

ACT Download from success.act.org

- To obtain the ACT results once access is granted

ACT Online Reporting by Data Interaction

Last Name ? BR

My Reports [See All](#)

Announcements

- High school personnel are an important part of the ACT test security process. A photo ...

[Expand All](#)

My Role:

Program:

Roster Summary Data Tools **Download Hub**

[+ Request File](#) [Download Files](#) [Queued PDFs](#)

Filename	Year	Status	Date Requested	Last Updated	
Student Records	2020-2021	Ready for Download	2021-01-22 T14:16:02.000Z	2021-01-22 T14:16:13.000Z	Download

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The ACT results file will be in a .csv layout for the FY21 school year

The screenshot displays the ACT Online Reporting by Data Interaction interface. At the top, there is a search bar for 'Last Name' with a placeholder 'Please enter at least 4 characters' and a magnifying glass icon. To the right, there are 'Help' and 'BR' dropdown menus. The main content area is divided into several sections:

- My Reports:** A section with a star icon and a 'See All' link.
- Announcements:** A section with a megaphone icon and a link to 'Expand All'. It contains a bullet point: 'High school personnel are an important part of the ACT test security process. A photo ...'.
- My Role:** A dropdown menu set to 'District-Trusted Agent'.
- Program:** A dropdown menu set to 'The ACT (All Data)'.
- Navigation Tabs:** 'Roster', 'Summary', 'Data Tools', and 'Download Hub' (which is the active tab).
- Filters:**
 - File Type:** A radio button selected for 'Student Records'.
 - Format:** A radio button selected for 'CSV'.
 - Year:** Radio buttons for '2020-2021', '2019-2020', '2018-2019', and '2017-2018'. The '2020-2021' option is selected.
 - Organization:** A search bar with the text 'ALLIANCE CITY SCHOOL DISTRICT' and a search icon. Below the search bar, a dropdown menu shows 'ALLIANCE CITY SCHOOL DISTRICT' as the selected option.
- Buttons:** 'Cancel' and 'Make Request' buttons are located at the bottom right of the filter section.

Three red arrows point to the '2020-2021' year filter, the 'ALLIANCE CITY SCHOOL DISTRICT' organization filter, and the 'Make Request' button.

ACT Download cont.

Once the import files have been downloaded, save them to your hard drive so they can be imported

TEST IN TRAIN!!!!

CAUTION- if you have uploaded prior FY21 ACT results

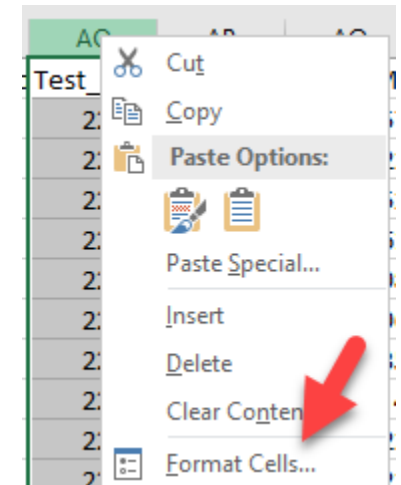
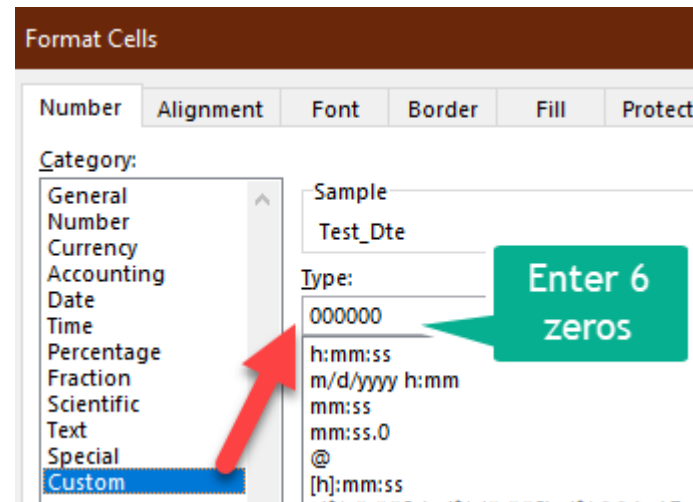
The ACT download of results appears to be cumulative throughout the school year. So once a student's results have been imported, if they are imported a second time (to pick up the new students in the results file), and the original student is still in the results file, a second ACT assessment will be loaded for the student with the same results, but with a date of 02/02/2021.

Districts will want to be very careful when importing an updated ACT file so as not to create the duplicates. They may want to compare the newer import file with the previous import file they used, so that any students that already had assessments imported can be removed from the updated results file. Additionally, they need to be cognizant of the fact that a student can test multiple times, possibly in the same month or not in the same month, and those should be imported if in a newer results file.

After downloading the file, open the .csv file in Excel and follow these steps:

1. Column AA, instead of 12th Grade, 11th Grade, etc. update the data to just be 12, 11, etc.
2. Column CR, change FROM Strnk_STEM to StRnk_STEM
3. Change column CS FROM Strnk_ELA to StRnk_ELA
4. Column AO, select entire column and right click and choose Format Cells
Select Custom
Enter 6 zeros (equivalent to mmyyyy)
Click Ok

5. Save the file still as .csv format



Proceed to next slide to import into DASL

Assessments

ACT Import

- In version 20.4 the ACT FY21+ import has been added
- The import option of ACT FY21+ replaces the Redesigned ACT option
- SIS-Assessment-Assessment Import

Do not forget to navigate to SIS-Assessment-Assessment Import Management after uploading the file to match unmatched records

