

Test Usage Report Quick Start Guide

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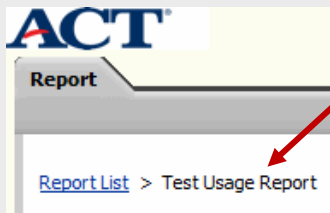
About the Report

This report provides a count of the tests launched at your site for a given date range.

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

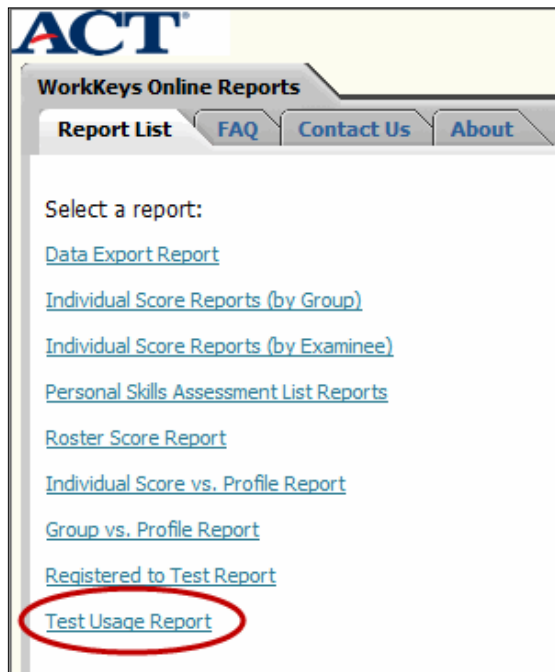
All proctors and site administrators **MUST** have their own account with their own login information. Testing staff are **NOT** to share accounts/login information.

***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.

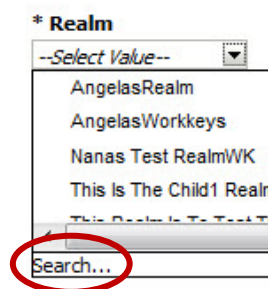
Follow the steps below to run the Test Usage Report.

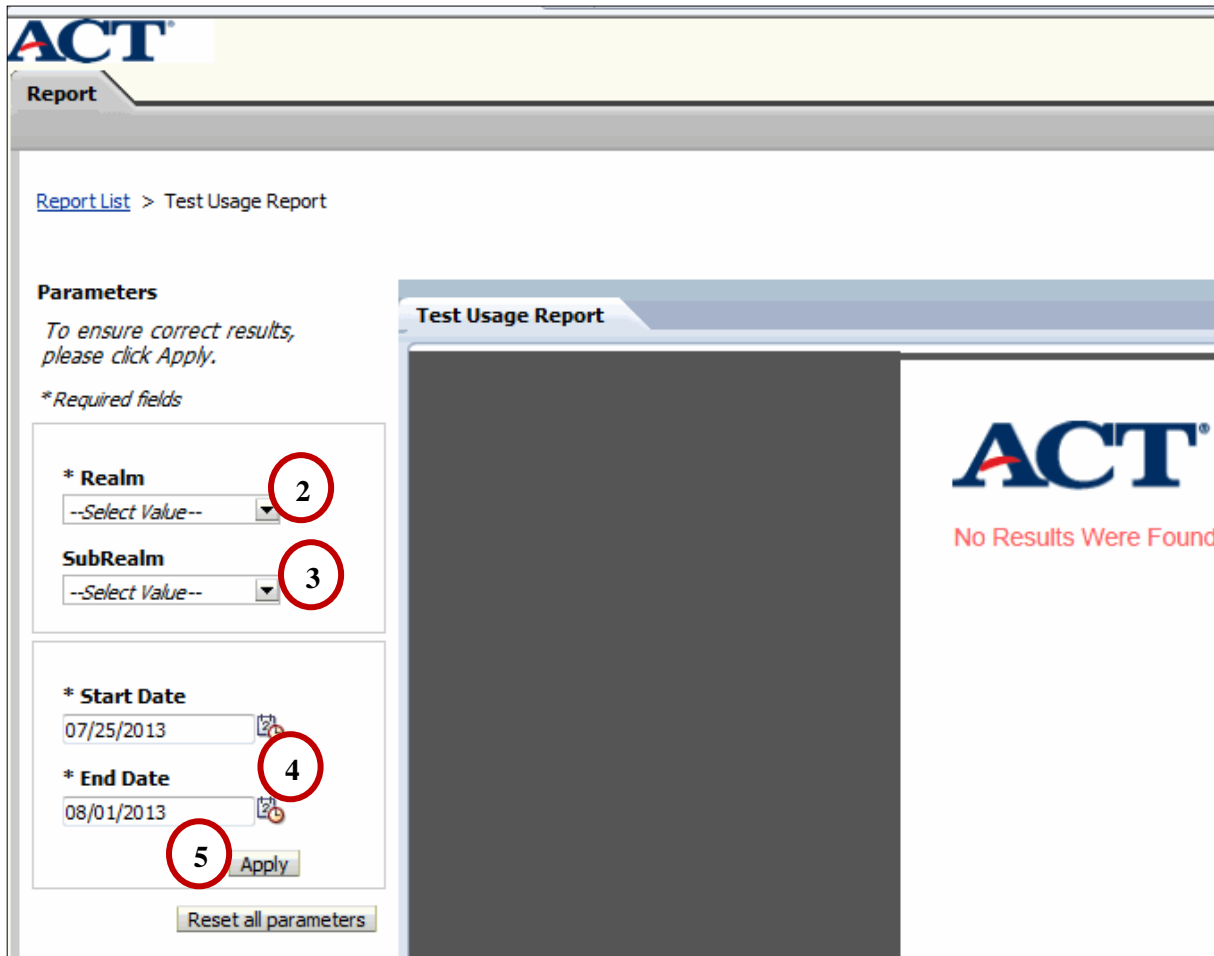


1. From the Report List tab of the Reports Portal, click the *Test Usage Report* link (shown above).
 - The report's corresponding Parameter Selection fields and the Report window will display.
 - The Report window will display a *No Results* message until you generate a report.
 - Parameter Selection 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*.







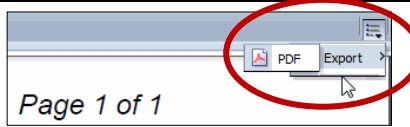



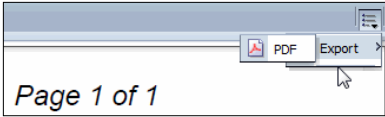
Tips:

- 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. If applicable, select a SubRealm.
 4. Click the Calendar buttons to select a Start Date and an End Date.
 5. 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 Test Usage Report



Skill Report

Realm: AngelasWorkkeys
 SubRealm: <ALL>
 Report Date: Jul 5, 2013

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WorkKeys Test Usage Report
 Jan 1, 2013 - Jul 5, 2013

Realm	SubRealm	Account #	AM	AMX	AT	BW	LI	RFI	RIX	P	T	F
AngelasWorkkeys	AngelasWorkkeys	444333222111	7	1	15	0	1	18	1	4	1	6
	Nanas Test RealmWK	4111111111111111	0	1	0	1	1	3	2	0	1	0
Realm Totals			7	2	15	1	2	21	3	4	2	6

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

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

RFI = Reading for Information
 RIX = Reading for Information Extended
 WO = Workplace Observation

P = Performance
 T = Talent
 F = Fit

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