ACT Online Prep

Administration User Guide

Updated September 2020

www.act.org
How to Contact ACT

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

ACT’s normal office hours are 7:00 a.m. - 7:00 p.m., Monday through Friday (except ACT Holidays).

*Note: All hours of operation are central time and subject to change at ACT’s discretion.*
Contents

Introduction 1

Your Access to ACT Online Prep 3
Ordering Student Licenses 3
Account Activation and Roles 3
Views According to Role 4
Availability 4

General Account Features 5
Logging In 5
Using the User Menu 5

Instructor View 8
Your Landing Page—Administrative Dashboard 8
User Menu Dashboard 8
Administrative Dashboard Menu 9

School Test Coordinator View 10
User Menu Dashboards 10
Your Landing Page—School Admin Dashboard 11
School Admin Dashboard Menu 11
Administrative Dashboard Menu 12
Discussion Groups and Flashcard Sets 12

District Test Coordinator View 13
User Menu Dashboards 13
Your Landing Page—District Admin Dashboard 14

District Admin Dashboard Menu 14
Administrative Dashboard Menu 15

State Test Coordinator View 16
Your Landing Page—Administrative Dashboard 16

Creating Students, Instructors, and Admins 17
Important Note on User Passwords 17
Important Note on Email Addresses 17
Creating Accounts Individually—Student and Instructor 18
Creating Accounts Individually—Admin 21
Creating Accounts in Bulk—Student and Instructor 22
Creating Accounts for Students without an Email Address 24
Distributing Login Credentials to Students 25
Managing Existing User Accounts 26

Creating Groups 27
Creating Groups Individually 27
Creating Groups in Bulk 30

Creating Assignments for Students 33
Creating a New Assignment 33
Managing an Existing Assignment 35
Reviewing Performance Data on Assignments 36
Impersonating a Student 37
Student Reports 39
Individual Student Reports 40
Real-Time Reports 43

Group, School, and District Reports 47
Group Reports 47
School Reports 52
District Reports 54

Student Experience 57
Study Plan Navigation Menu 58
My Stats 60
Practice Questions 61
Practice Tests 61
Writing Tests 63
Lessons 64
Flashcards 65
Game Center 66
Discussions 66

Search 66
Additional Features 67

Frequently Asked Questions 68

Appendix A: Email Template 69
Appendix B: Study Plan Course Outline 70
Introduction

ACT Online Prep is a web-based test preparation program provided by ACT. It is designed to be easy for students to access and use. ACT Online Prep provides students with an interactive test preparation experience that is available anytime via the internet.

The program includes two full-length ACT practice tests, four short subject tests (English, math, reading, and science), two sample Writing prompts, lessons, practice questions, flashcards, and games based on flashcard content. Lessons provide comprehensive review of English, math, reading, and science content covered in the ACT test. Additional lessons include information on the ACT test, test-taking strategies, preparing for test day, and what to expect on test day. There are over 2,400 practice questions with feedback and solutions. Student-reported confidence levels, bookmarks, and notes allow students to mark content for further review.

The course was reorganized in August 2019 after feedback showed that users found it overwhelming to work through the content one subject at a time. These changes were designed to improve the student experience and create a prescribed path for students to follow.

ACT Online Prep course content is now organized into 16 Study Plan Steps, starting with the most-tested (foundational) materials on the ACT and ending with the least-tested (advanced) materials on the ACT. Each Study Plan Step includes lessons and practice question sets for each of the four subject areas: English, math, reading, and science.

After an introduction to the platform and course, students take the four short subject tests to calculate a Composite score. Based on both the Composite score and the student’s available time to study (1 week, 2 weeks, 1 month, 2 months, or 4 months), students are provided a Study Schedule and guided to do either a quick review or an in-depth study of the tasks associated with each step.

This user guide is intended to help staff at the school, district, and state levels navigate through the ACT Online Prep platform. Depending on your level of access to the platform, this guide will help you to:

- Add students
- Add instructors
- Add school test coordinators and/or school supervisors
- Add groups
- Assign tasks to students
• View the activity or performance statistics of an individual student
• View performance statistics for a group of students
• View performance statistics for a student population at a school, district, or state
• Export student or group performance data
• Export school, district, or state performance data

The following sections will walk you through how to use ACT Online Prep as a teacher, school test coordinator, district test coordinator, or state coordinator.

As part of your administrative access, you will be able to monitor student usage of test preparation materials and their progress through the course. A student’s strengths and weaknesses can be identified by viewing either their individual answers or their overall scores from short tests and full-length practice exams alongside the questions’ difficulty ratings. Student-marked confidence levels can also provide insight into a student’s particular areas of concern.

You should also visit the ACT Online Prep (AOP) Training Toolkit (success.act.org/s/article/ACT-Online-Prep-Training-Toolkit) to access support materials, including this user guide, the Teacher Implementation Guide, and short training videos by topic.
Your Access to ACT Online Prep

Access to ACT Online Prep is initiated when a school, district, or state purchases student licenses from ACT.

Ordering Student Licenses

Schools and districts can order student licenses by downloading the ACT Online Prep order form (http://www.act.org/content/dam/act/unsecured/documents/ACTOnlinePrepOrderForm.pdf), then emailing the completed document to customerservice@onlineprep.act.org.

Student License Count

After purchase, each school is given a “license count,” i.e., a fixed number of ACT Online Prep licenses that can be distributed to students at the school. The total license count is determined according to the information either provided on the order form (for school and district purchases) or collected from the state department of education (for statewide purchases). A count of student licenses (seats) that have been redeemed can be viewed by a State or District Test Coordinator from the Contracts section of their Admin dashboard (see “Contracts and License Tracking,” page 11, for further information).

Account Activation and Roles

The person identified on the order form as “site administrator” for a school is granted access to ACT Online Prep as the main contact for the organization and assigned the School Test Coordinator role. An email containing a link and instructions for account activation is sent to the site administrator once ACT has processed the order.

Note: Activation emails are sent from onlineprep.act.org. To ensure that you receive all important email messages regarding ACT Online Prep, please check your spam or junk folders and whitelist the following sites and IP addresses:

@onlineprep.act.org  169.45.68.80/28
@act.org   169.45.87.192/27
169.46.66.80/28
169.63.216.192/27
Teachers in a school setting must have an account with the Instructor role set up by a School or District Test Coordinator before they can access ACT Online Prep. This process is covered in “Creating Students, Instructors, and Admins,” page 17.

District and state officials may also be given access to ACT Online Prep as part of a state or district’s agreement with ACT. They are assigned the District Test Coordinator or State Test Coordinator role.

**Views According to Role**

Your “view” within the ACT Online Prep platform—i.e., the tasks you are able to perform and the reports you are able to review—will vary depending on your assigned user role. This is illustrated in the table below:

<table>
<thead>
<tr>
<th>Admin Functions</th>
<th>Instructor (single school)</th>
<th>School Test Coordinator (multiple schools)</th>
<th>School Supervisor (multiple schools)</th>
<th>District Test Coordinator (multiple sites)</th>
<th>District Supervisor (multiple sites)</th>
<th>State Test Coordinator (multiple sites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Student Accounts</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Instructor Accounts</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create School Test Coordinator/School Supervisor Accounts</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Groups</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impersonate Students</td>
<td>x*</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Functions</th>
<th>Instructor (single school)</th>
<th>School Test Coordinator (multiple schools)</th>
<th>School Supervisor (multiple schools)</th>
<th>District Test Coordinator (multiple sites)</th>
<th>District Supervisor (multiple sites)</th>
<th>State Test Coordinator (multiple sites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>View/Export Student Level Progress</td>
<td>x*</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>View/Export Group Reports</td>
<td>x*</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>View/Export School Level Reports</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>View/Export District Level Reports</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>View/Export State Level Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

* Applies only to groups to which the instructor is assigned.

**Important**: School Test Coordinators and District Test Coordinators are usually assigned the corresponding supervisor role. This role assignment bridges the functions available in each of these roles under a single account.

**Availability**

Regardless of your role, access to the platform is provided on a 24-hour basis, from any computer with online access and a supported browser (Chrome is preferred, but Safari, Firefox, and Internet Explorer are supported.).
General Account Features

Logging In
Visit https://onlineprep.act.org/login to log into the ACT Online Prep platform. Your account username is the email address associated with ACT Online Prep. If you’ve forgotten your password, select the Reset Password link on the login screen, enter your email address, and follow the instructions within the email sent by noreply@onlineprep.act.org.

Note: If you do not see this email, please check your spam or junk folders.

If your access was established using a non-active (mock/faux) email address, please see your site administrator to have your password reset.

Using the User Menu
All users see the following header at the top of their screens when they log in:

The “person” icon on the right side of this header provides access to your user menu. This menu contains links to your personal User Portal, your dashboards (according to role), and the means to sign out of ACT Online Prep. Here are example user menus for an Instructor (left) and a School Test Coordinator (right):
User Portal

The user portal is comprised of four sections:

- **My Courses** allows students to see summary information on their progress.
- **User Profile** allows users to update their name or email address and to change their password.

Note: To change your account password, enter your current and new passwords into the appropriate required (red-starred) fields and select the Save button.

- **Account Details** allows users to view their account information such as account creation date, last activity date, associated school account, and group(s) in which the account has membership.
- **Email Settings** allows students to opt out of discussion email notifications.
Dashboards

All users interact with ACT Online Prep by means of three types of role-based dashboards:

1. The School or District Admin dashboard is used by School and District Test Coordinators to create and manage accounts (student, instructor, and/or admin) and groups of accounts, as well as view contract information.

2. The Administrative dashboard is broken into three sections:
   a. **TOOLS**: Instructors and School Test Coordinators can create assignments—selected lessons, practice questions, and/or tests—for student(s) or group(s). Instructors and school test coordinators can also banner and in app messages for their students and/or groups.
   b. **ANALYTICS**: Non-student users can view reports for students, groups, schools, and/or districts based on their assigned access role.
      
      *Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.*
   c. **REAL-TIME**: Non-student users can view real-time reports of students’ practice question or test performance. Instructors and school test coordinators can see assignment performance data.

3. The Student dashboard is used by students to interact with the platform, navigate through the course content, and monitor their progress.
Instructor View

A user with the Instructor role has access to detailed profile data and performance statistics about each student associated with a group in which the instructor is also a member.

Note: Instructors will not be able to see any data until students, instructors, and groups are set up in the program by the School or District Test Coordinator. Instructors are also unable to alter which student or instructor accounts belong in their group(s). See “Creating Students, Instructors, and Admins,” page 17, and “Creating Groups,” page 27, for information about these processes.

Your Landing Page—Administrative Dashboard

When you log in as an Instructor, your landing page is the Administrative Dashboard. Using the navigation pane on the left, you can view information on any students in the group(s) to which you are also assigned. Detailed information on all available reports can be found starting on page 39.

User Menu Dashboard

The user menu for the Instructor view offers the following option:

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Role</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>Instructor</td>
<td>• Create assignments; create banner and in app messages; access student and group reports views</td>
</tr>
</tbody>
</table>
### Administrative Dashboard Menu

**Selecting...** | **Allows you to...**
--- | ---
Assignments | Create assignments composed of selected tasks (lessons, practice questions, and/or tests) for students and/or groups in which the instructor is also a member, and monitor progress on those assignments.
Message Center | Create banner and in-app messages for students and/or groups in which the instructor is also a member.
Student | View all students in groups in which the instructor is also a member. View and export individual student usage data.
Groups | View and export data at the group level for groups in which the instructor is also a member.
Real-Time | View and export real-time student performance data on practice questions, the short subject tests, practice exams, and quizzes for students of groups in which the instructor is also a member. Monitor student performance on assignments.

*Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.*
School Test Coordinator View

A user with the School Test Coordinator role can perform account administrative tasks, such as individually creating or bulk uploading new accounts, performing maintenance on other accounts in the system, and assigning students and/or instructors to groups.

*Note: Instructors and students cannot access ACT Online Prep until they have been loaded onto the platform.*

Although it is not mandatory to assign students to groups, you will get more benefit out of the program if you do so; it’s through group assignments that you are able to create links between student and instructor accounts. It is a good idea to assign each student to at least one group (e.g., “Mr. Smith’s Home Room”), though assigning to multiple groups also has benefits, especially for single-subject teachers (e.g., “11th Grade English Honors”).

If a user with the School Test Coordinator role is also assigned the School Supervisor role, their user menu will allow access to Instructor role functions, including views of student-level and aggregate school data, via the Administrative dashboard.

*Note: The School Supervisor role is co-assigned to the site administrator’s School Test Coordinator account by default. However, additional admin accounts may be created with only one of these two roles assigned. See “Creating Accounts Individually—Admin,” page 21, for more information on the assignment of these roles.*

**User Menu Dashboards**

The user menu for the School Test Coordinator view offers the following options:

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Role</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Admin</td>
<td>School Test Coordinator</td>
<td>• Manage user accounts and groups; impersonate a student</td>
</tr>
<tr>
<td>Administrative</td>
<td>School Supervisor</td>
<td>• Create assignments; create banner and in app messages; access student, group, and school reports views</td>
</tr>
</tbody>
</table>
Your Landing Page—School Admin Dashboard

When you log in as the School Test Coordinator, your landing page is the School Admin dashboard. Using the navigation pane on the left, you can review your contracts and manage groups, students, instructors, and other school test coordinators.

School Admin Dashboard Menu

The various administrative functions of the School Admin dashboard menu are shown below:

<table>
<thead>
<tr>
<th>Selecting...</th>
<th>Allows you to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts</td>
<td>• Track licenses</td>
</tr>
</tbody>
</table>
| Groups       | • Create groups and assign instructor(s) and student(s) individually or in bulk via spreadsheet upload (*.csv)  
               • Manage existing groups |
| Instructors  | • Create and manage instructor accounts individually or in bulk via spreadsheet upload (*.csv) |
| Students     | • Create student accounts individually or in bulk via spreadsheet upload (*.csv)  
               • Manage existing student accounts  
               • Impersonate a student |
| Admins       | • Create accounts with the role of school test coordinator and/or school supervisor |

Contracts and License Tracking

The Contracts tab includes information on both active and expired contracts associated with the school. For each contract, the number of available seats, used seats, users uploaded, users activated (logged in), and users active (have performed a task) is indicated. The first and last user activation dates indicate the date range in which a student can be loaded under the contract. The start and end date indicate the contract duration, and the admin access expiration date is the last date school staff will have access to the ACT Online Prep platform under an active contract.
Notes:
- Student licenses are redeemed when students are loaded onto the platform.
- While creating accounts, if you see an error message related to the number of student licenses redeemed, please contact support at onlineprep.act.org/contact-support.

Administrative Dashboard Menu

<table>
<thead>
<tr>
<th>Selecting...</th>
<th>Allows you to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>• Create assignments composed of selected tasks (lessons, practice questions, and/or tests) for students and/or groups; and monitor progress on those assignments.</td>
</tr>
<tr>
<td>Message Center</td>
<td>• Create banner and in app messages for students and/or groups in the school.</td>
</tr>
<tr>
<td>Students</td>
<td>• View all students loaded onto the platform within the school. View and export individual student usage data.</td>
</tr>
<tr>
<td>Groups</td>
<td>• View and export data at the group level.</td>
</tr>
<tr>
<td>Schools</td>
<td>• View and export data at the school level.</td>
</tr>
<tr>
<td>Real-Time</td>
<td>• View and export real-time student performance data on practice questions, the short subject tests, practice exams, and quizzes. Monitor student performance on assignments.</td>
</tr>
</tbody>
</table>

Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.

Discussion Groups and Flashcard Sets

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

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

*Note: You will not see any data within the various reports until School or District Test Coordinator enters the organizations’ data into the system.*

If a user with the District Test Coordinator role is also assigned the District Supervisor role, their user menu will allow access to Student Reports, Group Reports, School Reports, District Reports, and Real-Time Reports via the Administrative Dashboard.

*Note: District Test Coordinator accounts are typically also assigned the District Supervisor role by default.*

### User Menu Dashboards

The user menu for the District Test Coordinator view offers the following options:

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Role</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Admin</td>
<td>District Test Coordinator</td>
<td>• Access all schools within the district</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Manage groups within each school</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Load instructor(s) and student(s) within each school; impersonate a student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Create additional accounts with the role of school test coordinator and/or school supervisor</td>
</tr>
<tr>
<td>Administrative</td>
<td>District Supervisor</td>
<td>• Access student, group, school, district, and real-time reports views</td>
</tr>
<tr>
<td>Dashboard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Your Landing Page—District Admin Dashboard

When you log in as the District Test Coordinator, you land on the District Admin dashboard screen (found under your user menu), which contains a list of all schools within your district. Hovering your cursor (mouse) over the name of any school will enable the appearance of the Manage symbol. Selecting the Manage symbol (or the school name), and using the options from the navigation pane on the left, will allow you to review contracts and manage groups, students, instructors, and other school test coordinators for the selected school.

District Admin Dashboard Menu

The various administrative functions of the District Admin dashboard menu are shown below:

<table>
<thead>
<tr>
<th>Selecting...</th>
<th>Allows you to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts</td>
<td>• Track licenses (see “Contracts and License Tracking,” page 11)</td>
</tr>
</tbody>
</table>
| Groups       | • Create groups and assign instructor(s) and student(s) individually or in bulk via spreadsheet upload (*.csv)  
• Manage existing groups |
| Instructors  | • Create and manage instructor accounts individually or in bulk via spreadsheet upload (*.csv) |
| Students     | • Create student accounts individually or in bulk via spreadsheet upload (*.csv)  
• Manage existing student accounts  
• Impersonate a student |
| Admins       | • Create accounts with the role of school test coordinator and/or school supervisor |
Administrative Dashboard Menu

The various administrative functions of the District Admin dashboard menu are shown below:

<table>
<thead>
<tr>
<th>Selecting ...</th>
<th>Allows you to ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Reports</td>
<td>View all students loaded onto the platform within the district. View and export individual student usage data.</td>
</tr>
<tr>
<td>Group Reports</td>
<td>View and export data at the group level.</td>
</tr>
<tr>
<td>School Reports</td>
<td>View and export data at the school level.</td>
</tr>
<tr>
<td>District Reports</td>
<td>View and export data about your district(s).</td>
</tr>
</tbody>
</table>

*Note: You can also drill down to Group Report and School Report views in the District Reports option.*

| Real-Time Reports | View and export real-time student performance data on practice questions, the short subject tests, practice exams, and quizzes. |

*Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.*
When ACT Online Prep is purchased through a statewide agreement, State Test Coordinators are given reporting access to ACT Online Prep data for all districts, schools, groups, and students within their state. Detailed information for each type of report is covered in “Group, School, and District Reports,” page 47.

*Note: State Test Coordinators do not have the option to load/create students, instructors, or groups. State Test Coordinators will not be able to see any reporting data until students, instructors, and groups are set up in the program by the School or District Test Coordinator.*

### Your Landing Page—Administrative Dashboard

When you log in as a State Test Coordinator, your landing page is the Student Reports screen from the Administrative Dashboard. *Note: You can always return to this view by selecting Administrative Dashboard under your user menu.* Using the navigation pane on the left, you can view information on any students, groups, schools, and/or districts in your state.

<table>
<thead>
<tr>
<th>Selecting ...</th>
<th>Allows you to ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Dashboard</td>
<td>View all students loaded onto the platform within the state. View and export individual student usage data.</td>
</tr>
<tr>
<td>STUDENTS</td>
<td>View and export data at the group level.</td>
</tr>
<tr>
<td>Groups</td>
<td>View and export data at the school level.</td>
</tr>
<tr>
<td>Schools</td>
<td>View and export data about the district(s) in your state.</td>
</tr>
<tr>
<td>Districts</td>
<td>View and export real-time student performance data on practice questions, the short subject tests, and practice exams.</td>
</tr>
<tr>
<td>REAL-TIME REPORTS</td>
<td></td>
</tr>
</tbody>
</table>

*Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.*
Creating Students, Instructors, and Admins

School or District Test Coordinators can create user accounts for students, instructors, and admins via their corresponding Admin dashboard. Student and instructor accounts can be created individually (by entering the information on screen) or in bulk (by uploading spreadsheet data saved in a .csv file). Admin accounts, i.e., accounts with the role of school test coordinator and/or school supervisor, can only be created individually.

*Note: Students and Instructors will not be able to access the platform until after they have been loaded.*

To create an account, you will need the following information for each user:

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

When accounts are created, users receive an email that prompts him or her to activate his or her account via a web link. To ensure that you receive all important email messages regarding ACT Online Prep, please check your spam or junk folders and whitelist the following sites and IP addresses: @onlineprep.act.org, @act.org, 169.45.68.80/28, 169.45.87.192/27, 169.46.66.80/28, and 169.63.216.192/27.

*Note: For students without an email address, or with an email address that the student or implementing organization wishes to keep confidential, see “Creating Accounts for Students without an Email Address,” page 24.*

**Important Note on User Passwords**

When creating accounts, you can either create passwords for users or leave the password field blank. If you leave the password field blank, users will be prompted to create their own passwords during the account activation process. If you create user passwords, it is your responsibility to distribute login credentials to each user. For instances where a generic (mock/faux) email address is used, the password field is required and will need to be provided to the user.

**Important Note on Email Addresses**

The email address entered at account creation will serve as the student’s (instructor’s)
username when logging into the platform. Therefore, email addresses must be unique to each user account, regardless of whether a real or faux/mock email address is used.

Creating Accounts Individually—Student and Instructor
The same steps apply whether you are creating a student or an instructor account:
1. From the Admin dashboard menu on the left side of the screen:
   • Select **Students** to create a student account, or
   • Select **Instructors** to create an instructor account

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

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

3. Complete the fields to define the user properties by typing in the user’s name, email address, and password (optional).
Note: The contract selection for this account will automatically default to the current active contract. If more than one contract is active, a drop-down menu will be available to select the appropriate contract to be used.

4. Check the box related to the type of account you are creating:

- If you are creating a student account, ensure that the Course for ACT Online Prep box is checked.

- If you are creating an instructor account, select the role or roles from those listed and ensure that the Course for ACT Online Prep box is checked.
5. Select the Create button to create the account and return to the Students (Instructors) screen. The new user will now receive an activation email at the address you supplied.
Creating Accounts Individually—Admin

Complete the following steps to create an admin account with the role of school test coordinator and/or school supervisor:

1. From the Admin dashboard menu on the left side of the screen, select **Admins**.

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

3. Complete the fields to define the user properties by typing in the user’s name, email address, and password (optional).

4. Check the box in front of each role you wish the admin user to have.

   *Note: The school test coordinator role allows the user to create accounts and groups. The school supervisor role allows the user to run reports and create assignments. You may assign one or both to an admin account. (See “School Test Coordinator View,” page 10, for more information on these roles.)*

5. Select the **Create** button to create the account and return to the Admins screen. The new user will now receive an activation email at the address you supplied.
Creating Accounts in Bulk—Student and Instructor

To create student or instructor user accounts in bulk, with data from an Excel spreadsheet, take the following steps:

*Note: If you wish to create student or instructor accounts in bulk while also adding them to groups, follow the steps for “Creating Groups in Bulk,” page 30.*

1. From the School Admin dashboard menu on the left side of the screen:
   - Select **Students** to create student accounts, or
   - Select **Instructors** to create instructor accounts

2. On the Students (Instructors) screen, select the **New Students (New Instructors)** button, then choose **Upload Multiple** from the drop-down menu.

3. Follow the instructions on the screen to create a .csv file containing the appropriate data and formatting.
   a. Locate the following information for each student (instructor):

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>email</td>
<td>Yes</td>
<td>Real or mock/faux email address</td>
</tr>
<tr>
<td>name</td>
<td>Yes</td>
<td>First and last name</td>
</tr>
<tr>
<td>password</td>
<td>Optional</td>
<td>If a real email address is used: Leave blank. The user will receive an email with instructions for creating a password. If a mock/faux email address is used: This field is required. The admin must create and distribute the login credentials.</td>
</tr>
</tbody>
</table>

   b. Create a spreadsheet in Excel with three column headers: email, name, and password. **All three headings are required, in this order and in lowercase letters, even if you are leaving some information blank.** It should look like this:
c. Fill in each student’s (instructor’s) information below the headers (top row).

   Note: If you are using real email addresses, leave the password fields blank. Remember, if you are using mock/faux email addresses, the password field must be populated.

```
<table>
<thead>
<tr>
<th></th>
<th>email</th>
<th>name</th>
<th>password</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><a href="mailto:anna@abc123school.edu">anna@abc123school.edu</a></td>
<td>Anna Ford</td>
<td>pw12345</td>
</tr>
<tr>
<td>2</td>
<td><a href="mailto:charissamcmillan@abc123school.edu">charissamcmillan@abc123school.edu</a></td>
<td>Charissa McMillan</td>
<td>pw12345</td>
</tr>
<tr>
<td>3</td>
<td><a href="mailto:kim@abc123school.edu">kim@abc123school.edu</a></td>
<td>Kim Adams</td>
<td>pw12345</td>
</tr>
</tbody>
</table>
```

4. Save the spreadsheet to your desktop in a “CSV UTF-8 (Comma delimited) (*.csv)” format.

   Notes:
   - A maximum of 999 rows may be loaded in each .csv file. If you have more than 999 users, you will need to create more than one file.
   - By default, Excel saves spreadsheets in a .xls or .xlsx format. Make sure you save your data in the correct format.
   - CSV stands for Comma-Separated Values, meaning that the content of each data field is separated by a comma.

5. Back on the Upload Multiple screen, ensure that the Course for ACT Online Prep box is checked.

   Note: The contract selection for these accounts will automatically default to the current active contract. If more than one contract is active, a drop-down menu will be available to select the appropriate contract to be used.
6. Using the **Browse** button, search your desktop to locate the .csv file you created, select the file, then choose the **Upload** button to import the file.

![CSV File Import](image)

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

![Status Message](image)

New users, where a real email address was used, will receive an activation email. Login credentials will need to be provided to users where a mock/faux email address and password were included in the .csv file.

**Creating Accounts for Students without an Email Address**

The “Generate ACT Student Accounts” option within the platform allows you to create accounts for users without supplying a genuine email address. It generates a mock/faux name ("ACT Online Prep User"), a mock/faux @onlineprep.act.org email account (account login username), and a password for the user.

If this option is used, the student will not have the ability to change their email address, and their name will show as “ACT Online Prep User”; however, School and District Test Coordinators are able to edit the student name after the account is created and enter the student’s name.

*Note: The email address entered at account creation will serve as the student’s username when logging into the platform. Therefore, email addresses must be unique to each user account, regardless of whether a real or faux/mock email address is used.*

To use this option, take the following steps:

1. From the School Admin dashboard menu, select **Students**.

2. On the Students screen, select the **New Students** button, then choose **Generate ACT Student Accounts** from the drop-down menu.
3. On the Generate Account screen, follow the instructions presented to complete the prefix, count (i.e., number of generic student accounts to generate), and password fields, then select the **Generate** button.

![Generate Account Screen](image)

**Distributing Login Credentials to Students**

If a mock/faux email address was used to generate a student account, those login credentials will need to be provided to the user.

To obtain and distribute student login credentials:

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

![Download Student CSV](image)

2. Open or save the spreadsheet file when prompted.

3. Edit the spreadsheet:
   a. Delete columns C through G, while keeping columns A (name) and B (email).
   b. Delete all students except the ones you just created.
   c. In column A (name), replace any names entered as “ACT Online Prep User” with the actual names of the students to whom the login information will be given.
   d. Label the empty column C (password), then insert the password you just used to create the student accounts into the column C fields.

4. Provide the credentials to the student accordingly.
   - If your school is not part of a state contract: Distribute the login credentials as you see fit. A copy of the state contract template is included at the end of this guide as a potential reference (see “Appendix A: Email Template,” page 69).
• If your school is part of a state contract:
  a. Locate the *Accessing Online Prep: ACT Student template* (Word document) on your ACT documents and training website.
  b. Within the document, on the mailings tab, use the mail merge option to insert the spreadsheet data into the template fields.
  c. Once you have merged the information, print and distribute the completed document(s) to the student(s).

### Managing Existing User Accounts

After accounts have been created, School and District Test Coordinators have the ability to both view and edit student, instructor, and admin (School Test Coordinator) account information. In addition to general maintenance, this can be useful if someone forgets their password or needs to change the group(s) they are assigned to.

The Students, Instructors, and Admins screens display a list of the corresponding types of users that have been created for your school. Selecting the row for a particular account will provide additional details about the user account, as well as allow you to:

• View and edit the user’s name, email address, and password.
• Manage the groups to which a student or instructor is assigned.
• Assign a student or instructor to a new contract.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Access Status</th>
<th>Date Added</th>
<th>First Login Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Z</td>
<td><a href="mailto:primz@aco.org">primz@aco.org</a></td>
<td>Valid</td>
<td>09/20/2019</td>
<td>09/20/2019</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Student U PLM10</td>
<td><a href="mailto:pimu@aco.org">pimu@aco.org</a></td>
<td>Valid</td>
<td>10/10/2019</td>
<td>10/10/2019</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Student B PLM10</td>
<td><a href="mailto:pimb@aco.org">pimb@aco.org</a></td>
<td>Valid</td>
<td>09/18/2019</td>
<td>09/18/2019</td>
<td>12/31/2020</td>
</tr>
</tbody>
</table>
Creating Groups

School or District Test Coordinators can create groups via their corresponding Admin dashboard. Groups can be created individually (by entering the information on screen) or in bulk (by uploading spreadsheet data saved in a .csv file). Each student or instructor can be associated with multiple groups. Common uses for groups are to separate by grade level, homerooms, classroom assignments, or subject. For each group you will need to assign:

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

*Note: An instructor will not be able to access a student’s information unless he or she is assigned to the same group as that student.*

Creating Groups Individually

To create one group:

1. From the School Admin or District Admin dashboard menu, select **Groups**.

2. Select the **New Group** button, and then choose **New Group** from the drop-down menu.

*Note: Alternatively, you can use the “Create one!” link that is available when there are no existing groups for your school.*
3. On the Assign Name screen, type a unique name for the group and, if desired, enter a study plan date in the "Preset Study Plan Completion Date (Optional)" field, then select **Next**.

   **Notes:**
   - Study plan dates will carry over from the group to the associated student accounts, serving as a countdown on the calendar of his or her Study Plan screens.
   - Group names are case sensitive (e.g. “Juniors 2020” and “juniors 2020” are two different group names).

4. On the All Available Instructors tab of the Instructor Management screen, check the box next to the name(s) of the instructor(s) to assign, then select the **Add to Group** button.

   **Note:** You can also use the checkbox below the All Available Instructors tab heading to select or unselect all listed instructors.

   **Note:** If you wish to add an instructor not currently on the All Available Instructors tab, select the **New Instructors** button, then select either **Add Instructor** or **Upload Multiple** from the drop-down menu and follow the subsequent instructions (see “Creating Accounts in Bulk—Student and Instructor,” page 22). Once the new instructor has been added to the tab, you will need to complete step 4 to add the new instructor to the group.

   The assigned instructors now appear on the Instructors in Group tab. On this tab, you can check the box next to an instructor’s name and use the **Remove from Group** button to remove that instructor from the group, if needed.
5. When you are done assigning instructors to the new group—or if you want to skip instructor assignment now and add them later—select the **Next** button.

6. On the All Available Students tab of the Student Management screen, check the box next to the name(s) of the student(s) to assign, then select the Add to Group button.

   *Note: You can also use the checkbox below the All Available Students tab heading to select or unselect all listed students.*

   ![Image of Student Management screen with options to assign students to a group](image)

   *Note: If you wish to add a student not currently on the All Available Students tab, select the **New Students** button, then select either **Add Student** or **Upload Multiple** from the drop-down menu and follow the subsequent instructions (see “Creating Accounts in Bulk—Student and Instructor,” page 22). Once the new student has been added to the tab, you will need to complete step 6 to add the new student to the group.*

   The assigned students now appear on the Students in Group tab. On this tab, you can check the box next to a student’s name and use the **Remove from Group** button to remove that student from the group, if needed.

   ![Image of Students in Group tab](image)

7. When you are done, select the **Finish** button to return to the updated Groups screen.

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

   **IMPORTANT:** The group will not be created in the system until you select the **Finish** button.
Creating Groups in Bulk

Depending on the data you include in your spreadsheet, this option can be used to:

- Create new groups
- Upload new students/instructors
- Assign students/instructors to groups
- Import new students/instructors directly into existing groups
- Add existing users to existing groups
- Convert a student account into an instructor account, and vice versa

**IMPORTANT:** This bulk upload process cannot be used to change an existing user’s name, email address, or password. The import will fail if the name or email address of an existing user does not match the platform’s current information for that user.

To create groups in bulk, take the following steps:

1. From the School Admin or District Admin dashboard menu, select **Groups**.

2. Select the **New Group** button, and then choose **Upload Multiple** from the drop-down menu.
3. Follow the instructions on the screen to create a .csv file containing the appropriate data and formatting:

   a. Locate the following information for each user:

      | Field          | Required | Notes                                                                 |
      |----------------|----------|----------------------------------------------------------------------|
      | group_name     | Optional | If left blank, the user will be imported but not added to a group.    |
      | name           | Yes      | First and last name                                                  |
      | email          | Yes      | Real or mock/faux email address                                       |
      | password       | Optional | **If a real email address is used:** Leave blank. The user will receive an email with instructions for creating a password. **If a mock/faux email address is used:** This field is required. The admin must create and distribute the login information. |
      | user_type      | Yes      | Must be either “student” or “instructor” (all lowercase letters).     |

   b. Create a spreadsheet in Excel with five column headers: group_name, name, email, password, and user_type. **All five headers are required, in this order and in lowercase letters with underscores, even if you are leaving some information blank.** It should look like this:

   ![Spreadsheet example](image)

   c. Fill in each user’s information below the headers (top row).

   **Notes:**
   - **If an existing group name is entered into column A, users will be added to that existing group once the spreadsheet is uploaded. If the group does not exist, it will be created and users will be assigned to it once the spreadsheet is uploaded.**
   - **Group names are case sensitive (e.g. “Juniors 2020” and “juniors 2020” are two different group names).**
   - **If you are using real email addresses, leave the password fields blank. Remember, if you are using mock/faux email addresses, the password fields for those users must be populated.**
d. Save the spreadsheet to your desktop in a “CSV UTF-8 (Comma delimited) (*.csv)” format.

Notes:
- A maximum of 999 rows may be loaded in each .csv file. If you have more than 999 users, you will need to create more than one file.
- By default, Excel saves spreadsheets in a .xls or .xlsx format. Make sure you save your data in the correct format.
- CSV stands for Comma-Separated Values, meaning that the contents of each data field is separated by a comma.

5. Back on the Upload Multiple screen, ensure that the Course for ACT Online Prep box is checked.

Note: The contract selection for these accounts will automatically default to the current active contract. If more than one contract is active, a drop-down menu will be available to select the appropriate contract to be used.

6. Using the Browse button, search your desktop to locate the .csv file you created, select the file, then choose the Upload button to import the file.

7. A status message appears and you are returned to the Groups screen.

New users, where a real email address was used, will receive an activation email. Login credentials will need to be provided to users where a mock/faux email address and password were included in the .csv file.
Creating Assignments for Students

Instructors and School Test Coordinators have the ability to create assignments for students within their assigned school(s) or group(s), respectively. An assignment is a selection of tasks, with each task being comprised of a lesson, a practice question set, and/or a test. Students or groups can be added to an assignment either when an assignment is created or by editing an existing assignment. Instructors and School Test Coordinators can view only assignments that they have created.

Creating a New Assignment

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

2. On the Assignments screen, select the Create button.

   Note: On the Assignments screen, you will see a list of your previously created assignments. If you wish to instead edit or delete an existing assignment, see “Managing an Existing Assignment” for instructions.

3. Complete the fields on the Set Up screen, then assign individual students or entire groups to the assignment.
4. Select **Continue**.

5. Choose which tasks to associate with the assignment by selecting the plus (‘+’) sign next to each task, or dragging and dropping the task title to the New Assignment field.

```
Welcome to ACT Online Prep™
Short ACT English Test
Short ACT Reading Test
Short ACT Science Test
Understanding Your Score and Goal Setting
```

**Note:** The list of available tasks to choose from can be filtered by using the Filter Options tab above the list.

6. When you have finished choosing tasks, select the **Continue** button. A summary page will appear.

7. Review the assignment information for accuracy:
   - Select **Students** to review and edit the list of students set up to receive the assignment.
   - Select **Tasks** to review and edit the tasks that make up the assignment.
Once you have verified that everything is correct, select the **Assign** button and return to the Assignments screen.

![Assignments screen](image)

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

**Managing an Existing Assignment**

Instructors and School Test Coordinators can also access existing assignments by selecting Assignments from the Administrative Dashboard.

*Note: Users can only view, change, and/or delete assignments that they have created.*

To view summary information for an assignment, select Assignments from the Administrative Dashboard, then select the assignment name from the displayed list. From this screen, you can also change or delete the assignment.
To change the assignment:

Select the Edit button. You will go through the same screens that you used when you initially created the assignment (Set Up, Assign Tasks, and Confirm) in order to:

- Add or remove students(s), group(s), and/or instructor(s) associated with the assignment
- Add or remove tasks associated with the assignment

*Note: The course selection (“ACT Online Prep”) cannot be changed once an assignment is created.*

To delete the assignment: Select the Delete button, then OK on the pop-up confirmation window. You will be returned to your updated list of assignments.

---

**Reviewing Performance Data on Assignments**

Instructors and School Test Coordinators may view reporting data for the assignments they have created.

To view, select **Assignments** from your Administrative dashboard, select the specific assignment from the list, then:

- Select **Student Reports** to see the list of students associated with that assignment along with summary progress data.

- Select **Task Details** to see a list of all tasks within that assignment.
Note: Performance data on assignments is also included in Real-Time Reports, which can be viewed by School Test Coordinators, as well as Instructors in the same group as the student (see “Real-Time Reports,” page 43 for more information).

### Impersonating a Student

Test Coordinators and Instructors can also view the completed tasks of an individual student by using the **Impersonate** feature.

1. From the Administrative dashboard menu on the left side of the screen, select **Students**.
2. Select the individual student’s name from the list to view the individual student report.
3. At the top of the student report screen, select the **Impersonate** button to see the activities of a student more directly by viewing what the student views in the program.

4. Select **OK** in the dialogue box to confirm that you want to be logged in as the student. Or, select **Cancel** to return to the detail report screen.
5. On the screen explaining the Impersonation Mode, select the **Continue** button to proceed.

**IMPORTANT:** After selecting the Impersonate button, you are logged in as the student. While impersonating a student, be cautious not to provide responses to any tasks or assignments.

You are taken to the Student dashboard, as shown below. A black banner is displayed showing the name of the student that you are impersonating.
6. When you are finished impersonating a student account, select **the X to the left of the black banner message**. This will return you to your own account.

**Message Center**

Instructors and school test coordinators can create Banner and In-App messages for the students they oversee. This feature is available on the Administrative Dashboard under TOOLS.

**Banner Message**

A Banner Message is a dismissible message to be viewed by students in a specific group or by all students in groups that the user oversees and for a specified period. Banner messages can either be dismissed by the student or will no longer appear after the specified end date.

Creating a Banner Message

1. From the Administrative Dashboard menu on the left side of the screen select **Message Center**
2. Select **Create Banner Message**
3. Enter the text for the message
4. Select the dates the message will display
5. Select a specific group or **All** for all groups to receive the message
6. Select **Preview** to see a preview of the message
7. Select **Post** to post the message
8. Select **Send** to confirm the message should be displayed

**In-App Message**

An In-App message is a dismissible message sent to the ACT Online Prep inbox of an individual student or groups of students that the user oversees.

Creating an In-App Message

1. From the Administrative Dashboard menu on the left side of the screen select **Message Center**
2. Select **Create In-App Message**
3. Enter the title of the message in the Title field
4. Enter the text of the message in the Message field
5. Select **Recipients**
   - Use Search to send a message to a specific student or
   - Select **ALL** and then select specific student(s) or
   - Select one group and then select specific student(s)
6. Select **Send** button
7. Select **Send** button again as confirmation

Managing Messages

Users with the instructor role can manage their existing messages by selecting Message Center and then selecting Banner Message or In-App Message.

*Note: Users can only view messages that they have created.*
Student Reports

Using the Administrative Dashboard, Instructors, School, District and State Test Coordinators can view reporting data on students within their respective domains.

Note: Instructors may only run Student Reports for students in groups in which the instructor is also a member.

From the Administrative dashboard, under Analytics, select Students. A list of students is displayed, based on the user’s access role. This information is provided for each student:

- **Name:** The student’s first and last name
- **ID:** The ID automatically assigned when the student is loaded to the platform
- **Last Active:** The date the student was last active in the system
- **Progress:** The student’s percentage of total progress through ACT Online Prep material
- **Average Practice ACT Test Score:** The average of the student’s Composite score on the two full-length ACT practice exams; if only one practice exam has been taken, the score for that exam is displayed
- **Avg. Session Time:** The average time a student spends in the program each time he or she logs in
From the drop-down menu in the center of the page, you can select either All Courses or the current course, which is ACT Online Prep.

*Note: Student accounts that were created after 8/8/2019 will only have activity in and access to the ACT Online Prep course. You may see the old course ACT Online Prep 2018–2019 listed if you have some students who have had access for multiple years.*

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

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

*Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.*

**Individual Student Reports**

On the Students dashboard screen, select a student from the list to see a detailed report for the student.

**Overview Section**

At the top of the screen is an overview section, as shown below.

From this screen you may select the Impersonate button to view the course from the student’s perspective.

**IMPORTANT:** After selecting the Impersonate button, you are logged in as the student. While impersonating a student, be cautious not to provide responses to any tasks or assignments.
Displayed at the top of the screen is the student name, student ID number, school name, any groups in which the student is a member, and the course(s) to which the student has access.

The Student Overall Session Summary section displays:

- **Last Active**: The most recent date the student was active in the course
- **Total Time Spent**: The amount of time the student has spent logged in
- **Avg. Progress**: The percentage of total progress through ACT Online Prep material
- **Avg. Practice%**: The percentage of practice questions answered correctly
- **Avg. Exam%**: The percentage of ACT Practice Exam questions answered correctly
- **Avg. Session Time**: The average time a student spends in the program each time he or she logs in

*Note: If the student has been active in two courses, the data shown has been averaged between them.*

The Courses Breakdown Summary section displays, for each course the student has been part of:

- **Last Active**: The most recent date the student was active in the course
- **Student Status**: The student’s percentile ranking among all ACT Online Prep users
- **Progress**: The percentage of total progress through ACT Online Prep material
- **Avg. Practice%**: The percentage of practice questions answered correctly
- **Avg. Exam%**: The percentage of ACT Practice Exam questions answered correctly

*Note: Student accounts that were created after 8/8/2019 will only have activity in and access to the ACT Online Prep course.*

Select the Analyze button for a deeper dive into the selected course.
The same background information on the student is displayed at the top of the screen. A graphical overview of the student’s use of the selected ACT Online Prep course features their overall progress through the course, status relative to other students using the course, and average practice ACT Composite score. If the student has only taken one ACT Practice Exam, then the score for that exam is displayed.

Also provided are their most recent scores for the four short subject tests, scores for the ACT Practice Exams by subject area, the last date student has been active in the selected course, and the total time the student has spent in the selected course.

**Strengths and Weaknesses Section**

Scroll down to see a specific breakdown of student progress in the four subjects (English, math, reading, and science) and categories, as shown below:

![Image of Strengths & Weaknesses](image)

*Note: Students see this same information while logged into their own accounts.*

The system provides ratings performance on subjects and categories as the student completes testing content in ACT Online Prep. These strengths and weaknesses are determined by the platform’s adaptive engine, and are not fixed; ratings update based on the platform’s measurements of the student’s skill level, the student’s proficiency in the specific category, as well as the difficulty of the items they are answering. The possible ratings are shown below:

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

**Exporting the Report**

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

**Details Section**

At the bottom of the screen, a details section provides statistics related to specific activities of the student’s account. By default, you see the Lessons tab, as shown below.
Other tabs include Flashcards, Practice, and Exams.

- The Lessons and Flashcards tabs display the “Confidence Levels” the student has marked for specific sections of material.
- The Practice and Exams tabs display statistics for the amount of test questions the student has answered, how much time they have spent on the platform, and the percentage of questions they have correctly answered.

Real-Time Reports

As the title indicates Real-Time Reports provide real-time data on student performance on practice questions, short topic tests, full length practice exams, quizzes, and assignments.

Note: Only instructors and school test coordinators can see data on assignments.

From the Administrative Dashboard, under Real-Time, select Real-Time Reports. Based on their roles, Instructors, School, District and State Test Coordinators will be able to view Real-Time Reports for students within their school, district, or state, respectively. A Real-Time Report displays a list of students, including:

- **Name**: The student’s first and last name
- **ID**: The ID automatically assigned when the student is loaded to the platform
- **Email**: The student’s email address
- **Institution**: The name of the school the student attends
- **Created At**: The date the student account was created
- **Last Active**: The most recent date the student was active in the course

Use the search function to find a specific student. Arrow keys may be used to filter by column headings.
Select a specific student to view up-to-date performance data. From this screen you may select the Impersonate button to view the course from the student’s perspective.

**IMPORTANT: After selecting the Impersonate button, you are logged in as the student. While impersonating a student, be cautious not to provide responses to any tasks or assignments.**

Displayed at the top of the screen is the student name, student ID number, school name, any groups in which the student is a member, and the course(s) to which the student has access.

*Note: Student accounts that were created after 8/8/2019 will only have activity in and access to the ACT Online Prep course.*

Scrolling down the screen brings up course performance data, including a student’s last active date, the total time they have spent on the platform, and the number of Study Tasks they have completed of the total number of Study Tasks they have been assigned.
The practice section displays student information on the practice question categories including the total time spent answering questions in the category, the percentage of correctly answered questions, and the number of questions answered out of the total number of questions in the category.

The Tests section displays student information on the four short subject tests, the full-length ACT Practice Exams, and supplemental quizzes, and includes the student’s scores and associated testing statistics.

The Assignments Breakdown Summary section displays a list of all assignments the student is associated with, provides information on their progress in each one. Only instructors and
The performance data on the Practice section can be exported as a .csv file by selecting the Export button and then selecting Export Practice from the drop down menu. The performance data on the Tests section can be exported as a .csv file by selecting the Export button and then selecting Export Tests from the drop down menu. The Assignment Breakdown Summary information is only displayed and cannot be exported.
Group Reports

Now, let’s look at the Group Reports. From the Administrative Dashboard, under Analytics, select the Groups option. Based on their roles, Instructors, School, District and State Test Coordinators will be able to view reporting data on groups within their school, district, or state, respectively.

*Note: Instructors may only run Group Reports for students in groups in which the instructor is also a member.*
A list of groups is displayed. From the drop-down menu in the center of the page, you can select either All Courses or the current course, which is ACT Online Prep.

*Note: Student accounts that were created after 8/8/2019 will only have activity in and access to the ACT Online Prep course.*

The following columns of information are provided:

- **Name:** The name of the group
- **# of instructors:** The number of instructors assigned to the group  
  *Note: There can be multiple instructors assigned to one group.*
- **# of students:** The number of students assigned to the group
- **Last Active:** The most recent date a student in the group was active in the course
- **Avg. Progress:** The percentage of total progress through the course made by the students in the group
- **Average Practice ACT Test Score:** The average of the students in the group’s composite scores on the two full-length practice exams
- **Avg. Session Time:** The average time the students of the group have spent in the course each time he or she logs in

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

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

*Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.*

The Group Report

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

**Overview Section**

Displayed at the top of the screen is the group name, school name, and the course or courses to which the group has access.
The Group Overall Session Summary section displays:

- **Total Active Students**: The number of active students in the group
- **Total Time Spent**: The amount of time the students of the group have spent logged in
- **Avg. Progress%**: The average percentage of total progress through the course made by all students in the group
- **Avg. Practice%**: The average percentage of practice questions answered correctly by all students in the group
- **Avg. Exam%**: The average percentage of ACT Practice Exam questions answered correctly by all students in the group

The Courses Breakdown Summary section displays, for each course the group has been part of:

- **Enrolled Active Students**: The number of active students in the group
- **Avg. Session Time**: The average time a student in the group spends in the program each time he or she logs in
- **Avg. Progress%**: The average percentage of total progress through the course made by all students in the group
- **Avg. Practice%**: The average percentage of practice questions answered correctly by all students in the group
- **Avg. Exam%**: The average percentage of ACT Practice Exam questions answered correctly by all students in the group. Select the Analyze button for a deeper dive into the selected course.
The same background information on the group is displayed at the top of the screen. A graphical overview of the group's use of the selected ACT Online Prep course features their overall progress through the course and the average of the students in the group's composite scores on the two full-length practice exams.

Also provided are the average scores for student's in the group for each of the multiple choice subject areas on the practice exams, the last date a student in the group has been active in the selected course, and the total time spent by all students in the group in the selected course.

Strengths and Weaknesses Section
Scroll down farther to see a specific breakdown of average group progress in the subjects (English, math, reading, and science) and corresponding categories, as shown below.
Similar to the ratings for students, group ratings are provided by the system for subjects and categories as students in the group complete testing content in ACT Online Prep. See Student Reports, in this section, for the possible ratings.

At the bottom of the screen, you’ll find a Details section. Here you can see more specific information about this group’s collective performance throughout this course including the lessons and questions they find most difficult. There are five tabs: Students, Lessons, Practice, Exams and Flashcards.

The Students tab displays a list of students in the group. Use the Search and column sort ( coli) options to display the information you want to see in the list. The following columns of course performance information are provided for each student:

• **Name:** The student’s first and last name
• **ID:** The ID automatically assigned when the student is loaded to the platform
• **Last Active:** The most recent date the student was active in the course
• **Progress:** The student’s percentage of total progress through ACT Online Prep material
• **Average Practice ACT Test Score:** The student’s Composite score; if only one practice exam has been taken, the score for that exam is displayed
• **Avg. Session Time:** The average time a student spends in the program each time he or she logs in

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

• The Lesson tab displays the lessons with the lowest student-reported confidence levels
• The Practice and Exam tabs show the “5 Hardest Practice Questions per Category” and “5 Hardest Exam Questions per Exam” for students in the group, according to the percentage of correct answers. Select a category or exam to view the contents of each of the questions in that category/exam most often answered incorrectly.
• The Flashcards tab indicates which flashcards have the lowest student-reported confidence levels by students in the group. Select a Flashcard category from the drop-down list and the flashcards with the lowest ratings are displayed.

Both the items that have been flagged with a low confidence level by students and the questions most often answered incorrectly can help Instructors identify course material they may want to revisit with their students.

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

**School Reports**

Based on their roles, School, District and State Test Coordinators will be able to view reporting data on a single school, all schools within the district, or all schools within the state, respectively.

*Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.*

Upon login, State Test Coordinators land directly on the Administrative Dashboard. School and District Test Coordinators will need to select the Administrative Dashboard from their user menu, then select the Schools option to get to the School Listing screen. Here, School Test Coordinators will only see their school, District Test Coordinators will see all schools in their district and State Test Coordinators will see all schools in their state.

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

- **Name:** The name of the school
- **# of groups:** The number of groups associated with the school
- **# of students:** The number of student accounts associated with that school
- **Avg. Progress:** The percentage of total progress through the course by all students in the school
- **Average Practice ACT Test Score:** The average practice ACT Composite score achieved by all students in the school
- **Avg. Session Time:** The average time the students of the school have spent in the course each time he or she logs in

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

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

On the School Listing screen, select a school from the list to see a detailed report for the school.

Overview Section

Displayed at the top of the screen is an overview of aggregate data for all students at the school.

The same background information on the school is displayed at the top of the screen. A graphical overview of the school's use of the selected ACT Online Prep course features their overall progress through the course and the average of the students in the school's composite scores on the two full-length practice exams.

Also provided are the average scores for student's in school for each of the multiple choice subject areas on the practice exams, the total number of groups in the schools, the total number of active students in the school, the total number of students in the schools, the last date a student in the school has been active in the selected course, and the total time spent by all students in the school in the selected course.

This information can be exported as a .pdf.

Scroll down below the aggregate data to view a list of all groups associated with the school.
From the drop-down menu in the center of the page, you can select either All Courses or the current course, which is ACT Online Prep. Groups associated with each course will be displayed.

The following columns of information are provided:

- **Name**: The name of the group
- **# of instructors**: The number of instructors assigned to the group
  
  *Note: There can be multiple instructors assigned to one group.*
- **# of students**: The number of students assigned to the group
- **Last Active**: The most recent date a student in the group was active in the course
- **Avg. Progress**: The percentage of total progress through the course made by the students in the group
- **Average Practice ACT Test Score**: The average practice ACT Composite score achieved by students in the group
- **Avg. Session Time**: The average time the students of the group have spent in the course

Selecting a specific group here will take you the Group Reports tab under Analytics.

*Note: You can also access Student Reports or Group Reports by selecting the Students or Groups option directly from the Administrative Dashboard.*

### District Reports

District Reports are available from the Administrative Dashboard, under Analytics. Based on their roles, District and State Test Coordinators will be able to view reporting data on a single district or all districts within the state, respectively.

*Note: All reporting data under ANALYTICS is updated twice daily; a timestamp in the upper-right portion of this screen displays the date and time of last update.*

Upon login, State Test Coordinators land directly on the Administrative Dashboard. District Test Coordinators will need to select the Administrative Dashboard from their user menu, then select the **Districts** option to get to the District Reports screen.
The following information is displayed for each district:

- **District Name**
- **# of schools**
- **# of students**
- **# of instructors**

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

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

**The District Report**

On the District Reports screen, select a district to see a report that provides information and performance data for students across the district, as shown below.
The District Overview provides the number of schools, number of students, and the number of instructors associated with the district. Below this, the individual schools in the district are listed with the following information:

- **Name:** The name of the school
- **# of instructors:** The number of instructors assigned to the school
- **# of students:** The number of students assigned to the school
- **Avg. Progress:** The percentage of total progress through the course made by the students in the school
- **Average Practice ACT Test Score:** The average practice ACT Composite score achieved by students in the school
- **Avg. Session Time:** The average time the students of the school have spent in the course

From the drop-down menu in the center of the page, you can select either All Courses or the current course, which is ACT Online Prep.

*Note: Student accounts that were created after 8/8/2019 will only have activity in and access to the ACT Online Prep course.*

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

*Note: You cannot export this report view.*

By selecting the title of a school from the list, you can drill down to a School Report for a particular school and a Group Report for students in a group at that school.

*Note: You can also access Student Reports, Group Reports, or School Reports by selecting the Students, Groups, or Schools option directly from the Administrative dashboard.*
ACT Online Prep course content is organized into 16 Study Plan Steps, starting with the most-tested (foundational) materials on the ACT and ending with the least-tested (advanced) materials on the ACT. Each Study Plan Step includes lessons and practice question sets for each of the four subject areas: English, math, reading, and science.

After an introduction to the platform and course, the students take the four short subject tests to calculate a Composite score. Based on both the Composite score and the student’s available time to study (1 week, 2 weeks, 1 month, 2 months, or 4 months), the student can use the Study Schedule, which guides them to do either a quick review or an in-depth study of the tasks associated with each step. An example of a 2-month schedule is shown below:

Note: The ACT Study Schedule is first introduced to students during the How to Use This Course lesson, and is always available to students by selecting the Support icon.

When a student first logs into ACT Online Prep, a tutorial is initiated. This tutorial guides to the student to select a “deadline” date (either a test date or a date by which student wishes to complete the course), displays the parts of the platform, and ends with the “Welcome to ACT Online Prep” introductory lesson and video.

On subsequent logins, students always land on the Study Plan screen.
The components of the Study Plan screen are:

- The **Student Dashboard** (the menu on the left) is used to navigate the platform. Selecting Study Plan from the Student dashboard brings the student back to this view.
- The **countdown calendar** shows the date and number of days remaining until the student-input deadline date, upon which they intend to either take the test or finish the course.
- The **user menu** (the person icon) is used to change the student's password and sign out of the course.
- The **Assignment tab** of the Study Plan navigation menu displays assignments that have been created for the student. Selecting the Structured Plan tab takes the student back to the Study Plan view.
- The **Continue** button takes the student to the next Study Plan Step task. The names of both the Study Plan Step and task are indicated.
- The **Progress drop-down menus** detail the student's progress toward both daily goals and entire course completion.

Selecting the **Support** or **Info** icon provides the student with additional assistance and information.

Now, let's look at the tabs on the Navigation Menu.

**Study Plan Navigation Menu**

Each time students access, ACT Online Prep they land on the Study Plan screen. From here, they can quickly see details of their progress through the course and can access other parts of the program using the Student Dashboard on the left.
The Study Plan allows students to follow a structured path through the course. Students may work through assignments (groups of tasks) created by an Instructor or School Test Coordinator or choose dashboard options to review flashcards, play a game, or go through a selected lesson, set of practice questions, or test.

**Study Plan—Structured Plan**

The Structured Plan guides the student through the entire course content in the prescribed order of the 16 Study Plan Steps. The student simply selects the blue Continue button to move on to the next task.

Scrolling down, the student may view all of the Study Plan Steps and choose to complete tasks out of order. Selecting the down arrow next to a step title expands the view to show all tasks within the step, while selecting the up arrow collapses the content back to just the step title.

<table>
<thead>
<tr>
<th>Study Plan Step 2</th>
<th>15 Tasks</th>
<th>151 Knowledge Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English:</strong> Elements of Strong Writing</td>
<td>2 Knowledge Points</td>
<td><img src="https://example.com/rating" alt="Rating" /></td>
</tr>
<tr>
<td><strong>English:</strong> Answer As You Read</td>
<td>1 Knowledge Point</td>
<td><img src="https://example.com/rating" alt="Rating" /></td>
</tr>
<tr>
<td><strong>English:</strong> Subject/Verb Agreement Review Practice Questions</td>
<td>20 Knowledge Points</td>
<td><img src="https://example.com/rating" alt="Rating" /></td>
</tr>
<tr>
<td><strong>English:</strong> Periods, Question Marks, and Exclamation Points</td>
<td>1 Knowledge Point</td>
<td><img src="https://example.com/rating" alt="Rating" /></td>
</tr>
<tr>
<td><strong>English:</strong> Comma Rules</td>
<td>7 Knowledge Points</td>
<td><img src="https://example.com/rating" alt="Rating" /></td>
</tr>
</tbody>
</table>
Study Plan—Assignment
Instructors and School Test Coordinators may assign specific tasks (lessons, sets of practice questions, and/or tests) to students within their assigned group or school, respectively. Students may have multiple assignments. Selecting a specific assignment displays the tasks associated with the assignment as well as the progress the student has made towards completing the assignment. A green circle with a check mark shows that the task has been completed, a blue circle with an overlapping yellow circle shows that the task has been started, and a solid blue circle indicates that the task has not been started. Instructors and School Test Coordinators can monitor student progress and performance through the Assignments option on the Administrative Dashboard.

My Stats
My Stats provides the student with an at-a-glance view of their ACT Online Prep course status. A calendar with the number of days remaining until the student’s deadline date, a knowledge goal for the day, and the percentage of progress through the Study Plan are displayed at the top. There are three percentile ranks demonstrating the student’s performance: a rank comparing the overall performance of the student to all other students taking the course and the student’s average percentage of correct answers to practice questions and to tests. If the student has taken a full length ACT Practice Exam, predicted scores are displayed. The student’s Strengths and Weaknesses are shown, broken down by subject and category (see “Strengths and Weaknesses Section,” page 42, for more information on this display). By selecting the blue Continue button, the student is taken to the next uncompleted task in their Study Plan.
Practice Questions

The Practice Questions tab of the Practice Questions screen shows statistics related to a student’s progress. Summary data is displayed at the top that includes:

- Percentage of progress towards total completion
- Percentage of correctly answered questions
- Total number of questions answered
- Average amount of time spent answering a question, broken down into:
  - Average time spent on a correctly answered question
  - Average time spent on an incorrectly answered question.

Below the statistics is a list of all practice question categories next to the student’s number of complete and correct answers submitted for each.

To review, select a set of practice questions from the list displayed. The questions can be filtered by confidence level, bookmark, difficulty and correctness. The student can review individual questions along with his or her answers (with indication of whether or not they were correct) and a solution. Students also have the option reset all practice questions.

The other tabs of the Practice Questions screen allow students to review any self-reported confidence levels and any notes and/or bookmarks they have created.

Practice Tests

Included within ACT Online Prep are four short subject tests (for English, math, reading, and science) as well as two full-length ACT Practice Exams and two optional quizzes. Students can check their progress by navigating to the dashboard of the Practice Tests screen.
Summary data is displayed at the top, including the student’s percentage of progress towards completion. This percentage is based on the total number of questions on tests, the student’s percentage of taken tests from the total number of tests, percentage of correctly answered questions from the total number answered, the average time the student spends answering all questions, each correctly answered question, and each incorrectly answered question.

A list of all tests is displayed along with data for each test: the total number of questions, the percentage and number of correctly answers questions, and whether the test has been completed. Selecting a specific test provides additional performance data.

To review, select a practice test from the list displayed. The questions can be filtered by confidence level, bookmark, difficulty and correctness. The student can review individual questions along with his or her previous answer (with indication of whether or not they were correct) and a solution. Students also have the option reset all practice tests.

As with Practice Questions, the other tabs of the Practice Tests screen allow students to review any self-reported confidence levels and any notes and/or bookmarks they have created. There are some additional navigation tools included with tests that are explained at the beginning of the test.
While reviewing results of any test, a link to the College and Career Readiness Standards can be found on the top-right portion of the screen. Selecting this link displays a predicted Score Range for the selected test, based on his or her practice results, along with details on the standards.

Writing Tests
In the Writing Tests module, the student is presented with a prompt and a text box to type in an essay. There are two writing prompts covered under Writing Tests.
To help the student monitor his or her writing time, a timer begins counting upward from zero as soon as the student selects the Start button.

After submitting the essay, the student will receive a score within 24 hours. Please note that each writing prompt can only be attempted once; the writing prompts cannot be reset in the way practice questions and practice tests can.

Lessons

From the Student Dashboard, select Lessons, then Table of Contents to display all of the course's lesson content, broken down into categories and topics.
Selecting “+” (plus sign) on a category expands the view to show every topic associated with that category. Students may review any self-reported confidence levels, notes, bookmarks, or student-highlighted text in any lesson.

**Filter** allows a student to narrow down lesson content by using the displayed parameters.

**Flashcards**

Students can access flashcards for every ACT subject (English, math, reading and science).

Upon flipping a flashcard, the correct definition is shown and the student may mark whether or not they knew the definition, helping them keep track of items that may need future review.
Filter allows a student to narrow down to flashcards for a specific category. There are also tools to move between flashcards, randomize the order of the flashcards, and change to an adaptive mode for the presentation of the flashcards.

Game Center
The Game Center contains are five games that use the course flashcards to review English, math, reading, and/or science content. The dashboard displays personal high score, rank, and a comparative Leaderboard. Tabs along the top of the Game Center screen contain information screens detailing the object of each game along with its instructions.

Discussions
Students may participate in discussions around course content.

Search
The Search function allows students to search across all lesson, practice question, and flashcard content for a word or phrase, such as "Algebra." Search criteria can be filtered by content area. Search results are presented as links so that students may go directly to any task displayed.
Additional Features

Highlights
The highlights feature is an accessibility tool that enables students to highlight text within a lesson for future review. The student selects the text to be highlighted and then selects the highlight tool to highlight the selected text in yellow. Highlighted text can be removed by selecting the highlighted text and then selecting the eraser. Students can review all text that they have highlighted across all lessons in the course by selecting Highlights at the top of the Lessons screen. Selecting the eye icon allows the student to go to the lesson that contains the highlighted text. Selecting the trash can icon removes the highlighting from the text.

Bookmark and Notes
The bookmark and notes tools are available when students are working through a lesson, during practice question review, and test question review. Students select the bookmark icon to mark material for future review and/or select the note icon to write a note for future review.

Answer Eliminator
When answering a multiple-choice practice or test question, a student can use the Answer Eliminator tool to mark any of the answers thought to be incorrect by selecting the “X” next to each of the answer boxes.

A message is displayed, for example: “I don’t think it is D”. Thus, “eliminating” the answer from consideration as the correct response.

The learner selects the “X” again to make the answer box available.

When the learner selects an answer box to submit, it turns gray and the learner then selects the Confirm button to submit their response.
Frequently Asked Questions

This section covers a few additional questions you might have about using ACT Online Prep.

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

Make sure that you (with the District Test Coordinator or State Test Coordinator role) have added them to the platform, that their email address is correct, and that they are using the correct password. If a mock/faux email address was used, confirm the spelling for each item being entered by the user.

**I tried to upload multiple users through a .csv, but it didn’t work. What can I do?**

The most common issue that test coordinators run into when uploading a .csv file for multiple students or instructors is that they fail to format it properly. A notification email will be sent that contains the file errors found. Please make sure that the headers are listed exactly as instructed: email, name, and password (all lowercase letters and in the correct order). Otherwise, the file will not be processed correctly. Any other additional information (school name, group #, etc.) should not be included.

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

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

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

Google Chrome is the preferred browser for all users of the ACT Online Prep platform. However, the most current versions of Internet Explorer, Safari, and Firefox are also supported.

**Are there any other materials to help me use this program?**

You can also access the ACT Online Prep (AOP) Training Toolkit (success.act.org/s/article/ACT-Online-Prep-Training-Toolkit) to view support materials, including this user guide, the Teacher Implementation Guide, and short training videos by topic.

**My student exited from the “Welcome to ACT Online Prep” tutorial. What should I tell them to do?**

Instruct the student to select the Support Icon on their Student Dashboard menu, then select either the “How do I get started?” or “How do I use the Course Dashboard?” article.
## Accessing ACT Online Prep

**Dear [FIRST NAME],**

Your state, district, or school has provided you with access to ACT® Online Prep (AOP)! You will find this a very useful online resource to prepare you to take the ACT® test.

You’re already preparing to take the ACT with what you're learning in school—but additional practice can help you do your best. AOP helps you:

| ✓ Get ready | It’s a great way to prepare for the ACT, especially since it’s built by the ACT test makers themselves. |
| ✓ Get comfortable | The practice questions and tests are taken from previous ACT tests, which helps you get used to the format and avoid surprises on test day. |
| ✓ Get confident | As you see your scores and percentages change with each completed lesson and practice session, you’ll know you’re getting the hang of it. |
| ✓ Go mobile | A free AOP mobile app is available for when you’re on the go! |

**AOP Login Credentials**

Below are the AOP login credentials chosen by your school official. Keep these login credentials.

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

**Sign in to Your Account**

From an internet browser, take the following steps to sign in and get started:

2. Select the **Sign In** button.
3. Enter the **Email** address.
4. Enter the **Password**.
5. Select the **Sign In** button.

**Tips for Getting Started with AOP**

- Follow the on-screen **Setup** instructions and watch the welcome video.
- Use the **Study Plan** to work through the course content.
- You may change your password at any time by accessing the **User Portal** menu.
Appendix B: Study Plan

Course Outline

Getting Started (8 tasks)
- Welcome to ACT Online Prep
- Short ACT English Test
- Short ACT Math Test
- Short ACT Reading Test
- Short ACT Science Test
- Understanding Your Score and Goal Setting
- ACT Basics and General Strategies
- Your Personalized Study Plan

Study Plan: Step 1 (17 tasks)
- English: Introduction to the ACT English Test
- English: Subject/Verb Agreement
- English: Subject/Verb Agreement Practice Questions
- Math: Introduction to the ACT Math Test
- Math: The Questions Get Harder
- Math: Read the Questions Carefully
- Math: Answer the Question They Ask You
- Math: Integers
- Math: Integers Practice Questions
- Math: Real Numbers
- Math: Decimals
- Math: Fractions
- Math: Fractions Practice Questions
- Reading: Introduction to the ACT Reading Test
- Reading: Timing
- Science: Introduction to the ACT Science Test
- Science: Start with the Questions

Study Plan: Step 2 (15 Tasks)
- English: Elements of Strong Writing
- English: Answer as You Read
- English: Subject/Verb Agreement Review Practice Questions
- English: Periods, Question Marks, and Exclamation Marks
- English: Comma Rules
- English: Comma Rules Practice Questions
- Math: Vocabulary
- Math: Vocabulary Practice Questions
- Math: Basic Operations and PEMDAS
- Math: Basic Operations and PEMDAS Practice Questions
APPENDIX B: STUDY PLAN COURSE OUTLINE

- Reading: Skim the Passage
- Science: Experimental Design
- Science: Experimental Design Practice Questions

**Study Plan: Step 3 (20 Tasks)**
- English: Beware: Some Options Introduce New Mistakes
- English: Common Comma Mistakes
- English: Common Comma Mistakes Practice Questions
- English: Semicolons
- English: Semicolons Practice Questions
- English: Colons
- English: Colons Practice Questions
- English: Semicolons and Colons Practice Questions
- Math: Exponents
- Math: Exponents Practice Questions
- Math: (Roots) Radicals and Rational Expressions
- Math: (Roots) Radicals and Rational Expressions Practice Questions
- Math: Factors and Multiples
- Math: Factors and Multiples Practice Questions
- Math: Ratios, Proportions, and Percents
- Math: Ratios, Proportions, and Percents Practice Questions
- Math: Think Before Computing—Logic First, Calculator Last
- Reading: Read and Answer the Questions
- Science: How to Read Science Graphs, Charts, and Diagrams
- Science: How to Read Science Graphs, Charts, and Diagrams Practice Questions

**Study Plan: Step 4 (15 Tasks)**
- English: Transition Words and Phrases
- English: Transition Words and Phrases Practice Questions
- English: Sentence Fragments
- English: Sentence Fragments Practice Questions
- English: Comma Review Practice Questions
- English: Verbs and Verb Forms Review Practice Questions
- Math: (Modeling) Arithmetic Word Problems in Settings
- Math: (Modeling) Arithmetic Word Problems in Settings Practice Questions
- Math: Applying Ratios, Proportions, and Percents
- Math: Simplify the Question
- Reading: Let the Question Stems Help You
- Science: Notice Data Trends
- Science: Notice Data Trends Practice Questions
- Writing: Introduction to the ACT (Optional) Writing Test
- Writing: How to Prepare

**Study Plan: Step 5 (19 Tasks)**
- English: Noun and Pronoun Forms
- English: Noun and Pronoun Case
- English: Noun and Pronoun Agreement
- English: Misleading and Ambiguous Pronouns
• English: Noun and Pronoun Practice Questions
• English: Commonly Misused Words
• English: Commonly Misused Words Practice Questions
• Math: The (x,y) Coordinate Plane
• Math: The (x,y) Coordinate Plane Practice Questions
• Math: Domain and Range
• Math: Number Line Graphs
• Math: Number Line Graphs Practice Questions
• Math: Equation of a Line
• Math: Equation of a Line Practice Questions
• Reading: Paraphrase Question Stems
• Science: How to Read Science Graphs, Charts, and Diagrams Review Practice Questions
• Science: Interpretation of Data
• Science: Interpretation of Data Practice Questions
• Writing: How to Score the Writing Test

Study Plan: Step 6 (16 Tasks)
• English: Understand the Question and Option Choices
• English: Verbs and Verb Forms Review Practice Questions 2
• Math: Use Process of Elimination
• Math: Check the Choices
• Math: Ratios, Proportions, and Percents Review Practice Questions
• Math: Angles
• Math: Angles Practice Questions
• Math: Linear Equations with One Variable
• Math: Linear Equations with One Variable Practice Questions
• Math: Target the Unknown
• Reading: How to Read for the Main Idea
• Reading: How to Read for the Main Idea Practice Questions
• Science: Connect the Questions to the Passage
• Science: Notice Data Trends Review Practice Questions
• Science: Experimental Design Review Practice Questions
• Writing: Essay Writing Techniques

Study Plan: Step 7 (18 Tasks)
• English: Run-On Sentences
• English: Run-On Sentences Practice Questions
• English: Subject/Verb Agreement Review Practice Questions 2
• English: Sentence Fragments Review Practice Questions
• English: Misplaced Modifiers
• English: Misplaced Modifiers Practice Questions
• English: Comma Review Practice Questions 2
• Math: Probability
• Math: Probability Practice Questions
• Math: Systems of Equations
• Math: Systems of Equations Practice Questions
• Math: Triangles
• Math: Triangles Practice Questions
Study Plan: Step 8 (12 Tasks)
- English: Choosing Appropriate Language: Avoiding Ambiguity
- English: Choosing Appropriate Language: Recognizing Tone
- English: Choosing Appropriate Language Practice Questions
- English: Semicolons and Colons Review Practice Questions
- English: Misplaced Modifiers Review Practice Questions
- Math: Circles
- Math: Circles Practice Questions
- Math: Perimeter, Area, Volume, and Surface Area
- Math: Perimeter, Area, Volume, and Surface Area Practice Questions
- Math: Draw Pictures
- Reading: Finding the Main Idea—Identify Topic and Scope
- Science: The Scientific Method

Full ACT Test 1 with Scoring (2 Tasks)
- Test 1 Introduction
- Full ACT Test 1 with Scoring

Study Plan: Step 9 (15 Tasks)
- English: Verbs and Verb Tenses
- English: Verbals and Parallel Verb Forms
- English: Verbs and Verb Forms Review Practice Questions 3
- English: Nouns and Pronouns Review Practice Questions
- Math: Data Representation
- Math: Data Representation Practice Questions
- Math: Functions
- Math: Functions Practice Questions
- Math: Equation of a Line Review Practice Questions
- Reading: Author’s Voice and Method
- Reading: Author’s Voice and Method Practice Questions
- Science: Changing Information, Changing Results
- Science: Changing Information, Changing Results Practice Questions
- Writing: Too General
- Writing: Too Emotional, Opinionated, and Personal

Study Plan: Step 10 (19 Tasks)
- English: Parentheses and Dashes
- English: Parentheses and Dashes Practice Questions
- English: Run-On Sentences Review Practice Questions
- English: Apostrophes
- English: Apostrophes Practice Questions
- English: Transition Words and Phrases Review Practice Questions
- Math: Polynomial Operations and Factoring Simple Quadratic Equations
- Math: Polynomial Operations and Factoring Simple Quadratic Equations Practice Questions
• Math: Roots and Polynomials—Factoring to Find Solutions
• Math: Roots and Polynomials—Factoring to Find Solutions Practice Questions
• Math: Linear Equations Review Practice Questions
• Math: Don’t Be Afraid Take the First Step
• Math: Ratios, Proportions, and Percents Review Practice Questions 2
• Math: Triangles Review Practice Questions
• Reading: Specific Details
• Reading: Specific Details Practice Questions
• Science: Notice Data Trends Review Practice Questions 2
• Science: Prioritize
• Writing: Too Complicated

**Study Plan: Step 11 (22 Tasks)**
• English: Process of Elimination
• English: Choosing Appropriate Language Review Practice Questions
• English: Apostrophes Review Practice Questions
• English: Nouns and Pronouns Review Practice Questions
• English: Misplaced Modifiers Review Practice Questions 2
• Math: Slope
• Math: Slope Practice Questions
• Math: Circles Review Practice Questions
• Math: Absolute Value
• Math: Absolute Value Practice Questions
• Math: Parallel and Perpendicular Lines
• Math: Parallel and Perpendicular Lines Practice Questions
• Math: Number Line Graphs Review Practice Questions
• Math: Systems of Equations Review Practice Questions
• Reading: Arguments
• Reading: Arguments Practice Questions
• Reading: Making Inferences by Drawing Generalizations
• Reading: Making Inferences by Drawing Generalizations Practice Questions
• Science: Scientific Investigation
• Science: Scientific Investigation Practice Questions
• Science: Interpretation of Data Review Practice Questions 2
• Writing: Too Conversational

**Study Plan: Step 12 (28 Tasks)**
• English: Adverbs and Adjectives
• English: Adverbs and Adjectives Practice Questions
• English: Subject/Verb Agreement Review Practice Questions 3
• English: Run-On Sentences Review Practice Questions 2
• English: Parallelism
• English: Parallelism Practice Questions
• English: Comma Review Practice Questions 3
• Math: Linear Inequalities with One Variable
• Math: Linear Inequalities with One Variable Practice Questions
• Math: Distance and Midpoint Formulas
• Math: Distance and Midpoint Formulas Practice Questions
• Math: Probability Review Practice Questions
• Math: Common Trigonometric Concepts
• Math: Common Trigonometric Concepts Practice Questions
• Math: Functions Review Practice Questions
• Math: Perform a Sanity Check—Avoid Errors
• Math: Perform a Sanity Check—Avoid Errors Practice Questions
• Reading: The Function of Sentences and Paragraphs
• Reading: The Function of Sentences and Paragraphs Practice Questions
• Reading: Specific Details Review Practice Questions
• Reading: Point of View Questions
• Reading: Point of View Questions Practice Questions
• Reading: Author’s Voice and Method Review Practice Questions
• Reading: Making Comparisons and Contrasts
• Reading: Making Comparisons and Contrasts Practice Questions
• Science: Evaluation of Models, Inferences, and Experimental Results—Which Model? Questions
• Science: Evaluation of Models, Inferences, and Experimental Results—Which Model? Questions Practice Questions
• Writing: Unsafe Assumptions

**Study Plan: Step 13 (19 Tasks)**
• English: Topic Development for Purpose and Focus—Goal Questions
• English: Topic Development for Purpose and Focus—Goal Questions Practice Questions
• English: Apostrophes Review Practice Questions 2
• English: Parallelism Review Practice Questions
• Math: Mean, Median, Mode
• Math: Mean, Median, Mode Practice Questions
• Math: Graphing Inequalities
• Math: Graphing Inequalities Practice Questions
• Math: Inequalities and Absolute Value Equations
• Math: Inequalities and Absolute Value Equations Practice Questions
• Math: Composite Functions
• Math: Composite Functions Practice Questions
• Math: Substitution and Using Sample Values
• Math: Substitution and Using Sample Values Practice Questions
• Reading: Cause-Effect Relationships and Sequences of Events
• Reading: Cause-Effect Relationships and Sequences of Events Practice Questions
• Science: Supporting Theories, Hypotheses, and Inferences
• Science: Supporting Theories, Hypotheses, and Inferences Practice Questions
• Writing: Write Your Essay Out

**Study Plan: Step 14 (21 Tasks)**
• English: Avoiding Redundancy
• English: Avoiding Redundancy Practice Questions
• English: Choosing Appropriate Language Review Practice Questions 2
• English: Adverbs and Adjectives Review Practice Questions
• English: Organization of Sentences, Paragraphs, and Passages
• English: Organization of Sentences, Paragraphs, and Passages Practice Questions
• Math: Rectangles and Squares
• Math: Rectangles and Squares Practice Questions
Math: Parallelograms
Math: Parallelograms Practice Questions
Math: Sequences and Patterns
Math: Sequences and Patterns Practice Questions
Math: Logarithms
Math: Logarithms Practice Questions
Math: Quadratic Formula
Math: Scientific Notation
Math: Scientific Notation Practice Questions
Math: Factorials
Math: Factorials Practice Questions
Math: Parabolas, Ellipses and Hyperbolas
Math: Parabolas, Ellipses and Hyperbolas Practice Questions
Math: Other Polygons
Math: Other Polygons Practice Questions
Math: Radians and the Radian Circle
Math: Radians and the Radian Circle Practice Questions
Math: Uncommon Trigonometric Identities
Math: Uncommon Trigonometric Identities Practice Questions
Math: Matrices and Vectors
Math: Matrices Practice Questions

Reading: Point of View Questions Review Practice Questions
Reading: The Meaning of Words and Phrases in Context
Reading: The Meaning of Words and Phrases in Context Practice Questions
Reading: Specific Details Review Practice Questions 2
Science: Content Covered by the Science Test
Writing: Proofread

Study Plan: Step 15 (18 Tasks)
English: Parentheses and Dashes Review Practice Questions
English: Wordiness and Awkward Sentence Construction Practice Questions
Math: Reciprocal Trigonometric Functions
Math: Transformations
Math: Transformations Practice Questions
Math: Trapezoids
Math: Trapezoids Practice Questions
Math: Scientific Notation
Math: Scientific Notation Practice Questions
Math: Factorials
Math: Factorials Practice Questions
Math: Parabolas, Ellipses and Hyperbolas
Math: Parabolas, Ellipses and Hyperbolas Practice Questions
Reading: Strategies for Specific Question Types
Reading: Meaning of Words and Phrases in Context Review Practice Questions
Reading: Cause-Effect Relationships and Sequences of Events Review Practice Questions
Writing: Poor Handwriting
English/Writing: Organization of Sentences, Paragraphs, and Passages Review Practice Questions

Study Plan: Step 16 (20 Tasks)
English: Idioms
English: Idioms Practice Questions
English: Avoiding Redundancy Review Practice Questions
Math: Arrangements
Math: Arrangements Practice Questions
Math: Other Polygons
Math: Other Polygons Practice Questions
Math: Radians and the Radian Circle
Math: Radians and the Radian Circle Practice Questions
Math: Uncommon Trigonometric Identities
Math: Uncommon Trigonometric Identities Practice Questions
Math: Matrices and Vectors
Math: Matrices Practice Questions
• Math: Complex Numbers and Imaginary Numbers
• Math: Complex Numbers Practice Questions
• Math: Standard Deviation
• Reading: Multiple Texts
• Reading: Specific Details Review Practice Questions 3
• Reading: Increasing Your Reading Speed
• Writing: Vocabulary and Other Factors

**Full ACT Test 2 with Scoring (2 Tasks)**
• Test 2 Introduction
• Full ACT Test 2 with Scoring

**English: Extra Practice Question Sets (8 Tasks)**
• Conventions of Standard English Extra Practice Questions
• Knowledge of Language Extra Practice Questions
• Production of Writing Extra Practice Questions
• Production of Writing Extra Practice Questions 2
• Production of Writing Extra Practice Questions 3
• Commas Extra Practice Questions
• Transition Words and Phrases Extra Practice Questions
• Topic Development for Purpose and Focus Extra Practice Questions

**Math: Extra Practice Question Sets (5 Tasks)**
• Equations of a Line Extra Practice Questions
• Number and Quantity Extra Practice Questions
• Algebra Extra Practice Questions
• Geometry Extra Practice Questions
• Functions Extra Practice Questions

**Reading: Extra Practice Question Sets (10 Tasks)**
• Making Inferences by Drawing Generalizations Extra Practice Questions
• Making Inferences by Drawing Generalizations Extra Practice Questions 2
• Multiple Texts Extra Practice Questions
• Specific Details Extra Practice Questions
• Specific Details Extra Practice Questions 2
• Meaning of Words and Phrases in Context Extra Practice Questions
• Main Idea Extra Practice Questions
• Key Ideas and Details Extra Practice Questions
• Craft and Structure Extra Practice Questions
• Integration of Knowledge and Ideas Extra Practice Questions

**Science: Extra Practice Questions (13 Tasks)**
• Scientific Investigation Extra Practice Questions
• Scientific Investigation Extra Practice Questions 2
• Evaluation of Models, Inferences, and Experimental Results—Which Model? Extra Practice Questions
• Evaluation of Models, Inferences, and Experimental Results—Which Model? Extra Practice Questions 2
• Evaluation of Models, Inferences, and Experimental Results—Which Model? Extra Practice Questions 3
• Evaluation of Models, Inferences, and Experimental Results—Which Model? Extra Practice
Questions 4
- How to Read Science Graphs, Charts, and Diagrams Extra Practice Questions
- How to Read Science Graphs, Charts, and Diagrams Extra Practice Questions 2
- Supporting Theories, Hypotheses, and Inferences Extra Practice Questions
- Notice Data Trends Extra Practice Questions
- Notice Data Trends Extra Practice Questions 2
- Interpretation of Data Extra Practice Questions
- Scientific Investigation Practice Questions