

Slide 1: Welcome to Navigating Your ACT District Testing Webpage.

Slide 2: Important announcements will appear here at the top of the screen.

You can jump directly to these sections by clicking on the links.

Slide 3: The Test Administration Process is 7 steps. These steps will guide you through the test administration from start to finish.

To see descriptions of each step, click the small arrow on the top right side of the tray. Here you will see a brief description of what each step in the process entails.

Slide 4: Just below the process steps are the Important dates associated with the test administration. Your Schedule of Events contains all dates and deadlines for your test event. Check it frequently to ensure you are on track for a successful administration. You will also find the Tips for success for navigating your district testing webpage.

Slide 5: Below your Tips for Success are Helpful Links. This section contains links for PearsonAccessNext, which is the web application used by testing staff to select test dates, verify and register students, order materials, and manage online testing. The TAA link is for requesting ACT authorized accommodations for students. The Spring District Testing frequently asked questions will have many answers to common questions. And the content search link will allow you to search for articles on a certain subject.

The Office Hours Tray contains the schedule for office hours which are opportunities to ask any questions you may have about district testing, how to use ACT platforms and test administration questions.

question as well as Accommodations questions
ation for ACT general

Slide 6: Let's look at how the Content Search link can be used. You can begin your search by typing keywords in the search bar. You can also click the small arrow in the filters tab to expand it. There you will see assets where you can choose products and subjects. You can select multiple filter criteria at once. Note that you are not required to type keywords into the search bar. Once you've made your selections, click "Search".

Slide 7: Articles relevant to your search will appear. Click an article to read contents. The drop-down under an article will show you all the articles where that topic appears.

You can refine your search using the filters on the left-hand side.

Slide 8: Once in the reading pane, read and scroll through content (just like you would a document). At the top you will see the Article title. You can search within the article for more specific topics. Use the table of contents to jump directly to that section of the article. Use the back button to bring you back to your search results.

Slide 9: The two icons next to the article topic will allow you to Print the topic. You can print just part or the entire article. Or you can send feedback to ACT via email.

Slide 10: Now let's look at the test administration process steps. Scroll down below the helpful links to see detailed information for each process step. Step 1 has the information needed to get started with your testing program.

Slide 11: Step 2 will help you ensure all systems are set up and data is submitted for testing.

Slide 12: Step 3 is where you learn about the accommodations and supports available to examinees.

Slide 13: Step 4 contains the tasks to be completed in preparation for test day. Make sure your students, staff, facilities, and materials are ready to go!

Slide 14: Step 5 includes the manuals, supplements, and forms you need for a successful test day.

Slide 15: Step 6 contains information for returning test materials and data to ACT.

Slide 16: Step 7 has everything you need to help you and your students access and understand score reports.

Slide 17: These seven steps will list everything you need to administer the ACT test. Following these steps will help ensure a successful test administration. ACT will also send emails over the course of testing to remind you of activities that need to be completed.

Slide 18: Thanks for watching this video about navigating your ACT hosted webpage.