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

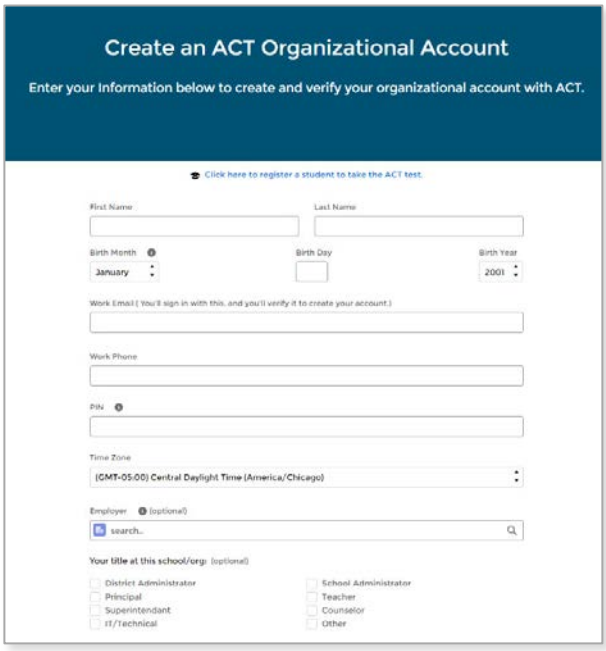
A Trusted Agent assumes the responsibility of managing user access for districts and schools in their jurisdiction. Once appointed, a Trusted Agent can assign the following roles:

- **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.

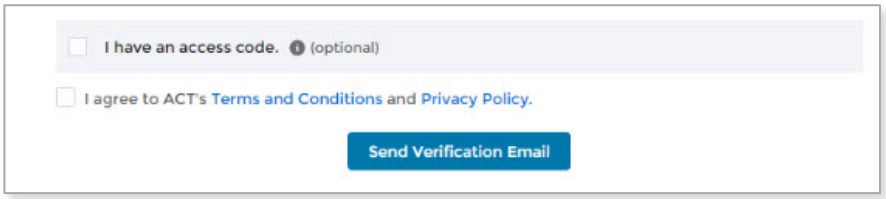
Registering as a Trusted Agent

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

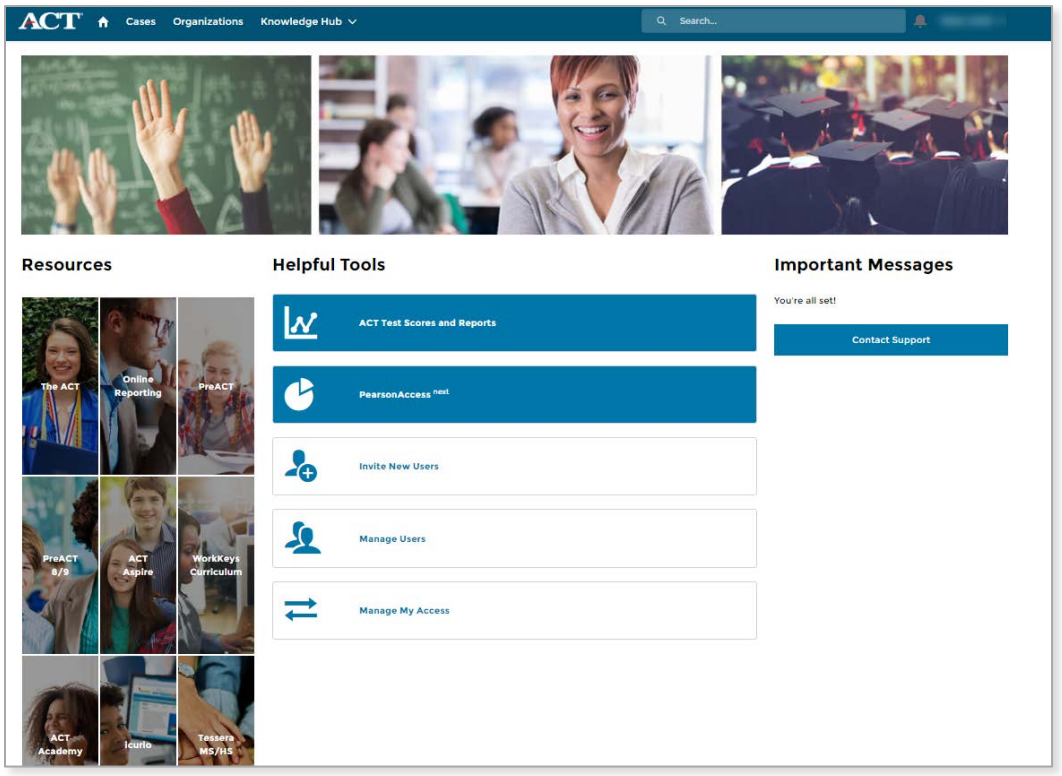


4. Check the box marked **I have an access code**



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.

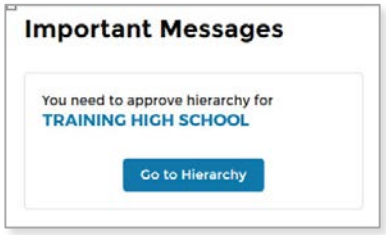
Helpful Tools: The center column includes the following tools to help Trusted Agents manage online reporting:

- **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

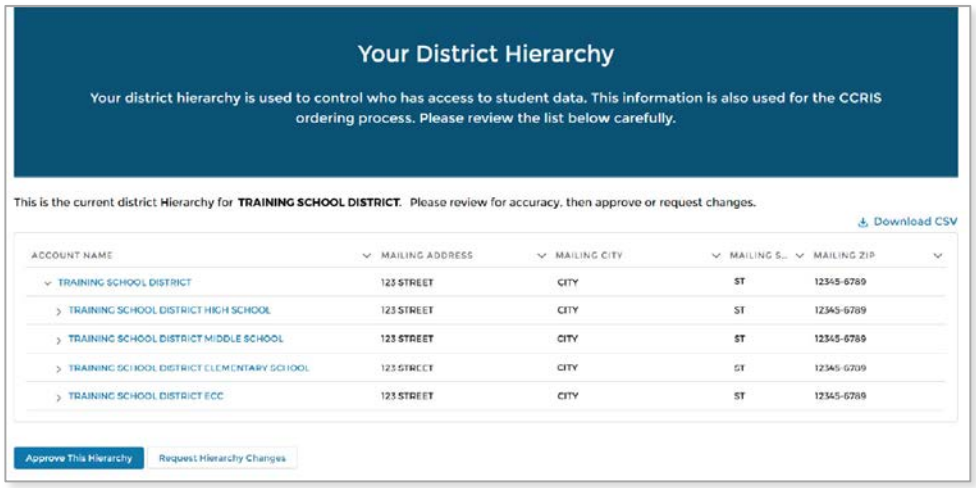
Important Messages: The right column includes important messages that Trusted Agents need to address, such as hierarchy approvals and access requests, and a **Contact Support** button.

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.

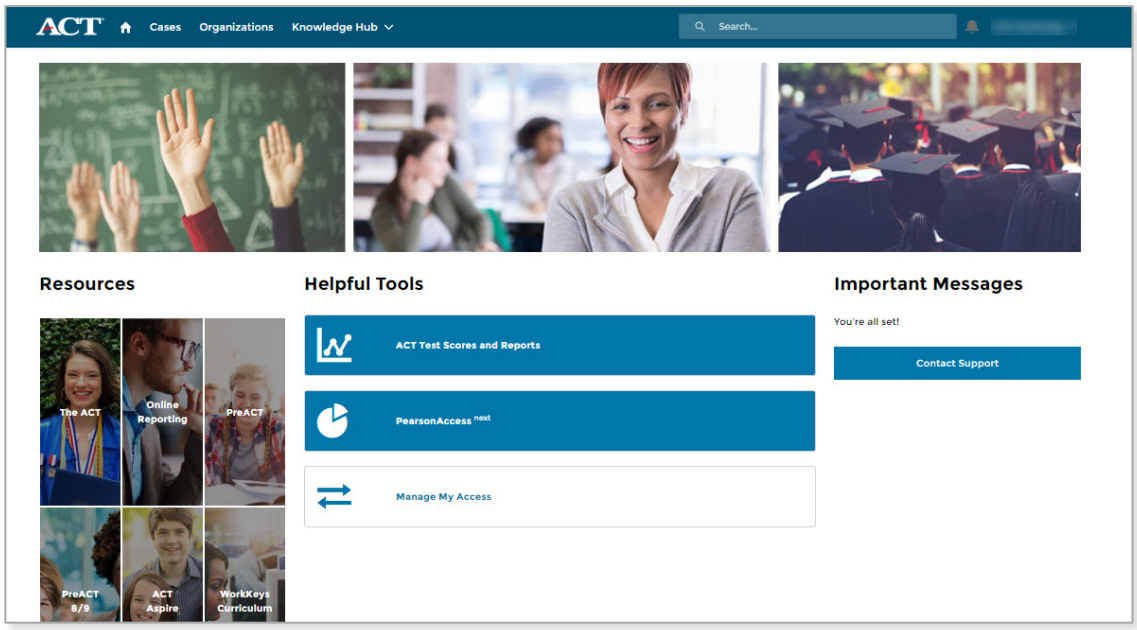
Non-Trusted Agents

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.

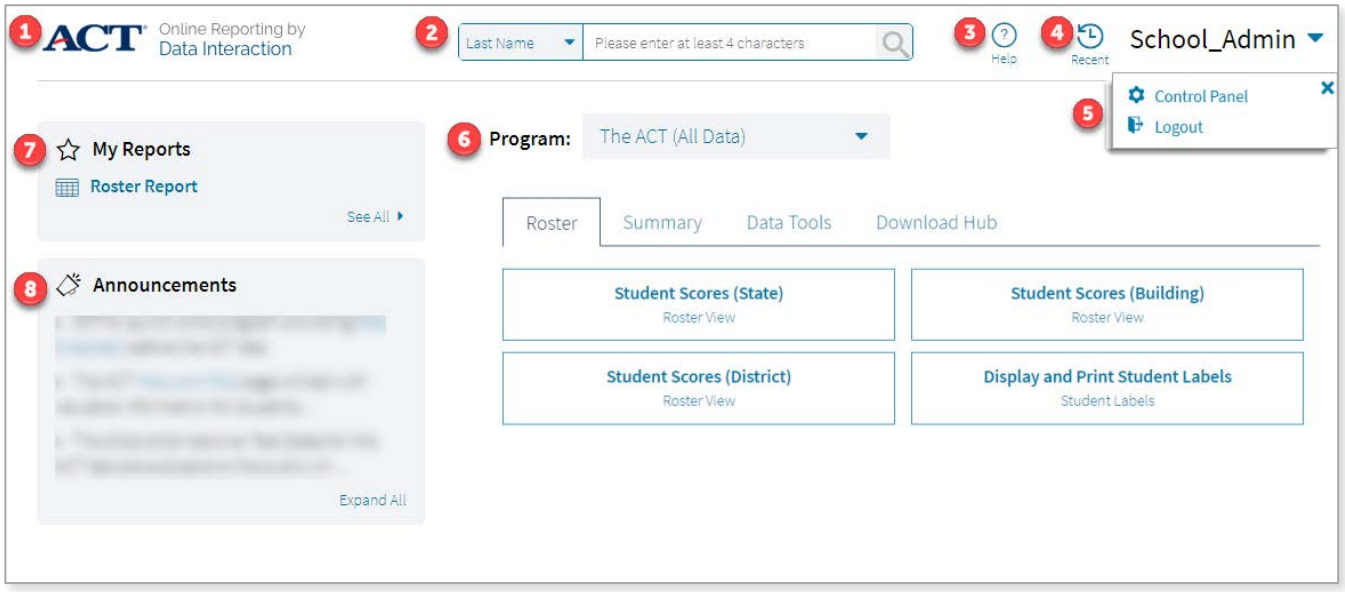
Overview

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**.

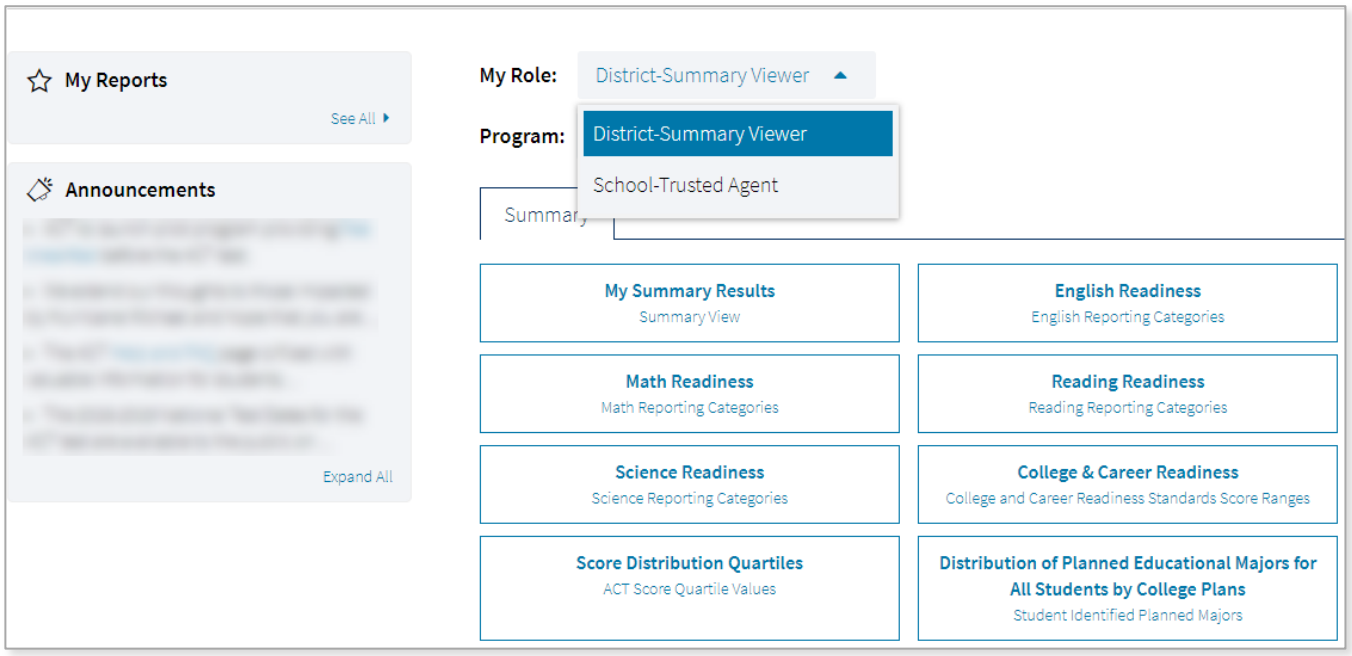
6: The **Program** drop-down allows users to select a specific program.
Note: Click the drop-down menu to view State Contract, District Contract, and PreACT programs (if applicable).

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).



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	✓	✓	✓	✓	

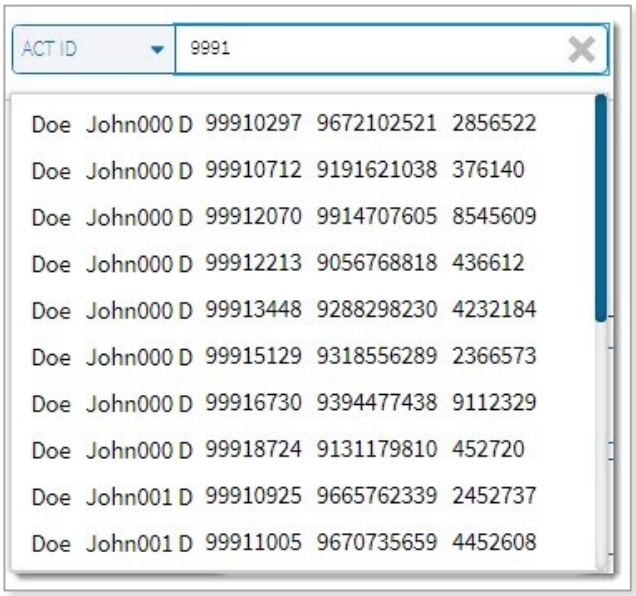
Note: If a user switches the user profile in the My Role drop-down menu, they will only see the reports that were saved to that specific role under My Reports.

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.

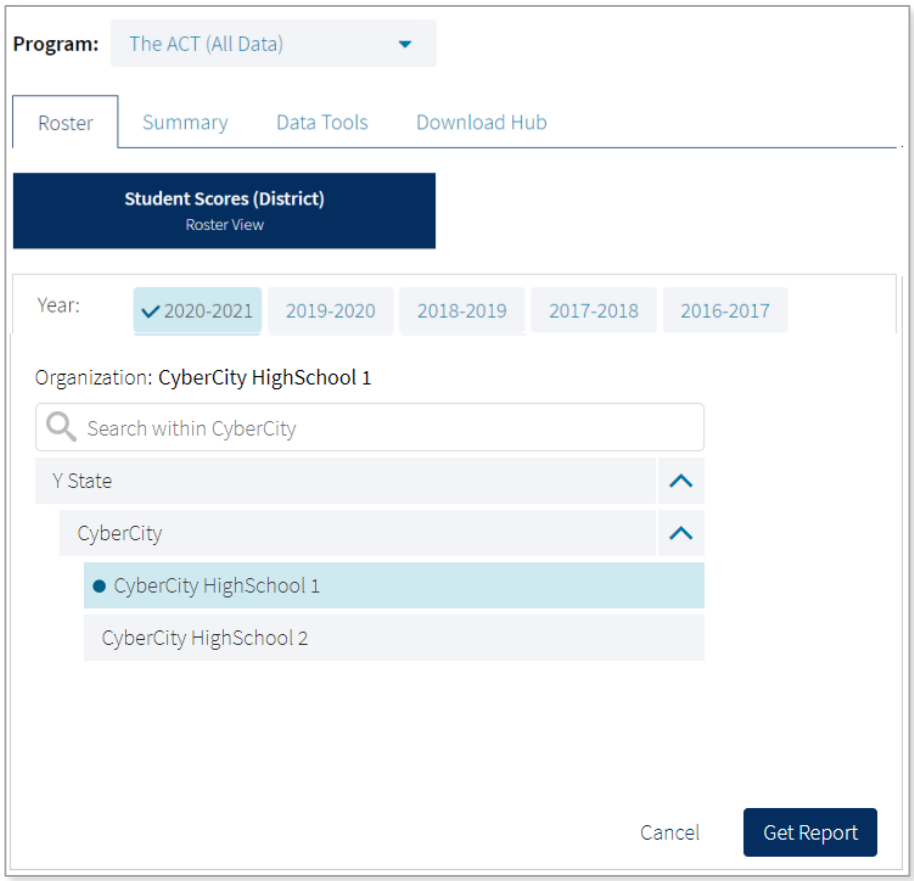


2. Select a student in the list of potential matches to drill down to a list of their testing history. Selecting a student from the list of potential matches will take you to a cumulative list of that student's test results.

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



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:

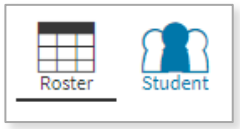
Roster View: The ACT (All Data)
Showing students who are College Reportable
Search: ACT composite superscore at least 1

Options Save Download Roster Student

						Superscores								Composite	Math	Science	English	Reading
ACT ID	Last Name	First Name	MI	Test Date	DOB	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

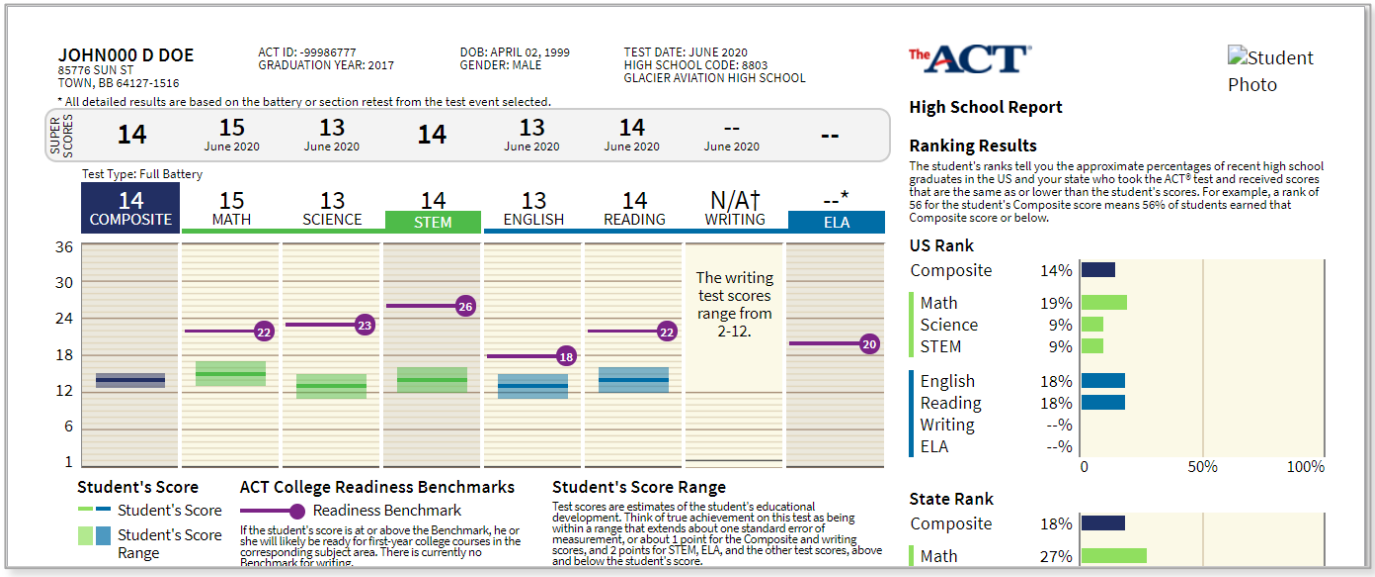
Select one of the available buttons to change to a roster or student view of the selected data options.



- 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

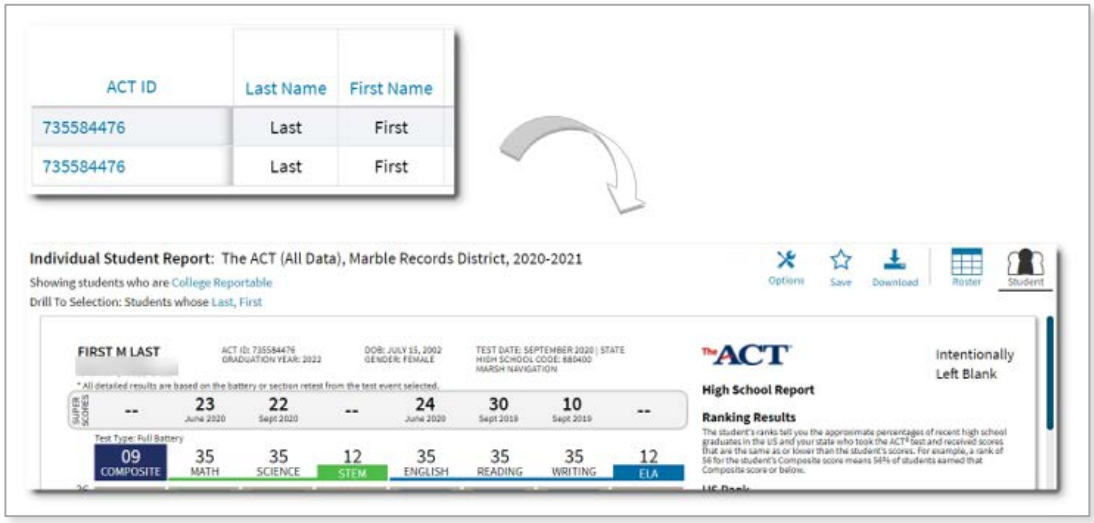
From the Individual Report view, use the navigation arrows at the bottom of the report to page through the reports. Users may also jump to a specific page/report.

- 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.)

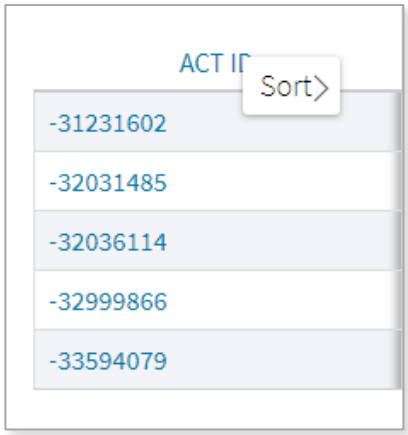
- Select **Download** in the top menu and enter criteria to download one or more individual reports as PDF files. If the number of records is greater than 100 ISRs, the request will be sent to the Queued PDFs section of the Download Hub.

General Functionality

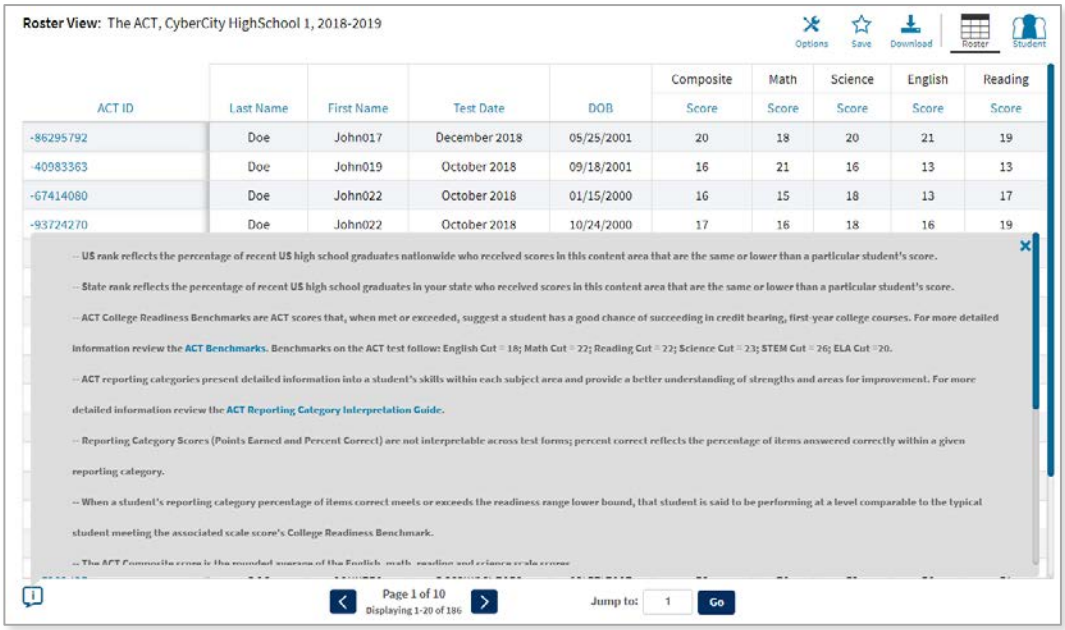
In addition to selecting the **Student** button to view a set of individual reports for all students in an organization, you can select a student's ACT ID in the Roster view to view an individual report for a particular student.



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

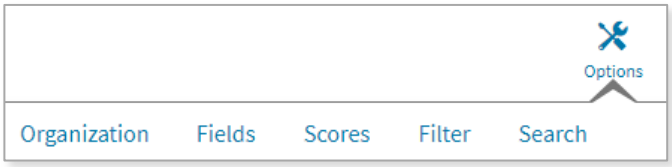


Select the **Footnotes** button to display footnotes regarding the Roster data. Select again to hide the footnotes.



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.

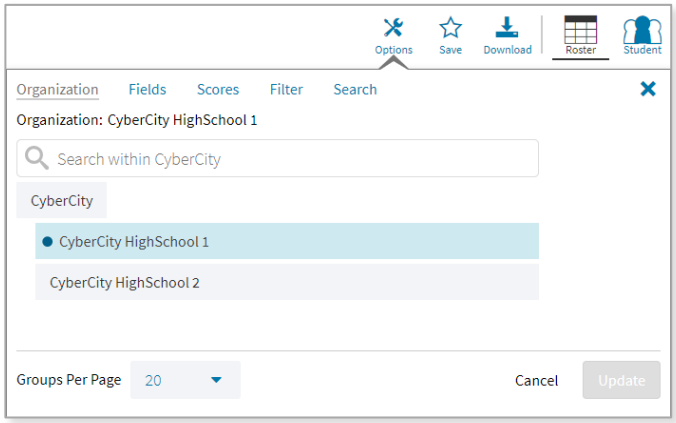


Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

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

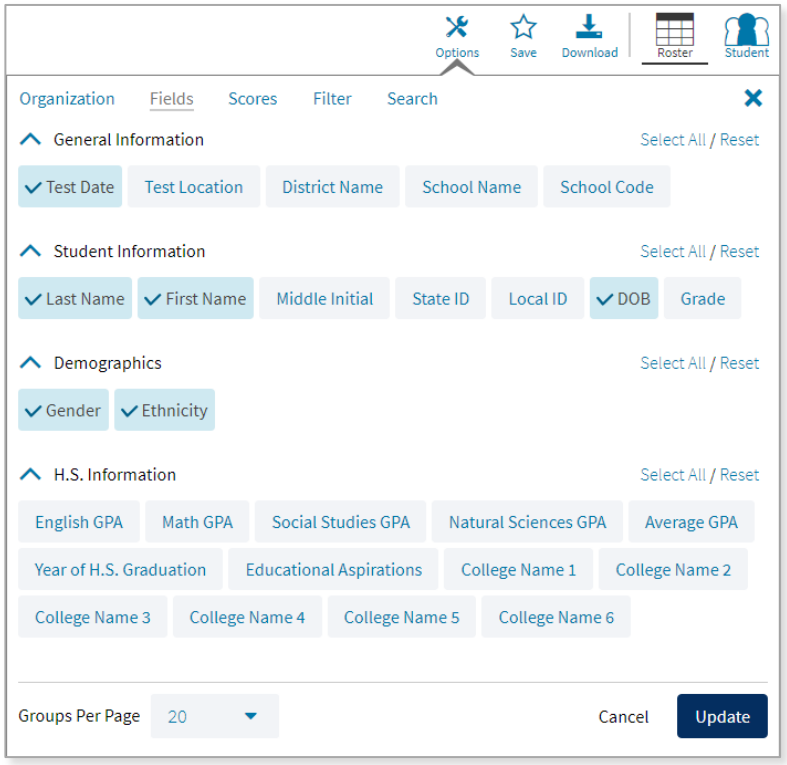
Options—Organization

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

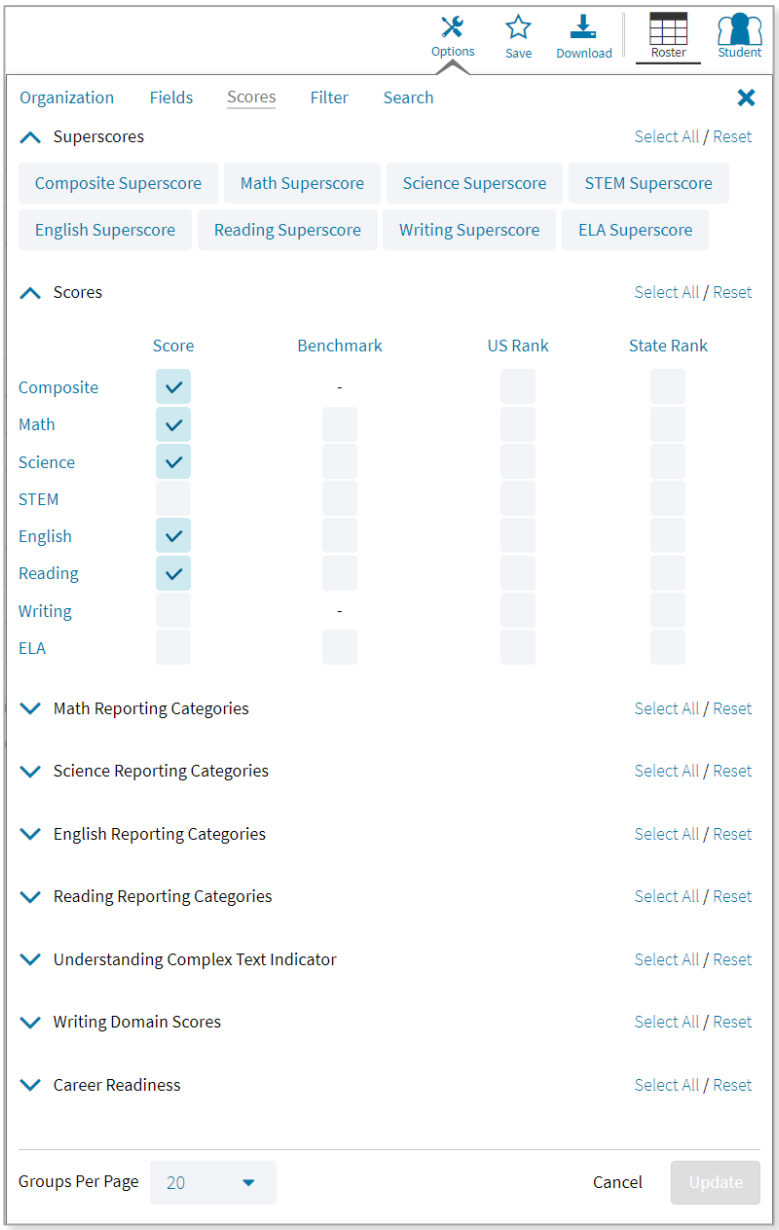
The **Fields** tab allows users to select student identification information, test information, and demographics to view on the report. Apply the appropriate demographics and select the **Update** button to add these fields as columns to the report.



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.

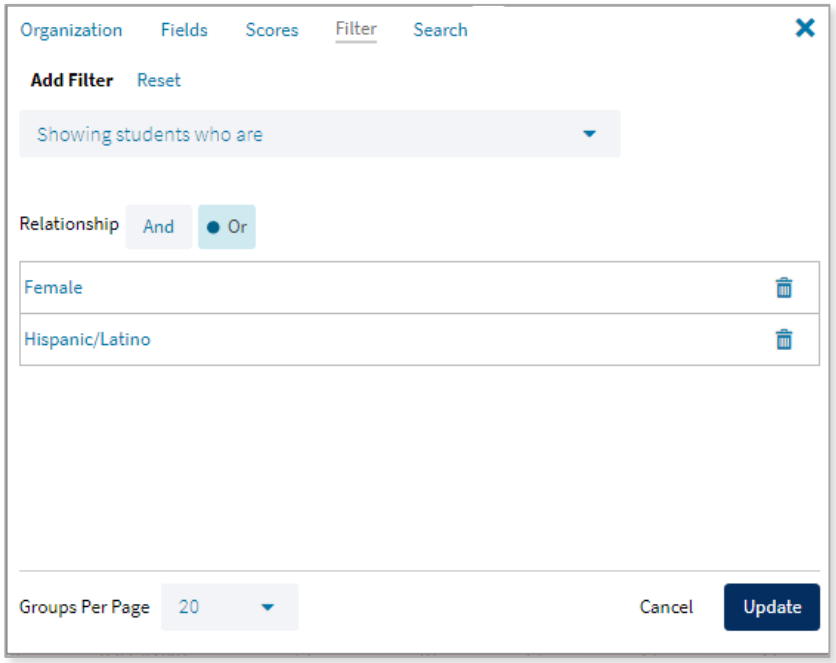


Options—Filter

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**.

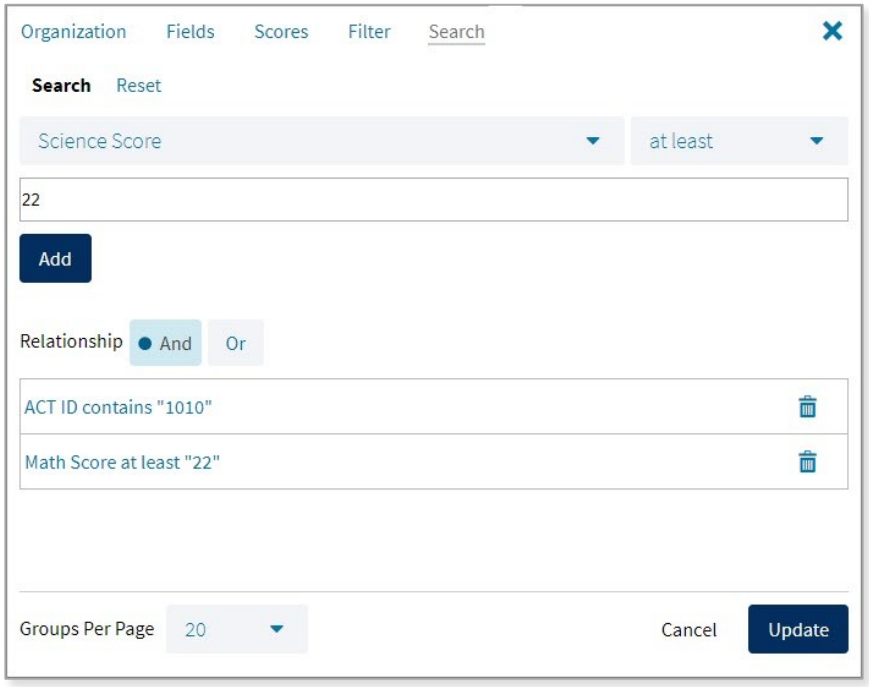
Selections display as boxes next to "Showing students who are." Select the trash can icon displayed to remove the selection.



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:

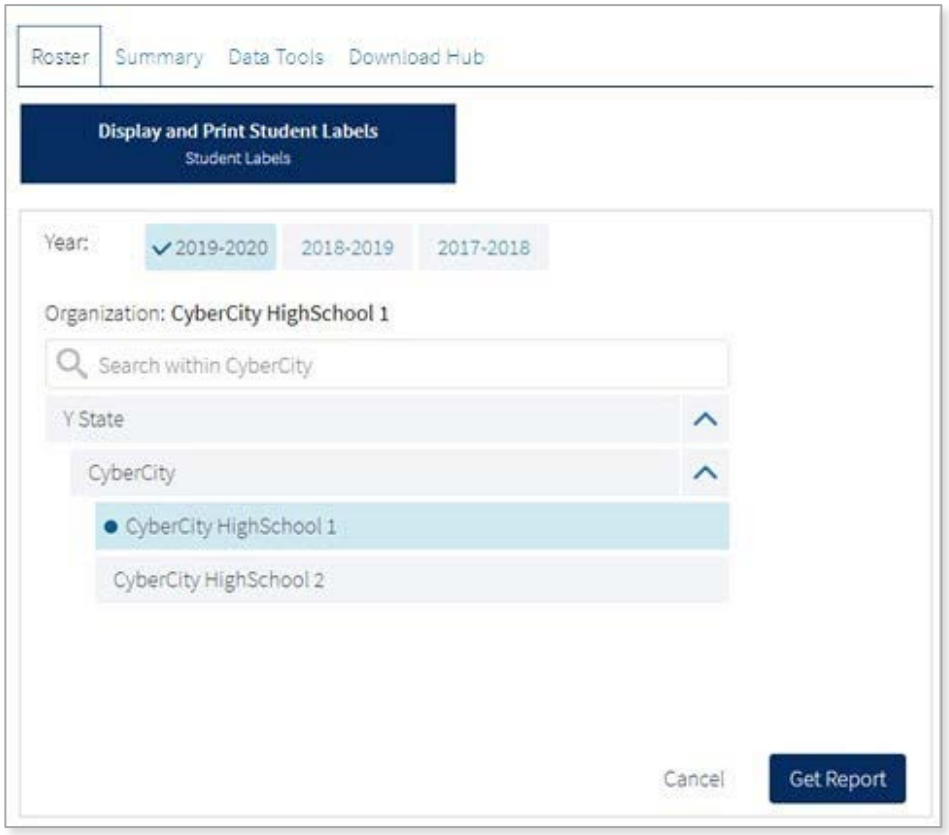
1. Select ACT ID from the drop-down menu.
2. Enter the ACT ID, or part of the number, for the student needed.
3. Select the **Add** button**.**
4. Select the **Update** button. The report will refresh showing only students matching the search criteria.



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).

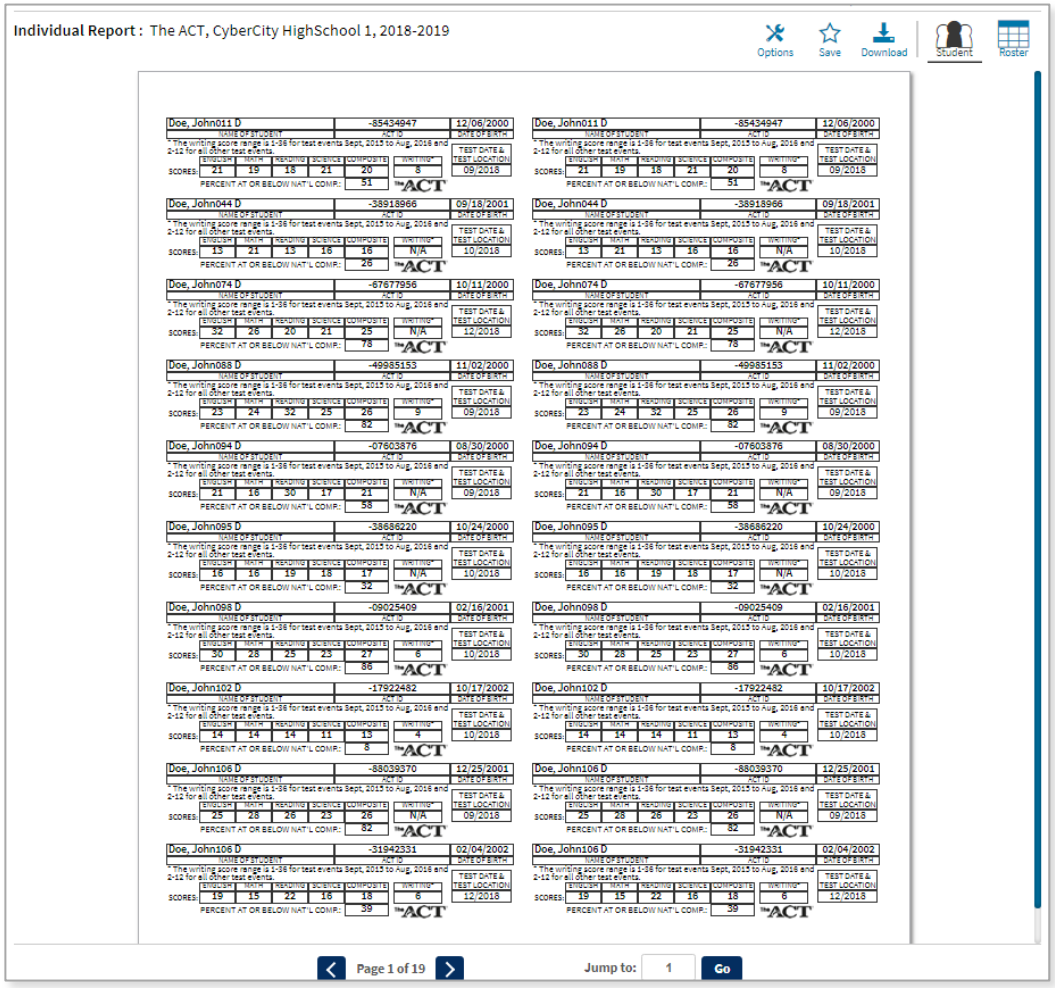
Note: It is recommended that District users print reports by organization as the labels will be sorted by last name, first name, and test date and not separated by organization.



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:



Viewing Options

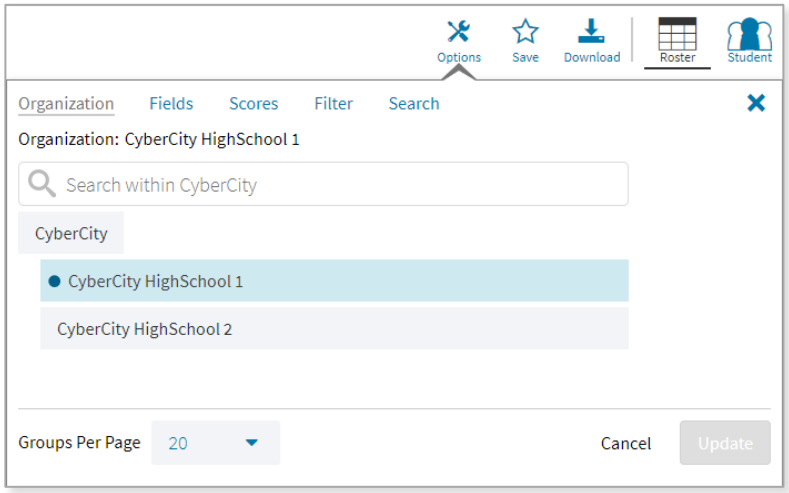
Select the **Student** or **Roster** button to change to a roster or student view of the selected data options.

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.



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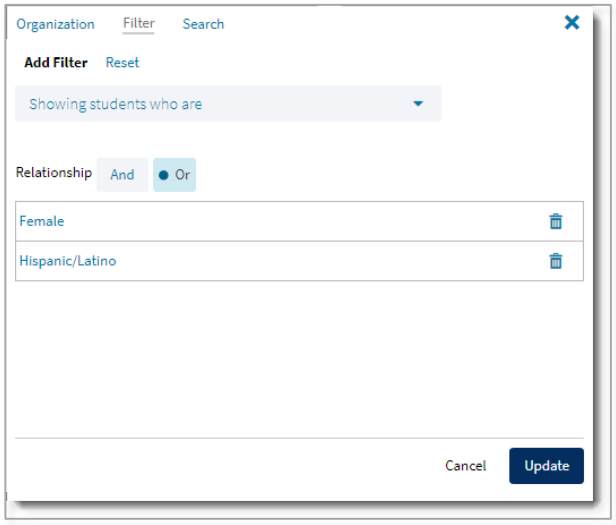

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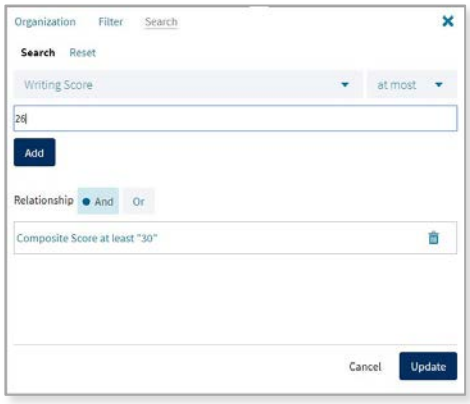
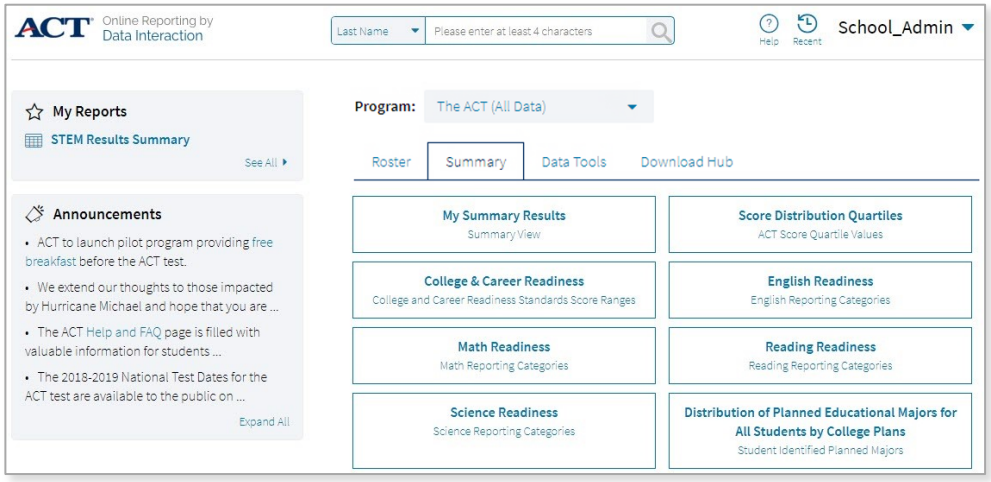
2. Enter the ACT ID, or part of the number, for the student needed.
3. Select the **Add** button**.**
4. Select the **Update** button. The report will refresh showing only students matching the search criteria.



Summary Reports

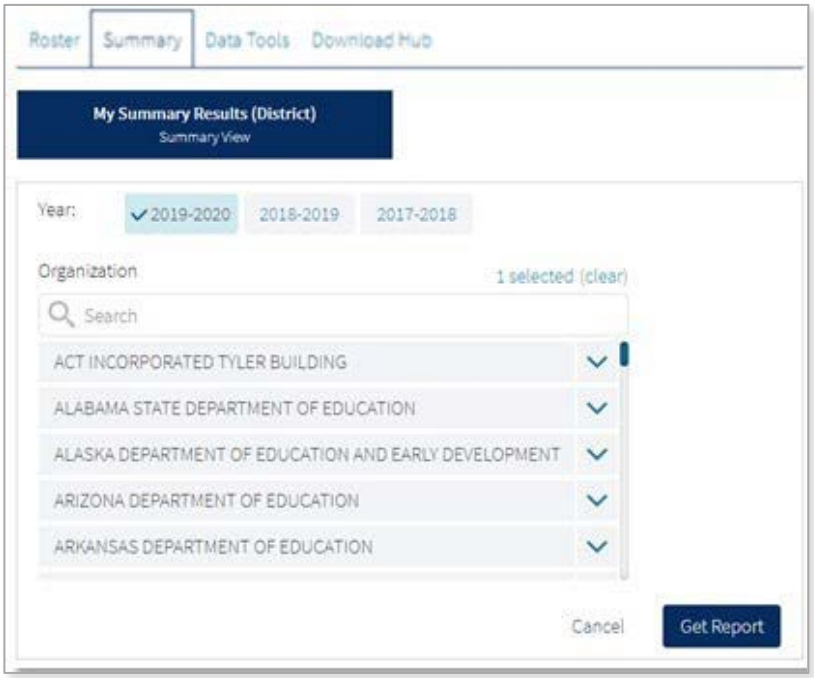
The **Summary** tab displays school, district, or state group performance data in a table or graphical format and allows customization using various summary statistics. The Summary tab on the ACT homepage provides access to several summary reports:

- **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**.



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.



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

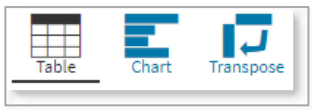
Options Save Download Table Chart Transpose

Group	Year	Composite Mean Score	Math Mean Score	Science Mean Score	STEM Mean Score	English Mean Score	Reading Mean Score	Writing Mean Score	ELA 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

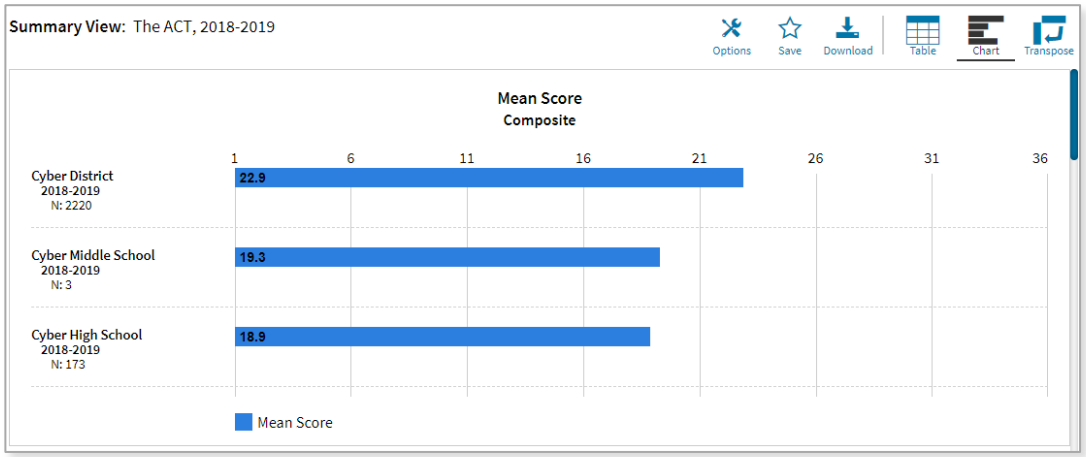
Select one of the available buttons to change to a chart or transpose view of your selected data options



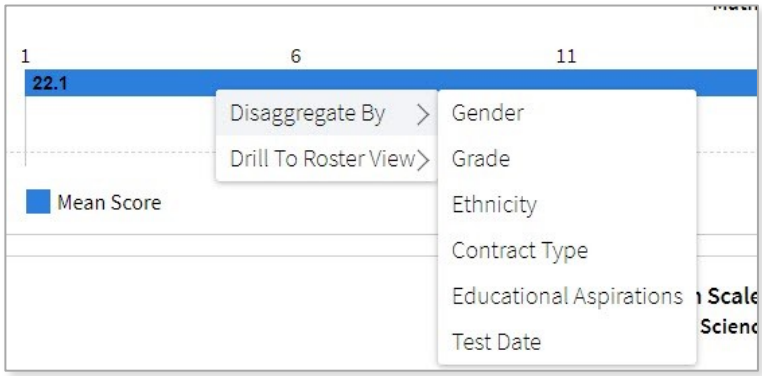
Note: The Report Table is the default view.

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

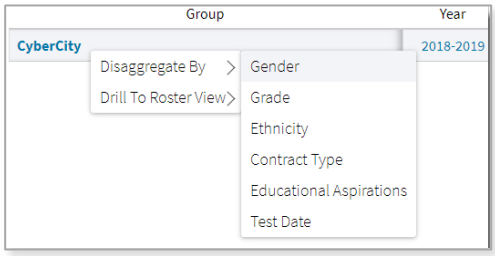
Options Save Download Table Chart Transpose

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.

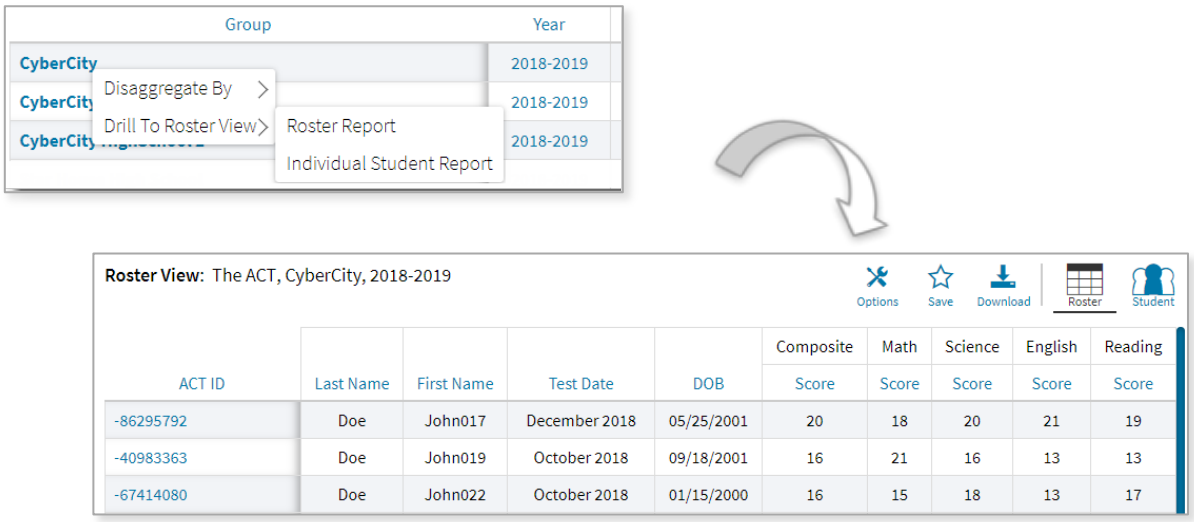


Summary View: The ACT (All Data), CyberCity, 2018-2019

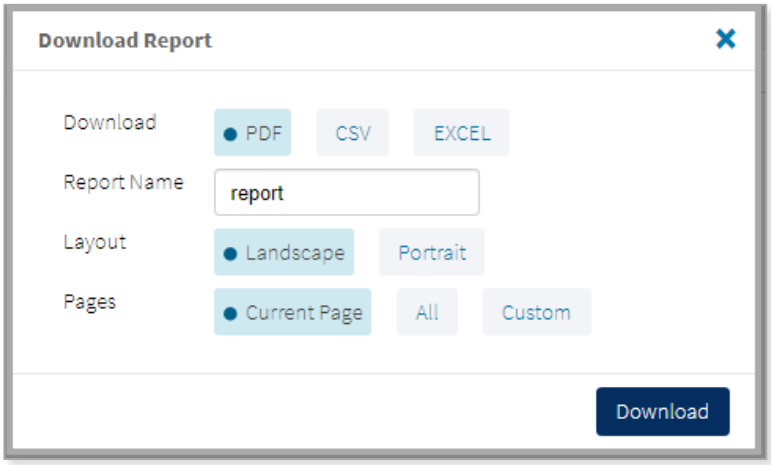
Group	Year	Composite Mean Score	Math Mean Score	Science Mean Score	STEM Mean Score
CyberCity	2018-2019	23.0	22.2	22.6	22.6
Male	2018-2019	23.0	22.2	22.5	22.6
Female	2018-2019	23.1	22.2	22.6	22.6
Other Responses	2018-2019	23.0	22.2	22.5	22.6

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.



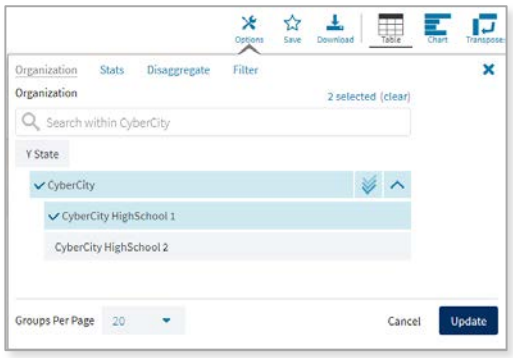
Download: Selecting the **Download** button allows you to download the repot as a pdf, csv, or Excel file. If the number of records is greater than 200 for a standard report, the request will be sent to the Queued PDFs section of the Download Hub.



Customization Options

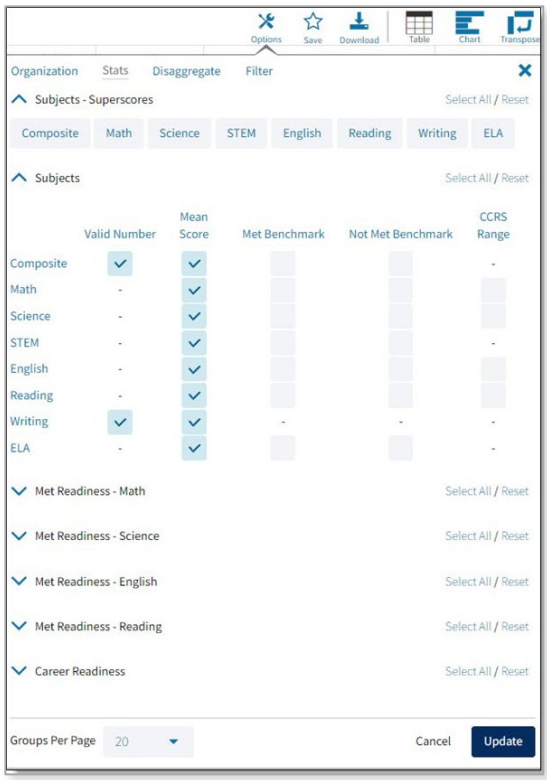
Options—Organization

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—Stats

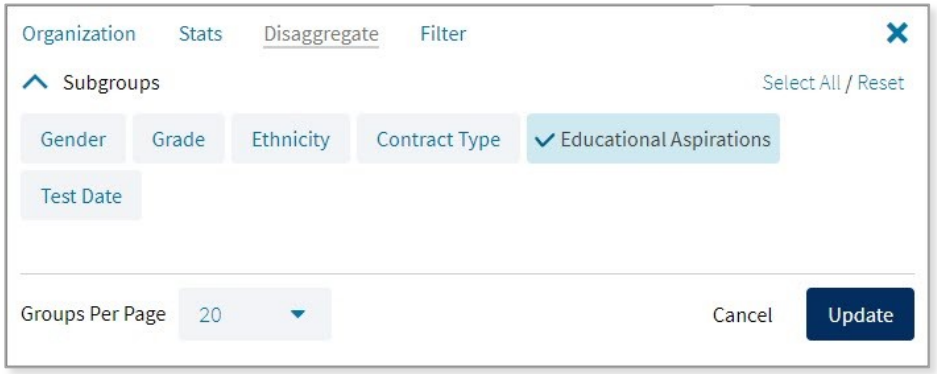
Use the **Stats** tab to select stats or scores by subject to view on the report. Select Super Scores and/or checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear. select the **Reset** link. Select the **Update** button to view the selections in the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



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.

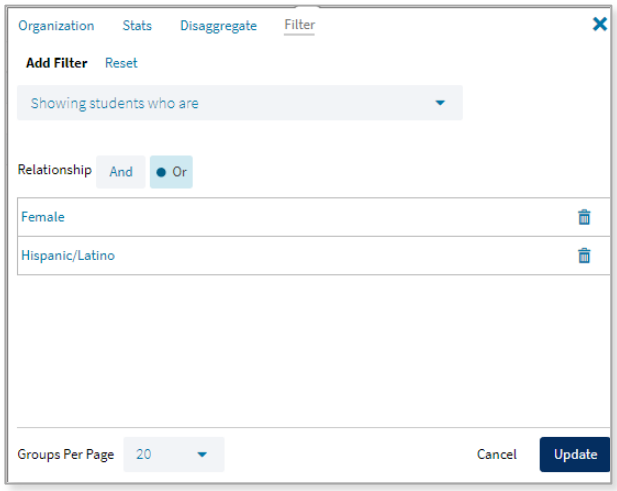


Options—Filter

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.

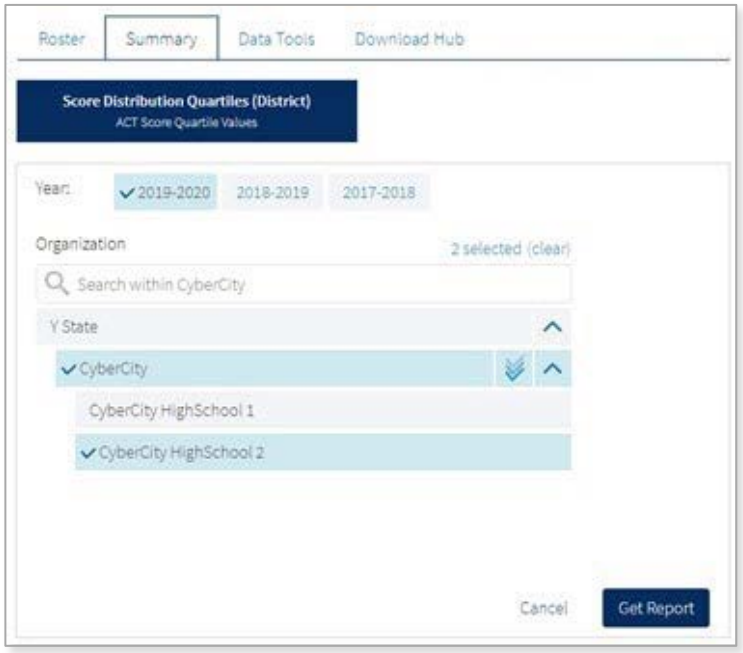
For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

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



Score Distribution Quartiles

The Score Distribution Quartiles report provides ACT Score Quartile Values in a summary report, dispersing scale scores for the 1st, 2nd, and 3rd quartile.



1. Under the Summary tab, select **Score Distribution Quartiles: ACT Score Quartiles** 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

ACT Score Quartile Values: The ACT (All Data), CyberCity HighSchool 2, 2019-2020

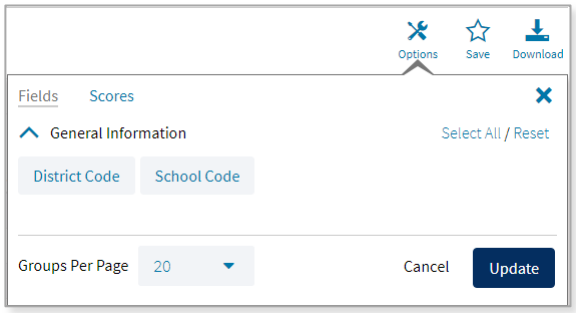
Options Save Download

				Composite		Math	Science	STEM	English	Reading	Writing		ELA
Name	Year	Group	Quartile	Valid Number	Score	Score	Score	Score	Score	Score	Valid Number	Writing Score	ELA Score
CyberCity HighSchool 2	2019-2020	Total	Q3 (75th Percentile)	9818	24	23	23	23	23	25	4235	8	25
CyberCity HighSchool 2	2019-2020	Total	Q2 (50th Percentile)	9818	19	18	19	19	18	20	4235	7	21
CyberCity HighSchool 2	2019-2020	Total	Q1 (25th Percentile)	9818	15	15	15	16	14	16	4235	6	17

Customization Options

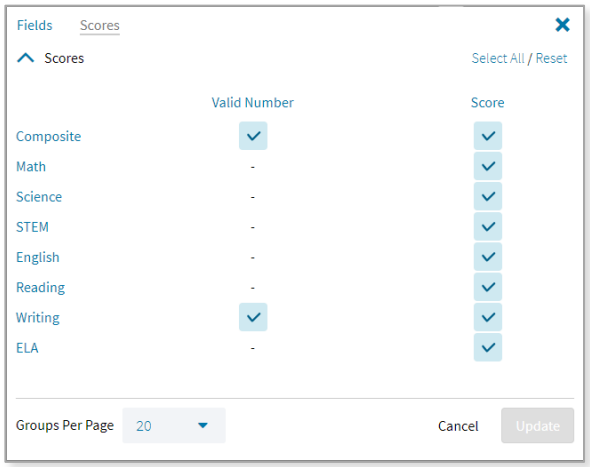
Options—Fields

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.



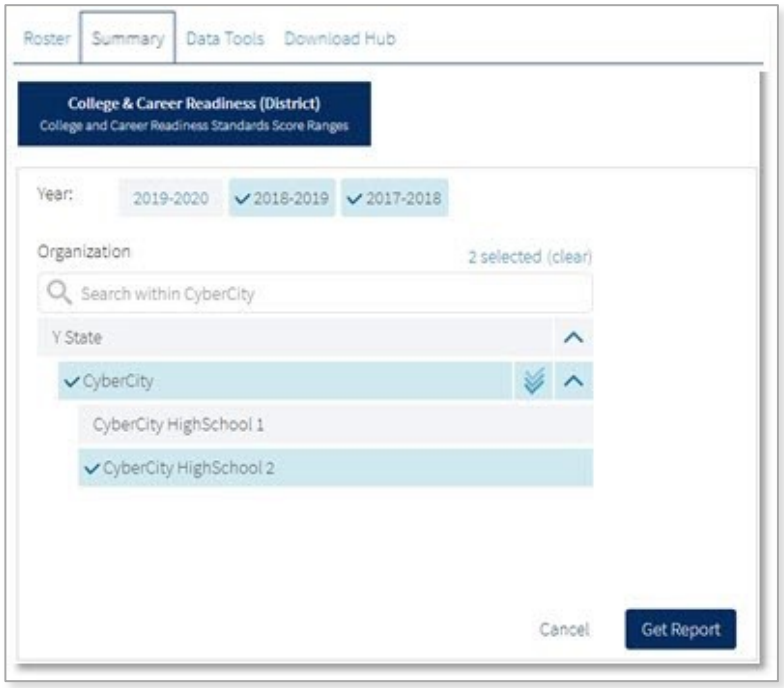
Options—Scores

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.



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 Careeer Readiness Scores for the ACT subjects.



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

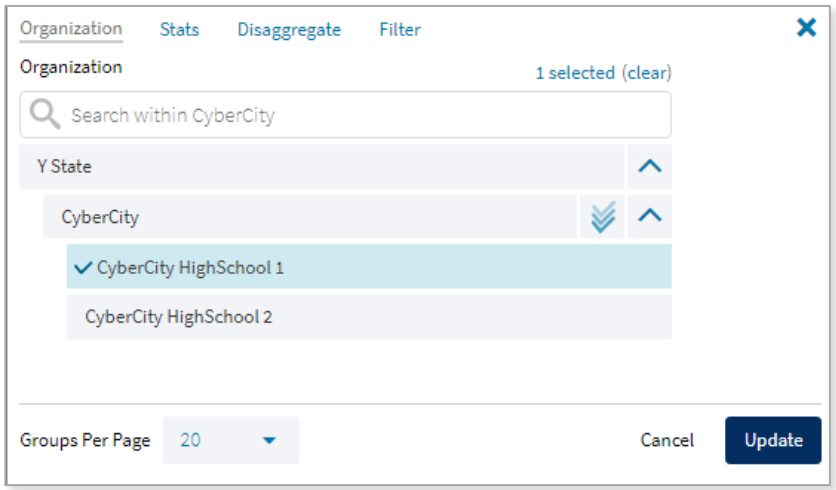
Options Save Download

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

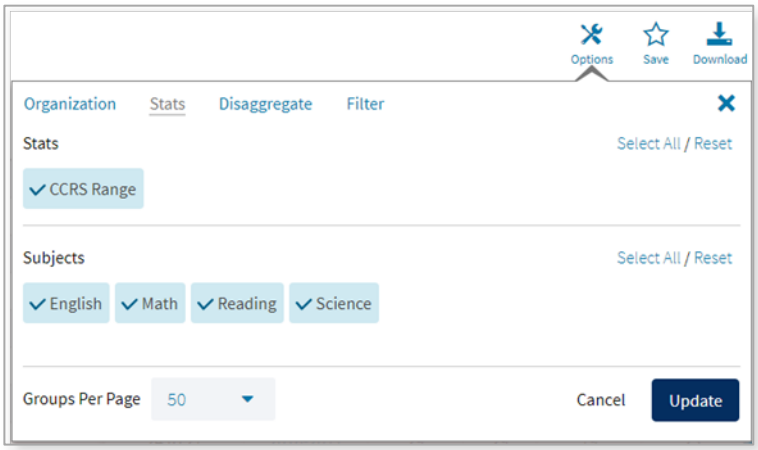
Options—Organization

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.



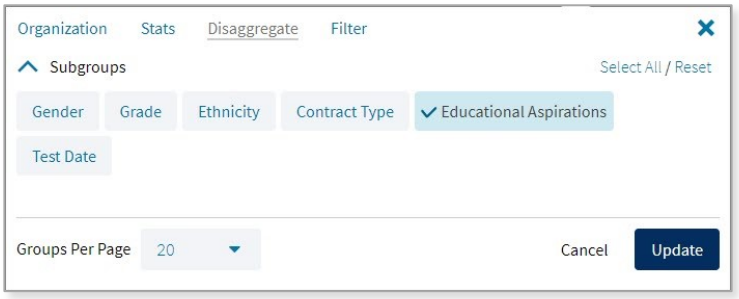
Options—Stats

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.



Options—Disaggregate

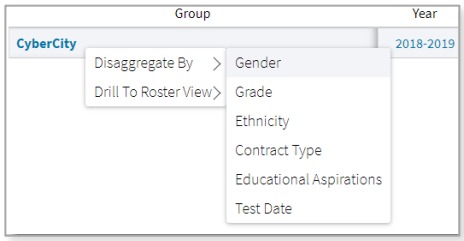
Use this tab to disaggregate the report by different subgroups.



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.



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

Student Group	CCRS Range	Year
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

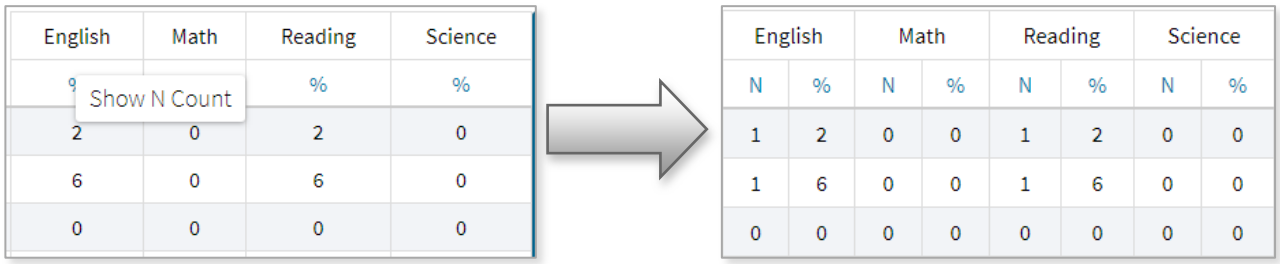
Note: Selecting the Year range will also allow users to disaggregate a specific group.

Analysis Features

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

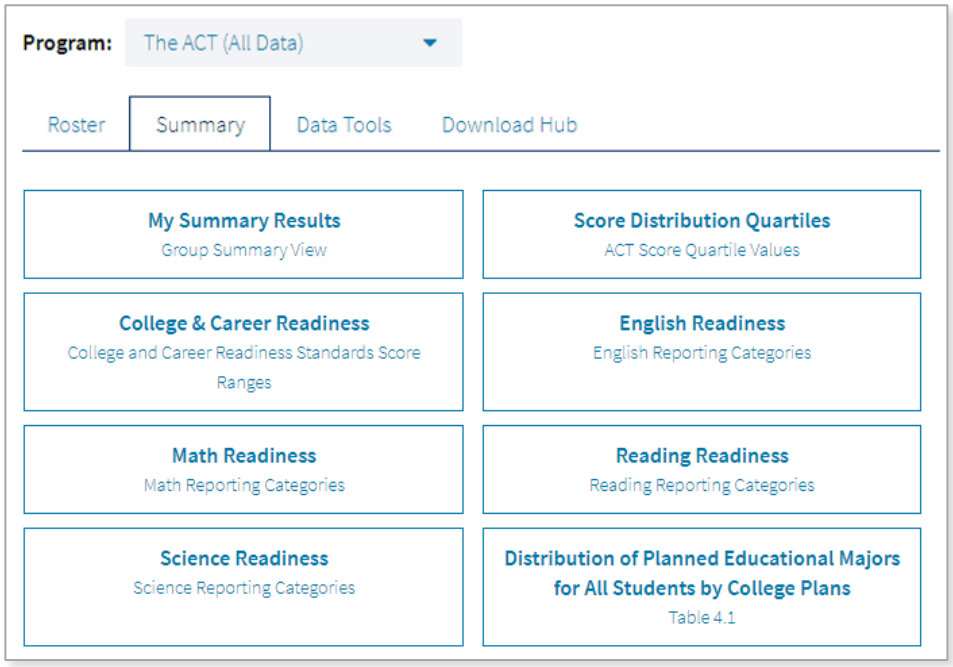
Show N Count for Percentages

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.

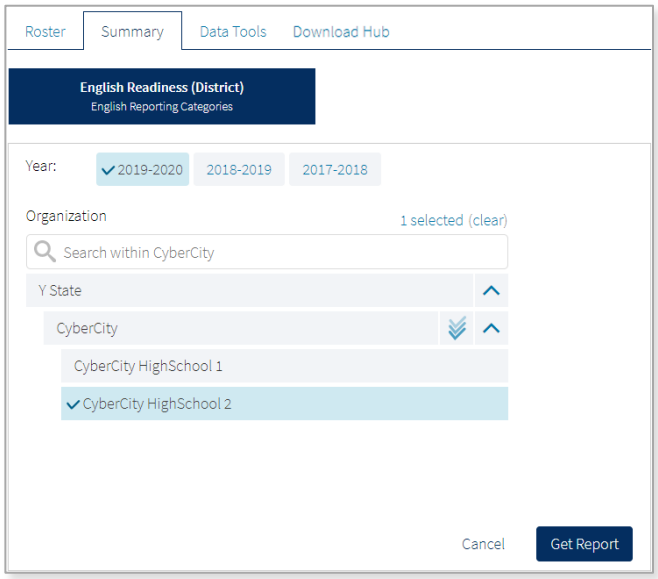


ACT Readiness Reports

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

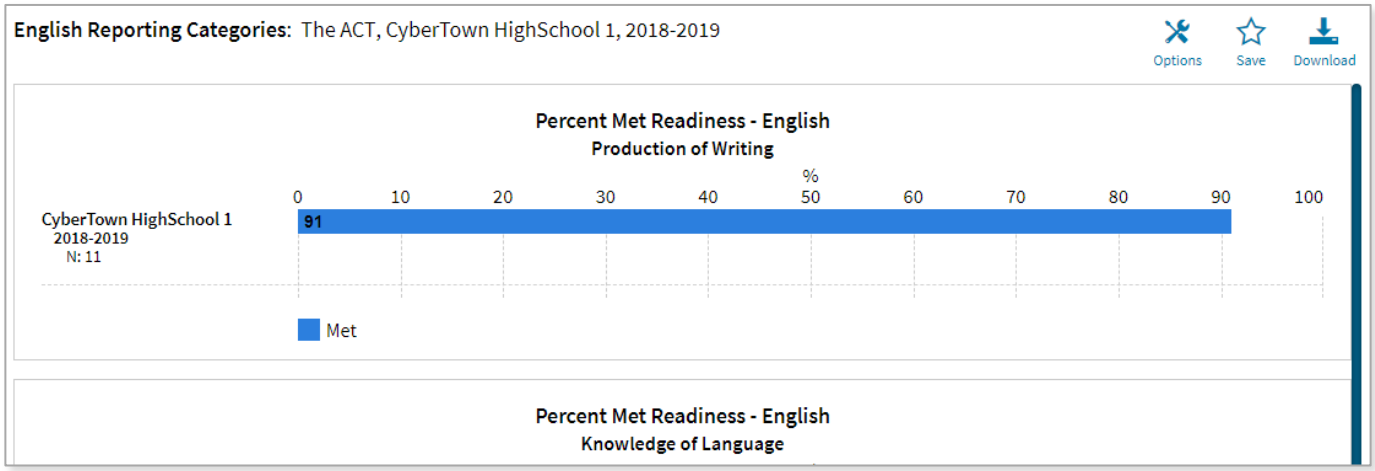


1. Under the **Summary** tab, select a reporting category to display a drop-down menu with the available organization(s).



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 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.

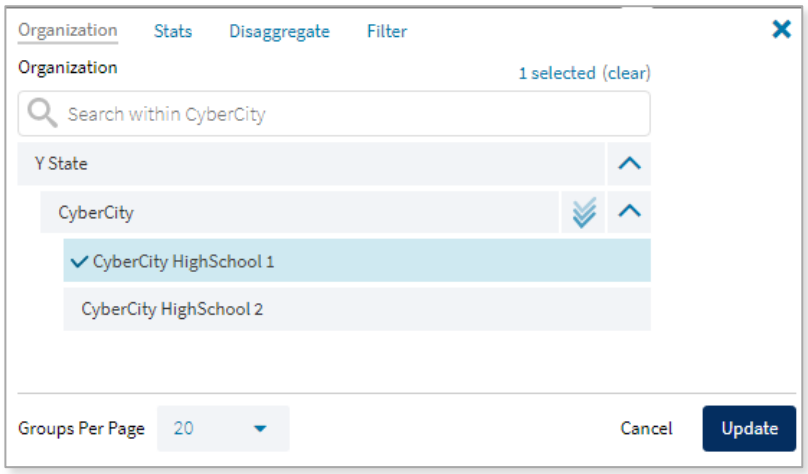
Sample Report



Customization Options

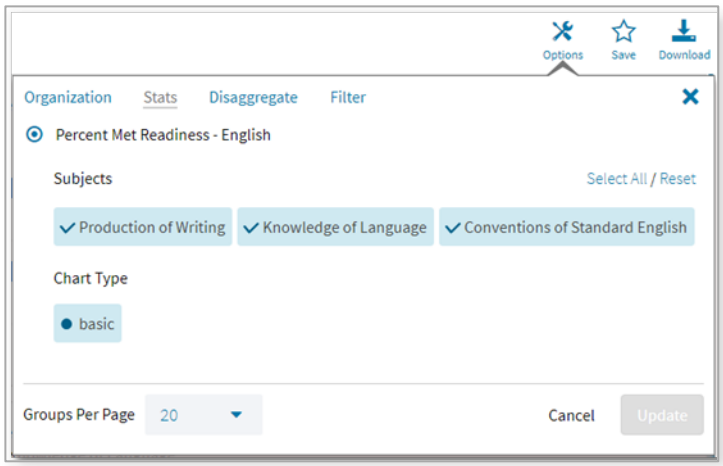
Options—Organization

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.



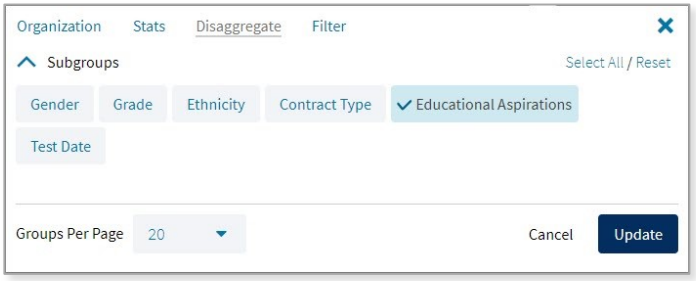
Options—Stats

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.



Options—Disaggregate

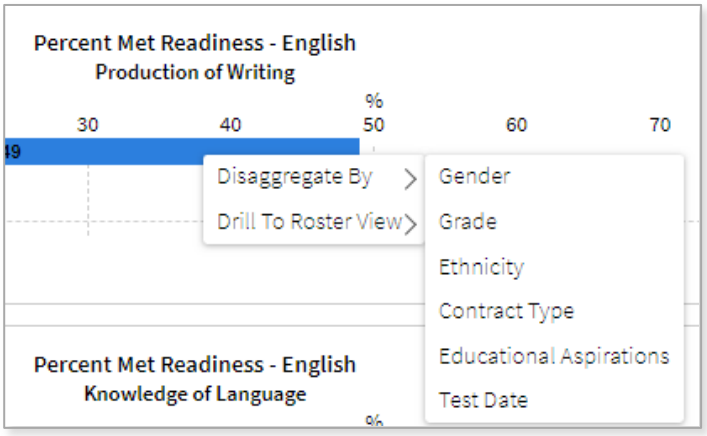
Use this tab to disaggregate the report by different subgroups.



General Functionality

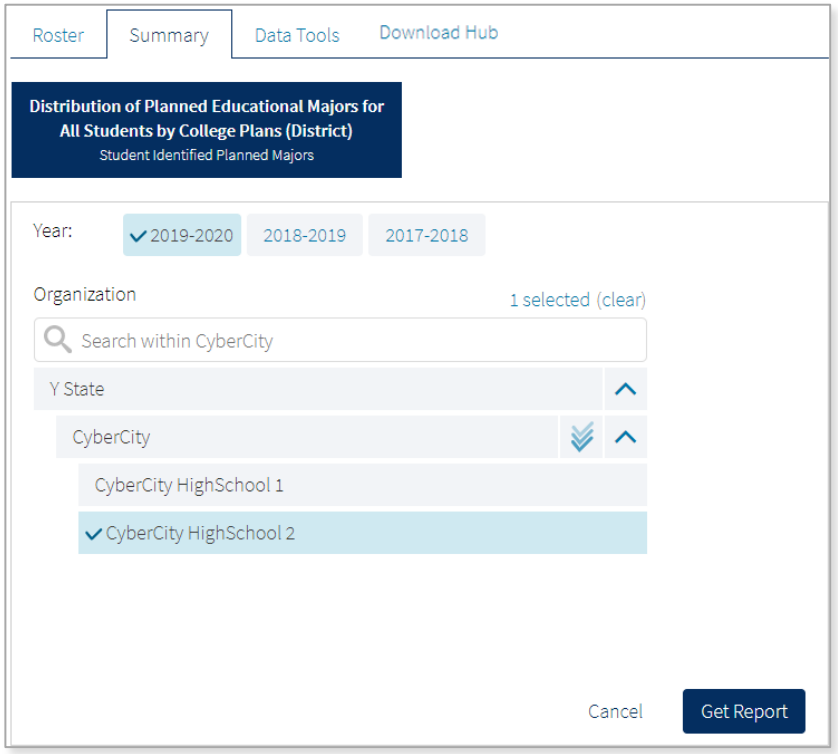
Selecting a bar in the chart will allow users to disaggregate the group or drill to roster view.

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.



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),

Options Save Download

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

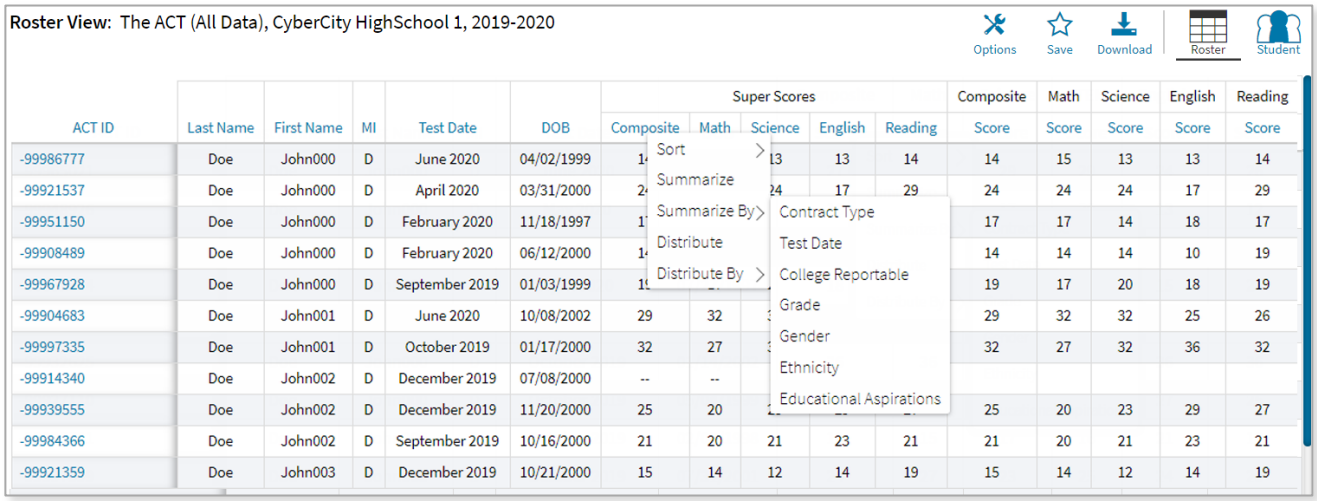
Clicking on a group's name or an administration year will allow users to drill to roster view.

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.

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

Options Save Download Roster Student

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	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



						Super Scores					Composite	Math	Science	English	Reading
ACT ID	Last Name	First Name	MI	Test Date	DOB	Composite	Math	Science	English	Reading	Score	Score	Score	Score	Score
-99986777	Doe	John000	D	June 2020	04/02/1999	14		13	13	14	14	15	13	13	14
-99921537	Doe	John000	D	April 2020	03/31/2000	24		24	17	29	24	24	24	17	29
-99951150	Doe	John000	D	February 2020	11/18/1997	17					17	17	14	18	17
-99908489	Doe	John000	D	February 2020	06/12/2000	14					14	14	14	10	19
-99967928	Doe	John000	D	September 2019	01/03/1999	19					19	17	20	18	19
-99904683	Doe	John001	D	June 2020	10/08/2002	29	32				29	32	32	25	26
-99997335	Doe	John001	D	October 2019	01/17/2000	32	27				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				25	20	23	29	27
-99984366	Doe	John002	D	September 2019	10/16/2000	21	20	21	23	21	21	20	21	23	21
-99921359	Doe	John003	D	December 2019	10/21/2000	15	14	12	14	19	15	14	12	14	19

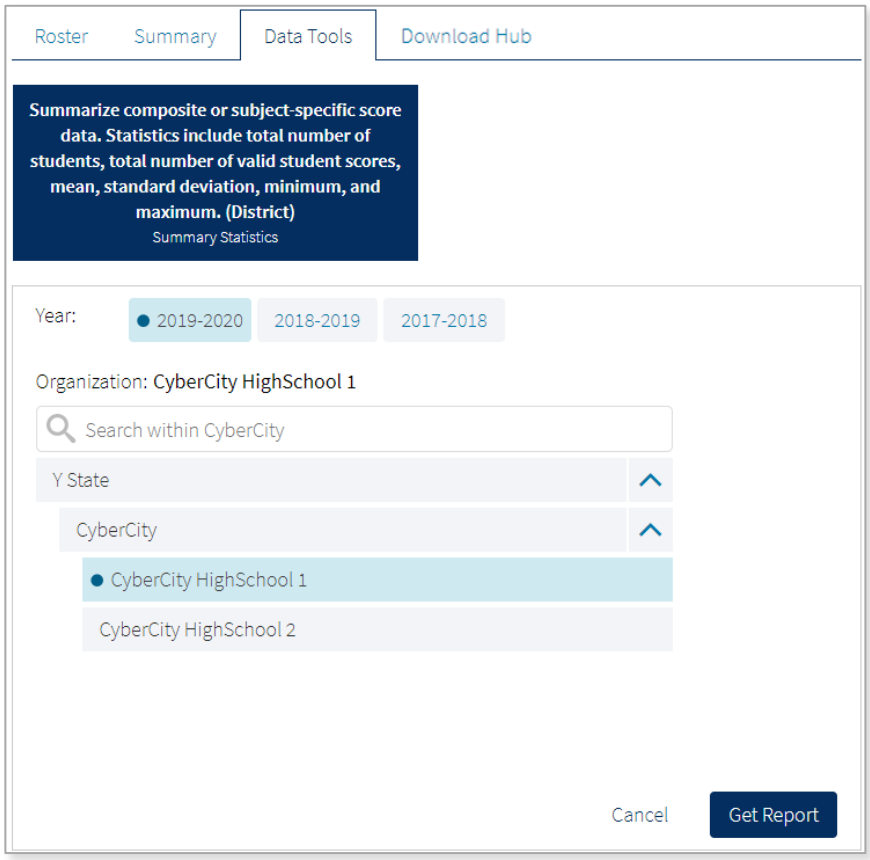
*Note: Selecting a **Subject** under Super Score or a **Score** under the subject categories gives you the option to sort, summarize and distribute the data.*

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.

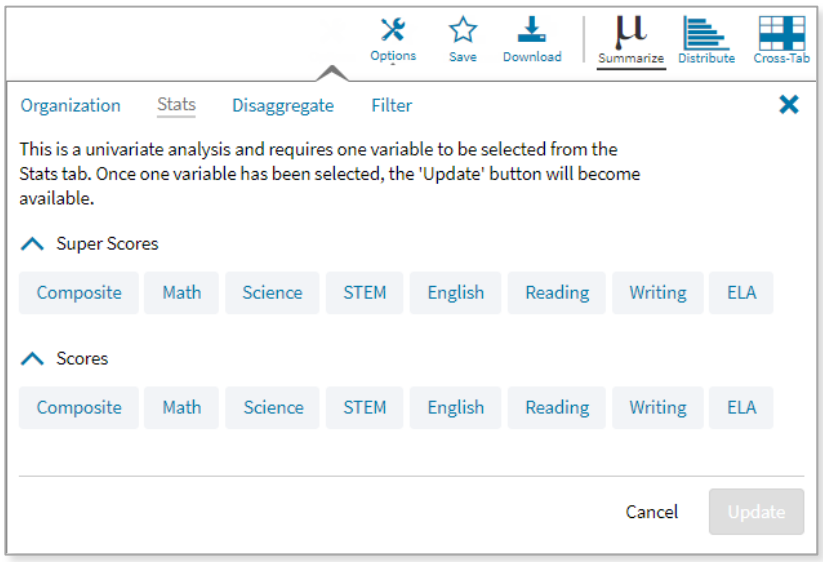
Summary Statistics

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.

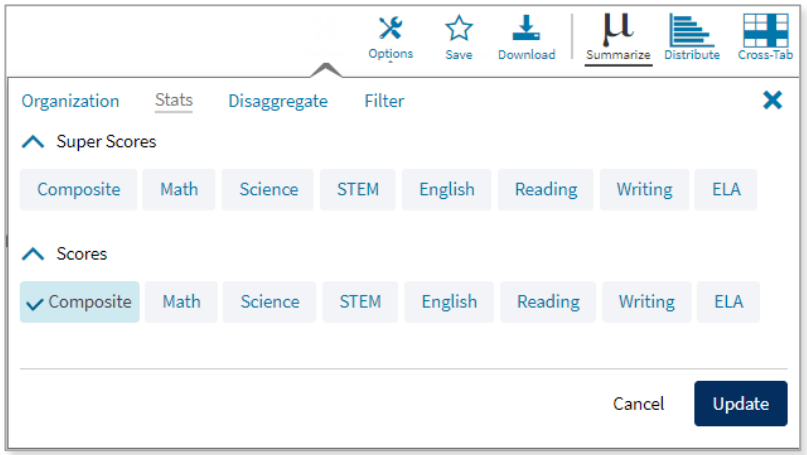


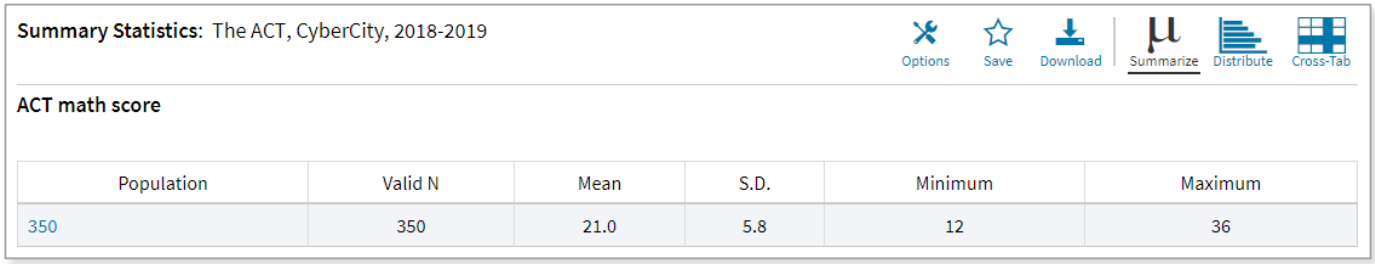
1. Under the **Data Tools** tab, select **Summary Statistics** to display a drop-down menu with available organizations.
2. Select the appropriate Year button.
3. Use the **Organization** menu to choose an organization. Use the search bar to search for a district or school.
4. Once the desired organizations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

Sample Report



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**.

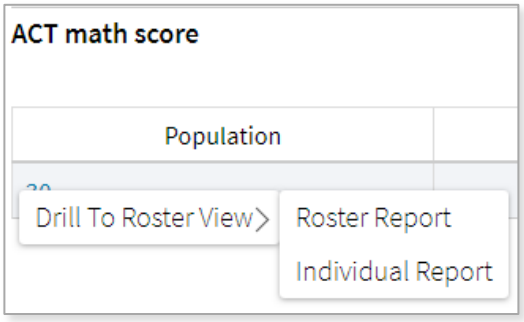




Population	Valid N	Mean	S.D.	Minimum	Maximum
350	350	21.0	5.8	12	36

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.



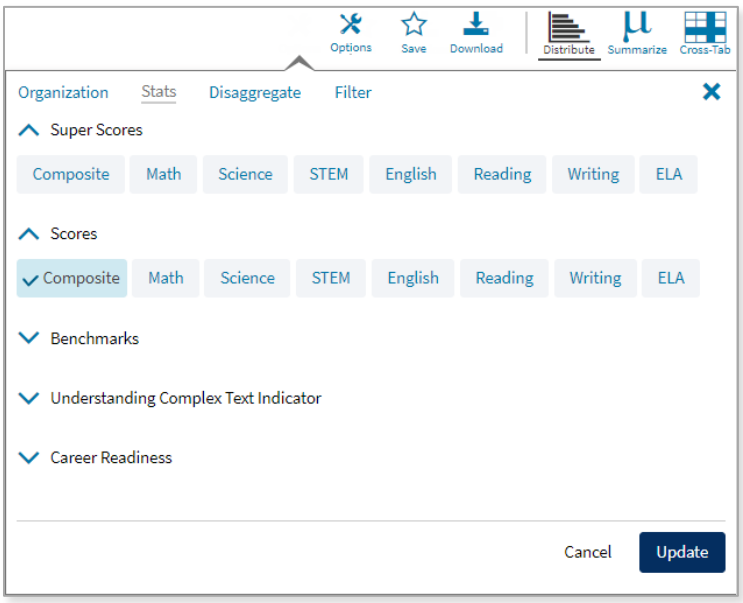
Users can also view summary statistics by demographic subgroups, such as gender and/or ethnicity, by selecting a demographic group in the **Disaggregate** tab of the **Options** menu.

Frequency Distribution

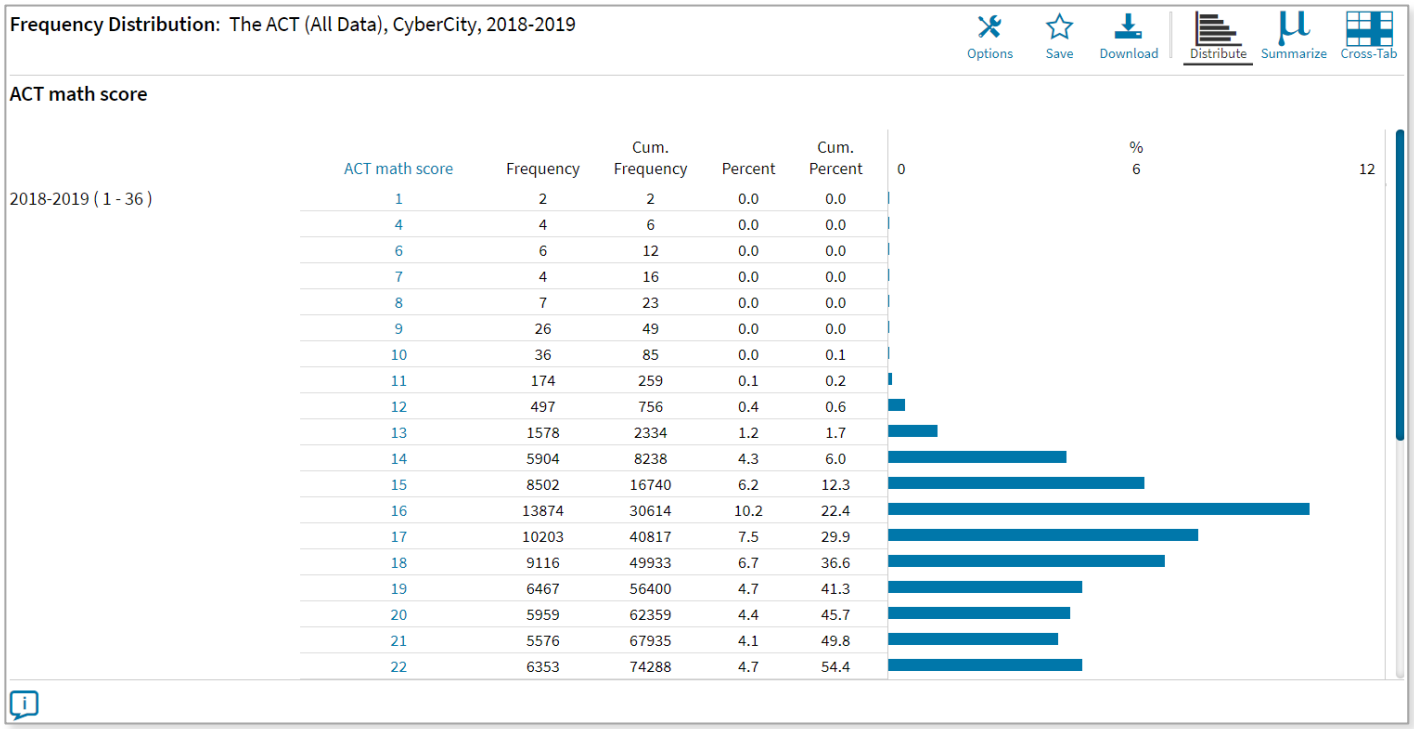
Generate a Frequency Distribution report for composite or subject-specific scores. Distributions include frequencies, cumulative frequencies, percents, and cumulative percents.

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**.

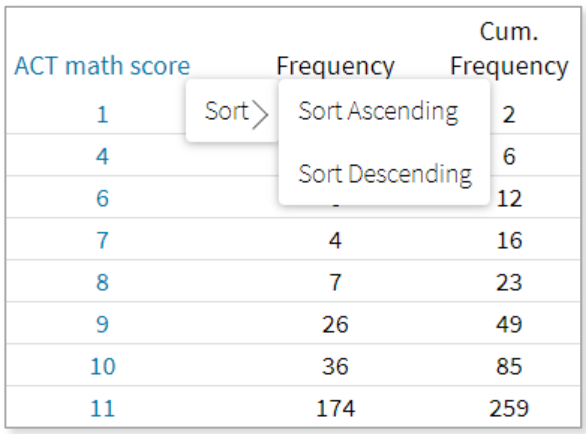


There are several options to add for analysis including Benchmarks, Understanding Complex Text Indicator, and Career Readiness.



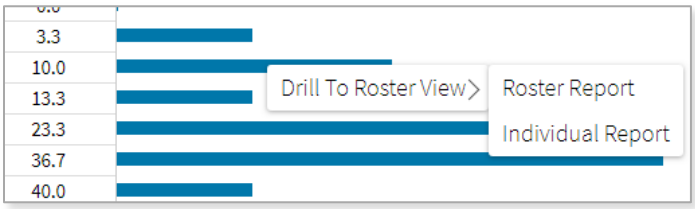
ACT math score	Frequency	Cum. Frequency	Percent	Cum. Percent
1	2	2	0.0	0.0
4	4	6	0.0	0.0
6	6	12	0.0	0.0
7	4	16	0.0	0.0
8	7	23	0.0	0.0
9	26	49	0.0	0.0
10	36	85	0.0	0.1
11	174	259	0.1	0.2
12	497	756	0.4	0.6
13	1578	2334	1.2	1.7
14	5904	8238	4.3	6.0
15	8502	16740	6.2	12.3
16	13874	30614	10.2	22.4
17	10203	40817	7.5	29.9
18	9116	49933	6.7	36.6
19	6467	56400	4.7	41.3
20	5959	62359	4.4	45.7
21	5576	67935	4.1	49.8
22	6353	74288	4.7	54.4

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



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.



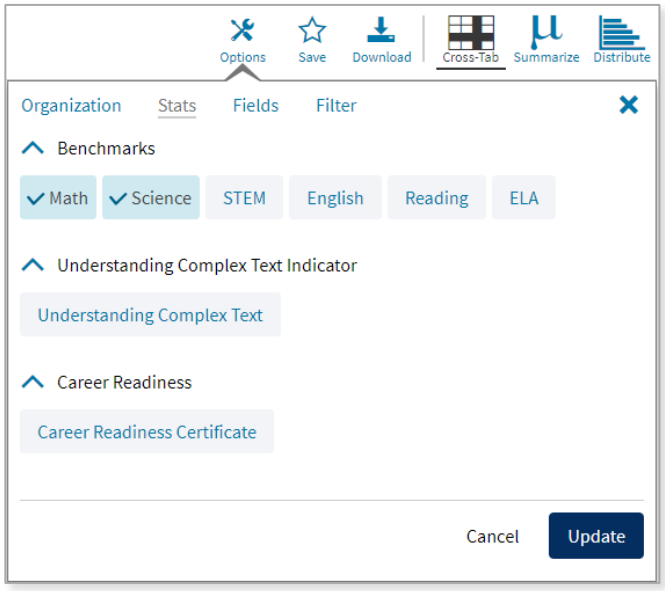
Users can also view summary statistics by demographic subgroups, such as gender and/or ethnicity, by selecting a demographic group in the Disaggregate tab in the Options menu.

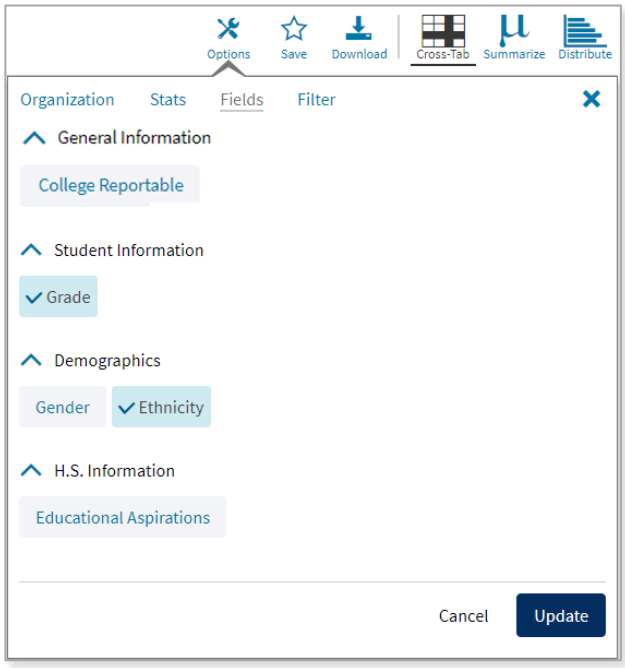
Cross-Tab

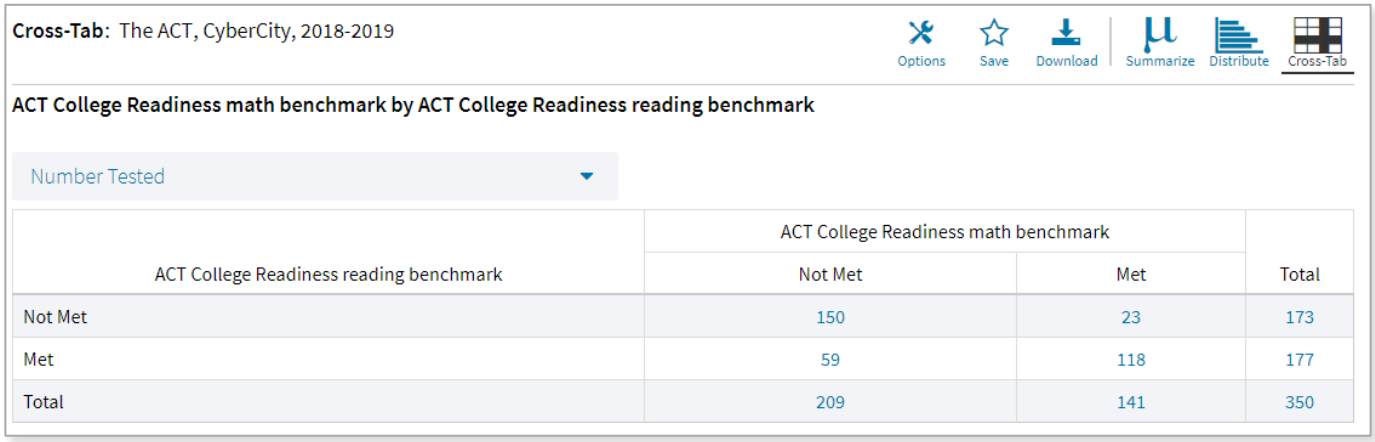
Generate a Cross-Tab report to create a two-way cross tabulation of your data to examine interrelations between categorical variables. Cross-tab reports can be viewed for two score variables or between a score and demographic variable.

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**.







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.

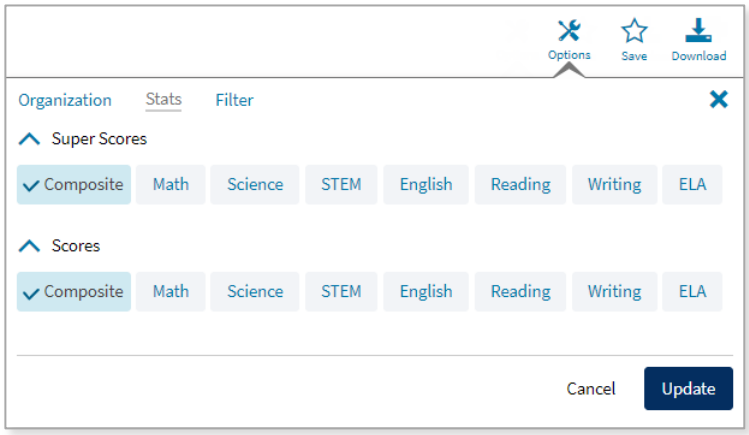
Drop-down to Change Data: Selecting the drop-down menu in the Cross-Tab report allows users to change the data viewed in the report with several options including **Number Tested**, **Percent of Total**, **Percent of Variable 1**, and **Percent of Variable 2**.

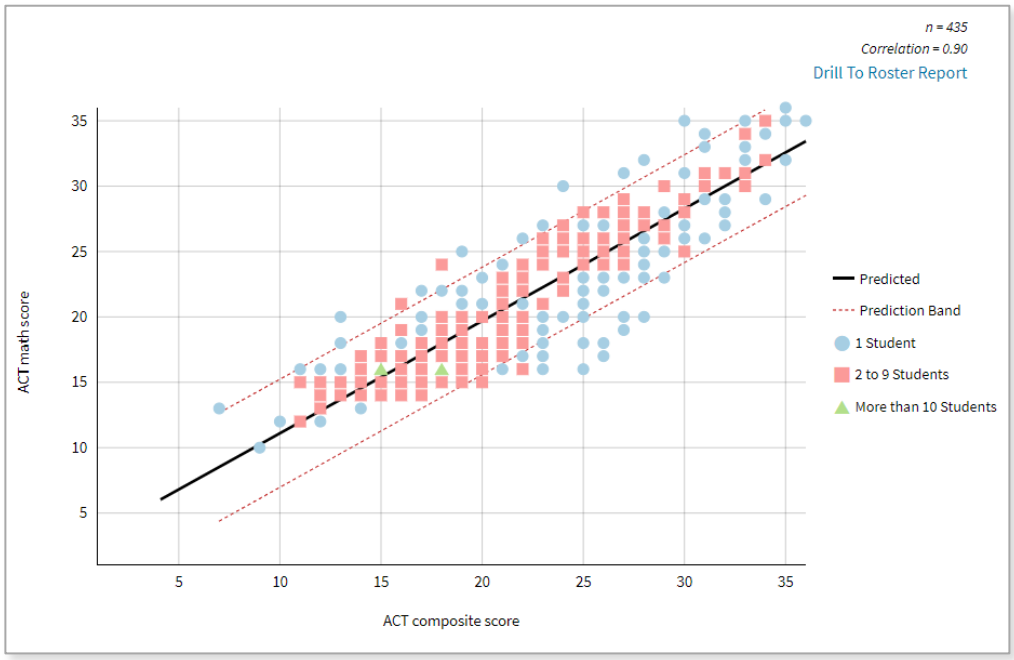
Scatter Plot

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.

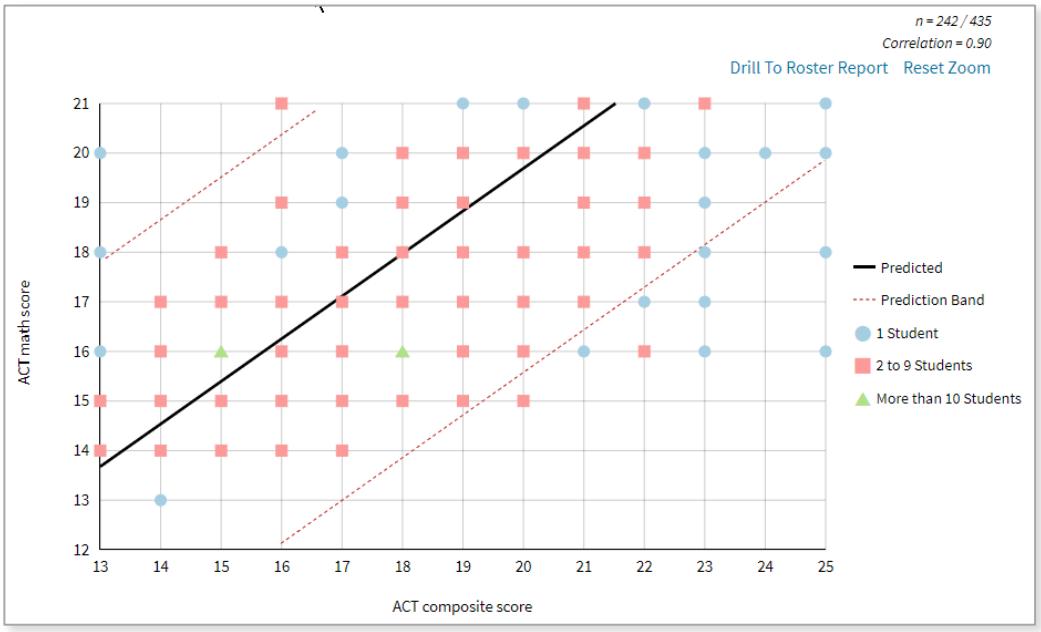
Sample Report

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**.





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.



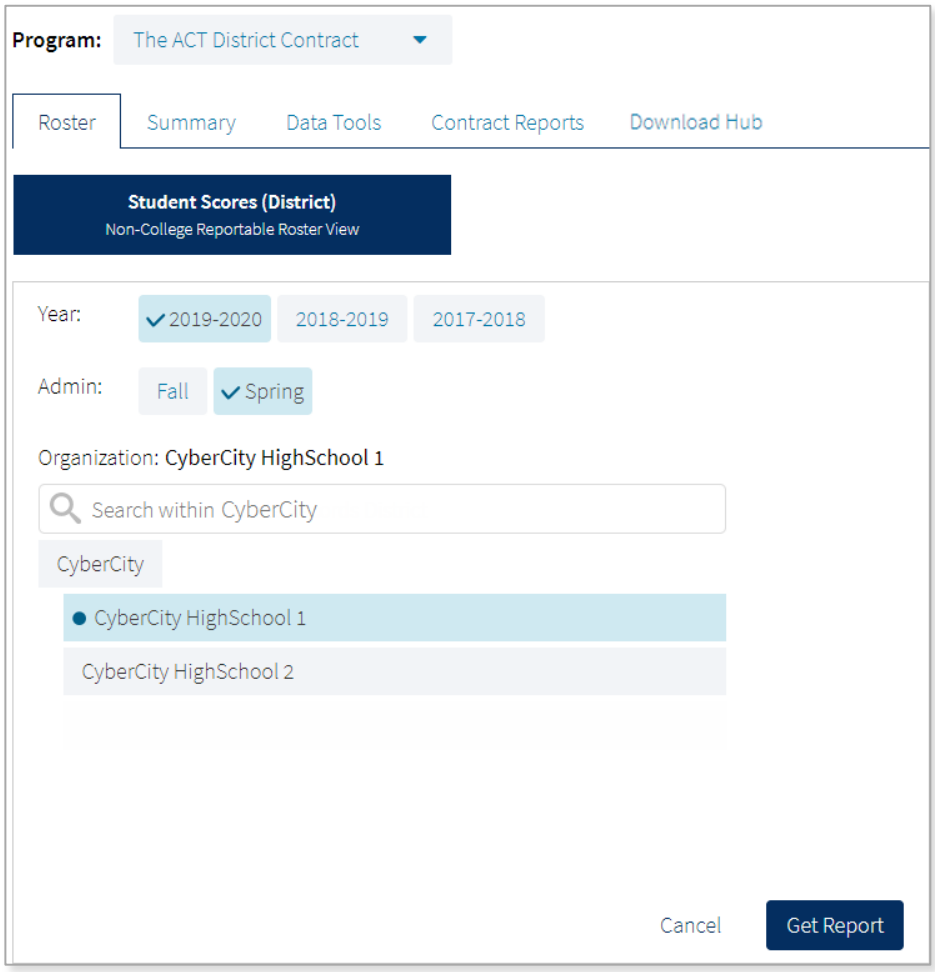
Users may select **Drill to Roster** to drill to a roster report view for the students shown in the current scatter plot view.

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.



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

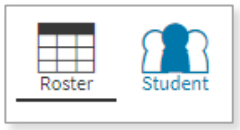
ACT ID	Last Name	First Name	MI	Test Date	DOB	Composite Score	Math Score	Science Score	STEM Score	English Score	Reading Score
-99918129	Doe	John004	D	April 2020	06/17/2002	18	20	20	20	14	16
-99983040	Doe	John005	D	April 2020	08/09/1999	19	16	21	19	16	24
-99963830	Doe	John005	D	February 2020	11/17/1999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

Page 1 of 30
Displaying 1-20 of 582

Jump to: 1 Go

Viewing Options

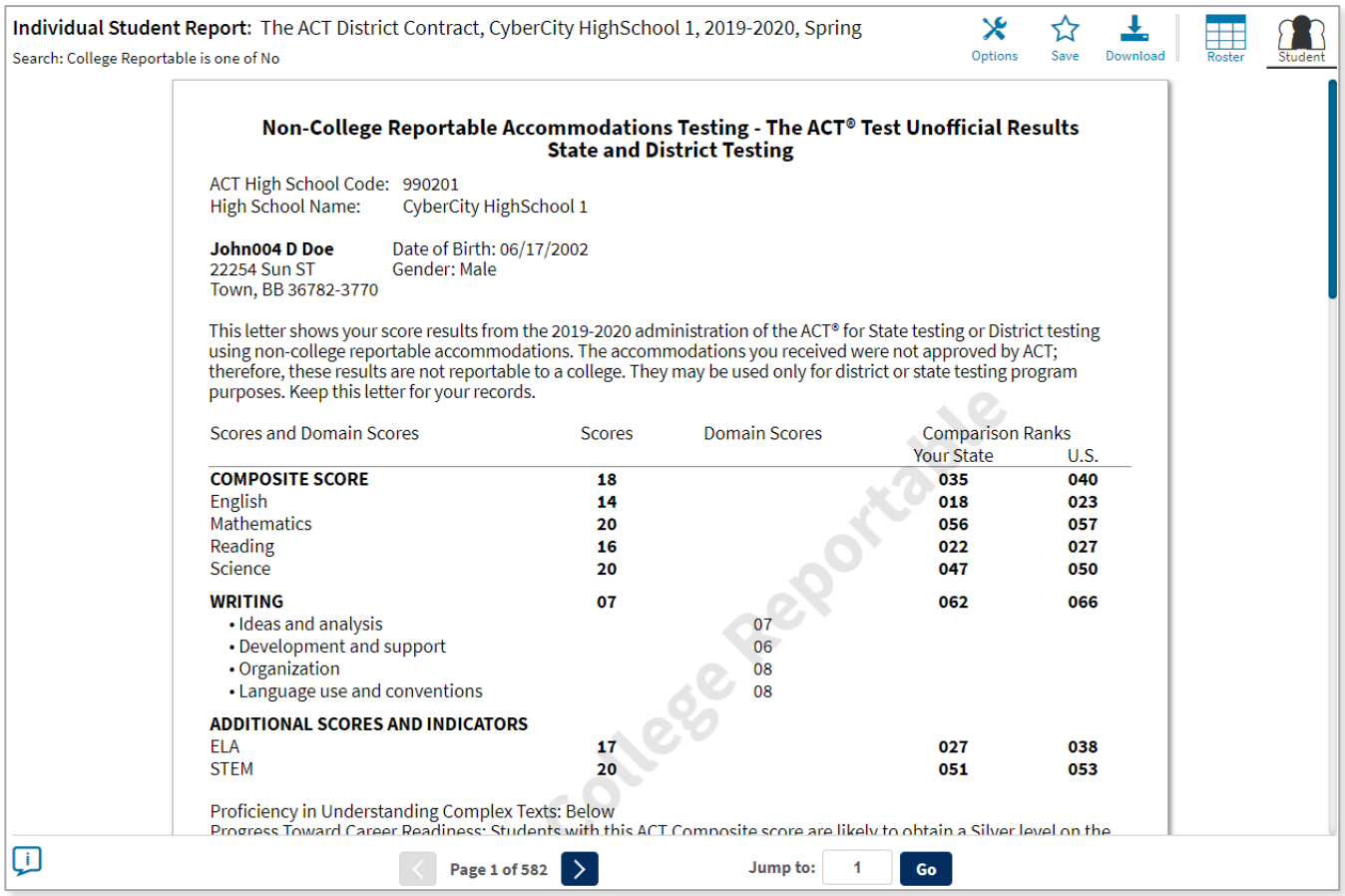
Select one of the available buttons to change to a roster or student view of the selected data options.



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

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

Options Save Download Roster Student

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	Comparison Ranks 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

Page 1 of 582 Jump to: 1 Go

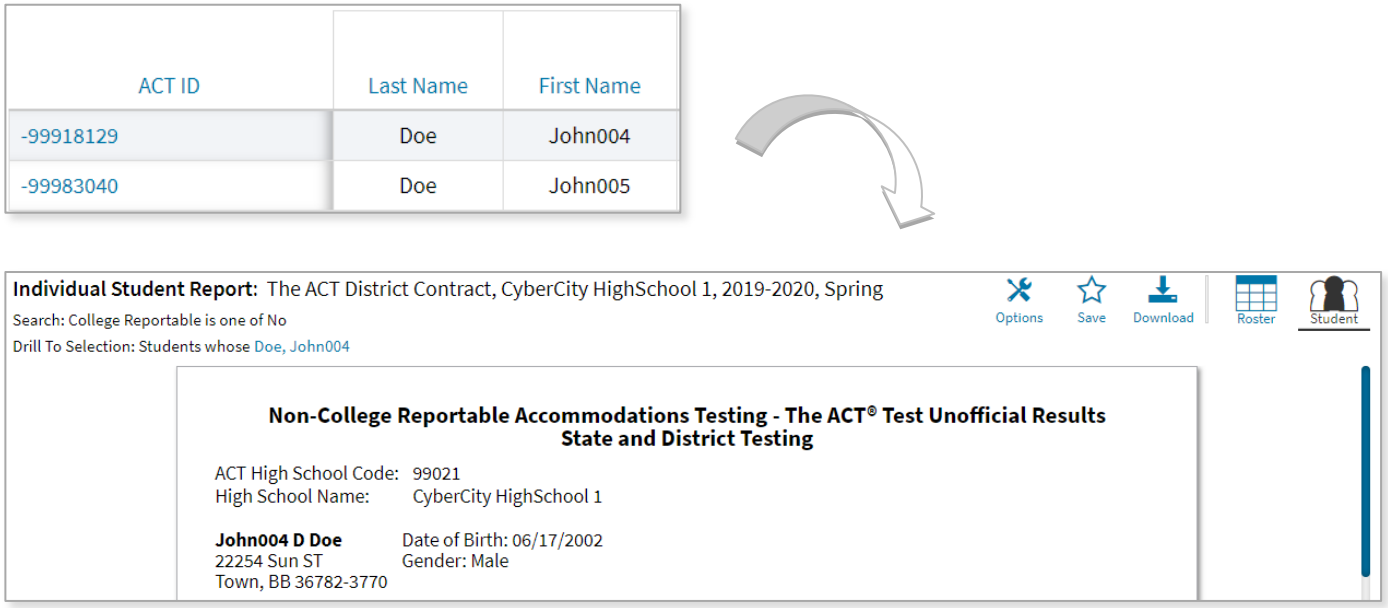
Individual Report View

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).

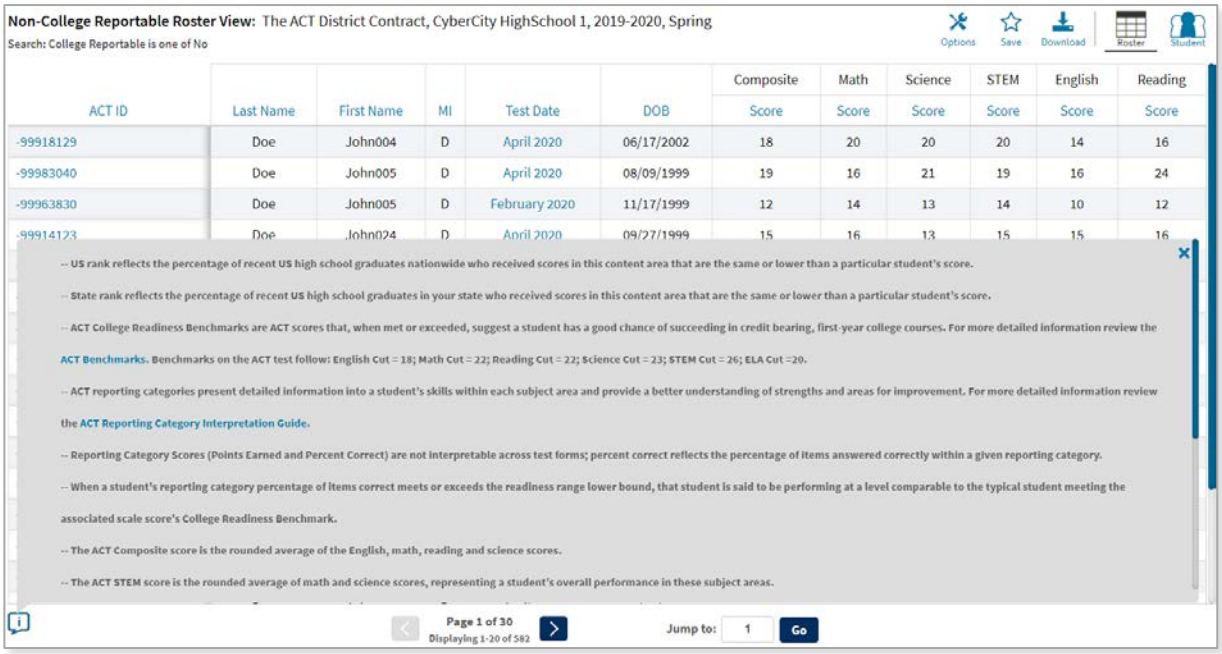
General Functionality

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.



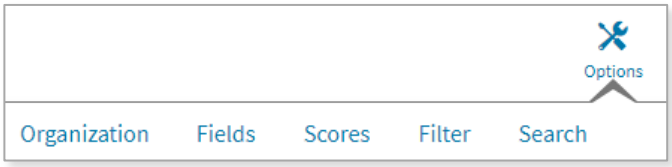
To sort columns into ascending or descending order, select the column head and select **Sort**.

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



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.

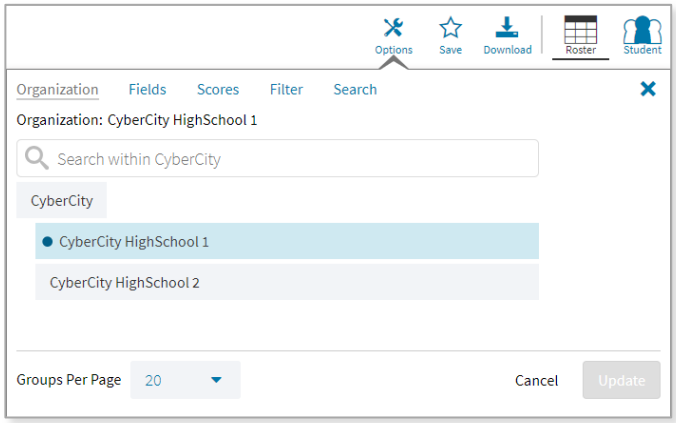


Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

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

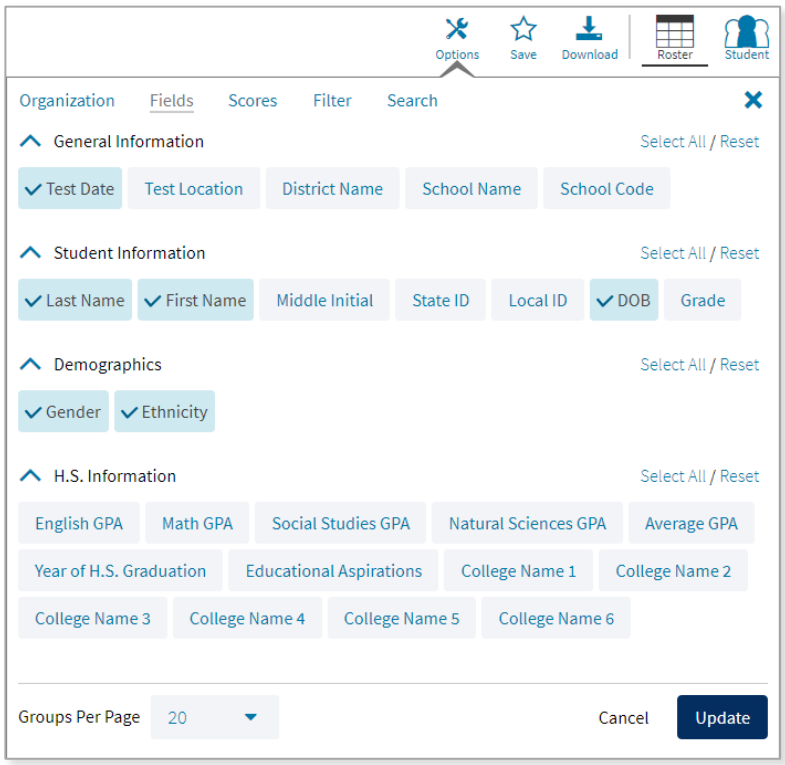
Options—Organization

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

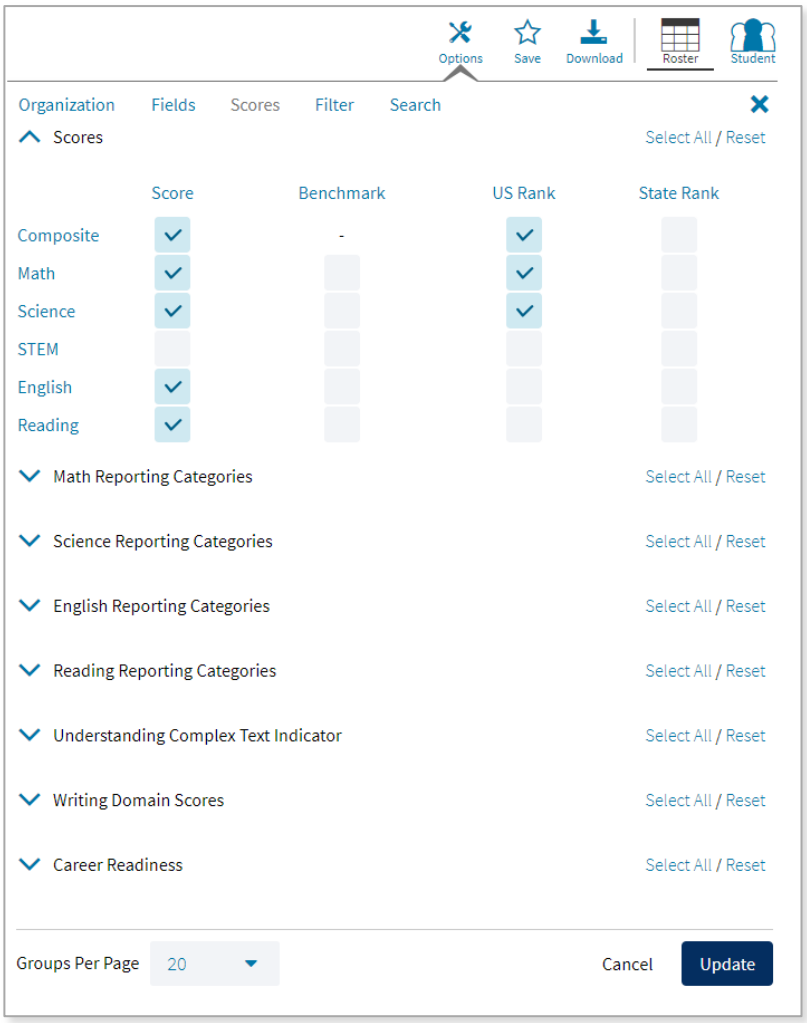
The **Fields** tab allows users to select student identification information, test information, and demographics to view on the report. Apply the appropriate demographics and select the **Update** button to add these fields as columns to the report.



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.

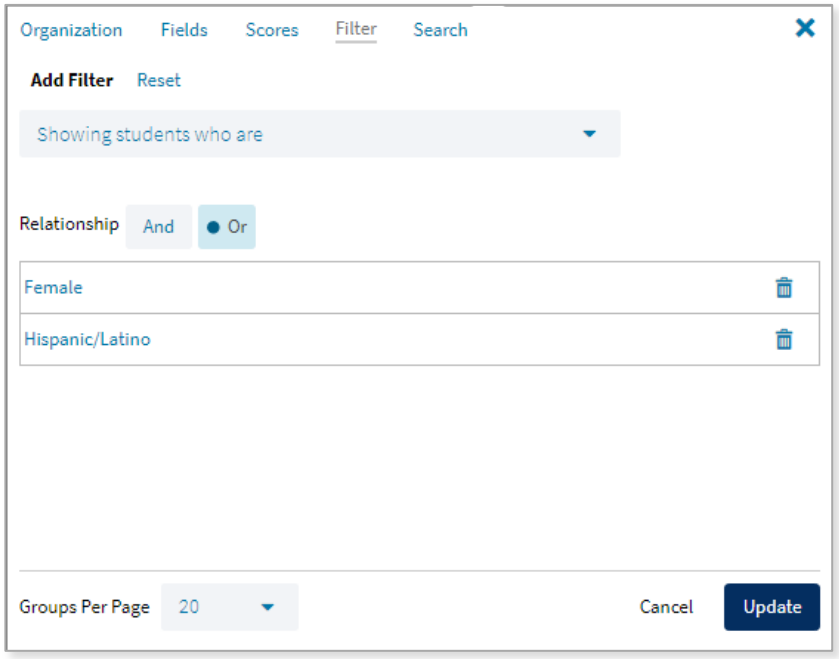


Options—Filter

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**.

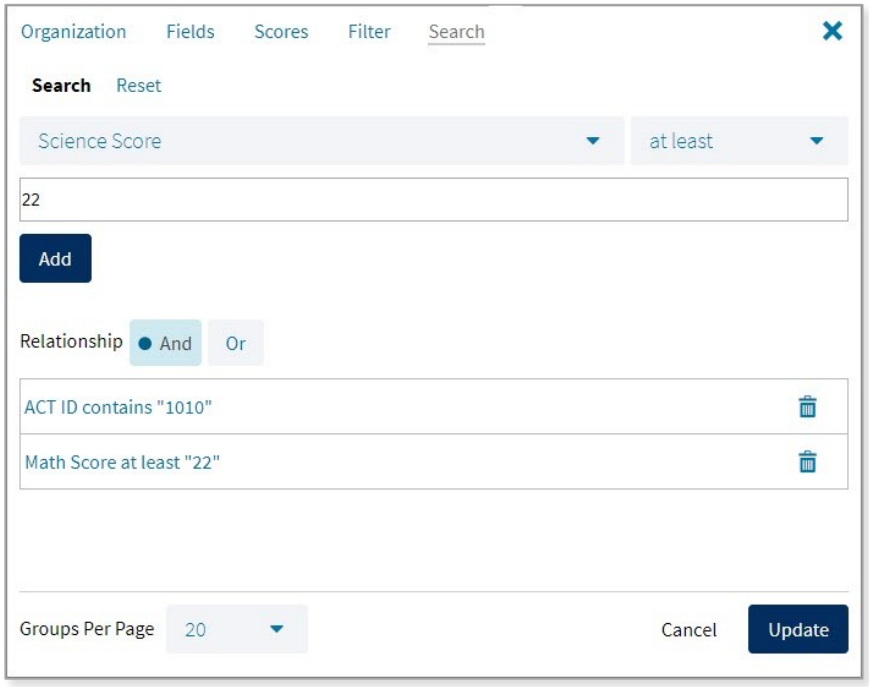
Selections display as boxes next to "Showing students who are." Select the trash can icon displayed to remove the selection.



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:

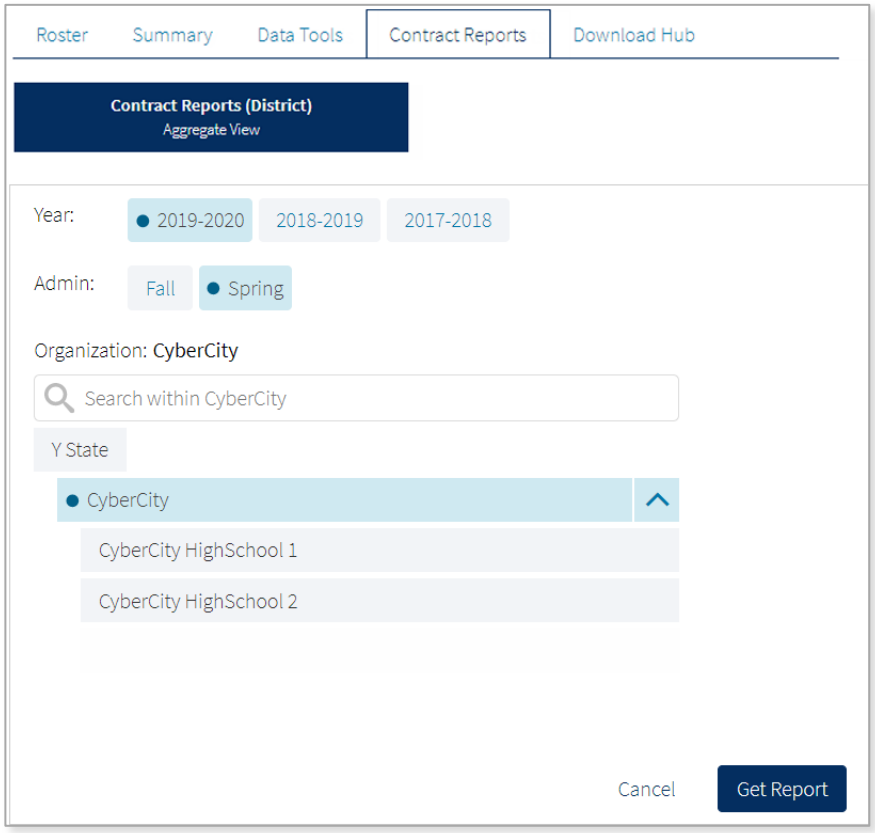
1. Select ACT ID from the drop-down menu.
2. Enter the ACT ID, or part of the number, for the student needed.
3. Select the **Add** button**.**
4. Select the **Update** button. The report will refresh showing only students matching the search criteria.



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.

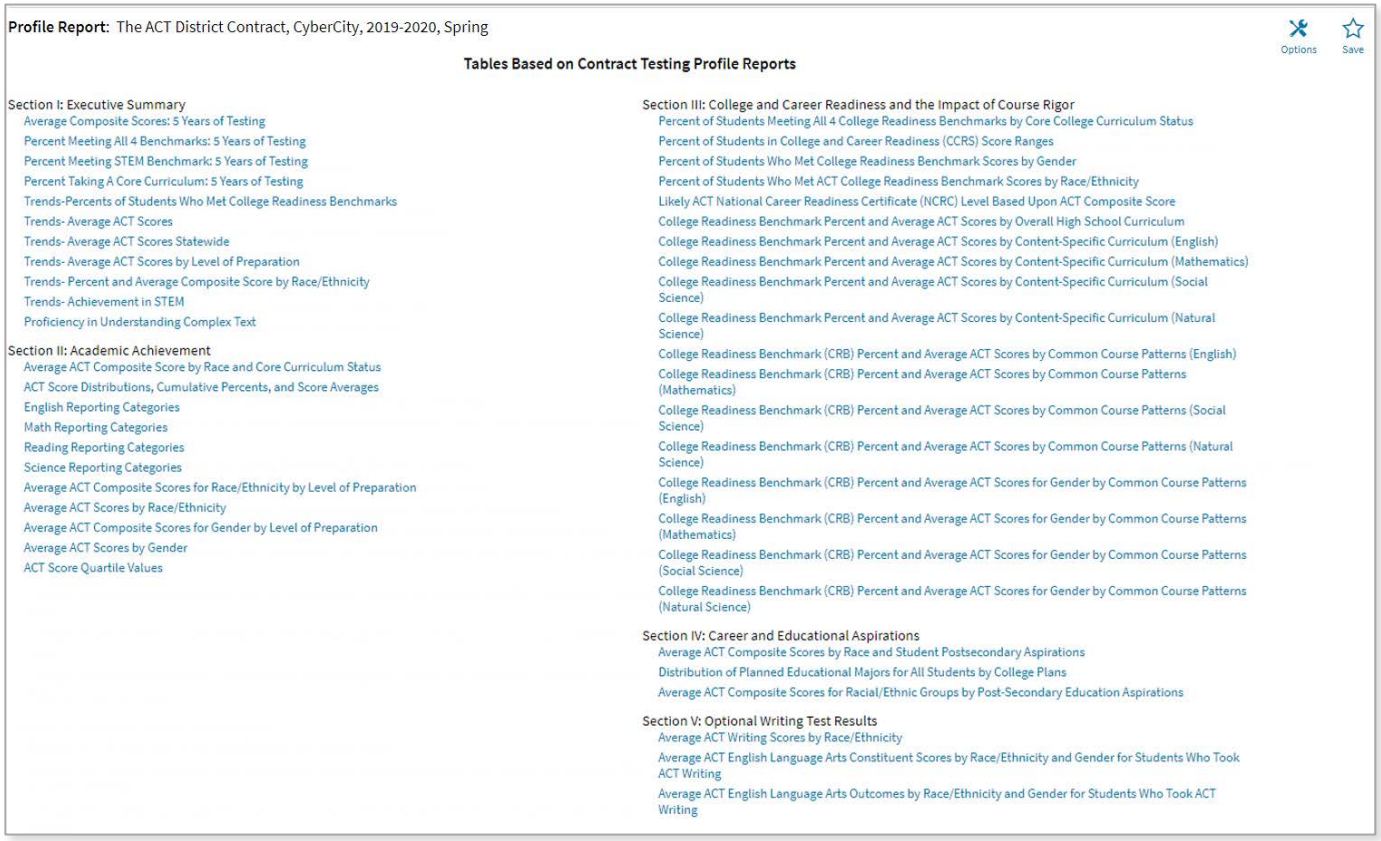
Note: Contract Reports will be available to all Users (Limited and Normal) for Contract Programs.



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.

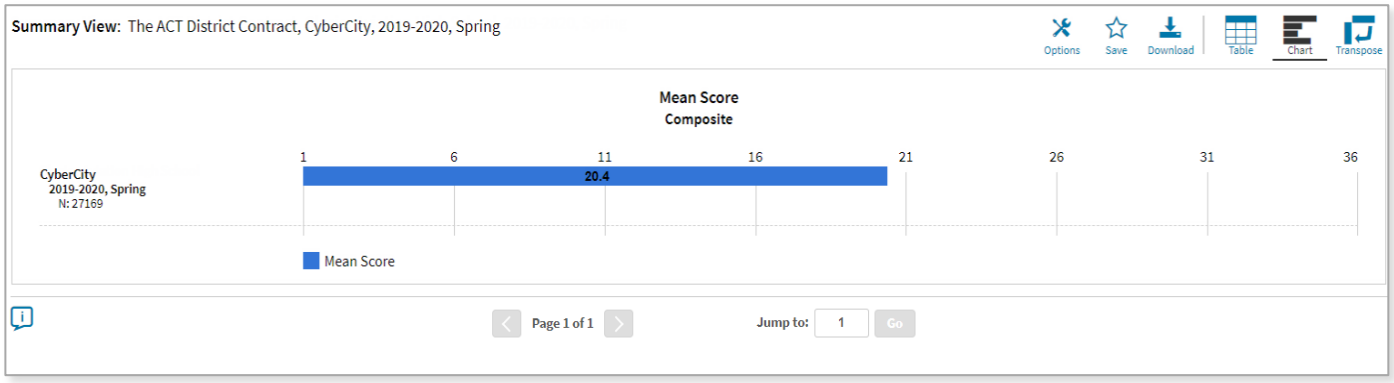
Sample Report

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



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:

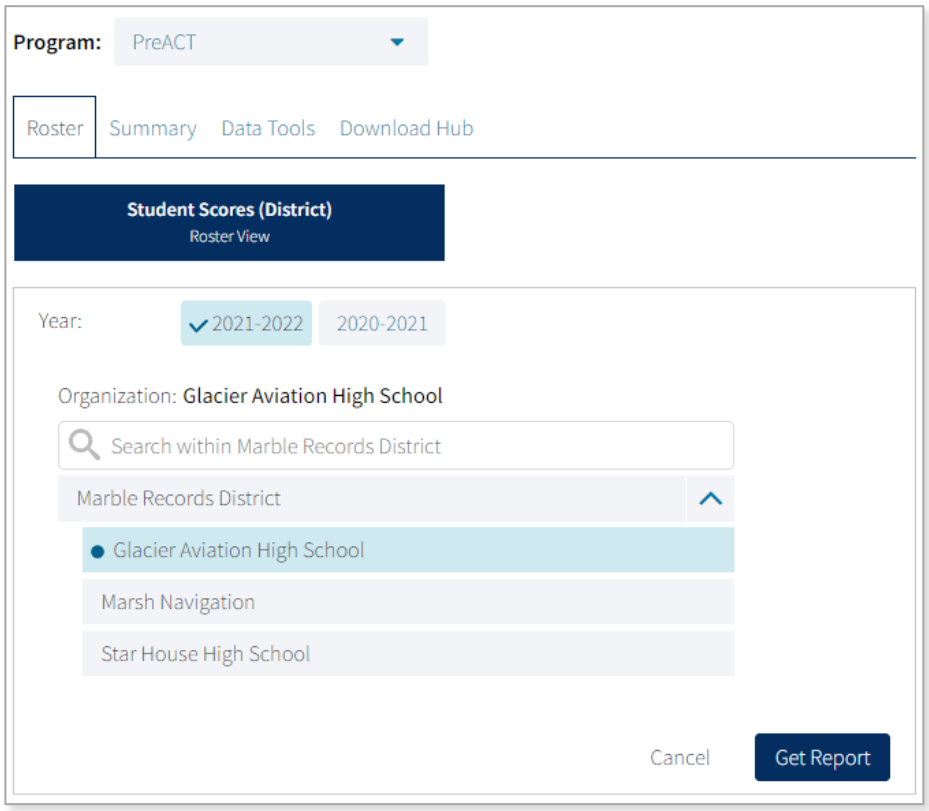


PreACT and PreACT 8/9 Program Reports

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.



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

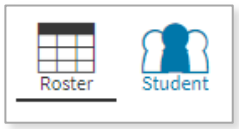
Last Name	First Name	MI	Student ID	Test Date	District Name	School Name	School Code	DOB	Grade	Career Choice
		B	20212264234	April 2022	Marble Records District	GLACIER AVIATION HIGH SCHOOL	608803	05/20/2002	OO	Medical Diagnosis & Treatment
		T	20216213534	April 2022	Marble Records District	GLACIER AVIATION 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

Page 1 of 17
Displaying 1-20 of 335

Jump to: 1 Go

Viewing Options

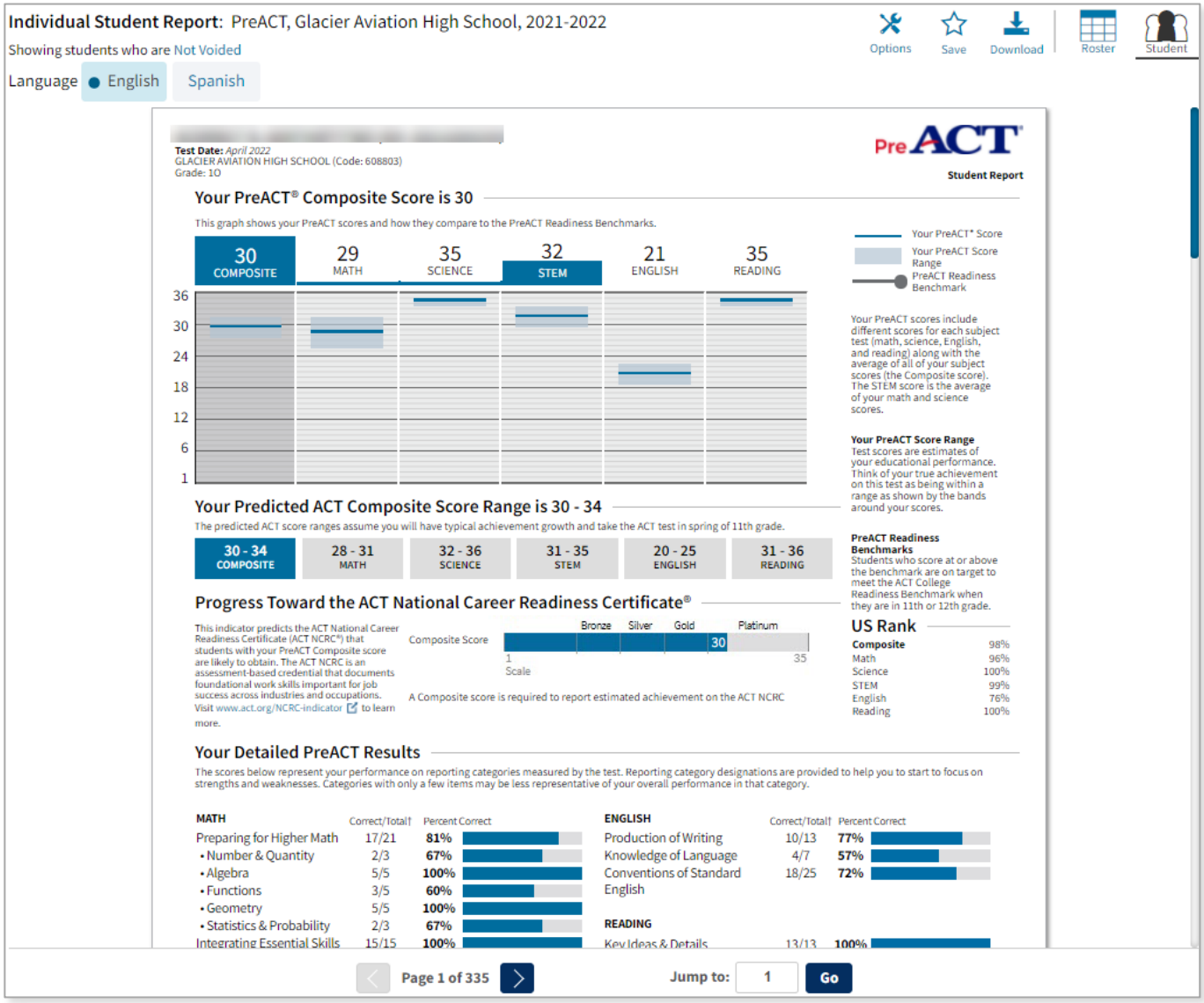
Select one of the available buttons to change to a roster or student view of the selected data options.



- 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

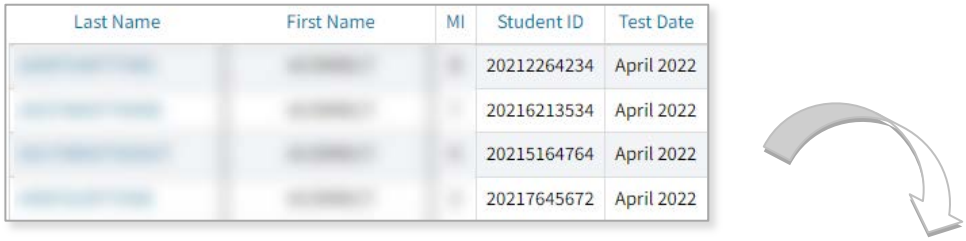
From the Individual Report view, use the navigation arrows at the bottom of the report to page through the reports. Users may also jump to a specific page/report.

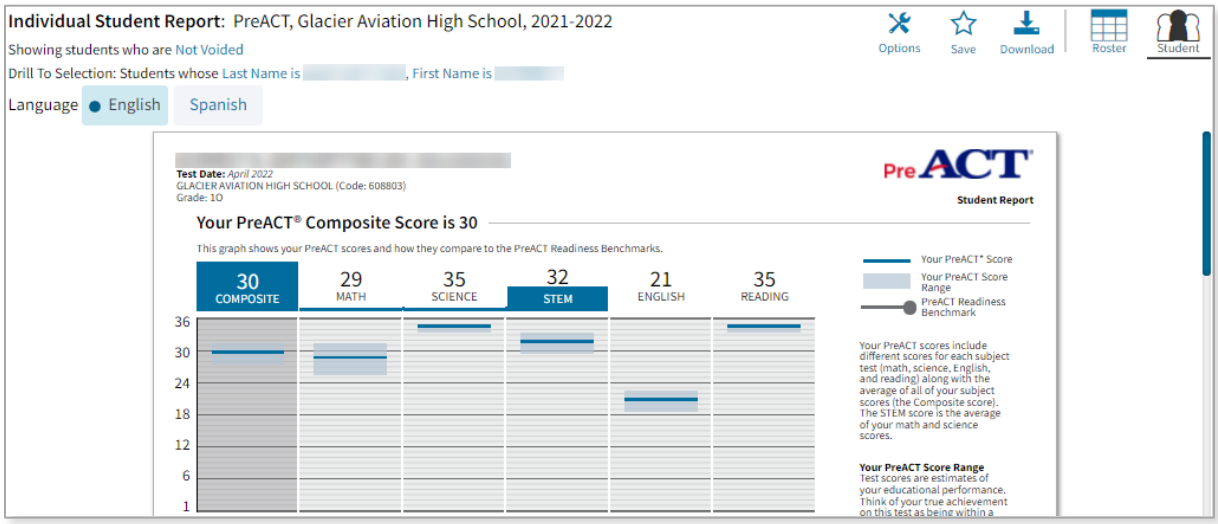
- Select **Options** in the top menu to utilize the Search and Filter options and refine the group of individual reports being viewed based on score and/or demographic criteria. (See "Customization Options" for further details.)

- 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).

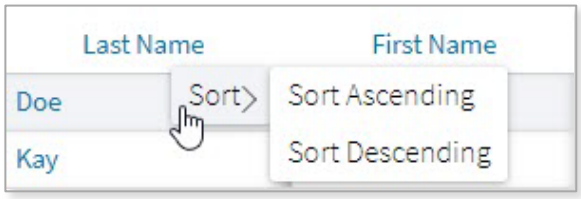
General Functionality

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.



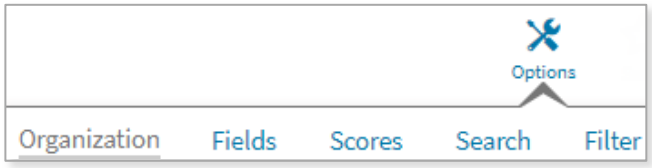


To sort columns into ascending or descending order, select the column head and select **Sort**.



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.

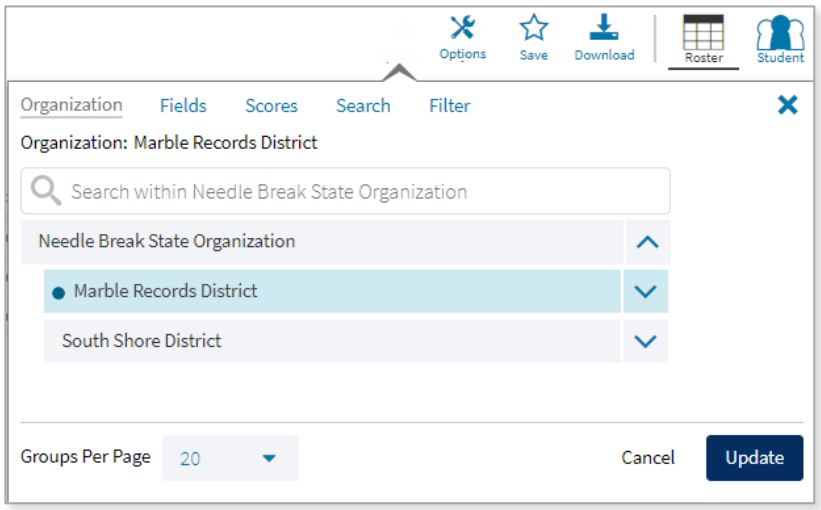


Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

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

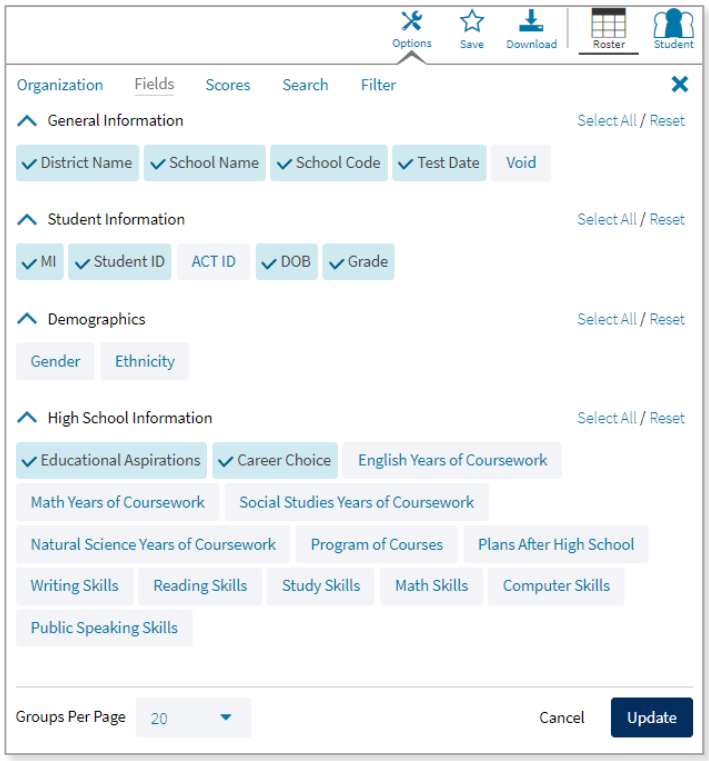
Options—Organization

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

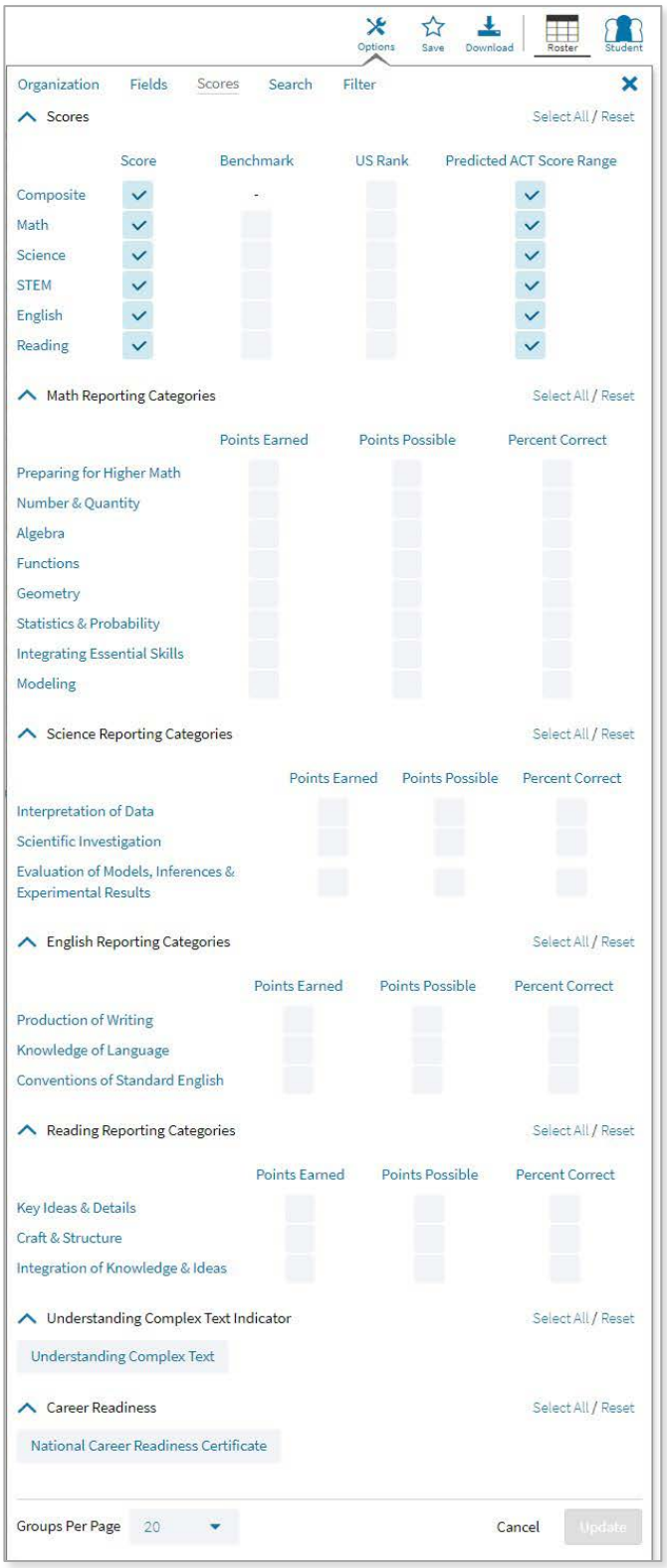
The **Fields** tab allows users to select general information, student identification information, and demographics to view on the report. Apply the appropriate demographics and select the **Update** button to add these fields as columns to the report.



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

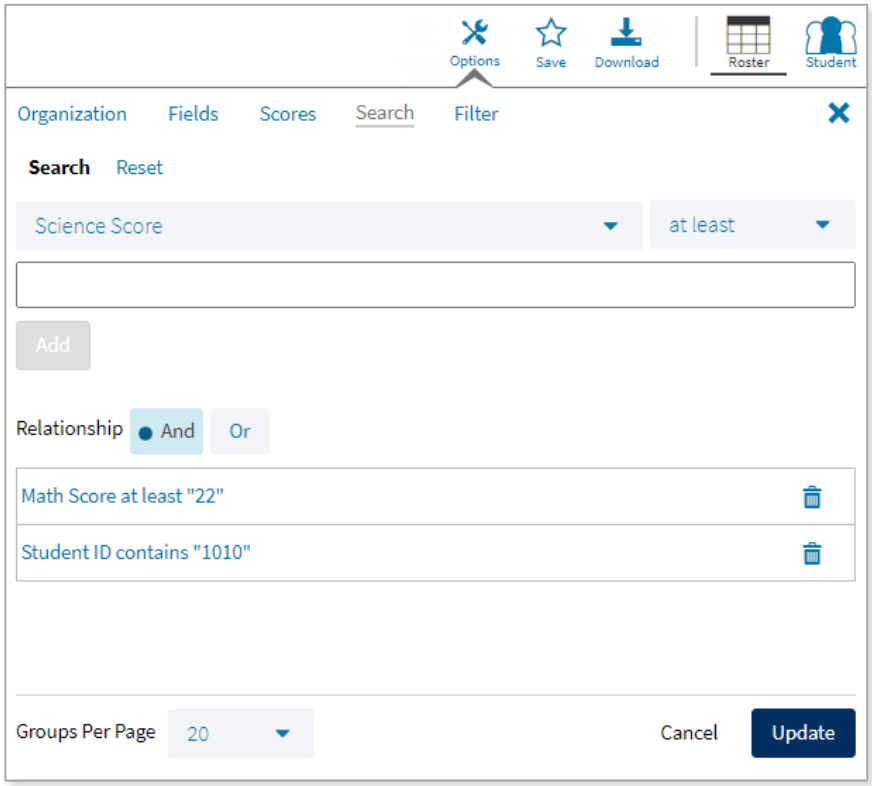
The **Scores** tab can be used to select scores to view on the report. Select checkboxes for Score, Benchmark, US Rank, State Rank, Predicted ACT Score Range, and/or Reporting Categories. To view all scores and reporting categories, select the **Select All** link. Select the **Update** button to view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



Options—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.

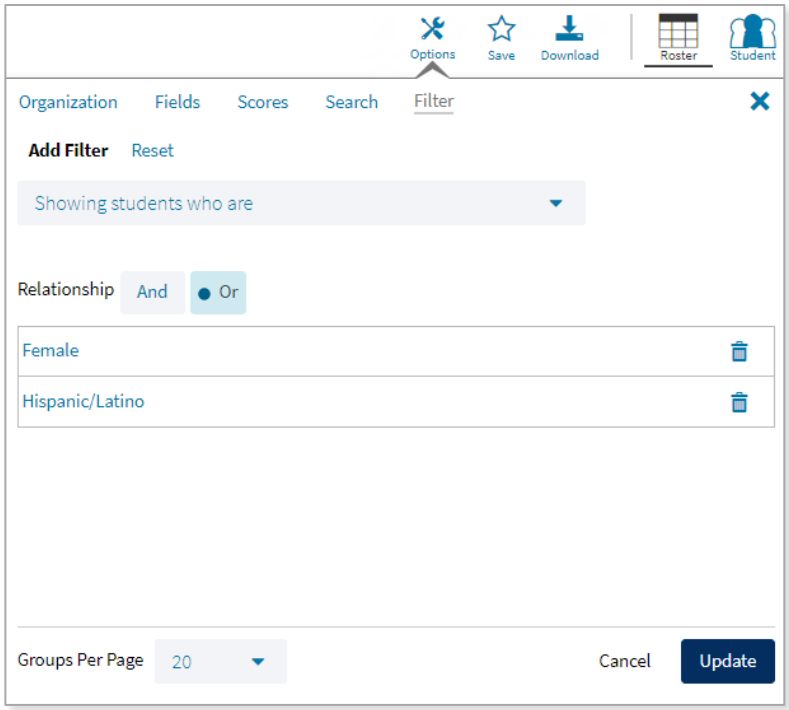


Options—Filter

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.

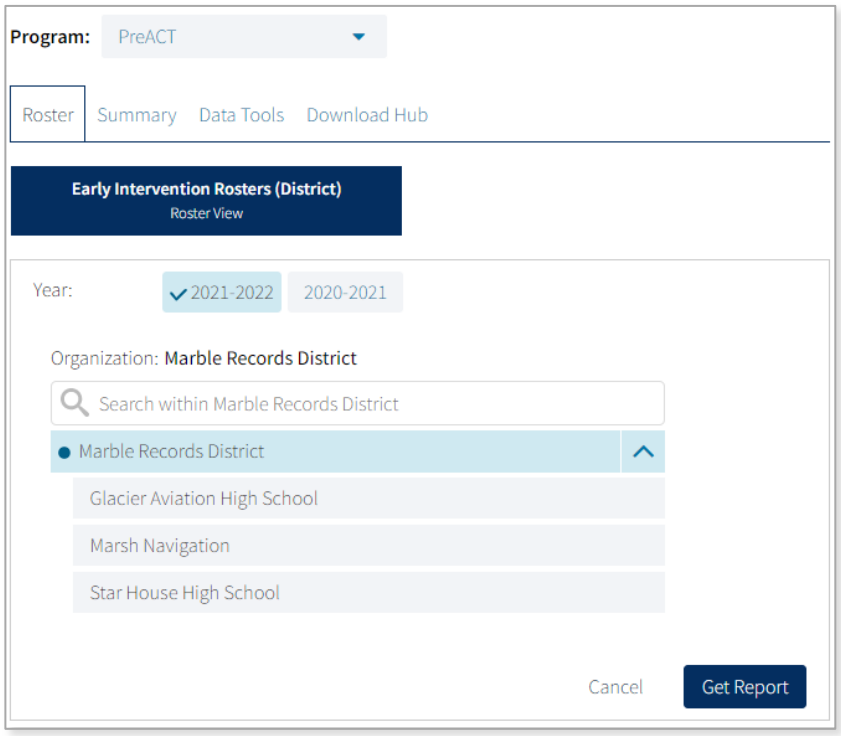
For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

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



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.



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

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

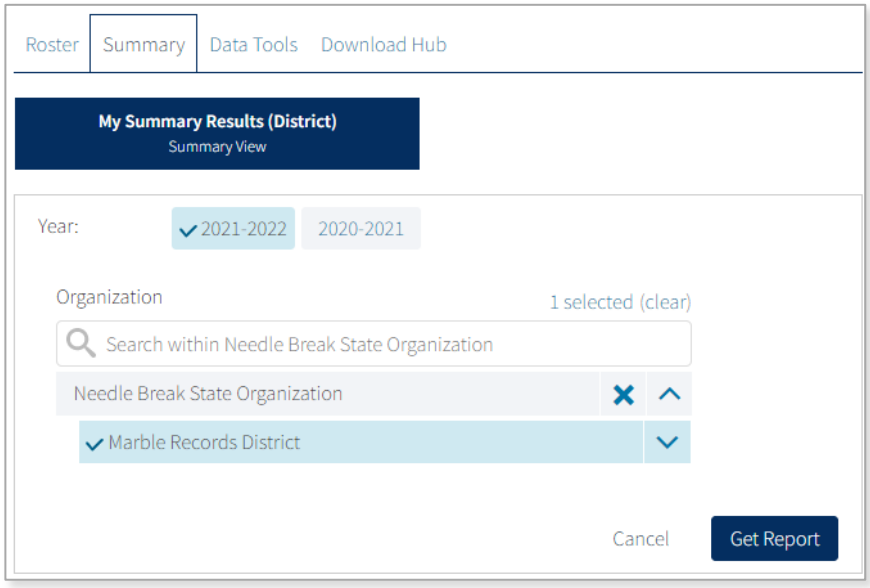
Summary Reports

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**

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.



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

		Composite		Math						Science						STEM					
Group	Year	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 I o Interve
					%	%	%	%	%		%	%	%	%	%		%	%	%	%	%
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	5

Note: Groups that have no data will not populate.

Viewing Options

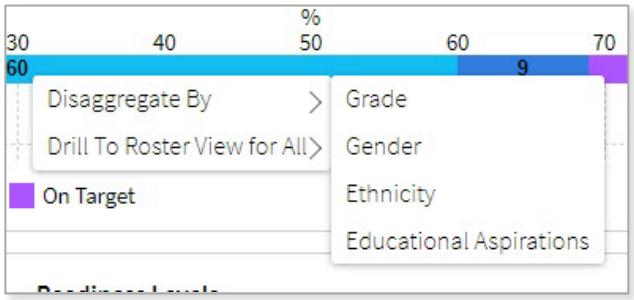
Select one of the available buttons to change to a chart or transpose view of your selected data options

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

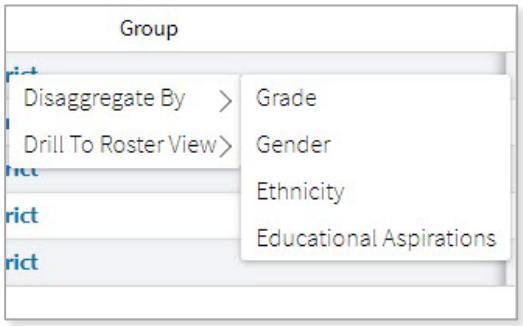
Options Save Download Table Chart Transpose

Group	Subject	Year	Valid Number	Readiness Levels		
				% 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.



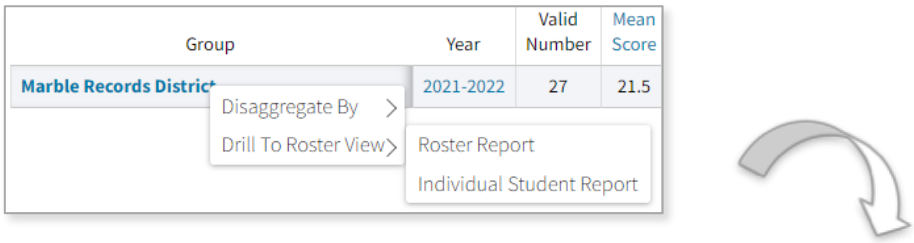
Summary View: PreACT, Marble Records District, 2021-2022

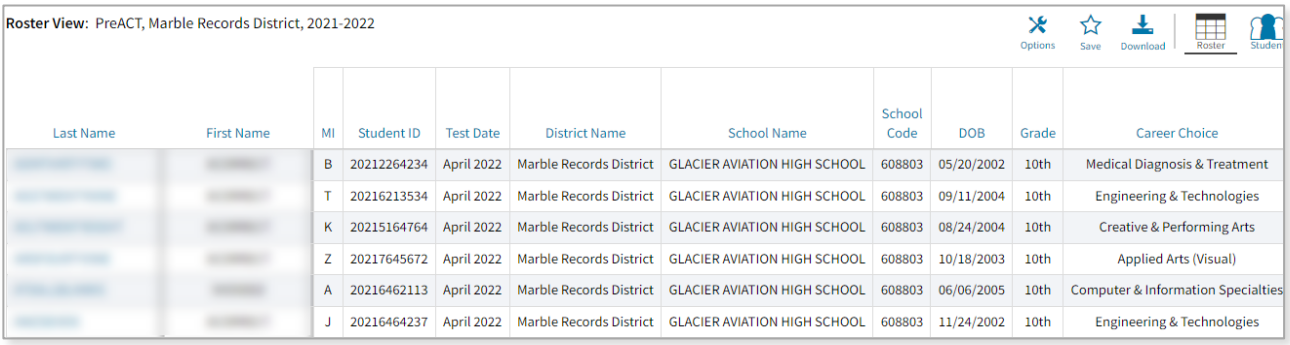
Options Save Download Table Chart Transpose

		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
Group	Year	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
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

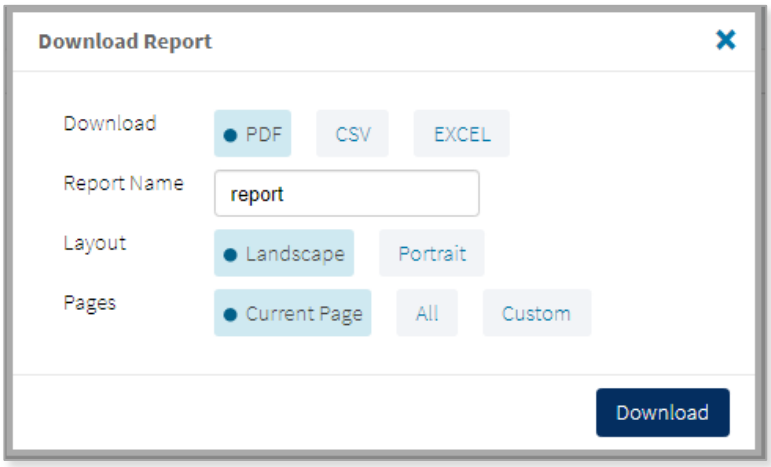
Drill to Roster View: Selecting a group name in the tabular view or a bar in the chart view displays a menu allowing you to drill to a Roster Report or set of Individual Reports for that group.

Note: Drill down is not available for state organizations.





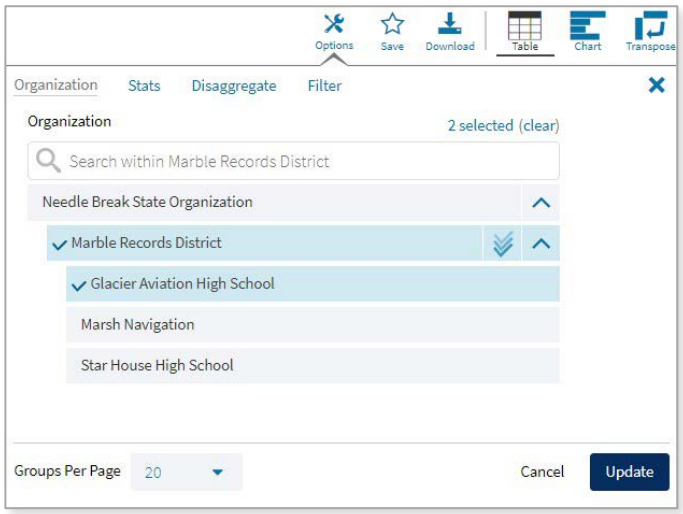
Download: Selecting the **Download** button allows you to download the repot as a pdf, csv, or Excel file. If the number of records is greater than 200 for a standard report, the request will be sent to the Queued PDFs section of the Download Hub. (See "Queued PDFs" for further details).



Customization Options

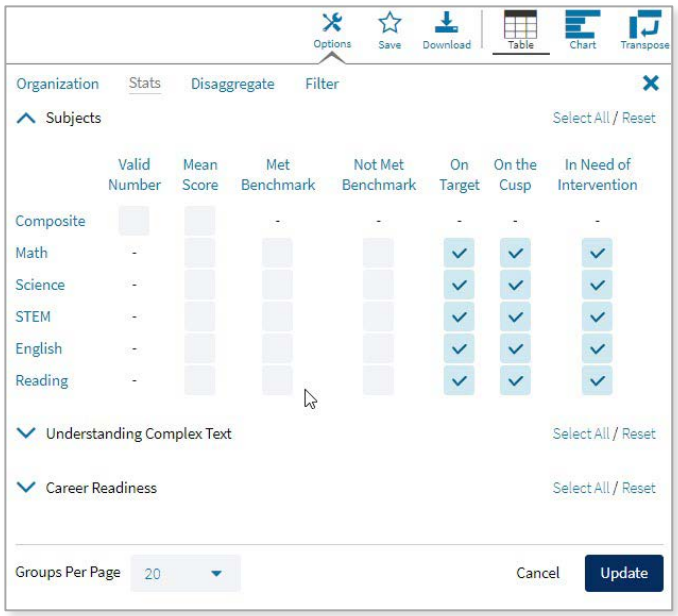
Options—Organization

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—Stats

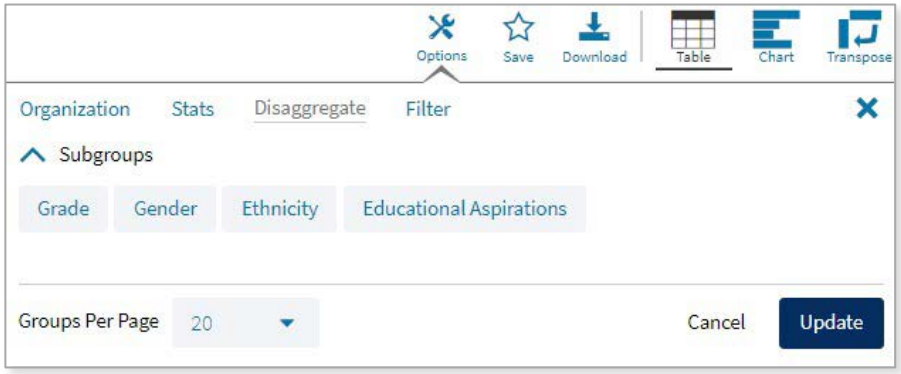
Use the **Stats** tab to select stats or scores by subject to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, select the **Select All** link. To clear. select the **Reset** link. Select the **Update** button to view the selections in the report.



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.

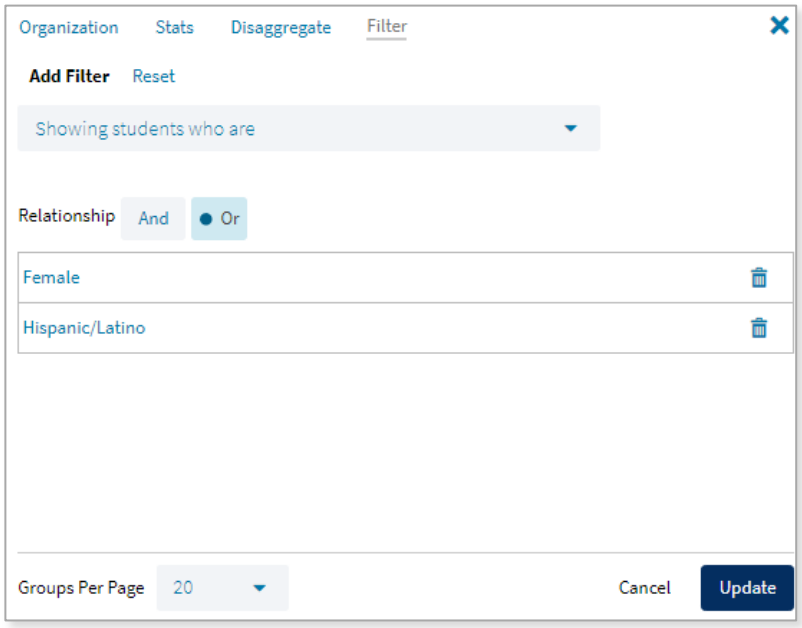


Options—Filter

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.

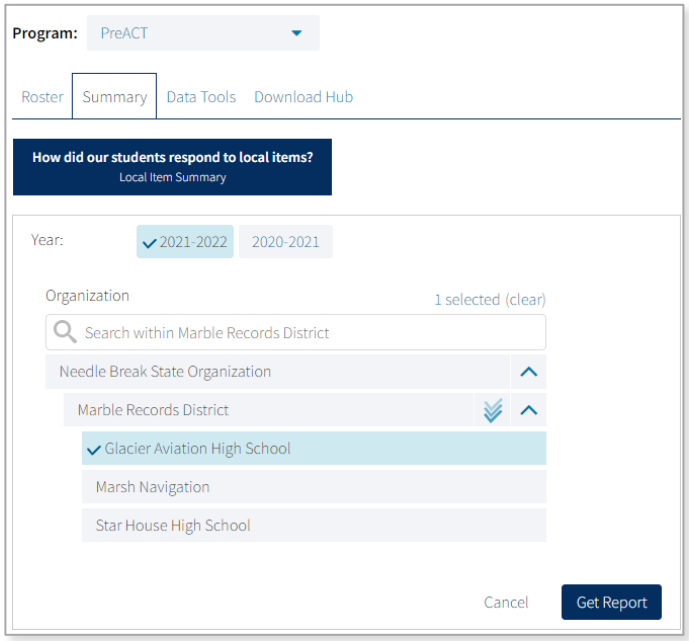
For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

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



Local Item Summary

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



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

Options Save Download Transpose Chart

			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

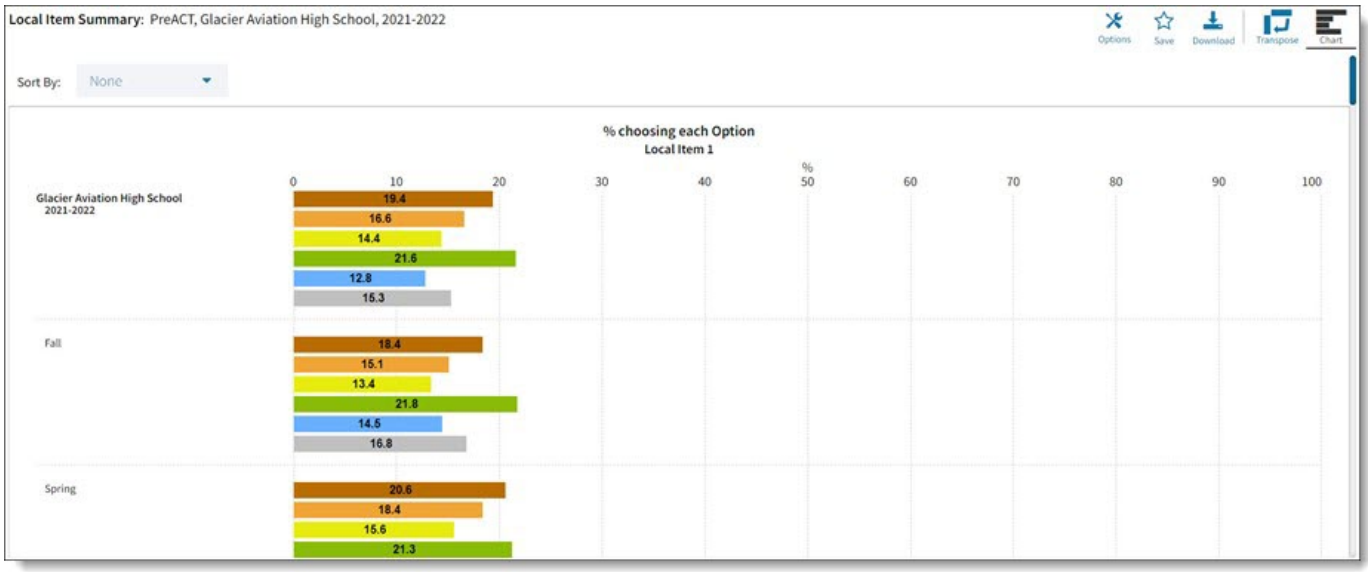
Viewing Options

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

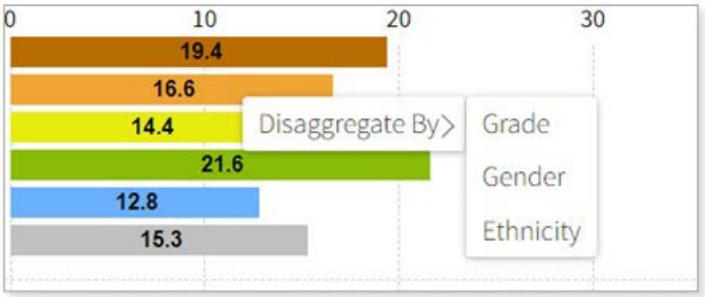
Note: The Transpose the default view.

Report Chart View

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



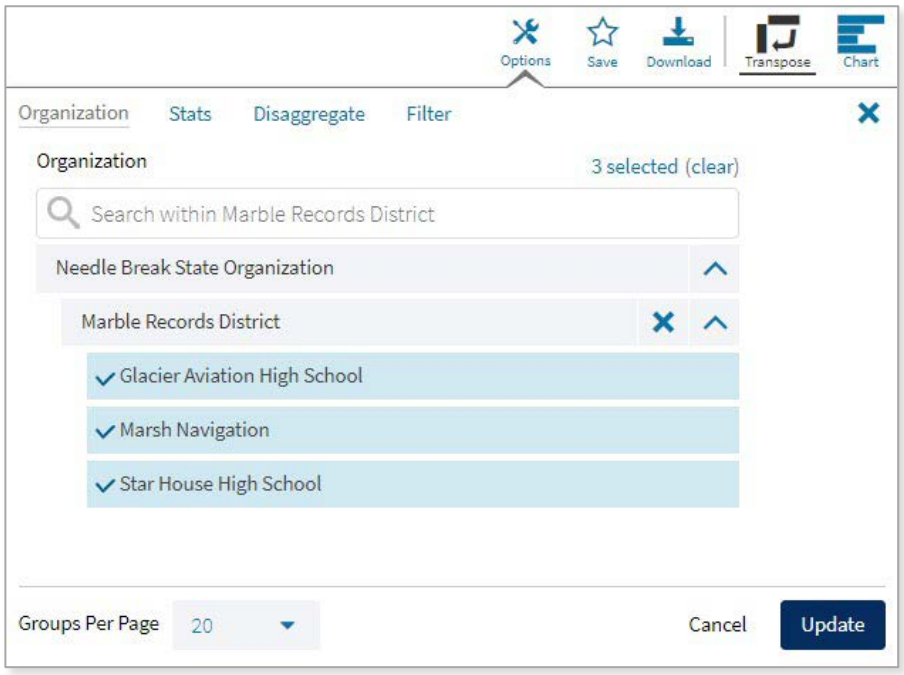
Note: Selecting the chart bars will allow users to disaggregate by subgroup.



Customization Options

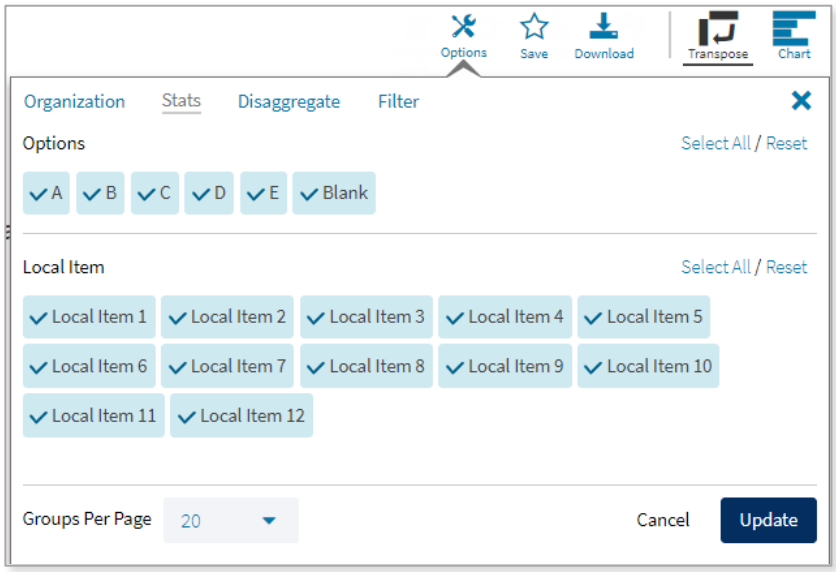
Options—Organization

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.



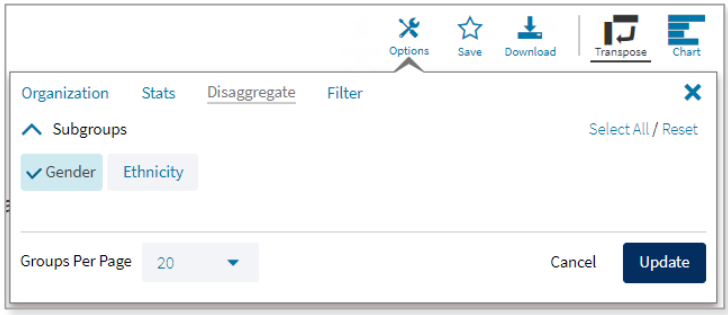
Options—Stats

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.



Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.

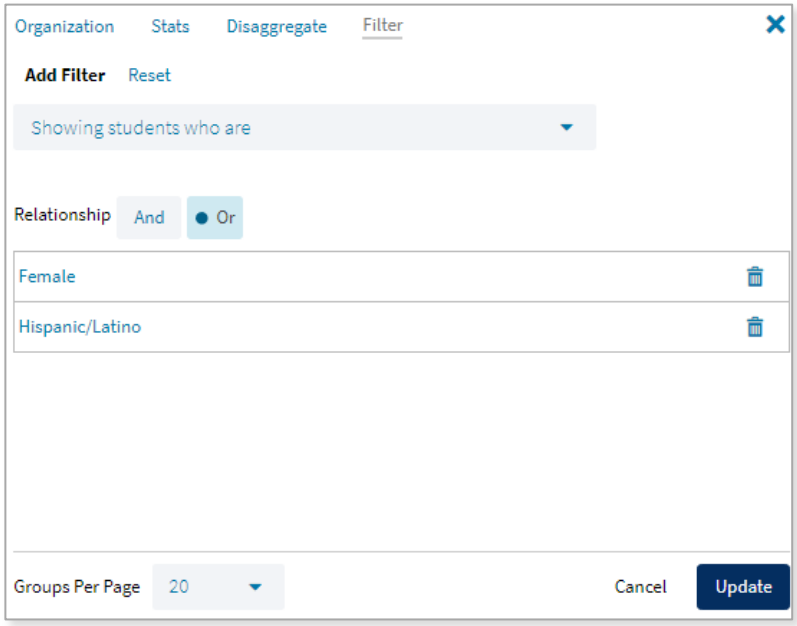


Options—Filter

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.

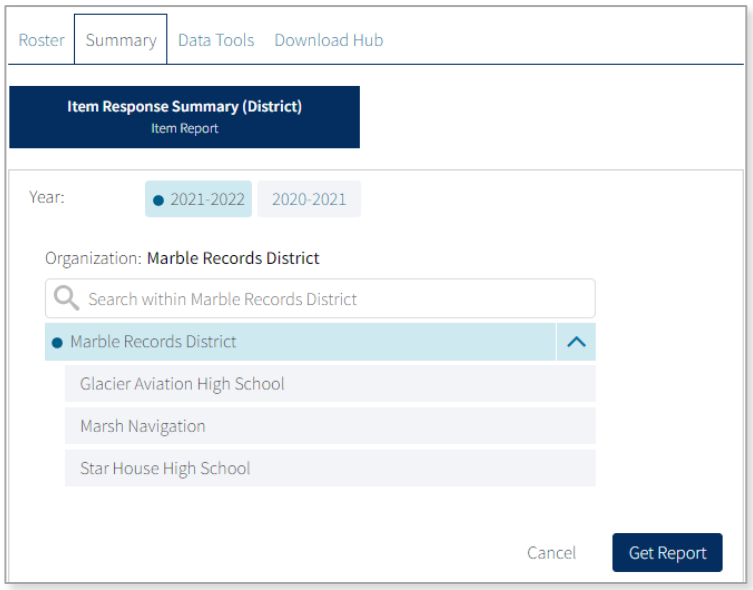
For example, to view students who are either Hispanic or female, select **Female and Hispanic/Latino**. Then, select the **Or** button to change the relationship from **And** to **Or** and select **Update**.

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



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.



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

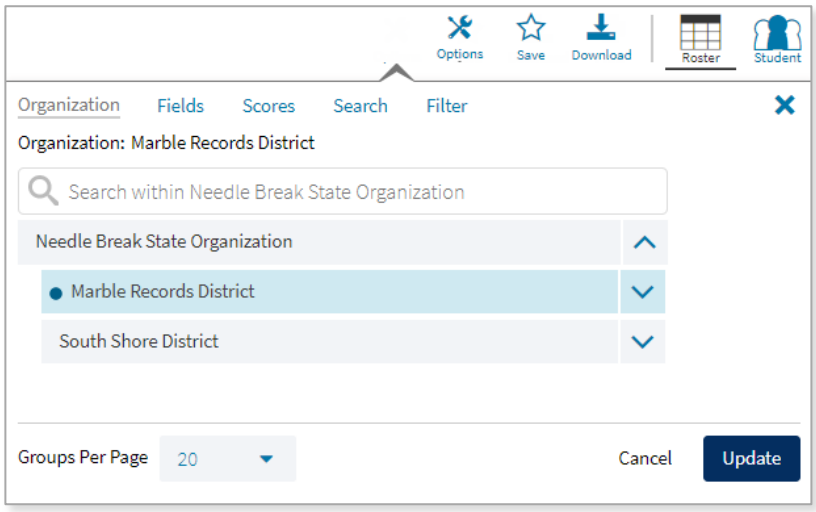
Options Save Download

				Item Information		Response Analysis					
Subject	Grade	Reporting Category	Total Students	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

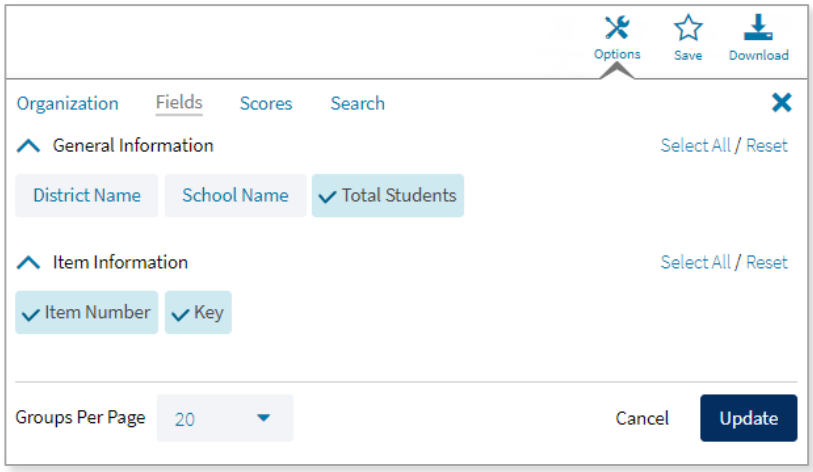
Options—Organization

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.



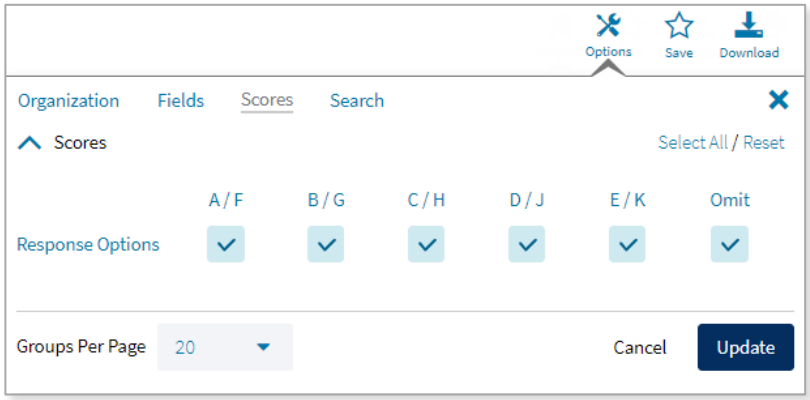
Options—Fields

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—Scores

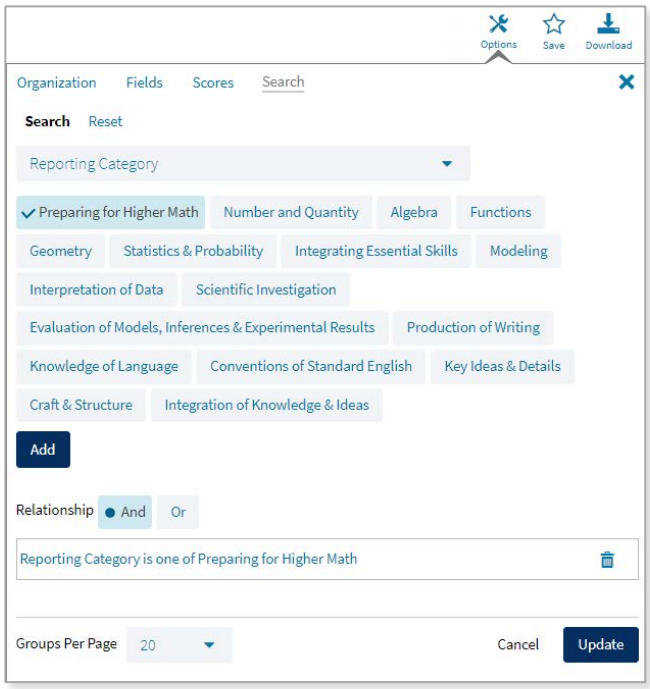
The **Scores** tab can be used to select scores to view on the report. Select checkboxes for Response Options. To view all scores, select the **Select All** link. Select the **Update** button to view the selections in the report.



Options—Search

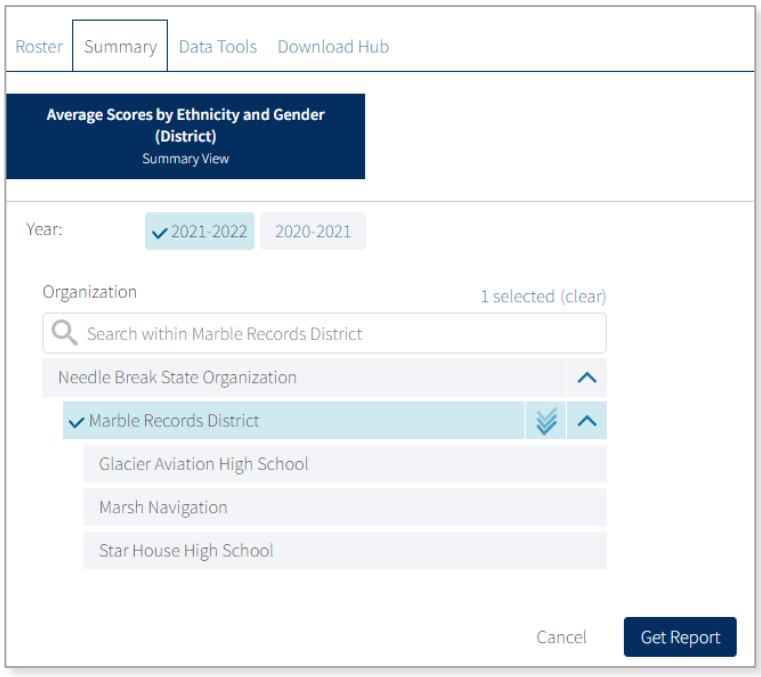
The **Search** feature allows users to search for students by Item Number, Subject, Grade, and Reporting Category. For example, to find a specific Reporting Category:

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.



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.



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

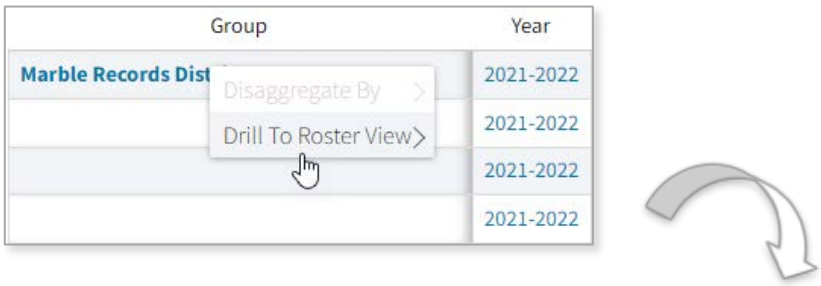
Group	Year	Gender	Ethnicity	Composite		Math	Science	STEM	English	Reading	Taken or Taking
				Valid Number	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	%
Marble Records District	2021-2022			27	21.5	21.1	23.4	22.5	16.4	24.2	78
	2021-2022	Female	Black/African American	1	34.0	35.0	35.0	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.

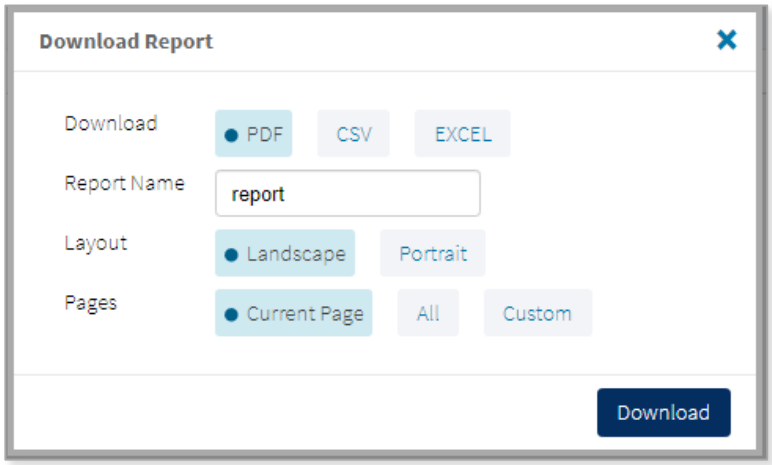


Roster View: PreACT, Marble Records District, 2021-2022

Options Save Download Roster Student

Last Name	First Name	Gender	Ethnicity	Composite		Math		Science		STEM		English		S
				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	

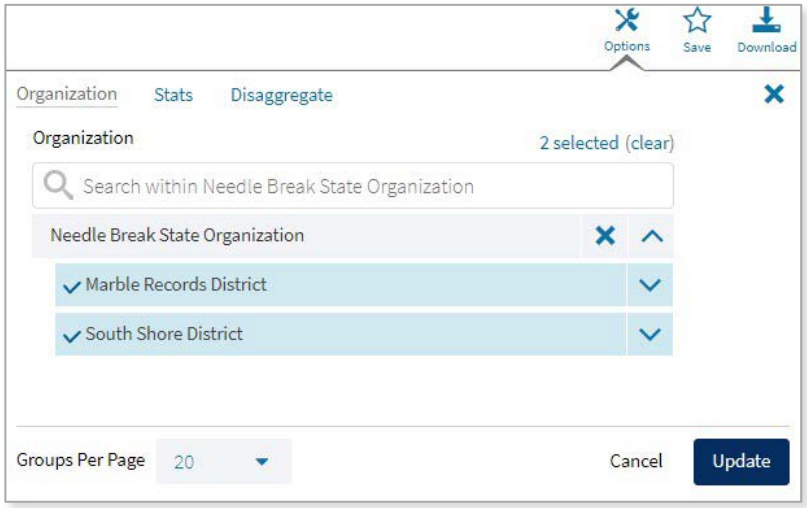
Download: Selecting the **Download** button allows you to download the repot as a pdf, csv, or Excel file. If the number of records is greater than 200 for a standard report, the request will be sent to the Queued PDFs section of the Download Hub. (See "Queued PDFs" for further details).



Customization Options

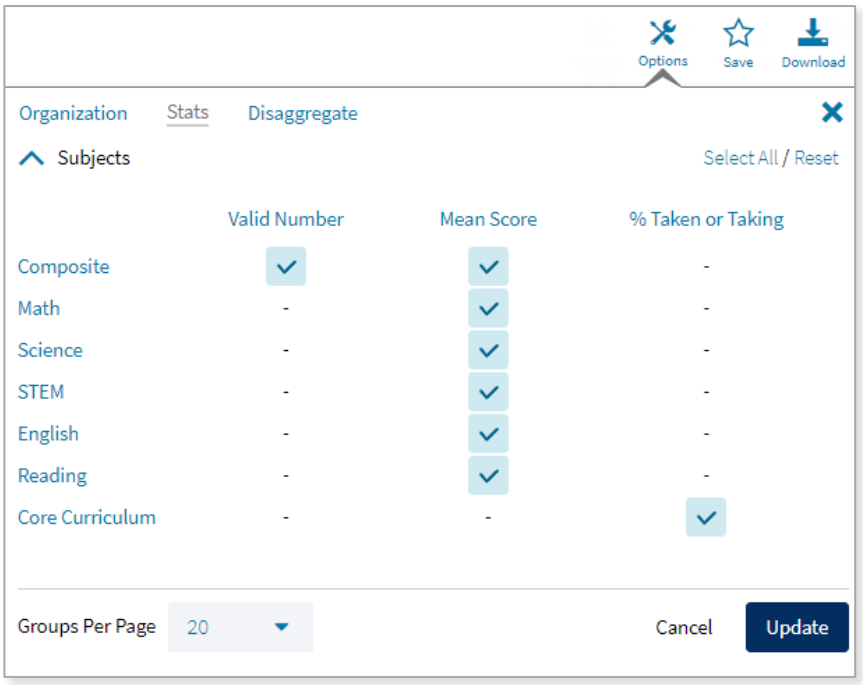
Options—Organization

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.



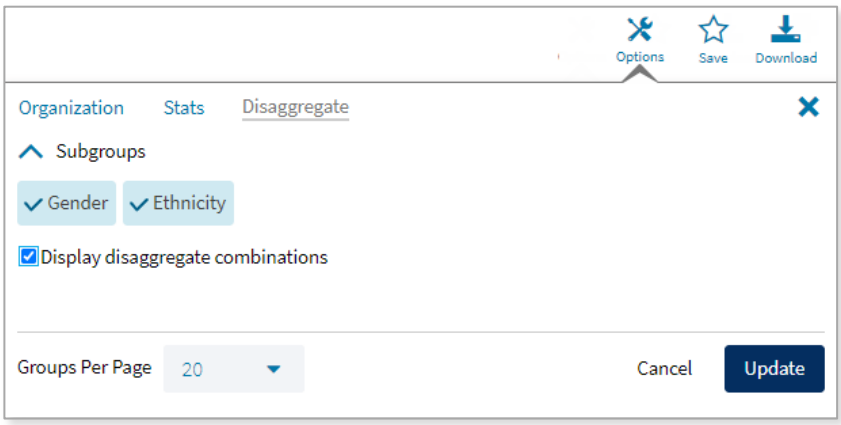
Options—Stats

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.



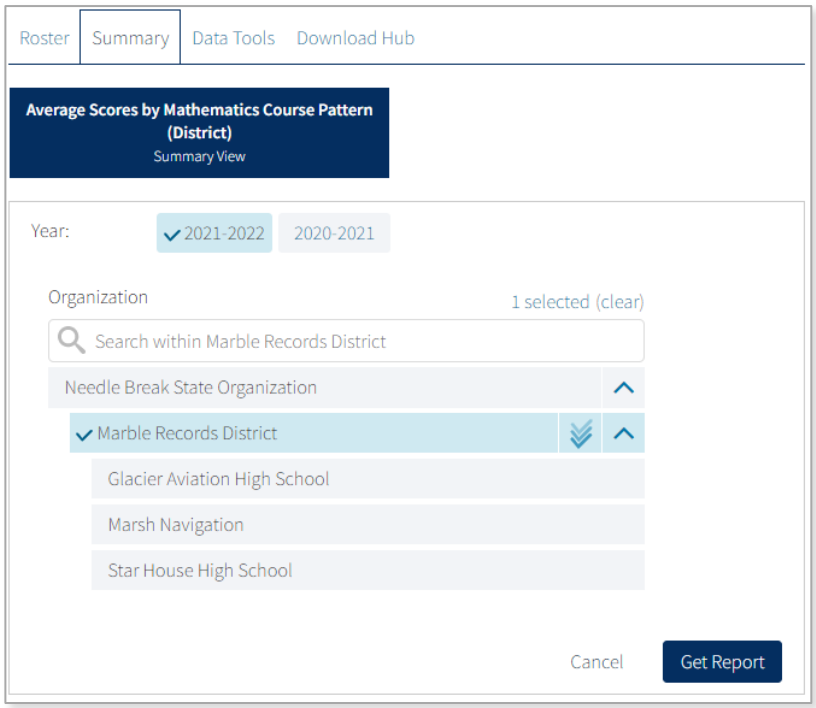
Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.



Average Scores by Course Pattern

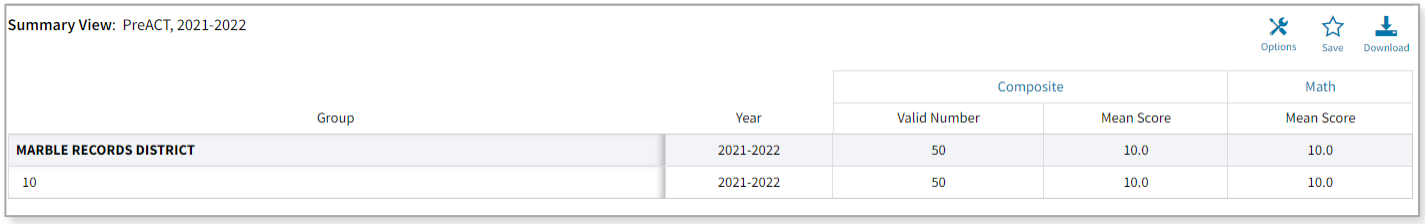
The Average Scores by Course Pattern Report includes five different versions, one pre-defined report for each course pattern grouping: Mathematics Course Pattern, Natural Science Course Pattern, English Course Pattern, and On Track for College Core Coursework Status.



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

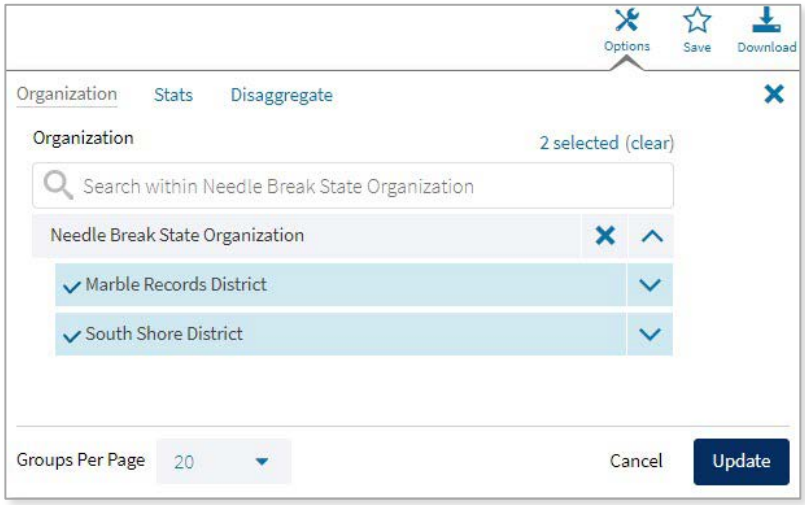
Group	Year	Composite		Math
		Valid Number	Mean Score	Mean Score
MARBLE RECORDS DISTRICT	2021-2022	50	10.0	10.0
10	2021-2022	50	10.0	10.0

Note: Groups that have no data will not populate.

Customization Options

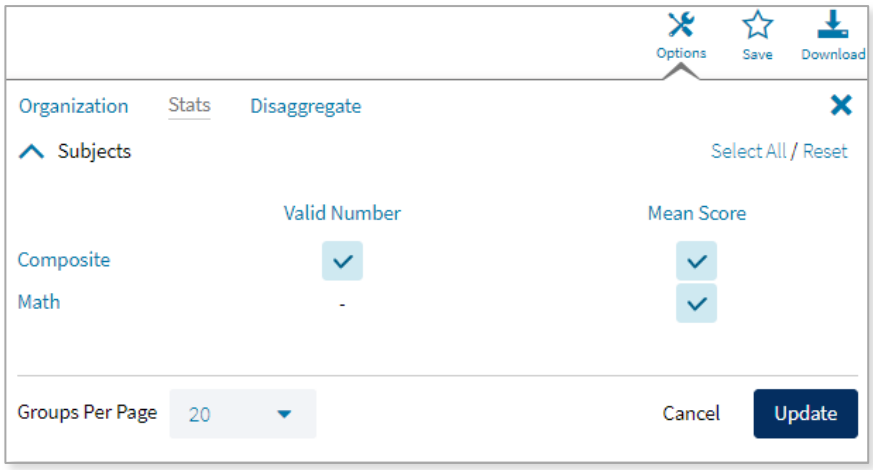
Options—Organization

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.



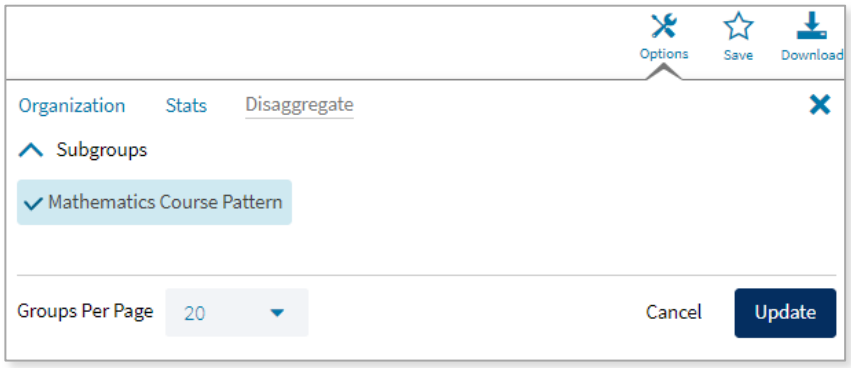
Options—Stats

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.



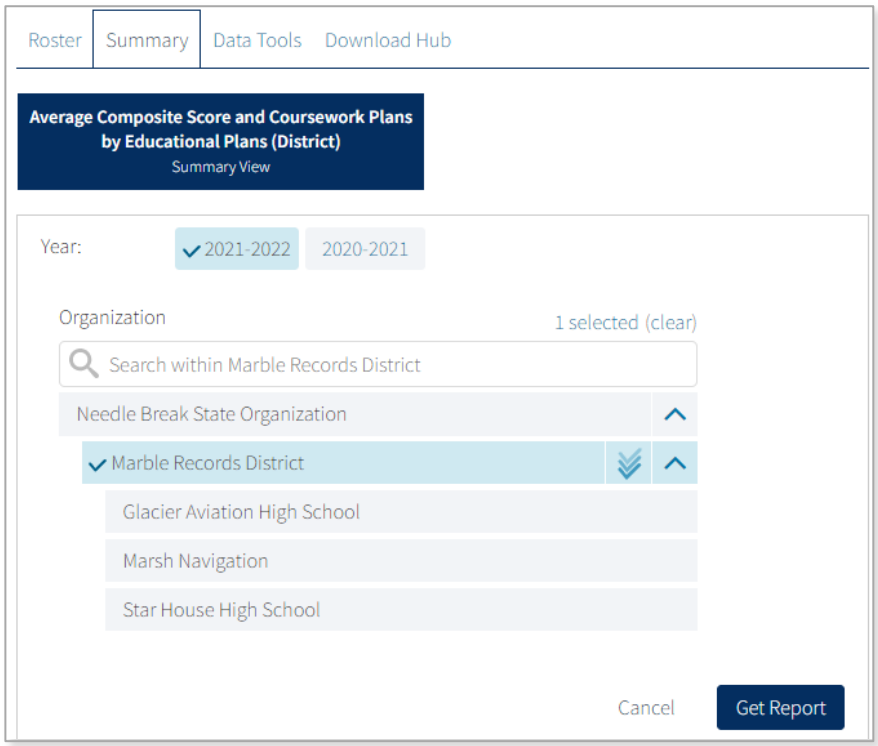
Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.



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.



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

Options Save Download

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

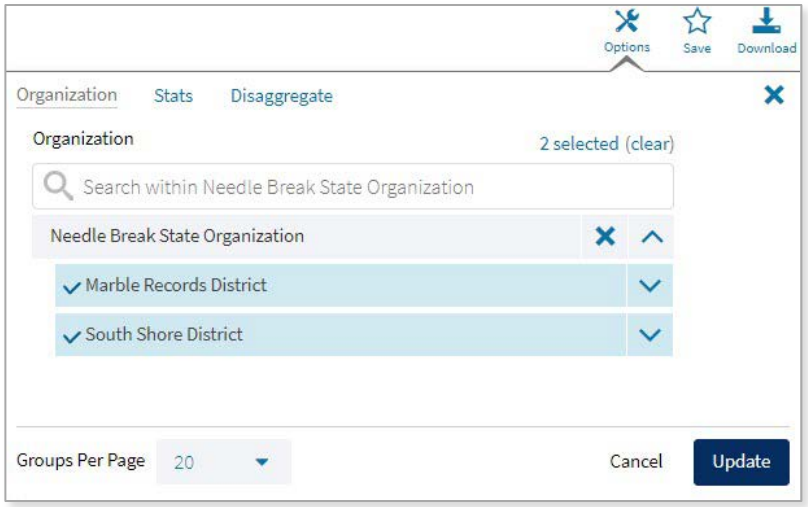
Page 1 of 1 Jump to: 1 Go

Note: Groups that have no data will not populate.

Customization Options

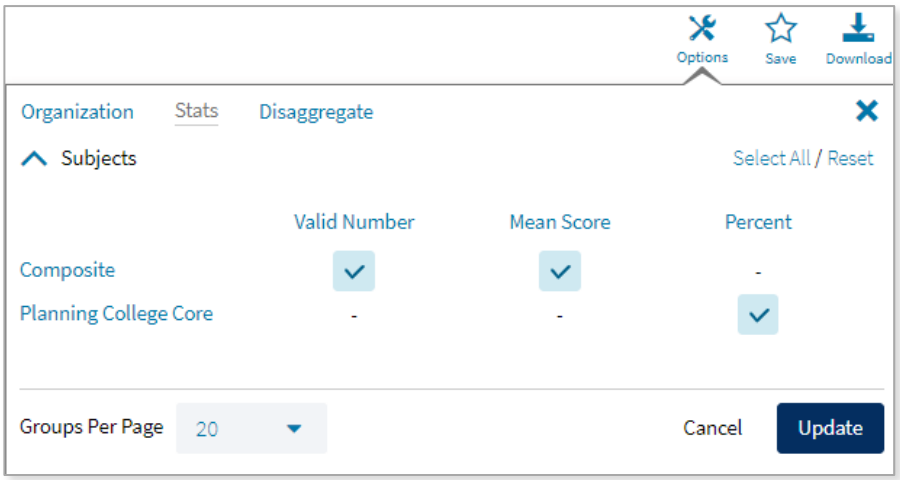
Options—Organization

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.



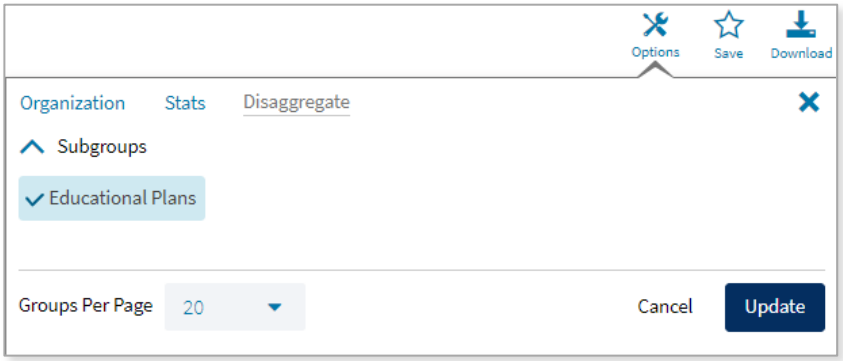
Options—Stats

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.



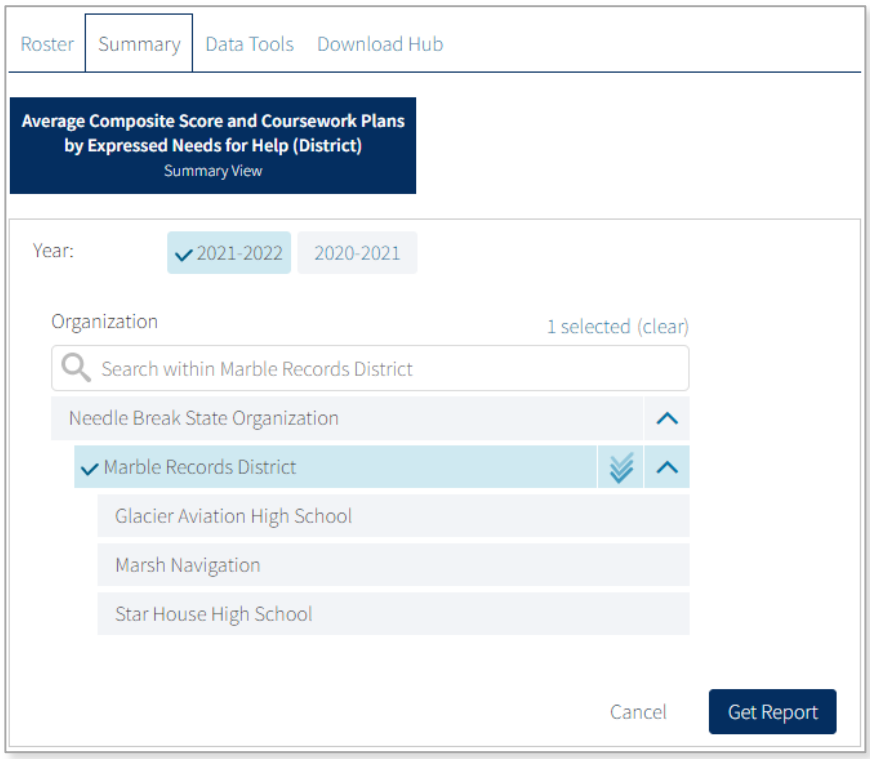
Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.



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.



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

Options Save Download

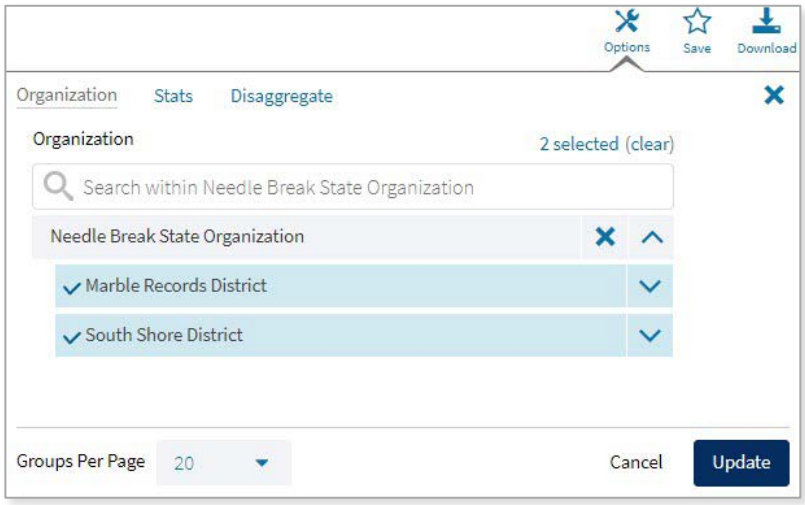
Group	Year	Valid Number	Planning College Core Coursework %	Mean Composite Score
MARBLE RECORDS DISTRICT	2021-2022	50	50	10.0
Exploring options after high school	2021-2022	50	50	10.0
Improving public speaking skills	2021-2022	50	50	10.0

Note: Groups that have no data will not populate.

Customization Options

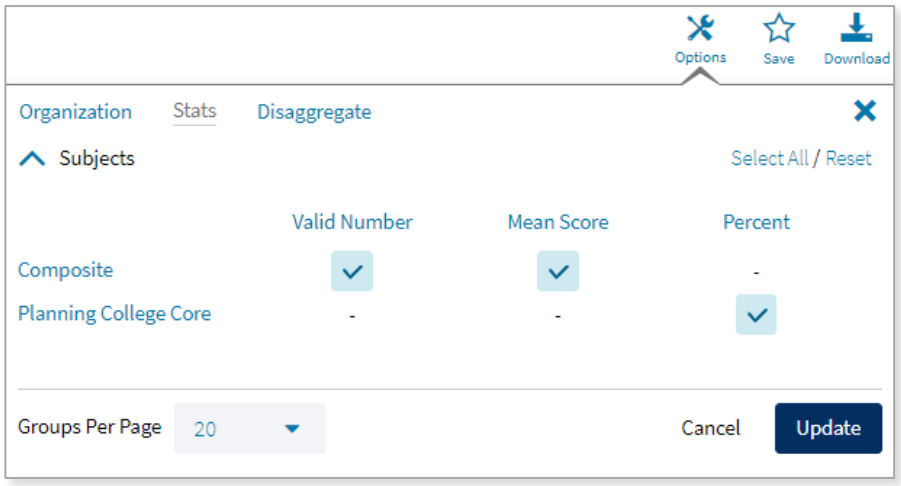
Options—Organization

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.



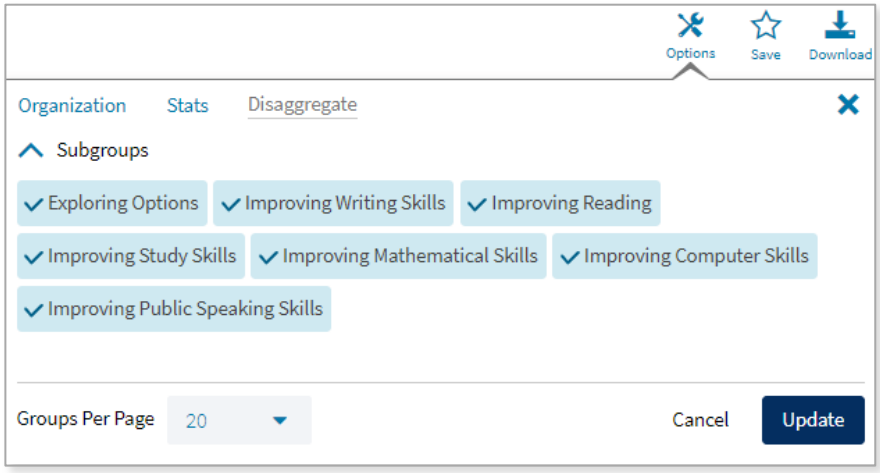
Options—Stats

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.



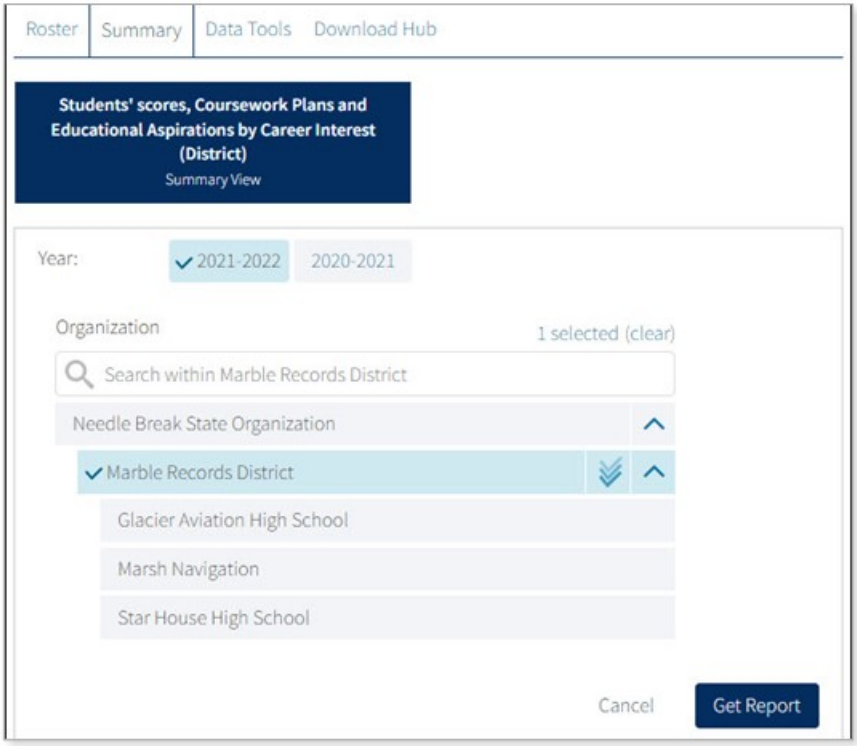
Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.



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.



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 hae 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:

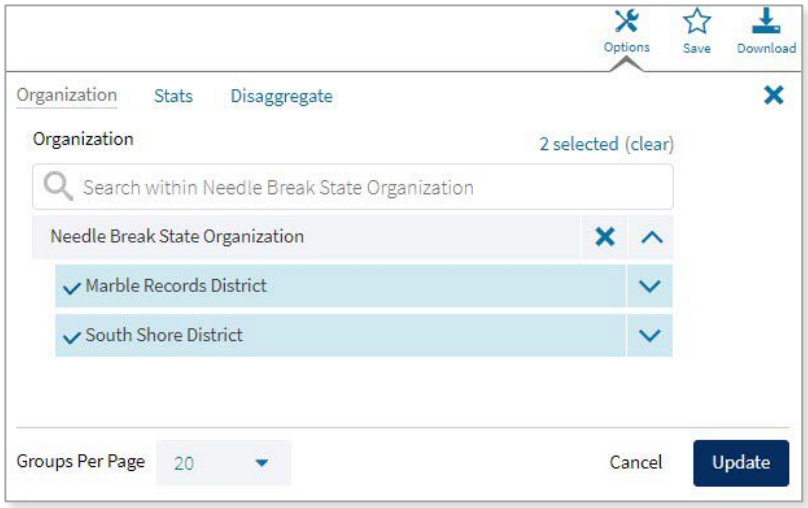
				Valid Number			Planning College Core Coursework	Educational Aspirations					
Group	Year	Grade	Career Interest	Males	Females	Total	%	No HS/No Training %	Appre.../Job Train.../Military %	Career /Tech /2 yr College %	4 yr College or more %	Other / Undecided %	Mea Compo Scor
Westfall District	2021-2022			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	23.9
	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

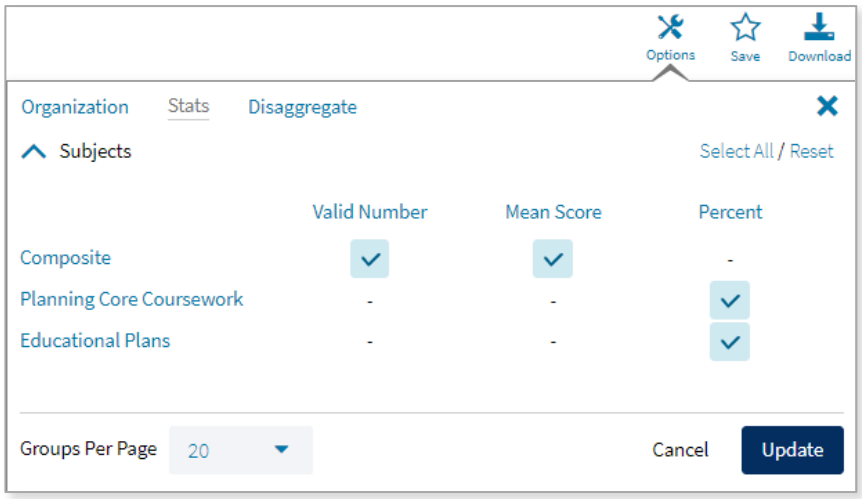
Options—Organization

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.



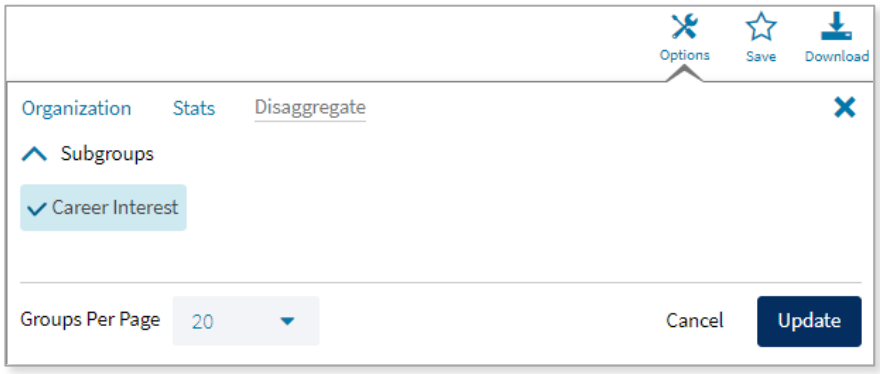
Options—Stats

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.



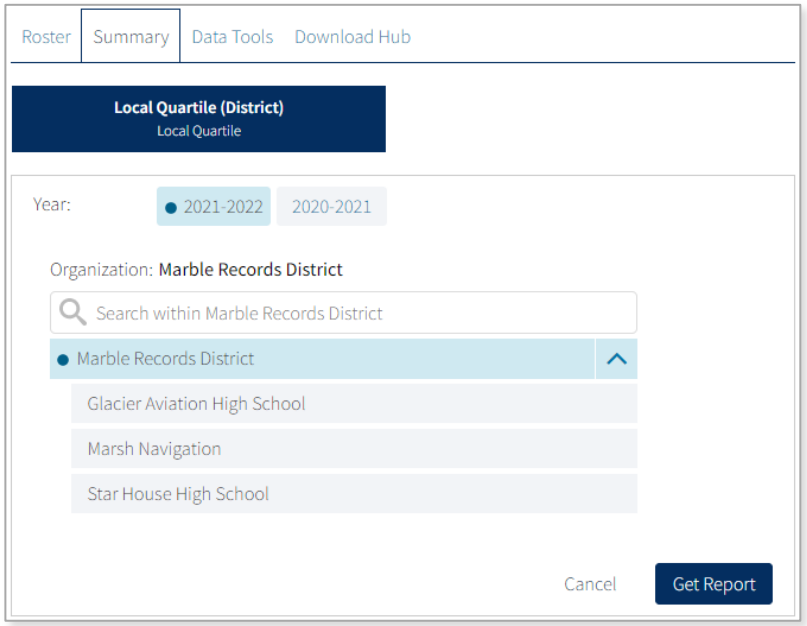
Options—Disaggregate

Use this tab to disaggregate the report by different subgroups.



Local Quartile

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



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:

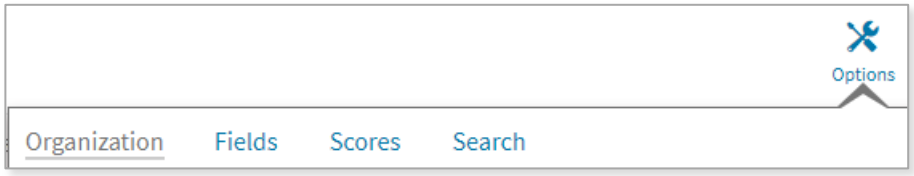
Local Quartile: PreACT, Marble Records District, 2021-2022

Options Save Download

					Composite		Math		Science		STEM		English		Reading	
Grade	National Norm Group	National Quartile	District Name	School Name	% 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.

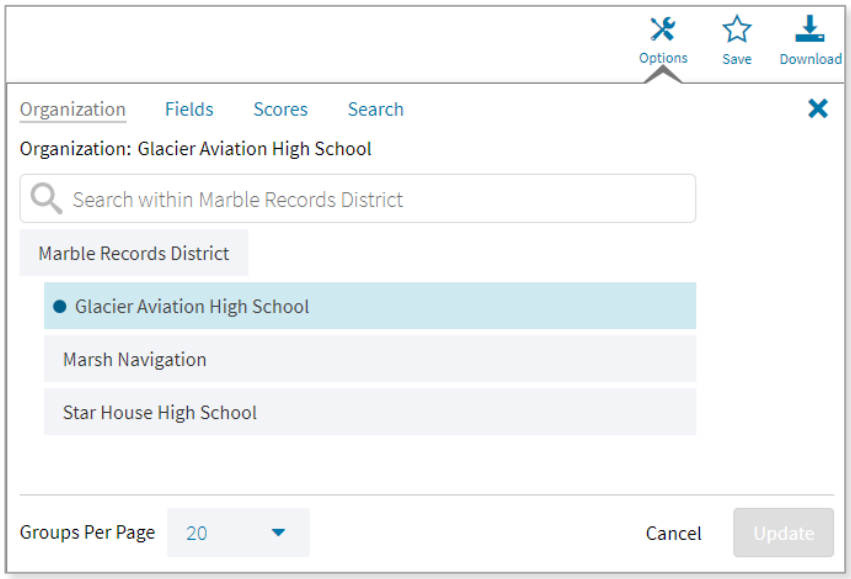


Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

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

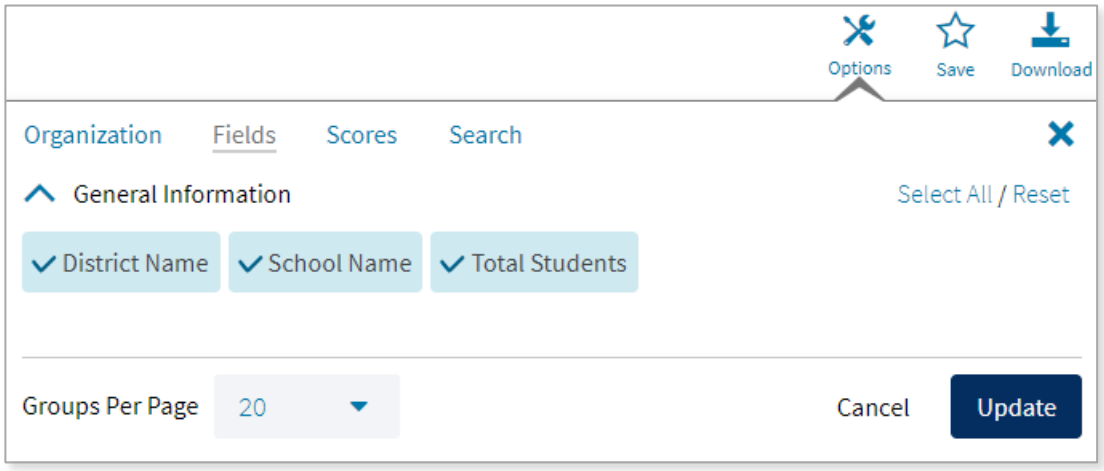
Options—Organization

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.



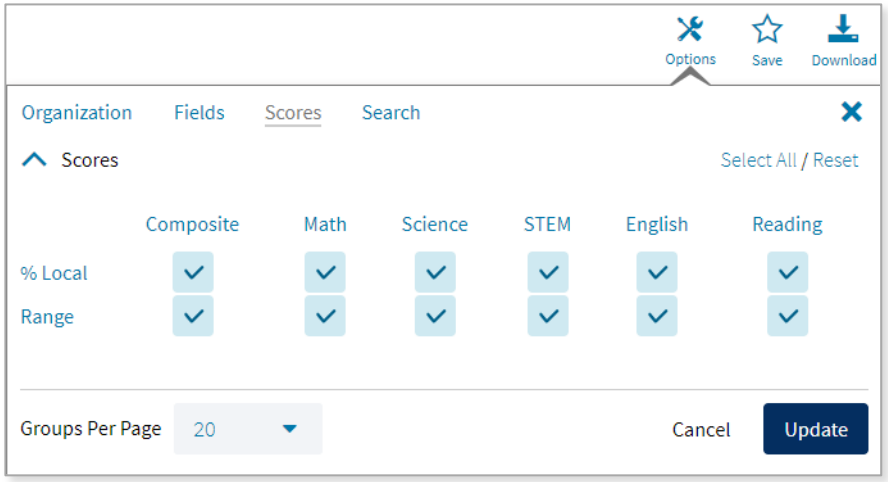
Options—Fields

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.



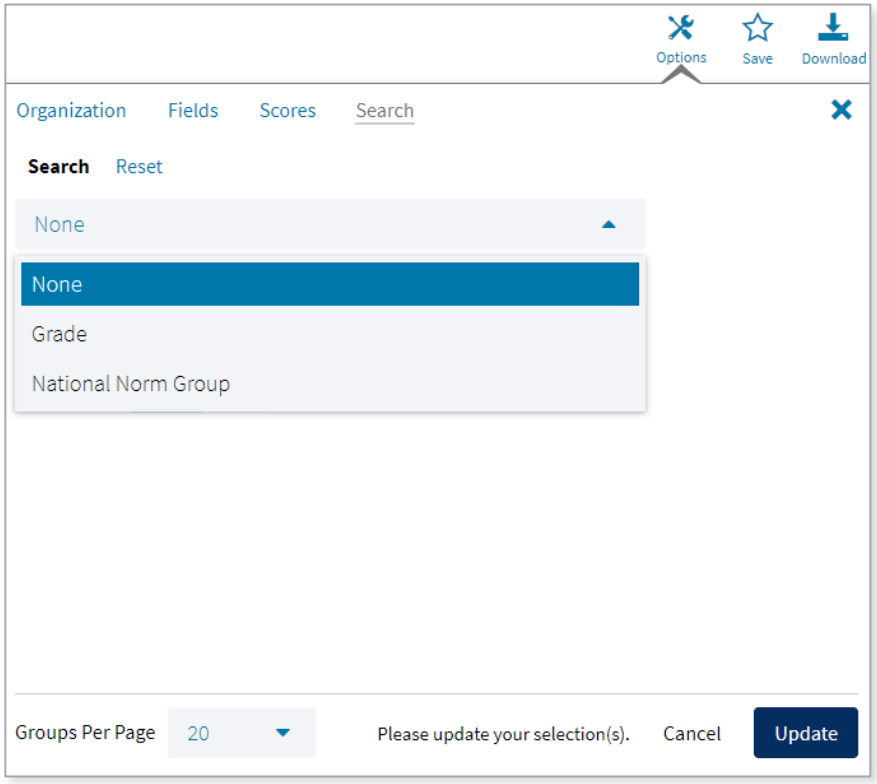
Options—Scores

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—Search

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

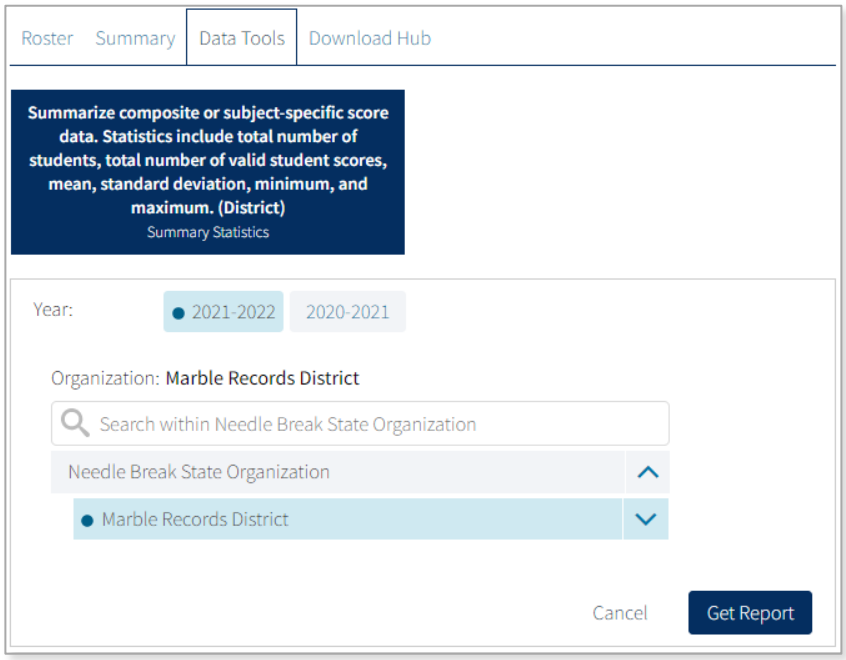


Data Tools

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.

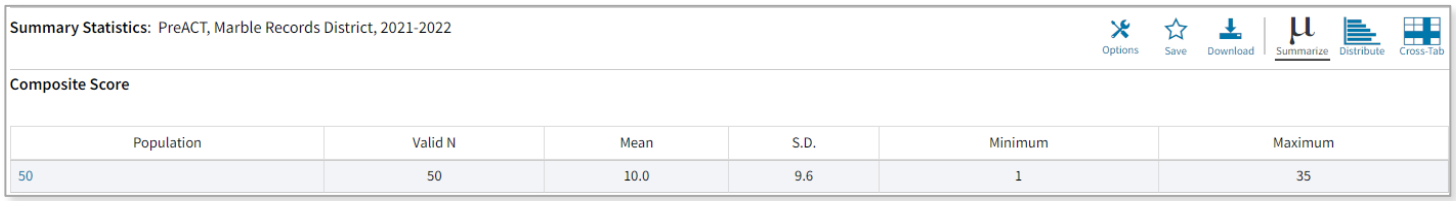
Summary Statistics

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.



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.

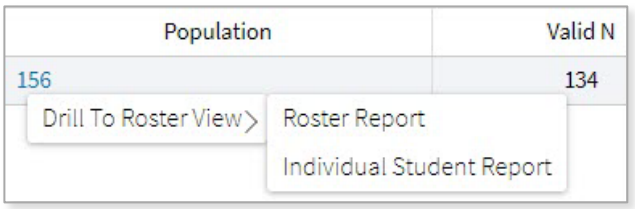
Sample Report



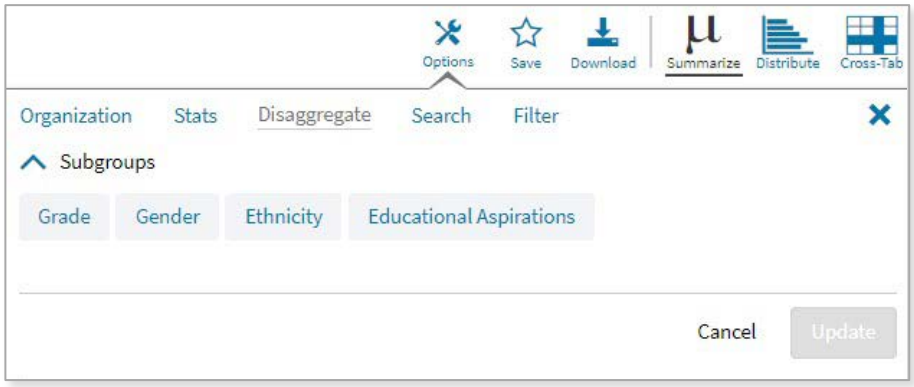
Population	Valid N	Mean	S.D.	Minimum	Maximum
50	50	10.0	9.6	1	35

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.

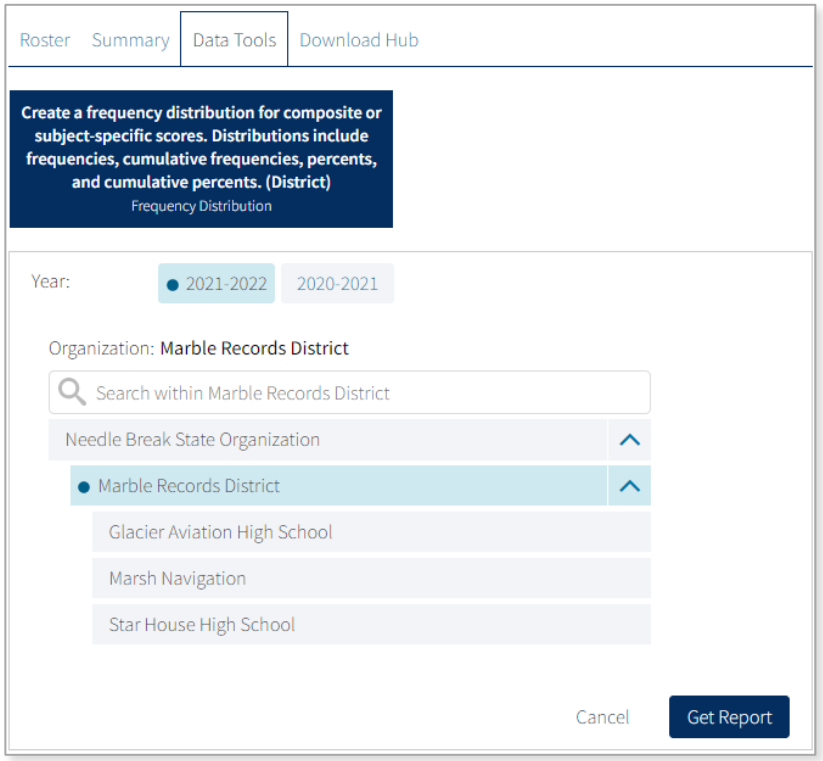


Users can change the score variable from the **Stats** tab in the **Options** menu or they can view summary statistics by demographic subgroups, such as gender and/or ethnicity, by selecting a demographic group in the **Disaggregate** tab of the **Options** menu.



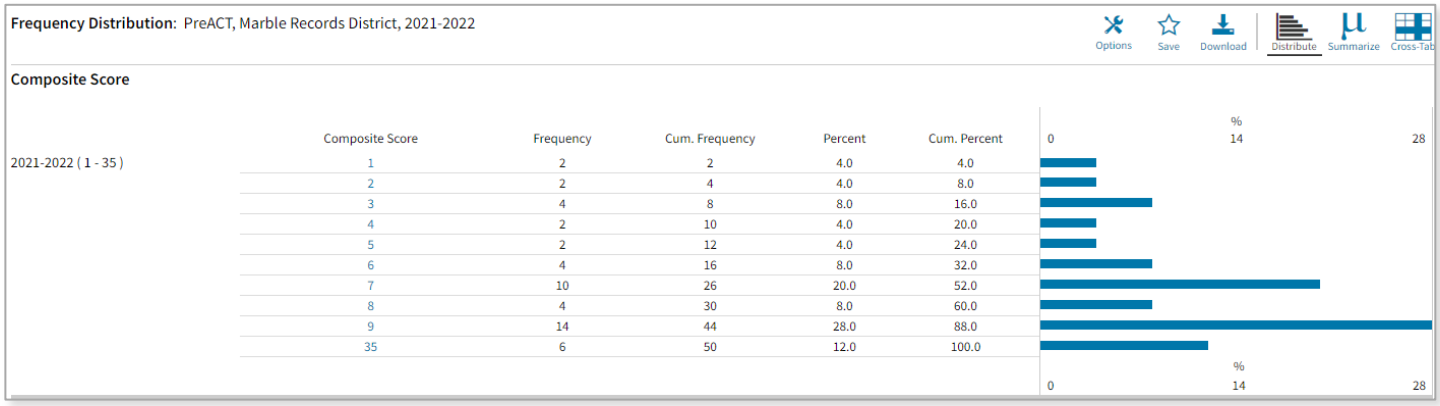
Frequency Distribution

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



Sample Report

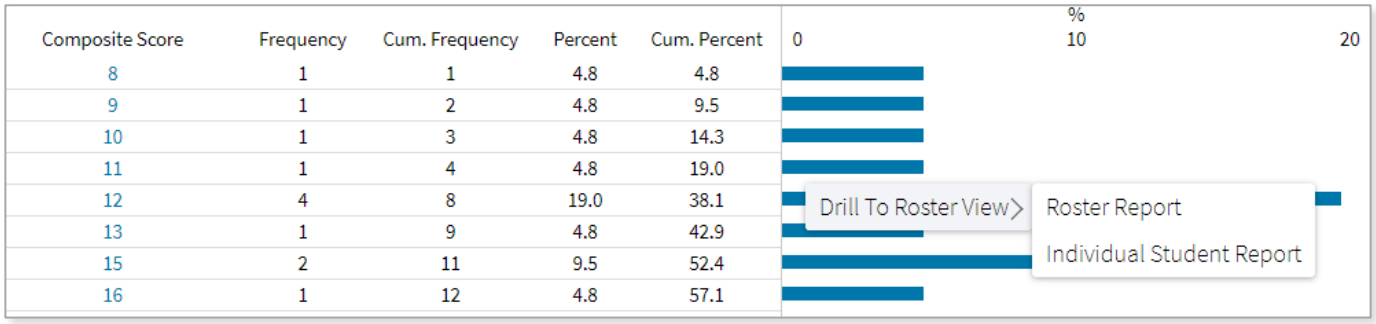
There are several options to add for analysis including Benchmarks, Understanding Complex Text Indicator, and Career Readiness.



Composite Score	Frequency	Cum. Frequency	Percent	Cum. Percent
1	2	2	4.0	4.0
2	2	4	4.0	8.0
3	4	8	8.0	16.0
4	2	10	4.0	20.0
5	2	12	4.0	24.0
6	4	16	8.0	32.0
7	10	26	20.0	52.0
8	4	30	8.0	60.0
9	14	44	28.0	88.0
35	6	50	12.0	100.0

General Functionality

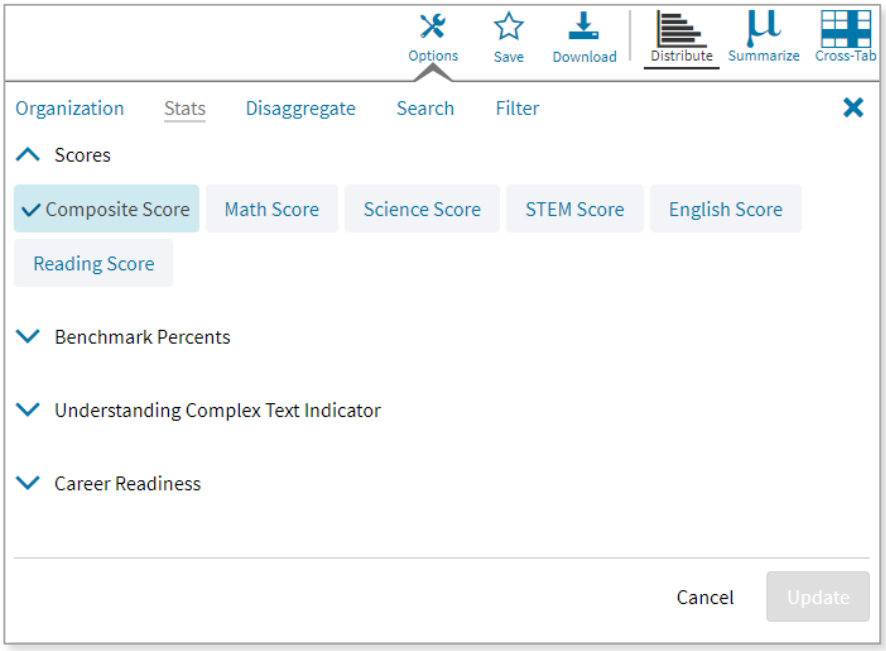
Drill to Roster: Selecting a Score or a bar in the distribute view displays a menu allowing users to drill to a Roster Report for that group/test/content area combination.



Composite Score	Frequency	Cum. Frequency	Percent	Cum. Percent
8	1	1	4.8	4.8
9	1	2	4.8	9.5
10	1	3	4.8	14.3
11	1	4	4.8	19.0
12	4	8	19.0	38.1
13	1	9	4.8	42.9
15	2	11	9.5	52.4
16	1	12	4.8	57.1

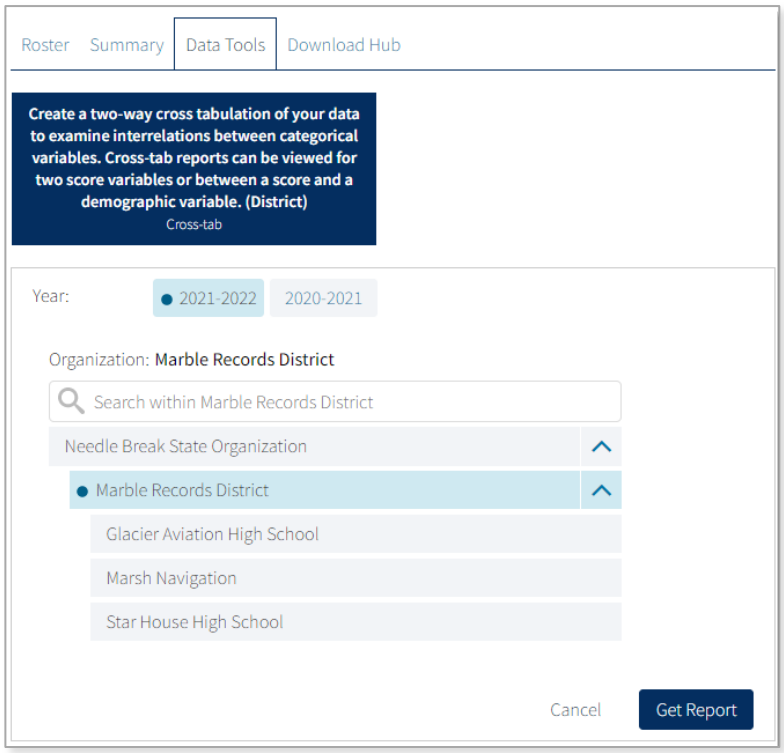
Users can change the score variable from the **Stats** tab in the **Options** menu or they can view frequency distributions by demographic subgroups, such as gender and/or ethnicity, by selecting a demographic group in the

Disaggregate tab in the Options menu.



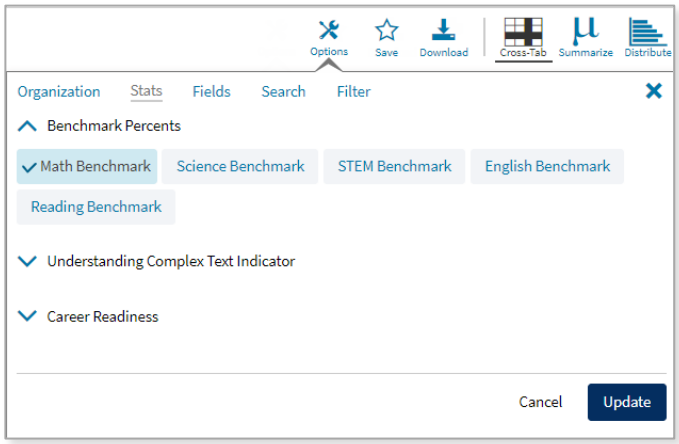
Cross-Tab

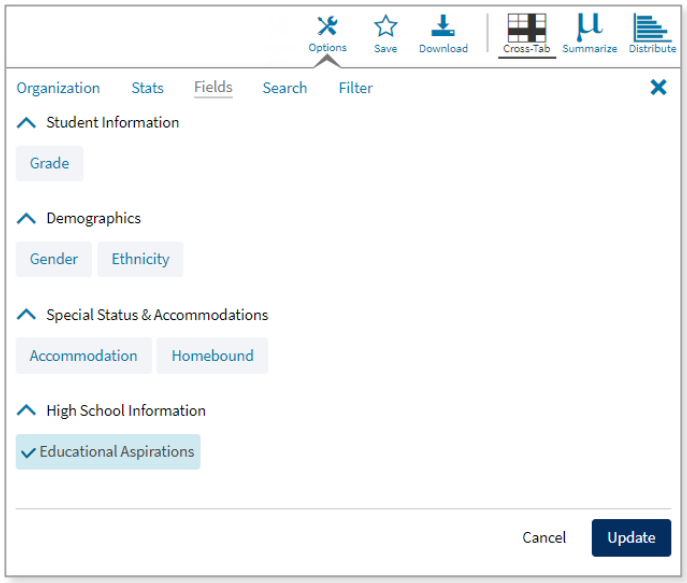
Generate a Cross-Tab report to create a two-way cross tabulation of your data to examine interrelations between categorical variables. Cross-tab reports can be viewed for two score variables or between a score and demographic variable.

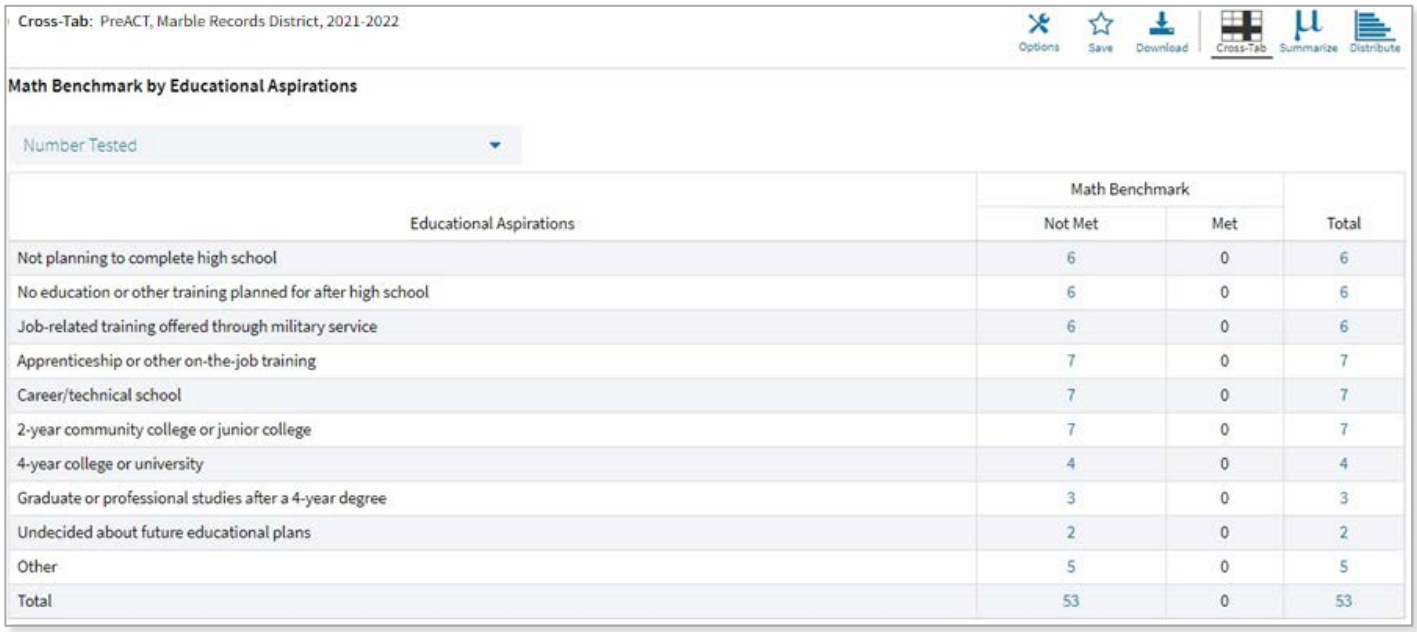


Sample Report

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**.



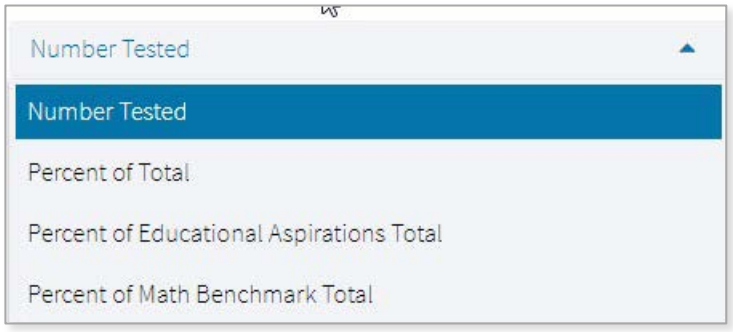




Educational Aspirations	Math Benchmark		Total
	Not Met	Met	
Not planning to complete high school	6	0	6
No education or other training planned for after high school	6	0	6
Job-related training offered through military service	6	0	6
Apprenticeship or other on-the-job training	7	0	7
Career/technical school	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

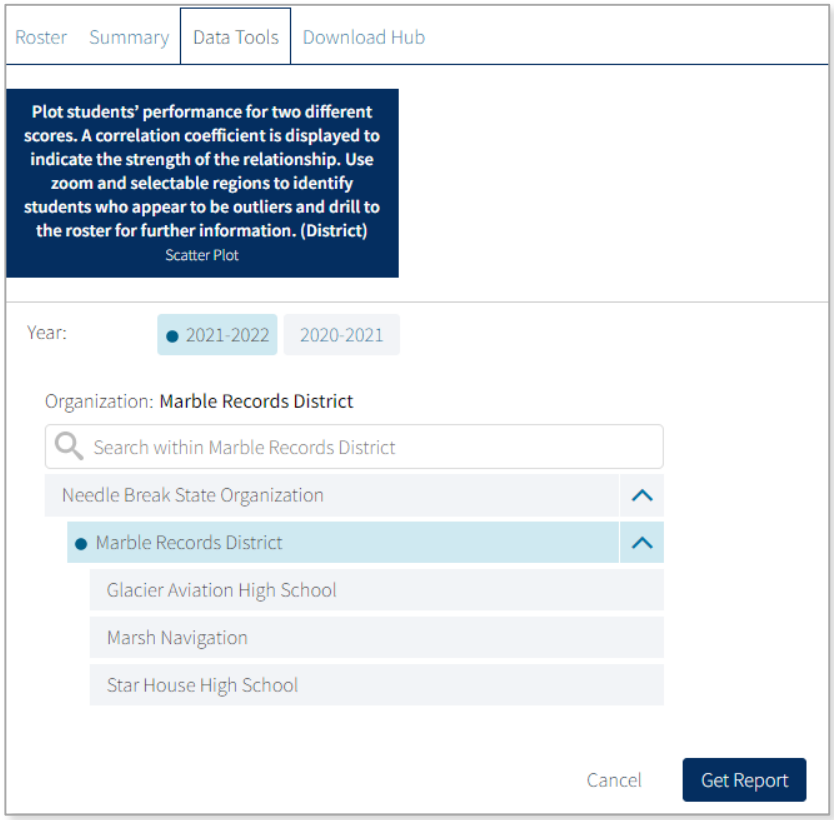
Drill to Roster: Selecting the blue link in the cross-tab view displays a menu allowing users to drill to an Individual Report or a Roster Report for that group/test/content area combination.



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**.

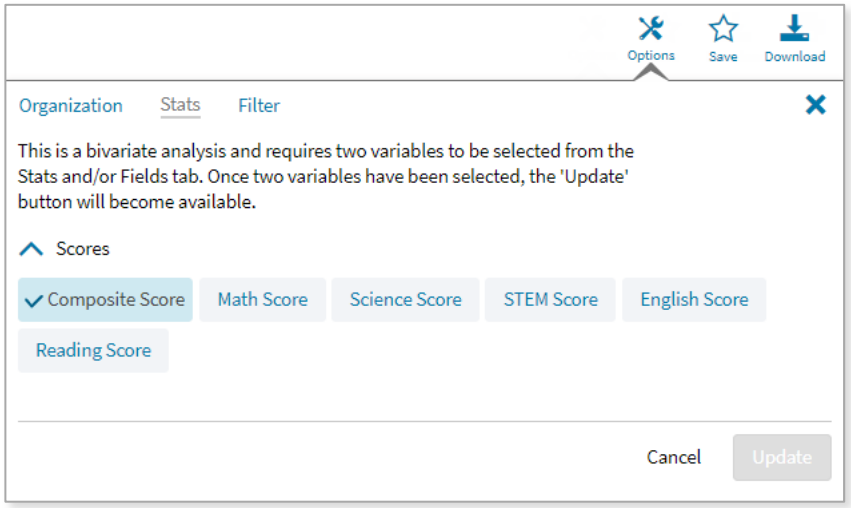
Scatter Plot

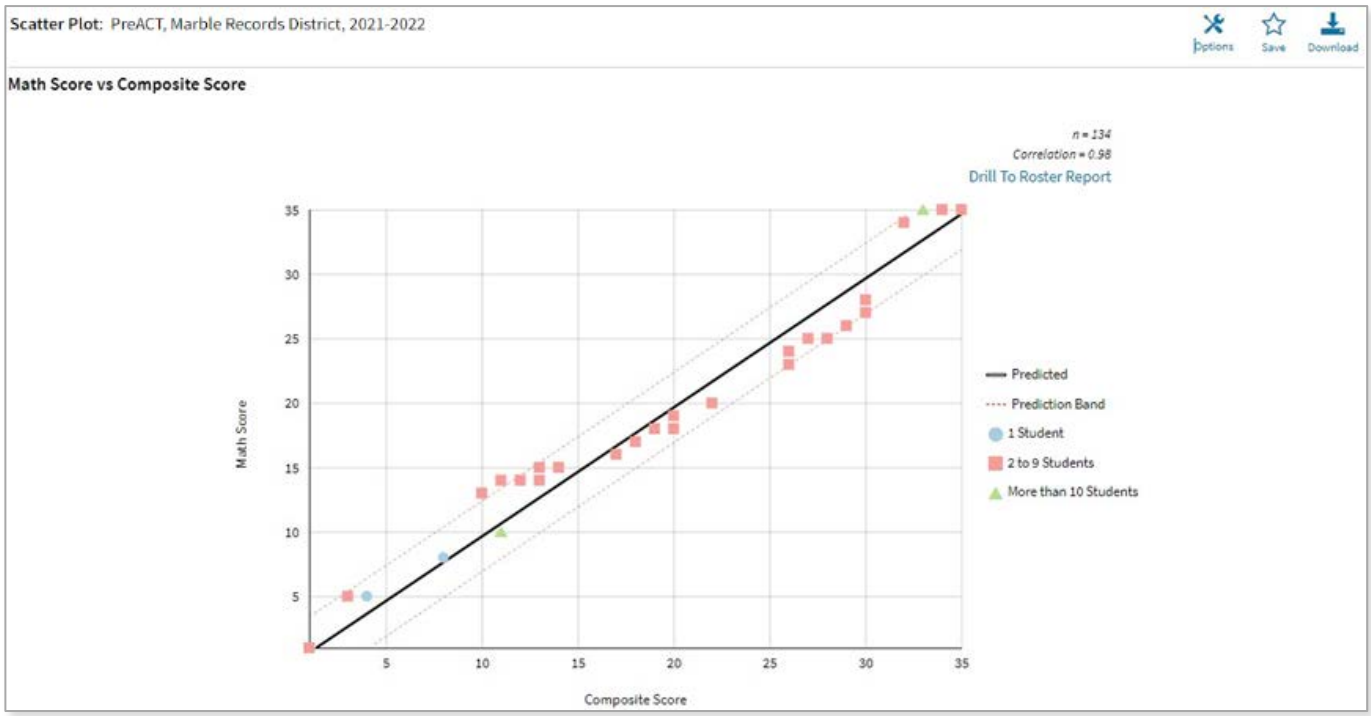
Generate a Scatter Plot to plot students' performance for two different scores. A correlation coefficient is displayed to indicate the strength of the relationship. Use zoom and selectable regions to identify students who appear to be outliers and drill to the roster for further information.



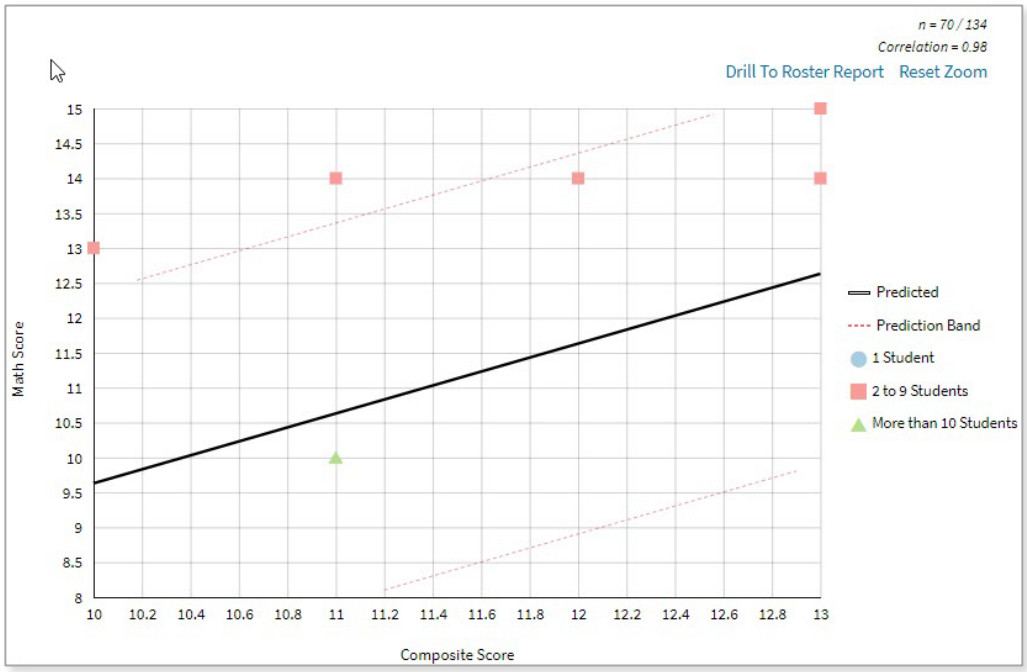
Sample Report

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 Scores for analysis, and select **Update**.





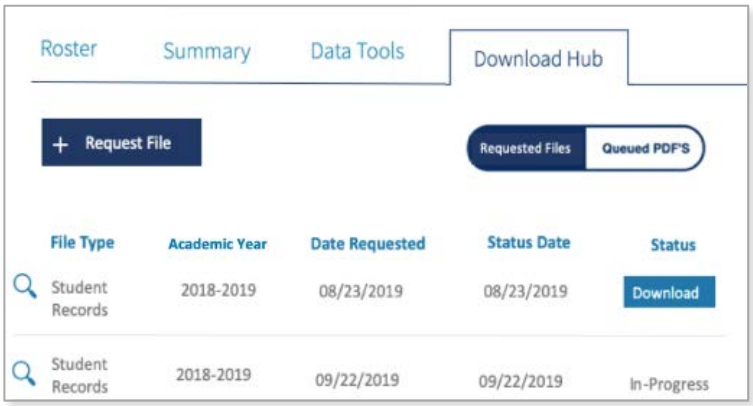
Users may zoom in on sections of the scatter plot by selecting and dragging to draw a box around the section of the selected graph to zoom in on.



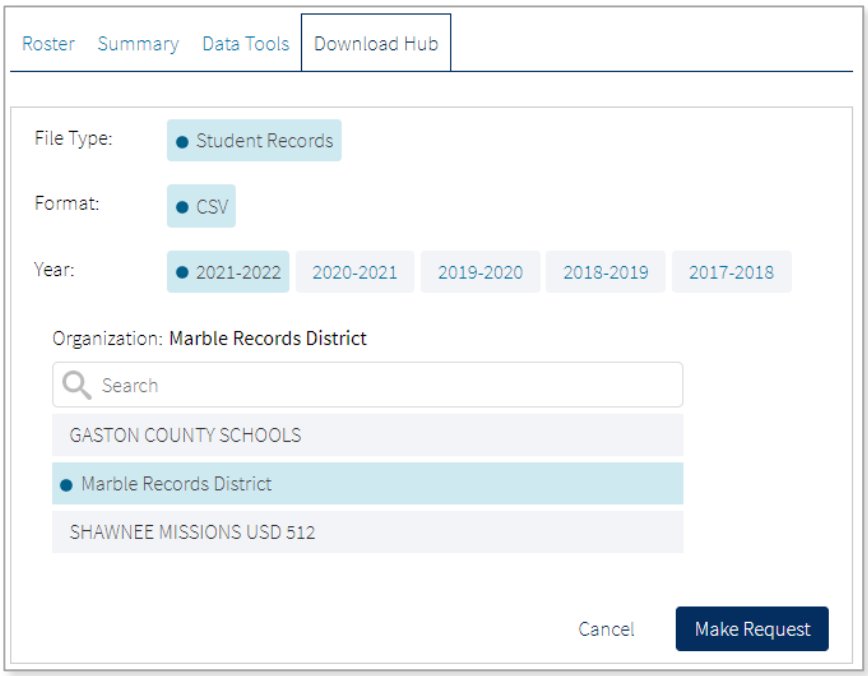
Users may select **Drill to Roster** to drill to a roster report view for the students shown in the current scatter plot view.

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

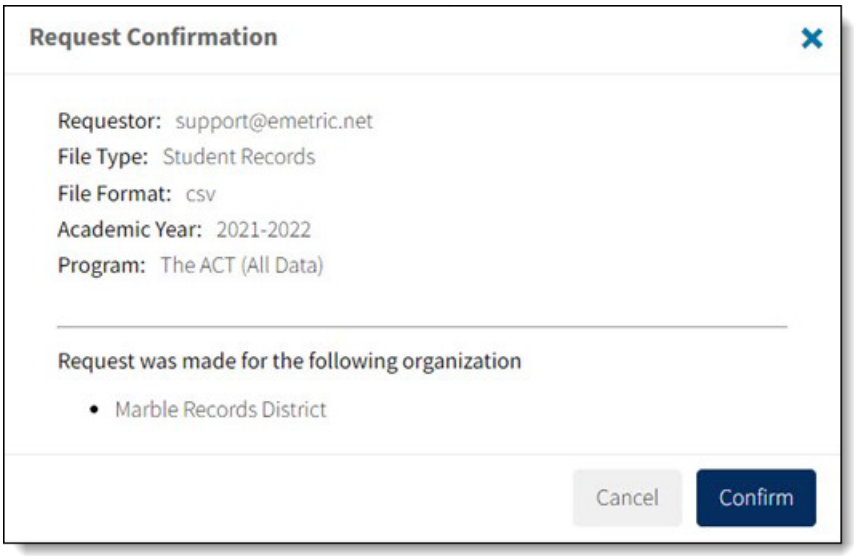
Download Hub



The **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.

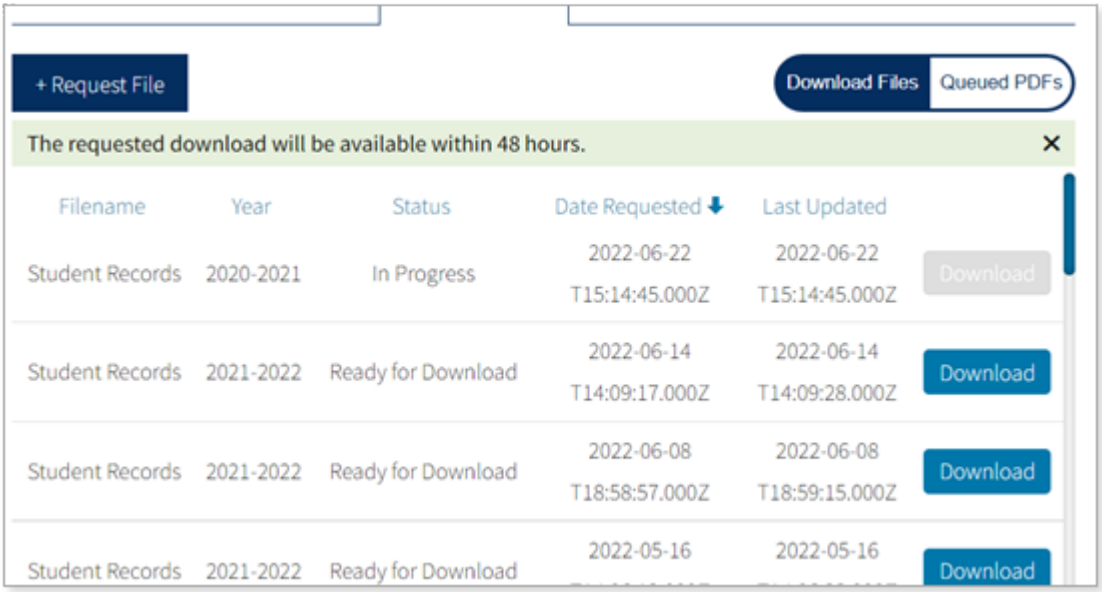


1. Under the **Download Hub** tab, select **Request File** to start the process of requesting a file.
2. Select the **File Type**, **File Format**, and **Year** for the requested file.
3. Use the **Organization** menu to choose a School, District, or State organization, depending on the user's level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



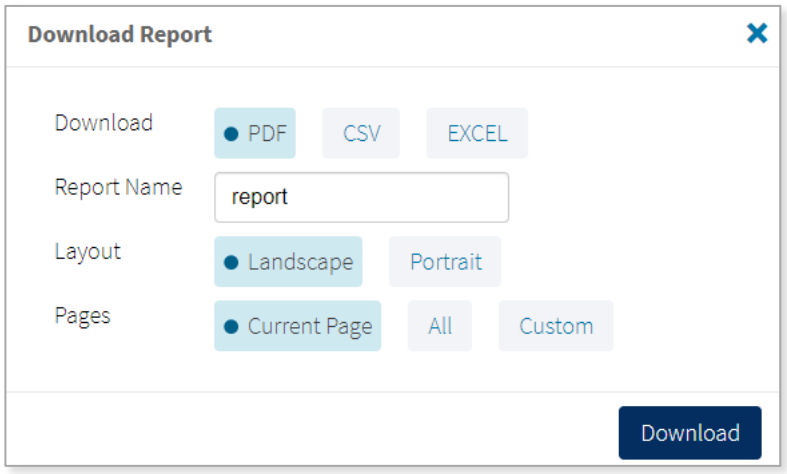
5. A request confirmation pop-up will display showing the request details, click **Confirm**. A success banner will be displayed to indicate that the request has been received.

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.

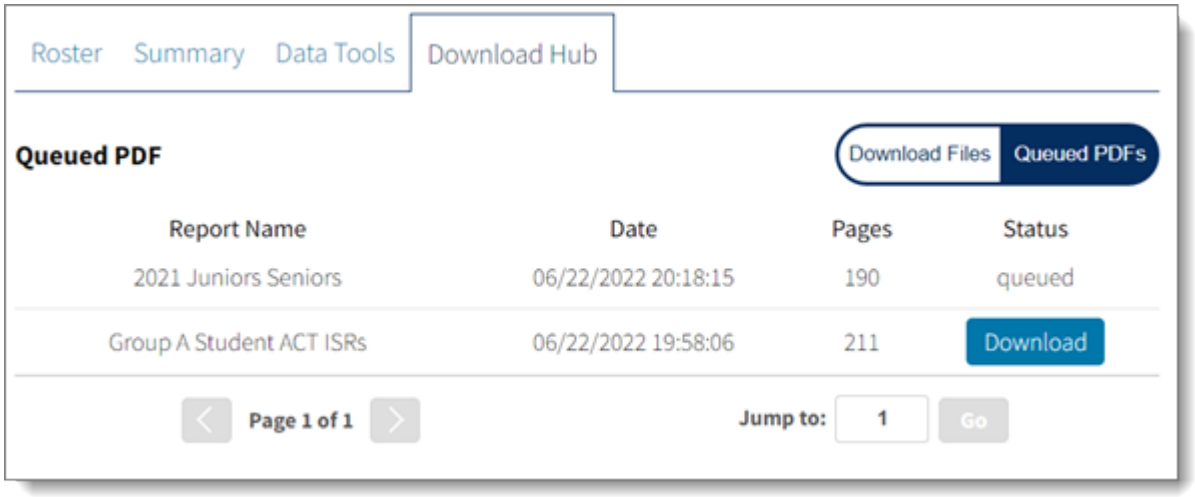


Queued PDFs

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.



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.

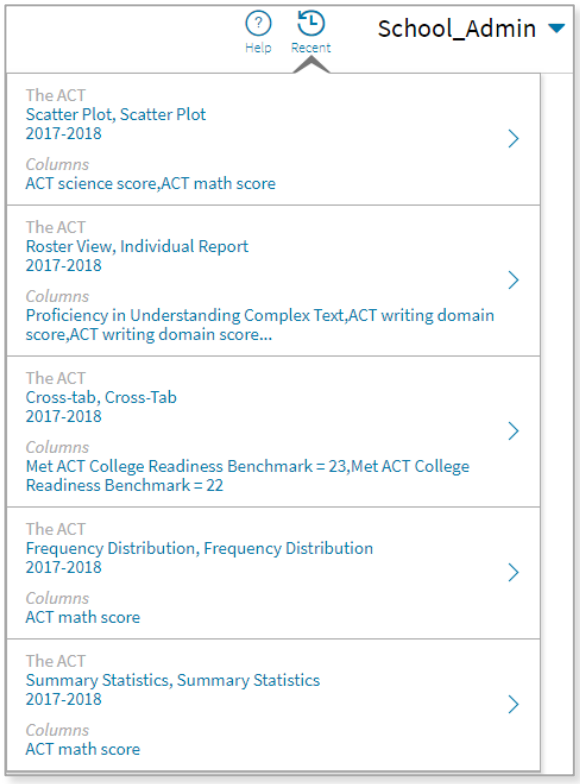


Recent Reports

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.

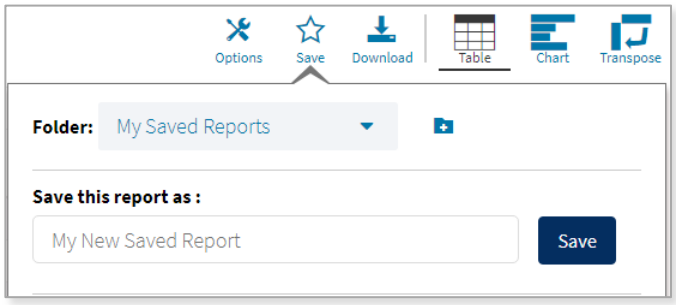
Note: After logging out of Data Interaction, these reports will be cleared.

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

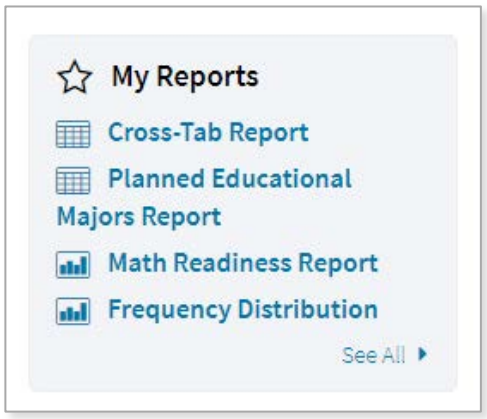
To save a report, first select a folder or add a new folder. Then, name the report and select the Save button. This action can be canceled by selecting the **Save** report icon again or selecting outside the box.



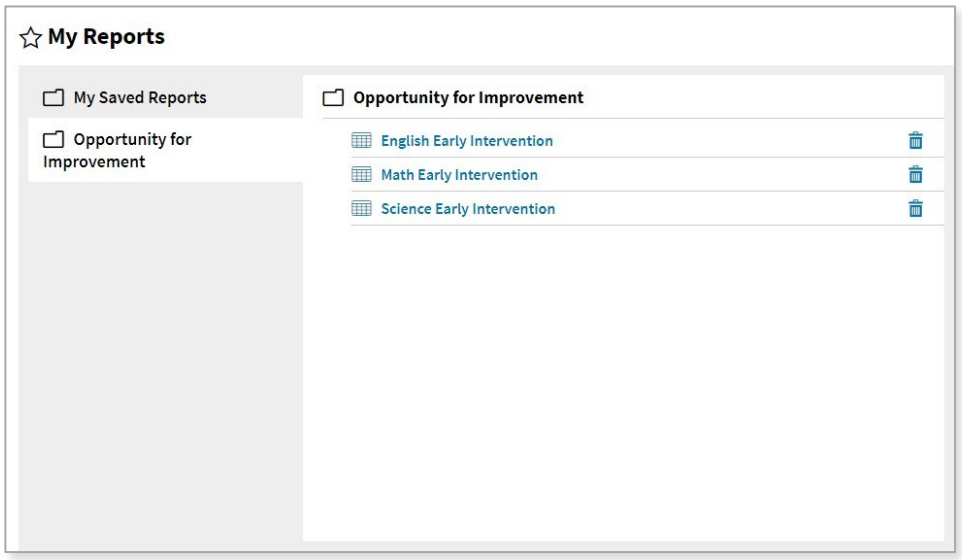
Accessing a Saved Report

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.

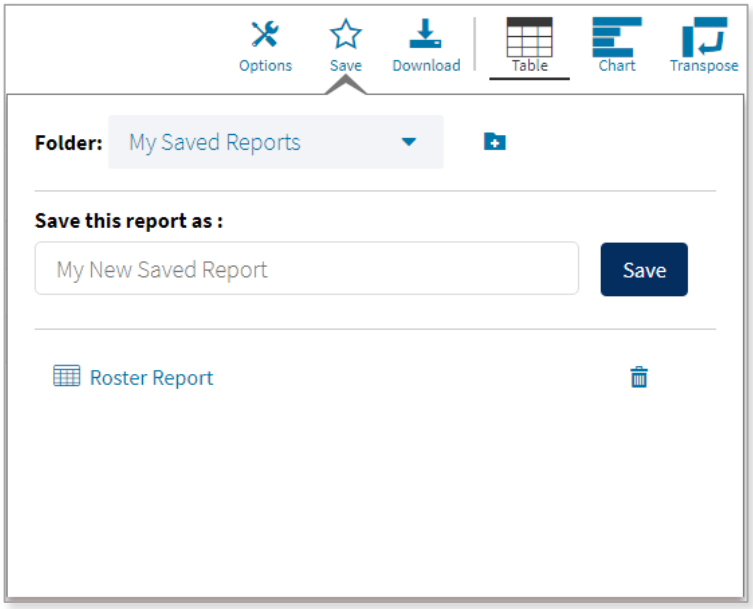
On the ACT homepage, users will see a list of saved reports under **My Reports**. The desired report may be retrieved by selecting the report name.



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.

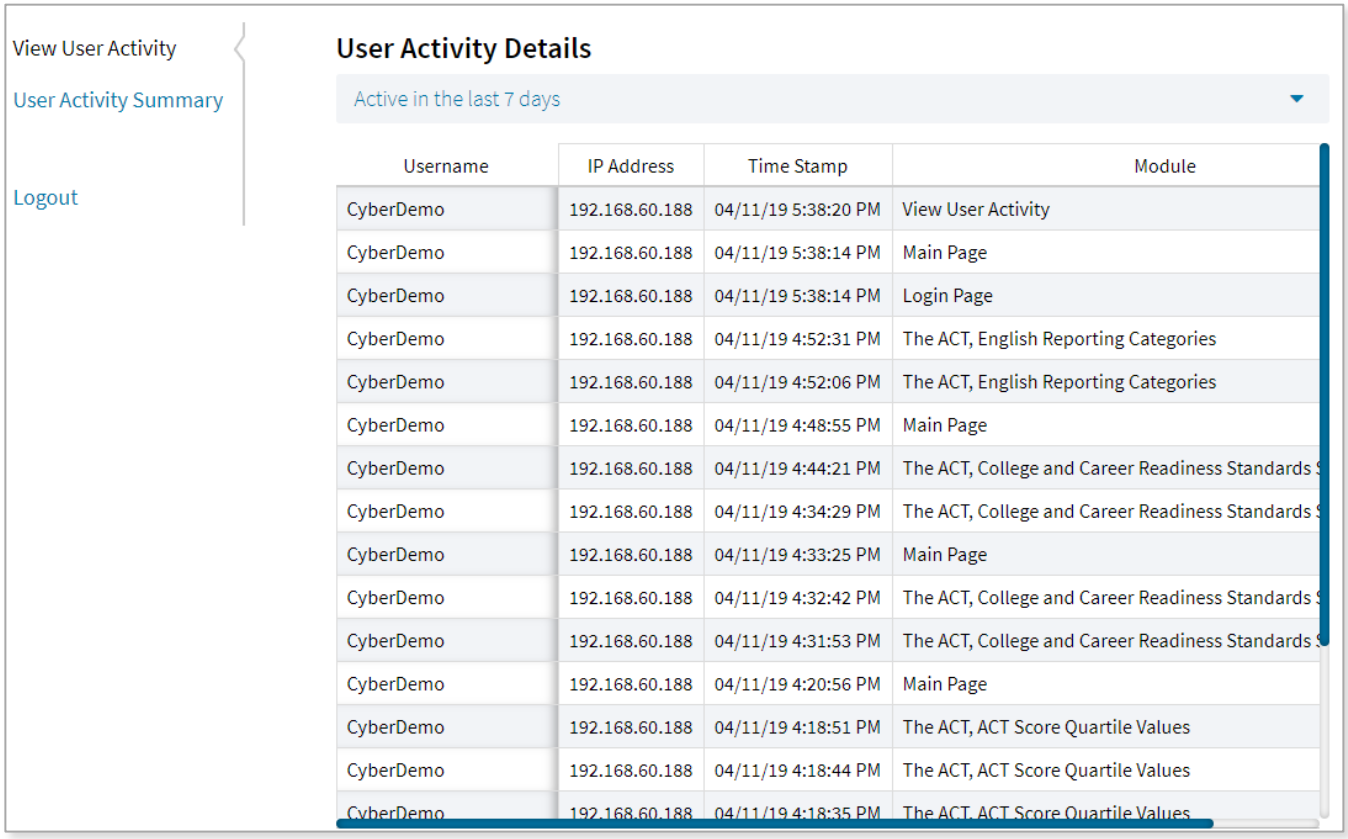
Note: When retrieving a saved report, if the data request has been updated, the report will reflect the newly requested data.

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.



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

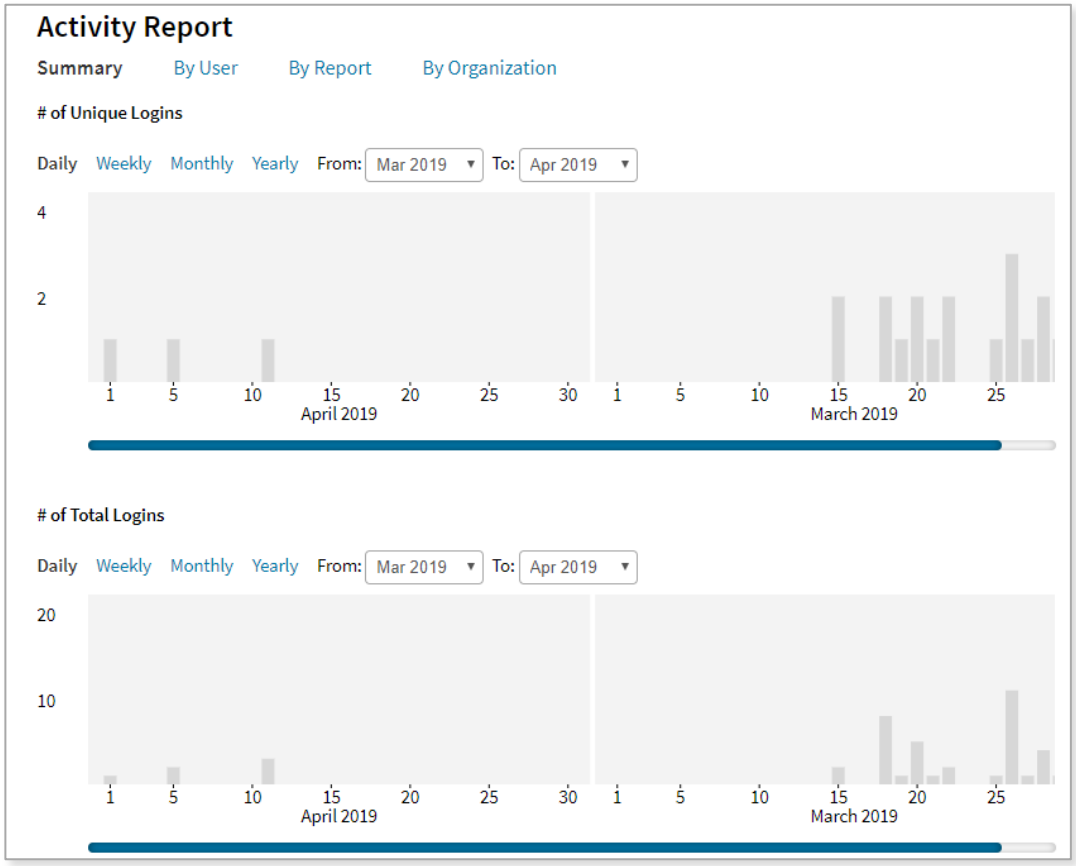
The User Activity Summary report shows summary-level data for user activity within the portal. There are four tabs within this report: Summary, By User, By Report, and By Organization.

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.

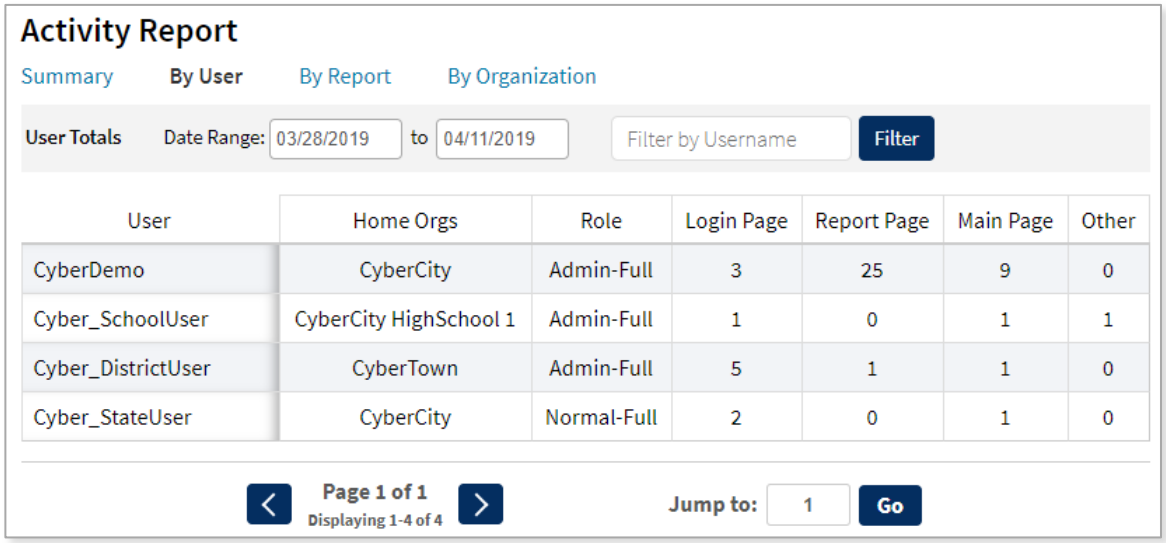
Additionally, users are able to select one of four display types for each metric: Daily, Weekly, Monthly, and Yearly. Daily and Weekly metrics will be shown as a bar graph while Monthly and Yearly will be shown in a table. User can mouse hover on the bars within the Daily and Weekly view to see exact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

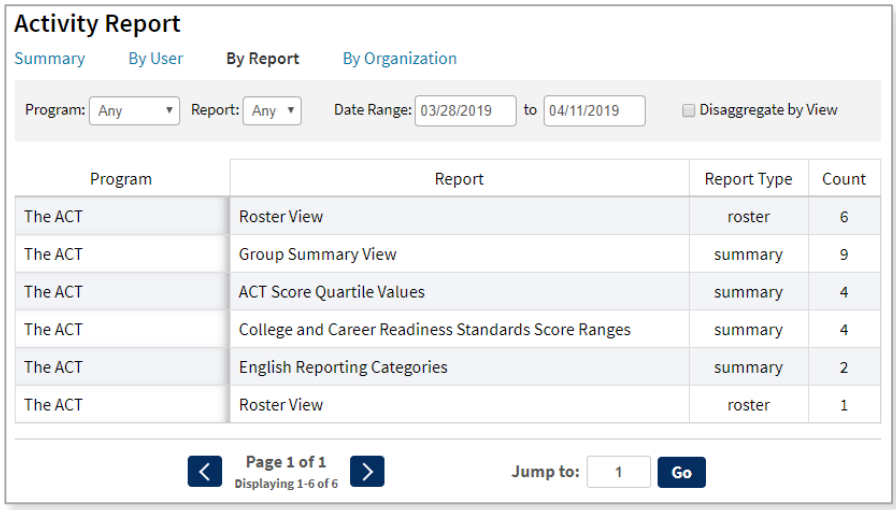


User	Home Orgs	Role	Login Page	Report Page	Main Page	Other
CyberDemo	CyberCity	Admin-Full	3	25	9	0
Cyber_SchoolUser	CyberCity HighSchool 1	Admin-Full	1	0	1	1
Cyber_DistrictUser	CyberTown	Admin-Full	5	1	1	0
Cyber_StateUser	CyberCity	Normal-Full	2	0	1	0

By Report

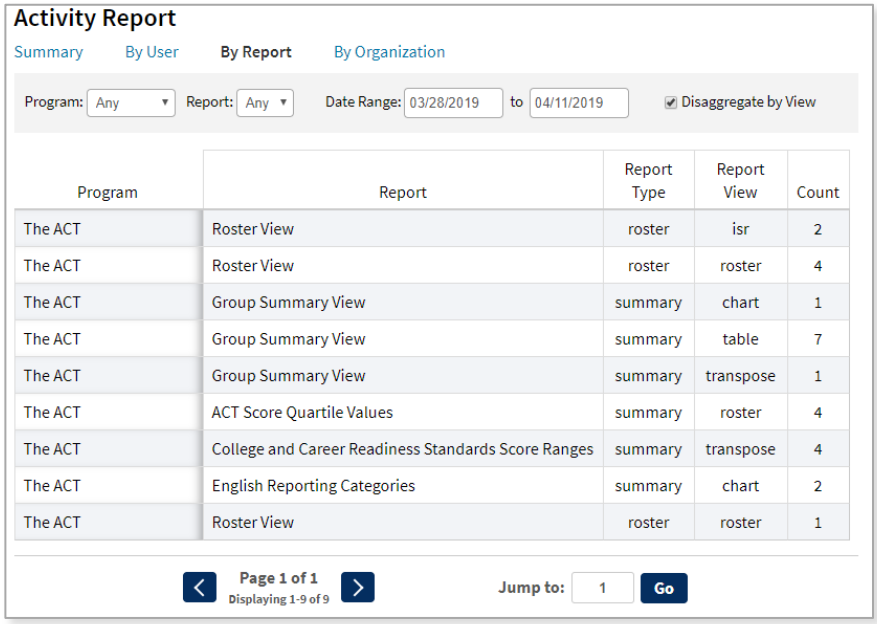
The **By Report** tab gives admin users insight into which reports are most commonly created at their organizations. The information in this table can be filtered by program, report, and date range. This view shows four pieces of information:

- 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



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

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.

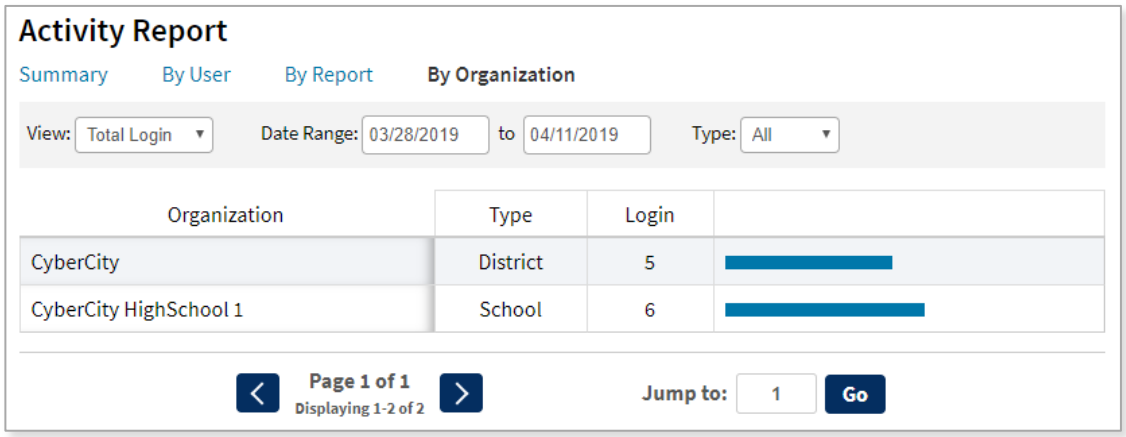


Program	Report	Report Type	Report View	Count
The ACT	Roster View	roster	isr	2
The ACT	Roster View	roster	roster	4
The ACT	Group Summary View	summary	chart	1
The ACT	Group Summary View	summary	table	7
The ACT	Group Summary View	summary	transpose	1
The ACT	ACT Score Quartile Values	summary	roster	4
The 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

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

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