



# ACT Plan Maintenance



# Table of Contents

**ACT Plan Maintenance** ..... 1



# ACT Plan Maintenance

## Test Scores > Maintenance > Individual Maintenance > ACT PLAN

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

A student is considered to have outstanding performance on the assessment if at least two of the four scores qualify for the college readiness benchmark score:

- English: 15 or greater
- Math: 19 or greater
- Reading: 18 or greater
- Science: 20 or greater

### Update data:

[Select a student.](#)

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

<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	<p>Click to select a student from the <a href="#">Directory</a>.</p>

<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>
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Click **ACT PLAN**.


Click **+Add** to add an ACT Plan test record. A pop-up window opens.

Field	Description
<b>Test Dt</b>	Type the test administration date in the MMYYYY format. You cannot type a future date.
<b>Ed Level</b>	Type the student's education level (08-12).
<b>Test Loc</b>	Type the six-digit county-district number where the test was taken.
<b>Scores</b>	Type the student's individual subject scores and the composite score (01-32).
<b>National Norms</b>	For each subject and the composite score, type the national percentage of college-bound students who are below the number in the corresponding field (0-99).
<b>Subscale Scores</b>	<p>Type the score for the each subsection of the test (01-16).</p> <p>Usage and Rhetorical are part of the English portion.</p> <p>Pre-Algebra and Geometry are part of the math portion.</p>
<b>National Norms</b>	For each subsection, type the national percentage of college-bound students who are below the number in the corresponding field (0-99).


Click **OK** to close the window.

Click **Save**.

### Other functions and features:

	<p><a href="#">Edit a record.</a></p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid. Or, click <b>Cancel</b> to close the window without making changes.</p>
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**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.](#)



## Back Cover