

ACT WorkKeys Curriculum Release Notes – January 2021

As part of our commitment to continuous improvement, we are releasing updates to ACT® WorkKeys® Curriculum the morning of January 21, 2021.

These changes are based on feedback from our customers.

- The new Quiz Reports allow users to run real-time in-app downloadable reports on student performance on all quizzes in all courses to which the student has access. This is a great improvement over the current functionality which requires a separate file per student per course to be downloaded.
- The Quiz Default Rest Limit allows users at the institution level to set the default number of attempts for all quizzes in all courses included in the institution’s license. Previously only ACT staff could perform this task.
- Quiz Resets is a new functionality that allows users with the role of instructor and/or institution supervisor to override the Quiz Default Reset Limit to grant additional attempts on quizzes on a per student per course basis.

Quiz Reports

| |
|------------------------|
| Reporting Dashboard |
| TOOLS |
| Assignments |
| Instructor Resources |
| Message Center |
| Student Listing |
| ANALYTICS |
| Students |
| Groups |
| Institutions |
| REAL-TIME |
| Real-Time Reports |
| Session Detail Reports |
| Quiz Reports |

Users with the roles of Instructor, Institution Supervisor, District Supervisor, or Organization Supervisor can run real-time in-app downloadable reports on student performance on all attempts on all quizzes (including quizzes that were started but not completed) in all courses to which the student has access.

The user can run a single report that contains the results for just the most recent attempt on every quiz from every course that the student has taken, or the user may run a report that includes all attempts on every quiz which is a new functionality.

Step 1: To run a report, select **Quiz Reports** from the navigation menu on the Reporting Dashboard under REAL-TIME. A listing of quizzes taken by students to which the user has access is displayed.

| Student Name | Student Email | Course Name | Quiz Name | Date | Attempt # | Quiz Score | Quiz-State | % Score | Institution |
|----------------|---------------|--|--|------------|-----------|------------|------------|---------|------------------------|
| Quiz Student 4 | uat4@wkc.org | WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking | Problem Solving and Critical Thinking Final Quiz | 2021-01-11 | 2 | PASS | complete | 90 | UAT Quiz Institution A |
| Quiz Student 4 | uat4@wkc.org | WorkKeys Curriculum Essential Skills: Customer Service | Customer Service Final Quiz | 2021-01-11 | 2 | PASS | complete | 100 | UAT Quiz Institution A |
| Quiz Student 4 | uat4@wkc.org | WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication | Business Communications Final Quiz | 2021-01-11 | 2 | PASS | complete | 100 | UAT Quiz Institution A |
| Quiz Student 5 | uat5@wkc.org | WorkKeys Curriculum Applied Math Levels 3-7 | Placement Quiz | 2021-01-08 | 1 | 7 | complete | 100 | UAT Quiz Institution A |

Filters ▾

Student Name

Course Name

Institution Name

Groups

Quizzes completed within

Current quiz scores only

[Filter](#)

Step 2: To filter the data, select **Filters**. Options include student name, course name, institution name, group name, a date range, and/or by current quiz scores only.

Step 3: From the drop-down menu select “All data” to generate a report for all quiz data for students to which the user has access or select “Filtered data” to generate a report based on the filters entered. Then select **Run**.

Quiz Reports Quiz Data Generated Reports

Filters ▾

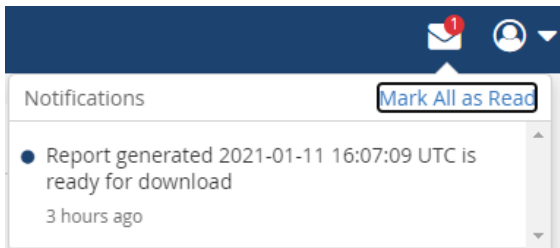
[Select data to generate] ▾ [Run](#)

[Select data to generate]
 All data
 Filtered data

Student Name Student Email ▾ Course Name ▾ Quiz Name ▾ Date ▾ Attempt # Quiz Score ▾ % Score ▾ Institution ▾

A message is displayed at the top of the screen indicating that the report is being generated.

Your CSV file is being generated and an in-app message will be sent when it is ready.



An in-app notification is sent when the report is available.

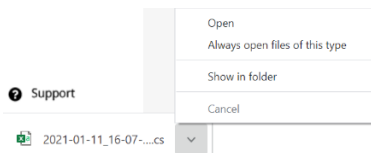
Step 4: To access the report, select the **Generated Reports** tab and then select **Download**.

Quiz Reports Quiz Data Generated Reports

Reports will remain available for download for 5 days after the generated date.

| Report Name | Date Generated | Institution Name | Action |
|---|----------------|---------------------------------|--------------------------|
| 2021-01-11_16-07-08_exam_results_report_user_id_12548051_student_name_uatquizstudent1_date_range_all_records_through_20210111 | 2021-01-11 | All available user institutions | Download |

Displaying 1 - 1 of 1 in total



Step 5: Either click on the file name or select the arrow and then select Open.

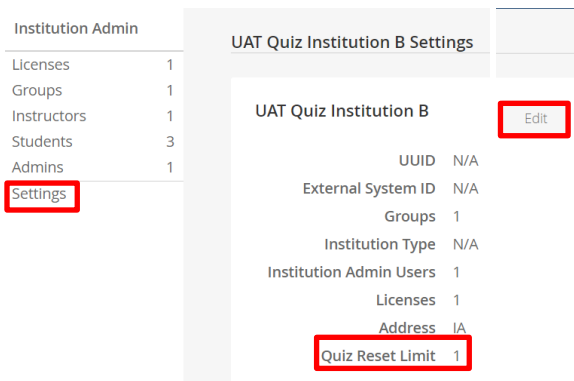
The report opens as a CSV file which can be saved to the user's desktop. The report includes the student name, student email address, course name, name of the quiz, date the quiz was taken, quiz attempt number, quiz score, quiz state, percentage of correctly answered questions on the quiz, and the name of the institution.

| | A | B | C | D | E | F | G | H | I | J |
|---|--------------------|---------------|---|---|-------------------------|-----------|------------|------------|-----------|------------------------|
| | student_name | student_email | course_name | exam_name | date | attempt # | exam_score | exam_state | pct_score | institution |
| 1 | UAT Quiz Student 1 | uat1@wkc.org | WorkKeys Curriculum Applied Technology: Electricity | Applied Technology Electricity Placement Quiz | 2021-01-04 12:00:22 UTI | 1 | 6 | complete | 100 | UAT Quiz Institution B |
| 2 | UAT Quiz Student 1 | uat1@wkc.org | WorkKeys Curriculum Applied Technology: Electricity | Level 3 Quiz | 2021-01-04 12:17:55 UTI | 2 | PASS | complete | 100 | UAT Quiz Institution B |
| 3 | UAT Quiz Student 1 | uat1@wkc.org | WorkKeys Curriculum Applied Technology: Electricity | Level 4 Quiz | 2021-01-04 12:18:51 UTI | 2 | PASS | complete | 90 | UAT Quiz Institution B |
| 4 | UAT Quiz Student 1 | uat1@wkc.org | WorkKeys Curriculum Applied Technology: Electricity | Level 5 Quiz | 2021-01-04 12:19:41 UTI | 2 | PASS | complete | 80 | UAT Quiz Institution B |
| 5 | UAT Quiz Student 1 | uat1@wkc.org | WorkKeys Curriculum Applied Technology: Electricity | Level 6 Quiz | 2021-01-04 12:20:29 UTI | 2 | PASS | complete | 90 | UAT Quiz Institution B |
| 6 | UAT Quiz Student 1 | uat1@wkc.org | WorkKeys Curriculum Workplace Observation | Placement Quiz | 2021-01-04 14:55:48 UTI | 1 | 4 | complete | 93.75 | UAT Quiz Institution B |

Quiz Default Reset Limit

Users with the role of Institution Admin or District Admin can set a default number of quiz resets that students in their institution(s) can have on all quizzes in all courses to which the students have access. Currently only ACT staff can perform this task.

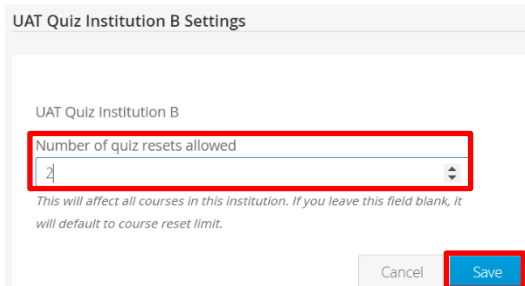
For example, if the default number of quiz resets is set to “1” it means the student can take each quiz a maximum of two times. The initial attempt at a quiz is the first attempt and resetting and retaking the quiz allows for a second attempt.



Step 1: To view the current Quiz Default Reset Limit select **Settings** from the navigation menu on the Institution Admin or District Admin Dashboard.

The current default value is displayed in the **Quiz Reset Limit** field. *Note: if a default setting is not entered at the institution level, the course level reset limit is applied; which is 20 for all courses except the Quick Guide course which is set to 2.*

Step 2: Select Edit to change the Quiz Default Reset Limit.



Step 3: Enter the new default value in the **Number of quiz resets allowed** field. The up and down arrows can also be used to change the value.

Step 4: Select **Save**. The user is returned to Settings on the Institution Admin or District Admin dashboard and the new default value is displayed under Quiz Reset Limit.

Quiz Resets

Users with the role Instructor and Institution Supervisor can grant additional attempts on quizzes on a per student per course basis overriding the institution level default quiz reset limit.

Step 1: Select **Student Listing** from the navigation menu on the Reporting Dashboard under TOOLS. A list of students to which the user has access is displayed. The listing can be filtered by a specific course and the search tool can be used to search for a specific student by name or email address.

| Student Name | ID | Email | # of Courses | Last Active |
|--------------------|----------|--------------|--------------|-------------|
| UAT Quiz Student 1 | 12548381 | uat1@wkc.org | 23 | 01/04/2021 |
| UAT Quiz Student 2 | 12548541 | uat2@wkc.org | 23 | 12/17/2020 |
| UAT Quiz Student 3 | 12548561 | uat3@wkc.org | 23 | 12/17/2020 |

Step 2: Select the student to be granted additional quiz attempts.

Summary information on the student is displayed at the top including the student name, email address, institution name, groups in which the student is a member, and courses to which the student has access.

The impersonate button allows the user to impersonate the student and view the program from their perspective.

Below the summary information is a banner for each course to which the student has access.

UAT Quiz Student 1 Impersonate

ID: 12548381
 Email: uat1@wkc.org
 Institution: UAT Quiz Institution B
 Groups: N/A
 Courses: WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Graphic Literacy Levels 3-7, WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Workplace Observation, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Essential Skills: Customer Service, WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking, WorkKeys Curriculum Quick Guide, WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Graphic Literacy Levels 1-2, WorkKeys Curriculum Workplace Documents Levels 1-2, WorkKeys Curriculum Applied Technology: Problem Solving Strategies, WorkKeys Curriculum Essential Skills: Financial Awareness, Spanish WorkKeys Curriculum Applied Math Levels 3-7, Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7, Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

- WorkKeys Curriculum Graphic Literacy Levels 3-7 - Active
- WorkKeys Curriculum Applied Math Levels 3-7 - Active
- WorkKeys Curriculum Workplace Observation - Active

Step 3: Select the **plus sign (+)** next to a course to expand the view to grant additional quiz attempts and select the **minus sign (-)** to collapse.

The Quiz Default Reset Limit for the institution is displayed at the top left. The names of the quizzes associated with the course are displayed in the Quizzes column, the number of times a quiz has been reset is displayed in the Resets Used column, the score on the most recent attempt on the quiz is listed in the Latest Quiz Score column and the average quiz score for all attempts on the quiz is displayed in the Avg. Quiz Score column.

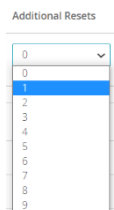
WorkKeys Curriculum Applied Math Levels 3-7 - Active

Reset Limit
1

Additional Resets
0

| Quizzes | Resets Used | Latest Quiz Score | Avg. Quiz Score |
|----------------|-------------|--------------------|--------------------|
| Placement Quiz | 0 | 100.0 | 100.0 |
| Level 3 Quiz | 1 | 100.0 | 55.0 |
| Level 4 Quiz | 1 | 90.0 | 60.0 |
| Level 5 Quiz | 1 | 100.0 | 60.0 |
| Level 6 Quiz | 1 | 90.0 | 65.0 |
| Level 7 Quiz | 1 | 11.111111111111111 | 11.111111111111111 |

Step 4: To grant an additional quiz attempt or attempts select a number from the drop-down menu under Additional Resets and then select **Save**. A message is displayed confirming the additional quiz reset(s). Select **Reset** to set the Additional Resets back to zero. The additional attempt(s) applies to the entire course and not to a specific quiz.



In the example shown below:

- The Quiz Default Reset Limit is set to 1, which means that each quiz can be taken a maximum of 2 times.
- The Placement Quiz has been taken once and the Level 3, Level 4, Level 5, Level 6, and Level 7 quizzes have each been taken twice.
- The Additional Resets has been set to 1, which means that one of the quizzes that has already been taken twice can be taken a third time.
- The assumption is that the student wants to reset and retake the Level 7 Quiz.
- If the student instead resets and retakes the Level 6 Quiz, that will use up the 1 Additional Reset and the Additional Reset must be set to 2 to allow the student to reset and retake the Level 7 Quiz.

WorkKeys Curriculum Applied Math Levels 3-7 - Active

Reset Limit: 1 Additional Resets: 1

Successfully updated additional quiz resets.

Reset Save

Quizzes

| Quiz Name | Resets Used | Latest Quiz Score | Avg. Quiz Score |
|----------------|-------------|--------------------|--------------------|
| Placement Quiz | 0 | 100.0 | 100.0 |
| Level 3 Quiz | 1 | 100.0 | 55.0 |
| Level 4 Quiz | 1 | 90.0 | 60.0 |
| Level 5 Quiz | 1 | 100.0 | 60.0 |
| Level 6 Quiz | 1 | 90.0 | 65.0 |
| Level 7 Quiz | 1 | 11.111111111111111 | 11.111111111111111 |

Note:

If a student does not see Reset Quiz after selecting a specific quiz from Quizzes on the navigation menu it means that the student has used up all their Quiz Resets.

ACT WorkKeys Curriculum WorkKeys Curriculum Applied Math Levels 3-7

You are impersonating UAT Quiz Student 1, ID: 12548381

Home Learning Plan Lessons Practice **Quizzes** Search

Quizzes Dashboard Notes Bookmarks

Level 3 Quiz

100.0% Completion

Reset Quiz

ACT WorkKeys Curriculum WorkKeys Curriculum Applied Math Levels 3-7

You are impersonating UAT Quiz Student 1, ID: 12548381

Home Learning Plan Lessons Practice **Quizzes** Search

Quizzes Dashboard Notes Bookmarks

Level 3 Quiz

100.0% Completion

Support

- For access to the WorkKeys Curriculum Training Toolkit: <https://success.act.org/s/article/WorkKeys-Curriculum-Training-Toolkit>
- Email workkeyscurriculum@act.org or call 877.842.6205.