

ACT State Contract Report Step Guide



This document accompanies
ACT Online Prep workshop,
presented on December 6, 2022.

Last Name Please enter at least 4 characters Help BW ▼

Program: The ACT State Contract ▼

Roster **Summary** Data Tools Contract Reports Download Hub

My Summary Results (District) Summary View	English Readiness (District) English Reporting Categories
Math Readiness (District) Math Reporting Categories	Reading Readiness (District) Reading Reporting Categories
Science Readiness (District) Science Reporting Categories	College & Career Readiness (District) College and Career Readiness Standards Score Ranges
Score Distribution Quartiles (District) ACT Score Quartile Values	Distribution of Planned Educational Majors for All Students by College Plans (District) Student Identified Planned Majors

ACT Online Reporting

The screenshot shows the ACT Online Reporting System interface. At the top, there is a search bar for 'Last Name' with a placeholder 'Please enter at least 4 characters' and a 'Help' icon. Below this is the 'Program' dropdown menu, currently set to 'The ACT State Contract' (callout 1). A navigation bar includes 'Roster', 'Summary' (selected), 'Data Tools', and 'Download Hub' (callout 2). The main section is titled 'My Summary Results (District)' with a 'Summary View' sub-header. Under 'Year:', four dropdown menus are selected: '2020-2021', '2019-2020', '2018-2019', and '2017-2018' (callout 3). Under 'Admin:', 'Fall' and 'Spring' are selected (callout 4). The 'Organization' section shows '4 selected (clear)' and a search bar. A list of organizations is displayed: 'Stormshire State Organization', 'Westfall District' (selected, callout 5), 'Duskwood High School', 'Silverpine High School' (selected, callout 6), and 'Tanaris High School'. At the bottom right, there are 'Cancel' and 'Get Report' buttons (callout 7).

The ACT Online Reporting System provides schools dynamic access to their ACT State Contract Testing data.

1. Under Program: select The ACT State Contract from the drop-down menu.
2. To see school or district-level data, select the Summary tab.
3. Select the years of ACT contracted testing data you wish to see.
4. Select Fall and/or Spring, based on when you took the State provided ACT. You can select both if the selection applies to when you tested. It is smart practice to always display the N-count, to verify the number of students whose tests scores you are looking at.
5. Select the organization level data you want to see. With State Contracted testing, your state-level data can be selected, but only when the Program for The ACT State Contract is selected.
6. If you have school-level access, you will only see your school. If you have district-level data, you will be able to select the district and then you will need to select the schools whose ACT data you wish to see.

With Online Reporting, district-level reporting access will also allow access to school-level data, providing the opportunity to see both district and school ACT State Contract Testing data on the same report.

7. When you have your selections completed, the Get Report button will be available. If no selections have been made, this button will not be active.

ACT Online Reporting

Summary View Default – When creating a new report, selecting the **Summary View** will always default to **Composite, Content, and STEM/ELA** mean scores display. To make changes to the data that is displayed, you will use the Options icon to access available data points.

ACT Online Reporting by Data Interaction

Summary View: The ACT State Contract
Showing students who are College Reportable

4 Options Save Download Table Chart Transpose

Help BW

1 Group	2 Year	3 Admin	Composite	Math	Science	STEM	English	Reading	Writing	ELA
			Mean Score							
Westfall District	2019-2020	Fall	15.5	15.4	15.9	16.0	13.1	16.9	4.5	13.0
Westfall District	2019-2020	Spring	18.1	18.1	18.6	18.6	16.7	18.5	5.9	16.8
Westfall District	2018-2019	Spring	17.7	17.8	18.1	18.2	16.2	18.3	5.9	16.4
Westfall District	2017-2018	Spring	18.1	18.3	18.4	18.6	16.9	18.4	5.8	16.6
Duskwood High School	2019-2020	Fall	16.2	15.5	16.5	16.3	13.0	19.2	4.8	14.0
Duskwood High School	2019-2020	Spring	18.1	18.2	18.6	18.6	16.7	18.5	5.9	16.8
Duskwood High School	2018-2019	Spring	17.8	17.9	18.1	18.3	16.3	18.4	5.9	16.5
Duskwood High School	2017-2018	Spring	18.2	18.4	18.4	18.7	17.0	18.5	5.8	16.7
Silverpine High School	2019-2020	Fall	15.8	15.5	15.7	15.8	15.5	15.8	4.3	13.2
Silverpine High School	2019-2020	Spring	18.1	18.1	18.5	18.6	16.6	18.5	5.9	16.7
Silverpine High School	2018-2019	Spring	17.6	17.7	18.1	18.1	16.1	18.2	5.8	16.2

The Summary View displays:

1. The groups selected (the district and/or schools checked).
2. The year(s) of testing selected (checked)
3. The administration (Admin) of the test, either Fall or Spring for State Contracted Testing.
4. Selecting Options will allow different data points to be selected and unselected based on the reports you wish to create.

Please Note: If you are working with your State Contracted data, then select “**ACT State Contract**” under Program. If you are working with your ACT District Contract, then you will select “**The ACT District Contract**” under program. At the beginning of each set of steps listed below, you start off by selecting the Program (The ACT (All Data), “The ACT State Contract” or The ACT District Contract”). If you don’t purchase District Contracted testing, then you will not see that Program available in the Online Reporting System.

PreACT data will show under Program if your State, District, or your School purchases the PreACT or PreACT 8/9. Only the Programs you purchase will be available under **Program**. Students who test on National ACT Test Dates will display under The ACT (All Data) even though your school or district did not pay for the students’ National Test Date assessment, if the student provided their high school code when registering for the National Test Date.

ACT Online Reporting

Roster of Student Individual Score Reports

Report Type Steps in Online Reporting > indicates “Next Step”

- Start by selecting the Program (the data set) you want to see the data from.

Roster of Student Individual Score Reports (ISR)

Notes: Detailed Viewer rights needed to access this report. Only one Program can be selected at a time.

>Program: The ACT State Contract

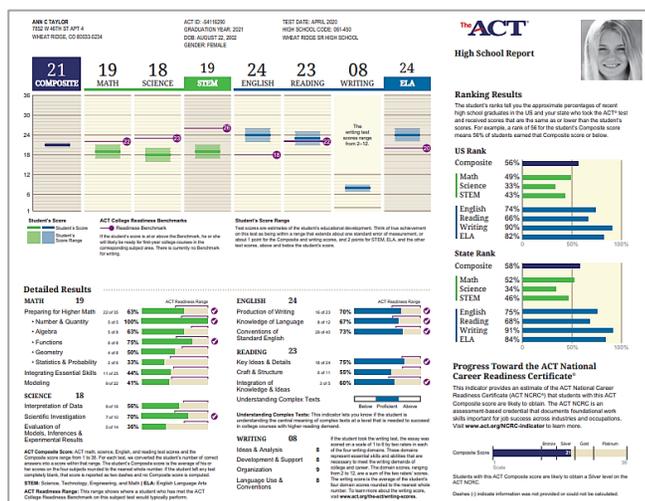
>Roster >Student Scores

1. select Year
2. select Admin (Spring)
3. select Organization (District and/or Schools)

>Get Report

Select the individual student report one student at a time or select Download and select PDF as the format of the file you would like to download.

Individual Student Report example



Roster Report example

ACT[®] Online Reporting by Data Interaction

Help | BW

Roster View: The ACT State Contract, Westfall District

Showing students who are College Reportable

Options Save Download Roster Student

ACT ID	Last Name	First Name	MI	Test Date	DOB	Composite	Math	Science	STEM	English	Reading
						Score	Score	Score	Score	Score	Score
99946566	Doe	John000	D	March 2021	08/08/2003	10	8	11	10	9	13
99912341	Doe	John000	D	February 2021	06/08/2004	11	12	14	13	8	9
99964745	Doe	John000	D	February 2021	06/10/2003	12	14	12	13	10	13
99922878	Doe	John000	D	February 2021	09/19/2003	15	17	18	18	10	15
99950129	Doe	John001	D	March 2021	02/06/2004	12	12	14	13	8	12

ACT Online Reporting

Composite and Content Scores

Report Type	Steps in Online Reporting > indicates “Next Step” - Start by selecting the Program (the data set) you want to see the data from.
Composite and Content Scores Detailed or Summary View	>Program: The ACT State Contract >Summary >My Summary Results 1. select Year(s) 2. select Admin (Fall and/or Spring) 3. select State, and/or District, and/or Schools >Get Report

Composite and Content Scores example

ACT Online Reporting by Data Interaction ? Help BW ▾

Summary View: The ACT State Contract, Spring Options Save Download Table Chart Transpose

Showing students who are College Reportable

Group	Year	Admin	Composite		Math	Science	STEM	English	Reading	Writing	ELA
			Valid Number	Mean Score							
Stormshire State Organization	2020-2021	Spring	14073	17.9	17.8	18.3	18.3	16.6	18.5	6.1	17.1
Stormshire State Organization	2019-2020	Spring	13974	17.7	17.7	18.2	18.2	16.2	18.1	5.9	16.4
Westfall District	2020-2021	Spring	8394	17.9	17.8	18.3	18.3	16.6	18.5	6.1	17.1
Westfall District	2019-2020	Spring	8422	17.7	17.7	18.2	18.2	16.2	18.1	5.9	16.4
Duskwood High School	2020-2021	Spring	2926	17.8	17.7	18.2	18.2	16.4	18.3	6.1	16.9
Duskwood High School	2019-2020	Spring	2820	17.7	17.7	18.1	18.2	16.3	18.0	5.9	16.5
Silverpine High School	2020-2021	Spring	2712	17.9	17.7	18.1	18.2	16.5	18.6	6.1	17.1
Silverpine High School	2019-2020	Spring	2807	17.7	17.7	18.1	18.1	16.2	18.1	5.9	16.4

Note: This example shows data selected under Step 3 for the sample state (Stormshire State Organization), District (Westfall District) and two high schools in the district (Duskwood and Silverpine High School). This example set displays 2020-2021 as the last year of data. Your data set will provide you with your most current ACT data.

ACT Online Reporting

ACT Benchmark

Report Type	Steps in Online Reporting > indicates "Next Step" - Start by selecting the Program (the data set) you want to see the data from.
ACT Benchmark % Met (% Not Met)	>Program: The ACT State Contract > Summary >My Summary Results 1. select year(s), 2. Admin (Fall and/or Spring), 3. select State, and/or District, and/or Schools >Get Report >Options >Stats (uncheck all under Mean Score) (Under Met Benchmark, check Math, Science, and STEM. Repeat to uncheck Math, Science, and STEM, then check English and Reading. >Update

ACT Benchmarks example

ACT Online Reporting by Data Interaction

Summary View: The ACT State Contract, Silverpine High School, Spring
Showing students who are College Reportable

Options Save Download Table Chart Transpose

Group	Year	Admin	Valid Number	Composite	Math	Science	STEM
					Benchmark	Benchmark	Benchmark
					% Met	% Met	% Met
Silverpine High School	2020-2021	Spring	2712		20	21	8
Silverpine High School	2019-2020	Spring	2807		19	19	8

ACT Online Reporting

Reporting Category

Report Type	<p>Steps in Online Reporting > indicates “Next Step”</p> <ul style="list-style-type: none"> - Start by selecting the Program (the data set) you want to see the data from.
Reporting Category % of students in the Readiness Range	<p>>Program: The ACT State Contract</p> <p>> Summary >My Summary Results</p> <ol style="list-style-type: none"> 4. select year(s), 5. Admin (Fall and/or Spring), 6. select State, and/or District, and/or Schools <p>>Get Report</p> <p>>Options >Stats (uncheck all under Mean Score) (Select Met Readiness – Math by clicking on Select All to the right of the Met Readiness title)</p> <p>>Update</p> <p>To run the same report but for the other content areas, you must first click on Reset for the content area you just ran. This can be found right next to the Select All selected for the previous report. You need to complete these steps for each of the content areas you wish to create reports for.</p>

Reporting Category example

Summary View: The ACT State Contract, Duskwood High School, 2020-2021, Spring
Showing students who are [College Reportable](#)

 Options
  Save
  Download
  Table
  Chart
  Transpose

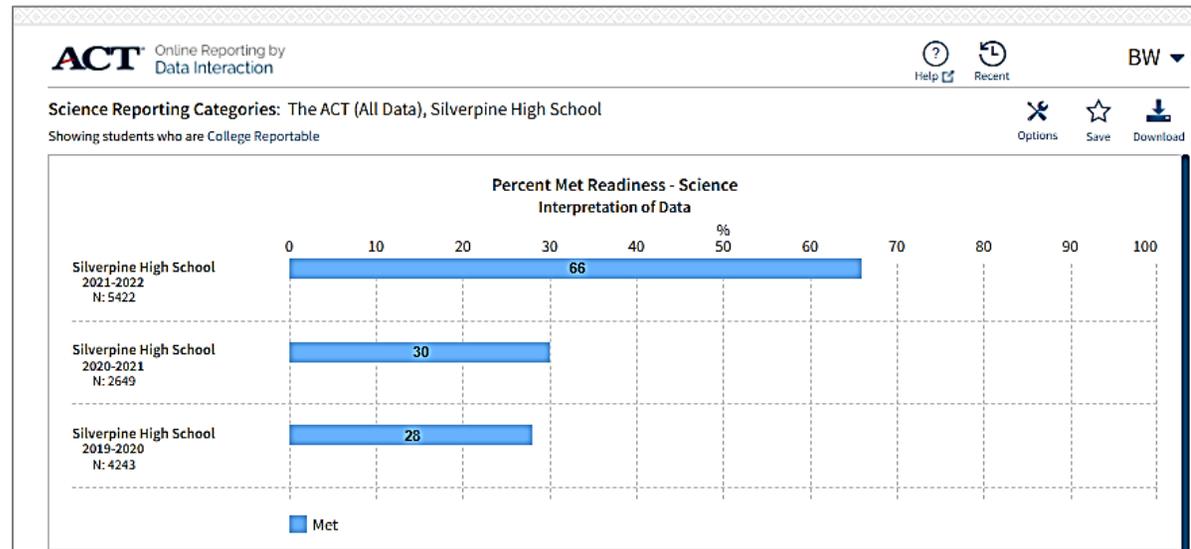
Group	Year	Admin	Composite	Science					
			Valid Number	Interpretation of Data-Readiness		Scientific Investigation-Readiness		Evaluation of Models/Inferences-Readiness	
				% Met	% Not Met	% Met	% Not Met	% Met	% Not Met
Duskwood High School	2020-2021	Spring	2926	20	80	24	76	19	81

ACT Online Reporting

Reporting Category

Report Type	Steps in Online Reporting > indicates "Next Step" <ul style="list-style-type: none">- Start by selecting the Program (the data set) you want to see the data from.
Reporting Category (Bar graph display)	>Program: The ACT State Contract >Summary (Each Reporting Category has its own Readiness box displayed. Do not select My Summary Results for this report.) >Math Readiness <ol style="list-style-type: none">1. select year(s),2. Admin (Fall and/or Spring),3. select State, and/or District, and/or Schools >Get Report

Reporting Category example



ACT Online Reporting

ACT Content Score Range

Report Type	Steps in Online Reporting > indicates "Next Step" - Start by selecting the Program (the data set) you want to see the data from.
ACT Content Score Range Note: This report is easier to read if only one content area is selected at a time.	>Program: The ACT State Contract > Summary >My Summary Results 1. select year(s), 2. Admin (Fall and/or Spring), 3. select State, and/or District, and/or Schools >Get Report >Options >Stats (uncheck all under Mean Score) (check content to display under CCRS Range) >Update

ACT Content Score Range example

Summary View: The ACT State Contract, Duskwood High School, Spring
 Showing students who are College Reportable

 Options
  Save
  Download
  Table
  Chart
  Transpose

Group	Year	Admin	Composite	Math						
			Valid Number	CCRS (01 to 12)	CCRS (13 to 15)	CCRS (16 to 19)	CCRS (20 to 23)	CCRS (24 to 27)	CCRS (28 to 32)	CCRS (33 to 36)
				%	%	%	%	%	%	%
Duskwood High School	2020-2021	Spring	2926	5	32	36	12	11	3	1
Duskwood High School	2019-2020	Spring	2820	4	35	36	12	9	3	1

Note: The data displayed in this report is from a sample data set. This example set displays 2020-2021 as the last year of data. Your data set will provide you with your most current ACT data.

ACT Online Reporting

Roster Reports

Report Type	<p>Steps in Online Reporting > indicates "Next Step"</p> <ul style="list-style-type: none"> - Start by selecting the Program (the data set) you want to see the data from.
<p>Roster Reports Composite and Content Scores</p> <p>Note: Detailed Viewer rights are needed to access the Roster tab in Online Reporting.</p>	<p>>Program: The ACT State Contract</p> <p>> Roster >Student Scores</p> <ol style="list-style-type: none"> 1. select year(s), 2. Admin (Fall and/or Spring), 3. select State, and/or District, and/or School <p>(Under District View, only one school's Roster Report can be selected at a time)</p> <p>>Get Report</p> <p>You can add or take away data points before you download your report.</p> <p>>Options >Stats (uncheck any data points you wish to remove) (check any data points you wish to include)</p> <p>>Update</p>

ACT Roster Report


Online Reporting by
Data Interaction

Help ?
BW ▾

Roster View: The ACT State Contract, Duskwood High School, 2020-2021, Spring

Showing students who are College Reportable

Options Save Download Roster Student

ACT ID	Last Name	First Name	MI	Test Date	DOB	Composite	Math	Science	STEM	English	Reading
						Score	Score	Score	Score	Score	Score
99950129	Doe	John001	D	March 2021	02/06/2004	12	12	14	13	8	12
99984072	Doe	John002	D	February 2021	01/07/2004	20	16	23	20	17	22
99900112	Doe	John002	D	February 2021	05/24/2004	20	18	21	20	15	24
99991536	Doe	John002	D	February 2021	05/26/2004	14	14	17	16	11	14
99932833	Doe	John003	D	March 2021	02/08/2004	20	22	19	21	18	20

ACT Online Reporting

ACT Roster Report exported as CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Roster View: The ACT State Contract, Duskwood High School, 2020-2021, Spring														
2	Showing students who are College Reportable														
3															
4	ACT ID	Last Name	First Name	Middle Initial	Test Date	DOB	ACT comp	ACT math	ACT scienc	ACT STEM	ACT Englis	ACT readii	State Org	District Or	School Org
5	99950129	Doe	John001	D	Mar-21	2/6/2004	12	12	14	13	8	12	99	9901	9904
6	99984072	Doe	John002	D	Feb-21	1/7/2004	20	16	23	20	17	22	99	9901	9904
7	99900112	Doe	John002	D	Feb-21	#####	20	18	21	20	15	24	99	9901	9904
8	99991536	Doe	John002	D	Feb-21	#####	14	14	17	16	11	14	99	9901	9904
9	99932833	Doe	John003	D	Mar-21	2/8/2004	20	22	19	21	18	20	99	9901	9904
10	99953062	Doe	John004	D	Mar-21	#####	13	15	11	13	15	12	99	9901	9904
11	99940374	Doe	John005	D	Apr-21	#####	16	13	18	16	14	18	99	9901	9904
12	99987575	Doe	John005	D	Feb-21	#####	17	15	21	18	15	17	99	9901	9904
13	99938593	Doe	John005	D	Feb-21	#####	14	17	14	16	15	11	99	9901	9904
14	99978509	Doe	John005	D	Feb-21	4/2/2004	11	15	10	13	10	9	99	9901	9904

ACT Online Reporting

Roster Reports

Report Type	Steps in Online Reporting > indicates "Next Step" - Start by selecting the Program (the data set) you want to see the data from.
Roster Reports Percent Correct by Content Area by Individual Student Note: Detailed Viewer rights are needed to access the Roster tab in Online Reporting.	>Program: The ACT State Contract > Roster >Student Scores 4. select year(s), 5. Admin (Fall and/or Spring), 6. select State, and/or District, and/or School (Under District View, only one school's Roster Report can be selected at a time) >Get Report >Options >Scores (uncheck all under Score) >Select down arrow next to any of the content reporting categories: Math/Science/English/Reading Reporting Categories >Check all boxes under Percent Correct >Update

Reporting Categories Percent Correct


Online Reporting by Data Interaction

Help ?
BW

Roster View: The ACT State Contract, Duskwood High School, 2020-2021, Spring
 Showing students who are College Reportable

Options Save Download Roster Student

ACT ID	Last Name	First Name	MI	Test Date	Math							
					Preparing for Higher Math	Number & Quantity	Algebra	Functions	Geometry	Statistics & Probability	Integrating Essential Skills	Modeling
					Percent Correct	Percent Correct	Percent Correct	Percent Correct	Percent Correct	Percent Correct	Percent Correct	Percent Correct
99950129	Doe	John001	D	March 2021	14	0	25	0	25	17	16	6
99984072	Doe	John002	D	February 2021	31	40	50	25	25	17	28	38
99900112	Doe	John002	D	February 2021	31	20	25	25	38	50	56	57
99991536	Doe	John002	D	February 2021	23	40	0	25	25	33	16	29
99932833	Doe	John003	D	March 2021	58	33	63	88	50	50	50	65
99953062	Doe	John004	D	March 2021	22	33	38	13	25	0	33	18
99940374	Doe	John005	D	April 2021	17	40	25	13	13	0	24	13

ACT Online Reporting

Reporting Categories Percent Correct exported as CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Roster View: The ACT State Contract, Duskwood High School, 2020-2021, Spring															
2	Showing students who are College Reportable															
3																
4	ACT ID	Last Name	First Name	Middle Initial	Test Date	Preparing Number	Algebra I	Functions	Geometry	Statistics	Integrating	Modeling	State Org	District Or	School Org	
5	99950129	Doe	John001	D	Mar-21	14	0	25	0	25	17	16	6	99	9901	9904
6	99984072	Doe	John002	D	Feb-21	31	40	50	25	25	17	28	38	99	9901	9904
7	99900112	Doe	John002	D	Feb-21	31	20	25	25	38	50	56	57	99	9901	9904
8	99991536	Doe	John002	D	Feb-21	23	40	0	25	25	33	16	29	99	9901	9904
9	99932833	Doe	John003	D	Mar-21	58	33	63	88	50	50	65	99	9901	9904	
10	99953062	Doe	John004	D	Mar-21	22	33	38	13	25	0	33	18	99	9901	9904
11	99940374	Doe	John005	D	Apr-21	17	40	25	13	13	0	24	13	99	9901	9904
12	99987575	Doe	John005	D	Feb-21	29	0	13	63	38	17	20	14	99	9901	9904
13	99938593	Doe	John005	D	Feb-21	31	40	0	25	63	33	40	38	99	9901	9904