

Getting Started with ACT[®] Tessaera[®] Workforce

Document Purpose

This Guide provides information and instructions to help administrators access and use ACT Tessaera Workforce.

Prerequisite Information

Use one of the following web browsers to access and use ACT Tessaera Workforce:

- Google Chrome version 40 and above
- Mozilla Firefox version 25 and above

Process Overview

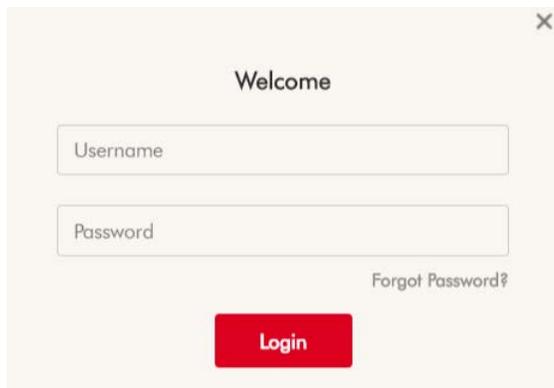
The following procedures are included in this guide:

Stage	Procedure
1	Access ACT Tessaera Workforce and log in
2	Navigate the dashboard view
3	Schedule examinees to take an assessment
4	View examinee details and download reports

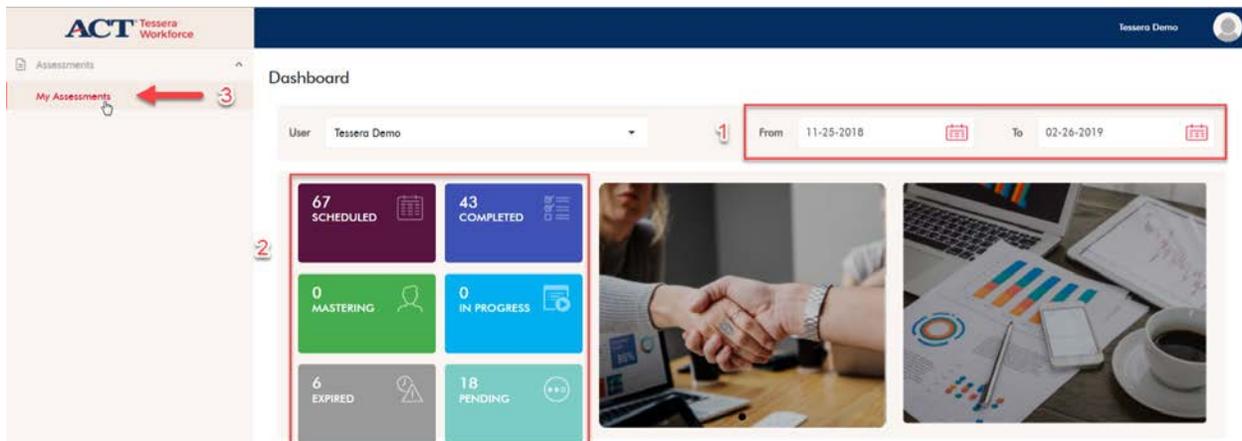
Procedure 1: Access ACT Tessaera Workforce and log in

1. Navigate to the following URL with your web browser:
<https://act.myamcat.com/>
2. Click the “Login” button in the upper-right portion of your screen.
3. Enter your Username and Password credentials in the “Welcome” form and click the “Login” button.

Note: Following the order of ACT Tessaera Workforce, customers’ username and password credentials are provided in an email from ACT.



Note: After a successful login, you will see your ACT Tessaera Workforce Dashboard. Elements of the Dashboard are described in the next section.

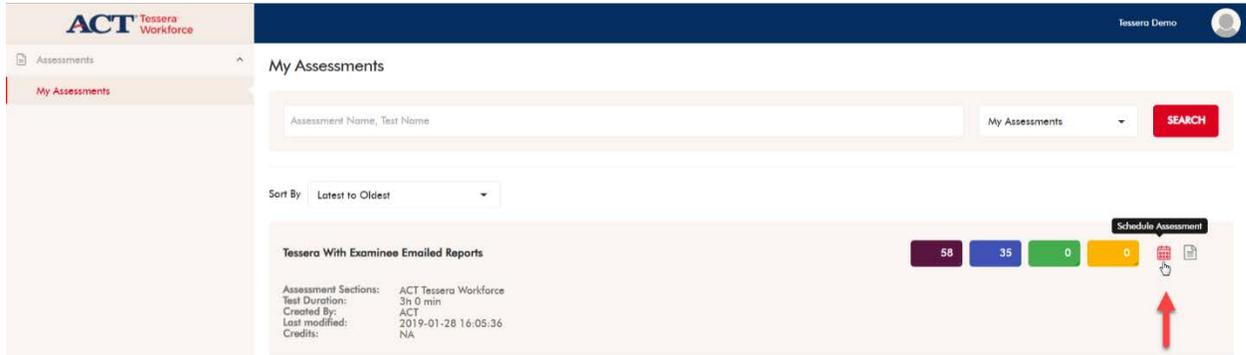


Procedure 2: Navigate the dashboard view

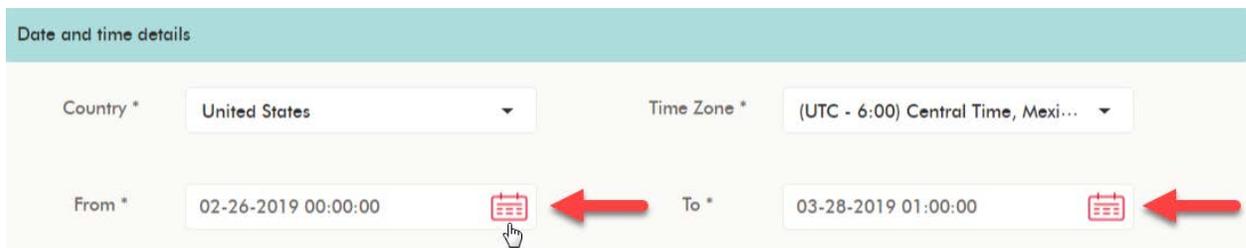
1. To display information for a specific date range, set the “From” and “To” dates by clicking the calendar icons in the date range menu.
2. Click one of the following tiles to view individuals in each of these assessment status categories:
 - Scheduled – displays the total number of individuals who are scheduled to take one or more assessments during the specified date range
 - Completed – displays the total number of individuals who completed an assessment during the specified date range
 - Mastering – shows the total number of individuals who completed an assessment during the specified date range and performed well according to your predetermined benchmark criteria
 - In Progress – shows the total number of individuals who currently are taking an assessment
 - Expired – indicates the total number of individuals who were scheduled to take an assessment during the specified date range, but who did not attempt the assessment by their scheduled date
 - Pending – indicates the total number of individuals who still are scheduled to take an assessment during the specified date range, but who have not yet started their assessment
3. From the left navigation menu, click “Assessments” > “My Assessments” to view all assessments shared with you.

Procedure 3: Schedule Examinees to Take an Assessment

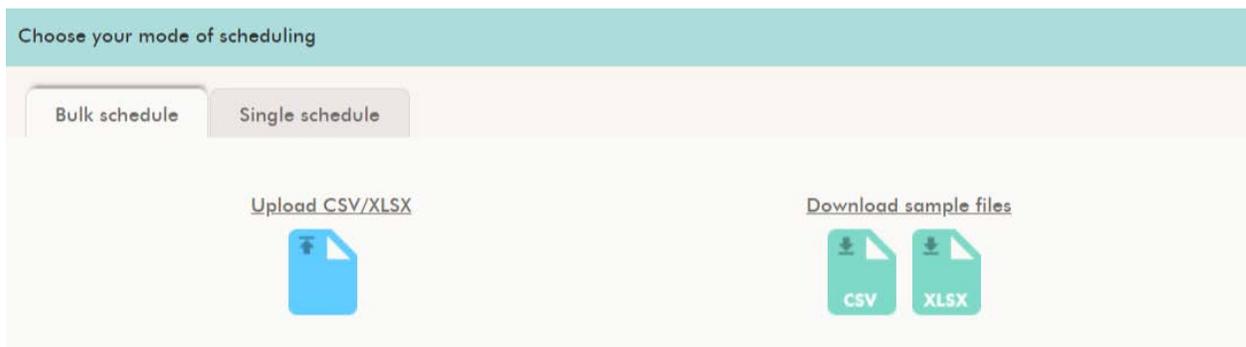
1. From the navigation menu, click “Assessments” > “My Assessment”.
2. Click the calendar icon corresponding with the assessment for which you’d like to schedule examinees.



3. Click on the calendar icons to specify “From” and “To” dates corresponding to the period of time during which the assessment will be active and available for examinees.



4. Select your preferred scheduling mode:
 - Click on “Bulk schedule” to schedule a number of examinees at once – you will be uploading a data file containing all examinees’ information.
 - Click on “Single schedule” to schedule examinees one at a time – you will be entering each examinees’ information via a form.



5. Take the following actions to bulk schedule examinees:
 1. In bulk schedule mode, download sample files—available as Microsoft Excel and comma-separated values (.CSV) formats—by clicking on the icons labeled “XLSX” or “CSV”.
 2. Enter examinees’ data into either the Microsoft Excel file or the CSV file.
 3. Click “Upload CSV/XLSX” to upload the completed file of examinees – you will be prompted to locate and attach your data file.
6. Take the following actions to single schedule examinees:
 1. In single schedule mode, enter examinee data into the “Examinee Detail” form.

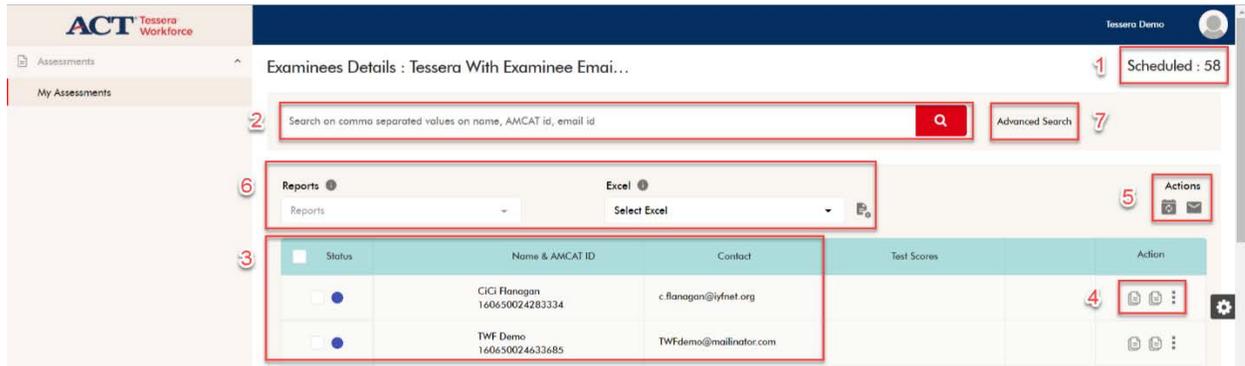
Note: the examinee User Name must be unique. The examinee Password must be at least six characters and should contain at least one character, one number, and one special character.
 2. Click the “Add Custom Tag” button to include additional examinee data (e.g., organization name)
 3. Click the “Add More” button to enter additional examinee records.
 4. To send an email notification to examinee(s), select the “Email” option.
 5. Click the pencil icon to select a content template for the email.
 6. Click “Save” to save the record(s).

Procedure 4: View Examinee Details and Download Reports

1. From the left navigation menu, click “Assessments” > “My Assessments” to view all assessments created by you and shared with you.
2. To view examinee details for any particular assessment, click the page icon associated with the assessment.



3. You can perform the following tasks from the Examinees Details screen:



1. View the number of examinees currently scheduled for this assessment.
2. Search for an examinee using the examinee’s first name, user ID, or email.
3. View the list of examinees for the assessment along with their status.
4. Take actions with individual examinees, depending on their status, including:
 - View and download score reports (for those who have completed the assessment)
 - Contact an examinee
 - Reschedule an assessment
 - Change a password (for those who have not yet completed the assessment)
 - Disable an assessment (for those who have not yet completed the assessment)
5. In addition, you can perform the following bulk actions with all examinees for the assessment:
 - Reschedule the assessment
 - Send an email
6. View and download reports for selected examinees.
7. Perform an advanced search of examinees using the following filters:
 - Date range – searches examinees who have been scheduled for an assessment, or who have attempted an assessment within the specified date range
 - Assessment status: Completed; In Progress; Pending; Expired
 - Examinees status: Mastering; Proficient; Developing

