

ACT[®] WorkKeys[®]

Online Reports Portal User Guide



How to Contact ACT

For operational questions regarding ACT® WorkKeys®:

Address

ACT WorkKeys Operations
301 ACT Drive
PO Box 168
Iowa City, IA 52243-0168

Hours of Operation

Use the table below to determine when ACT staff are available.

If you are calling on ...	Then the hours are ...
Monday – Friday	7:00 a.m. – 7:00 p.m.
Saturday	8:00 a.m. – 2:00 p.m.

Note: All hours of operation are central time and subject to change at ACT's discretion.

Phone

Use the table below to determine how to contact ACT.

If you are ...	Then call ...	Or fax ...
Inside the United States or Canada	800.967.5539	319.337.1467
International	319.337.1380	319.337.1467

Note: Emergency support is available by following the recorded instructions.

Email

For questions..... **workkeys@act.org**

Table of Contents

Getting Started.....	1
Document Purpose	1
Scores Availability	1
Specific Validus Roles	1
Supported Browsers	1
Resources	1
Procedure 1: Log In and Access the Online Reports Portal	2
Procedure 2: Overview of Producing a Report	3
Procedure 3: Searching in Parameter Drop-Down Menus	5
Procedure 4: Running a Report	7
Procedure 5: Saving and Printing a Report	7
Procedure 6: Leaving a Report Page	8
Individual Score Reports (by Group).....	9
Report Purpose	9
Online Test Scores	9
Running the Report	9
Individual Score Reports (by Examinee).....	12
Report Purpose	12
Paper and Online Test Scores	12
Running the Report	12
Individual Summary Score Report.....	15
Report Purpose	15
Paper and Online Test Scores	15
Running the Report	15
Summary Score Report.....	18
Report Purpose	18
Paper and Online Test Scores	18
Running the Report	18

Roster Score Report	21
Report Purpose	21
Paper and Online Test Scores	21
Running the Report	21
Individual Score vs. Profile Report	24
Report Purpose	24
Paper and Online Test Scores	24
Running the Report	24
Group vs. Profile Report	27
Report Purpose	27
Online Test Scores	27
Running the Report	27
Registered to Test Report	30
Report Purpose	30
Online Test Registrations	30
Running the Report	30
Test Usage Report	33
Report Purpose	33
Paper and Online Test Scores	33
Running the Report	33
Local Scan Instant Score Report	36
Report Purpose	36
Paper Test Scores	36
Running the Report	36
Data Export Report	39
Report Purpose	39
Paper and Online Test Scores	39
Running the Report	39
Viewing the Data Export Report	41

Getting Started

Document Purpose

This document explains the ACT® WorkKeys® Online Reports Portal feature, which is an application program that interfaces with the Validus™ system. The Online Reports Portal is where various types of examinee score reports may be generated and exported to be saved and printed. This first section is the introductory section for getting you started using this feature and is a prerequisite to the specific report sections that follow, showing you the parameters (or filters) to use to create each report.

These are the procedures contained within this Getting Started section.

Stage	Procedure
1	Logging in and accessing the online reports portal
2	Overview of producing a report
3	Searching in parameter drop-down menus
4	Running a report
5	Saving and printing a report
6	Leaving a report page

Scores Availability

Generally allow two business days after scoring takes place for score reports to be available in the reports portal. The score data for:

- *Online* test scores are typically available *one* business day after scoring takes place.
- *Paper* test scores are usually available *two* business days after scoring takes place.
- *Paper* answer documents that have been scanned by the site administrator using Local Scan software can have test scores available within *five minutes* after scanning takes place for producing *Local Scan Instant Score Reports*. However, other reports will still take two business days.

Specific Validus Roles

The Online Reports Portal feature is accessible only by the role of **Portal Manager** on the user's Validus account.

Additionally, those site administrators using Local Scan software must have the role of **Portal Reports-Local Scanning** to access those score reports in the Online Reports Portal.

Supported Browsers

See the [WorkKeys Online Technical Specifications](#) for the supported browsers as well as the other minimum technical requirements required for ACT WorkKeys.

Resources

For more information, see the **Online Reports Portal Guides** section at the [ACT WorkKeys Administration](#) website. There you will also find a document called [Score Reports Available in Online Reports Portal](#) that lists names and descriptions of each available report. It also indicates if the report is available for online test scores or paper test scores or both. And it contains links to samples of the reports.

Note: "Group" reports only apply to ACT WorkKeys tests taken online.

Procedure 1: Log In and Access the Online Reports Portal

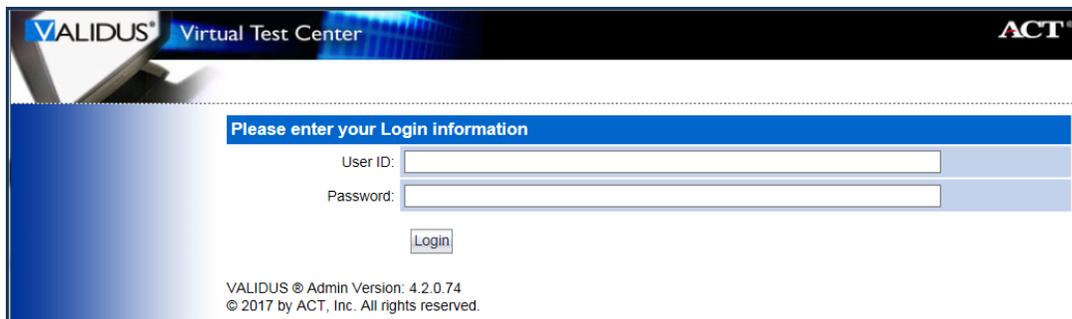
You received emails from ACT that contained your testing realm url as well as your login credentials for the Validus system. If you cannot locate that information, please call ACT WorkKeys Operations Customer Services. The contact information is provided at the beginning of this user guide.

1. Enter the url for your testing realm, which will look similar to the example shown below, into your internet browser.

<https://vtc.act.org/123456789>

(The number after the last slash represents your site's realm number.)

2. At the Validus Virtual Test Center Login page, enter your **User ID** and **Password** and then select the **Login** button (or press **Enter**).

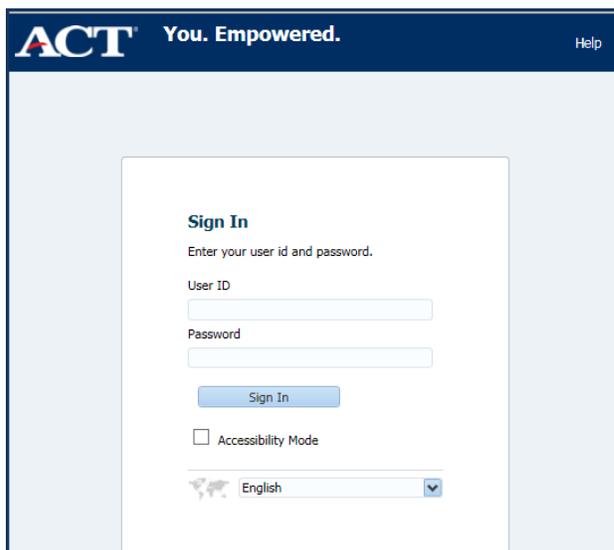


The screenshot shows the login page for the Validus Virtual Test Center. At the top, there is a header with the 'VALIDUS' logo on the left and the 'ACT' logo on the right. Below the header, a blue banner reads 'Please enter your Login information'. Underneath this banner are two input fields: 'User ID:' and 'Password:'. Below the password field is a 'Login' button. At the bottom of the page, there is a small copyright notice: 'VALIDUS © Admin Version: 4.2.0.74 © 2017 by ACT, Inc. All rights reserved.'

3. On the left side of the Home page select the **Reports Portal** navigation menu.



4. Sign In to the Reports Portal using the same **User ID** and **Password** that you used to log in to Validus, then select the **Sign In** button (or press **Enter**).



The screenshot shows the 'Sign In' page for the ACT system. At the top, there is a dark blue header with the 'ACT' logo on the left, the tagline 'You. Empowered.' in the center, and a 'Help' link on the right. Below the header, the page has a light blue background. In the center, there is a white box containing the 'Sign In' form. The form includes the heading 'Sign In', the instruction 'Enter your user id and password.', and two input fields: 'User ID' and 'Password'. Below the password field is a blue 'Sign In' button. At the bottom of the form, there is a checkbox for 'Accessibility Mode' and a language selection dropdown menu currently set to 'English'.

With a successful log in, you will see “WorkKeys Online Reports” and the contents of the “Report List” tab. This is the list of available reports for you to create. Refer to the report sections following this Getting Started section for more information about each of these reports.

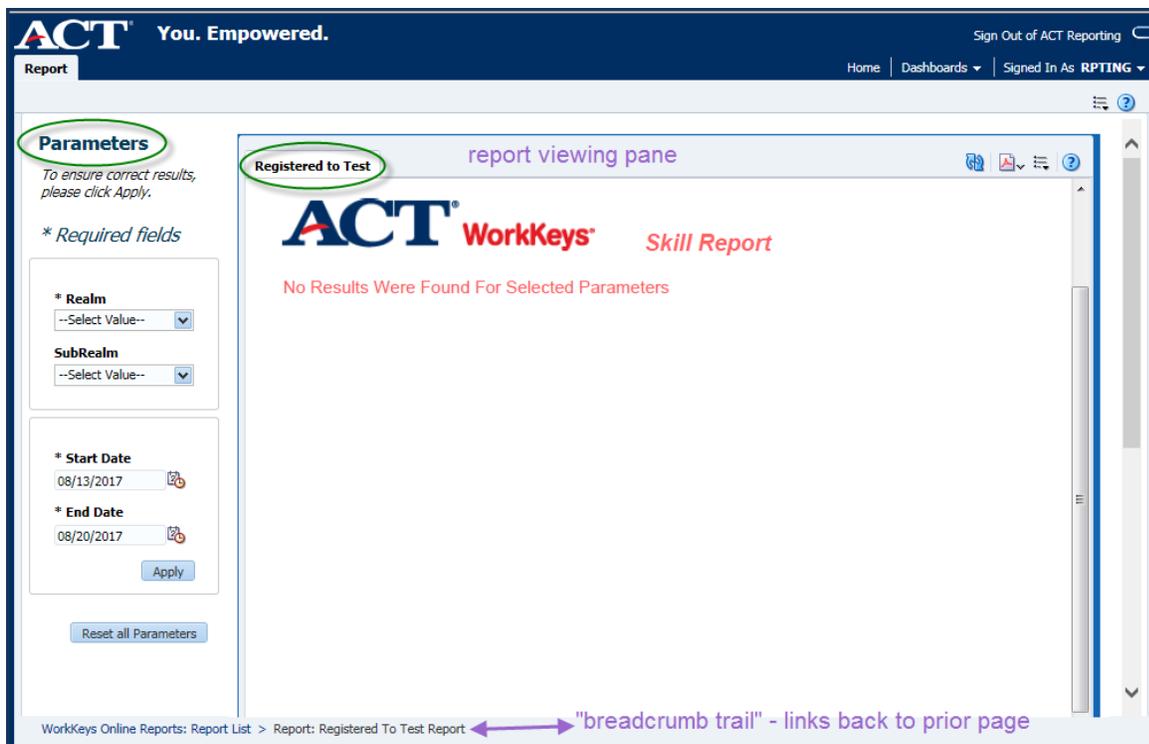


Notes:

- *The section on the **Data Export Report** is placed **last** in this document, rather than **first**, because it is the only report that is not in PDF format. It is an Excel data file and handled much differently than all of the other reports.*
- *The **Personal Skills Assessment List Reports** is **not** included in this user guide. The explanation about these reports is in a standalone Quick Start Guide (QSG) in the **Online Reports Portal Guides** section of the [ACT WorkKeys Administration](#) website.*
- *The **Local Scan Instant Score Report** is only visible on this list if you have the proper role in Validus.*

Procedure 2: Overview of Producing a Report

From the Report List tab of the WorkKeys Online Reports, select the link of a report you would like to create. Then the report’s corresponding Parameters selection fields and the report viewing pane will display. Also note the “breadcrumb trail” of links to use to go back to prior pages.



The report viewing pane will initially display a “No Results were Found for Selected Parameters” message until you generate a report.

Note: Since the Data Export Report generates a separate Excel file, you won't see a report viewing pane on the right for that report.

For creating a report, you select report parameters, then choose **Apply** to see the report results in the report viewing pane. If those are not the results you wanted, you may choose the **Reset all Parameters** button and select new parameters.

The parameter selections are similar but different for each report. All of the reports require a Realm, and most require a Start Date and an End Date range. An asterisk (*) before a parameter field indicates that it is a **required field**.

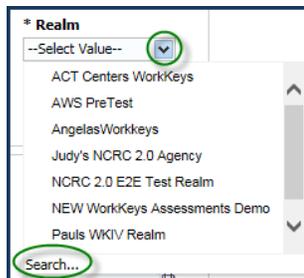
Once you apply selected parameters, a report is generated in the report viewing pane. You may simply view the report on screen, print it, or you may export (download) and save the report (See Procedure 5: Saving and Printing a Report below.)



Procedure 3: Searching in Parameter Drop-Down Menus

In the Online Reports Portal, you may perform a search on the options of any drop-down menu. You typically use this for a long list of values (e.g., Realm or Examinee fields) or when you are not certain of the full name of the value you need to select. The search option is:

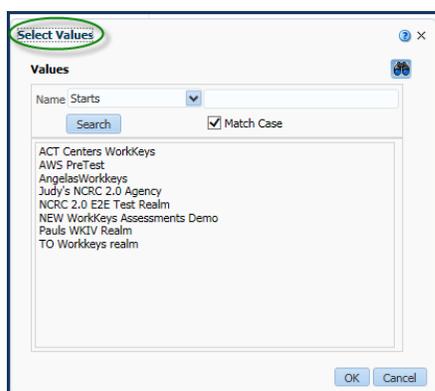
- Visible once you open a drop-down menu.
- Located in the lower left corner the drop-down menu options (as shown below).



To perform a search, do the following.

1. Select **Search...** from a drop-down menu.

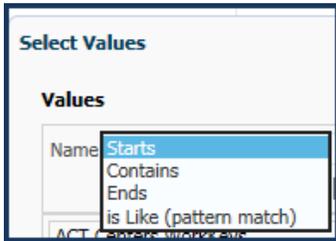
The Select Values window displays as shown here.



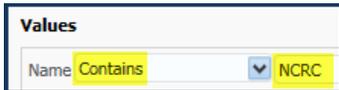
If at this point you see the parameter you need, you can just make your selection and choose **OK**.

But to use the search criteria fields, continue with the next step.

2. From the **Name** Values drop-down, select how you want to search: *Starts*, *Contains*, *Ends*, or *Is Like (pattern match)*.

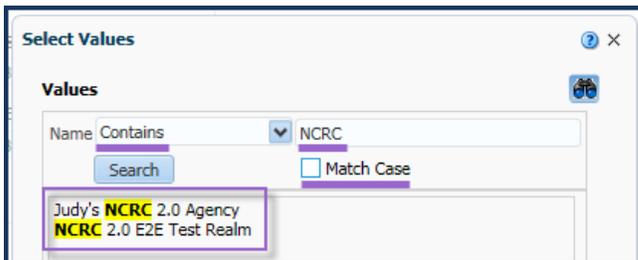


3. In the field next to it, enter the text on which to search.



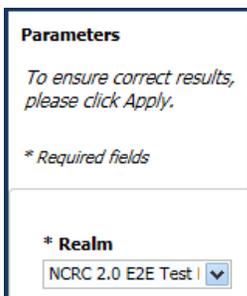
4. Deselect (or uncheck) the **Match Case** checkbox if it is not necessary to match the uppercase, lowercase, or title case of the text you input, and then select the **Search** button.

The results display beneath the search value fields.



Note: Examinee names for all paper tests are stored in capital letters. No score report will appear if uppercase is not used.

5. Choose the value you want to include in your report, and choose **OK**. Your selection displays in the corresponding field back in the Parameters pane.



Procedure 4: Running a Report

Once you have set up the parameters of a report, you choose the **Apply** button, and the report will be generated on screen, in the report viewing pane, for all reports *except* the *Data Export Report*, which generates a separate Excel file. If you find that those results were not what you were expecting, you may choose the **Reset all parameters** button to clear the values and start again.

Parameter fields will vary based on the report you are working with. Select values for each required (*) parameter field.

For example, for the *Registered to Test Report*, you take these steps.

1. Select a **Realm** from the drop-down menu.
2. If applicable, select a **SubRealm** from the drop-down menu.
3. Select the calendar icons to choose a **Start Date** and an **End Date** range of data you want included.
4. Choose **Apply**. The report appears in the report viewing pane.

Note: There may be a delay in the screen displaying a report in the viewing pane, depending on how much data is being processed. You may see a screen icon similar to this icon showing that there is activity.



Once you have the desired report appearing on screen, you may print or export and save the report. See the next procedure.

Procedure 5: Saving and Printing a Report

There are a couple of ways that you can save or print the resulting reports.

Method 1

Depending on the browser you're using, as your cursor moves across the report viewing pane, you may notice a similar pop-up window of action items or it may be stationary in a corner of your screen. This one is an example from Internet Explorer.

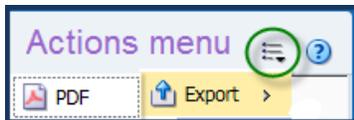


As your cursor hovers over each icon, they are explained (left to right):

- Save a copy
- Print file (Ctrl+P)
- Zoom out (Ctrl+Minus)
- Zoom in (Ctrl+Plus)
- Show Adobe Acrobat Reader toolbar (Ctrl+H)

Method 2

In the upper right corner of your screen, there is an **Actions** menu that looks like a bulleted list. When you select the drop-down menu, the option is to “Export” a “PDF,” which means you can download the report you see on screen as a PDF file.



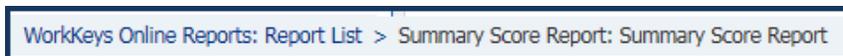
When you choose **PDF**, you'll see a File Download message asking you to choose to either open or save the file.

Procedure 6: Leaving a Report Page

When you're done with the report you created, there are a couple of ways that you can leave this page.

Method 1

To return to the Report List to choose another report, select the [link](#) at the bottom of the screen in what's known as the "breadcrumb trail." Here's one example.



Method 2

Another way to return to the Report List to choose another report, is to select the **Dashboards** drop-down menu in the upper right corner of the screen. Then select the **WorkKeys Online Reports** link.



If you're done with the Reports Portal, you can choose **Sign Out of ACT Reporting** link, which takes you back to the Reports Portal Sign In page.



Individual Score Reports (by Group)

Report Purpose

This section explains the parameters of running the *Individual Score Reports (by Group)* report from the Online Reports Portal in Validus. This report includes the examinee's scores for the ACT WorkKeys tests they've taken as well as explanations on what their scores mean and how they can use them. One examinee's scores appear per page in this report.

Note: See the report example at the end of this section.

Online Test Scores

This report, because it is a report "by group," only includes scores from tests taken online.

Running the Report

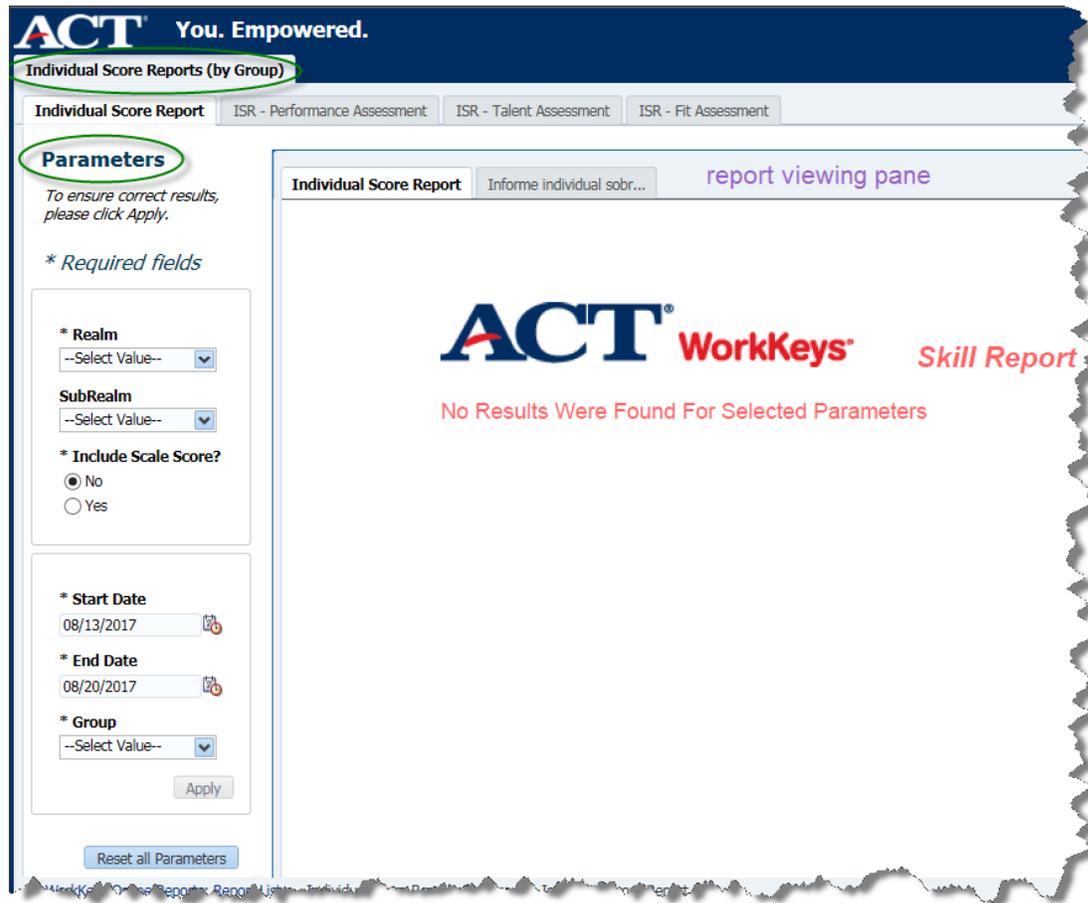
Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

1. From the Report List tab, select the **Individual Score Reports (by Group)** link.



2. A pop-up window prompts you for which type of Individual Score Report you want. The most common choice is **Individual Score Report**.

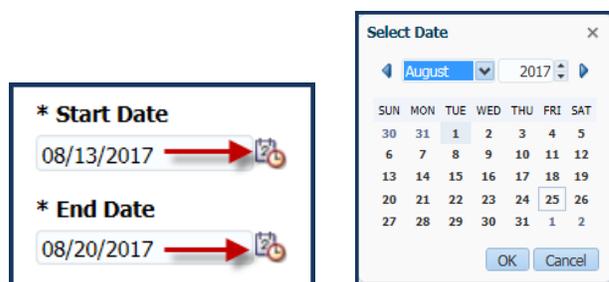
The screen display changes to the Parameters selection pane and report viewing pane.



3. In the Parameters pane, select your **Realm** from the drop-down menu.
4. If applicable, select your **SubRealm**. This is not a required parameter.
5. Then choose either **No** or **Yes** for **Include Scale Score?**

*Note: The **Level Score** is the default score on reports. It's your choice whether or not you want to include the **Scale Score** as well.*

6. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.



7. Selecting a **Group** from the drop-down menu is required for this report.

Note: If your group has more than 100 examinee records, you will receive an error message.

8. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the report example below, which includes the Scale Score.

Example with data that fits the parameters that were selected.

The screenshot shows a report titled "ACT WorkKeys Skill Report" for the test "Alfabetización Gráfica - Graphic Literacy". The examinee is ChrisStress, ChrisSpanish with ID hj57. The score is 76, which is a Level 4 score. The report includes a table of skills and a section explaining what the score means.

Page 1 of 1

ACT WorkKeys Skill Report

Realm: WK2 End to End Testing
SubRealm: <ALL>
Test Date: Aug 18, 2017
Report Date: Aug 26, 2017

WorkKeys Individual Score Report With Scale Score
Examinee: ChrisStress, ChrisSpanish
Examinee ID**: hj57

Test	Level Score	Possible Range	Scale Score	Possible Range
Alfabetización Gráfica - Graphic Literacy	4*	<3 - 7	76	65 - 90

WHAT YOUR SCORES MEAN

You scored at Level 4. People who score at Level 4 have demonstrated all of the Level 3 skills. They also have demonstrated, using graphics designed at the high-moderate level, the skill to locate and find information. Additionally, using graphics designed at the low-moderate level, they have demonstrated the following skills:

- Locate information in a graphic using information found in a second graphic
- Compare two or more pieces of information
- Identify a trend/pattern/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

HOW YOU CAN USE YOUR SCORES

To find the Graphic Literacy Level 3 skills, please refer to the ACT WorkKeys website at visit www.workkeys.com.

* Scores for the Spanish version of NCRC are not comparable to those of the NCRC administered in English. In addition, level scores for Spanish are based on limited data. When more test takers complete the assessments, ACT will evaluate the level scores and may revise the values at that time. This will not impact your current Spanish assessment scores, or Spanish NCRC certificate level.

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

Individual Score Reports (by Examinee)

Report Purpose

This section explains the parameters of running the *Individual Score Reports (by Examinee)* report from the Online Reports Portal in Validus. This report includes the examinee's scores for an ACT WorkKeys test they've taken, as well as the explanation on what their scores mean, and how they can use them. The examinee's scores for each test (e.g., Applied Math, Graphic Literacy, and Workplace Documents) appear per page in this report. A report can be generated for each ACT WorkKeys test per examinee.

Note: See the report example at the end of this section.

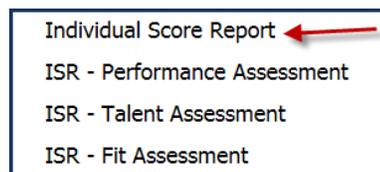
Paper and Online Test Scores

This report includes scores from both paper tests and online tests.

Running the Report

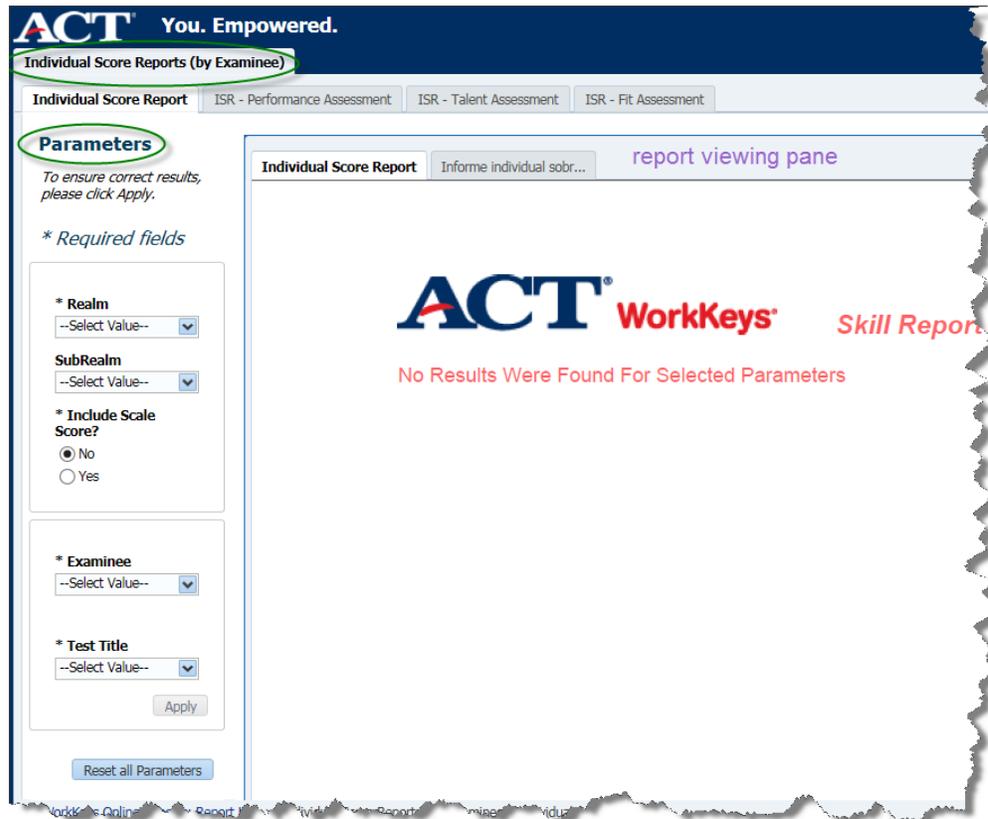
Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

1. From the Report List tab, select the **Individual Score Reports (by Examinee)** link.



2. A pop-up window prompts you for which type of Individual Score Report you want. The most common choice is **Individual Score Report**.

The screen display changes to the Parameters selection pane and report viewing pane.

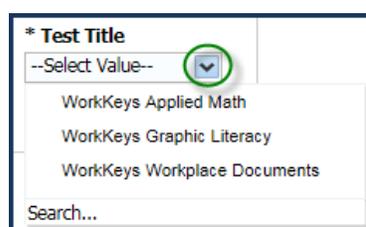


Note: This report does not require Start Date and End Date parameters.

3. In the Parameters pane, select your **Realm** from the drop-down menu.
4. If applicable, select your **SubRealm**. This is not a required parameter.
5. Then choose either **No** or **Yes** for **Include Scale Score?**

*Note: The **Level Score** is the default score on reports. It's your choice whether or not you want to include the **Scale Score** as well.*

6. Choose the **Examinee** for which the report needs to be created. When you select the drop-down menu, you will probably receive a "Please wait" message as the options are brought up. This is a good field for using the **Search** function (see the "Getting Started" section at the beginning of this user guide for more details).
7. Select the **Test Title** drop-down menu. Choose one of them. Later you can choose the other titles.



8. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the example below, which includes the Scale Score.

Example with data that fits the parameters that were selected.

Page 1 of 1

ACT WorkKeys Skill Report

Realm: WK2 End to End Testing
SubRealm: <ALL>
Test Date: Jun 7, 2017
Report Date: Aug 26, 2017

WorkKeys Individual Score Report With Scale Score
Examinee: asseslast,sweepasses
Examinee ID**: 0104

Test	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	5	<3 - 7	81	65 - 90

WHAT YOUR SCORES MEAN

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have demonstrated the following skills to:

- Decide what information, calculations, or unit conversions to use to find the answer to a problem.
- Add and subtract fractions with unlike denominators (such as $\frac{1}{2}$ - $\frac{1}{4}$).
- Convert units within or between systems of measurement (e.g., time, measurement, quantity) where the conversion factor is given either in the problem or in the formula sheet.
- Solve problems that require mathematical operations using mixed units (such as adding 6 feet and 4 inches to 3 feet and 10 inches, or subtracting 4 hours and 30 minutes from 3.5 hours).
- Identify the best deal using one- or two-step calculations that meet the stated conditions.
- Calculate the perimeter or circumference of a basic shape, or calculate the area of a basic shape.
- Calculate a given percentage of a given number and then use that percentage to find the solution to a problem (e.g., find the percentage and then use it to find the discount, markup, or tax).
- Identify where a mistake occurred in a calculation (such as identifying the row in a spreadsheet where a problem occurred).

HOW YOU CAN USE YOUR SCORES

To find the Applied Math Levels 3 and 4 skills, please refer to the ACT WorkKeys website at www.workkeys.com.

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

9. Then while this examinee's parameters are still selected, choose another **Test Title** and **Apply** to run a report for those test scores. Save and print.
10. Repeat step 9 for the third test title scores for that examinee.

Individual Summary Score Report

Report Purpose

This section explains the parameters of running the *Individual Summary Score Report* from the Online Reports Portal in Validus. This report replaces the former “Memo to Examinee” report for paper testing. It includes the examinee’s scores for the ACT WorkKeys tests they’ve taken as well as explanations on what their scores mean. One examinee’s scores for all three tests appears per page in this report.

Note: See the report example at the end of this section.

Paper and Online Test Scores

This report includes scores from both paper tests and online tests.

IMPORTANT! For paper answer documents, the examinee must grid (i.e., fill in the ovals) for their first and last name for that information to be scanned and stored. A score report simply cannot be generated without examinee name values.

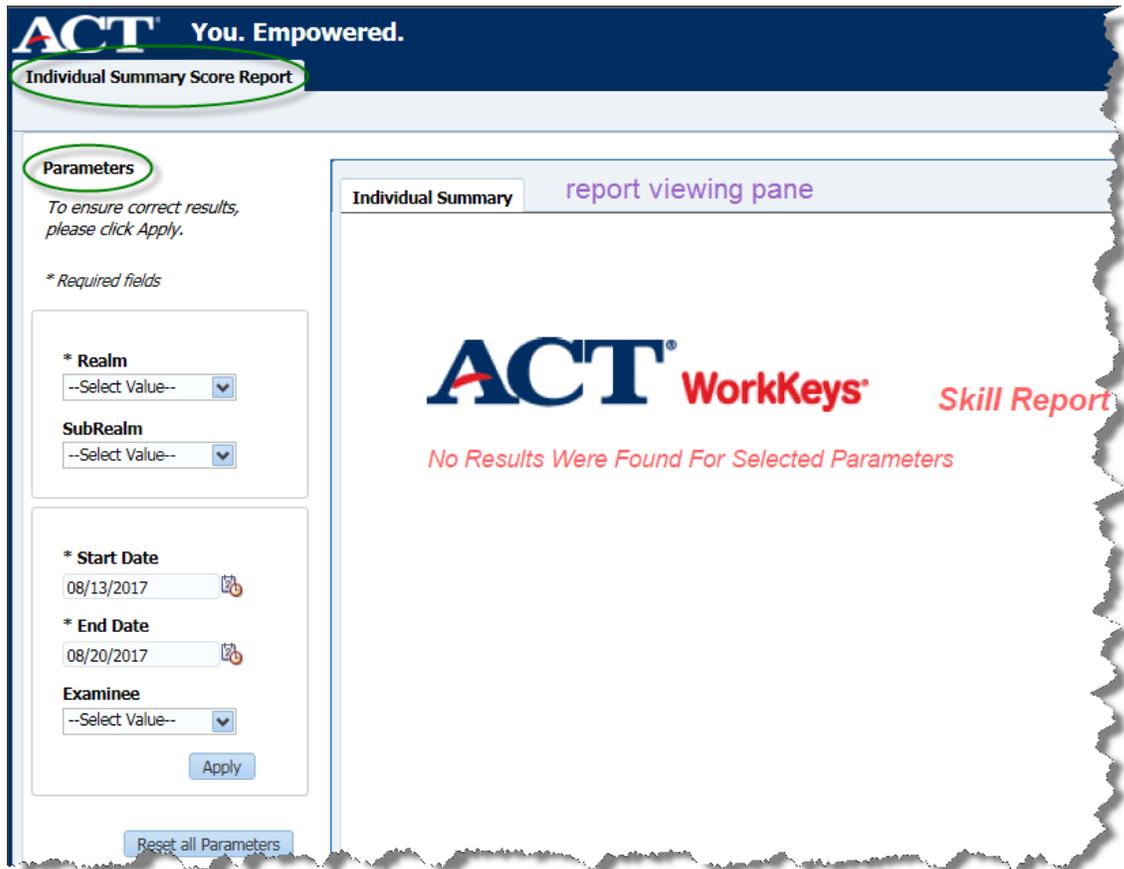
Running the Report

Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

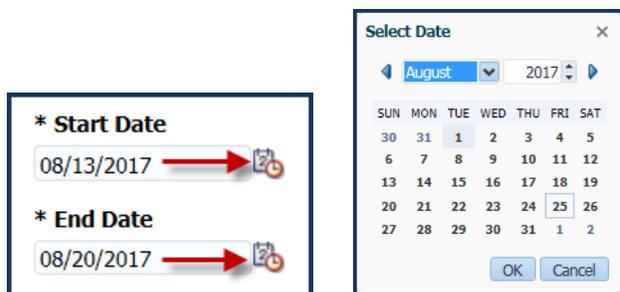
1. From the Report List tab, select the **Individual Summary Score Report** link.



The screen display changes to the Parameters selection pane and report viewing pane.



2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. If applicable, select your **SubRealm**. This is not a required parameter.
4. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.



5. Choose the **Examinee** for which the report needs to be created. When you select the drop-down menu, you will probably receive a “Please wait” message as the options are brought up. This is a good field for using the **Search** function (see the “Getting Started” section at the beginning of this user guide for more details).
6. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the example below, which has both Level Scores and Scale Scores.

Example with data that fits the parameters that were selected.

Page 9 of 55



Examinee: Tester,First
 Realm: WK2 End to End Testing

Examinee ID**: 0176
 Report Date: Aug 29, 2017

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	8/16/2017	7	<3 - 7	90	65 - 90
WorkKeys Graphic Literacy	8/16/2017	7	<3 - 7	90	65 - 90
WorkKeys Workplace Documents	8/16/2017	7	<3 - 7	90	65 - 90

WHAT YOUR SCORES MEAN

WorkKeys Applied Math:
 You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated the following skills:

- Solve problems that include ratios, rates, or proportions where at least one of the quantities is a fraction.
- Identify the reason for a mistake.
- Convert between units of measurement using fractions, mixed numbers, decimals, and percentages.
- Calculate volumes of spheres, cylinders, or cones.
- Calculate the volume when it may be necessary to rearrange the formula, convert units of measurement in calculations, or use the result in further calculations.
- Set up and manipulate ratios, rates, or proportions where at least one of the quantities is a fraction.
- Determine the better economic value of several alternatives by using graphics, or determining the percentage difference, or by determining unit cost.
- Apply basic statistical concepts; for example, calculate the weighted mean, interpret measures of central tendency, or interpret measure of spread and tolerance.

WorkKeys Graphic Literacy:
 You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated, using graphics designed at the highly complex level, the following skills:

- Compare two or more trends/patterns/relationships
- Interpret a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic after finding information in another graphic
- Justify an inference or decision based on information
- Identify the most effective graphic given a defined purpose
- Justify the most effective graphic given a defined purpose

WorkKeys Workplace Documents:
 You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have the skill to read and comprehend long workplace documents that contain many details and are written in lengthy, complex sentences that use advanced vocabulary including esoteric words, jargon, and acronyms where meanings must be inferred from context. In reading these documents, they are able to:

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

Summary Score Report

Report Purpose

This section explains the parameters of running the *Summary Score Report* from the Online Reports Portal in Validus. This report replaces the former “Summary” report for paper testing. It includes the examinee’s scores for the ACT WorkKeys tests they’ve taken. But it does *not* give explanations on what their scores mean like the *Individual Summary Score Report* does. One examinee’s scores for all three tests appears per page in this report.

Note: See the report example at the end of this section.

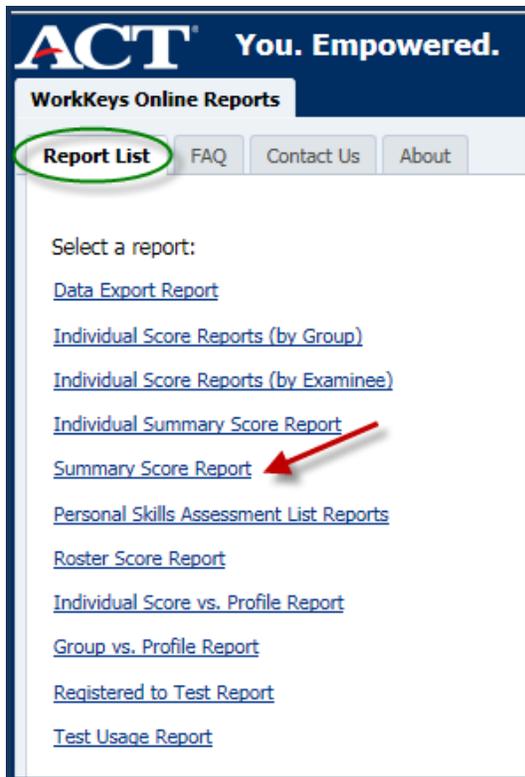
Paper and Online Test Scores

This report includes scores from both paper tests and online tests.

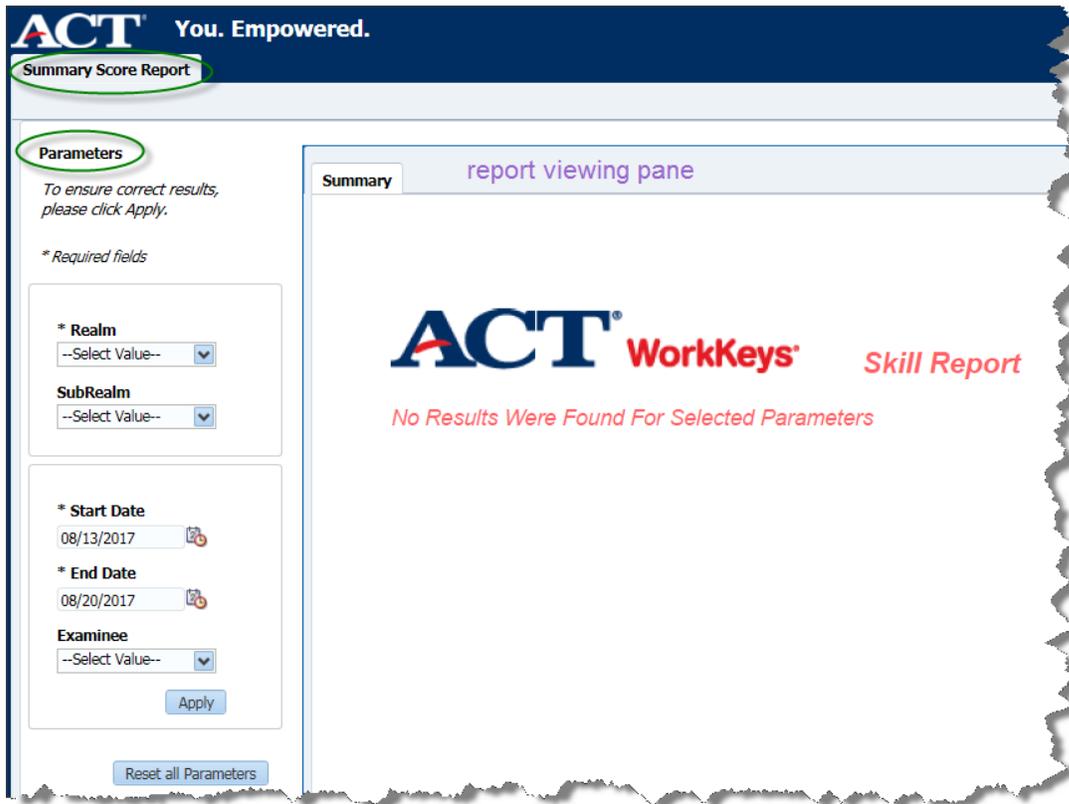
Running the Report

Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

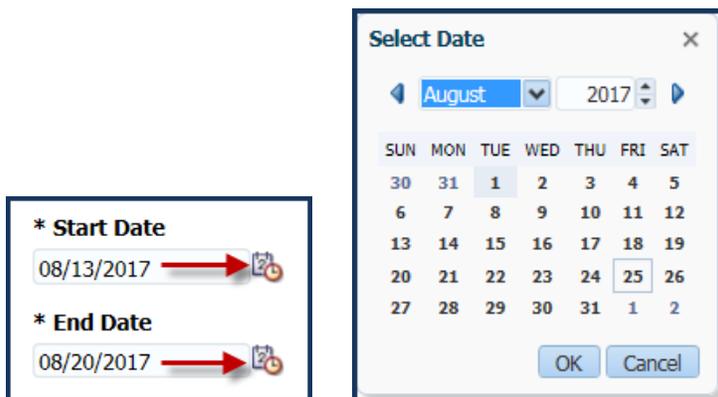
1. From the Report List tab, select the **Summary Score Report** link.



The screen display changes to the Parameters selection pane and report viewing pane.



2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. If applicable, select your **SubRealm**. This is not a required parameter.
4. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.

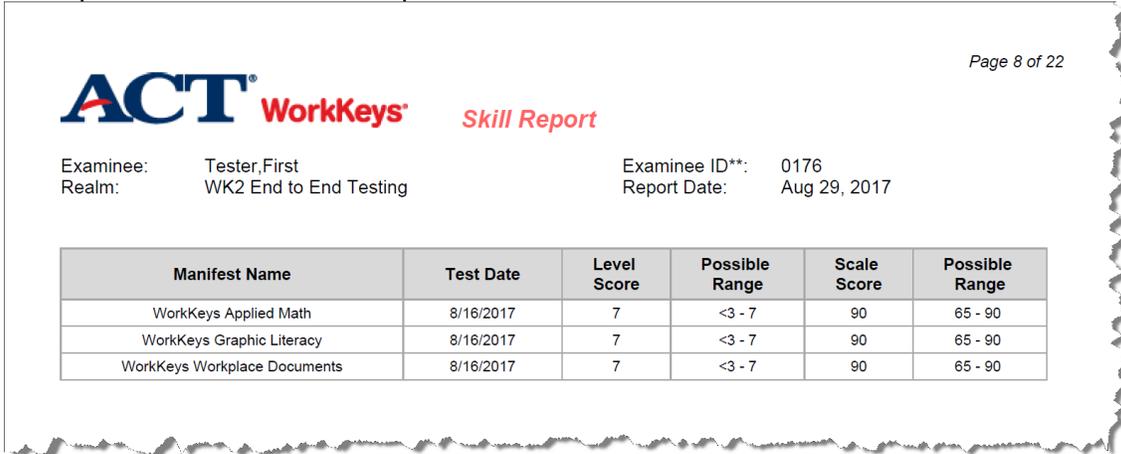


5. Choose the **Examinee** for which the report needs to be created. When you select the drop-down menu, you will probably receive a “Please wait” message as the options are brought up. This is a good field for using the **Search** function (see the “Getting Started” section at the beginning of this user guide for more details).

6. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the example below, which has both Level Scores and Scale Scores.

Example with data that fits the parameters that were selected.



The screenshot shows a page from an ACT WorkKeys Skill Report. The page number is 8 of 22. The report title is "ACT WorkKeys Skill Report". The examinee information is: Examiner: Tester, First; Realm: WK2 End to End Testing; Examinee ID: 0176; Report Date: Aug 29, 2017. Below this is a table with 6 columns: Manifest Name, Test Date, Level Score, Possible Range, Scale Score, and Possible Range. The table contains three rows of data for tests taken on 8/16/2017.

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	8/16/2017	7	<3 - 7	90	65 - 90
WorkKeys Graphic Literacy	8/16/2017	7	<3 - 7	90	65 - 90
WorkKeys Workplace Documents	8/16/2017	7	<3 - 7	90	65 - 90

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

Roster Score Report

Report Purpose

This section explains the parameters of running the *Roster Score Report* from the Online Reports Portal in Validus. This report is a roster in a table format that lists examinees with scores they received on the ACT WorkKeys tests they've taken, and when they took them, in the date range you specify.

Note: See the report example at the end of this section.

Paper and Online Test Scores

This report includes scores from both paper tests and online tests.

Running the Report

Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

1. From the Report List tab, select the **Roster Score Report** link.



The screen display changes to the Parameters selection pane and report viewing pane.

The screenshot shows the ACT WorkKeys Skill Report interface. The top navigation bar includes the ACT logo and the slogan "You. Empowered." Below this, a "Report" tab is visible. The interface is divided into two main sections: a "Parameters" selection pane on the left and a "report viewing pane" on the right. The "Parameters" pane contains several required fields: "Realm" (a dropdown menu with "--Select Value--"), "SubRealm" (a dropdown menu with "--Select Value--"), "Include Scale Score?" (radio buttons for "No" and "Yes", with "No" selected), "Start Date" (a date field with a calendar icon, showing "08/13/2017"), "End Date" (a date field with a calendar icon, showing "08/20/2017"), and "Group" (a dropdown menu with "--Select Value--"). An "Apply" button is located below these fields, and a "Reset all Parameters" button is at the bottom of the pane. The "report viewing pane" displays the ACT WorkKeys Skill Report logo and the message "No Results Were Found For Selected Parameters".

2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. If applicable, select your **SubRealm**. This is not a required parameter.
4. Then choose either **No** or **Yes** for **Include Scale Score?**

*Note: The **Level Score** is the default score on reports. It's your choice whether or not you want to include the **Scale Score** as well.*

5. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.

*** Start Date**
08/13/2017

*** End Date**
08/20/2017

Select Date

August 2017

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

OK Cancel

6. If applicable, select a **Group** from the drop-down menu.

Note: If your group has more than 100 examinee records, you will receive an error message.

7. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the example below, which includes the Scale Score.

Example with data that fits the parameters that were selected.

Roster Score Report

Page 1 of 3

ACT WorkKeys Skill Report

Realm: WK2 End to End Testing
SubRealm: <ALL>
Report Date: Aug 27, 2017
Group Name: <NONE>

WorkKeys Roster Report With Scale Score
Aug 1, 2017 - Aug 20, 2017

Examinee	ID**	Test Date	AM	SAM	AT	SAT	BW	LI	SLI	OB	RFI	SRI	W	WO	W-AM	W-GL	W-WD	AM-ES	GL-ES	WD-ES	T	F
			LS SS	LS	LS SS	LS	LS	LS SS	LS	LS SS	LS SS	LS	LS	LS SS	Test Taken	Test Taken						
CHRISSTRESS, CHRISPANISH	hj57	8/18/17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3 75	4 76	3 75	-	-
CHRISSTRESS1, CHRISPANISH1	5675	8/18/17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4 78	4 77	5 82	-	-
FIVETHREEFOUR, PNTWENTYSIX	BGIF	8/1/17	-	-	-	-	-	-	-	-	-	-	-	-	4 76	4 77	5 81	-	-	-	-	-
NATIONAL1, CHRISTASTATE	5434	8/16/17	-	-	-	-	-	-	-	-	-	-	-	-	4 77	4 77	4 77	-	-	-	-	-
NATIONAL2, STATE1.0	87rg	8/16/17	4 77	-	-	-	-	<3 65	-	-	6 83	-	-	-	-	-	-	-	-	-	-	-
NATIONALST, CBTSTRESS2.0	gfd6	8/17/17	-	-	-	-	-	-	-	-	-	-	-	-	6 86	6 86	6 84	-	-	-	-	-
NATIONALST, CBTSTRESS2.0	gfd6	8/17/17	-	-	-	-	-	-	-	-	-	-	-	-	6 86	6 86	6 84	-	-	-	-	-

The bottom of the report has the legend on what the codes mean.

TESTER, FIRST	0176	8/16/17	5 80	-	-	-	-	<3 67	-	-	4 78	-	-	-	-	-	-	-	-	-	-	-
TESTER, FOURTH	0163	8/17/17	5 80	-	-	-	-	<3 67	-	-	4 78	-	-	-	-	-	-	-	-	-	-	-
TESTER, SECOND	0177	8/16/17	5 80	-	-	-	-	<3 67	-	-	6 83	-	-	-	-	-	-	-	-	-	-	-

X = See employer report for more information
 LS = Level Score
 SS = Scale Score
 AM = Applied Mathematics
 SAM = Evaluación de Matemáticas Aplicadas
 AT = Applied Technology
 SAT = Evaluación de Tecnología Aplicada
 BW = Business Writing
 LI = Locating Information
 SLI = Evaluación de Localización de Información
 OB = Observation
 RFI = Reading for Information
 SRI = Evaluación de Comprensión de Lectura
 W = Writing
 WO = Workplace Observation
 W-AM = WorkKeys Applied Math
 W-GL = WorkKeys Graphic Literacy
 W-WD = WorkKeys Workplace Documents
 AM-ES = Matemáticas Aplicadas - Applied Math
 GL-ES = Alfabetización Gráfica - Graphic Literacy
 WD-ES = Documentos de Trabajo - Workplace Documents
 T = Talent
 F = Fit
 **ID field is abbreviated to last four digits

© 2017 ACT, Inc. All rights reserved.

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

Individual Score vs. Profile Report

Report Purpose

This section explains the parameters of running the *Individual Score vs. Profile Report* from the Online Reports Portal in Validus. A job profile is selected as one of the parameters for this report. Then an examinee is selected as one of the parameters. This report shows a comparison of required skill levels for a job that's been profiled with the skill level the examinee achieved on the ACT WorkKeys tests and whether or not they met the profile levels needed.

Note: See the report example at the end of this section.

Paper and Online Test Scores

This report includes scores from both paper tests and online tests.

Running the Report

Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

1. From the Report List tab, select the **Individual Score vs. Profile Report** link.



The screen display changes to the Parameters selection pane and report viewing pane.

The screenshot shows the ACT WorkKeys Skill Report interface. At the top, the ACT logo and the tagline "You. Empowered." are visible. Below this, a "Report" tab is active. The interface is divided into two main sections: the "Parameters" pane on the left and the "report viewing pane" on the right. The "Parameters" pane contains several required fields: "Realm", "SubRealm", "Profile", and "Examinee", each with a drop-down menu. An "Apply" button is located below the "Examinee" field, and a "Reset all Parameters" button is at the bottom of the pane. The "report viewing pane" displays the ACT WorkKeys Skill Report logo and a message: "No Results Were Found For Selected Parameters".

2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. If applicable, select your **SubRealm**. This is not a required parameter.
4. Select a **Profile** from the drop-down menu.
5. Choose the **Examinee** for which the report needs to be created. When you select the drop-down menu, you will probably receive a "Please wait" message as the options are brought up. This is a good field for using the **Search** function (see the "Getting Started" section at the beginning of this user guide for more details).
6. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the example below.

Example with data that fits the parameters that were selected.

Page 1 of 1



Realm: WK2 End to End Testing
 SubRealm: <ALL>
 Report Date: Aug 27, 2017

WorkKeys Individual Score vs. Profile Report
 Examinee: ASSESLAST, SWEEPASSES
 Examinee ID**: 0104
 Profile Name: Profile Report Testing

The overall profile has not been met.

Profile Tests	Test Date	Possible Score Range	Profile Level	Your Level	Met Profile Level
Alfabetización Gráfica - Graphic Literacy	Not Taken	<3 - 7	3		No
Applied Mathematics	Not Taken	<1 - 7	3		No
Documentos de Trabajo - Workplace Documents	Not Taken	<3 - 7	4		No
Locating Information	Not Taken	<3 - 6	4		No
Matemáticas Aplicadas - Applied Math	Not Taken	<3 - 7	5		No
Reading for Information	Not Taken	<1 - 7	5		No
WorkKeys Applied Math	Jun 7, 2017	<3 - 7	3	5	Yes
WorkKeys Graphic Literacy	Jun 7, 2017	<3 - 7	4	6	Yes
WorkKeys Workplace Documents	Jun 7, 2017	<3 - 7	5	5	Yes

This report shows how your WorkKeys test results compare to the selected profile. More information about the skills and skill levels may be found at www.workkeys.com.

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

Group vs. Profile Report

Report Purpose

This section explains the parameters of running the *Group vs. Profile Report* from the Online Reports Portal in Validus. A job profile is selected as one of the parameters for this report. Then a group is selected as one of the parameters. This report displays the scores that a group of examinees achieved compared to scores that are required for a job. Whether or not their scores met that profile is indicated with a Y or N response for each examinee.

Note: See the report example at the end of this section.

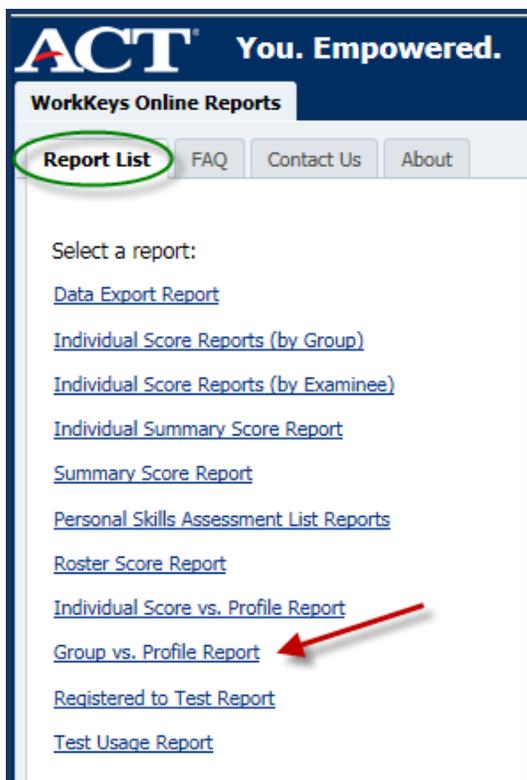
Online Test Scores

This report, because it is a report “by group,” only includes scores from tests taken online.

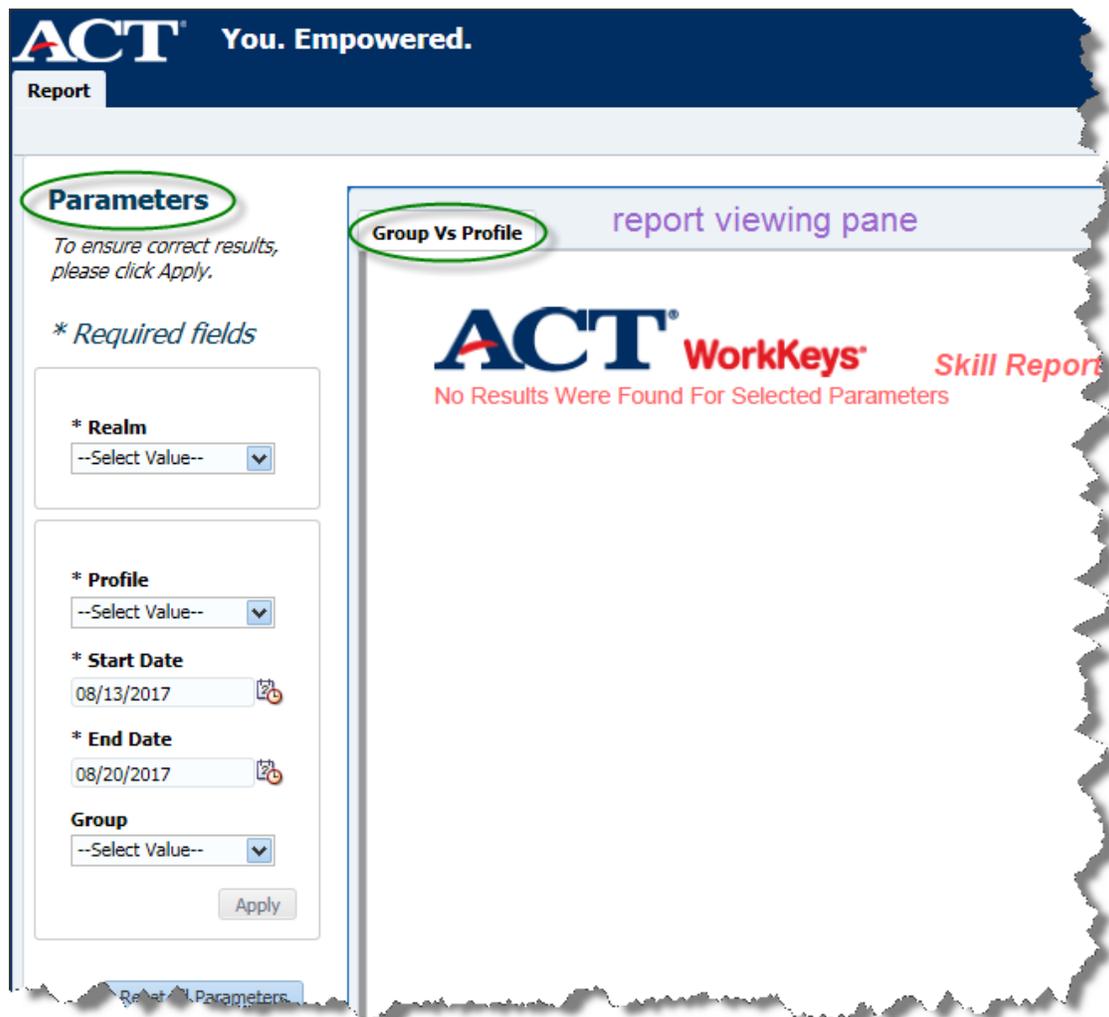
Running the Report

Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

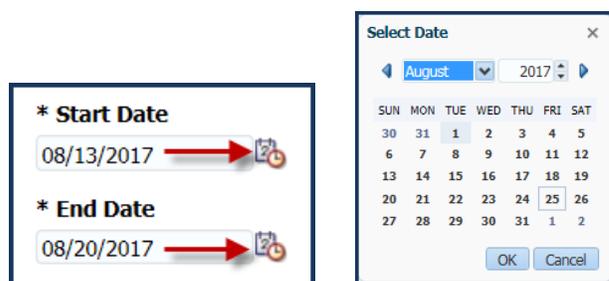
1. From the Report List tab, select the **Group vs. Profile Report** link.



The screen display changes to the Parameters selection pane and report viewing pane.



2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. Select a job **Profile** from the drop-down menu.
4. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.



5. If applicable, select a **Group**.

Note: If your group has more than 100 examinee records, you will receive an error message.

6. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the example below.

Example with data that fits the parameters that were selected.

ACT WorkKeys Skill Report

Realm: WK2 End to End Testing
 Report Date: Aug 27, 2017
 Group Name: SpanishGroup

WorkKeys Group vs. Profile Report
 Profile Name: Profile Report Testing
 Aug 1, 2017 - Aug 20, 2017

		AM	LI	RFI	W-AM	W-GL	W-WD	AM-ES	GL-ES	WD-ES	
<i>Profile Criterion</i>		3	4	5	3	4	5	5	3	4	
<i>Examinee</i>	<i>ID**</i>	<i>Level Score</i>	<i>Met All Profiles Criteria</i>								
CHRISSTRESS, CHRISSPANISH	hj57	-	-	-	-	-	-	3*	4	3*	N
CHRISSTRESS1, CHRISSPANISH1	5675	-	-	-	-	-	-	4*	4	5	N
TESTINGSP, SPTESTERA	5978	-	-	-	-	-	-	7	7	7	N
TESTINGSPB, SPTESTERB	4675	-	-	-	-	-	-	5	5	5	N
<i>Number Tested</i>		0	0	0	0	0	0	4	4	4	4
<i>Number Met Profile</i>		0	0	0	0	0	0	2	4	3	0
<i>Percent Met Profile</i>		0%	0%	0%	0%	0%	0%	50%	100%	75%	0%

NOTE : Report includes Examinees who have taken at least one Profile Test

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

Registered to Test Report

Report Purpose

This section explains the parameters of running the *Registered to Test Report* from the Online Reports Portal in Validus. This report is a roster in a table format that provides a list of all examinees who are registered to take the ACT WorkKeys online tests but have not yet taken them. An “X” indicates the tests for which they are registered. We recommend you run this report after batch loading a group to make sure all examinees are listed and registered for the correct tests.

Note: See the report example at the end of this section.

Online Test Registrations

This report provides a list of all examinees who are **registered** for online tests.

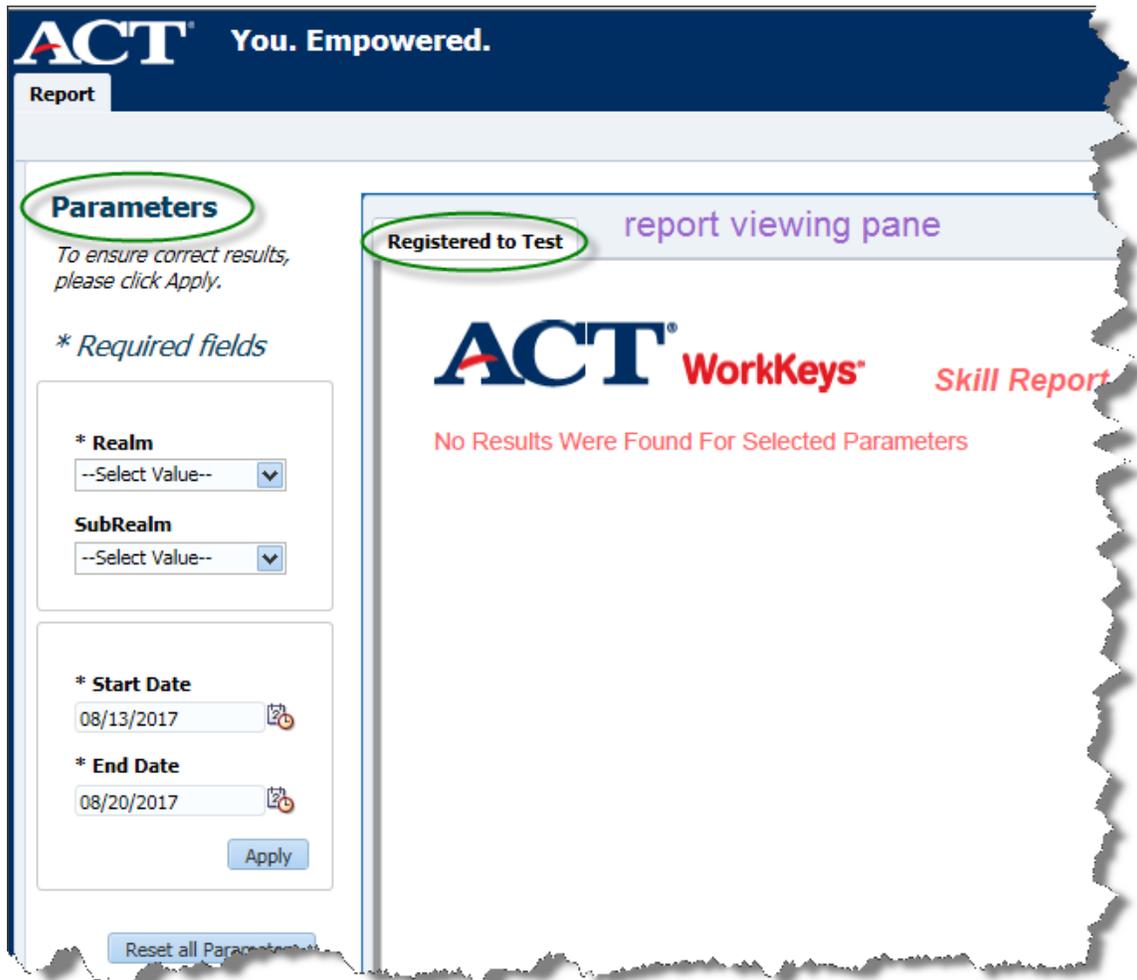
Running the Report

Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

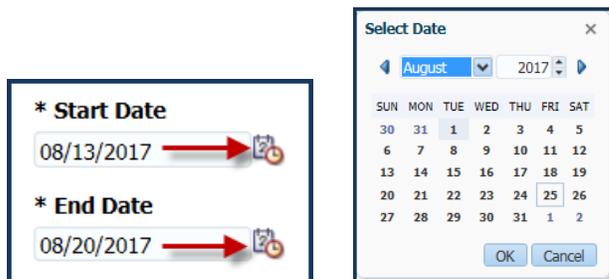
1. From the Report List tab, select the **Registered to Test Report** link.



The screen display changes to the Parameters selection pane and report viewing pane.



2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. If applicable, select your **SubRealm**. This is not a required parameter.
4. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.



5. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the example below.

Example with data that fits the parameters that were selected.

ACT[®] WorkKeys[®] Skill Report

Realm: WK2 End to End Testing
 SubRealm: WK2 End to End Testing
 Report Date: Aug 27, 2017

WorkKeys Registered to Test Report
 Aug 1, 2017 - Aug 20, 2017

Examinee	ID**	Registered Date	AM	LI	RFI	W-AM	W-GL	W-WD	AM-ES	GL-ES	WD-ES
ChrisStress, ChrisSpanish	hj57	08/18/17							X	X	X
ChrisStress1, ChrisSpanish1	5675	08/18/17							X	X	X
Cyclecode, Tester	0161	08/16/17	X	X	X	X	X	X			
national1, ChristaState	5434	08/16/17				X	X	X			
nationalST, CBTstress2.0	gfd6	08/16/17				X	X	X			
Naveen, Naveen	2342	08/01/17				X					
Naveen, Naveen	2342	08/07/17				X	X	X			
st11, cbt1stress2.0	4356	08/16/17				X	X	X			
test, old	3789	08/16/17	X	X							
Tester, Fifth	0165	08/16/17	X	X	X	X	X	X			
Tester, First	0176	08/16/17	X	X	X	X	X	X			
Tester, Sixth	0180	08/16/17	X	X	X	X	X	X			

The bottom of the report has the legend on what the codes mean.

Tester, Third	0180	08/16/17	X	X	X	X	X	X			
---------------	------	----------	---	---	---	---	---	---	--	--	--

AM = Applied Mathematics LI = Locating Information W-AM = WorkKeys Applied Math WD-ES = Documentos de Trabajo - Workplace Documents
 SAM = Evaluación de Matemáticas Aplicadas SLI = Evaluación de Localización de Información W-GL = WorkKeys Graphic Literacy T = Talent
 AT = Applied Technology RFI = Reading for Information W-WD = WorkKeys Workplace Documents F = Fit
 SAT = Evaluación de Tecnología Aplicada SRI = Evaluación de Comprensión de Lectura AM-ES = Matemáticas Aplicadas - Applied Math
 BW = Business Writing WO = Workplace Observation GL-ES = Alfabetización Gráfica - Graphic Literacy
 X = The examinee is registered to take the test T = The examinee is registered for the same test more than once on the same day
 **ID field is abbreviated to last four digits

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

Test Usage Report

Report Purpose

This section explains the parameters of running the *Test Usage Report* from the Online Reports Portal in Validus. This report is in a table format and provides counts of the ACT WorkKeys tests taken at your site for a given date range.

Note: See the report example at the end of this section.

Paper and Online Test Scores

This report includes scores from both paper tests and online tests.

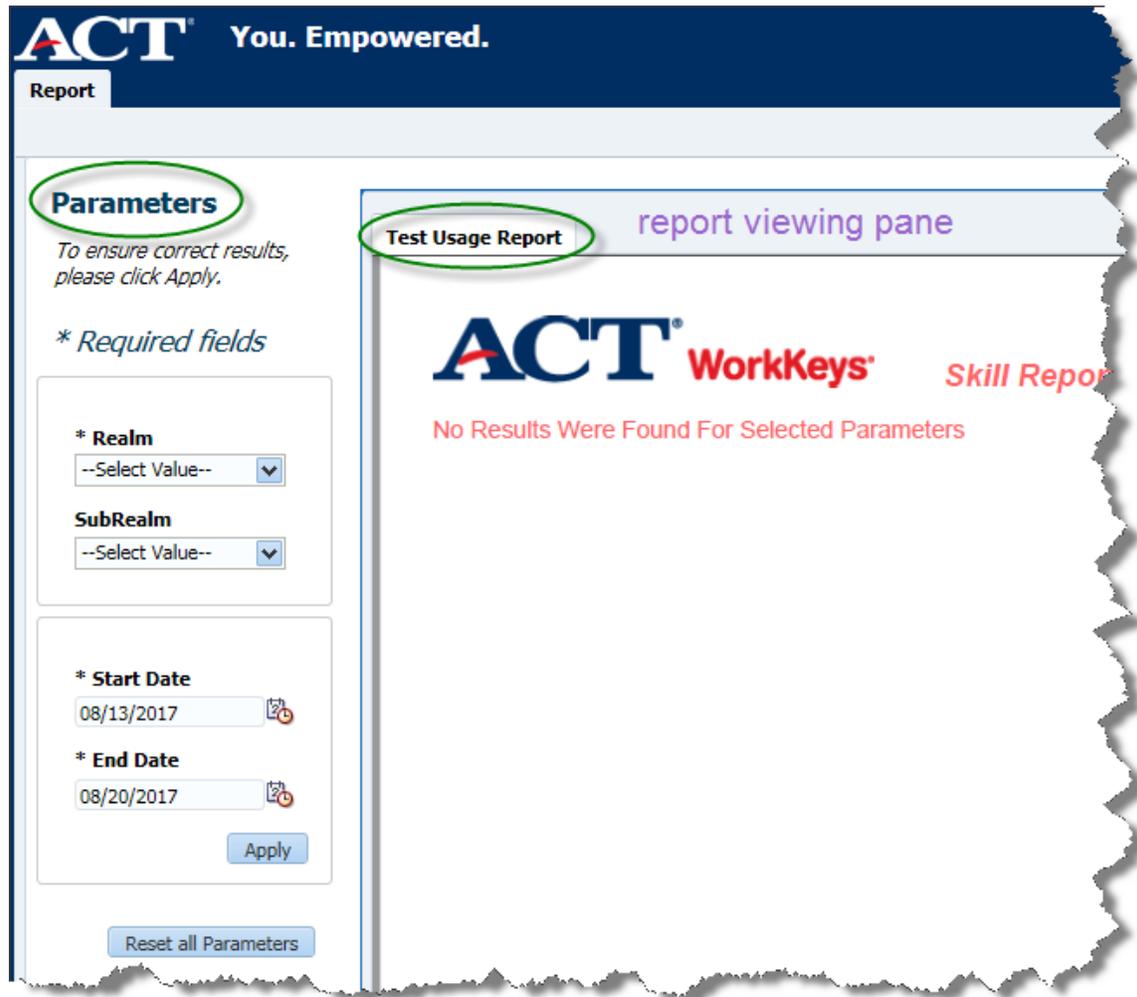
Running the Report

Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

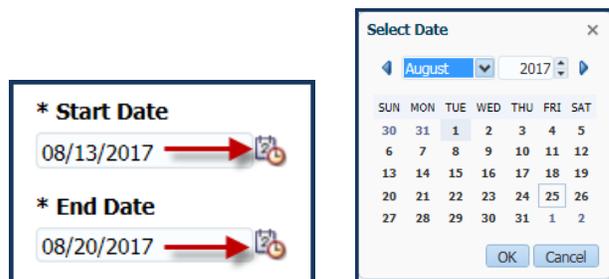
1. From the Report List tab, select the **Test Usage Report** link.



The screen display changes to the Parameters selection pane and report viewing pane.



2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. If applicable, select your **SubRealm**. This is not a required parameter.
4. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.



5. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the example below.

Example with data that fits the parameters that were selected.

ACT WorkKeys Skill Report

Realm: WK2 End to End Testing
 SubRealm: WK2 End to End Testing
 Report Date: Aug 27, 2017

WorkKeys Test Usage Report
 Aug 1, 2017 - Aug 20, 2017

Realm	SubRealm	Account #	AM	LI	RFI	W-AM	W-GL	W-WD	AM-ES	GL-ES	WD-ES
WK2 End to End Testing	WK2 End to End Testing		8	8	8	9	9	9	10	10	10
<i>Realm Totals</i>			8	8	8	9	9	9	10	10	10

The bottom of the report has the legend of what the codes mean.

AM = Applied Mathematics LI = Locating Information W-AM = WorkKeys Applied Math WD-ES - Documentos de Trabajo - Workplace Documents
 SAM = Evaluación de Matemáticas Aplicadas SLI = Evaluación de Localización de Información W-GL = WorkKeys Graphic Literacy T = Talent
 AT = Applied Technology RFI = Reading for Information W-WD = WorkKeys Workplace Documents F = Fit
 SAT = Evaluación de Tecnología Aplicada SRI = Evaluación de Comprensión de Lectura AM-ES = Matemáticas Aplicadas - Applied Math
 BW = Business Writing WO = Workplace Observation GL-ES = Alfabetización Gráfica - Graphic Literacy

© 2017 ACT Inc. All rights reserved.

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

Local Scan Instant Score Report

Report Purpose

This section explains the parameters of running the *Local Scan Instant Score Report* from the Online Reports Portal in Validus. This report is only visible in the list of reports if you have the **Portal Reports – Local Scanning** role in Validus and your contract included licensing the Local Scan software.

Note: See the report example at the end of this section.

Paper Test Scores

This report only includes scores from paper tests that were scanned by the test coordinator (site administrator) using Local Scan software and a Scantron scanner.

Note: The Local Scan Instant Score Report can be retrieved five minutes after scanning the answer documents. However you'll have to wait up to two business days for scanned data to be available in these Online Reports Portal reports:

- Data Export Report
- Individual Score Report (by Examinee)
- Individual Summary Score Report
- Summary Score Report
- Roster Score Report
- Individual Score vs. Profile Report
- Test Usage Report

Running the Report

Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

1. From the Report List tab, select the **Local Scan Instant Score Report** link. Remember, this is only visible in the list if you have the **Portal Reports – Local Scanning** role in Validus.



2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. Select the **Realm Name** (required) from the drop-down list.
4. In all uppercase letters, enter the examinee's **First Name** and **Last Name** (both are required).

Note: Examinee names for all paper tests are stored in capital letters. Scanning programs can't distinguish between lower and uppercase. No score report will appear if uppercase is not used.

5. Select the **Test Name** (not required) from the drop-down list. If you don't select a test, you will receive a score report for all available tests taken by that examinee (comparable to a Summary Score Report).
6. Then select **Apply**.

Local Scan Instant Score Report

Parameters

To ensure correct results, please click Apply.

** Required fields*

* **Realm Name**
--Select Value--

* **Examinee First Name**
[Redacted]

* **Examinee Last Name**
[Redacted]

Test Name
--Select Value--

Apply

Reset all Parameters

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that's the case, you'll see "No Results Were Found for Selected Parameters." See the example below.

Example with data that fits the parameters that were selected.

ACT WorkKeys® Skill Report

Examinee: LSTSCANTWOOBAT, LSTSTWOOBAT Examinee ID**:
Realm: WK2 End to End Testing Report Date: Jan 4, 2018

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	11/03/2017	4	<3 - 7	79	65 - 90

WHAT YOUR SCORES MEAN

WorkKeys Applied Math:

You scored at Level 4. People who score at Level 4 have demonstrated all of the Level 3 skills. They also have demonstrated the following skills:

- Solve problems that require one or two mathematical operations. They can add, subtract, or multiply using positive or negative numbers (such as 10 or -2), and they can divide positive numbers (such as 10).
- Calculate the average or mean of a set of numbers (such as). For this, they may use whole numbers and decimals.
- Figure out simple ratios (such as $\frac{3}{4}$), simple proportions (such as 10/100 cases), or rates (such as 10 mph).
- Add commonly known fractions, decimals, or percentages (such as $\frac{1}{2}$, 0.75, or 25%).
- Add or subtract fractions with a common denominator (such as $\frac{1}{4} + \frac{3}{4} + \frac{1}{4}$).
- Multiply a mixed number (such as $12 \frac{1}{8}$) by a whole number or a decimal.
- Put the information in the right order before they perform calculations.

Note: Return to the "Getting Started" section for instructions on saving and printing a report.

Data Export Report

Report Purpose

This section explains the parameters of producing a *Data Export Report*. Selecting this report exports data from the Validus system into an Excel data file format. It is the only report that is **not** in PDF format. It is a data file you can work with.

It is a good resource for seeing information about examinees in your realm, including:

- Demographic information
- Test titles
- Test dates
- Test statuses
- Scores received

This report now includes paper test scores as well as online test scores. Look at the first column heading, "Source System," for these codes:

- WKIV for online tests
- WKPP for paper tests

This report includes all online test statuses:

- C for Complete
- IC for Incomplete
- IA for Inactive

This report does **not** include:

- User IDs
- Passwords

Paper and Online Test Scores

This report includes scores from both paper tests and online tests.

Running the Report

Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

1. From the Report List tab, select the **Data Export Report** link.



The screen display changes to *only* the Parameter Selection page.

ACT You. Empowered.

Data Export Report

Parameter Selection View Data Export Report

Step 1: Data Export Report Parameter Selection

Select the Realm, Start Date, End Date and Group for the Data Export Report and click **Apply**.

** Required fields*

*** Realm**
--Select Value--

*** Start Date**
08/13/2017

*** End Date**
08/20/2017

Group
--Select Value--

Apply

Reset all Parameters

Step 2: View and Export Results

[Go to 'View Data Export Report' tab](#)

2. Select your **Realm** from the drop-down menu.
3. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.

*** Start Date**
08/13/2017

*** End Date**
08/20/2017

Select Date

August 2017

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

OK Cancel

4. If applicable, select a **Group** from the drop-down menu. It is not a required field for this report. Groups only apply to online testing, not paper testing.

Note: If your group has more than 100 examinee records, you will receive an error message.

5. To ensure correct results, select the **Apply** button.

IMPORTANT! For this report, it may not appear as if anything is happening, but Apply does use the values in the parameters fields to generate the report data in the background.

Viewing the Data Export Report

Next steps involve viewing and exporting the data results for the parameters you selected.

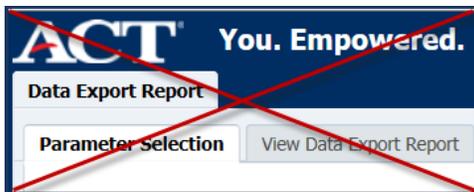
*Note: Of all the Online Reports Portal reports, **only the Data Export Report**, (since it is an actual data file that can be exported as an Excel file), does **not display as a PDF** in the report viewing pane.*

1. To view or access the report:

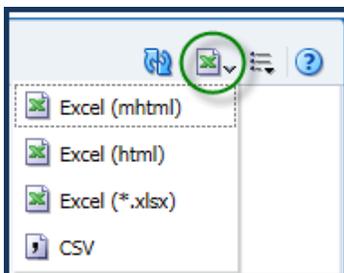
- **ALWAYS** select the link that says **Go to 'View Data Export Report' tab** in the lower left corner of the screen display because it works consistently in holding onto the Apply parameters.



- **NEVER** select the actual tab, **View Data Export Report**, (or Parameter Selection tab) in the upper left corner of the screen display because it does **not** work consistently in holding onto the Apply parameters.



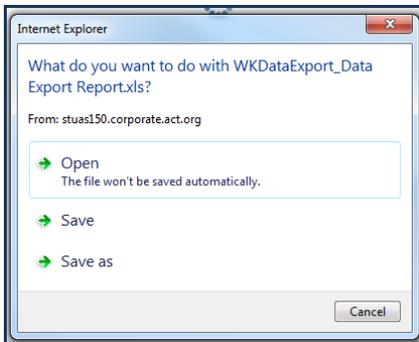
2. Once you have selected **Go to 'View Data Export Report' tab** link, what you see next is dependent on what the View menu setting is for this report. The default will most likely be an Excel setting rather than a CSV setting.



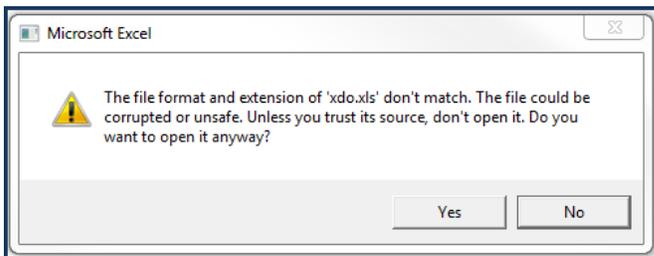
The expected result is to see a data file formatted as an Excel worksheet, like this. You may choose to immediately save the file from within Excel, using **File, Save As**.

Source System	Realm	Site Code	Examinee ID	Last Name	First Name	Test Title	Test Date	Test Status
WKIV	WK2 End to End Testing		45jhkhj57	ChrisStress	ChrisSpanish	Alfabetización Gráfica - Graphic Literacy	18-Aug-17	C
WKIV	WK2 End to End Testing		45jhkhj57	ChrisStress	ChrisSpanish	Documentos de Trabajo - Workplace Documents	18-Aug-17	C
WKIV	WK2 End to End Testing		45jhkhj57	ChrisStress	ChrisSpanish	Matemáticas Aplicadas - Applied Math	18-Aug-17	C
WKIV	WK2 End to End Testing		867435675	ChrisStress1	ChrisSpanish1	Alfabetización Gráfica - Graphic Literacy	18-Aug-17	C
WKIV	WK2 End to End Testing		867435675	ChrisStress1	ChrisSpanish1	Documentos de Trabajo - Workplace Documents	18-Aug-17	C
WKIV	WK2 End to End Testing		867435675	ChrisStress1	ChrisSpanish1	Matemáticas Aplicadas - Applied Math	18-Aug-17	C

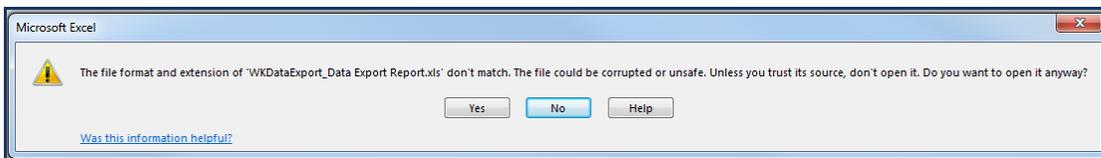
You may see the worksheet immediately or instead, you may see a pop-up message asking if you want to Open or Save the file. How that message appears, depends on the internet browser you are using.



If you choose to **Open** it, you may see this warning message. It's fine to select **Yes**. Then you should see the formatted Excel worksheet open on screen.



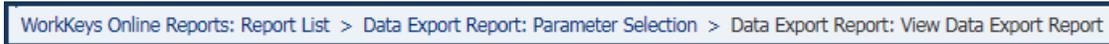
Or you may see this warning message. Again, it's fine to select **Yes**. This message is received because you have a different or newer version of Excel. You should then see the formatted Excel worksheet open on screen.



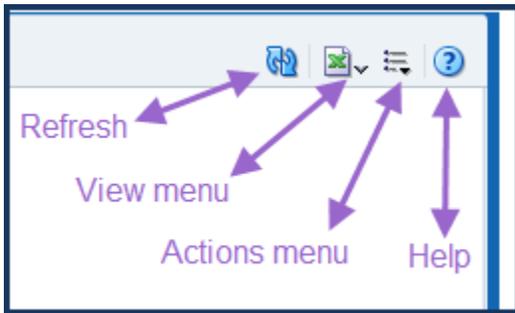
If, at the pop-up message asking if you want to Open or Save the file, you decide to choose **Save** or **Save As**, again it depends on what internet browser you are using as to what you will see on screen. It may look like this after the file has been downloaded. Choose the appropriate option for you.



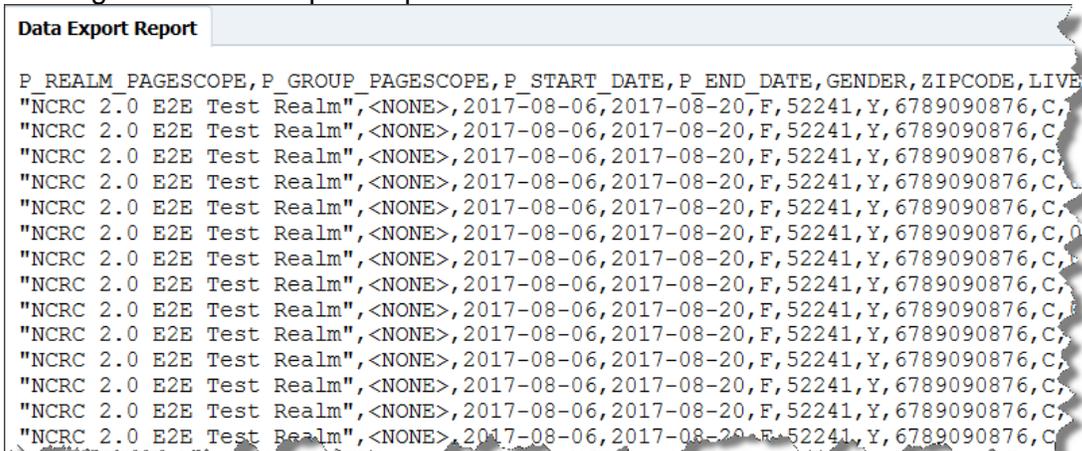
IMPORTANT! When you want to return to the *Parameter Selection* screen to set up new parameters, or to return to the *Report List*, **always** do that via the appropriate link in the “breadcrumb trail” at the bottom of your screen.



3. If you prefer that the Excel file be a comma-delimited file, rather than in the preformatted worksheet format, and you want to view it before downloading it, choose the **CSV** option from the **View** drop-down menu.



Viewing a CSV Data Export Report file.



IMPORTANT! The comma-delimited file fields will be in a different order than what you see in the preformatted Excel worksheet file.

A CSV file opened in Excel.

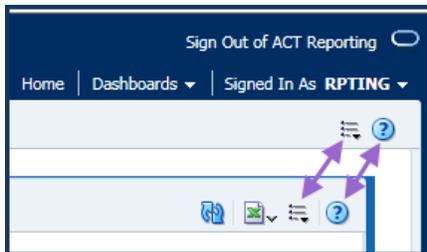
	A	B	C	D	E	F	G	H	I
1	P_REALM_PAGESCOPE	P_GROUP_PAGESCOPE	P_START_DATE	P_END_DATE	GENDER	ZIPCODE	LIVE_ITEMFLAG	EXAMINEE_ID	TEST_STA
2	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
3	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
4	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
5	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
6	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
7	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
8	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
9	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
10	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
11	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
12	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
13	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
14	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
15	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
16	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
17	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C
18	NCRC 2.0 E2E Test Realm	<NONE>	8/6/2017	8/20/2017	F	52241	Y	6789090876	C



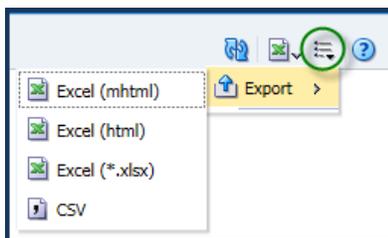
Note: The View menu icon changes from an Excel icon to a comma icon when the CSV file is being viewed. Whatever is the last selection you made on the View menu will be the default view that you see the next time you run a Data Export Report. So when you run this report and it's not the View you were expecting, or wanting, change the View. Go back to the Report List. Then select Data Export Report again when you're ready to do that.

Exporting (Downloading) the Data Export Report

Another way to Export or Download the Data Export file, is to select **Export** from the **Actions** menu. Notice that there are two Actions menus and two Help buttons after you've applied parameters and selected view report.



Select **Export** from the **Actions** menu drop-down. Then choose one of the Excel formats or the CSV format.



Note: This is the end of this user guide.