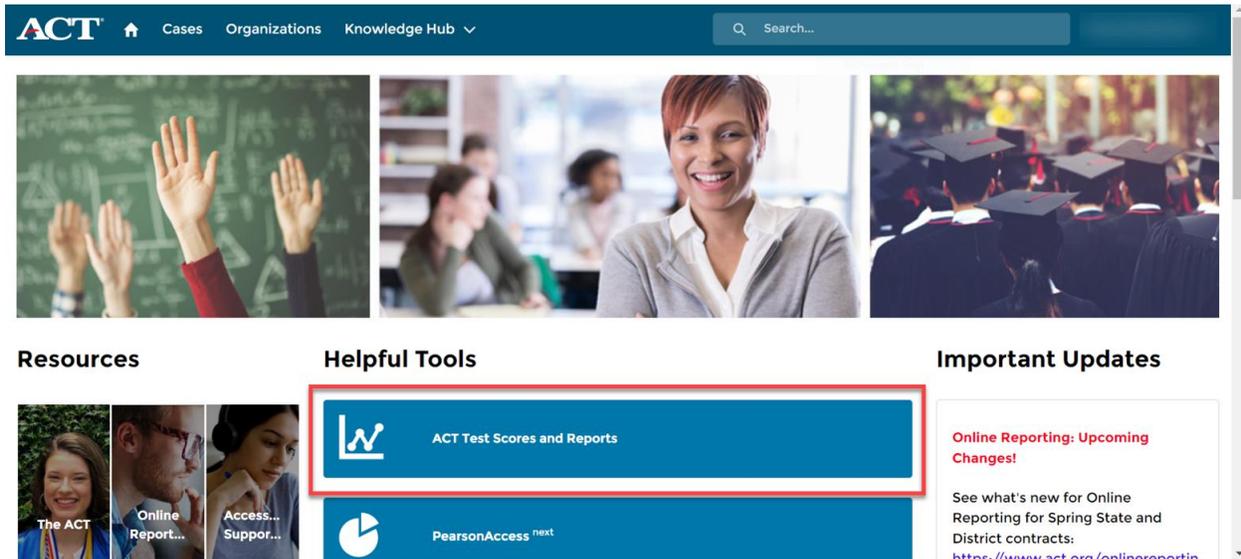
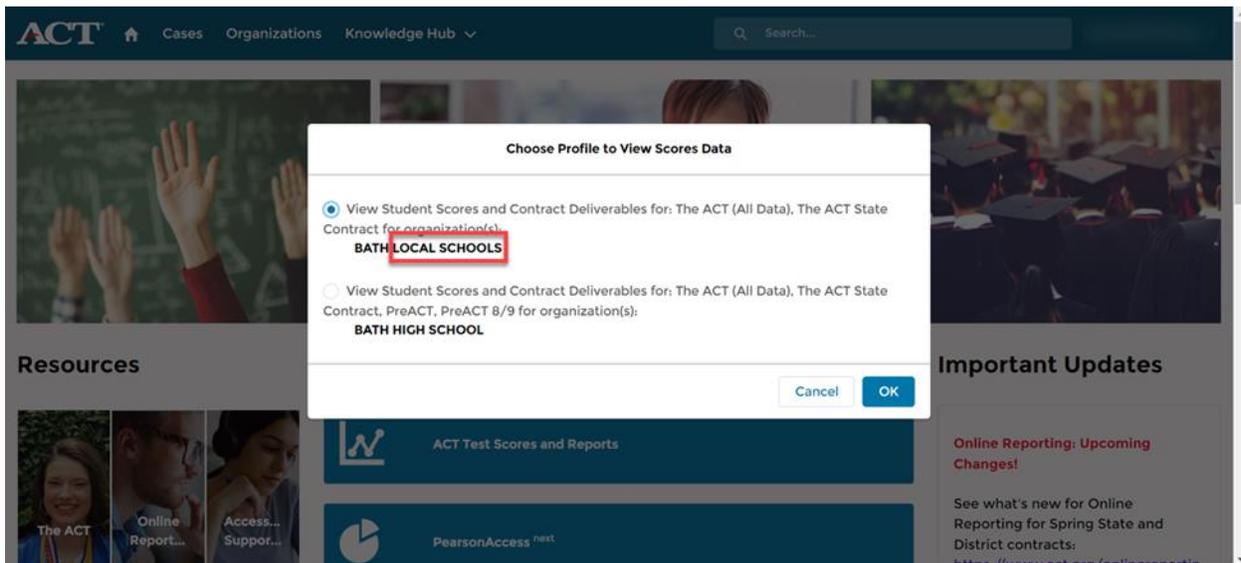


ACT Download and Upload Instructions



1. After logging in, click on the ACT Test Scores and Reports button in the middle of the screen.



2. If given the choice, chose the district rather than a building and click OK.

ACT Online Reporting by Data Interaction

Last Name [v] Please enter at least 4 characters [Q] Help [?]

Program: The ACT (All Data) [v]

Roster Summary Data Tools **Download Hub**

+ Request File Download Files Queued PDFs

Filename	Year	Status	Date Requested ↓	Last Updated	
Student Records	2022-2023	Ready for Download	2023-04-19 T08:49:40.000Z	2023-04-19 T08:50:03.000Z	Download
Student Records	2021-2022	Ready for Download	2022-06-03 T12:57:09.000Z	2022-06-03 T12:57:49.000Z	Download

v. 4.2.3.2 powered by eMetric [eMetric logo]

3. Select the Download Hub tab and then click the +Request File button.

My Reports [v] See All [v]

Announcements

- See what's new for Online Reporting for Spring State and District contracts: <https://www.act.org/onlinereporting>
- ACT recommends that schools do not include State or District ACT scores on school transcripts ...

Expand All

Program: The ACT (All Data) [v]

Roster Summary Data Tools **Download Hub**

File Type: **Student Records**

Format: **CSV**

Year: **2022-2023** 2021-2022 2020-2021 2019-2020 2018-2019

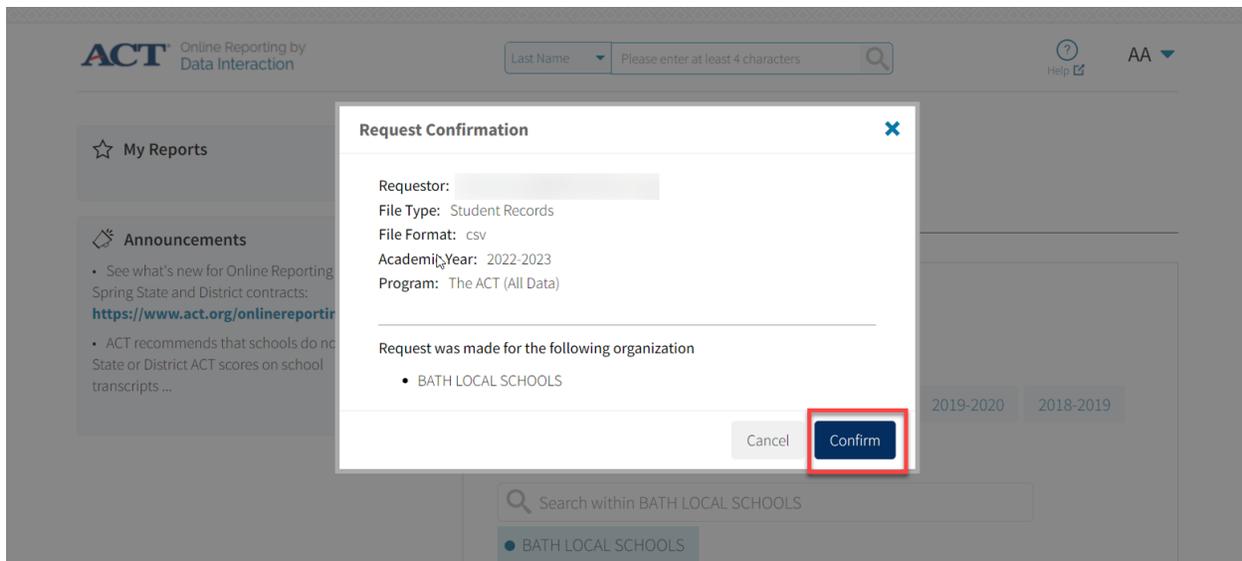
Organization: BATH LOCAL SCHOOLS

Search within BATH LOCAL SCHOOLS

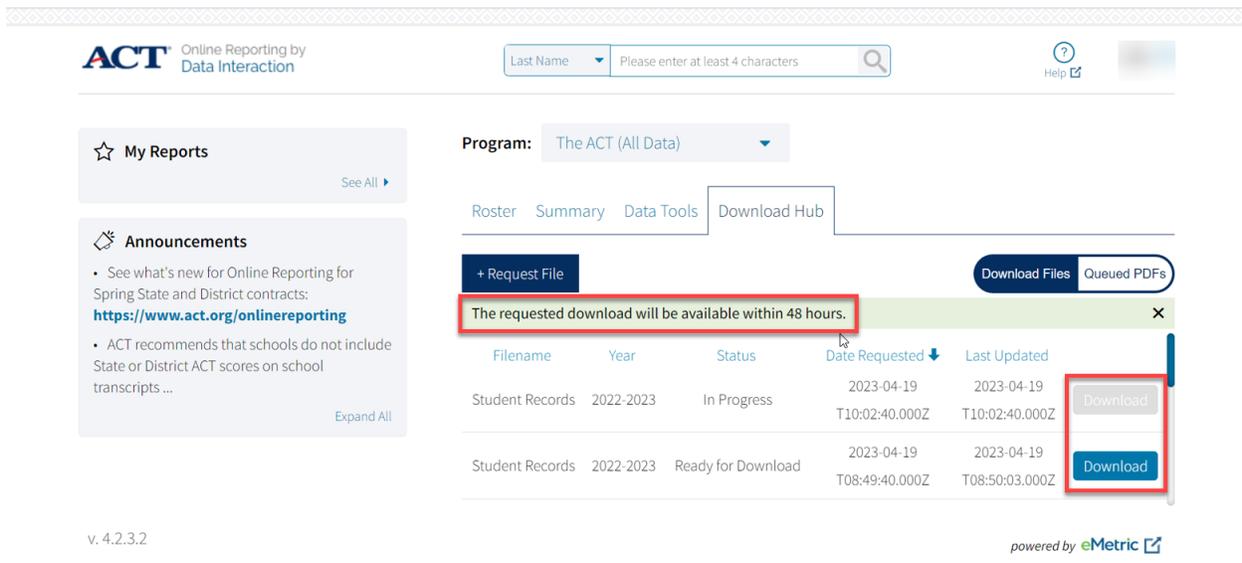
BATH LOCAL SCHOOLS

Cancel **Make Request**

4. Make sure the year selected is the current school year and then click Make Request.



5. Review the information and click Confirm.



6. You will see a message notifying you that the download file will be available within 48. It usually will be ready within a few hours. Check back later if the Status say "Ready for Download" click the blue download button.

CR	CS
Strnk_STE	Strnk_ELA
CR	CS
StRnk_STE	StRnk_ELA

- Open your downloaded file and scroll to columns CR and CS. The titles of these columns need corrected before it can be uploaded into StudentInformation. Change the lower-case 'r' in "Strnk" to a capital 'R' so it reads "StRnk" instead for both columns.

The screenshot shows the ProgressBook Student Information System interface. The breadcrumb navigation path is highlighted in red: StudentInformation > SIS > Assessment > Assessment Imports. The page title is "Assessment Imports". Below the title, there is a form with the following fields:

- Assessment Type:** A dropdown menu with the text "(Please select an assessment type...)" and a downward arrow.
- File Name:** A text input field with a "Browse" button to its left.
- Upload:** A blue button.

- In StudentInformation, go to SIS>Assessment>Assessment Imports.

ProgressBook

Bath Local SD
2022-2023

StudentInformation > SIS > Assessment > Assessment Imports

[Find Students] [Go To]

Assessment Imports

Assessment Type: * (Please select an assessment type...)

File Name: *

Upload

- (Please select an assessment type...)
- ACT FY21+
- ACT Roster View FY20
- ACT WorkKeys Vendor File
- ACT WorkKeys Import from Template
- AP Exam
- Assessment Extract
- DPR Growth (NWFA)

9. In the Assessment Type drop-down, select "ACT FY21+".

ProgressBook

Bath Local SD
2022-2023

StudentInformation > SIS > Assessment > Assessment Imports

[Find Students] [Go To]

Assessment Imports

Assessment Type: * ACT FY21+

File Name: * Browse Test ACT Results.csv

File must be in csv format.

Upload

10. Click Browse, then find and select the file you downloaded from ACT's website earlier. Then click Upload. You should get a green bar indicating that all records were uploaded successfully.