ACT Maintenance

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Test Scores > Maintenance > Individual Maintenance > ACT

This page allows you to view and update a student's ACT data. Alternatively, you can use the Import Test Scores utility to import ACT test data.

- If the test data was imported, you cannot modify the data; you can only delete the record.
- If the test data was entered manually, you can modify the data.

Required fields:

The following fields must be entered in order to save an ACT record:

- **Admin Dt**
- **Ed Level**

Update data:

Select a student.

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.

(photo)	If a photo exists for the student, the student photo is displayed.
	From Registration > Maintenance > Student Enrollment, you can change the student photo:
	1. Hover over the image, and click **Change**. The Change Student Photo window opens.
	2. Click **Choose File**. Locate and open the file for the new image.
	3. Click **Save**. The window closes, and the new image is displayed.
	Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

❏ Click **ACT**.

❏ Click **+Add** to add an ACT test record.

A pop-up window opens.

Admin Dt	Type the test administration date in the MMYYYY format. You cannot type a future date.
Ed Level	(REQUIRED) Type the student's education level (07-15):
	07 = grade levels 6 and 7
	13 = high school graduate
	14 = college student
	15 = other
Test Loc	D = DANTES (military base)
	F = International Test Center (outside U.S., U.S.territories, Puerto Rico, or Canada)
	S = State (in-school testing or on a state test date)
	Z = School (testing not through national, international or state)
	blank = National Test Center
English Score Math Score Reading Score Science Score	Type the score for each subject portion of the test (01-36).
Total Score	The sum of the English, Math, Reading, and Science scores is automatically calculated and cannot be modified.
Composite Score	Type the composite score (01-36).

Combined Eng/Wrt Score	Type the two-digit sum of the English and Writing Score fields. This field is blank starting September 2015.
Writing Score	Type the two-digit score for the writing portion of the test: Starting September 2016, valid scores are 02-12. From September 2015-August 2016, valid scores are 01-36. The score is a scaled summation of the Writing Domain Scores. Prior to September 2015, valid scores are 02-12.
National Percentile	Type the national percentage of college-bound students who are below the number in the **Composite** field. Starting September 2016, valid percentages are 001-100. Prior to September 2016, valid percentages are 01-99.
Writing Domain Scores	Type the score for the four Writing Domain categories. Valid scores are 02-12 and only apply September 2015 and later.

❏ Click **OK** to close the window.

❏ Click **Save**.

🔍	Edit a record. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes.
🗑	Delete a row. 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Documents	View or attach supporting documentation.

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