



**Ordering Test Materials
for the
2012 Michigan
EXPLORE-PLAN
PILOT**

January 30, 2012



This short presentation:

1. Provides key information about participation in the 2012 Michigan EXPLORE-PLAN Pilot and the schedule.
2. Shows you how to enter an online test materials order using ACT's College and Career Readiness Information System.

Key points:

1. Only Grade 8 students are eligible for EXPLORE and Grade 10 students for PLAN.
2. To be eligible for the pilot, districts must submit a District Participation Agreement (DPA) form to BAA. This form is located at: www.michigan.gov/baa . This form lists all the schools in the district that will participate in the program.
3. Districts will receive an email from BAA confirming the district and schools are approved to participate in the pilot program.
4. **Districts must receive the confirmation email before ordering test materials and Pre-ID labels (use of Pre-ID labels is optional but recommended).**
5. To receive district reports, districts must place the test materials order.
6. Districts should order test materials for all the approved schools in their district.
7. Districts must place their test materials order before placing their Pre-ID label order.
8. Districts must create an ACT account before ordering test materials or Pre-ID labels (optional).
9. Large districts may place multiple orders, e.g. submit one order for 5 schools, then place another order.

If there is only one school in a district, the school can order following these instructions.
No district reports will be provided.



The recommended test window is March 5, 2012 through April 13, 2012.

Time frame needed for ordering materials

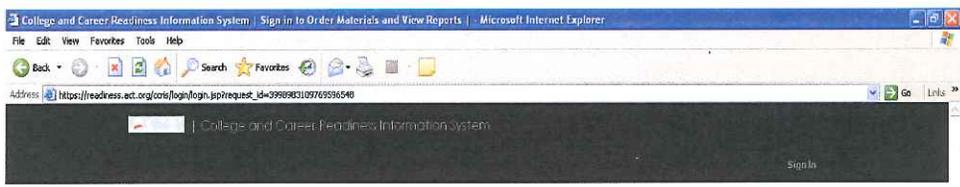
- Districts will receive the confirmation email from BAA within five business days after submitting their District Participation Agreement Form (DPA).
- **Districts will order test materials 5 business days after receiving the confirmation email from BAA.**
- Districts should order test materials at least 10 business days before their test date to avoid expedited shipping charges. Funding for expedited shipping charges due to late ordering is not part of this pilot, therefore expedited shipping charges will be billed to the district.
- If districts opt to use Pre-ID labels, districts should allow 15 business days for Pre-ID labels to arrive from the date they submit a valid encrypted file to ACT. Information about Pre-ID labels is located at:
<http://www.act.org/education/order/preid/index.html>

The Checklist of Critical Dates for Districts and Schools is located at:
www.michigan.gov/baa.



Step 1

Log on to ACT's site:
www.act.org/education/order



Sign in to Order Materials and View Reports

Email
Password

Don't have an account?
[Sign up for an ACT account.](#)
Need a reminder?
[I forgot my password.](#)



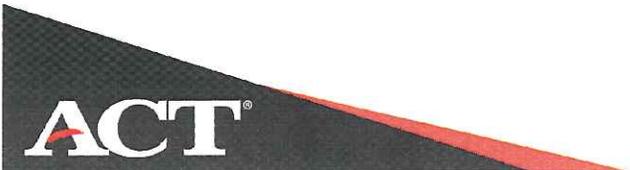
Step 2

Set up an ACT user account.

If you have an account: Log on using your email and password.

If you don't have an account: Click [Sign up for an ACT account](#), then follow the instructions.

Important Note: If you are a district ordering for multiple schools, verify that on the second screen of your user account setup, the [Organization](#) field is set to your district. Otherwise you will only be able to order for the school selected in that field.



Step 3

Verify your school district appears in the upper right-hand corner. If this is not correct, contact **ACT Customer Services at 877-789-2925** or

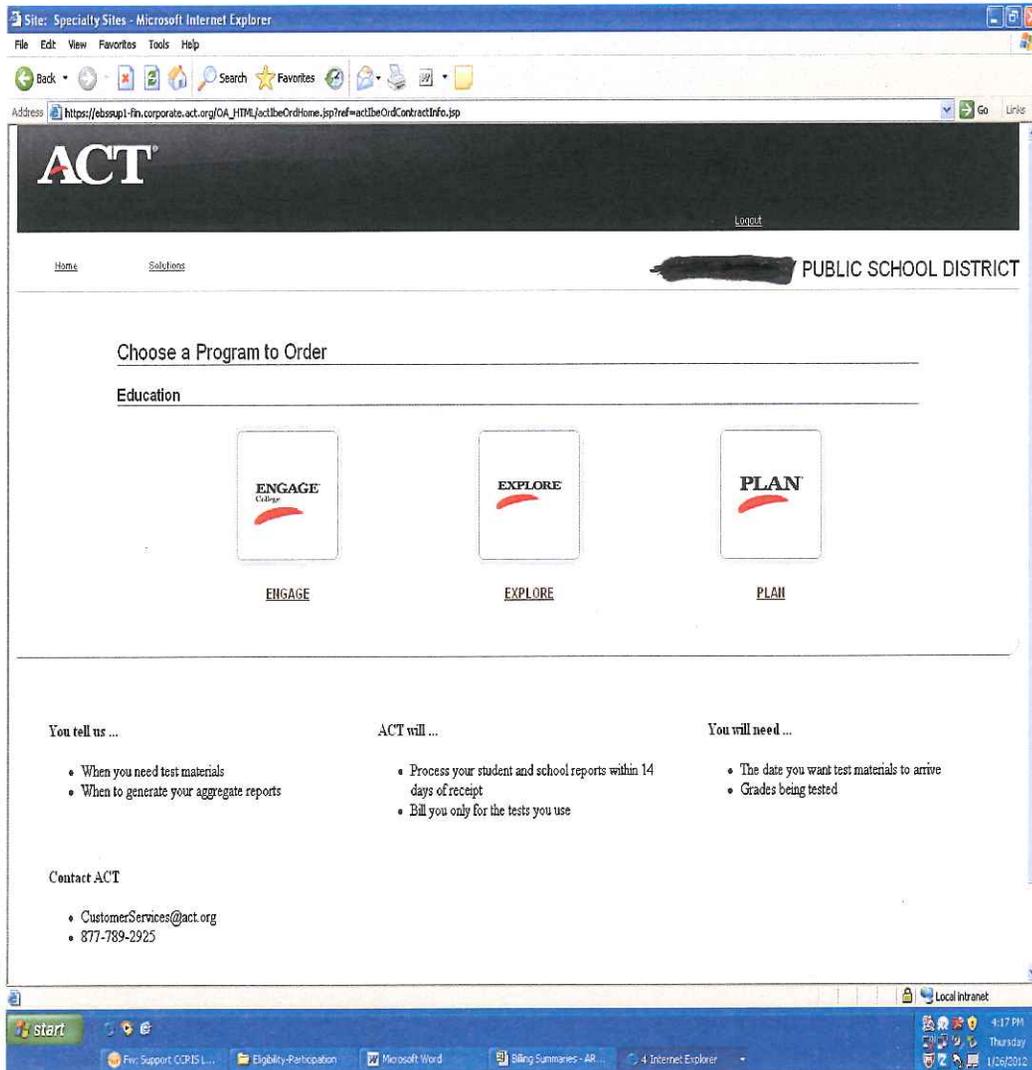
CustomerServices@act.org

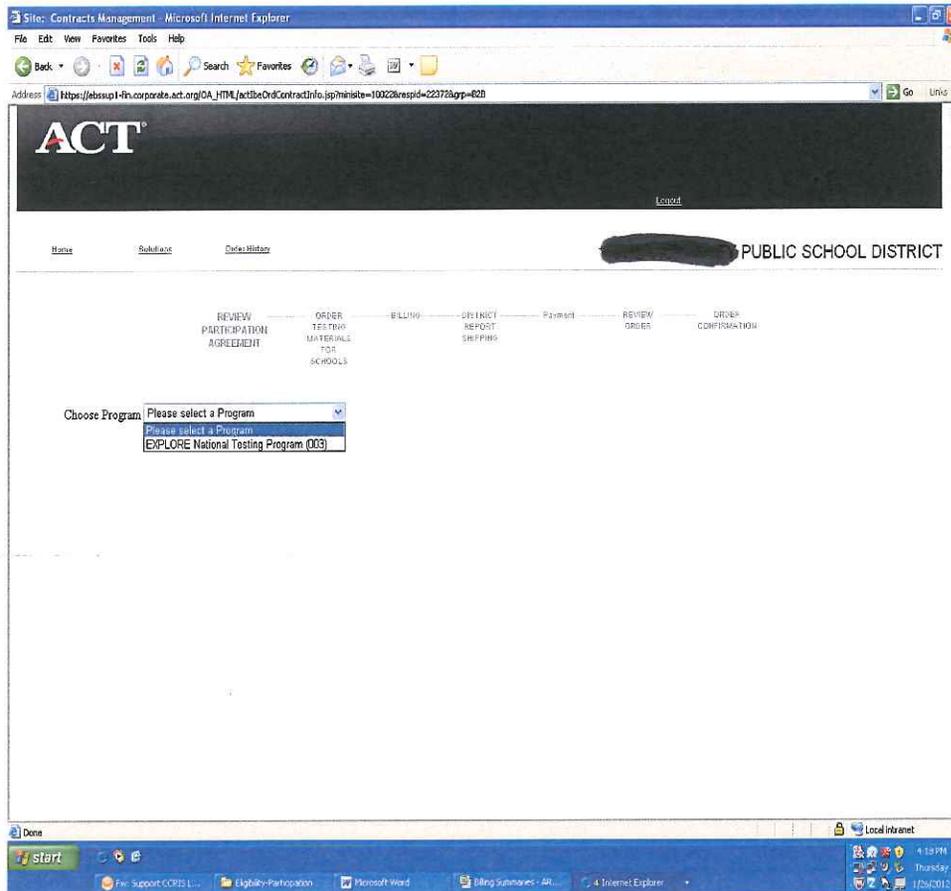
Step 4

Select the assessment for which you want to order test materials.

For this example we will use the **EXPLORE** link. Ordering for **PLAN** is similar.

Important Note: You must submit separate orders for **EXPLORE** Grade 8 and **PLAN** Grade 10. If you are testing other grades, you must submit separate orders, as costs for these grades are not covered by this pilot.





Step 5

Click the **Choose Program** list.

Step 6

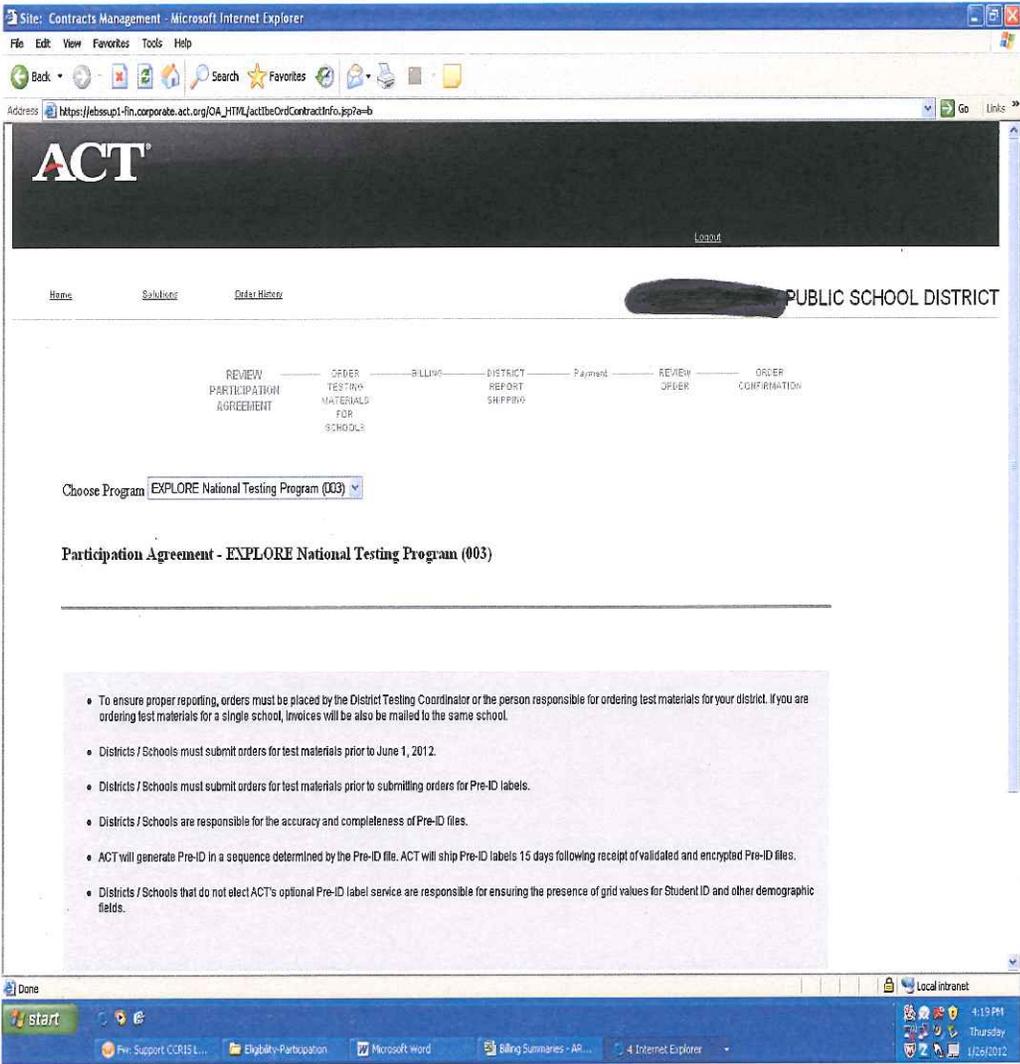
From the drop down menu, select **EXPLORE National Testing Program (003)**.

For PLAN testing, select **PLAN National Testing Program (058)**.



Step 7

The online participation agreement displays.

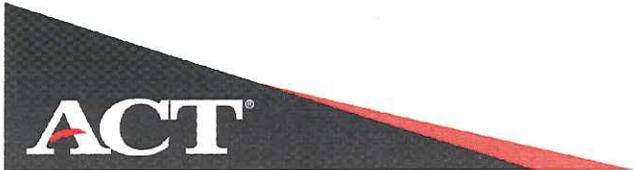


Important Note: Please disregard all dates listed online. The online agreement is superseded by the District Participation Agreement (DPA) your district signed and submitted to the BAA.

The BAA District Participation Agreement (DPA) lists the terms and conditions outlined by BAA for participating in the 2012 Michigan EXPLORE-PLAN Pilot program.

Step 8

Click the **I agree to the Participation Agreement** option.



Site: Order Test Materials for Schools - Microsoft Internet Explorer

Address: https://elsupport.fin.corporate.act.org/OA_HTML/actibeOrdShowLines.jsp

ACT

Home [Sign Out](#) [Order History](#) PUBLIC SCHOOL DISTRICT

REVIEW PARTICIPATION AGREEMENT ORDER TESTING MATERIALS FOR SCHOOLS BILLING DISTRICT REPORT SHIPPING Payment REVIEW ORDER ORDER CONFIRMATION

Order Test Materials - EXPLORE National Testing Program (003)

Select a school to enter testing details.

School	District	Type	Number Of Students	Test Materials Delivery Date	Add / Update
ADAMS ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		+
ALMA WILSON SEEWORTH ACADEMY	PUBLIC SCHOOL DISTRICT	SCHOOL	0		+
ARTHUR ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		+
ASTEC CHARTER MIDDLE SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		+
BELLE ISLE ENTERPRISE MIDDLE SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		+
BODINE ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		+
BRITTON ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		+
BUSHMAN ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		+

[Add a school or district to this list.](#)

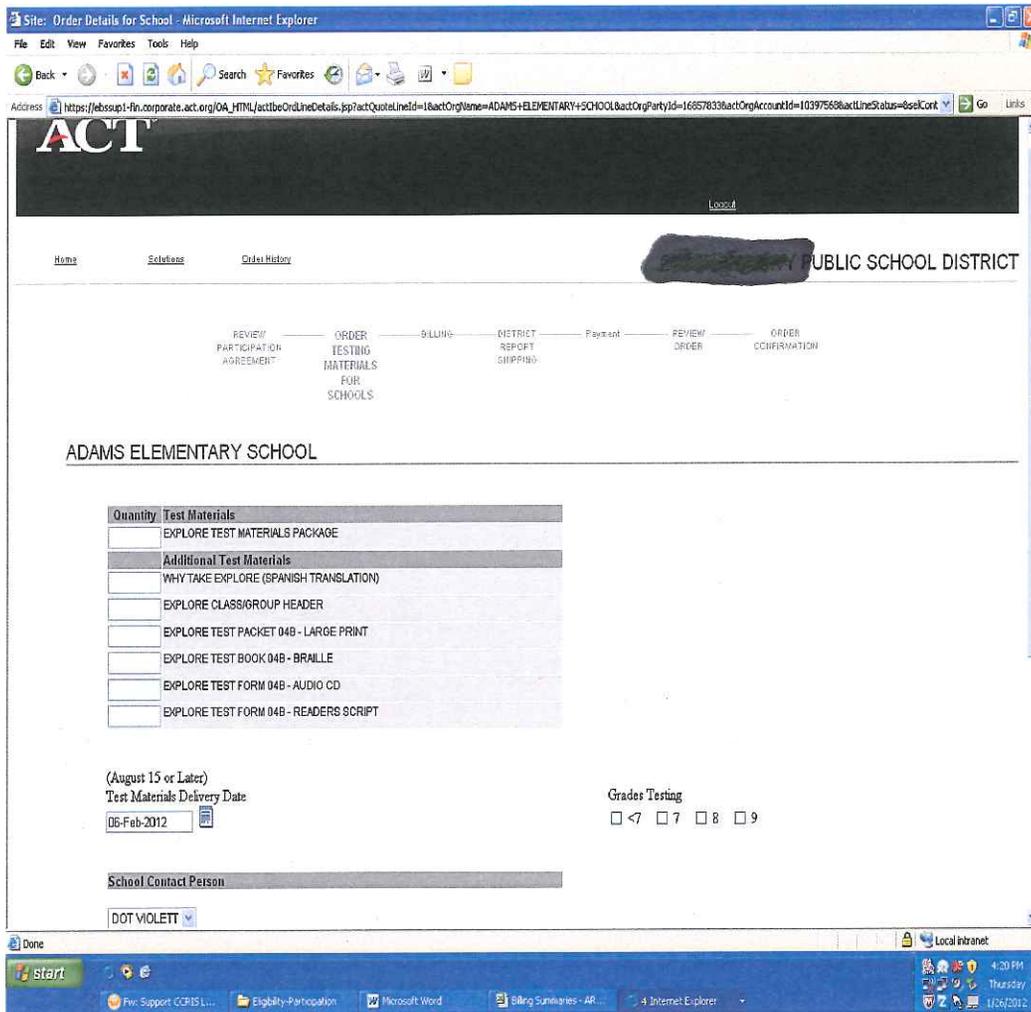
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Step 9

All schools in your district will display.

Step 10

To begin materials ordering, select a school from the list and click the **School Name** link, or the **+Add** button. For this example we'll use the first school on the list, Adams Elementary School.



Step 11

Click in the **EXPLORE TEST MATERIALS PACKAGE Quantity** field.

Step 12

Enter the number of materials (student n-count) in the **Quantity** fields. Enter exact figures, as ACT will provide an overage.

1. In the “EXPLORE TEST MATERIALS PACKAGE” field:

Enter the number of students using the standard test.

2. In the fields below, enter the number of students testing with accommodations as needed.

Step 13

In the “Test Materials Delivery Date” field, click the **Select Date** button. Use the calendar to enter the date you would like materials to be received.

Important Note: This date is NOT the test date, but rather the date you want materials to arrive at the school.

ACT recommends receiving materials one week before the test date; this ensure adequate time for ordering additional materials (if needed), completing pretest activities, and distributing test materials.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ACT website. The address bar shows the URL: https://absapp1-fin.corporate.act.org/OA_HTML/actbeOrderDetails.jsp?actQuoteLineId=1&actOrgName=ADAMS+ELEMENTARY+SCHOOL&actOrgPartyId=16857833&actOrgAccountId=10397568&actLineStatus=BaseCont. The page title is "Order Details for School - Microsoft Internet Explorer". The ACT logo is visible at the top left. The page content includes a navigation menu with "Home", "Subsites", and "Order History". Below the navigation menu, there is a progress bar with steps: "REVIEW PARTICIPATION AGREEMENT", "ORDER TESTING MATERIALS FOR SCHOOLS", "BILLING", "DISTRICT REPORT SHIPPING", "Payment", "REVIEW ORDER", and "ORDER CONFIRMATION". The current step is "ORDER TESTING MATERIALS FOR SCHOOLS". The school name "ADAMS ELEMENTARY SCHOOL" is displayed. A table lists test materials with checkboxes for selection:

Quantity	Test Materials
<input type="checkbox"/>	EXPLORE TEST MATERIALS PACKAGE
Additional Test Materials	
<input type="checkbox"/>	WHY TAKE EXPLORE (SPANISH TRANSLATION)
<input type="checkbox"/>	EXPLORE CLASS/GROUP HEADER
<input type="checkbox"/>	EXPLORE TEST PACKET 04B - LARGE PRINT
<input type="checkbox"/>	EXPLORE TEST BOOK 04B - BRAILLE
<input type="checkbox"/>	EXPLORE TEST FORM 04B - AUDIO CD
<input type="checkbox"/>	EXPLORE TEST FORM 04B - READERS SCRIPT

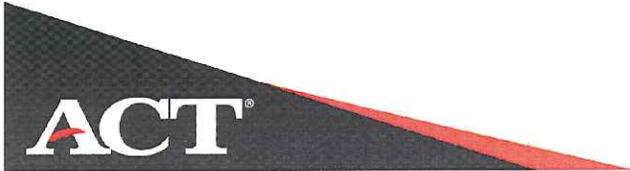
Below the table, there is a "Test Materials Delivery Date" field with a calendar icon. The date "06-Feb-2012" is entered. To the right, there is a "Grades Testing" section with radio buttons for grades 7, 8, and 9. The "School Contact Person" field is also visible.

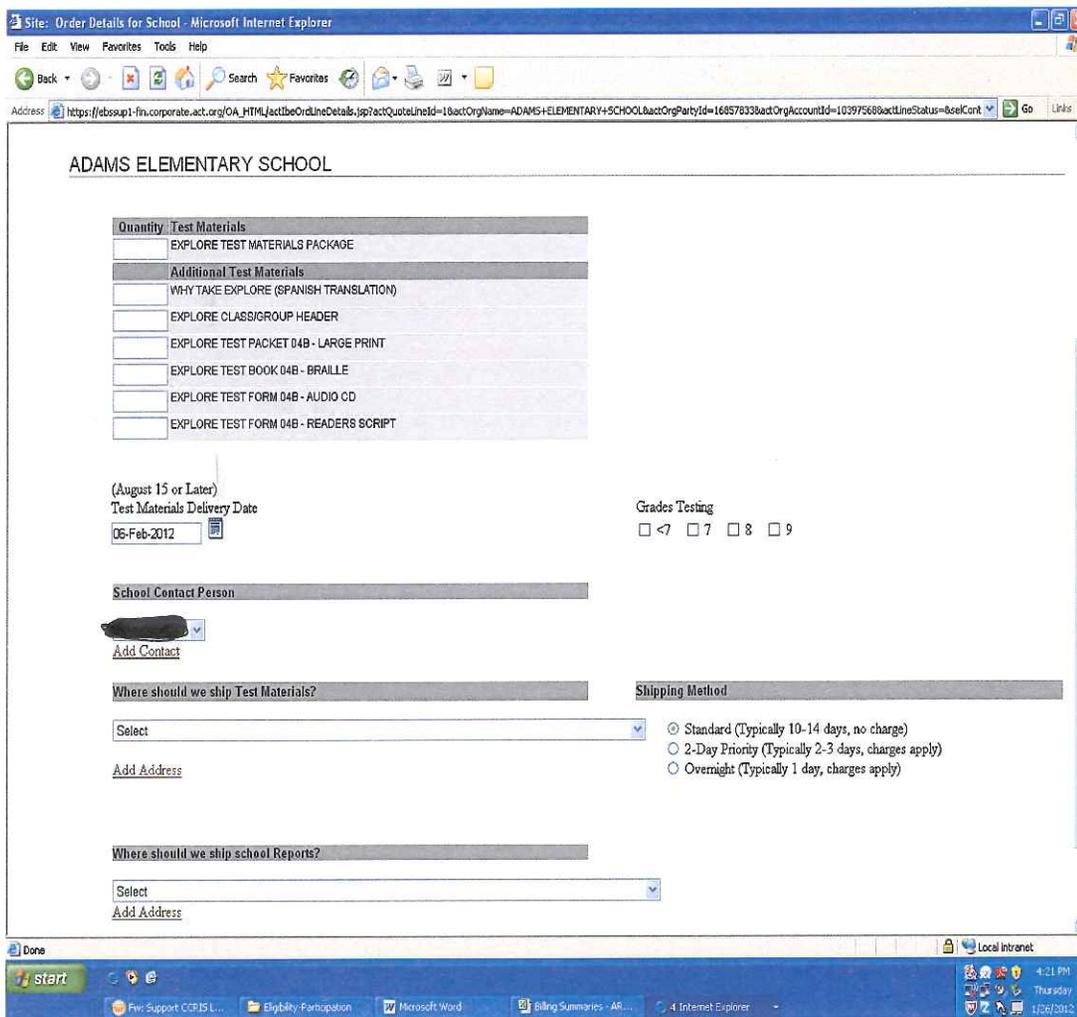


Step 14

In the **Grade Testing** field, select the grade for which you are ordering materials.

Important Note: BAA funds only Grade 8 for EXPLORE and Grade 10 for PLAN as part of the 2012 pilot program. Any other grades your district chooses to select must be placed as a separate order, since funding will be provided by the district, not BAA.



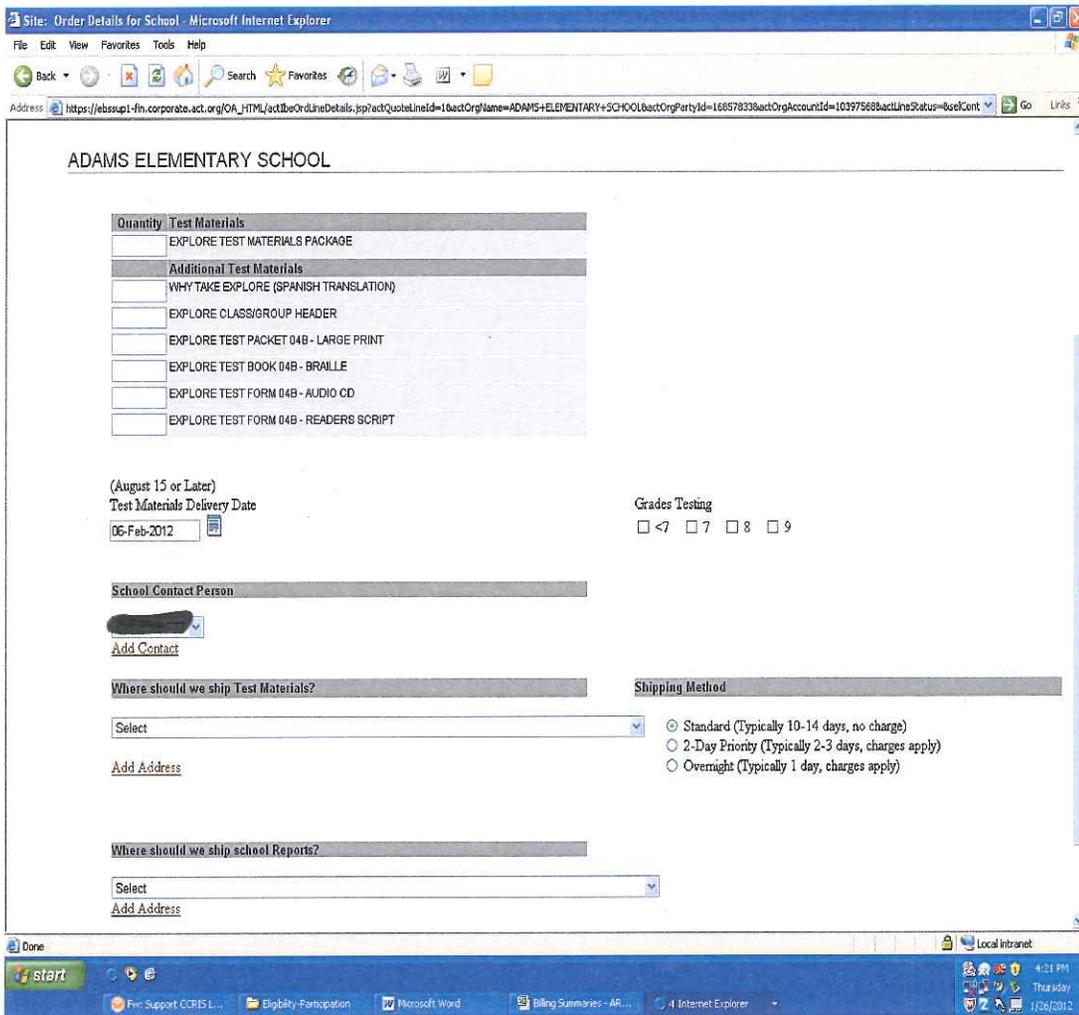


Step 15

Use the drop down list in the **School Contact Person** field to identify your school contact.

Step 16

If you do not see the school contact listed, click the **Add Contact** link. Follow the instructions for adding a contact.



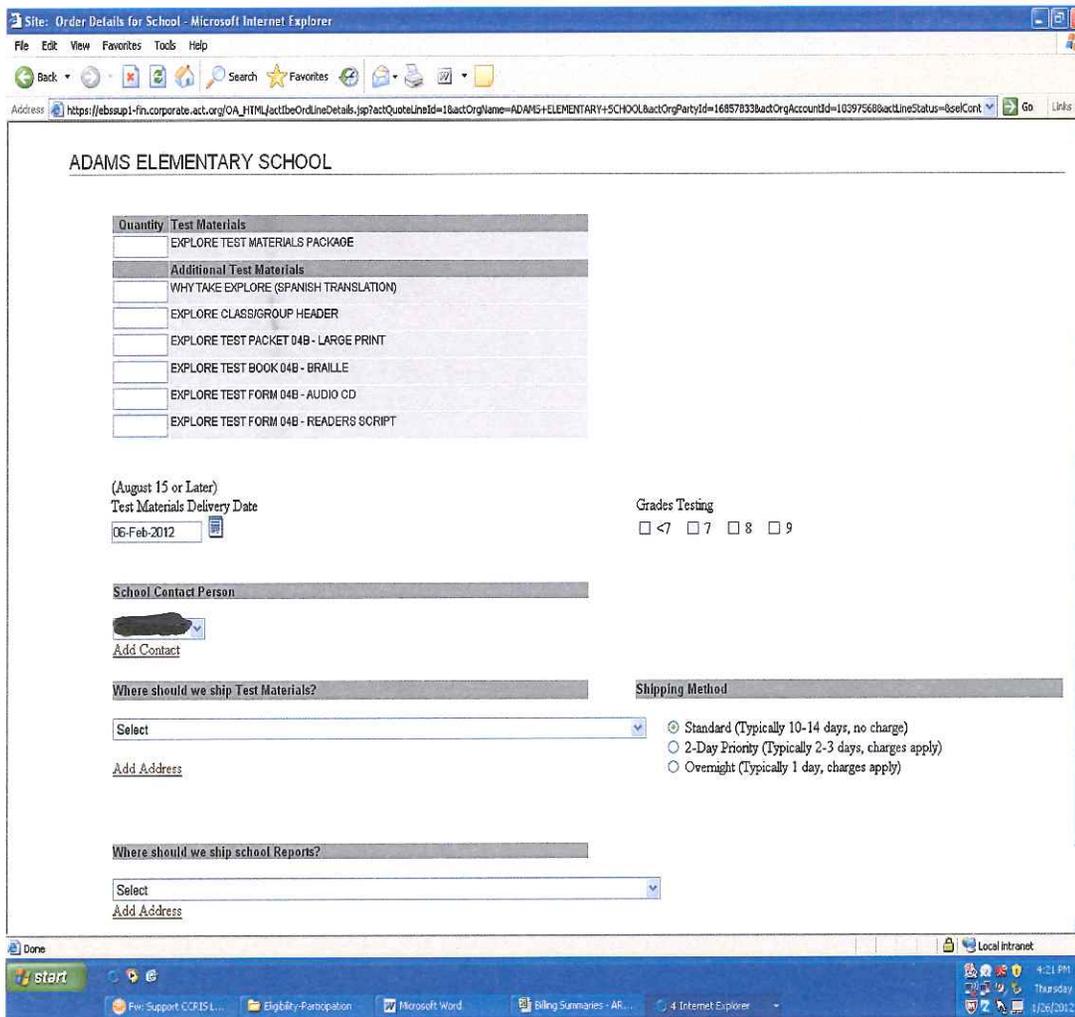
Step 17

Choose the address from the drop down on **Where Should We Ship Test Materials** list.

Important Note: For this pilot, BAA recommends materials be sent to the school. ACT covers the cost of sending materials to one location only. If you choose to have materials shipped to the district, the district will be responsible for securely transferring test materials to the schools at the district's expense.

Step 18

If you do not see the address for your school listed, click the **Add Address** link. Follow the instructions for adding an address.



Step 19

The **Shipping Method** defaults to standard shipping, as indicated by the “Standard” button. Using standard shipping, materials will be delivered within 10 business days from the date you submit your order.

Important Note: If expedited shipping is needed, select the alternative shipping method using the radio buttons. Charges will be determined by quantities ordered. **If expedited shipping is used, this will be billed to your district.** BAA does not fund expedited shipping under the Michigan EXPLORE-PLAN pilot program.

Step 20

Choose the address from the drop down **Where Should We Ship School Reports** list.

Important Note: For this pilot, BAA recommends school reports be sent to the school. ACT covers the cost of sending reports to one location only. If you choose to have reports shipped to the district, the district will be responsible for securely transferring school reports to the schools at the district's expense. (For district reports, see step 30).

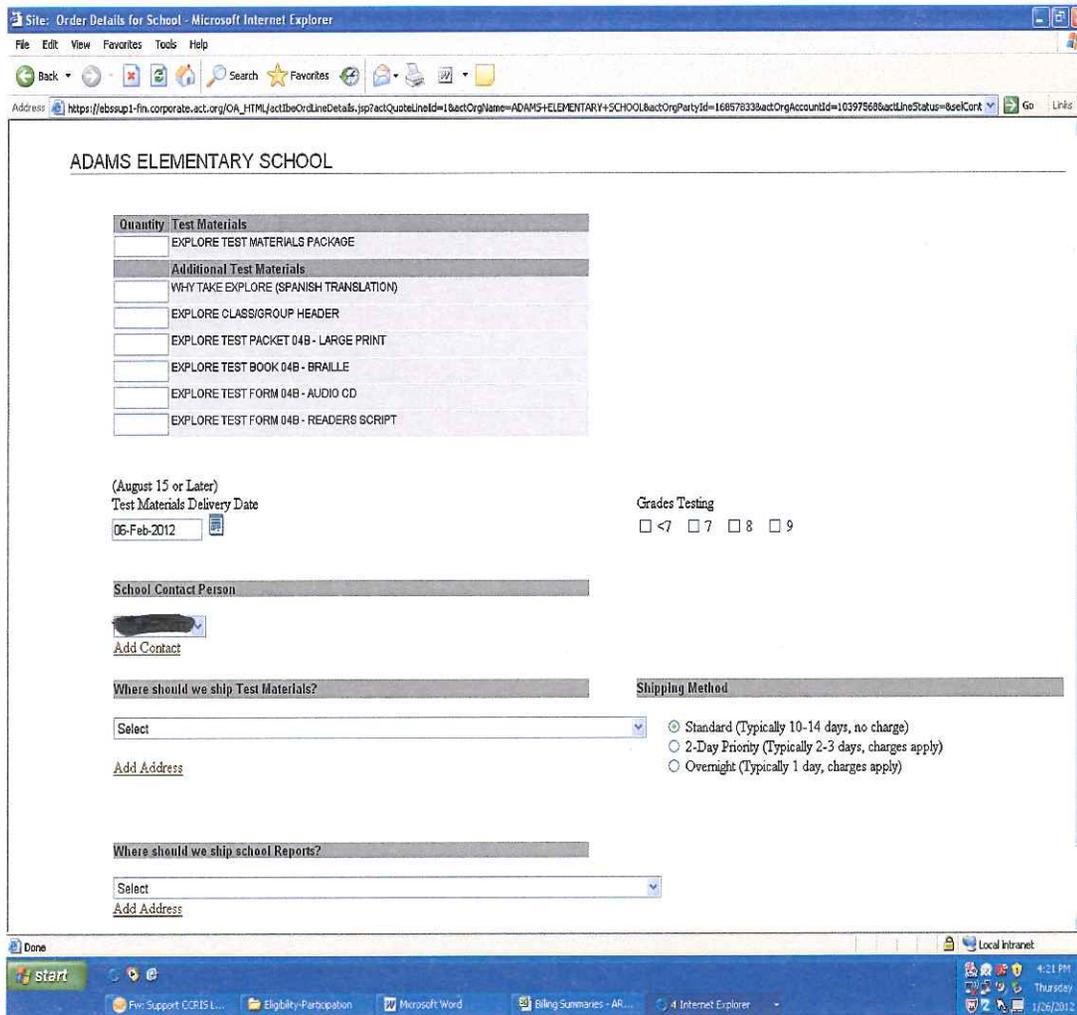
Step 21

If you do not see the address for the report ship to organization listed, click the **Add Address** link. Follow the instructions for adding an address.

The screenshot shows a web browser window with the following content:

- Browser title: Order Details for School - Microsoft Internet Explorer
- Address bar: https://ebssup1-fin.corporate.act.org/OA_HTML/actibeOrderDetails.jsp?actQuoteLineId=1&actOrgName=ADAMS+ELEMENTARY+SCHOOL&actOrgPartyId=16857833&actOrgAccountId=10397568&actLineStatus=BaseCont
- Page title: ADAMS ELEMENTARY SCHOOL
- Table of Test Materials:

Quantity	Test Materials
	EXPLORE TEST MATERIALS PACKAGE
	Additional Test Materials
	WHY TAKE EXPLORE (SPANISH TRANSLATION)
	EXPLORE CLASS/GROUP HEADER
	EXPLORE TEST PACKET 04B - LARGE PRINT
	EXPLORE TEST BOOK 04B - BRAILLE
	EXPLORE TEST FORM 04B - AUDIO CD
	EXPLORE TEST FORM 04B - READERS SCRIPT
- Test Materials Delivery Date: (August 15 or Later) 06-Feb-2012
- Grades Testing: <7 7 8 9
- School Contact Person: [Redacted] [Add Contact](#)
- Where should we ship Test Materials?: [Add Address](#)
- Shipping Method:
 - Standard (Typically 10-14 days, no charge)
 - 2-Day Priority (Typically 2-3 days, charges apply)
 - Overnight (Typically 1 day, charges apply)
- Where should we ship school Reports?: [Add Address](#)



Step 22

You have now finished entering test materials order for a school.

Step 23

Click the **Next** button to return to the Select a School page.

Step 24

The select a school screen is now updated to show:

- 1) A check mark to the left of the school for which you ordered materials.
- 2) The number of students testing.
- 3) The test materials delivery date.

You may now order for another school on the list.

Step 25

Repeat steps 10-24 until you are finished ordering materials for all of your schools. Exception: Large districts ordering for multiple orders-one order should include 5 schools.

Step 26

Click on **Enter Billing Information** to proceed.

Site: Order Test Materials for Schools - Microsoft Internet Explorer

Address: https://elbssup1-fm.corporate.act.org/OA_HTML/act/depOnlineDetails.jsp

ACT

Home | **Selected** | Order History

REVIEW PARTICIPATION AGREEMENT | ORDER TESTING MATERIALS FOR SCHOOLS | BILLING | DISTRICT REPORT SHIPPING | Payment | REVIEW ORDER | ORDER CONFIRMATION

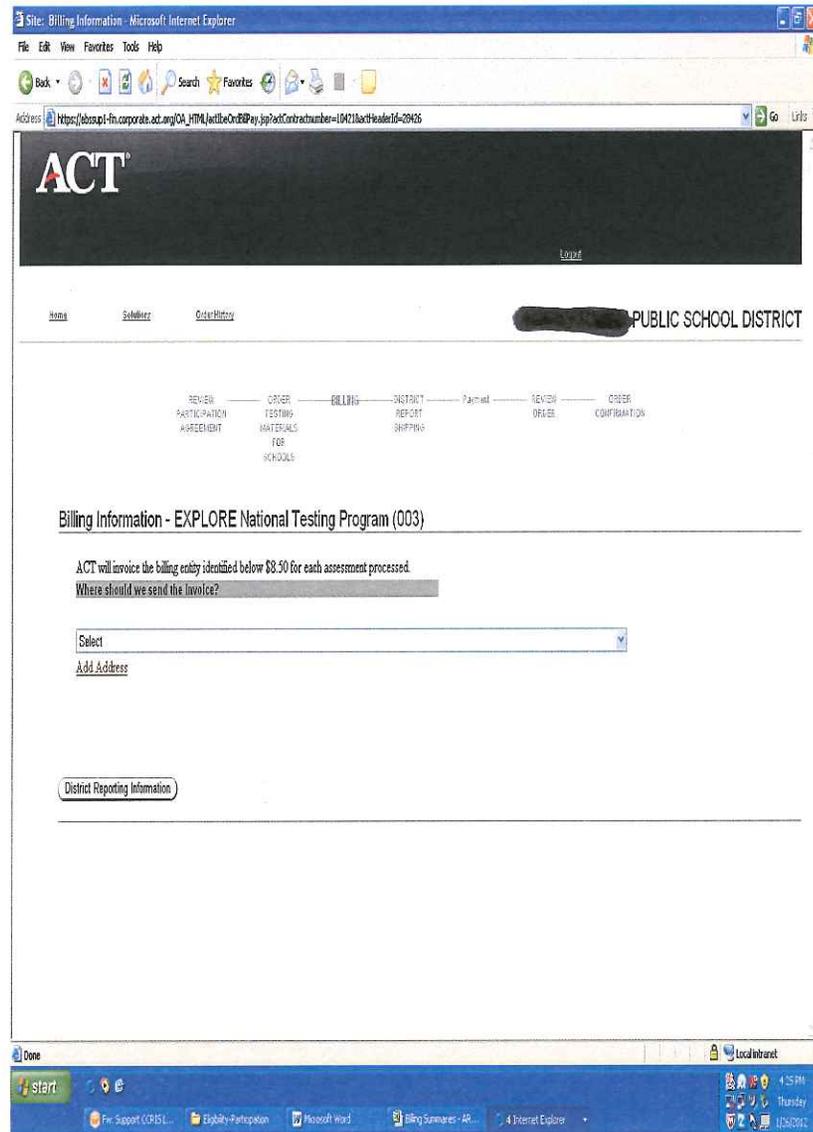
Order Test Materials - EXPLORE National Testing Program (003)

Select a school to enter testing details.

	School	District	Type	Number Of Students	Test Materials Delivery Date	Add / Update
✓	ADAMS ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	50	02/06/2012	
	ALMA WILSON SEWORTH ACADEMY	PUBLIC SCHOOL DISTRICT	SCHOOL	0		
	ARTHUR ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		
	ASTEC CHARTER MIDDLE SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		
	BELLE ISLE ENTERPRISE MIDDLE SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		
	BODINE ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		
	BRITTON ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		
	BUSHWELL ELEMENTARY SCHOOL	PUBLIC SCHOOL DISTRICT	SCHOOL	0		

Add a school or district to this list...

Enter Billing Information



Step 27

From the pull-down menu, select the **Michigan Department of Education**. This option will be available if you have waited 5 business days after receiving e-mail confirmation from BAA that your district and schools are eligible to participate.

Step 28

Select Doug Collier as the **Contact**.

Important Note: If the 2 options above are not displayed, you may choose an organization and contact so you can submit your order. ACT will verify the final invoice is sent to Doug Collier at BAA.

Step 29

Click **District Reporting Information** to indicate where ACT should send the district reports.

Step 30

Choose the address from the drop down menu **District Reports Shipping Address**. This is where ACT will mail district reports.

Step 31

From the drop down menu, select the individual who should receive the district reports.

If the appropriate individual isn't listed, click the **Add Contact** link. Follow the instructions for adding a contact.

Step 32

Click **Checkout** to proceed.

Site: District Reporting Information - Microsoft Internet Explorer

Address: https://ebssup1-fin.corporate.act.org/OA_HTML/actBeOrderPay.jsp?actContractnumber=10421&actHeaderId=20426&forwardPage=actBeOrderDistrictReport.jsp

ACT

Logout

Home Solutions Order History PUBLIC SCHOOL DISTRICT

REVIEW PARTICIPATION AGREEMENT ORDER TESTING MATERIALS FCF SCHOOLS BILLING DISTRICT REPORT SHIPPING Payment REVIEW ORDER ORDER CONFIRMATION

District Reporting information -EXPLORE National Testing Program (003)

ACT will begin processing district aggregate reports on: 04/21/2012

ACT will ship district aggregated reports to:

District Report Shipping Address

Select

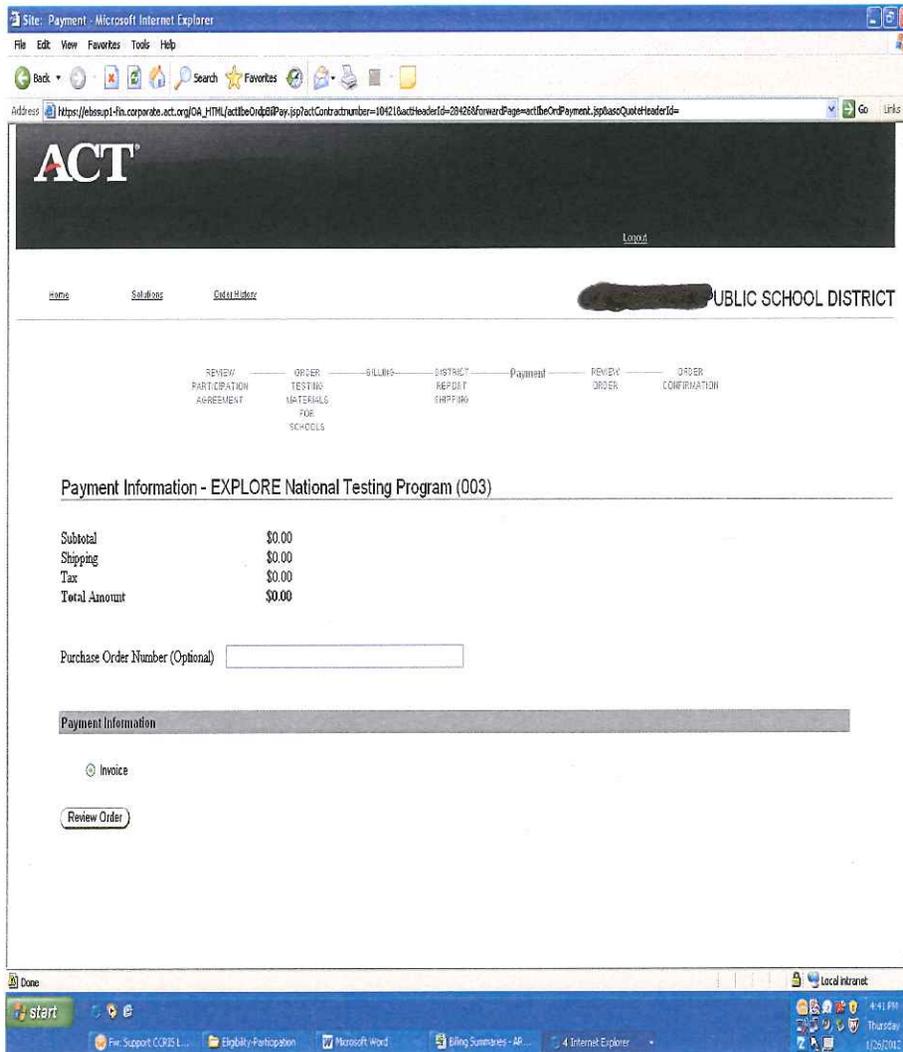
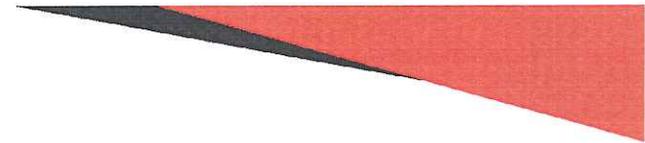
[Add Address](#)

ACT will begin generating district aggregate reports on 04/21/2012. ACT must receive all answer documents from your schools on or before this date. Answer documents received after this date will not be included in district aggregate reports.

Districts will receive district aggregate reports and copies of school reports for schools within this order.

You may contact ACT at 877-789-2925 or CustomerServices@act.org to change your district report date.

[Checkout](#)



Step 33

The **Payment** screen displays payment information. ACT does not bill for test materials, so there will only be charges listed in the “Shipping” line if expedited shipping is selected.

Important Note: If expedited shipping is used, this will be billed to your district. BAA does not fund expedited shipping under the Michigan EXPLORE-PLAN pilot program.

Step 34

Click the **Review Order** button to proceed.



Site: Review Order - Microsoft Internet Explorer

Address: https://ebssup1-fm.corporate.act.org/OA_HTML/actibeOrdPayment.jsp

REVIEW PARTICIPATION AGREEMENT ORDER TESTING MATERIALS FOR SCHOOLS BILLING DISTRICT REPORT SHIPPING Payment REVIEW ORDER ORDER CONFIRMATION

Review - EXPLORE National Testing Program (003)

Review your order. When you are done, press the Place Order button at the bottom of the page.

Test Materials

ADAMS ELEMENTARY SCHOOL [Update](#) | [Remove](#) Deliver Test Materials: 02/06/2012

WHY TAKE EXPLORE (SPANISH TRANSLATION)	1
EXPLORE TEST MATERIALS PACKAGE	50

School Contact **Test Materials Shipping Address** **School Reports Shipping Address**

[Redacted] [Redacted] [Redacted]

[Redacted] ADAMS ELEMENTARY SCHOOL ADAMS ELEMENTARY SCHOOL

[Redacted] [Redacted] [Redacted]

[Redacted] [Redacted] [Redacted]

District Reports

ACT will begin processing district aggregate reports on: 04/21/2012

District Report Shipping Address [Update](#)

[Redacted]

[Redacted]

[Redacted]

Once you have placed the order, you may contact ACT to change your District Report run date.

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Step 35

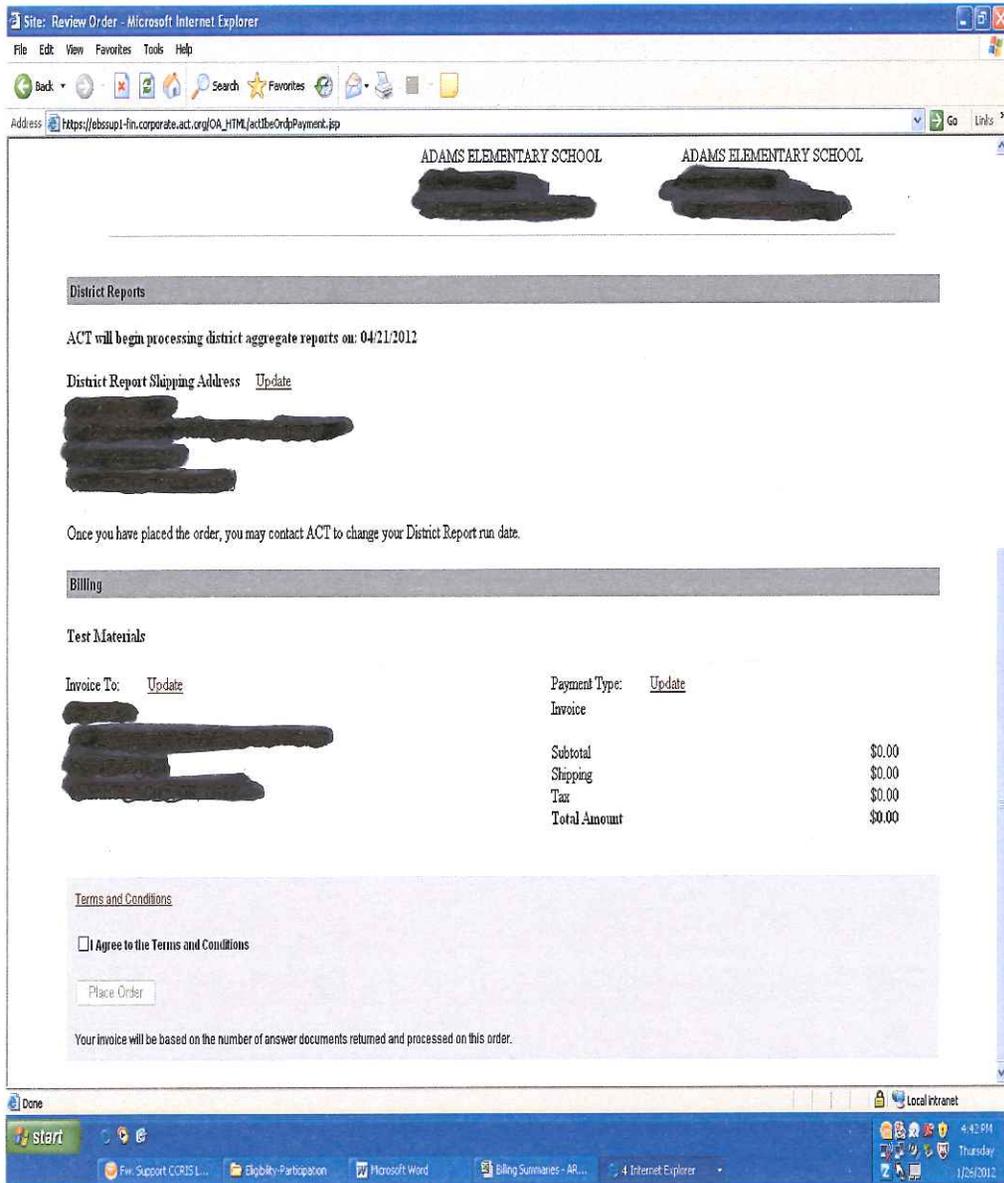
The review order screen displays. Screen one is shown on this page; screen 2 is shown on the following page.

Review all order details shown for all schools. This example has an order for one school only.

Step 36

Use the [Update](#) and [Remove](#) buttons if you need to make changes.

Click the scrollbar to page down to review and verify additional details.



Step 37

Review the terms and conditions by clicking the **Terms and Conditions** link.

You may save or print a copy using your windows functions: **[Ctrl + S]** or **[Ctrl +P]**.

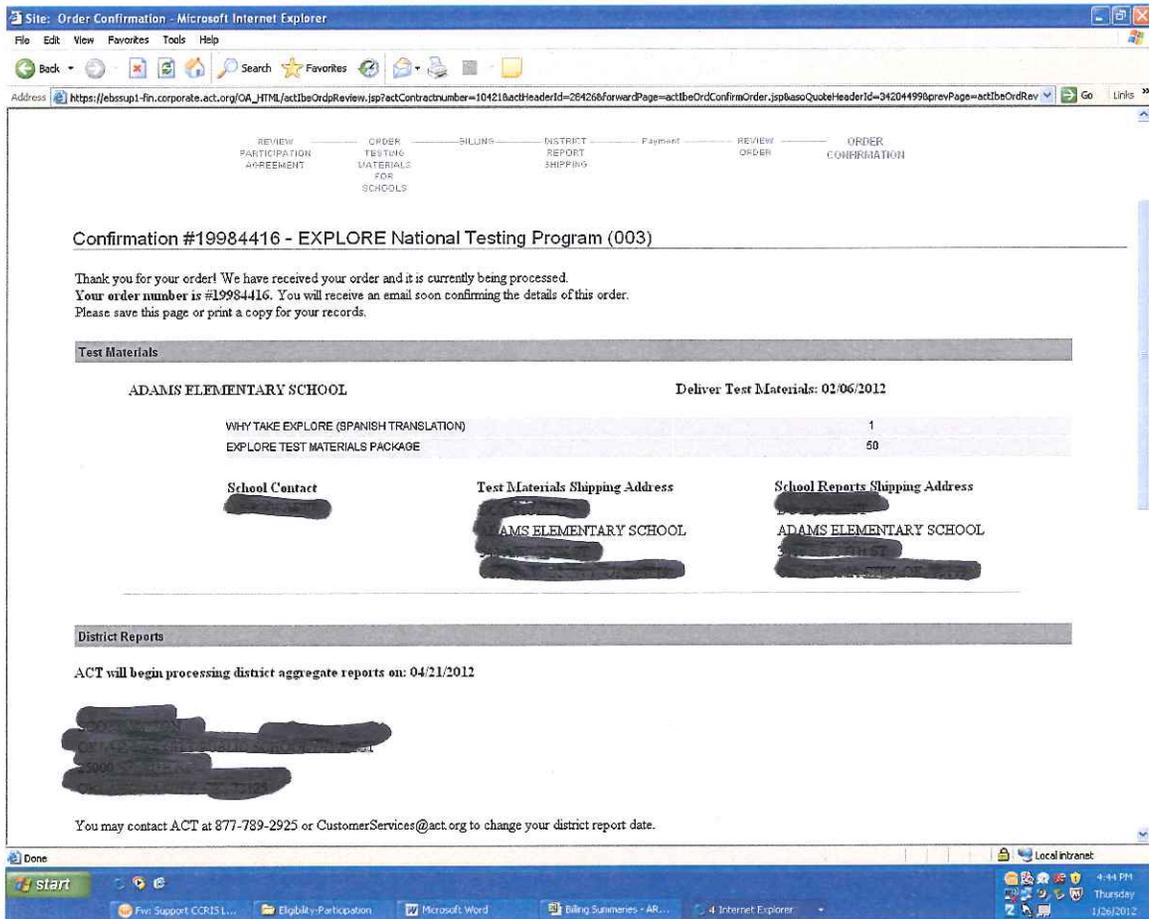
Click the **Close** button to exit the window.

Step 38

Click the **I Agree to the Terms and Conditions** option.

Step 39

Click **Place Order** to submit your order.



Step 40

The confirmation screen appears once you have successfully submitted your order.

Screen 1 of 2 is displayed on this page; screen 2 of 2 is displayed on the following page.

From the confirmation screen, you can access these other options:

- Order Pre-ID labels (free, optional)
- Take a short survey about ordering
- ACT PLAN resources (shows test materials and reports)

Site: Order Confirmation - Microsoft Internet Explorer

Address: https://jobsapp1-fm.corporate.act.org/OA_HTML/actLibeOrdReview.jsp?actContractNumber=10421&actHeaderId=28426&forwardPage=actLibeOrdConfirmOrder.jsp&baseQuoteHeaderId=34204499&prevPage=actLibeOrdRev

Billing

Test Materials

Invoice To: [REDACTED] Payment Type: Invoice

Subtotal	\$0.00
Shipping	\$0.00
Tax	\$0.00
Total Amount	\$0.00

What's Next?

If you have any questions about this order or need to change the order details, please contact Customer Services:

- CustomerServices@act.org
- 877-789-2925

EXPLORE Administrator Resources: Prepare for Test Day, Learn How to Share Scores, and get the most out of test data.

You may want to order Pre-ID labels - pre-printed student identification labels for answer sheets. Using Pre-ID labels:

- Speeds processing of test scoring and reporting.
- Reduces errors due to students mis-gridding the answer sheets.
- Reduces the time and effort for students before testing can start.

There is no charge for Pre-ID labels. If you plan to order Pre-ID labels, you will need to provide order number #19984416. Save or print this page for further reference.

You can help ACT evaluate and enhance our online capabilities by completing this 1-Minute survey.

Thank you for your business. We value you as a customer and look forward to our continued partnership in helping your students achieve college and career readiness. We will continue to focus on providing curricular-based solutions that help guide your students toward reaching their greatest potential.

[Place Another Order](#)

[Return to the Home Page](#)

Done Local Intranet 4:44 PM Thursday 1/06/2012

start Few Support CCRIS L... Eligibility-Participation Microsoft Word Billing Summaries - AR... 4 Internet Explorer

What happens next?

- 1) If you need to place another order, click **Place Another Order**.
- 2) ACT will send an email confirming the order to the email of the person whose account was used to place the order.
- 3) ACT will send a notification email once test materials have been shipped. This will be sent to the contact listed in the “Where do we ship test materials” in the ordering screens. For this pilot, ACT recommends shipping materials to schools.

If you have any questions, contact **ACT Customer Services at 877-789-2925 or CustomerServices@act.org**