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ACT Aspire Training Overview

ACT Aspire strives to provide our customers with a world-class training program. We acknowledge that a high-quality training program directly impacts the success of a student's testing experience. We have dedicated ourselves to providing users with convenient training options that can be accessed when and where they need them. Training is provided in the following formats:

- Free live webinar events
- Free self-paced online training modules on the Training Management System (TMS)
- Resources and manuals

You may also purchase customized training options for your specific needs.

- In-person workshops
- Live webinars

Our ACT Aspire Landing Page is a one-stop-shop that contains information and links to assist you with the implementation of ACT Aspire. The site includes:

- A calendar of live webinar events
- Test administration manuals
- Student sandbox practice tests
- Technology resources
- And more...

Visit the Landing Page at:

actaspire.pearson.com/

The Landing Page also provides access to our ancillary repository, Avocet. Avocet is an online indexing system where you will find ACT Aspire's manuals, data file layouts, interpretive guides, and additional ancillary materials. Avocet is a public facing website that is easily accessed via smartphone or tablet. An easy-to-use search tool allows you to filter documents by keyword, so you can find the ancillary products you need quickly and efficiently.

Visit Avocet at:

actaspire.avocet.pearson.com

The Training Management System (TMS) delivers our self-paced online training modules. It can be accessed from the Landing Page. The TMS offers short, self-paced videos to guide you through each of the key functions needed to successfully implement our program. ACT Aspire's TMS is a public facing website that is easily accessed via smartphone or tablet.

Visit the TMS at:

actaspire.tms.pearson.com



Webinars—Designed to meet the needs of your group

ACT Aspire Readiness

These four webinars will highlight the roles and responsibilities of administrators, counselors, assessment directors, and proctors to ensure readiness in these key areas:

- Test Coordinator Responsibilities—administrators, counselors, assessment directors
- Portal Training Set Up—administrators, counselors, assessment directors
- Room Supervisor Responsibilities—proctors
- Portal Training Functions—proctors

ACT Aspire Summative Score Reports

These four webinars -- two overviews and two that are report-specific-- help educators understand the data in the ACT Aspire Summative Score Reports.

ACT Aspire Summative Data Interpretation Series: An Orientation

A series of 14 videos, organized by subject and great levels, that provides an orientation to ACT Aspire Summative data interpretation. These videos will help educators develop a working knowledge of the test content and specifications.

On-Site Workshops

The ACT Aspire Readiness Workshop is a comprehensive training for those supervising the launch of ACT Aspire in their school or district. In this all-day workshop, educators learn to:

- Upload student files
- Create test sessions
- Add accommodations to individual student profiles
- Administer the assessments
- Order testing materials

The ACT Aspire Summative Data Interpretation Workshop is an interactive, 3.5-hour workshop that equips participants to analyze ACT Aspire Summative reports. It shows participants how to use reports to generate insights about students and educational practices—and improve student readiness for college and career.

In the workshop, educators learn to:

- Navigate the ACT Aspire portal to locate reports
- Locate key data components from ACT Aspire reports
- Analyze ACT Aspire report data for curricular, instructional, and intervention implications
- Develop an action plan in response to the data

Please contact ACT Aspire to discuss options for purchasing additional webinars or an on-site workshop.

Please visit <http://www.discoveractaspire.org/training/> or call **1.855.730.0400**.

How to Use the Catalog

This catalog contains all the live webinar and self-paced TMS offerings for the entire ACT Aspire training curriculum.

Select Training

There are two ways to browse the training offerings.

1. Go to the [Training by Role](#) section to browse training for your specific role in the test administration.
2. Go to the [Alphabetical Training List](#) at the end of the catalog to see detailed training descriptions for all offerings.

View Training

When you are ready to view training:

- Go to the [TMS](#) to view self-paced modules.
- See the calendar of live webinar events on the [ACT Aspire Training Landing Page](#).

Training Expectations

ACT Aspire provides hours of training content for each role across a test administration. Users should be prepared to complete each of the "highly recommended" trainings available (marked with asterisks in the table), but may also complete additional training for the same role or for other roles.

The following shows the amount of time you can plan to spend completing training for each role.

Role	Highly Recommended Training	Total Available Training for Role
Test Coordinator	2 hours and 48 minutes	14 hours and 6 minutes
Technology Coordinator	1 hour and 18 minutes	4 hours and 6 minutes
Educator	4 hours and 12 minutes	9 hours and 18 minutes
Student/Parent	30 minutes	30 minutes

All training can be accessed by any user, so you are encouraged to view any training that interests you, even if it is not specifically listed for your role. The total available training across all roles equals 28 hours of content.

Training Listed by Role

Each role in administration has its own table in the catalog, allowing you to quickly browse the training that is most applicable to your role.

Role	Description	Common Job Titles
Technology Coordinator	This individual handles the technology preparation and readiness for test administration.	Computer Support Portal Trainer IT
Test Coordinator	This individual handles the logistics and set up of the test administration.	Test Administrator Portal Setup Test Analyst Counselor Assessment Director
Educator	This individual oversees administering the assessment to students. Some Educators also view reports.	Classroom Teacher* Test Administrator* Room Supervisor Proctors
Student/Parent	A student takes the assessment. Both the student and the parent view reports.	Student Parent

* Reporting and Data Usage for the Educator Role are most applicable to these job titles.

Please Note:

1. Training that applies to more than one role will be listed under each applicable role.
2. Training that is most highly recommended for a particular role will be marked with asterisks in the table.
3. *All* training can be accessed by any user. You are encouraged to view any training that interests you, even if it is not specifically listed for your role.

A color is associated with each phase of assessment administration, allowing you to quickly scan the tables in the catalog to see which trainings are most applicable for each phase of testing.

Period	Phase
	General Information
Before Testing	Pre-Test Tech Readiness
	Assessment Preparation
During Testing	Assessment Administration
After Testing	Post-Assessment Steps
	Reporting and Data Usage

Technology Coordinator

Period	Phase	Assessment Type		Test Delivery		Training Title	Length in Mins.	Format
		SUM	PER	CBT	PBT			
Before Testing	General Information	•	•	•	•	General Information: Resources and General Functionality	45	Live Webinar
		•	•	•	•	Enhancement Demo	15	TMS
	Pre-Test Tech Readiness	•	•	•		CBT Technology Requirements and Readiness (New Users)	60	Live Webinar
		•	•	•		CBT Technology Requirements and Readiness (Returning Users)	60	Live Webinar
		•	•	•		Chromebook Frequently Asked Questions	11	TMS
		•	•	•		iPad Frequently Asked Questions	9	TMS
		•	•	•		Proctor Cache Portal Setup*	7	TMS
		•	•	•		Technology Readiness Overview*	31	TMS
	Assessment Preparation	•	•	•	•	Preparing the Organizational File*	13	TMS
		•	•	•	•	Uploading Student Data*	8	TMS

SUM = summative assessment

PER = periodic assessment

CBT = computer-based test

PBT = paper-based test

*** = Highly recommended training for this role**

Test Coordinator (Page 1 of 3)

Period	Phase	Assessment Type		Test Delivery		Training Title	Length in Mins.	Format
		SUM	PER	CBT	PBT			
	General Information	•	•	•	•	General Information: Resources and General Functionality	45	Live Webinar
		•	•	•	•	Enhancement Demo	15	TMS
Before Testing	Assessment Preparation	•	•	•	•	Adding and Removing Students from Test Sessions*	5	TMS
		•	•	•	•	CBT Test Session Creation and Management*	60	Live Webinar
		•	•	•		CBT Test Session Creation and Management* (Returning Users)	60	Live Webinar
		•	•	•		Copy Test Sessions	5	TMS
		•	•	•		Creating & Importing PNP Extracts	6	TMS
		•	•	•		Creating & Using Groups	4	TMS
		•	•	•		Creating Personal Needs Profiles, Groups, and Transfers	60	Live Webinar
		•	•	•		Creating Personal Needs Profiles, Groups, and Transfers (Returning Users)	60	Live Webinar
		•	•	•		Creating, Editing, & Viewing Test Sessions*	14	TMS
		•	•	•		Inviting & Managing Users*	6	TMS
		•	•	•		Manually Entering & Updating Student Data	4	TMS
		•	•	•		Organizational File and Reverse Student Data Upload File (Returning Users)	45	Live Webinar
		•	•	•		Organizational File, Inviting Users into the Portal, and Student Data Upload File	60	Live Webinar
		•			•	Paper Material Receiving and Returning Guidelines	45	Live Webinar
		•			•	Paper-Based Testing	43	TMS

Test Coordinator (Page 2 of 3)

Period	Phase	Assessment Type		Test Delivery		Training Title	Length in Mins.	Format
		SUM	PER	CBT	PBT			
Before Testing	Assessment Preparation	•			•	PBT Test Session Creation and Management (New Users)	60	Live Webinar
		•			•	PBT Test Session Creation and Management (Returning Users)	45	Live Webinar
		•	•	•		Printing Student Authorization Tickets*	4	TMS
		•	•	•	•	Student Data & Test Sessions Overview	79	TMS
		•	•	•	•	Student Data Upload (SDU) File	30	Live Webinar
		•	•	•	•	Transferring Students	6	TMS
		•	•	•	•	Updating Personal Needs Profile for Accessibility Features*	10	TMS
		•	•	•	•	User Login & Profile Setup*	3	TMS
During Testing	Assessment Administration		•	•		Monitoring Dashboard	7	TMS
		•		•	•	Monitoring Dashboard & Registered/Returned Status Report	9	TMS
		•	•	•	•	Monitoring Test Sessions	7	TMS
		•	•	•		TestNav 8 Overview	16	TMS
After Testing	Post-Assessment Steps	•			•	Paper-Based Testing Post Assessment Steps*	10	TMS
		•	•	•	•	Reporting Irregularities & Closing Test Sessions*	9	TMS

Test Coordinator (Page 3 of 3)

Period	Phase	Assessment Type		Test Delivery		Training Title	Length in Mins.	Format
		SUM	PER	CBT	PBT			
After Testing	Reporting and Data Usage		•	•		Accessing Periodic Classroom Reports*	7	TMS
			•	•		Accessing Periodic Interim Reports*	16	TMS
		•		•	•	Accessing Summative Reports*	23	TMS
			•	•		Accessing your ACT Aspire Interim and Classroom	45	Live Webinar
		•	•	•	•	ACT Aspire: College and Career Readiness Pathway	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Meaningful Data by User Role	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Current Progress, Supplemental Scores and Proficiency Summary, Part 1	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Current Progress, Supplemental Scores and Proficiency Summary, Part 2	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Subject Proficiency and Skill Proficiency, Part 1	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Subject Proficiency and Skill Proficiency, Part 2	60	Live Webinar

Educator (Page 1 of 2)

Period	Phase	Assessment Type		Test Delivery		Training Title	Length in Mins.	Format
		SUM	PER	CBT	PBT			
	General Information	•	•	•	•	General Information: Resources and General Functionality	45	Live Webinar
		•	•	•	•	Enhancement Demo	15	TMS
During Testing	Assessment Preparation	•		•		Room Supervisor Training: Computer-Based Testing*	39	TMS
		•			•	Room Supervisor Training: Paper-Based Testing*	33	TMS
	Assessment Administration	•		•		CBT Room Supervisor Role and Responsibilities*	60	Live Webinar
		•			•	PBT Room Supervisor Role and Responsibilities*	60	Live Webinar
			•	•		PER: Room Supervisor Role and Responsibilities*	60	Live Webinar
After Testing	Reporting and Data Usage	•	•	•	•	ACT Aspire: College and Career Readiness Pathway	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Meaningful Data by User Role	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Current Progress, Supplemental Scores and Proficiency Summary, Part 1	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Current Progress, Supplemental Scores and Proficiency Summary, Part 2	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Subject Proficiency and Skill Proficiency, Part 1	60	Live Webinar
		•		•	•	ACT Aspire Summative Reports: Subject Proficiency and Skill Proficiency, Part 2	60	Live Webinar
			•	•		Classroom Score Reports: Assessment Results Report (For Educators)	5	TMS
			•	•		Classroom Score Reports: Teacher/Group Reports (For Educators)	8	TMS
		•		•	•	Educator/Group Reports, Part 1	10	TMS
		•		•	•	Educator/Group Reports, Part 2	7	TMS

Educator (Page 2 of 2)

Period	Phase	Assessment Type		Test Delivery		Training Title	Length in Mins.	Format
		SUM	PER	CBT	PBT			
After Testing	Reporting and Data Usage		•	•		Interim Subject Proficiency Reports (For Educators)	7	TMS
			•	•		Interim Teacher/Group Reports (For Educators)	14	TMS
			•	•		Introduction and Overview of Periodic Assessments (for Educators)	8	TMS
		•			•	School, District, and State Reports	13	TMS
		•			•	Student Reports	10	TMS
		•			•	Summative Data Orientation: Grades 3-5 English	13	TMS
		•			•	Summative Data Orientation: Grades 6-8 English	15	TMS
		•			•	Summative Data Orientation: Grades 3-5 Reading	17	TMS
		•			•	Summative Data Orientation: Grades 6-7 Reading	17	TMS
		•			•	Summative Data Orientation: Grades 8-EHS Reading	18	TMS
		•			•	Summative Data Orientation: Grades 3-5 Math	21	TMS
		•			•	Summative Data Orientation: Grades 6-7 Math	21	TMS
		•			•	Summative Data Orientation: Grades 8-EHS Math	21	TMS
		•			•	Summative Data Orientation: Grades 3-5 Science	15	TMS
		•			•	Summative Data Orientation: Grades 6-7 Science	17	TMS
		•			•	Summative Data Orientation: Grades 8-EHS Science	15	TMS
		•			•	Summative Data Orientation: Grades 3-5 Writing	11	TMS
•			•	Summative Data Orientation: Grades 6-EHS Writing	12	TMS		

Students/Parent

Period	Phase	Assessment Type		Test Delivery		Training Title	Length in Mins.	Format
		SUM	PER	CBT	PBT			
	General Information	•	•	•	•	General Information: Resources and General Functionality	45	Live Webinar
		•	•	•	•	Enhancement Demo	15	TMS
After Testing	Reporting and Data Usage		•	•		Classroom Assessment Results Reports (For Students/Parents)	3	TMS
			•	•		Interim Subject Proficiency Reports (For Students/Parents)	6	TMS
			•	•		Introduction and Overview of Periodic Assessments (for Students/Parents)	8	TMS
		•		•	•	Understanding Your ACT Aspire Student Score Reports	13	TMS

Alphabetical Training List

The following is an alphabetical listing of all live webinar and videos, as well as a detailed description for each training.

A

Accessing Periodic Classroom Reports

TMS | 7 mins.

This training covers how to access the Periodic Classroom Score Reports within the ACT Aspire Portal.

Accessing Periodic Interim Reports

TMS | 16 mins.

This training covers how to access the Periodic Interim Score Reports within the ACT Aspire Portal.

Accessing Summative Reports

TMS | 23 mins.

This training covers how to access the Summative Reports within the ACT Aspire Portal.

Accessing your ACT Aspire Interim and Classroom

Live Webinar | 45 mins.

This training covers how to access the Periodic Interim and Classroom Score Reports within the ACT Aspire Portal.

ACT Aspire Summative Reports: Current Progress, Supplemental Scores and Proficiency Summary

Live Webinar | Two part series; each part is 60 mins.

This webinar provides an orientation to three ACT Aspire Summative Reports. Participants learn about the overview information provided in the Current Progress, Supplemental Scores and Proficiency Summary reports. These reports give educators a big-picture view of student performance on ACT Aspire. Participants can use the orientation information and analysis guides provided to review their own data in a collaborative meeting at their school.

ACT Aspire Summative Reports: Meaningful Data by User Role

Live Webinar | 60 mins.

ACT Aspire Portal presents a wealth of information about student's performance and their progress toward college and career readiness. This webinar provides an overview of suggested paths through the available data for district leaders, school leaders and individual teachers. Participants will learn the relevant report sequence and ask essential questions that can drive school and system.

ACT Aspire Summative Reports: Subject Proficiency and Skill Proficiency

Live Webinar | Two part series; each part is 60 mins.

This webinar provides an overview of two ACT Aspire Summative Reports: the Subject Proficiency and Skill Proficiency. Participants will review the information provided in these reports and how the data can be used. The subject Proficiency reports provide an additional big-picture view of student performance across subjects, whereas the Skill Proficiency reports allow participants to dig into the data to identify implications for curriculum, instruction and support for students. Participants will receive analysis guides to use in collaborative meetings to review their own data at their school.

ACT Aspire: College and Career Readiness Pathway

Live Webinar | 60 mins.

This webinar will provide an overview of the concept of College and Career Readiness in ACT Aspire. Participants will learn how the ACT Aspire score scale is linked to performance on the ACT test and in first year courses. Participants will also learn about ACT Readiness Benchmarks and different readiness levels reported in ACT Aspire that further describe student readiness along the college and career readiness pathway.

Adding and Removing Students from Test Sessions

TMS | 5 mins.

This tutorial will provide steps to add and remove students from test sessions within the Portal.

C

CBT Room Supervisor Role and Responsibilities

Live Webinar | 60 mins.

During this training, computer-based customers will learn the responsibilities of being a Room Supervisor. Room Supervisors are adults who will be administering the assessment (Step 11). The training will cover functionality within the ACT Aspire Portal, how students log into the test using Authorization Tickets, how to document testing irregularities (Step 12), and review of key information in the CBT Room Supervisor Manual.

CBT Technology Requirements and Readiness

(New Users) Live Webinar | 60 mins.

This vital training for computer-based users covers the technology setup necessary to prepare for delivery of the ACT Aspire assessment (Step 6). You will learn how to configure your environment, how to use ProctorCache and PreCache (Step 8), how to assess readiness with SystemCheck, and preview the student test delivery system (TestNav). The session also includes hardware and software requirements as well as information on using Chromebooks and iPads.

CBT Technology Requirements and Readiness

(Returning Users) Live Webinar | 60 mins.

This training for returning customers will cover updates and changes to technology setup. The session will also review general configuration of your environment, ProctorCache, SystemCheck, TestNav, hardware and software requirements, as well as information on using Chromebooks and iPads.

CBT Test Session Creation and Management (New Users) Live Webinar | 60 mins.

Participants will learn how to create single and multiple test sessions (Step 7), manage test sessions (Step 10), and document testing irregularities (Step 12) in the ACT Aspire Portal. This training will teach participants how to print test session and Personal Needs Profile (PNP) rosters, testing irregularity reports, how to access Widget reports to view real-time test session creation and if students have been added to test sessions. Finally, customers will learn about Authorization Tickets and how to print them by school, test session, and for individual students (Step 9).

CBT Test Session Creation and Management (Returning Users) Live Webinar | 60 mins.

Participants will learn how to create single and multiple test sessions and manage test sessions in the ACT Aspire Portal. This training will review how to print test session and Personal Needs Profile (PNP) rosters, testing irregularity reports, how to access Widget reports to view real-time test session creation and if students have been added to test sessions. Finally, customers will learn about Authorization Tickets and how to print them by school, test session, and for individual students.

Chromebook Frequently Asked Questions

TMS | 11 mins.

This training will introduce you to Chromebooks and the TestNav 8 app. The topics discussed match the ACT Aspire Chromebook FAQ found on Avocet.

Classroom Assessment Results Reports (For Students/Parents) TMS | 3 mins.

This training helps students and parents understand the data in the Assessment Results Report created for each ACT Aspire Classroom Assessment completed.

Classroom Score Reports: Assessment Results Report (For Educators) TMS | 5 mins

This training helps educators understand data in the Assessment Results Report created for each student who completes an ACT Aspire Classroom Assessment. This is the same report that students and parents receive.

Classroom Score Reports: Teacher/Group Reports (For Educators) TMS | 8 mins.

This training helps educators understand the data in the two Classroom Teacher or Group reports, the Student Performance Report and the Response and Content Analysis Report, which show student performance by teacher or other grouping created by your ACT Aspire administrator.

Copy Test Sessions

TMS | 5 mins.

This tutorial covers how to use the Copy functionality to duplicate existing test sessions and create new ones.

Creating & Importing PNP Extracts

TMS | 6 mins.

This training covers how to create a PNP extract in the Portal, make updates, and then import the file into the Portal for processing. PNP extracts assist in making updates to PNPs through a data upload process.

Creating & Using Groups

TMS | 4 mins.

This tutorial will provide steps to create and manage groups in the Portal.

Creating Personal Needs Profiles, Groups, and Transfers (New Users) Live Webinar | 60 mins.

This training for paper-based and computer-based customers will provide instructions on how to add accommodations to a student's Personal Needs Profile (Step 4) and how to create groups within the Portal (Step 5). We will also discuss how to complete student transfers.

Creating Personal Needs Profiles, Groups, and Transfers (Returning Users) Live Webinar | 60 mins.

This training for returning users will include how to document student accommodations in PNPs, the reverse PNP process, and the creation of groups. We will also discuss how to complete student transfers.

Creating, Editing, & Viewing Test Sessions

TMS | 14 mins.

This tutorial will demonstrate how to create new test sessions, as well as how to view and edit existing sessions, within the Portal.

E**Educator/Group Reports, Part 1**

TMS | 10 mins.

This video helps educators understand the data in the ACT Aspire Educator/Group Reports, and focuses on the three reports that show student performance across subjects on ACT Aspire: Subject Proficiency by Student, Current Progress, and Supplemental Scores.

Educator/Group Reports, Part 2

TMS | 7 mins.

This video helps educators understand the data in the ACT Aspire Educator/Group Reports, and focuses on the two reports that provide an in-depth look at student performance within each subject assessed by ACT Aspire: Proficiency Summary and Skill Proficiency.

Enhancement Demo

TMS | 15 mins.

Each release will have a specific date range and include that date ranges new key functionality.

G

General Information: Resources and General Functionality Live Webinar | 45 mins.

This training helps both paper-based and computer-based customers understand the essentials of ACT Aspire as an assessment system. Additionally, it will provide an overview of the ACT Aspire Landing Page, including the A-Z index, Avocet; the online Training Management System; and additional resources for planning your administration from start to finish. Finally, it will cover the basics on how to navigate the ACT Aspire Portal Dashboard.

I

Interim Subject Proficiency Reports (For Educators) TMS | 7 mins.

This training helps educators understand the data in the Interim Subject Proficiency Report created for each student that completes an Interim Assessment. This is the same report that students and parents receive.

Interim Subject Proficiency Reports (For Students/Parents) TMS | 6 mins.

This training helps students and parents understand the data in the Subject Proficiency Report created for each ACT Aspire Interim Assessment completed.

Interim Teacher/Group Reports (For Educators) TMS | 14 mins.

This two-part training helps educators understand the data in the five Interim Teacher or Group reports. These reports show student performance by teacher or other grouping created by your ACT Aspire administrator.

Introduction and Overview of Periodic Assessments (for Educators) TMS | 8 mins.

This training helps educators understand the purpose and goals of the ACT Aspire Periodic Assessments; this includes Interim and Classroom Assessments.

Introduction and Overview of Periodic Assessments (for Students/Parents) TMS | 8 mins.

This training helps students and parents understand the purpose and goals of the ACT Aspire Periodic Interim and Classroom Assessments.

Introduction and Overview of the ACT Aspire Summative Assessment System

TMS | 9 mins.

This video gives educators a brief overview of the ACT Aspire Summative Assessment system.

Inviting & Managing Users

TMS | 6 mins.

This tutorial covers how Administrators and Test Coordinators can invite new users and manage existing users within the Portal.

iPad Frequently Asked Questions

TMS | 9 mins.

This training will introduce you to iPads and the TestNav 8 app. The topics discussed match the ACT Aspire iPad FAQ found on Avocet.

M

Manually Entering & Updating Student Data

TMS | 4 mins.

This tutorial provides steps to enter and update student data in the Portal.

Monitoring Dashboard

TMS | 7 mins.

This training covers how to use the Monitoring Dashboard resources to monitor and understand multiple aspects of test session and student data.

Monitoring Dashboard & Registered/Returned Status Report

TMS | 9 mins.

This training covers how to use the Monitoring Dashboard and Registered/Returned Status Report resources to monitor and understand multiple aspects of test session and student data.

Monitoring Test Sessions

TMS | 7 mins.

This training includes step by step instructions on how to start computer-based and paper-based test sessions. It also covers how to monitor computer-based sessions, and resume students, as needed.

O

Organizational File, Inviting Users into the Portal, and Student Data Upload File (New User) Live Webinar | 60 mins.

This training will assist new paper-based and computer-based customers in completing the Organizational File (ORG) to load their organizations' data into the ACT Aspire Portal (Step 1). This is the first step that must be completed before any other assessment preparation can begin. This training will also cover how to invite other users into the Portal (Step 2) and upload your Student Data Upload File (SDU) into the Portal (Step 3). We will also demonstrate how to set up groups via the SDU file.

Organizational File and Reverse Student Data Upload File (Returning Users) Live Webinar | 45 mins.

This training for returning paper-based and computer-based users will provide a brief review on how to upload their Organizational (ORG) and Student Data Upload (SDU) Files. The session demonstrates how to verify organization members in the Portal and utilize the Reverse SDU file feature to update student data in the ACT Aspire portal. We will also demonstrate how to set up groups via the SDU file.

P

Paper Material Receiving and Returning Guidelines Live Webinar | 45 mins.

This training for paper-based customers focuses on Receiving and Organizing Test Materials (Step 7) and Returning Answer Documents and Test Books (Step 11).

Paper-Based Testing

TMS | 43 mins.

This tutorial provides the steps Test Coordinators will follow to prepare and return materials after paper-based testing is complete.

Paper-Based Testing Post Assessment Steps

TMS | 10 mins.

This tutorial provides the steps Test Coordinators will follow to prepare and return materials after paper-based testing is complete.

PBT Room Supervisor Role and Responsibilities Live Webinar | 60 mins.

During this training, paper-based customers will learn the responsibilities of being a Room Supervisor. Room Supervisors are adults who will be administering the assessment (Step 9). The training will cover functionality within the ACT Aspire Portal, how to properly fill in students' answer documents, how to document testing irregularities (Step 10), and review of key information in the PBT Room Supervisor Manual.

PBT Test Session Creation and Management (New Users) Live Webinar | 60 mins.

Participants will learn how to create single and multiple test sessions (Step 6), manage test sessions (Step 8), and document testing irregularities (Step 10) in the ACT Aspire Portal. This training will teach participants how to print test session and Personal Needs Profile (PNP) rosters, testing irregularity reports, how to access Widget reports to view real-time test session creation and if students have been added to test sessions.

PBT Test Session Creation and Management (Returning Users) Live Webinar | 45 mins.

Participants will learn how to create single and multiple test sessions and manage test sessions in the ACT Aspire Portal. This training will review how to print test session and Personal Needs Profile (PNP) rosters, testing irregularity reports, how to access Widget reports to view real-time test session creation and if students have been added to test sessions. Finally, customers will learn about Authorization Tickets and how to print them by school, test session, and for individual students.

PER: Room Supervisor Role and Responsibilities Live Webinar | 60 mins.

During this training, paper-based customers will learn the responsibilities of being a Room Supervisor. Room Supervisors are adults who will be administering the assessment (Step 9). The training will cover functionality within the ACT Aspire Portal, how to properly fill in students' answer documents, how to document testing irregularities (Step 10), and review of key information in the PBT Room Supervisor Manual.

Preparing the Organizational File TMS | 13 mins.

This tutorial will assist you in completing the Organizational File to load your organization's data into the ACT Aspire Portal.

Printing Student Authorization Tickets TMS | 4 mins.

This tutorial will provide steps to print TestNav 8 student authorization tickets.

Proctor Cache Portal Setup TMS | 7 mins.

This tutorial will provide instructions on setting up proctor cache defaults in the ACT Aspire Portal.

R

Reporting Irregularities & Closing Test Sessions TMS | 9 mins.

This tutorial covers how to enter irregularities in the Portal, reinstate or invalidate test attempts if needed, and close test sessions.

Room Supervisor Training: Computer-Based Testing TMS | 39 mins.

This training focuses on the tasks and responsibilities applicable to those who will be acting as Room Supervisors for computer-based testing. The training will cover functionality within the ACT Aspire Portal, and then each phase of testing.

Room Supervisor Training: Paper-Based Testing TMS | 33 mins.

This training focuses on the tasks and responsibilities applicable to those who will be acting as Room Supervisors for computer-based testing. The training will cover functionality within the ACT Aspire Portal, and then each phase of testing.

S

School, District, and State Reports

TMS | 13 mins.

This video helps educators understand the data in the ACT Aspire School, District, and State Reports. The video offers an overview of the six different reports available at these organizations.

Student Data & Test Sessions Overview

TMS | 79 mins.

This training covers managing student data and test sessions within the ACT Aspire Portal. Subjects include adding and maintaining student data, including PNPs, as well as test sessions from creation to closure.

Student Data Upload (SDU) File

Live Webinar | 30 mins.

This training will provide steps on how to upload your Student Data file into the ACT Aspire Portal (Step 3). Participants will learn the format of the Student Data file, how to upload, and if necessary, how to make corrections to a previously loaded Student Data file. This step must be successfully completed prior to moving on to Step 4.

Student Reports

TMS | 10 mins.

This video provides educators with an overview of the data in the two student reports: The Current Progress Report and the Supplemental Scores Report.

Summative Data Orientation: 8-EHS Science

TMS | 15 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grades 8-Early High School science information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: EHS English

TMS | 13 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grades Early High School English information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 3-5 English

TMS | 13 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grade 3-5 English information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 3-5 Math

TMS | 21 mins.

This training provides educators information about the Grades 3-5 math Summative Score Reports, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 3-5 Reading

TMS | 17 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grades 3-5 reading information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 3-5 Science

TMS | 15 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grades 3-5 science information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 3-5 Writing
TMS | 11 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grades 3-5 writing information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 6-7 Math
TMS | 21 mins.

This training provides educators information about the Grades 6-7 math Summative Score Reports, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 6-7 Reading
TMS | 17 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grades 6-7 reading information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 6-7 Science
TMS | 17 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grades 6-7 science information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 8-EHS Science
TMS | 15 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grade 6-8 English information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades EHS English
TMS | 12 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grades 6-Early High School writing information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 8-EHS Math
TMS | 21 mins.

This training provides educators information about the Grades 8-Early High School math Summative Score Reports, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

Summative Data Orientation: Grades 8-EHS Reading
TMS | 18 mins.

This training provides educators with a foundation for understanding the Summative Score Reports. This video focuses on Grades 8-Early High School reading information, including reporting categories, content descriptions, ACT Readiness Benchmarks, and much more.

T**Technology Readiness Overview**
TMS | 31 mins.

This training covers the technical setup to prepare for delivering the ACT Aspire assessment on computer, from readiness activities to the student test delivery system.

TestNav 8 Overview
TMS | 16 mins.

This tutorial provides information on how students will access TestNav 8, and the tools within the system. It also includes a list of Early Warning Error Messages and next steps to take if a warning is received.

Transferring Students

TMS | 6 mins.

This tutorial covers the process to transfer students to new schools, both within and between districts.

U

Understanding Your ACT Aspire Student Score Reports

TMS | 13 mins.

This video gives parents and students a brief overview of the ACT Aspire assessment system, and presents an overview of the data in the two student reports: the Current Progress Report and the Supplemental Scores Report.

Updating Personal Needs Profile for Accessibility Features

TMS | 10 mins.

This training will introduce you to updating a student's personal needs profile for Summative assessments and printing the PNP roster.

Uploading Student Data

TMS | 8 mins.

This tutorial will provide steps on how to upload your Student Data into the Portal.

User Login & Profile Setup

TMS | 3 mins.

This tutorial will provide instructions on how users receive an invitation and log into the Portal.

