

Getting Started with ACT[®] Stack[™]

Document Purpose

This Guide provides information and instructions to help administrators access and use ACT Stack.

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

Process Overview

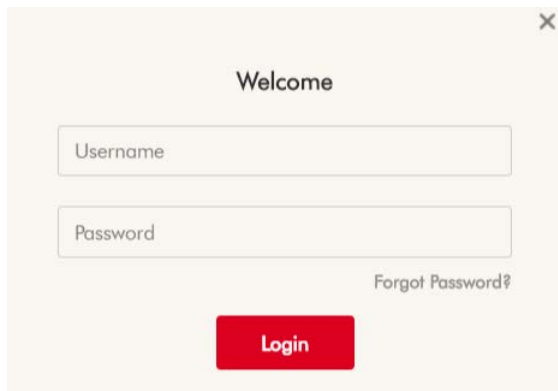
The following procedures are included in this guide:

Stage	Procedure
1	Access ACT Stack and log in
2	Navigate the dashboard view
3	Build a stack (create a set of assessments)
4	Schedule examinees to take an assessment
5	View examinee details and download reports

Procedure 1: Access ACT Stack and log in

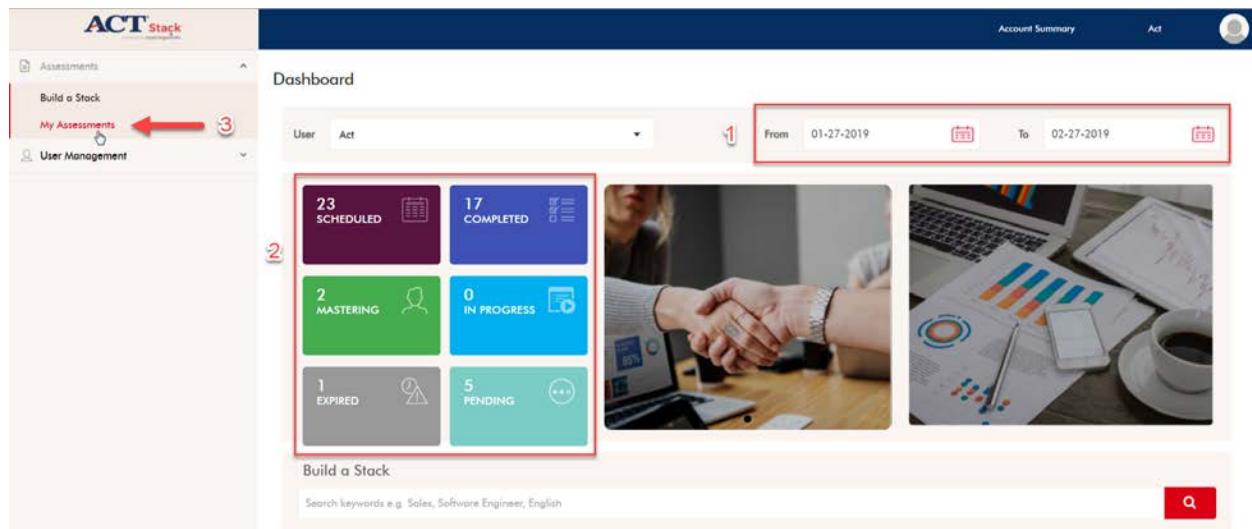
1. Navigate to the following URL with your web browser:
<https://act.myamcat.com/>
2. Click the “Login” button in the upper-right portion of your screen.
3. Enter your Username and Password credentials in the “Welcome” form and click the “Login” button.

Note: Following the purchase of ACT Stack, customers’ username and password credentials are provided in an email from ACT.



The image shows a login form with a title bar that says "Welcome" and a close button (X) in the top right corner. Below the title, there are two text input fields: "Username" and "Password". To the right of the "Password" field is a link that says "Forgot Password?". At the bottom center of the form is a red button with the text "Login" in white.

Note: After a successful login, you will see your ACT Stack Dashboard. Elements of the Dashboard are described in the next section.

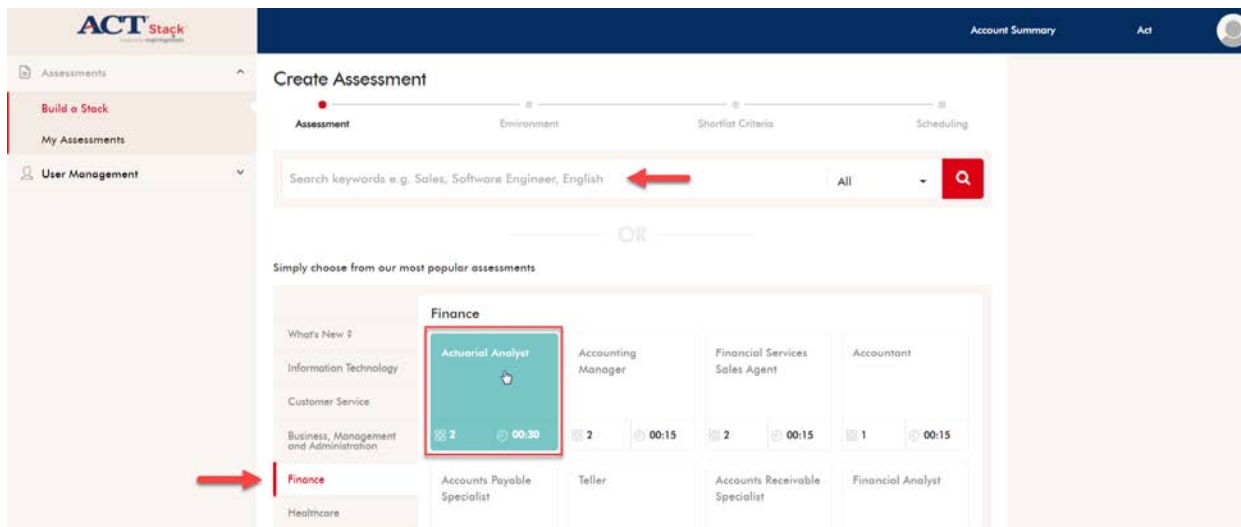


Procedure 2: Navigate the dashboard view

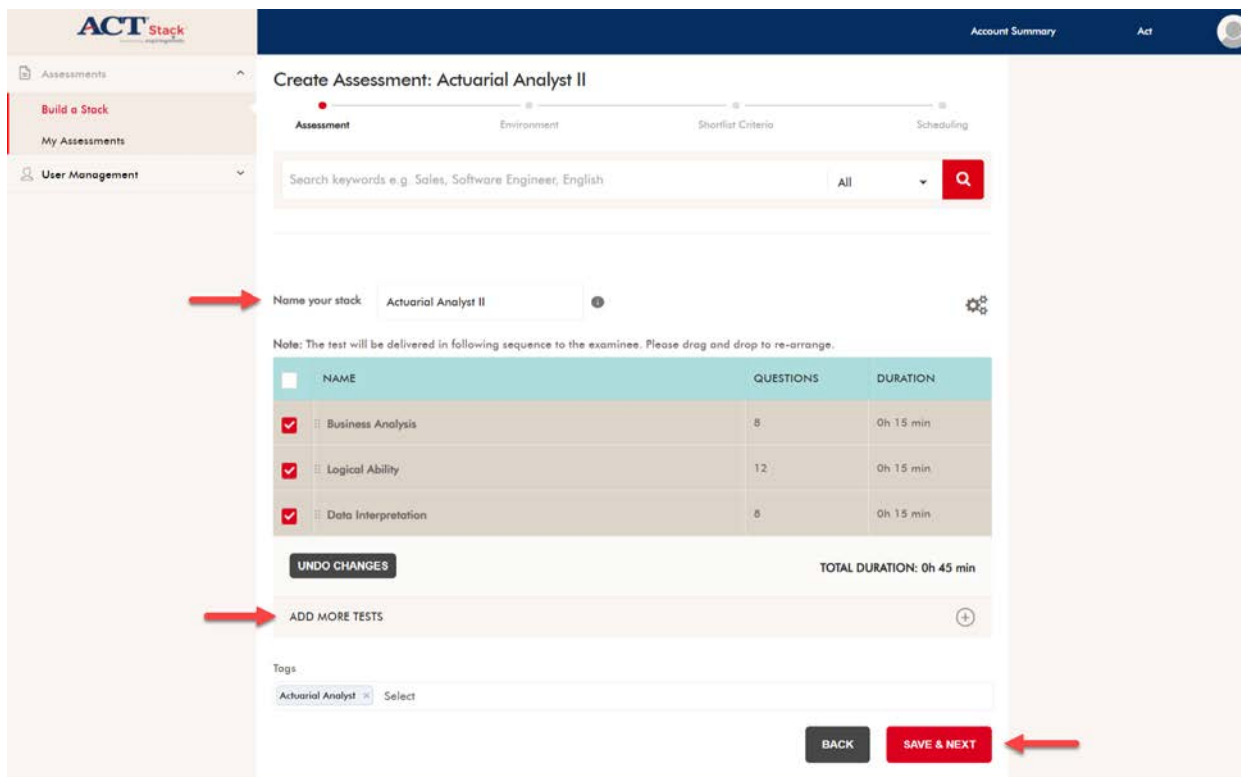
- To display information for a specific date range, set the “From” and “To” dates by clicking the calendar icons in the date range menu.
- Click one of the following tiles to view individuals in each of these assessment status categories:
 - Scheduled – displays the total number of individuals who are scheduled to take one or more assessments during the specified date range
 - Completed – displays the total number of individuals who completed an assessment during the specified date range
 - Mastering – shows the total number of individuals who completed an assessment during the specified date range and performed well according to your predetermined benchmark criteria
 - In Progress – shows the total number of individuals who currently are taking an assessment
 - Expired – indicates the total number of individuals who were scheduled to take an assessment during the specified date range, but who did not attempt the assessment by their scheduled date
 - Pending – indicates the total number of individuals who still are scheduled to take an assessment during the specified date range, but who have not yet started their assessment
- From the left navigation menu, click “Assessments” > “My Assessments” to view all assessments created by you and shared with you.

Procedure 3: Build a stack (create a set of assessments)

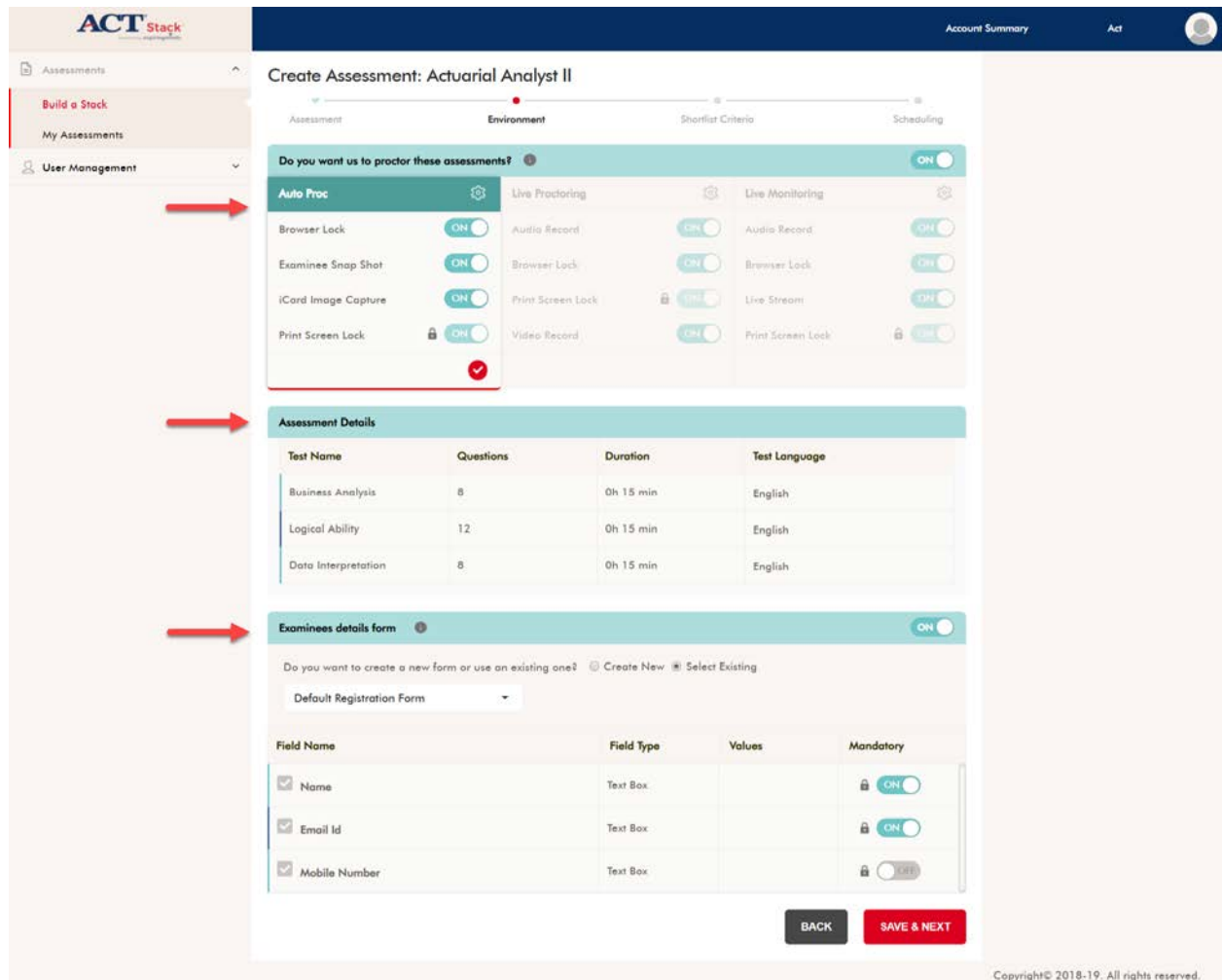
1. From the navigation menu, click “Assessments” > “Build a Stack”.
2. At the “Create Assessment” screen, to build your stack you can search for existing assessments by using keywords in categories including “Job Role,” “Skill,” and “Industry”.
3. You can also browse and select assessments for your stack using the menus.



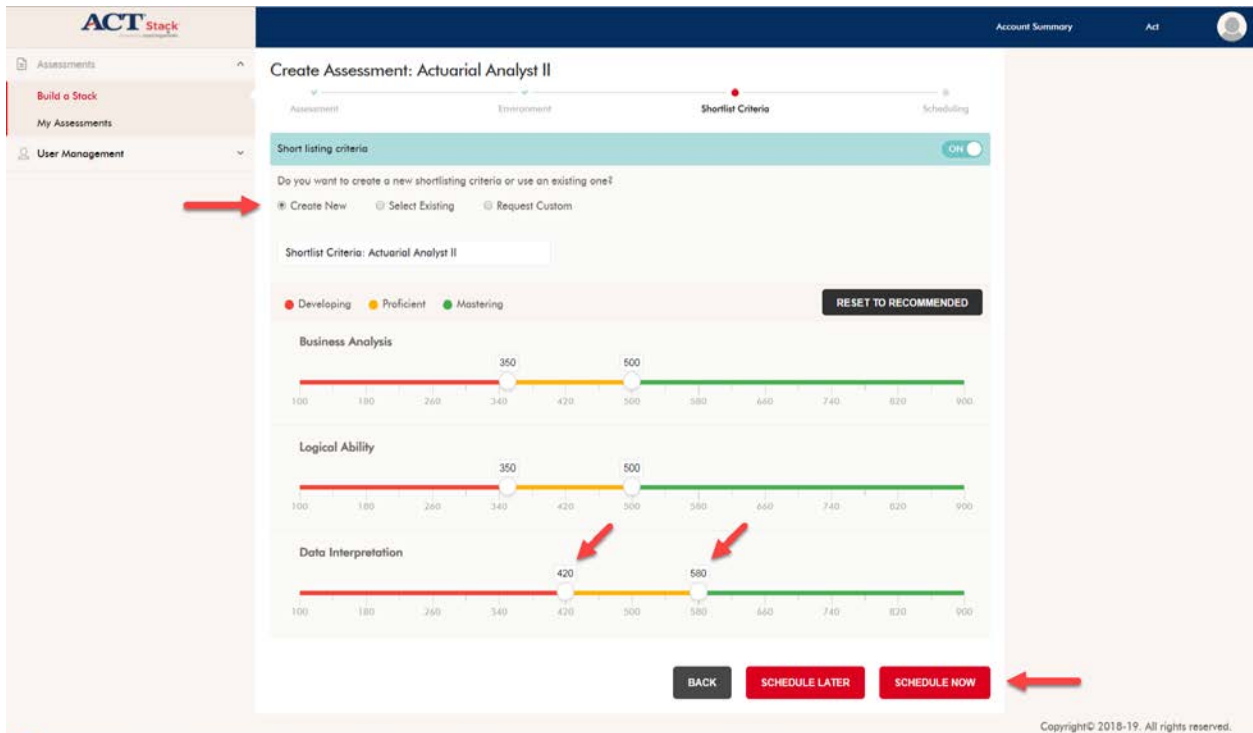
4. After making your selection(s):
 - Name your stack
 - Add tests to your stack or remove tests from your stack
 - Save your stack and move to the next step



5. At the “Environment” screen you can:
 - Set your preferences for assessment proctoring
 - View your assessment details
 - Select the fields you'd like to use on the examinee registration form
6. Click “Save & Next” to advance to the “Shortlist Criteria” screen.

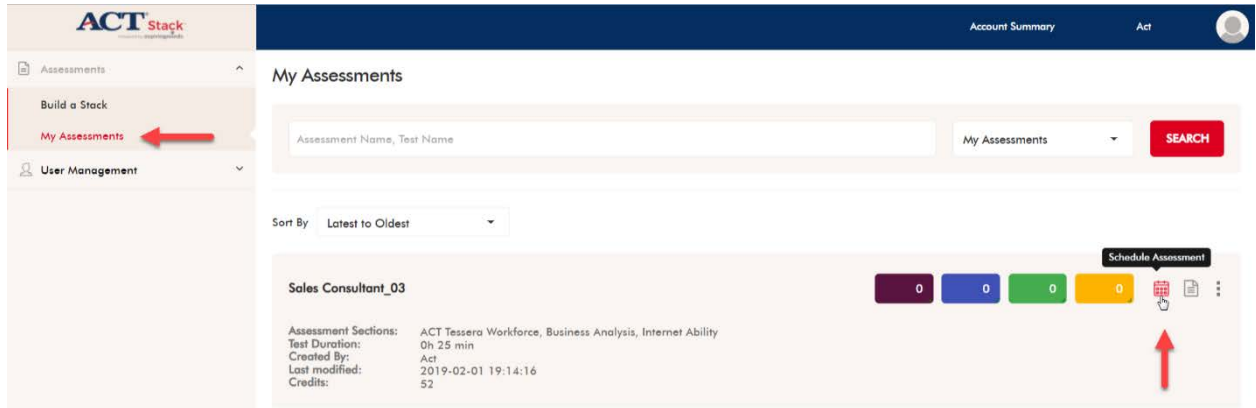


7. At the “Shortlist Criteria” screen, select from the following options to set your shortlist criteria for the stack:
 - “Create New” – to create and name new shortlist criteria
 - “Select Existing” – to select from an existing set of shortlist criteria
 - “Request Custom” – to enter a request for new shortlist criteria
8. By moving the slider controls below each assessment you can independently adjust the benchmark values for “Developing”, “Proficient”, and “Mastering” statuses. Click “Reset to Recommended” to reset all benchmarks to their default values.
9. Select “Schedule Later” to return to the “My Assessments” screen. Your new stack will be included in your list of assessments and you can schedule examinees at a later time.
10. Or, select “Schedule Now” to begin scheduling examinees.

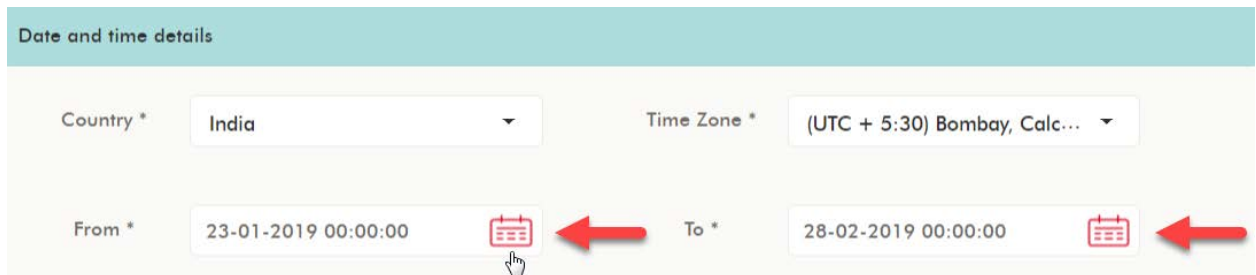


Procedure 4: Schedule Examinees to Take an Assessment

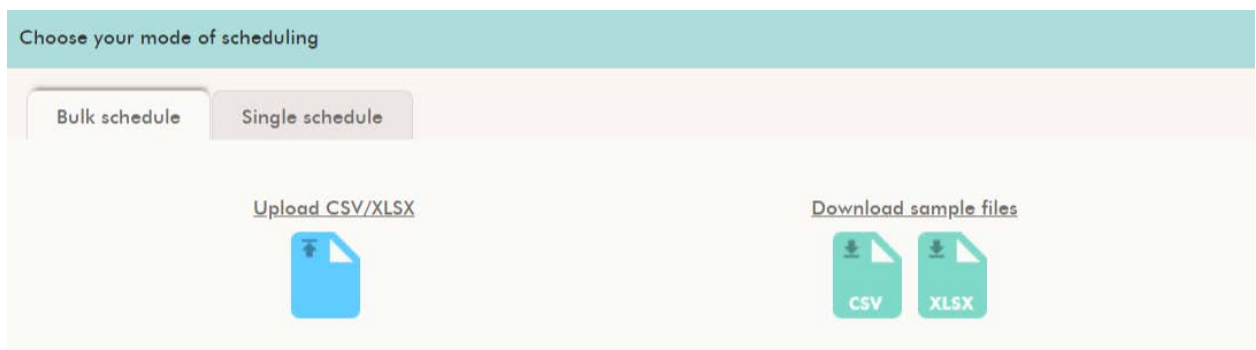
1. From the navigation menu, click “Assessments” > “My Assessment”.
2. Click the calendar icon corresponding with the assessment for which you’d like to schedule examinees.



3. Click on the calendar icons to specify “From” and “To” dates corresponding to the period of time during which the assessment will be active and available for examinees.



4. Select your preferred scheduling mode:
 - Click on “Bulk schedule” to schedule a number of examinees at once – you will be uploading a data file containing all examinees’ information.
 - Click on “Single schedule” to schedule examinees one at a time – you will be entering each examinees’ information via a form.



5. Take the following actions to bulk schedule examinees:
 1. In bulk schedule mode, download sample files—available as Microsoft Excel and comma-separated values (.CSV) formats—by clicking on the icons labeled “XLSX” or “CSV”.
 2. Enter examinees’ data into either the Microsoft Excel file or the CSV file.
 3. Click “Upload CSV/XLSX” to upload the completed file of examinees – you will be prompted to locate and attach your data file.
6. Take the following actions to single schedule examinees:
 1. In single schedule mode, enter examinee data into the “Examinee Detail” form.

Note: 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.
 2. Click the “Add Custom Tag” button to include additional examinee data (e.g., organization name)
 3. Click the “Add More” button to enter additional examinee records.
 4. To send an email notification to examinee(s), select the “Email” option.
 5. Click the pencil icon to select a content template for the email.
 6. Click “Save” to save the record(s).

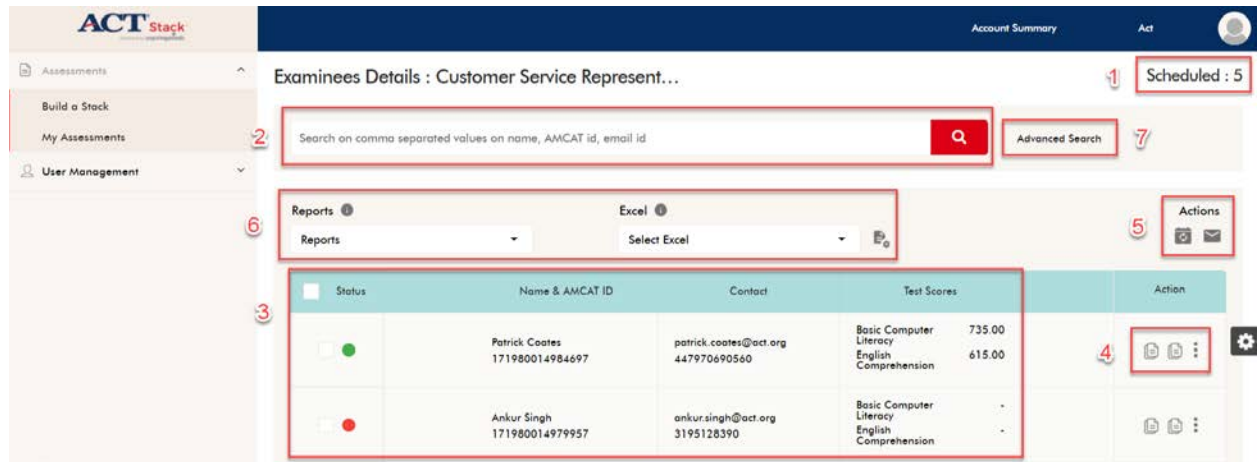
Procedure 5: View Examinee Details and Download Reports

1. From the left navigation menu, click “Assessments” > “My Assessments” to view all assessments created by you and shared with you.
2. To view examinee details for any particular assessment, click the page icon associated with the assessment.

The screenshot shows the 'My Assessments' page in the ACT Stack application. The left sidebar has 'My Assessments' highlighted with a red arrow. The main area shows a search bar and a table of assessments. The 'Account Manager' assessment row has a red arrow pointing to its calendar icon, which has a tooltip labeled 'Examinee Details'. Below the table, the details for the 'Account Manager' assessment are shown:

Assessment Sections:	ACT Tessera Workforce, Basic Computer Literacy
Test Duration:	0h 10 min
Created By:	Act
Last modified:	2019-01-30 00:19:50
Credits:	27

3. You can perform the following tasks from the Examinees Details screen:



1. View the number of examinees currently scheduled for this assessment.
2. Search for an examinee using the examinee's first name, user ID, or email.
3. View the list of examinees for the assessment along with their status.
4. Take actions with individual examinees, depending on their status, including:
 - View reports (for those who have completed the assessment)
 - Contact an examinee
 - Reschedule an assessment
 - Change a password (for those who have not yet completed the assessment)
 - Disable an assessment (for those who have not yet completed the assessment)
5. In addition, you can perform the following bulk actions with all examinees for the assessment:
 - Reschedule the assessment
 - Send an email
6. View and download reports for selected examinees.
7. Perform an advanced search of examinees using the following filters:
 - Date range – searches examinees who have been scheduled for an assessment, or who have attempted an assessment within the specified date range
 - Assessment status: Completed; In Progress; Pending; Expired
 - Examinees status: Mastering; Proficient; Developing

