



ACT® WorkKeys® Curriculum FAQs

This document provides information to help users complete the transition from ACT® KeyTrain® and ACT® Career Ready 101® to ACT WorkKeys Curriculum.

Transition Questions

Q1: When will I have to stop using KeyTrain or Career Ready 101?

A1: Access to KeyTrain and Career Ready 101 will be turned off on August 31, 2019.

Q2: What happens if a user tries to log in to KeyTrain or Career Ready 101 after August 31, 2019?

A2: The user will be redirected to the ACT WorkKeys Curriculum login page:
<https://workkeyscurriculum.act.org/login>.

Q3: What will happen to students that are currently working in KeyTrain or Career Ready 101?

A3: Students will not be able to access KeyTrain or Career Ready 101 after August 31, 2019. We encourage you to have all of your students complete their work in the current course in KeyTrain or Career Ready 101 and then switch to only using ACT WorkKeys Curriculum.

Before August 31, instructors or administrators in KeyTrain and Career Ready 101 can run progress reports on individual students for all students in the organization to have as a record of student performance.

The progress report is a multi-sheet Excel spreadsheet showing student performance data within a date range and course selection determined by the user. Progress reports should be downloaded and saved locally.

Q4: Will my existing KeyTrain and Career Ready 101 student, instructor, and administrator accounts be migrated into ACT WorkKeys Curriculum?

A4: If you have students, instructors, or administrators that are only using KeyTrain or Career Ready 101, you will need to create new accounts for them in ACT WorkKeys Curriculum.

An initial account with the roles of institution admin and institution supervisor has been created in ACT WorkKeys Curriculum for the primary contact for your site.

For detailed instructions on using ACT WorkKeys Curriculum [register](#) and view the on-demand training video or the [ACT WorkKeys Curriculum Administration User Guide](#).

Q5: Will any of my data in KeyTrain or Career Ready 101 be moved into ACT WorkKeys Curriculum?

A5: Student data will not be transferred, but administrators in KeyTrain and Career Ready 101 can run Progress Reports on individual students or all students in their organization. The Progress Report is a multi-sheet Excel spreadsheet showing student performance data within a date range and course selection determined by the user. Progress reports should be downloaded before August 31, 2019 and saved locally.

Q6: I've never started using ACT WorkKeys Curriculum. What should I do?

A6: Don't worry, you have plenty of time to learn how to use this program. We suggest you [register](#) to watch the ACT WorkKeys Curriculum on-demand training video and download the [ACT WorkKeys Curriculum Administration User Guide](#).

Q7: What courses are available in ACT WorkKeys Curriculum?

A7: There are two groups of courses available in ACT WorkKeys Curriculum.

Courses Aligned to WorkKeys Assessments
Applied Math (Levels 1-2 and Levels 3-7)
Graphic Literacy (Levels 1-2 and Levels 3-7)
Workplace Documents (Levels 1-2 and Levels 3-7)
Applied Technology (5 sub-courses)
Business Writing
Workplace Observation

Essential Skills Courses
Working Teams
Interpersonal and Business Communication
Work Discipline
Customer Service
Problem Solving and Critical Thinking
Financial Awareness (release by 9/1/2019)

Note: The Essential Skills courses have the same content as the Soft Skills Suite and Financial Awareness courses from KeyTrain and Career Ready 101.

Q8: Will there be any new courses and/or features added to ACT WorkKeys Curriculum?

A8: Yes! Over the summer, ACT will be releasing improvements to student reporting and the Essential Skills Financial Awareness course. Accessibility improvements will be released in the fall.

Q9: What will users *not* have access to in ACT WorkKeys Curriculum that they currently have access to in KeyTrain/Career Ready 101?

A9:

Course / Feature	Program
Applied Mathematics*	KeyTrain / Career Ready 101
Locating Information*	KeyTrain / Career Ready 101
Reading for Information*	KeyTrain / Career Ready 101
Listening	KeyTrain / Career Ready 101
Listening for Understanding**	KeyTrain / Career Ready 101
Teamwork*	KeyTrain / Career Ready 101
Observation*	KeyTrain / Career Ready 101
Writing*	KeyTrain / Career Ready 101
Creating Career Goals**	Career Ready 101
Preparing for your Career	Career Ready 101
Real World Experience	Career Ready 101
Introduction to Career Clusters and contextualized pretests**	KeyTrain / Career Ready 101
Introduction to Green Jobs**	Career Ready 101
Job Profiles / Career Exploration (Job Profile Search)**	KeyTrain / Career Ready 101
Resume Builder**	Career Ready 101

Course / Feature	Program
Certificates of Completion	KeyTrain / Career Ready 101
Answer Keys	KeyTrain / Career Ready 101
Instructor Lead Materials	Career Ready 101
Workbooks	KeyTrain / Career Ready 101

* Addressed/replaced with WorkKeys Curriculum course

** Other resources available (e.g., via ACT Academy, O*Net Online, and myact.org)

Q10: When will we have a replacement for the KeyTrain CD-based product?

A10: ACT continues to investigate options for disconnected delivery of ACT WorkKeys Curriculum, and we will provide updates when we have additional information.

Q11: We are using Job Profiles in KeyTrain (Career Exploration in Career Ready 101). Will we have access in ACT WorkKeys Curriculum?

A11: The ability to do a job profile search and save a list of jobs is not embedded into ACT WorkKeys Curriculum. ACT offers a public-facing [Job Profiles Search](#) that works the same as those in KeyTrain and Career Ready 101 with the exception that the user cannot save a list of jobs of interest.

Q12: Is there a replacement for the Resume Builder in ACT WorkKeys Curriculum?

A12: No, but [ACT Academy](#), which is a free resource, contains many videos on creating a resume and the entire job search process.

Q13: Is there a replacement for the Interest Profiler Survey in ACT WorkKeys Curriculum?

A13: Yes. Students can create a free account in [MyACT](#). Once logged in, the student selects **Plans** in the blue banner at the top and then selects the **Take Your Inventories** button.

Another option is to go to the [O*NET Resource Center](#) and take the O*NET® Interest Profiler™.

Q14: Are certificates of completion available in ACT WorkKeys Curriculum?

A14: Not at this time, but the feature is on our list for future development.

Q15: Does ACT WorkKeys Curriculum automatically log off/log out a student after a period of inactivity?

A15: Not at this time, but the feature is on our list for future development.

Q16: Will ACT WorkKeys Curriculum be available in Spanish?

A16: Not at this point, but the feature is on our list for future development.

Q17: Does ACT WorkKeys Curriculum have voice over?

A17: Not at this time, but the feature is on our list for future development.

Q18: Are there answer keys in ACT WorkKeys Curriculum?

A18: No, but there is a feature in ACT WorkKeys Curriculum that allows the student—during practice question and quiz question review—to see the correct answers to incorrectly answered questions. This feature can be set to on or off for the institution (site).

Q19: Are there workbooks available in ACT WorkKeys Curriculum?

A19: No. ACT WorkKeys Curriculum is designed to be administered online only.

Q20: Are there instructor led materials available in ACT WorkKeys Curriculum?

A20: No. ACT WorkKeys Curriculum is designed to be administered online only.

Operations Questions

Q21: Where do I go to log in to ACT WorkKeys Curriculum?

A21: To log in, go to: <https://workkeyscurriculum.act.org/login>.

Q22: What training materials are available?

A22: You can [register](#) to watch the ACT WorkKeys Curriculum on-demand training video and download the [ACT WorkKeys Curriculum Administration User Guide](#) and any other support documentation from the [ACT WorkKeys Curriculum webpage](#) under Administration Resources.

Q23: Is there a hierarchy in ACT WorkKeys Curriculum?

A23: Yes. ACT WorkKeys Curriculum provides a tiered system composed of Organization, District, and Institution.

- **Organization** – the highest tier. An organization can contain multiple districts and institutions within each district (e.g., a state-level agency.)
- **District** – the second highest tier. A district is composed of multiple institutions (sites) that are associated with a unit (e.g., a school district or workforce investment board).
- **Institution** – a single site (e.g., a single school or career center).

Q24: Are the roles the same in ACT WorkKeys Curriculum as they are in KeyTrain and Career Ready 101?

A24: The roles in ACT WorkKeys Curriculum are similar, but not identical to those in KeyTrain or Career Ready 101. This table describes which functions can be performed by different roles in ACT WorkKeys Curriculum.

Note: Most users who have the role of institution admin or district admin also have the role of institution supervisor/district supervisor, respectively.

Function	Instructor	Institution Admin (single site)	Institution Supervisor (single site)	District Admin (multiple sites)	District Supervisor (multiple sites)	Organization Supervisor (multiple sites)
Create student/learner accounts		X		X		
Create instructor accounts		X		X		
Create institution admin / institution supervisor accounts		X		X		
Create groups		X		X		
Create assignments for students or groups	X*		X		X	X
View/export student reports	X*		X		X	X
View/export group reports	X*		X		X	X

Function	Instructor	Institution Admin (single site)	Institution Supervisor (single site)	District Admin (multiple sites)	District Supervisor (multiple sites)	Organization Supervisor (multiple sites)
View/export institution reports			X		X	X
View/export district reports					X	X

* Instructors can see data only for students who are in groups to which the instructor is associated.

Q25: Are there classes or groups in ACT WorkKeys Curriculum?

A25: ACT WorkKeys Curriculum uses groups to organize learners/students and instructors. Instructors and students can be assigned to groups. Instructors have access to student data for students that are in group(s) in which the instructor is associated.

Q26: Does ACT WorkKeys Curriculum include pretests and final quizzes?

A26: The placement quizzes for the courses aligned to the WorkKeys tests in ACT WorkKeys Curriculum indicate the level at which the student is performing. Each of these courses are organized into levels and each level ends with a level quiz which results in a score of pass/fail. The Essential Skills courses are organized into topics, do not have placement quizzes, and include final quizzes which result in a score of pass/fail.


Q27: Is there a batch import function within ACT WorkKeys Curriculum?

A27: Yes. A user with the role of institution admin can upload multiple instructors, learners/students, and/or groups using a comma-delimited (.CSV) file import. Directions are available from the Institution Admin Dashboard by selecting **Groups**, **Instructors**, or **Students** from the left navigation menu, then selecting the corresponding **New Group**, **New Instructors**, or **New Students** button, and selecting **Upload Multiple** from the dropdown menu.

Directions are also included in the [ACT WorkKeys Curriculum Administration User Guide](#).

Q28: What type of support is available for ACT WorkKeys Curriculum?

A28: There are many types of support.

- ACT WorkKeys Curriculum offers in-app help guides for all users with the role of admin, supervisor, or instructor. Simply select the  Support icon in the lower left corner of the screen.
- The [ACT WorkKeys Curriculum Administration User Guide](#) is available from the ACT website.
- Access to an on-demand training video is available from the ACT website. [Register here](#) to watch the video.
- Email workkeyscurriculum@act.org or call 877.842.6205.

Q29: What types of reports are available in ACT WorkKeys Curriculum?

A29: ACT WorkKeys Curriculum provides a variety of reports. Users with the role of institution supervisor, district supervisor, organization supervisor, or instructor have access to the reporting dashboard. The user's role determines what level of reports can be run: student, group, institution, or district reports. The data in these reports is updated twice daily, as indicated by the date time stamp.

Note: Most users with the role of institution supervisor or district supervisor also have the role of institution admin or district admin, respectively.

District Reports

- Organization supervisors and district supervisors have access.

- There is a separate line for each institution in the district, which includes the institution name, total number of student accounts, total number of active student accounts, and student performance data on quizzes.

Institution Reports

- Institution supervisors see summary data on their institution, including: the total number of student accounts, the total number of active student accounts, along with student performance data on quizzes.
- Organization supervisors or district supervisors see a list of all institutions in the organization/district, respectively, with student summary data.

Group Reports

- Institution supervisors see summary data on each group in the institution, including the total number of student accounts in each group, the total number of active student accounts in each group, along with student performance data on quizzes.
- Organization supervisors or district supervisors see a list of all groups in the organization/district, respectively, with the student summary data.
- Instructors see a list of groups in which the instructor is a member along with the student summary data.

Student Reports

- Institution supervisors see a list of all students in the institution, including student name, date student was last active in any ACT WorkKeys Curriculum course, along with student performance data on quizzes for an individual course or all courses.
- Organization supervisors or district supervisors see a list of all students in the organization/district, respectively, with same student performance data on quizzes for an individual course or all courses.
- Users with the role of instructor see a list of students who are in groups in which the instructor is a member with student performance data on quizzes for an individual course or all courses.

Real-Time Reports

- Real-Time Reports provide real-time data per student, per course. This data can be exported in a separate CSV file for each course.
- Institution supervisors see a list of all students in the institution, including: student name, ID, username (email address), institution name, date student account was created, and date student was last active in any ACT WorkKeys Curriculum course. Selecting a specific student provides real-time data, per course, for the selected student. This data can be exported in a separate CSV file for each course.
- Organization supervisors or district supervisors see a list of all students in the organization/district, respectively, with the same student performance data.
- Instructors see a list of students who are in groups in which the instructor is a member, along with student performance data.