ACT WorkKeys Curriculum Release Notes – June 2020

As part of our commitment to continuous improvement, updates to ACT® WorkKeys® Curriculum will be available to users when they log in on Tuesday, June 30th. These release notes provide an overview of the following:

- Quick Guide Course
- Message Center
- Course Groupings during Account Creation
- Instructor Resources

Additionally, students now have a new filter feature when reviewing practice questions and quizzes.

Quick Guide Course

The ACT WorkKeys Curriculum Quick Guide course is designed to be used by case workers, counselors, and staff from career and job centers to assist in the initial intake process for their clients. This course is composed of three placement quizzes and is used to determine if learners are ready for Levels 3–7 courses in Applied Math, Graphic Literacy, and Workplace Documents, or if they should start with the Levels 1–2 courses. There is a separate quiz for each skill area—each composed of only four questions at a Level 3 difficulty allowing the student to quickly complete each quiz—which should be taken only once. Students will receive a score on each quiz, which will direct the student to the appropriate course to be taken next.

Based on feedback from our users, the ACT WorkKeys Curriculum Quick Guide course is being added to any current institution license that does not already include the course.

- New Accounts. The Quick Guide course can be added to any new student or instructor account during account creation by users with the role of institution admin.
- Existing Accounts. The Quick Guide course can be added to existing student and/or instructor accounts by following the directions in the ACT WorkKeys Administration User Guide under “Adding Course(s) to an Existing Student or Instructor Account”.

Message Center

Users who have the instructor role can now create Banner and In-App messages for the learners they oversee. This new feature is available on the Reporting Dashboard under TOOLS.

Banner Message

Post 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 are displayed in all courses to which the student has access and can either be dismissed by the student or will no longer appear after the specified end date.
To create a Banner Message:
1. From the Reporting Dashboard under TOOLS, 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 sent

**In-App Message**

Send a dismissible message to the inbox of an individual student or groups of students that the user oversees.

To create an In-App Message:
1. From the Reporting Dashboard under TOOLS, 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
   - 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 view only messages that they have created.
Assigning Courses during Account Creation

Based on your license, you will now see up to three course bundles when creating a student and/or instructor account: WorkKeys NCRC Aligned Courses, Other WorkKeys Aligned Courses, and Essential Skills Courses.

- To select all courses in the bundle, select the box beneath each course bundle name.
- To select or unselect individual courses, select the box in front of the course name.

Important: Additional courses can still be added after an account has been created, but you cannot go back later and remove a course.

ACT WorkKeys Curriculum Instructor Resources

The Instructor Resources tool enables users to download files directly from the Reporting Dashboard. Initially, Instructor Resources will include student workbooks and the corresponding facilitator guides for the WorkKeys NCRC-aligned and Essential Skills courses.
Who Can Access Instructor Resources

Users with the role of instructor, institution supervisor, district supervisor, and organization supervisor have access to Instructor Resources. Available materials are based on the courses included in your site license. Additionally, for instructors, the available materials are based on the courses to which the instructor has access.

Note: Users with the role of institution supervisor and district supervisor usually also have the role of institution admin and district admin respectively.

Student Workbooks

The student workbooks contain the same content (lessons, practice questions and quizzes) found in the online version of ACT WorkKeys Curriculum. Answers to the practice questions are included in the student workbooks. Answers to the level and final quizzes are included in the corresponding Facilitator Guide.

ACT WorkKeys Curriculum WorkKeys-aligned workbooks
- WorkKeys Curriculum Applied Math Levels 3-7 Workbook
- WorkKeys Curriculum Graphic Literacy Levels 3-7 Workbook
- WorkKeys Curriculum Workplace Documents Levels 3-7 Workbook

ACT WorkKeys Curriculum Essential Skills workbooks
- WorkKeys Curriculum Essential Skills: Customer Service Workbook
- WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication Workbook
- WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking Workbook
- WorkKeys Curriculum Essential Skills: Working in Teams Workbook
- WorkKeys Curriculum Essential Skills: Work Discipline Workbook

Facilitator Guides

Two facilitator guides are provided, covering the WorkKeys NCRC-aligned workbooks and a separate facilitator guide covering the Essential Skills workbooks. The facilitator guides contain copies of the level and final quizzes along with the corresponding answer keys. Course overviews and suggestions for how to facilitate student learning using workbooks are also included.

ACT WorkKeys Curriculum Facilitator Guides
- WorkKeys Curriculum NCRC Facilitators Guide
- WorkKeys Curriculum Essential Skills Facilitators Guide
How to Access Instructor Resources

1. From the left-hand navigation menu on the Reporting Dashboard, select Instructor Resources.

2. Based on your role and the license for your institution, you will see a list of available resources.

3. You can search for a file by name, type of file, and/or perform a keyword search.

4. To download a file, select the Download link on the far-right side. Once you have selected Download, a popup menu is displayed in the lower left side of the screen displaying the name of the file.

5. Select the arrow next to the file name, and then select Open.
Once you have selected “Open”, a new window opens showing the selected Instructor Resource file.

6. You can save the file to your desktop.

**Frequently Asked Questions – Instructor Resources**

**Can I download and print the workbooks and facilitator guides?**

*Yes*, you may download and reproduce any of the content available under Instructor Resources. The workbooks may be used only with individuals covered under your ACT WorkKeys Curriculum license. The facilitator guides are to be used only by instructors and administrative staff for your site.

**Can I distribute the answer keys to individuals using the workbooks?**

*No*, the answer keys should be used only by instructors and administrative staff.

**Can I post the workbooks to a website?**

*No*, posting the workbooks to a website is a violation of your license.

**Can I post the facilitator guides to a website?**

*No*, posting the facilitator guides to a website is a violation of your license.

**Can I share a facilitator guide with a student/learner that I am working with?**

*No*, because the facilitator guides contain answer keys, they should not be shared with students/learners.

**New Student Feature – Filter by Bookmarks**

To help learners make more efficient use of their time, students can also now filter by bookmarked questions during practice and quiz review. This enables students to filter by an additional criterion to narrow down the exact questions they wish to review. This is in addition to the current criterion to filter by all questions, only correctly answered questions, or only incorrectly answered questions. For example, students can now view only incorrectly answered questions with a bookmark by selecting a filter.
80% Correct

Preview

- What is the range of tolerance grades for tearing? Tolerance grade 5 Tolerance grade 6 Tolerance grade 7 through 9 Tolerance grade 10 Tolerance grades

Time:

- 0 min 10 secs

Review

- You need to create a graphic that will allow management to know if representatives hit target percentages for each call type. Which of the proposed ri...