



**Sign in at:**  
<https://workkeyscurriculum.act.org>



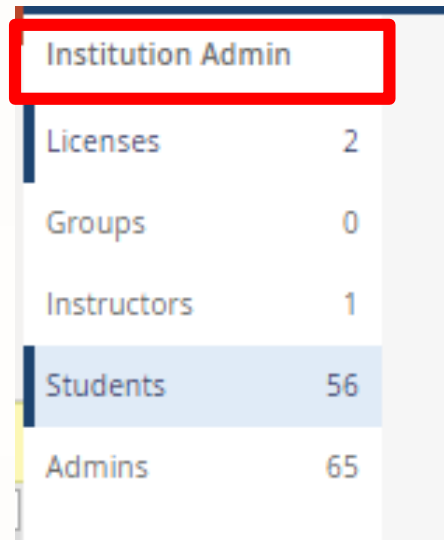
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# Creating an Individual Account

A.C.T. refers to our Customer as a Student. To create user accounts, take the following steps:

1. From the Institution Admin Dashboard navigation menu on the left of the screen:
  - Select Students to create a student account



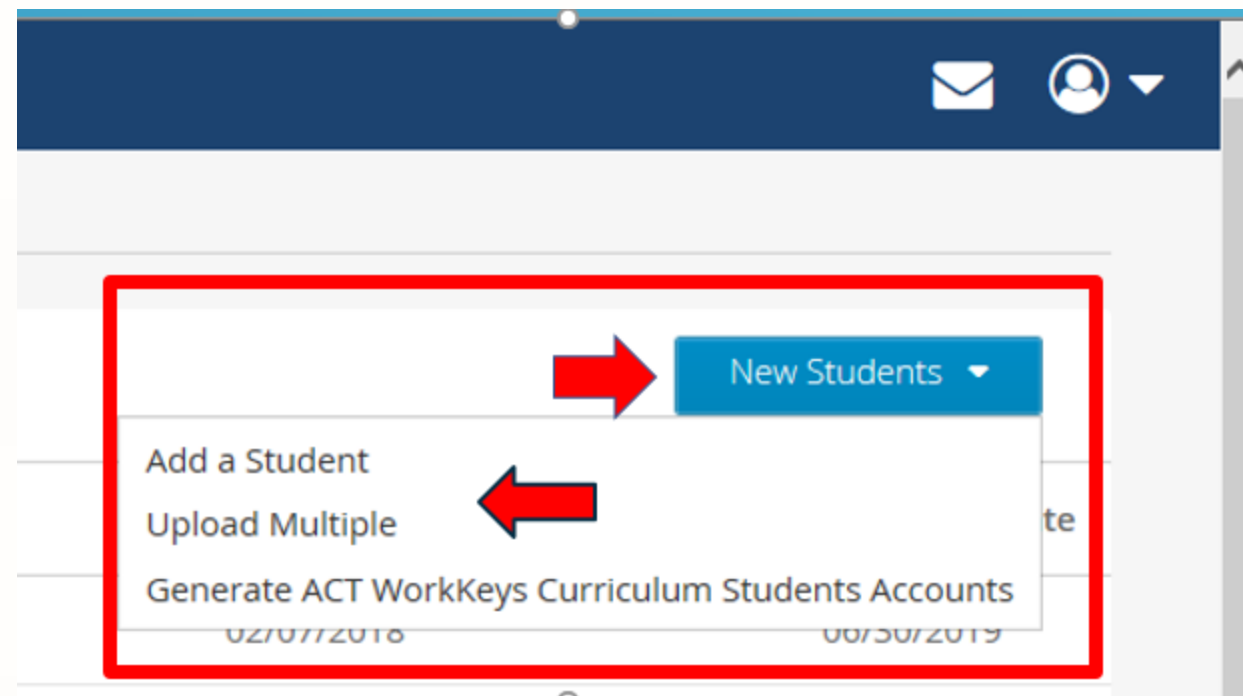
Institution Admin	
Licenses	2
Groups	0
Instructors	1
Students	56
Admins	65

From the **Dashboard** menu on the left of the screen, **Select** Students to create a student account



On the Students screen, **Select** the **New Students Button (in blue)**:

From the drop-down menu, select Add a Student to create an individual account.



# Necessary Information for Students/Customers Accounts

The following information is needed for each user:

- First name (required)
- Last name (required)
- Email address (required)
- Default Password use: p@ssword1

The License field ***USED TO*** automatically default to the current, active license.

## Create Student

Name

Email

Password

License

Kansas Department of Commerce 2021-2022, 08/30/2021 - 06/30/2022 ▼

License

Kansas Department of Commerce 2020-2021, 07/01/2019 - 09/30/2021 ▼

License

Select a license...

Course

Create

Cancel

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#### WorkKeys NCRC Aligned Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input type="checkbox"/>	1336	WorkKeys Curriculum Applied Math Levels 3-7
<input type="checkbox"/>	1412	WorkKeys Curriculum Graphic Literacy Levels 3-7
<input type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents Levels 3-7
<input type="checkbox"/>	1756	WorkKeys Curriculum Quick Guide
<input type="checkbox"/>	1788	WorkKeys Curriculum Applied Math Levels 1-2
<input type="checkbox"/>	1789	WorkKeys Curriculum Graphic Literacy Levels 1-2
<input type="checkbox"/>	1790	WorkKeys Curriculum Workplace Documents Levels 1-2
<input type="checkbox"/>	3764	Spanish WorkKeys Curriculum Applied Math Levels 3-7
<input type="checkbox"/>	3766	Spanish WorkKeys Curriculum Graphic Literacy Levels 3-7
<input type="checkbox"/>	3767	Spanish WorkKeys Curriculum Workplace Documents Levels 3-7

#### Essential Skills Courses

<input type="checkbox"/>	Course Id ↕	Course Name ↕
<input type="checkbox"/>	1606	WorkKeys Curriculum Essential Skills: Working in Teams
<input type="checkbox"/>	1607	WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication
<input type="checkbox"/>	1608	WorkKeys Curriculum Essential Skills: Work Discipline
<input type="checkbox"/>	1609	WorkKeys Curriculum Essential Skills: Customer Service
<input type="checkbox"/>	1610	WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking
<input type="checkbox"/>	3440	WorkKeys Curriculum Essential Skills: Financial Awareness

Create

Cancel

#### Courses:

You can choose to assign individual courses

- Applied Math (1-2) (3-7)
- Graphic Literacy (1-2) (3-7)
- Workplace Documents (1-2) (3-7)
- Quick Guide

Option: *Uncheck unless the Customer speaks Spanish*

- Spanish Applied Math (3-7)
- Spanish Graphic Literacy (3-7)
- Spanish Workplace Documents (3-7)

**Be sure the Customer understands the actual test will be only in English-**

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## Pre-Quiz Course for WorkKeys Assessment Student/Customers: “WorkKeys Assessment Quick Guide” [Placement Quiz]




Included in the Course Menu – automatically added to new Student/Customer Account

<input checked="" type="checkbox"/>	1413	WorkKeys Curriculum Workplace Documents Levels 3-7
<input checked="" type="checkbox"/>	1756	WorkKeys Curriculum Quick Guide
<input checked="" type="checkbox"/>	1788	WorkKeys Curriculum Applied Math Levels 1-2



When you Click on “WorkKeys Assessment Quick Guide” the following menu appears:

☰ Quick Guide | 3 Tasks | 24 Knowledge Points ^

-  Applied Math Quick Guide  
8 Knowledge Points ○○○○
-  Graphic Literacy Quick Guide  
8 Knowledge Points ○○○○
-  Workplace Documents Quick Guide  
8 Knowledge Points ○○○○



This is a 4 question PRE-Quiz with a “comment” about how well or how poorly you did [comment in **BLUE**] & tells what you should redo or study next:

Dashboard

33.3% Complete

25%  
Correct

1 of 3  
Quizzes Taken

00:00:03  
Avg. Answer Time

00:00:05  
Avg. Correct Answer Time

00:00:02  
Avg. Incorrect Answer Time

Quizzes Reports

Placement Quiz

Quiz Name	Quiz Length	% Correct	Predicted Level	
Applied Math Quick Guide <i>Based on your Quick Guide score, it is recommended you start with the WorkKeys Curriculum Applied Math Levels 1-2 Course before moving forward. If the Levels 1-2 course is not in your drop down list of courses please contact your administrator.</i>	4 Questions	25% (1 / 4)	1-2	Complete
Graphic Literacy Quick Guide	4 Questions	--	--	
Workplace Documents Quick Guide	4 Questions	--	--	

- The **BLUE** Note will indicate if you know enough Level 1-2 information to move on to Level 3-7
- By clicking into the PRE-Quiz:
  - It allows you to “Reset” the quiz, giving you a practice “do-over”

Quizzes [Dashboard](#) [Notes](#) [Bookmarks](#)

Applied Math Quick Guide [Reset Quiz](#)

100.0% Complete

25% Correct

4 of 4 Questions Taken | 00:00:03 Avg. Answer Time | 00:00:05 Avg. Correct Answer Time | 00:00:02 Avg. Incorrect Answer Time

1-2 Predicted Score

Question Review [Category Scores](#)

Filter ▾

Preview	Time	
<span style="color: red;">✘</span> You process paychecks for your company. Paydays are 2 weeks apart, on Fridays. The first payday in one month is on the 12th. The next payday is on the...	0 min 2 secs	<a href="#">Review</a>
<span style="color: red;">✘</span> You worked the dinner shift tonight and served a family their dinner. The bill was \$43.89. They left \$50 to pay for the meal; the remainder was your t...	0 min 1 sec	<a href="#">Review</a>
<span style="color: red;">✘</span> You estimate that you have completed 14 of the work your boss expects this week. What percent of your work is complete? 14% 1.4% 4% 14% 25%	0 min 2 secs	<a href="#">Review</a>
<span style="color: green;">✔</span> You've just finished making 3 batches of plastic tumblers: a red batch, a yellow batch, and a purple batch. There are 500 tumblers in each batch. You ...	0 min 5 secs	<a href="#">Review</a>

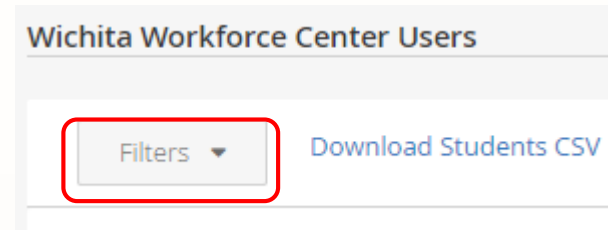
- Each question can be viewed
  - You will see which ones you missed
  - You may click **Review All or Review** to review all the answers that were offered in the original question

# To Find Existing Student/Customer:

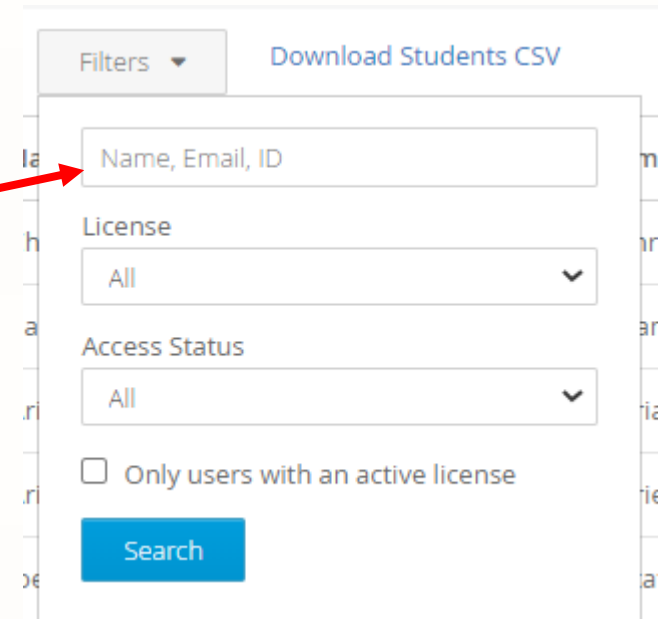
From the **Dashboard** menu on the left of the screen, **Select** Students



Click on **Filters**



Fill in Name or Email & click **Search**



## If Student/Customer has been created:

- Access Status will remain Pending until the student accesses the account
- Date added will be the date Staff created the student account
- Once the Student logs in, the Student Screen will display First Log-in date
- Expiration date will remain the same for all students, until WorkKeys Curriculum contract has been updated (Updated Yearly)

Name	Email	Access Status	Date Added	First Login Date	Expiration Date
Erica Ramos	ramos7046@yahoo.com	Valid	01/30/2018	01/30/2018	06/30/2020
Erica Ramos	eramos6805@gmail.com	Pending	06/26/2018	Never	--
erica ramos	lslenker60@yahoo.com	Pending	08/16/2019	Never	--

# To update or reset password, select the student and **Click** Edit

## Wichita Workforce Center Users

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### Erica Ramos

Email ramos7046@yahoo.com

Courses WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Applied Technology: Fluid Dynamics, WorkKeys Curriculum Essential Skills: Problem Solving and Critical Thinking, WorkKeys Curriculum Workplace Documents Levels 1-2, WorkKeys Curriculum Essential Skills: Interpersonal and Business Communication, WorkKeys Curriculum Business Writing, WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Applied Technology: Electricity, WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Applied Technology: Mechanics, WorkKeys Curriculum Graphic Literacy Levels 1-2, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Essential Skills: Customer Service, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Applied Technology: Problem Solving Strategies , WorkKeys Curriculum Workplace Observation, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Graphic Literacy Levels 3-7

Access Status Valid

Access Expiration Date 06/30/2020

Date Added 01/30/2018

Edit

Impersonate

Assign License

This student does not belong to any groups. [See available groups](#) or [create a new one](#)

### Assigned Licenses

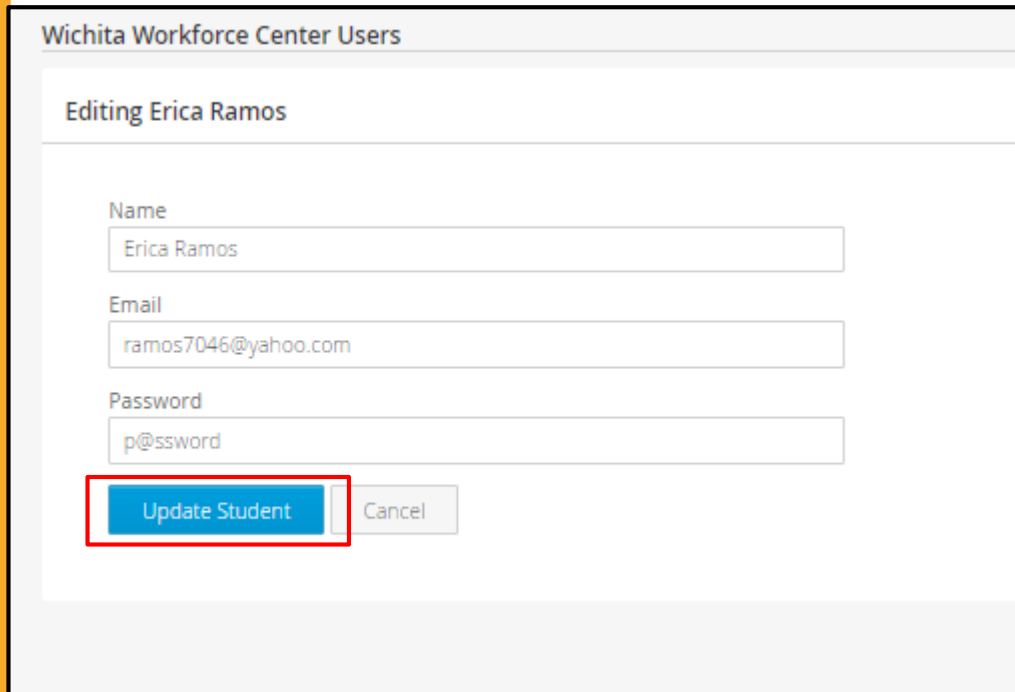
Name	Start Date	End Date	First Activation Date	Status	Used Seats
Kansas Department of Commerce 2020	07/24/2019	06/30/2020	07/02/2019	Active	1
Kansas Department of Commerce	01/30/2018	06/30/2019	09/01/2017	Inactive	1

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## Editing page will display:

Type in the new password and **Click** Update Student Student successfully updated should appear on the top of the following page.



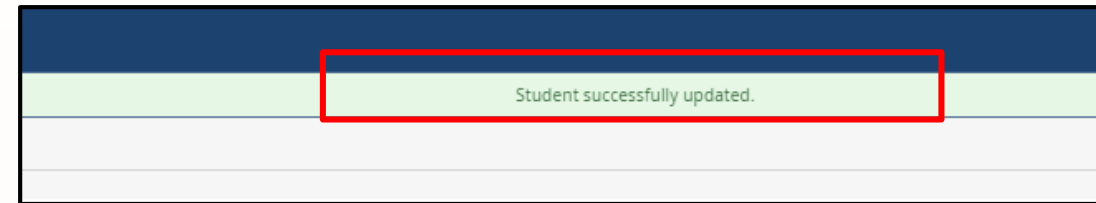
Wichita Workforce Center Users

Editing Erica Ramos

Name  
Erica Ramos

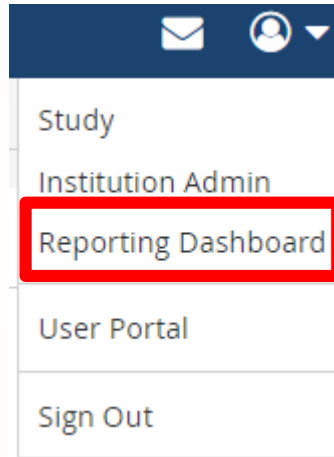
Email  
ramos7046@yahoo.com

Password  
p@ssword



← To print log-in info, On mouse RT click, print.

Under the Institution Admin Account Profile you can also access the Reporting Dashboard.



At any time you are wanting to return to the Institution Admin Screen, Click on the “person” icon

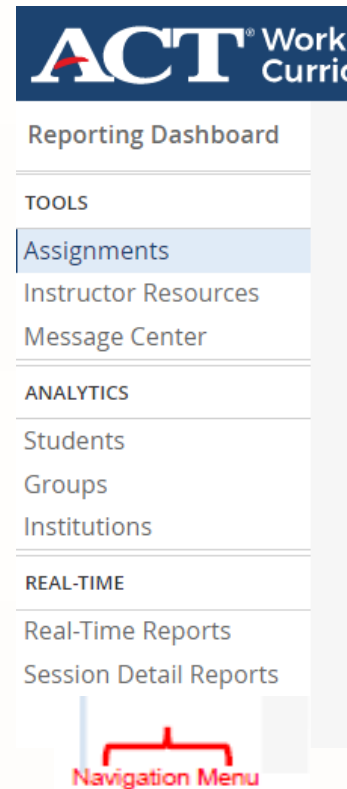


The Reporting Dashboard navigation menu on the left side has three sections: Tools, Analytics and Real-Time.

**Tools:** select assignments to create a specific assignment for a student or groups.

**Analytics:** Run reports on students or groups.(Data is updated twice a day)

**Real-Time:** Run real-time reports on students.



# Analytics: Student Reports

- **Select** Students on the Navigation Reporting Dashboard Menu under Analytics
- Begin *Search* using the drop-down menu **Select Course** [select *any* WorkKeys Course]
- **Page will process to the next screen**

ACT<sup>®</sup> WorkKeys<sup>®</sup> Curriculum My Courses ▾

Reporting Dashboard

TOOLS

- Assignments
- Instructor Resources
- Message Center

ANALYTICS

- Students
- Groups
- Institutions

REAL-TIME

- Real-Time Reports
- Session Detail Reports

Navigation Menu

Student Report

Overall Select Course ▾

Select a course to view data.



# Analytics: Student Reports- Continued

- **Next Screen, Search** for the Student/Customer
- Type their name or email in the search window & **click Search**
- Student's name will pop up

The screenshot shows the ACT WorkKeys Curriculum reporting dashboard. The top navigation bar includes the ACT WorkKeys Curriculum logo, a 'My Courses' dropdown menu, and icons for email and user profile. The left sidebar contains navigation options under 'Reporting Dashboard', 'TOOLS', 'ANALYTICS', and 'REAL-TIME'. The main content area displays a 'Student Report' for '2011 students • WorkKeys Curriculum Applied Math Levels 1-2'. A search bar with the placeholder text 'Name, Email, SIS ID' and a 'Search' button is highlighted with a red box. To the right of the search bar is an 'Export' button. Below the search bar is a table with columns for 'Name', 'ID', 'Last Active', and 'Level 1 and 2 Quiz'. The table contains two rows of student data.

Reporting Dashboard

ACT WorkKeys Curriculum My Courses

Data is accurate as of: 2020-07-29 02:56 AM (CDT)

Student Report 2011 students • WorkKeys Curriculum Applied Math Levels 1-2

Name, Email, SIS ID Search Export

Overall WorkKeys Curriculum Applied Math Levels 1-2

	Name	ID	Last Active	Level 1 and 2 Quiz
1	Jennifer Stoffel	4714193	10/30/2019	PASS
2	Brittany Kapla	4714630	Never	N/A

- Once you click the Student/Customer line item the following page will display:  
[Course Menus can be expanded for details]

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Suzi Lenker Impersonate

ID	#6550409
Institution	Wichita Workforce Center
Groups	N/A
Courses	WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Graphic Literacy Levels 3-7, WorkKeys Curriculum Workplace Documents Levels 3-7, WorkKeys Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Graphic Literacy Levels 1-2, WorkKeys Curriculum Workplace Documents Levels 1-2

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**WorkKeys NCRC Aligned Levels 1-2** +

**WorkKeys NCRC Aligned Levels 3-7** +

- Expanded menu will look like this [overview of Student/Customer progress:

WorkKeys NCRC Aligned Levels 1-2			
<b>Student Overall Session Summary</b>			
Aggregate Totals	Last Active	Total Time	Level 1 and 2 Quiz
Active Course Average	11/20/2019	23 min	100%
<b>Courses Breakdown Summary</b>			
Enrolled Courses	Last Active	Student Status	Level 1 and 2 Quiz
WorkKeys Curriculum Applied Math Levels 1-2	11/20/2019	65.0 percentile	PASS <a href="#">Analyze</a>
WorkKeys Curriculum Graphic Literacy Levels 1-2		This user has no activity in this course	<a href="#">Analyze</a>
WorkKeys Curriculum Workplace Documents Levels 1-2		This user has no activity in this course	<a href="#">Analyze</a>
WorkKeys NCRC Aligned Levels 3-7			

Student Overall Session Summary

Aggregate Totals	Last Active	Total Time	Level 1 and 2 Quiz
Active Course Average	11/20/2019	23 min	100%

Courses Breakdown Summary

Enrolled Courses	Last Active	Student Status	Level 1 and 2 Quiz	
WorkKeys Curriculum Applied Math Levels 1-2	11/20/2019	65.0 percentile	PASS	Analyze

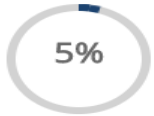
ID #4719230  
 Institution Wichita Workforce Center  
 Groups N/A  
 Courses WorkKeys Curriculum Applied Math Levels 1-2, WorkKeys Curriculum Applied Math Levels 3-7, WorkKeys Curriculum Applied Technology: Thermodynamics, WorkKeys Curriculum Business Writing, Curriculum Essential Skills: Work Discipline, WorkKeys Curriculum Essential Skills: Working in Teams, WorkKeys Curriculum Workplace Observation

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**WorkKeys Curriculum Applied Math Levels 3-7**

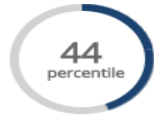
Student Overview

Overall Progress



5%

Student Status



44 percentile

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Latest Quiz Results

4 Placement	N/A Level 3	N/A Level 4	N/A Level 5	N/A Level 6	N/A Level 7
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01/30/2018 Last Active	3 min Total Time Spent
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Analytics for a customer who has practiced.

# Real Time Reports:

- **Select** Real-Time Reports on the Navigation Menu
- **Search** by name or email
- **Click** on the selected Student/Customer

The screenshot shows the ACT WorkKeys Curriculum interface. The top navigation bar includes the ACT logo, 'WorkKeys Curriculum', and 'My Courses'. A left sidebar contains navigation options: Reporting Dashboard, TOOLS (Assignments, Instructor Resources, Message Center), ANALYTICS (Students, Groups, Institutions), and REAL-TIME (Real-Time Reports, Session Detail Reports). The main content area is titled 'Real-Time Reports' and features a search bar with the text 'suzi lenker' and a 'Search' button. Below the search bar is a table with the following data:

Overall						
	Name ↕	ID ↕	Email ↕	Institution	Created At ↕	Last Active ↕
1	Suzi Lenker	6550409	johnsuzi@yahoo.com	Wichita Workforce Center	08/01/2019	11/20/2019

A 'Navigation Menu' icon is visible in the bottom left corner of the interface.

Once you select the Student/Customer the following page will display:  
 ~Student/Customer real-time data per student/customer, per course will display

WorkKeys Curriculum Applied Math Levels 1-2 - Active				
07/19/2021	2 hrs 47 min	27 of 34		
Last Active Date	Total Time Spent	Study Tasks Completed		
Practice questions				
Category Name	Time Spent Answering Questions	% Correct		
Level 1: Counting and Numbers and Sequences	13 minutes	67% (29 / 43)		
Level 1: Addition	6 minutes	79% (33 / 42)		
Level 1: Subtraction	9 minutes	74% (37 / 50)		
Level 1: Multiplication	11 minutes	57% (31 / 54)		
Level 1: Division	89 minutes	22% (12 / 54)		
Level 2: Word Problems	9 minutes	42% (14 / 33)		
Level 2: Money	7 minutes	41% (11 / 27)		
Level 2: Time	7 minutes	32% (9 / 28)		
Level 2: Measurement				
Level 2: Fractions, Percentages and Decimals				
Quizzes				
Quiz Name	Quiz Length	% Correct	Last Active Date	Score

# To check on your Student/Customer's Progress-

While in the Student/Customer account:

~Go to the Institution Admin Account Profile [upper right] -

~Click **Study** – this screen will appear:

The screenshot displays the WorkKeys Curriculum Applied Math Levels 1-2 dashboard. On the left, a navigation sidebar contains the following items: **Study** (highlighted with a red box), Institution Admin, Reporting Dashboard, User Portal, and Sign Out. The main dashboard area features a dark blue header with the ACT WorkKeys Curriculum logo and the course title. Below the header, a navigation menu includes Home, Learning Plan, Lessons, Practice, Quizzes, and Search. The main content area is titled 'Welcome to WorkKeys Curriculum Applied Math Levels 1-2' and includes a 'Rate & review this course' link. A large score of 91 is displayed, along with 'DAYS UNTIL 11/22/2019'. The dashboard also shows 'Today's Knowledge Goal' at 0/10 and 'Learning Plan Progress' at 0%. A section for 'Level 1 | 0 / 20 Tasks' includes a 'Level 1 Counting' task with 3 Knowledge Points and a 'Get Started' button. The 'Strengths & Weaknesses' section displays progress bars for 'Level 1: Counting and Numbers & Sequences', 'Level 1: Addition', 'Level 1: Subtraction', and 'Level 1: Multiplication', all marked as 'N/A' with the message 'You have not attempted enough questions in this category for us to display accurate information'.

# Questions?

**suzi.lenker@ks.gov**

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