Implementing Free College and Career Planning with ACT Profile and ACAC

www.actprofile.org/ACE

Hi State Coordinators,

We are excited to work together on helping students make smarter decisions about what is next after high school and helping them prepare for your state's college application program!

Before you get started, here are some frequently asked questions and answers:

- **I'm not a student's school counselor. Can I use ACT Profile Counselor Accounts?** Yes, definitely! When we use the term "counselor", we mean anyone in a student's planning network who helps or advises them along the way and isn't their parent or guardian. Be sure to select "counselor" as your role when you register to make the most of our tools.

- **How can a student work with their school counselor to continue the planning process?** Because ACT Profile only requires an internet connection, students can work with a trusted adult, including their school counselor, on an on-demand basis. Students can share their information by connecting with a counselor on ACT Profile, printing their planning summary, or emailing their planning summary.

Should you have any questions as you get started with ACT Profile, please feel free to reach out to our team directly at profile@act.org.

Thank you and happy planning!

The ACT Profile team

Getting Started

What is ACT Profile?

ACT Profile is a college and career planning platform built on more than 30 years of ACT research. Students, parents, counselors, and others in a student's planning network can use our free tools to help them learn more about themselves, personally-relevant paths, and plan for what's next.

Creating an account on ACT Profile is quick and easy. You can log in from a computer, smartphone, or tablet. Go to www.actprofile.org/ACE to create an account.

Students can use our self-assessments to pinpoint their unique interests, values, and abilities. Based on their answers, personalized results are populated onto interactive career and major maps. From there, they can explore more information about specific schools, majors, and careers. Students can also save their favorites, and share them!

ACT Profile Counselor Accounts allow counselors, educators, and mentors to better understand students' progress in the college and career planning process. After connecting to students, counselors can see students' insights and use them to begin conversations about the planning process.

With dashboards, counselors, and you as the state coordinator, see the bigger picture by moving beyond the one-on-one view of counselor to students and gaining an aggregate view of the entire student group.

Dashboards allow counselors to more easily identify where students are in the planning process. When they see potential gaps, they can take necessary actions to ensure success.

Counselors can also use the dashboards to identify interest areas, spot potential challenges or gaps in plans, remind students to complete critical tasks, and share relevant resources and information.

Creating Your Account

All you need is your preferred device and an internet connection to create your account. Follow the steps below to get started:

1. Go to www.actprofile.org/ACE
2. Click "Create Account"
3. Fill out the required information to complete the registration process

**Please note that you will need to select "Counselor" as your role when asked during the registration process.

Creating Groups and Group Dashboards

We know it's essential to be able to customize your views and communication. We've created groups so you can communicate with students, manage groups of students, or connect similar students. You can also create groups for your school or organization, invite your colleagues, such as site coordinators at your participating ACAC schools, to join the conversation, and create and view student data via dashboards in groups.

To create a group at the state level:

- Click "Network">"My Groups">"Create Group" (upper right-hand side)
- Complete the required information and submit your request to create a group by clicking "Create Group". We recommend a naming convention like "(State ACAC name) – (year of program)".

**Please note that if you would like visibility into student group member data at the aggregate level, you will need to include student data/a group dashboard in your

request. To include this in your group request, you will need to ensure that your group type is selected as private and that you have checked the "Student Data" box.

Once your group has been approved, you will receive an email confirming its approval. You can see your pending group requests under "Network">"My Groups">"Your Groups Pending Approval".

To view the group dashboard and aggregate information about where students are in the planning process, click on "Generate Student Report".
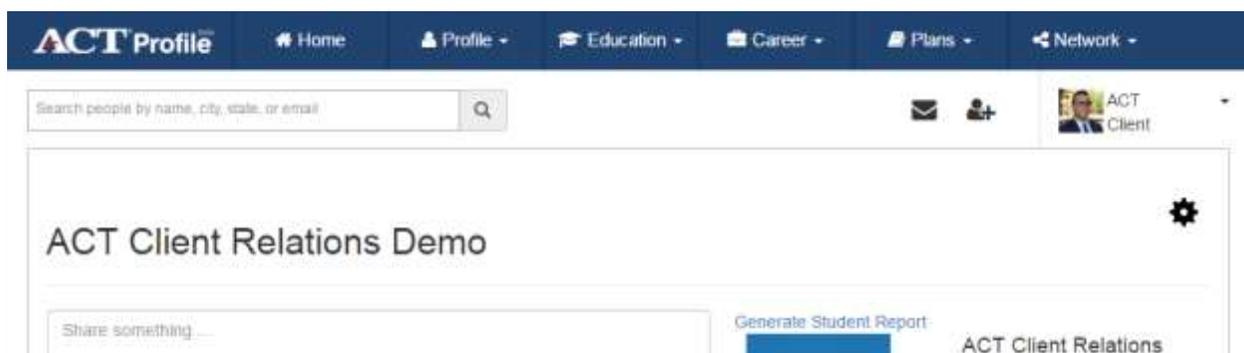
To view all student member data (including household income and parents' or guardians' education levels, click "Download all data" button on the dashboard.


Inviting Others to Join a Group

You can invite others, such as ACAC site coordinators, to join a group you own or are a moderator of by searching for them by name, city, state, or email.

To invite others to join the group as members:

- Type their name, city, state, or email in the "Invite Members" field
- Click on the user to add him or her to the field
- Once all of the members you want to invite appear in the field, click "Invite"

**Please note that in order to invite someone to join the group, he or she must already

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have an ACT Profile account.
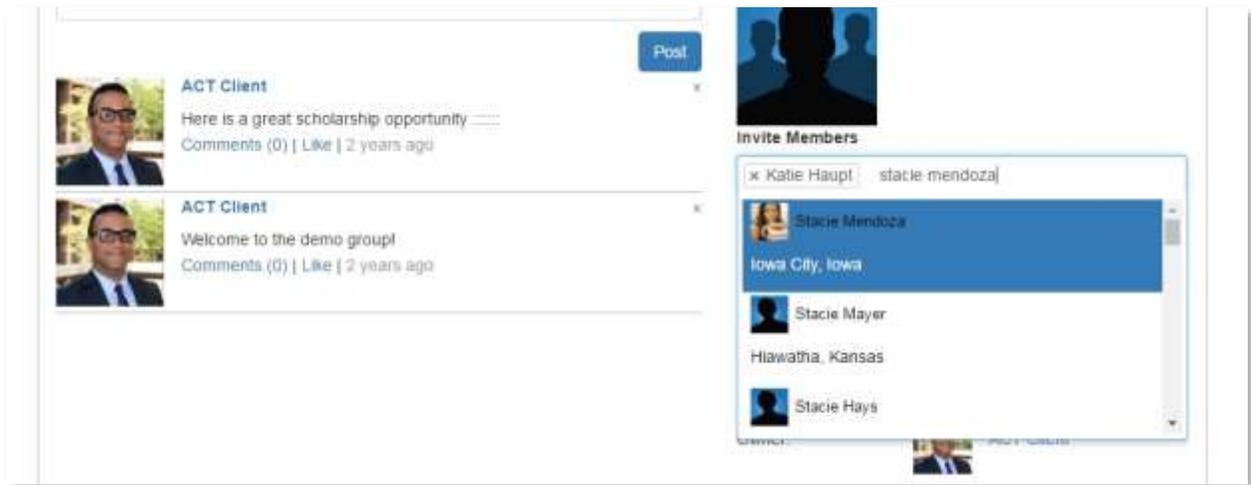
Once a person has been invited into a group and accepts the invitation, he or she will be added to the group and dashboard for the group.

Managing Group Member Requests

If you choose instead to have a student search for the group and request to join, you will need to approve the request. Users can search for groups by clicking on "Network">"Group Search" and then searching by name, location, or school affiliation.

To request to join a group:

- Navigate to the group
- Click the "Join" button in the upper right-hand corner
- If the group includes a group dashboard/student report, students will be required to agree to share their information with group owners and moderators by joining the group.
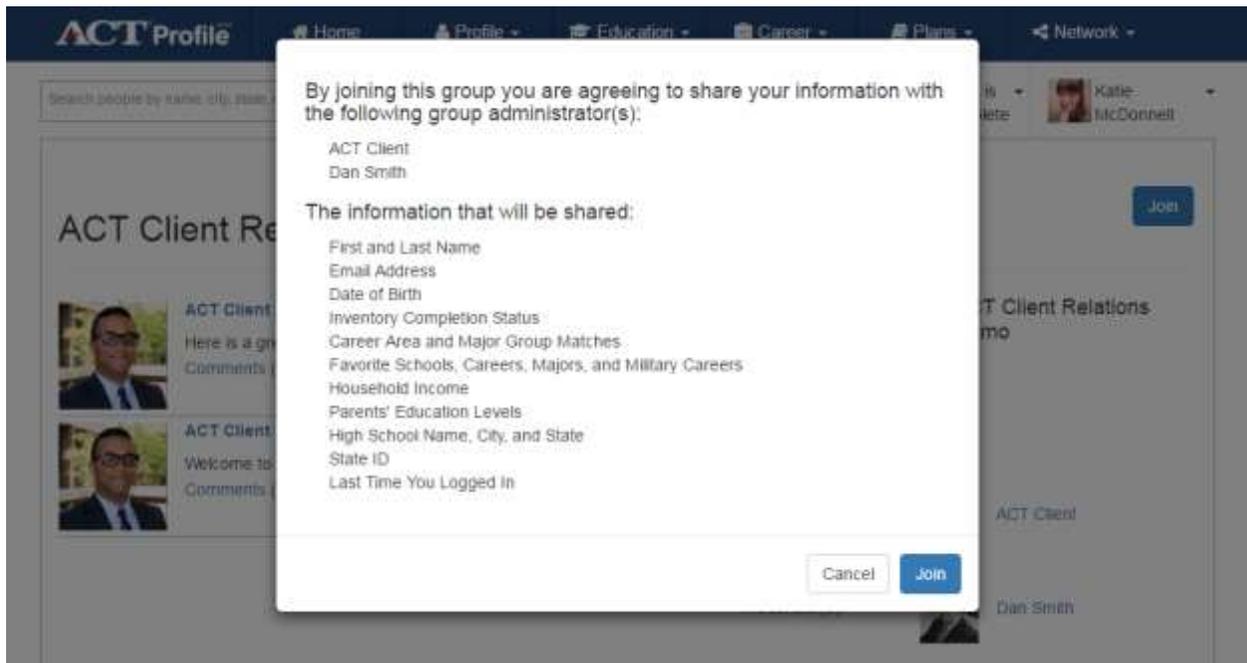
As the owner of a group, you will approve members who have requested to join the group. You can see pending requests under "Network">"My Groups"> "Requests to Join Your Groups".
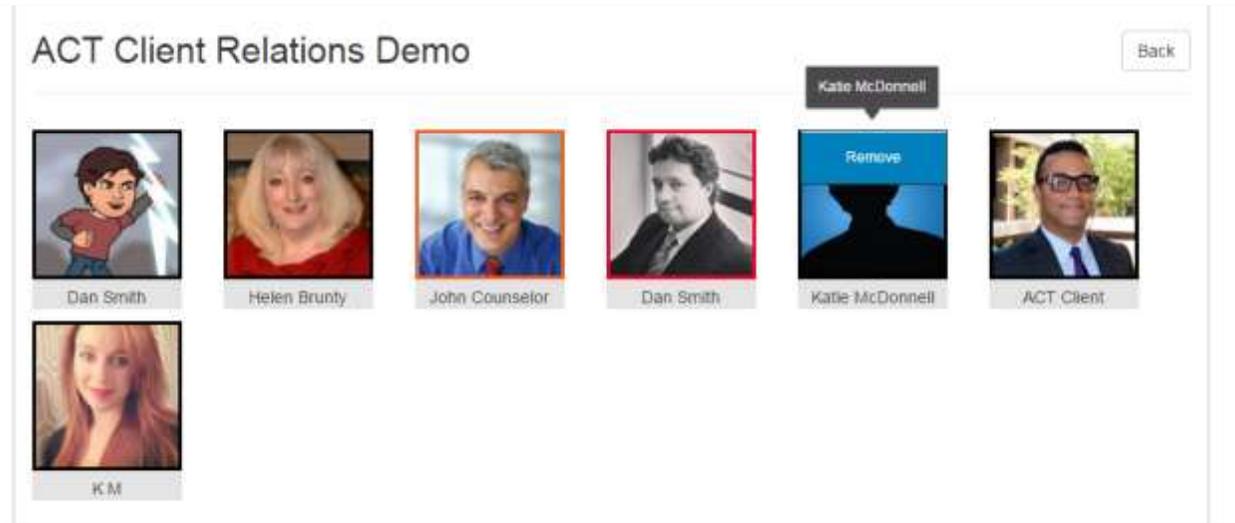

Once a request is approved, that student will be added to the group and dashboard for the group.

You may need to remove members from a group and corresponding group dashboard.

To remove a member from a group:

- Navigate to the group
- Click on the "See all members" button
- Hover your cursor over the member you would like to remove

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- Click on the pencil icon and select "Remove"


Adding Moderators

You may also choose to have counselors, mentors, or educators approve requests to join a group and/or view the group dashboard information. In order to grant them access, they will need to be added as a moderator of your group.

Because moderators will also be able to see student data for all group members, please make sure that moderators are added to the group and in place before students begin to join the group.

To add a moderator:

- Make sure the counselor, mentor, or educator is registered with ACT Profile and has chosen the counselor role upon registration. If he or she doesn't remember, go to "My Profile">"My Account">"About Me"
- Type his or her name, city, state, or email in the "Add Moderators" field
- Click on the user to add him or her to the field
- Once all of the members you want to add appear in the field, click "Add"

**Please note that in order to add someone as a moderator, he or she must already have an ACT Profile account.
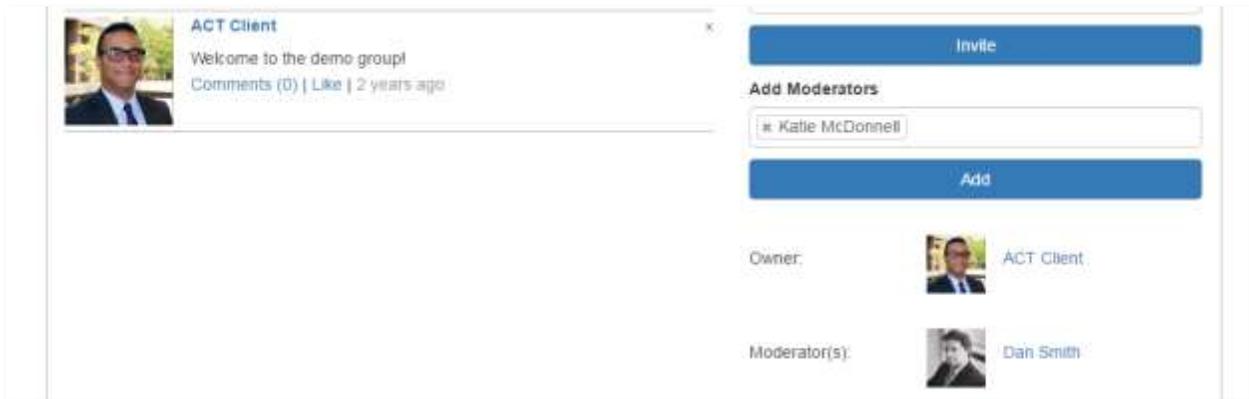
Understanding Dashboards

There are two types of dashboards that counselors or organizations can use. For this program, we recommend that you use group dashboards.

1. **Counselor dashboards** include student information for all students who have connected to the counselor and identified him or her as their counselor (counselor meaning anyone who is helping the student plan). These dashboards are best for those who are helping just one group of students.

    - Navigate to the dashboard by clicking on the "My Dashboard" section on the home page

2. **Group dashboards** include student information for all student members of a group. These dashboards are best for individuals or groups who are helping multiple groups of students.

    - Navigate to individual group dashboards by clicking on "Network">"My Groups">"My Groups">the individual group name>"Generate Student Report"

    - Students can choose NOT to share their information with a group You can create a group without a dashboard

    - When you create a group with a dashboard, be sure to select "Private" as the

group type and check the "Student Data" box

Dashboards allow you to see where students are in the planning process. There are a number of activities for students to complete on their personal profile. These include:

1. **Identifying an education plan**: Is the student going to college after high school? If so, will he or she attend a two-year college or four-year college? Does the student want to get an advanced degree? Students can also indicate that their plans are undecided. This is particularly relevant for younger students who are just beginning to explore opportunities and their own personal insights.

2. **Taking inventories**: The student can take inventories for interests, abilities, and values. The student self-reports to better understand the following questions about himself or herself:
   - What am I interested in?
   - How well do I do certain activities compared to others my age?
   - What is important to me as I explore career and occupation opportunities?

3. **Identifying majors, occupations, and schools of interest**: Adding majors, occupations, and schools to favorites allows students to revisit ones they may want to pursue and share those with counselors to begin conversations about what's next.

4. **Identifying potential gaps or challenges**: Counselors can see where there may be misalignment. Has the student favorited a major that would allow a career he or she has favorited? Does the favorited career align with the education plan? Does the favorited career match any inventories?

5. **Identifying popular majors, careers, and schools among your student network**: Counselors can see what careers, majors, and schools are popular among the

students in the dashboards to help connect students with similar interests and plans and share relevant resources and information.