ACT WorkKeys Curriculum
Administration User Guide

2017 Release
How to Contact ACT

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Introduction

ACT® WorkKeys® Curriculum helps individuals—from students to longtime employees—master the skills essential to succeed in the workplace. As a complete interactive training system, the courses help users reach foundational career readiness and enhance cognitive skills. The curriculum is easy to implement and can be accessed from any computer, tablet, or mobile device with a modern browser.

The WorkKeys Curriculum courses Applied Math, Graphic Literacy, and Workplace Documents are based on the same skills and skill progressions found in the ACT® WorkKeys® Assessments. They prepare learners to earn the ACT® WorkKeys® National Career Readiness Certificate® (NCRC®) and are the cornerstone of the ACT workforce solutions.

ACT workforce solutions is a system of assessments, curriculum, and job profiles that build and measure essential workplace skills that affect job performance, and increase opportunities for career changes and advancement. The WorkKeys NCRC is a portable, evidence-based credential that certifies the essential skills for workplace success. A WorkKeys NCRC is earned by completing three WorkKeys assessments: Applied Math, Graphics Literacy, and Workplace Documents.

This user guide is intended to help staff at the institution, district, and organization levels navigate through the ACT WorkKeys Curriculum platform. Depending on your level of access to the platform, this guide will help you:

- Add learners/students
- Add instructors
- Add groups
- View performance statistics of an individual learner/student
- View performance statistics for a group of learners/students
- View performance statistics for the learner/student population at institution, district, or organization level
- Export learner/student or group performance data
- Export institution, district, or organization performance data

The following sections will walk you through how to use ACT WorkKeys Curriculum if you are an instructor, an Institution Administrator, a District Administrator, or an Organization Supervisor.
# User Role Task Chart

The chart below illustrates the tasks which can be completed by each user role within the platform.

<table>
<thead>
<tr>
<th>Function</th>
<th>Instructor</th>
<th>Institution Admin/Institution Supervisor (individual site)</th>
<th>District Admin/District Supervisor (multiple sites)</th>
<th>Organization Supervisor (multiple sites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Students/Learners</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create Instructors</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create Groups</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Request ACT create additional Institution Admins</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assign Lessons to Students/Learners</td>
<td>X*</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View/Export Student/Learner Level Progress</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>
</tr>
<tr>
<td>View/Export Institution Level Reports</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View/Export District Level Reports</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View/Export Organization Level Reports</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Only applies to the group for which the instructor is assigned

**Institution Admin**

A person with this role has access to the Institution Admin Dashboard and may create groups, instructor accounts, and student/learner accounts either individually or by using a batch upload process. The Institution Admin assigns instructors and students/learners to group(s). In most instances, the Institution Admin also has the role of **Institution Supervisor**.

**Institution Supervisor**

The Institution Supervisor has access to the Reporting Dashboard for the institution (site) and may run institution, group, and student/learner reports. Institution Supervisors may assign tasks (lessons and quizzes) to students/learners associated with their institution by using the Assignments tool.

**Instructor**

Instructors have access to the Reporting Dashboard and ACT WorkKeys Curriculum Courses. Instructors are associated with a group(s) and may only see students/learners that are associated with the group(s) to which the instructor has been assigned. Instructors do not create student/learner accounts or groups. Instructors may run reports on groups and student/learners which they are associated. Instructors may
assign tasks (lessons and quizzes) to students/learners associated with their groups by using the Assignments tool.

**District Admin**
The District Admin has access to the Institution Admin Dashboard and may perform the same tasks as the Institution Admin, but for all the institutions associated with the district in which they hold this role. In addition, the District Admin is typically assigned the role of **District Supervisor**.

**District Supervisor**
The District Supervisor has access to the Reporting Dashboard and may run district, institution, group, and student reports for all institutions associated with the district in which they hold this role. Often, the District Supervisor is also assigned the role of **District Admin**.

**Organization Supervisor**
The Organization Supervisor has access to the Reporting Dashboard and may run district, institution, group, and student reports for all institutions associated with the organization in which they hold this role.

**Student/Learner**
The student/learner is the person who is utilizing the ACT WorkKeys Curriculum courses.
Your Access to ACT WorkKeys Curriculum

Access to ACT WorkKeys Curriculum is initiated when an institution purchases a site license or when an organization, such as a school district or workforce development board, purchases multiple site licenses from ACT. For information on placing an order, call 888.826.1956 or email salessteam@act.org.

After purchasing a site license, the person identified as the primary contact is assigned the roles of Institution Admin and Institution Supervisor. The primary contact will receive an activation email from noreply@workkeyscurriculum.act.org. Included in the email is a link to activate the account, a link to this user guide, and instructions on how to access ACT WorkKeys Curriculum. The platform (and this document) refers to this individual as having the Institution Admin role.

Instructors in an institution setting will have access to ACT WorkKeys Curriculum in the Instructor role. The Institution Admin creates instructor account(s). See “Adding Students & Instructors,” page 8.

District officials may also be granted access to ACT WorkKeys Curriculum as part of a state or district’s agreement with ACT. They will be set up in the platform with the roles of District Admin and District Supervisor.

In a multi-tiered implementation, such as a state level organization, a state official may also be granted access to ACT WorkKeys Curriculum as part of an agreement with ACT. They will be set up in the platform as an Organization Supervisor.

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. Your access is password-protected according to information you provide.
General Account Features

Log in to ACT WorkKeys Curriculum at https://workkeyscurriculum.act.org/login. All institution, district, and organization users will see the following header at the top of their screens:

On the right side of this header, there is a "person" icon that provides access to the account profile and the means to sign out of the session.

The example below shows the menu for an Instructor:

Edit Profile
Profile settings can be edited by selecting Account. A Profile Information screen will appear. The screen allows the user to update their personal information and upload a picture to serve as an avatar for the user profile.
Change Password
To change the account password, select **Password** from the **Profile** menu on the left. The Change Password screen will appear:

![Change Password screen](image)

Type in and confirm a new password. Select the **Change Password** button to save the new password for the account.

*Note: The account username is the email address associated with ACT WorkKeys Curriculum. If a password is forgotten, select the **Reset Password** link on the login screen, enter the email on the next screen, and follow the instructions in the email from noreply@workkeyscurriculum.act.org to change the account password. If this email doesn’t appear in the account’s Inbox, check the spam or junk folders.*

Sign Out
To sign out of the account, access the person icon at the top of any screen and select the **Sign Out** option from the dropdown. This will redirect to a screen where the user can sign back in at any time.
Institution Admin Role

The primary contact for ACT WorkKeys Curriculum is assigned the roles of Institution Admin and Institution Supervisor. An Institution Admin can create instructor accounts, student/learner accounts, and groups using the Institution Admin Dashboard. The Institution Supervisor has the ability to run student/learner, group, and institution reports—or create customized assignments—using the Reporting Dashboard.

To learn more about how to utilize the two dashboards, ACT recommends launching the in-app Institution Admin Welcome Guide. From the Institution Admin Dashboard, select the Support icon in the lower left side of the screen. A list of online help functions and feature topics is displayed.
Institution Admin Dashboard

When logged in as the Institution Admin, the user has access to the Institution Admin Dashboard (main dashboard). At any time, selecting Institution Admin from the User Menu, or selecting the Dashboard option, returns the user to the landing page shown below.

![Institution Admin Dashboard](image)

Adding Students & Instructors

User accounts for students/learners and instructors can be created individually by entering the information on screen, or created in bulk by uploading data from a comma-delimited (.csv) file. The following information is needed for each user:

- First name (required)
- Last name (required)
- Email address (required)
- Password (optional)

The License field is preselected. Under Course, select the courses to which the student/learner should have access. It is recommended that all available courses be selected.

When an account is created, the user receives an email that prompts him or her to activate the account. Be sure user email filters and settings allow emails to be received from @workkeyscurriculum.act.org.

Note: For students/learners without an email address, see “Creating Accounts for Students without an Email Address,” page 9.

User Passwords

When creating accounts, there is an option to create passwords for users or leave the password field blank. If the password is left blank, users will be prompted to create their own passwords when activating their accounts.

Note: If you create the passwords, it is your responsibility to distribute them.

Creating Accounts Individually or in Bulk

The same steps apply to creating either a student/learner or an instructor account. To create user accounts, take the following steps:

1. From the Dashboard menu on the left of the screen, you have two options:
   - Select Students to create a student account
   - Select Instructors to create an instructor account
In this example, a student's account will be created.

<table>
<thead>
<tr>
<th>Licenses</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups</td>
<td>3</td>
</tr>
<tr>
<td>Instructors</td>
<td>3</td>
</tr>
<tr>
<td>Students</td>
<td>5</td>
</tr>
</tbody>
</table>

2. On the Students screen, select the **New Students** button.

From the drop-down menu select **Add a Student** to create an individual account or select **Upload Multiple** to create multiple accounts. Next, follow the online instructions. Remember that additional assistance is always available by selecting the Support icon in the bottom left of the screen. There is a limit of 999 accounts per import.

### Creating Accounts for Students without an Email Address

The **Generate ACT WorkKeys Curriculum Student Accounts** option within the Institution Admin Dashboard allows you to create accounts for students/learners who don’t have an email address. It generates a name, “mock” @workkeyscurriculum.act.org email account, and password for each student/learner. When using this option, it is the responsibility of the Institution Admin to distribute and the login username (“mock” email address) and password to each student/learner.

With this option, students/learners do **not** have the ability to change the email address or password and all students/learners will have the default name Student. However, the Institution Admin or the student/learner can update this information after the account is created. See “Managing User Accounts,” page 11.

To use this option, perform the following steps:

1. From the main **Institution Admin Dashboard**, select **Students**.
2. On the Students screen, select the **New Students** button and select **Generate ACT WorkKeys Curriculum Student Accounts** from the drop-down.

3. Follow the online directions to select a prefix for the emails, enter the number of email accounts to create, and enter a password that will be used with all accounts. The License field is preselected. Under Course, select the courses to which the student/learner should have access. It is recommended that all available courses be selected.

4. Provide the students/learners with their @workkeyscurriculum.act.org email addresses and passwords.

**Creating Groups**

Groups can be created individually by entering the information on screen, or created in bulk by uploading the information from a comma-delimited (.csv) file. For each group you will need to assign:

- Name
- One or more instructors (if you are just using accounts with the roles of institution admin/institution supervisor, you do not have to assign an instructor)
- One or more students/learners

**Creating Groups Individually or in Bulk**

1. From the main menu options, select **Dashboard**.

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

3. Follow the online directions. Remember that additional assistance is always available by selecting the **Support** icon in the bottom left of the screen.

*Note: Alternatively, you can use the “Create one!” link that is available when there are no groups for your institution.*
Managing User Accounts

All students/learners and instructors have the ability to view and edit their account information. In addition to general maintenance, this can be useful if someone has trouble accessing their ACT WorkKeys Curriculum account, or forgets a password.

The Students and Instructors screens show a list of the students/instructors that have been created for your institution. Hover your cursor over a user to access the Details (>>) option for that user. Select Download Students CSV (Download Instructors CSV) to download a comma delimited (.csv) file of all instructors or students/learners in the institution.

Select the user’s name to view/edit their name, email, and password. A list of group(s) and licenses associated with the user is also displayed.
Impersonating a Student

Impersonating a Student provides the ability to view the system from the student’s/learner’s perspective.

1. From the Institution Admin Dashboard, select Students.

2. Identify the student/learner to impersonate either from the list of students or by using the Search button. Once the student/learner has been located, select their name and then select the Impersonate button on the next screen.

3. Select the Impersonate button.

4. A dialogue box confirming the student login will appear. Select OK to continue, or Cancel to return to the Detail screen.

By selecting OK, the main dashboard of the student’s account will appear with a reminder to not perform an activity while impersonating the student. Select the Continue button.
Note: While impersonating a student/learner, it’s important not to complete any tasks.

5. To stop impersonating a student account, go to User Menu dropdown and the select Sign Out. This logs you out of ACT WorkKeys Curriculum. Sign back in to return to the main user account.

Reporting Dashboard for Institution Admin/Institution Supervisor

From the Reporting Dashboard, the Institution Admin (who has also been assigned the role of Institution Supervisor) can run reports on individual students/learners, group(s) or all students/learners in the institution. Assignments for an individual Student/learner or group are also made from this dashboard.

Student Reports

The Student Report dashboard screen lists all students/learners that have ACT WorkKeys Curriculum accounts in your institution. Select the in-app How to use Student Reports for details.
Use the search function to find a specific student. Next, select the Export button to export the student data to a .csv file. Choose to export all of the students in the institution (Export All Pages) or the current page of students (Export Current Page).

Below is an example of a .csv file.
Individual Student Report

On the Student Report dashboard screen, select a student/learner from the list to see a detailed report for the student/learner.

Overview Section

At the top of the screen is an Overview section.

For more detailed information, select one of the Analyze buttons.

Select the in-app How to use individual Student Reports for details.
Strengths and Weaknesses Section

To view a specific breakdown of progress in different lessons and courses, scroll down as shown below. Each ACT WorkKeys Curriculum course teaches learners specific skills. The sliders display the learner’s proficiency in those skills on a scale from Beginner to Expert.

![Strengths and Weaknesses Section](image)

*Note: Students/learners see the same information in their own accounts.*

Details Section

At the bottom of the screen, is a Details section that provides statistics related to specific activities in different areas of the student’s account. The Lessons tab is the default.

![Details Section](image)

Other tabs include Quizzes and Notes.

- The Quizzes tab provides details on the Placement and Level Quizzes.
• The **Notes** tab displays any lesson and question notes the student/learner created.

**Exporting the Report**

To create a pdf file of the Overview and Strengths and Weaknesses data, select the **Export** button at the top of the screen.

![Export Button](image)

*Note: This report does not include the data found under the Details tabs.*

**Group Reports**

To view information about groups, go to the **Reporting Dashboard** and select the **Group Reports** option.

![Group Reports](image)

The Group Report dashboard screen lists all groups that have been created in your institution.
Select the in-app **How to use Group Reports** for details.
The Group Report

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

### Overview Section

An overview section displaying aggregate performance data is shown at the top of the screen.

For more detailed information, select one of the blue **Analyze** buttons.

Select the in-app **How to Use Individual Group Reports** for details.
Strengths and Weaknesses Section

For a specific breakdown of average group progress in different lessons, scroll down as shown below. Each ACT WorkKeys Curriculum course teaches learners specific skills. The sliders display the learner’s proficiency in those skills on a scale from Beginner to Expert.

Details Section

A Details section is displayed at the bottom of the screen. The Students tab is the default.

The Students tab provides more specific information about this group’s collective performance throughout the course including the lessons and questions they find most difficult.

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

- **The Lesson** tab indicates which lessons have the lowest confidence levels.

  ![](image)

- **The Quizzes** tab shows the “5 Hardest Placement Quiz and Level Quiz Questions per Course” for students according to the percent of correct answers.

  ![](image)

**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.

![Export]

It does not include the data found under the Details tabs.
Institution Reports

The Institution Reports option allows you to view and export data about your institution.

Select **Institution Reports** from the **Reporting Dashboard**. Go to the Institution Listing screen.

This screen lists the institution associated with the Institution Admin. It has the following columns of data related to groups of students at each institution:

- Institution Name
- Total number of students in the institution
- Total number of active students in the institution
- Average Score on Placement Quiz by individual course or all courses by all students in the institution
- Average Score on each Level Quiz by individual course or all courses by all students in the institution

Use the **Export** button to export the data to a .csv file.

### The Institution Report Overview Section

An overview presenting aggregate data for all students at the institution is displayed at the top of the screen.

The **Export** button on this screen creates a pdf file of the aggregate data.
Details Section
Scroll down below the aggregate data to view a list of all groups associated with the institution.

<table>
<thead>
<tr>
<th>Name</th>
<th># of total students</th>
<th># of active students</th>
<th>Avg. Placement</th>
<th>Avg. Level 1</th>
<th>Avg. Level 2</th>
<th>Avg. Level 3</th>
<th>Avg. Level 4</th>
<th>Avg. Level 5</th>
<th>Avg. Level 6</th>
<th>Avg. Level 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening Class</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Morning Class</td>
<td>1</td>
<td>1</td>
<td>N/A</td>
<td>80%</td>
<td>82%</td>
<td>82%</td>
<td>82%</td>
<td>82%</td>
<td>69%</td>
<td></td>
</tr>
<tr>
<td>Career Tech</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>67%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
<td>72%</td>
<td></td>
</tr>
</tbody>
</table>

This section has the following columns of data for each group:
- Group Name
- Total number of students in each group
- Total number of students active in each group
- Average Placement Quiz by individual course or all courses for all students/learners who have taken the Placement Quiz
- Average for each Level Quiz by individual course or all courses for all students/learners who have taken each Level Quiz

Select a group to see additional information.

See the Group Reports section for details.
Assignments

Institution Admins may create customized assignments composed of selected lessons, Placement Quiz and/or Level Quiz/Quizzes for student(s) and/or group(s) in the Institution. Each assignment is applicable to only one ACT WorkKeys Curriculum course. Multiple assignments may be created for individual students or groups. Instructors may create customized assignments for group(s) and/or individual students within group(s) to which they are associated.

Note: Creating assignments isn’t necessary for students/learners to use an ACT WorkKeys Curriculum Course. Access to courses is given during the student/learner account creation. Once a student/learner has access to a course, they should first take the Placement Quiz. The result of the Placement Quiz tells the student/learner at which level within the course they should start. The student/learner should complete all topics within that level before taking the Level Quiz. The student/learner continues to work through the topics and quizzes for each level until the course is completed.

1. From the Reporting Dashboard, select Assignments.

2. Select More under the Action column to make changes or delete an existing assignment.

3. To produce a new assignment, select Create.

The system will guide the user through the Setup, Assign Tasks, and Confirm steps to create an assignment.
Institution Supervisor Role

The Institution Supervisor has access to the Reporting Dashboard for the Institution (site) and may run institution, group, and student reports. See "Reporting Dashboard for Institution Admin/Institution Supervisor," page 13 for details.
Institution Admin Support Form

The Institution Admin Support Form is used to request that ACT create additional accounts with the roles of institution admin and institution supervisor for your institution and to manage features including:

- **Assignment Creation** (default is on)
- **Correct Answer Review** (default in on)
- **Unlimited Placement / Level Quiz Reset** (default is on)
- **Limited Quiz Reset**

Access the form from the Institution Admin Dashboard by selecting the support icon in the lower left corner of the screen, from the drop down menu select **How do I contact Support?** and then select **here** in the pop up box.

Complete the requested information.
Instructor Role

This section provides insight into what information instructors can access about students in group(s) to which the instructor is associated within the ACT WorkKeys Curriculum platform.

Note: Instructors will not be able to see any data until students, instructors, and groups are set up in the program by the Institution Admin. See “Institution Admin Role,” page 11, for information about this process.

Reporting Dashboard

When logged in as an instructor, the Reporting Dashboard (main dashboard) will appear. At any time, selecting Reporting Dashboard from the User Menu returns the instructor to the dashboard screen.

Impersonating a Student

Impersonating a student enables the instructor to view the system from the student’s perspective.

1. From the Reporting Dashboard, select Student Reports.
2. Identify the student to impersonate from the list of students or by using the Search button. Click on that student’s name.
3. Select the Impersonate button.
4. A dialogue box confirming the student login will appear. Select OK to continue or Cancel to return to the detail report screen.

By selecting OK, the main dashboard of the student’s account will appear.
Note: While impersonating a student/learner, it’s important not to complete any tasks.

5. To stop impersonating a student account, go to User Menu dropdown and the select **Sign Out**. This logs you out of ACT WorkKeys Curriculum and you will have to sign back in to return to your own account.

**Group Reports**

Instructors may run group reports for any group to which the instructor has been assigned. See Group Reports under the Reporting Dashboard for Institution Admin/Institution Supervisor section for details.

**Student Reports**

Instructors may run student reports for any student in a group to which the instructor has been assigned. See **Student Reports** under the Reporting Dashboard for Institution Admin/Institution Supervisor section for details.

**Assignments**

Instructors may create customized assignments composed of selected lessons, Placement
Quiz/Quizzes and/or Level Quiz/Quizzes for student(s) and/or group(s) to which the instructor is associated. Select Assignments on the Reporting Dashboard to view your assignments.

To create a new assignment, select Create. The system will guide you through the Setup, Assign Tasks, and Confirm steps to create an assignment.

Select More under the Action column to make changes or delete an existing assignment.

**District Admin Role**

On a level of access above the institution, the District Admin has access to ACT WorkKeys Curriculum data for students/learners and institutions in their district. The District Admin Dashboard shows all the institutions in the district. Most users who have been assigned the role of District Admin have also been assigned the role of District Supervisor and have been granted access to student and group reports.

Select >> next to an institution to access the Institution Admin Dashboard to perform the same tasks as the Institution Admin.
District Supervisor Role

Users with the role of District Supervisor have access to the Reporting Dashboard and can run district, institution, group, and student reports for all institutions associated with the district in which they hold this role.

Note: Data in the various reports will not be displayed until Institution Admins enter their institutions' data in the system.

A user with the roles of District Admin and District Supervisor will have access to both the District Admin dashboard and the Reporting Dashboard. To manage institutions, instructors, students, and groups select District Admin from the drop-down list. To run institution, group, and student reports select the Reporting Dashboard. The District Report is a summary of the number schools (institutions), students (learners), and instructors in the district.

Select the District to see aggregate data for each institution in the district.

Note: Data in the various reports will not be displayed until Institution Admins enter their institutions’ data in the system.
Select an institution to see the Institution Reports.

Select a group to see the Group Reports.

Select an **Analyze** button for further details on the group.
Under the Details section select a student.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Last Active</th>
<th>Avg Placement</th>
<th>Avg Lvl 3</th>
<th>Avg Lvl 4</th>
<th>Avg Lvl 5</th>
<th>Avg Lvl 6</th>
<th>Avg Lvl 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student1</td>
<td>3807762</td>
<td>09/11/2017</td>
<td>S</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Student2</td>
<td>3807763</td>
<td>09/15/2017</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Student3</td>
<td>3807764</td>
<td>08/21/2017</td>
<td>N/A</td>
<td>80%</td>
<td>80%</td>
<td>80%</td>
<td>80%</td>
<td>50%</td>
</tr>
<tr>
<td>Student4</td>
<td>3807765</td>
<td>10/10/2017</td>
<td>N/A</td>
<td>70%</td>
<td>70%</td>
<td>70%</td>
<td>70%</td>
<td>70%</td>
</tr>
<tr>
<td>mean</td>
<td>4082069</td>
<td>Never</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>J Stoffer</td>
<td>4086465</td>
<td>10/03/2017</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The Student Report for that student is displayed.

Organization Supervisor Role

The Organization Supervisor has access to the Reporting Dashboard and may run district, institution, group, and student reports for all institutions associated with the organization in which they hold this role. See "Reporting Dashboard for Institution Admin/Institution Supervisor," page 13 for additional information.

An Organizer Supervisor does not have the option to impersonate a student.

The Organization Report

District, institution, group, and student reports are available on the Organizer Supervisor Reporting Dashboard. Select District Reports to see a list of all the districts within the Organization with aggregate data on number of schools (institutions), students (learners) and instructors for each district.

Select a specific district for additional information. See "District Supervisor Role," page 28 for details on these types of reports.

Select Institution Reports to see a list of all the institutions within the organization with aggregate data for each institution. See the Reporting Dashboard->Institution Admin/Institution Supervisor section for details on institution reports.
Select **Group Reports** to see a list of all groups associated with institutions within the Organization. See the **Reporting Dashboard>Institution Supervisor** section for details on group reports.

Select **Student Reports** for a list of all students associated with institutions within the Organization. See the **Reporting Dashboard>Institution Supervisor** section for details on student reports.

**Student/Learner**

Students/learners access ACT WorkKeys Curriculum at: [https://workkeyscurriculum.act.org/login](https://workkeyscurriculum.act.org/login)

The first time a student/learner logs into ACT WorkKeys Curriculum, an in-app **Welcome to ACT WorkKeys Curriculum!** guide is presented and, if selected, walks the student/learner through the **Course Dashboard**.

![Course Dashboard](image)

A. **Navigation Menu**: A student/learner may always return to the Course Dashboard by selecting **Home** from the navigation menu on the left.

   **Learning Plan**: The **Structured Plan** lists all lessons in ascending order by level for the course and if displayed the **Assignment** tab lists specific lessons selected by the instructor. Lessons, practice questions, and quizzes may be launched from here.

   **Historical Reports**: Displays information on student/learner progress and performance.

   **Lessons**: A listing of all lessons within the course. Lessons and quizzes may be launched from here.

   **Practice**: A listing of all the practice sections associated with the lessons.

   **Quizzes**: Displays results on quizzes and quizzes may be launched from here.

B. **Change Password**: To change their password the student/learner selects the **Profile Icon** and then selects **Account** from the dropdown menu.

C. **Change Course**: The student/learner selects the course name displayed and then selects a course from the drop-down menu.

D. **Study Plan Target Date**: Student/learners may set a date by which they wish to complete each course by selecting **show date** and then selecting a new date.

E. **Learning Task**: The next learning task is displayed here.

**Support**: support topics are available by selecting the support icon in the bottom left of the screen.
Toolbox

Each course includes a toolbox when the student/learner is in a lesson, placement or level quiz. Tool availability is determined by course and may include a scratch pad, calculator and/or a math formula sheet.

Learning Plan Grouping

As a first step towards a more guided path through the curriculum the lessons, practice questions and level quizzes are grouped together within each level of each course. If a learner is using the Learning Plan all of the lessons and practice questions for the level will have to be completed (may be done in any order) prior to unlocking the level quiz. Please note that with this initial release learners will still be able to use the navigation menu and access any lesson, practice or quiz.

Suggested Steps for Students/Learners Working in ACT WorkKeys Curriculum

1. Login to ACT WorkKeys Curriculum.
2. Select a course in which to work.
3. If not set, select a study plan target date (date by which the student/learner would like to complete the course).
4. Take the Placement Quiz for the selected course.
5. The result of the Placement Quiz is a number which corresponds to the level at which the student/learner should start working in the course.
6. The student/learner should complete each topic within a level before taking the Level Quiz.
7. The student/learner should work through each level until the end of the course, or to the level that the instructor has indicated.

System Requirements

ACT WorkKeys Curriculum is a completely web-based program that doesn’t need to be downloaded to a computer and can be run on the following:

- Web Browser Requirements (Windows & Mac)
- Google Chrome (recommended browser)
- Safari
- Firefox
- Internet Explorer 10+

If you have other questions, please contact ACT Customer Service at workkeyscurriculum@act.org or call us at 877.842.6205.
Improve Student Performance

ACT WorkKeys Curriculum is designed to help students master the skills needed for success in further education and training in the workplace. Specifically, ACT WorkKeys Curriculum addresses skills that the ACT WorkKeys tests measure.

Students should not skip an entire ACT WorkKeys Curriculum course based solely on the Placement Quiz score. Placement Quizzes are designed to identify the appropriate level at which a student/learner should begin within a course. Prior to taking a Level Quiz, a student/learner should work through all the learning material and practice questions associated with each lesson in that level. Students/learners assign confidence levels for each lesson within a course level and should be encouraged to review lessons marked with a lower confidence level. Determining how many levels within a course should be completed is based upon the student, instructor, or institution’s goals for using the curriculum.

ACT WorkKeys Curriculum placement quizzes and level quizzes may not be used in place of ACT WorkKeys tests. ACT WorkKeys tests are timed and proctored tests; ACT WorkKeys Curriculum level quizzes are not timed. Level quizzes measure an individual's grasp of the course learning objectives and help track a student’s progress in mastering skills. Placement and level quizzes are not intended to replace or measure an ACT WorkKeys score, but to provide feedback as the student improves the skills needed for success in further education and training or in the workplace.
Frequently Asked Questions

This section covers additional questions on usage of ACT WorkKeys Curriculum and accounts.

My institution is not receiving ACT WorkKeys Curriculum emails. What should I do?

If a specific institution does not receive ACT WorkKeys Curriculum emails, it’s likely due to an email firewall. Multiple addresses at the same institution receiving the same email (i.e. the activation email) may appear suspicious. To ensure that institutions receive emails from ACT WorkKeys Curriculum (via BenchPrep) without problems, please instruct the IT team to whitelist this IP address: 192.237.159.75

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

Ensure that you’ve added them using the Institution Admin dashboard, that their email address is correct, and that they are using the correct password you gave to them.

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

The most common issue that Institution Admins run into when uploading a .csv file for multiple students or instructors is that they fail to format it properly. ACT will send an email noting errors with the file. Please make sure that the headers are listed exactly as instructed—email, name, and password. There is a limit of 999 accounts per import. 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 even instructors can be moved around by selecting the Manage link found in a group’s Details page accessed from the Institution Admin 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?

We recommend Google Chrome for all users of ACT WorkKeys Curriculum. However, Internet Explorer 10+, Safari, and Firefox all are supported as well.

If you have other questions, please contact ACT Customer Care at workkeyscurriculum@act.org or call us at 877.842.6205.
## ACT WorkKeys Curriculum Course Outlines

### Applied Math

**Level 3**
- Introduction
- Using Addition in the Workplace
- Using Subtraction in the Workplace
- Adding & Subtracting Negative Numbers in the Workplace
- Multiplying in the Workplace
- Dividing in the Workplace
- Using Fractions in the Workplace
- Converting Units in the Workplace

**Level 4**
- Introduction
- Using Fractions and Decimals
- Multiplying Mixed and Whole Numbers
- Using Rates, Ratios & Proportions
- Calculating Averages in the Workplace

**Level 5**
- Introduction
- Fractions with Unlike Denominators
- Calculating Percentages
- Finding Geometric Measurements

**Level 6**
- Introduction
- Calculating Rates
- Calculating Percentage Change
- Converting Units
- Geometric Calculations
- Finding Mistakes & Deals

**Level 7**
- Introduction
- Advanced Ratios, Rates, and Proportions
- Complex Geometric Measurements
- Converting Units of Measurement
- Applied Mathematical Reasoning
- Basic Statistical Concepts

### Graphic Literacy

**Level 3**
- Introduction
- Finding Information in Tables
- Reading Simple Charts & Graphs
- Reading and Using Forms
- Simple Gauges
- Reading Simple Flowcharts

**Level 4**
- Introduction
- Understanding Tables
- Interpreting Charts & Graphs
- Understanding Dashboards
- Identifying Trends

**Level 5**
- Introduction
- Scatter Plots
- Combination Charts & Graphs with a Secondary Y-Axis
- Complex Diagrams
- Choosing Effective and Accurate Graphics
- Real-World Decisions with Graphics

**Level 6**
- Introduction
- Interpreting Graphics with a Secondary Y-Axis
- Uncommon Charts & Graphs
- Real-World Decisions with Graphics
- Interpreting & Comparing Trends

**Level 7**
- Introduction
- Making Decisions with Complex Maps & Diagrams
- Analyzing Financial Data in Graphs
- Interpreting Trends & Making Predictions

### Workplace Documents

**Level 3**
- Introduction
- Reading Emails, Memos, and Policies
- Finding the Main Idea in a Text
- Identifying Key Details
- Following Instructions

**Level 4**
- Introduction
- Identifying the Main Idea & Key Details
- Following Instructions
- Learning New Vocabulary from Context

**Level 5**
- Introduction
- Using Documents to Make Decisions
- Acronyms, Jargon, & Technical Terms
- Reading Contracts & Legal Documents

**Level 6**
- Introduction
- Understanding the Reasoning & Principles Behind a Text
- Inferring Details & Reading Between the Lines
- Unfamiliar Jargon & Technical Terms

**Level 7**
- Introduction
- Defining Jargon & Other Difficult Words
- Inferring the Principles Behind a Policy or Regulation
- Drawing Conclusions & Making Decisions from Incomplete Information