

ACT Stack User Guide



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Prerequisite Information

Use one of the following web browsers to access and use ACT Stack:

- Google Chrome version 40 and above
- Mozilla Firefox version 25 and above

Access ACT Stack and Log In

1. Navigate to the following URL with your web browser: <https://act.myamcat.com/>
2. Click the **Login** button in the upper-right portion of your screen.
3. Enter your user name and password credentials in the **Welcome** form and click the **Login** button.

After a successful login, you will see your dashboard.

Access Account Summary and Credit Information

1. Click **Account Summary** in the menu at the top of the dashboard.

A drop-down menu will display the total number of credits available to this account and links to **View account summary** and **Assessment price and credit information**.

2. From the drop-down menu, click **View account summary**.

Credit information is categorized as follows:

- Total credits available: total number of credits unassigned and available for use
- Total credits blocked: total number of credits reserved for assessments scheduled but not yet taken
- Total credits consumed: total number of credits expended through the use of an assessment

View Credits Required for Assessments

1. Click **Account Summary** in the menu at the top of the dashboard.

A drop-down menu will display the total number of credits available to this account and links to **View account summary** and **Assessment price and credit information**.

2. From the drop-down menu, click **Assessment price and credit information**.

A scrollable list displays the number of credits required for each assessment.

Download Credit Information

1. Click **Account Summary** in the menu at the top of the dashboard.

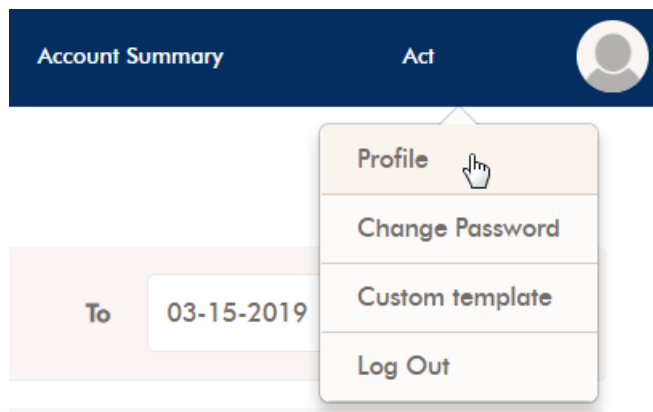
A drop-down menu will display the total number of credits available to this account and links to **View account summary** and **Assessment price and credit information**.

2. From the drop-down menu, click **View account summary**.
3. Set the date range for credit details using the **From** and **To** calendar controls.
4. Select the type of credit using the **Transaction type** drop-down menu.
5. Click **DOWNLOAD EXCEL** to download credit details to a Microsoft Excel file.

Navigate the Account Profile

Account profile functions, accessed by clicking on the organization name in the top-right of the main navigation bar, include the following:

- **Profile:** upload your profile image and update your profile details, including: name, Email, and telephone number
- **Change Password:** change your password
- **Custom template:** create and modify email templates
- **Log Out:** log out of ACT Stack



Create Email Templates

1. Click the organization name in the main navigation bar.
2. From the drop-down menu, click **Custom template**.
3. Click the **Create new template** check box.
4. Enter a name for the template in the **Template Name** field.
5. Select a template type in the **Template Type** drop down menu.
6. Enter the email subject in the **Subject** field.
7. Enter the email body content in the **Content** field.
8. Use the **Template status** toggle to make the template active or inactive.
9. Set the **User Default Template** toggle to Yes if you want the template to serve as a default template.
10. Set the **Company default status** toggle to Yes if you want the template to serve as the default company template.
11. Click **SAVE** to save the email template.

Modify Email Templates

1. Click the organization name in the main navigation bar.
2. From the drop-down menu, click **Custom template**.
3. Select a template type from the **Template Type** drop-down menu.
4. Select the name of an existing template from the **Template Name** drop-down menu.
5. Click the **Create new template** check box.
6. Rename the template in the **Template Name** field.
7. Modify the email subject in the **Subject** field, if desired.
8. Modify the body content in the **Content** field, if desired.
9. Use the **Template status** toggle to make the template active or inactive.

10. Set the **User Default Template** toggle to Yes if you want the template to serve as a default template.
11. Set the **Company default status** toggle to Yes if you want the template to serve as the default company template.
12. Click **SAVE** to save the email template.

Build a Stack

1. From the navigation menu, click **Assessments > Build a Stack**
2. At the **Assessment** step, find an assessment you want to include in your stack:
 - Search for an assessment by entering a keyword or assessment name in the search bar
 - Browse assessments by clicking on an assessment category
3. Click on the name of an assessment you'd like to include in your stack.
4. Enter a name for your stack in the **Name your stack** field.
5. Customize your stack, if desired:
 - Add tests to your stack by clicking **Add More Tests** and clicking the **+** symbol to the right of the test duration.
 - Remove tests from your stack by unchecking the test.
 - Change the sequence in which tests in the stack will be delivered to examinees by clicking the name of the test and dragging/dropping to create a new order.
6. Click **SAVE & NEXT** to move to the next step.
7. At the **Environment** step, set your proctoring preferences for the assessment (see Build a Stack - Proctoring Options for descriptions of options).
8. Click **SAVE & NEXT** to move to the next step.
9. Set the **Shortlist Criteria** for the assessment.
 - **Create New** to create and name new shortlist criteria.
 - **Select Existing** to select from an existing set of shortlist criteria.
 - **Request Custom** to enter a request for new shortlist criteria.
10. If desired, adjust the benchmark values for Developing, Proficient, and Mastering statuses by moving the slider controls associated with each assessment.
11. Schedule the assessment.
 - **SCHEDULE LATER**: to return to the **My Assessments** screen; you can schedule examinees for the assessment at a later time.
 - **SCHEDULE NOW**: to begin scheduling examinees.

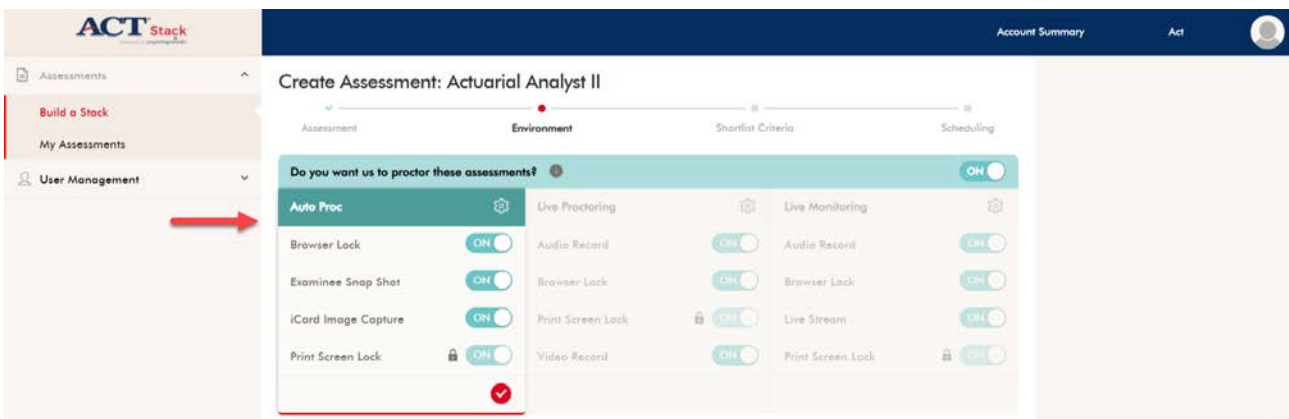
Related information

Build a Stack - Proctoring Options

Build a Stack - Proctoring Options

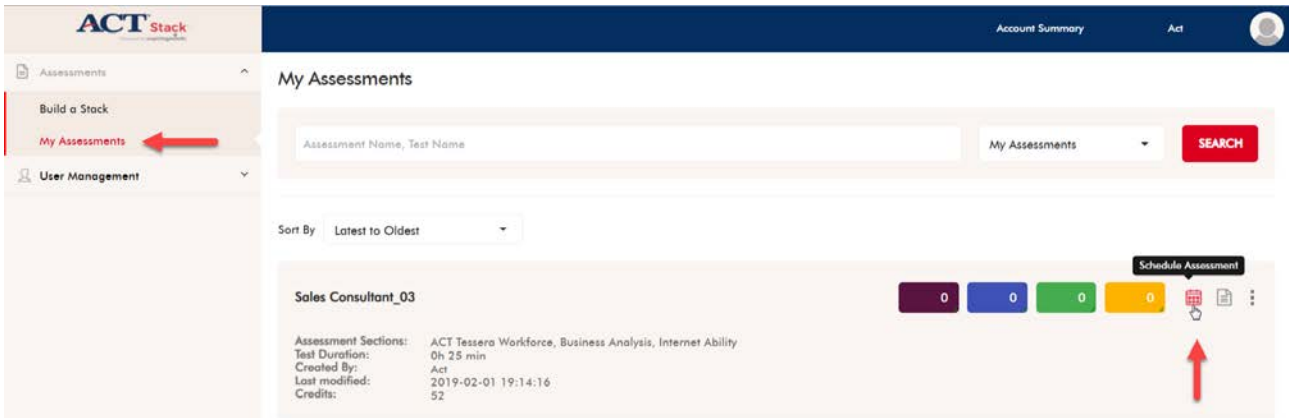
ACT Stack provides several user-customizable options for assessment proctoring. The following options are selected and customized at the **Environment** step when building a stack:

- Enable or disable assessment auto proctoring
- Set your preferences for assessment auto proctoring:
 - **Browser Lock:** if enabled, via the proctor settings you can specify the amount of time, in seconds, examinees are allowed to be out of their test screen (browser) focus before the assessment automatically ends.
 - **Examinee Snap Shot:** if enabled, the web cam of the examinee’s computer will randomly capture images of the examinee during the assessment. Via the proctor settings you can specify the minimum and maximum intervals of the snapshot in seconds.
 - **iCard Image Capture:** if enabled, examinees will only be allowed to begin an assessment after they submit an image of their identification.
 - **Print Screen Lock:** if enabled, examinees will be prohibited from capturing or printing screen shots, beyond a limit, from their assessment. Via the proctor settings, you may set the limit for the number of screens you allow examinees to capture or print.

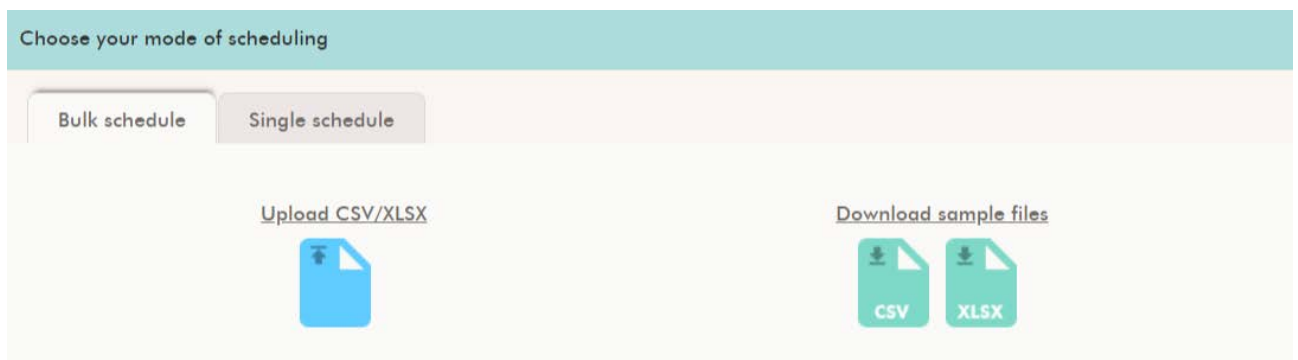


Bulk-Schedule Examinees to Take an Assessment

1. From the navigation menu, click **Assessments > My Assessment**.
2. Click the calendar icon corresponding with the assessment for which you'd like to schedule examinees.



3. Click on the calendar icons to specify **From** and **To** dates for the period of time during which the assessment will be active and available for examinees.
4. Click the **Bulk schedule** tab.



5. Download a sample file—available as Microsoft Excel and comma-separated values (.CSV) formats—by clicking on one of the icons labeled **XLSX** or **CSV**.
6. Enter examinees' data into the downloaded Microsoft Excel/CSV file.
7. Save the file.
8. Click **Upload CSV/XLSX** to upload the completed file of examinees.
9. Set the **Assessment Completion Alert** to **ON** or **OFF**.

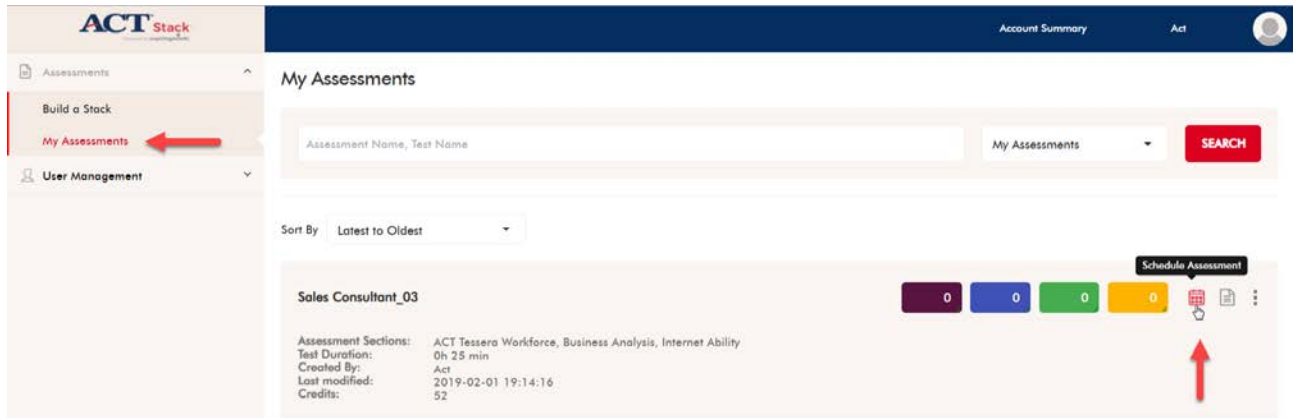
By default, the **Assessment Completion Alert** is set to **OFF**. Set to **ON** to send email notifications when examinee(s) complete assessments.

10. To send email notifications to examinee(s), select the **Email** option.
11. Click the pencil icon to select a content template for the email.
12. Click **SAVE & DOWNLOAD EXCEL** to review assessment and scheduling details prior to scheduling.
13. Click **PROCEED**.

All examinees included in the uploaded file will be scheduled to take the selected assessment, and an updated data file will download to your computer.

Single-Schedule Examinees to Take an Assessment

1. From the navigation menu, click **Assessments > My Assessment**.
2. Click the calendar icon corresponding with the assessment for which you'd like to schedule examinees.



3. Click on the calendar icons to specify **From** and **To** dates for the period of time during which the assessment will be active and available for examinees.
4. Click the **Single schedule** tab.
5. Enter examinee data into the **Examinee Detail** form.

The examinee **User Name** must be unique. The examinee **Password** must be at least six characters and should contain at least one character, one number, and one special character.

6. Click the **ADD CUSTOM TAG** button to include additional examinee data (e.g., organization name).
7. Set the **Assessment Completion Alert** to **ON** or **OFF**.

By default, the **Assessment Completion Alert** is set to **OFF**. Set to **ON** to enter email addresses and send email notifications when examinee(s) complete assessments.

8. To send email notifications to examinee(s), select the **Email** option.
9. Click the pencil icon to select a content template for the email.
10. Click **SAVE** to review assessment and scheduling details prior to scheduling.
11. Click **PROCEED** to schedule the assessment.

Search for Examinees

1. From the navigation menu, click **Assessments > My Assessments**.
2. In the search bar at the top of the screen, select **Examinees** from the drop-down menu to the left of the **SEARCH** button.
3. In the **Test Status** drop-down menu, select the test status of the examinee.

Selecting a test status is optional, and will filter search results on the selected status.

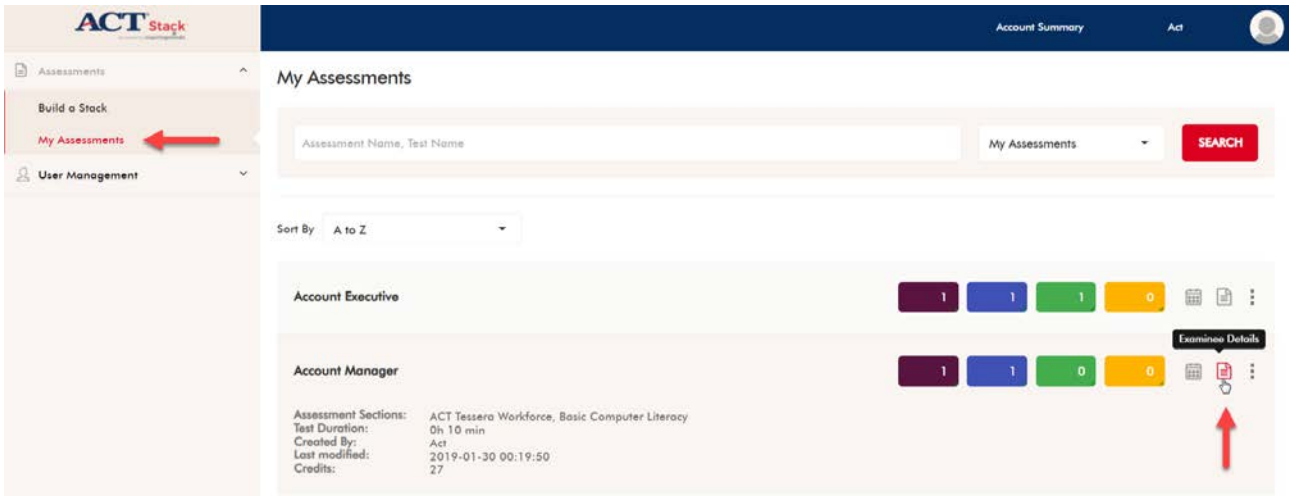
4. Enter an examinee's name, email ID, or AMCAT ID in the search bar.
5. Click the **SEARCH** button.

A list of assessments associated with the examinee is displayed.

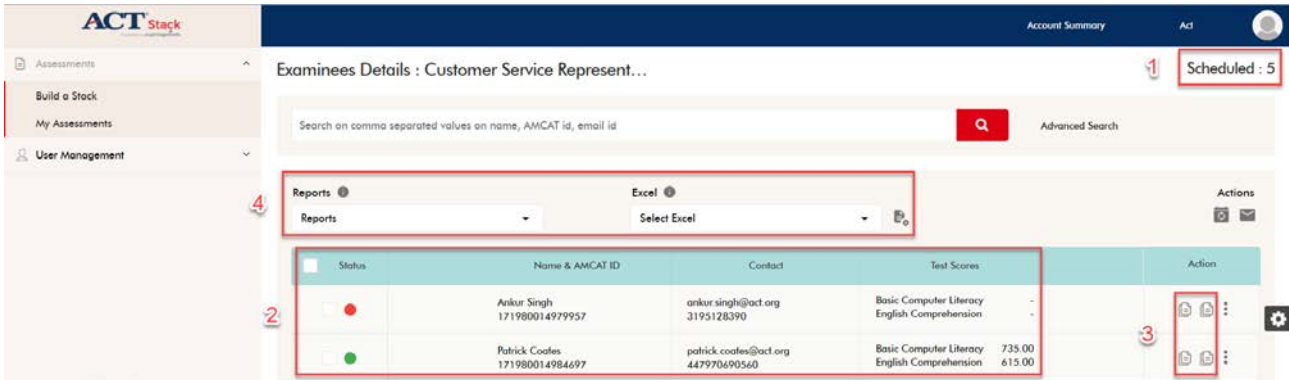
6. Click **Examinee Details** (page icon) to view information about the examinee, along with information about all examinees associated with the specific assessment.

View Examinee Details

The following, assessment-specific information is available on the **Examinees Details** screen, which is accessed by clicking **Assessments > My Assessments > Examinee Details**(the page icon associated with each assessment).



1. The number of examinees currently scheduled for the assessment.
2. Names, contact information, test scores (if available), and assessment status of examinees.
3. Individual score reports and proctoring reports for those who have completed the assessment.
4. Aggregate-level score reports for those who have completed the assessment.



Access Score Reports

ACT Stack provides administrators access to an individual examinee's score reports and proctoring reports, and also provides administrators the ability to download a report of all examinees associated with a specific assessment.

View Individual Reports

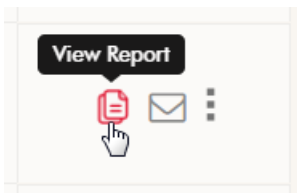
1. From the navigation menu, click **Assessments > My Assessments**.
2. In the search bar at the top of the screen, select **Examinees** from the pull-down menu.
3. To filter search results by an examinee's test status, select the appropriate test status from the **Test Status** pull-down menu.
4. Enter the examinee's name, email ID, or AMCAT ID in the search field.



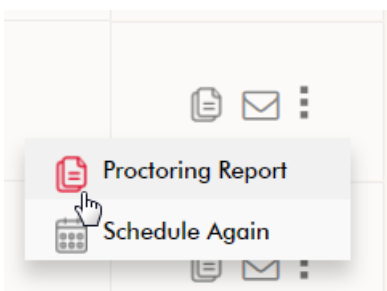
5. Click **SEARCH**.

search results list all assessments associated with the examinee.

6. Click **Examinee Details** (page icon) to view all examinees associated with a particular assessment.
7. To view an examinee's score and/or proctoring report(s):
 - o Click **View Report** (pages icon) to view the examinee's score report for the selected assessment.



- o Click the vertical ellipse, then click **Proctoring Report** to view the examinee's proctoring report for the selected assessment.



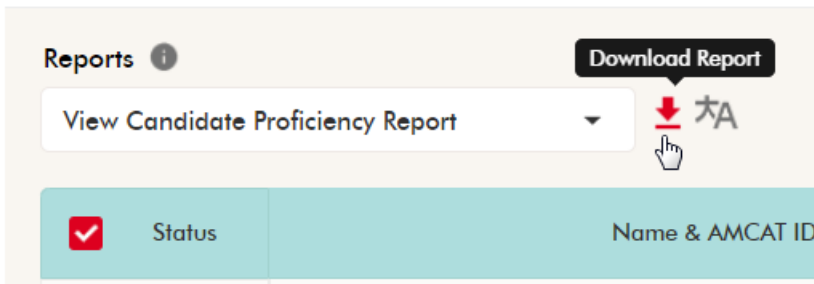
Download Aggregate Reports

1. From the navigation menu, click **Assessments > My Assessments**.
2. In the search bar at the top of the screen, enter the name (full or partial) of an assessment.
3. Click **SEARCH**.

search results list all assessments matching the search criteria.

4. Click **Examinee Details** (page icon) to view all examinees associated with a particular assessment.
5. Click the check box next to the **Status** field at the top of the list of examinees.

6. Select **View Candidate Proficiency Report** from the **Reports** pull-down menu.
7. Click the **Download Report** icon to download the report.



Search for Assessments

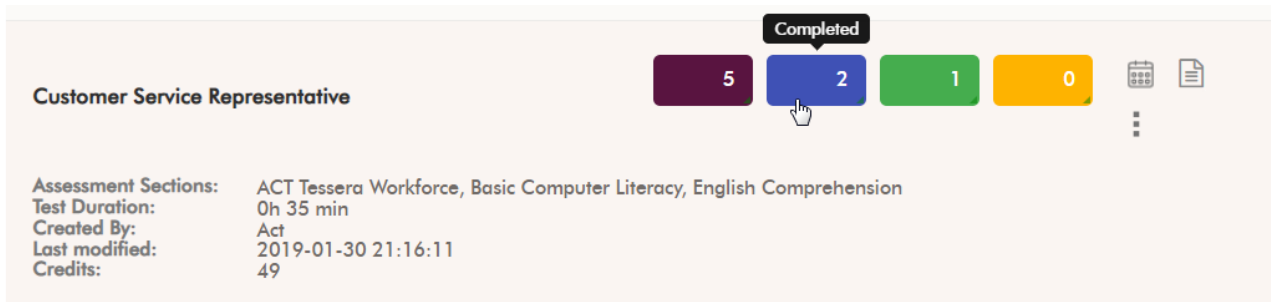
1. From the navigation menu, click **Assessments > My Assessments**
2. In the search bar at the top of the screen, select **My Assessments** from the drop-down menu to the left of the **SEARCH** button.
3. Enter the full or partial name of the assessment in the search bar.
4. Click the **SEARCH** button.

A list of assessments matching the search criteria is displayed.

View Assessment Details

When viewing assessments on the **My Assessments** screen, you can hover your mouse over the name of an assessment to reveal the following details:

- **Assessment Sections:** a list of each section comprising the assessment
- **Test Duration:** the total duration of the assessment
- **Created By:** the organization name
- **Last modified:** the most recent date the assessment was modified
- **Credits:** the number of credits for the assessment

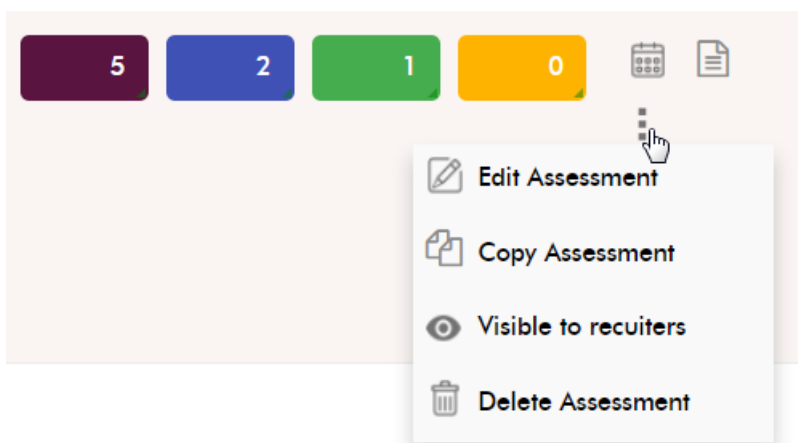


Tiles corresponding with each assessment show the following details – hover your mouse over each tile to reveal its title:

- **Scheduled** (burgundy tile): the number of times an assessment has been scheduled
- **Completed** (blue tile): the number of times an assessment has been completed
- **Mastering** (green tile): the number of examinees who scored above the minimum benchmark value for mastering, as defined by your shortlist criteria
- **Proficient** (yellow tile): the number of examinees who scored above the minimum benchmark value for proficient, as defined by your shortlist criteria

Modify and Delete Assessments

1. From the navigation menu, click **Assessments > My Assessments**
2. Click on the vertical ellipsis icon corresponding with an assessment.
 - **Edit Assessment:** modify the name of the assessment and change variables and/or content for the assessment including:
 - Proctoring
 - Registration form for examinees
 - Shortlist criteria
 - Scheduling
 - **Copy Assessment:** copy the assessment – useful if you want to create a new assessment based on an existing assessment
 - **Visible to recruiters:** view and change users' ability to view the assessment
 - **Delete Assessment:** delete an assessment and all information associated with the assessment



Add Users

1. From the navigation menu, click **User Management**.
2. Click **Add User**.
3. Enter user's personal information.
4. Toggle the **Status** switch to make the user active or inactive.
5. Click **SAVE AND NEXT**.
6. Assign permissions to the user:
 - A predefined role and associated permissions using the **Select an existing Role** drop-down menu
 - Specific permissions: click the checkbox(es) next to required permission(s)
 - A new role: check the **Create new role** checkbox and click the checkbox(es) next to required permission(s)
7. Click **SET PERMISSION**.

The new user will be created and will display on the **List User** screen.