

ACT WorkKeys Curriculum Release Notes - February 2019

As part of our commitment to continuous improvement, updates to ACT® WorkKeys® Curriculum will be seen by users when they login on Friday, February 22. These release notes provide an overview of the changes and information on the updates is available within the WorkKeys Curriculum program. The WorkKeys Curriculum Administration User Guide and the WorkKeys Curriculum Training Webinar are presently being updated and upon completion will be posted on the [WorkKeys Curriculum webpage](#).

Enhancements to Institution Admin Dashboard

The Institution Admin Dashboard now allows accounts with the role of Institution Admin to view, edit and create other accounts with the roles of Institution Admin and/or Institution Supervisor. The role of Institution Admin allows the user to create groups, create student accounts, create instructor accounts, create institution admin accounts, create institution supervisor accounts, and assign students and/or instructors to groups. The role of Institution Supervisor allows the user to run reports from the Reporting Dashboard and make assignments.

The navigation menu on the Institution Admin Dashboard has a new option: **Admins**. Users with the role of Institution Admin may view a list of all other users in their institution with the roles of Institution Admin and/or Institution Supervisor. Included in the list are: name, email, roles, date account created, and first login date.

The screenshot shows the 'ACT Institution A Internal Use Only Users' page. On the left is a navigation menu with 'Admins' highlighted in red. The main content area features a table of users and a 'New Admin' button.

Name	Email	Roles	Date Added	First Login Date
test institution	testinstitution@workkeyscurriculum.act.org	Institution Admin, Institution Supervisor, Instructor	10/27/2018	10/29/2018
Painless Parker	painlessparker@mailinator.com	Institution Admin, Institution Supervisor,	1/3/2018	1/4/2018

From here you may select the blue **New Admin** box to create a new account with the role of Institution Admin and/or Institution Supervisor.

The screenshot shows the 'Create Admin' form. It includes input fields for Name, Email, and Password. Below these are checkboxes for 'Add roles: Institution Admin' and 'Institution Supervisor'. A 'Create' button is highlighted in blue.

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

The roles of Institution Admin and/or Institution Supervisor may also be added to new or existing instructor accounts. For existing instructors, select **Instructors** from the navigation menu, select a specific instructor and then select the **Edit** button. Select the appropriate role(s) from those listed under **User Roles** and then select **Update Instructor**.

The screenshot shows the ACT WorkKeys Curriculum user management interface. On the left, a navigation menu lists 'Institution Admin' with sub-items: Licenses (3), Groups (6), **Instructors (11)**, Students (44), and Admins (8). The 'Instructors' item is highlighted with a red box. A red arrow points to the 'jill Instructor' row in the main table. The table has columns for Name, Email, Roles, Date Added, and First Login Date. The 'jill Instructor' row shows the role 'Instructor'. To the right, a modal window titled 'Editing jill Instructor' is open, showing fields for Name, Email, and Password. Below these fields, the 'User Roles' section has checkboxes for 'Institution Admin' and 'Institution Supervisor', both of which are currently unchecked. A red box highlights this section. At the bottom of the modal are 'Update Instructor' and 'Cancel' buttons.

The roles of Institution Admin and/or Institution Supervisor may also be added when creating a new instructor account. Select **Instructors** from the navigation menu, select the blue **New Instructors** button and from the drop down list select **New Instructor**. Fill in the requested information and select the appropriate role(s) listed under **Add roles**.

The screenshot shows the 'Create Instructor' form in the ACT WorkKeys Curriculum user management interface. The navigation menu on the left is the same as in the previous screenshot, with 'Instructors (11)' highlighted. The main area displays the 'Create Instructor' form with fields for Name, Email, and Password. Below the password field, the 'Add roles' section has checkboxes for 'Instructor' (checked), 'Institution Admin', and 'Institution Supervisor'. A red box highlights this section. Below the roles are fields for License (a dropdown menu) and Course (checkboxes for ID and Name). A message states: 'Adding a password is optional. If you leave the password blank, an account registration email will be sent automatically to the user.' At the bottom, there are 'Create' and 'Cancel' buttons.

Enhancements to District Admin Dashboard



ACT WorkKeys Curriculum	
District Admin	
District	
Licenses	2
Groups	0
Instructors	3
Students	6
Admins	3

Users with the role of District Admin will also be able to view, edit and create other accounts with the roles of Institution Admin and/or Institution Supervisor for each of the institutions in their district. They will have the same functionality as the Institution Admin described above.

When creating an Institution Admin or Institution Supervisor account the system will automatically assign the institution in which the account was created. Please make sure that you are creating the account in the appropriate institution.

FAQs

What is the difference between an institution admin and institution supervisor?

Institution supervisors have access to the Reporting Dashboard and can run institution reports, group reports, student reports, real-time reports and make assignments. Institution admins have access to the Institution Admin dashboard and may create groups, student accounts, instructor accounts, institution admin, and institution supervisor accounts. Please note that these roles are independent of each other. If you would like a user to be able to view the Reporting Dashboard and view the Institution Admin dashboard, please assign both roles to their account.

Can I delete an institution admin or institution supervisor on the Institution Admin dashboard?

No, once an institution admin or institution supervisor is created you cannot delete their account or remove the institution admin or institution supervisor role. Please contact Customer Care at workkeyscurriculum@act.org or 877-842-6205 to request that a role(s) be removed.

If I create an instructor and forget to check the box for Institution Admin or Institution Supervisor, what should I do?

Select Instructors from the navigation menu on the Institution Admin dashboard. Select the specific instructor's name and then select the edit button. From there you will be able to check the box for institution admin and/or institution supervisor.

Do Institution Admin and Institution Supervisors take up a seat in a license?

No, institution admins and institution supervisors do not take up a seat in a license.

How long will the Institution Admins and Institution Supervisors have access?

All WorkKeys Curriculum users lose access when their license expires.