

2022-2023

ACT Online Reporting User Guide

The ACT[®] | PreACT[®] | PreACT[®] 8/9



www.act.org

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Introduction

This user guide is designed to help district and school personnel navigate through ACT's online reporting. Included are detailed steps from the initial setup, to accessing and customizing various reports.

Getting Started

Trusted Agents

A Trusted Agent assumes the responsibility of managing user access for districts and schools in their jurisdiction. Once appointed, a Trusted Agent can assign the following roles:

- **State Trusted Agent:** Users can add and remove users at the state level. They can provide access to score results and/or contract reports (if applicable). They can also view and export summary and detailed individual data and reports as well as contract reports (if applicable).
- **Trusted Agent:** Users can add and remove users at the district and school level. They can provide access to score results and/or contract reports (if applicable). They can also view and export summary and detailed individual data and reports as well as contract reports (if applicable).
- **Detailed Viewer:** Users can view and export summary and detailed individual data and reports.
- **Summary Viewer:** Users can view and export summary data and reports.
- **Test Coordinator:** Users can view and export summary and detailed reports for contracts.

Registering as a Trusted Agent

The district superintendent or school leader will receive a Trusted Agent Letter in the mail that includes a school/district specific access code. Once an access code is received, the district superintendent or school leader may perform the following steps:

1. Log on to success.act.org
2. Select **Create Account**
3. Fill out the required information and select the assigned checkbox for their role(s) at the school or organization

Create an ACT Organizational Account

Enter your information below to create and verify your organizational account with ACT.

[Click here to register a student to take the ACT test.](#)

First Name: Last Name:

Birth Month: Birth Day: Birth Year:

Work Email (You'll sign in with this, and you'll verify it to create your account):

Work Phone:

PIN:

Time Zone:

Employer (optional):

Your title at this school/org: (optional)

☐ District Administrator
 ☐ School Administrator
 ☐ Principal
 ☐ Teacher
 ☐ Superintendent
 ☐ Counselor
 ☐ IT/Technical
 ☐ Other

4. Check the box marked **I have an access code**

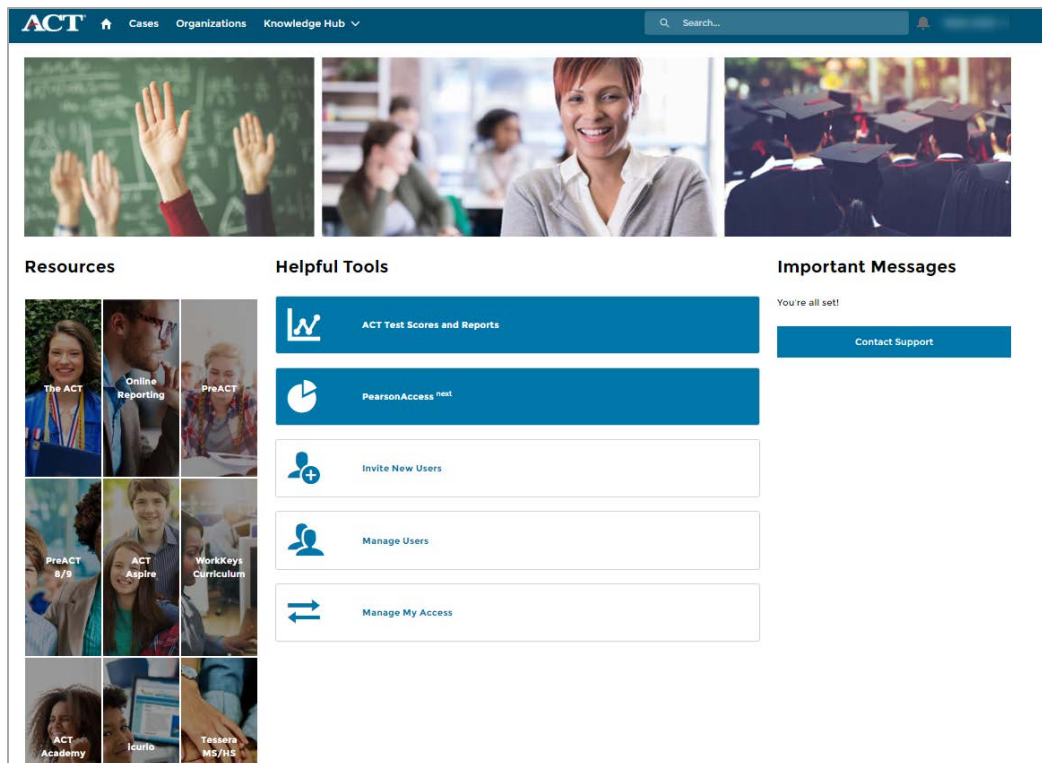
☐ I have an access code. (optional)

☐ I agree to ACT's [Terms and Conditions](#) and [Privacy Policy](#).

[Send Verification Email](#)

5. Search for and select their school or organization that is listed on the Trusted Agent Letter
6. Enter the access code listed in the Trusted Agent Letter and select **Validate**
Note: The access code assigned in the Trusted Agent Letter can be used 10 times.
7. Select the checkbox to agree to the following terms and select the **Send Verification Email** button
8. Next, the user must check their email inbox for their verification. Click on the link provided in the email and set a new password. Once completed, the user will be taken to the Trusted Agent dashboard.

Trusted Agent Dashboard



Resources: The left column includes help articles and training resources for Trusted Agents and online reporting.

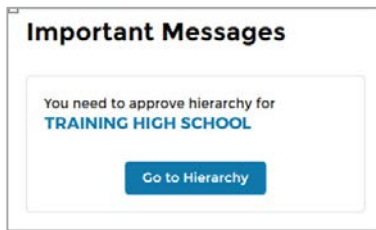
Helpful Tools: The center column includes the following tools to help Trusted Agents manage online reporting:

- **ACT Test Scores and Reports:** Provides access to report data.
- **PearsonAccess^{next}:** Provides access to PearsonAccess^{next}.
- **Invite New Users:** Allows the Trusted Agent to send invitations to new users.
- **Manage Users:** Allows the Trusted Agent to open optional picklists to manage incoming user requests and outgoing invitations.
- **Request Access:** Allows Non-Trusted Agents to request user access to online reporting

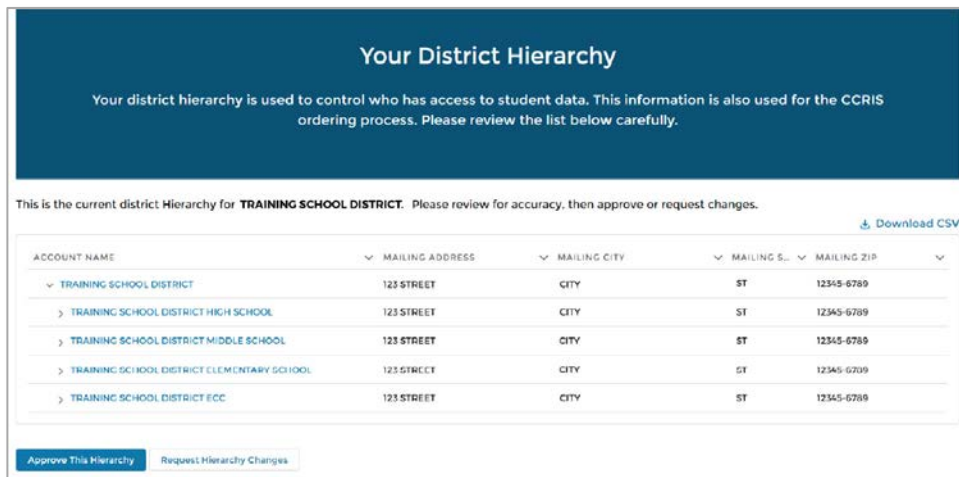
Important Messages: The right column includes important messages that Trusted Agents need to address, such as hierarchy approvals and access requests, and a **Contact Support** button.

Approving Hierarchy for a District

The Trusted Agent for a district will need to approve their organizational hierarchy the first time they log in. This can be done by selecting the **Go to Hierarchy** button under the Important Messages column.



Review hierarchy and select the **Approve This Hierarchy** or **Request Hierarchy Changes** button.



Once the hierarchies are approved, the Trusted Agent can begin adding and managing new users.

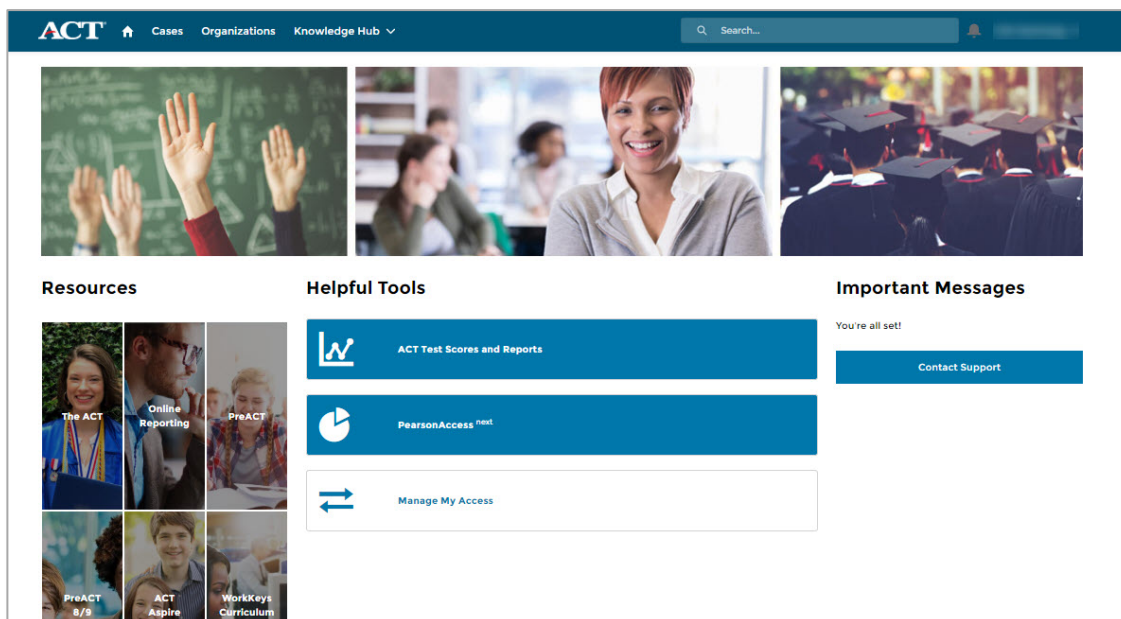
Non-Trusted Agents

Non-Trusted Agents may gain access to online reporting in the following roles:

- **Detailed Viewer:** Users can view and export summary and detailed individual data and reports. They can also view contract reports if assigned by the Trusted Agent.
- **Summary Viewer:** Users can view and export summary data and reports. They can also view contract reports if assigned by the Trusted Agent.

These users can be assigned by a Trusted Agent. Once a Trusted Agent assigns a user to this role, the user will receive an email invitation. Once the invitation is accepted, they will have access to online reporting. School personnel who don't receive a direct invitation may also request to gain access at **success.act.org**. Once submitted, the request will be sent to a Trusted Agent for approval.

Non-Trusted Agent Dashboard



The Non-Trusted Agent dashboard will have the same look and feel with restricted access to managing users and hierarchy approvals.

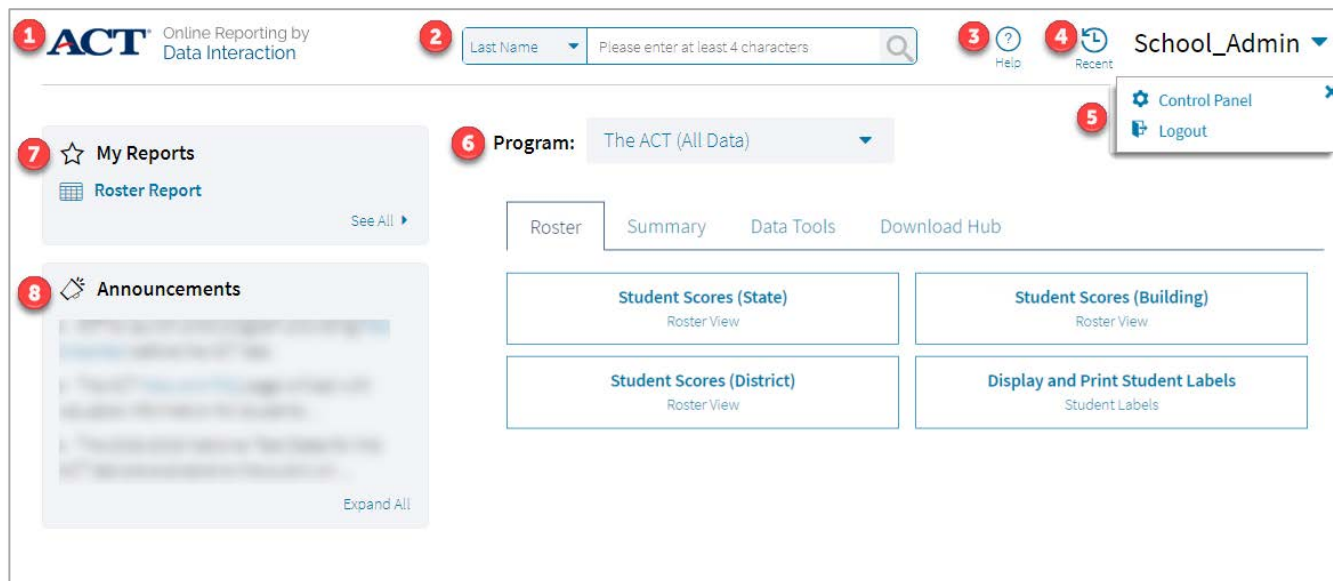
Overview

Online Reporting Overview

ACT online reporting allows authorized users to view summary, roster, student level performance data, and contract reports where applicable. From a desktop computer, tablet, or mobile device, users will begin their data analysis on the landing page by selecting a **Roster View** to see the individual performance or **Contract Reports** to see aggregate, individual, and Profile Reports associated to a contract. These options allow users to drill down for more extensive exploration at a state, district, school, and/or student level. For convenient access to a specific student's Individual Student Report, online reporting also offers a **Student Search** function on the landing page.

Universal Navigation & Support Tools

High Level Navigation Options



1: The ACT logo serves as a Home link. Select the logo from any page view to return to the online reporting landing page.

2: The student search feature allows users to search for a student by Last Name, First Name, ACT ID, State ID, or Local ID.

3: The **Help** icon will direct to the ACT Help and Support site.

4: The **Recent** icon will bring up a list of recently viewed reports. Once a user logs out, these reports will be cleared.

5: The upper right-hand corner includes a user drop-down with the following options:

Control Panel: Select to view User Activity Reports for admin users.

Logout: Select to log out of online reporting and return to **success.act.org**.

6: The **Program** drop-down allows users to select a specific program.

Note: Click the drop-down menu to view State Contract, District Contract, and PreACT programs (if applicable).

7: The **My Reports** panel displays the four most recently saved reports. Select **See All** to display all saved reports.

8: The **Announcements** panel displays up to four recent announcements. Select **Expand All** to view the announcements in their entirety.

Multiple Profiles

ACT users who are authorized to view data from multiple organizations under different roles will have the option to switch between these org-level/role “profiles.” On the ACT online reporting landing page, a drop-down menu will give users the option to switch between profiles. The reports available on the selections page are dependent upon the user role and organization level (i.e., a user with the District-Summary role will only see summary data for the organization(s) assigned to that role, and a District-Admin user role will have access to Roster, Summary, and Data Tools on the selections page for the organization(s) assigned to that role).

☆ My Reports

See All ▶

📢 Announcements

Expand All

My Role: District-Summary Viewer ▲

Program: District-Summary Viewer

School-Trusted Agent

Summary

My Summary Results

Summary View

English Readiness

English Reporting Categories

Math Readiness

Math Reporting Categories

Reading Readiness

Reading Reporting Categories

Science Readiness

Science Reporting Categories

College & Career Readiness

College and Career Readiness Standards Score Ranges

Score Distribution Quartiles

ACT Score Quartile Values

Distribution of Planned Educational Majors for All Students by College Plans

Student Identified Planned Majors

The following table shows the nine possible organization type and role combinations along with the features that are available for each user:

ACT Role	Organization Level	Roster Report & ISR	Summary Report	Data Analytics	Student Search	Control Panel
State-Trusted Agent	State	✓	✓	✓	✓	✓
State-Detailed Viewer	State	✓	✓	✓	✓	
State-Summary Viewer	State		✓			
District-Trusted Agent	District	✓	✓	✓	✓	✓
District-Detailed Viewer	District	✓	✓	✓	✓	
District-Summary Viewer	District		✓			
School-Trusted Agent	School	✓	✓	✓	✓	✓
School-Detailed Viewer	School	✓	✓	✓	✓	
School-Summary Viewer	School		✓			
Test Coordinator Viewer	District or School	✓	✓	✓	✓	

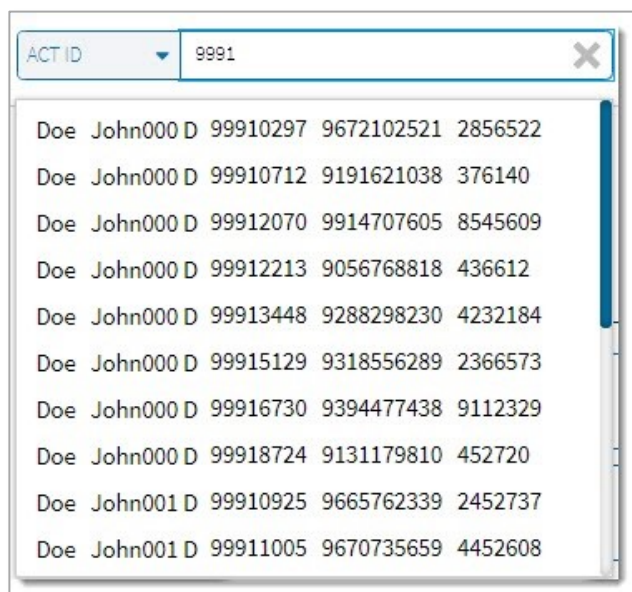
Note: If a user switches the user profile in the My Role drop-down menu, they will only see the reports that were saved to that specific role under My Reports.

Student Search

The student search feature provides access to individual ACT results for all organizations that a user has access to. A student can be searched for using one of the following options: Last Name, First Name, ACT ID, State ID, and Local ID.

Searching for a Student


1. Begin to enter a student's information and a list of potential matches will appear.



The screenshot shows a search interface with a dropdown menu. The search criteria is "ACT ID" with the value "9991". The dropdown list contains the following entries:

ACT ID	First Name	Last Name	State ID	Local ID	Score
99910297	John	Doe	000	D	2856522
99910712	John	Doe	000	D	376140
99912070	John	Doe	000	D	8545609
99912213	John	Doe	000	D	436612
99913448	John	Doe	000	D	4232184
99915129	John	Doe	000	D	2366573
99916730	John	Doe	000	D	9112329
99918724	John	Doe	000	D	452720
99910925	John	Doe	001	D	2452737
99911005	John	Doe	001	D	4452608

2. Select a student in the list of potential matches to drill down to a list of their testing history. Selecting a student from the list of potential matches will take you to a cumulative list of that student's test results.

Student Search Cumulative Report				The ACT (All Data)		
Doe, John000 D						
ACT ID: 99910297		Date-of-Birth: December 12, 2000				
2019-2020	Test Date: February 2020 School Code: 9908		Composite Score: 25			
			Math Score: 23			
			Science Score: 29			
			STEM Score: 26			
			English Score: 23			
			Reading Score: 23			
			Writing Score: 8			
		ELA Score: 23				
2019-2020	Test Date: October 2019 School Code: 8808		Composite Score: 16			
			Math Score: 16			
			Science Score: 16			
			STEM Score: 16			
			English Score: 14			
			Reading Score: 18			
			Writing Score: N/A			
		ELA Score: --				

Roster View

The Roster view provides dynamic access to individual student results, delivering powerful insight into the specific strengths and areas of need for each student. Interactive data analysis features allow users to apply filter criteria and/or perform ad hoc queries on any score variable to obtain summary reports or graphs. The Roster view also displays student level data including student ID, demographics, and participation.

Student Scores

The screenshot shows the 'Student Scores (District)' Roster View interface. At the top, the 'Program' is set to 'The ACT (All Data)'. Below this, there are four tabs: 'Roster', 'Summary', 'Data Tools', and 'Download Hub'. The 'Roster' tab is selected. A dark blue header bar contains the text 'Student Scores (District)' and 'Roster View'. Below the header, there is a 'Year' selection area with five buttons: '2020-2021' (selected), '2019-2020', '2018-2019', '2017-2018', and '2016-2017'. Under the 'Year' section, the 'Organization' is set to 'CyberCity HighSchool 1'. There is a search bar labeled 'Search within CyberCity'. Below the search bar, there are three dropdown menus: 'Y State', 'CyberCity', and 'CyberCity HighSchool 1' (selected). At the bottom right, there are two buttons: 'Cancel' and 'Get Report'.

1. Under the **Roster** tab, select **Student Scores** to display a drop-down menu with all available organizations.
2. Use the **Organization** menu to choose a School, District, or State organization, depending on the user's level of access. Use the search bar to search for an organization.
3. Once an organization has been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

Select the **Get Report** button to generate a report similar to the following sample:

Roster View: The ACT (All Data)

Showing students who are College Reportable

Search: ACT composite superscore at least 1

Options

Save

Download

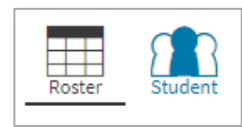
Roster

Student

ACT ID	Last Name	First Name	MI	Test Date	DOB	Superscores								Composite	Math	Science	English	Reading
						Composite	Math	Science	STEM	English	Reading	Writing	ELA	Score	Score	Score	Score	Score
89662443	BOND	PAUL		December 2020	01/01/2000	25	28	22	25	26	23	--	--	25	28	22	26	23
89599724	DANIEL	LINDA		April 2021	02/11/1999	12	14	15	15	9	10	--	--	12	14	15	9	10
89662697	DEAN	SAM		April 2021	01/01/2000	34	36	32	34	36	33	10	33	31	36	32	21	33
89662697	DEAN	SAM		February 2021	01/01/2000	23	25	13	19	36	17	10	28	23	25	13	36	17
89599568	DEAN	SONJA		December 2020	02/21/2000	12	14	15	15	9	10	--	--	12	14	15	9	10
89662694	DINA	AMELIA		February 2021	01/01/2000	34	34	34	34	35	34	10	33	26	34	32	21	17

Viewing Options

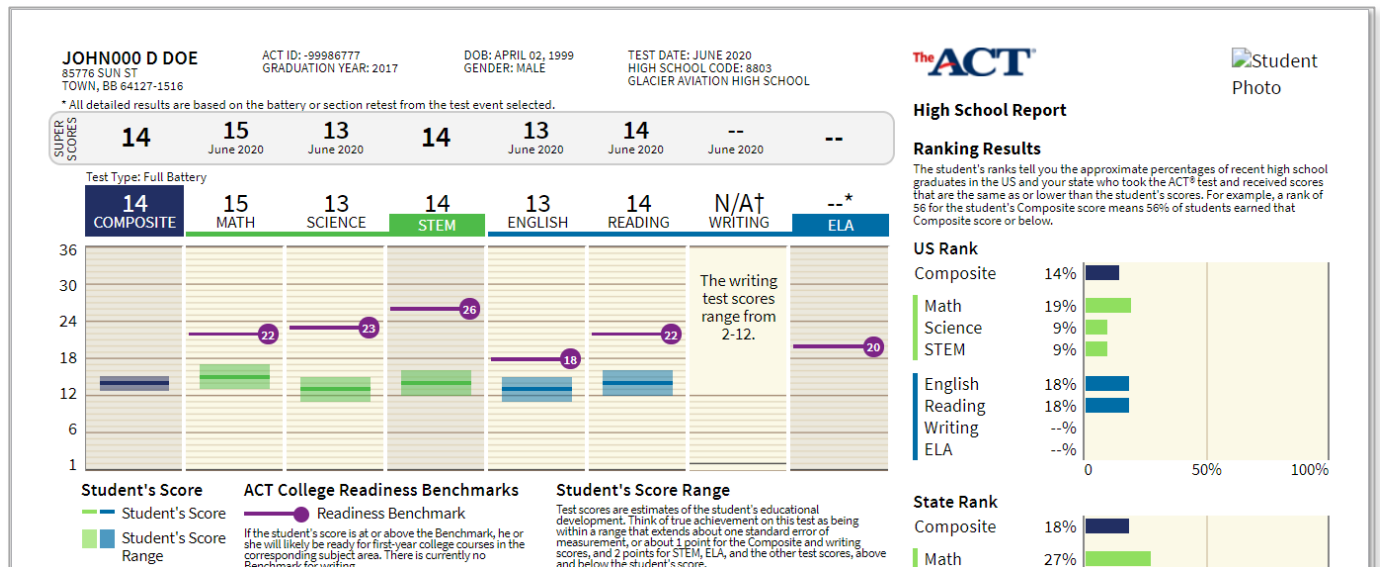
Select one of the available buttons to change to a roster or student view of the selected data options.



- The **Roster** button displays a roster list of all students
- The **Student** button displays a set of individual reports

Individual Student Report (ISR)

Select the **Student** button to view a detailed student report for each student in the roster view.



Individual Report View


From the Individual Report view, use the navigation arrows at the bottom of the report to page through the reports. Users may also jump to a specific page/report.

- Select **Options** in the top menu to utilize the Search and Filter options and refine the group of individual reports being viewed based on score and/or demographic criteria. (See "[Customization Options](#)" for further details.)
- Select **Download** in the top menu and enter criteria to download one or more individual reports as PDF files. If the number of records is greater than 100 ISRs, the request will be sent to the Queued PDFs section of the Download Hub.

General Functionality

In addition to selecting the **Student** button to view a set of individual reports for all students in an organization, you can select a student's ACT ID in the Roster view to view an individual report for a particular student.

ACT ID	Last Name	First Name
735584476	Last	First
735584476	Last	First



Individual Student Report: The ACT (All Data), Marble Records District, 2020-2021

Showing students who are College Reportable

Drill To Selection: Students whose Last, First

Options

Save

Download

Roster

Student

FIRST M LAST

ACT ID: 735584476

GRADUATION YEAR: 2022

DOB: JULY 15, 2002

GENDER: FEMALE

TEST DATE: SEPTEMBER 2020 | STATE

HIGH SCHOOL CODE: 880400

MARSH NAVIGATION

High School Report

Ranking Results

The student's ranks tell you the approximate percentages of recent high school graduates in the US and your state who took the ACT® test and received scores that are the same as or lower than the student's scores. For example, a rank of 58 for the student's Composite score means 58% of students earned that Composite score or below.

UF Data

Intentionally Left Blank

Test Type: Full Battery	23	22	--	24	30	10	--
	June 2020	Sept 2020		June 2020	Sept 2019	Sept 2019	
09 COMPOSITE	35	35	12	35	35	35	12
MATH							
SCIENCE							
STEM							
ENGLISH							
READING							
WRITING							
ELA							

To sort columns into ascending or descending order, select the column head and select **Sort**.






ACT ID

Sort>

-31231602
-32031485
-32036114
-32999866
-33594079

Select the **Footnotes** button to display footnotes regarding the Roster data. Select again to hide the footnotes.

Roster View: The ACT, CyberCity HighSchool 1, 2018-2019

 Options
  Save
  Download
  Roster
  Student

ACT ID	Last Name	First Name	Test Date	DOB	Composite	Math	Science	English	Reading
					Score	Score	Score	Score	Score
-86295792	Doe	John017	December 2018	05/25/2001	20	18	20	21	19
40983363	Doe	John019	October 2018	09/18/2001	16	21	16	13	13
-67414080	Doe	John022	October 2018	01/15/2000	16	15	18	13	17
-93724270	Doe	John022	October 2018	10/24/2000	17	16	18	16	19

— US rank reflects the percentage of recent US high school graduates nationwide who received scores in this content area that are the same or lower than a particular student's score.

— State rank reflects the percentage of recent US high school graduates in your state who received scores in this content area that are the same or lower than a particular student's score.


— ACT College Readiness Benchmarks are ACT scores that, when met or exceeded, suggest a student has a good chance of succeeding in credit bearing, first-year college courses. For more detailed information review the [ACT Benchmarks](#). Benchmarks on the ACT test follow: English Cut ≥ 18; Math Cut ≥ 22; Reading Cut ≥ 22; Science Cut ≥ 23; STEM Cut ≥ 26; ELA Cut ≥ 20.

— ACT reporting categories present detailed information into a student's skills within each subject area and provide a better understanding of strengths and areas for improvement. For more detailed information review the [ACT Reporting Category Interpretation Guide](#).

— Reporting Category Scores (Points Earned and Percent Correct) are not interpretable across test forms; percent correct reflects the percentage of items answered correctly within a given reporting category.

— When a student's reporting category percentage of items correct meets or exceeds the readiness range lower bound, that student is said to be performing at a level comparable to the typical student meeting the associated scale score's College Readiness Benchmark.

— The ACT Composite score is the rounded average of the English, math, reading and science scale scores.



Page 1 of 10
 Displaying 1-20 of 186

Jump to: 1 Go

Customization Options

Reports may be customized using the report options. Select the **Options** icon to access customization options and for quick modification and customization of reports. Changes may be made to multiple options at once.

Organization

Fields

Scores

Filter

Search

Options

Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

Select the **Update** button to apply the desired options.

Options—Organization

Use the **Organization** tab to choose School, District, or State organization. Use the search bar to search for an organization. Select the **Update** button to refresh the report.

The screenshot shows the 'Organization' tab selected in the 'Options' menu. The top navigation bar includes 'Options', 'Save', 'Download', 'Roster', and 'Student'. Below the tabs, the 'Organization' section is active, showing 'Organization: CyberCity HighSchool 1'. A search bar labeled 'Search within CyberCity' is present. Below the search bar, a list of organizations is displayed: 'CyberCity' (selected), 'CyberCity HighSchool 1', and 'CyberCity HighSchool 2'. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

Options—Fields

The **Fields** tab allows users to select student identification information, test information, and demographics to view on the report. Apply the appropriate demographics and select the **Update** button to add these fields as columns to the report.

The screenshot shows the 'Fields' tab selected in the 'Options' menu. The top navigation bar includes 'Options', 'Save', 'Download', 'Roster', and 'Student'. Below the tabs, the 'Fields' section is active, showing a list of fields organized into categories: 'General Information', 'Student Information', 'Demographics', and 'H.S. Information'. Each category has a 'Select All / Reset' link. The 'General Information' category includes 'Test Date', 'Test Location', 'District Name', 'School Name', and 'School Code'. The 'Student Information' category includes 'Last Name', 'First Name', 'Middle Initial', 'State ID', 'Local ID', 'DOB', and 'Grade'. The 'Demographics' category includes 'Gender' and 'Ethnicity'. The 'H.S. Information' category includes 'English GPA', 'Math GPA', 'Social Studies GPA', 'Natural Sciences GPA', 'Average GPA', 'Year of H.S. Graduation', 'Educational Aspirations', 'College Name 1', 'College Name 2', 'College Name 3', 'College Name 4', 'College Name 5', and 'College Name 6'. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

Note: The Fields tab adjusts based on the report view. For example, when viewing the Student view, users will only have the option to filter or search based on demographic characteristics.

Options—Scores

The **Scores** tab can be used to select scores to view on the report. Select checkboxes for Score, Benchmark, US Rank, State Rank, and/or Reporting Categories. To view all scores and reporting categories, select the **Select All** link. Select the **Update** button to view the selections in the report.

Options

Save

Download

Roster

Student

OrganizationFieldsScoresFilterSearch

Superscores

Select All / Reset

Composite SuperscoreMath SuperscoreScience SuperscoreSTEM SuperscoreEnglish SuperscoreReading SuperscoreWriting SuperscoreELA Superscore

Scores

Select All / Reset

	Score	Benchmark	US Rank	State Rank
Composite	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Math Reporting Categories

Select All / Reset

Science Reporting Categories

Select All / Reset

English Reporting Categories

Select All / Reset

Reading Reporting Categories

Select All / Reset

Understanding Complex Text Indicator

Select All / Reset

Writing Domain Scores

Select All / Reset

Career Readiness

Select All / Reset

Groups Per Page20

CancelUpdate

Options—Filter

Use the **Options** tab to include or exclude students based on demographic characteristics. To include a subgroup, select the desired demographic variable from the drop-down list. To add more than one subgroup, select another demographic variable. Select the **And** or **Or** button to specify the logical relationship between the subgroups selected. The **And** button will only show students who fall under all selected characteristics and the **Or** button will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

Selections display as boxes next to "Showing students who are." Select the trash can icon displayed to remove the selection.

Organization Fields Scores Filter Search

Add Filter Reset

Showing students who are ▼

Relationship And **Or**

Female	
Hispanic/Latino	

Groups Per Page 20 ▼

Cancel **Update**

Options—Search

The **Search** feature allows users to search for students by name, ACT ID, scores, or other reporting category options. For example, to find a specific student on the district or school Roster Report or in the set of Individual Student Reports:

1. Select ACT ID from the drop-down menu.
2. Enter the ACT ID, or part of the number, for the student needed.
3. Select the **Add** button.
4. Select the **Update** button. The report will refresh showing only students matching the search criteria.

The screenshot shows a search interface with the following elements:

- Navigation tabs: Organization, Fields, Scores, Filter, Search (selected).
- Buttons: Search, Reset.
- Search criteria input: A dropdown menu showing "Science Score" and a comparison operator dropdown showing "at least". Below these is a text input field containing the number "22".
- Action button: A dark blue "Add" button.
- Relationship section: Labeled "Relationship" with two radio buttons, "And" (selected) and "Or".
- Search criteria list: A list of criteria with delete icons (trash can) to the right of each item.
 - ACT ID contains "1010"
 - Math Score at least "22"
- Footer: A "Groups Per Page" dropdown set to "20", a "Cancel" button, and an "Update" button.

Student Labels

Only District and School users have the ability to print labels. The student labels print on 1 inch x 4 inch labels (e.g. Avery #8461).

Note: It is recommended that District users print reports by organization as the labels will be sorted by last name, first name, and test date and not separated by organization.

Roster Summary Data Tools Download Hub

Display and Print Student Labels
Student Labels

Year: ✓ 2019-2020 2018-2019 2017-2018

Organization: CyberCity HighSchool 1

Search within CyberCity

Y State ^

CyberCity ^

- CyberCity HighSchool 1
- CyberCity HighSchool 2

Cancel Get Report

1. Under the **Roster** tab, select the **Display and Print Student Labels** button for a drop-down menu with all available organizations.
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose an organization. Use the search bar to search for an organization.
4. Once a school has been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

Select the **Get Report** button to generate a report:

Individual Report : The ACT, CyberCity HighSchool 1, 2018-2019

Options

Save

Download

Student

Roster

<div><div><div>Doe, John011 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>85434947</div><div>DATE</div><div>12/06/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>21 19 18 21 20</div><div>8</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>51</div><div>ACT</div></div></div> <div><div><div>Doe, John011 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>85434947</div><div>DATE</div><div>12/06/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>21 19 18 21 20</div><div>8</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>51</div><div>ACT</div></div></div>	<div><div><div>Doe, John044 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>38918966</div><div>DATE</div><div>09/18/2001</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>13 21 13 18 18</div><div>N/A</div><div>10/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>25</div><div>ACT</div></div></div> <div><div><div>Doe, John044 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>38918966</div><div>DATE</div><div>09/18/2001</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>13 21 13 18 18</div><div>N/A</div><div>10/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>25</div><div>ACT</div></div></div>
<div><div><div>Doe, John074 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>67877956</div><div>DATE</div><div>10/11/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>32 28 20 21 25</div><div>N/A</div><div>12/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>78</div><div>ACT</div></div></div> <div><div><div>Doe, John074 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>67877956</div><div>DATE</div><div>10/11/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>32 28 20 21 25</div><div>N/A</div><div>12/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>78</div><div>ACT</div></div></div>	<div><div><div>Doe, John088 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>49985153</div><div>DATE</div><div>11/02/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>23 24 32 25 28</div><div>9</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>82</div><div>ACT</div></div></div> <div><div><div>Doe, John088 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>49985153</div><div>DATE</div><div>11/02/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>23 24 32 25 28</div><div>9</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>82</div><div>ACT</div></div></div>
<div><div><div>Doe, John094 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>07603876</div><div>DATE</div><div>08/30/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>21 18 30 17 21</div><div>N/A</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>58</div><div>ACT</div></div></div> <div><div><div>Doe, John094 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>07603876</div><div>DATE</div><div>08/30/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>21 18 30 17 21</div><div>N/A</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>58</div><div>ACT</div></div></div>	<div><div><div>Doe, John099 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>38888220</div><div>DATE</div><div>10/24/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>18 18 19 18 17</div><div>N/A</div><div>10/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>32</div><div>ACT</div></div></div> <div><div><div>Doe, John099 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>38888220</div><div>DATE</div><div>10/24/2000</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>18 18 19 18 17</div><div>N/A</div><div>10/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>32</div><div>ACT</div></div></div>
<div><div><div>Doe, John098 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>09025409</div><div>DATE</div><div>02/16/2001</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>30 28 25 23 27</div><div>6</div><div>10/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>88</div><div>ACT</div></div></div> <div><div><div>Doe, John098 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>09025409</div><div>DATE</div><div>02/16/2001</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>30 28 25 23 27</div><div>6</div><div>10/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>88</div><div>ACT</div></div></div>	<div><div><div>Doe, John102 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>17922482</div><div>DATE</div><div>10/17/2002</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>14 14 14 11 13</div><div>4</div><div>10/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>8</div><div>ACT</div></div></div> <div><div><div>Doe, John102 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>17922482</div><div>DATE</div><div>10/17/2002</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>14 14 14 11 13</div><div>4</div><div>10/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>8</div><div>ACT</div></div></div>
<div><div><div>Doe, John106 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>88039370</div><div>DATE</div><div>12/25/2001</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>25 28 28 28 28</div><div>N/A</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>82</div><div>ACT</div></div></div> <div><div><div>Doe, John106 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>88039370</div><div>DATE</div><div>12/25/2001</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>25 28 28 28 28</div><div>N/A</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>82</div><div>ACT</div></div></div>	<div><div><div>Doe, John106 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>88039370</div><div>DATE</div><div>12/25/2001</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>25 28 28 28 28</div><div>N/A</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>82</div><div>ACT</div></div></div> <div><div><div>Doe, John106 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>88039370</div><div>DATE</div><div>12/25/2001</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>25 28 28 28 28</div><div>N/A</div><div>09/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>82</div><div>ACT</div></div></div>
<div><div><div>Doe, John108 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>31942331</div><div>DATE</div><div>02/04/2002</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>19 15 22 18 18</div><div>6</div><div>12/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>39</div><div>ACT</div></div></div> <div><div><div>Doe, John108 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>31942331</div><div>DATE</div><div>02/04/2002</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>19 15 22 18 18</div><div>6</div><div>12/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>39</div><div>ACT</div></div></div>	<div><div><div>Doe, John108 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>31942331</div><div>DATE</div><div>02/04/2002</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>19 15 22 18 18</div><div>6</div><div>12/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>39</div><div>ACT</div></div></div> <div><div><div>Doe, John108 D</div><div>NAME OF STUDENT</div><div>DATE OF BIRTH</div><div>TEST DATE & TEST LOCATION</div></div><div><div>31942331</div><div>DATE</div><div>02/04/2002</div><div>TEST DATE & TEST LOCATION</div></div><div><div>SCORES</div><div>19 15 22 18 18</div><div>6</div><div>12/2018</div></div><div><div>PERCENT AT OR BELOW NAT'L COMP.</div><div>39</div><div>ACT</div></div></div>

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Jump to: 1 Go

Viewing Options

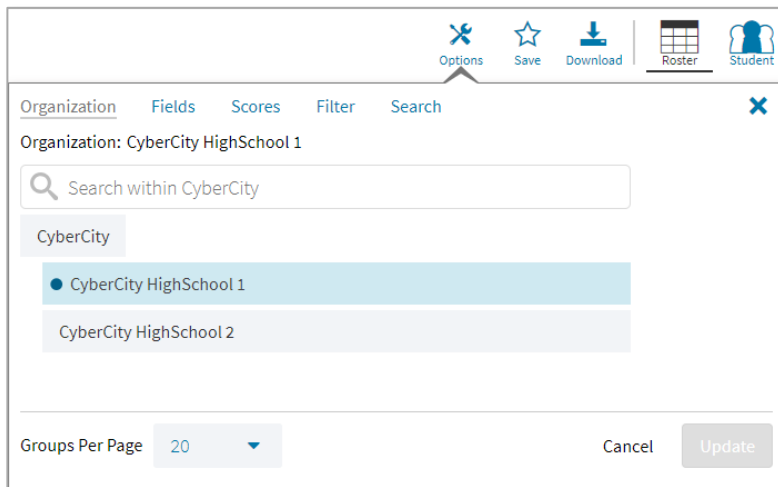
Select the **Student** or **Roster** button to change to a roster or student view of the selected data options.

Customization Options

Reports may be customized using the report options. Select the **Options** icon to access and modify customization of reports. Make any desired changes and select the **Update** button.

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization is selected, select the **Update** button to refresh the report.



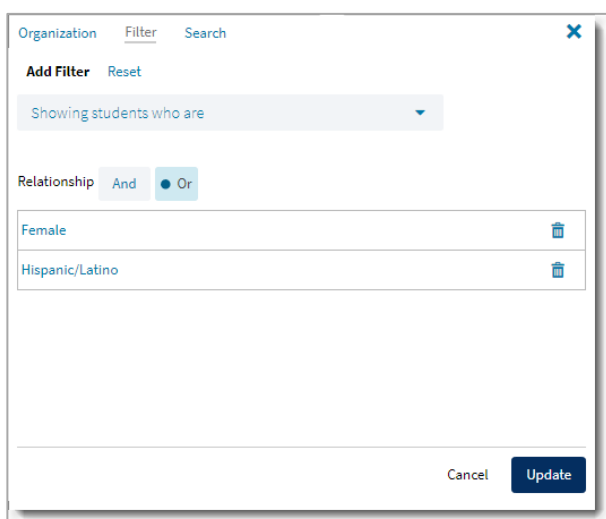
The screenshot shows the 'Organization' tab in a software interface. At the top, there are icons for 'Options', 'Save', 'Download', 'Roster', and 'Student'. Below these, the 'Organization' tab is active, showing a search bar with the text 'Search within CyberCity'. Below the search bar, a list of organizations is displayed: 'CyberCity', 'CyberCity HighSchool 1' (selected with a blue dot), and 'CyberCity HighSchool 2'. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

Options—Filter

Use the **Filter** tab to include or exclude students based on demographic characteristics. To include a subgroup, select the desired demographic variable from the drop-down list. To select more than one subgroup, select another demographic variable. Select the **And** or **Or** button to specify the logical relationship between the subgroups selected. The **And** button will only show students who fall under all selected characteristics and the **Or** button will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

Selections display as boxes next to "Showing students who are." Select the trash can icon displayed to remove the selection.



The screenshot shows the 'Filter' tab in the software interface. At the top, there are icons for 'Organization', 'Filter', and 'Search'. Below these, the 'Filter' tab is active, showing a section titled 'Add Filter' with a 'Reset' button. Below this, there is a dropdown menu labeled 'Showing students who are'. Below the dropdown, there is a 'Relationship' section with 'And' and 'Or' buttons. The 'Or' button is selected. Below the relationship buttons, there is a list of demographic variables: 'Female' and 'Hispanic/Latino', each with a trash can icon to its right. At the bottom, there are 'Cancel' and 'Update' buttons.

Options—Search

Use the **Search** feature to search for students by name, ACT ID, scores, or other reporting category options. For example, to find a specific student on the district or school Roster Report or in the set of Individual Student Reports:

1. Select ACT ID from the drop-down menu.
2. Enter the ACT ID, or part of the number, for the student needed.
3. Select the **Add** button.
4. Select the **Update** button. The report will refresh showing only students matching the search criteria.

The screenshot shows a 'Search' dialog box with tabs for 'Organization', 'Filter', and 'Search'. The 'Search' tab is active. It contains a 'Search' button and a 'Reset' link. Below is a dropdown menu set to 'Writing Score' and a radio button set to 'at most'. A text input field contains the number '24'. Below the input field is an 'Add' button. Further down, there is a 'Relationship' section with radio buttons for 'And' (selected) and 'Or'. Below that is another text input field containing 'Composite Score at least "30"'. At the bottom right are 'Cancel' and 'Update' buttons.

Summary Reports

The **Summary** tab displays school, district, or state group performance data in a table or graphical format and allows customization using various summary statistics. The Summary tab on the ACT homepage provides access to several summary reports:

- **My Summary Results**
- **Score Distribution Quartiles**
- **College & Career Readiness**
- **Readiness Reports for English, Math, Reading, & Science**
- **Distribution of Planned Educational Majors for All Students by College Plans.**

The screenshot shows the ACT Online Reporting by Data Interaction homepage. At the top, there is a header with the ACT logo, 'Online Reporting by Data Interaction', a search bar with 'Last Name' and a placeholder 'Please enter at least 4 characters', and a user profile 'School_Admin'. Below the header, there is a 'My Reports' section with a star icon and a link to 'STEM Results Summary'. To the right, there is a 'Program' dropdown set to 'The ACT (All Data)'. Below this, there are tabs for 'Roster', 'Summary' (selected), 'Data Tools', and 'Download Hub'. The main content area displays a grid of report tiles: 'My Summary Results' (Summary View), 'Score Distribution Quartiles' (ACT Score Quartile Values), 'College & Career Readiness' (College and Career Readiness Standards Score Ranges), 'English Readiness' (English Reporting Categories), 'Math Readiness' (Math Reporting Categories), 'Reading Readiness' (Reading Reporting Categories), 'Science Readiness' (Science Reporting Categories), and 'Distribution of Planned Educational Majors for All Students by College Plans' (Student Identified Planned Majors). On the left side, there is an 'Announcements' section with several bullet points and an 'Expand All' link.

Group Summary View

The Group Summary Report provides summary level data at the state, district, and school level for the years selected. Multiple years and organizations can be selected at a time.

The screenshot shows a web application interface with a top navigation bar containing 'Roster', 'Summary', 'Data Tools', and 'Download Hub'. The 'Summary' tab is active. Below the navigation bar is a dark blue header with the text 'My Summary Results (District)' and 'Summary View' below it. The main content area has two filter sections. The 'Year' section has three buttons: '2019-2020' (selected with a checkmark), '2018-2019', and '2017-2018'. The 'Organization' section has a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is the text '1 selected (clear)'. Below the search bar is a list of organizations with expandable arrows on the right: 'ACT INCORPORATED TYLER BUILDING', 'ALABAMA STATE DEPARTMENT OF EDUCATION', 'ALASKA DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT', 'ARIZONA DEPARTMENT OF EDUCATION', and 'ARKANSAS DEPARTMENT OF EDUCATION'. At the bottom right of the form are two buttons: 'Cancel' and 'Get Report'.

1. Under the **Summary** tab, select **My Summary Results: Group Summary View** to display a drop-down menu with available organization(s).
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below the states and districts.
4. Once State, District, and/or Schools have been chosen, a count of the selected organizations will display above the selection menu. Select the blue “selected” link to view a list of the organizations. Use the search bar to look for an organization.
5. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

The **Get Report** button will generate a report similar to the following sample:

Summary View: The ACT (All Data), 2018-2019

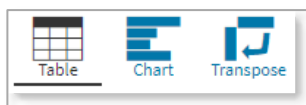
Options Save Download Table Chart Transpose

Group	Year	Composite	Math	Science	STEM	English	Reading	Writing	ELA
		Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score
CyberCity	2018-2019	22.9	21.8	22.3	22.3	23.3	23.5	6.9	21.8
CyberCity HighSchool 1	2018-2019	22.9	21.8	22.3	22.3	23.3	23.5	6.9	21.9
CyberCity HighSchool 2	2018-2019	22.9	21.8	22.3	22.3	23.4	23.6	6.9	21.9

Note: Groups that have no data will not populate.

Viewing Options

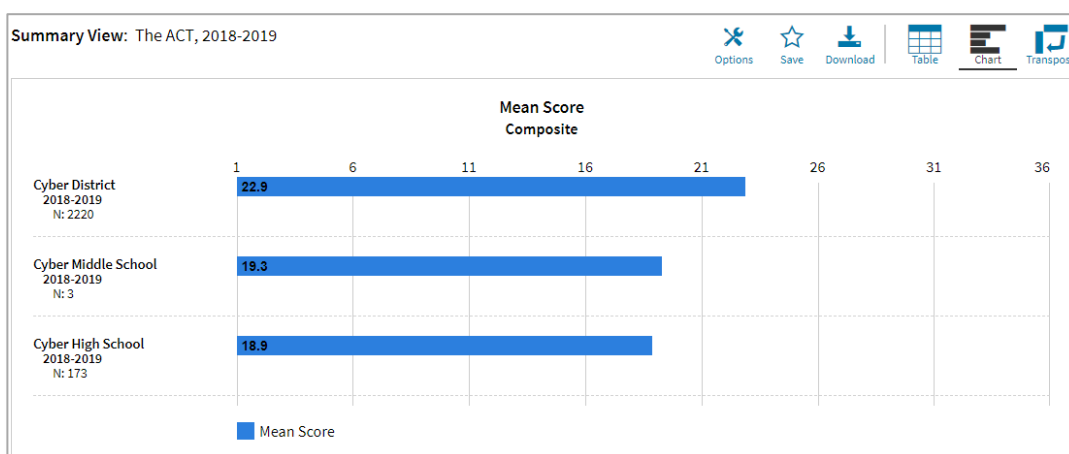
Select one of the available buttons to change to a chart or transpose view of your selected data options



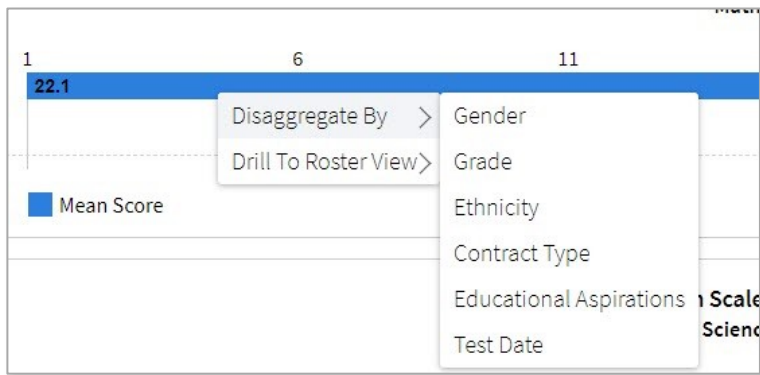
Note: The Report Table is the default view.

Report Chart View

Select the **Report Chart** button to view a graphical representation of the selected data.



Note: Selecting the chart bars will allow users to disaggregate by subgroup or drill to roster view.



Transpose View

Select the **Transpose** button to view a tabular representation of the selected data with columns and rows transposed.



Summary View: The ACT (All Data), 2018-2019

Options Save Download Table Chart Transpose

Group	Subject	Year	Valid Number	Mean Score
CyberCity	Composite	2018-2019	350	21.2
CyberCity	Math	2018-2019	350	21.0
CyberCity	Science	2018-2019	350	20.9
CyberCity	STEM	2018-2019	350	21.2

General Functionality

Selecting a group's name allows users to disaggregate the group or drill to a roster report.

Disaggregate By: Disaggregate a specific group by different demographic variables.

Group

Year

CyberCity

2018-2019

Disaggregate By >

Drill To Roster View>

Gender

Grade

Ethnicity

Contract Type

Educational Aspirations

Test Date



Summary View: The ACT (All Data), CyberCity, 2018-2019					
Group	Year	Composite	Math	Science	STEM
		Mean Score	Mean Score	Mean Score	Mean Score
CyberCity	2018-2019	23.0	22.2	22.6	22.6
Male	2018-2019	23.0	22.2	22.5	22.6
Female	2018-2019	23.1	22.2	22.6	22.6
Other Responses	2018-2019	23.0	22.2	22.5	22.6

Drill to Roster View: Selecting a group name in the tabular view or a bar in the chart view displays a menu allowing you to drill to a Roster Report or set of Individual Reports for that group.

Note: Drill down is not available for state.

Group

Year

CyberCity

CyberCity

CyberCity

Disaggregate By >

Drill To Roster View>

Roster Report

Individual Student Report

2018-2019

2018-2019

2018-2019

Roster View: The ACT, CyberCity, 2018-2019

Options

Save

Download

Roster

Student

ACT ID	Last Name	First Name	Test Date	DOB	Composite	Math	Science	English	Reading
					Score	Score	Score	Score	Score
-86295792	Doe	John017	December 2018	05/25/2001	20	18	20	21	19
-40983363	Doe	John019	October 2018	09/18/2001	16	21	16	13	13
-67414080	Doe	John022	October 2018	01/15/2000	16	15	18	13	17

Download: Selecting the **Download** button allows you to download the report as a pdf, csv, or Excel file. If the number of records is greater than 200 for a standard report, the request will be sent to the Queued PDFs section of the Download Hub.

Download Report

Download

PDF

CSV

EXCEL

Report Name

report

Layout

Landscape

Portrait

Pages

Current Page

All

Custom

Download

Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

The screenshot shows the 'Organization' tab selected. At the top, there are icons for Options, Save, Download, Table, Chart, and Transpose. Below the tabs, the 'Organization' section shows '2 selected (clear)' and a search bar labeled 'Search within CyberCity'. Under 'Y State', there is a list of selected organizations: 'CyberCity', 'CyberCity HighSchool 1', and 'CyberCity HighSchool 2'. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

Options—Stats

Use the **Stats** tab to select stats or scores by subject to view on the report. Select Super Scores and/or checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear, select the **Reset** link. Select the **Update** button to view the selections in the report.

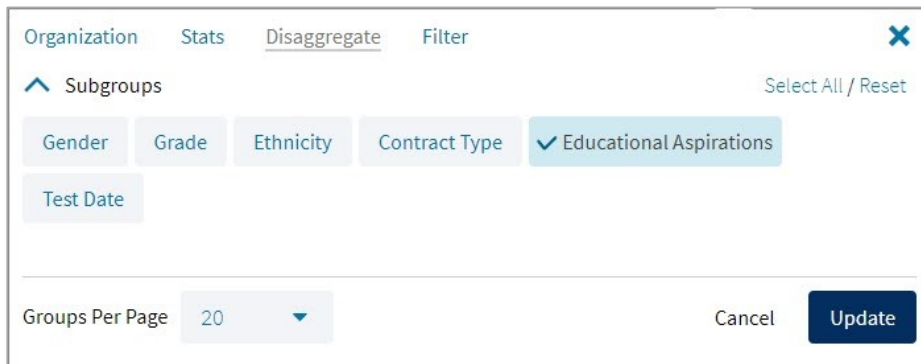
The screenshot shows the 'Stats' tab selected. At the top, there are icons for Options, Save, Download, Table, Chart, and Transpose. Below the tabs, the 'Stats' section is divided into 'Subjects - Superscores' and 'Subjects'. Under 'Subjects - Superscores', there are buttons for Composite, Math, Science, STEM, English, Reading, Writing, and ELA. Under 'Subjects', there is a table with columns: Valid Number, Mean Score, Met Benchmark, Not Met Benchmark, and CCRS Range. The table lists various subjects and their corresponding scores and benchmarks. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

	Valid Number	Mean Score	Met Benchmark	Not Met Benchmark	CCRS Range
Composite	✓	✓			-
Math	-	✓			
Science	-	✓			
STEM	-	✓			-
English	-	✓			
Reading	-	✓			
Writing	✓	✓	-	-	-
ELA	-	✓			-

Note: The options on the Stats tab adjust based on the report view. For example, when viewing the Chart View, users will have the options to adjust the stats graphed as well as the graph type.

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.



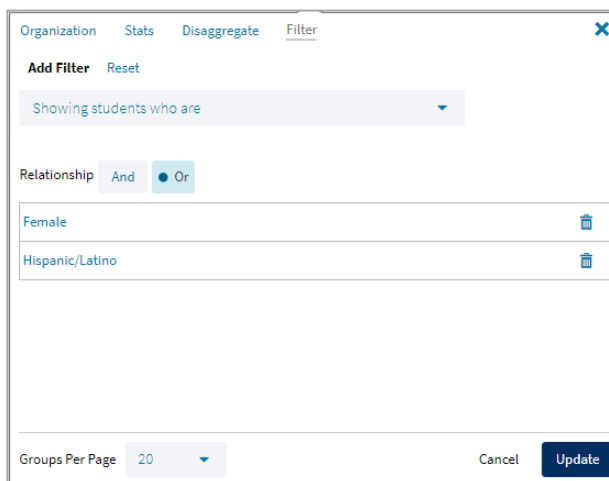
The screenshot shows the 'Disaggregate' tab selected in a report options menu. The menu has tabs for 'Organization', 'Stats', 'Disaggregate', and 'Filter'. Under the 'Disaggregate' tab, there is a 'Subgroups' section with a 'Select All / Reset' link. Below this, there are buttons for 'Gender', 'Grade', 'Ethnicity', 'Contract Type', 'Educational Aspirations' (which is selected with a checkmark), and 'Test Date'. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

Options—Filter

Use this tab to include or exclude students based on demographic characteristics. To include a subgroup, select the desired demographic variable from the drop-down list. To select more than one subgroup, simply select another demographic variable. Select the **And** or **Or** button to specify the logical relationship between the subgroups selected. The **And** button will only show students who fall under all selected characteristics and the **Or** button will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

Selections display as boxes next to "Showing students who are." Select the trash can icon displayed to remove the selection.



The screenshot shows the 'Filter' tab selected in the report options menu. The menu has tabs for 'Organization', 'Stats', 'Disaggregate', and 'Filter'. Under the 'Filter' tab, there is an 'Add Filter' button and a 'Reset' link. Below this, there is a dropdown menu labeled 'Showing students who are'. Underneath, there is a 'Relationship' section with 'And' and 'Or' buttons; the 'Or' button is selected. Below the relationship buttons, there is a list of selected filters: 'Female' and 'Hispanic/Latino', each with a trash can icon to its right. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

Customization Options

Options—Fields

This option allows you to select general information about your organization, such as District Code and School Code to view on the report. Select the appropriate information and select the **Update** button to add these fields as columns to the report.

✕

☆

⬇

Options

Save

Download

Fields

Scores

✕

General Information

Select All / Reset

District Code

School Code

Groups Per Page

20

Cancel

Update

Options—Scores

The **Scores** tab can be used to select scores to view on the report. Select checkboxes for Valid Number and Score. View all scores and reporting categories with the **Select All** link. Select the **Update** button to view the selections in the report.

Fields

Scores

✕

Scores

Select All / Reset

Valid Number

Score

Composite

✓

✓

Math

-

✓

Science

-

✓

STEM

-

✓

English

-

✓

Reading

-

✓

Writing

✓

✓

ELA

-

✓

Groups Per Page

20

Cancel

Update




College and Career Readiness Score Ranges

The minimum ACT test scores required for students to have a high probability of success in corresponding first-year credit-bearing college courses. This report provides the percentage of students that fall between specific College and Career Readiness Scores for the ACT subjects.

The screenshot shows a web application interface for generating a report. At the top, there are four tabs: 'Roster', 'Summary', 'Data Tools', and 'Download Hub'. The 'Summary' tab is selected. Below the tabs, there is a dark blue header with the text 'College & Career Readiness (District)' and 'College and Career Readiness Standards Score Ranges'. The main content area has a 'Year:' section with three buttons: '2019-2020', '✓ 2018-2019', and '✓ 2017-2018'. Below this is an 'Organization' section with a search bar labeled 'Search within CyberCity' and a dropdown menu. The dropdown menu is expanded, showing 'Y State' with an upward arrow, '✓ CyberCity' with a downward arrow, 'CyberCity HighSchool 1', and '✓ CyberCity HighSchool 2'. At the bottom right, there are two buttons: 'Cancel' and 'Get Report'.

1. Under the Summary tab, select **College and Career Readiness Standards Score Ranges** to display a drop-down menu with all available organizations.
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below state and districts.
4. Once users have selected State, District, and/or Schools, a count of the selected organizations will display above the selection menu. Select the blue “selected” link to view a list of the selected organizations. Use the search bar to search for an organization.
5. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

College and Career Readiness Standards Score Ranges: The ACT (All Data), CyberCity HighSchool 1, 2018-2019							 Options	 Save	 Download
Student Group	CCRS Range	Year	English	Math	Reading	Science			
			%	%	%	%			
CyberCity HighSchool 1	33 to 36	2018-2019	13	4	13	5			
CyberCity HighSchool 1	28 to 32	2018-2019	14	13	17	11			
CyberCity HighSchool 1	24 to 27	2018-2019	19	24	17	23			
CyberCity HighSchool 1	20 to 23	2018-2019	24	18	23	29			
CyberCity HighSchool 1	16 to 19	2018-2019	15	29	18	22			
CyberCity HighSchool 1	13 to 15	2018-2019	9	12	8	7			
CyberCity HighSchool 1	01 to 12	2018-2019	6	1	4	3			

Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

Organization
Stats
Disaggregate
Filter

Organization
1 selected (clear)

Search within CyberCity

Y State
CyberCity
CyberCity HighSchool 1
CyberCity HighSchool 2

Groups Per Page 20
Cancel
Update

Options—Stats

Use the **Stats** tab to select stats or scores by subject to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear select the **Reset** link. Select the **Update** button to view the selections in the report.

OptionsSaveDownload

OrganizationStatsDisaggregateFilter

Stats

Select All / Reset

CCRS Range

Subjects

Select All / Reset

EnglishMathReadingScience

Groups Per Page50CancelUpdate

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.

OrganizationStatsDisaggregateFilter

Subgroups

Select All / Reset

GenderGradeEthnicityContract TypeEducational Aspirations

Test Date

Groups Per Page20CancelUpdate

General Functionality

Selecting a group's name or an administration year will allow you to disaggregate the group.

Disaggregate By: This functionality allows users to disaggregate a specific group by different demographic variables.

Group

Year

CyberCity

2018-2019

Disaggregate By >

Drill To Roster View >

Gender

Grade

Ethnicity

Contract Type

Educational Aspirations

Test Date

College and Career Readiness Standards Score Ranges: The ACT, CyberCity HighSchool 1, 2018-2019

Student Group	CCRS Range	Year	Enrollment
CyberCity HighSchool 1	33 to 36	2018-2019	
10th	33 to 36	2018-2019	
11th	33 to 36	2018-2019	
12th	33 to 36	2018-2019	
H.S. Graduate	33 to 36	2018-2019	
College Student	33 to 36	2018-2019	
Other - Grade	33 to 36	2018-2019	
No Grade Information Provided	33 to 36	2018-2019	

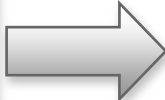
Note: Selecting the Year range will also allow users to disaggregate a specific group.

Analysis Features

Access analysis options by selecting any blue text within column headers.

Show N Count for Percentages

To view how many students scored in each CCRS Range under a particular subject, ensure that % in each subject is shown on the report. Select the % column header and select Show N Count.



English	Math	Reading	Science
9		%	%
2	0	2	0
6	0	6	0
0	0	0	0

English		Math		Reading		Science	
N	%	N	%	N	%	N	%
1	2	0	0	1	2	0	0
1	6	0	0	1	6	0	0
0	0	0	0	0	0	0	0

ACT Readiness Reports

There are four ACT Readiness reports, with each category subdivided into three reporting categories for English, Reading, and Science; and eight categories for Math.

Program: The ACT (All Data) ▼

[Roster](#) [Summary](#) [Data Tools](#) [Download Hub](#)

My Summary Results
Group Summary View

Score Distribution Quartiles
ACT Score Quartile Values

College & Career Readiness
College and Career Readiness Standards Score Ranges

English Readiness
English Reporting Categories

Math Readiness
Math Reporting Categories

Reading Readiness
Reading Reporting Categories

Science Readiness
Science Reporting Categories

Distribution of Planned Educational Majors for All Students by College Plans
Table 4.1

1. Under the **Summary** tab, select a reporting category to display a drop-down menu with the available organization(s).

English Readiness (District)
English Reporting Categories

Year: ☒ 2019-2020 ☐ 2018-2019 ☐ 2017-2018

Organization 1 selected (clear)

Search within CyberCity

Y State

CyberCity

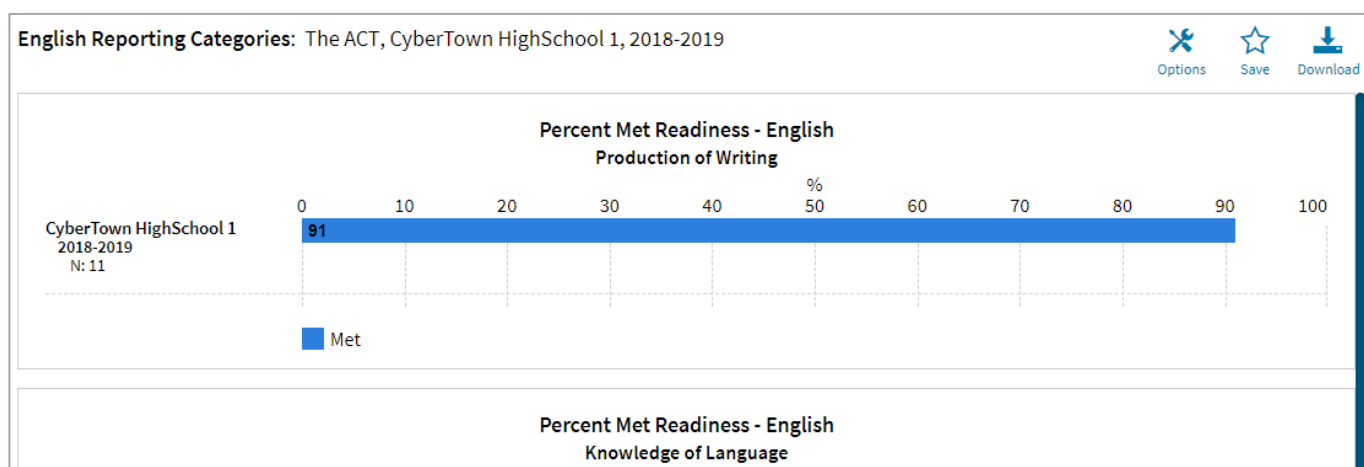
CyberCity HighSchool 1

☒ CyberCity HighSchool 2

Cancel Get Report

2. Select the appropriate Year button.
3. Use the **Organization** menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below state and districts.
4. Once users have selected State, District, and/or Schools, a count of the selected organizations will display above the selection menu. Select the blue “selected” link to view a list of the selected organizations. Use the search bar to search for an organization.
5. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report



Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

The screenshot shows a dialog box with tabs for Organization, Stats, Disaggregate, and Filter. The Organization tab is active. It features a search bar labeled "Search within CyberCity" and a list of organizations. The "Y State" dropdown is set to "CyberCity". In the list, "CyberCity HighSchool 1" is selected with a checkmark. Below the list is a "Groups Per Page" dropdown set to "20". At the bottom right are "Cancel" and "Update" buttons.

Options—Stats

Use the **Stats** tab to select stats or scores by subject to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear select the **Reset** link. Select the **Update** button to view the selections in the report.

The screenshot shows a dialog box with tabs for Organization, Stats, Disaggregate, and Filter. The Stats tab is active. It features a "Percent Met Readiness - English" section with a "Select All / Reset" link. Below this are three checkboxes: "Production of Writing", "Knowledge of Language", and "Conventions of Standard English", all of which are checked. There is also a "Chart Type" section with a "basic" option selected. At the bottom left is a "Groups Per Page" dropdown set to "20". At the bottom right are "Cancel" and "Update" buttons.

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.

Organization

Stats

Disaggregate

Filter

✕

Subgroups

Select All / Reset

Gender

Grade

Ethnicity

Contract Type

✓ Educational Aspirations

Test Date

Groups Per Page

20

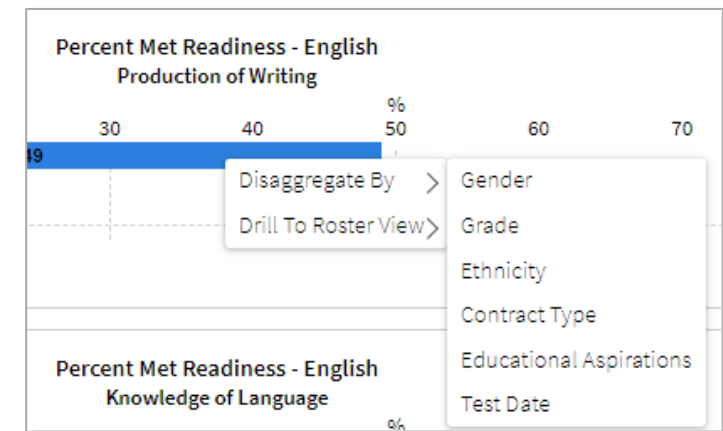
Cancel

Update

General Functionality

Selecting a bar in the chart will allow users to disaggregate the group or drill to roster view.

Disaggregate By: This functionality allows users to disaggregate a specific group by different demographic variables.



Distribution of Planned Educational Majors by College Plans

The **Student Identified Planned Majors** report displays data detailing students' self-reported intended education majors and the average ACT composite score. This report also allow users to view the average ACT composite score for students who plan to attend college for 2 years or less or those attending college for 4 years or more.

The screenshot shows a web application interface for generating a report. At the top, there are four tabs: 'Roster', 'Summary', 'Data Tools', and 'Download Hub'. The 'Summary' tab is active. Below the tabs, there is a dark blue header with the text 'Distribution of Planned Educational Majors for All Students by College Plans (District)' and 'Student Identified Planned Majors'. Below the header, there are several filter sections. The 'Year' section has three buttons: '2019-2020' (selected), '2018-2019', and '2017-2018'. The 'Organization' section shows '1 selected (clear)' and a search bar. Below the search bar, there is a 'Y State' dropdown menu. Below the state menu, there is a list of schools: 'CyberCity HighSchool 1' and 'CyberCity HighSchool 2' (selected). At the bottom right, there are two buttons: 'Cancel' and 'Get Report'.

1. Under the Summary tab, select **Distribution of Planned Education Majors for All Students by College Plans** category to display a drop down menu with the available organization(s).
2. Click within a check box to select the testing year(s).
3. Use the Organization menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below state and districts.
4. Once users have selected State, District, and/or Schools, a count of the selected organizations will display above the selection menu. Select on the blue selected link to view a list of the selected organizations. Use the search bar to search for an organization.
5. Once an organization has been selected, select **Get Report** to generate a report with default selections. Reports can be customized on the next page.

Sample Report

Student Identified Planned Majors: The ACT (All Data),

Group	Year	All Students			Plan on 2 Years or Less of College			Plan on 4 Years or More of College		
		N	Percent	Avg ACT Comp	N	Percent	Avg ACT Comp	N	Percent	Avg ACT Comp
High School	2021-2022	5477	5	24.4	66	5	18.4	4897	5	24.4
Agriculture & Natural Resources Conservation	2021-2022	54	1	22.4	2	3	19.0	51	1	22.5
Architecture	2021-2022	70	1	23.7	0	0		66	1	23.8
Area, Ethnic, & Multidisciplinary Studies	2021-2022	2	0	24.5	0	0		2	0	24.5
Arts: Visual & Performing	2021-2022	136	2	23.0	2	3	15.5	120	2	23.3
Business	2021-2022	787	14	23.6	13	19	19.9	717	15	23.7
Communications	2021-2022	84	2	22.8	1	1	27.0	78	2	22.9
Community, Family, & Personal Services	2021-2022	32	1	20.2	1	1	15.0	29	1	20.5
Computer Science & Mathematics	2021-2022	287	5	27.1	1	1	22.0	262	5	26.9
Education	2021-2022	153	3	22.1	0	0		146	3	22.1
Engineering	2021-2022	526	10	26.0	1	1	18.0	499	10	26.0

General Functionality

Clicking on a group's name or an administration year will allow users to drill to roster view.

Drill to Roster: Clicking a group name displays a menu allowing users to drill to a Roster Report or set of Individual Reports for that group.

Group	Year
CyberCity HighSchool 1	2019-2020
Agriculture & Nat	0
Architecture	0
Area, Ethnic, & Multidisciplinary Studies	2019-2020
Arts: Visual & Performing	2019-2020
Business	2019-2020



Roster View: The ACT (All Data), CyberCity HighSchool 1, 2019-2020

ACT ID	Last Name	First Name	MI	Test Date	DOB	Super Scores					Composite Score	Math Score	Science Score	English Score	Reading Score
						Composite	Math	Science	English	Reading					
-99986777	Doe	John000	D	June 2020	04/02/1999	14	15	13	13	14	14	15	13	13	14
-99921537	Doe	John000	D	April 2020	03/31/2000	24	24	24	17	29	24	24	24	17	29
-99951150	Doe	John000	D	February 2020	11/18/1997	17	17	14	18	17	17	17	14	18	17
-99908489	Doe	John000	D	February 2020	06/12/2000	14	14	14	10	19	14	14	14	10	19
-99967928	Doe	John000	D	September 2019	01/03/1999	19	17	20	18	19	19	17	20	18	19
-99904683	Doe	John001	D	June 2020	10/08/2002	29	32	32	25	26	29	32	32	25	26
-99997335	Doe	John001	D	October 2019	01/17/2000	32	27	32	36	32	32	27	32	36	32
-99914340	Doe	John002	D	December 2019	07/08/2000	--	--	--	--	--					
-99939555	Doe	John002	D	December 2019	11/20/2000	25	20	23	29	27	25	20	23	29	27
-99984366	Doe	John002	D	September 2019	10/16/2000	21	20	21	23	21	21	20	21	23	21

Roster View: The ACT (All Data), CyberCity HighSchool 1, 2019-2020



ACT ID	Last Name	First Name	MI	Test Date	DOB	Super Scores					Composite	Math	Science	English	Reading
						Composite	Math	Science	English	Reading	Score	Score	Score	Score	Score
-99986777	Doe	John000	D	June 2020	04/02/1999	1	Sort				13	13	14		
-99921537	Doe	John000	D	April 2020	03/31/2000	2	Summarize				24	17	29		
-99951150	Doe	John000	D	February 2020	11/18/1997	1	Summarize By >	Contract Type			17	17	14	18	17
-99908489	Doe	John000	D	February 2020	06/12/2000	1	Distribute	Test Date			14	14	14	10	19
-99967928	Doe	John000	D	September 2019	01/03/1999	1	Distribute By >	College Reportable			19	17	20	18	19
-99904683	Doe	John001	D	June 2020	10/08/2002	29		Grade			29	32	32	25	26
-99997335	Doe	John001	D	October 2019	01/17/2000	32		Gender			32	27	32	36	32
-99914340	Doe	John002	D	December 2019	07/08/2000	--		Ethnicity							
-99939555	Doe	John002	D	December 2019	11/20/2000	25		Educational Aspirations			25	20	23	29	27
-99984366	Doe	John002	D	September 2019	10/16/2000	21					21	20	21	23	21
-99921359	Doe	John003	D	December 2019	10/21/2000	15					15	14	12	14	19

*Note: Selecting a **Subject** under Super Score or a **Score** under the subject categories gives you the option to sort, summarize and distribute the data.*

Data Tools

The **Data Tools** tab displays the roster of students within a selected organization/group and allows users to view frequency distributions, summary statistics, cross-tab, and scatter plot reports across available Score and Field data points.

Summary Statistics

Generate a Summary Statistics report to summarize composite or subject-specific score data. Statistics include total number of students, total number of valid student scores, mean, minimum, maximum, and standard deviation. Instantly see summary statistics by selecting the Summary Statistics report.

The screenshot shows a web application interface for generating a Summary Statistics report. At the top, there are four tabs: 'Roster', 'Summary', 'Data Tools', and 'Download Hub'. The 'Summary' tab is currently selected. Below the tabs, there is a dark blue box with white text that reads: 'Summarize composite or subject-specific score data. Statistics include total number of students, total number of valid student scores, mean, standard deviation, minimum, and maximum. (District) Summary Statistics'. Below this box, there is a 'Year:' section with three buttons: '2019-2020' (selected), '2018-2019', and '2017-2018'. Below the year buttons, there is an 'Organization:' section with the text 'CyberCity HighSchool 1'. Below this text is a search bar with a magnifying glass icon and the text 'Search within CyberCity'. Below the search bar is a dropdown menu for 'Y State' with an upward arrow icon. Below the 'Y State' dropdown is a dropdown menu for 'CyberCity' with an upward arrow icon. Below the 'CyberCity' dropdown is a list of organizations: 'CyberCity HighSchool 1' (selected) and 'CyberCity HighSchool 2'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Get Report'.

1. Under the **Data Tools** tab, select **Summary Statistics** to display a drop-down menu with available organizations.
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose an organization. Use the search bar to search for a district or school.
4. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

OptionsSaveDownloadSummarizeDistributeCross-Tab

OrganizationStatsDisaggregateFilter

This is a univariate analysis and requires one variable to be selected from the Stats tab. Once one variable has been selected, the 'Update' button will become available.

Super Scores

CompositeMathScienceSTEMEnglishReadingWritingELA

Scores

CompositeMathScienceSTEMEnglishReadingWritingELA

CancelUpdate

When generating this report, users will be prompted to select a variable from the **Stats** tab in the **Options** menu. Select the drop-down arrow to choose the Super Scores or Scores for analysis, and select **Update**.

OptionsSaveDownloadSummarizeDistributeCross-Tab

OrganizationStatsDisaggregateFilter

Super Scores

CompositeMathScienceSTEMEnglishReadingWritingELA

Scores

CompositeMathScienceSTEMEnglishReadingWritingELA

CancelUpdate



Summary Statistics: The ACT, CyberCity, 2018-2019

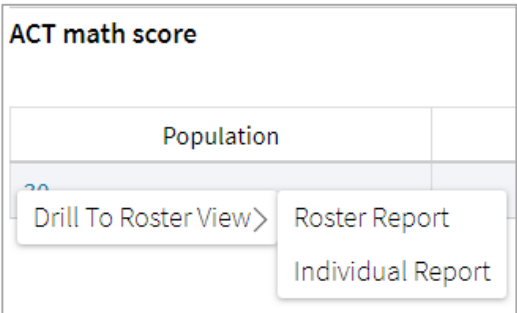
OptionsSaveDownloadSummarizeDistributeCross-Tab

ACT math score

Population	Valid N	Mean	S.D.	Minimum	Maximum
350	350	21.0	5.8	12	36

General Functionality

Drill to Roster View displays a menu allowing users to drill to the Roster Report for that group or view a set of individual reports for all students in an organization.



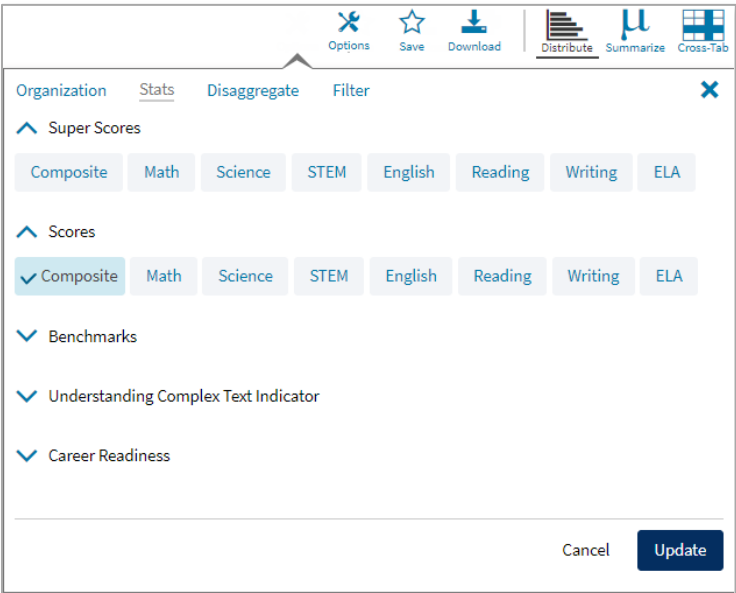
Users can also view summary statistics by demographic subgroups, such as gender and/or ethnicity, by selecting a demographic group in the **Disaggregate** tab of the **Options** menu.

Frequency Distribution

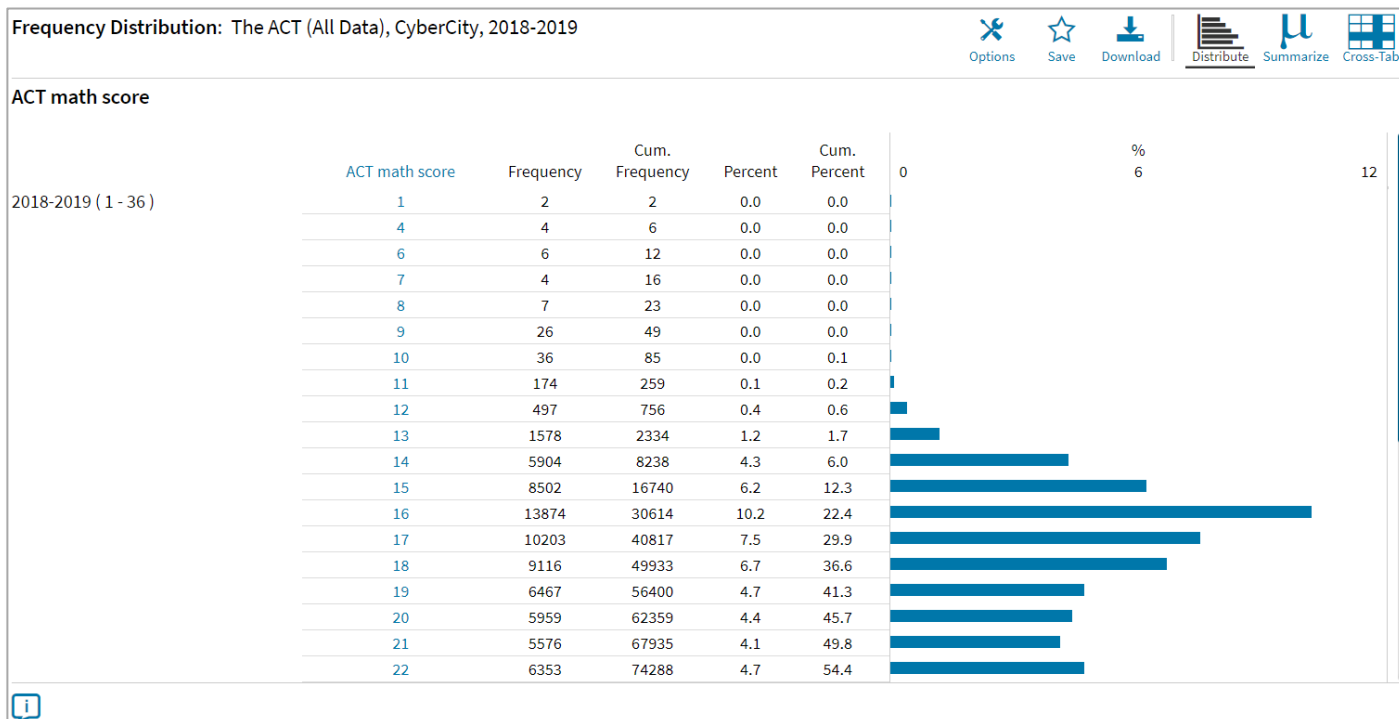
Generate a Frequency Distribution report for composite or subject-specific scores. Distributions include frequencies, cumulative frequencies, percents, and cumulative percents.

Sample Report

When generating this report, users will be prompted to select a variable from the **Stats** tab in the **Options** menu. Select the drop-down arrow to choose the Super Score or Score for analysis, and select **Update**.



There are several options to add for analysis including Benchmarks, Understanding Complex Text Indicator, and Career Readiness.

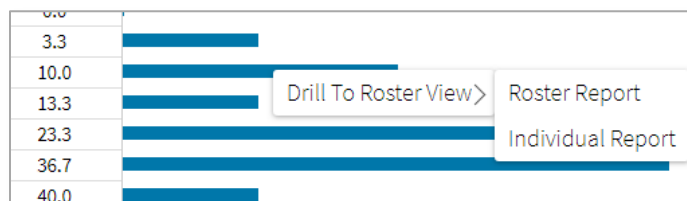


The **Scores** column can be sorted into ascending or descending order, select the column head, and select **Sort**.

ACT math score	Frequency	Cum. Frequency
1	2	2
4	4	6
6	6	12
7	4	16
8	7	23
9	26	49
10	36	85
11	174	259

General Functionality

Drill to Roster: Selecting a bar in the distribute view displays a menu allowing users to drill to a Roster Report for that group/test/content area combination.



Users can also view summary statistics by demographic subgroups, such as gender and/or ethnicity, by selecting a demographic group in the Disaggregate tab in the Options menu.

Cross-Tab

Generate a Cross-Tab report to create a two-way cross tabulation of your data to examine interrelations between categorical variables. Cross-tab reports can be viewed for two score variables or between a score and demographic variable.

Sample Report

When generating this report, users will be prompted to select a variable from the **Stats** and/or **Fields** tab in the **Options** menu. Select the drop-down arrow to choose the score for analysis, and select **Update**.

Options

Save

Download

Cross-Tab

Summarize

Distribute

Organization

Stats

Fields

Filter

X

^ Benchmarks

✓ Math

✓ Science

STEM

English

Reading

ELA

^ Understanding Complex Text Indicator

Understanding Complex Text

^ Career Readiness

Career Readiness Certificate

Cancel

Update

Options
Save
Download
Cross-Tab
Summarize
Distribute

Organization
Stats
Fields
Filter

General Information

College Reportable

Student Information

Grade

Demographics

Gender
Ethnicity

H.S. Information

Educational Aspirations

Cancel
Update

Cross-Tab: The ACT, CyberCity, 2018-2019
Options
Save
Download
Summarize
Distribute
Cross-Tab

ACT College Readiness math benchmark by ACT College Readiness reading benchmark

Number Tested

ACT College Readiness reading benchmark	ACT College Readiness math benchmark		Total
	Not Met	Met	
Not Met	150	23	173
Met	59	118	177
Total	209	141	350

General Functionality

Drill to Roster: Selecting the blue link in the cross-tab view displays a menu allowing users to drill to an Individual Report or a Roster Report for that group/test/content area combination.

Drop-down to Change Data: Selecting the drop-down menu in the Cross-Tab report allows users to change the data viewed in the report with several options including **Number Tested**, **Percent of Total**, **Percent of Variable 1**, and **Percent of Variable 2**.

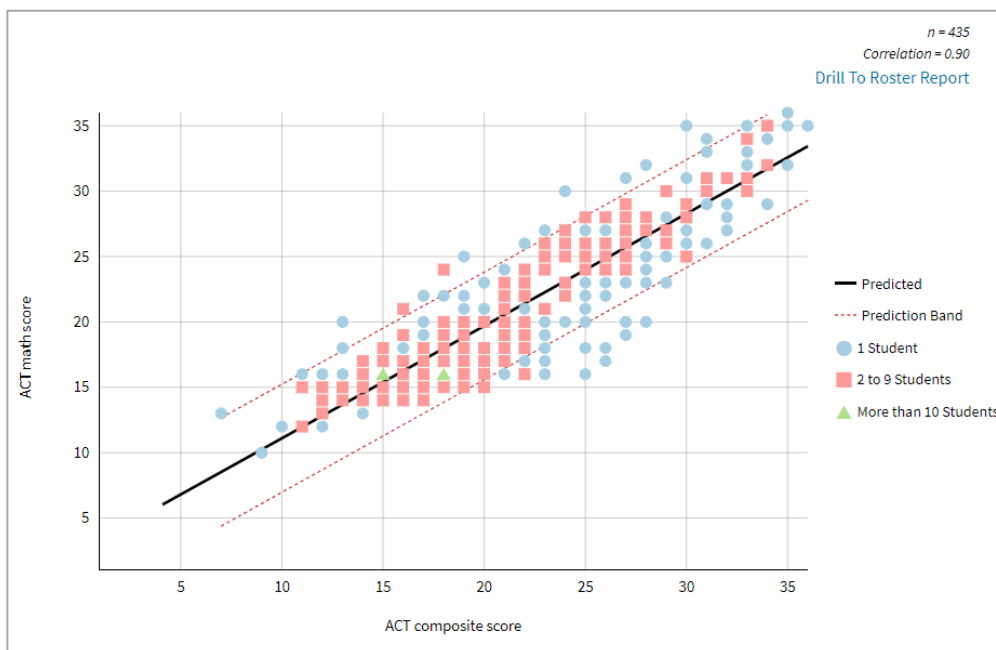
Scatter Plot

Generate a Scatter Plot to plot students' performance for two different scores. A correlation coefficient is displayed to indicate the strength of the relationship. Use zoom and selectable regions to identify students who appear to be outliers and drill to the roster for further information.

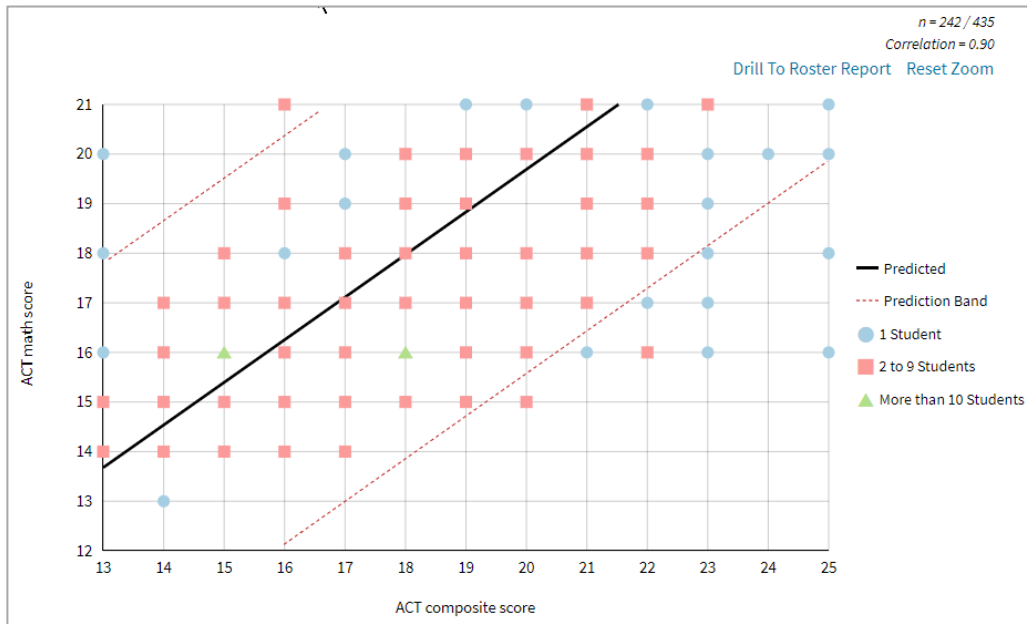
Sample Report

When generating this report, users will be prompted to select a variable from the **Stats** tab in the **Options** menu. Select the drop-down arrow to choose the Super Score and/or Score for analysis, and select **Update**.

The screenshot shows the 'Options' menu with tabs for 'Organization', 'Stats', and 'Filter'. The 'Stats' tab is active. Under 'Super Scores', 'Composite' is selected with a checkmark, and other options are 'Math', 'Science', 'STEM', 'English', 'Reading', 'Writing', and 'ELA'. Under 'Scores', 'Composite' is also selected with a checkmark, and other options are 'Math', 'Science', 'STEM', 'English', 'Reading', 'Writing', and 'ELA'. At the bottom, there are 'Cancel' and 'Update' buttons.



Users may zoom in on sections of the scatter plot by selecting and dragging to draw a box around the section of the selected graph to zoom in on.



Users may select **Drill to Roster** to drill to a roster report view for the students shown in the current scatter plot view.

Users can also change scatter plot selections using the customization options.

State and District Contract Program Reports

Student Scores

The Non-College Reportable Roster view provides dynamic access to individual student records for students that did not use ACT-approved accommodations during their test and therefore are not reportable to colleges. These results may only be used for district or state program purposes.

The screenshot shows a web interface for generating student score reports. At the top, there is a 'Program:' dropdown menu set to 'The ACT District Contract'. Below this is a navigation bar with tabs: 'Roster', 'Summary', 'Data Tools', 'Contract Reports', and 'Download Hub'. The 'Roster' tab is active, and a dark blue header bar displays 'Student Scores (District)' and 'Non-College Reportable Roster View'. The main content area contains filters for 'Year' (with '2019-2020' selected), 'Admin' (with 'Spring' selected), and 'Organization' (set to 'CyberCity HighSchool 1'). A search bar is present below the organization filter, and a list of organizations is shown, with 'CyberCity HighSchool 1' selected. At the bottom right, there are 'Cancel' and 'Get Report' buttons.

1. Under the **Roster** tab, select **Student Scores (Non-College Reportable Roster View)** to display a drop-down menu with all available organizations.
2. Use the **Organization** menu to choose a School, District, or State organization, depending on the user's level of access. Use the search bar to search for an organization.
3. Once an organization has been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

Select the **Get Report** button to generate a report like the following sample:

Non-College Reportable Roster View: The ACT District Contract, CyberCity HighSchool 1, 2019-2020, Spring

Search: College Reportable is one of No

Options

Save

Download

Roster

Student

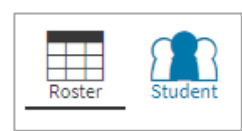
ACT ID	Last Name	First Name	MI	Test Date	DOB	Composite	Math	Science	STEM	English	Reading
						Score	Score	Score	Score	Score	Score
-99918129	Doe	John004	D	April 2020	06/17/2002	18	20	20	20	14	16
-99983040	Doe	John005	D	April 2020	08/09/1999	19	16	21	19	16	24
-99963830	Doe	John005	D	February 2020	11/17/1999	12	14	13	14	10	12
-99914123	Doe	John024	D	April 2020	09/27/1999	15	16	13	15	15	16
-99936773	Doe	John035	D	February 2020	08/16/1999	20	16	24	20	20	18
-99998481	Doe	John040	D	May 2020	10/08/1999	23	17	24	21	24	27
-99967397	Doe	John050	D	April 2020	04/03/2004	20	20	18	19	22	18
-99901635	Doe	John050	D	April 2020	06/11/1999	16	17	15	16	16	16
-99946995	Doe	John051	D	April 2020	04/27/1999	26	21	25	23	25	32
-99988851	Doe	John054	D	April 2020	12/25/1999	14	15	16	16	11	14
-99944406	Doe	John067	D	April 2020	10/14/1999	13	15	11	13	13	12
-99940744	Doe	John069	D	March 2020	05/19/2000	14	14	12	13	11	17
-99900361	Doe	John072	D	February 2020	02/01/1998	7	6	10	8	6	5

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Viewing Options

Select one of the available buttons to change to a roster or student view of the selected data options.



- The **Roster** button displays a roster list of all students
- The **Student** button displays a set of individual reports

Individual Student Report (ISR)

Select the **Student** button to view a detailed student report for each student in the roster view. The College Reportable ISR will appear if the record is college reportable. The NCR (Non-college reportable) ISR will appear if the record is not college reportable, as seen below.

Individual Student Report: The ACT District Contract, CyberCity HighSchool 1, 2019-2020, Spring

Search: College Reportable is one of No

OptionsSaveDownloadRosterStudent

Non-College Reportable Accommodations Testing - The ACT® Test Unofficial Results State and District Testing

ACT High School Code: 990201
High School Name: CyberCity HighSchool 1

John004 D Doe Date of Birth: 06/17/2002
22254 Sun ST Gender: Male
Town, BB 36782-3770

This letter shows your score results from the 2019-2020 administration of the ACT® for State testing or District testing using non-college reportable accommodations. The accommodations you received were not approved by ACT; therefore, these results are not reportable to a college. They may be used only for district or state testing program purposes. Keep this letter for your records.

Scores and Domain Scores	Scores	Domain Scores	Comparison Ranks Your State	U.S.
COMPOSITE SCORE	18		035	040
English	14		018	023
Mathematics	20		056	057
Reading	16		022	027
Science	20		047	050
WRITING	07		062	066
• Ideas and analysis		07		
• Development and support		06		
• Organization		08		
• Language use and conventions		08		
ADDITIONAL SCORES AND INDICATORS				
ELA	17		027	038
STEM	20		051	053

Proficiency in Understanding Complex Texts: Below
Progress Toward Career Readiness: Students with this ACT Composite score are likely to obtain a Silver level on the

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Individual Report View


From the Individual Report view, use the navigation arrows at the bottom of the report to page through the reports. Users may also jump to a specific page/report.

- Select **Options** in the top menu to utilize the Search and Filter options and refine the group of individual reports being viewed based on score and/or demographic criteria. (See “[Customization Options](#)” for further details.)
- Select **Download** in the top menu and enter criteria to download one or more individual reports as PDF files. If the number of records is greater than 100 ISRs, the request will be sent to the Queued PDFs section of the Download Hub. (See “[Queued PDFs](#)” for further details).

General Functionality

In addition to selecting the **Student** button to view a set of individual reports for all students in an organization, you can select a student’s ACT ID in the Roster view to view an individual report for a student.

ACT ID	Last Name	First Name
-99918129	Doe	John004
-99983040	Doe	John005



Individual Student Report: The ACT District Contract, CyberCity HighSchool 1, 2019-2020, Spring

Search: College Reportable is one of No

Drill To Selection: Students whose Doe, John004

OptionsSaveDownloadRosterStudent

Non-College Reportable Accommodations Testing - The ACT® Test Unofficial Results State and District Testing

ACT High School Code: 99021

High School Name: CyberCity HighSchool 1

John004 D Doe

Date of Birth: 06/17/2002

22254 Sun ST

Gender: Male

Town, BB 36782-3770

To sort columns into ascending or descending order, select the column head and select **Sort**.

ACT ID

Sort>

-99918129

-99983040

-99963830

-99914123

-99936773

Select the **Footnotes** button to display footnotes regarding the Roster data. Select again to hide the footnotes.

Non-College Reportable Roster View: The ACT District Contract, CyberCity HighSchool 1, 2019-2020, Spring

Search: College Reportable is one of No

Options

Save

Download

Roster

Student

ACT ID	Last Name	First Name	MI	Test Date	DOB	Composite	Math	Science	STEM	English	Reading
						Score	Score	Score	Score	Score	Score
-99918129	Doe	John004	D	April 2020	06/17/2002	18	20	20	20	14	16
-99983040	Doe	John005	D	April 2020	08/09/1999	19	16	21	19	16	24
-99963830	Doe	John005	D	February 2020	11/17/1999	12	14	13	14	10	12
-99914123	Doe	John024	D	April 2020	09/27/1999	15	16	13	15	15	16

-- US rank reflects the percentage of recent US high school graduates nationwide who received scores in this content area that are the same or lower than a particular student's score.

-- State rank reflects the percentage of recent US high school graduates in your state who received scores in this content area that are the same or lower than a particular student's score.

-- ACT College Readiness Benchmarks are ACT scores that, when met or exceeded, suggest a student has a good chance of succeeding in credit bearing, first-year college courses. For more detailed information review the [ACT Benchmarks](#). Benchmarks on the ACT test follow: English Cut = 18; Math Cut = 22; Reading Cut = 22; Science Cut = 23; STEM Cut = 26; ELA Cut = 20.

-- ACT reporting categories present detailed information into a student's skills within each subject area and provide a better understanding of strengths and areas for improvement. For more detailed information review the [ACT Reporting Category Interpretation Guide](#).

-- Reporting Category Scores (Points Earned and Percent Correct) are not interpretable across test forms; percent correct reflects the percentage of items answered correctly within a given reporting category.

-- When a student's reporting category percentage of items correct meets or exceeds the readiness range lower bound, that student is said to be performing at a level comparable to the typical student meeting the associated scale score's College Readiness Benchmark.

-- The ACT Composite score is the rounded average of the English, math, reading and science scores.

-- The ACT STEM score is the rounded average of math and science scores, representing a student's overall performance in these subject areas.

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Customization Options

Reports may be customized using the report options. Select the **Options** icon to access customization options and for quick modification and customization of reports. Changes may be made to multiple options at once.

Options

Organization Fields Scores Filter Search

Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

Select the **Update** button to apply the desired options.

Options—Organization

Use the **Organization** tab to choose School, District, or State organization. Use the search bar to search for an organization. Select the **Update** button to refresh the report.

The screenshot shows the 'Organization' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Organization', 'Fields', 'Scores', 'Filter', and 'Search'. The 'Organization' tab is active. The main content area shows 'Organization: CyberCity HighSchool 1' and a search bar labeled 'Search within CyberCity'. Below the search bar, there is a list of organizations: 'CyberCity' (expanded) showing 'CyberCity HighSchool 1' (selected) and 'CyberCity HighSchool 2'. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

Options—Fields

The **Fields** tab allows users to select student identification information, test information, and demographics to view on the report. Apply the appropriate demographics and select the **Update** button to add these fields as columns to the report.

The screenshot shows the 'Fields' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Organization', 'Fields', 'Scores', 'Filter', and 'Search'. The 'Fields' tab is active. The main content area is divided into sections: 'General Information' (Test Date, Test Location, District Name, School Name, School Code), 'Student Information' (Last Name, First Name, Middle Initial, State ID, Local ID, DOB, Grade), 'Demographics' (Gender, Ethnicity), and 'H.S. Information' (English GPA, Math GPA, Social Studies GPA, Natural Sciences GPA, Average GPA, Year of H.S. Graduation, Educational Aspirations, College Name 1, College Name 2, College Name 3, College Name 4, College Name 5, College Name 6). Each section has a 'Select All / Reset' link. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

Note: The Fields tab adjusts based on the report view. For example, when viewing the Student view, users will only have the option to filter or search based on demographic characteristics.

Options—Scores

The **Scores** tab can be used to select scores to view on the report. Select checkboxes for Score, Benchmark, US Rank, State Rank, and/or Reporting Categories. To view all scores and reporting categories, select the **Select All** link. Select the **Update** button to view the selections in the report.

Options

Save

Download

Roster

Student

Organization

Fields

Scores

Filter

Search

X

^ Scores

Select All / Reset

	Score	Benchmark	US Rank	State Rank
Composite	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Math Reporting Categories				Select All / Reset
✓ Science Reporting Categories				Select All / Reset
✓ English Reporting Categories				Select All / Reset
✓ Reading Reporting Categories				Select All / Reset
✓ Understanding Complex Text Indicator				Select All / Reset
✓ Writing Domain Scores				Select All / Reset
✓ Career Readiness				Select All / Reset

Groups Per Page

20

Cancel

Update

Options—Filter

Use the **Options** tab to include or exclude students based on demographic characteristics. To include a subgroup, select the desired demographic variable from the drop-down list. To add more than one subgroup, select another demographic variable. Select the **And** or **Or** button to specify the logical relationship between the subgroups selected. The **And** button will only show students who fall under all selected characteristics and the **Or** button will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

Selections display as boxes next to "Showing students who are." Select the trash can icon displayed to remove the selection.

Organization Fields Scores Filter Search

Add Filter Reset

Showing students who are

Relationship And Or

Female

Hispanic/Latino

Groups Per Page 20 Cancel Update

Options—Search

The **Search** feature allows users to search for students by name, ACT ID, scores, or other reporting category options. For example, to find a specific student on the district or school Roster Report or in the set of Individual Student Reports:

1. Select ACT ID from the drop-down menu.
2. Enter the ACT ID, or part of the number, for the student needed.
3. Select the **Add** button.
4. Select the **Update** button. The report will refresh showing only students matching the search criteria.

The screenshot shows a search interface with the following elements:

- Navigation tabs: Organization, Fields, Scores, Filter, Search (selected).
- Buttons: Search, Reset.
- Search criteria selection: Science Score (dropdown), at least (dropdown).
- Value input: 22.
- Add button.
- Relationship selection: And (selected), Or.
- Search criteria list:
 - ACT ID contains "1010" (with delete icon)
 - Math Score at least "22" (with delete icon)
- Groups Per Page: 20 (dropdown).
- Buttons: Cancel, Update.

Contract Reports

The Contract Reports provides users with important information about ACT tested students, including student performance trends (broken down by demographics), course selection, course rigor, and college readiness.

Note: Contract Reports will be available to all Users (Limited and Normal) for Contract Programs.

The screenshot shows the 'Contract Reports' tab selected in a navigation bar. Below the navigation bar, there is a dark blue header with 'Contract Reports (District)' and 'Aggregate View'. The main content area contains several filter sections: 'Year' with buttons for '2019-2020' (selected), '2018-2019', and '2017-2018'; 'Admin' with buttons for 'Fall' and 'Spring' (selected); 'Organization' with a text input showing 'CyberCity' and a search bar; and 'Y State' with a dropdown menu showing 'CyberCity' (selected) and two other options: 'CyberCity HighSchool 1' and 'CyberCity HighSchool 2'. At the bottom right, there are 'Cancel' and 'Get Report' buttons.

1. Under the **Contract Reports** tab, select the **Contract Reports** button for a drop-down menu with all available organizations.
2. Select the appropriate Year button.
3. Select an Admin.
4. Use the **Organization** menu to choose a School, District, or State organization, depending on the user's level of access. Use the search bar to search for an organization.
5. Once an organization has been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

Select the **Get Report** button to generate a report like the following sample:

Profile Report: The ACT District Contract, CyberCity, 2019-2020, Spring

OptionsSave

Tables Based on Contract Testing Profile Reports

Section I: Executive Summary

Average Composite Scores: 5 Years of Testing

Percent Meeting All 4 Benchmarks: 5 Years of Testing

Percent Meeting STEM Benchmark: 5 Years of Testing

Percent Taking A Core Curriculum: 5 Years of Testing

Trends-Percents of Students Who Met College Readiness Benchmarks

Trends- Average ACT Scores

Trends- Average ACT Scores Statewide

Trends- Average ACT Scores by Level of Preparation

Trends- Percent and Average Composite Score by Race/Ethnicity

Trends- Achievement in STEM

Proficiency in Understanding Complex Text

Section II: Academic Achievement

Average ACT Composite Score by Race and Core Curriculum Status

ACT Score Distributions, Cumulative Percents, and Score Averages

English Reporting Categories

Math Reporting Categories

Reading Reporting Categories

Science Reporting Categories

Average ACT Composite Scores for Race/Ethnicity by Level of Preparation

Average ACT Scores by Race/Ethnicity

Average ACT Composite Scores for Gender by Level of Preparation

Average ACT Scores by Gender

ACT Score Quartile Values

Section III: College and Career Readiness and the Impact of Course Rigor

Percent of Students Meeting All 4 College Readiness Benchmarks by Core College Curriculum Status

Percent of Students in College and Career Readiness (CCRS) Score Ranges

Percent of Students Who Met College Readiness Benchmark Scores by Gender

Percent of Students Who Met ACT College Readiness Benchmark Scores by Race/Ethnicity

Likely ACT National Career Readiness Certificate (NCRC) Level Based Upon ACT Composite Score

College Readiness Benchmark Percent and Average ACT Scores by Overall High School Curriculum

College Readiness Benchmark Percent and Average ACT Scores by Content-Specific Curriculum (English)

College Readiness Benchmark Percent and Average ACT Scores by Content-Specific Curriculum (Mathematics)

College Readiness Benchmark Percent and Average ACT Scores by Content-Specific Curriculum (Social Science)

College Readiness Benchmark Percent and Average ACT Scores by Content-Specific Curriculum (Natural Science)

College Readiness Benchmark (CRB) Percent and Average ACT Scores by Common Course Patterns (English)

College Readiness Benchmark (CRB) Percent and Average ACT Scores by Common Course Patterns (Mathematics)

College Readiness Benchmark (CRB) Percent and Average ACT Scores by Common Course Patterns (Social Science)

College Readiness Benchmark (CRB) Percent and Average ACT Scores by Common Course Patterns (Natural Science)

College Readiness Benchmark (CRB) Percent and Average ACT Scores for Gender by Common Course Patterns (English)

College Readiness Benchmark (CRB) Percent and Average ACT Scores for Gender by Common Course Patterns (Mathematics)

College Readiness Benchmark (CRB) Percent and Average ACT Scores for Gender by Common Course Patterns (Social Science)

College Readiness Benchmark (CRB) Percent and Average ACT Scores for Gender by Common Course Patterns (Natural Science)

Section IV: Career and Educational Aspirations

Average ACT Composite Scores by Race and Student Postsecondary Aspirations

Distribution of Planned Educational Majors for All Students by College Plans

Average ACT Composite Scores for Racial/Ethnic Groups by Post-Secondary Education Aspirations

Section V: Optional Writing Test Results

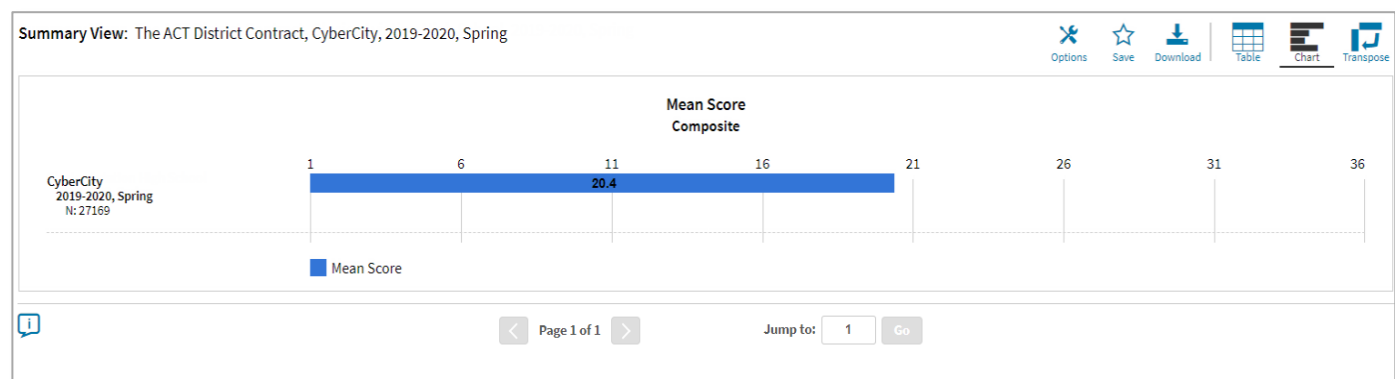
Average ACT Writing Scores by Race/Ethnicity

Average ACT English Language Arts Constituent Scores by Race/Ethnicity and Gender for Students Who Took ACT Writing

Average ACT English Language Arts Outcomes by Race/Ethnicity and Gender for Students Who Took ACT Writing

A Table of Contents with all the available reports within the Profile Report is displayed. Each line of text is a link to a pre-defined Data Interaction report.

For example, to view **Average Composite Scores: 5 Years of Testing**, click on the report link under Section I: Executive Summary. A new window will open containing the selected report:



PreACT and PreACT 8/9 Program Reports

Student Scores

To view PreACT or PreACT 8/9 data, select the appropriate program from the **Program** drop-down list.

The Student Scores provides dynamic access to individual student results, delivering insight into the specific strengths and areas of need for each student. Interactive data analysis features allow users to apply filter criteria and/or perform ad hoc queries on any score variable to obtain summary reports or graphs. The Roster view also displays student level data including student ID, demographics, and participation.

The screenshot shows the PreACT Student Scores interface. At the top, the 'Program' dropdown is set to 'PreACT'. Below this is a navigation bar with tabs: 'Roster' (selected), 'Summary', 'Data Tools', and 'Download Hub'. A dark blue header bar reads 'Student Scores (District)' with 'Roster View' underneath. The main content area has a 'Year' selector with '2021-2022' (checked) and '2020-2021'. Below is the 'Organization' section, currently displaying 'Glacier Aviation High School'. A search bar with a magnifying glass icon and the text 'Search within Marble Records District' is present. A dropdown menu is open, showing a list of organizations: 'Marble Records District' (with an upward arrow), 'Glacier Aviation High School' (selected with a blue dot), 'Marsh Navigation', and 'Star House High School'. At the bottom right are 'Cancel' and 'Get Report' buttons.

1. Under the **Roster** tab, select **Student Scores** to display a drop-down menu with all available organizations.
2. Use the **Organization** menu to choose a School, District, or State organization, depending on the user's level of access. Use the search bar to search for an organization.
3. Once an organization has been chosen, select the **Get Report** button to generate a report with the default selections.

Sample Report

Select the **Get Report** button to generate a report like the following sample:

Roster View: PreACT, Glacier Aviation High School, 2021-2022
Showing students who are Not Voided

Options Save Download Roster Student

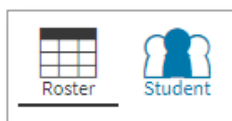
Last Name	First Name	MI	Student ID	Test Date	District Name	School Name	School Code	DOB	Grade	Career Choice
		B	20212264234	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	05/20/2002	OO	Medical Diagnosis & Treatment
		T	20216213534	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	09/11/2004	OO	Engineering & Technologies
		K	20215164764	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	08/24/2004	OO	Creative & Performing Arts
		Z	20217645672	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	10/18/2003	OO	Applied Arts (Visual)
		A	20216462113	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	06/06/2005	OO	Computer & Information Specialties
		J	20216464237	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	11/24/2002	OO	Engineering & Technologies
		D	20217163332	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	04/15/2003	OO	No response
		R	20211655614	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	05/28/2002	OO	Education
		Y	20215567313	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	02/17/2002	OO	Applied Arts (Written & Spoken)
		M	20215125657	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	07/14/2003	OO	Crafts & Related
		H	20212523726	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	01/23/2005	OO	Applied Arts (Written & Spoken)
		X	20213473211	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	07/29/2005	OO	Computer & Information Specialties
		T	20213331372	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	05/25/2005	OO	Community Services
		U	20211263466	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	11/22/2003	OO	Community Services
		T	20215326354	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	05/06/2004	OO	Manufacturing & Processing
		H	20212567477	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	09/11/2004	OO	Marketing & Sales
		K	20214773127	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	04/19/2005	OO	Agriculture Forestry & Related
		V	20215627423	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	11/24/2003	OO	Engineering & Technologies
		H	20213214654	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	05/15/2005	OO	Regulation & Protection

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Jump to: 1 Go

Viewing Options

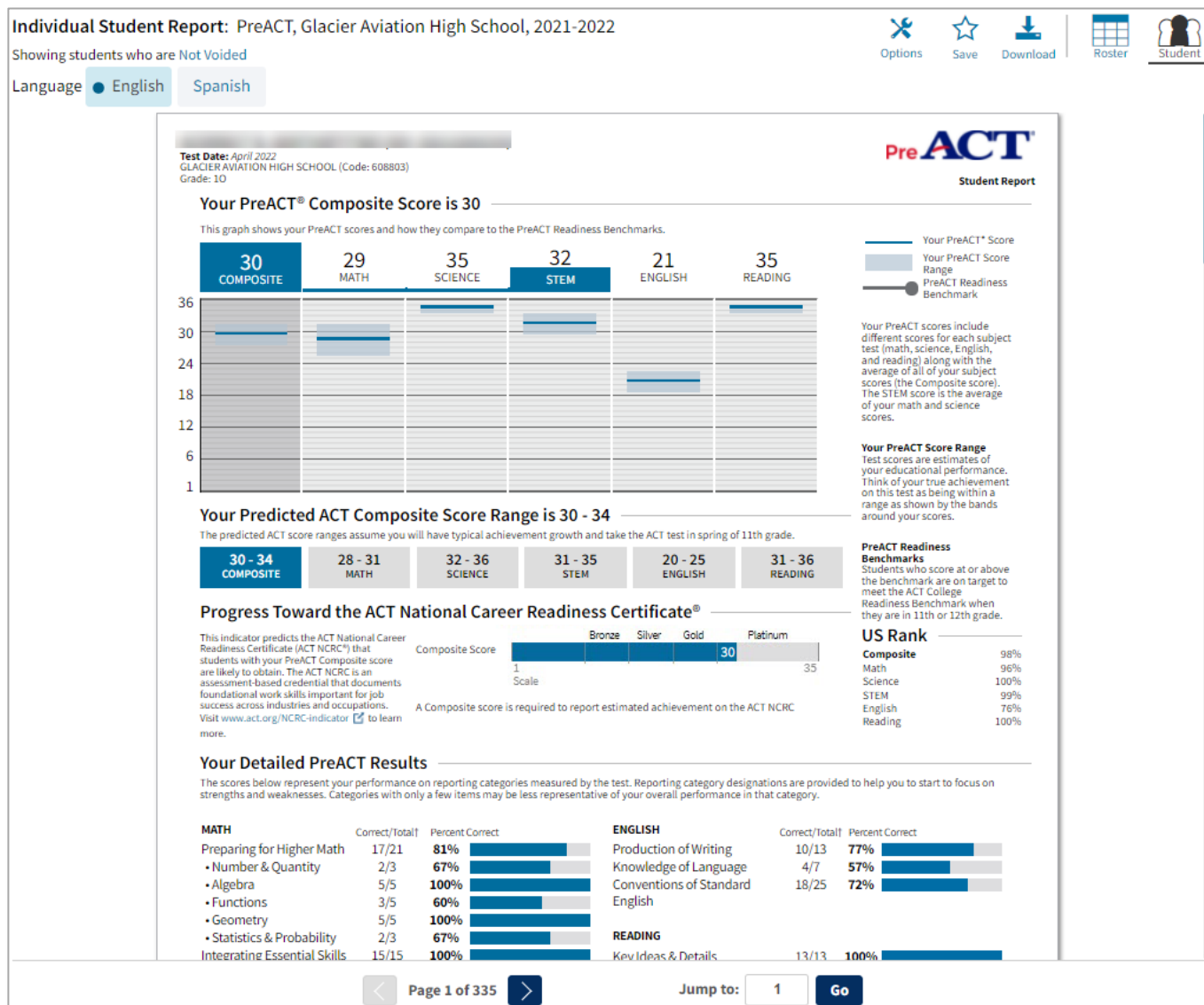
Select one of the available buttons to change to a roster or student view of the selected data options.



- The **Roster** button displays a roster list of all students
- The **Student** button displays a set of individual reports

Student Score Report

Select the **Student** button to view a detailed student report for each student in the roster view.



Individual Report View

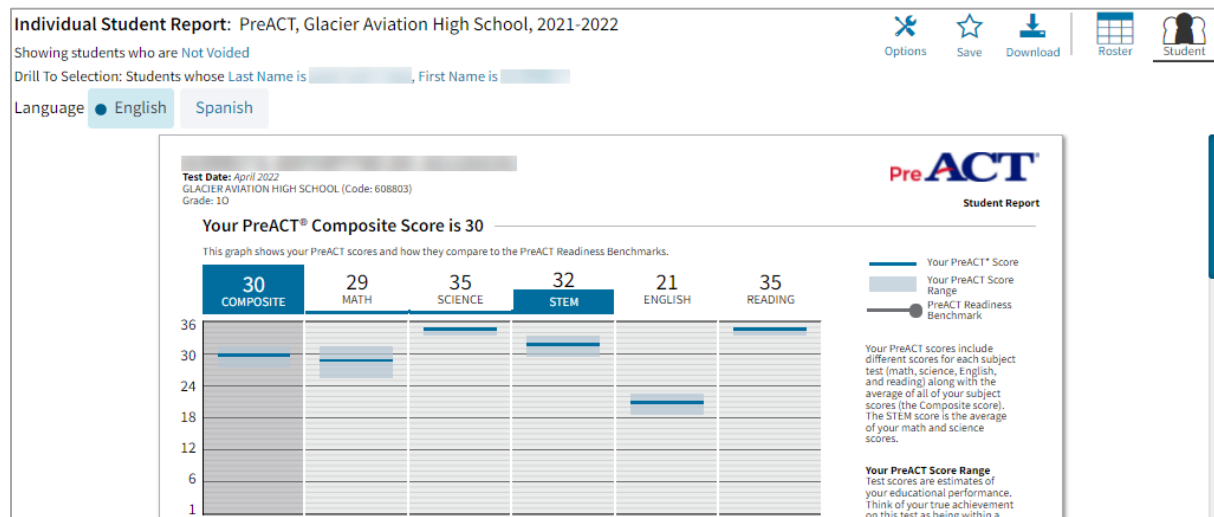
From the Individual Report view, use the navigation arrows at the bottom of the report to page through the reports. Users may also jump to a specific page/report.

- Select **Options** in the top menu to utilize the Search and Filter options and refine the group of individual reports being viewed based on score and/or demographic criteria. (See [“Customization Options”](#) for further details.)
- Select **Download** in the top menu and enter criteria to download one or more individual reports as PDF files. If the number of records is greater than 100 ISRs, the request will be sent to the Queued PDFs section of the Download Hub. (See [“Queued PDFs”](#) for further details).

General Functionality

In addition to selecting the **Student** button to view a set of individual reports for all students in an organization, you can select a student's Last Name in the Roster view to view an individual report for a student.

Last Name	First Name	MI	Student ID	Test Date
Smith	John	M	20212264234	April 2022
Smith	John	M	20216213534	April 2022
Smith	John	M	20215164764	April 2022
Smith	John	M	20217645672	April 2022



To sort columns into ascending or descending order, select the column head and select **Sort**.

Last Name	First Name
Doe	
Key	

Sort >

Sort Ascending

Sort Descending

Customization Options

Reports may be customized using the report options. Select the **Options** icon to access customization options and for quick modification and customization of reports. Changes may be made to multiple options at once.

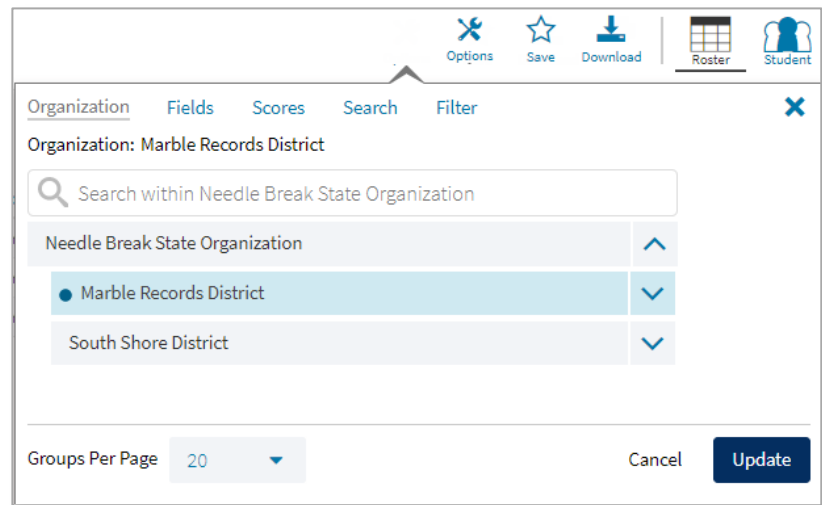


Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

Select the **Update** button to apply the desired options.

Options—Organization

Use the **Organization** tab to choose School, District, or State organization. Use the search bar to search for an organization. Select the **Update** button to refresh the report.



Options—Fields

The **Fields** tab allows users to select general information, student identification information, and demographics to view on the report. Apply the appropriate demographics and select the **Update** button to add these fields as columns to the report.

The screenshot displays the 'Options—Fields' interface. At the top, there is a navigation bar with icons for Options (selected), Save, Download, Roster, and Student. Below this is a tabbed interface with 'Fields' selected. The main area is divided into several sections, each with a 'Select All / Reset' link:

- General Information:** Includes buttons for District Name, School Name, School Code, Test Date, and Void.
- Student Information:** Includes buttons for MI, Student ID, ACT ID, DOB, and Grade.
- Demographics:** Includes buttons for Gender and Ethnicity.
- High School Information:** Includes buttons for Educational Aspirations, Career Choice, English Years of Coursework, Math Years of Coursework, Social Studies Years of Coursework, Natural Science Years of Coursework, Program of Courses, Plans After High School, Writing Skills, Reading Skills, Study Skills, Math Skills, Computer Skills, and Public Speaking Skills.

At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

Note: The Fields tab adjusts based on the report view. For example, when viewing the Student view, users will only have the option to filter or search based on demographic characteristics.

Options—Scores

The **Scores** tab can be used to select scores to view on the report. Select checkboxes for Score, Benchmark, US Rank, State Rank, Predicted ACT Score Range, and/or Reporting Categories. To view all scores and reporting categories, select the **Select All** link. Select the **Update** button to view the selections in the report.

Options

Save

Download

Roster

Student

Organization

Fields

Scores

Search

Filter

^ Scores

Select All / Reset

Score

Benchmark

US Rank

Predicted ACT Score Range

Composite

☒

☐

☐

☒

Math

☒

☐

☐

☒

Science

☒

☐

☐

☒

STEM

☒

☐

☐

☒

English

☒

☐

☐

☒

Reading

☒

☐

☐

☒

^ Math Reporting Categories

Select All / Reset

Points Earned

Points Possible

Percent Correct

Preparing for Higher Math

☐

☐

☐

Number & Quantity

☐

☐

☐

Algebra

☐

☐

☐

Functions

☐

☐

☐

Geometry

☐

☐

☐

Statistics & Probability

☐

☐

☐

Integrating Essential Skills

☐

☐

☐

Modeling

☐

☐

☐

^ Science Reporting Categories

Select All / Reset

Points Earned

Points Possible

Percent Correct

Interpretation of Data

☐

☐

☐

Scientific Investigation

☐

☐

☐

Evaluation of Models, Inferences & Experimental Results

☐

☐

☐

^ English Reporting Categories

Select All / Reset

Points Earned

Points Possible

Percent Correct

Production of Writing

☐

☐

☐

Knowledge of Language

☐

☐

☐

Conventions of Standard English

☐

☐

☐

^ Reading Reporting Categories

Select All / Reset

Points Earned

Points Possible

Percent Correct

Key Ideas & Details

☐

☐

☐

Craft & Structure

☐

☐

☐

Integration of Knowledge & Ideas

☐

☐

☐

^ Understanding Complex Text Indicator

Select All / Reset

Understanding Complex Text

^ Career Readiness

Select All / Reset

National Career Readiness Certificate

Groups Per Page

20

Cancel

Update

Options—Search

The **Search** feature allows users to search for students by name, Student ID, scores, or other reporting category options, for example, to find a specific student on the district or school Roster Report or in the set of Individual Student Reports:

1. Select Student ID from the drop-down menu.
2. Enter the Student, or part of the number, for the student needed.
3. Select the **Add** button.
4. Select the **Update** button. The report will refresh showing only students matching the search criteria.

The screenshot shows a web application interface for searching students. At the top, there is a navigation bar with icons for Options (wrench), Save (star), Download (download arrow), Roster (calendar), and Student (person). Below this is a tabbed interface with tabs for Organization, Fields, Scores, Search (active), and Filter. The Search tab contains a 'Search' button and a 'Reset' link. A search input field is pre-filled with 'Science Score' and has a dropdown arrow. To its right is a dropdown menu currently set to 'at least'. Below the input field is an 'Add' button. Underneath, there is a 'Relationship' section with radio buttons for 'And' (selected) and 'Or'. Below this are two filter criteria listed in a table-like structure: 'Math Score at least "22"' and 'Student ID contains "1010"', each with a trash icon to its right. At the bottom left, there is a 'Groups Per Page' dropdown set to '20'. At the bottom right, there are 'Cancel' and 'Update' buttons.

Organization	Fields	Scores	Search	Filter
Search Reset				
Science Score ▼ at least ▼				
<input type="text"/>				
<button>Add</button>				
Relationship <input checked="" type="radio"/> And <input type="radio"/> Or				
Math Score at least "22" 🗑️				
Student ID contains "1010" 🗑️				
Groups Per Page: 20 ▼ Cancel Update				

Options—Filter

Use the **Options** tab to include or exclude students based on demographic characteristics. To include a subgroup, select the desired demographic variable from the drop-down list. To add more than one subgroup, select another demographic variable. Select the **And** or **Or** button to specify the logical relationship between the subgroups selected. The **And** button will only show students who fall under all selected characteristics and the **Or** button will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

Selections display as boxes next to "Showing students who are." Select the trash can icon displayed to remove the selection.

The screenshot shows the 'Options—Filter' dialog box. At the top, there are icons for Options, Save, Download, Roster, and Student. Below these are tabs for Organization, Fields, Scores, Search, and Filter. The Filter tab is active, showing 'Add Filter' and 'Reset' buttons. A dropdown menu indicates 'Showing students who are'. Below this, the 'Relationship' section has 'And' and 'Or' buttons, with 'Or' selected. A list shows 'Female' and 'Hispanic/Latino' with trash can icons. At the bottom, there's a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

Early Intervention Rosters

The Early Intervention Rosters reports provide users with access to a set of roster reports that display subgroups of students based on various criteria defined by the individual reports within the table of contents page.

The screenshot shows a web interface for generating an Early Intervention Rosters report. At the top, there is a 'Program:' dropdown menu set to 'PreACT'. Below this is a navigation bar with tabs: 'Roster' (selected), 'Summary', 'Data Tools', and 'Download Hub'. A dark blue header bar contains the text 'Early Intervention Rosters (District)' and 'Roster View'. The main content area has a 'Year:' section with two buttons: '2021-2022' (selected) and '2020-2021'. Below the year selection is an 'Organization:' section. It shows 'Marble Records District' as the selected organization. There is a search bar with the placeholder text 'Search within Marble Records District'. Below the search bar is a list of organizations: 'Marble Records District' (selected), 'Glacier Aviation High School', 'Marsh Navigation', and 'Star House High School'. At the bottom right of the form are two buttons: 'Cancel' and 'Get Report'.

1. Under the **Roster** tab, select the **Early Intervention Rosters** button for a drop-down menu with all available organizations.
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose a School, District, or State organization, depending on the user's level of access. Use the search bar to search for an organization.
4. Once an organization has been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

Select the **Get Report** button to generate a report like the following sample:

Roster View: PreACT, Marble Records District, 2021-2022

Table of Contents

Early Intervention Rosters

- Roster 1: Which of our students reported that they do not plan to finish high school, or have no post-high school educational plans? [↗](#)
- Roster 2: Students with no college plans who are On the Cusp or On Target for college readiness [↗](#)
- Roster 3: Students planning to attend college, but who are In Need of Intervention or do not plan to take college core coursework [↗](#)
- Roster 4: Which of our students expressed a need for help in one or more areas? [↗](#)

A Table of Contents with all the available reports within the Early Intervention Rosters is displayed. Each line of text is a link to a pre-defined Data Interaction report.

To view a report, click on the report link under Early Intervention Rosters. A new window will open containing the selected report:

Roster View: PreACT, Marble Records District, 2021-2022

Showing students who are Not Voided

Search: Early Intervention Roster 1 Flag is one of Criteria Met

Options

Save

Download

Roster

Student

Last Name	First Name	Educational Aspirations	Years of Coursework				Composite	Math	Science	STEM	English	Reading
			English	Math	Social Studies	Natural Science	Score	Score	Score	Score	Score	Score
		Undecided about future educational plans	7	9.5	9.5	9	30	29	35	32	21	35
		Undecided about future educational plans	7	9.5	9.5	9	21	19	22	21	13	28
		Not planning to complete high school	7	9.5	9.5	9	35	35	35	35	34	35
		Not planning to complete high school	7	9.5	9.5	9	35	35	35	35	35	35
		Undecided about future educational plans	7	9.5	9.5	9	33	35	35	35	26	35
		No education or other training planned for after high school	7	9.5	9.5	9	23	21	24	23	15	32

Summary Reports

The **Summary** tab displays school, district, or state group performance data in a table or graphical format and allows customization using various summary statistics. The Summary tab on the PreACT homepage provides access to several summary reports:

- **My Summary Results**
- **Local Item Summary**
- **Item Response Summary**
- **Average Scores by Ethnicity and Gender**
- **Average Scores by Course Pattern**
- **Average Composite Score and Coursework Plans**
- **Students' scores, Coursework Plans and Educational Plans by Career Interest**
- **Local Quartile**

Program: PreACT ▼

[Roster](#) [Summary](#) [Data Tools](#) [Download Hub](#)

My Summary Results (District) Summary View	How did our students respond to local items? Local Item Summary
Item Response Summary (District) Item Report	Average Scores by Ethnicity and Gender (District) Summary View
Average Scores by Mathematics Course Pattern (District) Summary View	Average Scores by Science Course Pattern (District) Summary View
Average Scores by English Course Pattern (District) Summary View	Average Scores by Social Studies Course Pattern (District) Summary View
Average Scores by On Track for Core Coursework Status (District) Summary View	Average Composite Score and Coursework Plans by Educational Plans (District) Summary View
Average Composite Score and Coursework Plans by Expressed Needs for Help (District) Summary View	Students' scores, Coursework Plans and Educational Plans by Career Interest (District) Summary View
Local Quartile (District) Local Quartile	

My Summary Results

The My Summary Results Report provides summary level data at the state, district, and school level for the years selected. Multiple years and organizations can be selected at a time.


The screenshot shows a web interface for 'My Summary Results (District)'. At the top, there are tabs: 'Roster', 'Summary' (which is active), 'Data Tools', and 'Download Hub'. Below the tabs is a dark blue header with the text 'My Summary Results (District)' and 'Summary View' below it. The main content area has a 'Year:' section with two buttons: '2021-2022' (selected with a checkmark) and '2020-2021'. Below this is an 'Organization' section. It shows '1 selected (clear)' and a search bar with the text 'Search within Needle Break State Organization'. Below the search bar is a list of organizations: 'Needle Break State Organization' (with a blue 'X' and an upward arrow) and 'Marble Records District' (with a blue checkmark and a downward arrow). At the bottom right of the form are 'Cancel' and 'Get Report' buttons.


1. Under the **Summary** tab, select **My Summary Results** to display a drop-down menu with available organization(s).
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below the states and districts.
4. Once State, District, and/or Schools have been chosen, a count of the selected organizations will display above the selection menu. Select the blue “selected” link to view a list of the organizations. Use the search bar to look for an organization.
5. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.


Sample Report


The **Get Report** button will generate a report like the following sample:


Summary View: PreACT, Marble Records District, 2021-2022


Options

Save

Download

Table

Chart

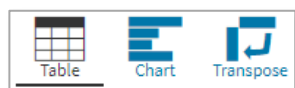
Transpose

Group	Year	Composite		Math						Science						STEM					
		Valid Number	Mean Score	Mean Score	% Met	% Not Met	% On Target	% On the Cusp	% In Need of Intervention	Mean Score	% Met	% Not Met	% On Target	% On the Cusp	% In Need of Intervention	Mean Score	% Met	% Not Met	% On Target	% On the Cusp	% In Need of Intervention
Marble Records District	2021-2022	27	21.5	21.1	44	56	44	15	41	23.4	59	41	59	7	33	22.5	44	56	44	0	56

Note: Groups that have no data will not populate.

Viewing Options

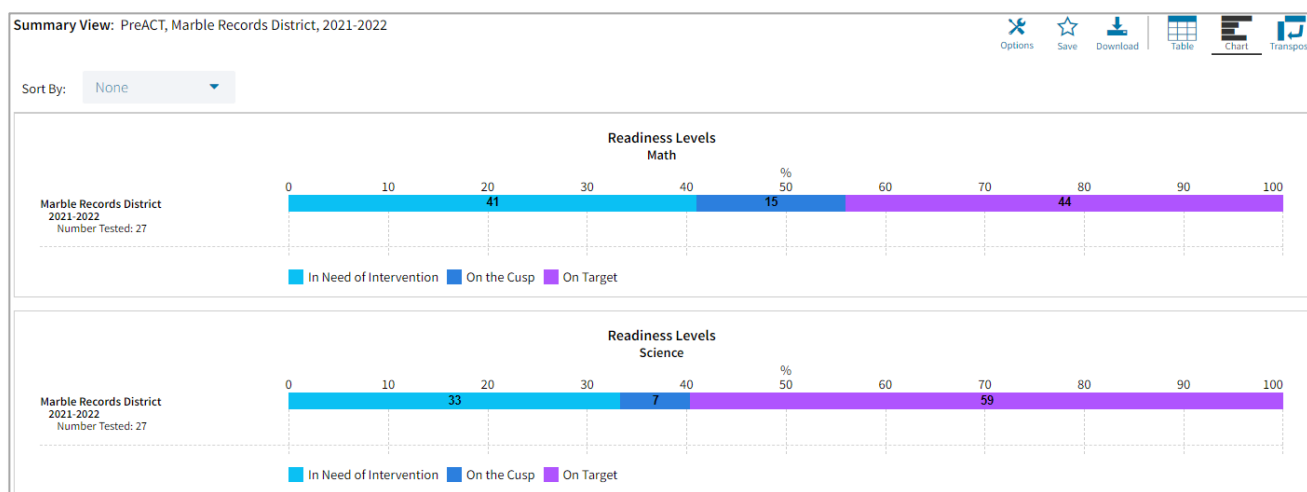
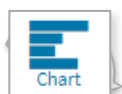
Select one of the available buttons to change to a chart or transpose view of your selected data options



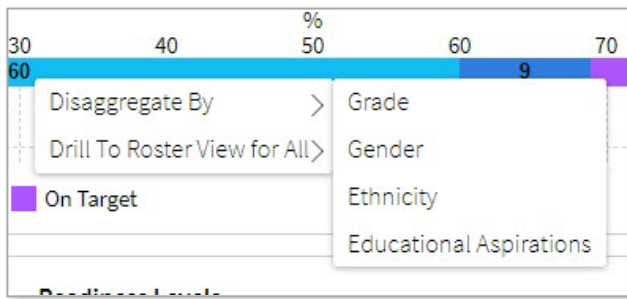
Note: The Report Table is the default view.

Report Chart View

Select the **Report Chart** button to view a graphical representation of the selected data.



Note: Selecting the chart bars will allow users to disaggregate by subgroup or drill to roster view.



Transpose View

Select the **Transpose** button to view a tabular representation of the selected data with columns and rows transposed.



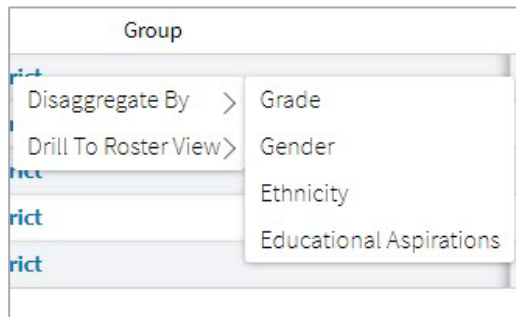
Summary View: PreACT, Marble Records District, 2021-2022

				Readiness Levels		
Group	Subject	Year	Valid Number	% In Need of Intervention	% On the Cusp	% On Target
Marble Records District	Math	2021-2022	27	41	15	44
Marble Records District	Science	2021-2022	27	33	7	59
Marble Records District	STEM	2021-2022	27	56	0	44
Marble Records District	English	2021-2022	27	48	7	44
Marble Records District	Reading	2021-2022	27	33	0	67

General Functionality

Selecting a group's name allows users to disaggregate the group or drill to a roster report.

Disaggregate By: Disaggregate a specific group by different demographic variables.



Summary View: PreACT, Marble Records District, 2021-2022

Options
Save
Download
Table
Chart
Transpose

Group	Year	Math			Science			STEM			English			Reading		
		% On Target	% On the Cusp	% In Need of Intervention	% On Target	% On the Cusp	% In Need of Intervention	% On Target	% On the Cusp	% In Need of Intervention	% On Target	% On the Cusp	% In Need of Intervention	% On Target	% On the Cusp	% In Need of Intervention
		%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Marble Records District	2021-2022	44	15	41	59	7	33	44	0	56	44	7	48	67	0	33
Black/African American	2021-2022	100	0	0	100	0	0	100	0	0	100	0	0	100	0	0
American Indian/Alaska Native	2021-2022	100	0	0	100	0	0	100	0	0	100	0	0	100	0	0
White	2021-2022	50	50	0	100	0	0	50	0	50	50	50	0	100	0	0
Asian	2021-2022	100	0	0	100	0	0	100	0	0	100	0	0	100	0	0
Native Hawaiian/Other Pacific Islander	2021-2022	100	0	0	100	0	0	100	0	0	100	0	0	100	0	0
No Ethnicity Information Provided	2021-2022	30	15	55	45	10	45	30	0	70	30	5	65	55	0	45

Drill to Roster View: Selecting a group name in the tabular view or a bar in the chart view displays a menu allowing you to drill to a Roster Report or set of Individual Reports for that group.

Note: Drill down is not available for state organizations.

Group	Year	Valid Number	Mean Score
Marble Records District	2021-2022	27	21.5

Disaggregate By >

Drill To Roster View>

Roster Report

Individual Student Report

Roster View: PreACT, Marble Records District, 2021-2022

Options

Save

Download

Roster

Student

Last Name	First Name	MI	Student ID	Test Date	District Name	School Name	School Code	DOB	Grade	Career Choice
		B	20212264234	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	05/20/2002	10th	Medical Diagnosis & Treatment
		T	20216213534	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	09/11/2004	10th	Engineering & Technologies
		K	20215164764	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	08/24/2004	10th	Creative & Performing Arts
		Z	20217645672	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	10/18/2003	10th	Applied Arts (Visual)
		A	20216462113	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	06/06/2005	10th	Computer & Information Specialties
		J	20216464237	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	11/24/2002	10th	Engineering & Technologies

Download: Selecting the **Download** button allows you to download the report as a pdf, csv, or Excel file. If the number of records is greater than 200 for a standard report, the request will be sent to the Queued PDFs section of the Download Hub. (See [“Queued PDFs”](#) for further details).

Download Report

Download

PDF

CSV

EXCEL

Report Name

report

Layout

Landscape

Portrait

Pages

Current Page

All

Custom

Download

Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

The screenshot shows the 'Organization' tab selected. At the top, there are icons for Options, Save, Download, Table, Chart, and Transpose. Below the tabs, the 'Organization' section shows '2 selected (clear)'. A search bar is present with the text 'Search within Marble Records District'. Below the search bar, a list of organizations is shown: 'Needle Break State Organization', 'Marble Records District' (checked), 'Glacier Aviation High School' (checked), 'Marsh Navigation', and 'Star House High School'. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

Options—Stats

Use the **Stats** tab to select stats or scores by subject to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear, select the **Reset** link. Select the **Update** button to view the selections in the report.

The screenshot shows the 'Stats' tab selected. At the top, there are icons for Options, Save, Download, Table, Chart, and Transpose. Below the tabs, the 'Stats' section shows 'Select All / Reset'. A table of stats is displayed with columns: 'Valid Number', 'Mean Score', 'Met Benchmark', 'Not Met Benchmark', 'On Target', 'On the Cusp', and 'In Need of Intervention'. The rows are: 'Composite', 'Math', 'Science', 'STEM', 'English', and 'Reading'. Each row has checkboxes for each column. Below the table, there are two sections: 'Understanding Complex Text' and 'Career Readiness', each with a 'Select All / Reset' link. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

Note: The options on the Stats tab adjust based on the report view. For example, when viewing the Chart View, users will have the options to adjust the stats graphed as well as the graph type.

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.

The screenshot shows the 'Options' menu with the 'Disaggregate' tab selected. The menu has a top bar with icons for Options, Save, Download, Table, Chart, and Transpose. Below the top bar, the 'Disaggregate' tab is active, showing a 'Subgroups' section with four buttons: 'Grade', 'Gender', 'Ethnicity', and 'Educational Aspirations'. At the bottom, there is a 'Groups Per Page' dropdown set to '20', a 'Cancel' button, and an 'Update' button.

Options—Filter

Use this tab to include or exclude students based on demographic characteristics. To include a subgroup, select the desired demographic variable from the drop-down list. To select more than one subgroup, simply select another demographic variable. Select the **And** or **Or** button to specify the logical relationship between the subgroups selected. The **And** button will only show students who fall under all selected characteristics and the **Or** button will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

Selections display as boxes next to "Showing students who are." Select the trash can icon displayed to remove the selection.

The screenshot shows the 'Options' menu with the 'Filter' tab selected. The menu has a top bar with icons for Options, Save, Download, Table, Chart, and Transpose. Below the top bar, the 'Filter' tab is active, showing an 'Add Filter' button and a 'Reset' button. A dropdown menu is open, displaying 'Showing students who are'. Below the dropdown, there is a 'Relationship' section with two buttons: 'And' and 'Or'. The 'Or' button is selected. Below the relationship buttons, there is a list of selected filters: 'Female' and 'Hispanic/Latino'. Each filter has a trash can icon to its right. At the bottom, there is a 'Groups Per Page' dropdown set to '20', a 'Cancel' button, and an 'Update' button.

Local Item Summary

The Local Item Summary report provides the percent of students who responded to each item option for the locally developed items.

Program: PreACT

Roster
Summary
Data Tools
Download Hub

How did our students respond to local items?
Local Item Summary

Year: ✓ 2021-2022 2020-2021

Organization 1 selected (clear)

Needle Break State Organization ^
Marble Records District ⌵ ^
✓ Glacier Aviation High School
Marsh Navigation
Star House High School

Cancel Get Report

1. Under the Summary tab, select **How did our students respond to local items?** to display a drop-down menu with available organization(s).
2. Select the appropriate Year button
3. Use the **Organization** menu to choose any organization(s). Use the search bar to search for an organization.
4. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

Local Item Summary: PreACT, Glacier Aviation High School, 2021-2022														
			A		B		C		D		E		Blank	
Group	Local Item	Year	N	%	N	%	N	%	N	%	N	%	N	%
Glacier Aviation High School	1	2021-2022	62	19.4	53	16.6	46	14.4	69	21.6	41	12.8	49	15.3
Fall	1	2021-2022	33	18.4	27	15.1	24	13.4	39	21.8	26	14.5	30	16.8
Spring	1	2021-2022	29	20.6	26	18.4	22	15.6	30	21.3	15	10.6	19	13.5
Glacier Aviation High School	2	2021-2022	47	14.7	60	18.8	55	17.2	44	13.8	59	18.4	55	17.2
Fall	2	2021-2022	28	15.6	29	16.2	35	19.6	28	15.6	31	17.3	28	15.6
Spring	2	2021-2022	19	13.5	31	22.0	20	14.2	16	11.3	28	19.9	27	19.1
Glacier Aviation High School	3	2021-2022	53	16.6	58	18.1	46	14.4	50	15.6	52	16.3	61	19.1
Fall	3	2021-2022	27	15.1	43	24.0	22	12.3	27	15.1	26	14.5	34	19.0
Spring	3	2021-2022	26	18.4	15	10.6	24	17.0	23	16.3	26	18.4	27	19.1
Glacier Aviation High School	4	2021-2022	49	15.3	39	12.2	55	17.2	65	20.3	59	18.4	53	16.6
Fall	4	2021-2022	31	17.3	25	14.0	32	17.9	39	21.8	25	14.0	27	15.1
Spring	4	2021-2022	18	12.8	14	9.9	23	16.3	26	18.4	34	24.1	26	18.4

Viewing Options

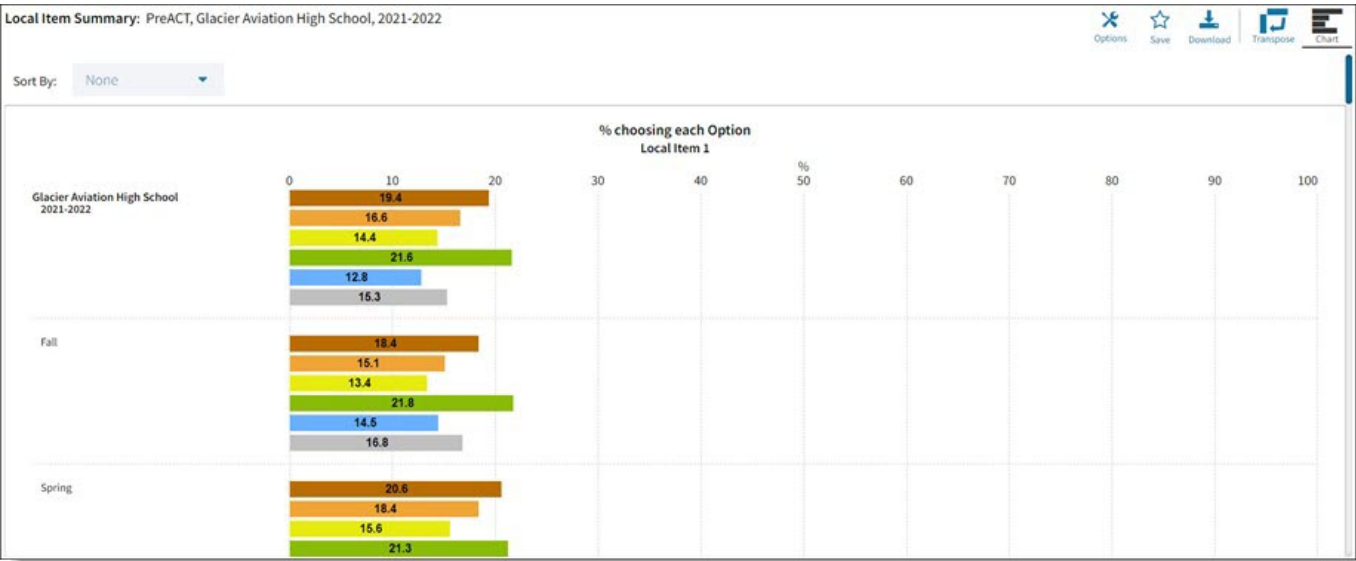
Select one of the available buttons to change to a chart or transpose view of your selected data options



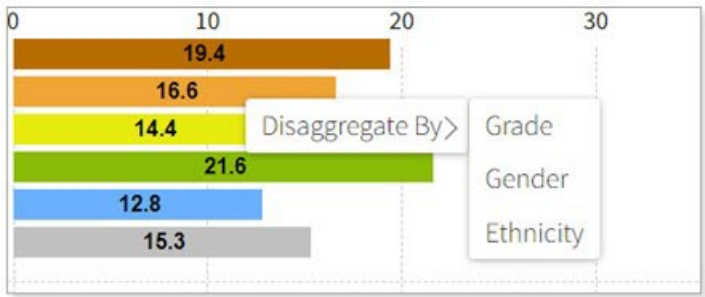
Note: The Transpose the default view.

Report Chart View

Select the **Report Chart** button to view a graphical representation of the selected data.



Note: Selecting the chart bars will allow users to disaggregate by subgroup.



Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

The screenshot shows the 'Organization' tab selected. At the top, there are icons for Options, Save, Download, Transpose, and Chart. Below the tabs, the 'Organization' section is active. It features a search bar labeled 'Search within Marble Records District'. Below the search bar, a list of organizations is displayed: 'Needle Break State Organization', 'Marble Records District', 'Glacier Aviation High School', 'Marsh Navigation', and 'Star House High School'. Each item has a checkmark and a small 'X' or up arrow icon. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

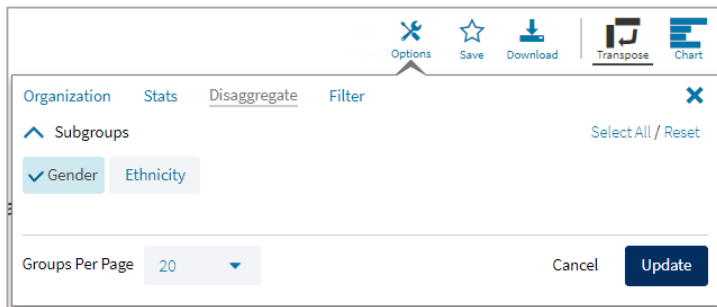
Options—Stats

Use the **Stats** tab to select options or local items to view on the report. To view all stats, select the **Select All** link. To clear select the **Reset** link. Select the **Update** button to view the selections in the report.

The screenshot shows the 'Stats' tab selected. At the top, there are icons for Options, Save, Download, Transpose, and Chart. Below the tabs, the 'Stats' section is active. It features a 'Select All / Reset' link. Below this, there are two sections: 'Options' and 'Local Item'. The 'Options' section has a list of items: 'A', 'B', 'C', 'D', 'E', and 'Blank', each with a checkmark. The 'Local Item' section has a list of items: 'Local Item 1' through 'Local Item 12', each with a checkmark. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.



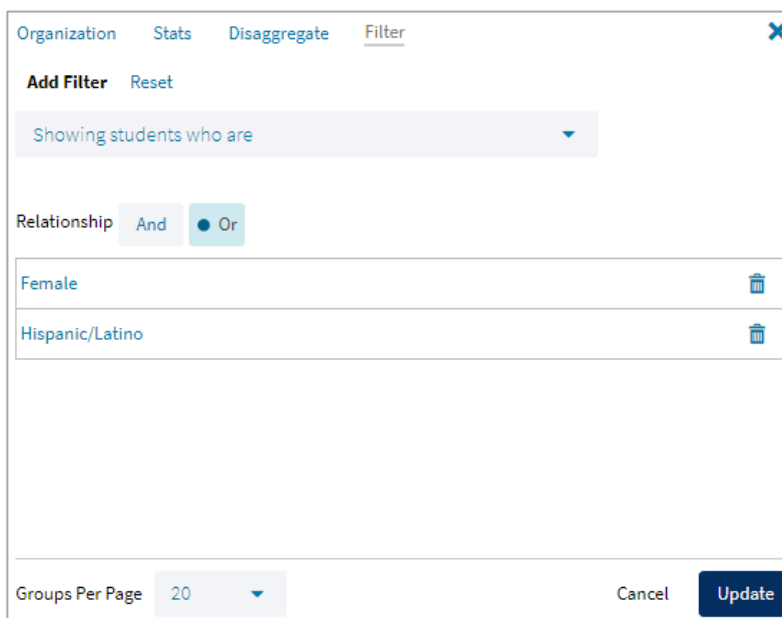
The screenshot shows the 'Options' menu with the 'Disaggregate' tab selected. The menu has tabs for Organization, Stats, Disaggregate, and Filter. Under the Disaggregate tab, there is a 'Subgroups' section with a dropdown arrow and a 'Select All / Reset' link. Below this, there are two selected subgroups: 'Gender' and 'Ethnicity'. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

Options—Filter

Use this tab to include or exclude students based on demographic characteristics. To include a subgroup, select the desired demographic variable from the drop-down list. To select more than one subgroup, simply select another demographic variable. Select the **And** or **Or** button to specify the logical relationship between the subgroups selected. The **And** button will only show students who fall under all selected characteristics and the **Or** button will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

Selections display as boxes next to "Showing students who are." Select the trash can icon displayed to remove the selection.



The screenshot shows the 'Options' menu with the 'Filter' tab selected. The menu has tabs for Organization, Stats, Disaggregate, and Filter. Under the Filter tab, there is an 'Add Filter' button and a 'Reset' link. Below this, there is a dropdown menu labeled 'Showing students who are'. Underneath, there is a 'Relationship' section with two buttons: 'And' and 'Or', with 'Or' being selected. Below the relationship buttons, there are two selected filters: 'Female' and 'Hispanic/Latino', each with a trash can icon to its right. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

Item Response Summary

The Item Response Summary report provides the percent of students who responded to each item option or omitted the item. Included in this report is the reporting category alignment of the item, item sequence as it appeared on the test form and the key of the item.

Roster
Summary
Data Tools
Download Hub

Item Response Summary (District)
Item Report

Year:
2021-2022
2020-2021

Organization: **Marble Records District**

- Marble Records District
- Glacier Aviation High School
- Marsh Navigation
- Star House High School

Cancel
Get Report

1. Under the Summary tab, select **Item Response Summary** to display a drop-down menu with available organization(s).
2. Select the appropriate Year button
3. Use the **Organization** menu to choose any organization(s). Use the search bar to search for an organization.
4. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

Item Report: PreACT, Marble Records District, 2021-2022											
			Total Students	Item Information		Response Analysis					
Subject	Grade	Reporting Category		Item	Key	A / F	B / G	C / H	D / J	E / K	Omit
English	Grade 10	Conventions of Standard English	9	1	B/G	0	*100	0	0	0	0
English	Grade 10	Conventions of Standard English	9	1	B/G	0	*100	0	0	0	0
English	Grade 10	Conventions of Standard English	9	1	B/G	0	*100	0	0	0	0
English	Grade 10	Conventions of Standard English	9	2	A/F	*67	0	0	33	0	0
English	Grade 10	Conventions of Standard English	9	2	A/F	*67	0	0	33	0	0
English	Grade 10	Conventions of Standard English	9	2	A/F	*67	0	0	33	0	0
English	Grade 10	Conventions of Standard English	9	3	B/G	0	*100	0	0	0	0
English	Grade 10	Conventions of Standard English	9	3	B/G	0	*100	0	0	0	0
English	Grade 10	Conventions of Standard English	9	3	B/G	0	*100	0	0	0	0
English	Grade 10	Conventions of Standard English	9	4	A/F	*67	33	0	0	0	0
English	Grade 10	Conventions of Standard English	9	4	A/F	*67	33	0	0	0	0

Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization. Use the search bar to search for an organization. Select the **Update** button to refresh the report.

Options

Save

Download

Roster

Student

Organization

Fields

Scores

Search

Filter

Organization: Marble Records District

Search within Needle Break State Organization

Needle Break State Organization

Marble Records District

South Shore District

Groups Per Page

20

Cancel

Update

Options—Fields

The **Fields** tab allows users to select general information and item information to view on the report. Apply the appropriate fields and select the **Update** button to add these as columns to the report.

Options

Save

Download

Organization

Fields

Scores

Search

General Information

Select All / Reset

District Name

School Name

Total Students

Item Information

Select All / Reset

Item Number

Key

Groups Per Page

20

Cancel

Update

Options—Scores

The **Scores** tab can be used to select scores to view on the report. Select checkboxes for Response Options. To view all scores, select the **Select All** link. Select the **Update** button to view the selections in the report.

Options Save Download

Organization Fields Scores Search

^ Scores Select All / Reset

	A / F	B / G	C / H	D / J	E / K	Omit
Response Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Groups Per Page 20 Cancel Update

Options—Search

The **Search** feature allows users to search for students by Item Number, Subject, Grade, and Reporting Category. For example, to find a specific Reporting Category:

1. Select Reporting Category from the drop-down menu.
2. Select the desired Reporting Category
3. Select the **Add** button.
4. Select the **Update** button. The report will refresh showing only students matching the search criteria.

Options Save Download

Organization Fields Scores Search

Search Reset

Reporting Category

☒ Preparing for Higher Math Number and Quantity Algebra Functions

Geometry Statistics & Probability Integrating Essential Skills Modeling

Interpretation of Data Scientific Investigation

Evaluation of Models, Inferences & Experimental Results Production of Writing

Knowledge of Language Conventions of Standard English Key Ideas & Details

Craft & Structure Integration of Knowledge & Ideas

Add

Relationship ☒ And ☐ Or

Reporting Category is one of Preparing for Higher Math

Groups Per Page 20 Cancel Update

Average Scores by Ethnicity and Gender

The Average Scores by Ethnicity and Gender Report provides summary level data at the state, district, and school level for the years selected with ethnicity and gender shown by default. Multiple years and organizations can be selected at a time.

Roster Summary Data Tools Download Hub

Average Scores by Ethnicity and Gender
(District)
Summary View

Year: ✓ 2021-2022 2020-2021

Organization 1 selected (clear)

Search within Marble Records District

Needle Break State Organization ^

✓ Marble Records District ⌵ ^

Glacier Aviation High School

Marsh Navigation

Star House High School

Cancel Get Report

1. Under the **Summary** tab, select **My Summary Results** to display a drop-down menu with available organization(s).
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below the states and districts.
4. Once State, District, and/or Schools have been chosen, a count of the selected organizations will display above the selection menu. Select the blue "selected" link to view a list of the organizations. Use the search bar to look for an organization.
5. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

The **Get Report** button will generate a report like the following sample:

Summary View: PreACT, Marble Records District, 2021-2022

Options Save Download

Group	Year	Gender	Ethnicity	Composite		Math	Science	STEM	English	Reading	Taken or Taking
				Valid Number	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	%
Marble Records District	2021-2022			27	21.5	21.1	23.4	22.5	16.4	24.2	78
	2021-2022	Female	Black/African American	1	34.0	35.0	35.0	35.0	29.0	35.0	0
	2021-2022	Female	American Indian/Alaska Native	1	33.0	35.0	35.0	35.0	28.0	35.0	100
	2021-2022	Female	No Ethnicity Information Provided	2	26.5	24.0	28.5	26.5	18.0	35.0	0
	2021-2022	Male	Black/African American	1	33.0	35.0	35.0	35.0	28.0	35.0	0
	2021-2022	Male	White	2	26.0	26.0	27.5	27.0	20.5	29.0	100
	2021-2022	Male	Asian	1	34.0	35.0	35.0	35.0	29.0	35.0	100
	2021-2022	Male	Native Hawaiian/Other Pacific Islander	1	34.0	35.0	35.0	35.0	30.0	35.0	0
	2021-2022	Male	No Ethnicity Information Provided	1	26.0	24.0	28.0	26.0	18.0	35.0	0
	2021-2022	Other Response	No Ethnicity Information Provided	17	16.5	16.0	18.7	17.6	11.9	18.5	100

Note: Groups that have no data will not populate.

General Functionality

Drill to Roster View: Selecting a group name in the tabular view or a bar in the chart view displays a menu allowing you to drill to a Roster Report or set of Individual Reports for that group.

Note: Drill down is not available for state.

Group	Year
Marble Records District	2021-2022
	2021-2022
	2021-2022
	2021-2022

Disaggregate By >
Drill To Roster View >



Roster View: PreACT, Marble Records District, 2021-2022

Options Save Download Roster Student

Last Name	First Name	Gender	Ethnicity	Composite		Math		Science		STEM		English	
				Score	Predicted ACT	Score	Predicted ACT	Score	Predicted ACT	Score	Predicted ACT	Score	Predicted ACT
		Other Response	Hispanic/Latino	30	30 - 34	29	28 - 31	35	32 - 36	32	31 - 35	21	20 - 25
		Other Response	Hispanic/Latino	28	28 - 31	26	25 - 29	33	30 - 35	30	29 - 33	19	18 - 23
		Female	American Indian/Alaska Native	27	27 - 30	25	24 - 28	31	28 - 33	28	27 - 31	18	17 - 22
		Male	Hispanic/Latino	34	34 - 36	35	33 - 36	35	33 - 36	35	34 - 36	30	31 - 36
		Other Response	Hispanic/Latino	--	-- --	--	-- --	--	-- --	--	-- --	--	-- --
		Female	Hispanic/Latino	11	11 - 14	14	13 - 17	12	13 - 18	13	13 - 16	6	07 - 12

Download: Selecting the **Download** button allows you to download the report as a pdf, csv, or Excel file. If the number of records is greater than 200 for a standard report, the request will be sent to the Queued PDFs section of the Download Hub. (See [“Queued PDFs”](#) for further details).

Download Report

Download

PDF

CSV

EXCEL

Report Name

report

Layout

Landscape

Portrait

Pages

Current Page

All

Custom

Download

Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

Options Save Download

Organization Stats Disaggregate

Organization

2 selected (clear)

Search within Needle Break State Organization

Needle Break State Organization

Marble Records District

South Shore District

Groups Per Page 20

Cancel Update

91

Options—Stats

Use the **Stats** tab to select stats or scores by subject to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear, select the **Reset** link. Select the **Update** button to view the selections in the report.

OptionsSaveDownload

OrganizationStatsDisaggregate

SubjectsSelect All / Reset

	Valid Number	Mean Score	% Taken or Taking
Composite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Math	-	<input checked="" type="checkbox"/>	-
Science	-	<input checked="" type="checkbox"/>	-
STEM	-	<input checked="" type="checkbox"/>	-
English	-	<input checked="" type="checkbox"/>	-
Reading	-	<input checked="" type="checkbox"/>	-
Core Curriculum	-	-	<input checked="" type="checkbox"/>

Groups Per Page20CancelUpdate

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.

OptionsSaveDownload

OrganizationStatsDisaggregate

Subgroups

☒ Gender☒ Ethnicity

☒ Display disaggregate combinations

Groups Per Page20CancelUpdate

Average Scores by Course Pattern

The Average Scores by Course Pattern Report includes five different versions, one pre-defined report for each course pattern grouping: Mathematics Course Pattern, Natural Science Course Pattern, English Course Pattern, and On Track for College Core Coursework Status.

Roster Summary Data Tools Download Hub

Average Scores by Mathematics Course Pattern (District)
Summary View

Year: ✓ 2021-2022 2020-2021

Organization 1 selected (clear)

Search within Marble Records District

Needle Break State Organization

✓ Marble Records District

Glacier Aviation High School

Marsh Navigation

Star House High School

Cancel Get Report

1. Under the **Summary** tab, select any of the **Average Scores by Course Pattern** reports to display a drop-down menu with available organization(s).
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below the states and districts.
4. Once State, District, and/or Schools have been chosen, a count of the selected organizations will display above the selection menu. Select the blue “selected” link to view a list of the organizations. Use the search bar to look for an organization.
5. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

The **Get Report** button will generate a report like the following sample:

Summary View: PreACT, 2021-2022

Options

Save

Download

Group	Year	Composite		Math
		Valid Number	Mean Score	Mean Score
MARBLE RECORDS DISTRICT	2021-2022	50	10.0	10.0
10	2021-2022	50	10.0	10.0

Note: Groups that have no data will not populate.

Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

OptionsSaveDownload

OrganizationStatsDisaggregate

Organization2 selected (clear)

Search within Needle Break State Organization

Needle Break State Organization

Marble Records District

South Shore District

Groups Per Page20

CancelUpdate

Options—Stats

Use the **Stats** tab to select stats or scores by subject to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear, select the **Reset** link. Select the **Update** button to view the selections in the report.

OptionsSaveDownload

OrganizationStatsDisaggregate

SubjectsSelect All / Reset

	Valid Number	Mean Score
Composite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Math	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Groups Per Page20CancelUpdate

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.

OptionsSaveDownload

OrganizationStatsDisaggregate

Subgroups

☒ Mathematics Course Pattern

Groups Per Page20CancelUpdate

Average Composite Score and Coursework Plans by Educational Plans

The Average Composite Score and Coursework Plans by Educational Plans report displays composite scores and coursework plans for groups of students broken out by their overall educational plans.

Roster Summary Data Tools Download Hub

Average Composite Score and Coursework Plans by Educational Plans (District)
Summary View

Year: ✓ 2021-2022 2020-2021

Organization 1 selected (clear)

Search within Marble Records District

Needle Break State Organization ^

✓ Marble Records District ≡ ^

Glacier Aviation High School

Marsh Navigation

Star House High School

Cancel Get Report

1. Under the **Summary** tab, select **Average Composite Score and Coursework Plans by Educational Plans** to display a drop-down menu with available organization(s).
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below the states and districts.
4. Once State, District, and/or Schools have been chosen, a count of the selected organizations will display above the selection menu. Select the blue “selected” link to view a list of the organizations. Use the search bar to look for an organization.
5. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

The **Get Report** button will generate a report like the following sample:

Summary View: PreACT, Marble Records District, 2021-2022

Group	Year	Season	Grade	Educational Aspirations	Valid Number	Planning College Core Coursework	Mean Composite Score
						%	
Marble Records District	2021-2022				320	100	29.0
	2021-2022	Fall	8th or Below	Not planning to complete high school	2	100	35.0
	2021-2022	Fall	8th or Below	No education or other training planned for after high school	1	100	35.0
	2021-2022	Fall	8th or Below	Job-related training offered through military service	5	100	35.0
	2021-2022	Fall	8th or Below	Apprenticeship or other on-the-job training	1	100	35.0
	2021-2022	Fall	8th or Below	Career/technical school	3	100	35.0
	2021-2022	Fall	8th or Below	2-year community college or junior college	1	100	35.0
	2021-2022	Fall	8th or Below	4-year college or university	3	100	35.0
	2021-2022	Fall	8th or Below	Graduate or professional studies after a 4-year degree	2	100	35.0
	2021-2022	Fall	8th or Below	Undecided about future educational plans	6	100	35.0
	2021-2022	Fall	8th or Below	Other	2	100	35.0
	2021-2022	Fall	8th or Below	No Educational Aspirations Information Provided	8	100	35.0
	2021-2022	Fall	9th	No education or other training planned for after high school	4	100	35.0
	2021-2022	Fall	9th	Job-related training offered through military service	1	100	35.0

Page 1 of 1 Jump to: 1 Go

Note: Groups that have no data will not populate.

Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

Options Save Download

Organization Stats Disaggregate

Organization 2 selected (clear)

Search within Needle Break State Organization

Needle Break State Organization X ^

✓ Marble Records District v

✓ South Shore District v

Groups Per Page 20 v

Cancel Update

Options—Stats

Use the **Stats** tab to select stats or scores by subject to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear, select the **Reset** link. Select the **Update** button to view the selections in the report.

OptionsSaveDownload

OrganizationStatsDisaggregate

SubjectsSelect All / Reset

	Valid Number	Mean Score	Percent
Composite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Planning College Core	-	-	<input checked="" type="checkbox"/>

Groups Per Page20CancelUpdate

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.

OptionsSaveDownload

OrganizationStatsDisaggregate

Subgroups

☒ Educational Plans

Groups Per Page20CancelUpdate

Average Composite Score and Coursework Plans by Expressed Needs for Help

The Average Composite Score and Coursework Plans by Expressed Needs for Help report displays composite scores and coursework plans for groups of students broken out by their self-reported, expressed needs for help.

Roster Summary Data Tools Download Hub

Average Composite Score and Coursework Plans by Expressed Needs for Help (District)
Summary View

Year: ✓ 2021-2022 2020-2021

Organization 1 selected (clear)

Search within Marble Records District

Needle Break State Organization ^

✓ Marble Records District ⇓ ^

Glacier Aviation High School

Marsh Navigation

Star House High School

Cancel Get Report

1. Under the **Summary** tab, select **Average Composite Score and Coursework Plans by Expressed Needs for Help** to display a drop-down menu with available organization(s).
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below the states and districts.
4. Once State, District, and/or Schools have been chosen, a count of the selected organizations will display above the selection menu. Select the blue “selected” link to view a list of the organizations. Use the search bar to look for an organization.
5. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

The **Get Report** button will generate a report like the following sample:

Summary View: PreACT, MARBLE RECORDS DISTRICT, 2021-2022

Group	Year	Valid Number	Planning College Core Coursework	Mean Composite Score
			%	
MARBLE RECORDS DISTRICT	2021-2022	50	50	10.0
Exploring options after high school	2021-2022	50	50	10.0
Improving public speaking skills	2021-2022	50	50	10.0

Note: Groups that have no data will not populate.

Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

Options Save Download

Organization Stats Disaggregate

Organization 2 selected (clear)

Search within Needle Break State Organization

Needle Break State Organization

✓ Marble Records District

✓ South Shore District

Groups Per Page 20

Cancel Update

Options—Stats

Use the **Stats** tab to select stats or scores by subject to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear, select the **Reset** link. Select the **Update** button to view the selections in the report.

OptionsSaveDownload

OrganizationStatsDisaggregate

SubjectsSelect All / Reset

	Valid Number	Mean Score	Percent
Composite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Planning College Core	-	-	<input checked="" type="checkbox"/>

Groups Per Page20CancelUpdate

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.

OptionsSaveDownload

OrganizationStatsDisaggregate

Subgroups

☒ Exploring Options

☒ Improving Writing Skills

☒ Improving Reading

☒ Improving Study Skills

☒ Improving Mathematical Skills

☒ Improving Computer Skills

☒ Improving Public Speaking Skills

Groups Per Page20CancelUpdate

Students' scores, Coursework Plans and Educational Aspirations by Career Interest

The Students' scores, Coursework Plans and Educational Plans by Career Interest report displays composite scores, coursework plans, and educational plans for groups of students broken out by their career interests.

Roster Summary Data Tools Download Hub

Students' scores, Coursework Plans and Educational Aspirations by Career Interest (District)
Summary View

Year: ✓ 2021-2022 2020-2021

Organization 1 selected (clear)

Search within Marble Records District

Needle Break State Organization ^

✓ Marble Records District ≡ ^

Glacier Aviation High School

Marsh Navigation

Star House High School

Cancel Get Report

1. Under the **Summary** tab, select **Students' scores, Coursework Plans and Educational Plans by Career Interest** to display a drop-down menu with available organization(s).
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose State, Districts, or Schools. Use the expand button (downward pointing arrow) to expand the menu options below the states and districts.
4. Once State, District, and/or Schools have been chosen, a count of the selected organizations will display above the selection menu. Select the blue "selected" link to view a list of the organizations. Use the search bar to look for an organization.
5. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

The **Get Report** button will generate a report like the following sample:

				Valid Number				Planning College Core Coursework	Educational Aspirations					Mean Composite Score
									No HS/No Training	Appre.../Job Train.../Military	Career /Tech /2 yr College	4 yr College or more	Other / Undecided	
				Group	Year	Grade	Career Interest		Males	Females	Total	%	%	
Westfall District	2021-2022			85	79	360	100	15	17	16	17	34	29.7	
	2021-2022	8th or Below	Business Operations	0	0	1	100	0	0	0	100	0	9.0	
	2021-2022	9th	Administration & Sales	2	1	6	100	17	0	0	0	83	22.0	
	2021-2022	9th	Business Operations	1	4	7	100	14	14	14	14	43	21.4	
	2021-2022	9th	Technical	6	2	14	100	14	14	29	14	29	22.1	
	2021-2022	9th	Science & Technology	3	0	12	100	8	17	25	8	42	23.5	
	2021-2022	9th	Arts	2	0	4	100	0	50	0	0	50	23.0	

Note: Groups that have no data will not populate.

Customization Options

Options—Organization

Use the **Organization** tab to choose School, District, or State organization(s). Use the search bar to search for an organization. Once the organization(s) are selected, select the **Update** button to refresh the report.

Options
Save
Download

Organization
Stats
Disaggregate

Organization
2 selected (clear)

Needle Break State Organization

✓ Marble Records District

✓ South Shore District

Groups Per Page
20

Cancel
Update

Options—Stats

Use the **Stats** tab to select stats or scores by subject to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear, select the **Reset** link. Select the **Update** button to view the selections in the report.

OptionsSaveDownload

OrganizationStatsDisaggregate

SubjectsSelect All / Reset

	Valid Number	Mean Score	Percent
Composite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Planning Core Coursework	-	-	<input checked="" type="checkbox"/>
Educational Plans	-	-	<input checked="" type="checkbox"/>

Groups Per Page20CancelUpdate

Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.

OptionsSaveDownload

OrganizationStatsDisaggregate

Subgroups

☒ Career Interest

Groups Per Page20CancelUpdate

Local Quartile

The Local Quartile Report provides a district or school's percent of students in each of the National Percentile Score ranges.

Roster
Summary
Data Tools
Download Hub

Local Quartile (District)
Local Quartile

Year:
2021-2022
2020-2021

Organization: **Marble Records District**

- Marble Records District
- Glacier Aviation High School
- Marsh Navigation
- Star House High School

Cancel
Get Report

1. Under the **Data Tools** tab, select **Local Quartile** to display a drop-down menu with available organizations.
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose an organization. Use the search bar to search for a district or school.
4. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

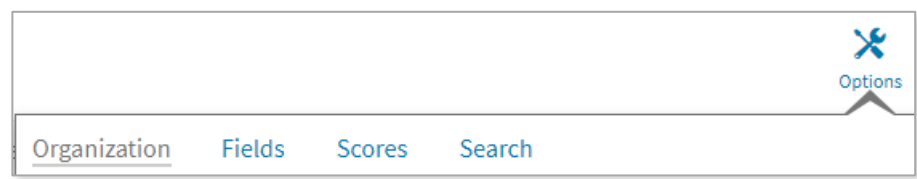
Sample Report

The **Get Report** button will generate a report like the following sample:

Local Quartile: PreACT, Marble Records District, 2021-2022																Options Save Download		
Grade	National Norm Group	National Quartile	District Name	School Name	Composite		Math		Science		STEM		English		Reading			
					% Local	Range	% Local	Range	% Local	Range	% Local	Range	% Local	Range	% Local	Range		
10	Fall 10	75-100%	Marble Records District		42	21-35	42	20-35	42	21-35	42	21-35	28	20-35	42	24-35		
10	Spring 10	75-100%	Marble Records District		50	22-35	50	21-35	50	22-35	50	22-35	50	21-35	50	25-35		
10	Spring 10	50-74%	Marble Records District		33	18-21	33	17-20	50	18-21	50	18-21			50	19-24		
10	Fall 10	50-74%	Marble Records District		14	17-20	9	17-19	14	18-20	14	17-20	14	16-19	14	18-23		
10	Spring 10	25-49%	Marble Records District		16	15-17	16	15-16										
10	Fall 10	25-49%	Marble Records District				4	15-16	28	14-17			9	11-15				

Customization Options

Reports may be customized using the report options. Select the **Options** icon to access customization options and for quick modification and customization of reports. Changes may be made to multiple options at once.

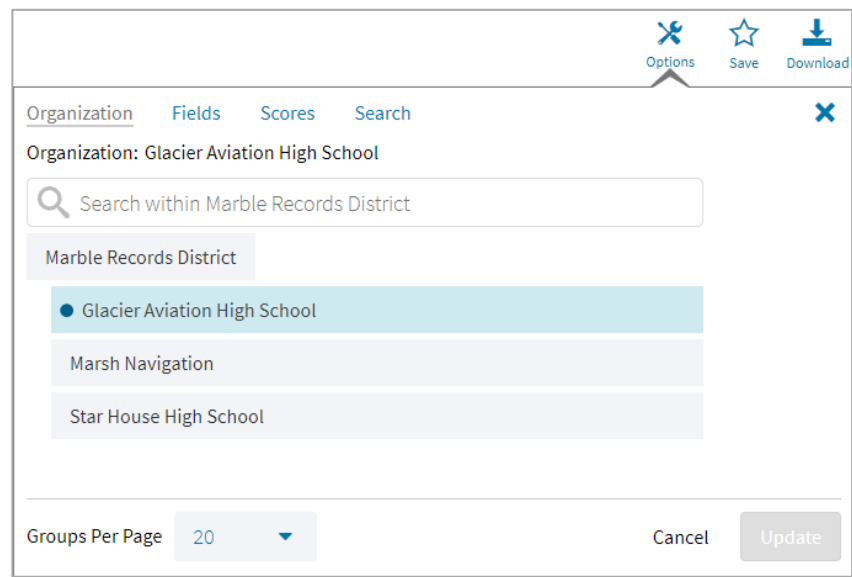


Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

Select the **Update** button to apply the desired options.




Options—Organization

Use the **Organization** tab to choose School, District, or State organization. Use the search bar to search for an organization. Select the **Update** button to refresh the report.



Options—Fields

The **Fields** tab allows users to select general information, student identification information, and demographics to view on the report. Apply the appropriate demographics and select the **Update** button to add these fields as columns to the report.

Options
Save
Download

Organization
Fields
Scores
Search
✕




^ General Information
 Select All / Reset

✓ District Name
 ✓ School Name
 ✓ Total Students

Groups Per Page
 20
▼
Cancel
Update

Options—Scores

The **Scores** tab can be used to select scores to view on the report. To view all scores, select the **Select All** link. Select the **Update** button to view the selections in the report.

Options
Save
Download

Organization
Fields
Scores
Search
✕


^ Scores
 Select All / Reset


	Composite	Math	Science	STEM	English	Reading
% Local	✓	✓	✓	✓	✓	✓
Range	✓	✓	✓	✓	✓	✓


Groups Per Page
 20
▼
Cancel
Update

Options—Search

The **Search** feature allows users to search for a specific Grade or National Norm Group within the report.


Options


Save



Download

Organization

Fields

Scores

Search



Search

Reset

None


None

Grade

National Norm Group

Groups Per Page

20



Please update your selection(s).

Cancel

Update

Data Tools

The **Data Tools** tab displays the roster of students within a selected organization/group and allows users to view frequency distributions, summary statistics, cross-tab, and scatter plot reports across available Score and Field data points.

Summary Statistics

Generate a Summary Statistics report to summarize composite or subject-specific score data. Statistics include total number of students, total number of valid student scores, mean, minimum, maximum, and standard deviation. Instantly see summary statistics by selecting the Summary Statistics report.

The screenshot shows a web interface with four tabs: 'Roster', 'Summary', 'Data Tools', and 'Download Hub'. The 'Data Tools' tab is active. Below the tabs, there is a dark blue box with white text that reads: 'Summarize composite or subject-specific score data. Statistics include total number of students, total number of valid student scores, mean, standard deviation, minimum, and maximum. (District) Summary Statistics'. Below this box, there is a 'Year:' label with two buttons: '2021-2022' (selected) and '2020-2021'. Below the year buttons, there is an 'Organization:' label followed by a search bar with the placeholder text 'Search within Needle Break State Organization'. Below the search bar, there is a dropdown menu with two options: 'Needle Break State Organization' and 'Marble Records District' (selected). At the bottom right of the form, there are two buttons: 'Cancel' and 'Get Report'.

1. Under the **Data Tools** tab, select **Summary Statistics** to display a drop-down menu with available organizations.
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose an organization. Use the search bar to search for a district or school.
4. Once the desired organizations have been chosen, select the **Get Report** button to generate a report with default selections.

Sample Report

Summary Statistics: PreACT, Marble Records District, 2021-2022

Options

Save

Download

Summarize

Distribute

Cross-Tab

Composite Score

Population	Valid N	Mean	S.D.	Minimum	Maximum
50	50	10.0	9.6	1	35

General Functionality

Drill to Roster View displays a menu allowing users to drill to the Roster Report for that group or view a set of individual reports for all students in an organization.

Population	Valid N
156	134
<div>Drill To Roster View > <div>Roster Report</div><div>Individual Student Report</div></div>	

Users can change the score variable from the **Stats** tab in the **Options** menu or they can view summary statistics by demographic subgroups, such as gender and/or ethnicity, by selecting a demographic group in the **Disaggregate** tab of the **Options** menu.

Options

Save

Download

Summarize

Distribute

Cross-Tab

OrganizationStatsDisaggregateSearchFilter

Subgroups

Grade

Gender

Ethnicity

Educational Aspirations

Cancel

Update

Frequency Distribution

Generate a Frequency Distribution report for composite or subject-specific scores. Distributions include frequencies, cumulative frequencies, percents, and cumulative percents.

RosterSummaryData ToolsDownload Hub

Create a frequency distribution for composite or subject-specific scores. Distributions include frequencies, cumulative frequencies, percents, and cumulative percents. (District)
Frequency Distribution

Year:

2021-20222020-2021

Organization: Marble Records District

Search within Marble Records District

Needle Break State Organization

Marble Records District

Glacier Aviation High School

Marsh Navigation

Star House High School

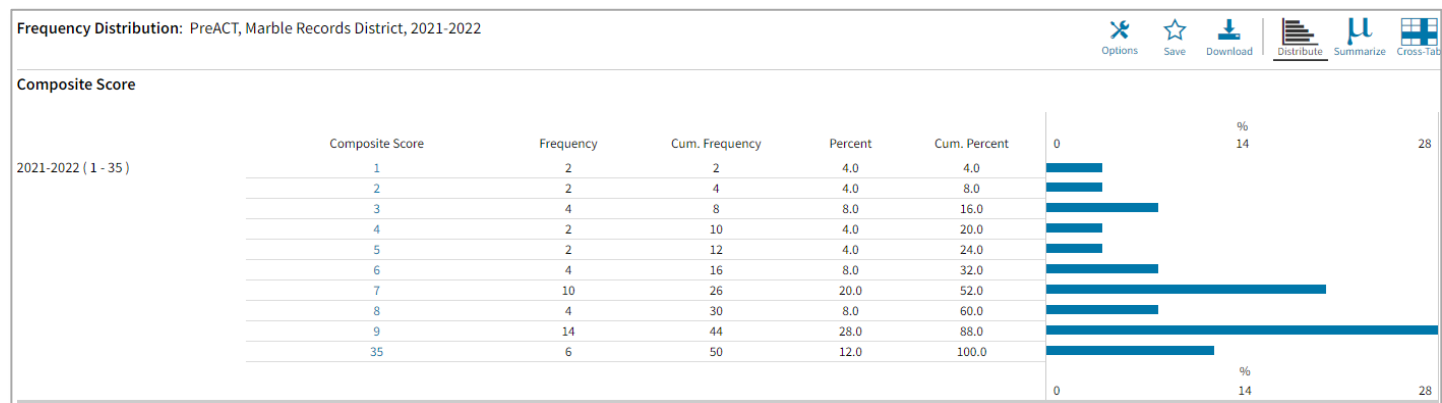
Cancel

Get Report

111

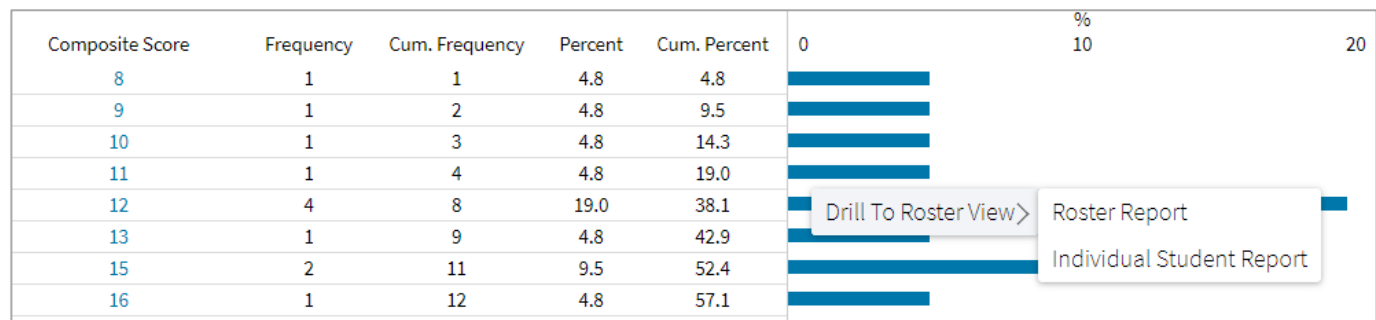
Sample Report

There are several options to add for analysis including Benchmarks, Understanding Complex Text Indicator, and Career Readiness.



General Functionality

Drill to Roster: Selecting a Score or a bar in the distribute view displays a menu allowing users to drill to a Roster Report for that group/test/content area combination.



Users can change the score variable from the **Stats** tab in the **Options** menu or they can view frequency distributions by demographic subgroups, such as gender and/or ethnicity, by selecting a demographic group in the

Disaggregate tab in the Options menu.

Options

Save

Download

Distribute

Summarize

Cross-Tab

Organization

Stats

Disaggregate

Search

Filter

^ Scores

✓ Composite Score

Math Score

Science Score

STEM Score

English Score

Reading Score

✓ Benchmark Percents

✓ Understanding Complex Text Indicator

✓ Career Readiness

Cancel

Update

Cross-Tab

Generate a Cross-Tab report to create a two-way cross tabulation of your data to examine interrelations between categorical variables. Cross-tab reports can be viewed for two score variables or between a score and demographic variable.

[Roster](#) [Summary](#) [Data Tools](#) [Download Hub](#)

Create a two-way cross tabulation of your data to examine interrelations between categorical variables. Cross-tab reports can be viewed for two score variables or between a score and a demographic variable. (District)

Cross-tab

Year: 2021-2022 2020-2021

Organization: **Marble Records District**

Needle Break State Organization

Marble Records District

Glacier Aviation High School

Marsh Navigation

Star House High School

[Cancel](#) [Get Report](#)

Sample Report

When generating this report, users will be prompted to select a variable from the **Stats** and/or **Fields** tab in the **Options** menu. Select the drop-down arrow to choose the score for analysis, and select **Update**.

[Options](#) [Save](#) [Download](#) [Cross-Tab](#) [Summarize](#) [Distribute](#)

[Organization](#) [Stats](#) [Fields](#) [Search](#) [Filter](#)

^ Benchmark Percents

Math Benchmark

Science Benchmark

STEM Benchmark

English Benchmark

Reading Benchmark

Understanding Complex Text Indicator

Career Readiness

[Cancel](#) [Update](#)

Options Save Download Cross-Tab Summarize Distribute

Organization Stats Fields Search Filter

Student Information

Grade

Demographics

Gender Ethnicity

Special Status & Accommodations

Accommodation Homebound

High School Information

✓ Educational Aspirations

Cancel Update

Cross-Tab: PreACT, Marble Records District, 2021-2022

Options Save Download Cross-Tab Summarize Distribute

Math Benchmark by Educational Aspirations

Number Tested

Educational Aspirations	Math Benchmark		Total
	Not Met	Met	
Not planning to complete high school	6	0	6
No education or other training planned for after high school	6	0	6
Job-related training offered through military service	6	0	6
Apprenticeship or other on-the-job training	7	0	7
Career/technical school	7	0	7
2-year community college or junior college	7	0	7
4-year college or university	4	0	4
Graduate or professional studies after a 4-year degree	3	0	3
Undecided about future educational plans	2	0	2
Other	5	0	5
Total	53	0	53

General Functionality

7	0	7
Drill To Roster View >	Roster Report	
4	Individual Student Report	

Drill to Roster: Selecting the blue link in the cross-tab view displays a menu allowing users to drill to an Individual Report or a Roster Report for that group/test/content area combination.

Number Tested

Number Tested

Percent of Total

Percent of Educational Aspirations Total

Percent of Math Benchmark Total

Drop-down to Change Data: Selecting the drop-down menu in the Cross-Tab report allows users to change the data viewed in the report with several options including **Number Tested**, **Percent of Total**, **Percent of Variable 1**, and **Percent of Variable 2**.

Scatter Plot

Generate a Scatter Plot to plot students' performance for two different scores. A correlation coefficient is displayed to indicate the strength of the relationship. Use zoom and selectable regions to identify students who appear to be outliers and drill to the roster for further information.

Roster Summary Data Tools Download Hub

Plot students' performance for two different scores. A correlation coefficient is displayed to indicate the strength of the relationship. Use zoom and selectable regions to identify students who appear to be outliers and drill to the roster for further information. (District)

Scatter Plot

Year: ☒ 2021-2022 ☐ 2020-2021

Organization: Marble Records District

Needle Break State Organization

☒ Marble Records District

Glacier Aviation High School

Marsh Navigation

Star House High School

Cancel Get Report

Sample Report

When generating this report, users will be prompted to select a variable from the **Stats** tab in the **Options** menu. Select the drop-down arrow to choose Scores for analysis, and select **Update**.

OptionsSaveDownload

OrganizationStatsFilter

This is a bivariate analysis and requires two variables to be selected from the Stats and/or Fields tab. Once two variables have been selected, the 'Update' button will become available.

^ Scores

✓ Composite Score

Math Score

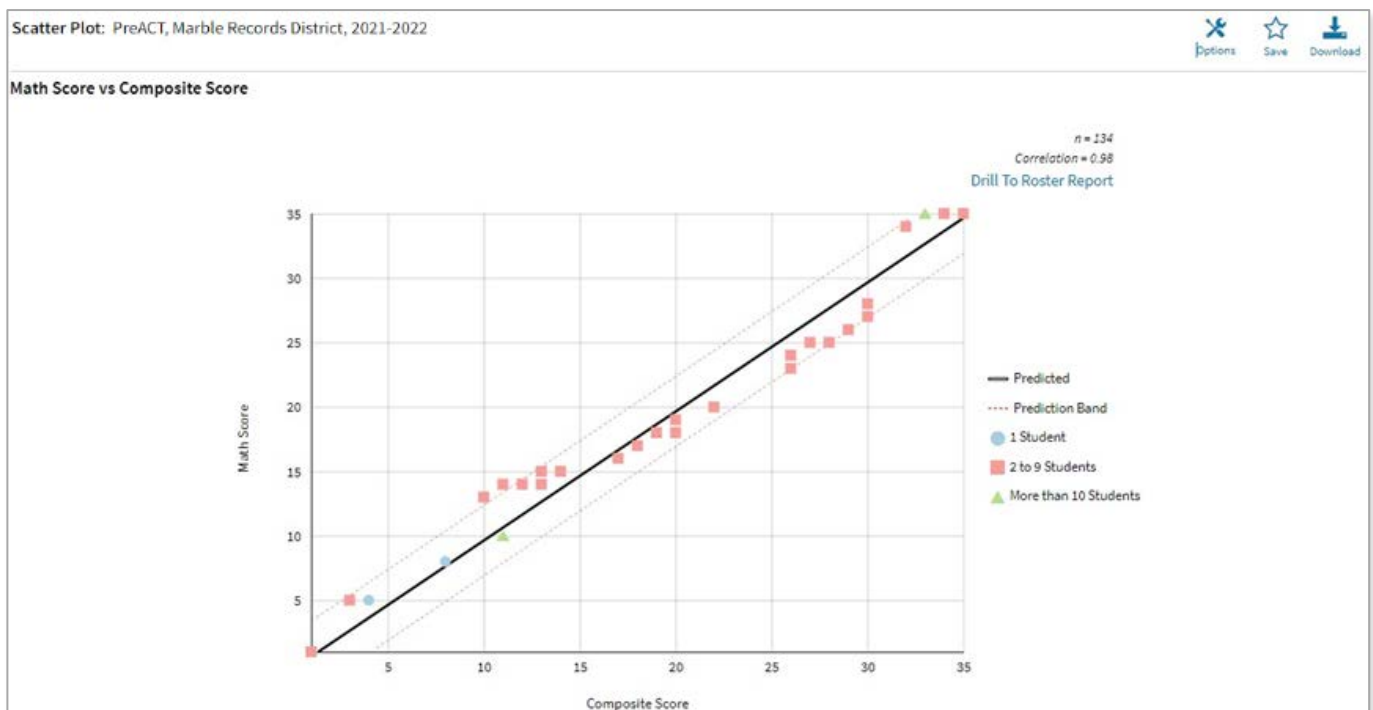
Science Score

STEM Score

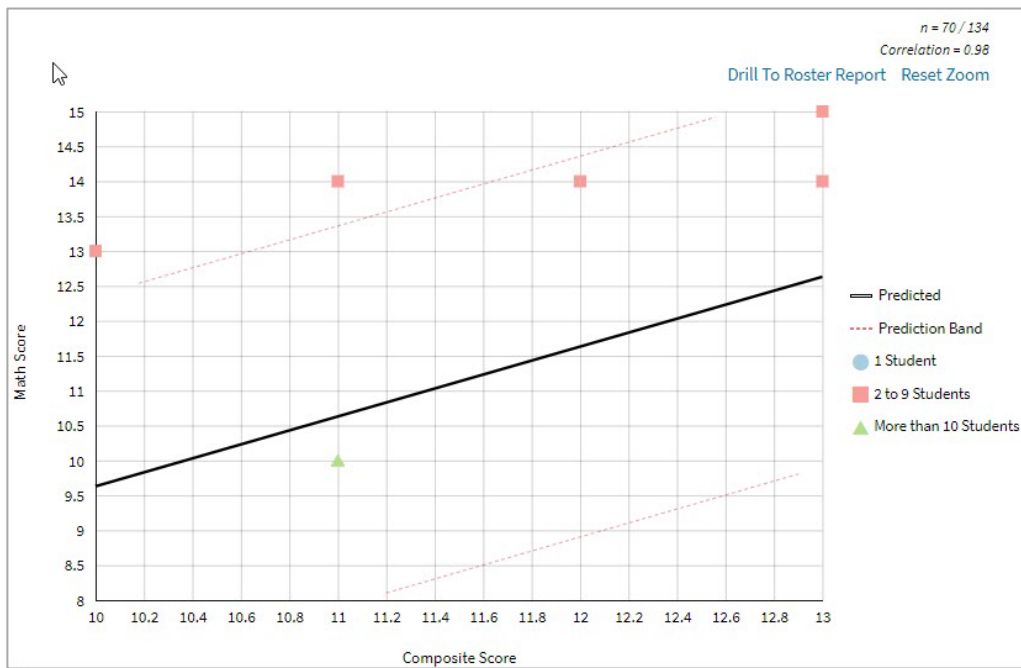
English Score

Reading Score

CancelUpdate



Users may zoom in on sections of the scatter plot by selecting and dragging to draw a box around the section of the selected graph to zoom in on.



Users may select **Drill to Roster** to drill to a roster report view for the students shown in the current scatter plot view.

Users can also change scatter plot selections using the customization options.

Download Hub

The screenshot shows the 'Download Hub' tab selected in a navigation bar. Below the navigation bar, there is a '+ Request File' button and two tabs: 'Requested Files' and 'Queued PDFs'. A table displays the following data:

File Type	Academic Year	Date Requested	Status Date	Status
Student Records	2018-2019	08/23/2019	08/23/2019	Download
Student Records	2018-2019	09/22/2019	09/22/2019	In-Progress

The **Download Hub** tab displays the Request File button that can be used to request a new file and a table that displays previously requested files and queued PDFs. The program drop-down will filter requests by program. If *ACT State* program is selected, only requests made for the ACT State test will be displayed.

The screenshot shows the 'Request File' form in the 'Download Hub' tab. The form includes the following fields and options:

- File Type:** Student Records (selected)
- Format:** CSV (selected)
- Year:** 2021-2022 (selected), 2020-2021, 2019-2020, 2018-2019, 2017-2018
- Organization:** Marble Records District
- Search bar:** Search (with a magnifying glass icon)
- Organization list:** GASTON COUNTY SCHOOLS, Marble Records District (selected), SHAWNEE MISSIONS USD 512
- Buttons:** Cancel, Make Request

1. Under the **Download Hub** tab, select **Request File** to start the process of requesting a file.
2. Select the **File Type**, **File Format**, and **Year** for the requested file.
3. Use the **Organization** menu to choose a School, District, or State organization, depending on the user's level of access. Use the search bar to search for an organization.
4. Once an organization has been chosen, select the **Make Request** button.

Request Confirmation

Requestor: support@emetric.net

File Type: Student Records

File Format: csv

Academic Year: 2021-2022

Program: The ACT (All Data)

Request was made for the following organization

- Marble Records District

Cancel

Confirm

- A request confirmation pop-up will display showing the request details, click **Confirm**. A success banner will be displayed to indicate that the request has been received.

Your report will be available in the Download Hub within 24 hours.

The status of the request can be reviewed within the **Download Hub** tab, click the magnifying glass to view the request details. Once the file is ready, click the **Download** button to download and view the file.

+ Request File

Download Files Queued PDFs

The requested download will be available within 48 hours.

Filename	Year	Status	Date Requested ↓	Last Updated	
Student Records	2020-2021	In Progress	2022-06-22 T15:14:45.000Z	2022-06-22 T15:14:45.000Z	Download
Student Records	2021-2022	Ready for Download	2022-06-14 T14:09:17.000Z	2022-06-14 T14:09:28.000Z	Download
Student Records	2021-2022	Ready for Download	2022-06-08 T18:58:57.000Z	2022-06-08 T18:59:15.000Z	Download
Student Records	2021-2022	Ready for Download	2022-05-16	2022-05-16	Download

Queued PDFs

Queued PDF is a feature that is used to download several PDFs at a single time. When the download report icon is selected, the Download Report button will appear.

Download Report

Download

PDF

CSV

EXCEL

Report Name

report

Layout

Landscape

Portrait

Pages

Current Page

All

Custom

Download

If the number of records is greater than 200 for standard report or greater than 100 for ISRs, the request will be sent to the **Download Hub**. Navigate to the Download Hub and select **Queued PDFs** to view the request table. Completed requests will have a download button; click **Download** to view the generated PDFs.

RosterSummaryData ToolsDownload Hub

Queued PDF

Download Files

Queued PDFs

Report Name	Date	Pages	Status
2021 Juniors Seniors	06/22/2022 20:18:15	190	queued
Group A Student ACT ISRs	06/22/2022 19:58:06	211	<div>Download</div>

<Page 1 of 1>

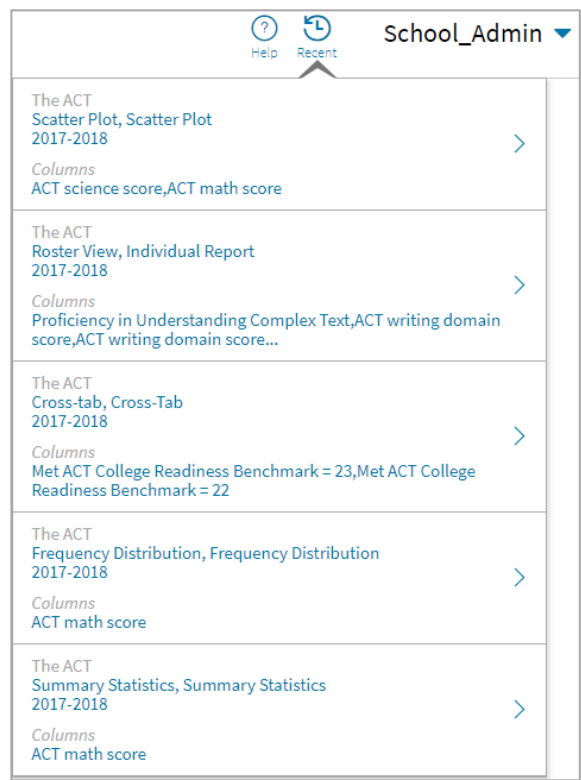
Jump to:1Go

Recent Reports

Select the **Recent** icon to view a list of recently viewed reports. Users can select a recent report to jump to the view as described. The program, report title and list of the columns last viewed will display.

Accessing Recent Reports

To access recent reports, select the **Recent** icon at the top, center of the page:



Select any report option to view that recent report.

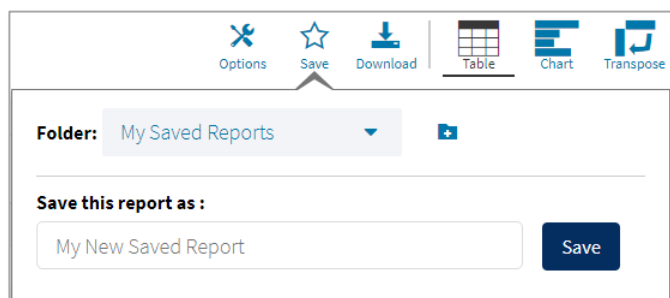
Note: After logging out of Data Interaction, these reports will be cleared.

Saved Reports

Users can easily save a report online by selecting the **Save** icon in the upper right-hand corner of the window. Upon selecting, a box will open that provides a choice of where to save the report and what to name the report.

Saving a Report

To save a report, first select a folder or add a new folder. Then, name the report and select the Save button. This action can be canceled by selecting the **Save** report icon again or selecting outside the box.

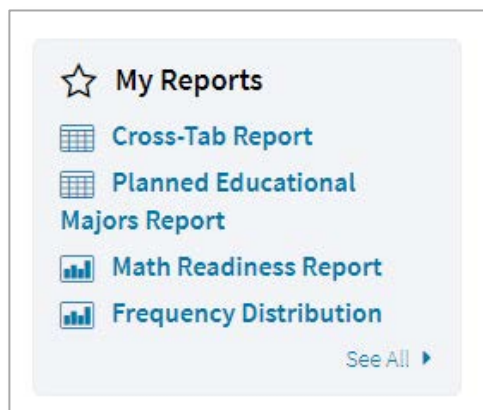


The screenshot shows a dialog box for saving a report. At the top, there is a toolbar with icons for Options, Save, Download, Table, Chart, and Transpose. The 'Save' icon is highlighted. Below the toolbar, there is a 'Folder:' dropdown menu showing 'My Saved Reports' and a plus icon to add a new folder. Below that, there is a section titled 'Save this report as:' with a text input field containing 'My New Saved Report' and a blue 'Save' button.

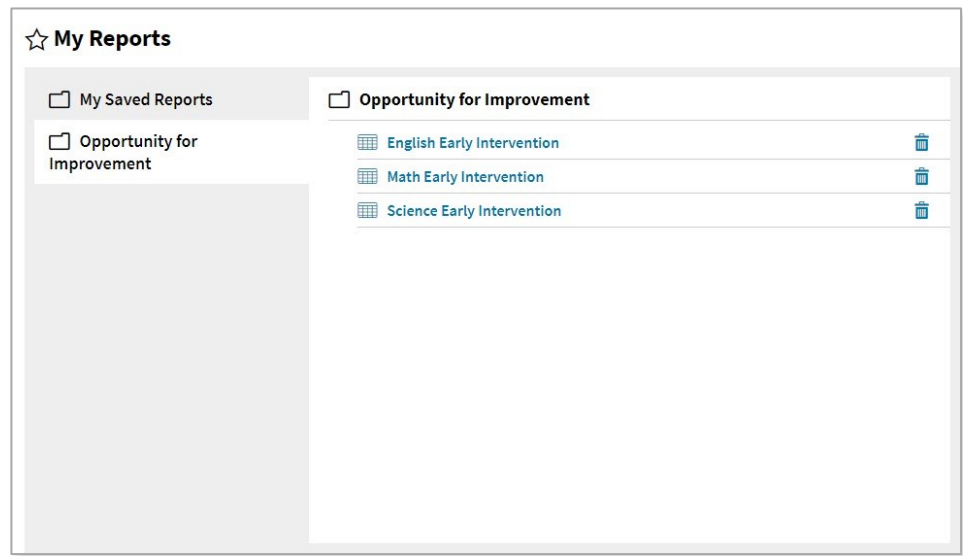
Accessing a Saved Report

Once the report has been saved, it can be retrieved from any computer that has internet access. Saved reports can be accessed from the ACT homepage and within any report.

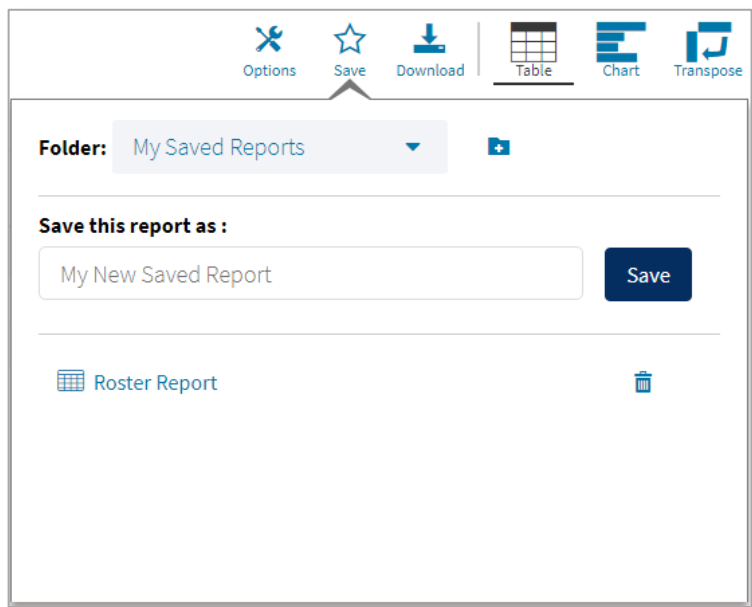
On the ACT homepage, users will see a list of saved reports under **My Reports**. The desired report may be retrieved by selecting the report name.



The last four saved reports will be displayed. Select See All to view a list of all saved reports.



Users can also access saved reports on any other page by selecting the Save icon in the upper right-hand corner of the window. A list of saved reports will be displayed in a pop-up window.



Users are also able to save or delete reports from the same window. Delete a report by selecting the trash can icon.

Note: When retrieving a saved report, if the data request has been updated, the report will reflect the newly requested data.

Control Panel

The Control Panel is available to admin-level users and provides access to both of the User Activity Reports: View User Activity and User Activity Summary. These reports allows admin users to see who at their organizations has been accessing online reporting and what they are doing. To navigate to the Control Panel, select the user drop-down in the top-right corner of the page and select the **Control Panel** link.

View User Activity

Within **View User Activity**, users are able to view user activity within the portal for up to the past seven days. The time range can be changed using the drop-down at the top of the page. The View User Activity report displays four columns: Username, the IP address of the device the user was using, a time stamp, and the Module that the user was accessing at that time.

View User Activity	User Activity Details			
User Activity Summary	Active in the last 7 days			
Logout	Username	IP Address	Time Stamp	Module
	CyberDemo	192.168.60.188	04/11/19 5:38:20 PM	View User Activity
	CyberDemo	192.168.60.188	04/11/19 5:38:14 PM	Main Page
	CyberDemo	192.168.60.188	04/11/19 5:38:14 PM	Login Page
	CyberDemo	192.168.60.188	04/11/19 4:52:31 PM	The ACT, English Reporting Categories
	CyberDemo	192.168.60.188	04/11/19 4:52:06 PM	The ACT, English Reporting Categories
	CyberDemo	192.168.60.188	04/11/19 4:48:55 PM	Main Page
	CyberDemo	192.168.60.188	04/11/19 4:44:21 PM	The ACT, College and Career Readiness Standards S
	CyberDemo	192.168.60.188	04/11/19 4:34:29 PM	The ACT, College and Career Readiness Standards S
	CyberDemo	192.168.60.188	04/11/19 4:33:25 PM	Main Page
	CyberDemo	192.168.60.188	04/11/19 4:32:42 PM	The ACT, College and Career Readiness Standards S
	CyberDemo	192.168.60.188	04/11/19 4:31:53 PM	The ACT, College and Career Readiness Standards S
	CyberDemo	192.168.60.188	04/11/19 4:20:56 PM	Main Page
	CyberDemo	192.168.60.188	04/11/19 4:18:51 PM	The ACT, ACT Score Quartile Values
	CyberDemo	192.168.60.188	04/11/19 4:18:44 PM	The ACT, ACT Score Quartile Values
	CyberDemo	192.168.60.188	04/11/19 4:18:35 PM	The ACT, ACT Score Quartile Values

User Activity Summary

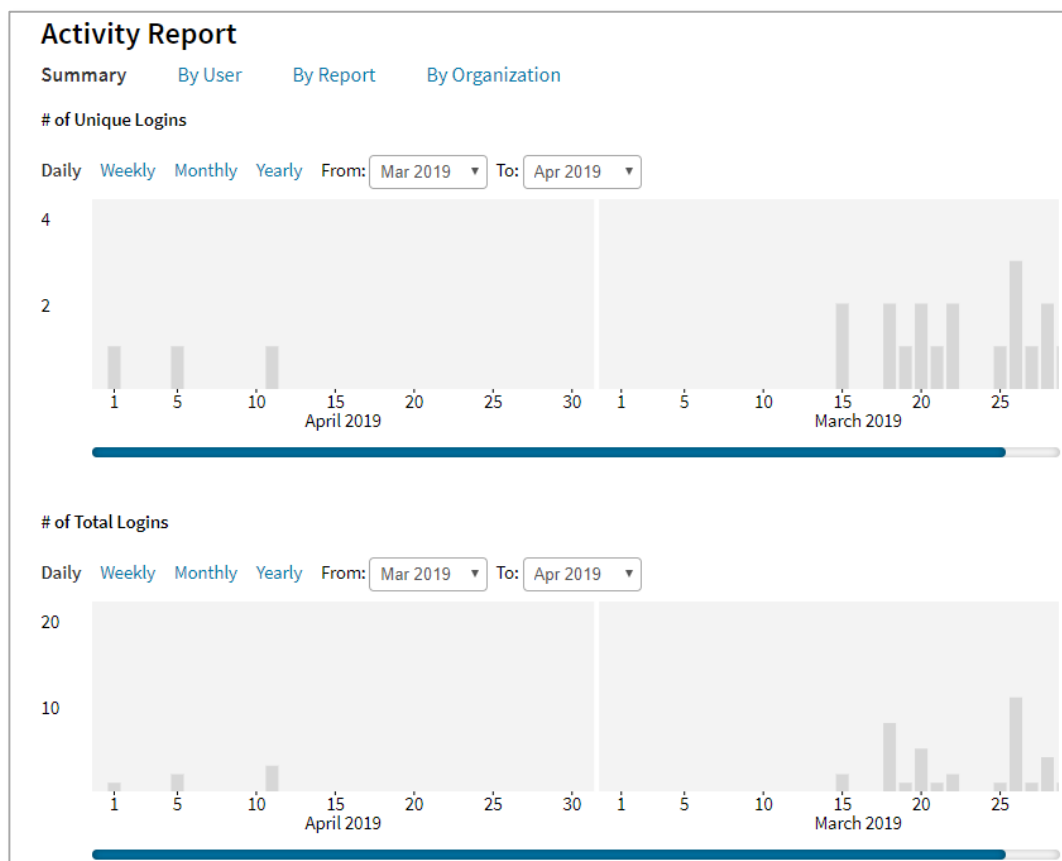
The User Activity Summary report shows summary-level data for user activity within the portal. There are four tabs within this report: Summary, By User, By Report, and By Organization.

Summary

The Summary tab shows three metrics:

- **# of Unique Logins:** The number of unique users that logged in for the given time period. A single user that logs in multiple times in one day will only be counted once.
- **# of Total Logins:** The number of total logins for a given time period. A single user that logs in five times in one day will be counted five times.
- **# of Reports Accessed:** The total number of reports that were accessed for a given time period.

Additionally, users are able to select one of four display types for each metric: Daily, Weekly, Monthly, and Yearly. Daily and Weekly metrics will be shown as a bar graph while Monthly and Yearly will be shown in a table. User can mouse hover on the bars within the Daily and Weekly view to see exact numbers.



By User

The **By User** tab allows admin users to see summary statistics for site usage by user. The information shown can be filtered by date range or username. The following pieces of information can be seen in this tab:

- User: Username
- Home Orgs: a list of orgs that the user belongs to
- Role: the level of user access
- Login Page: the number of times a user logged in
- Report Page: the number of reports a user generated
- Main Page: the number of times a user navigated to the home page (excluding initial login)
- Other: the number of times a user accessed a page other than the three previously mentioned pages

Activity Report						
Summary By User By Report By Organization						
User Totals	Date Range: 03/28/2019 to 04/11/2019		Filter by Username		Filter	
User	Home Orgs	Role	Login Page	Report Page	Main Page	Other
CyberDemo	CyberCity	Admin-Full	3	25	9	0
Cyber_SchoolUser	CyberCity HighSchool 1	Admin-Full	1	0	1	1
Cyber_DistrictUser	CyberTown	Admin-Full	5	1	1	0
Cyber_StateUser	CyberCity	Normal-Full	2	0	1	0
Page 1 of 1 Displaying 1-4 of 4						
Jump to: 1 Go						

By Report

The **By Report** tab gives admin users insight into which reports are most commonly created at their organizations. The information in this table can be filtered by program, report, and date range. This view shows four pieces of information:

- Program: the test the report was being generated for
- Report: the generic name of the report being generated
- Report Type: the type of report being generated (e.g. roster, summary, etc.)
- Count: the number of times this report was generated

Activity Report

Summary **By User** **By Report** By Organization

Program: Any Report: Any Date Range: 03/28/2019 to 04/11/2019 ☐ Disaggregate by View

Program	Report	Report Type	Count
The ACT	Roster View	roster	6
The ACT	Group Summary View	summary	9
The ACT	ACT Score Quartile Values	summary	4
The ACT	College and Career Readiness Standards Score Ranges	summary	4
The ACT	English Reporting Categories	summary	2
The ACT	Roster View	roster	1

Page 1 of 1
Displaying 1-6 of 6

Jump to: 1 Go

Users also have the option to select the **Disaggregate by View** checkbox to add the report views that the user was accessing such as a chart view versus a table view.

Activity Report

Summary **By User** **By Report** By Organization

Program: Any Report: Any Date Range: 03/28/2019 to 04/11/2019 ☒ Disaggregate by View

Program	Report	Report Type	Report View	Count
The ACT	Roster View	roster	isr	2
The ACT	Roster View	roster	roster	4
The ACT	Group Summary View	summary	chart	1
The ACT	Group Summary View	summary	table	7
The ACT	Group Summary View	summary	transpose	1
The ACT	ACT Score Quartile Values	summary	roster	4
The ACT	College and Career Readiness Standards Score Ranges	summary	transpose	4
The ACT	English Reporting Categories	summary	chart	2
The ACT	Roster View	roster	roster	1

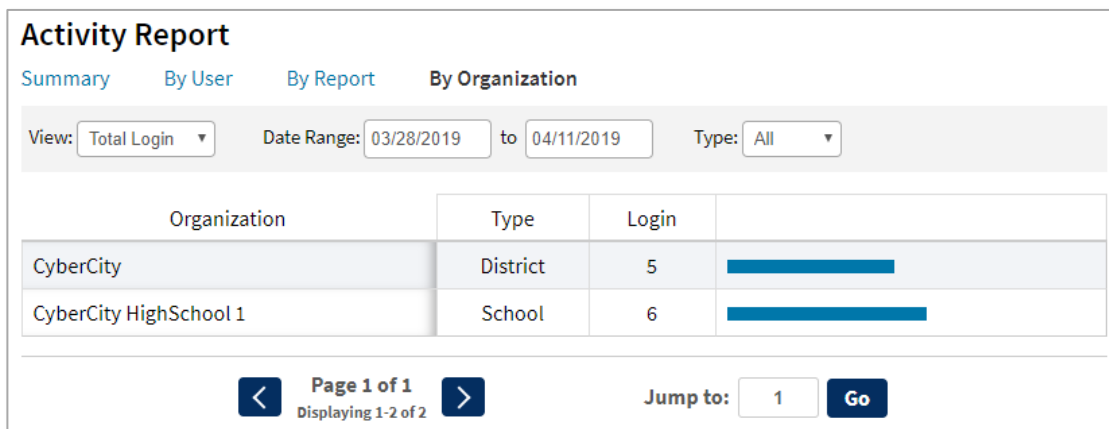
Page 1 of 1
Displaying 1-9 of 9

Jump to: 1 Go

By Organization

The **By Organization** tab allows admin users to view usage statistics based on the organization that the user belongs to. The data in this table can be filtered by view, date range, and org type. This view shows four pieces of information:

- Organization
- Type: the org-level of the organization (state, district, or school)
- View (Login, Report, Main, Other): the number of times that organization accessed the selected page.
- Bar Visual: a visual representation of the date provided in the View column.



For More Information

Visit success.act.org or contact ACT Customer Support at 319.337.1365

