ACT Online Prep

Powered by MasteryPrep

Administrator User Manual

ACT

www.act.org
www.act.org/aop

Contents

Introduction

ACT® Online Prep (AOP), Powered by MasteryPrep® offers a complete digital solution for ACT prep—combining engaging instruction, actionable data, and flexible tools designed to meet students and educators where they are.

What is ACT Online Prep?

ACT Online Prep is an all-in-one online system designed to support college and career readiness. It connects educators and students with structured lessons, digital practice tests, and real-time data to prepare for the ACT®.

ACT Online Prep enables districts and schools to deliver consistent, data-informed instruction through a unified platform aligned to college and career readiness standards.

What You'll See in ACT Online Prep

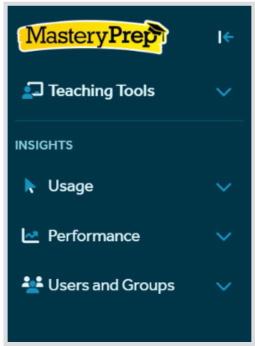
Your dashboard is personalized based on your role:

Educators: See tools to assign content, monitor usage, and review performance at the student, class, school, or district level.

- **Students:** Access assigned lessons, practice tests, and progress reports.

Platform navigation is role-specific and organized into views such as Study Plans, **Performance**, Content, and Users and Groups. These views help users find resources, track engagement, and identify instructional needs.

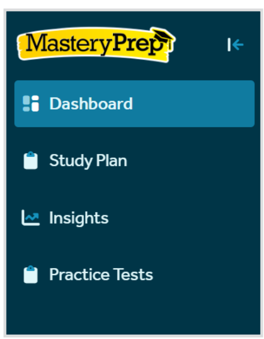
How to Use ACT Online Prep



An educator’s navigation

Educators

- **Assign practice and instruction:** Deliver bell ringers, mastery-based lessons, and assessments by class or group.
- **Monitor usage and performance:** Track activity, completion rates, and performance using filters and multiple data views.
- **Leverage instructional tools:** Use pre-built, standards-aligned lessons and teaching tools for classroom or intervention support.
- **Make data-informed decisions:** Analyze mastery by skill or standard using real-time reports to adapt instruction effectively.



A student’s navigation

Students

- **Complete assignments:** Engage with teacher-assigned practice activities and instructional content.
- **Take practice tests and diagnostics:** Build familiarity with test formats and generate a personalized learning path.
- **View results and feedback:** Access instant scoring and question-level feedback to understand strengths and areas to improve.
- **Track progress:** Monitor lesson status and performance trends on a personalized dashboard.

General Overview

User Roles and Permissions

ACT Online Prep supports a number of roles, from **Organization Admin** to **Student**. Each role comes with a different set of permissions and visibility, ensuring that every user has access to everything they need.

User Roles Overview

Educators

There are four types of roles available to educators: **Organization Admin**, **District Admin**, **School Admin**, **and Teacher**.

Organization Admin: Organization admins run multi-district organizations, such as a state DOE or large charter network. They have access to all admins and students in their organization.

- District Admin: District admins run a specific district. These admins are often district-level coordinators. They have access to all district admins, school admins, and students in their district.
- School Admin: School admins run a specific school. These admins are often lead teachers or school counselors. They have access to all school admins and students in their school.
- Teacher: A teacher is responsible for the students assigned to their classes. Teachers can belong to multiple schools, but they only have access to students who have been specifically assigned to them.

Students

All students in the platform are assigned to the **Student** role. This role gives them access to their courses and all associated features, such as the Study Plan and Practice Tests.

Views

The visibility of each view is dependent on the user role.

View	Student	Teacher	School Admin	District Admin	Organization Admin
Student Experience	✓				
Teaching Tools		✓	✓	✓	✓
Student Usage		✓	✓	✓	✓
Teacher Usage			✓	✓	✓
Scores		✓	✓	✓	✓
Goals		✓	✓	✓	✓
Content		✓	✓	✓	✓
Admins			✓	✓	✓
Schools				✓	✓
Teachers			✓	✓	✓
Classes		✓	✓	✓	✓
Students		✓	✓	✓	✓
License Pools			✓	✓	✓
Licenses			✓	✓	✓

Actions

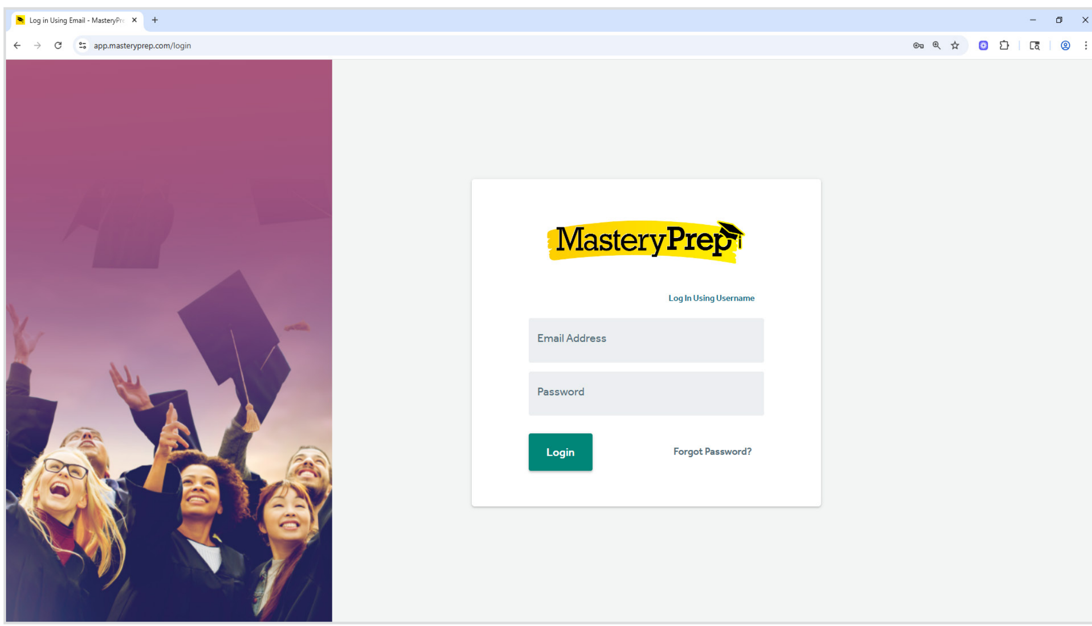
Actions are dependent on the user role.

Action	Student	Teacher	School Admin	District Admin	Organization Admin
Access the Course	✓				
Download Reports		✓	✓	✓	✓
Use Teaching Tools		✓	✓	✓	✓
Manage Students		✓	✓	✓	✓
Manage Teachers			✓	✓	✓
Manage School Admins			✓	✓	✓
Manage District Admins				✓	✓

Action	Student	Teacher	School Admin	District Admin	Organization Admin
Manage Organization Admins					✓
Manage Classes		✓	✓	✓	✓
Manage Class Assignment		✓	✓	✓	✓
Assign School Licenses			✓	✓	
Assign District Licenses				✓	

Logging In

Access the platform by logging in at **app.masteryprep.com/login** from your browser.



All users login with the same URL and see the same login screen.

Use the provided username and temporary password to access the platform. It is recommended to change the password after your first login.

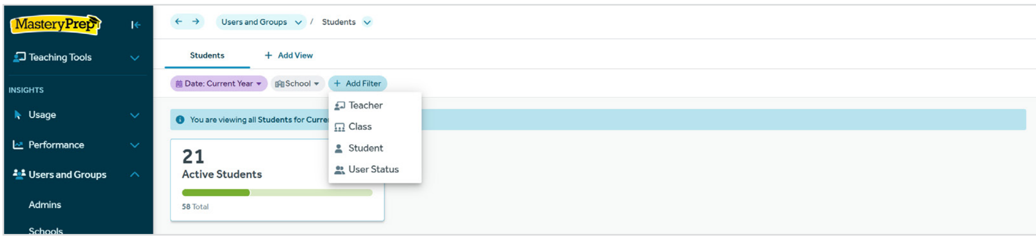
Filters

Filters help you focus on the data that matters, whether it's student performance, content engagement, or school-wide trends. Filters appear across reports and dashboards and stay active as you navigate between views until you clear them.

What You'll See in Filters

At the top of each report or dashboard, you'll see a **Filter Bar**.

- **Default Filters:** Always present on a page, even with no values selected, to quickly display core data.
- **Custom Filters:** Add filters using **+ Add Filter** to narrow results further.



Every view has default and optional filters that can be added to the filter bar.

Filter Types (availability depends on your role and the page):

User filters: Teacher, Student, Class, School, District, State, User Role, User Status.

- **Content filters:** Content Type, Test, Class, Teacher.
- **Performance filters:** Test, Content, Score, Activity.

Filter availability depends on the page you are viewing. Some filters are not relevant in certain views and will not appear.

How to Use Filters

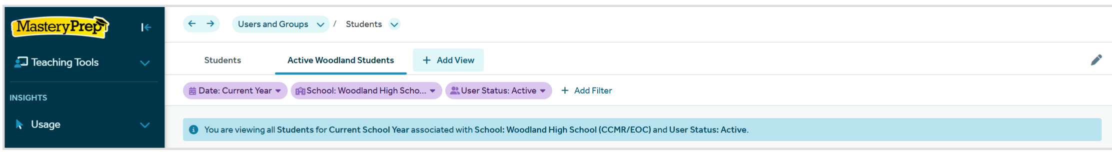
1. **Select a page:** Open the report or dashboard you want to filter.
2. **Use the Filter Bar:** Adjust default filters or click **+ Add Filter** to include new ones.
3. **Choose Filter Criteria:** Select values or ranges (e.g., score ranges, content type).
4. **View Updated Data:** The page updates automatically. Filters stay active until cleared.

Saved Views

Saved Views allow you to quickly return to frequently used reports in the platform without having to reapply filters, date ranges, or other settings. This feature helps you save time and maintain consistency when reviewing data.

What You'll See in Saved Views

- **Add View button:** Located at the top of any report, near the default page name. This is where you can create a new saved view.
- **Saved Views toolbar:** Displays your custom views inside the platform. You can click any saved view to instantly reload the associated filters and settings.
- **Edit options:** A pencil icon next to each view allows you to rename or delete it based on your needs.



Filters can be saved into a saved view to easily reference frequently used reports.

How to Use Saved Views

1. **Navigate to a view:** Use the Side Navigation Menu to choose a view (e.g., Student Usage, Teacher Usage). Select the specific view you want to access.
2. **Customize the view:** Apply relevant filters, date ranges, or other settings to tailor the data.
3. **Create a saved view:** Click the +Add View button at the top of the report. Enter a descriptive name (e.g., ACT Prep – Weekly Usage) in the pop-up window. Click Save.
4. **Access a saved view:** Open the platform where the report lives. Click the name of your saved view from the toolbar. Your view will reload with all saved filters and settings applied.

Building and Exporting Reports

MasteryPrep's flexible reporting tools let you filter data, save custom views, and export results with ease. Use reports to monitor usage, track student progress over time, share outcomes, and more.

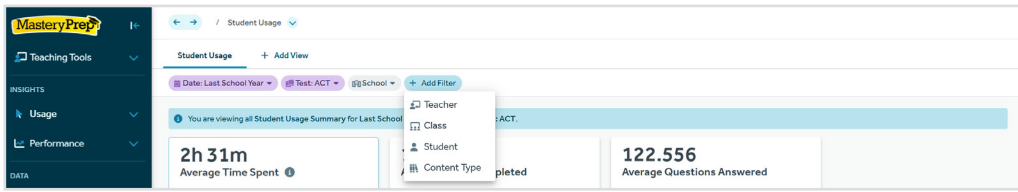
Report Download Overview

Creating a report takes advantage of several features of the platform:

Filters

The **filter bar** sits at the top of every view and allows you to narrow your data before you export a report.

- When a filter is applied, it changes the data in the summary widgets and detailed tables in a given view.
- Each view has a set of default and optional filters, depending on the type of data available on the page.
- Filters persist as you move between views, making it easy to keep the same context as you navigate.

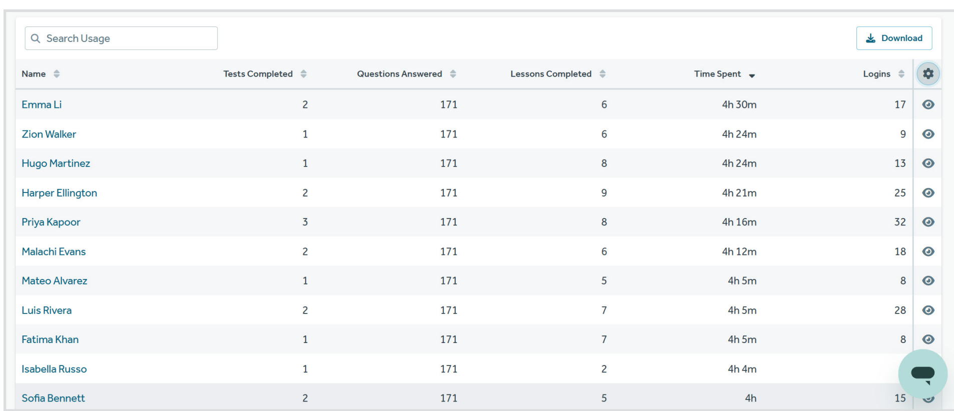


Set filters to narrow the data in your report.

Detailed Tables

Most views have a detailed table that organizes the data for that view.

- Each detailed table has different data points that depend on both the type of view and the filters you've set.
- Every detailed table has the option to export a CSV report by clicking **Download** in the top-right corner of the table.



Search Usage | Download

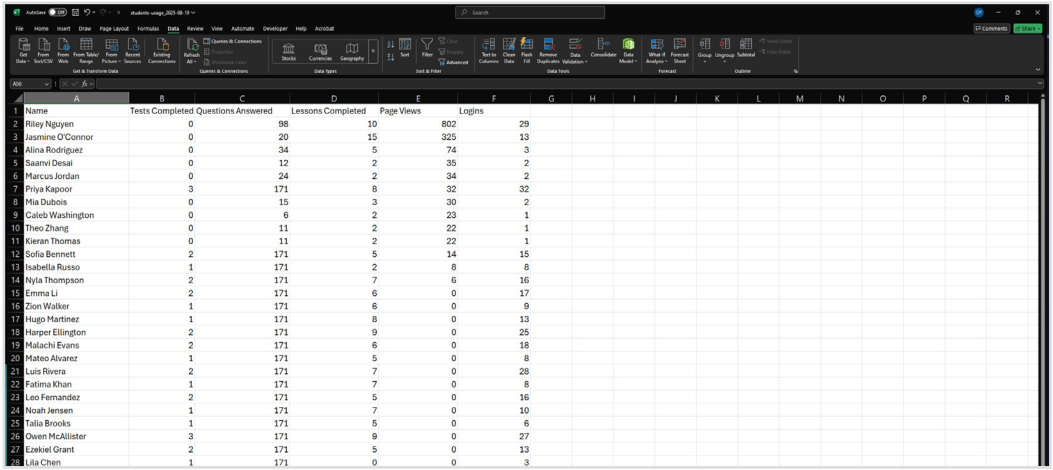
Name	Tests Completed	Questions Answered	Lessons Completed	Time Spent	Logins
Emma Li	2	171	6	4h 30m	17
Zion Walker	1	171	6	4h 24m	9
Hugo Martinez	1	171	8	4h 24m	13
Harper Ellington	2	171	9	4h 21m	25
Priya Kapoor	3	171	8	4h 16m	32
Malachi Evans	2	171	6	4h 12m	18
Mateo Alvarez	1	171	5	4h 5m	8
Luis Rivera	2	171	7	4h 5m	28
Fatima Khan	1	171	7	4h 5m	8
Isabella Russo	1	171	2	4h 4m	[illegible]
Sofia Bennett	2	171	5	4h	15

A detailed table from the Student Usage view.

Downloads

All views with a detailed table support downloading a report using the **Download** button.

- Clicking Download saves a CSV file that matches the content of your table based on your set filters.
- If you update the filters, you will be able to download a new report that matches the updated data.



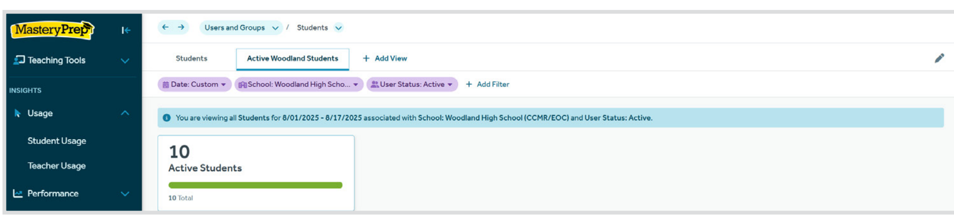
Name	Tests Completed	Questions Answered	Lessons Completed	Page Views	Logins
Riley Nguyen	0	98	10	802	29
Jasmine O'Connor	0	20	15	325	13
Alina Rodriguez	0	34	5	74	3
Saanvi Desai	0	12	2	35	2
Marcus Jordan	0	24	2	34	2
Priya Kapoor	3	171	8	32	32
Mia Dubois	0	15	3	30	2
Caleb Washington	0	6	2	23	1
Theo Zhang	0	11	2	22	1
Kieran Thomas	0	11	2	22	1
Sofia Bennett	2	171	5	14	15
Isabella Russo	1	171	2	8	8
Nyla Thompson	2	171	7	6	16
Emma Li	2	171	6	0	17
Zion Walker	1	171	6	0	9
Hugo Martinez	1	171	8	0	13
Harper Ellington	2	171	9	0	25
Malachi Evans	2	171	6	0	18
Mateo Alvarez	1	171	5	0	8
Luis Rivera	2	171	7	0	28
Fatima Khan	1	171	7	0	8
Leo Fernandez	2	171	5	0	16
Noah Jensen	1	171	7	0	10
Talia Brooks	1	171	5	0	6
Owen McAllister	3	171	9	0	27
Ezekiel Grant	2	171	5	0	13
Lila Chen	1	171	0	0	3

A csv download from the Student Usage view.

Saved Views

The filters on any view can be saved for future reference by using the **Saved View** functionality.

- The **+Add View** option above the filter bar allows you to save any filters you have set on a view.
- You can update a saved view with a new name or different filters using the **Edit** and **Apply Changes** buttons in the top right.
- Saved views are useful if you frequently need to download a report that uses consistent filters.



A saved view titled Active Woodland Students on the Students view.

How to Create a Report

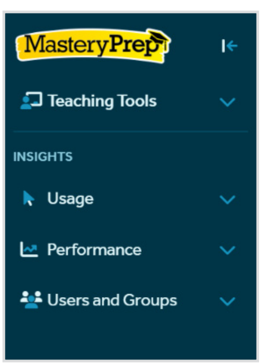
1. **Select a view:** Choose the view from the sidebar that best suits your reporting needs.
   a. Choose **Student and Teacher Usage** to produce reports based on activity and time spent.
   b. Choose **Scores** to produce reports based on scored outcomes, such as practice tests and diagnostics.
   c. Choose a view from **Users and Groups** to produce reports that show user and group information, such as activity status, last login, and student count.

2. **Apply filters:** Use the **filter bar** at the top of the view to narrow the data in the detailed table.
    a. Apply organization filters such as **School** or **Class** to narrow the users captured in the report.
    b. Apply **Test** and **Content** filters to narrow the usage and performance data.
    c. Adjust the **Date** filter to narrow data to a specific range, such as the last 7 days or the current school year.
3. **Save the view:** If you plan to reuse the report, click **+Add View** located above the filter bar to save your view. This will allow you to reapply the filters you've selected each time you return.
4. **Download:** When you are ready to produce your report, click on the **Download** button in the top-right corner of the table. This will download a CSV file that includes the table data based on your filters.
5. **Return:** Each time you need to download this report, you can return by selecting the same view and selecting the saved view at the top of the page.

Accessing Tools and Views

The sidebar navigation on the left side of the MasteryPrep platform gives you access to the tools, data views, and settings available in your account. It's your primary way to move through the platform—from assigning lessons to analyzing performance to managing users.

Whether you're a **district admin**, a **school admin**, or a **teacher**, the sidebar adjusts to match your role and permissions.



An educator's navigation

Sidebar Navigation Overview

The sidebar is divided into categories to help you quickly find what you need. Some sections include multiple tools and can be expanded, while others open directly to a single view.

Here's what you'll find:

Teaching Tools

Deliver instruction, assign activities, and support skill development.

- **Study plans:** Assign individualized study tracks for targeted remediation.
- **Bell ringers:** Launch quick, skill-aligned warm-up activities.
- **Test administration:** Create and assign assessments.

Expanded Teaching Tools

Insights

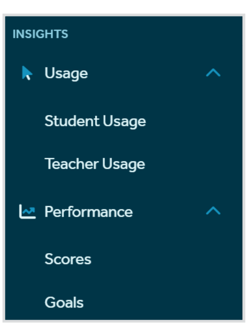
Track platform engagement and student performance across your organization. This section contains multiple views:

Usage

- **Student Usage:** Monitor time spent and engagement at the individual level.
- **Teacher Usage:** View platform usage by teacher (if enabled).

Performance

- **Scores:** View summary-level results from tests, diagnostics, and practice exercises.
- **Goals:** Track progress toward academic performance targets.

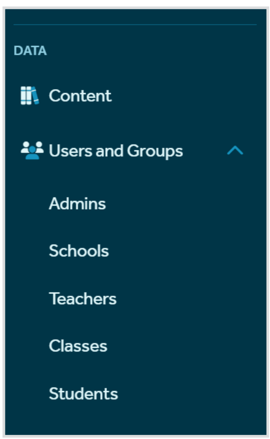


Expanded Insights Views

Data

This section includes tools for viewing and managing curriculum content, standards alignment, and user groups.

- **Content:** Browse and assign instructional materials, such as lessons and diagnostics.
- **Users and Groups:**
    - *Admins:* View and manage admin users.
    - *Schools:* Manage school-level profiles (district admins only).
    - *Teachers:* Manage teacher accounts.
    - *Grades:* Organize by grade level.
    - *Classes:* Manage class rosters and assignments.
    - *Students:* View and manage student profiles.



Expanded Data Views

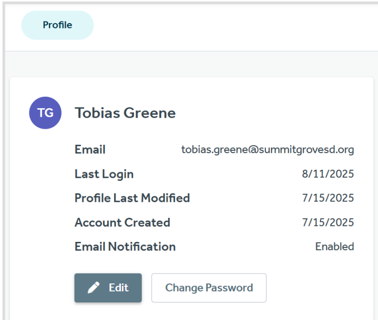
User Profile

Each user in the platform has access to a **user profile**. The profile can be used to update your account information, reset your password, and view basic information about your account.

What You'll See in the User Profile

Profile Summary

The **profile summary** shows basic information about you, such as your email and last login, and allows you to **Edit** their information or **Change Password**.



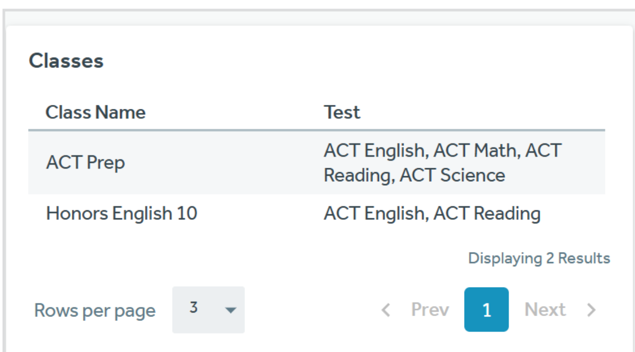
A teacher's profile summary.

Browser Status

The browser status shows the compatibility of your browser. The MasteryPrep platform is compatible with many browsers, but it's recommended to use the most updated version of Google Chrome.

Classes

Student profiles list their classes in the **Classes** table. For each class, students can see the class name and which courses are enabled for that class. This allows them to quickly confirm they are in the correct classes.



The class table shows students all their classes in one place.

Access

Student profiles list their course access in the **Access** table. This table lists the tests and specific products (if any) that have been assigned to them. If they have been given full online access to a test, the table will list—in the product column.

How to Use the User Profile

User profiles can be used to view basic information and to manage profile information and passwords.

1. **Access your User Profile:** Open your profile using the selector in the bottom-left corner of the screen.
2. **View your profile information:** Review your name, email, last login, and other information for accuracy.
3. **Update your User Profile:** Use **Edit** to change your first and last name, email, and email notifications. Use **Change Password** to update your password.

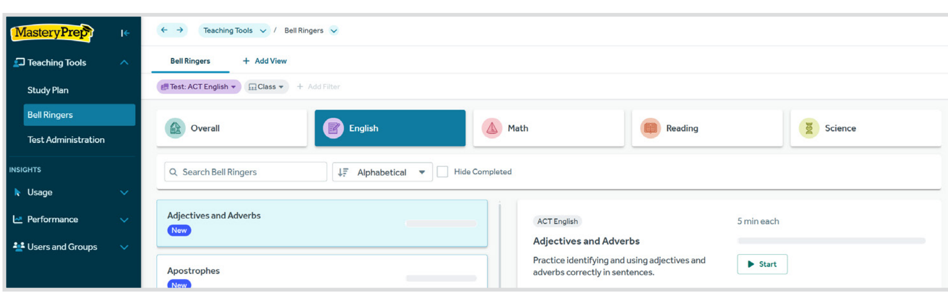
Teaching Tools

Bell Ringers

Bell Ringers are a tool that enables teachers to start class with a focused, skill-aligned practice question. Designed for in-class display, Bell Ringers support daily warm-ups, class discussions, and targeted review activities. They are not assignable to students but instead are optimized for classroom presentation using a projector or smart board.

What You'll See in Bell Ringers

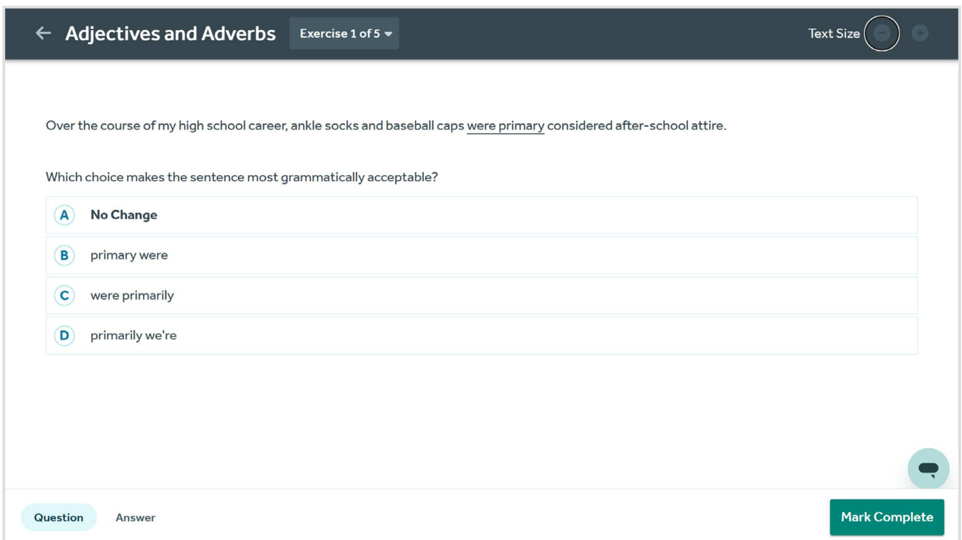
- **Skill-aligned exercises:** Each Bell Ringer targets a single skill, such as subject-verb agreement or fractions. Exercises are organized by subject (i.e., math, reading, etc.) and consist of one multiple-choice question and explanation.
- **Passages for some subjects:** For reading or science passages, downloadable PDFs are available. These can be printed and distributed for students to view individually.
- **Full-screen display mode:** Designed for projection, the Bell Ringer interface emphasizes clarity and focus, making it easy to guide class discussions.
- **Class filter:** Teachers have the option to associate a class with a specific session. This supports usage tracking and allows differentiation between groups.
- **Timer option:** A countdown timer can be enabled to create urgency, simulate test conditions, or manage time on tasks.



The dashboard for ACT English Bell Ringers

How to Use Bell Ringers

1. **Access the Bell Ringers Tool:** Go to Teaching Tools > Bell Ringers and choose a subject.
2. **Filter by a class (optional):** Use the class filter to log activity by class or leave it blank to track your general activity.
3. **Start a Bell Ringer:** Choose a skill and exercise to display full-screen. Enable the timer if you want to practice under timed conditions. For passage-based exercises, you have the option to download the linked PDF for student access.
4. **Review the Bell Ringer:** Guide students through the question and discuss the written explanation.



An example of an ACT English Bell Ringer.

Study Plan

The **Study Plan** tool helps educators define and manage the scope and sequence of a student's Online Course. With this tool, teachers and administrators can review assigned lessons, track progress, and customize learning paths to better meet student needs.

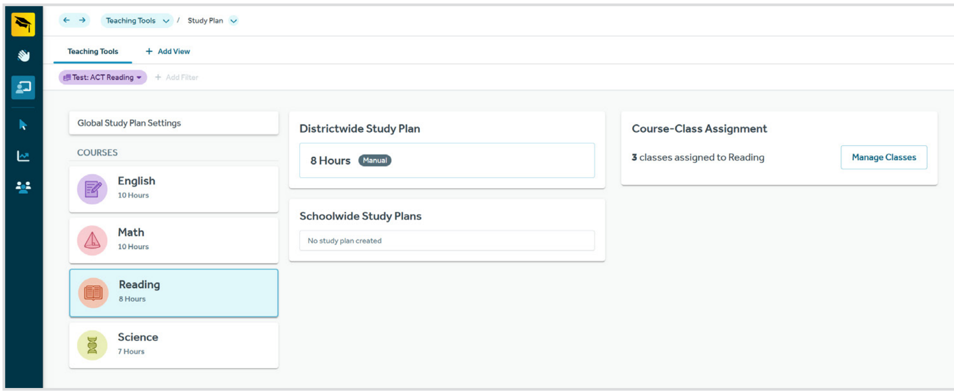
What You'll See in Study Plan

The Study Plan tool is made up of several views, each with its own controls and purpose.

Study Plan Dashboard (Admin)

District and school admins have access to a Study Plan dashboard that allows them to make districtwide and schoolwide plans. The admin dashboard displays all available plans by course, which shows the **total target hours, plan type** (adaptive or manual), and **classes** assigned this course.

Clicking on the plan opens the **Study Plan Overview.**



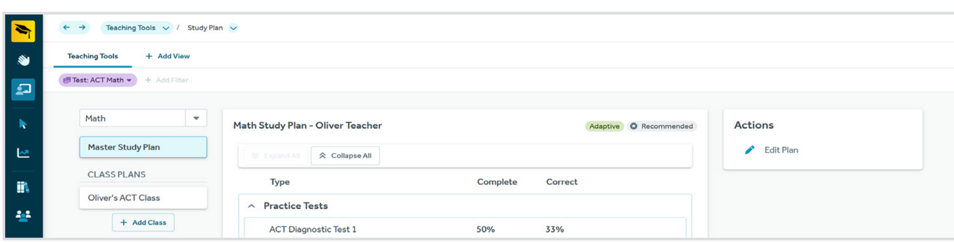
A district admin's Study Plan dashboard.

Study Plan Dashboard (Teacher)

Teachers have access to a Study Plan dashboard that allows them to make a master study plan that affects all classes by default as well as class-specific plans.

The left side of the teacher's dashboard allows them to switch courses and between their **Master Study Plan** and their **Class Plans**.

For each type of plan, the center of the dashboard contains the **Study Plan Overview**.



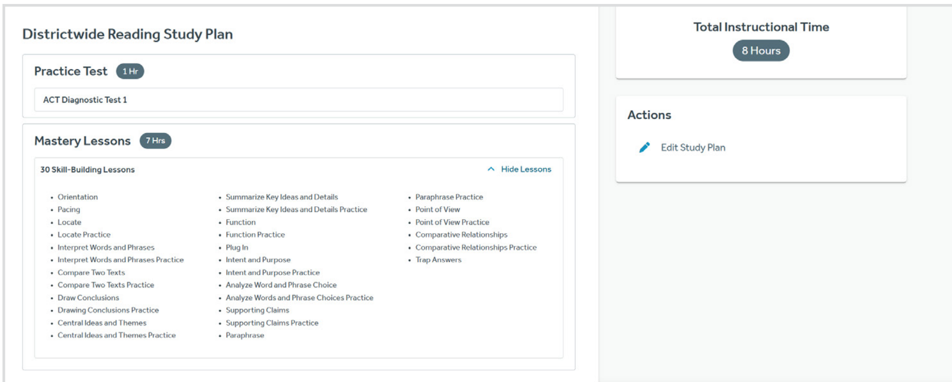
A teacher's Study Plan dashboard.

Study Plan Overview

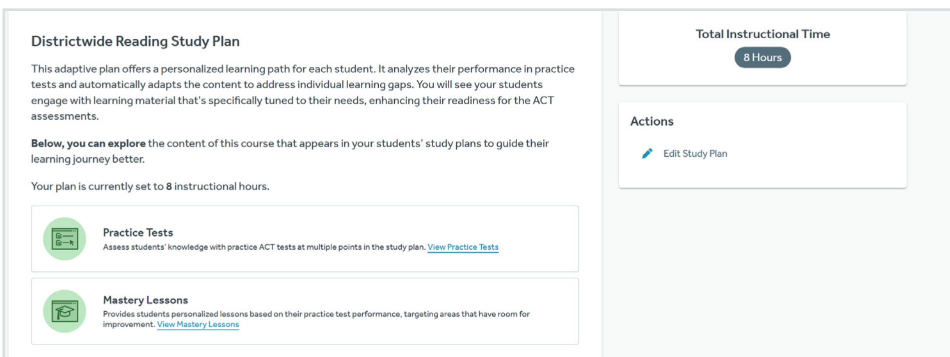
Each Study Plan has an overview which shows the contents of the plan. This view differs if the plan is adaptive or manual and if the user is an admin or a teacher.

- **Adaptive** plans illustrate how the adaptive plan functions and lists all practice tests, diagnostics, and lessons that could be assigned to a student based on their personalized learning path.
- **Manual** plans list the practice tests, diagnostics, and lessons included in the plan. For teachers, the overview also lists the scope and sequence for the plan as well as completion and accuracy data.

The **Edit Study Plan** action is available on the far right of the overview. Using it opens the **Study Plan Editor**.



A district admin's overview for a manual plan.



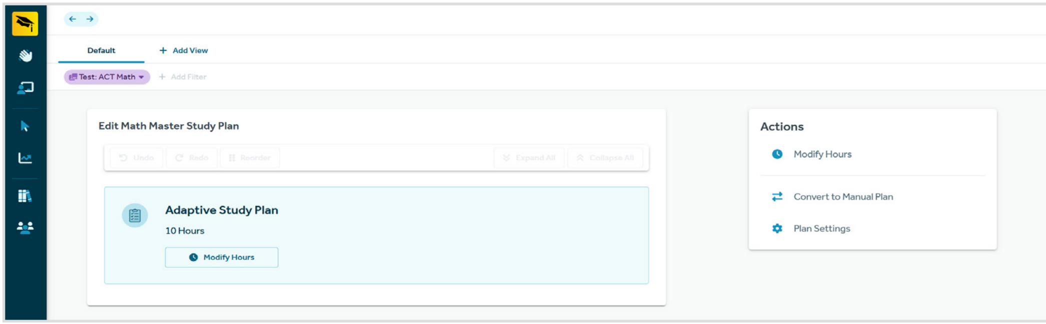
A district admin's overview for an adaptive plan.

Study Plan Editor

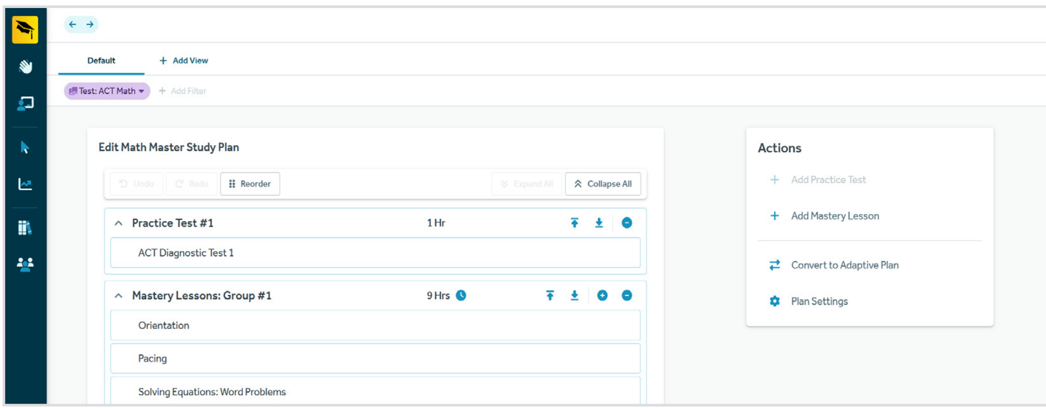
The Study Plan editor consists of two main parts: the **Study Plan** and **Actions**. These options differ depending on the plan type:

- For an **Adaptive Plan,** you can change the **total target hours.** Use **Convert to Manual Plan** to change the plan type to **Manual**.
- For a **Manual Plan**, you can generate a plan based on the **target total hours** or build a plan manually using the **+ Add Practice Test** and **+ Add Online Lesson** actions. Use **Convert to Adaptive Plan** to change the plan type to **Adaptive**.

- The **Plan Settings** for both plan types allow you to decide if students can complete the plan out of order and if they can reset lessons after completing them.



An adaptive plan set to 10 hours.



A manual plan with a diagnostic and several lessons.

How to Manage a District or School Study Plan

1. **Access the Study Plan Tool:** Go to Teaching Tools > Study Plan.
2. **Open the Study Plan Editor:** Select the course and click on the plan you wish to edit. Then use **Edit Study Plan** to open the editor.
3. **Set the Plan Type:** Choose **Adaptive** if you want each student to receive a personalized learning path. Choose **Manual** if you want to set a specific scope and sequence for your school or district.
4. **Adjust the Plan:** Select the plan settings and then customize the plan depending on the type.
    a. Use the **Plan Settings** to determine if students can complete the plan out of order and if they can reset lessons. These settings can be changed at any point during the year.
    b. For **adaptive plans**, choose the **total target hours.** If the number of hours are maximized, the plan will use every lesson, practice test, and diagnostic available but will sequence them into a personalized path for each student.

   c. For **manual plans,** either generate a plan based on the **total target hours** or manually sequence the plan using **+ Add Practice Test** and **+ Add Online Lesson**. Adding a test, diagnostic, or lesson will open a menu that lists all content available to the plan.

5. **Save the Plan:** When you save the plan, you will automatically update the default plan at your school or district.
6. **Districtwide plans become the default for all schools in the district.**
7. **Schoolwide plans will override the district plan and will become the default for all teachers and students in the school.**

How to Manage a Teacher or Class Study Plan

1. **Access the Study Plan Tool:** Go to Teaching Tools > Study Plan.
2. **Choose a Master or Class Plan:** Select the **Master Study Plan** to edit the default plan for all your classes, or select a specific **Class Plan** to edit a plan just for that class.
3. **Open the Study Plan Editor:** Use **Edit Study Plan** to open the editor.
4. **Set the Plan Type:** Choose **Adaptive** if you want each student to receive a personalized learning path. Choose **Manual** if you want to set a specific scope and sequence for your classes.
5. **Adjust the Plan: Select** the plan settings and then customize the plan depending on the type.
   a. Use the **Plan Settings** to determine if students can complete the plan out of order and if they can reset lessons. These settings can be changed at any point during the year.
   b. For **adaptive plans**, choose the **total target hours.** If the number of hours are maximized, the plan use every lesson, practice test, and diagnostic available but will sequence them into a personalized path for each student.
   c. For **manual plans,** either generate a plan based on the **total target hours** or manually sequence the plan using **+ Add Practice Test** and **+ Add Online Lesson**. Adding a test, diagnostic, or lesson will open a menu that lists all content available to the plan.

6. **Save the Plan:** When you save a master plan, this will override the school plan and become the default for your classes. When you save a class plan, this will override your master plan for just that class.

Test Administration

As an educator, you can use the **Test Administration** teaching tool to assign and manage practice tests. Use the Test Administration tool to schedule and customize settings for a practice test and assign the test to a group of students.

What You'll See in Test Administration

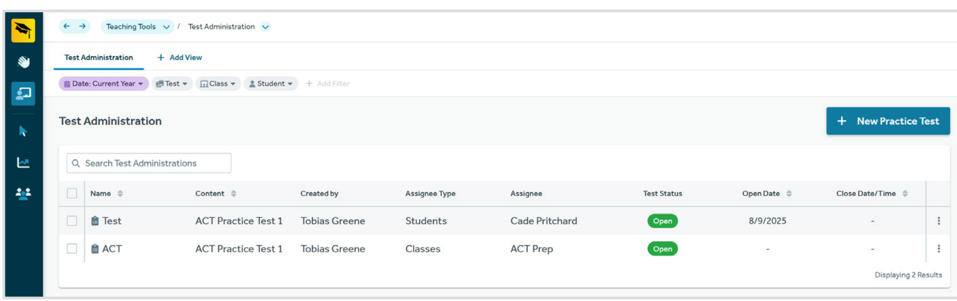
There are several views in the Test Administration tool, each with a specific purpose and set of controls.

Test Administration Home

This is the primary view in the Test Administration tool. Use this view to review closed, open, and scheduled practice tests and to add new practice tests.

- Filters and Saved Views
  Filters are located at the top of the screen and allow you to filter which test administrations show up in the table. You can filter by **date**, **test**, **school**, **teacher**, **class**, and **student**. Use **+ Add View** to save a commonly used filter configuration.
- Test Administration Table
  The main element of this screen is a detailed table that lists all closed, open, and scheduled practice test administrations.

  The table can be sorted by **name**, **content**, **created by**, **assignee type**, **assignee**, **test status, open date**, and **closed date**. The three dots on the far right of the table can be used to edit, view, or delete the test administration.
- + New Practice Test
  Use **+ New Practice Test** to open the New Practice Test view to make a new test administration.



The test administration home is used to view closed, open, and scheduled tests.

Practice Test Overview

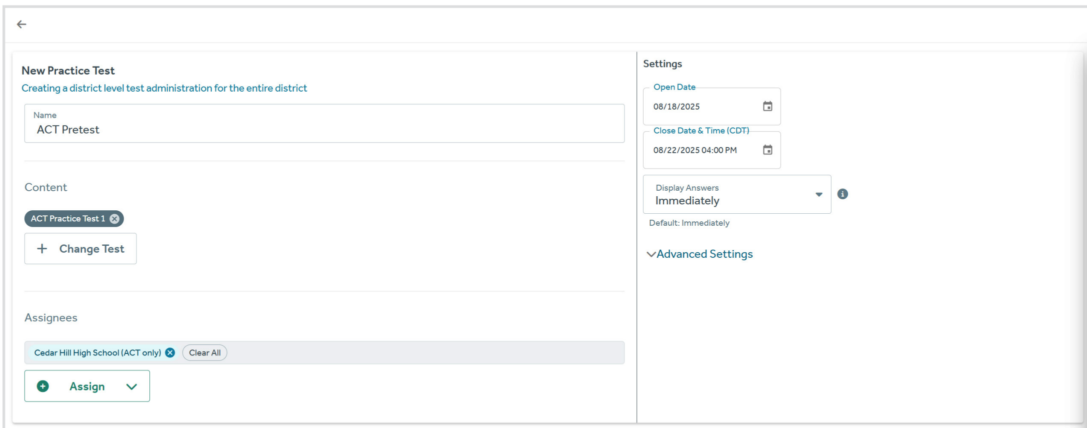
Viewing an existing practice test administration opens the **Practice Test Administration Record**. Use this view to review information about closed, open, and scheduled practice tests.

- Filters and Saved Views
  Filters are located at the top of the screen and allow you to filter information about the specific practice test you are viewing. You can filter by **date**, **school**, **class**, and **student**. Use **+ Add View** to save a commonly used filter configuration.

- **Practice Test Dashboard**
  The dashboard provides information about scores and progress for the students who were administered the practice test. The test can be adjusted using **Edit**, temporarily paused using **Pause Timers**, or closed early using **Close Test.**

New Practice Test

Using **+ New Practice Test** will allow you to administer a new practice test. From this view, you can select a practice test to administer and the assignees who will take it. You can also adjust settings for the test, such as **open date, close date,** and additional **advanced settings**.



A new practice test assigned to Cedar Hill High School.

How to Administer a Practice Test

Any educator can administer a new practice test to the students who are available to them.

- Access the Test Administration Tool: Go to Teaching Tools > Test Administration.
- Create a New Practice Test: Use **+ New Practice Test** to open the **New Practice Test** view.
- Choose the Practice Test and Assignees: Use **+ Add Test** to select a practice test to administer. Then, use **Assign** to choose who will take the test. Who you can assign depends on your role:
  - District Admins can assign to **Schools** and **Grade Levels.**
  - School Admins can assign to **Classes** and **Grade Levels.**
  - Teachers can assign to **Classes** and **Students**.
- Adjust the Settings: Use the default settings for practice tests to administer an open practice test with standard time or adjust the test settings:

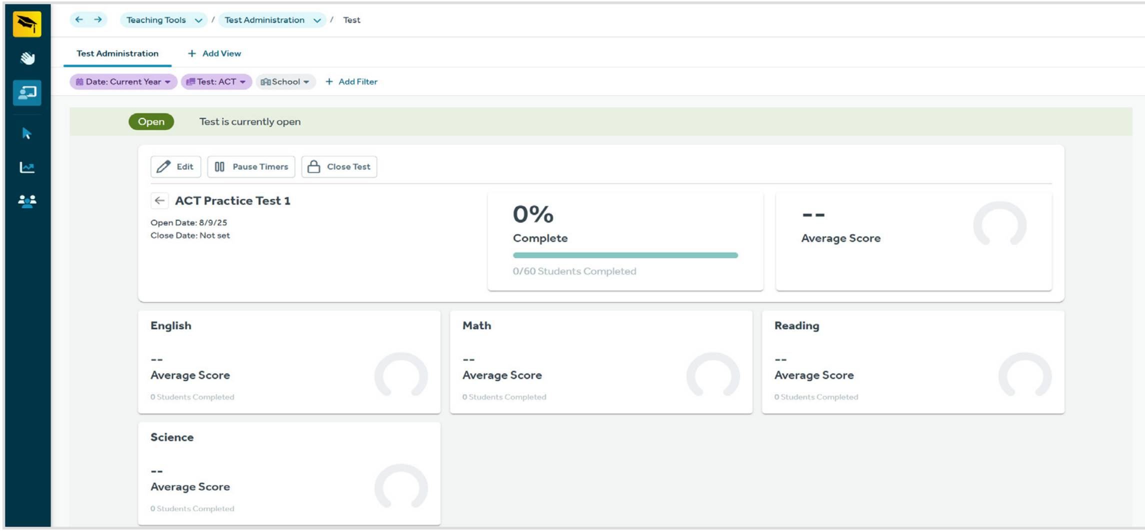
- **Open Date** is the date students have access to the test. Students cannot start the test until the open date. If the open date is left blank, the test is available when it is created.
- **Close Date & Time** is the date the test closes access to students. Students cannot access the test after the close date & time. If the close date & time is left blank, the test will stay open until manually closed.
- **Subtest Order** is a toggle that allows students to take the subtests out of order. If it is disabled, students are required to take the subtests in the same order as the real test.
- **Pausing Tests** is a toggle that allows students to pause the test while it is live. If it is disabled, students cannot pause a test and must submit it in order to exit the test.
- **Display Answers** determines when students are able to review the correct and incorrect answers for their test. **On Close Date** (default) allows students to review their answers when the test closes. **Immediately** allows students to review their answers when they complete their test. **Never** disallows students from viewing their answers until this setting is changed.
- **Timing** determines how long students will have to take their test.

- Create the Practice Test: After creating the practice test, it will appear in the **Test Administration Home** table and the assigned students will see it in the **Practice Tests** section.

How to View a Practice Test Administration

An open, closed, or scheduled practice test can be viewed and edited.

1. Access the Test Administration Tool: Go to Teaching Tools > Test Administration.
2. View the Practice Test: Use the three dots on the far right of the detailed table and use **View** to view the practice test dashboard.
3. Review the Practice Test Dashboard: Use the dashboard to see scores and completion for the assigned students. Use **Edit** to update the test, **Pause Timers** to temporarily pause the test for all students, and **Close Test** to close the test early.



A practice test that has just opened.

Insights

Student Usage

The Student Usage view provides educators and administrators with a clear snapshot of student engagement on the MasteryPrep platform. This view highlights key indicators, such as time spent, logins, and assignment activity, which support student progress, monitor participation, and inform instruction.

What You'll See in Student Usage

The **Student Usage** view contains three main elements: filters, summary widgets, and a sortable table.

Filters and Saved Views

Filters are available at the top of the screen. Here you can set filters for **test, school**, **grade**, **teacher**, **class**, **student**, and **content type**.

Use **+ Add View** to save a specific filter configuration. Saved views are accessible above the filter bar once they've been created.

Summary Widgets

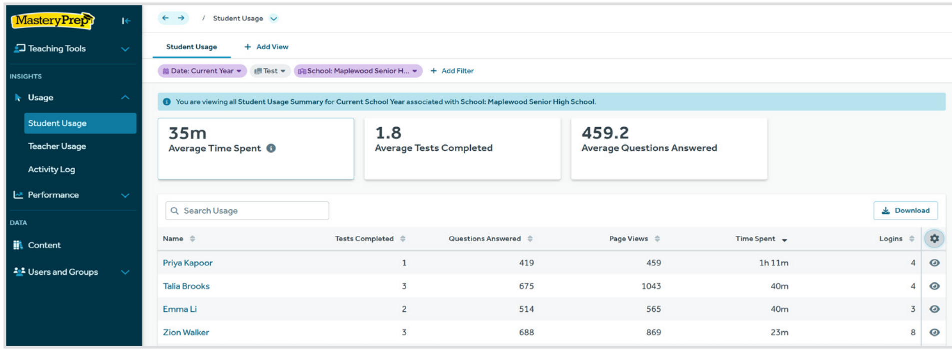
Beneath the filters, high-level widgets give you a quick overview of student engagement in the selected group:

- **Average Time Spent** shows how long students are active on the platform.
- **Average Tests Completed** reflects testing activity.
- **Average Questions Answered** gives a sense of participation and workload.

These widgets highlight trends in student behavior and support early intervention when needed.

Detailed Table

The central table provides sortable, filterable metrics for each student. Columns include **name**, **tests completed**, **questions answered**, **lessons completed**, **page views**, **time spent**, and **logins**.



A sample student usage table.

How to Use Student Usage

Access the view: Go to Insights > Usage > Student Usage.

1. **Apply filters:** Use filters to narrow data by time range, school, teacher, or student cohort.
2. **Review metrics:** Start with the widgets to get a broad understanding, then review student-by-student activity in the table.
3. **Explore student engagement:** Use the icons beside each student to access deeper insights and review progress.
4. **Export or share data:** Use Download for CSV exports to create handouts for parent-teacher meetings or administrative check-ins.

Teacher Usage

The **Teacher Usage** view provides school and district administrators with a clear snapshot of educator engagement on the MasteryPrep platform. This view highlights key trends in teacher activity, including time spent, assignments created, and student interaction, which support instructional quality and program implementation.

What You'll See in Teacher Usage

The **Teacher Usage** view contains three main elements: filters, summary widgets, and a sortable table.

Filters and Saved Views

Filters are available at the top of the screen. Here you can set filters for **school** and **teacher**.

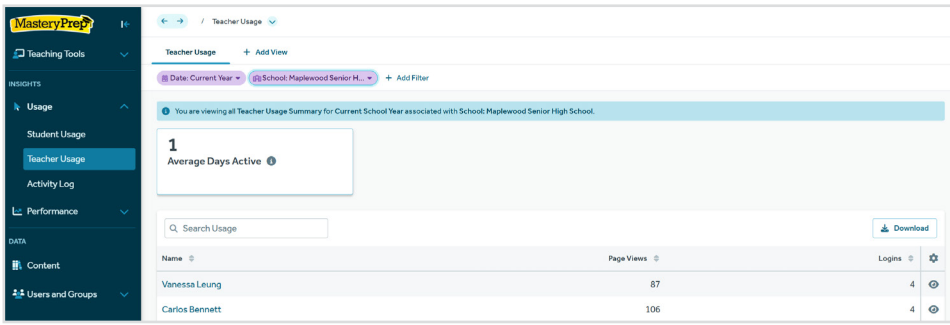
Use **+ Add View** to save a specific filter configuration. Saved views are accessible above the filter bar once they've been created.

Average Days Summary Widget

Just below the filters is the summary widget for **Average Days Active,** which indicates how often teachers use the platform.

Detailed Table

This table is the main part of the view and includes sortable columns with key usage metrics for each teacher, including **name**, **page views**, and **logins**.



A sample teacher usage table.

How To Use Teacher Usage View

1. **Access the view:** Go to Insights > Usage > Teacher Usage.
2. **Apply filters:** Use filters to focus on specific schools, teachers, or time periods.
3. **Review teacher usage:** Start with the summary widget, then review individual rows in the table. Sort or customize columns as needed.
4. **Explore individual activity:** Click a teacher's name to view detailed usage history, including content assigned and student engagement.
5. **Export or share data:** Use **Download** to generate CSV reports for meetings, coaching, or documentation.

Scores

The Scores view gives educators and administrators a clear look at how students are performing on MasteryPrep assessments. It highlights both scale and raw scores, which enables you to track progress, identify trends, and guide instructional planning.

What You'll See in Scores

The Scores view includes three key areas: test filters, score widgets, and the student results table.

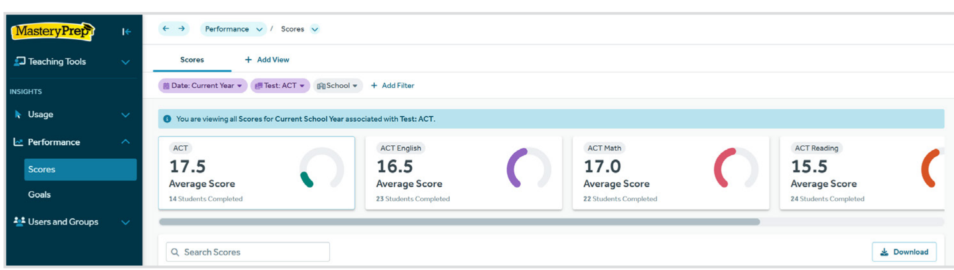
Score widgets

At the top of the page, you'll see average scores for each selected test and subject. These visual summaries provide a concise overview of overall performance.

Student Results Table

Beneath the score summaries, a sortable table presents detailed performance data for each student. It includes the following columns:

- Students
  A comprehensive list of students associated with selected classes, grades, or schools. Easily accessible scores for individual or group review. Clicking on a student's name opens a detailed Student view with their full performance history.
- Content
  The name of the assessment, such as ACT Practice Test 1. This indicates which test each row of data corresponds to.
- Attempt
  Indicates on which attempt (first, second, etc.) a student completed the same assessment. This helps to track improvement over time.
- Completed
  Shows the date and time the student finished the test. Useful for confirming recent activity or filtering by date.
- Scale Score
  The test score, calculated by converting the raw score to a consistent scale. This allows you to easily compare results across different administrations of a test.
- Raw Score
  The exact number of questions students answered correctly. Highlights immediate strengths and areas needing improvement for individual tests.



The summary widgets for ACT scores.

How to Use Scores

1. **Access the view:** Go to Insights > Performance > Scores.
2. **Apply filters and group data:** Use the filters at the top to narrow results by date, test, content, school, or grade. Group your data by student, class, or other criteria to tailor the view to your needs.

3. **Review scores:** Select a test and review the Scale Score and Raw Score columns. Click a student's name for a detailed score breakdown.
4. **Compare performance:** Select different tests or filter by multiple attributes to track progress over time. Analyzing these metrics will help pinpoint trends in student and group performance.
5. **Download results:** Click the Download button to export filtered results for further analysis or sharing.

Goals

The **Goals** view empowers educators and administrators to define measurable academic targets and monitor student progress toward those goals. Located in the **Performance** section of the platform, this view helps identify students who may need additional support to meet specific performance benchmarks.

What You'll See in Goals

The Goals view is structured to help you quickly interpret goal attainment and performance distributions:

Goal Attainment

Displayed at the top of the Goals view, **Goal Attainment** shows the percentage of students who have met the active goals based on your selected filters (e.g., test, grade level). For example, if you select ACT English and Grade 11, you'll see the percentage of 11th graders meeting the English goal on the ACT.

Score Thresholds

Each test and subtest appears as a widget that includes four score thresholds representing performance ranges. Students are grouped into these thresholds based on their scores. For most tests, you can customize these thresholds to align with your instructional targets.

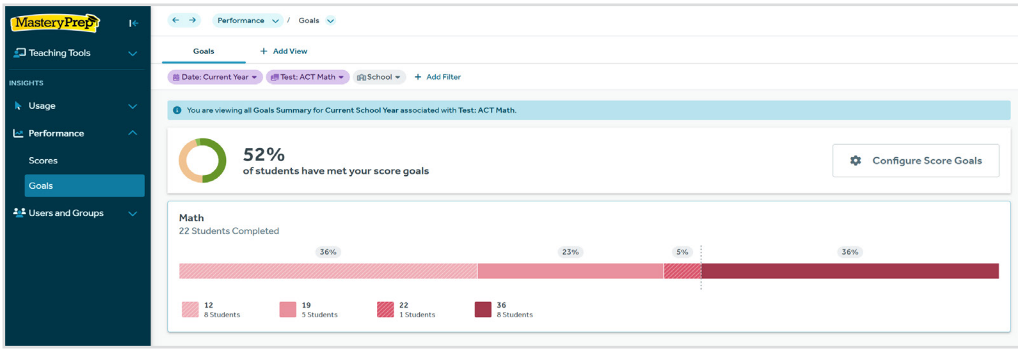
Filtering and Grouping Tools

In addition to test and grade filters, the Goals view includes multiple filtering options such as school, class, and segment. These tools help you narrow the view to focus on particular cohorts. Grouping is available based on student progress statuses.

Note: *A complete list of filters is available in the platform's filter dropdown.*

Report Downloads

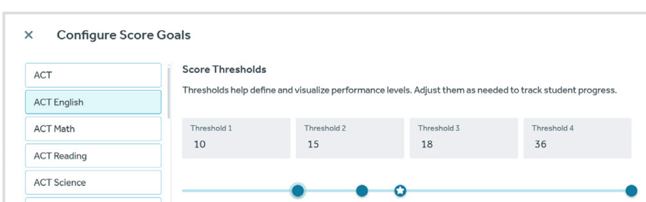
Use the **Download** button to export progress data as a report. This feature is useful for sharing updates during planning sessions, meetings, or parent communications.



Goals set for ACT Math showing a breakdown for each target milestone.

How to Use Goals

1. **Access the Goals view:** Go to Insights > Performance > Goals
2. **Configure Score Goals:** Click **Configure Score Goals** to set or update goals and thresholds. Choose the relevant test or subtest. Input or modify the desired score goals and adjust the performance thresholds accordingly.
3. **Monitor student progress:** View how students are distributed across performance thresholds. Use filters (such as grade, class, or segment) to focus your analysis. Identify students near or below goal thresholds for targeted support.
4. **Download reports:** Click **Download** to generate and save a CSV report of student progress data. These reports can be used for data meetings, instructional planning, or stakeholder communication.



Goals configuration for ACT English showing several score thresholds.

Data

Content

The Content view gives educators access to all licensed instructional materials across the MasteryPrep platform. Use this view to monitor how content is assigned, completed, and performing across your classes, schools, or district.

What You'll See in Content

Filters and Saved Views

Filters are available at the top of the screen. Here you can set filters for **test, school**, **grade**, **teacher**, **class**, **student**, and **content type**.

Use **+ Add View** to save a specific filter configuration. Saved views are accessible above the filter bar once they've been created.

Summary Widgets

Beneath the filters, high-level widgets give you a quick overview of the amount of **practice tests**, **online lessons**, and **bell ringers** are available to you in the content library for all subjects:

Content Detail Table

The main table includes the following for each item: name, test, type, standard, reporting category, duration, and average score.

Types of Content

You'll encounter a variety of instructional materials on the platform. Here's a quick guide to what each type means:

- Online Lessons
  Lessons featuring videos and interactive exercises to build content mastery and strengthen strategic thinking.
- Practice Tests
  Full-length practice tests that prepare students for official assessments and track their progress.

- **Diagnostics**
  Short, adaptive exams used to quickly assess a student's performance and generate a skill inventory.
- **Bell Ringers**
  A set of standards-aligned practice questions used to warm students up at the beginning of class and reinforce mastery of key skills.

How to Use Content

1. **Access the view:** Go to Data > Content.
2. **Apply filters:** Use filters to narrow results by assignment status, standards alignment, or performance.
3. **Review key metrics:** Use the table to understand how much content has been assigned and completed, how students are scoring, and how well materials align to reporting categories and standards.
   a. Understand instructional alignment with Reporting Category and Standards.
   b. Evaluate pacing and effectiveness with Estimated Duration and Average Score.
4. **View content details:** Click any content title to open a detailed view, including the completion percentage, estimated duration, number of interactions, related content links, and activity log with assignment and user interaction history.
5. **Take action:** Use these insights to adjust instruction, reassign content, or collaborate with other educators.

Users and Groups

The **Users and Groups** view provides a centralized way for administrators to manage accounts, roles, and educational group structures. It supports district and school leaders with clear visibility into organizational hierarchies and user engagement.

What You'll See in Users and Groups

The Users and Groups view consists of three main elements: filters, summary widgets, and an interactive role-based hierarchy.

Filters and Search Tools

At the top of the page, you'll find a set of tools to help you focus on specific user segments:

- **Date Selector** lets you choose a reporting window.

- **Filter Bar** allows you to narrow results by test, grade, teacher, school, or segment.
- **+Add Filter** gives access to more filters, such as district or user role.
- **Search Bar** helps you locate users by name.
- **Add View** lets you save custom views for future use.

Your selected filters will update all widgets and graphs automatically and are displayed just above the data view so you can see what's currently applied.

Summary Widgets

Below the filters, summary widgets display key metrics across your selected group:

- **Active Admins**, **Schools**, **Grades**, and **Classes** show how many entities are actively using the platform.
- **Segments** indicate how many student groups are configured.
- **Active Students and Teachers** include mini-charts showing usage over time (e.g., page views, active minutes).

These widgets provide an at-a-glance understanding of how users are engaging and where to focus support or attention.

User Hierarchy and Role Overview

The Users and Groups panel is structured by educational roles and permission levels. You can drill down from the highest level (e.g., state) to individual students. Each level provides visibility into relevant users and tools to manage roles, access, and structure.

You can use the gear icon in the top-right corner to adjust column visibility and expand or collapse hierarchy levels for easier navigation.

State-Level View

See a full list of districts and high-level activity metrics. You can view and export usage data for all districts.

Note: *Assigning district-level admins must be done via Admin View.*

Districts

Access and manage all schools, users, and classes in the district. Admins can assign school-level administrators and export district-wide data.

Admins

View and manage all admin accounts. Admins can configure roles, assign permissions, and monitor activity.

Schools

See the complete school roster, including teachers, students, classes, and grades. Admins can assign teachers, manage users, and export school-level data.

Teachers

View personal account details, assigned classes, and student rosters. Teachers can access performance reports and manage their own students and classes.

Grades

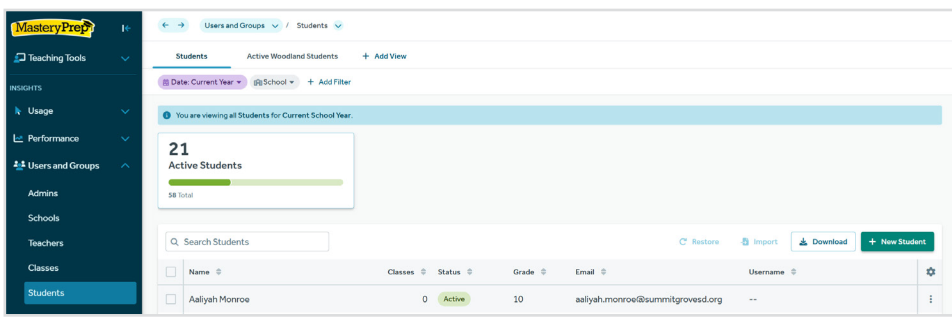
Group students by academic level for easier filtering and reporting. Admins and teachers can assign and regroup students within grades.

Classes

Manage rosters, assignments, and classroom structure. Admins can manage all classes; teachers can manage their assigned classes.

Students

Browse the full student directory and individual student profiles. Admins can manage all students within their scope; teachers can only see their own students.



A students view showing 21 active students.

How To Use Users and Groups

1. **Access the view:** Go to Users and Groups from the side navigation.
2. **Apply filters:** Select a date range and apply filters by test, role, district, or school to customize the view.
3. **Review usage:** Use summary widgets and line graphs to monitor platform activity over time.
4. **Navigate the hierarchy:** Drill into the user structure from state down to individual students for detailed insights and roster management.
5. **Download and share:** Use **Download** to export filtered data or save usage graphs for reporting.

User And Group Management

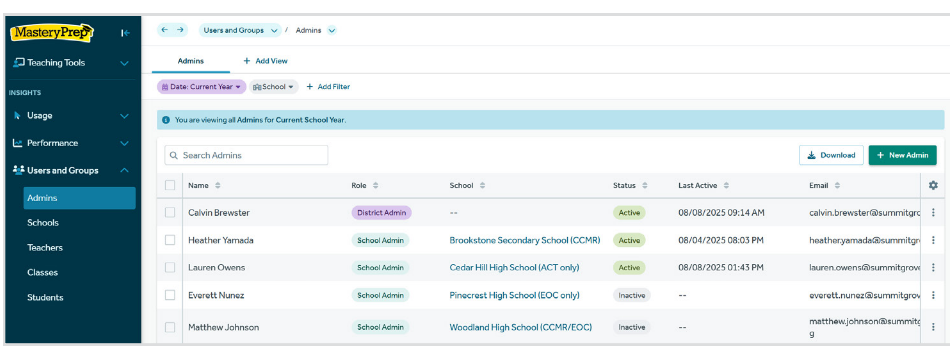
Adding Admins

As an administrator, you have the ability to add other admin users directly to the platform using the admin management view under **Users and Groups**. District and School Admins can be added individually through the **+ New Admin** function**.**

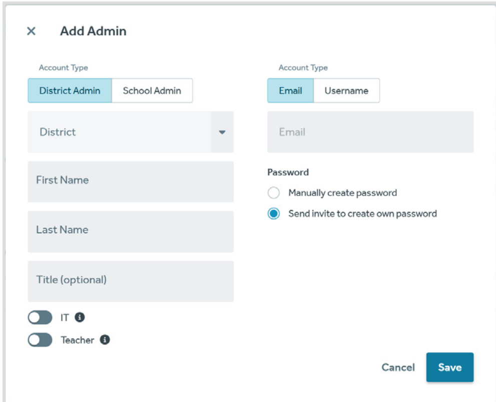
Adding Individual Admins

Adding an individual admin can be completed by using the **+ New Admin** button on the detailed table in the **Admins** view.

1. **Access the Admins view:** Go to Data > Users and Groups > Admins.
2. **Add a New Admin**: Use **+ New Admin**, located in the top right of the detailed table, to add a new admin.
3. **Choose the Admin type:** If you are a District Admin, choose to add either a **School Admin** or a **District Admin**. School Admins can only add other School Admins at their same school.
4. **Add the Admin's information:** Add the admin's first name, last name, and school or district depending on the admin type.
5. **Choose the Account type:** If the admin will use email to log in, provide their email and choose a temporary password or invite the admin to create a password. If the admin will use a username to log in, provide the admin's username and a temporary password.
6. **Save the Admin:** After saving, the admin will show up in the **Admins** view and can be accessible throughout the platform.



Use the Admins view to add new admins.



Use + Add Admin to add an individual admin.

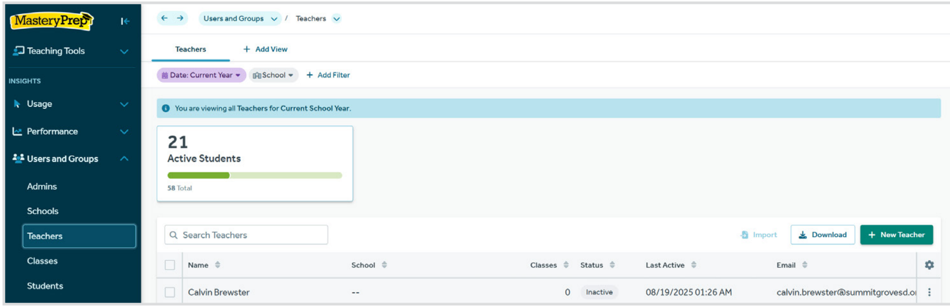
Adding Teachers

As an administrator, you have the ability to add teacher users directly to the platform using the **teacher management** view under **Users and Groups**. Teachers can either be added individually through the **+ New Teacher** function or added in groups using the **Import** function**.**

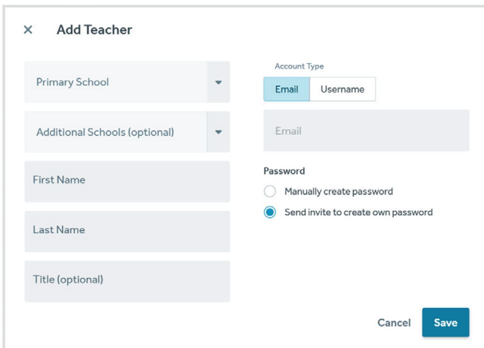
Adding Individual Teachers

Adding an individual teacher can be completed by using the **+ New Teacher** button on the detailed table in the **Teachers** view.

1. Access the Teachers view: Go to Data > Users and Groups > Teachers.
2. Add a new teacher: Use **+ New Teacher**, located in the top right of the detailed table, to add a new teacher.
3. Add the teacher's information: Add the teacher's first name, last name, primary school, and any additional schools if the teacher works at multiple sites.
4. Choose the account type: If the teacher will use an email to log in, provide their email and choose a temporary password or invite them to create a password. If the teacher will use a username to log in, provide their username and a temporary password.
5. Save the teacher: After saving, the teacher will show up in the **Teachers** view and can be accessible throughout the platform.



Use the Teachers view to add new teachers.

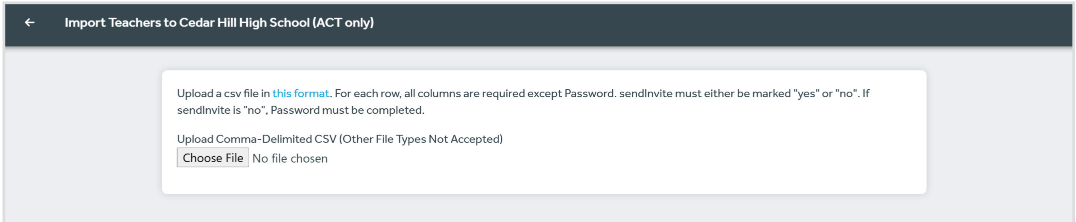


Use + Add Teacher to add an individual teacher.

Importing Multiple Teachers

Adding multiple teachers to a specific school can be completed using the **Import** button on the detailed table in the **Teachers** view.

1. **Access the Teachers view:** Go to Data > Users and Groups > Teachers.
2. **Filter to a school:** If you are a District Admin or higher, filtering to a school is required to enable the **Import** button on the table. School admins have their school automatically selected.
3. **Open the import portal:** Use **Import** to open the import portal. You will see a download for a template file, an option to upload an import file, an import button, and additional instructions.
4. **Download the template:** If this is your first time importing teachers, download the **sample .csv file**. You can use this template to organize your teacher import file. (***Note:*** *this is a different template than the student import.*)
5. **Add teachers to the template:** Follow the instructions on the import portal to add teachers to the template file.
6. **Import the teachers:** Use **Choose File** to upload the import file, and then use **Import** to import the teachers. Once the import is complete, teachers will be accessible throughout the platform.



Use Import to import multiple teachers using a csv upload.

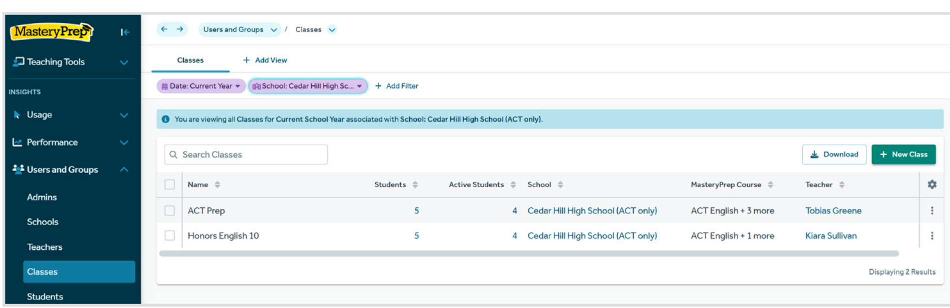
Adding Classes

Classes play an important role in ensuring teachers have access to information, assignments, and reporting about their students. Before you can assign students to a class, you first need to create one. As a teacher or an administrator, you can add classes to the platform using the **Classes** view.

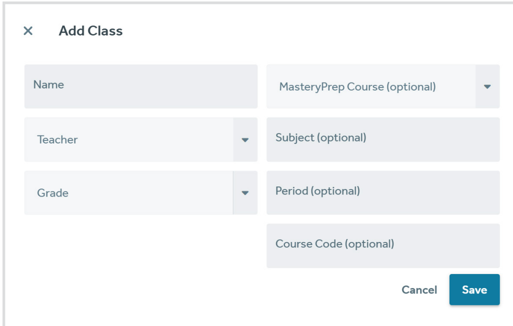
How to Add a Class to the Platform

Any educator can add a class to the platform using the **Classes** view in **Users and Groups**.

1. **Access the Classes view:** Go to Data >Users and Groups > Teacher Usage.
2. **Add a new class:** Use **+ New Class,** located in the top right of the detailed table, to add a new class.
3. **Add the class information:** Add the class's **name**, **teacher**, **grade**, and any of the optional fields.
4. **Add course(s) to the class:** Select the course(s) you want to assign to the class.
5. **Save the class:** After saving, the class will show up in **Classes** and be accessible throughout the platform.



Use the Classes view to add new classes.



Use + Add Class to add a new class.

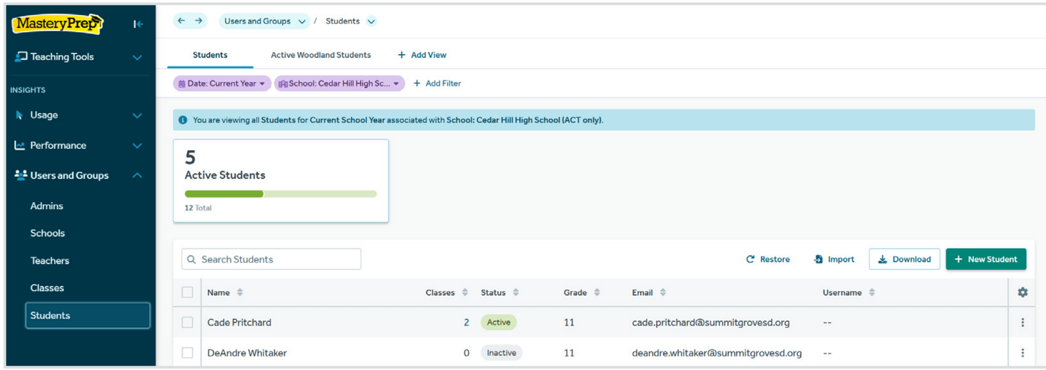
Adding Students

As a teacher or administrator, you have the ability to add student users directly to the platform using the **Student Management** view under **Users and Groups**. Students can either be added individually through the **+ New Student** function or added in groups using the **Import** function**.**

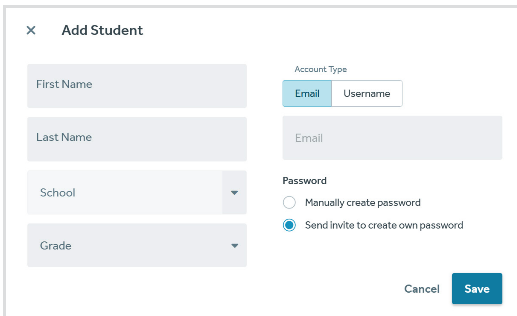
Adding Individual Students

Adding an individual student can be completed by using the **+ New Student** button on the detailed table in the **Students** view.

1. Access the Students view: Go to Data > Users and Groups > Students.
2. Add a new student: Use **+ New Student**, located in the top right of the detailed table, to add a new student.
3. Add the student's information: Add the student's first name, last name, school, and (optionally) grade.
4. Choose the account type: If the student will use an email to log in, provide their email and choose a temporary password or invite them to create a password. If the student will use a username to log in, provide their username and a temporary password.
5. Save the student: After saving, the student will show up in the **Students** view and can be accessible throughout the platform.



Use the Students view to add new students.

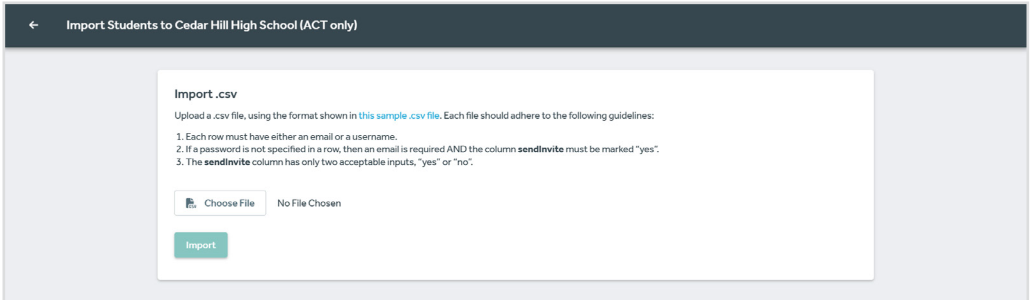


Use + Add Student to add an individual student.

Importing Multiple Students

Adding multiple students to a specific school can be completed using the **Import** button on the detailed table in the **Students** view.

1. Access the Students view: Go to Data > Users and Groups > Students.
2. Filter to a school: This will enable the **Import** button on the table. (Note: you are required to choose a school to use the import feature.)
3. Open the import portal: Use **Import** to open the import portal. You will see a download for a template file, an option to upload an import file, an import button, and additional instructions.
4. Download the template: If this is your first time importing students, download the **sample .csv file**. You can use this template to organize your student import file. (Note: this is a different template than the teacher import.)
5. Add students to the template: Follow the instructions on the import portal to add students to the template file.
6. Import the students: Use **Choose File** to upload the import file and then use **Import** to import the students. Once the important is complete, students will be accessible throughout the platform.



Use Import to import multiple students using a csv upload.

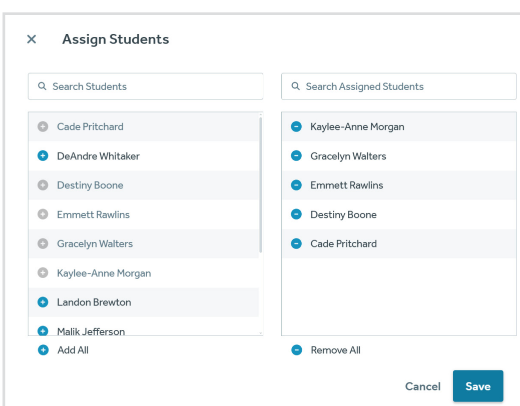
Assigning Students to Classes

Assigning students to **Classes** on the MasteryPrep platform ensures they receive access to the correct lessons, assessments, and study plans, and lets teachers view their students' data. Whether setting up classes at the start of the year or adding students later, this process groups students correctly for instruction and reporting.

How to Assign Students to a Class

Assigning students to a class is accomplished using the **Classes** view under **Users and Groups.**

1. **Access the Classes view:** Go to Users and Groups > Classes.
2. **Choose a class:** Locate the class that will receive students. Use **+ New Class** to create a class if necessary.
3. **Open class assignments:** Select **Assign Students** from the kebab at the far right of the table.
4. **Assign students:** Use the **+** or – icons next to a student's name to add or remove them from a class, or use **Add All** or **Remove All** to affect all students.



Use Assign Students to assign or unassign students to a class.

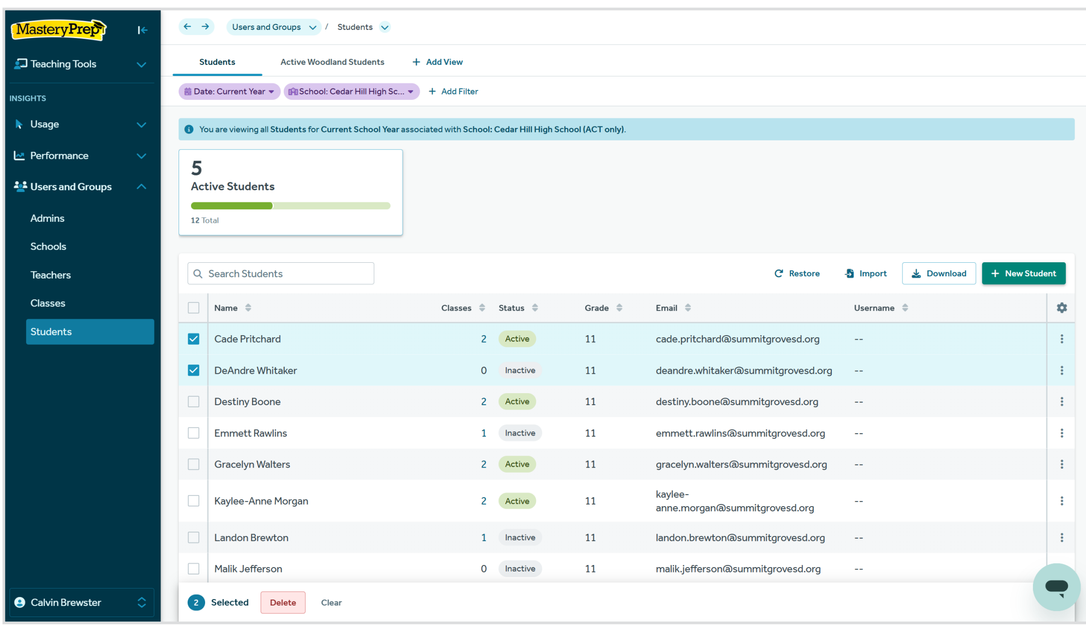
Removing Users

As an administrator, you can delete and restore student and educator users from the platform. Deleting users isn't permanent, but it allows you to remove them from reports and platform access.

How to Delete a User

Deleting users can be accomplished through **Users and Groups.**

1. **Access the Users and Groups view:** Go to Data > Users and Groups and then select either Students, Teachers, or Admins.
2. **Select the user(s) to be deleted:** Use the checkboxes on the left side of the table to select the user(s) you wish to delete. You can also use the three dots on the far-right side of the table to delete an individual user.
3. **Delete the user(s):** Use **Delete** to delete the selected user(s). After deletion, a user will no longer appear in reports or have access to the platform. This action can be undone with **Restore** for students and teachers. Admins can be restored through customer support.



Select one or more students and then use Delete to remove them from the platform. This can be undone using Restore.

How to Restore a Deleted User

Deleted students and teachers can be restored through Users and Groups.

1. **Access the Users and Groups view:** Go to Data > Users and Groups and then select either Students or Teachers.

2. **Open the Restore tool:** Use **Restore,** located in the top right of the table, to open the **Restore Tool**.
3. **Select the user(s) to be restored:** Use the checkboxes on the left side of the table to select the user(s) you wish to restore. You can also use the restore button on the far-right side of the table to restore an individual user.
4. **Restore the user(s):** Click **Restore** to restore the selected users. After restoring users, they will once again appear in Users and Groups and be accessible throughout the platform.

Restore deleted users using Restore.

License Pools

The **License Pools** view provides information about your available district and school license pools. This view cannot be edited, but it can be used to confirm information about your license pools. If it is incorrect, contact customer support.

What You'll See in License Pools

The **License Pools** view contains three main elements: a school filter and saved views, a summary widget, and a sortable table.

School Filter and Saved Views

The only filter available is the **School** filter, located at the top of the screen. When this filter is not applied, you will see the **Available District Licenses.** If one or more schools are selected, you will see the **Available School Licenses**. If you are a school admin, you will only see the license pools for your school.

Use **+ Add View** to save a specific filter configuration. Saved views are accessible above the filter bar once they've been created.

Available Licenses Widget

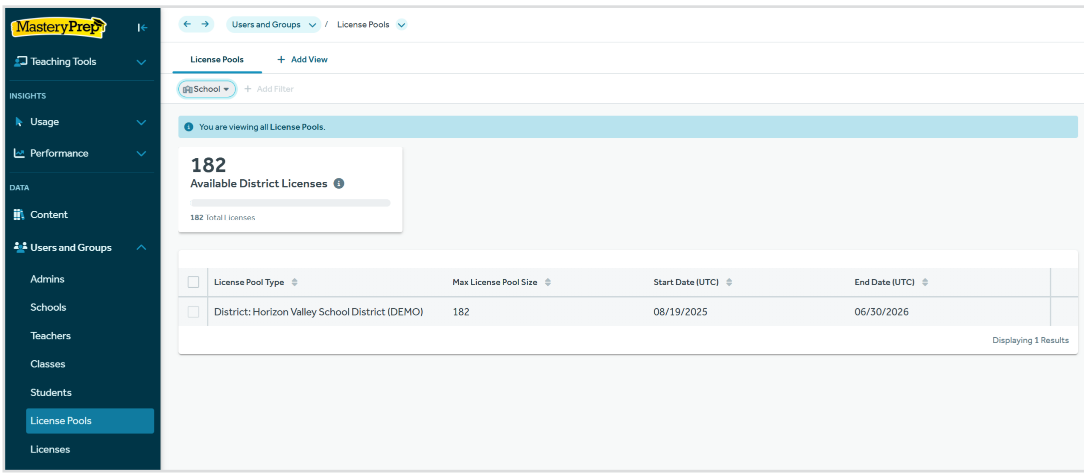
The **Available Licenses** widget is located between the filters and the license pool table. It can be used to view the total and available licenses based on your filter settings.

License Pool Table

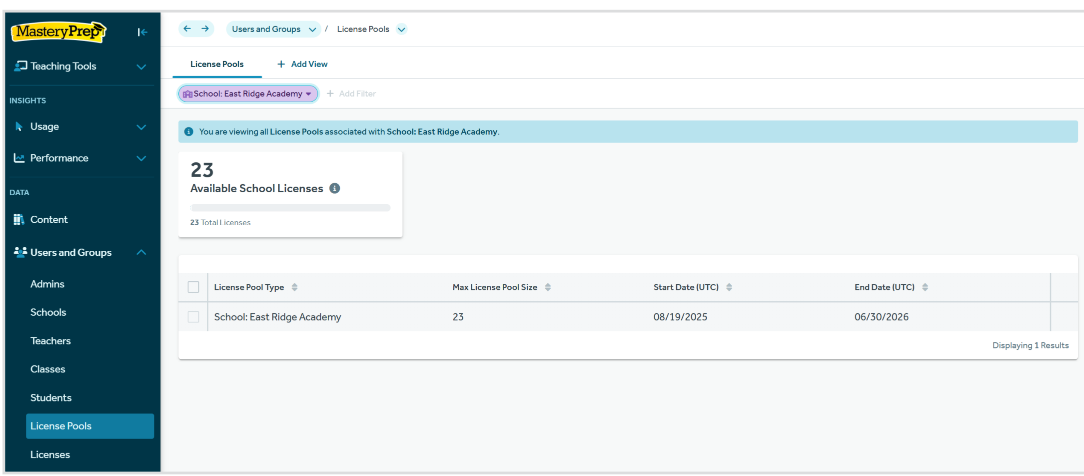
The **License Pool** table is the main part of the view and includes sortable columns with key information about the available license pools for either your school or district. The sortable columns include **License Pool Type**, **Max License Pool Size**, **Start Date**, and **End Date**.

How to Use the License Pools View

1. **Access the view:** Go to Data > Users and Groups > Licenses.
2. **Apply filters:** Apply one or more schools to the school filter to see school license pools. Leave the filter empty if you want to see district license pools.
3. **Review the pools:** If any pool looks incorrect, contact customer support via chat or email at support@masteryprep.zendesk.com.



A district license pool.



A school license pool.

Licenses View

As an administrator, you have the ability to assign or unassign student licenses in your school or district using the **Licenses** view. If you have available licenses in your license pool, you can freely assign and unassign student licenses individually or in bulk. Teachers and other administrators do not need individual licenses.

What You'll See in the Licenses View

Managing licenses is completed through the **Licenses** view. This view is only visible to administrators. If you are a teacher, you will need to reach out to an administrator in order to manage licenses.

This view includes three key areas: filters and saved views, license widgets, and the license assignment table.

Filters and Saved Views

Filters are available at the top of the screen. Here you can set filters for **school**, **grade**, **teacher**, **class**, and **license status**.

Use **+ Add View** to save a specific filter configuration. Saved views are accessible above the filter bar once they've been created.

License Widgets

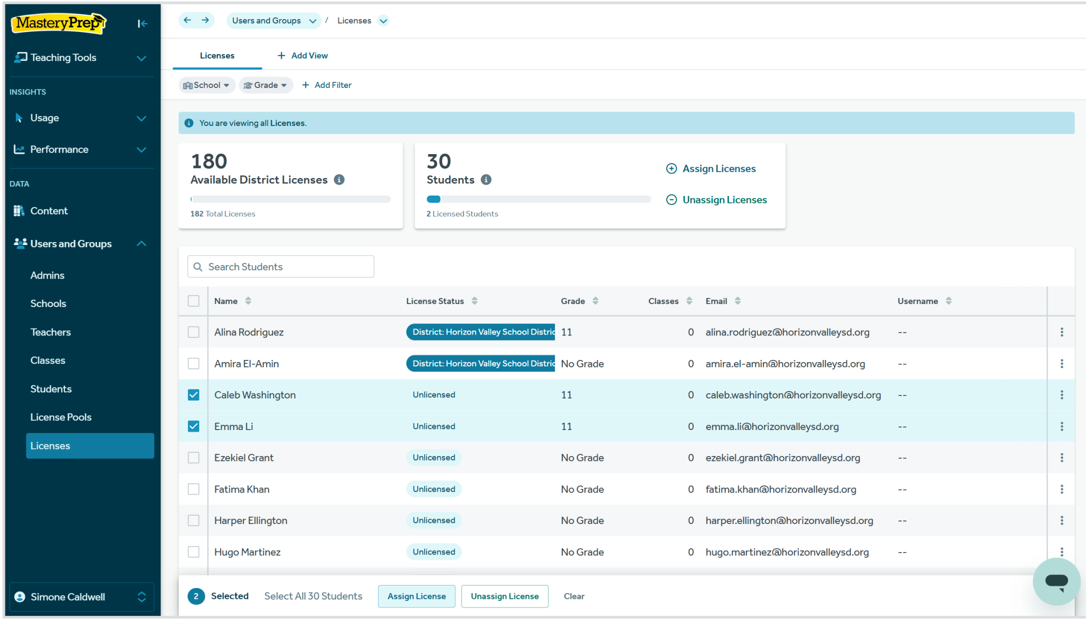
There are two license widgets located between the filters and license assignment table.

- Available Licenses
  A count of available and total licenses. Filtering to a district shows available district licenses, whereas filtering to a school shows available school licenses.
- Student Licenses
  A count of available students with and without licenses, based on the currently set filters.

License Assignment Table

The **License Assignment** table is the main part of the view and includes sortable columns with key information about license statuses for each student: **name**, **license status**, **grade**, **classes**, **email**, and **username.**

The license assignment table will adjust as filters are applied, making it easy to quickly identify which students should have licenses.



Use Licenses to assign district or school licenses to individual students.

How To Manage Individual Licenses

Student licenses can be assigned or unassigned individually.

1. **Access the view:** Go to Data > Users and Groups > Licenses.
2. **Choose a license pool:** District admins can either use their district license pool or filter to a specific school to use a school's license pool. School admins can only use pools for their school.
3. **Select a student:** Apply filters to narrow the list of students or use the search bar to locate a specific student.
4. **Assign or unassign a license:** Click the three dots on the far right of the table to assign or unassign a student license.

How To Manage Bulk Assignments

Student licenses can be assigned or unassigned as a group or for all students.

1. **Access the view:** Go to Data > Users and Groups > Licenses.
2. **Choose a license pool:** District admins can either use their district license pool or filter to a specific school to use a school's license pool. School admins can only use pools for their school.
3. **Select students:** Apply filters to narrow the list of students to the group that need licenses assigned or unassigned.
4. **Assign or unassign licenses:** Licenses can be assigned or unassigned for a specific group of students or for all available students.

a. *For a group of students:* Use the checkboxes on the far left of the license assignment table to choose multiple students. Then use **Assign License** or **Unassign License** below the table.
b. *For all students:* Use the **Assign Licenses** or **Unassign Licenses** options in the **Student Licenses** widget above the license assignment table. This action will affect all available students based on the currently set filters.

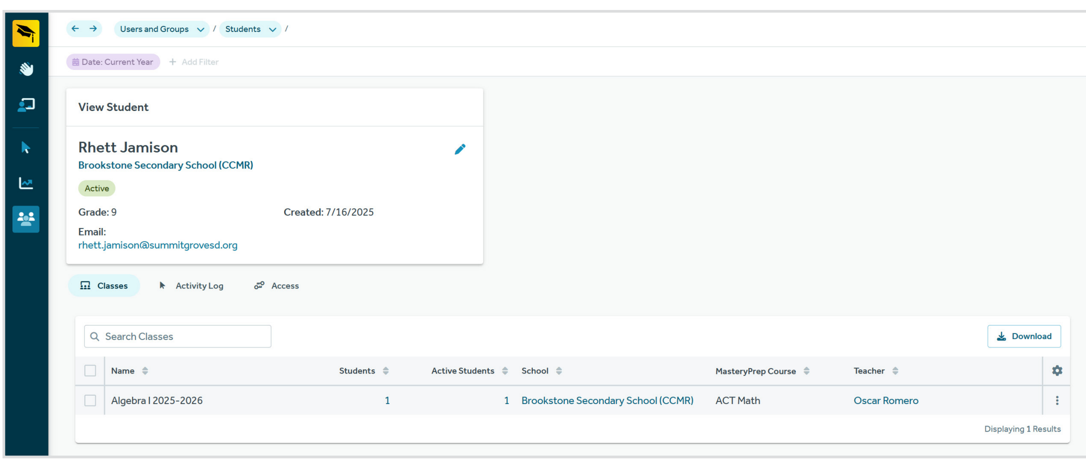
Password and User Record Management

As an administrator or teacher, you can manage the passwords and user records for any user that is visible to you. Use password and user record management to manually reset passwords, update user information like first and last name, and move users around the hierarchy in the platform.

How to Manage a Student Record

Any educator can directly edit a student's record, including resetting the student's password.

1. **Access the Students view:** Go to Data > Users and Groups > Students.
2. **Open the record editor:** Choose the student record you wish to edit and select **Edit** from the three dots on the far right of the table.
3. **Update the record:** You can change the student's **first name**, **last name**, **school**, **grade**, **email/username**, and **password**.

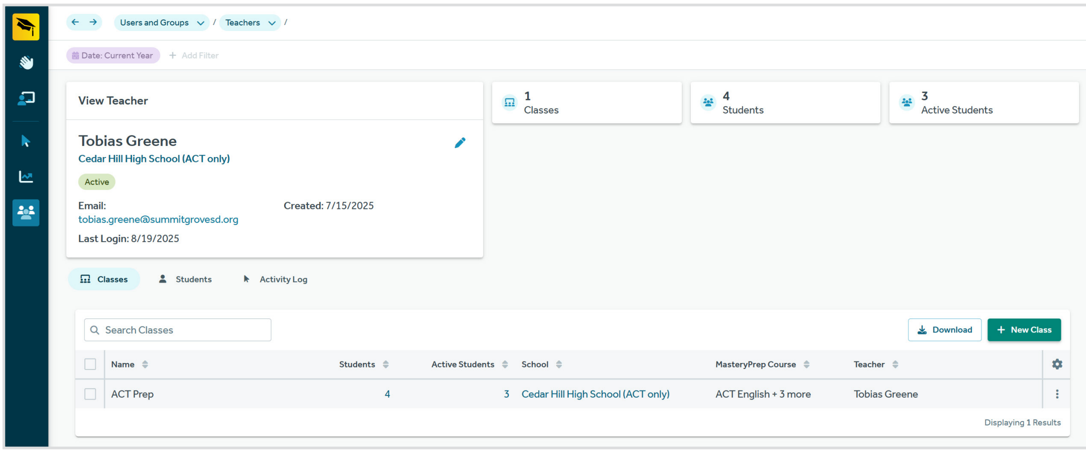


A student record.

How to Manage a Teacher Record

Any administrator can directly edit a teacher's record, including resetting the teacher's password.

1. **Access the Teachers view:** Go to Data > Users and Groups > Teachers.
2. **Open the record editor:** Choose the teacher record you wish to edit and select **Edit** from the three dots on the far right of the table.
3. **Update the record:** You can change the teacher's **first name**, **last name**, **title**, **email/username**, and **password**.

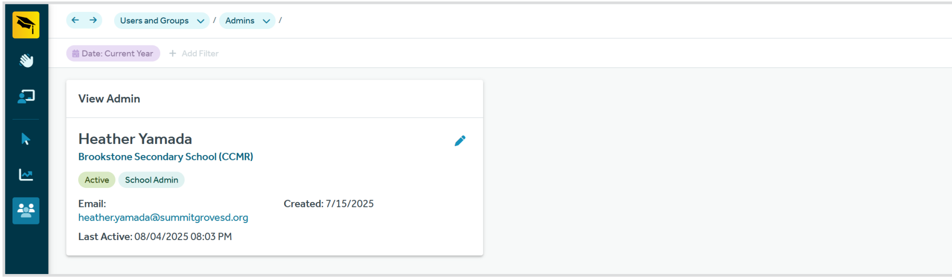


A teacher record.

How to Manage an Admin Record

Administrators can directly edit admin records, including resetting the admin's password. District admins can edit both district and school admins, whereas school admins can only edit other school admins.

1. **Access the Admins view:** Go to Data > Users and Groups > Admins.
2. **Open the record editor:** Choose the admin record you wish to edit and select **Edit** from the three dots on the far right of the table.
3. **Update the record:** You can change the admin's **first name**, **last name**, **title**, **email/username**, and **password.** Depending on the admin type, you can make additional changes:
   a. For **School Admins**, you can change the admin's **school** and switch between **district** and **school admin.**
   b. For **District Admins**, you can change the admin's **district** and switch between **district** and **school admin.**



An admin record.

Student Experience

Student Dashboard

The Student Dashboard is the central hub for students to manage their learning journey. It provides direct access to courses, practice tests, assignments, and personalized insights—all in one place. The dashboard is designed to reduce navigation time and keep students focused on their next steps.

What You'll See in the Student Dashboard

Spotlight Panel

Highlights the most relevant task for the student, such as:

- A live or upcoming practice test
- An assignment due soon
- The next lesson in the Study Plan

Study Plan Progress

Displays overall completion for the selected subject and a quick start/ resume button to launch the next lesson or practice in the study plan.

Practice Test Access

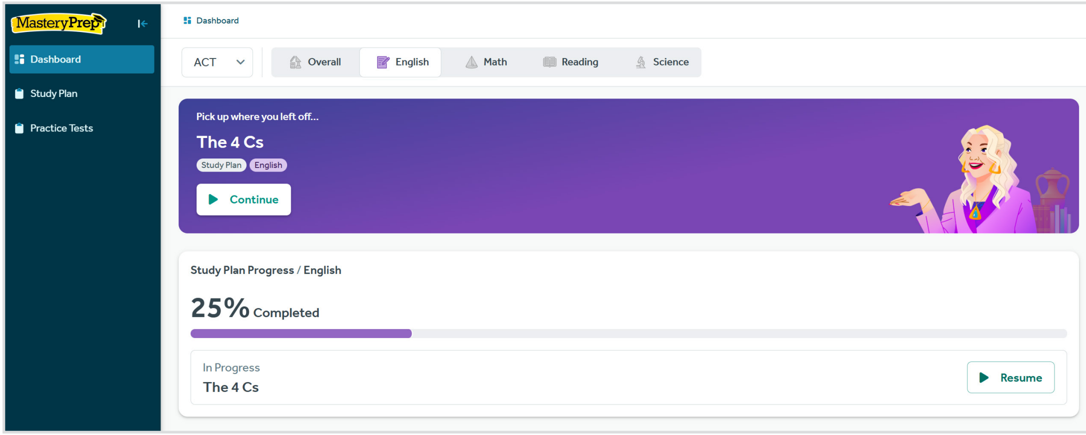
Assigned tests appear at the top of the dashboard with a **Start** button for immediate access when live. Scheduled tests include a reminder banner with the upcoming date.

Courses

Displays progress for each subject (e.g., Math, English, Science). Course cards include Study Plan completion percentages.

Navigation Shortcuts

The sidebar (e.g., **Study Plan**, **Practice Tests**) allows quick navigation to Study Plan, Practice Tests, and other areas.



A student's dashboard showing progress in ACT English.

How to Use the Student Dashboard

1. Start with the top-priority task highlighted in the **Spotlight Panel**.
2. Use the Study Plan widget to monitor course completion.
3. Start tests from the banner or button when they are live.
4. Jump directly to the Study Plan, Practice Tests, or other areas from the sidebar.

Using a Study Plan

The **Study Plan** organizes a student's online course into a sequence of diagnostics, lessons, and practice. The Study Plan can be **manually** aligned to a defined scope and sequence, or it can be set to **adaptive,** providing a personalized learning path for individual students.

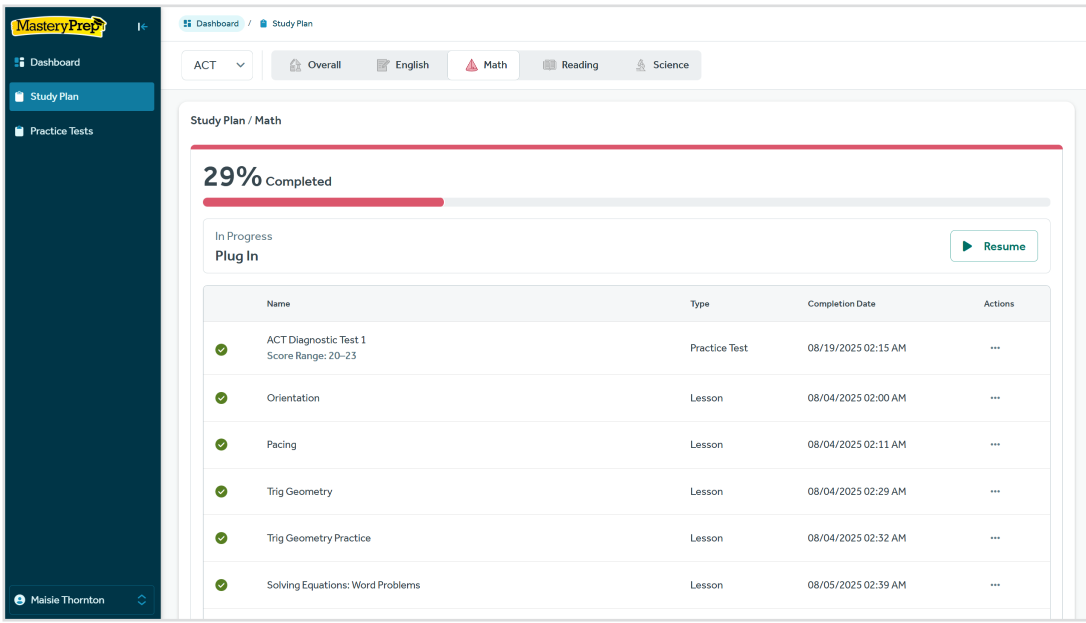
What You'll See in a Study Plan

A student's **Study Plan** contains three main elements:

- Test Navigation
  Students can access test navigation at the top of the screen to switch between tests and subtests.
- Progress Bar
  The progress bar tracks the percentage of the plan completed by the student. As students complete diagnostics, lessons, and practice, the bar will fill up.
- Quick Start or Resume
  Students can use **Start** or **Resume**, located just below the progress bar, to jump back into the next lesson in their plan.
- The Study Plan Table
  The main part of the screen is the Study Plan Table. This table lists

a sequence of every diagnostic, lesson, and practice set in the student's plan.

- The **status icon** on the far left of the table indicates if a lesson is **complete**, **in-progress**, **not started**, or **locked** (if order is locked).
- The **table** shows **name**, **type**, and **completion date** for each lesson or diagnostic.
- The **actions** on the far right of the table allow students to **start**, **resume**, **review**, or **reset (if allowed)**.



A student's Study Plan for ACT Math.

How to Use a Study Plan

1. **Access the Study Plan for a Course:** Go to Study Plan and choose a course.
2. **Complete the Diagnostic (Adaptive):** If the plan is **adaptive**, complete the opening diagnostic to populate the study plan with lessons and practice.
3. **Start or Resume a Lesson:** Use **Start** or **Resume** in the top right of the Study Plan to open the current lesson. If the plan allows going out of order, you can start or resume any lesson using the action icon on the far right of the table.

Taking a Practice Test

Students can take assigned practice tests using **Practice Tests**, accessible to students from the sidebar navigation. Students can use **Practice Tests** to take an open practice test and to review completed practice tests.

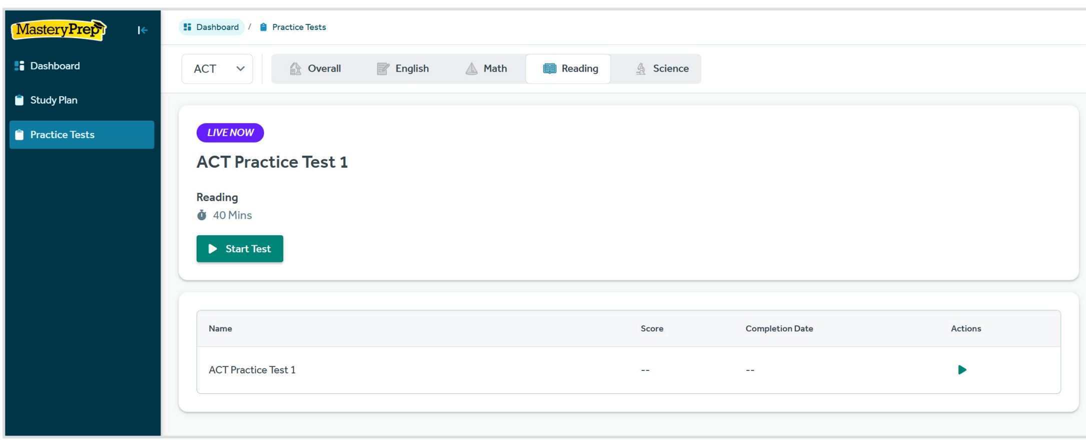
What You'll See in Practice Tests

The Practice Tests tool consists of a **practice test dashboard** which can be used to launch a **practice test**.

Practice Test Dashboard

The Practice Test Dashboard is made of three main elements:

- Test Navigation
  Students can use the test navigation tool at the top of the screen to switch between tests and subtests.
- Practice Test Spotlight
  The main part of the dashboard is the practice test spotlight, which focuses on the most recently closed, opened, or scheduled practice test.
- Practice Test Table
  The detailed table at the bottom of the screen shows details of all completed, in progress, or scheduled practice tests. Students can use **Actions** on the far right of the table to resume or review practice tests.

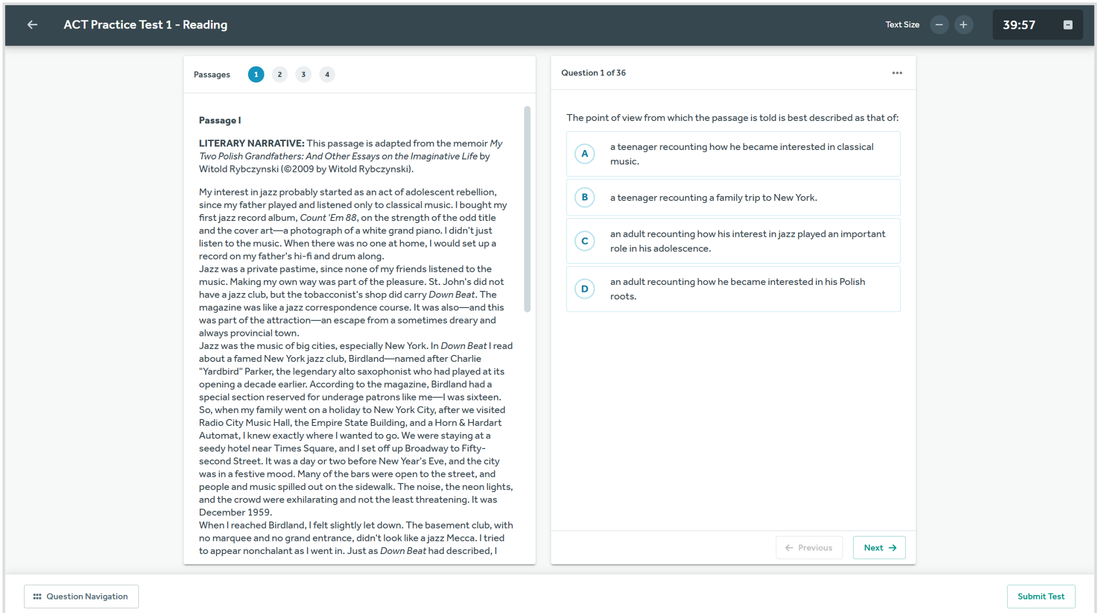


A student's practice test dashboard, showing a live practice test.

Practice Test

Depending on the test format, students will see passages and questions, student supports—such as a countdown timer, text resizing, and question flags—and navigation tools to move between questions and passages.

After a practice test has been completed, students can review the test with correct answer indicators and answer explanations.



An ACT Reading practice test that is in-progress.

How to Take a Practice Test

1. **Access the Practice Tests Tool:** Go to Practice Tests.
2. **Launch the Practice Test:** Students can use **Start Test** or **Resume Test** if it is **open**. If the test is **closed** or **scheduled**, it cannot be started.
3. **Complete the Practice Test:** After completing and submitting the practice test, it will score immediately.

How to Review a Practice Test

After the answers are released to students, they can review the test using **Practice Tests**.

1. **Access the Practice Tests Tool:** Go to Practice Tests.
2. **Review the Practice Test:** Use **Review Test** to open the test for review. Practice tests can't be reviewed if the answers haven't been released yet.
3. **Review the Practice Test:** Each question shows the student's answer, the correct answer, and an answer explanation.

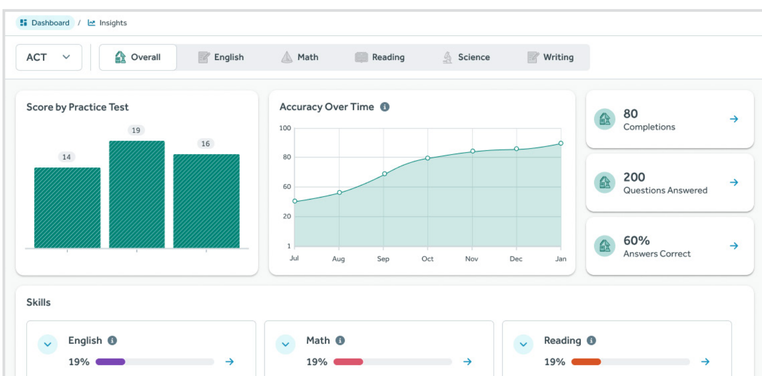
Student Insights

Student **Insights** empowers learners with a clear, interactive overview of their academic progress. Accessible from the sidebar, this feature offers detailed reports on completions, questions, and skills—helping students monitor performance and identify strengths and gaps.

What You'll See in Insights

The **Insights** view for students is made of up three main parts:

- Test Navigation
  Students can use the test navigation tool at the top of the screen to switch between tests and subtests.
- Summary Widgets
  The summary widgets make up the main part of Insights:
  - Scores by Practice Test tracks performance on each practice test.
  - Projected Score Range shows an estimated score based on the most recent diagnostic.
  - Accuracy Over Time shows accuracy in lessons and practice sets over a time period.
  - Completions counts the number of completed instructional activities in the course.
  - Questions Answered counts number of questions answered in the course.
  - % Answers Correct tracks the overall accuracy of questions answered in the course.
- Skill Overview
  The bottom of the screen lists a high level overview of the student's skill performance as measured by all activities tagged to skills (e.g., diagnostics, practice tests, lessons).



A student's Insights view.

How to Use Insights

1. **Access the Insights view:** Go to Insights.
2. **Review performance:** Click on an individual practice test score to review that test or click on **accuracy over time** to navigate to your study plan for that course.

3. Review Completions: Click on **Completions** to view everything that has been completed. Click on **Questions Answered** or **% Answers Correct** to review the details of questions answered on the platform.
4. Review Skills: Click on a specific skill to navigate to the **Skills** report to further investigate your performance.

Content Breakdown

Online Course

The **Online Course** is where students will spend the majority of their time. It contains adaptive diagnostics, engaging online lessons, and practice sets. Educators can use the **Study Plan** tool to manually organize the course or set it to adapt to individual students.

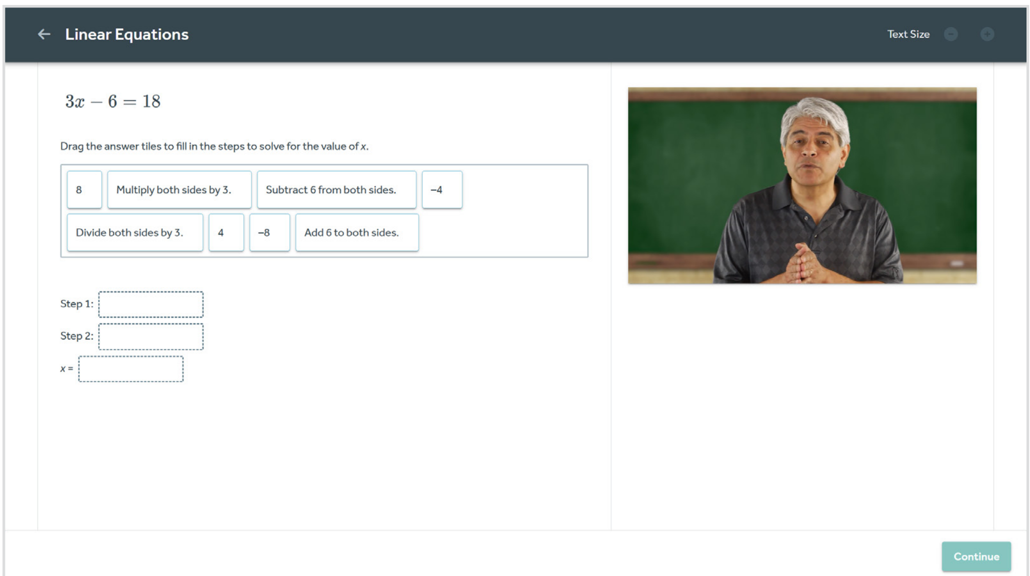
Online Course Overview

The Online Course is made of three types of learning experience: **diagnostics**, **lessons**, and **practice sets.**

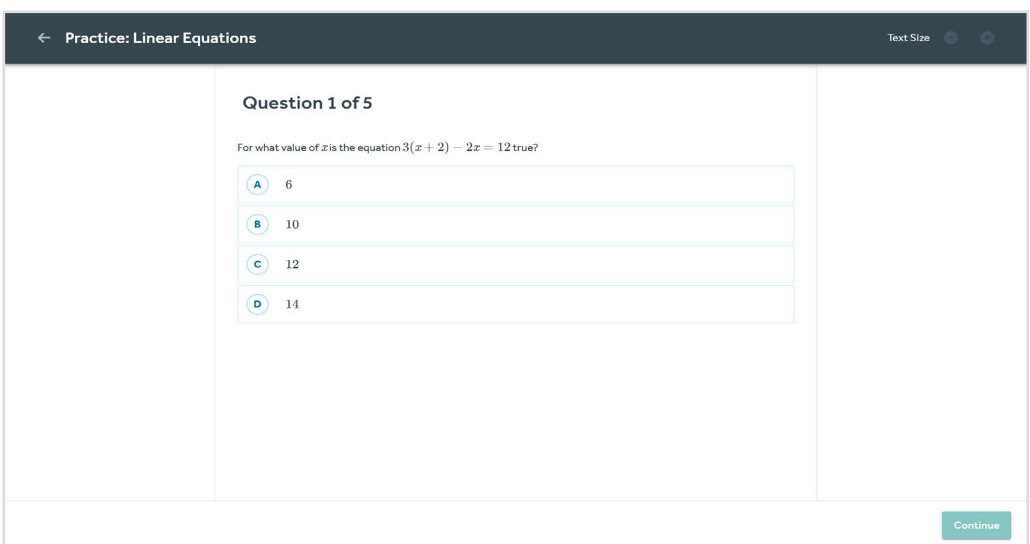
- Diagnostics
  The adaptive diagnostics are used to quickly assess student performance. Each diagnostic aligns to the same standards, skills, and reporting categories as the online lessons and practice sets. They are primarily used to create an adaptive study plan, but they can also be included in manually created plans as a benchmark assessment.
- Lessons
  Lessons are the backbone of the Online Course. Each lesson targets a specific skill with a variety of interaction types and short (<30 second) videos. A typical lesson consists of several parts:
  - *Engaging Micro-Videos*
    Each screen in a lesson opens with a 10-30 second video that is conversational in tone and uses Socratic dialog to encourage students to complete an interaction on the screen. The videos are short, so students are constantly engaging with the platform.
  - *Interactions*
    Because lessons are designed in a formative framework, they make use of a variety of tech-enabled interactions to keep students thinking. Interactions range from multiple-choice to hotspots to extended text.
  - *Reactive Feedback*
    When a student interacts with the platform, they receive feedback, usually in the form of a micro-video. These videos acknowledge if the student made a correct or incorrect choice and provide tailored feedback.

- *Scaffolding*
  A lesson starts simple and works toward test-level rigor as it progresses. This allows students to ease into the topic and build mastery over several interactions and videos before ending on level.

- Practice Sets
  Each lesson is accompanied by one or more **practice sets**. The practice sets are designed to have test-level rigor and are used to assess how much the student learned from their lesson. They also provide students the chance to immediately practice what they learned.



A sample lesson from the ACT Math course.



A sample practice set from the ACT Math course.

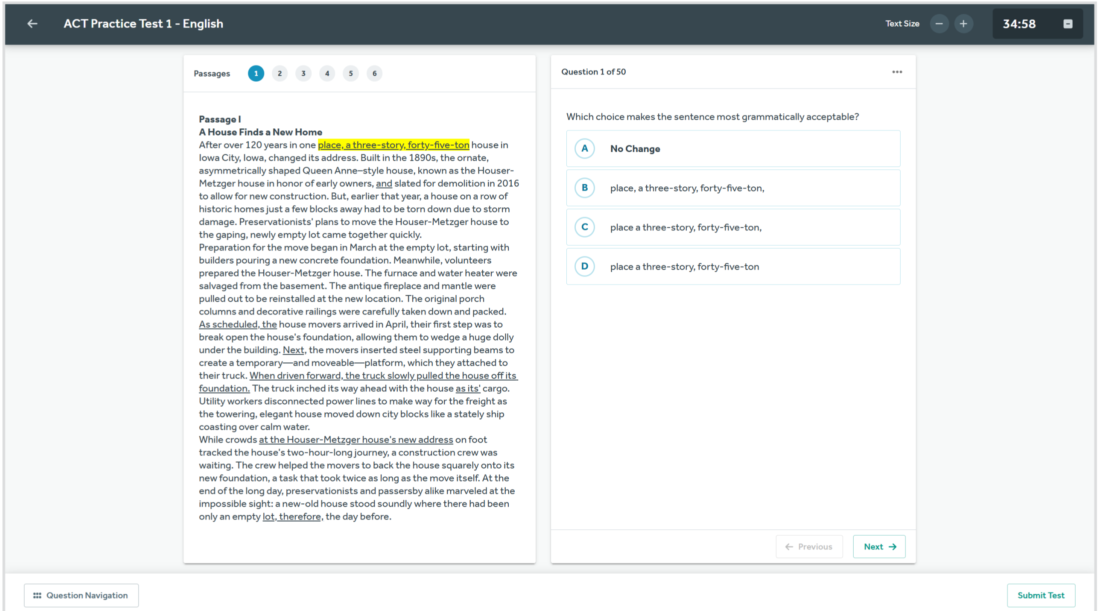
Practice Tests

Practice Tests are full-length assessments that are modelled after the real test. They offer students the opportunity to practice time management, test-taking strategies, and content mastery in a test-like environment.

Practice Tests Overview

Practice tests are designed to mirror the format of a real test. Each test has a similar **scoring mechanism**, **test format**, **time constraints**, and **standard**, **skill**, and **reporting category** distribution.

- Scoring
  Each practice test uses the same raw score (number of correct answers) and scale score (the test score) as the real test. They are calibrated to produce *similar* results so that students get a realistic picture of their performance, but they are not as accurate as a real test.
- Test Format
  Each question and passage has similar rigor, length, distractor choices, question types, and skill distribution as those found on the real test. This allows students to practice with questions and passages like those they will see on test day.
- Timing
  The timing on a practice test can be adjusted to suit your needs, but the default timing is set to match the timing on the real test. Students can use this timing to practice the stamina and pacing they'll use on test day.
- Standards, Skills, and Reporting Categories
  Each question on a practice test is tagged to the same standards, skills, and reporting categories found on the real test. These tags are used to produce a skill report for students that allows them to closely evaluate their performance and identify their gaps.



An in-progress ACT English practice test.

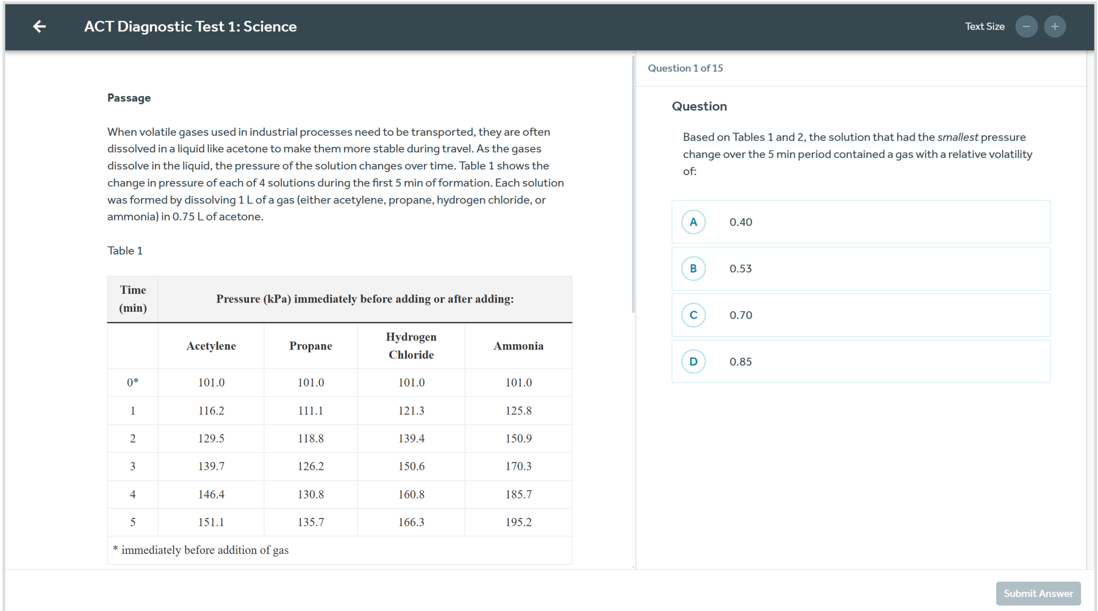
Diagnostics

Diagnostics are powerful tools used to quickly assess a student's performance and skills. They are also used to create a personalized learning path for students on the adaptive study plan.

Diagnostics Overview

Diagnostics are adaptive, meaning they can be shorter than a traditional assessment while still providing valuable insight. Each diagnostic produces an estimated **score band** and **skill inventory,** which are used to create an **adaptive study plan**.

- Score Band
  The score band produced by a diagnostic is based on how the student performed on questions as they adapted in difficulty during the assessment. This band is only an estimation, but it provides useful data to students and educators.
- Skill Inventory
  Each question in the diagnostic is tagged to a specific standard, reporting category, and skill. The student's performance on those skills is measured as they complete the diagnostic, resulting in an estimated skill inventory.
- Adaptive Study Plans
  Each lesson in an adaptive study plan is tagged to the same standards, reporting categories, and skills as the questions in the diagnostics. This alignment allows the diagnostic to guide the scope and sequence of the study plan.



ACT Diagnostic Test 1: Science

Text Size

Passage

When volatile gases used in industrial processes need to be transported, they are often dissolved in a liquid like acetone to make them more stable during travel. As the gases dissolve in the liquid, the pressure of the solution changes over time. Table 1 shows the change in pressure of each of 4 solutions during the first 5 min of formation. Each solution was formed by dissolving 1 L of a gas (either acetylene, propane, hydrogen chloride, or ammonia) in 0.75 L of acetone.

Table 1

Time (min)	Pressure (kPa) immediately before adding or after adding:			
	Acetylene	Propane	Hydrogen Chloride	Ammonia
0*	101.0	101.0	101.0	101.0
1	116.2	111.1	121.3	125.8
2	129.5	118.8	139.4	150.9
3	139.7	126.2	150.6	170.3
4	146.4	130.8	160.8	185.7
5	151.1	135.7	166.3	195.2

* immediately before addition of gas

Question 1 of 15

Question

Based on Tables 1 and 2, the solution that had the *smallest* pressure change over the 5 min period contained a gas with a relative volatility of:

A 0.40

B 0.53

C 0.70

D 0.85

Submit Answer

An in-progress ACT Science diagnostic.

