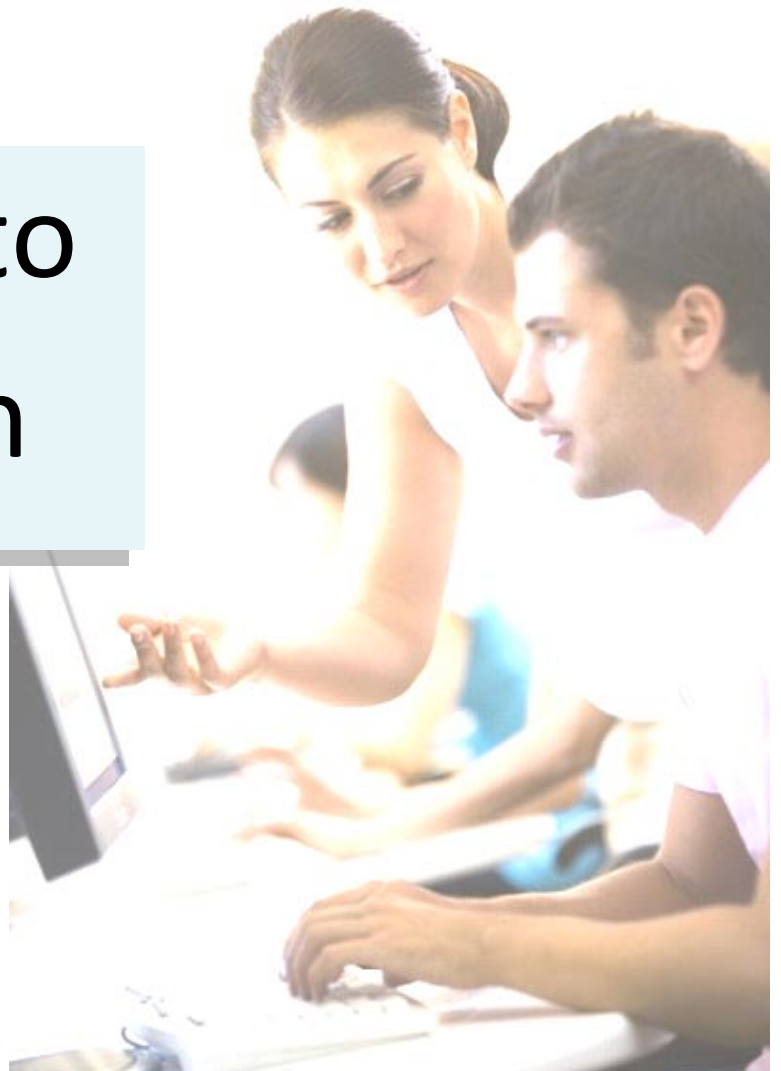




A Guide to KeyTrain



Copyright © 2013 ACT, Inc. All rights reserved.
KeyTrain and WorkKeys are registered trademarks
of ACT, Inc. Career Ready 101 and the National
Career Readiness Certificate are trademarks of
ACT, Inc. 4.15.13

TABLE OF CONTENTS

Section	Subject	Page
1	Introduction to KeyTrain	3
2	Login to KeyTrain	4
3	Create a Student Account	5
4	Assign Lessons to a Student	8
5	Create a Class	15
6	Maintain Class Information	16
7	Assign Lessons to a Class	18
8	Remove a Class	22
9	View and Print Reports	22
10	Answer Keys	27
11	Workbooks	28
12	Take Lessons	29
13	Search Job Profiles	30
14	Technical and Program Support	33
15	Improve Student Performance	34
16	Appendix – Administrator Features	37
	Course Outlines <i>(separate document)</i>	

1. Introduction to KeyTrain

KeyTrain is ACT's comprehensive curriculum and learning management system for improving foundational workplace skills measured by the WorkKeys® job skills assessment system. Using KeyTrain, learners can assess their potential WorkKeys score, review topics related to each WorkKeys skill, and practice problems similar to those on an actual WorkKeys assessment.

KeyTrain is self-paced with learners, administrators, and instructors accessing the curriculum and learning management tools online. KeyTrain Workplace Skills courses are based on the WorkKeys *Targets for Instruction*, ACT's guides for curriculum developers. This ensures that the skills measured in the WorkKeys assessments are addressed in the KeyTrain curriculum. Courses include an introduction to WorkKeys and the specific WorkKeys skill to help motivate the learner by explaining the benefits of improved WorkKeys skills. Each course has a pre-test, a shortened assessment similar to the actual WorkKeys assessment. Pre-tests results are used to recommend the KeyTrain lessons that the learner should study. *Note that scores on KeyTrain pre-tests and post-tests are not actual WorkKeys scores and should not be used for hiring, promotion or other high stakes decisions.*

KeyTrain lessons address each WorkKeys skill level. For example, the Applied Mathematics course has separate lessons for levels 1 through 7. The learning goals of each level are explained in an introductory topic. Lessons are comprised of several topics for concept learning and practice in the concepts corresponding to that level of the WorkKeys skill. For most courses, topics are organized in Overview, Learning, Practice, and Quiz sections to ensure a rigorous learning process. A short topic quiz provides a gauge for measuring learner comprehension of each topic skill objective.

Every KeyTrain lesson includes a final quiz. Questions assess the concepts and skills learned in each topic of the lesson and are randomly selected from a database so that if the learner retakes a quiz, some questions will differ. Learners who pass the quiz may print a certificate to document their completion of the level. Administrators and instructors have the ability to limit or increase the number of final quiz attempts students may make and can also access answer keys to all quizzes from their KeyTrain account.

2. Login to KeyTrain

To log in to KeyTrain, type ***run.keytrain.com*** in your web browser's address bar.

The login screen will appear. Enter your Administrator or Instructor username and password exactly as supplied to you with your license agreement or assigned to you, then click **Login**.

Username and Password fields are not case-sensitive.

When you login, the Administrator menu or Instructor menu will appear. Notice that Administrators have the ability to perform more functions in KeyTrain than Instructors. They can:

- set the options for the organization
- create instructor accounts
- import data into KeyTrain
- select course settings that apply to the entire organization
- manage groups

(See the Appendix for more information on Administrator features.)



The login screen displays the ACT KeyTrain logo at the top. Below the logo, it says "Welcome to KeyTrain". There are two input fields: "Username:" and "Password:". A "Login" button is located below the password field. At the bottom, there are two links: "Forgot your password?" and "What is KeyTrain?"



The image shows two screenshots of the KeyTrain interface. The left screenshot is titled "Administrator Menu" and shows a list of menu items: Organization, Instructor Accounts, Student Accounts, Assign Lessons, Maintain Classes, View/Print Reports, Workbooks, Answer Keys, Take Lessons, Export Data, Import Data, and Job Profiles. The "Organization" and "Import Data" items are highlighted with red boxes. The right screenshot is titled "Instructor Menu" and shows a list of menu items: My Account, Student Accounts, Assign Lessons, Maintain Classes, View/Print Reports, Workbooks, Answer Keys, Take Lessons, Export Data, and Job Profiles. The "My Account" item is highlighted with a red box.

KeyTrain has three account types:

Administrator – can create other administrator, instructor, and student accounts, create classes and assign lessons, take KeyTrain lessons, set organization options, restrict KeyTrain course access, view and print reports on the entire organization, work with groups, export and import data, and search job profiles data. Administrators may also restrict certain options for instructors (such as creating student accounts) and students (such as editing their own account).

Instructor – can create student accounts and classes and assign lessons, view and print reports, set class lesson options, take KeyTrain lessons, view and print student and class reports, export data on classes and search the job profiles database. Instructors cannot create other administrator or instructor accounts or set the options for the organization.

Student – can take lessons, change their account information (e.g. change their password), view their own progress reports, search the job profiles database.

3. Create a Student Account

To create a student account, click on *Student Accounts* in your menu and select *Add New Student*.

When you select *Add New Student*, the Add Student screen will appear.

Type in the learner's name and assign a username and password to the student. As you complete the Username and Password fields, KeyTrain will check to see if the username is available and that the password match is correct. If so, a **green** check mark will appear like those circled in the example above. If not, you will be prompted to enter a different username or retype the password. Click the **Submit** button to create the account.

Passwords must be at least 6 characters, but do not have to be unique. As an option, you may also include a Group name if the student is part of a group that you would later want to remove, such as a graduating class (use the class year, such as "2017").



 A screenshot of the 'Add Student' form. The 'Name' field is filled with 'Dan', 'L', and 'Boone'. The 'Username' field contains 'dl_boone' and has a green checkmark and a question mark icon. The 'Password' field has two input boxes, both with green checkmarks and question mark icons. The 'Group' field is a dropdown menu with the text 'Type or select a group...'. There is a checkbox for 'Assign the Quick Guide Pretest to this student.' and 'Submit' and 'Cancel' buttons at the bottom.

Note: *Username must be unique.* KeyTrain will ask you to choose a different username if it is already assigned to another KeyTrain user. Avoid username conflicts by using the initials of your organization in combination with an underscore or other character and the student name (for example, *janedoe_acc* or *j_doe-WIA3-TN*).

If the username is accepted, the *New student account created* screen will appear, confirming the account was created. This screen lets you print login instructions for the student, enter more student information, add the student to a class, assign lessons to the student, or create another student account without having to go back to the main menu.

If you select ***Continue entering account information for this student***, the *Edit Student Account* screen shown on the next page will appear. Field names with a **red asterisk** are required, but will be filled in automatically by KeyTrain. Complete the other fields as needed.

 A screenshot of the 'New student account created' confirmation screen. It shows a green checkmark and the text 'Account created for Dan Boone (dl_boone)'. Below this is the heading 'What do you want to do next?' followed by a yellow button 'Log this student in now' and a list of options: 'Print login instructions for this student', 'Continue entering account information for this student', 'Add this student to a class', 'Assignments for this student', and 'Create another student'.

Edit Student Account

Required fields are marked with an asterisk (*)

School Name KeyTrain Representatives
 Username dl_boone
 * Last Name Boone
 * First Name Dan
 Middle Name L
 Group Type or select a group...
 Notes
 Student ID
Optional. Student ID is the way your organization uniquely identifies its students.
 Active Save Changes

Shortcuts

- Log this student in now
- Print login instructions
- Assignments (View/edit/assign)
- Group
- Delete

- Create new student
- Edit another student

Class Membership Edit ←

Not a member of any classes.

Reset Password

New password 6 character
 Verify password

Demographics

Ethnicity -- None specified --
 Date of Birth MM/DD/YYYY
 Gender Male Female
 County of Residence
 County of Employment

Contact Info

Phone 000-000-0000
 Email
 Address
 City, State ZIP

Apply Save & Close Save & New Cancel

Use these shortcuts to quickly perform other tasks.

Click **Edit** to add student to a class

If lost or forgotten, you can reset the student's password here.

Enter student's email to have KeyTrain send student her password if forgotten.

Click **Save & Close** when you finish filling in the form or click **Save & New** to add another student.

TIP: Bulk student accounts can be imported directly into KeyTrain. The *Import* function allows an organization such as a high school to easily create accounts for hundreds of students. Data import is limited to Administrator accounts and should be performed by the records manager or IT staff. Detailed instructions for importing accounts may be found in the Administrator Manual.

Groups. If you did not enter a group name when you created the student account, you may do so in this screen. Click the *Group* link in the **Shortcuts** box. The group function enables instructors to export data for students in a group and generate group reports. Grouping is

especially useful for high schools or training programs that have large numbers of students exiting at the same time. For example, students could be assigned to the group “Class of 2017”. Once these students graduate, administrators can delete their KeyTrain records as a group rather than individually. *Instructor accounts are not permitted to delete groups. Do not confuse groups with classes – classes are used to manage student assignments and reports.*

Student ID. This field is for schools that wish to include student identification numbers for reporting purposes. The Student ID is your school’s way of uniquely identifying its students.

Demographics. This section includes optional information that organizations may wish to collect and report on.

Contact Information. The Contact Information fields are optional. If the student, client or employee has an email address, enter it in the *Email* field. Users who forget their KeyTrain account password can have it emailed to them by clicking on the “*Forgot your password?*” link on the login page and entering their KeyTrain username. Click on *Save and New* to add additional students to your organization. When you finish entering the student information, click *Save and Close* to add the student account to the organization and display a list of all students in the organization.

Shortcuts. Links shown in the *Shortcut* box allow you to quickly perform additional tasks such as logging a student into KeyTrain, printing login instructions for the student, adding or removing classes, assigning lessons to a student, adding the student to a class, creating group reports, creating another student account and editing a new student account.

If you select **Add this student to a class** when you create a new student account as shown below, a list of the classes for your organization will appear. Search for the class name and then click on the *Add* icon in the right hand column for that class. The student will be added to the class and any class assignments will automatically be assigned to the student. If the student is already assigned to a class, a *Remove* icon will be shown in the right hand column. Click it if you wish to remove the student from the class. *Note: students may be in more than one class at a time.*

New student account created

✔ Account created for Dan Boone (dl_boone)

What do you want to do next?

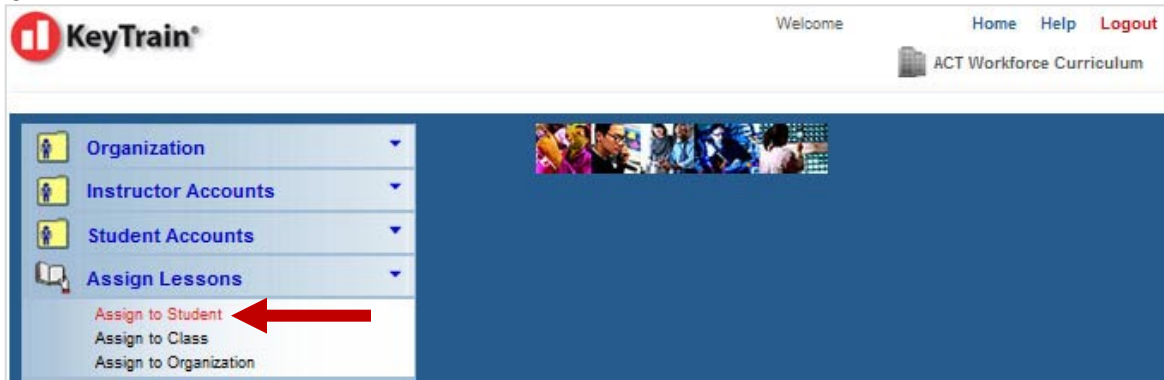
Log this student in now

- Print login instructions for this student
- Continue entering account information for this student
- **Add this student to a class**
- Assignments for this student
- Create another student

Class Name	Class ID	Instructor	Location	Assignments	Members	Select
S and L Technology	KTC830101990	SSCL		11	17	
1-Algebra-Craig-2010-2011	KTC830134354			6	2	
1001-Summer	KTC830101162	Mary Molusky		12	6	
101	KTC830067925	Cullen		9	2	
1199 GED	KTC830104830	lynette	Breslin Learning center	1	1	
1199 GED BARB	KTC830104829	Barb	1009	4	9	
1199 GED Mary	KTC830104824	Mary	Off Site	3	4	
1199 health	KTC830104834	Janie Marshal	Rm 804	3	35	
1199 Mary Molusky	KTC830104871			3	6	
1199 Northeastern	KTC830104820			8	2	
1199 reading carolyn	KTC830104831	carl	1055	3	1	
1199C JOIN	KTC830104825	boroff	all over	4	4	
1st block	KTC830119301	mccants	heyward	1	2	
1st Period	KTC830087824	LZorn	A116	7	0	
1st period (8th)	KTC830087885	Mahan	SRM	5	2	
1st period Intro to Eng Dwg	KTC830130658	Woolard		4	1	
1st Period Physical Science	KTC830101995	Gladney	Room 316	3	1	
1st Period-Life Skills-Wrobel	KTC830124978	Wrobel	A-119	3	5	
1stPd2010-INTRO	KTC830130671			3	2	
1stperiod	KTC850049549			3	0	

4. Assign Lessons to a Student

To assign lessons to an individual student, click on *Assign Lessons* in the main menu and select *Assign to Student* as shown below.



KeyTrain will display a list of all students in the organization.

Select the student's name from the list and click on the **Assign** icon (the open book). Use the Last Name field to search for the learner if you have a large number of people in your organization. Simply type the learner's last name in the **Last** field and click the *Filter* button to narrow the list to students with that last name.

Everyone in ACT Workforce Curriculum

[Add student](#) ← Tip: Use the **Add student** button to create a new student account.

SEARCH TIP: Use wildcards!

Username	Last	First	Middle	City	State	Student ID	Created	Filter
randyhall@keytrain.com	Hall	Randy					2013-03-13	
celesteharris	Harris	Celeste					2009-07-29	
iowa-rick	Harris	Rick					2011-07-19	
rick@yahoo.com	Harris	Rick					2011-02-22	
sandhillstrain	Harrison	Anne					2011-03-25	
Les	Harrison	Les					2008-02-20	
richardharrison	Harrison	Richard					2012-07-16	
abby13	hembree	abby					2008-06-27	
SHerbert	Herbert	Suzi					2005-06-10	
r heron	Heron	Robin					2013-03-22	
ralphhiggins	Higgins	Ralph					2011-04-25	

Use the **Filter** button to narrow your search results.

Assign Icon: Click to assign lessons to Robin Heron.

When you select the student and click on the **Assign Lessons** icon, the Assignments for Student page shown below will appear.

Assignments for Student

Robin Heron (r_heron) change ▾

New student Org. options

Courses

KeyTrain Workplace Skills

Introduction to KeyTrain	Details	All
Reading for Information	Details	Auto
Applied Mathematics	Details	Auto
Locating Information	Details	Auto
Introduction to Applied Technology	Details	All
Applied Technology - Electricity	Details	Auto
Applied Technology - Fluid Dynamics	Details	Auto
Applied Technology - Mechanics	Details	Auto
Applied Technology - Thermodynamics	Details	Auto
Business Writing	Details	Auto
Listening	Details	Auto
Listening for Understanding	Details	Auto
Workplace Observation	Details	Auto
Teamwork	Details	Auto
Writing	Details	Auto
Introduction to Career Clusters	Details	All

Student View New!

Helpful Hints

General

Courses that have no lessons assigned appear grayed out.

- ✓ in front of a course indicates lessons have been assigned.
- 🕒 in front of a course indicates lessons have been started.

Assign All

You can assign all of the lessons in a course by clicking the green All button.

Auto Assign

Courses that have a pretest show an Auto button rather than an All button. This allows students to take the pretest and have lessons assigned based on the results of the pretest. more...

Details

If you wish to view the list of lessons within a course to assign, edit or delete them individually, click the gray Details button. (Clicking the course name also takes you to the course details.)

Tip

When viewing course details, press the Esc key to return to this page.

Assign KeyTrain courses quickly by using the **Auto** buttons beside each course! When you click on *Auto*, KeyTrain automatically assigns the course **pretest** to the learner. KeyTrain will assign course level lessons based on how the student scores on the pretest, so learners are assigned only the lessons needed to improve their skills. To assign KeyTrain courses for the *National Career Readiness Certificate*, just click the Auto buttons for Reading for Information, Applied Mathematics, and Locating Information.

Auto Assign - Reading for Information

Max pretest attempts: 2

Course goal: 7

Require assigned lessons to be completed in order

When completed, the pretest will assign level lessons with these options:

Max final quiz attempts: 2

Must complete problems:

Must complete lesson:

Audio: Off

Lesson goal: 80

Submit Cancel Reset

A pretest score can be improved when retaken, but automatic assignments and exemptions are only made after the first attempt.

Upon completion of the pretest, levels 1 through the Course Goal (maximum 7) will be assigned. Assignments at levels lower than the pretest score will be exempted.

Clicking *Auto* opens a lesson options dialog box. You can set the number of pretest attempts, course goal, maximum quiz attempts, and also control how students work through lessons. For example, you can require lessons be completed in order (recommended) and that students complete the problems in a topic.

If the Auto assign option is not desired, you can assign individual lessons by clicking on the **Details** button for the course. Suppose you want to assign Business Writing lessons to a student without using the pretest to make assignments. Click on the Details button for Business Writing on the Assignment Page. In the screen below, the instructor has chosen to assign Business Writing lessons for Level 3 through 5 to the student, indicated by the check marks. Notice that you can change the lesson options for an *entire course* or just for one or more *individual lessons*.

Assignments for Student

Robin Heron (r_heron) | change

Courses | **Business Writing** | Student View *New!*

Course Options

Max pretest attempts: 2
 Course goal: 5
 Must complete lessons in order: No
 Let pretest assign: No

Edit course options

To edit individual assignments: 1. Click on a lesson row in the grid below 2. Edit the values in the form to the right 3. Click Save Changes

Lesson	Status	QA	MA	MCP	MCL	Audio	Goal	Score	Time	Assigned?
Pretest		2	--	--	--		5			<input checked="" type="checkbox"/>
WorkKeys Introduction	Open									<input type="checkbox"/>
Level 1	Open									<input type="checkbox"/>
Level 2	Open									<input type="checkbox"/>
Level 3		2	Yes	No	Off		80			<input checked="" type="checkbox"/>
Level 4		2	Yes	No	Off		80			<input checked="" type="checkbox"/>
Level 5		2	Yes	No	Off		80			<input checked="" type="checkbox"/>

Level 3

Max final quiz attempts: 2
 Must complete problems:
 Must complete lesson:
 Audio: Off
 Lesson goal: 80

Print | Unassign

Save Changes | Cancel | Reset

Tip: QA = number of pretest attempts MA = Maximum final quiz attempts
 MCP = Must Complete Problems MCL = Must Complete Lessons

In the detail view below, the instructor has set the lesson options for Business Writing Level 3, *Must complete problems* (MCP column) boxes.

To edit individual assignments: 1. Click on a lesson row in the grid below 2. Edit the values in the form to the right 3. Click Save Changes

Lesson	Status	QA	MA	MCP	MCL	Audio	Goal	Score	Time	Assigned?
Pretest		2	--	--	--		5			<input checked="" type="checkbox"/>
WorkKeys Introduction										<input type="checkbox"/>
Level 1										<input type="checkbox"/>
Level 2										<input type="checkbox"/>
Level 3		2	Yes	No	Off		80			<input checked="" type="checkbox"/>
Level 4		2	Yes	No	Off		80			<input checked="" type="checkbox"/>
Level 5		2	Yes	No	Off		80			<input checked="" type="checkbox"/>

Level 3

Max final quiz attempts: 2
 Must complete problems:
 Must complete lesson:
 Audio: Off
 Lesson goal: 80

Print | Unassign

After selecting the lesson options, click on *Save Changes* to apply the options. Click *Cancel* if you change your mind, *Reset* to go back to default settings, or simply re-edit the lesson options. Clicking the *Unassign* button will remove the lesson from the learner's assignments.

To edit options for an **entire course**, click on the *Edit Course Options* button on the Assignments age.

Edit course options

The menu shown here will appear. Apply changes in the number of quiz attempts allowed, course goal, must complete lessons in order option, and whether or not to let the pretest assign lessons here. Click *Save* to apply options to the entire course, *Cancel* to cancel changes, or *Reset* to go back to the default course option settings.

Course/Lesson Options

Must Complete All Problems:

- Yes - Students must correctly answer the practice problems in the tutorial lessons before they can proceed to the next page.
- No - Students can go on to the next page without finishing practice problems.

Must Complete Lessons Before Quiz:

- Yes - Students must complete all topics in a lesson before they can take the Final Quiz in that lesson.
- No - Students can take the Final Quiz at any time.

Must Complete Lessons in Order:

- Yes - Learners must complete lower levels lessons before moving to higher level lessons.
- No - Students can take higher level lessons even if they have not completed lower level lessons they may need.

Audio:

- ON- When launching a lesson for the first time, the narrative sound track will be turned on (on subsequent sessions it will remember the last setting). Audio ON is required if you are using Writing, Listening, Teamwork or Workplace Observation courses, since sound is integral for lessons in these courses.
- OFF - Save bandwidth and make the program run faster by turning off the soundtrack. Students can always turn on the audio when they are in a lesson by clicking on the speaker icon.

Max Quiz Attempts:

The maximum allowed number of attempts for the Final Quiz in the lesson. The default setting is two, but the instructor can change this setting to more or less than two quiz attempts.

Assign Lessons by Certificate

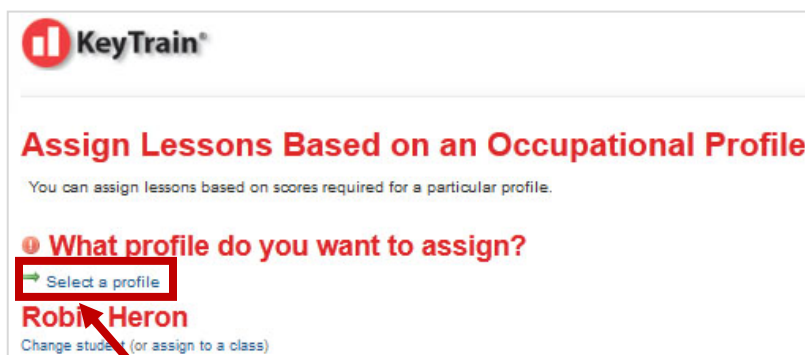
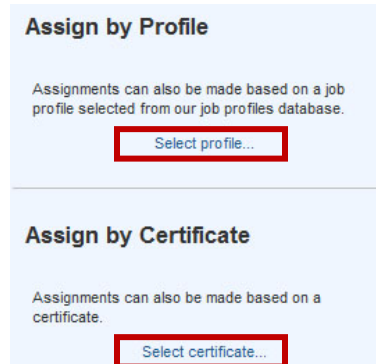
KeyTrain courses can also be assigned by choosing a National Career Readiness Certificate level using the **Assign by Certificate** option. (See the instructions in Section 7 for assigning lessons to a class by certificate level.)

Assign Lessons by Profile

Instructors can customize individual learner or class assignments using the *Assign by Profile* option in the Assignments Page. Lesson assignments will be based on the occupational or job profile that you select.

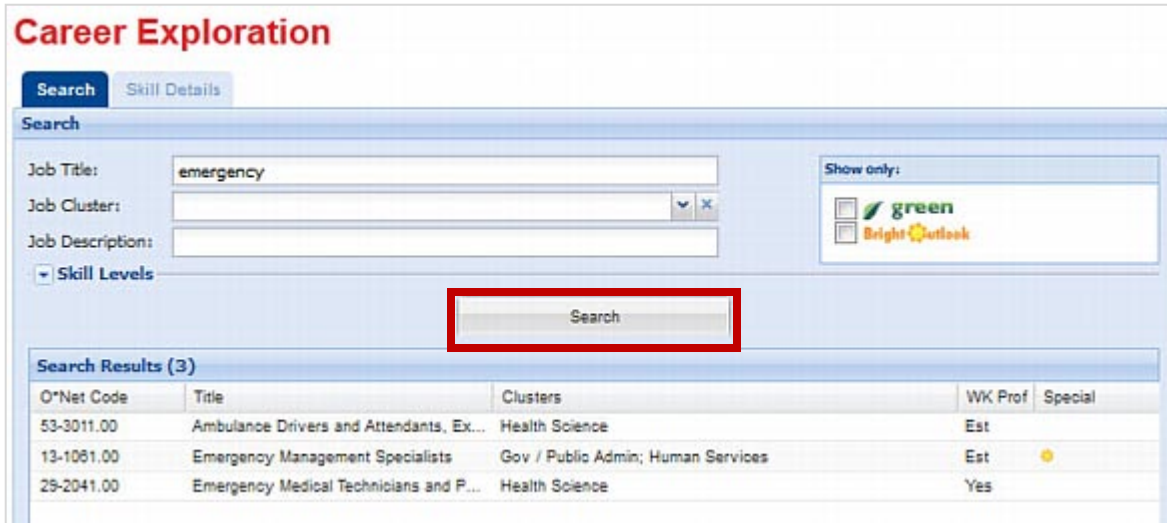
*In most instances, assigning courses to an **individual** by a profile would be used when a learner is **preparing for a specific job or career**. Instructors for career and technical education or other skill training programs could make assignments to **classes of students who have a common career goal**, such as Emergency Medical Technician, HVAC Technician, or Nursing.*

KeyTrain courses for the WorkKeys skills established by the profile will be added to the student or class assignment list. Any prior assignments will remain unchanged. Instructors must first search the Job Profiles database to select the appropriate job profile for the learner or class.

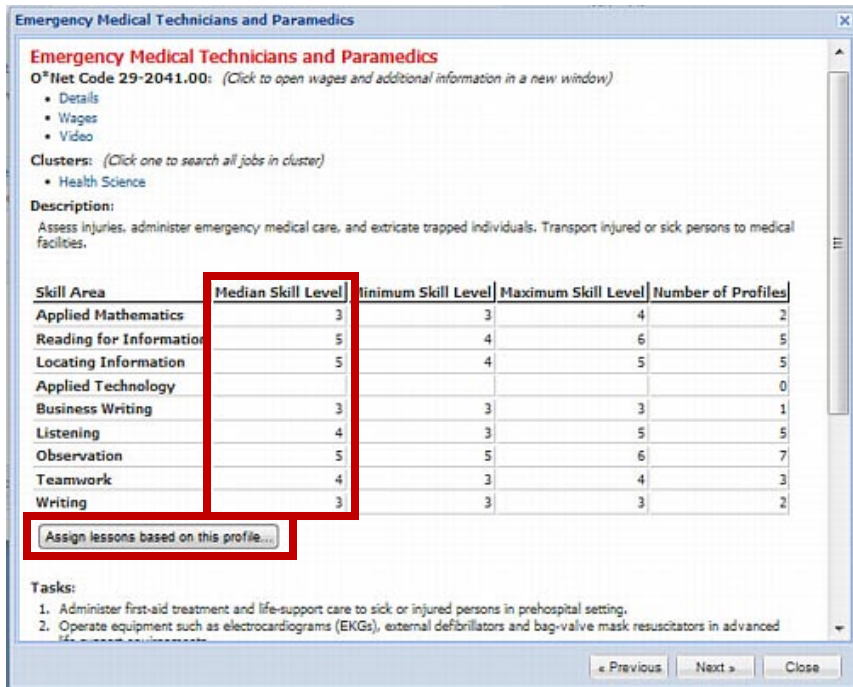


To assign lessons by job profile, click the *Select profile* in **Assign by Profile** on the Assignments for Class page. The screen shown to the left will be displayed. In this example, profile assignments will be made to a student.

Clicking *Select a profile* will open the profile search screen shown on the next page.



Use one of the search options (Title, Career Cluster, or Job Description) to narrow or broaden the profile search and click the **Search** bar. In this example, the keyword, **emergency**, is used to search for an *emergency medical technician* profile. Once you find the specific profile, click on the profile title. A result similar to the one below will appear.



This shows the WorkKeys skills included in the profile and the Median Skill Level for each skill as well as other details about the occupation.

Clicking *Assign lessons based on this profile* will open a dialog box for lesson assignment options like the one shown on the next page.

Assign Lessons Based on an Occupational Profile

You can assign lessons based on scores required for a particular profile.

Emergency Medical Technicians and Paramedics

Change profile
Robin Heron

Change student (or assign to a class)

Below are the average skills required for success in this job. Select your assignment preference below, and click the **Assign** button to add these lessons to your assignment list. (Any existing assignments will remain unchanged.)

Skill Area	Skill Level	Notes
Applied Mathematics	3	
Reading for Information	5	
Locating Information	5	
Applied Technology		
Business Writing	3	
Writing	3	
Listening	4	
Teamwork	4	
Observation	5	Course not available. Click here for details.

Let the Pretest assign the lessons needed to achieve these levels.
 Assign All lessons up to the level(s) shown.
 Check here to add one level to those shown above for additional practice.
 Check here to require students to complete lessons in order.

Assign **Cancel**

The KeyTrain courses corresponding to the WorkKeys Median Skill Levels for the profile are shown. Instructors can choose lesson options:

- **Let the Pretest assign lessons** (recommended) or **Assign All**. In this example, choosing Assign All would assign all lessons up to the level shown for Applied Mathematics - Levels 1 through 3 since Level 3 is the target skill level for the occupation. But if the student already has a higher skill level in math, taking the Level 1, 2, and 3 lessons would be pointless. The better option is to let the pretest assign lessons based on the student's score. For this example, if the student scores Level 4 or higher on the Pretest, he or she will be exempted from the course.
- **Add one level to those shown** (recommended) – this option adds a level to each KeyTrain assignment, providing additional instruction to help ensure the student meets his or her goal.
- **Must complete in order** (recommended) – students must complete lower level lessons before moving to higher levels. In this example, a student who scored 3 on the Locating Information pretest would have to complete the Level 3 and 4 lessons before the Level 5 lesson if this option is checked.

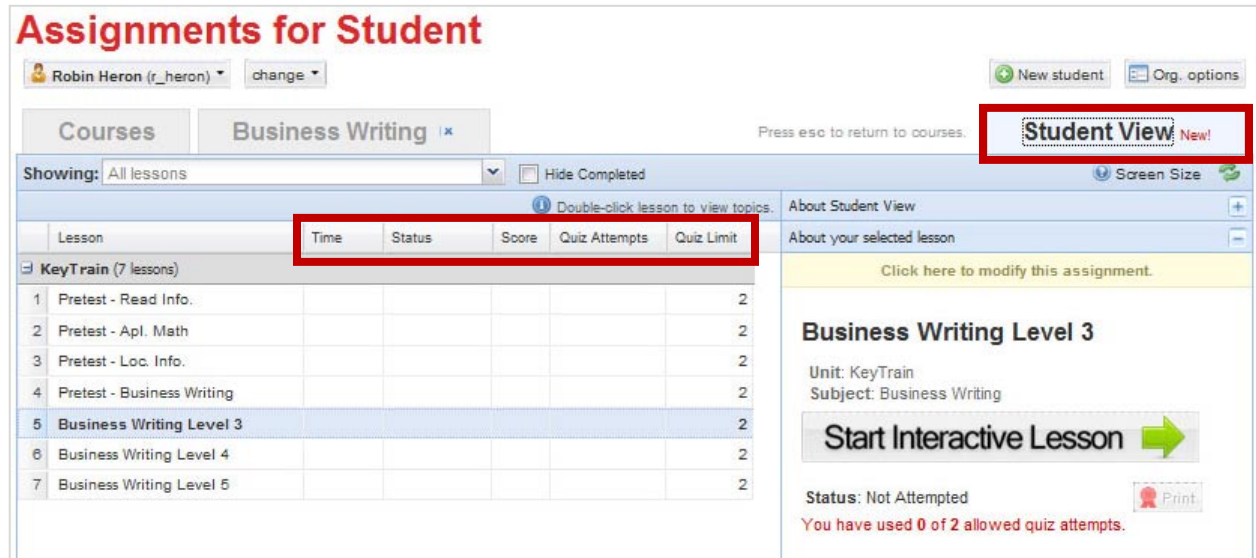
After selecting the desired options, click the **Assign** button. A confirmation like this will appear showing the assignments. Notice that courses that are already assigned are skipped and the courses for Writing, Listening, and Teamwork have been assigned.

The following assignments have been made:

Course	Lesson	Status
APLMATH	Pretest - Apl. Math	Skipped Already assigned
READINFO	Pretest - Read Info.	Skipped Already assigned
LOCINFO	Pretest - Loc. Info.	Skipped Already assigned
BWRITING	Pretest - Business Writing	Skipped Already assigned
WRITING	Pretest - Writing	Assigned
LISTEN	Pretest - Listening	Assigned
TEAMWORK	Pretest - Teamwork	Assigned

Student View

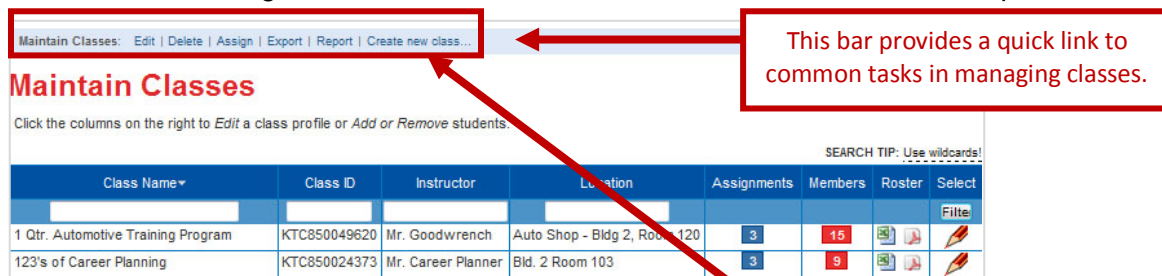
The Student View feature on the Assignments for Student page allows instructors to see what the student sees when he or she takes the assigned lessons. Click on the *Student View* tab. A list of the student’s assignment is shown. You can check the amount of time the student has spent on a lesson, the status (complete/incomplete), topic scores, and number of quiz attempts. Instructors can even take lessons they have assigned by clicking the *Start Interactive Lesson* bar.



5. Create a Class

Creating classes in KeyTrain is quick and easy. The *Maintain Classes* option on the Instructor menu allows you to set up new classes, edit class information, add and remove students, assign lessons to students and delete classes.

To manage classes, click on the Maintain Classes bar in the main menu. This generates a list of all classes in the organization in the Maintain Classes screen as in the example below.



Add a new class to the organization by clicking on the **Create new class** link in the Maintain Classes action bar. Notice that from the action bar, you may also *Edit*, *Delete*, *Assign* lessons to, *Export* data and *Report* on your classes.

The New Class form shown here will appear. Notice that the Class Name field is the only required information needed to create a new class. **Class names for your organization must be unique.** See the **Tip** for suggestions on choosing a unique class name.

You may specify the class location, include the instructor's name, and add notes about the class.

When you click *Save & Close*, KeyTrain will save the class and assign it a Class ID number.

Tip: Make your class name specific. For example, instead of naming your class “Math 1st Period”, add your initials or something that will make your class name unique (*lbh-math1st*). There may be several other math classes during the 1st period and each class name must be unique to your organization.

6. Maintain Class Information

To edit information for a class, add or remove students, or view a class roster, click the *Maintain Classes* bar in the main menu. The list of classes in your organization will be displayed as shown below.

Class Name	Class ID	Instructor	Location	Assignments	Members	Roster	Select
Bus*							Filter
1 Qtr. Automotive Training Program	KTC850049820	Mr. Goodwrench	Auto Shop - Bldg 2, Room 120	3	15		
123's of Career Planning	KTC850024373	Mr. Career Planner	Bld. 2 Room 103	3	9		
123's of Careers	KTC850037753	Mrs. Nelson	Building 3, Room 124	3	4		

Your organization may have many classes, but you can easily search for your class by entering part of the class name in the Class Name column followed by an asterisk and then clicking on the *Filter* button. In this example, **Bus*** is entered to search for the class we created, Business 100.

Filtering will narrow the search to any classes whose names begin with *Bus* as shown on the next page.

Maintain Classes: Edit | Delete | Assign | Export | Report | Create new class...

Maintain Classes

Click the columns on the right to *Edit* a class profile or *Add or Remove* students.

SEARCH TIP: Use wildcards!

Class Name	Class ID	Instructor	Location	Assignments	Members	Roster	Select
Bus*					0		
Business 100	KTC850050359	Johnson	C-30	0	0		

1-1 of 1 records Show 20 per page

Tip: You can activate/inactivate every student in a class now.

Click on the red square under Members to add or remove students.

Click on the Pencil icon to edit the information for the class

Click on the Excel or Adobe Acrobat icon for a class roster

The Maintain Classes function lets you:

1. Edit class information by clicking on the **pencil** icon.
2. Add/remove students to/from the class by clicking under the **Members** column.
3. View or print a Class Roster showing student KeyTrain usernames by clicking on the **Excel** or **Acrobat** icon.

Let's add students to a class. Click on red square (the zero indicates no students are in the class). A list of all students in your organization will be displayed like the one below. The list shows all students one page at a time. Check the boxes in the Member column for the students that you want to *add* to the class and click *Apply*. To remove a student from the class, click on the **X** next to the student's name in the *Class Members* list on the right side.

Class Members

Business 100

Place a check mark next to the students you want to add to the class, and then click **Apply**.

If you have many students, they will be shown a page at a time. Be sure to click **Apply** for each page next. You can also search for a student by entering their last or first name and clicking **Filter**.

SEARCH TIP: Use wildcards!

Last Name	First Name	Username	Group	Student ID	Created	Member	Class Members
Ollis	Brenda	bolliis	May 2012 Graduation		2008-06-27	<input type="checkbox"/>	Robin Heron r_heron X
Owens	Roger	roger.owens@keytrain.com	Class of 2017		2013-03-19	<input type="checkbox"/>	Randy Hill randynhill X
patterson	gary	wo-garypatterson	May 2012 Graduation		2010-02-24	<input type="checkbox"/>	Benny Jackson benny@keytrain.com X
Powell	Daniel	PowellDaniel	May 2012 Graduation		2011-02-22	<input type="checkbox"/>	Sharon Jett sharon@keytrain.com X
PRESBIE	DEB	CT-DEB	May 2012 Graduation		2008-09-22	<input type="checkbox"/>	Ralph JillTest RalphJillTest X
Ralph	Josh	RalphJosh	May 2012 Graduation		2005-10-07	<input type="checkbox"/>	Total: 5
Ralph	Ralph	RalphRalphRalph	May 2012 Graduation		2011-02-22	<input type="checkbox"/>	Click the X to remove
Reese	Jack	JackR	May 2012 Graduation		2005-05-23	<input type="checkbox"/>	
Reynolds	Dana	dana@keytrain.com	2014		2013-02-15	<input type="checkbox"/>	
Richards	Michele	michelerichards1	May 2012 Graduation		2006-05-15	<input type="checkbox"/>	
Rick	Harris	ar-rick	May 2012 Graduation		2011-07-14	<input type="checkbox"/>	
rita	marga	methirsty	May 2012 Graduation		2010-10-11	<input type="checkbox"/>	
RITA	MARGA		2 Graduation		2011-02-01	<input type="checkbox"/>	
Robbins	Peter		2013		2012-10-22	<input type="checkbox"/>	
Roberts	Sandee		2 Graduation		2005-02-17	<input type="checkbox"/>	
Robertson	William		2 Graduation		2007-10-12	<input type="checkbox"/>	
robinson	keith		2 Graduation		2007-06-19	<input type="checkbox"/>	
Rodgers	Alan		2017		2013-01-30	<input type="checkbox"/>	
Rodgers	John		2 Graduation		2006-01-24	<input type="checkbox"/>	
Rogers	Thomas		May 2012 Graduation		2011-05-18	<input type="checkbox"/>	

81-100 of 234 records << < 2 3 4 [5] 6 7 8 > >> Show 20 per page

Reset Cancel Select / Unselect All Apply Done

The Created column shows the date the student account was created. You can also filter a student search by Created date, Student ID or Group.

This column lists students who are currently enrolled in the class. Click the X to remove a student from the class.

Move forward or backward among pages here.

To add a student to the class, check the box in the Member column and click Apply

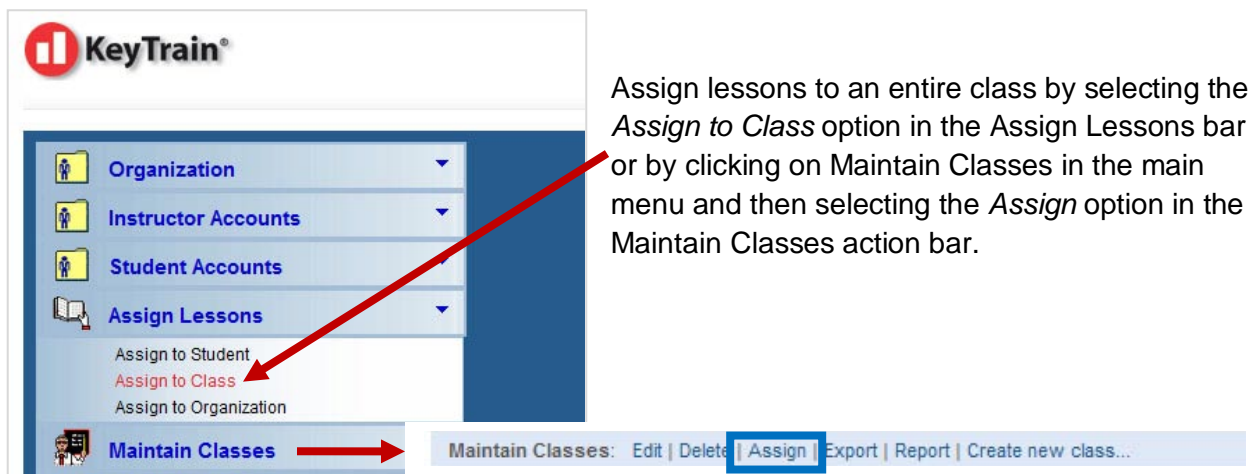
Click the Done button when you finish selecting students

IMPORTANT:

If there are many students, they will be shown one page at a time. **You must click Apply in the bottom right corner for each page or your changes will be lost when you move to the next page.**

When you are finished adding or removing students, click the **Done** button to return to the list of classes. There you can select another class to add or remove students or perform other tasks using the Maintain Classes action bar.

7. Assign Lessons to a Class



A listing of all classes in the organization will be displayed. Use the Class Name or another field and filter the class list to search for your class. When you have narrowed your search, click on the Assign Lessons icon (the open book) to open the Assignment Page.

Maintain Classes: Edit | Delete | Assign | Export | Report | Create new class...

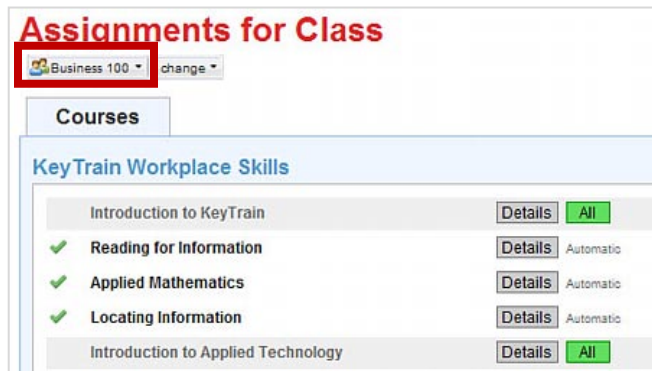
Maintain Classes

Select the class for which you wish to assign lessons by clicking the column on the right.

Click on the **Assign Lessons icon**

SEARCH TIP: Use wildcards!

Class Name ▾	Class ID	Instructor	Location	Assignments	Members	Select
Bus*						Filter
Business 100	KTC850050359	Johnson	C-30	0	5	
1-1 of 1 records		Show 20 per page				



After clicking on the **Assign Lessons** icon, the list of KeyTrain courses for your organization will appear.

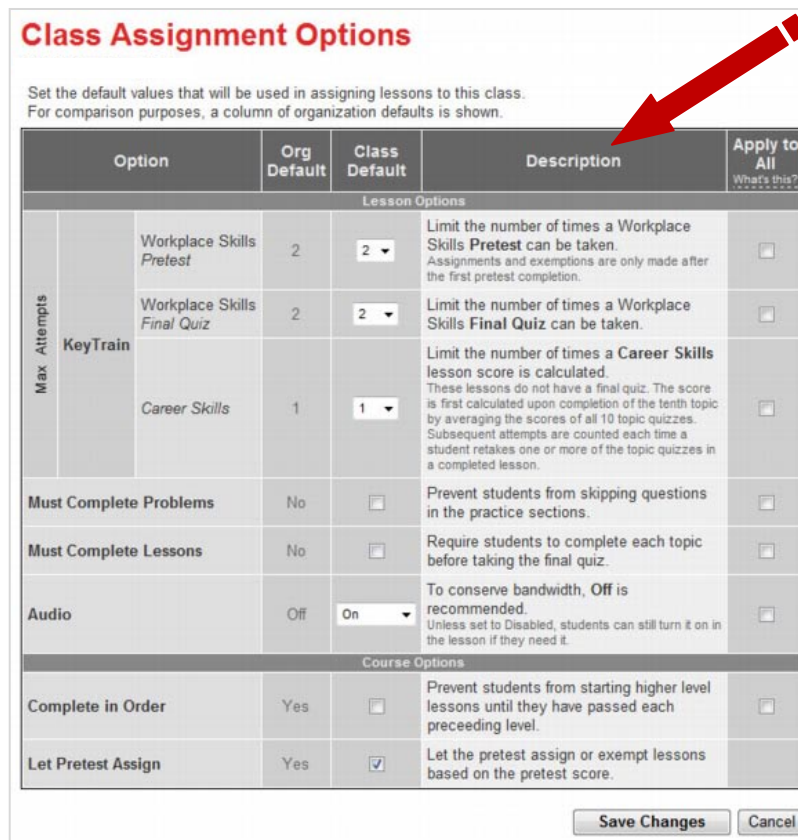
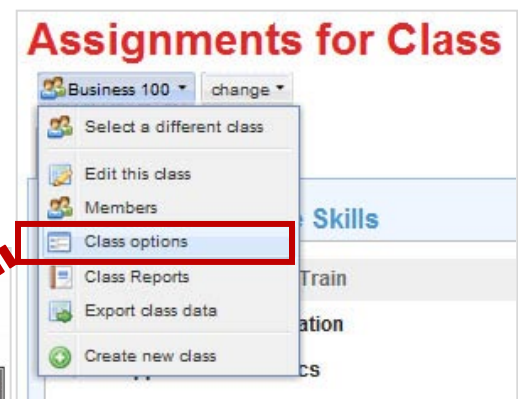
The class name is shown. To select a different class, click the *change* button. *Assign lessons the same way as for a student using the **Auto** assignment feature or assigning individual lessons. All students* in the class or who are added later will

receive the same assignments. Here, the Business 100 class has been assigned KeyTrain Reading for Information, Applied Mathematics and Locating Information using **Auto** assign.

Class Assignment Options

Choose the course options for your class by clicking on the **down arrow** next to the class name in the Assignments page and selecting **Class Options**.

The *Class Assignment Options* page will open.



KeyTrain gives instructors a measure of control over how students take courses and lessons. Use the check boxes and down arrows to choose your options.

Max Attempts:

KeyTrain lets you limit the number of times that a student can take a **Workplace Skills** pretest for a course (such as Applied Math) or a post-test within a lesson (such as Applied Math Level 4). After the maximum number of attempts, the student will not be allowed to retake the test.

This does not limit the number of times that a student can enter the tutorial portions of a lesson. Limiting the number of quiz attempts prevents students from trying to “test out” of a lesson by

repeated guessing at final quiz questions. *Remember, pre and posttest questions are randomly generated from a question bank.* Instructors may also set the number of times that a **KeyTrain Career Skills** lesson can be re-scored.

To change the default number of quiz attempts (2 for Workplace Skills and 1 for Career Skills), click the down arrow and choose a different number. KeyTrain allows up to 5 Workplace Skills pretest attempts, 10 Workplace Skills final quiz attempts, and 10 Career Skills lesson score attempts.

Must Complete Problems:

If **Yes**, learners must correctly answer the practice problems in the tutorial lessons before they can proceed to the next page. If **No**, they can move through a lesson without attempting the practice problems (not a good learning strategy!). *Recommendation – set this option to Yes.*

Must Complete Lessons:

If **Yes**, learners must complete all topics in a lesson (e.g. Applied Math, Level 4) before they can take the final quiz for that lesson. If **No**, students can take a final quiz without attempting any of the lesson topics. *Recommendation – set this option to Yes.*

Audio:

ON: When launching a lesson for the first time, the narrative sound track will be turned on (on subsequent sessions it will remember the last setting). Audio **must** be ON for Writing, Listening for Understanding, Teamwork, Reading for Information (level 1 only) and Workplace Observation to complete lessons and quizzes.

OFF: The soundtrack for a lesson will be off. Learners can turn the sound on when they are in a lesson, even if this option is selected. *By having the sound turned OFF, organizations can save bandwidth and make the program run faster. Recommendation – set audio to OFF.*

Let Pretest Assign:

Checking this option assigns the Pretest to all students in a class for all assigned courses. The pretest makes individual lesson level assignments to students based on how well they did on the pretest. This simplifies the task of assigning the appropriate lessons each student needs to improve his or her skills. *Recommendation – check the Let Pretest Assign box.*

Must Complete in Order:

If **Yes**, learners must complete lessons for a level before moving on to the next higher level. For example, students would have to complete Level 3 lessons before moving to Level 4 lessons, Level 4 lessons before Level 5, etc. If **No**, they may start the course at any level, even if they scored lower or higher than that on the pretest. *Recommendation – set this option to Yes.*

Be sure to click **SAVE CHANGES** after making your class option selections or they will not be applied.

Assign by Certificate

Instructors may assign lessons to a class by National Career Readiness Certificate level. In the Assignments Page, click on *Select certificate* under **Assign by Certificate**. Select the desired certificate level. To earn a certificate, individuals must score certain levels on WorkKeys Reading for Information, Applied Mathematics and Locating Information assessments. Click *Continue* after selecting a certificate.

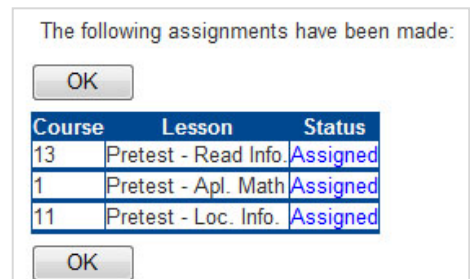


A new screen appears, prompting the instructor to finalize options for assigning lessons by certificate. Notice the KeyTrain Reading for Information, Applied Mathematics and Locating Information courses will be assigned. The goal for each course is Level 4, matching the Silver certificate requirement. *Make sure the box to add an additional level is checked.* Doing so will provide the learner more practice and help ensure he or she achieves their certification goal. With the settings shown, all students in the class will be assigned the Pretest for the three KeyTrain courses with a course goal of Level 5. Click the **Assign** button to finalize the class assignments.



Doing so will provide the learner more practice and help ensure he or she achieves their certification goal. With the settings shown, all students in the class will be assigned the Pretest for the three KeyTrain courses with a course goal of Level 5. Click the **Assign** button to finalize the class assignments.

A screen confirming that the pretest is assigned for the three NCRC courses will appear. Clicking OK will return you to the Assignment screen to make additional class assignments.



Tip: If you assign lessons based on a NCRC level, check the box to **add one level** to the level shown. This gives your students more instruction in KeyTrain to better prepare them to achieve their certificate goal.

8. Remove a Class

Instructors may delete classes. For example, at the end of a semester or training program, an instructor may want to remove a class that is no longer active. When you remove a class, all of the assignments made specifically to that class that have not been started by a student will be deleted. Removing a class also eliminates any reporting capability for that class. **However, no student data or records are deleted by removing a class.**

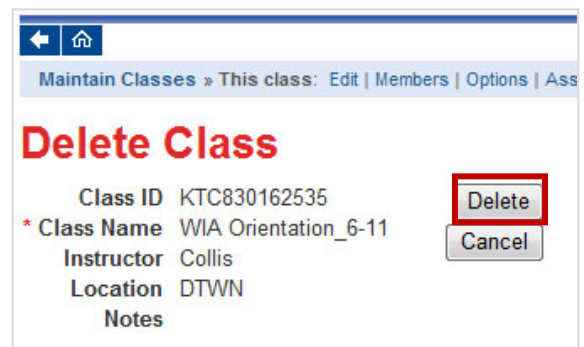
To remove a class, click on the *Maintain Classes* bar in the Instructor menu. Click on *Delete* in the Maintain Classes action bar.



This will generate a list of classes for your organization. Filter the list to locate the class you wish to delete. Click the red **X** in the row for the class name. The class information will be displayed. To remove the class, click the *Delete* button.

The class will be removed from the organization's list of classes.

Note: Deleting a class does not delete the class students or student data.



9. View and Print Reports

The reports in KeyTrain's learning management system allow administrators, instructors and students to monitor learner progress. Administrators and instructors can generate reports on individual students, classes, groups, or the entire organization. Administrators may also create reports for a system that may include several organizations, such as a school district or WIA program with several locations. Student access to reports is limited to their own records. Reports may be viewed online, downloaded, or printed.

To access reports, click on *View/Print Reports*. A drop down menu will appear with report options for Student, Class, Group, Organization, and My Reports.



Note: Reports open in a separate window and are viewed in your browser's PDF reader. If your browser does not have a PDF reader, you will need Adobe Acrobat Reader. To return to KeyTrain, simply close the report window.

Reporting on Individual Students

Select *Report on Student* from the drop-down list. The Student report menu shown below will appear. KeyTrain includes eight different student reports. Choose a report by clicking on the report name.

The Course Analysis and Quiz Detail reports are particularly useful for instructors.

The screenshot shows a navigation menu with the following items:

- Reports** (selected)
- Student (circled in red)
- Class
- Group
- Organization
- My Reports

The main content area lists the following reports:

- Progress Report**: Generate a multi-sheet Microsoft Excel spreadsheet showing progress during a date range and selection of courses specified by you. Technically, since the product of this report is a spreadsheet of exported data, it is categorized as an *Export*. But we have included a link to it here because it serves as a powerful Report, too!
- Course Analysis**: Quiz results by level for selected courses: attempts, average class scores, number passed and failed. Optionally includes topic objectives and results. (Indicated by a red arrow)
- Student Status Report**: Status of each course assigned including goal, score and time spent.
- Detail Report**: Assigned courses/lessons, last quiz date, status, scores/targets and number of quiz attempts.
- Topic Detail Report**: Student activity in lesson topics, time spent, status, scores/targets and quiz attempts.
- Quiz Detail Report**: Topic and final quiz results, including correct and incorrect answers to quiz questions. (Indicated by a red arrow)
- Student Career Skills Report**: Summary of progress in all Career Skills lessons.
- Career Skills Analysis**: Course/lesson objectives and outcomes and student quiz data for all students.

Course Analysis Report:

The Course Analysis report shows a single student's pretest and quiz results by course level for the selected courses, including the highest quiz score and number of quiz attempts (shown as XXX/Y where XXX is the highest score and Y is the number of times the pre- or post-test was taken).

The totals at the bottom of the table show the number of test attempts that were passed or failed (by default the passing score is 80%, but this can be changed by the instructor when assigning certain lessons). If course objectives are included, another page will show which topic lessons the student has completed, the percentage of time the student answered topic lesson questions correctly on the first try and the topic quiz score expressed as a percentage.

Select the Course Analysis report, then select the student you wish to report on. The **Objectives Report** form will be displayed. Select courses to see quiz data results by level for each assigned course. To view the course topic objectives and student pretest and topic quiz results, check the students and objectives boxes.

Please specify at least one course for this report.

Objectives Report

Select your courses

Courses that are greyed out have not been assigned to this student.

- Introduction to KeyTrain
- Reading for Information
- Applied Mathematics
- Locating Information
- Introduction to Applied Technology
- Applied Technology - Electricity
- Applied Technology - Fluid Dynamics
- Applied Technology - Mechanics
- Applied Technology - Thermodynamics

Select additional options

- Include students
- Include objectives

Proceed to report

Continue... Cancel

Reports

Report: **Course Analysis** (change)

Student: **Harris Rick** (change)

Options: (change)

Courses:
 Reading for Information
 Applied Mathematics
 Locating Information

Include Students: yes
 Include Objectives: yes

Get the report! Cancel

Click change to make a different selection.

These selections will generate a report that shows activity for the three assigned courses, Reading for Information, Applied Mathematics and Locating Information.

When you click on the *Continue* button, a report confirmation screen appears. You can change the report options, select a different student, or a different report type by clicking on *change*.

After you have confirmed your report options, click on *Get the report!* KeyTrain will generate a report similar to the one below.

KeyTrain Course Analysis Report

Organization: School B Date: 3/6/2007
 Class: Class 101 Time: 10:44:18AM

Applied Mathematics												
Name	ID	PT	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Current Level	Increased	Time
MATT COLES	COLESM				88/1					3		7:18:46
GREG BARTON	BARTONG				100/1	\$7/2				4		13:13:38
NICK STEINHOLZ	STEINHOLZN				100/1	\$7/2				4		7:02:38
JOE LEOWS	LEOWSJ				100/1	100/1				4		10:39:18
JOHN WILL	WILLJ											5:36:33
GEORGE HICKS	HICKSG											2:09:51
Total 6 students												
# Quiz attempts		0	0	0	4	5	0	0	0			
# Quizzes passed		0	0	0	4	3	0	0	0			
# Quizzes failed		0	0	0	0	2	0	0	0			
Average		0.0			97	91						

In this example, the Course Analysis reports on the Applied Mathematics course and objectives results for students in a class. This page shows that four students have taken Level 3 tutorials and the Final Quiz for Level 3. One student scored 88 and three scored 100 on the Level 3 quiz, obtaining an average class score of 97. The time each student spent in the course is also shown.

The Course Analysis also includes information on student progress in the course objectives tutorials.

Apl. Math Level 3 Objectives															
Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
MATT COLES	100	80	100	88	80	50	100	100	80	80	80	88	20	78	100
GREG BARTON	100	100	100	88	80	50	100	80	60	80	80	80	60		100
NICK STEINHOLZ	100	100	100	75	100	50	100	80	100	60	80	40	80	20	80
JOE LEOWS	100	100	100	63	100	67	100	100	80	60	80	100	80	60	100
JOHN WILL	100	80	100	50	100			60		87		50		84	
#Attempts	5	5	5	5	5	4	4	5	4	5	4	5	4	4	4
# Below 80	0	0	0	3	0	4	0	1	1	2	0	2	2	3	0
Average	100	92	100	73	92	54	100	84	80	73	80	72	60	61	95

Objective Names (for Apl. Math Level 3)	
1. Introduction	11. Measurement Quiz
2. Quantity	12. Fractions, Decimals & Percentages
3. Quantity Quiz	13. Fractions, Decimals & Percentages
4. Rounding & Estimating	14. Positive & Negative Numbers
5. Rounding & Estimating Quiz	15. Positive & Negative Numbers Quiz
6. Handling Money	
7. Handling Money Quiz	
8. Telling Time	
9. Telling Time Quiz	
10. Measurement	

Each column represents a course objective. The box above shows the name of the lesson objective. For example, Objective 9 is the Topic Quiz for Telling Time. The *# Attempts* row shows that all five students took the quiz. Four students passed the quiz, scoring 80% or 100%. The *# Below 80* row shows that one student failed the topic quiz. The *Average* row reports that the class average on the Telling Time Quiz was 80%.

Look at column 4 for the Rounding and Estimating topic. The numbers in the column represent the percentage of time that the student answered a question in the tutorial correctly on the first attempt. In this example, Greg Barton answered 88% of the questions in the tutorial correctly on the first try while Joe Leows answered only 63% correctly on the first attempt. This may indicate that Joe had more difficulty with the lesson content than Greg. If Joe also scored low on the topic quiz for the tutorial, he may need additional practice in rounding and estimating. The report, however, shows that Joe scored 100% on the topic quiz for rounding and estimating (column 5). Joe apparently mastered the concepts covered in the tutorial even though he answered more tutorial questions incorrectly on the first attempt.

The Course Analysis report provides a quick and succinct way to track the progress of an individual student or an entire class through reporting class averages and individual student achievement in all of the tutorials for an entire lesson, in this case Applied Mathematics Level 3.

Quiz Detail Report:

The quiz detail report gives feedback on the pretest and posttest in each lesson. The report records the amount of time and test scores *for individual sessions by date*. The report shows the question serial number, the student's answer, and whether the answer was correct or not. Using the answer keys (available to administrators and instructors only), an administrator or instructor can show the student the questions they missed and diagnose why they answered incorrectly. To generate a Quiz Detail Report for an individual student, select *Report on Student* and click on *Quiz Detail Report* in the report list. Click on the *Get the Report!* button. A report similar to the one below will be displayed.

KeyTrain Quiz Detail Report Page 1 of 2

Organization: _____ Date: 12/18/2007
 Name: _____ Time: 8:57:46AM
 Job Profile: _____

Applied Mathematics		0 hrs 11 mins			
LESSON	A/O	STATUS	SCORE	TARGET	ATTEMPTS
Pretest - Apl. Math	P	Completed	3	7	1

SESSIONS:

#1	08/15/2007	0:05:19	Completed	3
QUIZ DETAIL:	QUESTION	ANSWER	CORRECT?	
	AM3Q51	D	Y	
	AM3Q66	D	Y	
	AM3Q68	B	Y	
	AM3Q71	A	Y	
	AM4Q57	A	N	
	AM4Q58	C	N	
	AM4Q64	C	N	
	AM4Q69	C	Y	

TOTAL TIME: 0:05:19

Calculator Review	T	Not Attempted	0	0
Apl. Math WorkKeys Introduction	T	Not Attempted	0	0
Apl. Math Level 3	T	Incomplete	80	0

TOPICS COMPLETED:

Handling Money	complete	0
----------------	----------	---

SESSIONS:

#1	08/15/2007	0:06:04	Incomplete

TOTAL TIME: 0:06:04

This report shows the student has taken the Applied Mathematics pretest one time and scored level 3 with a target score of level 7, the highest level. The student answered five of eight questions correctly. The *Question* column shows the question number code for the questions that were randomly given to the student. The first missed question was **AM4Q57** or **Applied Mathematics Level 4 Question 57**. The student's answer choices are shown in the *Answer* column. The instructor can find the question and correct answer in the Answer Key for Applied Mathematics and show the student the item they missed and why their answer was incorrect.

The Quiz Detail Report also shows student progress in the lesson tutorials. Notice that in the example shown above, the student has completed the topic tutorial on Handling Money, but has not completed the all of the Level 3 lesson topics. The amount of time the student has spent in each activity and total time are also shown in the report.

10. Answer Keys

Instructors have access to answer keys for all KeyTrain pretests, final quizzes, and topic quizzes. Click on the Answer Keys option in the Instructor menu.

A screen detailing the conditions instructors must adhere to in using the answer keys will be displayed. Click on the *I Accept* button if you agree to the terms for viewing the answer keys.

A menu of answer keys for all KeyTrain courses will appear. Find the KeyTrain course and click on the type of answer key you need (topic quiz or pretest and final quiz).



Your browser will open the answer key document in a new window. View the answer key online, download it, or print the file. ***If an answer key is downloaded or printed, it MUST be stored in a password-secured device or location accessible only to instructors or administrators to ensure questions and answers are not available to students.***

KeyTrain pretest and Final Quiz questions are randomly generated. Use the **Answer Keys in conjunction with the Quiz Detail Report** to find the answers to questions students miss. In the example on the previous page, the Quiz Detail Report showed that the student missed question **AM4Q57** (the student's answer was **A**). To find the question and its correct answer, open the Applied Math **Answers to Pretest & Final Quiz Questions** answer key. Scroll down the document until you find the question corresponding to the code AM4Q57. The correct answer will be clearly marked. You can then explain to the student why answer A was incorrect and have them rework the problem if you wish.

Question AM4Q57:

Select the best answer to the question.

A computer was priced at \$850. You paid 20% in cash.

How much was not paid in cash?

ANSWERS:

- A. \$170
- B. \$340
- C. \$580
- D. \$680

NOTICE: Answer Keys are for instructors and administrators only for providing student guidance. **DO NOT DISTRIBUTE THEM TO STUDENTS.** You may not use questions in any form other than in the online KeyTrain lessons. ***Doing so is a violation of your KeyTrain license and may result in the cancellation of your license in addition to other actions.***

11. Workbooks

If your site's license includes electronic copies of the KeyTrain print curricula, you can access workbooks for selected KeyTrain courses from the Instructor menu. Click on the *Workbooks* bar in the main menu. A list of available workbooks will be shown. Expand the list by clicking on the + button beside the course name. Select the workbook and click on it. Then click the **Download file** button to view it in a new window in your web browser. You can print a workbook from your browser by clicking the print icon or save it to your computer by clicking the save or download icon in your browser's PDF viewer. When you finish with a workbook, close the window.

Workbooks

Name	Date Modified	Size
Reading for Information		
Applied Mathematics		
Locating Information		
KeyTrain Locating Instructor Guide	4/19/2011	80 KB
KeyTrain Locating Student Intro	4/19/2011	128 KB
KeyTrain Locating Level 1	4/19/2011	4192 KI
KeyTrain Locating Level 2	4/19/2011	4381 KI
KeyTrain Locating Level 3	4/19/2011	960 KB
KeyTrain Locating Level 4	4/19/2011	1004 KI
KeyTrain Locating Level 5	4/19/2011	592 KB
KeyTrain Locating Level 6	4/19/2011	631 KB
Introduction to Applied Technology		
Applied Technology - Electricity		
Applied Technology - Fluid Dynamics		
Applied Technology - Mechanics		
Applied Technology - Thermodynamics		
Business Writing		
Writing		
Spanish Reading for Information		
Spanish Applied Mathematics		
Spanish Locating Information		

KeyTrain Locating Student Intro
 File Size: 128 KB
 Last Updated: 4/19/2011
 Download file

Important!
 These workbooks may only be used for the users that have licensed this system.
 Do not distribute outside of those persons licensed to use this online system.
 Do not post these on your own website.

If your file does not download, you may need to disable the pop-up blocker in your browser.

Tip: Workbooks open in a new window in your browser and may be viewed online, printed, or saved. To save a workbook to your computer or view it in Adobe Reader, click on the download icon in your PDF viewer and *save* or *open* the file.

It is **not permitted** to distribute Workbooks outside of persons licensed to use KeyTrain or to post them on your or any other website. Doing so is a violation of the site license.

Currently, there are workbooks for Applied Math, Reading for Information, Locating Information, Applied Technology, Writing, and Business Writing. Spanish language workbooks for Reading for Information, Applied Mathematics, and Locating Information are included if your site has licensed their use. Instructor Guides for using the workbooks may also be viewed or printed. To open a workbook or guide, find the course and click on the lesson level you wish to view, for example, Applied Mathematics Level 5. KeyTrain will prompt you to accept a use agreement before allowing you to download a workbook.

Workbooks provide instructors with an additional resource that may be used as supplemental classroom material, homework, extra credit, or study materials for learners that may not have adequate access to a computer or the Internet.

12. Take Lessons

KeyTrain provides instructors and administrators a way to preview the KeyTrain and Career Skills tutorial lessons. The Take Lessons feature allows instructors to work through or view KeyTrain tutorials for each course and lesson level.

To get started, click on *Take Lessons* in the instructor menu. If your site has licensed the Career Skills curriculum, you have a choice of taking either those lessons or the KeyTrain lessons for the WorkKeys skills. Click on *KeyTrain* or *Career Skills*. You will be asked to accept the terms of use. After accepting, a list of all courses for your site will be shown.

Click on a course name and select the lesson level. Then click the **Launch** button to start the course.

KeyTrain Lessons

Click on a course below to view the lessons available. Click the Launch link to start a lesson. Please note that Pretests are not available to administrators and instructors.

KeyTrain Lessons	Locating Information	
KeyTrain Intro	Loc. Info. WorkKeys Introduction	Launch
Reading for Info.	Loc. Info. Level 1	Launch
Applied Math	Loc. Info. Level 2	Launch
Locating Info.	Loc. Info. Level 3	Launch
Intro. Apl. Tech	Loc. Info. Level 4	Launch
A.T. Electricity	Loc. Info. Level 5	Launch
A.T. Fluids	Loc. Info. Level 6	Launch
A.T. Mechanics		

A lesson menu similar to the one shown here will appear. Notice the Final Quiz is checked. Since lesson data is not collected in the preview mode, instructors and administrators may not take pretests or final quizzes.


Click on a topic title to take the tutorial. KeyTrain tutorials for Reading for Information, Applied Mathematics and Locating Information are organized in four sections:

LOCATING INFORMATION, LEVEL 3

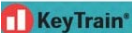
WELCOME TO LOCATING INFORMATION, LEVEL 3

Click on a topic below to begin this lesson.

- [Introduction](#)
- [Pie Charts](#)
- [Bar Graphs](#)
- [Line Graphs](#)
- [Tables and Forms](#)
- [Maps and Plans](#)
- [Diagrams](#)
- [Gauges](#)
- [Final Quiz](#)



[EXIT](#)

 KeyTrain® Preview Mode

- Overview – the topic introduction and learning objectives
- Learning – the topic concepts and content
- Practice – application of the topic concepts in a work context
- Quiz – a short five-question quiz to test understanding of the topic.

LOCATING INFORMATION, LEVEL 4 - LINE GRAPHS

OVERVIEW LEARNING PRACTICE QUIZ

Lesson Sections

HELP | SOUND

PAGE 1 of 35

UNDERSTANDING LINE GRAPHS

Line graphs are a good way for showing the relationship between two sets of numbers.

Imagine that you are in charge of your company's fleet of cars. You want to see if changing the speed of the cars will change the amount of gas used.

How can you see the effect of the speed on the gas mileage of the cars? Line graphs are a convenient way to communicate this information.

Test Vehicle Gas

Speed, MPH	Mileage, MPG
40	19.5
50	19.0
60	18.0
70	17.5

Navigation Controls

MENU | REPEAT | PREVIOUS | NEXT

Screen navigation buttons are located at the bottom right of the screen. The *Next* and *Previous* buttons move the learner from page to page in the topic lesson. The *Menu* button returns the learner to the topic menu. The *Repeat* button refreshes the page to replay the sound track or repeat the page interaction. To exit a topic, click the *Menu* button to return to the topic menu.

Click *Exit* on the topic menu to exit the lesson. KeyTrain will return you to the course list where you may choose another lesson to preview.

13. Search Job Profiles

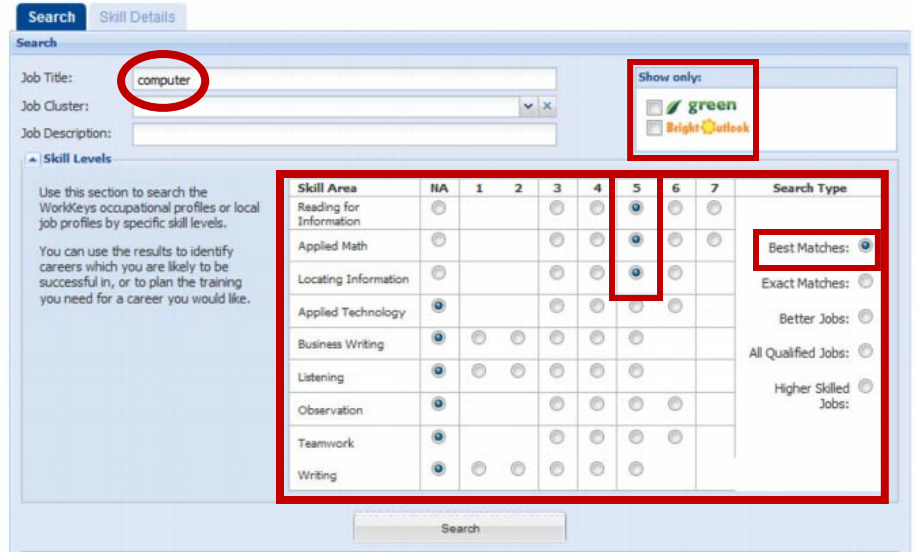
The KeyTrain system includes a search feature for WorkKeys occupational profiles and O*NET job information. ACT compiles the occupational profile information from individual job profiles gathered from companies and organizations across the country. ACT has also created *estimated* WorkKeys levels for O*NET occupations that have not yet been profiled. These are all included in the profile search feature.

Job profile information enables counselors and students to identify the WorkKeys skill requirements of a variety of occupations. Counselors and instructors can show students the real world skills required for jobs and careers they may be interested in. The profile database can help motivate students to work towards higher skill levels and achieve their career goals.

To search for profiles, select the *Job Profiles* option from the Instructor Menu. A search screen like the one shown on the next page will appear.

Notice the two tabs. 

The **Search** tab opens a tool instructors and students can use to search the database of WorkKeys job profiles and O*NET jobs. You can search by *Job Title*, *Job Cluster*, *Job Description* keywords and/or by WorkKeys skill level. A search can also be narrowed to include only *Green economy* jobs and/or jobs that are expected to grow (*Bright Outlook*).



This example shows a search for jobs with the keyword “computer” in the job title. The WorkKeys scores for a Gold Career Readiness Certificate (level 5) are selected in the *Skill Area* and a search for *Best Matches* is specified. To initiate the search, click the **Search** button.

Search Results (9)				
O*Net Code	Title	Clusters	WK Prof	Special
43-9011.00	Computer Operators	Information Technology	Yes	
15-1021.00	Computer Programmers	Arts / AV Tech / Comm; Bus / Mgmt / Admin; Health Science...	Yes	
15-1071.01	Computer Security Specialists	Information Technology	Est	
15-1032.00	Computer Software Engineers, System...	Arch / Construction; Info Tech	Yes	
15-1099.00	Computer Specialists, All Other		Est	
15-1041.00	Computer Support Specialists	Ag / Food / Nat Rsrc; Health Science; Info Tech; Manufacturi...	Yes	
15-1099.02	Computer Systems Engineers/Architects		Est	
51-4011.00	Computer-Controlled Machine Tool O...	Manufacturing	Yes	
15-1071.00	Network and Computer Systems Admin...	Information Technology	Est	

Click on a job title for more information.

Click on a profile to learn more about it.

The search generates a list of 9 jobs with the keyword “Computer” in the title that require a Level 5 skill in WorkKeys Reading, Math and Locating Information. The O*Net Code, title, and career cluster(s) associated with the occupation are shown.

Notice the *WK Prof* column. **Yes** indicates that an occupational profile is available for the job. **Est** is listed for occupations whose WorkKeys skill levels in Reading, Math, and Locating Information have been **estimated**. If the row is blank in that column, actual or estimated WorkKeys scores are not available for that job. The sun icon in the *Special* column indicates the job is considered to have a Bright Outlook. A leaf icon identifies the job as part of the *Green* economy.

To find more information on a job, click on the job title to see the job description, median WorkKeys skills and typical job tasks. The job details for Computer Support Specialists are shown below. The *Details*, *Wages*, and *Video* links open the O*Net Online site in a new window. Users can then find additional information about the job. The links to clusters generate a list of all O*Net jobs associated with a career cluster. A short description provides an overview of the occupation. The Median Skill Level column lists the median levels for the WorkKeys skills that have been profiled. These are the target levels for KeyTrain and WorkKeys skill development for the occupation.

Computer Support Specialists
 Bright Outlook
 O*Net Code 15-1041.00: (Click to open wages and additional information in a new window.)

- Details
- Wages
- Video

Clusters: (Click one to search all jobs in cluster.)

- Agriculture, Food & Natural Resources
- Health Science
- Information Technology
- Manufacturing
- Science, Technology, Engineering & Mathematics

Description:
 Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level	Number of Profiles
Applied Mathematics	5	3	6	16
Reading for Information	5	3	6	26
Locating Information	4	3	6	21
Applied Technology	5	3	5	5
Business Writing	4	3	5	8
Listening	4	3	5	13
Observation	5	3	6	8
Teamwork	4	3	6	12
Writing	3	3	5	8

« Previous Next » Close

To start a new search, click the Close button. This returns you to the search results. Click on the Search tab to clear all fields and then enter a keyword or select another option to search for another occupation.

14. Technical and Program Help

Administrators and instructors can access support and technical documents through the **Help** link located next to the Logout link at the top of the page. Click on *Help* to open the Help Center.

Help documents are organized by teaching and learning resources and troubleshooting resources. Teaching resources include this guide, the Administrator Manual, course outlines and other documents. Troubleshooting resources provide answers to common technical problems users sometimes encounter. All of these documents may be viewed online or downloaded to your computer. Adobe Reader is needed to view these documents. Instructions for downloading and a link to Adobe Reader are provided.

KeyTrain automatically tests your computer to ensure it is ready to run KeyTrain lessons each time you log in. **About your setup** shows whether or not you need to download or update Flash and if your web browser version and operating system are compatible with KeyTrain. Help documents open in your browser's PDF reader in the *same* tab. You can view, download or print help documents. When finished with a document, click the *Back arrow* in your browser to return to the Help Center. **If you close the browser, you will have to log back in to KeyTrain.** To open a document in a new tab, right-click the title and select *Open Link in New Tab*. Close the tab when finished.

15. Improve Student Performance

KeyTrain contains a variety of tools to assist the instructor in analyzing and improving the student's performance in the basic work-related skills. Applying these features and practices can help students master the foundational skills needed for success in further education and training or the workplace.

Some students may appear to perform poorly in KeyTrain or in standardized tests such as the WorkKeys® assessments. In many of these situations, examination of the student's reports in KeyTrain reveals a lack of dedication in using the curriculum or a deliberate attempt to circumvent the KeyTrain system.

To analyze the performance of a student in KeyTrain, examine the student's Quiz Detail Report and Course Analysis Report. These reports will help instructors and administrators determine if the student has used the curriculum diligently.

In particular, be wary of students who:

- Have a high number of attempts at pretests or post-tests,
- Have taken only pretests and have not completed a level lesson,
- Have low topic quiz scores,
- Have low time recorded in the lessons, or
- Who have not completed lesson topics before taking the final quiz.

These conditions would suggest that a student is either not making a serious effort, or may have other learning issues or deficits that are not adequately addressed by KeyTrain.

To improve student performance:

- Do not allow students to skip the entire KeyTrain curriculum based solely on a KeyTrain pretest score. Pretests are designed to place an individual in the appropriate level of a KeyTrain course and are not detailed enough to determine a student's comprehension of the subject or predict a WorkKeys test score. Require each student to complete at least one level of the curriculum in each skill area of interest. For example, a student who scores Level 6 on the KeyTrain Locating Information pretest should take the Level 6 KeyTrain tutorials to help ensure they will perform at that level on the WorkKeys Locating Information test.
- Use the *Must complete all problems* and *Must complete lessons before quizzes* options when assigning lessons to students and classes. This will ensure students must answer problems within a topic lesson and complete all of the topics in a lesson before taking a final quiz. These options reinforce the need for students to make a serious effort in learning tutorial lesson content.

- Use the topic detail reports to see how the students are doing on the practice problems and topic quizzes in the curriculum. The Topic Detail Report shows the percentage of time that a student answers a question in each topic correctly *on the first try*. A percentage score of 60 or higher during a learning activity suggests the student comprehended the lesson content. Practice problem scores below 50% may indicate the student has not understood the instructional content of the topic. Also look for consistency between the practice problem percentages and scores on the topic quiz. Theoretically, a student whose practice problem percentage score is relatively high should score 80% or higher on the topic quiz. *Keep in mind that the topic quiz is only five non-random questions - a score of 80% means the student missed only one topic quiz question.* If a student scores 60% or less on a topic quiz, they may need to retake the topic lesson or may need additional practice or instruction. If all topic scores or topic percentages are low, it may indicate that the student is simply clicking through the curriculum without exerting effort. Instruct students to review their own topic scores before retaking final quizzes and to seek additional help for problem areas they identify.
- If the *Must complete lessons before quizzes* option is not applied in the organization, instructors should encourage students to complete the tutorials before attempting the final quizzes. The learning system is designed to allow the student to retake quizzes in a responsible manner, but some students may try to abuse the system. Instructors should watch for multiple retakes and question the student if found. Set the maximum number of quiz attempts to a low number, such as 2, to prevent students from retaking the quizzes without authorization.
- Look for at least 2 hours of activity per course level for a student to ensure they are investing sufficient time in the curriculum. In other words, if the student completes all of the topics for Applied Mathematics Level 3 in 30 minutes but has low topic scores, they are probably guessing at questions until they find the right answer, instead of trying to figure out the answer first.
- Students should not retake pretests, even if more than one quiz attempt is allowed. *If a student retakes a pretest and scores higher than the first attempt, their assignments are based on the original pretest result and will not change if the Let Pretest Assign Lesson option is selected.* Pretests are designed as an initial screening in order to place the student at the appropriate level in a KeyTrain course. Pretests do not have as much randomization as the final quizzes and are not designed for multiple attempts.
- If a student must achieve a given score on a WorkKeys assessment (for a National Career Readiness Certificate, program requirement, or for hiring or promotion), set the KeyTrain goal in the lesson assignment screen one level higher than the target WorkKeys score. For example, if a learner needs to score a 5 in WorkKeys Reading for Information, set their goal to 6 in the KeyTrain Reading for Information course. The additional instruction and skill development will help ensure they obtain the required WorkKeys score.

- **KeyTrain pretests and final quizzes may not be used in place of WorkKeys assessments.** While quiz items in KeyTrain were developed to mirror WorkKeys test items, KeyTrain quizzes are not the same as actual WorkKeys assessments. *WorkKeys assessments are timed tests; KeyTrain final quizzes are not timed.* Final quizzes in KeyTrain measure an individual's grasp of the learning objectives and help track their progress in mastering skills. The purpose of KeyTrain is to improve the skills that the WorkKeys assessments measure so students will achieve the WorkKeys scores they need. Pre-and-post tests are not intended to replace or even exactly measure a WorkKeys score. However, increasing time in the curriculum will, in most cases, result in more complete concept mastery and higher WorkKeys scores.

Appendix – Features for Administrators

Create Administrator and Instructor Accounts

Administrators can set up administrator accounts for those staff persons who will be responsible for helping other staff members maintain their accounts. For example, IT staff, a human resource manager, training manager, or guidance counselor may wish to have Administrator accounts. Administrators also have the option of creating *Administrator (reports only)* accounts for staff persons who only need to view or print reports, not create other user accounts or perform other administrator functions in KeyTrain.

Create instructor accounts for staff whose only KeyTrain use will be working with students, such as teachers, trainers, or computer lab managers.

To create an administrator or instructor account, click on the **Instructor Accounts** bar in the main menu and select **Add New Instructor**.

A form for entering the instructor's information will be displayed. Notice that the Last Name, First Name, Username, and Password fields are marked with a red asterisk. These fields **must** be filled in to establish an account. Instructor usernames must be **unique**. Use a combination of letters, numbers, and characters to create the username, for example, *harris_c54*. If you include the person's email address, KeyTrain will send them their login information if they forget their password.

When creating an additional administrator or a reports-only administrator account, be sure to select the radio button for that option after you enter the person's information. Click on the Administrator button to allow the person full administrator account privileges that includes access to information for the entire organization, and the ability to set or change organization settings and options. Leave the Administrator button unchecked if the person should have the more limited account rights of an instructor.

When you finish entering the required and other optional information, click **Save and Close** to create the account and return to the main menu or **Save and New** to create another account. Sites may create as many administrator and instructor accounts as they need. We recommended, however, that you limit the number of staff with full administrator privileges.

The image shows two screenshots from the KeyTrain Administrator interface. The top screenshot displays the main menu with the 'Instructor Accounts' option selected, showing sub-options: 'Add New Instructor', 'Edit Instructor Account', and 'Remove Instructor'. The bottom screenshot shows the 'User Information' form for creating a new account. The form includes fields for School Name (ACT Workforce Curriculum), Last Name, First Name, Middle Name, Username, Password (6 character minimum), Verify Password, Address 1, Address 2, City/State/ZIP, Phone, Email, and Active (checked). At the bottom, there are three radio buttons for account type: Administrator, Administrator (Reports only), and Instructor (selected). A red box highlights these radio buttons. There are also 'Save', 'Save & New', 'Save & Close', 'Reset', and 'Cancel' buttons on the right side of the form. A note at the bottom left states '* These fields are required'.

Set Organization Options

Administrators are allowed to select KeyTrain settings and options for the entire organization. *The selection of options and settings should be thought through carefully since, once selected, they will apply to all KeyTrain users in the organization.* Of course, an administrator can change options and course settings if needed, but some changes will not retroactively apply to existing user accounts.

To access organization settings, click on the **Organization** bar in the KeyTrain main menu as shown below. From here you may select *Organization Assignment Options*, check your KeyTrain license information by clicking on *About Organization*, or limit the KeyTrain courses available to all users in *Organization Course Settings*.



Organization Assignment Options

To select how KeyTrain lesson assignments are made to learners and control how learners interact with KeyTrain, click on **Organization Assignment Options**. The screen below will appear.

Administrators can apply any changes to the default lesson and course assignment options to the entire organization and may also set certain permissions options for both students and instructors. Note: instructors can select lesson and course options for their classes, but not for the organization.

Organization Assignment Options
Set the default values that will be used in assigning lessons to this organization.

Option	Org Default	Description	Apply to All <small>What's this?</small>	
Lesson Options				
Max Attempts KeyTrain	Workplace Skills Pretest	2	Limit the number of times a Workplace Skills Pretest can be taken. Assignments and exemptions are only made after the first pretest completion.	<input type="checkbox"/>
	Workplace Skills Final Quiz	2	Limit the number of times a Workplace Skills Final Quiz can be taken.	<input type="checkbox"/>
	Career Skills	1	Limit the number of times a Career Skills lesson score is calculated. These lessons do not have a final quiz. The score is first calculated upon completion of the tenth topic by averaging the scores of all 10 topic quizzes. Subsequent attempts are counted each time a student retakes one or more of the topic quizzes in a completed lesson.	<input type="checkbox"/>
Must Complete Problems	<input type="checkbox"/>	Prevent students from skipping questions in the practice sections.	<input type="checkbox"/>	
Must Complete Lessons	<input type="checkbox"/>	Require students to complete each topic before taking the final quiz.	<input type="checkbox"/>	
Audio	Off	To conserve bandwidth, Off is recommended. Unless set to Disabled, students can still turn it on in the lesson if they need it.	<input type="checkbox"/>	
Course Options				
Complete in Order	<input checked="" type="checkbox"/>	Prevent students from starting higher level lessons until they have passed each preceding level.	<input type="checkbox"/>	
Let Pretest Assign	<input checked="" type="checkbox"/>	Let the pretest assign or exempt lessons based on the pretest score.	<input type="checkbox"/>	
Permissions				
Students	<input type="checkbox"/> Open Enrollment - Give students the ability to run lessons that have not been assigned to them			
	<input checked="" type="checkbox"/> Allow students to edit their own accounts			
Instructors	<input checked="" type="checkbox"/> Allow instructors to add, delete and edit student accounts			
	<input checked="" type="checkbox"/> Allow instructors to edit their own accounts			
Features	<input checked="" type="checkbox"/> Allow instructors to add, delete and edit classes and edit class members			
	<input checked="" type="checkbox"/> Include profiles database access on student menus			
	<input checked="" type="checkbox"/> Include Assign by Certificates option on assignment menu			

Option	Org Default	
Max Attempts KeyTrain	Workplace Skills Pretest	2
	Workplace Skills Final Quiz	2
	Career Skills	1
Must Complete Problems	<input type="checkbox"/>	
Must Complete Lessons	<input type="checkbox"/>	
Audio	Off	
Complete in Order	<input checked="" type="checkbox"/>	
Let Pretest Assign	<input checked="" type="checkbox"/>	

Let's look at the **Lesson Options** section of the page first.

Max Attempts:

KeyTrain lets you limit the number of times that students in your organization can take a **Workplace Skills pretest** for a course (such as Applied Math) or a post-test (Final Quiz) within a lesson (such as Applied Math Level 4). After the maximum number of attempts, students are not allowed to retake the test. This does not limit the number of times that a student can enter the tutorial portions of a lesson. Limiting the number of quiz attempts prevents students from trying to "test out" of a lesson by repeated guessing at final quiz questions. *Remember, pre and posttest*

questions are randomly generated from a question bank. Instructors may also set the number of times that a **KeyTrain Career Skills** lesson can be re-scored. *To change the default number of quiz attempts (2 for Workplace Skills and 1 for Career Skills), click the down arrow and choose a different number.* KeyTrain allows up to 5 Workplace Skills *pretest* attempts, 10 Workplace Skills *final quiz* attempts, and 10 Career Skills lesson score attempts.

Must Complete Problems:

If **Yes**, learners must correctly answer the practice problems in the tutorial lessons before they can proceed to the next page. If **No**, they can move through a lesson without attempting the practice problems (not a good learning strategy!). *Recommendation – set this option to Yes.*

Must Complete Lessons:

If **Yes**, learners must complete all topics in a lesson (e.g. Applied Math, Level 4) before they can take the final quiz for that lesson. If **No**, students can take a final quiz without attempting any of the lesson topics. *Recommendation – set this option to Yes.*

Audio:

- ON: When launching a lesson for the first time, the narrative sound track will be turned on (on subsequent sessions it will remember the last setting). Audio **must** be ON for Writing, Listening for Understanding, Teamwork, and Workplace Observation courses.
- OFF: The soundtrack for a lesson will be off. Learners can turn the sound on when they are in a lesson, even if this option is selected. *By having the sound turned OFF, organizations can save bandwidth and make the program run faster. Recommendation – set audio to OFF.*
- DISABLE: This setting turns off all access to lesson audio. If selected, students cannot turn the audio on for a lesson. **Do not** use this setting if a course requiring audio may be assigned to students.

Now, consider the **Course Options** that can be set by administrators.

Complete in Order	<input checked="" type="checkbox"/>	Prevent students from starting higher level lessons until they have passed each preceding level.	<input type="checkbox"/>
Let Pretest Assign	<input checked="" type="checkbox"/>	Let the pretest assign or exempt lessons based on the pretest score.	

Complete in Order:

If **Yes**, learners must complete lessons for a level before moving on to the next higher level. For example, in Applied Mathematics, students would have to complete Level 3 lessons before moving to Level 4 lessons, Level 4 lessons before Level 5, etc. If **No**, they may start the course at any level they choose, even if they scored lower than that on the pretest. *Recommendation – set this option to Yes.*

Let Pretest Assign:

Checking this option will assign the Pretest to all students in an organization for all assigned courses. When checked, KeyTrain will automatically make individual lesson level assignments to students based on the level they score on the pretest. This simplifies the task of assigning the appropriate lessons each student needs to improve his or her skills. *Recommendation – check the Let Pretest Assign box.*

Finally, look at the **Permissions** options available to the KeyTrain administrator. You can allow *students* to assign their own courses and lessons (open enrollment) and edit their own account information (such as name, address,


Permissions	
Students	<input type="checkbox"/> Open Enrollment - Give students the option to run lessons that have not been assigned to them
	<input checked="" type="checkbox"/> Allow students to edit their own accounts
Instructors	<input checked="" type="checkbox"/> Allow instructors to add, delete and edit student accounts
	<input checked="" type="checkbox"/> Allow instructors to edit their own accounts
	<input checked="" type="checkbox"/> Allow instructors to add, delete and edit classes and edit class memberships
Features	<input checked="" type="checkbox"/> Include profiles database access on student menus
	<input checked="" type="checkbox"/> Include Assign by Certificates option on assignment menu

email address, etc.). The default setting is not to allow these permissions. Administrators can allow *instructors* to add, edit, and delete student accounts, edit their own account, and add, edit, and delete classes and edit class membership. Administrators may also elect to make the WorkKeys job profile database accessible to students and allow the option of assigning KeyTrain courses by Career Readiness Certificate level (*Assign by Certificate*). *Allowing Assign by Certificate is recommended where the learning outcome is to achieve a National Career Readiness Certificate (NCRC).*

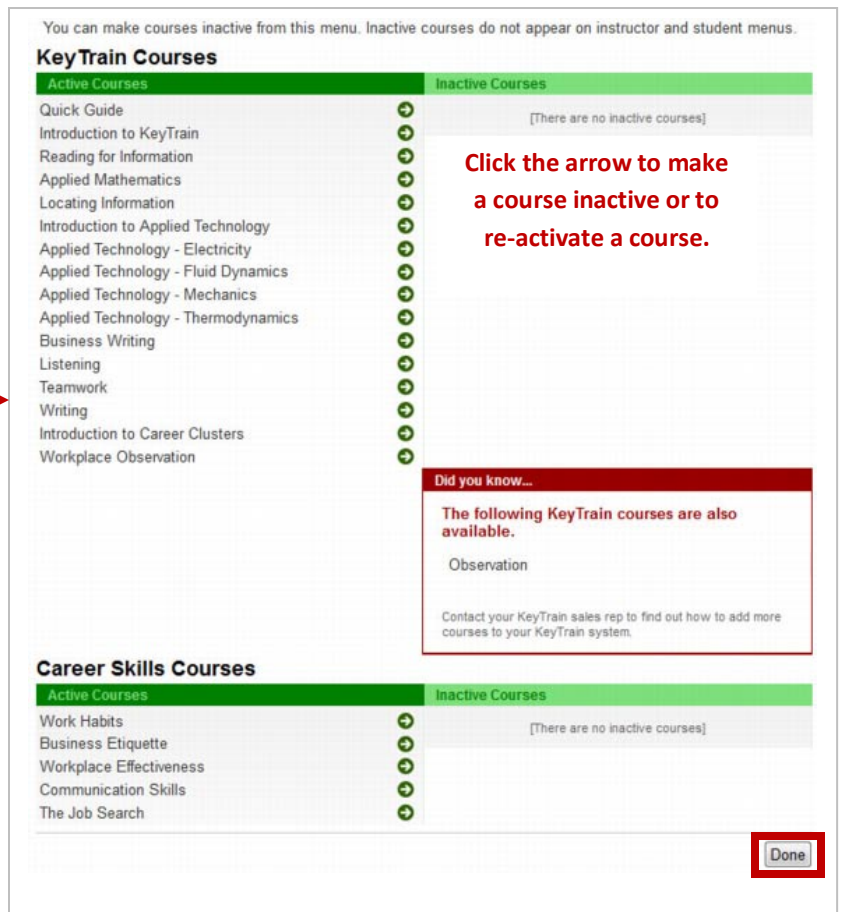
About the Organization

To view licensing information on your organization, select About Organization under the Organization menu bar. The organization’s name, unique KeyTrain ID number, and the date the KeyTrain license was initiated will be shown. The expiration date for the organization’s KeyTrain license is also displayed.

Organization Course Settings

Selecting this option in the Organizations bar, displays this screen. 

Only KeyTrain administrators have access to this screen. The course settings screen allows administrators to make one or more KeyTrain and/or Career Skills courses inactive. Doing so removes the course from access by instructors and students. To make a course inactive, click on the green arrow button. The course title will move to the *Inactive Courses* side of the page. To re-activate the course click the green directional arrow again and the course will move to the *Active Courses* section.



Organizations that have specific goals for using KeyTrain with learners may prefer to limit access to only those KeyTrain courses learners need. For example, if the desired outcome for learners in the organization is only to achieve a National Career Readiness Certificate, the administrator may decide to make all courses other than Reading for Information, Applied Mathematics, and Locating Information (the three skills assessed for the NCRC) inactive. If an organization’s goal for learners is broader, the administrator may wish to keep all KeyTrain and Career Skills courses active.

When you finish adjusting course settings for your organization, click the **Done** button to apply the changes.

Manage Groups of Student Accounts

To work with groups, click on the **Student Accounts** bar in the main menu and select the **Manage Groups** option. Find the group in the list of groups for your organization and click *Select*. KeyTrain will display the **Group Management Interface** screen, listing all students who are in the group.

From this screen, KeyTrain administrators can **Rename** a group, **Merge** one group into another group, **Export** data on students in a group, generate **Reports** on the group, and **Delete** the group.

If you want to remove a graduating class or other group of program completers, you must enter your name and give a reason for deleting the group.

Administrators may also change the group membership of an individual student. For example, a student whose graduation is delayed due to health problems could be moved to the group for the next graduating class. Click the student's name in the list. This opens the student's account information form. Enter the new group name in the form and **save the changes**.

Group Management Interface

Selected group: May 2012 Graduation (change)

Use the tools below to view the students in a group and perform various functions on them including generating reports and generating exports.

Group tools	Group members
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <h4 style="margin: 0;">Rename</h4> <p style="font-size: x-small; margin: 0;">The new group name will be applied to the 192 group members in the list at the right.</p> <p style="margin: 0;">Change from May 2012 Graduation to</p> <input style="width: 80%;" type="text"/> <div style="text-align: right; margin-top: 5px;"><input type="button" value="Rename Group"/></div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <h4 style="margin: 0;">Merge</h4> <p style="font-size: x-small; margin: 0;">The name of the group being merged into will become the name for the entire group. The May 2012 Graduation group name will disappear.</p> <p style="margin: 0;">Merge all students from May 2012 Graduation into</p> <input style="width: 80%;" type="text"/> <div style="text-align: right; margin-top: 5px;"><input type="button" value="Merge Group"/></div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <h4 style="margin: 0;">Export</h4> <p style="font-size: x-small; margin: 0;">Download spreadsheets of data for students in this group.</p> <div style="text-align: right; margin-top: 5px;"><input type="button" value="Get exports..."/></div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <h4 style="margin: 0;">Report</h4> <p style="font-size: x-small; margin: 0;">Generate reports on this group.</p> <div style="text-align: right; margin-top: 5px;"><input type="button" value="Get reports..."/></div> </div> <div style="border: 2px solid red; padding: 5px;"> <h4 style="margin: 0;">Delete Students</h4> <p style="font-size: x-small; margin: 0;">Warning! Unlike deleting a class (where only the class entity is deleted but all students in the class remain in the system), deleting a group permanently deletes all students in the group.</p> <p style="margin: 0;">Please tell us who you are and why you are deleting the 192 student accounts in May 2012 Graduation.</p> <p style="margin: 0;">Name <input style="width: 80%;" type="text"/></p> <p style="margin: 0;">Reason <input style="width: 80%;" type="text"/></p> <div style="text-align: right; margin-top: 5px;"><input type="button" value="Delete Group"/></div> </div>	<div style="font-size: x-small; margin: 0;">192 students</div> <ol style="list-style-type: none"> 1. abby hembree (abby13) 2. alley cat (alleycat123) 3. Andy Anderson (aaanderson) 4. Angie T. sims (9646) 5. Anita Varner (1nita) 6. Anne Harrison (sandhillstrain) 7. Anthony Singletary (anthonysingle) 8. Anthony VWhite (anthonyw) 9. april row (aprilrow) 10. Beth Meader (BethMeader) 11. Beth Sewell (basewell) 12. Beverly S Smith (bsmith1) 13. Bill Bratt (bbratt22) 14. BILL CLINTON (DWCBLINTON) 15. Bill Smith (bb0111) 16. Bill Smith (GRCC-BILL) <p style="font-size: x-small; margin: 5px 0 0 0;">How do I change the group of an individual student?</p> <ol style="list-style-type: none"> 1. Click on the student's name in the list above to take you to their account. 2. Select or enter a group and save your changes. 3. To return to the Group Management Interface, click the Manage Group... link in the shortcuts box. <p style="font-size: x-small; margin: 5px 0 0 0;">Can a student be in more than one group?</p> <p style="font-size: x-small; margin: 0;">No.</p> <p style="font-size: x-small; margin: 5px 0 0 0;">How do I create a new group?</p> <p style="font-size: x-small; margin: 0;">Groups come into existence when the group field for a student is set. So if there are no students tagged with the 'Class of 2012' group tag, then there will not be a 'Class of 2012' in your group list.</p>

WARNING!

Unlike deleting a class (where only the class entity is deleted, but student records remain in the system), deleting a group **permanently deletes all students** in the group and their records from your KeyTrain account.