

Peterson's Online Courses for the SAT* and ACT®

Administrator Guide

Thank you for choosing Peterson's to prepare your students for the SAT and ACT.

This guide will show you how to navigate the administrator site for an online course. You'll learn about how to use the tools available, how to set up groups, and how to view and analyze reports.

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ONLINE COURSE ADMIN SITE OVERVIEW

The Online Course Admin Site is divided into five separate sections, each with a particular purpose:

Section	Purpose
<i>Reports</i>	In the Reports section, you can access and analyze reports detailing the progress and performance of individual students or groups of students. You can create groups, as well, and compare the progress and performance of one group to another.
<i>Lessons and Tests</i>	Visit the Lessons and Tests section of the site if you want to view course content. All lessons can be found here, as well as tests and quizzes. The questions in the tests and the quizzes include answer explanations.
<i>Useful Information</i>	The Useful Information section of the site includes information to contact technical support staff and your Account Manager.
<i>Classroom Strategy</i>	<p>The Classroom Strategy tool will provide the following information about your students:</p> <ul style="list-style-type: none"> • The top subject areas with which they are having difficulty • The subject areas they've mastered • How to review important concepts and improve scores
<i>Resources</i>	The Resources section of the site includes the resources available to students (flashcards and articles), as well as Administrator resources (links to relevant websites, this guide, etc.).

WORKING WITH GROUPS

A group is a collection of members for which you would like to view a report. You will need to create and load a group before you can view any of the reports.

Creating a Group

Follow these steps to create a group:

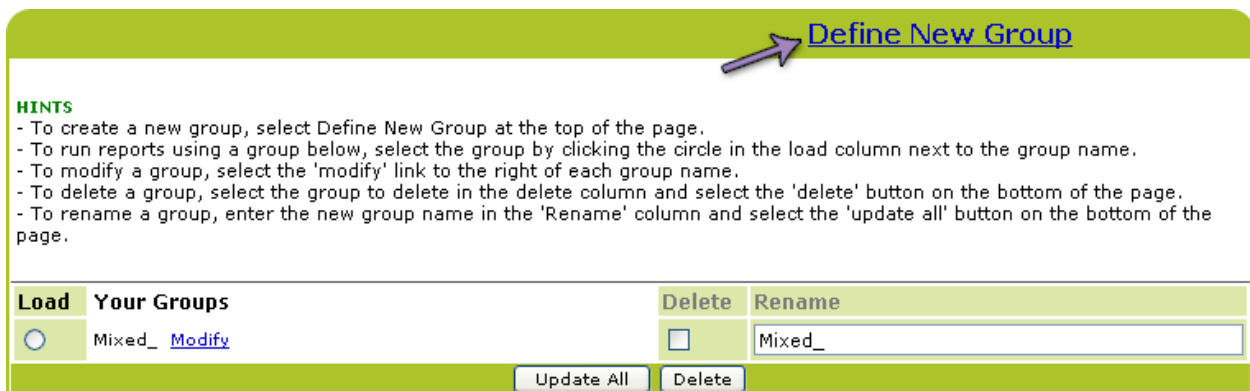
STEP 1

Go to the Online Course Admin Site and click the My Groups link at the top right corner.



STEP 2

This page is the My Groups homepage. Click the Define New Group link in the top right corner.



STEP 3—Skip this step if you are not a district administrator.

Click on the names of the school(s) you want in your group.

- If the group should include all students from the school(s) you selected, click Define This As My Group.
- If you want to select specific students from the school(s), click Continue.

1 - Select the relevant school/s from the list below
 2 - Click the Define This As My Group or Continue button.

HINT:
 - To get reports with data broken down by school, select the school/s and click the Define This As My Group button.

District level*: District A

School level:

- School A
- School B
- School C
- School D
- School E
- School F
- School G
- School H
- School I

Select All

Define This As My Group

Group Members: Schools

*Because of your access level, some items have been completed for you.

HINT: To select multiple members, hold down the Control key and click each member from the list.

My Groups homepage

When you return to the My Groups homepage you'll see all of the groups you have created. From this homepage, you can do the following:

- **Load a group**—This action allows you to run reports on that group. To load a group, click on the radio button next to its name.
- **Add or remove members from a group**—To do this, click the Modify link next to the group name. On the member selection page, change the members for your group.
- **Rename a group**—Type the new name in the appropriate text box in the Rename column and click the Update All button.
- **Delete a group**—Select the appropriate box in the Delete column and click the Delete button.

[Define New Group](#)

HINTS

- To create a new group, select Define New Group at the top of the page.
- To run reports using a group below, select the group by clicking the circle in the load column next to the group name.
- To modify a group, select the 'modify' link to the right of each group name.
- To delete a group, select the group to delete in the delete column and select the 'delete' button on the bottom of the page.
- To rename a group, enter the new group name in the 'Rename' column and select the 'update all' button on the bottom of the page.

Load	Your Groups	Delete	Rename
<input type="radio"/>	Mixed_ Modify	<input type="checkbox"/>	<input type="text" value="Mixed_"/>

USING REPORTS

The reports allow you to see how your students are progressing through the course and how they're performing on the Pre-Test, Quizzes, and Practice Tests.

Before you view reports, be sure that your desired group is loaded. Then select the type of report to display and the level of detail.

Note: The sample reports in this guide are taken from an SAT Online Course Admin Site. ACT reports show the same type and level of information but break down into English, Math, Reading, Science, and Writing instead of SAT's Writing, Math, and Critical Reading.

COURSE PROGRESS REPORTS

Course Progress: Group Snapshot

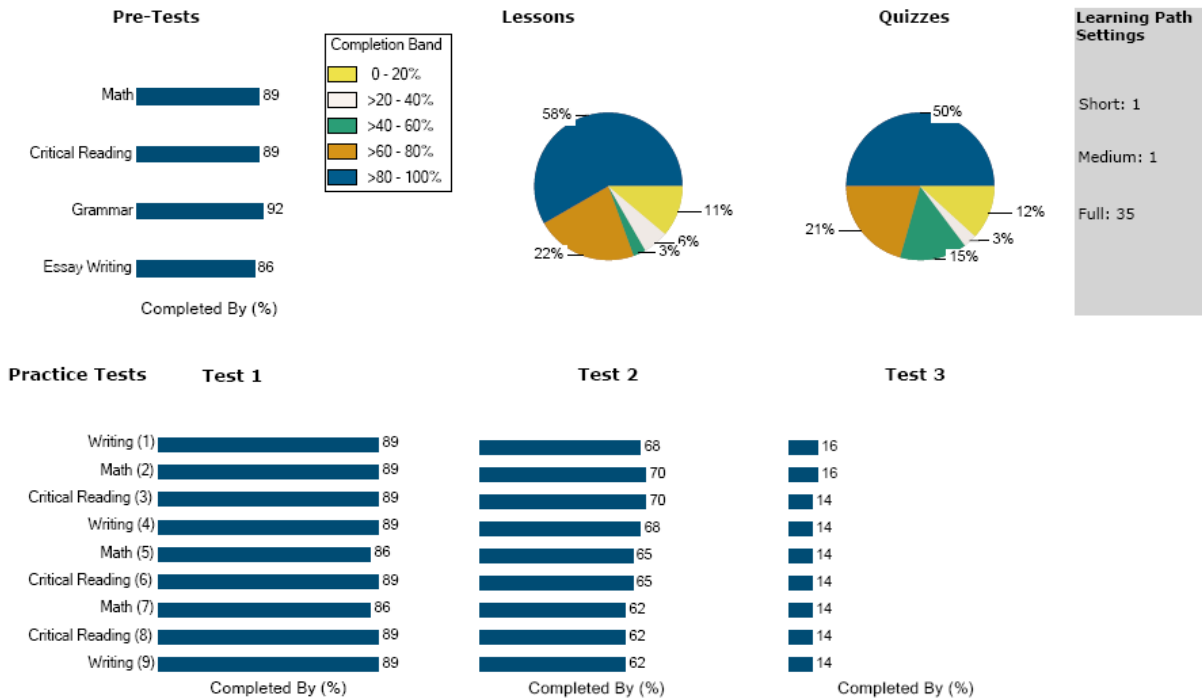
You can view the:

- Group's completion percentages for the Pre-Test, Lessons, Quizzes, and Practice Tests
- Number of students taking each Learning Path (short, medium, or full)
- Average amount of time that members of the group have spent in lessons, answering questions, and reviewing explanations for questions
- Group's total number of logins

Course Progress Report – Group Snapshot

Data current as of: 9:09:45 AM

Group: School A
No. in group: 37



Course Progress Report – Group Snapshot

Data current as of: 9:09:45 AM

Group: School A

No. in group: 37

TOTAL NUMBER OF LOGINS: 1134

Pre-Test		
	Avg answer time per subject	Avg review time per subject
Critical Reading	6.8	0.0
Essay Writing	14.4	0.0
Grammar	1.9	0.0
Math	5.1	0.2

Lessons and Quizzes			
	Avg time spent in lesson	Avg answer time in quiz	Avg review time in quiz
Introductory Lessons	13.7		
Critical Reading	53.4	25.7	0.5
Grammar	41.6	31.1	0.9
Math	214.6	148.8	5.6
Essay Writing	30.5		
Concluding Lessons	9.1		

Flash Cards	
Avg time a user spent in all Flash Card decks	
	16.10

	Practice Test 1		Practice Test 2		Practice Test 3	
	Avg answer time per subject	Avg review time per subject	Avg answer time per subject	Avg review time per subject	Avg answer time per subject	Avg review time per subject
Critical Reading	22.2	0.1	44.4	0.0	40.5	
Math	27.8	0.6	50.8	0.6	52.5	0.1
Writing	8.8	0.0	24.1		23.5	

Times shown above are in minutes.

Course Progress: Compare All Members

You can compare the progress of each member of the group to other members on the Pre-Test, Lessons, Quizzes, and Practice Tests.

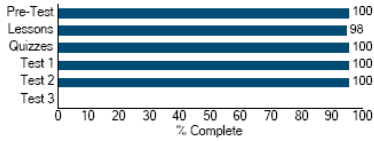
Note: All figures about Lesson and Quiz completion are based on the student's full learning path.

Course Progress Report – Compare all Students

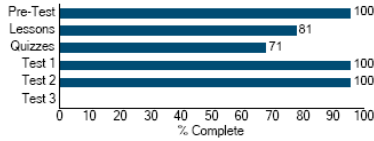
Group: School A
No. in group: 8

Data current as of: 9:20:01 AM

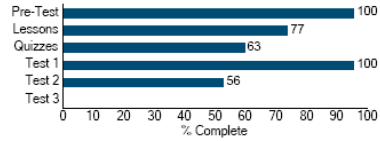
(31 logins)



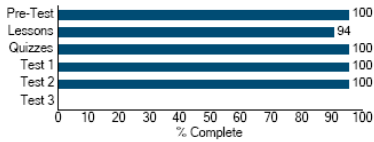
(23 logins)



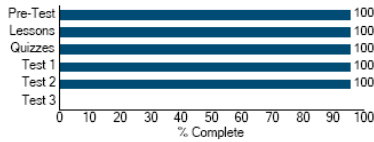
(49 logins)



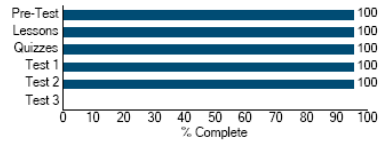
(44 logins)



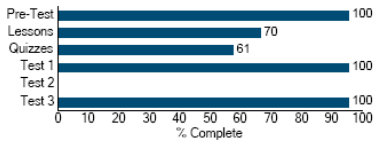
(30 logins)



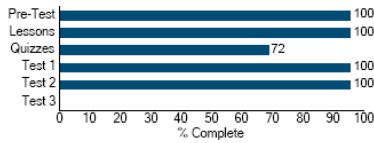
(26 logins)



(36 logins)



(44 logins)



Course Progress: Look at Specific Member

You can view the:

- Progress of one member of a group on the Pre-Test, Lessons, Quizzes, and Practice Tests
- Average amount of time the member has spent in lessons, answering questions, and reviewing explanations for questions
- Member's total number of logins

Course Progress Report – [REDACTED]

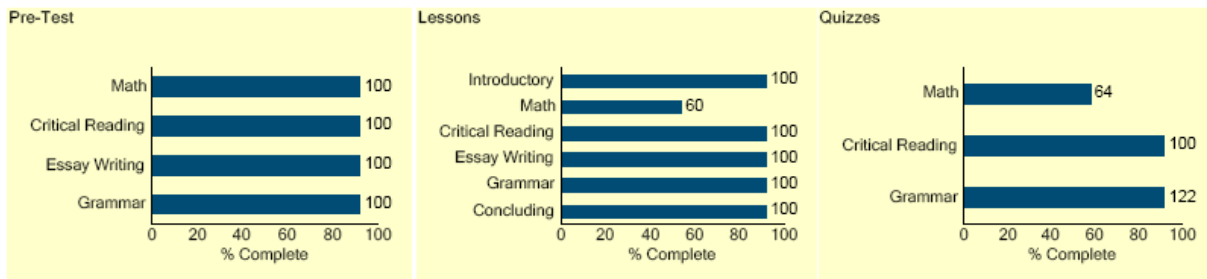
Data current as of: [REDACTED] 9:30:36 AM

Group: School A

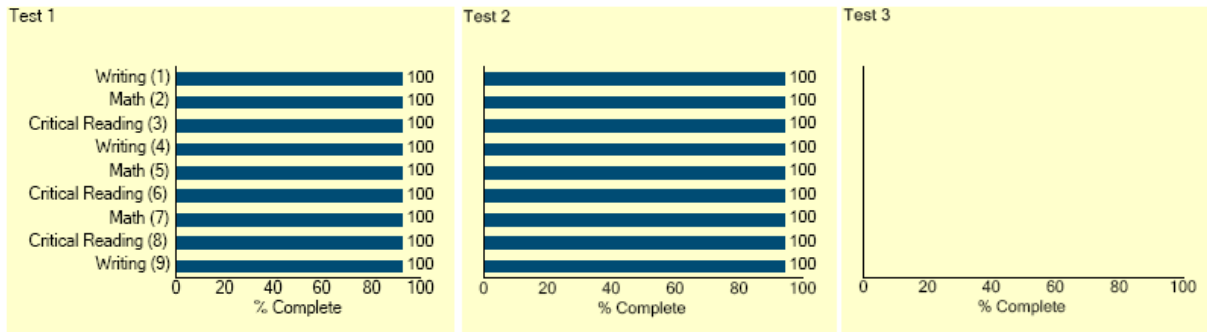
No. in group: 37

Name: [REDACTED]

Learning Path: FULL



Practice Tests



Course Progress Report – [REDACTED]

Data current as of: [REDACTED] 9:30:40 AM

Group: School A
No. in group: 37

TOTAL NUMBER OF LOGINS: 23

Pre-Test		
	Total answer time per subject	Total review time per subject
Critical Reading	13.4	[REDACTED]
Essay Writing	12.2	[REDACTED]
Grammar	6.0	[REDACTED]
Math	0.2	[REDACTED]

Lessons and Quizzes		
	Total time spent in lessons	Total answer time in quizzes
Introductory Lessons	11.4	
Critical Reading	38.7	21.4
Grammar	55.5	26.9
Math	212.0	84.0
Essay Writing	33.8	
Concluding Lessons	7.4	

Flash Cards
Total time spent in all Flash Cards

	Practice Test 1			Practice Test 2			Practice Test 3		
	Total answer time per subject	Total review time per subject	Was completed on	Total answer time per subject	Total review time per subject	Was completed on	Total answer time per subject	Total review time per subject	Was completed on
Critical Reading	34.3	[REDACTED]	[REDACTED]	49.2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Math	50.2	[REDACTED]	[REDACTED]	63.9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Writing	4.9	[REDACTED]	[REDACTED]	22.8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Times shown above are in minutes.

TEST PERFORMANCE REPORTS

Test Performance: Group Snapshot

For the Pre-Test, Quizzes, and Practice Tests, you can view the group's:

- Percent correct results
- Average number of questions correct, incorrect, and skipped in each subject
- Average time spent on easy, medium, and hard questions

For the Pre-Test and Practice Tests only, you can view the group's:

- Average number of questions correct, incorrect, and skipped for each question type

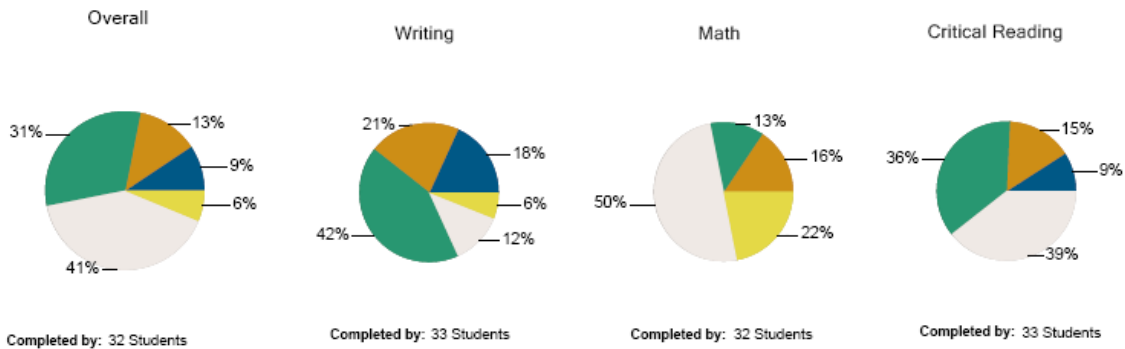
Practice Test 1 Performance Report – Group Snapshot

Group: School A
No. in group: 37

Data current as of: [REDACTED] 9:42:10 AM

Practice Test 1 Scaled Scores

Average Scaled Score: 1460
Average Percentile: 42

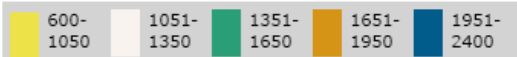


Writing

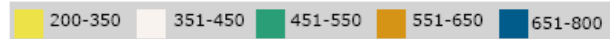
Avg Essay Score: 3/6

Completed by: 33 Students

Overall Bands



Subject Area Bands



Practice Test 1 Performance Report – Group Snapshot

Group: School A

Data current as of: 9:42:10 AM

No. in group: 37

Practice Test 1

Overall Scaled Score: 1460

Percentile: 42

	Scaled Score	Percentile	Avg Correct	Avg Incorrect	Avg Skipped	Total Questions	Percent Correct	Answer Time (min)		
								Avg per Easier Q	Avg per Medium Q	Avg per Harder Q
Critical Reading	500	46	35	29	3	67	52	0.3	0.4	0.3
Long Reading Comprehension			20	16	2	38	53	0.4	0.4	0.3
Sentence Completion			10	8	1	19	53	0.2	0.2	0.2
Short Reading Comprehension			4	5	1	10	40	0.5	0.2	1.1
Math	430	21	20	23	11	54	37	0.5	0.5	0.6
Algebra			7	8	4	19	37	0.5	0.6	0.8
Arithmetic			8	8	3	19	42	0.6	0.5	0.6
Geometry			5	7	4	16	31	0.3	0.4	0.3
Writing	530	62	29	19	1	49	59	0.2	0.2	0.1
Identifying Sentence Errors			9	8	1	18	50	0.1	0.2	0.1
Paragraph Improvement			4	2	0	6	67	0.4	0.4	
Sentence Improvement			15	9	1	25	60	0.2	0.2	0.2
Essay		3/6								

Due to rounding, some of the numbers above may not add up to the correct total.

Test Performance: Compare All Members

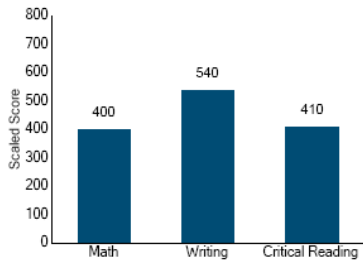
You can compare the performance of each member of the group to the other members on the Pre-Test, Quizzes, or Practice Tests. Each graph is broken down by subject.

Practice Test 1 Performance Report – Compare all Students

Data current as of: [redacted] 9:49:41 AM

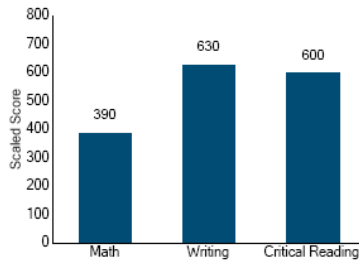
Group: School A
No. in group: 6

[redacted] (1350)



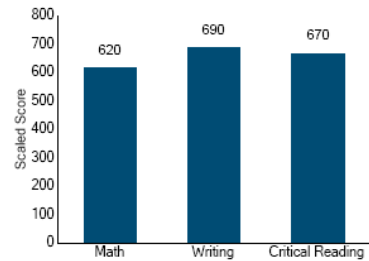
Written Essay: 4/6

[redacted] (1620)



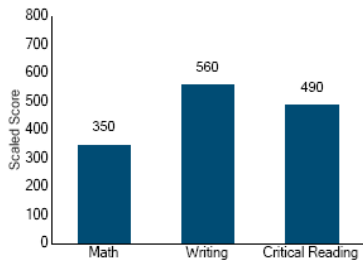
Written Essay: 4/6

[redacted] (1980)



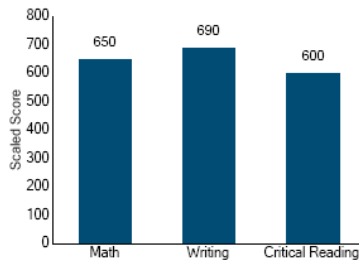
Written Essay: 4/6

[redacted] (1400)



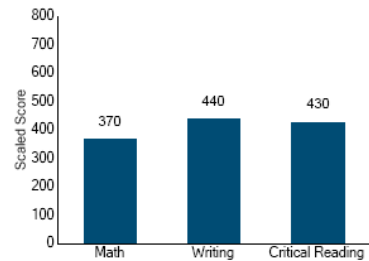
Written Essay: 4/6

[redacted] (1940)



Written Essay: 4/6

[redacted] (1240)



Written Essay: 2/6

Test Performance: Look at Specific Member

You can view the performance of one member of the group on the Pre-Test, Quizzes, or Practice Tests. If the member is at the student level, the report includes answer sheets for the test.

Practice Test 1 Performance Report – [REDACTED]

Group: School A

Data current as of: [REDACTED] 9:57:45 AM

No. in group: 37

Practice Test 1

Overall Scaled Score: 1620

Percentile: 62

	Scaled Score	Percentile	Avg Correct	Avg Incorrect	Avg Skipped	Total Questions	Percent Correct	Answer Time (min)		
								Avg per Easier Q	Avg per Medium Q	Avg per Harder Q
Critical Reading	600	78	50	17	0	67	75	0.3	0.4	1.1
Long Reading Comprehension			28	10	0	38	74	0.3	0.5	1.3
Sentence Completion			16	3	0	19	84	0.1	0.2	0.4
Short Reading Comprehension			6	4	0	10	60	0.6	0.4	2.0
Math	390	12	17	36	1	54	31	0.9	0.9	1.1
Algebra			7	11	1	19	37	0.8	0.9	1.6
Arithmetic			3	16	0	19	16	1.0	0.7	1.1
Geometry			7	9	0	16	44	1.4	1.1	0.5
Writing	630	86	35	14	0	49	71	0.2	0.1	0.0
Identifying Sentence Errors			11	7	0	18	61	0.0	0.0	0.0
Paragraph Improvement			5	1	0	6	83	0.6	0.3	
Sentence Improvement			19	6	0	25	76	0.1	0.1	0.0
Essay		4/6								

Due to rounding, some of the numbers above may not add up to the correct total.

Math (5)

#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Ans	C	B	C	A	C	E	A	A	7	12	7/20	243	180	240	8	360	-	40
	✗	✓	✗	✓	✓	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	-	✗
Key	B	B	B	A	C	C	B	B	§	12	7/13	4374	80	950	20	300	11	48
Diff	M	E	M	E	M	M	E	M	E	E	M	E	M	M	H	M	H	M

§ This question has multiple correct answers. You can find them using the links on the Tests page (Lessons & Tests tab)

Math (7)

#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Ans	B	D	D	D	A	A	E	D	C	C	D	B	A	A	B	B
	✗	✗	✗	✓	✗	✗	✗	✗	✗	✓	✓	✗	✗	✓	✓	✓
Key	C	C	C	D	E	D	B	E	E	C	D	C	C	A	B	B
Diff	E	E	M	E	M	M	M	M	E	M	H	M	H	M	M	H

STUDENT PROFILE REPORT

You can view a single student's:

- Percentage of Pre-Tests, Quizzes, Lessons and Practice Tests completed
- Average amount of time spent in lessons, answering questions, and reviewing explanations for questions
- Total number of logins
- Test performances, including answer sheets for all scored test sections

Student Profile -- [Redacted]

Group: School A
No. in group: 37

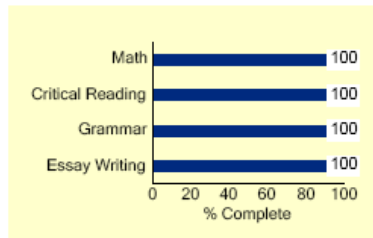
Data current as of: [Redacted] 10:04:47 AM

Name: [Redacted]

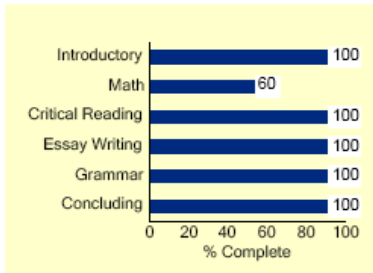
Learning Plan: Full

PROGRESS

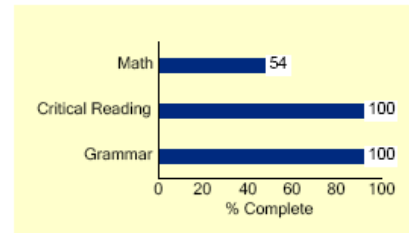
Pre-Test



Lessons

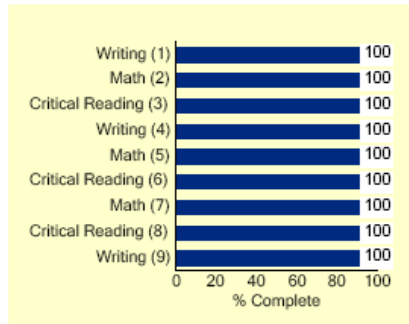


Quizzes

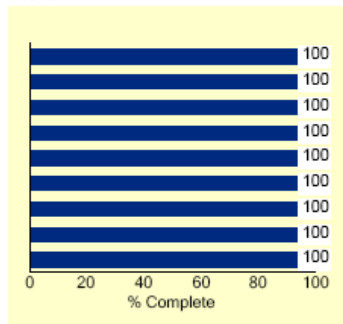


Practice Tests

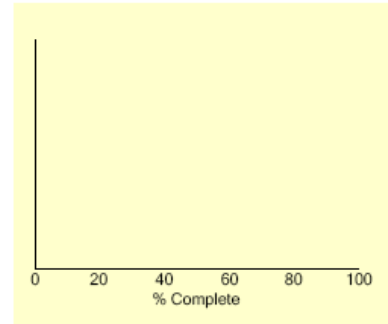
Test 1



Test 2



Test 3



Student Profile -- [REDACTED]

Group: School A

Data current as of: [REDACTED] 10:04:47 AM

No. in group: 37

TOTAL NUMBER OF LOGINS 23

Pre-Test			
	Total answer time per subject	Total review time per subject	Was completed On
Critical Reading	13.4		[REDACTED]
Essay Writing	12.2		[REDACTED]
Grammar	6.0		[REDACTED]
Math	0.2		[REDACTED]

Lessons and Quizzes			
	Total time spent in lessons	Total answer time in quizzes	Total review time in quizzes
Introductory Lessons	11.4		
Critical Reading	38.7	21.4	0.4
Grammar	55.5	26.9	0.6
Math	212.0	84.0	0.3
Essay Writing	33.8		
Concluding Lessons	7.4		

Flash Cards
Total Time Spent in All Flash Cards

	Practice Test 1			Practice Test 2			Practice Test 3		
	Total answer time per subject	Total review time per subject	Was completed on	Total answer time per subject	Total review time per subject	Was completed on	Total answer time per subject	Total review time per subject	Was completed on
Critical Reading	34.3		[REDACTED]	49.2		[REDACTED]			
Math	50.2		[REDACTED]	63.9		[REDACTED]			
Writing	4.9		[REDACTED]	22.8		[REDACTED]			

PRACTICE TEST COMPARISON REPORTS

Practice Test Comparison: Group Snapshot

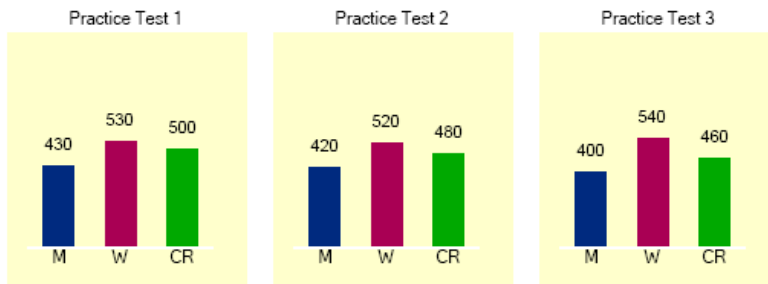
You can view the:

- Number of students that have completed each test
- Group's average scaled scores and average percentile, broken down by test and subject
- Group's average number of questions correct, incorrect, and skipped, broken down by test, subject, and question type

Practice Test Comparison Report – Group Snapshot

Data current as of: [REDACTED] 10:12:21 AM

Group: School A
No. in group: 37



Practice Test 1

Overall Scaled Score: 1460

Percentile: 42

	Scaled Score	Percentile	Avg Correct	Avg Incorrect	Avg Skipped	Total Questions	Percent Correct
Critical Reading	500	46	35	29	3	67	52
Long Reading Comprehension			20	16	2	38	53
Sentence Completion			10	8	1	19	53
Short Reading Comprehension			4	5	1	10	40
Math	430	21	20	23	11	54	37
Algebra			7	8	4	19	37
Arithmetic			8	8	3	19	42
Geometry			5	7	4	16	31
Writing	530	62	29	19	1	49	59

Practice Test Comparison: Compare All Members

You can compare the performance of each member of the group to other members in the following data categories: scaled scores, percentile, essay score, and number of correct answers, incorrect answers, and skipped questions.

Practice Test Comparison Report – Compare all Students

Group: School A

Data current as of: [redacted] 10:18:08 AM

No. in group: 37

Name	Scaled Score	Percentile	Essay	✓	✗	Skipped
Test 1	1,350	30	4	63	64	43
Math	400	14		15	17	22
Writing	540	65		28	21	0
Critical Reading	410	18		20	26	21
Test 2	1,520	50	3	94	66	10
Math	430	21		21	26	7
Writing	530	62		30	19	0
Critical Reading	560	67		43	21	3
Test 3						
Math						
Writing						
Critical Reading						

Name	Scaled Score	Percentile	Essay	✓	✗	Skipped
Test 1	1,620	62	4	102	67	1
Math	390	12		17	36	1
Writing	630	86		35	14	0
Critical Reading	600	78		50	17	0
Test 2	1,550	55	3	100	67	3
Math	420	19		21	32	1
Writing	530	62		29	18	2
Critical Reading	600	78		50	17	0
Test 3						
Math						
Writing						
Critical Reading						

Name	Scaled Score	Percentile	Essay	✓	✗	Skipped
Test 1	1,980	89	4	139	26	5
Math	620	79		41	8	5
Writing	690	94		41	8	0
Critical Reading	670	92		57	10	0

Name	Scaled Score	Percentile	Essay	✓	✗	Skipped
Test 1	1,400	35	4	76	84	10
Math	350	6		12	32	10
Writing	560	70		30	19	0
Critical Reading	490	43		34	33	0

Practice Test Comparison: Look at Specific Member

You can view the performance of a group member on each of the practice tests in the following data categories: scaled scores, percentile, essay score, percent correct, and number of correct answers, incorrect answers, and skipped questions.

Practice Test Comparison Report – [REDACTED]

Data current as of: [REDACTED] 10:22:38 AM

Group: School A

No. in group: 37

Name: [REDACTED]

Practice Test 1

Overall Scaled Score: 1620

Percentile: 62

	Scaled Score	Percentile	Avg Correct	Avg Incorrect	Avg Skipped	Total Questions	Percent Correct
Critical Reading	600	78	50	17	0	67	75
Long Reading Comprehension			28	10	0	38	74
Sentence Completion			16	3	0	19	84
Short Reading Comprehension			6	4	0	10	60
Math	390	12	17	36	1	54	31
Algebra			7	11	1	19	37
Arithmetic			3	16	0	19	16
Geometry			7	9	0	16	44
Writing	630	86	35	14	0	49	71
Identifying Sentence Errors			11	7	0	18	61
Paragraph Improvement			5	1	0	6	83
Sentence Improvement			19	6	0	25	76
Essay		4/6					

Due to rounding, some of the numbers above may not add up to the correct total.

CLASSROOM STRATEGY TOOL

WHAT IS CLASSROOM STRATEGY?

The Classroom Strategy tool gives administrators a “snapshot” of student practice test data and makes study recommendations based on that data so that teachers can focus on areas in which their students need the most improvement.

Classroom Strategy can only be used with the SAT and ACT online courses. It provides separate group snapshots for each of the following subject areas:

SAT

- Critical Reading
- Math
- Writing/Grammar (multiple-choice only)

ACT

- English
- Math
- Reading
- Science

Within any of these subject areas, results can be viewed for the pre-test, a single practice test, or any combination of two or three practice tests. (Note that practice questions from within the course lessons or quizzes are not evaluated by the Classroom Strategy tool.)

WHY USE CLASSROOM STRATEGY?

Many administrators already use the reporting tools for the online courses to collect performance data for their students. Here are some reasons that Classroom Strategy can be useful as an additional resource:

- It displays all of its information on one convenient screen.
- Users can explore several different combinations of student data.
- While other reports focus on general content categories (such as Algebra or Sentence Completions), Classroom Strategy drills deeper into specific question topics (such as Quadratics or Two-Blank Sentence Completions).
- Besides just showing results, Classroom Strategy recommends individual course lessons for review and emphasizes the importance of test pacing.

HOW DO I ACCESS CLASSROOM STRATEGY?

Before using the Classroom Strategy tool, you must select the group of students that you want to see results for. Go to the My Groups homepage and load the group you want. Then select the Classroom Strategy tab from the Online Course Admin Site homepage.

HOW DO I RUN THE CLASSROOM STRATEGY TOOL?

Follow the steps outlined on the Classroom Strategy page:

- Make sure the correct group is loaded.
- Select the subject area you want to focus on.
- Select the tests/results to be considered.
- Click the button to run the tool.

When choosing the tests/results to be considered, you can select any of the following:

- The pre-test
- A single practice test
- Any combination of two or three practice tests

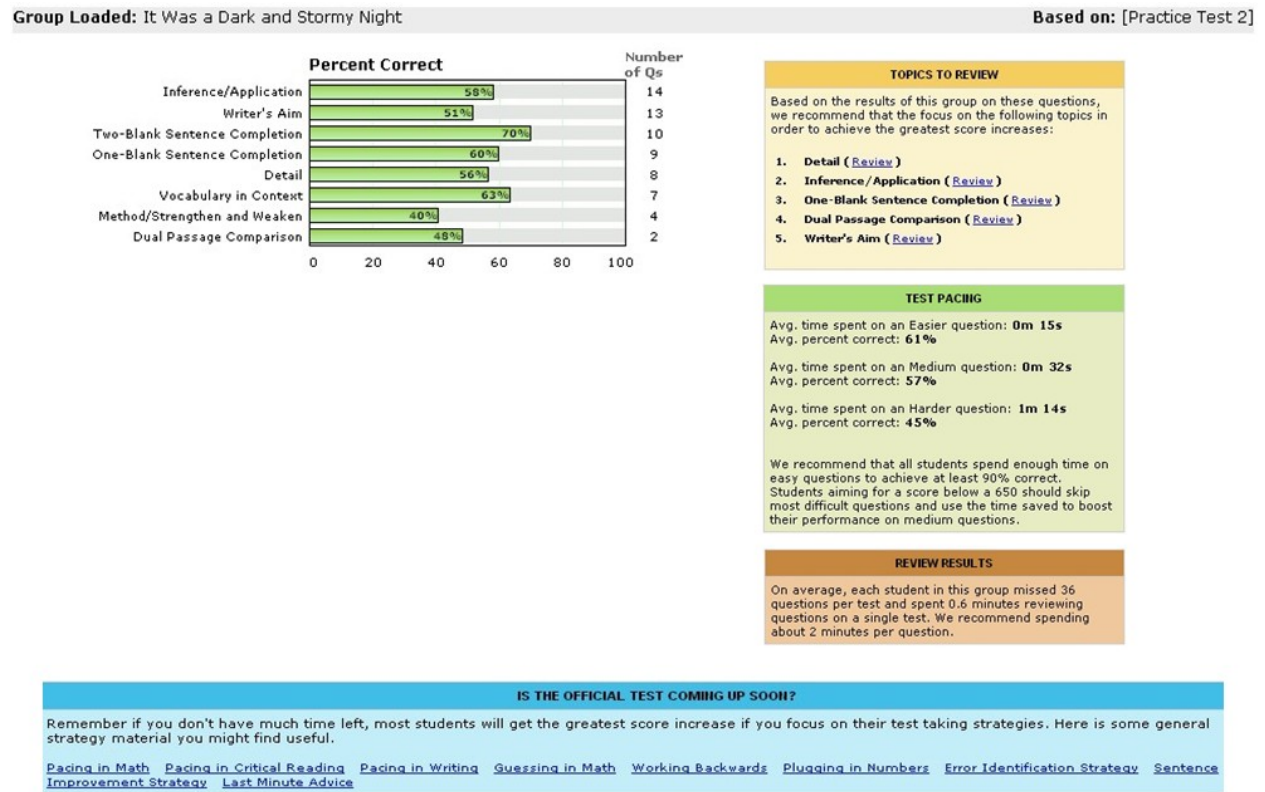
The image below demonstrates selecting Critical Reading and Practice Test 2 for a sample SAT group, “It Was a Dark and Stormy Night”:

The screenshot shows a web interface for the Classroom Strategy Tool. It consists of three stacked light green panels. The top panel displays the text "Group Loaded: It Was a Dark and Stormy Night". The middle panel contains three radio button options: "Critical Reading" (selected), "Math", and "Writing/Grammar". The bottom panel contains two radio button options: "Pre-Test" (with a count of 514) and "Practice Test" (selected). Under "Practice Test", there are three checkboxes: "1" (417), "2" (350, which is checked), and "3" (55). Below these panels is a button labeled "Classroom Strategy Tool".

The figures below the Pre-Test and Practice Test fields reflect how many students in the group have completed the chosen subject area for each pre-test or practice test.

ANALYZING THE RESULTS

Here is the screen that will display for our sample group after clicking the Classroom Strategy tool button:



Note that the screen's layout will always be the same, regardless of which subject area and test you select. The following elements never change:

- The group name and selected test appear in the gray bar at the top.
- Four customized result fields are generated in the main center area: Percent Correct, Topics to Review, Test Pacing, and Review Results.
- Links to review general test-taking strategies are given at the bottom.

FOUR CUSTOMIZED RESULT FIELDS

The data in these fields will change based on the subject area and tests you selected for the group.

Percent Correct

This bar graph indicates the percentage of all questions that were answered correctly for each topic within the subject area.

Topics to Review

This field provides study recommendations based on the data in the Percent Correct results. It shows five question topics that students should revisit in order to raise their scores. A link to a related online course lesson is also provided for each topic.

Topics that appear here are chosen because they are prevalent among the pre-test and practice tests, and students performed below a certain percentage on these questions. Note that the numbering does not imply a precise ranking among the listed topics.

Test Pacing

This field breaks down students' performance on easy, medium, and hard test questions, showing both the average percent correct and the average amount of time spent per question within each difficulty level.

Regardless of whether you select one, two, or three practice tests, the resulting averages will characterize a single student's behavior on a single practice test.

This data will allow you to see if students are following their pacing plans, and where they might need improvement.

Review Results

This field provides a broad overview of performance by highlighting what students have missed. It also stresses the importance of working slowly and carefully by offering a composite of the times given in the Test Pacing field.

It indicates:

- the average number of questions a student missed (either by incorrect answer or omission) on a single test within the selected subject area, and
- the average amount of time a student spent on each individual question within the selected subject area.

Regardless of whether you select one, two, or three practice tests, the resulting averages will characterize a single student's behavior on a single practice test.