ACT WorkKeys Curriculum Instructions

Website - [https://workkeyscurriculum.act.org/](https://workkeyscurriculum.act.org/)

Sign in and make your account

Username is email address you provided to your instructor

Password is actaccs

At the top, there is a drop-down menu with the classes available to you.

You will be taking Workplace Documents, Applied Math and Graphic Literacy. In the drop down menu you should see these options.

To access the placement quizzes that will be part of your conditional Ready to Work Certificate, look to the left side and click on Quizzes. This will take you a new screen.

You will see either a quiz or placement test that is the first item to do.

After you have finished the placement test, you will see your score/predicted level and if complete in this section. Below this is a list of any subsequent quizzes that you have taken on various levels.
After you have finished with each placement test, you will need to change the curriculum in the drop-down menu, to move to the next curriculum area. After all 3 areas have been completed, email your instructor so they may get your placement scores, talk with you about next steps and record your scores.

The ACT curriculum will make a learning plan for you to raise your score based on the outcomes of your test. You access the learning plan by clicking on Learning Plan on the left navigation bar.

If you have any questions, do not hesitate to reach out to your instructor for clarification.