

Explorer User

ACT® Holistic Framework™- Explorer User Manual

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1.0 Audience

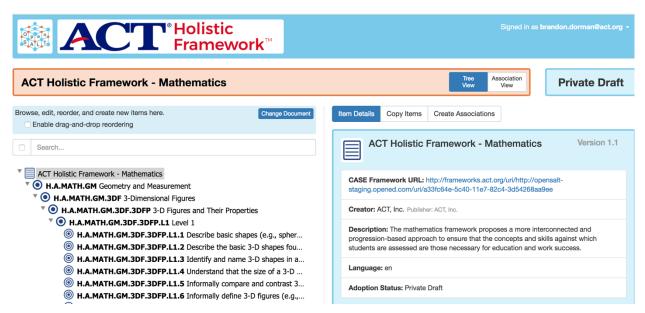
This document is intended as a basic guide for using the Holistic Framework Explorer. This document is specially designed for users with a Commenting or Public Account who may find the document useful as a point of reference. By reading this guide, you will learn how to use the Holistic Framework Explorer through the elements of the graphical user interface (GUI) and explanations of some of the advanced features to provide best practices. This guide will help you to navigate and easily use the Holistic Framework Explorer.

2.0 Holistic Framework Explorer Structure and Access

The Holistic Framework Explorer is designed to be an open, publicly accessible, framework site that allows transparency in frameworks and crosswalks. By design users are able to traverse and view the published frameworks and content by accessing the main url for the given site. It is powered by a software application called Open SALT.

2.1 ACT HF Explorer Structure

The ACT Holistic Framework Explorer goes to the home page by default, and also has a document tree view. The Doc Tree View shows a framework and information about the framework on the right hand side. The left side shows associations to other framework items and detailed information about statements.



2.2 ACT Holistic Framework Explorer Home Page

To navigate directly to the Holistic Framework Explorer enter frameworks.act.org into your browser. Select Sign in from the top right corner to enter your username and password.



Create a new Framework

Import framework

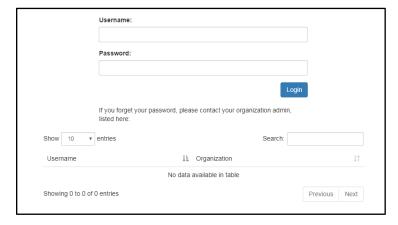
Competency Frameworks

► m ACT, Inc.

To see frameworks, select the drop down arrow to the left of the categories.

2.3 Log into the ACT HF Explorer

For provisioned users the **Sign in** button will launch a login screen that will enable deeper system usage and open up available menus for further interaction with the application.

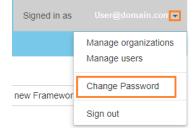


Provisioned users can enter in their *Username* (user's email) and *Password* then click the *Login* button.

2.4 Change Password

All provisioned users have the ability to change their password from the temporary one created by the Admin or as part of a good practice to regularly update their password to maintain a good security protocol.

To access the *Change Password* page, after logging in the user should click the triangular menu icon next to their user name in the header of the page. The menu will expand with several options depending on the user's role. However all provisioned users will have the menu option: *Change Password*. Click on *Change Password* to open the page.



On the *Change Password* page the user will enter in the following required fields:

Change Password

*Old password		
*New Password		
*Repeat Password		
	Change Password	Cancel

Old Password: Existing current password New Password: Newly selected password

Repeat Password: Re-type the newly selected password The user will then click the **Change Password** button.

If the entered values validate as correct, the old password is equal to the user's current password and the new and repeat passwords are the same, the system will change the user's password to the newly selected value. If any of the data is not validated, the system will prompt the user to correct the information before the change password can be completed.

2.5 Log off from ACT HF Explorer

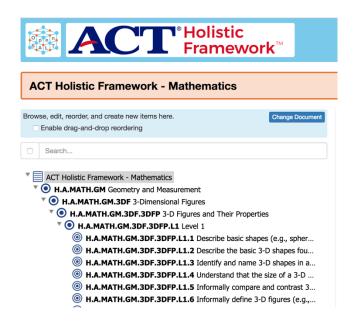
All provisioned users should log out of ACT HF Explorer when finished with their session. To logout, click on the expansion menu next to the user name and select **Sign out**.



3.0 Framework Management

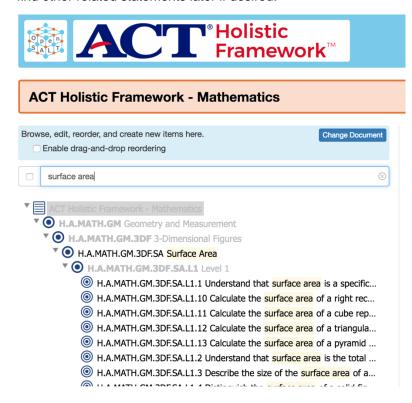
3.1 Navigate and View Frameworks

To view a specific competency framework, after logging in with your provide username and password simply click the framework and use the arrows to expand sections.



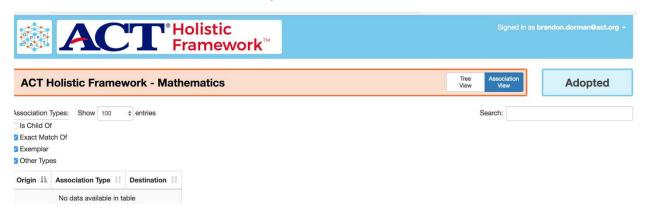
3.2 Search by Keyword

You may search by keyword by entering a search term in the Search bar directly above the statements. Press enter to search, and the immediately preceding parent statements will appear as well so you can find other related statements later if desired.



3.3 Association View

The default view is the Tree View, which shows the framework on the left and details on teh right. To see more information about associated frameworks (Crosswalks), select the toggle button at the top of the page that says, "Association View." This will give you a detailed list of other frameworks the currently selected framework is associated with, if any.



4.0 Commenting on Frameworks

4.1 Purpose

Based on the latest empirical evidence from the field, theory, best practices, and input from subject matter experts in addition to over fifty years of ACT research, the Holistic Framework was designed and built to provide a more complete description of the knowledge and skills individuals need to know and be able to do to succeed at school and at work.

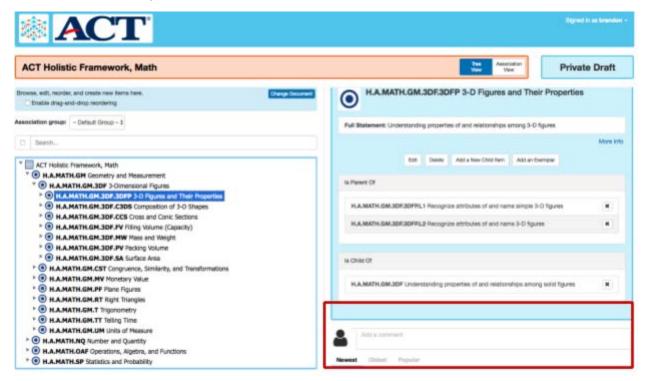
The Holistic Framework is an overarching structure for organizing core academic knowledge and skills, cross-cutting capabilities, and nonacademic factors; when complete, it will allow users to understand relationships across these domains. Research shows the importance of nonacademic factors for predicting outcomes such as retention, persistence, and engagement in college as well as graduation from college.

In conjunction with this public debut, ACT is pleased to invite you, as a noted expert in your subject, to collaborate with us and strengthen the Holistic Framework.

Collaborators may be cited as expert consultants in any research-related reports ACT produces about the evolution of the Holistic Framework on this platform.

4.2 Features

Provisioned users are able to upvote and reply to other users comments. You are able to delete comments that you have written as well. Simply navigate to any framework item and make your comment, or upvote/respond to others previous comments. The comment panel may be hidden - it will be on the bottom of the ride side panel.



4.3 Viewing Comments

You are able to sort comments by the three tabs - newest, Oldest, and Most Popular. You may use these tabs to sort comments in the way that suits your interest and purpose best.

Brandon Dorman, author
Senior Manager, OpenEd Content
Based upon work by the open source OpenSALT tool