## ACT WorkKeys Curriculum Instructions

Website - 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.

	Ws* WorkKeys Curriculum Workplace Documents Levels 3–7 ▼	ج 🛛 🗠 🔍 🕪
🖀 Home	Beginner Basic Intermediate Proficient Advanced Expert	
A Learning Plan		
E Lessons	Identify Meanings and Definitions	
Practice	N/A You have not attempted enough questions in this category for us to display accurate information	
C Quizzes		
Q Search	Level 3: Finding the Main Idea	
	0	

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

	Curriculum WorkKeys Curriculum Applied Math Levels 1–2 💌							
🔗 Home		0.0% Complete						
A Learning Plan								
E Lessons			0 of 1 Quizzes Taken	00:00:00 Avg. Answer Time	00:00:00			
Practice		N/A		Avg. Answer time	Avg. correct Answer Time			
🖉 Quizzes			00:00:00 Avg. Incorrect Answer	Time				
Q Search								
	0	Quizzes Reports						
	_	Quiz Name		Quiz Length	% Correct	Score		
		Level 1 and 2 Quiz		20 Questions				

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.

	kKeys' WorkKeys Cu iculum	rriculum Applied Math	Levels 3–7 🔻			🔹 🖂 🕹	• 😐 -
🗌 Home	0.404	1 of 6	00:00:49	00:00:49			
A Learning Plan	94%	Quizzes Taken	Avg. Answer Time	Avg, Correct Ans	wer Time		
E Lessons	Correct	00.00:39 Avg. Incorrect Answer	Time				
Practice							
Quizzes	Quizzes Reports						-
Q Search	Placement Quiz						
	Quiz Name		Quiz Length	% Correct	Predicted Level		_
	Placement Quiz		16 Questions	94% (15 / 16)	6	Complete	
	Quizzes						
	Quiz Name		Quiz Length	% Correct	Score		
	Level 3 Quiz		10 Questions				
	Level 4 Quiz		10 Questions				
	Level 5 Quiz		10 Questions				
Support	Level 6 Quiz		10 Questions				

After you have finished with each placement test, you will need to change the curriculum in the dropdown 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.