ACT Online Prep™
Administration User Guide
Updated March 2019
How to Contact ACT

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

ACT Online Prep™ 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 prep experience that is accessible anytime via the internet and includes both a structured and adaptive path. 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 a student guide on how to use the course, information on the ACT test, test-taking strategies, preparing for test day, and what to expect on test day. There are over 2,000 practice questions with feedback and solutions. Student-reported confidence levels, bookmarks, and notes allow students to mark content for further review.

As part of your administrative access, you will be able to monitor how students use test preparation material and practice with test questions or other features of the platform.

This user guide 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 guide will help you to:

- Add students
- Add instructors
- Add school test coordinators and/or school supervisors
- Add groups
- Assign tasks to students
- View the activity or performance statistics of an individual student
- View performance statistics for 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 if you are a teacher, school test coordinator, district test coordinator, or state coordinator.
Access to ACT Online Prep is initiated when a school, district, or state purchases student licenses from ACT. Schools and districts can order licenses using the ACT Online Prep order form located at www.act.org/content/dam/act/unsecured/documents/ACTOnlinePrepOrderForm.pdf. After filling out the order form, email it to customerservice@onlineprep.act.org.

After purchasing ACT Online Prep, each school is given a “license count,” or a fixed number of ACT Online Prep licenses that can be given to students at the school. The license count is determined by information provided on the order form (for school or district purchases) or collected from the state department of education (for statewide purchases). As the school sets up for using ACT Online Prep, school officials can keep track of how many student licenses have been “redeemed” from the license count in the Contracts section. This information will be covered in a later section.

Once ACT has processed the order, the person identified as the “site administrator” or school test coordinator is sent an activation email from noreply@onlineprep.act.org. Once the account is activated via the link and instructions provided in the email, he or she is granted access to ACT Online Prep as the main contact for the organization. The platform (and this document) refers to this individual as having the School Test Coordinator role.

Teachers in a school setting will have access to ACT Online Prep via the Instructor role, however, they have to be set up by the School or District Test Coordinator in the platform before they can access it. This process is covered in “Creating Students, Instructors, and Admins,” page 13.

District officials may also be given access to ACT Online Prep as part of a state or district’s agreement with ACT. They will be set up in the platform as District Test Coordinators.

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

All users will see the following header at the top of their screens when they log in to ACT Online Prep at https://onlineprep.act.org/login:

On the right side of this header, there is a “person” icon that provides access to your account profile and the means to sign out.

This example shows the menu for a Teacher:

This example shows the menu for a School Test Coordinator:
Selecting **User Portal** from this menu takes users to the User Portal, which has three sections: My Courses, User Profile, and Account Details. Students select **My Courses** to see summary information on their progress. **Account Details** displays additional information including: date account was created, last activity date, associated school account, and group(s) in which the account has membership.

Users select **User Profile** to update their account information and/or change their password. Users can edit any of this information by typing in or typing over what is listed in each field. They can also upload a picture to their user profile.
To change your account password:

1. Enter your current password in the appropriate field.
2. Enter the new password in the appropriate fields.
3. Select the Save button.

To sign out of your account, access the person icon at the top of the screen and select the **Sign Out** option.

*Note: 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 on the next screen, and follow the instructions in the email from noreply@onlineprep.act.org to change your account password. If you don’t see this email, check your spam or junk folders. If your access was established using a non-active (mock) email address, please see your site administrator to have your password reset.*

The tasks you are able to perform in ACT Online Prep, and the levels of reports you are able to review, will vary depending on your particular user role. This is illustrated in the table below.

<table>
<thead>
<tr>
<th></th>
<th>Instructor</th>
<th>School Test Coordinator</th>
<th>District Test Coordinator</th>
<th>State Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Student Accounts</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Instructor Accounts</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create School Test Coordinator/ Supervisor Accounts</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Groups</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign Tasks to Students</td>
<td>X*</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impersonate Students</td>
<td>X*</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View/Export Student Level Progress</td>
<td>X*</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View/Export Group Reports</td>
<td>X*</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View/Export School Level Reports</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>View/Export District Level Reports</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View/Export State Level Reports</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Only applies to groups to which the instructor is assigned*
State Test Coordinator View

When ACT Online Prep is purchased through a statewide agreement, State Test Coordinators have reporting access to ACT Online Prep data for all districts, schools, groups, and students within their state. State Test Coordinators do not have the option to load/create students, instructors, or groups.

Dashboard Options

When you log in as State Test Coordinator, you land on the Administrative Dashboard, at the District Reports screen. At any time, selecting Administrative Dashboard from the User Menu or selecting Districts under ANALYTICS returns you to the District Reports screen.

The dashboard options for a State Test Coordinator are shown in this table.

<table>
<thead>
<tr>
<th>Selecting ...</th>
<th>Allows you to ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Dashboard</td>
<td>View all students loaded to the platform within the state. View and export individual student usage data.</td>
</tr>
<tr>
<td>Group Reports</td>
<td>View and export data at the group level.</td>
</tr>
<tr>
<td>School Reports</td>
<td>View and export data at the school level.</td>
</tr>
<tr>
<td>District Reports</td>
<td>View and export data about the district(s) in your state.</td>
</tr>
<tr>
<td>Real-Time Reports</td>
<td>View and export real-time student performance data on the subject short tests and practice exams.</td>
</tr>
</tbody>
</table>

Note: All reporting data under ANALYTICS is updated twice per day, and there is a date time stamp that indicates the most recent update.
District Test Coordinator View

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

District Test Coordinators with the role of District Supervisor have access to individual Student Reports, Group Reports, School Reports, and District Reports.

*Note: You will not see any data in the various reports until School Test Coordinators enter their organizations’ data in the system.*

User Menu
The User Menu for the District Test Coordinator with the role of District Supervisor provides the following options:

<table>
<thead>
<tr>
<th>User Menu Option</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Admin</td>
<td>• Access all schools within the district</td>
</tr>
<tr>
<td></td>
<td>• Manage groups within each school</td>
</tr>
<tr>
<td></td>
<td>• Load instructor(s) and student(s) within each school; impersonate a student</td>
</tr>
<tr>
<td></td>
<td>• Create additional accounts with the role of school test coordinator and/or school supervisor</td>
</tr>
<tr>
<td>Administrative Dashboard</td>
<td>Access student, group, school and district reports views</td>
</tr>
</tbody>
</table>
Dashboard Options

When you log in as the District Test Coordinator, you land on the District Admin Dashboard screen, which contains a list of all schools within your district. The District Test Coordinator has the ability to load/create student accounts, instructor accounts, and additional accounts with the role of school test coordinator and/or school supervisor. At any time, selecting the District Admin Dashboard option from the User Menu will return you to the school listing.

Hovering your cursor (mouse) over the name of any high school will enable the option to appear. Selecting the Manage symbol will allow for the District Test Coordinator to load groups, instructors and/or students for the school. To complete these tasks, follow the instructions in “Creating Students, Instructors, and Admins,” page 13.

The Administrative Dashboard options for a District Test Coordinator with the District Supervisor role are shown in this table.

<table>
<thead>
<tr>
<th>Selecting …</th>
<th>Allows you to …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Reports</td>
<td>View all students loaded to the platform within the district. View and export individual student usage data.</td>
</tr>
<tr>
<td>Group Reports</td>
<td>View and export data at the group level.</td>
</tr>
<tr>
<td>School Reports</td>
<td>View and export data at the school level.</td>
</tr>
</tbody>
</table>
| District Reports | View and export data about your district(s).  
Note: You can also drill down to Group Report and School Report views in the District Reports option. |
| Real-Time Reports | View and export real-time student performance data on the subject short tests and practice exams. |

Note: All reporting data under ANALYTICS is updated twice per day, and there is a date time stamp that indicates the most recent update.
School Test Coordinator View

The School Test Coordinator is the role associated with the person who is the main school contact for ACT Online Prep. In addition to all of the Instructor role functions, the School Test Coordinator performs administrative tasks and, with the role of School Supervisor, has access to student-level and aggregate school data. The School Test Coordinator can also create other accounts with the role of school test coordinator and/or school supervisor.

As the School Test Coordinator, you have the ability to enable instructors and students to start using ACT Online Prep by creating student and instructor accounts for individuals at your school and then assigning them to groups. Although it is not mandatory to assign students to groups, you will get the most benefit out of the product if you do so. It is certainly 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 subject teachers (e.g. “11th Grade English Honors”). It is through group assignments that you are able to create links between students and instructors.

*Note: Instructors and students cannot access the ACT Online Prep platform until they are loaded to the platform.*

User Menu

The User Menu for the School Test Coordinator with the role of School Supervisor offers the following options:

<table>
<thead>
<tr>
<th>User Menu Option</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Admin</td>
<td>Manage user accounts and groups; impersonate a student</td>
</tr>
<tr>
<td>Administrative Dashboard</td>
<td>Create assignments; access student, group, and school reports views</td>
</tr>
</tbody>
</table>
School Test Coordinator Dashboard—Your Landing Page

When you log in as the School Test Coordinator, you land on the School Admin Dashboard at the Groups tab. Using the navigation pane on the left, you can review your contracts and manage groups, students, instructors, and other school test coordinators.

Contracts - Tracking Plan Licenses

The Contracts tab includes 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 ACT Online Prep under the active contract.

Notes:

- Unless the option to exclude during account creation is selected, instructor accounts do count toward the number of licenses.
- Student licenses are redeemed when students are loaded to the platform.
- When creating accounts, if you see an error message related to the number of student licenses redeemed, please contact customerservice@onlineprep.act.org for support.
Groups, Instructors, Students, and Admins Options

The various administrative functions are accessed from the School Admin dashboard by selecting the Contracts, Groups, Instructors, Students, or Admins options, as shown in this table.

<table>
<thead>
<tr>
<th>Selecting...</th>
<th>Allows you to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts</td>
<td>• Track plan licenses</td>
</tr>
</tbody>
</table>
| Groups       | • Create and manage groups  
               • Create group(s) and assign instructor(s) and student(s) using a CSV upload file |
| Instructors  | • Create and manage instructor accounts |
| Students     | • Create and manage student accounts  
               • Impersonate a student |
| Admins       | • Create accounts with the role of school test coordinator and/or school supervisor |

Discussion Groups and Flashcard Sets

As the School Test Coordinator, you may be asked by a student to approve or review the creation of discussion groups or flashcard sets among student users. This process involves tabs of student activity. You can get a specific sense of discussion groups or flashcard sets by using the Impersonate option. If you have concerns about your students’ use of discussions or flashcards, visit onlineprep.act.org/contact-support for help on controlling these features of the platform for your school.
Instructor View

This section provides insight into what information instructors can access in the ACT Online Prep platform.

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. See “Adding Students and Instructors,” page 13, for information about this process.

Administrative Dashboard

When you log in as an Instructor, you land on the Administrative Dashboard (main dashboard), at the Students screen under Analytics. At any time, selecting Administrative Dashboard from the User Menu returns you to this dashboard screen, as shown below. Selecting Students under Analytics, allows you to view information for students who have been assigned, by the School or District Test Coordinator, to all groups in which you are also a member.
Creating Students, Instructors, and Admins

User accounts for students and instructors can be created individually by entering the information on screen, or created in bulk by uploading data from a .csv file. School or District Test Coordinators can also create individual user accounts with the role of school test coordinator and/or school supervisor. School or District Test Coordinators can load students and instructors. Students and Instructors will not be able to access the platform until after they have been loaded. You will need the following information for each user.

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

When an account is created, the user receives an email that prompts him or her to activate the account. Users should be advised to ensure that their email settings allow emails to be received from @onlineprep.com.

*Note: For students without an email address, or an email address that the student or implementing organization wishes to keep confidential, see “How to Create Accounts for Students without an Email Address,” page 18.*

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 when activating their accounts, using the link in the activation email they received. If you create the passwords, it is your responsibility to distribute login information to each user.
How to Create Student and Instructor Accounts Individually

The same steps apply to creating either a student or an instructor account. To create individual user accounts take the following steps.

1. From the dashboard menu on the left of the screen:
   - Select Students to create a student account, or
   - Select Instructors to create an instructor account.

2. On the Students (Instructors) screen, select the New Students (New Instructors) button and then select Add a Student (Add an Instructor) from the drop-down.

   **Note:** Alternatively, you can select the “Create one!” link that appears if you haven’t yet created any student (instructor) accounts for your school.

3. Complete the fields to define the user properties:
   - Type in the username, email address, and password (optional). The email address will serve as the student (instructor) user name when accessing the platform. The contract 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.
• If the password field is left blank, users will be prompted to create their own password upon activation. For instances where a generic “mock” email address is used, the password field is required and will need to be provided to the user.

• When adding instructors, confirm that the box to exclude from the contract seat count is checked. If left unchecked, the instructor will be counted toward the number of available licenses for the school. Optionally, you can also assign the role of School Test Coordinator and/or School Supervisor to the account.

4. Select the Create button to save the account. You are returned to the Students (Instructors) screen and the user has been added to the list.

How to Create Admin Accounts Individually

1. From the dashboard menu on the left of the screen select Admins to create an account with the role of school test coordinator and/or school supervisor. 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.

2. On the Admins screen select the New Admin button.

3. Type in the username, email address, and password (optional). The email address will serve as the user name when accessing the platform. Select the box in front of each role you wish the user to have.
4. Select the Create button to save the account. You are returned to the Admins screen and the user has been added to the list.

How to Create Student and Instructor Accounts in Bulk

To create student or instructor user accounts in bulk, take the following steps.

1. From the main dashboard options:
   - Select Students to create student accounts
   - Select Instructors to create instructor accounts.

2. On the Students (Instructors) screen, select the **New Student (New Instructor)** button and then select **Upload Multiple** from the drop-down.
3. Follow the instructions on the screen to create and upload a .csv file containing the appropriate data and formatting.
   
a. Locate the following information for each student (instructor):

   ![Field Table]
   
   b. Create a spreadsheet in Excel with three column headings – email, name, and password. All three headings are required, in this order, even if you are leaving some information blank. It should look like this:

   ![Spreadsheet Example]

   Add each student’s (instructor’s) information below the headers (top row). Leave the password fields blank if you are using real email addresses. Save the spreadsheet to your desktop in a CSV UTF-8 format (ending in .csv not .xls). Remember, if you are using mock email addresses, the password field must be populated.

   *Note: 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.*

   ![Spreadsheet Example with Data]

   *Note: CSV stands for Comma-Separated Values, meaning that each data field is separated by a comma.*

   c. The contract 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. Ensure that the Course checkbox for ACT Online Prep is selected.

   For students:

   ![Contract Selection]

   For instructors:

   ![Contract Selection for Instructors]

   *Note: When adding instructors, confirm that the box to exclude from the contract seat count is checked. If left unchecked, the instructor will be counted toward the number of available licenses for the school.*
d. Using the browse button, search your desktop to locate the .csv file. Once selected, use the **Upload** button to import the file.

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

![](image)

How to Create Accounts for Students without an Email Address

The Generate ACT Student Accounts option within the platform allows you to create accounts for students who don’t have an email address. It generates both a name “ACT Online Prep User”, a “mock” @onlineprep.act.org email account (i.e., account login), and a password for each student.

If this option is used, students will not have the ability to change the email address and all students will have the default student name “ACT Online Prep User.” However, the School Test Coordinator can edit the student name after the account is created (see Managing User Accounts, in this section).

*Note: User/student names do not have to be unique, however, login ids (in the form or real or mock email addresses) must be unique.*

To use this option, take the following steps.

1. From the main dashboard options, select **Students**.

![](image)

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

![](image)
3. On the Generate Email Account screen, follow the instructions presented to create a prefix, password and indicate the number of students accounts to be created. After completing the fields, select the Generate button. The contract 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. Ensure that the Course checkbox for ACT Online Prep is selected.

![Image of email account generation interface]

**Distributing Login Credentials to Students**

If a “mock” email address was used to generate student accounts in the platform, those credentials will need to be provided to each user. If the Generate ACT Student Accounts option was used, the new accounts will default to a student name of “ACT Online Prep User” on the Students screen. To distribute login information to an individual student, take the following steps.

1. Navigate to the Students screen and select Download Student CSV.

![Image of download CSV button]

2. Open or save the file when the options below appear at the bottom of the screen.

![Image of file open/save options]

3. In column A of the student spreadsheet, replace any ACT Online Prep User names with the names of the students to whom the login information will be given.

4. Replace the data in column C with the generic password used to create the student accounts.

5. If your school is part of a state contract, locate the Accessing Online Prep: ACT Student Word document template on your ACT documents and training website. On the mailings tab in the document, use the mail merge option to insert the student name, email address (user name) and password into the template fields.

6. Using the merge documents, print and distribute the assigned email addresses and passwords to the students, so they may sign into their accounts.

7. If you are not part of a state contract, a copy of the template is included at the end of this guide as a reference if you wish to create your own template. See “Appendix A: Email Template,” page 56.
Creating Groups

Groups can be created individually by entering the information on screen, or created in bulk by uploading the information from a .csv file. Each student can be associated with multiple groups. Common uses for groups are to separate grade levels and classroom assignments. For each group you will need to assign:

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

How to Create Groups Individually

To create groups one at a time, take the following steps.

1. From the main dashboard options, select Groups.

2. Select the New Group button, and then select New Group from the drop-down.

Note: Alternatively, you can use the “Create one!” link that is available when there are no groups yet for your school.
3. On the Assign Name screen, type a unique name for the group. If you wish, enter a learning plan date in the Preset Study Plan Completion Date field. The learning plan date will carry over to the student account, and serve as a countdown calendar on the home screen. Then, select the Next button.

4. On the Instructor Management screen, select the checkbox next to one or more names on the All Available Instructors list. Then, select the Add to Group button.

Note: To add new instructors to the list at this time, select the New Instructors button and then select either Add Instructor or Upload Multiple from the drop down and follow those instructions. You will need to check the Add to Group box.

The assigned instructors now appear on the Instructors in Group list. Under this tab, you can check the box next to an instructor name and use the Remove from Group button to remove instructors from the group.

5. When you are done assigning instructors to the new group, or if you want to skip assigning instructors now and do it later, select the Next button.
6. On the Student Management screen, select the checkbox next to one or more names on the All Available Students list. You can also use the checkbox below All Available Students to select all. Then, select the Add to Group button.

Note: To add new students to the list at this time, select the New Students button and then select either Add Student or Upload Multiple from the drop down and follow those instructions. You will need to check the Add to Group box.

The assigned students now appear on the Students in Group list. Under this tab, you can check the box next to a student name and use the Remove the Group button to remove students from the group.

7. When you are done, click the Finish button. You are returned to the Groups screen and the new group appears in the Groups list.

Note: Before clicking the Finish button, you can change the information for the group by using the “Back to” options at the top of each screen. When done, use the Next buttons to return to the screen with the Finish button.

Groups are often used to separate grade levels, homerooms, study halls and course classrooms. Students can be assigned to multiple groups.

IMPORTANT: The group will not be created in the system until you use the Finish button.
How to Create Groups in Bulk

Depending on the data you include, 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
- Convert a student account into an instructor account, and vice versa

Note: It cannot be used to change a user's name, email address, or password.

To create groups in bulk, take the following steps.

1. From the main dashboard options, select **Groups**.

2. Select the **New Group** button, and then select **Upload Multiple** from the drop-down.

3. Follow the instructions on the screen to create and upload a csv file with the appropriate data and formatting. The instructions are also included here.
   a. Locate the following information for each user.
   b. Create a spreadsheet in Excel with five headers—group_name, name, email, password, and user_type. All five headers are required even if you are leaving some information blank. It should look like this:
c. Add each user’s information below the headers. Leave optional fields blank if you don’t wish to upload this information. Save the spreadsheet as a CSV UTF-8 file (not a .xls file).

Note: 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.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>group_name</td>
<td>name</td>
<td>email</td>
<td>password</td>
</tr>
<tr>
<td>2</td>
<td>Juniors 2020</td>
<td>Nick Evans</td>
<td><a href="mailto:nickevans@abc123school.edu">nickevans@abc123school.edu</a></td>
<td>pw12345</td>
</tr>
<tr>
<td>3</td>
<td>Juniors 2020</td>
<td>Sophie Leary</td>
<td><a href="mailto:sophieleary@abc123school.edu">sophieleary@abc123school.edu</a></td>
<td>pw12345</td>
</tr>
<tr>
<td>4</td>
<td>Seniors 2019</td>
<td>Eduardo Obara</td>
<td><a href="mailto:eduardocbara@abc123school.edu">eduardocbara@abc123school.edu</a></td>
<td>pw12345</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The import will fail if the name or email address of an existing user is typed incorrectly.

d. The contract 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. Ensure that the **Course** checkbox for ACT Online Prep is selected.

e. Using the browse button, search your desktop to locate the csv file. Once selected, use the **Upload** button to import the file.

6. You are returned to the Groups screen and a status message appears.

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 email address and password were included in the .csv file.
Importing Students/Teachers Directly into a Group and Presetting the Learning Plan Date

For those who prefer to continue creating groups individually, new features added to the one-by-one group creation tool "New Group" (formerly, "New Classroom;" see “How to Create Groups Individually,” page 20) now allow the School or District Test Coordinator to upload new students and teachers directly into a new or existing group.

You may also automatically set the Learning Plan date for all users in the group through this process.

To use this feature, take the following steps.

1. Open the Groups dashboard, select the **New Group** button, and then select **New Group** from the drop-down list.

2. On the Assign Name screen, enter a name for the group. If you wish, enter a learning plan date in the Preset Study Plan Completion Date field. Then, select the **Next** button.

3. On the Instructor Management screen, select the **New Instructors** button and select **Upload Multiple** from the drop-down list.

4. On the screen that appears, follow the instructions to create and upload a .csv file with the appropriate data and formatting. The instructions are also included here:
a. Locate the following information for each instructor:

<table>
<thead>
<tr>
<th>Field</th>
<th>Required?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor name</td>
<td>Required</td>
<td>First &amp; last name</td>
</tr>
<tr>
<td>Instructor email</td>
<td>Required</td>
<td>Real email</td>
</tr>
<tr>
<td>Instructor password</td>
<td>Optional</td>
<td>If left blank, user will be emailed a registration email automatically.</td>
</tr>
</tbody>
</table>

b. Create an Excel spreadsheet with three headers: email, name, and password. All three headers are required (regardless of whether or not you fill in the optional fields) and must be entered into the spreadsheet exactly as shown. At this point, the spreadsheet should look like this:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>email</td>
<td>name</td>
</tr>
<tr>
<td>2</td>
<td><a href="mailto:poo@benchprep.com">poo@benchprep.com</a></td>
<td>Gregg Popovich</td>
</tr>
<tr>
<td>3</td>
<td><a href="mailto:pat@benchprep.com">pat@benchprep.com</a></td>
<td>Pat Summitt</td>
</tr>
<tr>
<td>4</td>
<td><a href="mailto:doc@benchprep.com">doc@benchprep.com</a></td>
<td>Doc Rivers</td>
</tr>
<tr>
<td>5</td>
<td><a href="mailto:natalie@benchprep.com">natalie@benchprep.com</a></td>
<td>Natalie Nakase</td>
</tr>
</tbody>
</table>

Note: 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.

c. Add each instructor’s information below the headers. Leave the optional fields blank if you aren’t uploading that information. The spreadsheet should now look like this:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>email</td>
<td>name</td>
</tr>
<tr>
<td>1</td>
<td>email</td>
<td>name</td>
</tr>
<tr>
<td>2</td>
<td>email</td>
<td>name</td>
</tr>
<tr>
<td>3</td>
<td>email</td>
<td>name</td>
</tr>
<tr>
<td>4</td>
<td>email</td>
<td>name</td>
</tr>
<tr>
<td>5</td>
<td>email</td>
<td>name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>email</td>
<td>name</td>
</tr>
<tr>
<td>3</td>
<td>email</td>
<td>name</td>
</tr>
<tr>
<td>4</td>
<td>email</td>
<td>name</td>
</tr>
<tr>
<td>5</td>
<td>email</td>
<td>name</td>
</tr>
</tbody>
</table>

Note: 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.

d. Save the spreadsheet as a CSV UTF-8 file (not an .xls file).
e. Select the add to Group box, use the browse function to find the .csv file you just created, and then select the Import button on the screen to upload it.

6. You are returned to the Instructor Management screen. The instructors you just imported now appear under “Instructors in Groups”.

![Instructor Management screen](image)
7. Select the **Next** button.

8. On the Student Management screen, repeat the same process to upload and assign students:
   a. Select the **New Student** button and select **Upload Multiple** from the drop-down list.
   b. Create an Excel spreadsheet of student information with three headers: email, name, and password.
   c. Save it as a CSV UTF-8 file (not an .xls file).
   d. Select the add to Group box, use the browse function to find the .csv file you created, and upload it.

8. When finished, select the **Finish** button.

9. New users receive an email that prompts them to activate their account. The user’s email filters and settings need to allow emails from @onlineprep.com.

**Managing User Accounts**

School and district test coordinators have the ability to view and edit student and instructor account information. They can also view and edit accounts with the role of school test coordinator and/or school supervisor. In addition to general maintenance, this can be useful if someone has trouble accessing their ACT Online Prep account or forgets a password.

The Students, Instructors, and Admins screens show a list of the students, instructors, and admins (accounts with the school test coordinator and/or school supervisor role) that have been created for your school. Selecting the row for an account will provide additional details about the user account:

- View and edit the user’s name, email address, and password.
- Manage the groups to which a student or instructor is assigned.
- Assign a student or instructor to a new contract.
Assigning Tasks/Curriculum to Students

School Test Coordinators and Instructors will have the ability to assign specific lessons or tasks within the platform to students within their assigned school or group, respectively. Take the following steps to create an assignment.

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

2. A list of assignments that you have created is displayed. For a new assignment, select the Create button.
3. Follow the instructions on the assignment screen to name the assignment, select the course (ACT Online Prep) and add individual students or entire groups to the assignment.

4. Select **Continue**.

5. The second step to create the assignment includes selecting the tasks or activities which will be assigned.

6. Tasks and lessons can be assigned by either; dragging and dropping the task title from the available list to the New Assignment field, or selecting the plus sign next to the task or lesson name.

   *Hint: Use the Filter Options to sort tasks by Math, ELA, content type, or task length to complete. Specific subject tasks can also be found using the open search query text box.*
7. When selected tasks and/or lessons have been added, select the **Continue** button.

8. A summary page (similar to the illustration below) will appear. Review the assignment information for accuracy. Select **Students** to review/edit list of students to receive assignment. Select **Tasks** to review/edit the tasks that make up the assignment. If everything is correct, select the **Assign** button.

![Assignment summary page](image)

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

10. Once an assignment has been created, you can view student performance on the assignment by selecting **Assignments** from the Administrative Dashboard and then selecting a specific assignment.
   - Select **Student Reports** to see list of students that have assignment along with summary progress data.
   - Select **Task Details** to see list of all tasks in the assignment.
Note: Performance data on assignments is also included in Real-Time Reports.

<table>
<thead>
<tr>
<th>Students Assigned</th>
<th>Students Completed</th>
<th>Number of Tasks</th>
<th>Avg. Assignment Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>0</td>
<td>22</td>
<td>2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Progress</th>
<th>Practice % Score</th>
<th>Exam % Score</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben</td>
<td>2757185</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Never</td>
</tr>
<tr>
<td>Brad</td>
<td>2757206</td>
<td>2%</td>
<td>N/A</td>
<td>N/A</td>
<td>Never</td>
</tr>
<tr>
<td>Kaitlynn</td>
<td>2757230</td>
<td>10%</td>
<td>28%</td>
<td>33%</td>
<td>Never</td>
</tr>
<tr>
<td>Sarah</td>
<td>2757375</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Never</td>
</tr>
<tr>
<td>Tracey</td>
<td>3669246</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Never</td>
</tr>
</tbody>
</table>
Assigning Tasks/Curriculum to Students

Impersonating a Student

Test Coordinators and Instructors can view completed tasks of an individual student by using the **Impersonate** feature. From the Students tab on the administrative dashboard, select the student name to view the individual student report. At the top of the student report screen, select the **Impersonate** button to see the activities of a student more directly by viewing what the student views in the program.

After selecting this feature, you see a dialogue box confirming that you want to be logged in as the student. Select **OK** to continue or **Cancel** to return to the detail report screen. A second screen explaining the Impersonation Mode is displayed. Select the **Continue** button to proceed.

You are taken to the main dashboard of the student’s account, as shown below. IMPORTANT: At this point you are logged in as the student in their account. While impersonating a student, be cautious not to provide responses to any tasks or assignments.
Some of the content on this screen is already familiar to you from the Student Report. While you are impersonating a student, a graphic will appear indicating the student you are impersonating.

**Exiting**

When you are finished impersonating a student account, select the X to the left of the banner message. This will return you to your own account.
Student Reports

Under Analytics, select the **Students** option to see a list of all student users that have ACT Online Prep accounts. Student reports can be viewed by users with the role of Instructor, School Supervisor, District Supervisor and State Test Coordinator.

*Note: Instructors can see only students who are in groups to which the instructor has been assigned.*

The data is updated twice a day and there is a date time stamp in the top right corner that indicates the most recent update. The following columns of information are provided for each student:

- Name
- ID (automatically assigned when the student is loaded)
- Date the student was last active in the system
- Progress through ACT Online Prep material by percentage
- Average Practice ACT Composite Score
- Average Session Time in minutes (i.e., the average time a student spends in the program each time he or she logs in)

*Note: You can identify particular students who are spending less time in the system by noting average session times listed in red.*

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

Use the **Export** button to export the student data to a .csv file. You have the option here to export all or export selected students. For proper formatting of the data, we recommend using Microsoft Excel to open the file.
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.

Several data points are presented about the student progress:

- The ID, school, groups, and courses he or she is associated with
- A graphical overview of the student’s use of ACT Online Prep, featuring overall progress in the system, status relative to other students, and average practice ACT Composite score
- The student’s latest practice composite scores, as calculated by the platform
- The date the student was last active
- The total time the student has spent in the system
- Date time stamp displays most recent updates
Strengths and Weaknesses Section

Scroll down to see a specific breakdown of progress in different subjects and subject sections, as shown below.

![Strengths & Weaknesses](image)

*Note: Students see the same information in their own accounts.*

Ratings are provided by the system for subjects and subject sections as a student completes testing content in ACT Online Prep. A user’s strengths and weaknesses are determined by the platform’s adaptive engine. Strengths and weaknesses are not fixed and constantly update based on the platform’s measurements of the skill of the user, proficiency in the specific category as well as difficulty of the items they are answering. The possible ratings are shown below:

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

At the bottom of the screen, a details section provides statistics related to specific activities in different areas of the student’s account. By default, you see the Lessons tab, as shown below.

![Details Section Image]

*Note: Students see the same information in their own accounts.*

Other tabs include Flashcards, Practice, and Exams.

- The Lessons and Flashcards tabs show information about the “Confidence Levels” in the program content that the student marked about the material.
- The Practice and Exams tabs provide statistics about how many test questions students have taken, how much time they have spent, and the percentage of questions correctly answered.

Exporting the Report

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

Real-Time Reports

The data in the reports under Analytics is updated twice a day. Real-Time Reports provides Instructors, School Test Coordinators, District Test Coordinators and State Test Coordinators with real-time data on student performance.
Selecting **Real-Time Reports** from the administrative dashboard displays a list of students.

Select a specific student to view up to date performance data on tests, exams and assignments. The data on tests and exams includes: the total number of questions in the test/exam, the number of questions correctly answered, the percentage of correctly answered questions, a predicted ACT score for the practice exams, and an indication if the student has completed the test/exam. This information is exportable as .csv file.

Summary data on student assignments includes: the name of the assignment, number of tasks include in the assignment, number of tasks completed, percentage of correctly answered practice questions, percentage of correctly answered test/exam questions, date the assignment was started, the date the student was last active in the assignment and if applicable the date the assignment was completed.
Group, School, and District Reports

Group Reports

Group Reports can be viewed by users with the role of instructor, school supervisor, district supervisor, and state test coordinator. To view information about groups, select the Groups option from the Administrative Dashboard.

Note: Instructors can see only groups to which the instructor has been assigned.

The Group Report dashboard screen lists all groups that have been created in ACT Online Prep, as shown below. The data displayed is updated twice a day and there is a date time stamp in the top right corner that indicates the most recent update.

The following columns of information are provided:

- Name of the group
• Number of instructors assigned to the group
   Note: There can be multiple instructors assigned to one group.
• Number of students assigned to the group
• When students in the group were most recently active in ACT Online Prep
• Average progress made in ACT Online Prep by students in the group
• Average practice ACT Composite Score achieved by students in the group
• Average session time used by students in the group
Use the Search and column sort ($) options to display the information you want to see in the list.

Use the Export button to export this aggregate group data to a .csv file. You have the option here to export all or export selected groups. For proper formatting of the data, we recommend using Microsoft Excel to open the file.

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

Overview Section
At the top of the screen you see an overview section displaying aggregate performance data, as shown below.

Data displayed represents progress across all contracts. Select the drop down menu in the Cumulative box to select a specific contract. Select the Analyze box for additional information.
Several types of information are presented in this overview section:

- The school, courses, and instructors associated with the group
- A graphical overview featuring the group's Overall Progress in the system and Average Practice ACT Composite Score
- The group's latest practice composite scores, as calculated by the platform
- The numbers of active and enrolled students
- The date students in the group were last active
- The total time students in the group have spent in the system

Strengths and Weaknesses Section

Scroll down farther to see a specific breakdown of average group progress in different subjects and subject sections, as shown below.
Similar to the ratings for students, group ratings are provided by the system for subjects and subject sections as students in the group complete testing content in ACT Online Prep. See Student Reports, in this section, for the possible ratings.

At the bottom of the screen, you'll find a details section. By default, you see the Students tab, as shown below.

The Students tab provides data that helps you compare student performances in ACT Online Prep. 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:

- **Average Session Time in minutes** (i.e., the average time a student spends in the program each time he or she logs in)
- **Average Progress through ACT Online Prep material by percentage**
- **Average Practice Percentile** (across all ACT Online Prep users)
- **Average Exam Percentile** (across all ACT Online Prep users)

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

- The Lesson tab indicates which lessons have the lowest student-reported confidence levels
- The Flashcards tab indicates which flashcards have the lowest student-reported confidence levels
- The Practice and Exam tabs show the “5 Hardest Practice Questions per Category” and “5 Hardest Exam Questions per Exam” for students according to the percent of correct answers. Select a category or exam to view the five questions in that category/exam most often answered incorrectly.

Lessons and flashcards with a low confidence level and questions most often answered incorrectly can help Instructors identify course material they may want to revisit with their students.

**Exporting the Report**

At the top of screen, select the Export button to create an Adobe pdf file of the Overview and Strengths and Weaknesses data. It does not include the data found under the Details tabs.
School Reports

The **Schools** option allows School, District, and State Test Coordinators to view and export data about individual schools within their hierarchy.

Selecting **Schools** from the Administrative Dashboard options takes you to the School Listing screen, as shown below. The data displayed is updated twice a day, and there is a date time stamp in the top right corner that indicates the most recent update. Data displayed represents progress across all contracts. Select the drop down menu in the **Cumulative** box to select a specific contract.

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

- School Name
- # of groups (how many groups are associated with a school)
- # of students
- Avg. Progress %
- Average Practice ACT Composite Score
- Avg. Session Time

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

Use the **Export** button to export the data to a .csv file. For proper formatting of the data, we recommend using Microsoft Excel to open the 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

At the top of the screen is an overview presenting aggregate data for all students at the school, as shown below.

The Export button on this screen creates an Adobe pdf file of the aggregate data.

Details Section

Scroll down below the aggregate data to view a list of all groups associated with the school.
This section has the following columns of data for each group:

- Group Name
- Number of instructors
- Number of students
- When students in the group were last active in ACT Online Prep
- Avg. Progress
- Average Practice ACT Composite Score
- Avg. Session Time

Use the Search and column sort (ष) options to display the information you want to see.

Selecting a group from this list takes you to the same report screen for the group that is available in the Group Reports view.

**District Reports**

From the Administrative dashboard, selecting the Districts option takes you to the District Reports screen, as shown below. The data displayed is updated twice a day and there is a date time stamp in the top right corner that indicates the most recent update.

It lists the following information about your district(s):

- District Name
- Number of schools in the district
- Number of students in the district
- Number of teachers in the district

If you have multiple districts, use the column sort (ष) options to display the information in the order in which you would like to see it.

Use the Export button to export the data to a .csv file. For proper formatting of the data, we recommend using Microsoft Excel to open the file.
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.

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:

- Number of students associated with the school
- Avg. Progress in ACT Online Prep achieved by students at the school
- Average Practice ACT Test Score by students at the school
- Avg. Session Time spent by students in ACT Online Prep at the school

Note: You can identify schools whose students are spending less time in the system by noting average session times and/or average progress.

Use the column sort (Φ) options to display the information in the order in which you would like to see it.

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

When a student first logs into ACT Online Prep they are prompted to pick a test date on the calendar followed by a tour of the platform's basic features. Each subsequent login brings the student to the main dashboard shown below. Selecting **Home** always returns the student to this view.

A. **Navigation Bar** is used to navigate the platform and selecting home brings student back to this view.

B. **Countdown Calendar** displays number of days before the student takes the ACT test.

C. **Person Icon** is used to change student's password and sign out of the course.

D. **Learning Task** displays students’ next learning task.

E. **Performance Statistics** are updated as students works through the course.
Selecting the Support and Info icons provides the student with additional assistance and information.

**Learning Plan**

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

![Learning Plan Screen]

The Learning Plan allows students to follow a structured or an adaptive path through the course and students are allowed to switch back and forth between the two paths. Student may work through assignments (groups of tasks) created by an instructor or school test coordinator. Finally, students may choose any option on the Main Dashboard to do a selected lesson, set of practice questions, test, review flashcards or play a game.

**Learning Plan - Structured Plan**

The Structured Plan guides the student through all of the course content in a prescribed order of tasks including: lessons, practice question categories, flashcards, short form tests, full length ACT practice exams and writing prompts. A list of all tasks in the plan is displayed along with estimated times of completion and an indication as to the type of task.

**Learning Plan – Adaptive Plan**

The adaptive learning plan provides a personalized learning path through the course content. The path is determined based on many factors including an initial adaptive assessment and student performance on practice questions. After taking the adaptive assessment, the Knowledge Sets (combination of tasks around a subject area) will be prioritized specifically to the student's strengths and weaknesses. Once the student achieves mastery in their highest priority Knowledge Set, the student is moved on to the next. When following the adaptive plan students are not required to complete all of the content in the course. Students may switch between the structured and adaptive plans.

**Learning Plan – Assignments**

Instructors and School Test Coordinators may assign specific lessons or tasks to students within their assigned group or school, respectively. Students may have multiple assignments. Instructors and School Test Coordinators can monitor student progress and performance through the Assignments option and Real-Time Reports on the Administrative Dashboard.
**Game Center**

There are five games that use the course flashcards to review the English, math, reading and science content. The dashboard includes the object of each game, instructions and a leaderboard.

![Game Center Screenshot](image)

**Discussions**

Students may participate in discussions around course content.

**Lessons**

Selecting **Lessons** from the Main Dashboard and then **Table of Contents** displays all lesson content in the course broken down into categories and topics.

![Table of Contents Screenshot](image)

Selecting + (plus sign) expands the view to show every topic associated with the category. Students may review any self-reported confidence levels, notes, bookmarks or student highlighted text in any lesson.
Filter allows students to search all lessons content using displayed parameters which aides content review.

Flashcards
There are flashcards for every ACT subject (English, mathematics, reading and science). Flipping the flashcards show the correct definition and the student may mark if they knew the definition.
Filter allows a student to select flashcards for a specific category and there are tools to move between flashcards, randomize the order of the flashcards and select an adaptive mode for the presentation of the flashcards.

Practice
The Practice dashboard shows statistics related to a student’s progress. Summary data is displayed at the top including percentage progress towards completion based on total number of questions, percentage of correctly answered questions based on total number answered, number of questions answered, average time spent answering a question, average time spent on a correctly answered question and average time spent on an incorrectly answered question.

A list of all practice question categories is displayed along with an indication as to how many out of the total number of questions for each category have been answered and the percentage of questions correctly answered.

Students may review any self-reported confidence levels, notes and/or bookmarks. During question review the student sees the text of the question, the student’s answer (with indication if correct or incorrect), and a solution. They also have the option reset all practice questions.

Tests
Four tests are included in ACT Online Prep for English, mathematics, reading, and science; along with two full-length ACT Practice exams. These are two writing prompts covered under Essays.
The Tests dashboard shows statistics related to a student’s progress.

Summary data is displayed at the top including percentage progress towards completion based on total number of questions in tests, number of tests taken out of the total number of tests, percentage of correctly answered questions based on total number answered, average time spent answering a question, average time spent on a correctly answered question and average time spent on an incorrectly answered question.

A list of all tests is displayed along with, the total number of questions in each test, the percentage and number of correctly answers questions in the test and whether the test has been completed. Selecting a specific test provides additional performance data. As with the practice questions, students may review any self-reported confidence levels, notes and/or bookmarks. During question review the student sees the text of the question, the student’s answer (with indication if correct or incorrect), and a solution. They also have the option reset any tests. There are some additional navigation tools included with tests that are explained at the beginning of the test.
When reviewing the results of a test there is a link to the College and Career Readiness Standards. Selecting the link displays the predicted Score Range for the student based on the results for the selected test and details on the standards are included.

![College and Career Readiness Standards](image)

**Essays**

In the Essay module, the student is presented with a prompt and a textbox to type in the essay.

![Essay module](image)

The module is self-timed and to help manage time a timer counting up begins as soon as the student selects “Start Writing”.

![Essay interface](image)
After submitting the essay a student will receive a score within 24 hours. Please note that each Essay prompt can only be attempted one time. The essays cannot be reset like the short form tests and practice questions.

**Search**

The search function allows students to search the entire course for a word or phrase such as “Algebra”. Results of the search are displayed and the student can do directly to any task displayed in the search result.
Frequently Asked Questions

This section covers a few additional questions you might have about your use of ACT Online Prep or your account.

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

Ensure that you’ve added them using the platform, that their email address is correct, and that they are using the correct password you gave to them. If a “mock” email address was used, confirm the spelling 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 noting errors with the file. Please make sure that the headers are listed exactly as instructed—email, name, and password. Otherwise, the file will not be processed correctly. Any other additional information (school name, group #, etc.) should not be included.

**Can I move a student from one group to another?**

Yes. Students and even instructors can be moved around by selecting the **Manage** link found in a group’s Details page accessed from the School or District Test Coordinator dashboard. Students and instructors can also be part of multiple groups —there is no limit to the number they can be in.

**Does it matter which browser I use? What about my students?**

We recommend Google Chrome for all users of the ACT Online Prep program. However, Internet Explorer 10+, Safari, and Firefox all are supported as well.
Appendix A: Email Template

Accessing ACT Online Prep

Dear [FIRST NAME],

Your state, district, or school has provided you with free access to ACT® Online Prep™ (AOP)! You will find this a very useful online resource to 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 taken from previous ACT tests, which helps you get used to the format and avoid surprises on test day.
- Get confident
  As you see your scores and percentages change with each completed course and practice session, you’ll know you’re getting the hang of 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.

<table>
<thead>
<tr>
<th>Email</th>
<th>[EMAIL]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>[PASSWORD]</td>
</tr>
</tbody>
</table>

Sign in to Your Account
From an internet browser (other than Internet Explorer), take the following steps to sign in and get started:

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

Tips for Getting Started with AOP
- Follow the on-screen Setup instructions to get to the AOP home page.
- For additional user instructions, select the Support menu at the bottom left corner of the page.
- You may change your password at any time by accessing the Account menu.

We wish you the best in your preparations for taking the ACT!

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Appendix B: Structured Plan Course Outline

**How to Use This Course (1 task)**
- How to Use This Course

**The ACT Test (1 task)**
- The ACT Test

**Master ACT English: Short Test + Conventions of Standard English - Strategies & Review (41 tasks)**
- English Test Overview and General Approaches
- English Short Test
- Conventions of Standard English Overview
- Punctuation Conventions Overview
- Commas Overview
- Commas Practice Questions Set 1
- Commas Practice Questions Set 2
- Apostrophes Overview
- Apostrophes Practice Questions Set
- Colons and Semicolons Overview
- Semicolons Practice Questions Set
- Commas Practice Questions Set
- Parentheses and Dashes Overview
- Parentheses and Dashes Practice Questions Set
- Periods, Question Marks, and Exclamation Points
- Punctuation Rules Flashcards
- Usage Conventions Overview
- Nouns and Pronouns Overview
- Nouns and Pronouns Practice Questions Set
- Verbs and Verb Forms Overview
- Verbs and Verb Forms Practice Questions Set
- Subject/Verb Agreement Overview
- Subject/Verb Agreement Practice Questions Set
- Adverbs and Adjectives Overview
- Adverbs and Adjectives Practice Questions Set
- Commonly Misused Words Overview
- Commonly Misused Words Flashcards
- Commonly Misused Words Practice Questions Set
- Idioms Overview
- Idioms Practice Questions Set
- Usage Conventions Flashcards
- Sentence Structure and Formation Overview
- Run-on Sentences Overview
- Run-on Sentences Practice Questions Set
- Sentence Fragments Overview
- Sentence Fragments Practice Questions Set
- Misplaced Modifiers Overview
- Misplaced Modifiers Practice Questions Set
- Parallelism Overview
- Parallelism Practice Questions Set
- Sentence Structure and Formation Flashcards

**Master ACT Mathematics: Short Test + Number and Quantity - Strategies & Review (31 Tasks)**
- Math Short Test
- Mathematics Test Overview and General Approaches
- Number and Quantity - Overview
Appendix B: Structured Plan Course Outline

- Integers Overview
- Real Numbers Overview
- Integers Practice Questions Set
- Decimals Overview
- Fractions Overview
- Fractions Practice Questions Set
- Math Vocabulary
- Math Vocabulary Practice Questions Set
- Basic Operations and PEMDAS
- Basic Operations and PEMDAS Practice Questions Set
- Factors & Multiples Overview
- Factors and Multiples Practice Questions Set
- Ratios, Proportions, and Percents Overview
- Ratios, Proportions, and Percents Practice Questions Set 1
- Substitution and Using Sample Values Overview
- “Is” Means Equals - English-to-Math Translation Overview
- “Is” Means Equals - English-to-Math Translation Practice Questions Set
- Substitution and Using Sample Values Practice Questions Set
- Absolute Value Overview
- Absolute Value Practice Questions Set
- Number Line Graphs Overview
- Number Line Graphs Practice Questions Set
- Matrices and Vectors Overview
- Matrices Practice Questions Set
- Complex Numbers Overview
- Complex Numbers Practice Questions Set
- Mathematics: Number and Quantity Flashcards Set 2
- Mathematics: Number and Quantity Flashcards Set 1

Master ACT Reading: Short Test + Key Ideas and Details - Strategies & Review (16 Tasks)
- Reading Test Overview
- Reading Test Strategies
- Question Types Overview
- Reading Short Test
- Reading Flashcards
- Key Ideas and Details - Overview
- Specific Details Overview - Locating and Interpreting Significant Details
- Specific Details Practice Questions Set 1
- Locating and Interpreting Significant Details Practice Questions Set 1
- Main Idea Questions Overview
- Finding the Main Idea
- Main Idea Practice Questions Set 1
- Sequences of Events & Cause-Effect Relationships
- Sequences of Events and Cause-Effect Relationships Practice Questions Set
- Comparisons and Contrasts Questions Review
- Comparisons and Contrasts Practice Questions Set

Master ACT Science: Short Test + Interpretation of Data - Strategies & Review (11 Tasks)
- Science Overview
- Science Test General Approaches
- Science Short Test
- Science Flashcards Set 1
- Science Flashcards Set 2
- Interpretation of Data - Overview
- Interpretation of Data Review
- How to Read Science Graphs, Charts, and Diagrams Practice Questions Set 1
- Interpretation of Data Practice Questions Set 1
- Notice Data Trends Practice Questions Set 1
- Science Flashcards Set 3

Master ACT English: Knowledge of Language - Strategies & Review (10 Tasks)
- Knowledge of Language - Overview
- Choosing Appropriate Language Overview
- Choosing Appropriate Language Practice Questions Set
- Recognizing Tone Overview
- Recognizing Tone Practice Questions Set
- Redundancy, Wordiness, and Awkward Sentence Construction Overview
- Redundancy Practice Questions Set
- Wordiness and Awkward Sentence Construction Practice Questions Set
- Knowledge of Language Flashcards
- Redundancy and Awkward Sentence Construction Extra Practice Questions Set
Master ACT Mathematics: Algebra - Strategies & Review (28 Tasks)
- Algebra - Overview
- Exponents Overview
- Exponents Practice Questions Set
- Roots Overview
- Roots: Radicals and Rational Expressions Practice Questions Set
- Scientific Notation
- Scientific Notation Practice Questions Set
- Linear Equations Overview
- Basic Linear Algebra Overview
- Linear Equations Practice Questions Set
- Inequalities and Absolute Value Equations Overview
- Inequalities and Absolute Value Equations Practice Questions Set
- Linear Inequalities Overview
- Linear Inequalities with One Variable Practice Questions Set
- Graphing Inequalities Overview
- Graphing Inequalities Practice Questions Set
- Equation of a Line Overview
- Equation of a Line Practice Questions Set
- Slope Overview
- Slope Practice Questions Set
- Systems of Equations Overview
- Systems of Equations Practice Questions Set
- Polynomial Operations Overview
- Polynomial Operations Practice Questions Set
- Roots of Polynomials - Factoring to Find Solutions Overview
- Roots of Polynomials - Factoring to Find Solutions Practice Questions Set
- Quadratic Formula
- Mathematics: Algebra Flashcards

Master ACT Reading: Author’s Voice and Method – Strategies & Review (9 tasks)
- Craft and Structure - Overview
- Author’s Voice and Method Review
- Author’s Voice and Method Practice Questions Set
- Meaning of Words & Phrases in Context Review
- Meaning of Words and Phrases in Context Practice Questions Set 1

The Function of Sentences and Paragraphs Review
- The Function of Sentences and Paragraphs Practice Questions Set
- Point of View/Purpose Questions Review
- Point of View/Purpose Practice Questions Set

Master ACT Science: Scientific Investigation - Strategies & Review (6 Tasks)
- Scientific Investigation - Overview
- Scientific Investigation Review
- Scientific Investigation Practice Question Set 1
- Experimental Design Practice Questions Set 1
- Changing Information, Changing Results Practice Questions Set 1
- Science Flashcards Set 4

Master ACT Mathematics: Geometry - Strategies & Review (32 Tasks)
- Geometry - Overview
- Angles Overview
- Angles Practice Questions Set
- Parallel & Perpendicular Lines Overview
- Geometry Flashcards - Lines and Angles
- Parallel and Perpendicular Lines Practice Questions Set
- Triangles Overview
- Triangles Practice Questions Set
- Triangles Flashcards
- Common Trigonometry Concepts Common Trigonometric Concepts Practice Questions Set
- Circles Overview
- Circles Practice Questions Set 1
- Rectangles and Squares Overview
- Rectangles and Squares Practice Questions Set
- Parallelograms Overview
- Parallelograms Practice Questions Set
- Trapezoids Overview
- Trapezoids Practice Questions Set
- Other Polygons Overview
- Other Polygons Practice Questions Set
- Geometry Flashcards - Polygons and Other Shapes
- Perimeter, Area, Volume & Surface Area Overview
• Geometry Flashcards - Perimeter, Area, Volume, and Other Measurements
• Perimeter, Area, Volume, and Surface Area Practice Questions Set
• The (x, y) Coordinate Plane Overview
• The (x, y) Coordinate Plane Practice Questions Set
• Transformations Overview
• Distance and Midpoint Formulas
• Distance and Midpoint Formulas Practice Questions Set
• Circles Practice Questions Set 2

**Master ACT English: Production of Writing - Strategies & Review (10 Tasks)**
• Production of Writing - Overview
• Topic Development for Purpose and Focus Overview
• Topic Development for Purpose and Focus Practice Questions Set 1
• Transition Words and Phrases Overview
• Transition Words Flashcards
• Transition Words and Phrases Practice Questions Set 1
• Organization of Sentences, Paragraphs, and Passages Overview
• Organization of Sentences, Paragraphs, and Passages Practice Questions Set 1
• Organization of Sentences, Paragraphs, and Passages Practice Questions Set 2
• Production of Writing Practice Questions Set

**Master ACT Mathematics: Functions - Strategies & Review (17 Tasks)**
• Functions - Overview
• 1 knowledge point. Estimated time to complete: Less Than 15 Minutes. 1 Knowledge Point
• Functions Overview
• 4 knowledge points. Estimated time to complete: Less Than 15 Minutes. 4 Knowledge Points
• Sequences & Patterns Overview
• Sequences and Patterns Practice Questions Set
• Composite Functions Overview
• Composite Functions Practice Questions Set
• Logarithms Overview

• Logarithms Practice Questions Set
• Parabolas, Ellipses, and Hyperbolas Overview
• Parabolas, Ellipses and Hyperbolas Practice Questions Set
• Reciprocal Trigonometric Functions Overview
• Uncommon Trigonometric Identities
• Uncommon Trigonometric Identities Practice Questions Set
• Radians and the Radian Circle Overview
• Radians and the Radian Circle Practice Questions Set
• Mathematics: Functions Flashcards
• Functions Practice Questions Set

**Master ACT Reading: Integration of Knowledge and Ideas - Strategies & Review (7 Tasks)**
• Integration of Knowledge and Ideas - Overview
• Arguments Review
• Arguments Practice Questions Set
• Making Inferences by Drawing Generalizations
• Making Inferences by Drawing Generalizations Practice Questions Set 1
• Multiple Texts Review
• Multiple Texts Practice Questions Set

**Master ACT Science: Evaluation of Models, Inferences, and Experimental Results - Strategies & Review (6 Tasks)**
• Evaluation of Models, Inferences, and Experimental Results - Overview
• Evaluation of Models, Inferences, and Experimental Results Review
• Evaluation of Models, Inferences, and Experimental Results - Which Model? Practice Questions Set 1
• Supporting Theories, Hypotheses, and Inferences Practice Questions Set 1
• Science Flashcards Set 5
• How to Read Science Graphs, Charts, and Diagrams Practice Questions Set 2

**Master ACT Mathematics: Statistics and Probability - Strategies & Review (14 Tasks)**
• Statistics and Probability - Overview
• Data Representation Overview
• Data Representation Practice Questions Set
• Probability Overview
• Probability Practice Questions Set
• Factorials Overview
• Factorials Practice Questions Set
• Arrangements Overview
• Arrangements Practice Questions Set
• Mean, Median, Mode Overview
• Mean, Median, Mode Practice Questions Set
• Statistics - Domain & Range Overview
• Standard Deviation Overview
• Mathematics: Statistics and Probability Flashcards

Master ACT Mathematics: Modeling - Sample Questions (1 Task)
• (Modeling) Arithmetic Word Problems in Settings Practice Questions Set

Full Length Exam 1 with Real ACT Scoring (1 Task)
• Full Length Exam with Real ACT Scoring

ACT Writing Test - Strategies & Review (6 Tasks)
• Writing Test
• Essay Scoring
• Ideas and Analysis - Review
• Development and Support - Review
• Organization - Review
• Language Use and Conventions - Overview

Extra Topic Practice - All Subjects: Set 1 (6 Tasks)
• English: Mixed Commas Practice Questions Set
• Mathematics: Ratios, Proportions, and Percents Practice Questions Set 2
• Reading: Making Inferences by Drawing Generalizations Practice Questions Set 2
• Science: Scientific Investigation Practice Question Set 2
• Science: Evaluation of Models, Inferences, and Experimental Results - Which Model? Practice Questions Set 2
• Science: Supporting Theories, Hypotheses, and Inferences Practice Questions Set 2

Extra Topic Practice - All Subjects: Set 2 (5 Tasks)
• English: Transition Words and Phrases Practice Questions Set 2
• Mathematics: Equation of a Line Practice Questions Set 2

• Reading: Specific Details Practice Questions Set 2
• Science: Notice Data Trends Practice Questions Set 2
• English: Topic Development for Purpose and Focus Practice Questions Set 2

Extra Topic Practice - Reading and Science - Mixed (7 Tasks)
• Science: Experimental Design Practice Questions Set 2
• Reading: Specific Details Practice Questions Set 2
• Science: Evaluation of Models, Inferences, and Experimental Results - Which Model? Practice Questions Set 2
• Reading: Meaning of Words and Phrases in Context Practice Questions Set 2
• Science: Notice Data Trends Practice Questions Set 3
• Reading: Main Idea Practice Questions Set 2
• Science: How to Read Science Graphs, Charts, and Diagrams Practice Questions Set 3

Extra English Practice (4 Tasks)
• Conventions of Standard English Practice Questions Set English: Production of Writing Questions Set 3
• Knowledge of Language Practice Questions Set
• Production of Writing Questions Set 2

Extra Math Practice (4 Tasks)
• Mixed Number and Quantity Practice Questions Set
• Mixed Algebra Practice Questions Set
• Mixed Geometry Practice Questions Set
• Mixed Functions Practice Questions Set

Extra Reading Practice (3 Tasks)
• Key Ideas and Details Practice Questions Set
• Craft and Structure Practice Questions Set 1
• Integration of Knowledge and Ideas Practice Questions Set

Extra Science Practice (3 Tasks)
• Mixed Interpretation of Data Practice Questions Set
• Mixed Scientific Investigation Practice Questions Set
• Mixed Evaluation of Models, Inferences, and Experimental Results Practice Questions Set

Full Length Exam 2 with Real ACT Scoring (1 Task)
• Practice Exam 2

Extra Mixed ACT Subject Test Practice (6 Tasks)
• Mixed English Practice Questions Set
• Mixed Math Practice Questions Set 1
• Mixed Math Practice Questions Set 2
• Mixed Reading Practice Questions Set
• Mixed Science Practice Questions Set
• Mixed Science Practice Questions Set 2

ACT Profile (1 Task)
• ACT Profile