

# ACSI Data Online: Quick Start Guide

Welcome to the new ACSI Data Online website. This Quick Start guide is intended to help you become familiar with the application, provide links to access the website, and guide you through the start-up procedures. It will also help you access the detailed ACSI Data Online User Guide and the Admin Guide (if you are an administrator) which you can use to explore further.

## Link to ACSI Data Online

You can access the website through the following link:

[>Click here to access](https://acsi.ctb.com/dataonline/login.html)

## Landing Page

Click the website link to open the following login page.

ACSI Login

https://acsi.ctb.com/dataonline/login.html

McGraw Hill CTB | ACSI Data Online

ACSI Data Online is available from 3am Sunday to 3am Saturday Pacific Time. Between the hours of 11pm and 3am users may experience slowness or system outages due to nightly maintenance. Saturdays are reserved for maintenance that may require outages.

**Login**

Organization: 1

User ID: 2

Password: 3

Login

**Hello ACSI Schools:**

Welcome to ACSI Data Online! This exciting, new data tool is included in your ACSI Scoring Package. In fact, it is in this system that you will first access your testing program data: PDFs of the paper reports. Beyond the PDF format, you have access to data that can be aggregated and disaggregated by important categories, as well as dashboards that display key testing data graphically. The purpose of ACSI Data Online is to provide you with views into your testing data that will give insights into student learning. Our goal is to facilitate instructional effectiveness through effective data analysis.

To begin the data journey, first download the Quick Start Guide PDF. A more detailed User's Guide is also available. We encourage you to experience ACSI Data Online through its continual use. Also, we invite you to continue to provide us with your feedback by contacting ACSI Customer Service at 800.367.0796.

The ACSI Assessment Team

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**Figure 1: ACSI Data Online login page**

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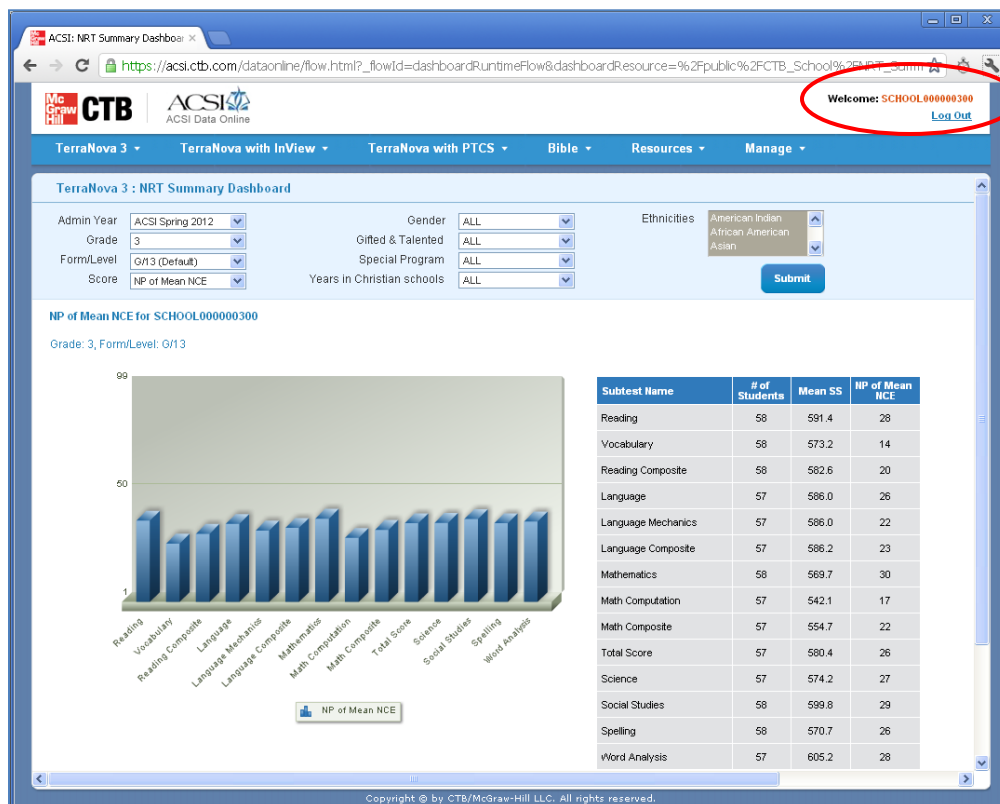
Note that you can download this Quick Start Guide in PDF format directly from this page before you log in by clicking on the **Download Quick Start Guide PDF** button below the welcome message.

To log in, enter the following information in the Login panel (refer to Figure 1):

- 1 **Organization:** Enter your Organization ID here.
- 2 **User ID:** Enter your User Name here.
- 3 **Password:** Enter your Password here.

Please refer to the next section for details on how you will receive your Organization ID, User Name, and Password.

On successful login, you will be taken to the following screen with your name appearing in the top right-hand corner (refer to Figure 2). Just below your name is the **Log Out** link. You can click this link to log out of the website. At the top of the screen you have the **dashboard menu** – a blue band passing across the screen. On it there are the four main products of the portal – **TerraNova 3**, **TerraNova 3 with InView**, **TerraNova 3 with PTCS**, and **Bible**. You can click on any of these options to access the corresponding dashboards. On the menu bar you also have **Resources**, which lets you access this User's Guide and other static documents related to the application.



**Figure 2: NRT Summary Dashboard**

## User Name and Password

You must access the website using the **Organization ID**, **User Name**, and **Password** sent to your school following the spring administration. The school will receive all school and teacher logins via the email address entered into Online Enrollments. The email with the login information will be sent once the school's data are available in ACSI Data Online.

The website will be accessible to users at two levels: regular and administrative.

If you are a regular school user or teacher, you will be able access the various dashboards available on the website, save reports from these dashboards, and drill down into data to analyze student performance. **For more details on navigating the dashboards and reports available to you, please refer to the ACSI Data Online User's Guide available from the Resources menu on the blue menu bar.**

If you are a school user with administrative privileges, in addition to capabilities available to regular users, you will be able to view the organization hierarchy within that school, manage users, view data for the school, and view data for all teachers within the school. For more details, refer to the **ACSI Data Online Admin Guide**. You can access the **Admin Guide** from the **Manage** menu on the blue menu bar.

**Note: All User IDs and Passwords are case-sensitive. Please enter them carefully.**

Please contact your school administrator if you forget your password.

## System Requirements

- 1152 x 864 or higher resolution monitor with 24-bit color
- Supported browsers: Firefox 3.x or higher, Internet Explorer 7.0 or higher, Chrome 15.0 or higher
- Other software: Adobe Acrobat 9.0 or higher
- Product functionality may vary based on your system configuration, operating system, browser, and monitor resolution.
- Flash 10.x or higher plug-ins for your web browser
- If the graphs are not displaying correctly for you, please download and install the Flash plug-in for your browser from the following link:

<http://get.adobe.com/flashplayer/>