

ACT WorkKeys Curriculum Release Notes – June 2019

As part of our commitment to continuous improvement, updates to ACT® WorkKeys® Curriculum will be available to users when they log in on Thursday, June 20. These release notes provide an overview of the new features.

Session Detail Reports

As the title indicates, Session Detail Reports provide time spent data for students/learners using the program. Users with instructor or supervisor roles can view and export dynamic reports that detail the amount of time students spent in the program based on user-defined parameters including: student name, groups, courses, and date range.

Important: This is a new functionality, so student session data is available only back to March 1, 2019.

The new Session Detail Reports feature is available on the Reporting Dashboard under **REAL-TIME** and can be run by users with these roles:

- Instructor
- Institution supervisor
- District supervisor*
- Organization supervisor*

*Only if the user has access to student and group reports

Note: Most users with the role of institution admin or district admin correspondingly also have the role of institution supervisor or district supervisor.

1. From the navigation menu (on the left side of the Reporting Dashboard), select **Session Detail Reports**.



A listing of sessions for all students to which the user has access is displayed in chronological order from the most recent to the oldest sessions. The list includes a separate line for each session of each student and provides the following information: student name, institution name, number of groups in which the student is a member, course name, session start date/time, session end date/time, and duration of the session. Columns can be sorted using the arrows associated with each column header.

Reporting Dashboard

Session Detail Report

Filters

Download Session Details as CSV

ID	Name	Institution	# of Groups	Course	Session Start	Session End	Duration
4771147	Student2 Test	ACT Institution A Internal Use Only	2	WorkKeys Curriculum Graphic Literacy Levels 3-7	06/14/2019 07:49:02	06/14/2019 08:06:27	00:17:25
4771146	Student1 Test	ACT Institution A Internal Use Only	2	WorkKeys Curriculum Applied Math Levels 3-7	06/14/2019 00:57:49	06/14/2019 01:01:07	00:03:18
4771145	Student1 Test	ACT Institution A Internal Use Only	2	WorkKeys Curriculum Applied Math Levels 3-7	06/14/2019 00:52:44	06/14/2019 00:57:21	00:04:37

Additional activity level details are available by selecting **Download Session Details as CSV** (see the section below).

2. Use the **Filter** function to further refine the data for the report.

Session Detail Report

Filters

Name

Institution

Groups

Courses

Session Started or Ended Within

Select a date range

Today

Yesterday

This month

This year

Last week

Last month

Clear Apply

Only organization and district supervisors have this option

These options are available for filtering the report output:

- **Name:** Search for a specific student by name; broaden the search by entering the first few characters; or leave blank to select all students
- **Institution:** Users with the role of district supervisor or organization supervisor can select a specific institution. Instructors and institution supervisors can see only the specific institution with which they are associated.
- **Group:** Select one or more groups. You can use the drop-down menu to make a selection and repeat as necessary to select additional groups.
- **Course:** Select one or more courses. You can use the drop-down menu to make a selection and repeat as necessary to select additional courses.
- **Session Started or Ended Within:** Select a date range for the report (i.e., beginning and ending dates) using a calendar or select from the following options: today, yesterday, this month, this year, last week, or last month.

Note: March 1, 2019 is the first date that session detail information is available.

3. Select the **Filter** button to generate the report.

A separate line is displayed for each session of each student, based on the selected filter options.

- Additional details about a student's activity are available by selecting a specific student from the list. For more information, see the next section.
- Additional activity level details are available by selecting **Download Session Details as CSV**. For more information, see the section below.

Session Detail Reports - Specific Student

Selecting a specific student from the Session Details Report displays additional information about the student's activity.

ID	Name	Institution	# of Groups	Course	Session Start	Session End	Duration
4771147	Student2 Test	ACT Institution A Internal Use Only	2	WorkKeys Curriculum Graphic Literacy Levels 3-7	06/14/2019 07:49:02	06/14/2019 08:06:27	00:17:25
4771146	Student1 Test	ACT Institution A Internal Use Only	2	WorkKeys Curriculum Applied Math Levels 3-7	06/14/2019 00:57:49	06/14/2019 01:01:07	00:03:18
4771145	Student1 Test	ACT Institution A Internal Use Only	2	WorkKeys Curriculum Applied Math Levels 3-7	06/14/2019 00:52:44	06/14/2019 00:57:21	00:04:37

- Course Overview displays the most recent session in each course to which the student has access.
- Course Details displays session data for the selected course which may also be filtered by a date range.

ID	Session Start	Session End	Duration
4771146	June 14, 2019	June 14, 2019	00:03:18
4771145	June 14, 2019	June 14, 2019	00:04:37
4771144	June 14, 2019	June 14, 2019	00:02:19

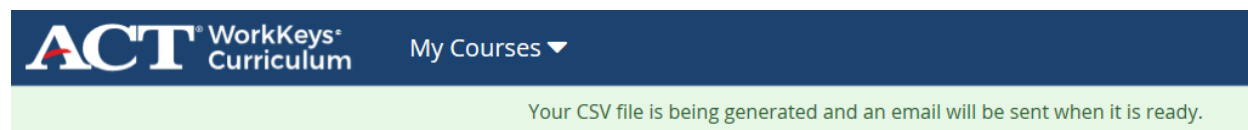
Additional activity level details are available by selecting **Download Session Details as CSV** (see the section below).

Session Detail Reports - Download CSV File

Additional activity level details are available by selecting **Download Session Details as CSV** from the Session Details Report.

- When selected from the Reporting Dashboard, the CSV file includes data on all students selected.
- When a specific student is selected the CSV file includes data only for that student and course.

After selecting **Download Session Details as CSV**, this confirmation banner message is displayed at the top of the screen:



When the report is available, an email from noreply@benchprep.com with a subject line of *Session Detail Report Generated* is sent to the user's device. The email contains a link to the report output that the user can use to download and save the report.

CSV Output

The CSV report contains a separate line for each student session based on the filter options selected. The data displayed includes:

- Session ID: Unique Identifier for a session record
- Student ID: Unique Identifier for a specific user
- Student name: Name of the user
- Institution name: Name of the user's institution
- Group name(s): The groups in which the user is a member
- Course name: The name of the course the session was logged against
- Session start date/time: The date and time the session began
- Session end date/time: The date and time the session ended
- Session duration: The total amount of time spent in the platform during the session
- Time spent in quizzes
- Time spent in inbox (✉)
- Time spent on home screen
- Time spent in practice questions
- Time spent in lessons
- Time spent on reset screen
- Time spent on learning plan screen

Notes:

- Time is shown as hh:mm:ss (hours/minutes/seconds) UTC (Coordinated Universal Time)
- UTC (Coordinated Universal Time) 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 time zone is certain number of hours or hours and minutes behind or ahead of UTC as described in the table below.

Eastern Standard Time (EST)	5 hours less than UTC	Eastern Daylight Time (EDT)	4 hours less than UTC
Central Standard Time (CST)	6 hours less than UTC	Central Daylight Time (CDT)	5 hours less than UTC
Mountain Standard Time (MST)	7 hours less than UTC	Mountain Daylight Time (MDT)	6 hours less than UTC
Pacific Standard Time (PST)	8 hours less than UTC	Pacific Daylight Time (PDT)	7 hours less than UTC
Alaska Standard Time (AKDT)	9 hours less than UTC	Alaska Daylight Time (AKDT)	8 hours less than UTC
Hawaii-Aleutian Standard Time (HAST)	10 hours less than UTC	Hawaii-Aleutian Daylight Time (HADT)	9 hours less than UTC

- There is no aggregate summary data provided, but the CSV file can be saved as an Excel file and manipulated by the user.

Example Email

From: noreply@benchprep.com

Subject: Session Detail Report Generated

The Session Detail report you requested will be available for the next 24 hours. Select the link below and the CSV file will download to your device.

[Download CSV](#)

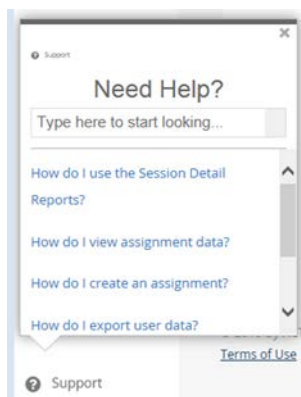
Example CSV File Layout

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	session_id	user_id	name	institution_name	group_name	course_name	session_start	session_end	duration	quizzes	inbox	home	practice	lessons	reset_reports	learning_plan
2	1994	6420343	Student1 WKCDemo	QA WorkKeys Institution	[Period 3]	WorkKeys Curriculum Applied Math Levels 1.2	2019.06.04 00:13:50 UTC	2019.06.04 00:17:49 UTC	0:03:59			0:00:01	0:00:09	0:01:13		0:02:36
3	117	5647737	Student1 WKCDemo	QA WorkKeys Institution	[Period 3]	WorkKeys Curriculum Business Writing	2019.03.13 20:41:39 UTC	2019.03.13 20:42:18 UTC	0:00:39	0:00:26		0:00:00		0:00:02		0:00:10
4	386	5399408	Student2 WKCDemo	QA WorkKeys Institution	[Period 3]	WorkKeys Curriculum Business Writing	2019.03.19 19:41:26 UTC	2019.03.19 19:41:29 UTC	0:00:03			0:00:03				
5	2031	5399408	Student2 WKCDemo	QA WorkKeys Institution	[Period 3]	WorkKeys Curriculum Applied Technology: Electricity	2019.06.04 15:29:20 UTC	2019.06.04 15:32:55 UTC	0:03:35	0:03:16				0:00:09		0:00:04
6	2030	5399408	Student3 WKCDemo	QA WorkKeys Institution	[Period 3]	WorkKeys Curriculum Applied Math Levels 3.7	2019.06.04 15:32:57 UTC	2019.06.04 15:34:18 UTC	0:01:21	0:01:13			0:00:04			0:00:03
7	108	5399418	Student6 WKCDemo	QA WorkKeys Institution	[Period 3]	WorkKeys Curriculum Business Writing	2019.03.13 16:51:48 UTC	2019.03.13 16:53:40 UTC	0:01:52	0:00:03		0:00:41	0:00:01	0:00:05		0:00:02
8	221	5399388	Allison ACTWorkKeys Student	QA WorkKeys Institution	[Period 3]	WorkKeys Curriculum Applied Math Levels 3.7	2019.03.14 21:27:24 UTC	2019.03.14 21:27:27 UTC	0:00:03			0:00:03				
9	2122	6420371	Student5 WKCDemo	QA WorkKeys Institution	[Mr. Smith", "Mrs. Jones"]	WorkKeys Curriculum Applied Math Levels 1.2	2019.06.05 19:54:00 UTC	2019.06.05 20:00:53 UTC	0:14:53	0:00:09		0:00:55	0:13:23	0:00:20		0:00:03
10	2088	6420338	Student1 WKCDemo	QA WorkKeys Institution	[Period 3]	WorkKeys Curriculum Applied Math Levels 1.2	2019.06.05 14:13:02 UTC	2019.06.05 14:14:30 UTC	0:01:28			0:00:02				0:01:26

Support

Support is available within the program by selecting the Support icon in the lower left of the screen, by email, or phone.

From the Reporting Dashboard select the Support icon in the lower left of the screen and then from the pop-up menu select **How do I use the Session Detail Reports?**



Email workkeyscurriculum@act.org, or call 877.842.6205.