (according to role), and the means to sign out of ACT Online Prep. Here are example user menus for an Instructor (left) and a School Test Coordinator (right):



User Portal

The user portal is comprised of four 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.

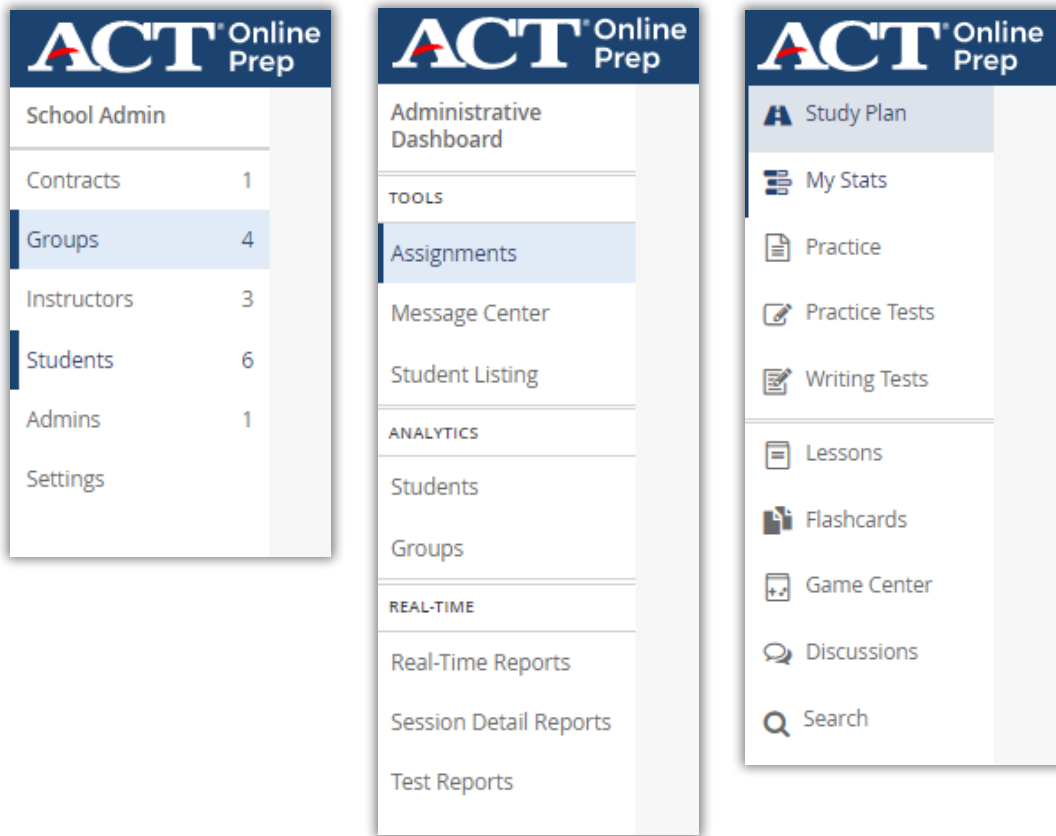
The screenshot shows the 'User Profile' page. On the left is a sidebar with 'User Profile' highlighted. The main content area is titled 'User Profile' and contains a 'Personal Information' section. It includes a profile picture placeholder with a 'Choose File' button, a note about photo requirements, and input fields for Name (Instructor PLM10), Email (plm10teach@aop.org), and Shared Email. Below this is a 'Password' section with fields for Current Password, New Password, and Confirm New Password. A 'Save' button is at the bottom.

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 school account, and group(s) in which the account has membership.
- **Email Settings** allows students to opt out of discussion email notifications.

Dashboards

All users interact with ACT Online Prep by means of three types of role-based dashboards:



1. The School or District **Admin** Dashboard is used by School and District Test Coordinators to create and manage accounts (student, instructor, and/or admin) and groups of accounts, as well as view contract information and set the default test reset limit.
2. The **Administrative** Dashboard is broken into three sections:
 - a. **TOOLS:** Instructors and School Test Coordinators can create assignments—selected lessons, practice questions, and/or tests—for student(s) or group(s). Instructors and school test coordinators can also create banner and in app messages for their students and/or groups. Instructors and school test coordinators can grant additional attempts on tests on a per student basis.
 - b. **ANALYTICS:** Non-student users can view reports for students, groups, schools, and/or districts based on their assigned access role.
Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.
 - c. **REAL-TIME:** Non-student users can view real-time reports of students' practice question or test performance. Instructors and school test coordinators can see assignment performance data Reporting data on individual or aggregate student sessions in the platform is also available.
3. The **Student** dashboard is used by students to interact with the platform, navigate through the course content, and monitor their progress.

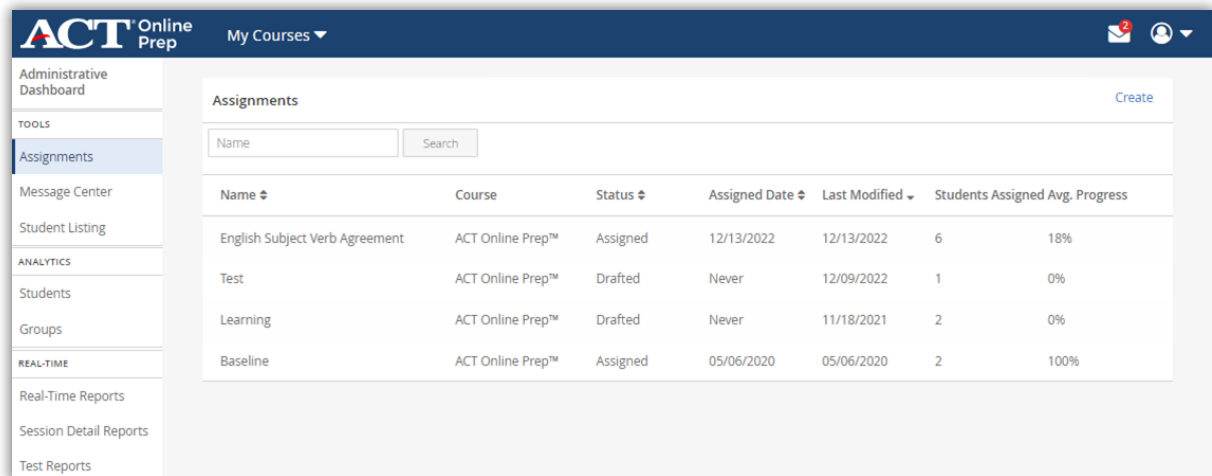
Instructor View

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.

Note: Instructors will not be able to see any data until students, instructors, and groups are set up in the program by the School or District Test Coordinator. Instructors are also unable to alter which student or instructor accounts belong in their group(s). See “Creating Students, Instructors, and Admins,” page 18, and “Creating Groups,” page 27, for information about these processes.

Your Landing Page—Administrative Dashboard


When you log in as an Instructor, your landing page is the Administrative Dashboard. Using the navigation menu on the left, you can view information on any students in the group(s) to which you are also assigned. Detailed information on all available reports can be found starting on page 41.



The screenshot displays the ACT Online Prep Administrative Dashboard. The top navigation bar includes the ACT Online Prep logo, a "My Courses" dropdown menu, and notification icons. The left sidebar contains a navigation menu with categories: Administrative Dashboard, TOOLS (Assignments, Message Center, Student Listing), ANALYTICS (Students, Groups), and REAL-TIME (Real-Time Reports, Session Detail Reports, Test Reports). The main content area is titled "Assignments" and features a "Create" button and a search bar. Below the search bar is a table listing assignments with columns for Name, Course, Status, Assigned Date, Last Modified, Students Assigned, and Avg. Progress.

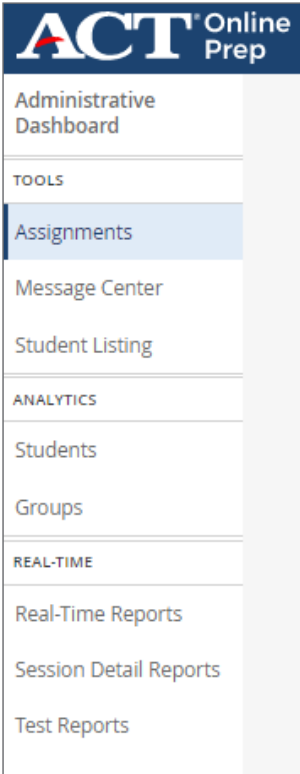
Name	Course	Status	Assigned Date	Last Modified	Students Assigned	Avg. Progress
English Subject Verb Agreement	ACT Online Prep™	Assigned	12/13/2022	12/13/2022	6	18%
Test	ACT Online Prep™	Drafted	Never	12/09/2022	1	0%
Learning	ACT Online Prep™	Drafted	Never	11/18/2021	2	0%
Baseline	ACT Online Prep™	Assigned	05/06/2020	05/06/2020	2	100%

User Menu Dashboard

The profile icon menu  for the Instructor view offers the following option:

Dashboard	Role	Function
Administrative Dashboard	Instructor	<ul style="list-style-type: none"> • Create assignments; create banner and in app messages; access student and group reports views; grant additional attempts on tests

Administrative Dashboard Menu

	Selecting...	Allows you to...
	Assignments	<ul style="list-style-type: none"> • Create assignments composed of selected tasks (lessons, practice questions, and/or tests) for students and/or groups in which the instructor is also a member; and monitor progress on those assignments.
	Message Center	<ul style="list-style-type: none"> • Create banner and in app messages for students and/or groups in which the instructor is also a member.
	Student Listing	<ul style="list-style-type: none"> • Grant additional attempts on tests on a per student basis.
	Students	<ul style="list-style-type: none"> • View all students in groups in which the instructor is also a member. View and export individual student usage data.
	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.
	Real-Time Reports	<ul style="list-style-type: none"> • View and export real-time student performance data on practice questions, the short subject tests, practice exams, and quizzes for students of 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 time spent data for students using the program.
	Test Reports	<ul style="list-style-type: none"> • View and export data on all attempts on student performance on the two full-length practice exams, the four short subject tests, and the two additional quizzes.

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

School Test Coordinator View

A user with the School Test Coordinator role can perform account administrative tasks, such as individually creating or bulk uploading new accounts, performing maintenance on other accounts in the school, and assigning students and/or instructors to groups.


Note: Instructors and students cannot access ACT Online Prep until they have been loaded onto the platform.

Although it is not mandatory to assign students to groups, you will get more benefit out of the program if you do so; it's through group assignments that you are able to create links between student and instructor accounts. It is a good idea to assign each student to at least one group (e.g., "Mr. Smith's Home Room"), though assigning to multiple groups also has benefits, especially for single-subject teachers (e.g., "11th Grade English Honors").

If a user with the School Test Coordinator role is also assigned the School Supervisor role, their user menu will allow access to data, via the Administrative Dashboard.

Note: The School Supervisor role is co-assigned to the site administrator's School Test Coordinator account by default. However, additional admin accounts may be created with only one of these two roles assigned. See "Creating Accounts Individually—Admin," page 21, for more information on the assignment of these roles.

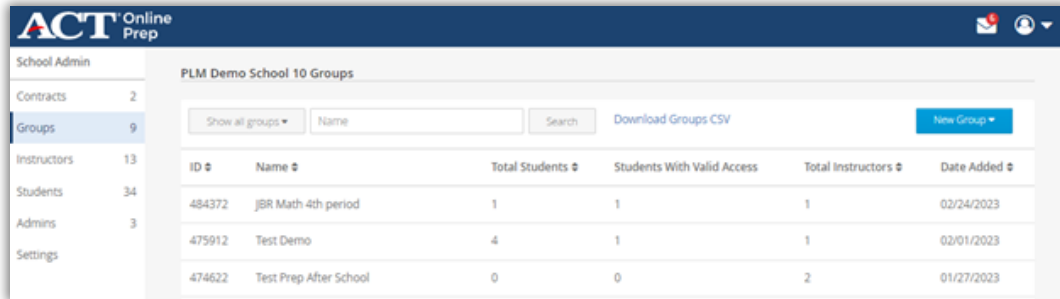
User Menu Dashboards

The profile icon menu  for the School Test Coordinator view offers the following options:

Dashboard	Role	Function
School Admin	School Test Coordinator	• Manage user accounts and groups; impersonate a student; set the default number of test resets
Administrative Dashboard	School Supervisor	• Create assignments; create banner and in app messages; grant additional attempts on tests on a per student basis; access student, group, and school reports views

Your Landing Page—School Admin Dashboard

When you log in as the School Test Coordinator, your landing page is the School Admin Dashboard. Using the navigation menu on the left, you can review your contracts and manage groups, students, instructors, and other school test coordinators. School Test Coordinators also have the ability to set the number of times a student can retake a test or quiz.



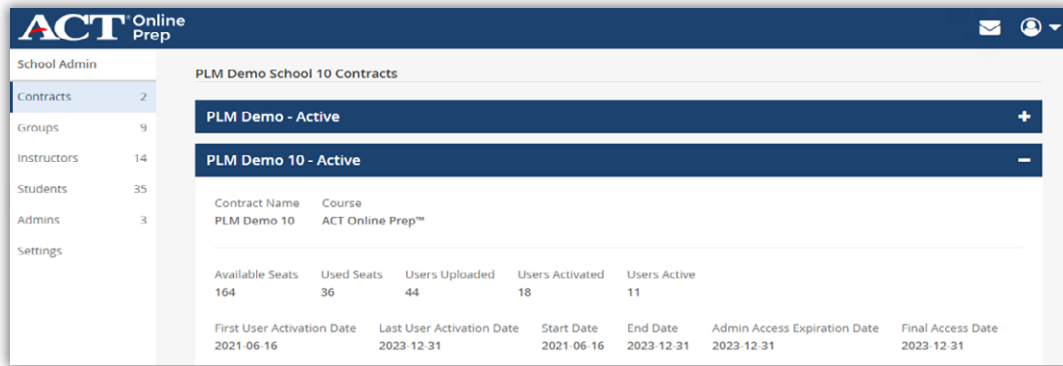
School Admin Dashboard Menu

The various administrative functions of the School Admin Dashboard menu are shown below:

	Selecting...	Allows you to...
	Contracts	<ul style="list-style-type: none"> Track licenses
	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	<ul style="list-style-type: none"> Create and manage instructor accounts individually or in bulk via spreadsheet upload (*.csv)
	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 school test coordinator and/or school supervisor
	Settings	<ul style="list-style-type: none"> Set the default number of test resets

Contracts and License Tracking

The Contracts tab includes information on both active and expired contracts associated with the school. For each contract, the number of available seats, used seats, users uploaded, users activated (logged in), and users active (have performed a task) is indicated. The first and last user activation dates indicate the date range in which a student can be loaded under the contract. The start and end date indicate the contract duration, and the admin access expiration date is the last date school staff will have access to the ACT Online Prep platform under an active contract.



Notes:

- Student licenses are redeemed when students are loaded onto the platform.
- While creating accounts, if you see an error message related to the number of student licenses redeemed, please contact support at onlineprep.act.org/contact-support.

Administrative Dashboard Menu

	Selecting...	Allows you to...
<p>Administrative Dashboard</p> <p>TOOLS</p> <ul style="list-style-type: none"> Assignments Message Center Student Listing <p>ANALYTICS</p> <ul style="list-style-type: none"> Students Groups Schools <p>REAL-TIME</p> <ul style="list-style-type: none"> Real-Time Reports Session Detail Reports Test Reports 	Assignments	• Create assignments composed of selected tasks (lessons, practice questions, and/or tests) for students and/or groups; and monitor progress on those assignments.
	Message Center	• Create banner and in app messages for students and/or groups in the school.
	Student Listing	• Grant additional attempts on tests on a per student basis
	Students	• View all students loaded onto the platform within the school. View and export individual student usage data.
	Groups	• View and export data at the group level.
	Schools	• View and export data at the school level.
	Real-Time Reports	• View and export real-time student performance data on practice questions, the short subject tests, practice exams, and quizzes. Monitor student performance on assignments.
	Session Detail Reports	• View and export time spent data for students using the program.
	Test Reports	• View and export data on all attempts on student performance on the two full-length practice exams, the four short subject tests, and the two additional quizzes.

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

District Test Coordinator View

On a level of access above the school, District Test Coordinators have access to ACT Online Prep data for all students and schools in their districts. Using the District Admin Dashboard, District Test Coordinators may load/create students, instructors, and groups for all schools within their districts.

Note: You will not see any data within the various reports until School or District Test Coordinator enters the organizations' data into the system.

If a user with the District Test Coordinator role is also assigned the District Supervisor role, their user menu will allow access to Student Reports, Group Reports, School Reports, District Reports, and Real-Time Reports via the Administrative Dashboard.


Note: District Test Coordinator accounts are typically also assigned the District Supervisor role by default.

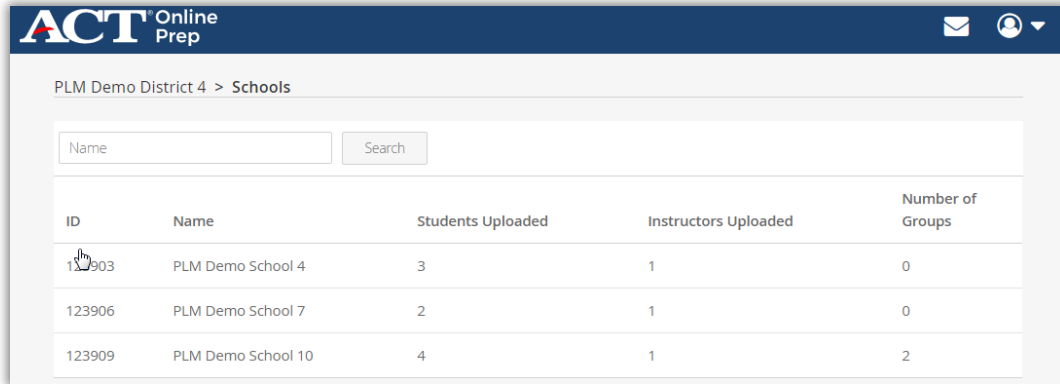
User Menu Dashboards

The profile icon menu  for the District Test Coordinator view offers the following options:

Dashboard	Role	Function
District Admin	District Test Coordinator	<ul style="list-style-type: none">• Access all schools within the district• Manage groups within each school• Load instructor(s) and student(s) within each school; impersonate a student• Create additional accounts with the role of school test coordinator and/or school supervisor
Administrative Dashboard	District Supervisor	<ul style="list-style-type: none">• Access student, group, school, district, and real-time reports views

Your Landing Page—District Admin Dashboard

When you log in as the District Test Coordinator, you land on the District Admin Dashboard screen (found under your profile icon menu ) , which contains a list of all schools within your district. Selecting a specific school and using the options from the navigation menu on the left, will allow you to review contracts and manage groups, students, instructors, and other school test coordinators for the selected school.



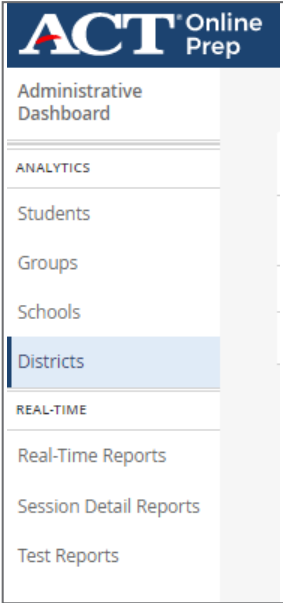
District Admin Dashboard Menu

The various administrative functions of the District Admin Dashboard menu are shown below:

	Selecting...	Allows you to...
District Admin		
District		
Contracts 3	Contracts	<ul style="list-style-type: none"> Track licenses (see “Contracts and License Tracking,” page 11)
Groups 1	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 4	Instructors	<ul style="list-style-type: none"> Create and manage instructor accounts individually or in bulk via spreadsheet upload (*.csv)
Students 6	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 10	Admins	<ul style="list-style-type: none"> Create accounts with the role of school test coordinator and/or school supervisor
Settings	Settings	<ul style="list-style-type: none"> Set the default number of test resets

Administrative Dashboard Menu

The various administrative functions of the District Admin Dashboard menu are shown below:

	Selecting ...	Allows you to ...
	Student Reports	View all students loaded onto the platform within the district. View and export individual student usage data.
	Group Reports	View and export data at the group level.
	School Reports	View and export data at the school level.
	District Reports	View and export data about your district(s). <i>Note: You can also drill down to Group Report and School Report views in the District Reports option.</i>
	Real-Time Reports	View and export real-time student performance data on practice questions, the short subject tests, practice exams, and quizzes.
	Session Detail Reports	View and export time spent data for students using the program.
	Test Reports	View and export data on all attempts on student performance on the two full-length practice exams, the four short subject tests, and the two additional quizzes.


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

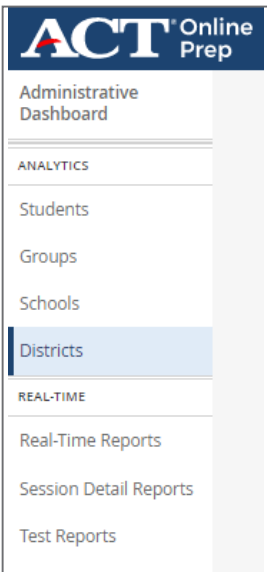
State Test Coordinator View

When ACT Online Prep is purchased through a statewide agreement, State Test Coordinators are given reporting access to ACT Online Prep data for all districts, schools, groups, and students within their state. Detailed information for each type of report is covered in “Group, School, and District Reports,” page 57.

Note: State Test Coordinators do not have the option to load/create students, instructors, or groups. State Test Coordinators will not be able to see any reporting data until students, instructors, and groups are set up in the program by the School or District Test Coordinator.

Your Landing Page—Administrative Dashboard

When you log in as a State Test Coordinator, your landing page is the Student Reports screen from the Administrative Dashboard. *Note: You can always return to this view by selecting Administrative Dashboard under your profile icon menu .* Using the navigation menu on the left, you can view information on any students, groups, schools, and/or districts in your state.

	Selecting ...	Allows you to ...
	Student Reports	View all students loaded onto the platform within the state. View and export individual student usage data.
	Group Reports	View and export data at the group level.
	School Reports	View and export data at the school level.
	District Reports	View and export data about the district(s) in your state. <i>Note: You can also drill down to Group Report and School Report views in the District Reports option.</i>
	Real-Time Reports	View and export real-time student performance data on practice questions, the short subject tests, and practice exams.
	Session Detail Reports	View and export time spent data for students using the program.

Selecting ...	Allows you to ...
Test Reports	View and export data on all attempts on student performance on the two full-length practice exams, the four short subject tests, and the two additional quizzes.

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

Creating Students, Instructors, and Admins

School or District Test Coordinators 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 school test coordinator and/or school supervisor, can only be created individually.

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

To create an account, you will need the following information for each user:

- Name (first and last) (required)
- Email address (required)
- Password (optional)
- SIS ID (optional)

When accounts are created, users receive an email that prompts him or her to activate his or her account via a web link. To ensure that you receive all important email messages regarding ACT Online Prep, please check your spam or junk folders and whitelist the following sites and IP addresses: @onlineprep.act.org, @act.org, 108.168.255.219/32, 169.44.156.176/29, 169.45.68.80/28, 169.45.70.120/29, 169.45.73.48/29, 169.45.82.232/29, 169.45.86.40/29, 169.45.87.192/27, 169.45.109.192/28, 169.45.126.160/29, 169.46.45.16/28, 169.46.66.80/28, 169.46.120.24/29, 169.47.238.0/29, 169.48.163.240/29, 169.48.166.48/29, 169.62.82.40/29, 169.63.216.192/27.

Note: For students without an email address, or with an email address that the student or implementing organization wishes to keep confidential, see “Creating Accounts for Students without an Email Address,” page 24.

Important Note on User Passwords

When creating accounts, you can either create passwords for users or leave the password field blank. If you leave the password field blank, users will be prompted to create their own passwords during the account activation process. If you create user passwords, it is your responsibility to distribute login credentials to each user. For instances where a generic (mock/faux) email address is used, the password field is required and will need to be provided to the user.

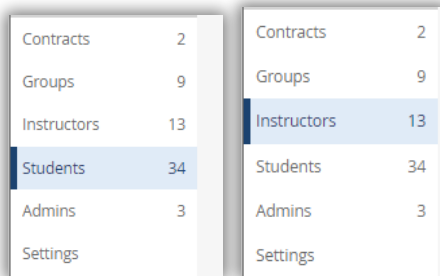
Important Note on Email Addresses

The email address entered at account creation will serve as the student's (instructor's) username when logging into the platform. Therefore, email addresses must be unique to each user account, regardless of whether a real or faux/mock email address is used.

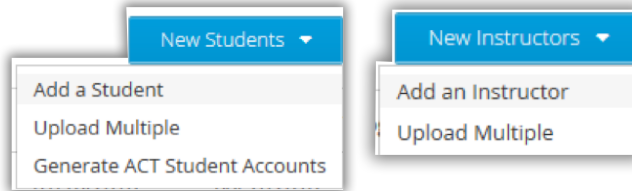
Creating Accounts Individually—Student and Instructor

The same steps apply whether you are creating a student or an instructor account:

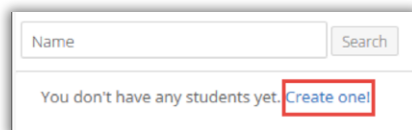
- From the Admin Dashboard navigation menu on the left side of the screen:
 - Select **Students** to create a student account, or
 - Select **Instructors** to create an instructor account



- On the Students (Instructors) screen, select **New Students (New Instructors)**, then choose **Add a Student (Add an Instructor)** from the drop-down menu.



Note: Alternatively, if you haven't yet created any student (instructor) accounts for your school, you can select the "Create one!" link.



- Complete the fields to define the user properties by typing in the user's name, email address, password (optional), and SIS ID (optional).

Note: SIS ID stands for student information system ID and is a customer defined unique id, such as a student id, that can be optionally added to a student account.

Note: The contract selection for this account will automatically default to the current active contract. If more than one contract is active, a drop-down menu will be available to select the appropriate contract to be used.

Create Student

Name

Email

Password

SIS ID

Contract

Course
 Select All
 3485 ACT Online Prep™

- Check the box related to the type of account you are creating:

- If you are creating a student account, ensure that the Course for ACT Online Prep box is checked.
- If you are creating an instructor account, select the role or roles from those listed and ensure that the Course for ACT Online Prep box is checked.

- Select **Create** to create the account and return to the Students (Instructors) screen. The new user will now receive an activation email at the address you supplied.

Create Instructor

Name

Email

Password

Add roles:
 Instructor
 School Test Coordinator
 School Supervisor

Contract

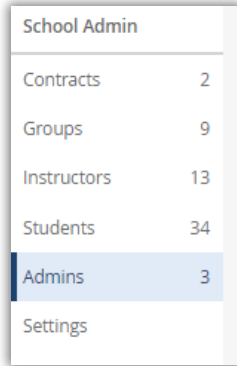
Seat Count
 Exclude from the Contract's seat count

Course
 Select All
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Creating Accounts Individually—Admin

Complete the following steps to create an admin account with the role of school test coordinator and/or school supervisor:

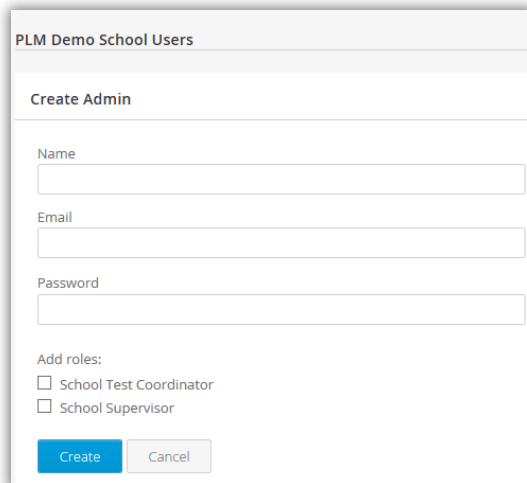
1. From the Admin Dashboard navigation menu on the left side of the screen, select **Admins**.



School Admin	
Contracts	2
Groups	9
Instructors	13
Students	34
Admins	3
Settings	

2. On the Admins screen, select **New Admin**.
3. Complete the fields to define the user properties by typing in the user's name, email address, and password (optional).
4. Check the box in front of each role you wish the admin user to have.

Note: The school test coordinator role allows the user to create accounts and groups. The school supervisor role allows the user to run reports and create assignments. You may assign one or both to an admin account. (See "School Test Coordinator View," page 10, for more information on these roles.)



PLM Demo School Users

Create Admin

Name

Email

Password

Add roles:

School Test Coordinator

School Supervisor

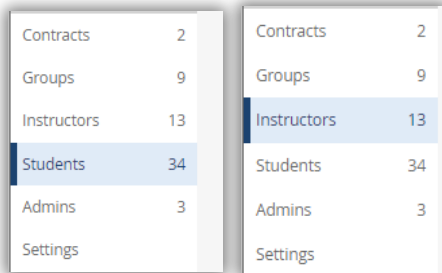
5. Select **Create** to create the account and return to the Admins screen. The new user will receive an activation email at the address you supplied.

Creating Accounts in Bulk—Student and Instructor

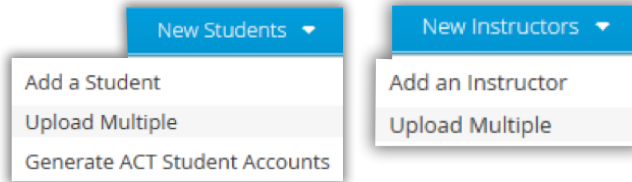
To create student or instructor user accounts in bulk, with data from an Excel spreadsheet, take the following steps:

Note: 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 30.

- From the School Admin Dashboard navigation menu on the left side of the screen:
 - Select **Students** to create student accounts, or
 - Select **Instructors** to create instructor accounts



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



- Follow the instructions on the screen to create a .csv file containing the appropriate data and formatting.
 - Locate the following information for each student (instructor):

Field	Required	Notes
email	Yes	Real or mock/faux email address
name	Yes	First and last name
password	Optional	If a real email address is used: Leave 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.
sis id	Optional	SIS ID Optional SIS ID stands for student information system ID and is a customer defined unique id, such as a student id, that can be optionally added to a student account. <i>Note: SIS ID is only available when creating a student account.</i>

- b. Create a spreadsheet in Excel with four column headers: email, name, password, and sis_id. **All four headings are required, in this order and in lowercase letters, even if you are leaving some information blank.** When creating instructor accounts you will only create the email, name, and password headers. It should look like this:

	A	B	C	D
1	email	name	password	sis_id
2				
3				
4				
5				

- c. Fill in each student’s (instructor’s) information below the headers (top row). *Note: If you are using real email addresses, leave the password fields blank. Remember, if you are using mock/faux email addresses, the password field must be populated.*

	A	B	C	D
1	email	name	password	sis_id
2	nickevans@abc123.com	Nick Evans	pw123456	78901
3	sophieleary@abc123.com	Sophie Leary	pw123456	65431
4	eduardoobara@abc123.com	Eduardo Obara		
5				

4. Save the spreadsheet to your desktop in a “CSV UTF-8 (Comma delimited) (*.csv)” format.

Notes:

- A maximum of 999 rows may be loaded in each .csv file. If you have more than 999 users, you will need to create more than one file.
- By default, Excel saves spreadsheets in a .xls or .xlsx format. Make sure you save your data in the correct format.
- CSV stands for Comma-Separated Values, meaning that the content of each data field is separated by a comma.

5. Back on the Upload Multiple screen, ensure that the Course for ACT Online Prep box is checked.

Contract

PLM Demo 10, 06/16/2021 - 12/31/2023, 36 of 200 seats used ▼

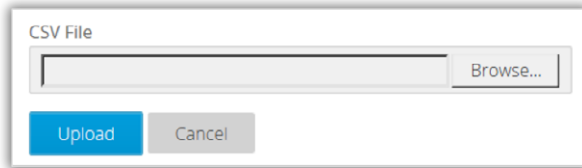
Course

Select All

3485 ACT Online Prep™

Note: The contract selection for these accounts will automatically default to the current active contract. If more than one contract is active, a drop-down menu will be available to select the appropriate contract to be used.

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



- A status message appears. When the file has finished uploading, the new accounts are listed on the Students (Instructors) screen.

3 students are queued for import. You will receive an email notification with the status of the import once processing is completed.

New users, where a real email address was used, will receive an activation email. Login credentials must be provided to users where a mock/faux email address and password were included in the .csv file.

Creating Accounts for Students without an Email Address

The “Generate ACT Student Accounts” option within the platform allows you to create accounts for users without supplying a genuine email address. It generates a mock/faux name (“ACT Online Prep User”), a mock/faux @onlineprep.act.org email account (account login username), and a password for the user.

If this option is used, the student will not have the ability to change their email address, and their name will show as “ACT Online Prep User”; however, School and District Test Coordinators are able to edit the student name after the account is created and enter the student’s name.

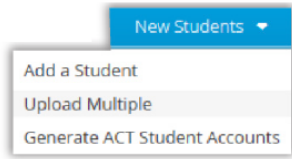
Note: The email address entered at account creation will serve as the student’s username when logging into the platform. Therefore, email addresses must be unique to each user account, regardless of whether a real or faux/mock email address is used.

To use this option, take the following steps:

- From the School Admin Dashboard navigation menu, select **Students**.

Contracts	2
Groups	9
Instructors	13
Students	34
Admins	3
Settings	

- On the Students screen, select **New Students**, then choose **Generate ACT Student Accounts** from the drop-down menu.



- On the Generate Account screen, follow the instructions presented to complete the prefix, count (i.e., number of generic student accounts to generate), and password fields, then select **Generate**.

Prefix

Count

Password

Contract

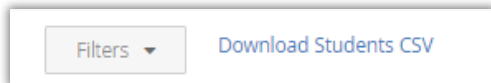
Course
 Select All
 3485 ACT Online Prep™

Distributing Login Credentials to Students

If a mock/faux email address was used to generate a student account, those login credentials will need to be provided to the student.

To obtain and distribute student login credentials:

- Navigate to the Students screen and select **Download Student CSV**.



- Open or save the spreadsheet file when prompted.
- Edit the spreadsheet:
 - Delete columns C through G, while keeping columns A (name) and B (email).
 - Delete all students except the ones you just created.
 - In column A (name), replace any names entered as “ACT Online Prep User” with the actual names of the students to whom the login information will be given.
 - Label the empty column C (password), then insert the password you just used to create the student accounts into the column C fields.

4. Provide the credentials to the student accordingly.

- If your school is not part of a state contract: Distribute the login credentials as you see fit. A copy of the state contract template is included at the end of this guide as a potential reference (see “Appendix A: Email Template,” page 78).
- If your school is part of a state contract:
 - a. Locate the *Accessing Online Prep: ACT Student template* (Word document) on your ACT State hosted webpage.
 - b. Within the document, on the mailings tab, use the mail merge option to insert the spreadsheet data into the template fields.
 - c. Once you have merged the information, print and distribute the completed document(s) to the student(s).

Managing Existing User Accounts

After accounts have been created, School and District Test Coordinators have the ability to both view and edit student, instructor, and admin (School Test Coordinator) account information. In addition to general maintenance, this can be useful if someone forgets their password, or needs to change the group(s) they are assigned to.

The Students, Instructors, and Admins screens display a list of the corresponding types of users that have been created for your school. Selecting a specific account will provide additional details, as well as allow you to:

- View and edit the user’s name, email address, password, and sis_id (only students have an sis_id).
- Manage the groups to which a student or instructor is assigned.
- Assign a student or instructor to a new contract.

Name ↕	Email ↕	Access Status	Date Added ↕	First Login Date	Expiration Date	SIS ID
PLM 8 Student 3	plm8student3@aop.org	Valid	03/13/2023	03/13/2023	12/31/2023	demo3457
PLM 8 Student 2	plm8student2@aop.org	Valid	03/03/2023	03/03/2023	12/31/2023	
PLM 8 Student 1	plm8student1@aop.org	Valid	02/24/2023	02/24/2023	12/31/2023	AOP123456

Creating Groups

School or District Test Coordinators can create groups via their corresponding Admin Dashboard. Groups can be created individually (by entering the information on screen) or in bulk (by uploading spreadsheet data saved in a .csv file). Each student or instructor can be associated with multiple groups. Common uses for groups are to separate by grade level, homerooms, classroom assignments, or subject. For each group you will need to assign:

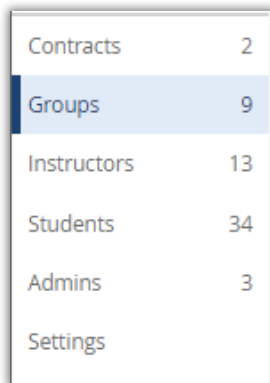
- A group name
- One or more students (preferred, but not required)
- One or more instructors (preferred, but not required)

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

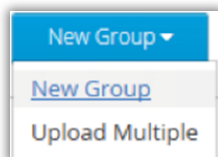
Creating Groups Individually

To create one group:

1. From the School Admin or District Admin Dashboard navigation menu, select **Groups**.



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



Note: Alternatively, you can use the “Create one!” link that is available when there are no existing groups for your school.

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

Notes:

- Study plan dates will carry over from the group to the associated student accounts, serving as a countdown on the calendar of his or her Study Plan screens.
- Group names are case sensitive (e.g. “Juniors 2023” and “juniors 2023” are two different group names).

- On the All Available Instructors tab of the Instructor Management screen, check the box next to the name(s) of the instructor(s) to assign, then select **Add to Group**.

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

Name	Email	Access Status	Date Uploaded	First Login Date	Expiration Date
School Instructor	actschoolinstructor@gmail.com	Valid	06/13/2017	Never	07/18/2018

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 (see “Creating Accounts in Bulk—Student and Instructor,” page 22). Once the new instructor(s) has been added to the tab, you will need to complete step 4 to add the new instructor(s) to the group.

The assigned instructors now appear on the Instructors in Group tab. On this tab, you can check the box next to any instructor name(s) and use **Remove from Group** to remove instructor(s) from the group, if needed.

Name	Email	Access Status	Date Uploaded	First Login Date	Expiration Date
School Instructor	actschoolinstructor@gmail.com	Valid	06/13/2017	Never	07/18/2018

- 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**.
- On the All Available Students tab of the Student Management screen, check the box next to the name(s) of the student(s) 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.

Name	Email	Most-Recent Active Contract	Date Uploaded	First Login Date	Expiration Date
<input type="checkbox"/> PLM 8 Student 3	p1m8student3@aop.org	PLM Demo	03/13/2023	03/13/2023	12/31/2023
<input type="checkbox"/> PLM 8 Student 2	p1m8student2@aop.org	PLM Demo	03/03/2023	03/03/2023	12/31/2023

*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 (see “Creating Accounts in Bulk—Student and Instructor,” page 22). Once the new student(s) has been added to the tab, you will need to complete step 6 to add the new student(s) to the group.*

The assigned students now appear on the Students in Group tab. On this tab, you can check the box next to any student(s) name(s) and use **Remove from Group** to remove student(s) from the group, if needed.

Name	Email	Most-Recent Active Contract	Date Uploaded	First Login Date	Expiration Date
<input type="checkbox"/> PLM 8 Student 3	p1m8student3@aop.org	PLM Demo	03/13/2023	03/13/2023	12/31/2023
<input type="checkbox"/> PLM 8 Student 2	p1m8student2@aop.org	PLM Demo	03/03/2023	03/03/2023	12/31/2023

- 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 selecting the Assign Name, Instructor Management, or Student Management tabs. When done, use **Next** to return to the screen with **Finish**.*

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

Creating Groups in Bulk

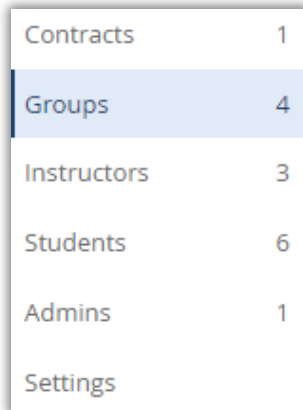
Depending on the data you include in your spreadsheet, this option can be used to:

- Create new groups
- Upload new students/instructors
- Assign students/instructors to groups
- Import new students/instructors directly into existing groups
- Add existing users to existing groups

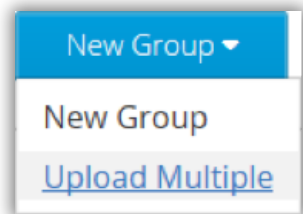
IMPORTANT: This bulk upload process cannot be used to change an existing user's name, email address, password, or SIS ID. The import will fail if the name or email address of an existing user does not match the platform's current information for that user.

To create groups in bulk, take the following steps:

1. From the School Admin or District Admin Dashboard navigation menu, select **Groups**.



2. Select **New Group**, and 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 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
password	Optional	If a real email address is used: Leave 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 information.
user_type	Yes	Must be either "student" or "instructor" (all lowercase letters).
User sis_id	Optional	This field gives you the opportunity to add an external unique id such as a school id.

b. Create a spreadsheet in Excel with six column headers: group_name, name, email, password, user_type, and sis_id. **All six headers are required, in this order and in lowercase letters with underscores, even if you are leaving some information blank.** It should look like this:

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

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

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 2023” and “juniors 2023” are two different group names).
- If you are using real email addresses, leave the password fields blank. Remember, if you are using mock/faux email addresses, the password fields for those users must be populated.

	A	B	C	D	E	F
1	group_name	name	email	password	user_type	sis_id
2	Juniors 2024	Nick Evans	nickevans@abc123school.edu	pw12345	student	55443322
3	Juniors 2024	Sophie Leary	sophieleary@abc123school.edu	pw12345	student	31232133
4	Seniors 2024	Eduardo Obara	eduardoobara@abc123school.edu	pw12345	instructor	

d. Save the spreadsheet to your desktop in a “CSV UTF-8 (Comma delimited) (*.csv)” format.

Notes:

- *A maximum of 999 rows may be loaded in each .csv file. If you have more than 999 users, you will need to create more than one file.*
- *By default, Excel saves spreadsheets in a .xls or .xlsx format. Make sure you save your data in the correct format.*
- *CSV stands for Comma-Separated Values, meaning that the contents of each data field is separated by a comma.*

5. Back on the Upload Multiple screen, ensure that the Course for ACT Online Prep box is checked.

Note: The contract selection for these accounts will automatically default to the current active contract. If more than one contract is active, a drop-down menu will be available to select the appropriate contract to be used.

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

7. A status message appears and you are returned to the Groups screen.

2 users are queued for import. You will receive an email notification with the status of the import once processing is completed.

New users, where a real email address was used, will receive an activation email. Login credentials will need to be provided to users where a mock/faux email address and password were included in the .csv file.

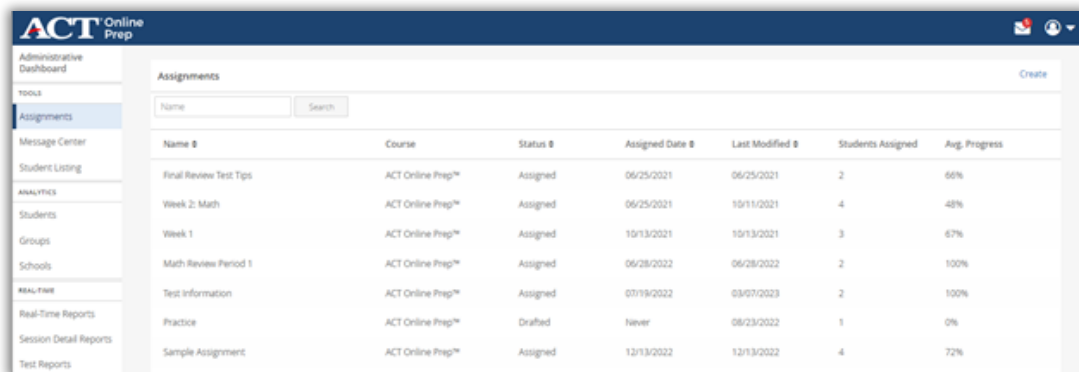
Creating Assignments for Students

Instructors and School Test Coordinators have the ability to create assignments for students within their assigned school(s) or group(s), respectively. An assignment is a selection of tasks, with each task being comprised of a lesson, a practice question set, and/or a test or quiz. Students or groups can be added to an assignment either when an assignment is created or by editing an existing assignment. Instructors and School Test Coordinators can view only assignments that they have created.

Note: Throughout this section when we reference School Test Coordinator the user also has the role of School Supervisor.

Creating a New Assignment

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

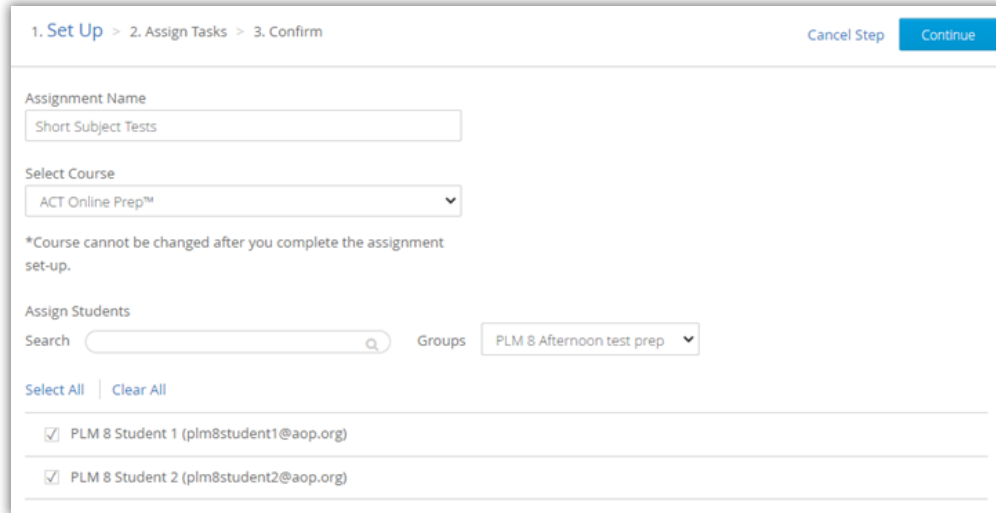


Name #	Course	Status #	Assigned Date #	Last Modified #	Students Assigned	Avg. Progress
Final Review Test Tips	ACT Online Prep™	Assigned	06/25/2021	06/25/2021	2	66%
Week 2: Math	ACT Online Prep™	Assigned	06/25/2021	10/11/2021	4	48%
Week 1	ACT Online Prep™	Assigned	10/13/2021	10/13/2021	3	67%
Math Review Period 1	ACT Online Prep™	Assigned	06/28/2022	06/28/2022	2	100%
Test Information	ACT Online Prep™	Assigned	07/19/2022	03/07/2023	2	100%
Practice	ACT Online Prep™	Drafted	Never	08/23/2022	1	0%
Sample Assignment	ACT Online Prep™	Assigned	12/13/2022	12/13/2022	4	72%

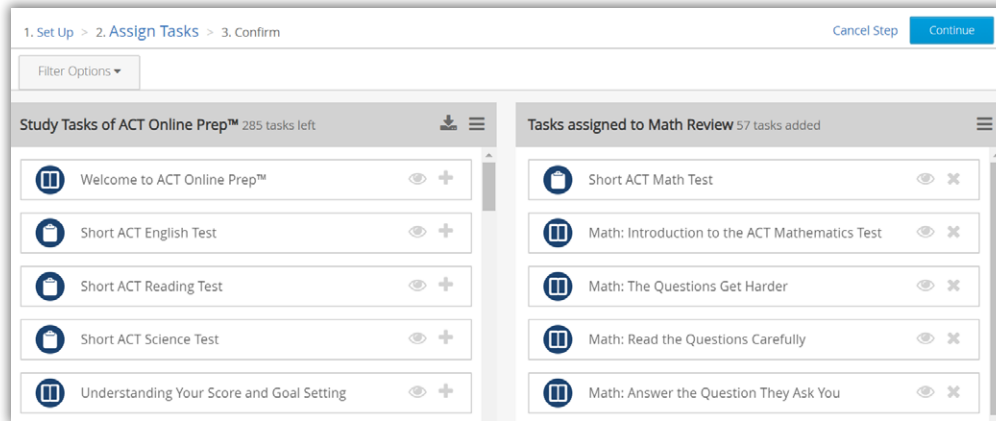
2. On the Assignments screen, select **Create**.

Note: On the Assignments screen, you will see a list of your previously created assignments. If you wish to instead edit or delete an existing assignment, see “Managing an Existing Assignment” for instructions.

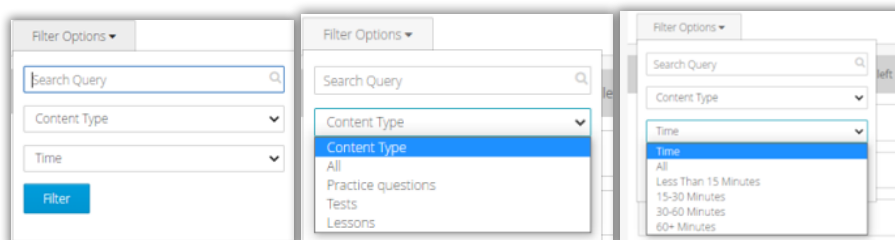
- Complete the fields on the Set Up screen, then assign students to the assignment. You can use Groups to filter for students associated with a specific group and then add them to the assignment.



- Select **Continue**.
- Choose which tasks to associate with the assignment by selecting the plus (+) sign next to each task, or dragging and dropping the task title to the New Assignment field. Remove a task by selecting the x next to each task, or dragging and dropping the task title back to the first column. Select the eye icon to preview a task.



Note: The list of available tasks to choose from can be filtered by using the Filter Options tab above the list. You can filter by content type (practice questions, tests, or lessons), by estimated time to complete task (less than 15 minutes, 15-30 minutes, 30-60 minutes, or 60 plus minutes), or by a word or phrase. For example, entering “Math” in the search query field will display all tasks associated with the Math subject.



- When you have finished choosing tasks, select **Continue**. A summary page will appear.
- Select **Assign** to finish. You are taken back to the Assignments screen and can edit the assignment to make changes.

1. Set Up > 2. Assign Tasks > 3. Confirm		
Assignment Name	Short Subject Tests	
Course	ACT Online Prep™	
Last Modified	04/28/2023	
2 Students	4 Tasks	
#	Name	Email
1	PLM 8 Student 1	plm8student1@aop.org
2	PLM 8 Student 2	plm8student2@aop.org

Note: Each student included on the assignment will receive a notification within the platform that they have a task to complete.

Managing an Existing Assignment

Instructors and School Test Coordinators can also access existing assignments by selecting Assignments from the Administrative Dashboard navigation menu.

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

To view summary information for an assignment, select **Assignments** from the Administrative Dashboard navigation menu, then select the assignment name from the displayed list. From this screen, you can also change or delete the assignment.

Short Subject Tests					
School	123907				
Courses	ACT Online Prep™				
Status	Assigned				
Assigned Date	04/28/2023				
Last Modified	04/28/2023				
Assignment Overview					
2	2	4	100%		
Students Assigned	Students Completed	Number of Tasks	Avg. Assignment Progress		
Students Reports (2) Task Details (4)					
Name	ID	Progress	Practice % Score	Test % Score	Date Completed
1 PLM 8 Student 1	36831642	100%	N/A	97%	04/28/2023
2 PLM 8 Student 2	37035032	100%	N/A	96%	04/28/2023

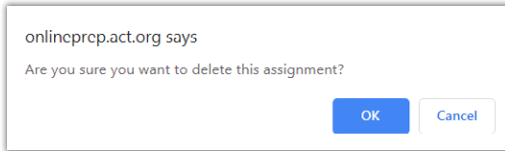
To change the assignment:

Select **Edit**. You will go through the same screens that you used when you initially created the assignment (Set Up, Assign Tasks, and Confirm) in order to:

- Add or remove students(s) associated with the assignment
- Add or remove tasks associated with the assignment

Note: The course selection (“ACT Online Prep”) cannot be changed once an assignment is created.

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



Reviewing Performance Data on Assignments

Instructors and School Test Coordinators may view reporting data for the assignments they have created.

To view, select **Assignments** from your Administrative Dashboard navigation menu, select the specific assignment from the list, then:

- Select **Student Reports** to see the list of students associated with that assignment along with summary progress data including the percentage of progress through the assignment, the percentage of currently answered practice questions associated with the assignment, the percentage of correctly answered test questions associated with the assignment, and the date the assignment was completed.

◀ Back

Short Subject Tests Edit Delete

School 123907
Courses ACT Online Prep™
Status Assigned
Assigned Date 04/28/2023
Last Modified 04/28/2023

Assignment Overview

2 Students Assigned | 2 Students Completed | 4 Number of Tasks | 100% Avg. Assignment Progress

Students Reports (2) Task Details (4)

	Name ↕	ID ↕	Progress	Practice % Score	Test % Score	Date Completed
1	PLM 8 Student 1	36831642	100%	N/A	97%	04/28/2023

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

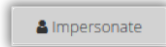
Students Reports (2)		Task Details (4)	
	Name	Type	Knowledge Points
1	Short ACT English Test	Tests	60
2	Short ACT Math Test	Tests	44
3	Short ACT Reading Test	Tests	36
4	Short ACT Science Test	Tests	36

Note: Performance data on assignments is also included in Real-Time Reports, which can be viewed by School Test Coordinators, as well as Instructors in the same group as the student (see “Reporting: Real-Time,” page 45 for more information).

Impersonating a Student

Test Coordinators and Instructors can also view the completed tasks of an individual student by using the **Impersonate** feature.

1. From the Administrative Dashboard navigation menu on the left side of the screen, select **Students** under **ANALYTICS**.
2. Select the individual student’s name from the list to view the individual student report.
3. At the top of the student report screen, select **Impersonate** to see the activities of a student more directly by viewing what the student views in the program.



4. Select **OK** in the dialogue box to confirm that you want to be logged in as the student. Or, select **Cancel** to return to the detail report screen.
5. On the screen explaining the Impersonation Mode, select **Continue** to proceed.

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

You are taken to the Student dashboard, as shown below. A black banner is displayed showing the name of the student that you are impersonating.

The screenshot shows the ACT Online Prep interface. At the top, a black banner reads "You are impersonating PLM B Student 1, ID: 36831642" with an "Exit Impersonation" link on the right. The main content area is titled "Study Plan" and "Structured Plan". It features a large "72" in a blue box indicating "DAYS UNTIL 06/01/2023". To the right, there's a progress bar for "Today's Knowledge Goal" (0/59) and "Study Plan Progress" (35%). Below that, it shows "Study Plan Step 1 | 14 / 17 Tasks" and a task titled "English: Subject/Verb Agreement Practice Questions" with 40 Knowledge Points and a 30-60 minute duration. A "Continue" button is visible. At the bottom, a summary bar shows "Getting Started | 8 Tasks | 187 Knowledge Points".

6. When you are finished impersonating a student account, select **the X** next to **Exit Impersonation** in the black banner message. This will return you to your own account.

Message Center

Instructors and school test coordinators who also have the role of school supervisor can create Banner and In-App messages for the students they oversee. This feature is available on the Administrative Dashboard under TOOLS.

Banner Message

A Banner Message is a dismissible message to be viewed by students in a specific group or by all students in groups that the user oversees and for a specified period. Banner messages can either be dismissed by the student or will no longer appear after the specified end date.

Creating a Banner Message

1. From the Administrative Dashboard navigation menu on the left side of the screen select **Message Center**
2. Select **Create Banner Message**
3. Enter the text for the message (Editing tools included)
4. Select the dates the message will display
5. Select a specific group or **All** for all groups to receive the message
6. Select **Preview** to see a preview of the message
7. Select **Post** to post the message
8. Select **Post** again as confirmation

In-App Message

An In-App message is a dismissible message sent to the ACT Online Prep inbox of an individual student or groups of students that the user oversees.

Creating an In-App Message

1. From the Administrative Dashboard navigation menu on the left side of the screen select **Message Center**
2. Select **Create In-App Message**
3. Enter the title of the message in the Title field

4. Enter the text of the message in the Message field (Editing tools included)
5. To select select **Recipients**
 - Use Search to find a specific student and select the checkbox in front of their name.
 - To send a message to a group, from the drop down menu under “Group” you select a specific group and then select **Select All**.
 - To send a message to all users you oversee, from the drop down menu under “Group” select “All” and then select **Select All**.
6. Select **Send**
7. Select **Send** again as confirmation

Managing Messages

Instructors and school test coordinators can manage their existing messages by selecting Message Center and then selecting Banner Message or In-App Message.

Note: Users can only view messages that they have created.

Student Listing

Users with the role of instructor or school test coordinator with the additional role of school supervisor can grant additional attempts on tests, quizzes, and exams on a per student basis, overriding the school level default test reset limit.

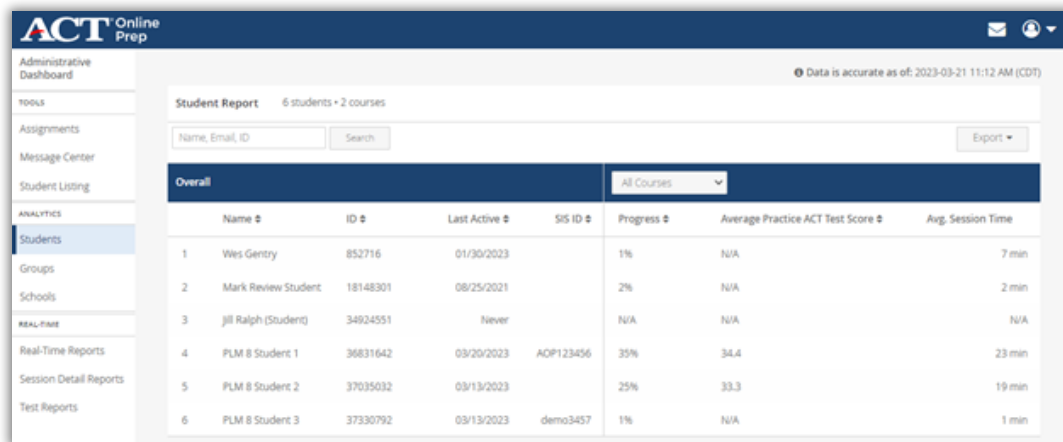
1. From the Administrative Dashboard select **Student Listing**. A list of students to which the user has access is displayed.
2. Use Search to filter the list of students shown by Name, Email, or ID. Select the student to be granted additional test attempts.
3. Select the plus symbol (+) next to the ACT Online Prep course to expand the view to grant additional test attempts and select the minus symbol (-) to collapse.
 - a. The test reset limit for the school is displayed under Reset Limit. For example, if the Reset Limit is set to 1 it means the each test can be taken a maximum of 2 times (the initial attempt and 1 additional attempt).
 - b. The names of the tests associated with the course are displayed in the Tests column.
 - c. The number of times a test has been reset is displayed in the Resets Used column.
 - d. The score on the most recent attempt on the test is listed in the Latest Test Score column.
 - e. The average test score for all attempts on the test is displayed in the Avg. Test Score column
4. To grant an additional test 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).

Note: If a student does not see Reset Test after selecting a specific test from Tests on the Student Dashboard, it means that the student has used up all their Test Resets. The instructor or school test coordinator working with the student must add an Additional Reset.

Student Reports

Using the Administrative Dashboard, Instructors, School, District and State Test Coordinators can view reporting data on students within their respective domains. In this section we will assume that users with the role of School Test Coordinator or District Test Coordinator also have the role of School Supervisor or District Supervisor respectively.

Note: Instructors may only run Student Reports for students in groups in which the instructor is also a member.



The screenshot shows the ACT Online Prep Administrative Dashboard. The main content area displays a 'Student Report' for 6 students across 2 courses. A search bar is available with the text 'Name, Email, ID' and a 'Search' button. An 'Export' button is also present. The table below lists the student data.

Overall	All Courses						
	Name	ID	Last Active	SIS ID	Progress	Average Practice ACT Test Score	Avg. Session Time
1	Wes Gentry	852716	01/30/2023		1%	N/A	7 min
2	Mark Review Student	18148301	08/25/2021		2%	N/A	2 min
3	Jill Ralph (Student)	34924551	Never		N/A	N/A	N/A
4	PLM 8 Student 1	36831642	03/20/2023	AOP123456	35%	34.4	23 min
5	PLM 8 Student 2	37035032	03/13/2023		25%	33.3	19 min
6	PLM 8 Student 3	37330792	03/13/2023	demo3457	1%	N/A	1 min

From the Administrative Dashboard, under Analytics, select **Students**. A list of students is displayed, based on the user's access role. The following information is provided for each student:

- **Name:** The student's first and last name
- **ID:** The ID automatically assigned when the student is loaded to the platform
- **Last Active:** The date the student was last active in the system
- **SIS ID:** An optional customer defined ID, such as a school ID number
- **Progress:** The student's percentage of total progress through ACT Online Prep material
- **Average Practice ACT Test Score:** The average of the student's Composite score on the two full-length ACT practice exams; if only one practice exam has been taken, the score for that exam is displayed
- **Avg. Session Time:** The average time a student spends in the program each time he or she logs in

From the drop-down menu in the center of the page, you can select either All Courses or the current course, which is ACT Online Prep.

Note: Most users will only see 1 ACT Online Prep course listed.

Use the **Search** and column sort (↕) options to display the information you want to see in the list.

Use **Export** to export the student data to a .csv file. You have the option here to export selected students or all students.

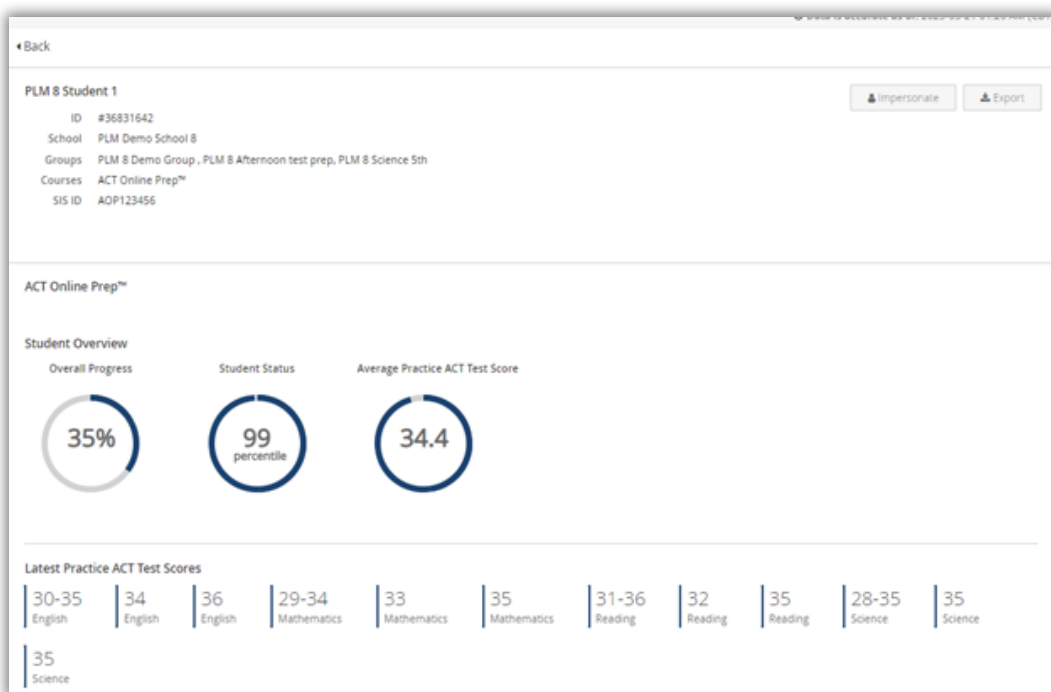
Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.

Individual Student Reports

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

Overview Section

At the top of the screen is an overview section, as shown below.



From this screen you may select Impersonate to the course 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.

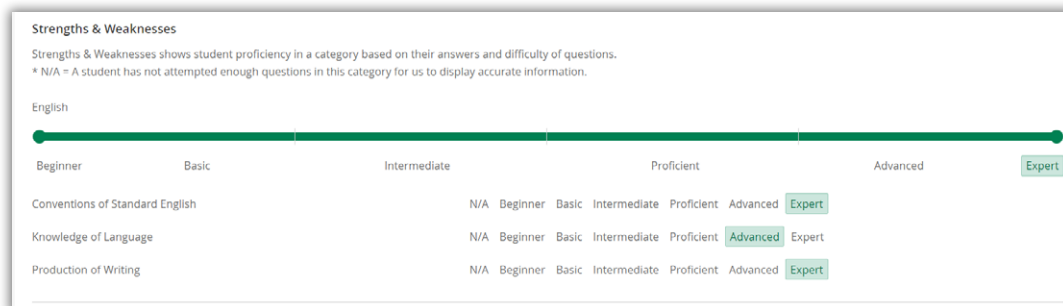
Displayed at the top of the screen is the student name, student ID number, school name, any groups in which the student is a member, the course(s) to which the student has access, and SIS ID.

The Student Overview section displays:

- **Last Active:** The most recent date the student was active in the course
- **Student Status:** The student's percentile ranking among all ACT Online Prep users
- **Overall Progress:** The percentage of total progress through ACT Online Prep material
- **Average Practice ACT Test Score:** if the student has taken only one full-length ACT practice exam the score on that exam is displayed. If the student has taken both of the full-length ACT practice exams the average of the two scores is displayed.
- **Latest Practice ACT Test Scores:** a score range is displayed for each of the four short subject tests and a single score is displayed for each of the full-length ACT practice exams.

Strengths and Weaknesses Section

Scroll down to see a specific breakdown of student progress in the four subjects (English, Mathematics, Reading, and Science) and reporting categories, as shown below:

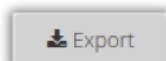


Note: Students see this same information while logged into their own accounts.

The system provides ratings performance on subjects and categories as the student completes testing content in ACT Online Prep. These strengths and weaknesses are determined by the platform's adaptive engine, and are not fixed; ratings update based on the platform's measurements of the student's skill level, the student's proficiency in the specific category, as well as the difficulty of the items they are answering. The possible ratings are shown below:

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

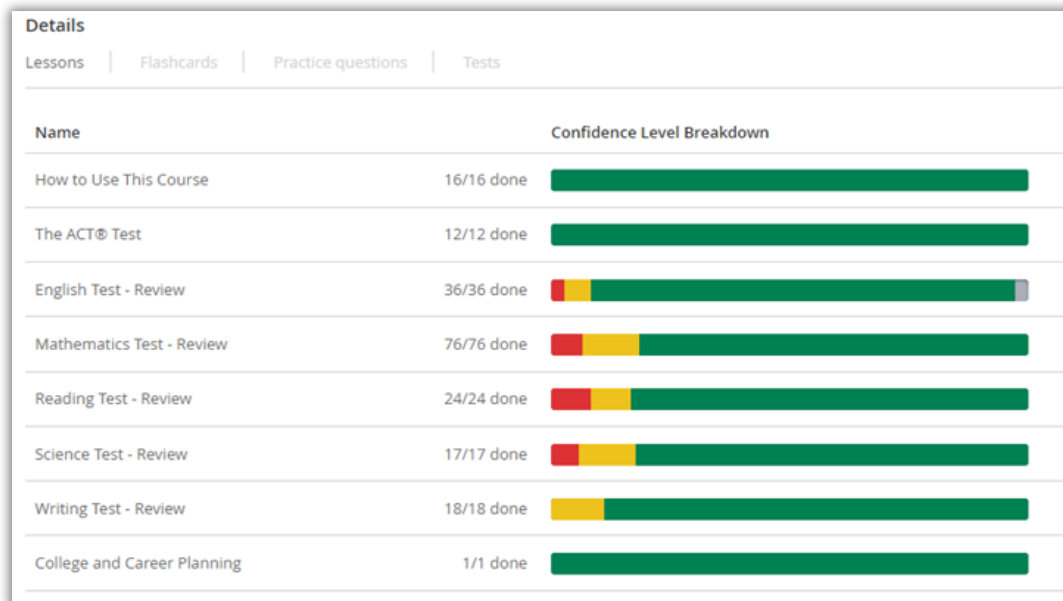
Exporting the Report



At the top of screen, select **Export** to create a .pdf file of the Overview and Strengths and Weaknesses data. It does not include the data found under the Details tabs lower on the screen.

Details Section

At the bottom of the screen, a details section provides statistics related to specific activities of the student's performance. By default, you see the Lessons tab, as shown below. All tabs are available. The tab you select will be shown in a darker gray.



Note: Students see this same information while logged into their own accounts.

Other tabs include Flashcards, Practice questions, and Tests.

- The Lessons and Flashcards tabs display the “Confidence Levels” the student has marked. Red indicates student marked low confidence, yellow indicates student marked medium confidence, and green indicates student marked high confidence on the lesson or flashcard.
- The Practice questions and Tests tabs display statistics for the amount of practice question and test questions the student has answered, how much time they have spent on the platform, and the percentage of questions they have correctly answered.

Reporting: Real-Time

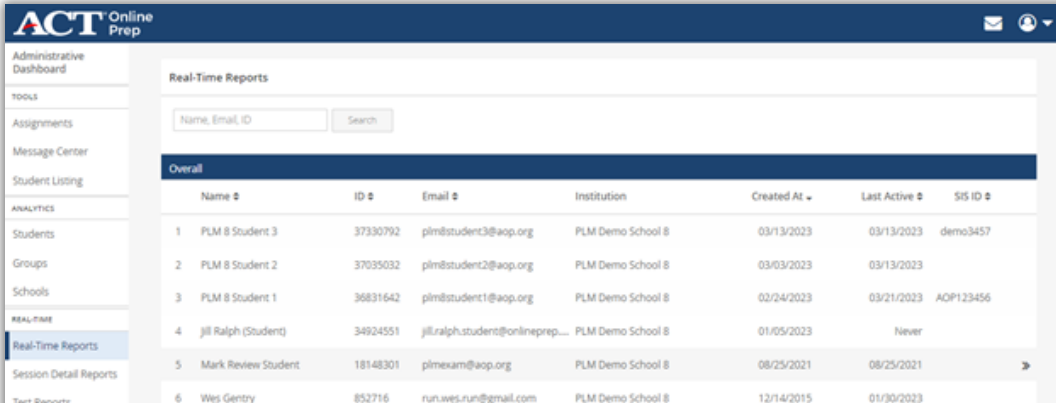
As the title indicates Real-Time Reports provide real-time data on student performance on practice questions, short topic tests, full length practice exams, quizzes, and assignments. There are three types of reports under Real-Time, Real- Time Reports, Session Detail Reports, and Test Reports.

Real-Time Reports

From the Administrative Dashboard, under REAL-TIME, select **Real-Time Reports**. Based on their roles, Instructors, School, District and State Test Coordinators will be able to view Real-Time Reports for students within their school, district, or state, respectively. In this section we will assume that users with the role of School Test Coordinator or District Test Coordinator also have the role of School Supervisor or District Supervisor respectively. A Real-Time Report displays a list of students, including:

- **Name:** The student's first and last name
- **ID:** The ID automatically assigned when the student is loaded to the platform
- **Email:** The student's email address
- **Institution:** The name of the school the student is associated with
- **Created At:** The date the student account was created
- **Last Active:** The most recent date the student was active in the course
- **SIS ID:** An optional customer defined ID, such as a school ID number

Use the search function to find a specific student. Arrow keys may be used to filter by column headings.



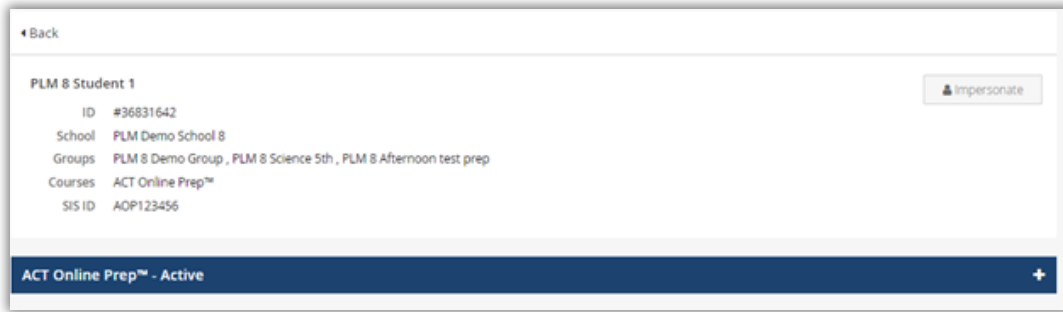
The screenshot displays the 'Real-Time Reports' section of the ACT Online Prep administrative dashboard. It features a search bar at the top with the placeholder text 'Name, Email, ID' and a 'Search' button. Below the search bar is a table with the following data:

Overall							
	Name	ID	Email	Institution	Created At	Last Active	SIS ID
1	PLM 8 Student 3	37330792	plm8student3@aop.org	PLM Demo School 8	03/13/2023	03/13/2023	demo3457
2	PLM 8 Student 2	37035032	plm8student2@aop.org	PLM Demo School 8	03/03/2023	03/13/2023	
3	PLM 8 Student 1	36831642	plm8student1@aop.org	PLM Demo School 8	02/24/2023	03/21/2023	AOP123456
4	Jill Ralph (Student)	34924551	jillralph.student@onlineprep...	PLM Demo School 8	01/05/2023	Never	
5	Mark Review Student	18148301	plmexam@aop.org	PLM Demo School 8	08/25/2021	08/25/2021	
6	Wes Gentry	852716	run.wes.run@gmail.com	PLM Demo School 8	12/14/2015	01/30/2023	

Select a specific student to view up-to-date performance data. From this screen you may 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 cautious not to provide responses to any tasks or assignments.

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



Select the plus symbol (+) next to the ACT Online Prep course to expand the view to view performance data and select the minus symbol (-) to collapse. Summary data is displayed at the top including date the student was last active in the course, total amount of time student has spent in the course, and the number of study tasks completed out of the total number of study tasks in the course.

Category Name	Time Spent Answering Questions	% Correct
English	43 minutes	97% (1477 / 1520)
Conventions of Standard English	24 minutes	98% (240 / 245)
Knowledge of Language	5 minutes	94% (190 / 204)
Production of Writing	3 minutes	97% (27 / 28)
Mathematics	51 minutes	95% (207 / 218)
Integrating Essential Skills	3 minutes	95% (60 / 63)
Preparing for Higher Math - Number and Quantity	5 minutes	95% (25 / 26)
Preparing for Higher Math - Algebra	32 minutes	93% (18 / 42)
Preparing for Higher Math - Geometry	4 minutes	95% (57 / 60)
Preparing for Higher Math - Functions	2 minutes	95% (50 / 52)
Preparing for Higher Math - Statistics and Probability	1 minute	95% (24 / 25)
Reading	8 minutes	95% (148 / 155)
Integration of Knowledge and Ideas	2 minutes	95% (148 / 155)
Key Ideas and Details	4 minutes	95% (107 / 112)
Craft and Structure	1 minute	100% (20 / 20)
Science	26 minutes	95% (221 / 232)
Interpretation of Data	3 minutes	95% (52 / 54)
Scientific Investigation	18 minutes	95% (26 / 27)
Evaluation of Models, Inferences, and Experimental Results	3 minutes	95% (18 / 19)

Tests							
Test Name	Test Length	% Correct	Last Active Date	Score			
English Short Test	30 Questions	93% (28 / 30)	08/11/2019	28-33			
Complete							
Math Short Test	22 Questions	86% (19 / 22)	08/11/2019	26-30			
Complete							
Reading Short Test	18 Questions	100% (18 / 18)	08/11/2019	31-36			
Complete							
Science Short Test	18 Questions	89% (16 / 18)	08/11/2019	26-33			
Complete							
ACT® Practice Exam 1	215 Questions	94% (202 / 215)	08/11/2019	34			
Complete							
ACT® Practice Exam 2	215 Questions	97% (208 / 215)	02/21/2023	35			
Complete							
Practice Quiz	97 Questions	95% (92 / 97)	04/29/2021	--			
Complete							
Math and Science Quiz	49 Questions	24% (12 / 49)	02/21/2023	--			
Complete							
Assignment Breakdown Summary							
Name	# of Tasks	Progress	Practice questions % Score	Test % Score	Date Started	Date Completed	Last Active
Math Review	57	49% (45 of 57 tasks)	85%	86%	08/11/2019	Never	08/11/2019
Final Review Test Tips	33	100% (33 of 33 tasks)	N/A	N/A	08/11/2019	08/11/2019	08/11/2019
Reading Review	39	20% (23 of 39 tasks)	72%	N/A	10/15/2019	Never	10/15/2019
Review Reading	7	This user has no activity in this assignment.					
Baseline	5	100% (5 of 5 tasks)	N/A	92%	05/06/2020	05/06/2020	05/06/2020
Assignment Sample	13	88% (12 of 13 tasks)	87%	93%	08/13/2020	Never	06/10/2021
Test Tips	5	100% (5 of 5 tasks)	N/A	N/A	08/14/2020	08/14/2020	08/14/2020

The Practice questions section displays performance data on practice questions. The reporting category name, time spent answering questions within the reporting category, and the percentage of questions correctly answered based on the number of questions attempted are displayed.

Select **Export** and from the drop down list select **Export Practice Questions** to generate a csv file with this information.

The Tests section displays performance data on the four short subject tests, the two full-length ACT Practice Exams, and the two supplemental quizzes. The test name, the status, the length of the test, the percentage of correctly answered questions, the date the student took the test, and the score are displayed.

Select **Export** and from the drop down list select **Export Tests** to generate a csv file with this information.

Note: Scores are not included for the quizzes as they just provide additional practice.

The Assignment Breakdown Summary section displays a list of all assignments the student has been assigned. The name of the assignment, the number of tasks in the assignment (lesson, set of practice questions, or test), the progress toward completion (percentage of tasks completed out of the total number of tasks), percentage of correctly answered practice questions, percentage of correctly answered test questions, the date the student started the assignment, the date the student completed the assignment, and the date the student was 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 school test coordinator and the data is only viewable on screen.

10/30/2019	5 hrs 26 min	206 of 342	Export ▾
Last Active Date	Total Time Spent	Study Tasks Completed	Export Practice
			Export Tests

Session Detail Reports

Session Detail Reports are downloadable reports on time students spent in the program based on user defined parameters including student name, groups, and date range. There are three types of reports, Individual Sessions, Student Session Aggregate Reports, and Course Session Aggregate Reports. As these reports are listed under the REAL-TIME section of the Administrative Dashboard the data displayed is up to the minute. Based on their roles, Instructors, School, District and State Test Coordinators will be able to view Session Detail Reports for students within their school, district, or state, respectively. Remember users with the role of School Test Coordinator or District Test Coordinator have the corresponding roles of School Supervisor and District Supervisor respectively.

Note: Session Detail Reports were created in 2019 so students session data is only available from March 1st, 2019 forward.

- *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

Note: Users with the role of instructor, school test coordinator, district test coordinator, or state test coordinator can run Session Detail Reports for the students that they manage. In this section we will assume that users with the role of School Test Coordinator or District Coordinator also have the role of School Supervisor or District Supervisor respectively. Instructors will only see session data for students who are in groups in which the instructor is also a member.

From the Administrative Dashboard under REAL-TIME select Session Detail Reports.

The screenshot shows the 'Session Detail Report' interface. At the top, there is a 'Filters' dropdown and a 'Run' button. Below this is a table with the following columns: ID #, Name #, School #, # of Groups, Course #, Session Start #, Session End #, and Duration #. The table contains 10 rows of data, sorted in descending order of session start time.

ID #	Name #	School #	# of Groups	Course #	Session Start #	Session End #	Duration #
133290531	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	01/31/2023 13:27:30	01/31/2023 13:34:38	00:07:08
132664383	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	01/12/2023 14:01:02	01/12/2023 14:02:49	00:01:47
120030318	StudentA PLM10	PLM Demo School 10	3	ACT Online Prep™	09/06/2022 18:23:59	09/06/2022 18:34:41	00:10:42
109561655	Student Z	PLM Demo School 10	2	ACT Online Prep™	07/18/2022 15:03:24	07/18/2022 15:25:05	00:21:41
109557155	Student Z	PLM Demo School 10	2	ACT Online Prep™	07/18/2022 14:44:23	07/18/2022 14:52:06	00:07:43
107175729	StudentA PLM10	PLM Demo School 10	3	ACT Online Prep™	06/28/2022 16:14:47	06/28/2022 16:17:20	00:02:33
107175151	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	06/28/2022 16:10:25	06/28/2022 16:12:12	00:01:47
101338821	Jim Lewis Student	PLM Demo School 10	1	ACT Online Prep™	05/11/2022 13:55:25	05/11/2022 13:56:27	00:01:02
97016597	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	04/08/2022 20:31:39	04/08/2022 20:34:45	00:03:06

A listing of individual sessions for all students to which the user has access is displayed in chronological order from the most recent to the oldest session. There is a separate line for each individual student session and the following information is provided. Student ID, student name, school name, number of groups in which the student is a member, course name, session start date and time, session end date and time, and duration of the session. Columns can be sorted using the arrows associated with each column header. Use the filter function to further refine the data for the individual sessions report.

This screenshot shows the same 'Session Detail Report' interface, but with the 'Filters' dropdown menu open. The menu includes options for 'Name', 'Groups', 'Courses', and 'Session Started Within'. The 'Session Started Within' option has a date range selector. A 'Filter' button is visible at the bottom of the menu. The table below the menu shows a larger set of data, including sessions from 2021.

ID #	Name #	School #	# of Groups	Course #	Session Start #	Session End #	Duration #
107175151	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	06/28/2022 16:10:25	06/28/2022 16:12:12	00:01:47
101338821	Jim Lewis Student	PLM Demo School 10	1	ACT Online Prep™	05/11/2022 13:55:25	05/11/2022 13:56:27	00:01:02
97016597	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	04/08/2022 20:31:39	04/08/2022 20:34:45	00:03:06
88720790	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	02/01/2022 15:36:18	02/01/2022 15:47:19	00:11:01
77501662	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	10/25/2021 14:46:27	10/25/2021 14:58:00	00:11:41
73203214	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	10/08/2021 13:08:10	10/08/2021 13:16:46	00:01:36

To filter the data, select **Filters**. Options include student name, groups (one or more groups can be selected), course name (most users will see the ACT Online Prep course), and session started within (select a date range).

Note: Users with the role of District Test Coordinator or State Test Coordinator will also have the option to filter by school.

After selecting your options select **Filter**. The online display is updated based on the selected filters.

Individual Sessions

ID #	Name #	School #	# of Groups	Course #	Session Start #	Session End #	Duration #
133290531	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	01/31/2023 13:27:30	01/31/2023 13:34:38	00:07:08
132664383	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	01/12/2023 14:01:02	01/12/2023 14:02:49	00:01:47
120030318	StudentA PLM10	PLM Demo School 10	3	ACT Online Prep™	09/05/2022 18:23:59	09/05/2022 18:34:41	00:10:42
109561655	Student Z	PLM Demo School 10	2	ACT Online Prep™	07/18/2022 15:08:24	07/18/2022 15:25:05	00:21:41
109507155	Student Z	PLM Demo School 10	2	ACT Online Prep™	07/18/2022 14:44:23	07/18/2022 14:52:06	00:07:43
107175729	StudentA PLM10	PLM Demo School 10	3	ACT Online Prep™	06/28/2022 16:14:47	06/28/2022 16:17:20	00:02:33
107175151	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	06/28/2022 16:10:25	06/28/2022 16:12:12	00:01:47
101338821	Jim Lewis Student	PLM Demo School 10	1	ACT Online Prep™	05/11/2022 13:55:25	05/11/2022 13:56:27	00:01:02
97016097	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	04/08/2022 20:31:39	04/08/2022 20:34:45	00:03:06
88720790	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	02/01/2022 15:36:18	02/01/2022 15:47:19	00:11:01
77501662	StudentB PLM10	PLM Demo School 10	2	ACT Online Prep™	10/25/2021 14:46:27	10/25/2021 14:58:08	00:11:41

Additional activity level details are available in an exported CSV file by selecting **Individual Sessions** from the drop-down menu and then selecting **Run**. After selecting run a message is displayed at the top of the screen indicating that the report is being generated and an email will be sent when it is ready.

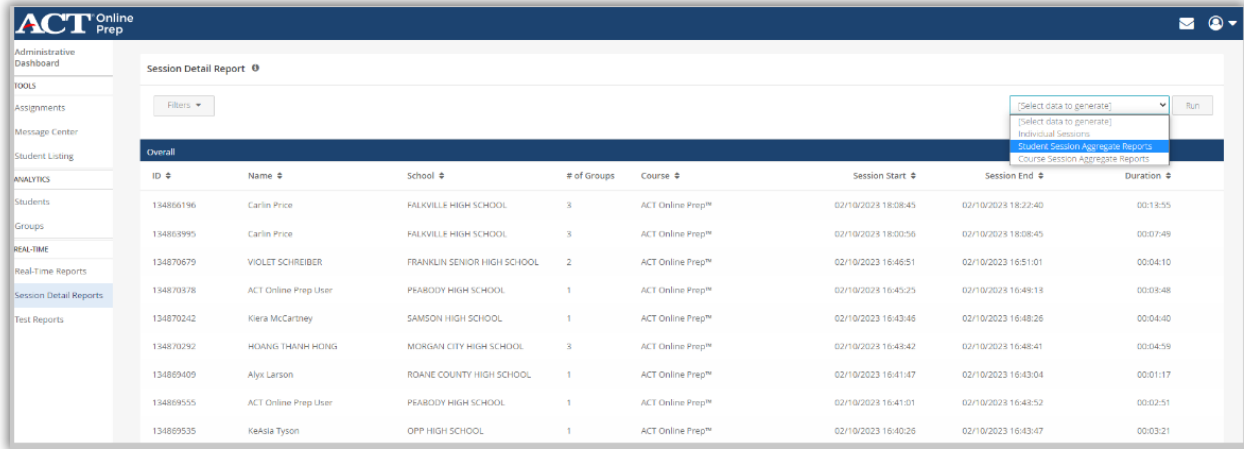


When the report is available, you will receive an email from noreply@benchprep.com with the subject line of session detail report generated to open the report, select **Download CSV**.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	68102783	15862921	Julie VanA	ADP Implement Rathje 2nd	Vani	ACT Online Pre	2021-07-20 15:36	2021-07-20 15:00:10	0:01:00	0:04:48	0:02:02	0:01:00	0:01:00	0:01:00	0:01:00	0:01:00	0:01:00	0:01:00	0:01:00	0:01:00	0:01:00	0:01:00	0:01:00
2	66107992	15962921	Julie VanA	ADP Implement Rathje 2nd	Vani	ACT Online Pre	2021-07-20 16:08	2021-07-20 16:01:53	0:01:54	0:02:04	0:00:48	0:01:00	0:02:44	0:00:48	0:03:28	0:01:00	0:02:17	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/101.0.4951.64 Safari/537.36	0:01:00	0:01:00	0:01:00	0:01:00	0:01:00

The individual sessions C.S.V. file includes data on all students selected. The C.S.V. file contains one line for every student session and contains additional information on time spent in different parts of the program. The columns listed are: Session ID, user id, user name, school name, groups in which the student is a member, course name, session start date and time, session end date and time, session duration, time spent in tests, time spent in inbox, time spent in home page, time spent in practice questions, time spent in lessons, time spent in reset reports, time spent on study plan page, time spent in search, time spent idle, browser used, time spent reviewing achievements, time spent in discussions, time spent in flashcards, and time spent in games.

Student Session Aggregate Report



The Student Session Aggregate Reports are only available as an exportable CSV file which will have a single line per student with aggregated data on all sessions based on any filters applied.

To run a Student Session Aggregate Report select **Session Detail Reports** from the Administrative Dashboard. After all applicable filters are applied to generate the student session aggregate report select **Student Session Aggregate Reports** from the drop-down menu and then selecting **Run**. After selecting run a message is displayed at the top of the screen indicating that the report is being generated and an email will be sent when it is ready.

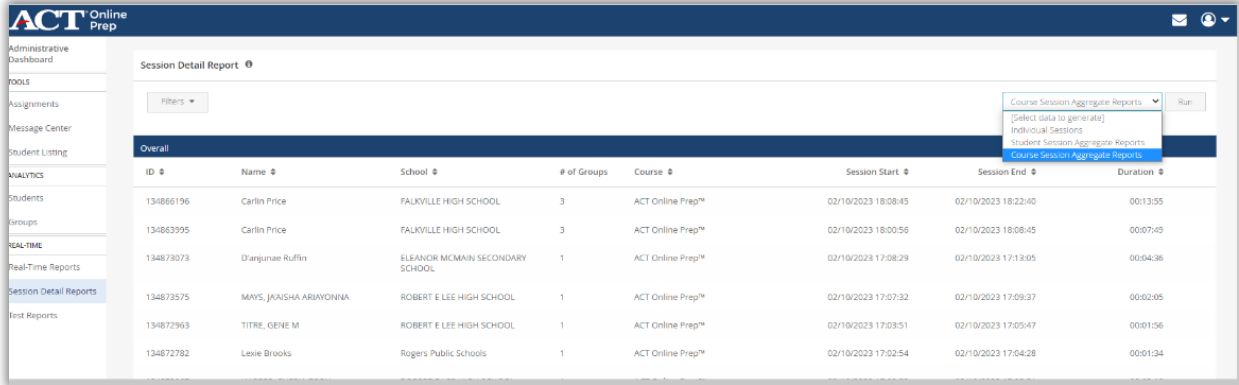


When the report is available, you will receive an email from no reply at benchprep.com with the subject line of session detail report generated to open the report, select **Download CSV**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	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_tests	total_time_spent_in_search	total_time_spent_idle	tests_complete	
1	15982921	Julie VanZante	AOP Implem	Rathje 2n	ACT Online Prep,c	2:27:23	0:19:39	0:11:25	0:21:36	0:00:00	1:02:17	1	
2	21147961	Sarah Gardner	S AOP Implem	Science; R	ACT Online Prep,c	14:56:10	0:41:51	0:44:24	2:22:11	0:02:00	8:29:07	4	
3	21345021	Chase Owen	AOP Implem	ACT Online	Prep,c	0:03:18	0:00:00	0:00:00	0:00:00	0:00:00	0:01:18		
4	21296341	Jim Greenly	AOP Implem	Science	ACT Online	Prep,c	0:16:52	0:00:00	0:00:00	0:00:00	0:13:57		
5	22761311	Francisco Olagu	AOP Implem	Rathje 2n	ACT Online	Prep,c	0:25:30	0:01:00	0:00:00	0:00:00	0:07:25		
6	29477481	Sonia Valdez St	AOP Implem	Rathje 2n	ACT Online	Prep,c	0:03:24	0:00:00	0:00:00	0:00:00	0:01:24		
7	15982911	Alexa Rathje St	AOP Implem	Rathje 2n	ACT Online	Prep,c	0:03:17	0:00:00	0:00:00	0:00:00	0:00:00		
8													
9													
10													

The student session aggregate C.S.V. file includes data on user id, user name, institution (school name), groups, content packages which is the course name, total time spent in course, total time spent in lessons, total time spent in practice questions, total time spent in tests, total time spent in search, total time spent idle, and number of tests completed.

Course Session Aggregate Report



The Course Session Aggregate Reports are only available as an exportable CSV file which will have a single line, for each school to which the user has access, of aggregated data based on the filters selected. To run a Course Session Aggregate Report select **Session Detail Reports** from the Administrative Dashboard. After all applicable filters are applied to generate the course session aggregate report select **Course Session Aggregate Reports** from the drop-down menu and then selecting **Run**. After selecting run a message is displayed at the top of the screen indicating that the report is being generated and an email will be sent when it is ready.



When the report is available, you will receive an email from no reply at benchprep.com with the subject line of session detail report generated to open the report, select **Download CSV**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Institution	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_tests	total_time_spent_in_search	total_time_spent_idle	number_of_completed_tests			
2	PLM Demo	1099	ACT Online Pri	3	2	2:18:36	0:05:03	1:26:58	0:35:59	0:00:00	0:00:00	11			
3	PLM Demo	1099	ACT Online Pri	3	2	5:55:22	0:04:42	1:43:12	1:35:05	0:00:00	2:25:06	13			
4	PLM Demo	1099	ACT Online Pri	3	2	5:27:29	0:26:27	3:15:26	0:58:22	0:00:05	0:01:11	11			
5	PLM Demo	3485	ACT Online Pri	19	12	29:57:43	2:15:58	4:12:11	4:35:48	0:06:29	8:31:09	17			
6	ACOP Implem	3485	ACT Online Pri	13	7	18:15:54	1:02:30	0:55:39	2:45:47	0:02:00	9:55:28	5			
7	PLM Demo	3485	ACT Online Pri	5	3	3:01:28	0:37:50	0:09:25	0:04:00	0:03:00	1:07:08	0			
8															
9															

The course session aggregate C.S.V. file includes data on institution name or school name, course ID, course name, student count, students with activities, total time spent in course, total time spent in lessons, total time spent in practice, total time spent in tests, total time spent in search, total time spent idle, and number of tests completed.

Note: The school test coordinator will only see 1 line for their school. The district test coordinator and state test coordinator will see a line for each school they manage. The example shown is for a district test coordinator.

Test Reports

Test Reports are real-time in-app downloadable reports on student performance on all attempts on the short subject tests, the two full-length practice exams, and the two quizzes that are part of AOP. Optionally, the report can contain only the results from the most recent attempt on each test, exam, or quiz.

Performance data on the Writing Prompts is not included.

As this report is listed under the REAL-TIME section of the dashboard the data displayed is up to the minute.

Student Name	Student Email	Course Name	Test Name	Date	Attempt #	Test Score	Test State	% Score	School	SIS ID
PLM 8 Student 3	plm8student3@aop.org	ACT Online Prep™	English Short Test	2023-03-13	1		Incomplete	0	PLM Demo School 8	demo3457
PLM 8 Student 2	plm8student2@aop.org	ACT Online Prep™	ACT® Practice Exam 1	2023-03-13	1	32	Complete	93	PLM Demo School 8	
PLM 8 Student 2	plm8student2@aop.org	ACT Online Prep™	Science Short Test	2023-03-03	1	28-45	Complete	94	PLM Demo School 8	
PLM 8 Student 2	plm8student2@aop.org	ACT Online Prep™	Reading Short Test	2023-03-03	1	31-36	Complete	100	PLM Demo School 8	
PLM 8 Student 2	plm8student2@aop.org	ACT Online Prep™	Math Short Test	2023-03-03	1	27-31	Complete	90	PLM Demo School 8	
PLM 8 Student 2	plm8student2@aop.org	ACT Online Prep™	English Short Test	2023-03-03	1	30-35	Complete	96	PLM Demo School 8	
PLM 8 Student 1	plm8student1@aop.org	ACT Online Prep™	ACT® Practice Exam 2	2023-03-03	1	36	Complete	97	PLM Demo School 8	AOP123456
PLM 8 Student 1	plm8student1@aop.org	ACT Online Prep™	ACT® Practice Exam 1	2023-03-03	1	34	Complete	94	PLM Demo School 8	AOP123456

From the navigation menu on the Administrative Dashboard under REAL-TIME select **Test Reports**.

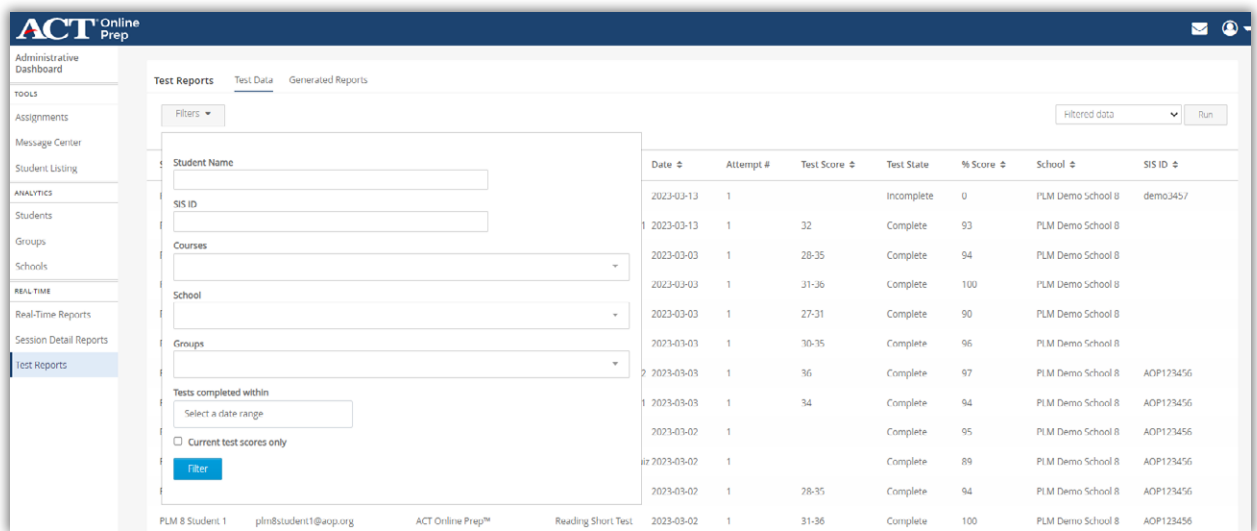
Based on their role instructors, school test coordinators, district test coordinators and state test coordinators will see test data for students they manage in their school, district, or state respectively. In this section we will assume that users with the role of School Test Coordinator or District Test Coordinator also have the role of School Supervisor or District Supervisor respectively.

Note: Instructors will only see test data for students who are in groups in which the instructor is also a member.

The data displayed on screen includes: student name, student email address, course name (which is ACT Online Prep for all current students), test name, date the test was taken, the

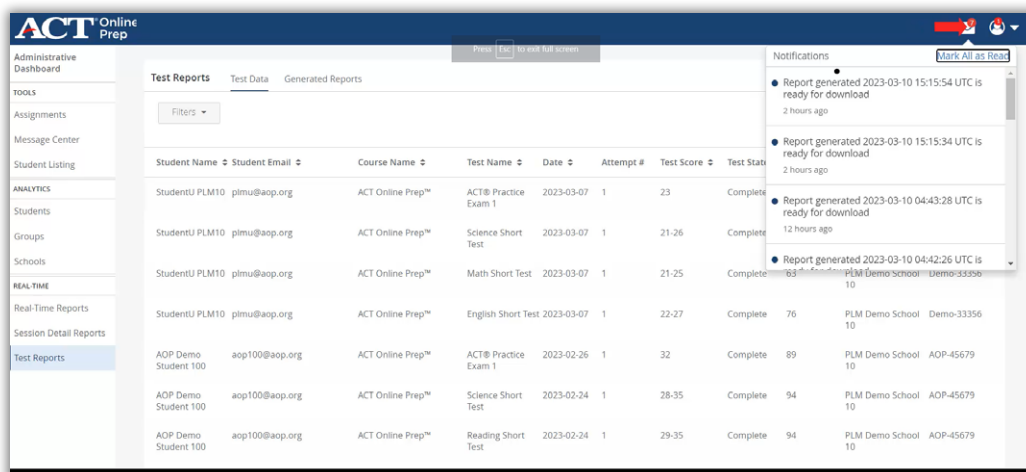
attempt number if the student has taken the test multiple times, the score on the test (for the short subject tests a range is displayed, for the full-length practice exams a predicted score is displayed, and no score is shown for the two quizzes as they are only designed to provide additional practice with answering questions in a timed environment), the test state (complete or incomplete if the test has been paused), the percentage of questions correctly answered on the test, the name of the school with which the student is associated (only district and state test coordinators will see students from more than one school), and the sis_id. Use the **arrows** to sort the data in the columns.

Note: The sis_id is an optional customer defined ID, such as a school ID number, which can be added during account creation. The sis_id can include numbers, letters, and special characters.



To filter the data, select **Filters**. Options include student name, sis_id, course name (most users will see the ACT Online Prep course), school name (only district and state test coordinators will see more than one school), groups (one or more groups can be selected), a date range, and/or current test scores only. Selecting current test scores only means that just the most recent attempt on each test, practice exam, or quiz will be displayed.

After selecting your options select **Filter**. The online display is updated based on the selected filters.



To generate an exportable CSV file, from the drop-down menu select **All data** to generate a report for all test data for students to which the user has access or select **Filtered data** to generate a report based on the selected filter options. Select **Run** to generate the report. A message is displayed at the top of the screen indicating that the report is being generated.

The screenshot shows the ACT Online Prep interface. On the left is a navigation sidebar with categories like TOOLS, ANALYTICS, and REAL-TIME. The main content area is titled 'Test Reports' and contains a table of test results. A notification dropdown menu is open in the top right corner, listing several reports generated on 2023-03-10, each with a 'Download' button. The table below has columns for Student Name, Student Email, Course Name, Test Name, Date, Attempt #, Test Score, and Test Status.

Student Name	Student Email	Course Name	Test Name	Date	Attempt #	Test Score	Test Status
StudentU PLM10	plmu@aop.org	ACT Online Prep™	ACT® Practice Exam 1	2023-03-07	1	23	Complete
StudentU PLM10	plmu@aop.org	ACT Online Prep™	Science Short Test	2023-03-07	1	21-26	Complete
StudentU PLM10	plmu@aop.org	ACT Online Prep™	Math Short Test	2023-03-07	1	21-25	Complete
StudentU PLM10	plmu@aop.org	ACT Online Prep™	English Short Test	2023-03-07	1	22-27	Complete
AOP Demo Student 100	aop100@aop.org	ACT Online Prep™	ACT® Practice Exam 1	2023-02-26	1	32	Complete
AOP Demo Student 100	aop100@aop.org	ACT Online Prep™	Science Short Test	2023-02-24	1	28-35	Complete
AOP Demo Student 100	aop100@aop.org	ACT Online Prep™	Reading Short Test	2023-02-24	1	29-35	Complete

An in-app notification is sent when the report has been generated. You will see a red circle over the mail icon. To dismiss the notification, select the mail icon and then select the new notification from the drop-down menu.

The screenshot shows the 'Generated Reports' tab in the ACT Online Prep interface. A message at the top states: 'Reports will remain available for download for 5 days after the generated date.' Below this is a table with columns for Report Name, Date Generated, Institution Name, and Action. The 'Action' column contains 'Download' buttons for each report. The first 'Download' button is highlighted with a red box.

Report Name	Date Generated	Institution Name	Action
2023-03-10_15-15-53_exam_results_report_user_id_16747061_date_range_all_records_through_20230310	2023-03-10	All available user institutions	Download
2023-03-10_15-15-33_exam_results_report_user_id_16747061_date_range_all_records_through_20230310	2023-03-10	All available user institutions	Download
2023-03-10_04-43-28_exam_results_report_user_id_16747061_institution_id_123909_content_package_ids_3485_group_ids_458451_date_range_20230201_20230228	2023-03-10	All available user institutions	Download
2023-03-10_04-42-25_exam_results_report_user_id_16747061_date_range_all_records_through_20230310	2023-03-10	All available user institutions	Download
2023-03-10_04-41-53_exam_results_report_user_id_16747061_date_range_all_records_through_20230310	2023-03-10	All available user institutions	Download
2023-03-10_04-33-36_exam_results_report_user_id_16747061_date_range_all_records_through_20230310	2023-03-10	All available user institutions	Download

To access the report, select the **Generated Reports** tab. A listing of all reports generated within the past 5 days is displayed. If you don't immediately see your report refresh the page. Select **Download** to open the report. A dialog box is displayed at the bottom of the screen. To open either double click on the file name or select the down arrow and then select Open.

Note: Directions may vary based on your browser.

	A	B	C	D	E	F	G	H	I	J	K	L
	student_name	student_email	course_name	exam_name	date	attempt #	exam_score	exam_state	pct_score	institution	sis_id	
2	StudentA PLM10	plma@aop.org	ACT Online Prep®,c 2018-2019	English Short Test	2019-06-13 15:26:41 UTC	1	28-33	Complete	93.33333333	PLM Demo School 10		
3	StudentA PLM10	plma@aop.org	ACT Online Prep®,c 2018-2019	Math Short Test	2019-06-13 15:28:41 UTC	1	29-34	Complete	95.45454545	PLM Demo School 10		
4	StudentA PLM10	plma@aop.org	ACT Online Prep®,c 2018-2019	Reading Short Test	2019-06-13 15:30:04 UTC	1	26-32	Complete	83.33333333	PLM Demo School 10		
5	StudentA PLM10	plma@aop.org	ACT Online Prep®,c 2018-2019	Science Short Test	2019-06-13 15:32:25 UTC	1	31-36	Complete	100	PLM Demo School 10		
6	StudentB PLM10	plmb@aop.org	ACT Online Prep®,c 2018-2019	English Short Test	2019-06-13 15:35:31 UTC	1	30-35	Complete	96.66666667	PLM Demo School 10		
7	StudentB PLM10	plmb@aop.org	ACT Online Prep®,c 2018-2019	Math Short Test	2019-06-13 15:37:12 UTC	1	27-31	Complete	90.90909091	PLM Demo School 10		

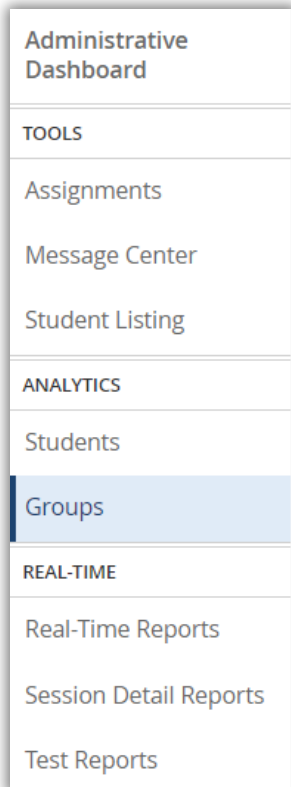
The report opens as a CSV file which can be saved to your desktop. The report includes the student name, student email address, course name, test name, date the test was taken, the attempt number if the student has taken the test multiple times, the score on the test (for the short subject tests a range is displayed, for the full-length practice exams a predicted score is displayed, and no score is shown for the two quizzes as they are only designed to provide additional practice with answering questions in a timed environment), the test state (complete or incomplete if the test has been paused), the percentage of questions correctly answered on the test, the name of the school with which the student is associated, and the sis_id.

Group, School, and District Reports

Group Reports

Now, let's look at the Group Reports. From the Administrative Dashboard, under Analytics, select **Groups**. Based on their roles, Instructors, School, District and State Test Coordinators will be able to view reporting data on groups within their school, district, or state, respectively. In this section we will assume that users with the role of School Test Coordinator or District Test Coordinator also have the role of School Supervisor or District Supervisor respectively.

Note: Instructors may only run Group Reports for students in groups in which the instructor is also a member.



A list of groups is displayed.

The screenshot shows a 'Group Report' interface with the following data:

Overall							All Courses
Name	# of instructors	# of students	Last Active	Avg. Progress	Average Practice ACT Test Score	Avg. Session Time	
1 PLM 8 Demo Group	1	3	03/23/2023	21%	34.0	15 min	
2 PLM 8 Afternoon test prep	1	2	03/23/2023	30%	34.0	21 min	
3 PLM 8 Science 5th	1	2	03/23/2023	19%	34.4	12 min	
4 Scenario E Group	2	2	01/30/2023	1%	N/A	7 min	

The following columns of information are provided:

- **Name:** The name of the group
- **# of instructors:** The number of instructors assigned to the group
Note: There can be multiple instructors assigned to one group.
- **# of students:** The number of students assigned to the group
- **Last Active:** The most recent date a student in the group was active in the course
- **Avg. Progress:** The percentage of total progress through the course made by the students in the group
- **Average Practice ACT Test Score:** The average of the students in the group's composite scores on the two full-length practice exams
- **Avg. Session Time:** The average time the students of the group have spent in the course each time he or she logs in

Use the **Search** and column sort (↕) options to display the information you want to see in the list.

Use **Export** to export this aggregate group data to a .csv spreadsheet file. Depending upon the number of groups in your school you have the option to export all pages or export current page.

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

The Group Report

On the Group Report screen, select a specific group from the list to see a detailed report for that group.

Overview Section

Displayed at the top of the screen is the group name, school name, the course or courses to which the group has access, and the instructors associated with the group.

• Back Data is accurate as of: 2023-03-30 10:46 AM (CDT)

PLM 8 Demo Group
 School PLM Demo School 8
 Courses ACT Online Prep™
 Instructors Instructor PLM8

Group Overall Session Summary

Aggregate Totals	Total Active Students	Total Time Spent	Active Progress%	Avg. Practice questions%	Avg. Test%
Active Students Average	3	8 hrs 59 min	21%	97%	90%

Courses Breakdown Summary

Enrolled Courses	Enrolled Students	Active Students	Avg. Session Time	Active Progress%	Avg. Practice questions%	Avg. Test%
ACT Online Prep™	3	3	15 min	21%	97%	90%

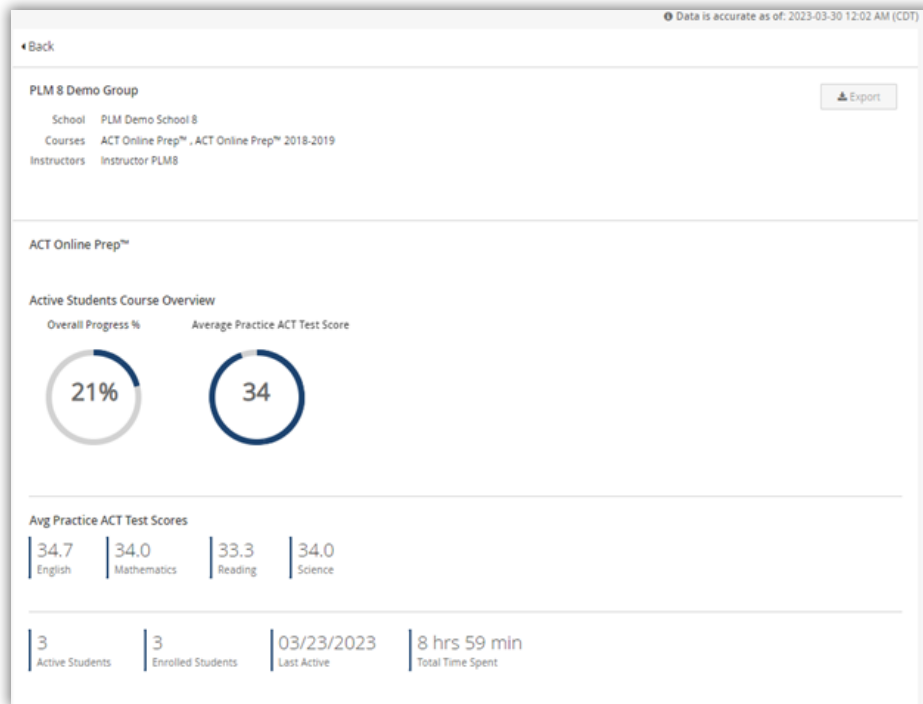
[Analyze](#)

The Group Overall Session Summary section displays:

- **Total Active Students:** The number of active students in the group
- **Total Time Spent:** The amount of time the students in the group have spent logged in
- **Avg. Progress%:** The average percentage of total progress through the course made by all students in the group
- **Avg. Practice%:** The average percentage of practice questions answered correctly by all students in the group
- **Avg. Test%:** The average percentage of ACT Practice Exam questions answered correctly by all students in the group

The Courses Breakdown Summary section displays:

- **Enrolled Students:** The number of students in the group
- **Active Students:** The number of active students in the group
- **Avg. Session Time:** The average time a student in the group spends in the program each time he or she logs in
- **Avg. Progress%:** The average percentage of total progress through the course made by all students in the group
- **Avg. Practice%:** The average percentage of practice questions answered correctly by all students in the group
- **Avg. Test%:** The average percentage of ACT Practice Exam questions answered correctly by all students in the group. Select **Analyze** for a deeper dive into the course.



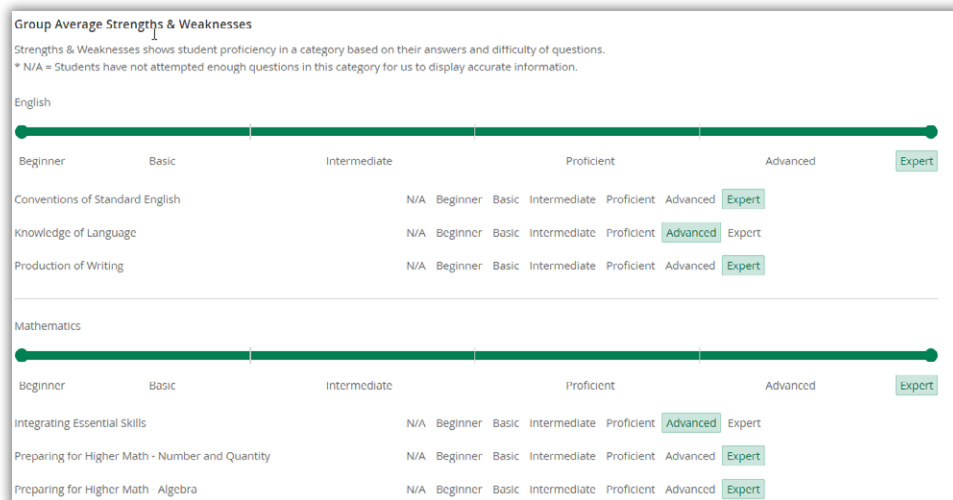
The same background information on the group is displayed at the top of the screen. A graphical overview of the group’s overall progress through the course and the average of the students in the group’s composite scores on the two full-length practice exams is displayed.

Also provided are the average scores for student’s in the group for each of the subject areas on the practice exams, the last date a student in the group has been active in the course, and the total time spent by all students in the group in the course.

Note: Information on the two writing prompts is not included in the reports available in the Administrative Dashboard. You may impersonate a student to view their results.

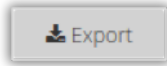
Strengths and Weaknesses Section

Scroll down farther to see a breakdown of the group’s strengths and weaknesses in the subjects (English, Mathematics, Reading, and Science) and corresponding reporting categories, as shown below.



Similar to the ratings for students, group ratings are provided by the system for subjects and categories as students in the group complete testing content in ACT Online Prep. See Student Reports, in this section, for the possible ratings.

Exporting the Report



At the top of screen, select **Export** to create a .pdf file of the Overview and Strengths and Weaknesses data. It does not include the data found under the Details tabs.

Details Section

At the bottom of the screen, you'll find a Details section. Here you can see more specific information about this group's collective performance throughout this course including the lessons and questions they find most difficult. There are five tabs: Students, Lessons, Practice questions, Tests and Flashcards. All tabs are available. The tab you select will be shown in a darker gray.

The screenshot shows a web interface with a "Details" header and five tabs: "Students", "Lessons", "Practice questions", "Tests", and "Flashcards". The "Students" tab is active. Below the tabs is a search bar with the text "Name, Email, SIS ID" and a "Search" button. To the right of the search bar is an "Export" button. Below the search bar is a table with two main sections: "Overall" and "Course Performance". The "Course Performance" section has a dropdown menu set to "All Courses". The table has the following columns: "Name", "ID", "Last Active", "SIS ID", "Progress", "Average Practice ACT Test Score", and "Avg. Session Time".

Overall				Course Performance		
Name	ID	Last Active	SIS ID	Progress	Average Practice ACT Test Score	Avg. Session Time
1 Mark Review Student	18148301	08/25/2021		2%	N/A	2 min
2 PLM 8 Student 1	36831642	03/23/2023	AQP123456	35%	34.4	22 min
3 PLM 8 Student 2	37035032	03/13/2023		25%	33.3	19 min

The Students tab displays a list of students in the group. Use the **Search** and column sort (↕) options to display the information you want to see in the list. The following columns of course performance information are provided for each student:

- **Name:** The student's first and last name
- **ID:** The ID automatically assigned when the student is loaded to the platform
- **Last Active:** The most recent date the student was active in the course
- **SIS ID:** An optional customer defined ID, such as a school ID number.
- **Progress:** The student's percentage of total progress through the course material
- **Average Practice ACT Test Score:** The student's Composite score; if only one practice exam has been taken, the score for that exam is displayed
- **Avg. Session Time:** The average time a student spends in the program each time he or she logs in

Other tabs show different information related to aggregate student engagement with the content in ACT Online Prep.

- The Lessons tab displays the lessons with the lowest student-reported confidence levels
- The Practice questions and Tests tabs show the "5 Hardest Practice Questions per Category" and "5 Hardest Test Questions per Test" for students in the group. Select a category or test to view the contents of each of the questions in that category/test most often answered incorrectly.

- The Flashcards tab indicates which flashcards have the lowest student-reported confidence levels by students in the group. Select a Flashcard category from the drop-down list and the flashcards with the lowest ratings are displayed.

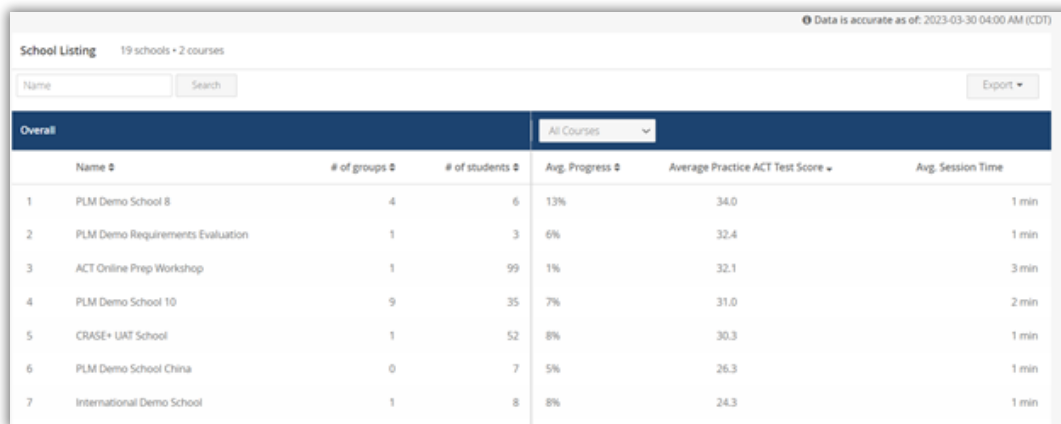
Both the items that have been flagged with a low confidence level by students and the questions most often answered incorrectly can help Instructors identify course material they may want to revisit with their students.

School Reports

Based on their roles, School, District and State Test Coordinators will be able to view reporting data on a single school, all schools within the district, or all schools within the state, respectively. In this section we will assume that users with the role of School Test Coordinator or District Test Coordinator also have the role of School Supervisor or District Supervisor respectively.

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

Upon login, State Test Coordinators land directly on the Administrative Dashboard. School and District Test Coordinators will need to select the Administrative Dashboard from their user menu under Analytics, select **Schools** to get to the School Listing screen. Here, School Test Coordinators will only see their school, District Test Coordinators will see all schools in their district and State Test Coordinators will see all schools in their state.



The screenshot shows the 'School Listing' interface with a search bar and an 'Export' button. Below is a table with 7 rows of school data. The table has a dark blue header with the word 'Overall' and a dropdown menu set to 'All Courses'. The table columns are: Name, # of groups, # of students, Avg. Progress, Average Practice ACT Test Score, and Avg. Session Time.

	Name	# of groups	# of students	Avg. Progress	Average Practice ACT Test Score	Avg. Session Time
1	PLM Demo School 8	4	6	13%	34.0	1 min
2	PLM Demo Requirements Evaluation	1	3	6%	32.4	1 min
3	ACT Online Prep Workshop	1	99	1%	32.1	3 min
4	PLM Demo School 10	9	35	7%	31.0	2 min
5	CRASE+ UAT School	1	52	8%	30.3	1 min
6	PLM Demo School China	0	7	5%	26.3	1 min
7	International Demo School	1	8	8%	24.3	1 min

This screen lists all the schools for which you are the Test Coordinator. It has the following columns of data related to students at each school:

- **Name:** The name of the school
- **# of groups:** The number of groups associated with the school
- **# of students:** The number of student accounts associated with that school
- **Avg. Progress:** The percentage of total progress through the course by all students in the school
- **Average Practice ACT Test Score:** The average practice ACT Composite score achieved by all students in the school
- **Avg. Session Time:** The average time the students of the school have spent in the course each time he or she logs in

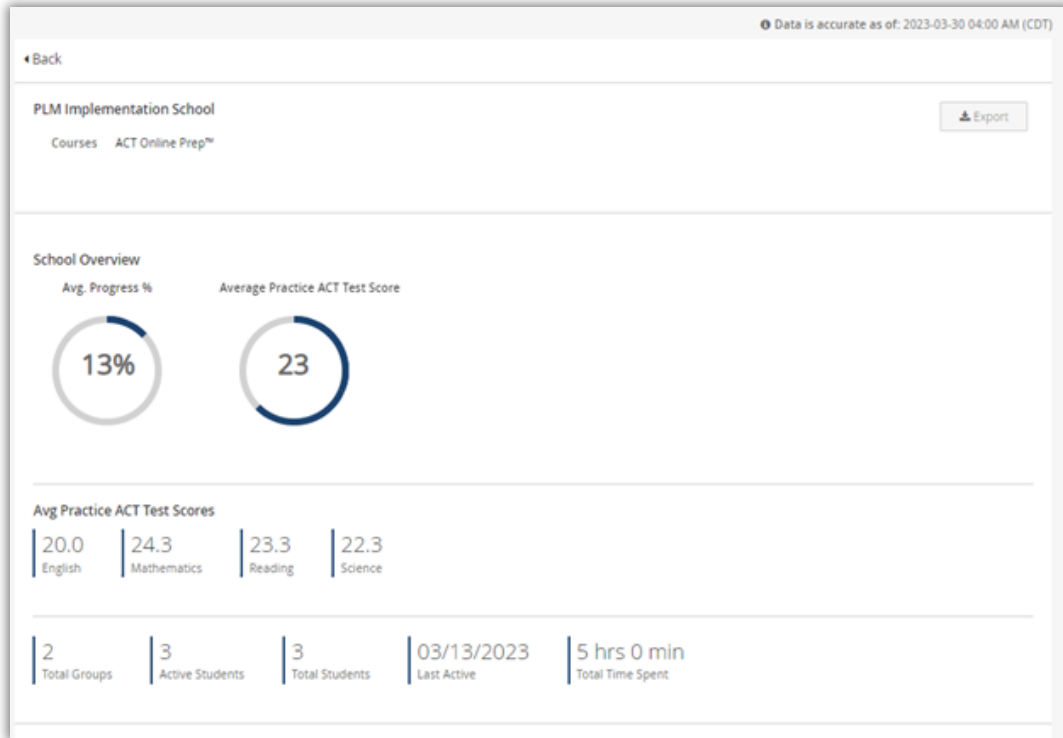
Use the **Search** and column sort (↕) options to display the information you want to see in the list. Use **Export** to export the student data to a .csv spreadsheet file.

The School Report

On the School Listing screen, select a school from the list to see a detailed report for the school.

Overview Section

Displayed at the top of the screen is an overview of aggregate data for all students at the school.



The same background information on the school is displayed at the top of the screen. A graphical overview of the school’s overall progress through the course and the average of the students in the school’s composite scores on the two full-length practice exams is displayed.

Also provided are the average scores for students in the school for each of the subject areas on the practice exams, the total number of groups in the school, the total number of active students in the school, the total number of students in the school, the last date a student in the school has been active in the course, and the total time spent by all students in the school in the course.

This information can be exported as a .pdf.

Scroll down below the aggregate data to view a list of all groups associated with the school.

Overall				All Courses		
Name	# of instructors	# of students	Last Active	Avg. Progress	Average Practice ACT Test Score	Avg. Session Time
1 Ralph Period 2 Math	1	2	Never	N/A	N/A	N/A
2 Afternoon ACP Test Prep	1	2	03/06/2023	20%	22.5	23 min

The following columns of information are provided:

- **Name:** The name of the group
 - **# of instructors:** The number of instructors assigned to the group
- Note: There can be multiple instructors assigned to one group.*
- **# of students:** The number of students assigned to the group
 - **Last Active:** The most recent date a student in the group was active in the course
 - **Avg. Progress:** The percentage of total progress through the course made by the students in the group
 - **Average Practice ACT Test Score:** The average practice ACT Composite score achieved by students in the group
 - **Avg. Session Time:** The average time the students of the group have spent in the course

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

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

District Reports

District Reports are available from the Administrative Dashboard, under Analytics by selecting Districts. Based on their roles, District and State Test Coordinators will be able to view reporting data on a single district or all districts within the state, respectively. In this section we will assume that users with the role of District Test Coordinator also have the role of District Supervisor.

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

Upon login, State Test Coordinators land directly on the Administrative Dashboard. District Test Coordinators will need to select the Administrative Dashboard from their user menu, then select **Districts** to get to the District Reports screen.

District Name	# of schools	# of students	# of instructors
1 PLM School District	1	46	18
2 PLM Demo District 2	6	16	5
3 PLM Demo District 3	3	106	70
4 PLM Demo District 4	4	60	28
5 PLM Demo District 5	3	60	6
6 PLM Demo District 6	1	3	2
7 PLM Demo District 7	0	0	0
8 PLM Demo District 8	1	0	0
9 PLM Demo District 9	0	0	0

The following information is displayed for each district:

- **District Name**
- **# of schools**
- **# of students**
- **# of instructors**

Use column sort (↕) options to display the information you want to see in the list.

Use **Export** to export the school data to a .csv file. For proper formatting of the data.

The District Report

On the District Reports screen, select a district to see a report that provides information and performance data for students across the district, as shown below.

Data is accurate as of: 2023-03-30 04:00 AM (CDT)

◀ Back

PLM Demo District 3

District Overview

3 Number of Schools | 106 Number of Students | 70 Number of Instructors

Overall		All Courses				
Name	# of groups	# of students	Avg. Progress	Average Practice ACT Test Score	Avg. Session Time	
1 PLM Demo School 6	0	1	N/A	N/A	0 min	
2 PLM Demo School 8	4	6	13%	34.0	2 min	
3 ACT Online Prep Workshop	1	99	1%	32.1	9 min	

The District Overview provides the number of schools, number of students, and the number of instructors associated with the district. Below this, the individual schools in the district are listed with the following information:

- **Name:** The name of the school
- **# of groups:** The number of groups associated with the school
- **# of students:** The number of students assigned to the school
- **Avg. Progress:** The percentage of total progress through the course made by the students in the school
- **Average Practice ACT Test Score:** The average practice ACT Composite score achieved by students in the school
- **Avg. Session Time:** The average time students in the school have spent in the course

Use column sort (↕) options to display the information you want to see in the list.

Note: You cannot export this report view.

By selecting the title of a school from the list, you can drill down to a School Report for a particular school and a Group Report for students in a group at that school.

*Note: You can also access Student Reports, Group Reports, or School Reports by selecting the **Students, Groups, or Schools** option directly from the Administrative Dashboard.*

Student Experience

ACT Online Prep course content is organized into 16 Study Plan Steps, starting with the most-tested (foundational) materials on the ACT and ending with the least-tested (advanced) materials on the ACT. Each Study Plan Step includes lessons and practice question sets for each of the four subject areas: English, Mathematics, Reading, and Science.

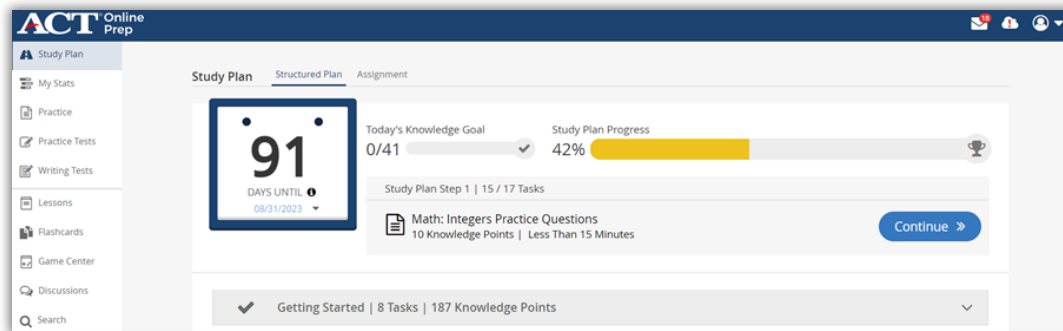
After an introduction to the platform and course, students take the four short subject tests to calculate a Composite score. Based on both the Composite score and the student's available time to study (1 week, 2 weeks, 1 month, 2 months, or 4 months), the student can use the Study Schedule, which guides them to do either a quick review or an in-depth study of the tasks associated with each step. An example of a 2-month schedule is shown below:



Note: The ACT Study Schedule is first introduced to students during the How to Use This Course lesson, and is always available to students by selecting the Support icon.

When a student first logs into ACT Online Prep, a tutorial is initiated. This tutorial guides to the student to select a “deadline” date (either a test date or a date by which student wishes to complete the course), displays the parts of the platform, and ends with the “Welcome to ACT Online Prep” introductory lesson and video.

On subsequent logins, students always land on the Study Plan screen.



The components of the Study Plan screen are:

- The **Student Dashboard** (the menu on the left) is used to navigate the platform. Selecting Study Plan from the Student dashboard brings the student back to this view.
- The **countdown calendar** shows the date and number of days remaining until the student-input deadline date, upon which they intend to either take the test or finish the course. If needed, the student can change this date by selecting the drop down arrow next to the date.
- The **user menu** (the profile icon) is used to change the student's password and sign out of the course.
- The **Assignment tab** of the Study Plan navigation menu displays assignments that have been created for the student. Selecting the Structured Plan tab takes the student back to the Study Plan view.
- **Continue** takes the student to the next Study Plan Step task. The names of both the Study Plan Step and task are indicated.
- The **Progress drop-down menus** detail the student's progress toward both daily goals and entire course completion.

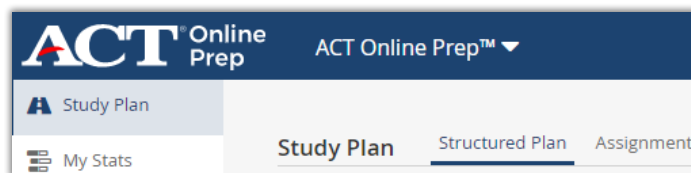
Selecting the **Support** or **Info** icon provides the student with additional assistance and information.



Now, let's look at the tabs on the Navigation Menu.

Study Plan Navigation Menu

Each time students access ACT Online Prep they land on the Study Plan screen. From here, they can quickly see details of their progress through the course and can access other parts of the program using the Student Dashboard on the left.

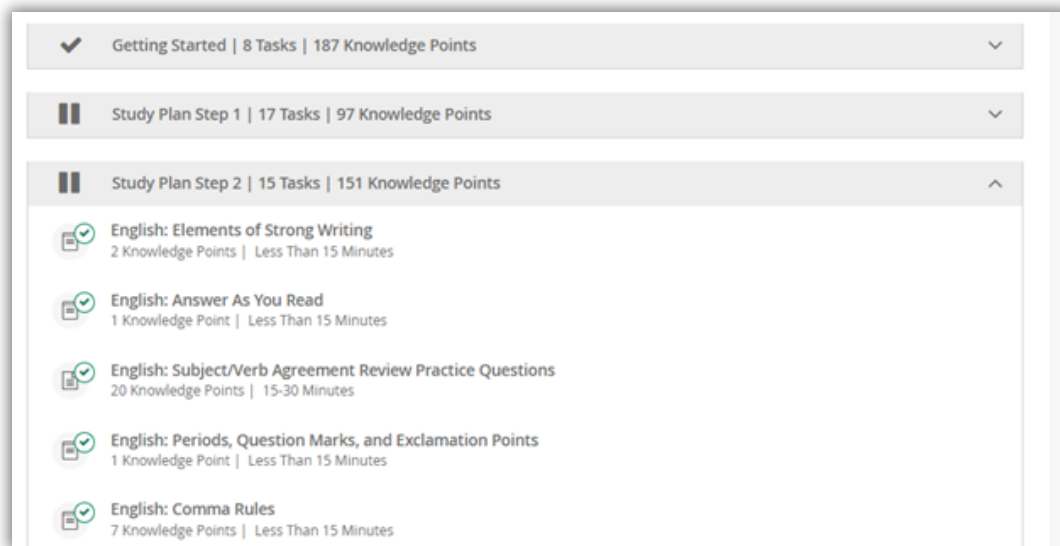


The Study Plan allows students to follow a structured path through the course. Students may work through assignments (groups of tasks) created by an Instructor or School Test Coordinator who also has the role of School Supervisor or choose dashboard options to review flashcards, play a game, or go through a selected lesson, set of practice questions, or test.

Study Plan—Structured Plan






The Structured Plan guides the student through the entire course content in the prescribed order of the 16 Study Plan Steps. The student simply selects **Continue** to move on to the next task.

Scrolling down, the student may view all of the Study Plan Steps and choose to complete tasks out of order. Selecting the down arrow next to a step title expands the view to show all tasks within the step, while selecting the up arrow collapses the content back to just the step title.



Study Plan—Assignment

Instructors and School Test Coordinators may assign specific tasks (lessons, sets of practice questions, and/or tests) to students within their assigned group or school, respectively. Students may have multiple assignments. Selecting a specific assignment displays the tasks associated with the assignment as well as the progress the student has made towards completing the assignment. A green circle with a check mark shows that the task has been completed, a blue circle with an overlapping white circle with a pause symbol in it shows that the task has been started, and a solid blue circle indicates that the task has not been started. Instructors and School Test Coordinators can monitor student progress and performance through the **Assignments** option on the Administrative Dashboard.

Study Plan			
Assignment	Instructor	Last Updated	Progress
 TEst	Jill Ralph	2020-07-09	100 %
 Baseline	Instructor PLM10	2020-05-06	100 %
 Reading Review	SchoolTC PLM10	2019-10-15	20 %
 Final Review Test Tips	SchoolTC PLM10	2019-08-11	100 %
 Math Review	SchoolTC PLM10	2019-08-09	48 %



English: Subject/Verb Agreement
9 Knowledge Points | Less Than 15 Minutes



English: Subject/Verb Agreement Practice Questions
40 Knowledge Points | 30-60 Minutes



English: Introduction to the ACT English Test
1 Knowledge Point | Less Than 15 Minutes



Reading: Timing
1 Knowledge Point | Less Than 15 Minutes

My Stats

My Stats provides the student with an at-a-glance view of their ACT Online Prep course status. A calendar with the number of days remaining until the student's deadline date, a knowledge goal for the day, and the percentage of progress through the Study Plan are displayed at the top. There are three percentile ranks demonstrating the student's performance: a rank comparing the overall performance of the student to all other students taking the course and the student's average percentage of correct answers to practice questions and to tests. If the student has taken a full length ACT Practice Exam, predicted scores are displayed. The student's Strengths and Weaknesses are shown, broken down by subject and category (see "Strengths and Weaknesses Section," page 43, for more information on this display). By selecting Continue, the student is taken to the next uncompleted task in their Study Plan.

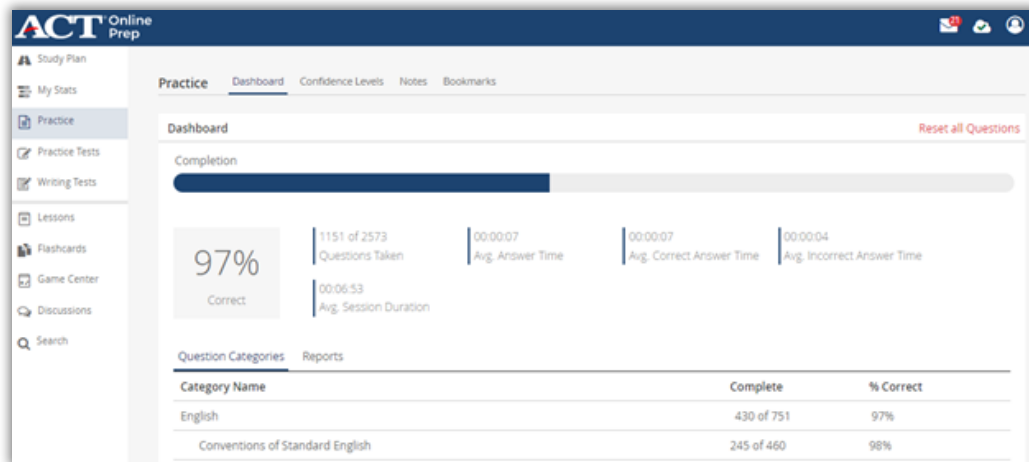
Practice Questions

The Practice tab on the student dashboard shows statistics related to a student's performance and progress on practice questions. Summary data is displayed at the top that includes:

- Percentage of progress towards total completion
- Percentage of correctly answered questions
- Total number of questions answered

- Average amount of time spent answering a question, broken down into:
 - ~ Average time spent on a correctly answered question
 - ~ Average time spent on an incorrectly answered question
 - ~ Average amount of time spent per session

Below the statistics is a list of all practice question categories and the student's number of complete and correct answers submitted for each.



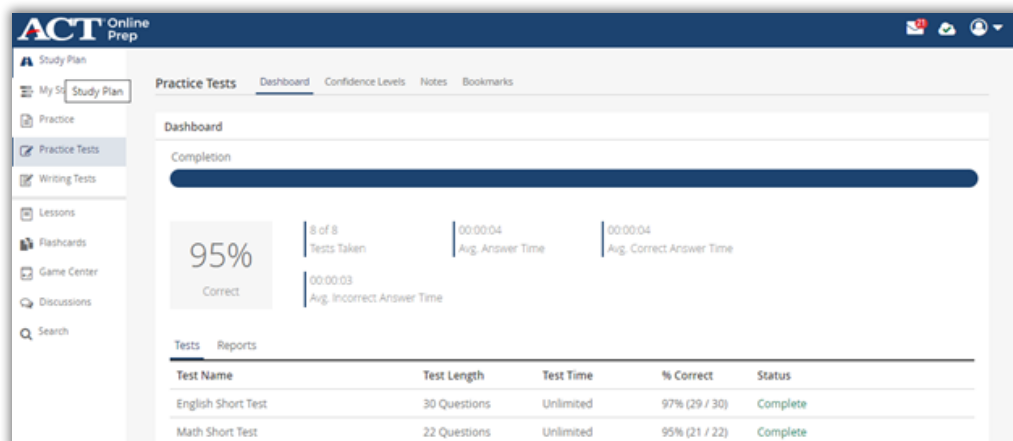
To review, select a set of practice questions from the list displayed. The questions can be filtered by confidence level, time, bookmark, difficulty and correctness. The student can review individual questions along with his or her answers (with indication of whether or not they were correct) and a solution. Students also have the option to reset practice questions by category or all practice questions.

Note: If you reset practice questions the action cannot be undone.

The other tabs of the Practice Questions screen allow students to review any self-reported confidence levels and any notes and/or bookmarks they have created.

Practice Tests

Included within ACT Online Prep are four short subject tests (for English, Mathematics, reading, and science) as well as two full-length ACT Practice Exams and two optional quizzes. Students can check their progress by selecting Practice Tests from the Student Dashboard.



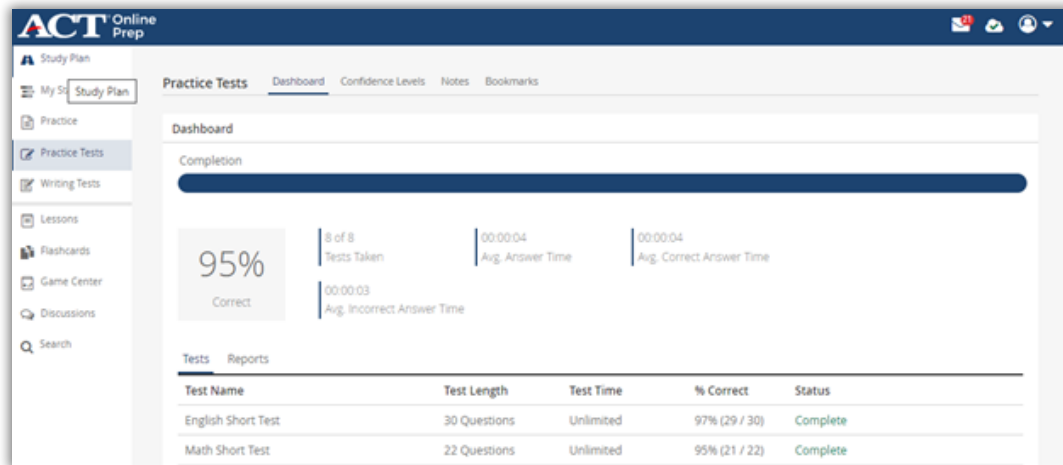
Summary data is displayed at the top, including the student's progress towards completion, the number of tests taken from the total number of tests, percentage of correctly answered questions from the total number answered, the average time the student spends answering question, average time spent answering a question correctly, and average time spent answering a question incorrectly.

A list of all tests is displayed along with data for each test: the total number of questions, the test time, the percentage and number of correctly answered questions, and whether the test has been completed. Selecting a specific test provides additional performance data.

To review, select a practice test from the list displayed. The questions can be filtered by confidence level, time bookmark, difficulty and correctness. The student can review individual questions along with his or her previous answer (with indication of whether or not they were correct) and a solution. Students also have the option to reset all practice tests.

Note: If you reset practice tests the action cannot be undone.

As with Practice, the other tabs of the Practice Tests screen allow students to review any self-reported confidence levels and any notes and/or bookmarks they have created. There are some additional navigation tools included with tests that are explained at the beginning of the test.



While reviewing results of any test, a link to the College and Career Readiness Standards can be found on the top-right portion of the screen. Selecting this link displays a predicted Score Range for the selected test, based on his or her practice results, along with details on the standards.

College and Career Readiness Standards English Mathematics Reading Science

Category Overview

24-28
Score Range

Standards

- Topic Development in Terms of Purpose and Focus
- Organization, Unity, and Cohesion
- Knowledge of Language
- Sentence Structure and Formation
- Usage Conventions**
- Punctuation Conventions

Usage Conventions

13-15 Score Range

- USG 201. Form the past tense and past participle of irregular but commonly used verbs
- USG 202. Form comparative and superlative adjectives

16-19 Score Range

- USG 301. Determine whether an adjective form or an adverb form is called for in a given situation
- USG 302. Ensure straightforward subject-verb agreement
- USG 303. Ensure straightforward pronoun-antecedent agreement

Writing Tests

In the Writing Tests module, the student is presented with a prompt and a text box to type in an essay. There are two writing prompts covered under Writing Tests.

Students are to type their response directly into the area provided in the AOP program. Students should not copy and paste a response from a word processing program as some embedded characters can cause the Writing Prompt to not be scored. To help the student monitor his or her writing time, a timer begins counting upward from zero as soon as the student selects **Start**. There is a limit of 10,000 characters per essay and there is a character counter in the bottom left of the screen. If the student enters more than 10,000 characters the counter turns red. The student can continue to enter a response but will not be able to submit until the response is edited down to 10,000 or fewer characters.

ACT Online Prep

- Study Plan
- My Stats
- Practice
- Practice Tests
- Writing Tests**
- Lessons
- Flashcards
- Game Center
- Discussions
- Search

Essays

Essay 1

Writing Score ⓘ
Your Score: Not started

Start

Essay 2

Writing Score ⓘ
Your Score: Not started

Start

After submitting the essay, the student will receive a score within 24 hours. Please note that each writing prompt can only be attempted once; the writing prompts cannot be reset in the way practice questions and practice tests can.

Writing Prompt Scores

Once a Writing Prompt has been scored the Status changes to **Scored**.

Writing Tests

Essay 1

Writing Score: **8**

Time Limit: No Limit

Status:
Scored

Essay 2

Writing Score: **8**

Time Limit: No Limit

Status:
Scored

The student selects Review to view their score and can select each of the domains for additional information on the domain and score.

Essay 1

8

Writing Score

Standards [Review Essay](#)

Rubric	Rater 1	Rater 2	Avg. Composite Score
Ideas and Analysis	3	4	3.5
Development and Support	4	4	4
Organization	4	4	4
Language Use	4	4	4

Ideas and Analysis

Score: 6
 Summary: Responses at this scorepoint demonstrate effective skill in writing an argumentative essay.
 Description: The writer generates an argument that critically engages with multiple perspectives on the given issue. The argument's thesis reflects nuance and precision in thought and purpose. The argument establishes and employs an insightful context for analysis of the issue and its perspectives. The analysis examines implications, complexities and tensions, and/or underlying values and assumptions.

Score: 5
 Summary: Responses at this scorepoint demonstrate well-developed skill in writing an argumentative essay.
 Description: The writer generates an argument that productively engages with multiple perspectives on the given issue. The argument's thesis reflects precision in thought and purpose. The argument establishes and employs a thoughtful context for analysis of the issue and its perspectives. The analysis addresses implications, complexities and tensions, and/or underlying values and assumptions.

Score: 4
 Summary: Responses at this scorepoint demonstrate adequate skill in writing an argumentative essay.
 Description: The writer generates an argument that engages with multiple perspectives on the given issue. The argument's thesis reflects clarity in thought and purpose. The argument establishes and employs a relevant context for analysis of the issue and its perspectives. The analysis recognizes implications, complexities and tensions, and/or underlying values and assumptions.

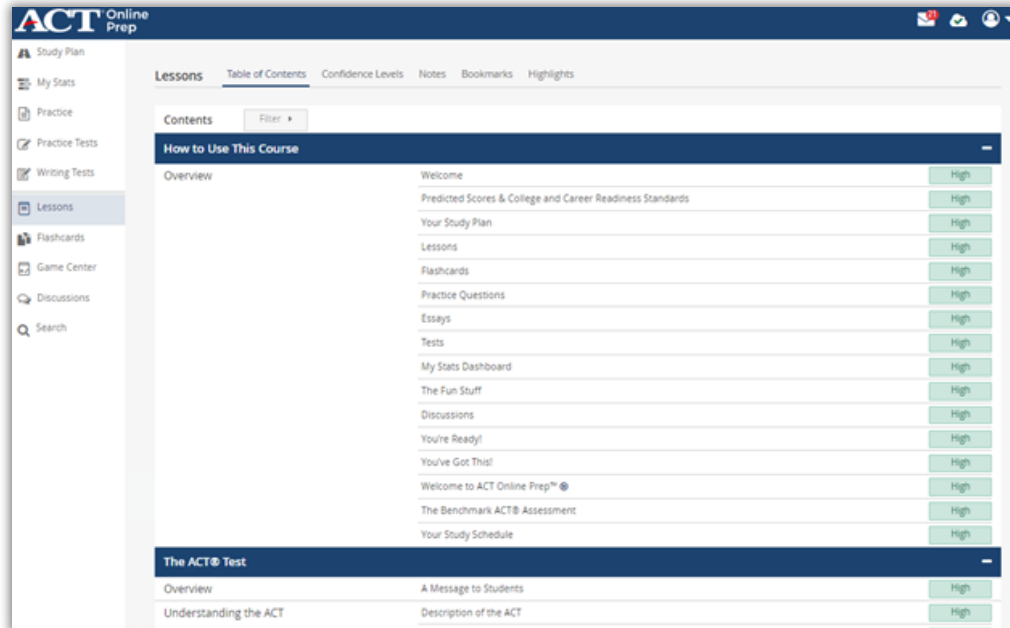
Score: 3
 Summary: Responses at this scorepoint demonstrate some developing skill in writing an argumentative essay.
 Description: The writer generates an argument that responds to multiple perspectives on the given issue. The argument's thesis reflects some clarity in thought and purpose. The argument establishes a limited or tangential context for analysis of the issue and its perspectives. Analysis is simplistic or somewhat unclear.

Score: 2
 Summary: Responses at this scorepoint demonstrate weak or inconsistent skill in writing an argumentative essay.
 Description: The writer generates an argument that weakly responds to multiple perspectives on the given issue. The argument's thesis, if evident, reflects little clarity in thought and purpose. Attempts at analysis are incomplete, largely irrelevant, or consist primarily of restatement of the issue and its perspectives.

Score: 1
 Summary: Responses at this scorepoint demonstrate little or no skill in writing an argumentative essay.
 Description: The writer fails to generate an argument that responds intelligibly to the task. The writer's intentions are difficult to discern. Attempts at analysis are unclear or irrelevant.

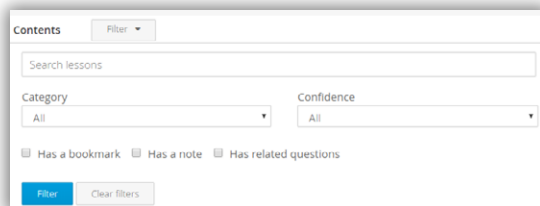
Lessons

From the Student Dashboard, select **Lessons** to display a listing of lessons broken down into topics.



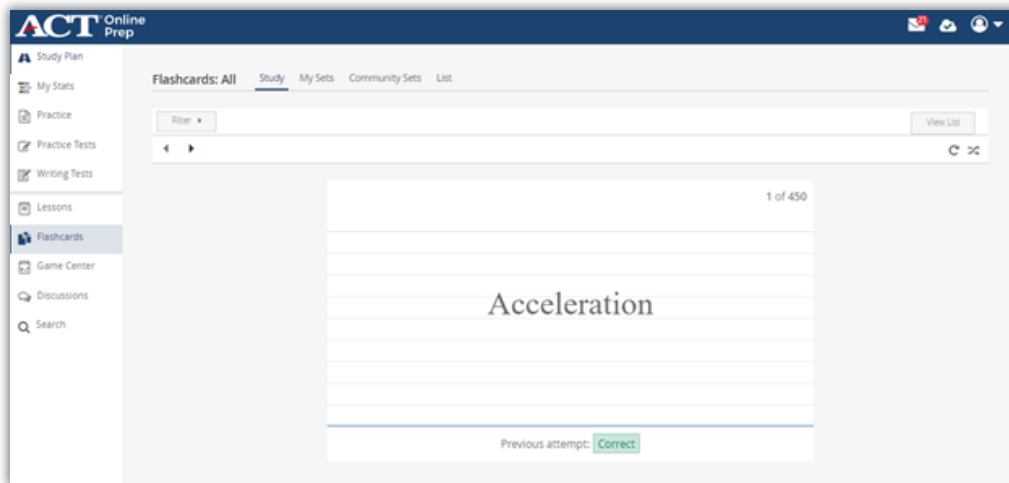
Selecting “-” (minus sign) on a topic collapses the view to show just the topic. Selecting “+” (plus sign) on a topic expands the view to show every lesson associated with that topic. Students may review any self-reported confidence levels, notes, bookmarks, or student-highlighted text in any lesson.

Filter allows a student to narrow down lesson content by using the displayed parameters.

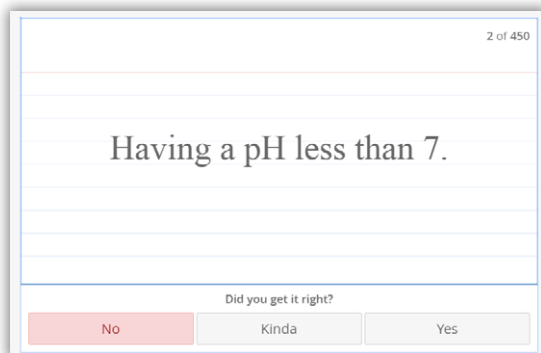


Flashcards

Students can access flashcards for every ACT subject (English, Mathematics, Reading and Science).



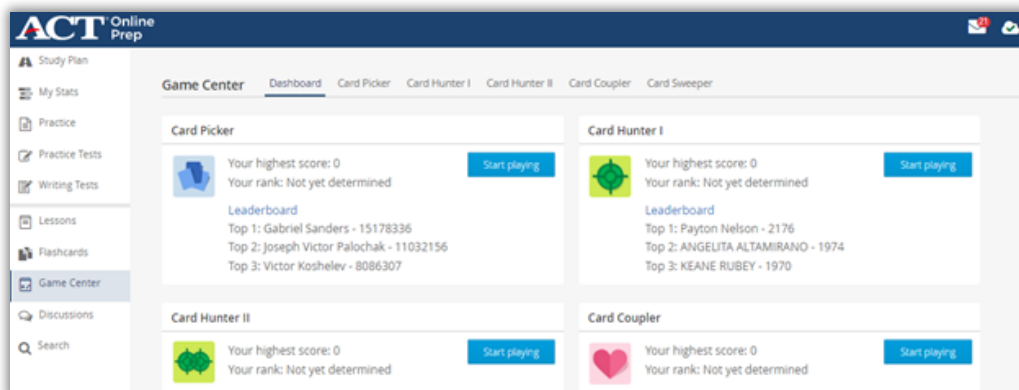
Upon flipping a flashcard, the correct definition is shown and the student may mark whether or not they knew the definition, helping them keep track of items that may need future review.



Filter allows a student to narrow down to flashcards for a specific category. There are also tools to move between flashcards, randomize the order of the flashcards, and change to an adaptive mode for the presentation of the flashcards.

Game Center

The Game Center contains five games that use the course flashcards to review English, Mathematics, reading, and/or science content. The dashboard displays personal high score, rank, and a comparative Leaderboard. Tabs along the top of the Game Center screen contain information screens detailing the object of each game along with its instructions.



Discussions

Students may participate in discussions around course content. This option can be turned off at the school level.

Search

The Search function allows students to search across all lesson, practice question, and flashcard content for a word or phrase, such as “Algebra.” Search criteria can be filtered by content area. Search results are presented as links so that students may go directly to any task displayed.

Additional Features

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.

Bookmark and Notes

The bookmark and notes tools are available when students are working through a lesson, during practice question review, and test 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.

Answer Eliminator

When answering a multiple-choice practice or test question, a student 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 is 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.

Frequently Asked Questions

This section covers a few additional questions you might have about using ACT Online Prep.

A student or instructor says they aren't able to log in yet. What do I do?

Make sure that you (with the District Test Coordinator or School Test Coordinator role) have added them to the platform, that their email address is correct, and that they are using the correct password. If a mock/faux email address was used, confirm the spelling for each item being entered by the user.

I tried to upload multiple users through a .csv, but it didn't work. What can I do?

The most common issue that test coordinators run into when uploading a .csv file for multiple students or instructors is that they fail to format it properly. A notification email will be sent that contains the file errors found. Please make sure that the headers are listed exactly as instructed. Please refer to the section of the manual on Creating Students, Instructors, and Admins.

Can I move a student from one group to another?

Yes. Students and instructors can be added or removed from an existing group by editing the group. 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?

Google Chrome is the preferred browser for all users of the ACT Online Prep platform. However, the most current versions of Edge, Safari, and Firefox are also supported.

Are there any other materials to help me use this program?

You can also access the ACT Online Prep (AOP) Training Toolkit (success.act.org/s/article/ACT-Online-Prep-Training-Toolkit) to view support materials, including this manual, the *ACT Online Prep Educator Guide*, and short training videos by topic.

My student exited from the "Welcome to ACT Online Prep" tutorial. What should I tell them to do?

Instruct the student to select Study Plan from the Student Dashboard and then select "Welcome to ACT Online Prep" in the Getting Started study plan step.

Appendix A: Email Template



STUDENT ACCESS ACT® Online Prep

Dear [FIRST NAME],

Your state, district, or school has provided you with access to ACT® Online Prep (AOP)! You will find this a very useful online resource to help prepare you to take the ACT® test.

You're already preparing to take the ACT with what you're learning in school—but additional practice can help you do your best. AOP helps you:

- **Get ready:** It's a great way to prepare for the ACT, especially since it's built by the ACT test makers themselves.
- **Get comfortable:** The practice questions and tests are from previous ACT tests, which helps you get used to the format before test day.
- **Get confident:** As you see your scores and percentages change with each completed lesson and practice session, you'll know you're getting used to it.
- **Go mobile:** A free AOP mobile app is available for when you're on the go!

AOP Login Credentials

Below are the AOP login credentials chosen by your school official. Keep these login credentials.

Email [EMAIL]

Password [PASSWORD]

AOP Account Sign In

From an internet browser, take the following steps to sign in and get started:

1. Go to <https://onlineprep.act.org/>.
2. Select **Sign In**.
3. Enter the **Email** address.
4. Enter the **Password**.
5. Select **Sign In** again.

Tips for Getting Started with AOP

- Follow the on-screen **Setup** instructions and watch the welcome video.
- Use the **Study Plan** to work through the course content.
- You may change your password at any time by accessing the **User Portal** menu.

Appendix B: Study Plan Course Outline with Estimated Times of Completion

Getting Started (8 tasks)

- Welcome to ACT Online Prep (less than 15 minutes)
- Short ACT English Test (30–60 minutes)
- Short ACT Math Test (30–60 minutes)
- Short ACT Reading Test (30–60 minutes)
- Short ACT Science Test (30–60 minutes)
- Understanding Your Score and Goal Setting (less than 15 minutes)
- ACT Basics and General Strategies (less than 15 minutes)
- Your Personalized Study Plan (less than 15 minutes)

Study Plan: Step 1 (17 tasks)

- English: Introduction to the ACT English Test (less than 15 minutes)
- English: Subject/Verb Agreement (less than 15 minutes)
- English: Subject/Verb Agreement Practice Questions (30–60 minutes)
- Math: Introduction to the ACT Math Test (less than 15 minutes)
- Math: The Questions Get Harder (less than 15 minutes)
- Math: Read the Questions Carefully (less than 15 minutes)
- Math: Answer the Question They Ask You (less than 15 minutes)
- Math: Integers (less than 15 minutes)
- Math: Integers Practice Questions (less than 15 minutes)
- Math: Real Numbers (less than 15 minutes)
- Math: Decimals (less than 15 minutes)
- Math: Fractions (less than 15 minutes)
- Math: Fractions Practice Questions (15–30 minutes)
- Reading: Introduction to the ACT Reading Test (less than 15 minutes)
- Reading: Timing (less than 15 minutes)

- Science: Introduction to the ACT Science Test (less than 15 minutes)
- Science: Start with the Questions (less than 15 minutes)

Study Plan: Step 2 (15 Tasks)

- English: Elements of Strong Writing (less than 15 minutes)
- English: Answer as You Read (less than 15 minutes)
- English: Subject/Verb Agreement Review Practice Questions (15–30 minutes)
- English: Periods, Question Marks, and Exclamation Marks (less than 15 minutes)
- English: Comma Rules (less than 15 minutes)
- English: Comma Rules Practice Questions (less than 15 minutes)
- Math: Vocabulary (less than 15 minutes) (less than 15 minutes)
- Math: Vocabulary Practice Questions (15–30 minutes)
- Math: Basic Operations and PEMDAS (less than 15 minutes)
- Math: Basic Operations and PEMDAS Practice Questions (less than 15 minutes)
- Math: “Is” Means Equals—English-to-Math Translation (less than 15 minutes)
- Math: “Is” Means Equals—English-to-Math Translation Practice Questions (15–30 minutes)
- Reading: Skim the Passage (less than 15 minutes)
- Science: Experimental Design (less than 15 minutes)
- Science: Experimental Design Practice Questions (30–60 minutes)

Study Plan: Step 3 (20 Tasks)

- English: Beware: Some Options Introduce New Mistakes (less than 15 minutes)
- English: Common Comma Mistakes (less than 15 minutes)
- English: Common Comma Mistakes Practice Questions (15–30 minutes)
- English: Semicolons (less than 15 minutes)
- English: Semicolons Practice Questions (15–30 minutes)
- English: Colons (less than 15 minutes)
- English: Colons Practice Questions (less than 15 minutes)
- English: Semicolons and Colons Practice Questions (15–30 minutes)
- Math: Exponents (less than 15 minutes)
- Math: Exponents Practice Questions (30–60 minutes)
- Math: (Roots) Radicals and Rational Expressions (less than 15 minutes)
- Math: (Roots) Radicals and Rational Expressions Practice Questions (30–60 minutes)
- Math: Factors and Multiples (less than 15 minutes)
- Math: Factors and Multiples Practice Questions (less than 15 minutes)
- Math: Ratios, Proportions, and Percents (less than 15 minutes)
- Math: Ratios, Proportions, and Percents Practice Questions (15–30 minutes)
- Math: Think Before Computing—Logic First, Calculator Last (less than 15 minutes)
- Reading: Read and Answer the Questions (less than 15 minutes)
- Science: How to Read Science Graphs, Charts, and Diagrams (less than 15 minutes)
- Science: How to Read Science Graphs, Charts, and Diagrams Practice Questions (15–30 minutes)

Study Plan: Step 4 (15 Tasks)

- English: Transition Words and Phrases (less than 15 minutes)
- English: Transition Words and Phrases Practice Questions (15–30 minutes)
- English: Sentence Fragments (less than 15 minutes)

- English: Sentence Fragments Practice Questions (15–30 minutes)
- English: Comma Review Practice Questions (15–30 minutes)
- English: Verbs and Verb Forms Review Practice Questions (less than 15 minutes)
- Math: (Modeling) Arithmetic Word Problems in Settings (less than 15 minutes)
- Math: (Modeling) Arithmetic Word Problems in Settings Practice Questions (15–30 minutes)
- Math: Applying Ratios, Proportions, and Percents (less than 15 minutes)
- Math: Simplify the Question (less than 15 minutes)
- Reading: Let the Question Stems Help You (less than 15 minutes)
- Science: Notice Data Trends (less than 15 minutes)
- Science: Notice Data Trends Practice Questions (15–30 minutes)
- Writing: Introduction to the ACT (Optional) Writing Test (less than 15 minutes)
- Writing: How to Prepare (less than 15 minutes)

Study Plan: Step 5 (19 Tasks)

- English: Noun and Pronoun Forms (less than 15 minutes)
- English: Noun and Pronoun Case (less than 15 minutes)
- English: Noun and Pronoun Agreement (less than 15 minutes)
- English: Misleading and Ambiguous Pronouns (less than 15 minutes)
- English: Noun and Pronoun Practice Questions (30–60 minutes)
- English: Commonly Misused Words (less than 15 minutes)
- English: Commonly Misused Words Practice Questions (15–30 minutes)
- Math: The (x,y) Coordinate Plane (less than 15 minutes)
- Math: The (x,y) Coordinate Plane Practice Questions (less than 15 minutes)
- Math: Domain and Range (less than 15 minutes)
- Math: Number Line Graphs (less than 15 minutes)
- Math: Number Line Graphs Practice Questions (15–30 minutes)
- Math: Equation of a Line (less than 15 minutes)
- Math: Equation of a Line Practice Questions (15–30 minutes)
- Reading: Paraphrase Question Stems (less than 15 minutes)
- Science: How to Read Science Graphs, Charts, and Diagrams Review Practice Questions (15–30 minutes)
- Science: Interpretation of Data (less than 15 minutes)
- Science: Interpretation of Data Practice Questions (30–60 minutes)
- Writing: How to Score the Writing Test (less than 15 minutes)

Study Plan: Step 6 (16 Tasks)

- English: Understand the Question and Option Choices (less than 15 minutes)
- English: Verbs and Verb Forms Review Practice Questions 2 (15–30 minutes)
- Math: Use Process of Elimination (less than 15 minutes)
- Math: Check the Choices (less than 15 minutes)
- Math: Ratios, Proportions, and Percents Review Practice Questions (15–30 minutes)
- Math: Angles (less than 15 minutes)
- Math: Angles Practice Questions (30–60 minutes)
- Math: Linear Equations with One Variable (less than 15 minutes)
- Math: Linear Equations with One Variable Practice Questions (15–30 minutes)
- Math: Target the Unknown (less than 15 minutes)

- Reading: How to Read for the Main Idea (less than 15 minutes)
- Reading: How to Read for the Main Idea Practice Questions (15–30 minutes)
- Science: Connect the Questions to the Passage (less than 15 minutes)
- Science: Notice Data Trends Review Practice Questions (15–30 minutes)
- Science: Experimental Design Review Practice Questions (30–60 minutes)
- Writing: Essay Writing Techniques (less than 15 minutes)

Study Plan: Step 7 (18 Tasks)

- English: Run-On Sentences (less than 15 minutes)
- English: Run-On Sentences Practice Questions (less than 15 minutes)
- English: Subject/Verb Agreement Review Practice Questions 2 (15–30 minutes)
- English: Sentence Fragments Review Practice Questions (15–30 minutes)
- English: Misplaced Modifiers (less than 15 minutes)
- English: Misplaced Modifiers Practice Questions (30–60 questions)
- English: Comma Review Practice Questions 2 (15–30 minutes)
- Math: Probability (less than 15 minutes)
- Math: Probability Practice Questions (15–30 minutes)
- Math: Systems of Equations (less than 15 minutes)
- Math: Systems of Equations Practice Questions (30–60 minutes)
- Math: Triangles (less than 15 minutes)
- Math: Triangles Practice Questions (15–30 minutes)
- Reading: Main Idea Questions (less than 15 minutes)
- Reading: Main Idea Questions Practice Questions (15–30 minutes)
- Science: How to Read Science Graphics, Charts, and Diagrams Review Practice Questions 2 (15–30 minutes)
- Science: Interpretation of Data Review Practice Questions (15–30 minutes)
- Writing: Plan Your Essay (less than 15 minutes)

Study Plan: Step 8 (12 Tasks)

- English: Choosing Appropriate Language: Avoiding Ambiguity (less than 15 minutes)
- English: Choosing Appropriate Language: Recognizing Tone (less than 15 minutes)
- English: Choosing Appropriate Language Practice Questions (30–60 minutes)
- English: Semicolons and Colons Review Practice Questions (15–30 minutes)
- English: Misplaced Modifiers Review Practice Questions (15–30 minutes)
- Math: Circles (less than 15 minutes)
- Math: Circles Practice Questions (15–30 minutes)
- Math: Perimeter, Area, Volume, and Surface Area (less than 15 minutes)
- Math: Perimeter, Area, Volume, and Surface Area Practice Questions (30–60 minutes)
- Math: Draw Pictures (less than 15 minutes)
- Reading: Finding the Main Idea—Identify Topic and Scope (less than 15 minutes)
- Science: The Scientific Method (less than 15 minutes)

Full ACT Test 1 with Scoring (2 Tasks)

- Test 1 Introduction (less than 15 minutes)
- Full ACT Test 1 with Scoring (60+ minutes)

Study Plan: Step 9 (15 Tasks)

- English: Verbs and Verb Tenses (less than 15 minutes)

- English: Verbals and Parallel Verb Forms (less than 15 minutes)
- English: Verbs and Verb Forms Review Practice Questions 3 (15–30 minutes)
- English: Nouns and Pronouns Review Practice Questions (15–30 minutes)
- Math: Data Representation (less than 15 minutes)
- Math: Data Representation Practice Questions (15–30 minutes)
- Math: Functions (less than 15 minutes)
- Math: Functions Practice Questions (15–30 minutes)
- Math: Equation of a Line Review Practice Questions (15–30 minutes)
- Reading: Author’s Voice and Method (less than 15 minutes)
- Reading: Author’s Voice and Method Practice Questions (15–30 minutes)
- Science: Changing Information, Changing Results (less than 15 minutes)
- Science: Changing Information, Changing Results Practice Questions (30–60 minutes)
- Writing: Too General (less than 15 minutes)
- Writing: Too Emotional, Opinionated, and Personal (less than 15 minutes)

Study Plan: Step 10 (19 Tasks)

- English: Parentheses and Dashes (less than 15 minutes)
- English: Parentheses and Dashes Practice Questions (less than 15 minutes)
- English: Run-On Sentences Review Practice Questions (15–30 minutes)
- English: Apostrophes (less than 15 minutes)
- English: Apostrophes Practice Questions (15–30 minutes)
- English: Transition Words and Phrases Review Practice Questions (15–30 minutes)
- Math: Polynomial Operations and Factoring Simple Quadratic Equations (less than 15 minutes)
- Math: Polynomial Operations and Factoring Simple Quadratic Equations Practice Questions (30–60 minutes)
- Math: Roots and Polynomials—Factoring to Find Solutions (less than 15 minutes)
- Math: Roots and Polynomials—Factoring to Find Solutions Practice Questions (30–60 minutes)
- Math: Linear Equations Review Practice Questions (15–30 minutes)
- Math: Don’t Be Afraid Take the First Step (less than 15 minutes)
- Math: Ratios, Proportions, and Percents Review Practice Questions 2 (15–30 minutes)
- Math: Triangles Review Practice Questions (15–30 minutes)
- Reading: Specific Details (less than 15 minutes)
- Reading: Specific Details Practice Questions (30–60 minutes)
- Science: Notice Data Trends Review Practice Questions 2 (less than 15 minutes)
- Science: Prioritize (less than 15 minutes)
- Writing: Too Complicated (less than 15 minutes)

Study Plan: Step 11 (22 Tasks)

- English: Process of Elimination (less than 15 minutes)
- English: Choosing Appropriate Language Review Practice Questions (30–60 minutes)
- English: Apostrophes Review Practice Questions (15–30 minutes)
- English: Nouns and Pronouns Review Practice Questions (15–30 minutes)
- English: Misplaced Modifiers Review Practice Questions 2 (15–30 minutes)
- Math: Slope (less than 15 minutes)

- Math: Slope Practice Questions (30–60 minutes)
- Math: Circles Review Practice Questions (30–60 minutes)
- Math: Absolute Value (less than 15 minutes)
- Math: Absolute Value Practice Questions (15–30 minutes)
- Math: Parallel and Perpendicular Lines (less than 15 minutes)
- Math: Parallel and Perpendicular Lines Practice Questions (30–60 minutes)
- Math: Number Line Graphs Review Practice Questions (15–30 minutes)
- Math: Systems of Equations Review Practice Questions (15–30 minutes)
- Reading: Arguments (less than 15 minutes)
- Reading: Arguments Practice Questions (less than 15 minutes)
- Reading: Making Inferences by Drawing Generalizations (less than 15 minutes)
- Reading: Making Inferences by Drawing Generalizations Practice Questions (15–30 minutes)
- Science: Scientific Investigation (less than 15 minutes)
- Science: Scientific Investigation Practice Questions (15–30 minutes)
- Science: Interpretation of Data Review Practice Questions 2 (less than 15 minutes)
- Writing: Too Conversational (less than 15 minutes)

Study Plan: Step 12 (28 Tasks)

- English: Adverbs and Adjectives (less than 15 minutes)
- English: Adverbs and Adjectives Practice Questions (15–30 minutes)
- English: Subject/Verb Agreement Review Practice Questions 3 (15–30 minutes)
- English: Run-On Sentences Review Practice Questions 2 (15–30 minutes)
- English: Parallelism (less than 15 minutes)
- English: Parallelism Practice Questions (30–60 minutes)
- English: Comma Review Practice Questions 3 (15–30 minutes)
- Math: Linear Inequalities with One Variable (less than 15 minutes)
- Math: Linear Inequalities with One Variable Practice Questions (30–60 minutes)
- Math: Distance and Midpoint Formulas (less than 15 minutes)
- Math: Distance and Midpoint Formulas Practice Questions (15–30 minutes)
- Math: Probability Review Practice Questions (15–30 minutes)
- Math: Common Trigonometric Concepts (less than 15 minutes)
- Math: Common Trigonometric Concepts Practice Questions (30–60 minutes)
- Math: Functions Review Practice Questions (15–30 minutes)
- Math: Perform a Sanity Check—Avoid Errors (less than 15 minutes)
- Math: Perform a Sanity Check—Avoid Errors Practice Questions (15–30 minutes)
- Reading: The Function of Sentences and Paragraphs (less than 15 minutes)
- Reading: The Function of Sentences and Paragraphs Practice Questions (30–60 minutes)
- Reading: Specific Details Review Practice Questions (15–30 minutes)
- Reading: Point of View Questions (less than 15 minutes)
- Reading: Point of View Questions Practice Questions (15–30 minutes)
- Reading: Author’s Voice and Method Review Practice Questions (30–60 minutes)
- Reading: Making Comparisons and Contrasts (less than 15 minutes)
- Reading: Making Comparisons and Contrasts Practice Questions (30–60 minutes)
- Science: Evaluation of Models, Inferences, and Experimental Results—Which Model? Questions (less than 15 minutes)

- Science: Evaluation of Models, Inferences, and Experimental Results—Which Model? Questions Practice Questions (15–30 minutes)
- Writing: Unsafe Assumptions (less than 15 minutes)

Study Plan: Step 13 (19 Tasks)

- English: Topic Development for Purpose and Focus—Goal Questions (less than 15 minutes)
- English: Topic Development for Purpose and Focus—Goal Questions Practice Questions (30–60 minutes)
- English: Apostrophes Review Practice Questions 2 (15–30 minutes)
- English: Parallelism Review Practice Questions (30–60 minutes)
- Math: Mean, Median, Mode (less than 15 minutes)
- Math: Mean, Median, Mode Practice Questions (30–60 minutes)
- Math: Graphing Inequalities (less than 15 minutes)
- Math: Graphing Inequalities Practice Questions (less than 15 minutes)
- Math: Inequalities and Absolute Value Equations (less than 15 minutes)
- Math: Inequalities and Absolute Value Equations Practice Questions (30–60 minutes)
- Math: Composite Functions (less than 15 minutes)
- Math: Composite Functions Practice Questions (30–60 minutes)
- Math: Substitution and Using Sample Values (less than 15 minutes)
- Math: Substitution and Using Sample Values Practice Questions (less than 15 minutes)
- Reading: Cause-Effect Relationships and Sequences of Events (less than 15 minutes)
- Reading: Cause-Effect Relationships and Sequences of Events Practice Questions (15–30 minutes)
- Science: Supporting Theories, Hypotheses, and Inferences (less than 15 minutes)
- Science: Supporting Theories, Hypotheses, and Inferences Practice Questions (30–60 minutes)
- Writing: Write Your Essay Out (less than 15 minutes)

Study Plan: Step 14 (21 Tasks)

- English: Avoiding Redundancy (less than 15 minutes)
- English: Avoiding Redundancy Practice Questions (30–60 minutes)
- English: Choosing Appropriate Language Review Practice Questions 2 (less than 15 minutes)
- English: Adverbs and Adjectives Review Practice Questions (15–30 minutes)
- English: Organization of Sentences, Paragraphs, and Passages (less than 15 minutes)
- English: Organization of Sentences, Paragraphs, and Passages Practice Questions (30–60 minutes)
- Math: Rectangles and Squares (less than 15 minutes)
- Math: Rectangles and Squares Practice Questions (30–60 minutes)
- Math: Parallelograms (less than 15 minutes)
- Math: Parallelograms Practice Questions (30–60 minutes)
- Math: Sequences and Patterns (less than 15 minutes)
- Math: Sequences and Patterns Practice Questions (30–60 minutes)
- Math: Logarithms (less than 15 minutes)
- Math: Logarithms Practice Questions (15–30 minutes)
- Math: Quadratic Formula (less than 15 minutes)
- Reading: Point of View Questions Review Practice Questions (15–30 minutes)

- Reading: The Meaning of Words and Phrases in Context (less than 15 minutes)
- Reading: The Meaning of Words and Phrases in Context Practice Questions (15–30 minutes)
- Reading: Specific Details Review Practice Questions 2 (15–30 minutes)
- Science: Content Covered by the Science Test (less than 15 minutes)
- Writing: Proofread (less than 15 minutes)

Study Plan: Step 15 (18 Tasks)

- English: Parentheses and Dashes Review Practice Questions (15–30 minutes)
- English: Wordiness and Awkward Sentence Construction Practice Questions (30–60 minutes)
- Math: Reciprocal Trigonometric Functions (less than 15 minutes)
- Math: Transformations (less than 15 minutes)
- Math: Transformations Practice Questions (less than 15 minutes)
- Math: Trapezoids (less than 15 minutes)
- Math: Trapezoids Practice Questions (less than 15 minutes)
- Math: Scientific Notation (less than 15 minutes)
- Math: Scientific Notation Practice Questions (less than 15 minutes)
- Math: Factorials (less than 15 minutes)
- Math: Factorials Practice Questions (less than 15 minutes)
- Math: Parabolas, Ellipses and Hyperbolas (less than 15 minutes)
- Math: Parabolas, Ellipses and Hyperbolas Practice Questions (30–60 minutes)
- Reading: Strategies for Specific Question Types (less than 15 minutes)
- Reading: Meaning of Words and Phrases in Context Review Practice Questions (30–60 minutes)
- Reading: Cause-Effect Relationships and Sequences of Events Review Practice Questions (30–60 minutes)
- Writing: Poor Handwriting (less than 15 minutes)
- English/Writing: Organization of Sentences, Paragraphs, and Passages Review Practice Questions (30–60 minutes)

Study Plan: Step 16 (20 Tasks)

- English: Idioms (less than 15 minutes)
- English: Idioms Practice Questions (30–60 minutes)
- English: Avoiding Redundancy Review Practice Questions (30–60 minutes)
- Math: Arrangements (less than 15 minutes)
- Math: Arrangements Practice Questions (15–30 minutes)
- Math: Other Polygons (less than 15 minutes)
- Math: Other Polygons Practice Questions (less than 15 minutes)
- Math: Radians and the Radian Circle (less than 15 minutes)
- Math: Radians and the Radian Circle Practice Questions (less than 15 minutes)
- Math: Uncommon Trigonometric Identities (less than 15 minutes)
- Math: Uncommon Trigonometric Identities Practice Questions (less than 15 minutes)
- Math: Matrices and Vectors (less than 15 minutes)
- Math: Matrices Practice Questions (less than 15 minutes)
- Math: Complex Numbers and Imaginary Numbers (less than 15 minutes)
- Math: Complex Numbers Practice Questions (15–30 minutes)

- Math: Standard Deviation (less than 15 minutes)
- Reading: Multiple Texts (less than 15 minutes)
- Reading: Specific Details Review Practice Questions 3 (30–60 minutes)
- Reading: Increasing Your Reading Speed (less than 15 minutes)
- Writing: Vocabulary and Other Factors (less than 15 minutes)

Full ACT Test 2 with Scoring (2 Tasks)

- Test 2 Introduction (less than 15 minutes)
- Full ACT Test 2 with Scoring (60+ minutes)

English: Extra Practice Question Sets (8 Tasks)

- Conventions of Standard English Extra Practice Questions (30–60 minutes)
- Knowledge of Language Extra Practice Questions (less than 15 minutes)
- Production of Writing Extra Practice Questions (30–60 minutes)
- Production of Writing Extra Practice Questions 2 (15–30 minutes)
- Production of Writing Extra Practice Questions 3 (30–60 minutes)
- Commas Extra Practice Questions (15–30 minutes)
- Transition Words and Phrases Extra Practice Questions (30–60 minutes)
- Topic Development for Purpose and Focus Extra Practice Questions (30–60 minutes)

Math: Extra Practice Question Sets (5 Tasks)

- Equations of a Line Extra Practice Questions (less than 15 minutes)
- Number and Quantity Extra Practice Questions (less than 15 minutes)
- Algebra Extra Practice Questions (30–60 minutes)
- Geometry Extra Practice Questions (15–30 minutes)
- Functions Extra Practice Questions (less than 15 minutes)

Reading: Extra Practice Question Sets (10 Tasks)

- Making Inferences by Drawing Generalizations Extra Practice Questions (30–60 minutes)
- Making Inferences by Drawing Generalizations Extra Practice Questions 2 (15–30 minutes)
- Multiple Texts Extra Practice Questions (less than 15 minutes)
- Specific Details Extra Practice Questions (30–60 minutes)
- Specific Details Extra Practice Questions 2 (15–30 minutes)
- Meaning of Words and Phrases in Context Extra Practice Questions (30–60 minutes)
- Main Idea Extra Practice Questions (30–60 minutes)
- Key Ideas and Details Extra Practice Questions (30–60 minutes)
- Craft and Structure Extra Practice Questions (30–60 minutes)
- Integration of Knowledge and Ideas Extra Practice Questions (30–60 minutes)

Science: Extra Practice Questions (13 Tasks)

- Scientific Investigation Extra Practice Questions (30–60 minutes)
- Scientific Investigation Extra Practice Questions 2 (30–60 minutes)
- Evaluation of Models, Inferences, and Experimental Results—Which Model? Extra Practice Questions (30–60 minutes)
- Evaluation of Models, Inferences, and Experimental Results—Which Model? Extra Practice Questions 2 (30–60 minutes)
- Evaluation of Models, Inferences, and Experimental Results—Which Model? Extra Practice Questions 3 (30–60 minutes)

- Evaluation of Models, Inferences, and Experimental Results—Which Model? Extra Practice Questions 4 (60+ minutes)
- How to Read Science Graphs, Charts, and Diagrams Extra Practice Questions (30–60 minutes)
- How to Read Science Graphs, Charts, and Diagrams Extra Practice Questions 2 (30–60 minutes)
- Supporting Theories, Hypotheses, and Inferences Extra Practice Questions (30–60 minutes)
- Notice Data Trends Extra Practice Questions (30–60 minutes)
- Notice Data Trends Extra Practice Questions 2 (15–30 minutes)
- Interpretation of Data Extra Practice Questions (30–60 minutes)
- Scientific Investigation Practice Questions (30–60 minutes)

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