

SUBJECT: ACT Online Prep Program - Reminder to Order and Writing Prompts Update

On April 26, 2012, Michigan high schools were notified of the opportunity to receive free ACT Online Prep for students in grades 10 – 12. Below you will find an important update regarding writing prompts. Also, ACT and the Michigan Department of Education's (MDE's) Bureau of Assessment & Accountability (BAA) are strongly encouraging schools to submit ACT Online Prep enrollment forms with ACT before the end of the school year.

1) Update on Writing Prompts:

ACT and MDE's BAA are pleased to offer writing units beyond the standard 100 per school. Schools may request the number of writing units equal to the total enrollment submitted on your order form (projected enrollment in grades 10-12 for 2012-2013 school year).

If you have already placed your order, additional writing units can be requested by contacting ACT Customer Services at 1-800-498-6065 or actonlineprep@act.org.

2) Ordering Deadline:

If you have already submitted your school's ACT Online Prep enrollment form, you may disregard the rest of this message.

The deadline to order is August 31, 2012; however, BAA encourages all schools that have not yet submitted their ACT Online Prep enrollment form to do so by the end of this school year. Doing so will ensure your students can take full advantage of this free service. All public and non-public high schools can participate, and students in grades 10 - 12 are eligible.

For details, including the order form, frequently asked questions (FAQs), and ACT contact information, please see the April 26th email below.

If you have questions, please contact ACT Customer Services at 1-800-498-6065 or actonlineprep@act.org.

Best regards,
James A. Griffiths
Manager, Assessment Administration & Reporting
Office of Standards & Assessment
Michigan Department of Education

Date: Thu 4/26/2012 3:31 PM

Subject: Your High School is Eligible for Free ACT Online Prep

The Michigan Department of Education is pleased to announce the availability of the ACT Online Prep program at no charge to all eligible Michigan public and non-public high schools for students in grades 10–12.

This service will be available approximately one week after ACT receives your school's order form through September 30, 2013.

The ACT Online Prep Program provides:

- Diagnostic test and personalized Study Path
- Practice tests with real ACT test questions
- Practice essays for the optional ACT Writing Test with real-time scoring—100 writing units per school
- Anywhere, anytime access via the Internet

1) If you currently have a site license for ACT Online Prep:

- You'll maintain that license through its contract end date, and then this program will be renewed at no charge through September 30, 2013.

2) If you do NOT currently have a site license for ACT Online Prep:

- Download a copy of the MI ACT Online Prep Order Form from www.michigan.gov/baa.
- Submit the order form to ACT by August 31, 2012.
- The site administrator listed on the form will receive an email from actonlineprep.custsvcs@act.org within one week with access information and instructions.

For more information about the ACT Online Prep Program:

- See the attached FAQ, also posted to www.michigan.gov/baa.
- Contact ACT Customer Services at 1-800-498-6065 or actonlineprep@act.org.

The Michigan Department of Education is pleased to offer this opportunity to help your students do their best on the ACT Assessment.

Best regards,

Jim Griffiths
Manager, Assessment Administration and Reporting
Michigan Department of Education

Frequently Asked Questions

What is the ACT Online Prep Program?

- Diagnostic tests and personalized Study Path
- Practice tests with real ACT test questions
- Practice essays for the optional ACT Writing Test with real-time scoring—100 writing units per school
- Anywhere, anytime access via the Internet

What is the deadline for signing up for the ACT Online Prep Program?

Schools should submit their order form to ACT by Friday, August 31, 2012.

How long is this service available?

Through an agreement between the Michigan Department of Education and ACT, this program is available at no cost to your school from approximately one week after ACT receives your school's order form through September 30, 2013.

Who is eligible to participate in this service?

Michigan public and non-public high schools, students in grades 10–12.

How much does this service cost?

Through an agreement between the Michigan Department of Education and ACT, this funding this program at no cost to your school through September 30, 2013.

How do I sign up for this program?

- Complete the attached order form per the instructions and return to ACT.
- Include the school address and contact information on each order form.
- Identify the site administrator who will administer the program at your school.
- Include the enrollment count for the number of students in grades 10–12 that will participate.
- If your enrollment changes, please contact ACT Customer Services at 1-800-498-6065.

What happens when I have submitted my order form?

- The site administrator will receive an email from actonlineprep.custsvcs@act.org.
- This email will include the link to the program and a unique username and password.
- This email will be sent within approximately one week (excluding ACT holidays) from receipt of the order form at ACT. If you do not receive this access email within this time frame, check your spam filter or call ACT Customer Services at 1-800-498-6065.

Once I receive access, how do I begin to use the program?

- Once the access email is received, the site administrator will want to personalize his or her username and password.
- The site administrator can grant other counselors/teachers access to the ACT Online Prep program by setting up their own accounts.
- The best way to assign students access to the program is to import the school roster. This will assign each student his or her own unique username and password.
- Share the information with students so they can log in and use the ACT Online Prep program.

What happens if my enrollment count changes?

Contact ACT Customer Services at 1-800-498-6065.

What other activities does the site administrator perform?

- Manage accounts—for example, reassign usernames/passwords to students as needed.
- Monitor program activity by students.
- Run the following reports as detailed in the program Help Guide:
 1. Individual Usage Report
 2. Roster Usage Report
 3. Individual Scores Report
 4. Aggregate Scores Report
 5. Roster Scores Report
 6. Item Response Report

What are the system requirements for this service?

See <http://www.actstudent.org/onlineprep/requirements.html>

Where can I find more information about ACT Online Prep?

- The site administrator identified on the order form will have access to an Online User's Guide available in the program. This provides detailed instructions on how to use all of the administrative functions of the program.
- Other administrators identified by the site administrator will also have access to the Online User's Guide.

Who do I contact if I have questions?

Please contact ACT Customer Services at 1-800-498-6065 or actonlineprep@act.org.