

Group vs. Profile Report Quick Start Guide

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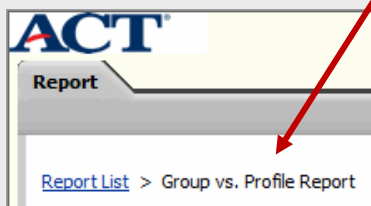
About the Report

This report displays the scores that a group of examinees achieved compared to a score that is required for a job.

Working with the Report

Navigation

Once you access this report, a breadcrumb trail at the top of the screen displays your location in the Reports Portal.



Availability

- An individual must have the Portal Manager role to use the Reports Portal feature.
- For online tests, data is available the day following testing. Essay tests such as Business Writing may take up to three days to be scored.
- For paper tests, the data must be tied to a barcode in the Validus system.



Access

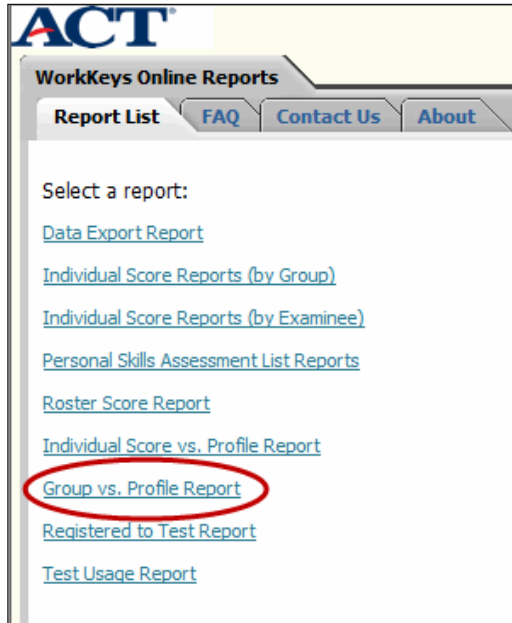
All proctors and site administrators **MUST** have their own account with their own login information. Testing staff are **NOT** to share accounts/login information.

***Note:** The screens that display on your computer may differ slightly from those shown in this Quick Start Guide.*

Procedure: Run the Report

Refer to the *Getting Started with the WorkKeys Reports Portal Quick Start Guide* for information on accessing the WorkKeys Reports Portal.

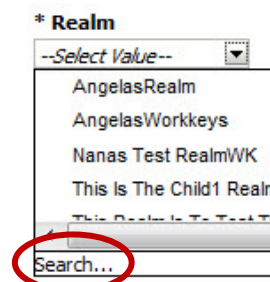
Follow the steps below to run the Group vs. Profile Report.



1. From the Report List tab of the Reports Portal, click the *Group vs. Profile Report* link (shown above).
 - The report's corresponding Parameter Selection fields and the Report window will display.
 - The Report window will display a *No Results* message until you generate a report.
 - Parameter Selection fields for this report are described beginning on the following page.

SEARCHING IN PARAMETER DROP-DOWN MENUS:

You can perform a search in the report parameter fields that are also drop-down menus. For more information on this functionality, refer to the *Searching in Parameter Drop-Down Menus* section of the *Getting Started with the WorkKeys Reports Portal Quick Start Guide*.



Report

[Report List](#) > Group vs. Profile Report

Parameters

To ensure correct results, please click Apply.

** Required fields*

* Realm 2
--Select Value--

* Profile 3
--Select Value--

* Start Date 4
07/25/2013

* End Date 4
08/01/2013

Group 5
--Select Value--

6 **Apply**

Reset all parameters

Group vs Profile Report

ACT[®]

No Results Were Found



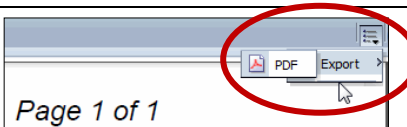



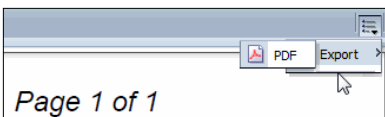
Tips:

- Click **Reset all parameters** to return to the default selections.
 - To ensure correct results, click **Apply**.
2. Select a Realm from the drop-down menu.
 3. Select a Profile.
 4. Click the Calendar buttons to select a Start Date and an End Date.
 5. If applicable, select a Group.
 6. Click **Apply**.
 - The clock icon at right displays as the report is generating.
 - Your report displays in the Report window.




View a sample report on page 6.

Procedure: Print/Export the Report

	Print	Export
Internet Explorer	<p>Hover your mouse over the bottom of the Report window. The toolbar below displays.</p>  <p>Click the Print icon. </p>	 <p>Click the Export icon in the upper right corner of the Report window.</p> <p>Hover your mouse over Export in the pop-up menu.</p> <p>Select the desired export format.</p>
Firefox	<p>Click the Print icon  in the upper right corner of the Report window.</p>	
Chrome	<p>Hover your mouse over the bottom right corner of the Report window. The toolbar below displays.</p>  <p>Click the Print icon. </p>	
Safari	 <p>To print in Safari, you must first export a report.</p> <p>Click the Export icon in the upper right corner of the Report window.</p> <p>Hover your mouse over Export in the pop-up menu.</p> <p>Select the desired export format.</p>	

Sample Group vs. Profile Report

(First page only)


Skill Report
Page 1 of 3

Realm: AngelasWorkkeys
 Report Date: Jul 26, 2013
 Group Name: AngelasGroup1

WorkKeys Group vs. Profile Report
 Profile Name: AngelaGroup3
 Jul 19, 2009 - Jul 26, 2013

Profile Criterion	AM	AMX	AT	BW	
	N/A	N/A	N/A	2	
Examinee ID**	Level Score	Level Score	Level Score	Level Score	Met All Profiles Criteria
BWAES001FN, BWAES001LN	-	-	6	1*	N
BWAES002FN, BWAES002LN	-	-	<3	1*	N
BWAES003FN, BWAES003LN	-	-	-	1*	N
BWAES004FN, BWAES004LN	-	-	-	1*	N
BWAES005FN, BWAES005LN	-	-	-	1*	N
BWAES006FN, BWAES006LN	-	-	-	<1*	N
BWAES007FN, BWAES007LN	-	-	-	3	Y
BWAES008FN, BWAES008LN	-	-	-	4	Y
BWAES009FN, BWAES009LN	-	-	-	1*	N

* Did not meet Level Score.

AM = Applied Mathematics
AMX = Applied Mathematics Extended
AT = Applied Technology

BW = Business Writing
LI = Locating Information
LU = Listening for Understanding

OB = Observation
RFI = Reading for Information
RIX = Reading for Information Extended

TW = Teamwork
WO = Workplace Observation

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