ACT WorkKeys Online Reports Portal User Guide

ACT WorkKeys

www.act.org

Contents

How to Contact ACT....4
Hours of Operation....4
Phone....4
Email....4
Getting Started....4
Document Purpose....4
Scores Availability....5
Specific Validus Roles....5
Technical Requirements....5
Resources....5
Procedure 1: Log In and Access the Online Reports Portal....6
Procedure 2: Overview of Producing a Report....7
Procedure 3: Searching in Parameter Drop-Down Menus....9
Procedure 4: Running a Report....11
Procedure 5: Saving and Printing a Report....12
Procedure 6: Leaving a Report Page....12
ACT WorkKeys Reports....13
Individual Score Reports (by Group)....13
Individual Score Reports (by Examinee)....15
Individual Summary Score Report....18
Summary Score Report....21
Roster Score Report....23
Individual Score vs. Profile Report....26
Group vs. Profile Report....27
Registered to Test Report....30
Test Usage Report....32
Local Scan Instant Score Report....34
Invoice Report Paper-Based Testing....36
Data Export Report....38
Running Data Export Report....38
Viewing Data Export Report....40
Career Readiness Certificate Reports....43
Certificate Data Export....43

Test Data Export....44
Certificates by Certificate ID....46
Certificates by Testing Location....47
Certificate Count by Testing Location....49
Qualification Letter by Certificate ID....50
Qualification Letter by Testing Location....52

©2023 by ACT, Inc. All rights reserved.

How to Contact ACT

Hours of Operation

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

Note: *All hours of operation are central time and subject to change.*

Phone

If you are in …	Then call …
United States or Canada	800.967.5539
Outside the US or Canada	319.337.1380

Email

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

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

Stage	Procedure
5	Saving and printing a report
6	Leaving a report page

Scores Availability

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. Newly added roles to access reports may take up to 24 hours for the changes to be made.

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. For site administrators to access the Career Readiness Certificate Reporting they must have the roles **Portal Reports-WKO**, **Portal Reports-WKO-Cert Data Export**, **Portal Reports-WKO-Test Data Export**, **Portal Reports-WKO-Print Certificate**, **Portal Reports-WKO-Print Certificates by Test Location**, and/or **Portal Reports-WKO-Qualification Letter**.

Note: *See the* Roles in Validus *or a full list of available roles and their related activities.*

Technical Requirements

See the *WorkKeys Online Technical Specifications* web page for supported browsers as well as the other minimum technical requirements required for ACT WorkKeys.

Resources

For more information, see the ACT WorkKeys Administration web page.

Note: *If you are participating in an ACT State testing program, you may instead have a state-specific webpage where all of your information is stored.*

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 Customer Support.

1. In a web browser on the test coordinator's computer, enter the url for your testing realm (e.g., https://vtc.act.org/123456789). The number after the last slash in the url is your site's realm number.

   Your testing realm url is included in the email you received from ACT WorkKeys regarding your online realm administration information.

   The Validus Virtual Test Center loads in your browser window.

   You should only see form fields to enter your **User ID** and **Password**. If you also see a field labeled **Realm**, reenter your testing realm url. If you need assistance, please contact ACT Customer Support.
2. Enter the test coordinator's **User ID** and **Password**, and select **Login**.

   Your testing realm Home page loads in your browser window.
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**).

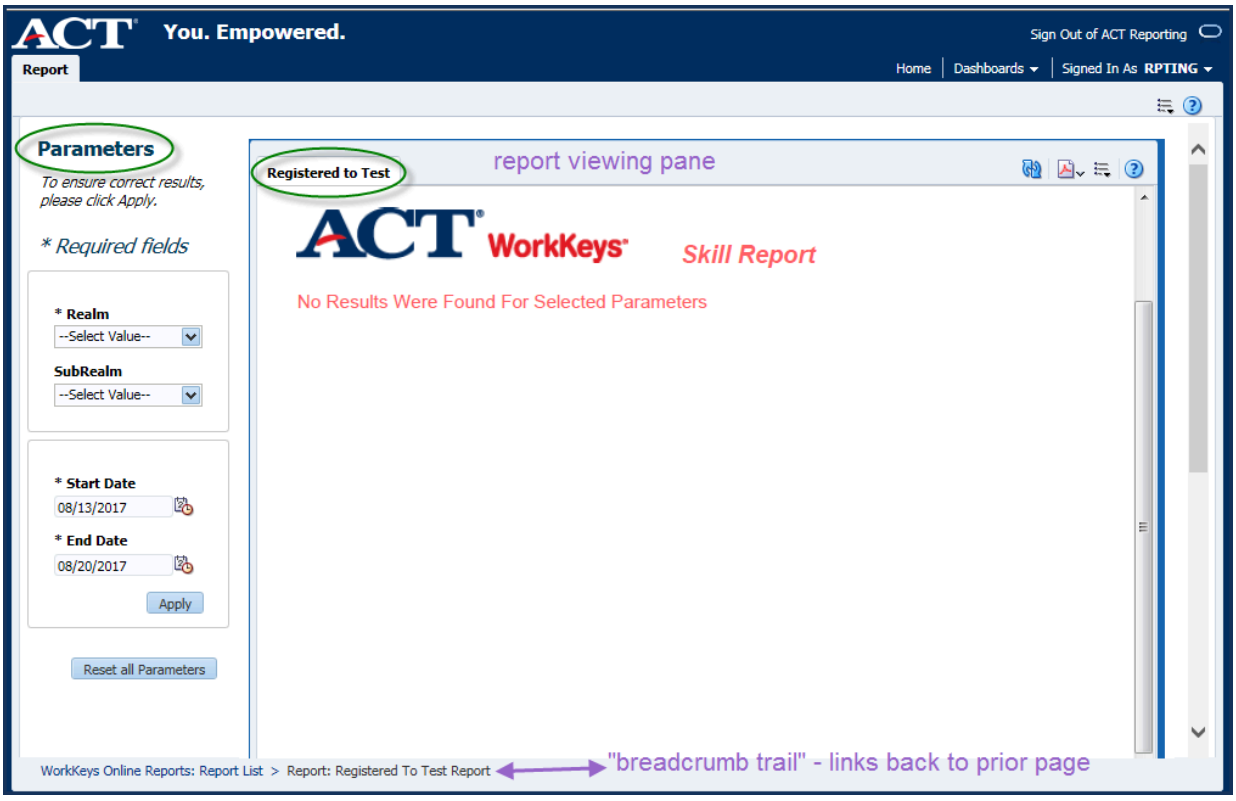
With a successful log in, you will see “WorkKeys Online Reports” and the contents of the “Report List” tab. This is the list of available reports for you to create. Refer to the report sections following this Getting Started section for more information about each of these reports.

Note:

- *The section on the **Data Export Report** is placed later 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 the other reports.*
- *The **Personal Skills Assessment List Reports** is not included in this user guide. The explanation about these reports is found in the Running the Personal Skills Assessment List Reports guide.*
- *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.



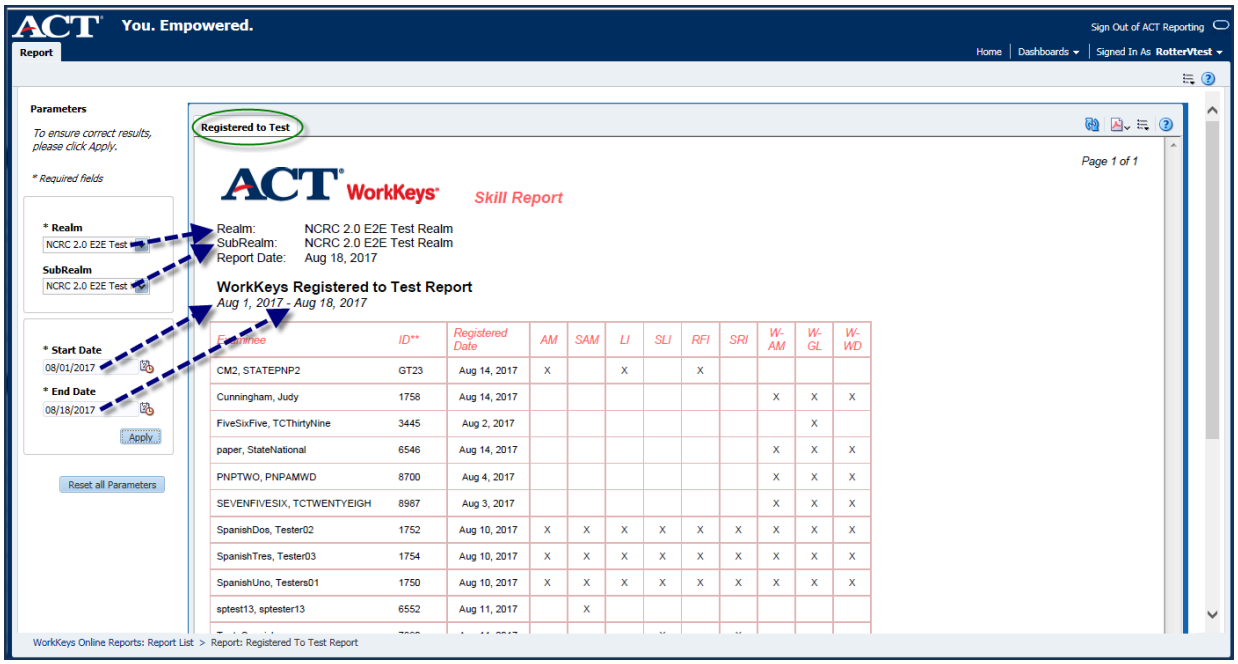
The report viewing pane will initially display a “No Results were Found for Selected Parameters” message until you generate a report.

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.*

To create a report, 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 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.

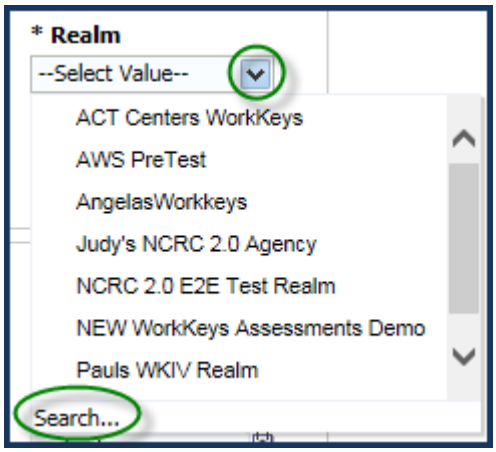
Once you apply selected parameters, a report is generated in the report viewing pane. Reports can be viewed, printed, or exported.



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).

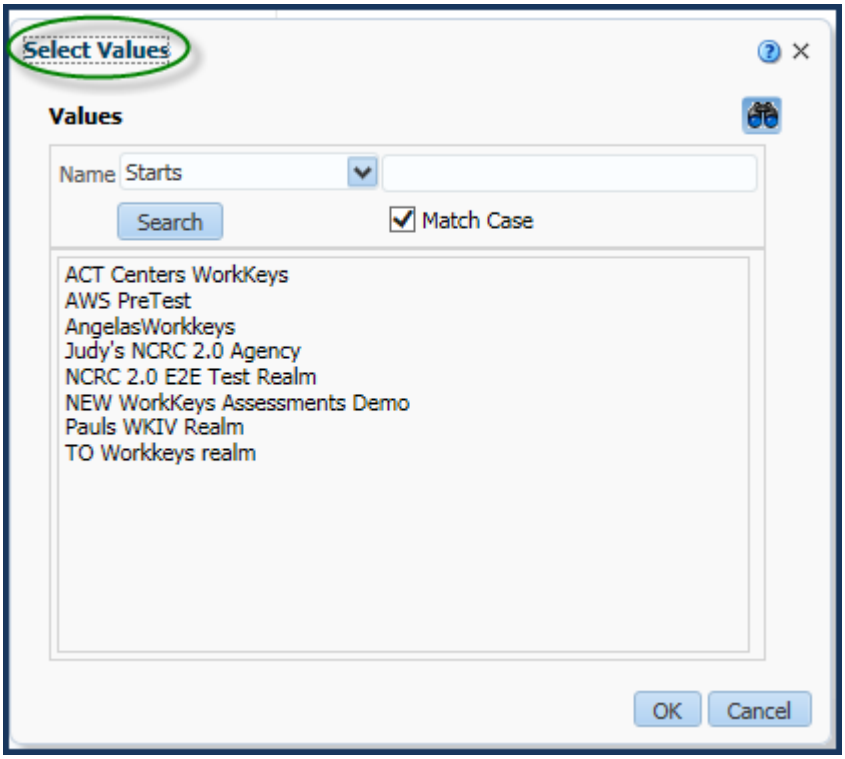


To perform a search, do the following.

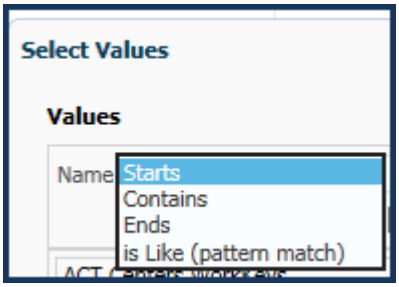
1. Select **Search** from a drop-down menu.

   If you see the parameter you need, make your selection and choose **OK**. But to use the search criteria fields, continue with the next step.

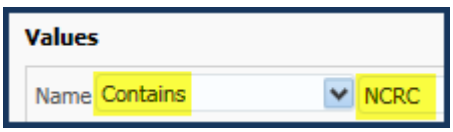
   The **Select Values** window displays as shown here.



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

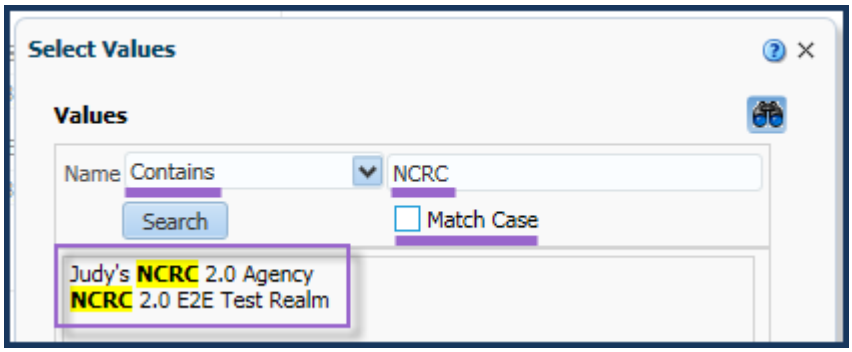


3. In the field next to it, enter the text on which to search.



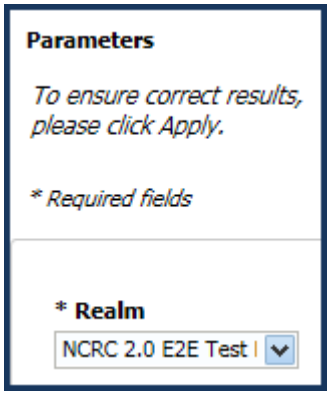
4. Deselect (or uncheck) the **Match Case** checkbox if it is not necessary to match the uppercase, lowercase, or title case of the text you input, and then select the **Search** button.

   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, 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 the 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*, 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.*

The report appears in the report viewing pane.

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

Procedure 5: Saving and Printing a Report

There are two ways that you can save or print reports.

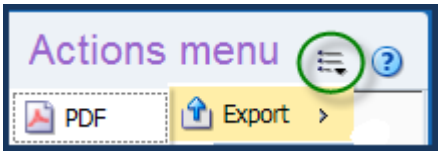
Method 1

Depending on the browser you're using, as your cursor moves across the report viewing pane, you may notice a pop-up window of action items or it may be stationary in a corner of your screen.

As your cursor hovers over each icon, they are explained and you have the opportunity to download a copy, print, or zoom in or out.

Method 2

In the upper right corner of your screen, there is an **Actions** menu that looks like a bulleted list. When you select this 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.



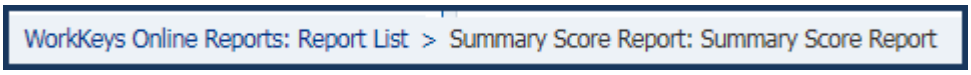
When you choose **PDF**, you'll see a File Download message asking you to choose to either open or save the file.

Procedure 6: Leaving a Report Page

When you're done with the report you created, there are two 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.

ACT WorkKeys Reports

Individual Score Reports (by Group)

Report Purpose

This section explains the parameters of running the **Individual Score Reports (by Group)** report. This report includes the examinee's scores for the ACT WorkKeys tests they've taken as well as explanations of 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.

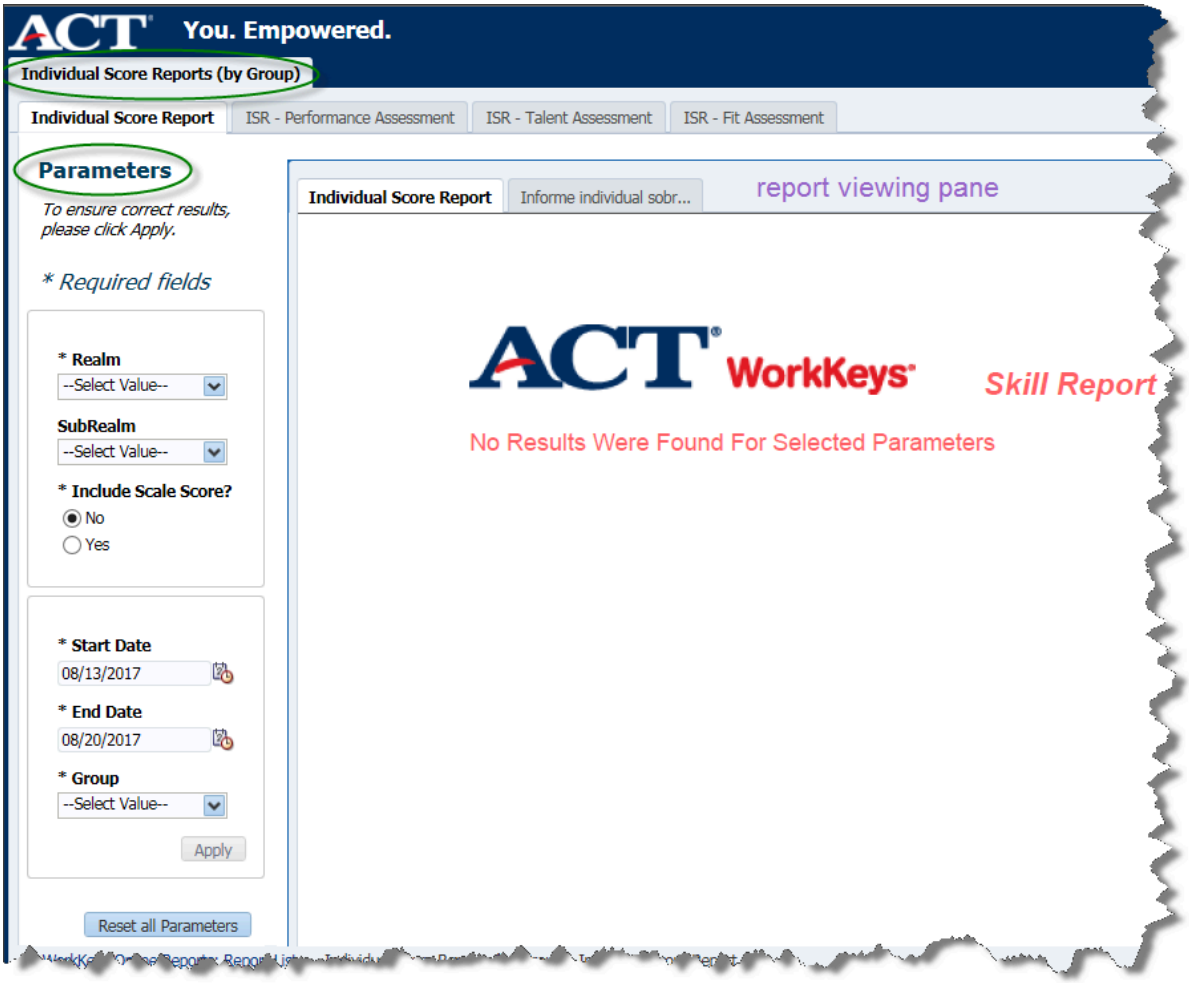
Running the Report

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.



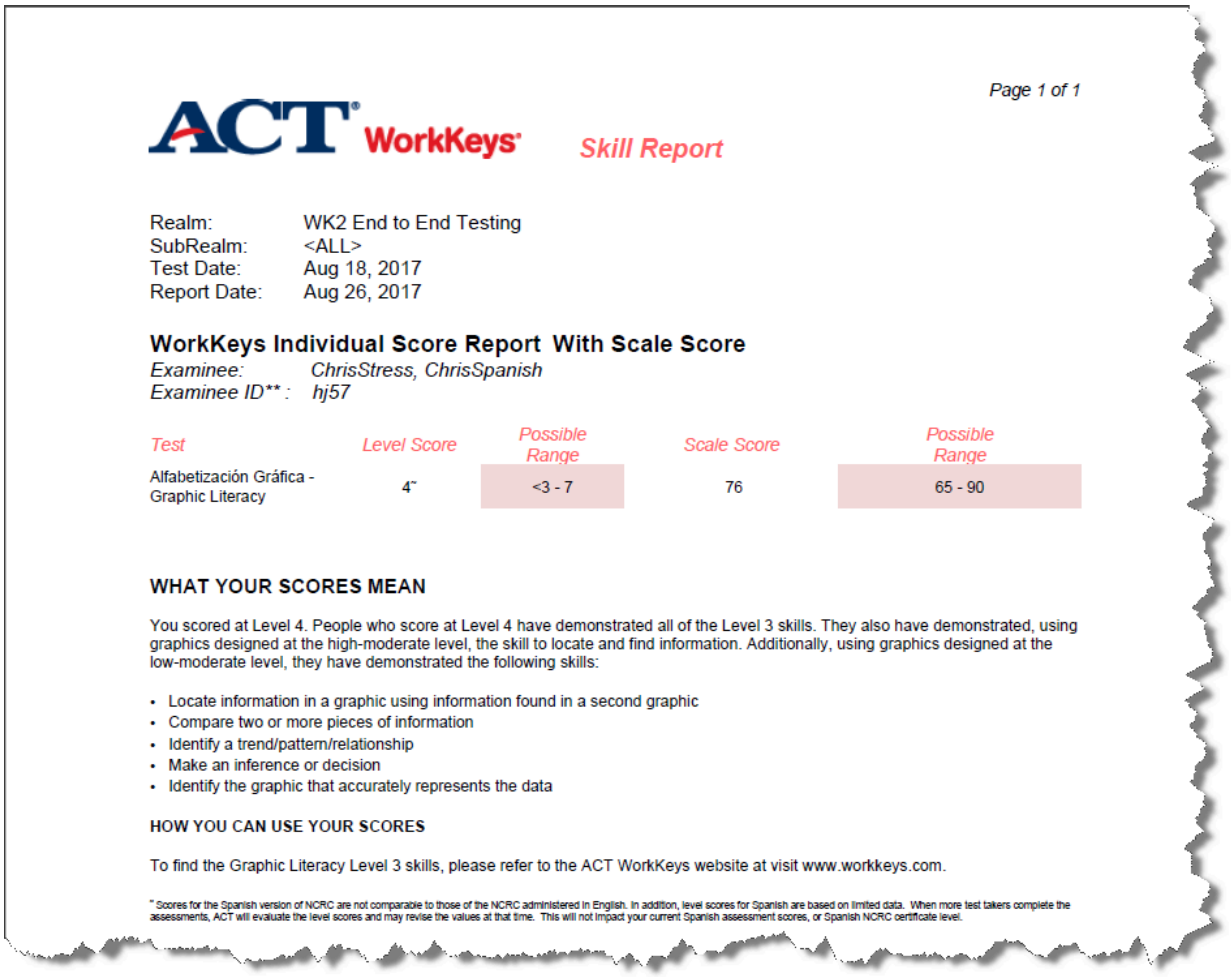
3. In the **Parameters** pane, select your **Realm** from the drop-down menu.
4. If applicable, select your **SubRealm**. This is not a required parameter.
5. Then choose either **No** or **Yes** for **Include Scale Score?**

   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."

Example with data that fits the parameters that were selected, which includes the Scale Score.



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 to save and print reports.*

Individual Score Reports (by Examinee)

Report Purpose

This section explains the parameters of running the **Individual Score Reports (by Examinee)** report. This report includes the examinee's scores for an ACT WorkKeys test they've taken, as well as the explanation of 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

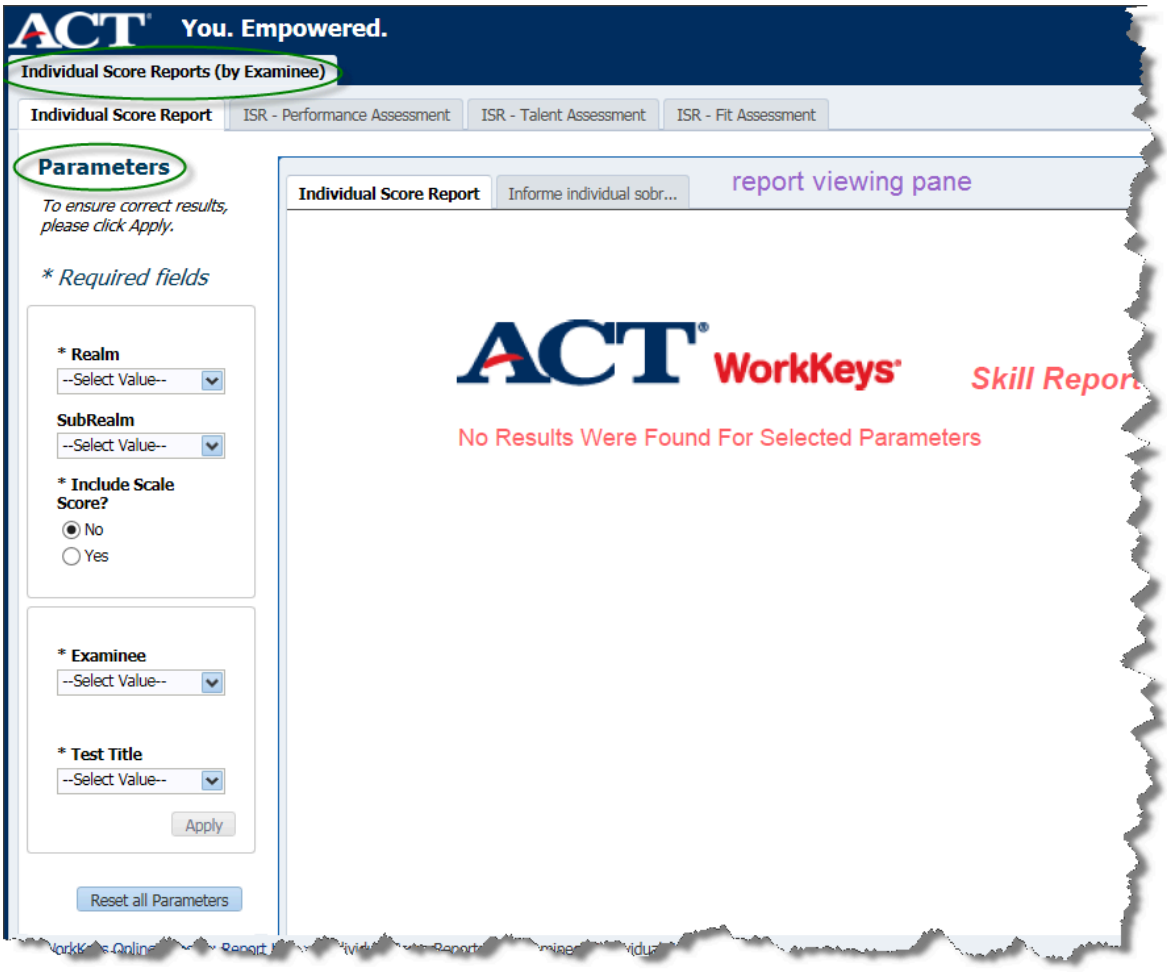
This report includes scores from both paper tests and online tests.

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.*

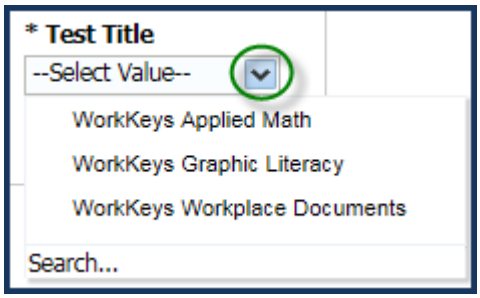
3. In the Parameters pane, select your **Realm** from the drop-down menu.
4. If applicable, select your **SubRealm**. This is not a required parameter.

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).

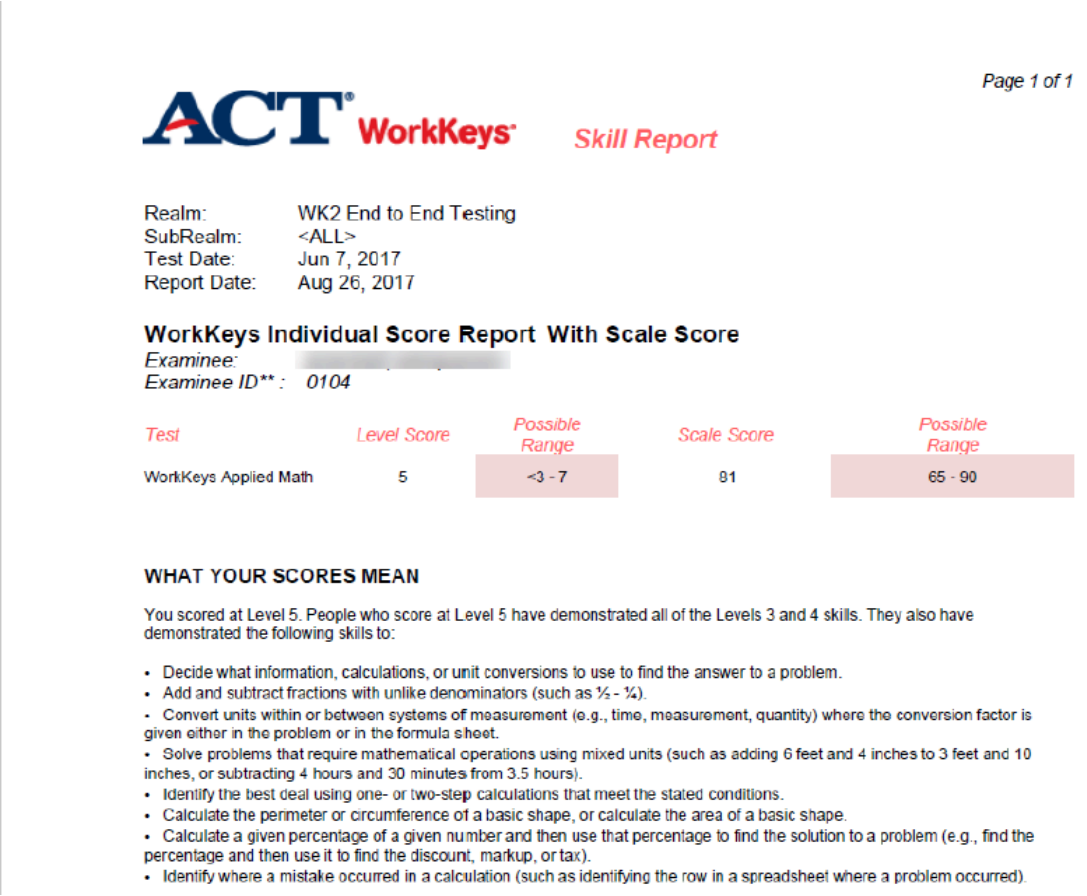
7. Select the **Test Title** drop-down menu. Choose one of them. Later you can choose the other titles.



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."

   Example with data that fits the parameters that were selected, which includes the Scale Score.



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: [redacted]
*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 ½ - ¼).
- 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).

Note: *Return to the "Getting Started" section for instructions to save and print 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**. 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.

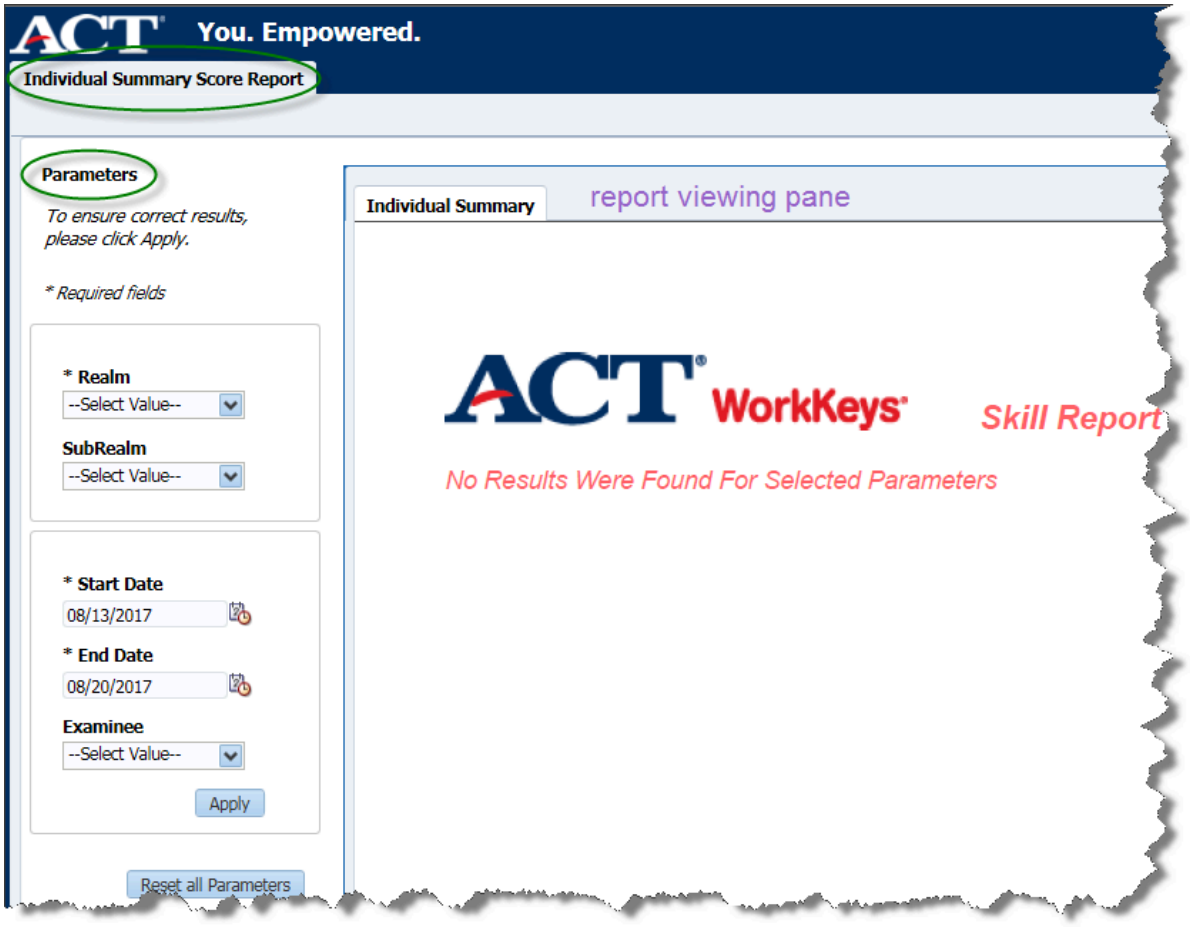
IMPORTANT: *For paper answer documents, the examinee must grid (i.e., fill in the ovals) for their first and last name for that information to be scanned and stored. A score report cannot be generated if the examinee does not grid their first and last name.*

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.

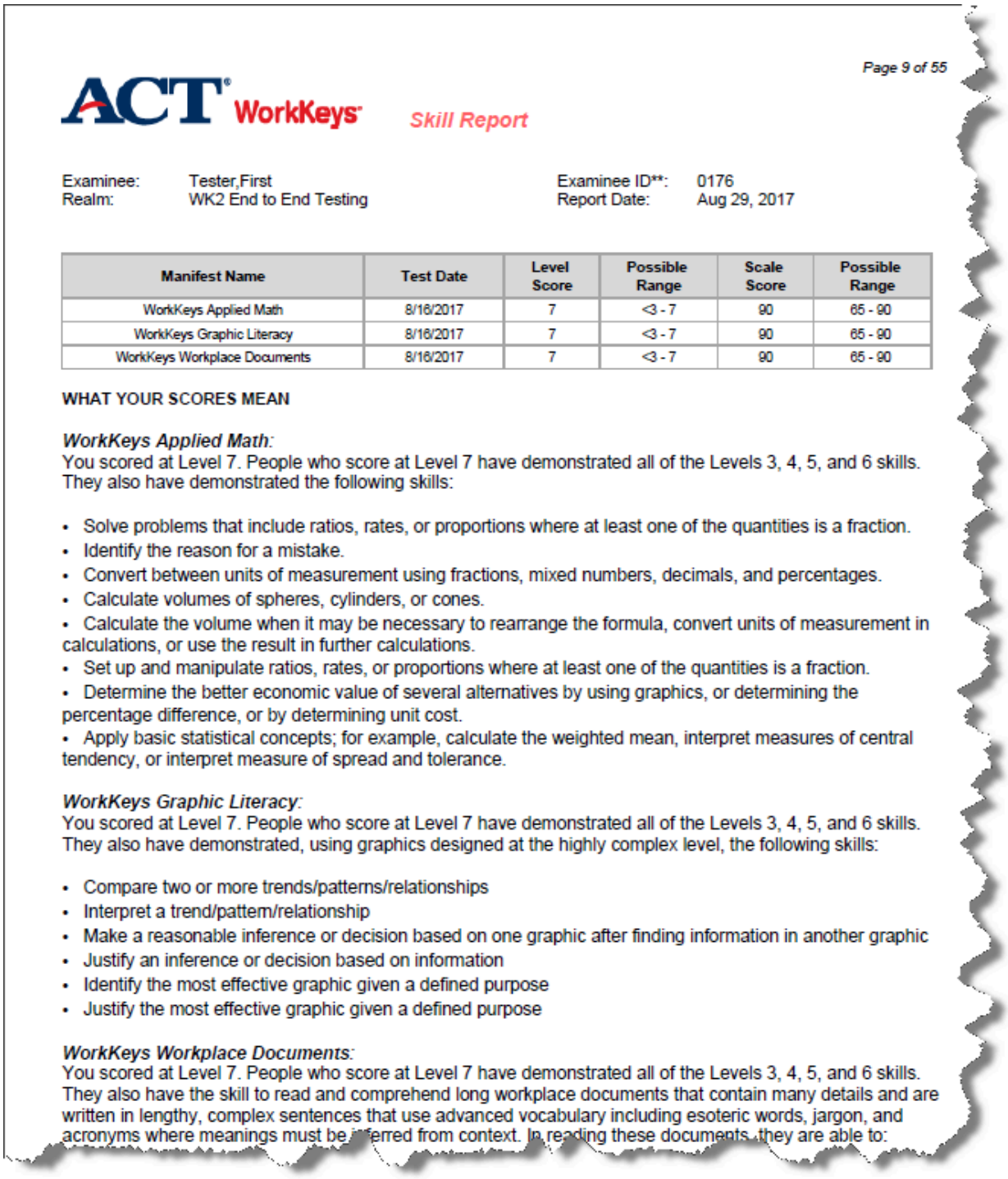


2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. If applicable, select your **SubRealm**. This is not a required parameter.
4. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters,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

Example with data that fits the parameters that were selected, which has both Level Scores and Scale Scores.



Page 9 of 55

ACT WorkKeys Skill Report

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 to save and print a report.*

Summary Score Report

Report Purpose

This section explains the parameters of running the **Summary Score Report**. 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

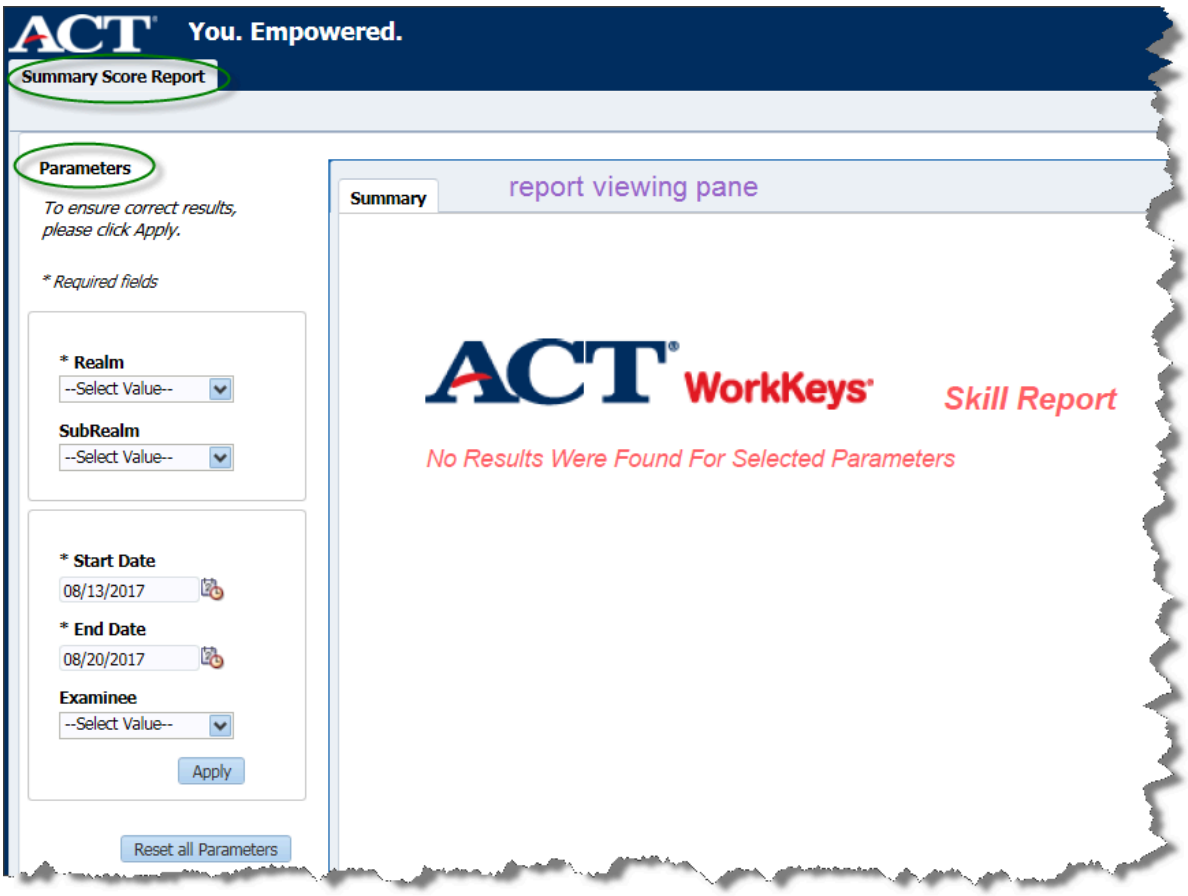
This report includes scores from both paper tests and online tests.

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.

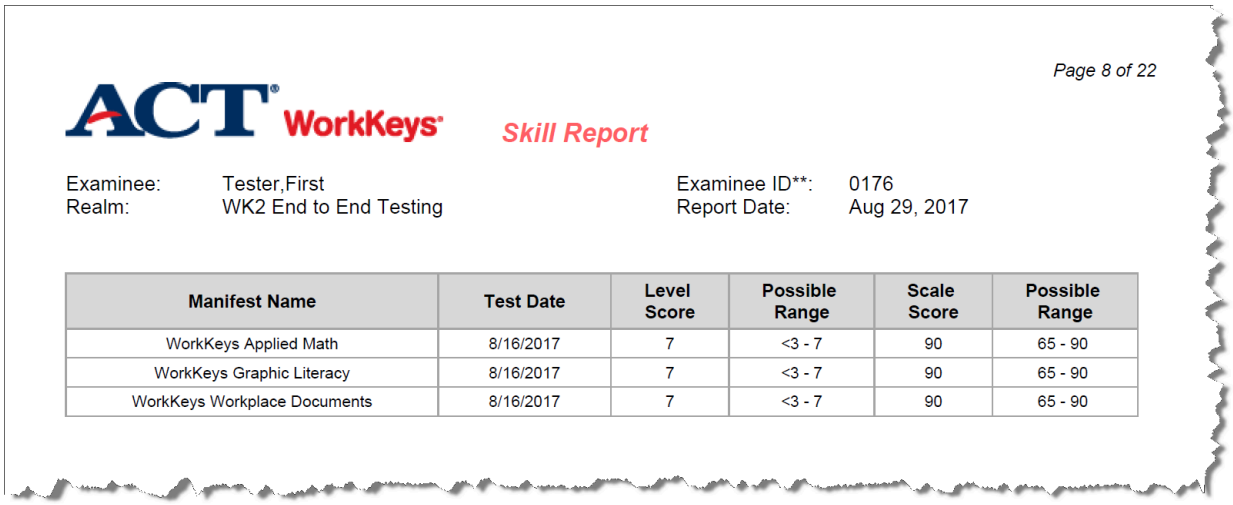


2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. If applicable, select your **SubRealm**. This is not a required parameter.
4. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters,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

Example with data that fits the parameters that were selected, which has both Level Scores and Scale Scores.



Page 8 of 22

ACT WorkKeys *Skill Report*

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

Note: *Return to the "Getting Started" section for instructions to save and print reports.*

Roster Score Report

Report Purpose

This section explains the parameters of running the **Roster Score Report**. 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

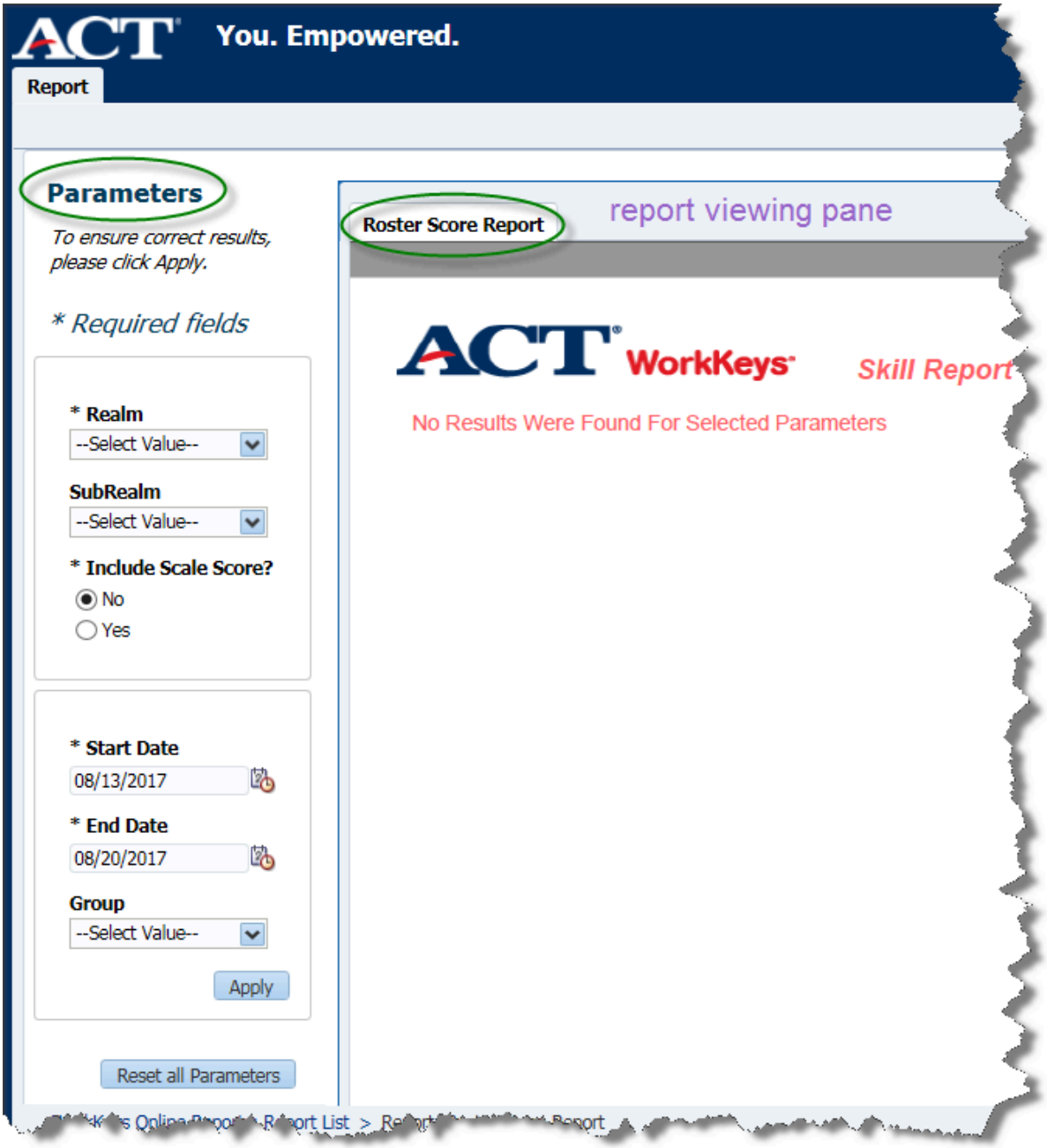
This report includes scores from both paper tests and online tests.

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.



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.*

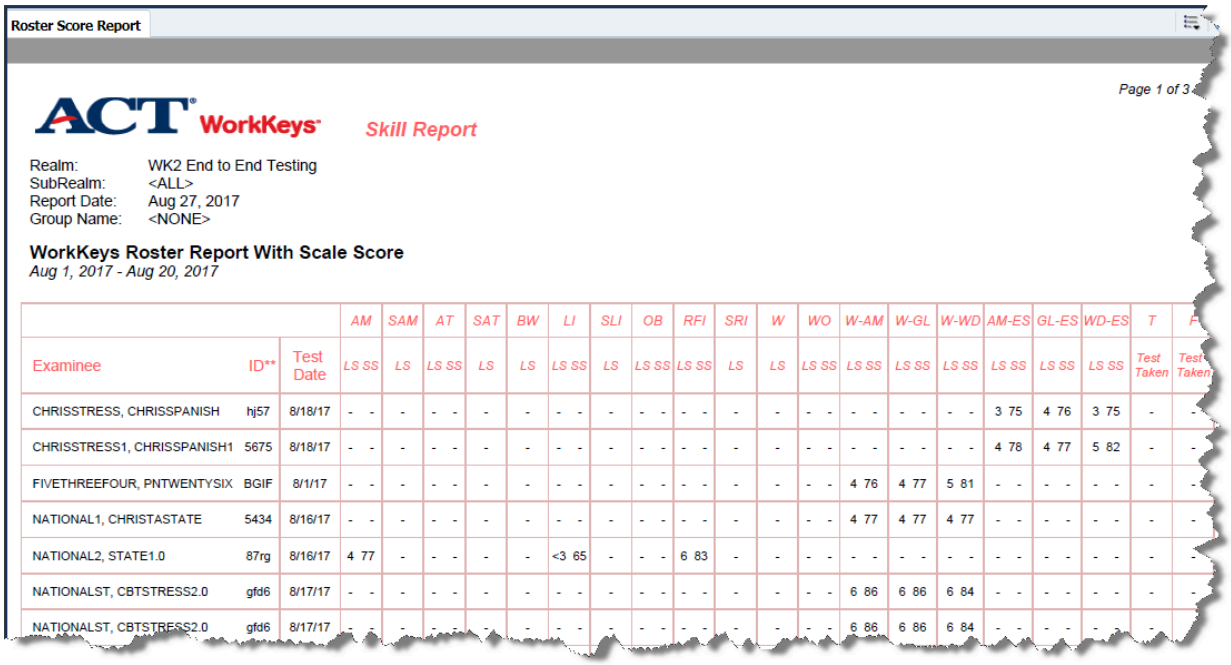
5. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.
6. If applicable, select a **Group** from the drop-down menu.

   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."

Example with data that fits the parameters that were selected, which includes the Scale Score.



Roster Score Report

Page 1 of 3

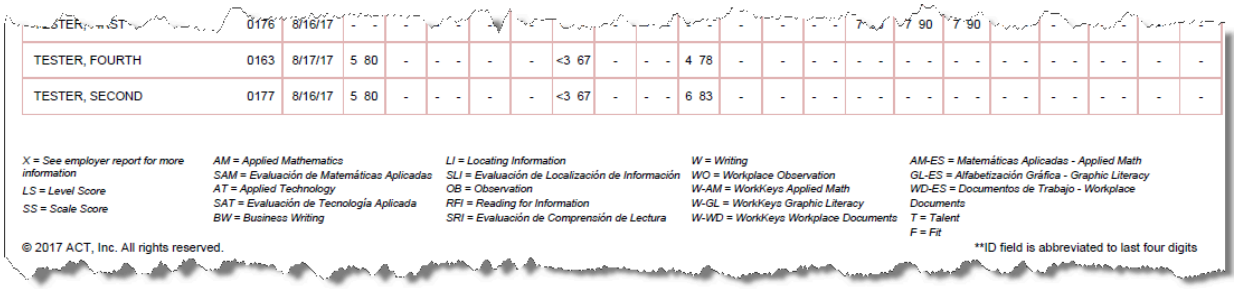
ACT WorkKeys Skill Report

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 LS	AM SS	SAM LS	AT LS	AT SS	SAT LS	BW LS	LI LS	LI SS	SLI LS	OB LS	OB SS	RFI LS	RFI SS	SRI LS	W LS	WO LS	WO SS	W-AM LS	W-AM SS	W-GL LS	W-GL SS	W-WD LS	W-WD SS	AM-ES LS	AM-ES SS	GL-ES LS	GL-ES SS	WD-ES LS	WD-ES SS	T Test Taken	F Test Taken
CHRISSTRESS, CHRISSPANISH	hj57	8/18/17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	75	4	76	3	75	-	-
CHRISSTRESS1, CHRISSPANISH1	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	-	-	-	-	-	-	-	-

Code definitions are included in the legend at the bottom of the report.



TESTER, FIRST	0176	8/16/17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	90	7	90	7	90	-	-	-	-	-	-	-	-
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

© 2017 ACT, Inc. All rights reserved.

**ID field is abbreviated to last four digits

Note: *Return to the "Getting Started" section for instructions to save and print reports.*

Individual Score vs. Profile Report

Report Purpose

This section explains the parameters of running the *Individual Score vs. Profile Report*. 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

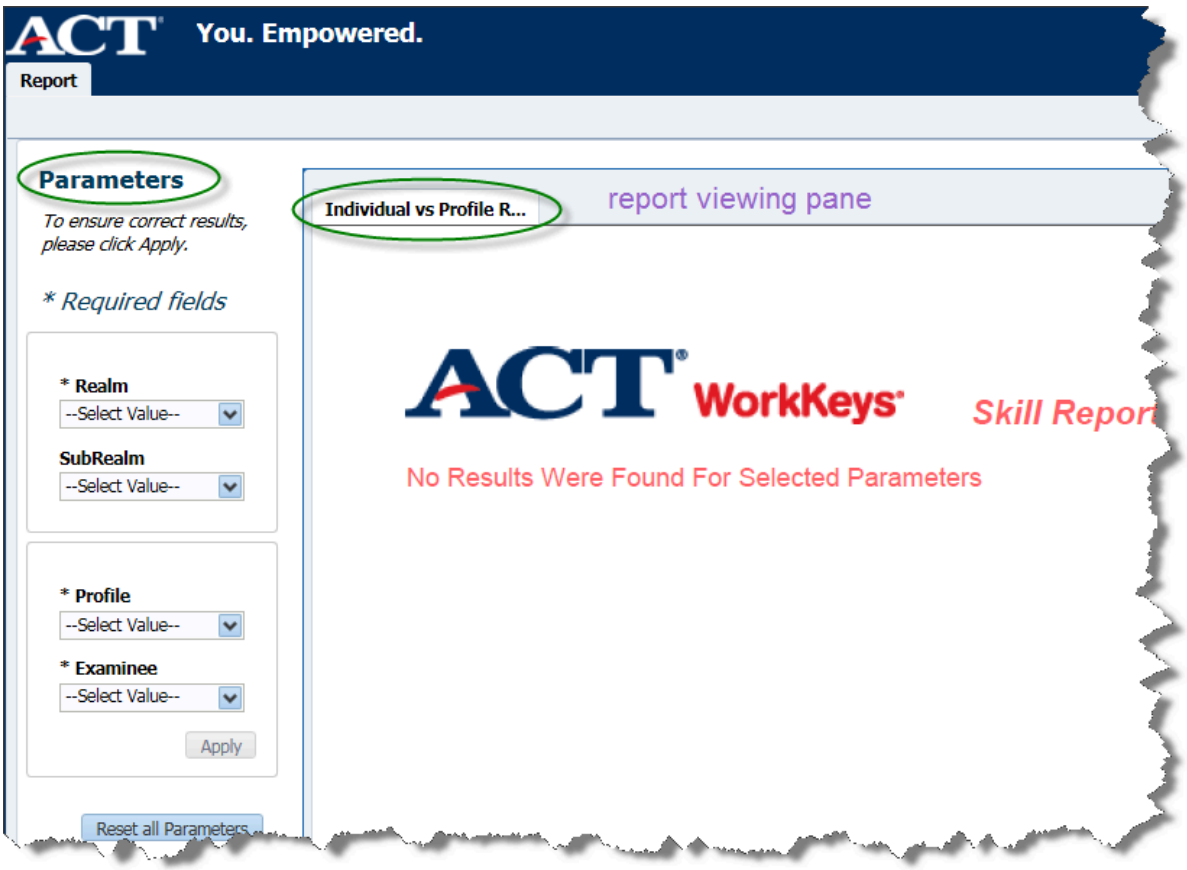
This report includes scores from both paper tests and online tests.

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.

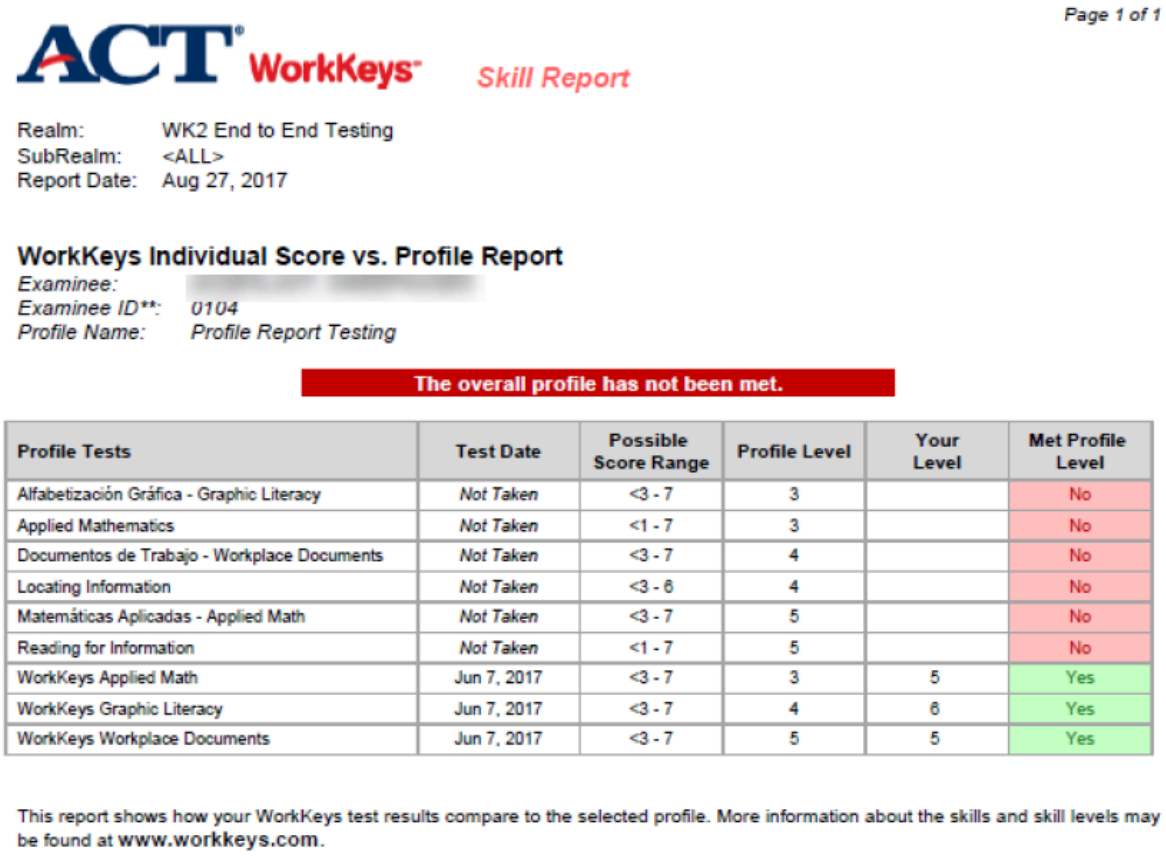
   The screen display changes to the **Parameters** selection pane and report viewing pane.



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."

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>
Report Date: Aug 27, 2017

WorkKeys Individual Score vs. Profile Report
Examinee:
*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 to save and print reports.*

Group vs. Profile Report

Report Purpose

This section explains the parameters of running the **Group vs. Profile Report**. 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.*

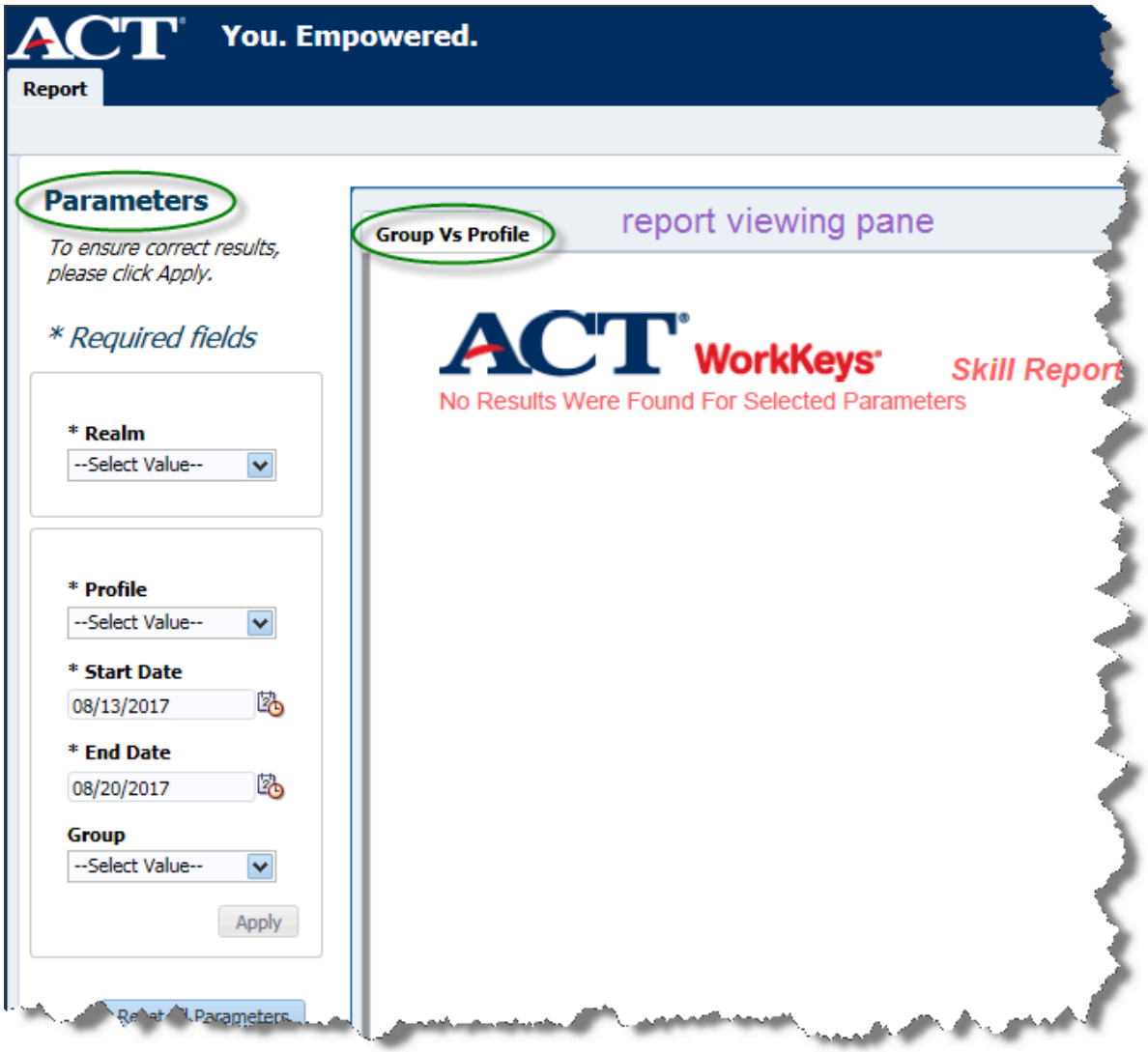
Online Test Scores

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.

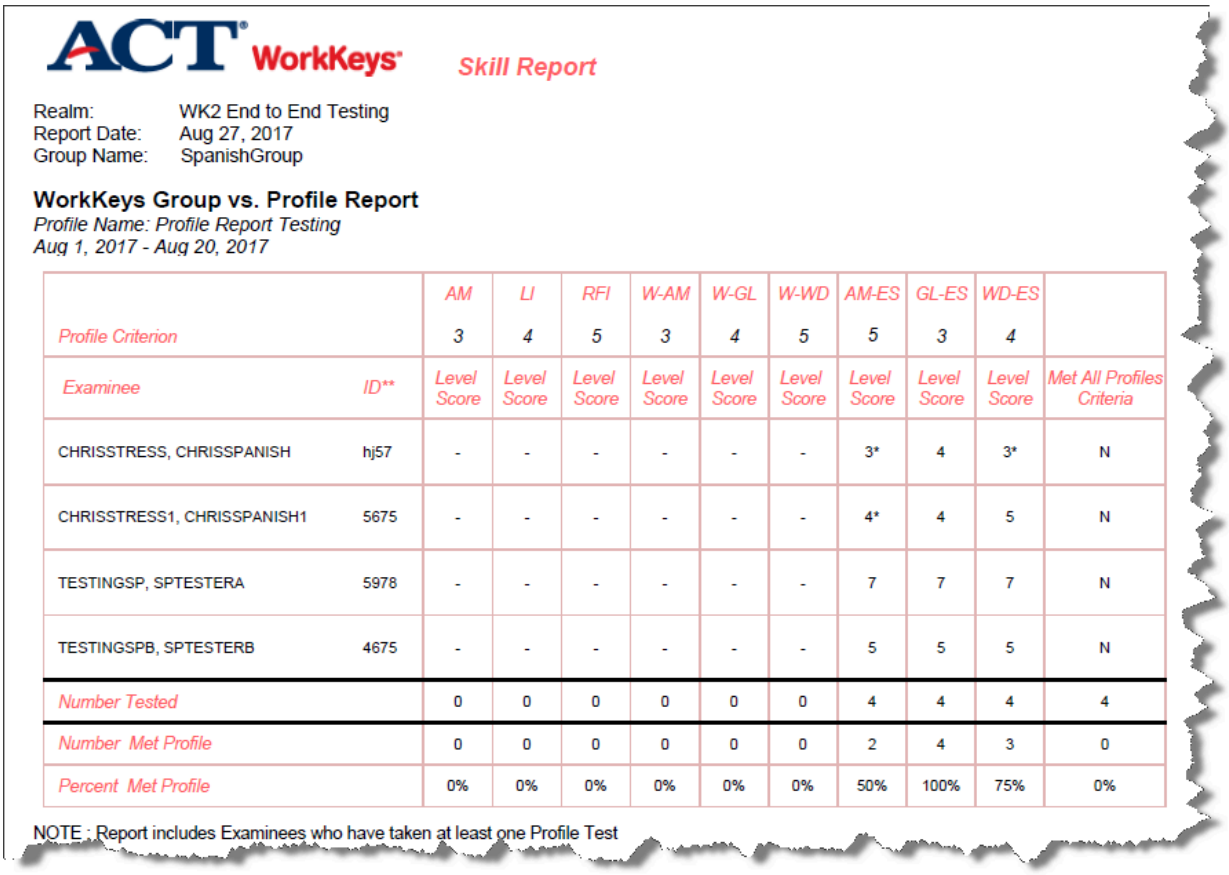


2. In the Parameters pane, select your **Realm** from the drop-down menu.
3. Select a job **Profile** from the drop-down menu.
4. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.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

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	
Profile Criterion		3	4	5	3	4	5	5	3	4	
Examinee	ID**	Level Score	Level Score	Level Score	Level Score	Level Score	Level Score	Level Score	Level Score	Level Score	Met All Profiles Criteria
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
Number Tested		0	0	0	0	0	0	4	4	4	4
Number Met Profile		0	0	0	0	0	0	2	4	3	0
Percent Met Profile		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 to save and print reports.*

Registered to Test Report

Report Purpose

This section explains the parameters of running the **Registered to Test Report**. 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

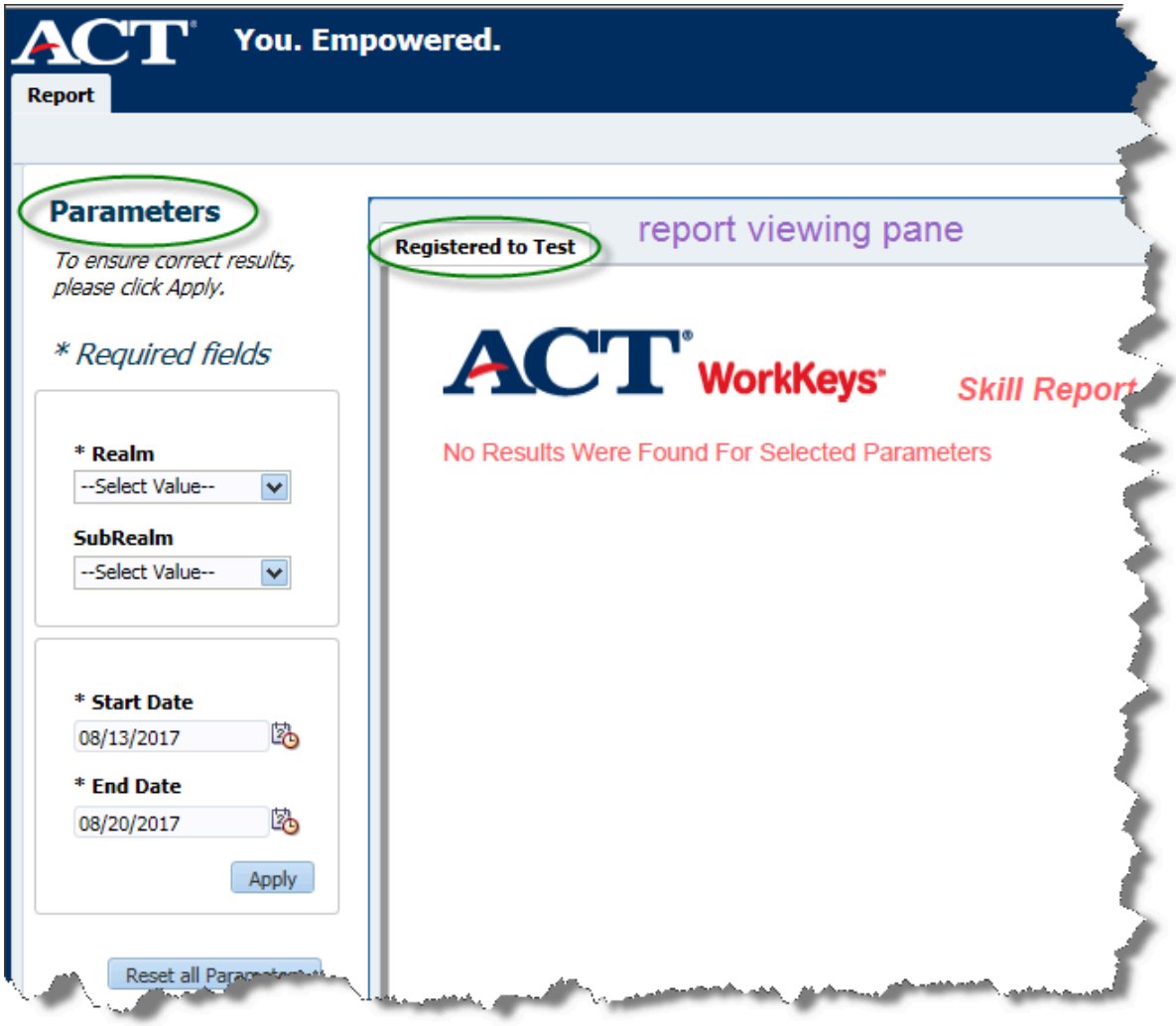
This report provides a list of all examinees who are **registered** for online tests.

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.

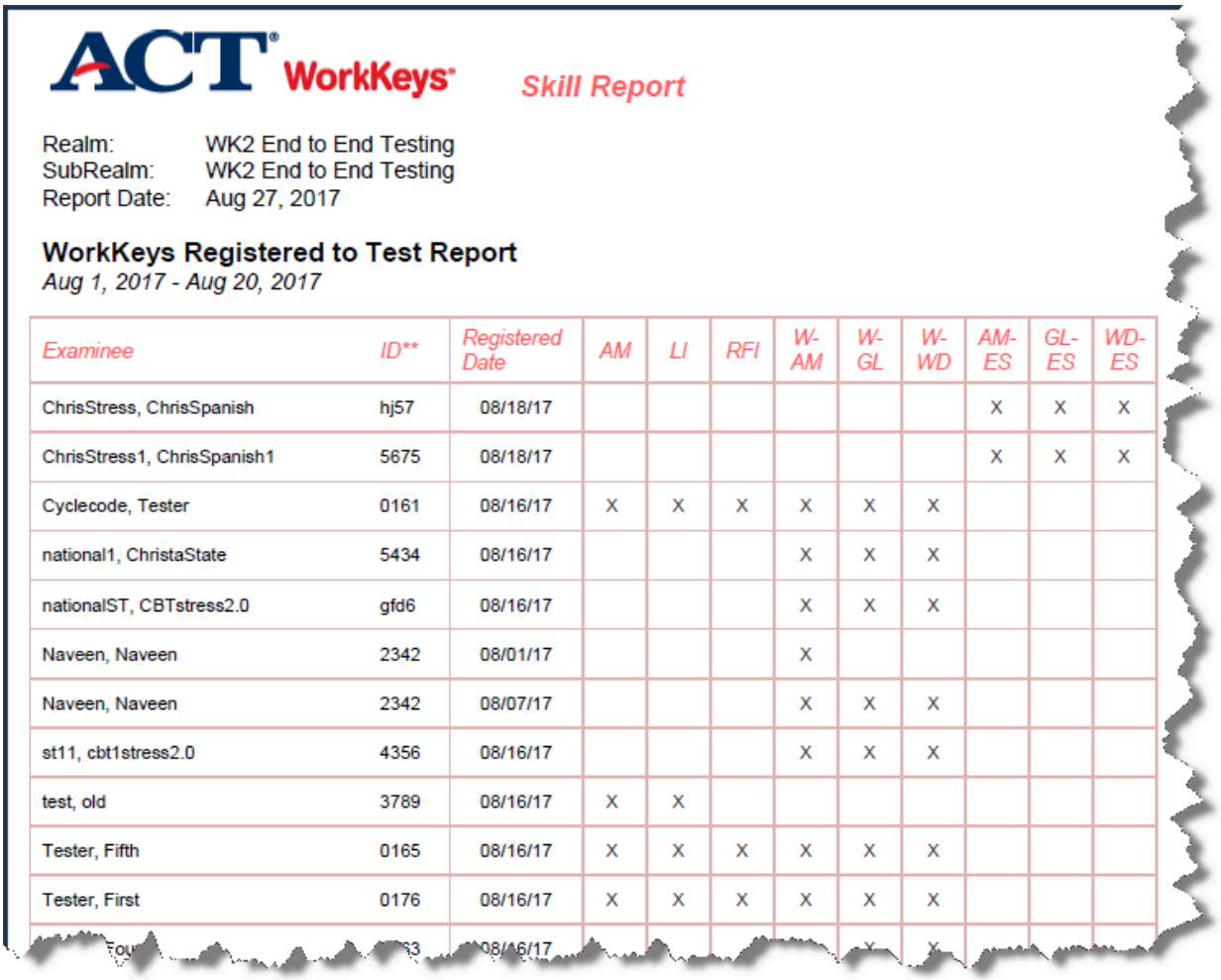
   The screen display changes to the **Parameters** selection pane and report viewing pane.



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."

Example with data that fits the parameters that were selected.



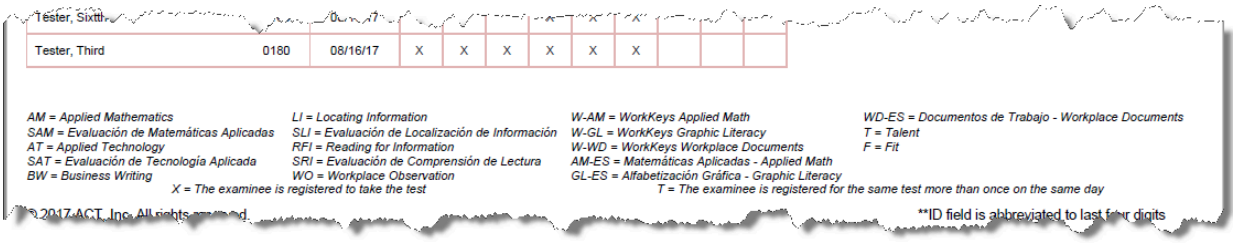
ACT WorkKeys Skill Report

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			

Code definitions are included in the legend at the bottom of the report.



Tester, Sixth		0[illegible]7					X	X			
Tester, Third	0180	08/16/17	X	X	X	X	X	X			

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
RFI = Reading for Information
SRI = Evaluación de Comprensión de Lectura
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
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
© 2017 ACT, Inc. All rights reserved
**ID field is abbreviated to last four digits

Note: *Return to the "Getting Started" section for instructions to save and print reports.*

Test Usage Report

Report Purpose

This section explains the parameters of running the **Test Usage Report**. 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

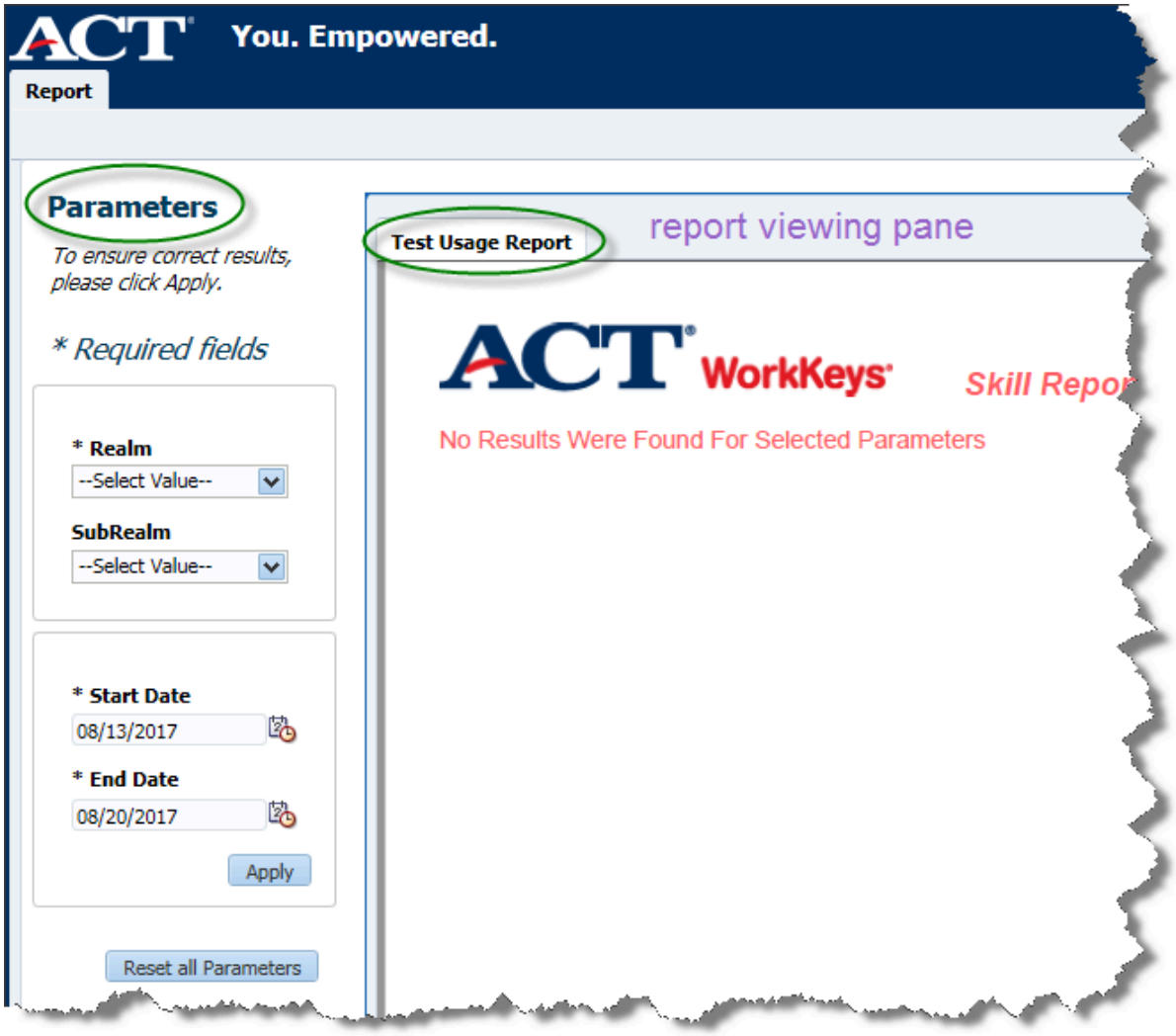
This report includes scores from both paper tests and online tests.

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.

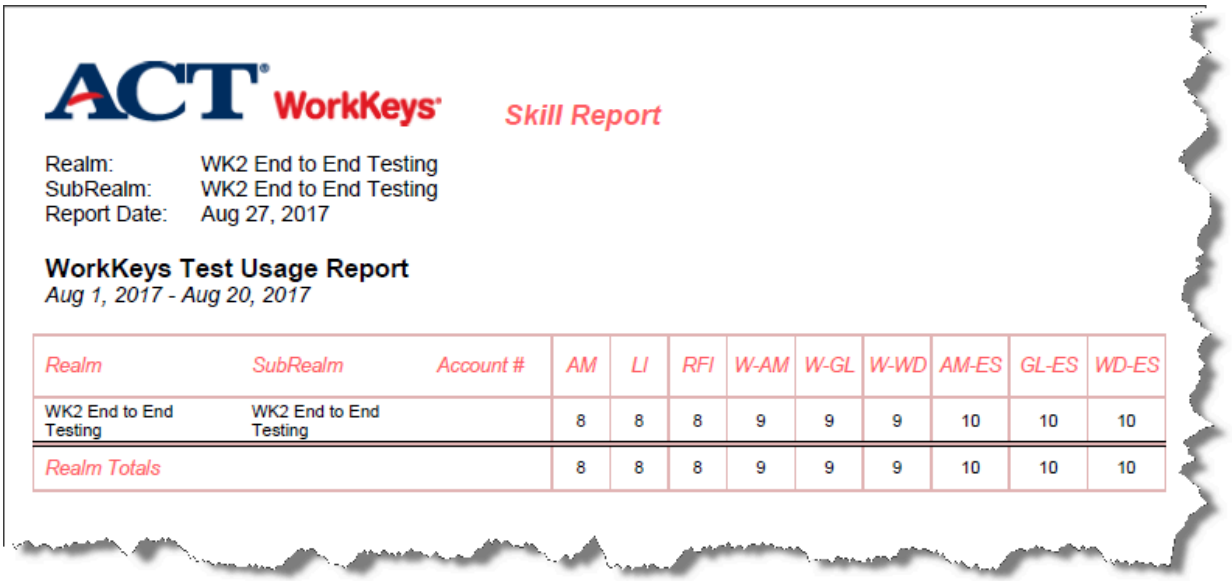


2. In the **Parameters** pane, select your **Realm** from the drop-down menu.
3. If applicable, select your **SubRealm**. This is not a required parameter.
4. Choose the calendar icons to select a **Start Date** and an **End Date** range. In the calendar pop-up, select the desired month, day, and year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

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
Realm Totals			8	8	8	9	9	9	10	10	10

Code definitions are included in the legend at the bottom of the report.

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
RFI = Reading for Information
SRI = Evaluación de Comprensión de Lectura
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
© 2017 ACT, Inc. All rights re

Note: *Return to the "Getting Started" section for instructions to save and print reports.*

Local Scan Instant Score Report

Report Purpose

This section explains the parameters of running the *Local Scan Instant Score Report*. 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

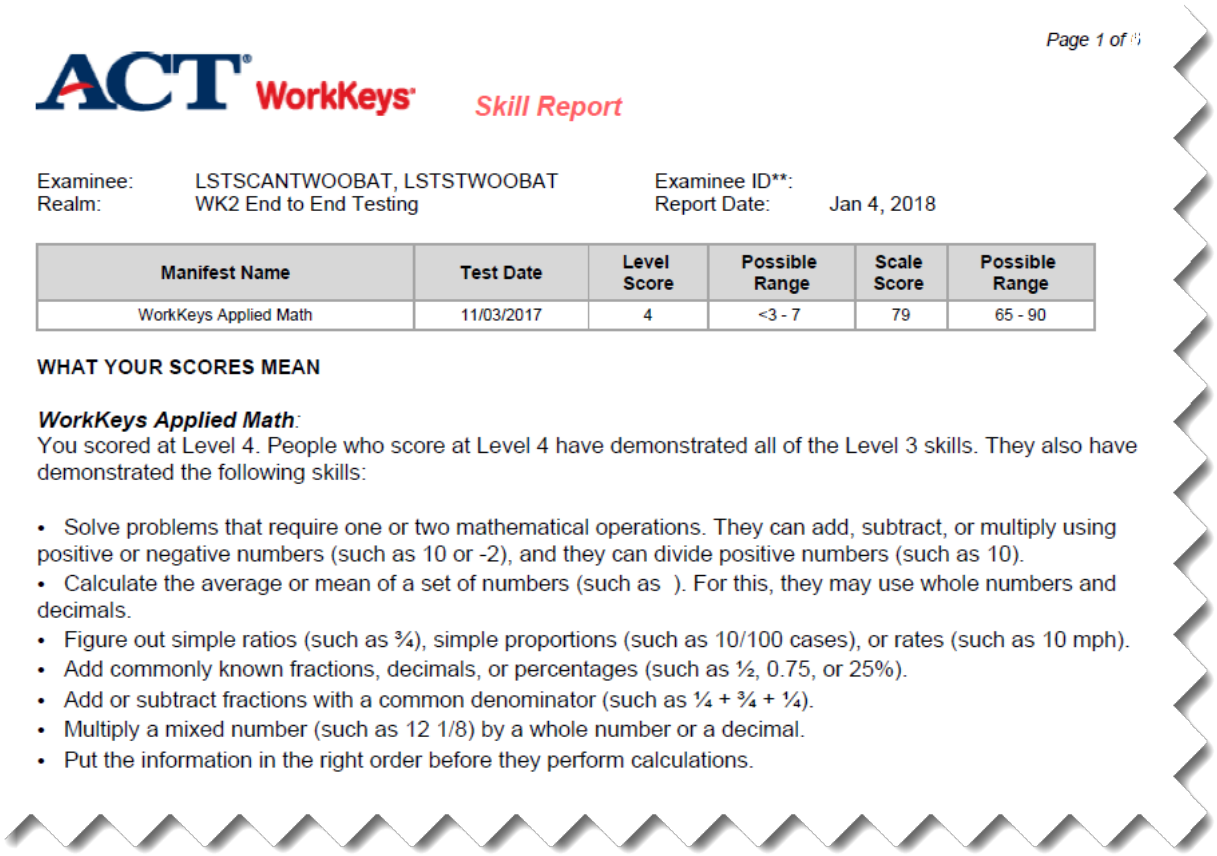
Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

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

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."

Example with data that fits the parameters that were selected.



Page 1 of 3

ACT WorkKeys Skill Report

Examinee: LSTSCANTWOOBAT, LSTSTWOOBAT
Realm: WK2 End to End Testing
Examinee ID**:
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 ¾), simple proportions (such as 10/100 cases), or rates (such as 10 mph).
- Add commonly known fractions, decimals, or percentages (such as ½, 0.75, or 25%).
- Add or subtract fractions with a common denominator (such as ¼ + ¾ + ¼).
- Multiply a mixed number (such as 12 1/8) by a whole number or a decimal.
- Put the information in the right order before they perform calculations.

Invoice Report Paper-Based Testing

Report Purpose

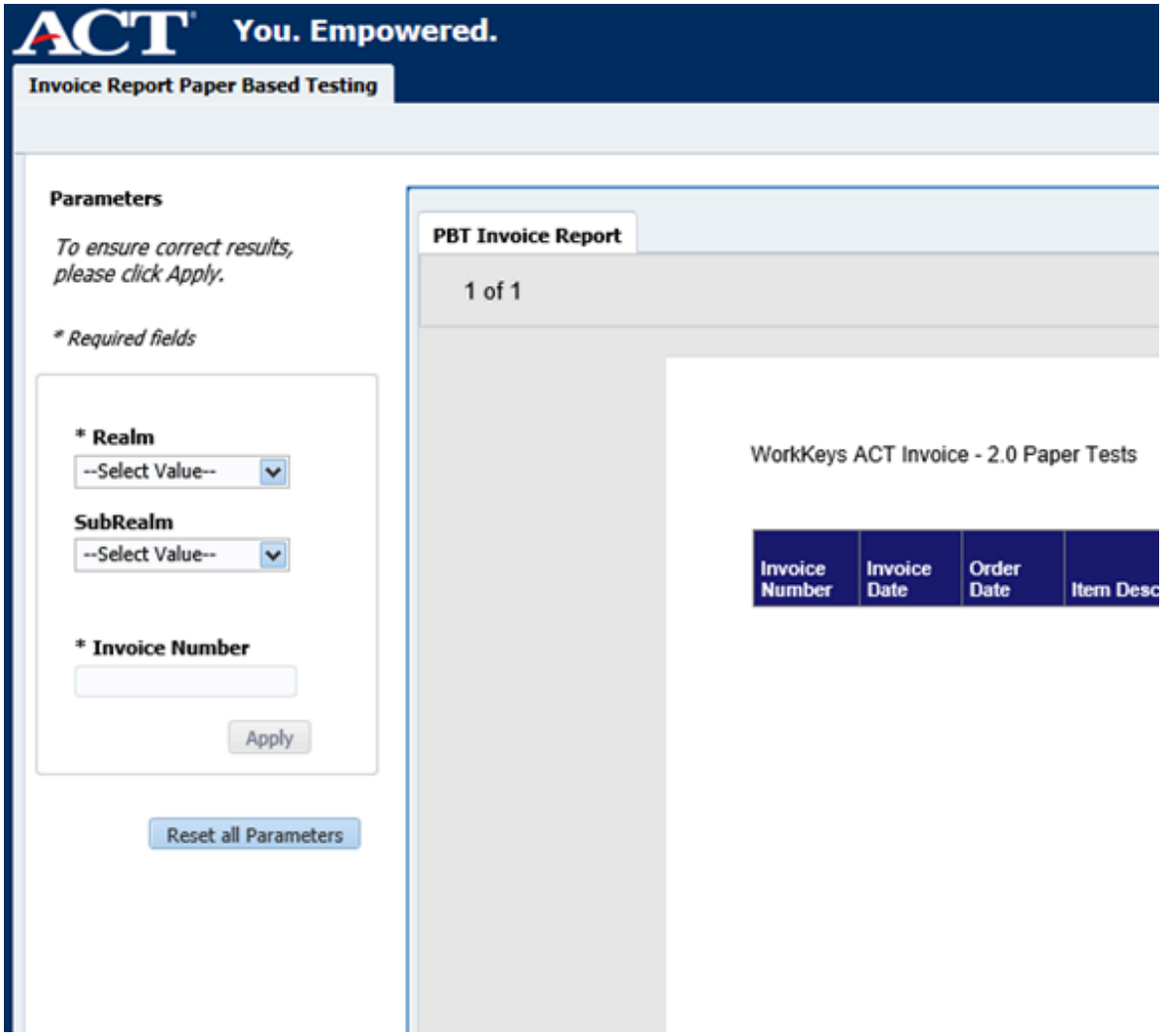
This section explains the parameters of running the Invoice Report Paper-Based Testing report. This report includes the examinee and test detail for only the paper-based test that comprise the invoice. The report contains a row for each examinee's test along with the additional detail of that test. This report is only visible in the list of reports if you have the **Report Invoice Admin**, **Report Invoice Remote** and **Report Invoice** roles in Validus.

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 **Invoice Report Paper Based Testing** 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. Input the **Invoice Number** for which the report needs to be created.
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 selected. If that's the case, you'll see just the header columns and no rows of data. You will be able to scroll to the left or right and up or down to see the entire report. See the report header example below.

Note: *Return to the "Getting Started" section for instructions to save and print reports.*

WorkKeys ACT Invoice - 2.0 Paper Tests

Invoice Number	Invoice Date	Order Date	Item Description	Last Name	First Name	Examinee ID	Testing Site Name	Testing Site ID	Assessment Name	Ship to Customer Number	Ship to Customer Name	Bill to Customer Number	Bill to Customer Name	ACT Order Number
32016259	04/30/2018	02/20/2018	WORKKEYS INDIVIDUAL SUMMARY SCORE REPORT	Green	PMOrange	45472365856		420024	WorkKeys Graphic Literacy	23290692	PRAIRIE PHOENIX ACADEMY	19836		53374428

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 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.

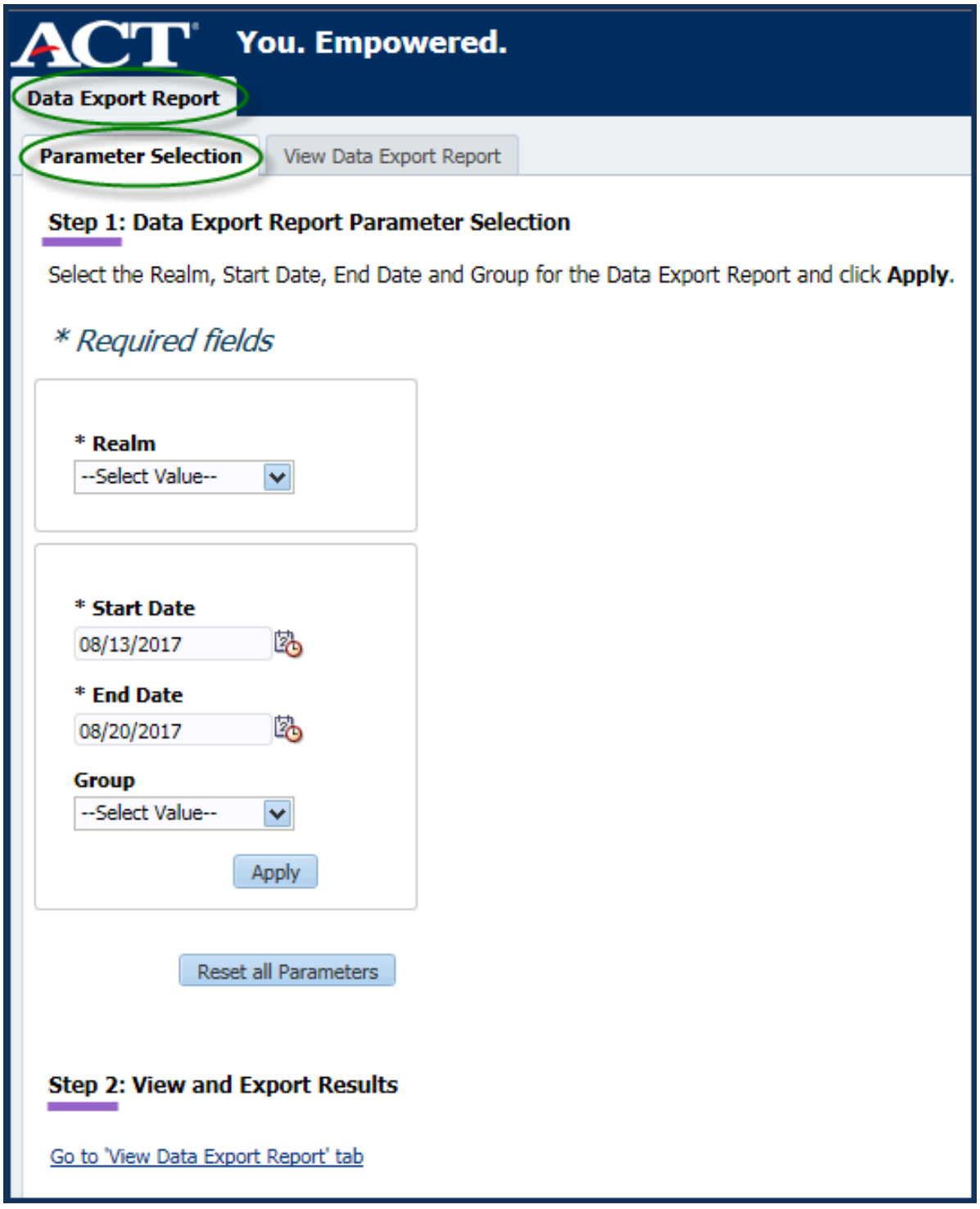
Running Data Export Report

Running the Data Export 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.



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**.
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 Data Export Report

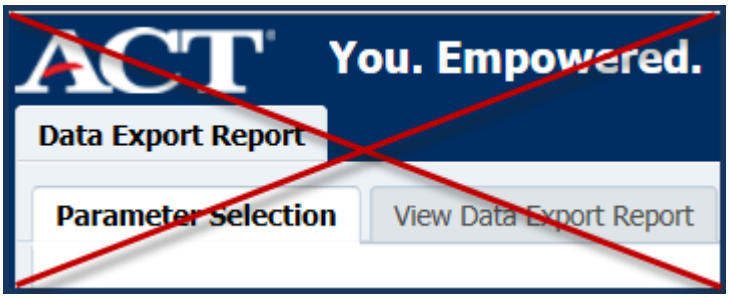
Viewing the Data Export Report

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.*

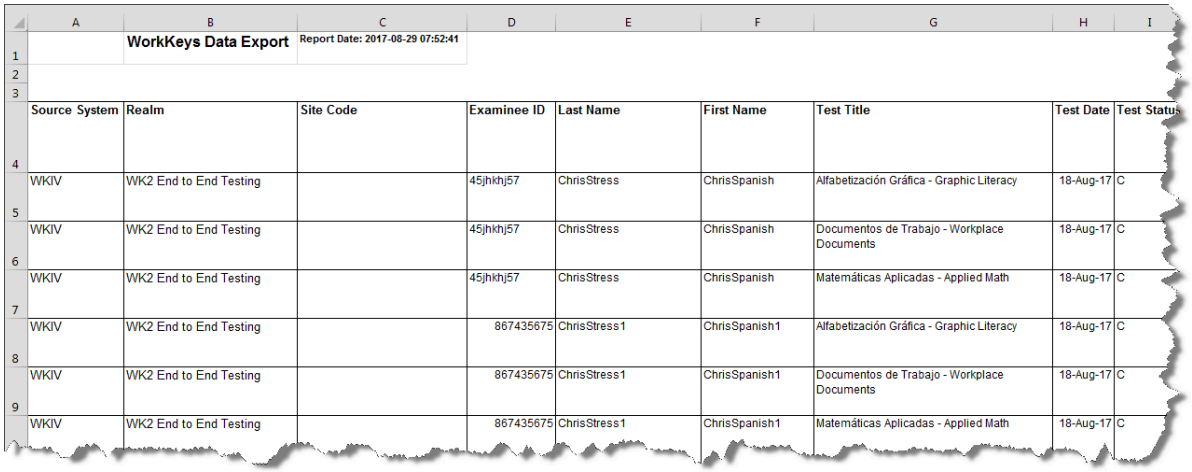
1. To view or access the report:
   - **ALWAYS** select the link that says **Go to 'View Data Export Report' tab** in the lower left corner of the screen display because it works consistently in holding onto the Apply parameters.

   - **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.



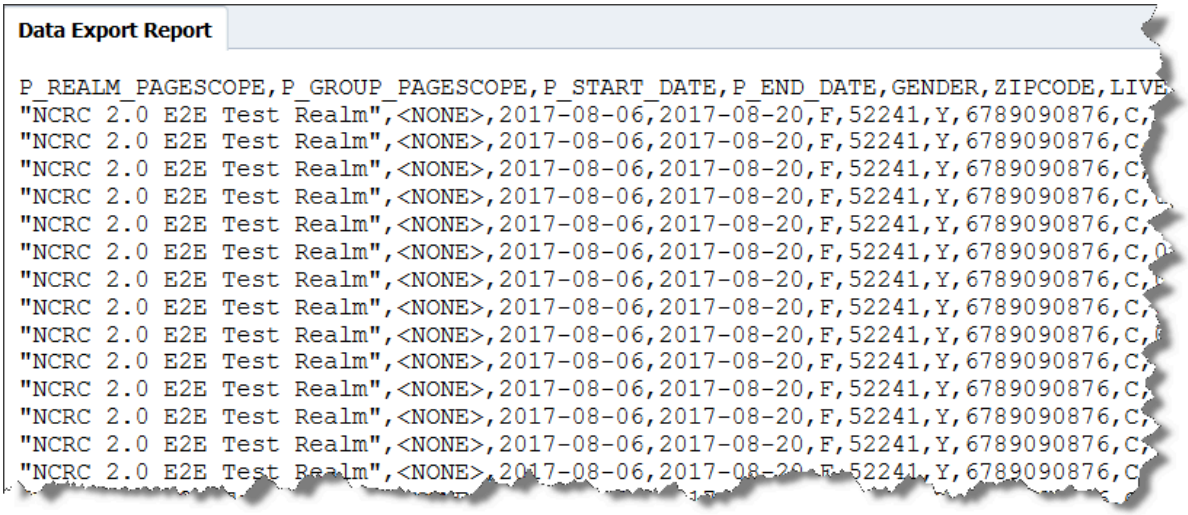
	A	B	C	D	E	F	G	H	I
1		**WorkKeys Data Export**	Report Date: 2017-08-29 07:52:41						
2									
3									
4	**Source System**	**Realm**	**Site Code**	**Examinee ID**	**Last Name**	**First Name**	**Test Title**	**Test Date**	**Test Status**
5	WKIV	WK2 End to End Testing		45jhkhj57	ChrisStress	ChrisSpanish	Alfabetización Gráfica - Graphic Literacy	18-Aug-17	C
6	WKIV	WK2 End to End Testing		45jhkhj57	ChrisStress	ChrisSpanish	Documentos de Trabajo - Workplace Documents	18-Aug-17	C
7	WKIV	WK2 End to End Testing		45jhkhj57	ChrisStress	ChrisSpanish	Matemáticas Aplicadas - Applied Math	18-Aug-17	C
8	WKIV	WK2 End to End Testing		867435675	ChrisStress1	ChrisSpanish1	Alfabetización Gráfica - Graphic Literacy	18-Aug-17	C
9	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 a pop-up warning message. It's fine to select Yes. Then you should see the formatted Excel worksheet open on screen. If, when the pop-up message asking if you want to Open or Save the file appears, 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.

   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.*

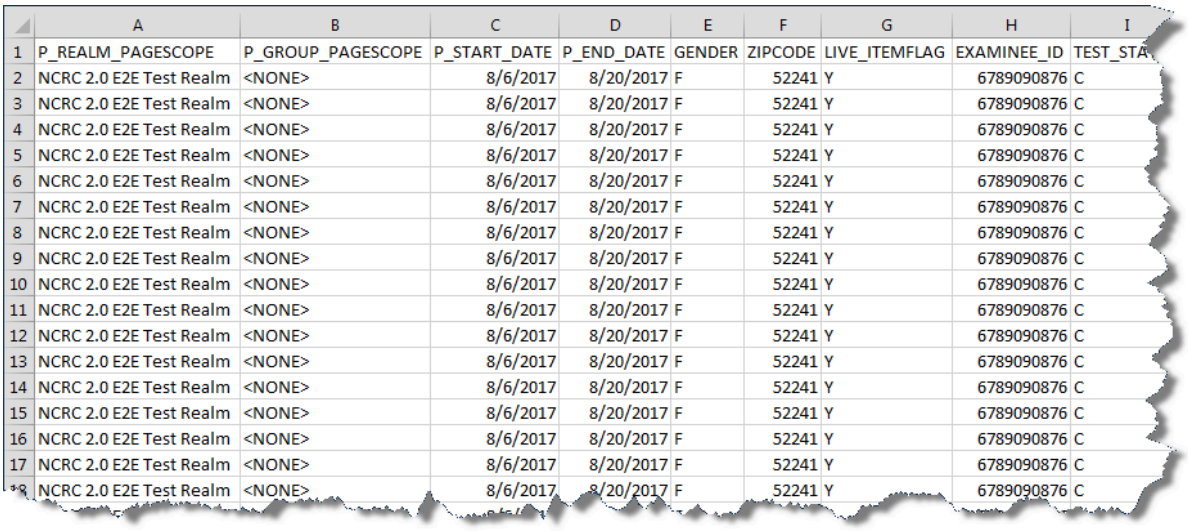
3. If you prefer that the Excel file be a comma-delimited file, rather than in the preformatted worksheet format, and you want to view it before downloading it, choose the CSV option from the View drop-down menu.

Viewing a CSV Data Export Report File


Data Export Report

```
P_REALM_PAGESCOPE,P_GROUP_PAGESCOPE,P_START_DATE,P_END_DATE,GENDER,ZIPCODE,LIVE
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,0
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C,
"NCRC 2.0 E2E Test Realm",<NONE>,2017-08-06,2017-08-20,F,52241,Y,6789090876,C
```

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.

vs.

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.

Career Readiness Certificate Reports

Certificate Data Export

Report Purpose

This section explains the parameters of running the Certificate Data Export report. This report includes the candidate's Career Readiness certificate details along with the ACT WorkKeys test scores that qualify the candidate for the specific certificate level. The report contains a row for each certificate issued for the Agency and/or Testing Location. This report is only visible in the list of reports if you have the **Portal Reports-WKO** and **Portal Reports-WKO-Cert Data Export** roles in Validus.

Running the Report

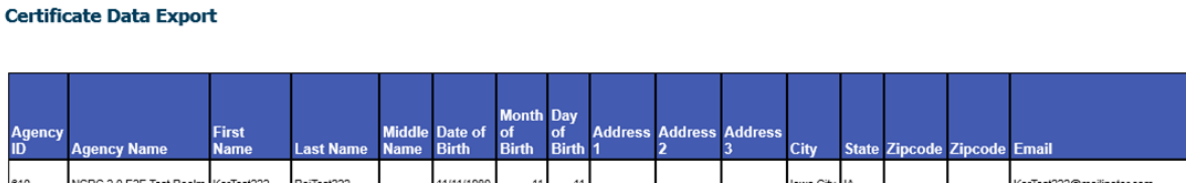
Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report:

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

   The screen display changes to the Parameters selection pane and report viewing pane.
2. In the Parameters pane, select your Test Location 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, then select **OK**.
4. Select the **Apply** button.

   The report viewing pane will display the report in an interactive HTML 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." You will be able to scroll to the left or right and up or down to see the entire report. See the report header example below.



Note: *The first 500 rows of data will be displayed. To see additional rows of data there is a page toggle at the bottom center of the report. Not all rows have to be visible on screen to be exported.*

5. To export the report, select the **Export** link at the bottom left in the report display (scrolling down may be required to make the Export link visible).
6. Select the format in which you would like to export the report and follow the download prompts based on the browser you are using. For reports with greater than 65,000 rows of data use the CSV format, as this format will reduce your download time.

Test Data Export

Report Purpose

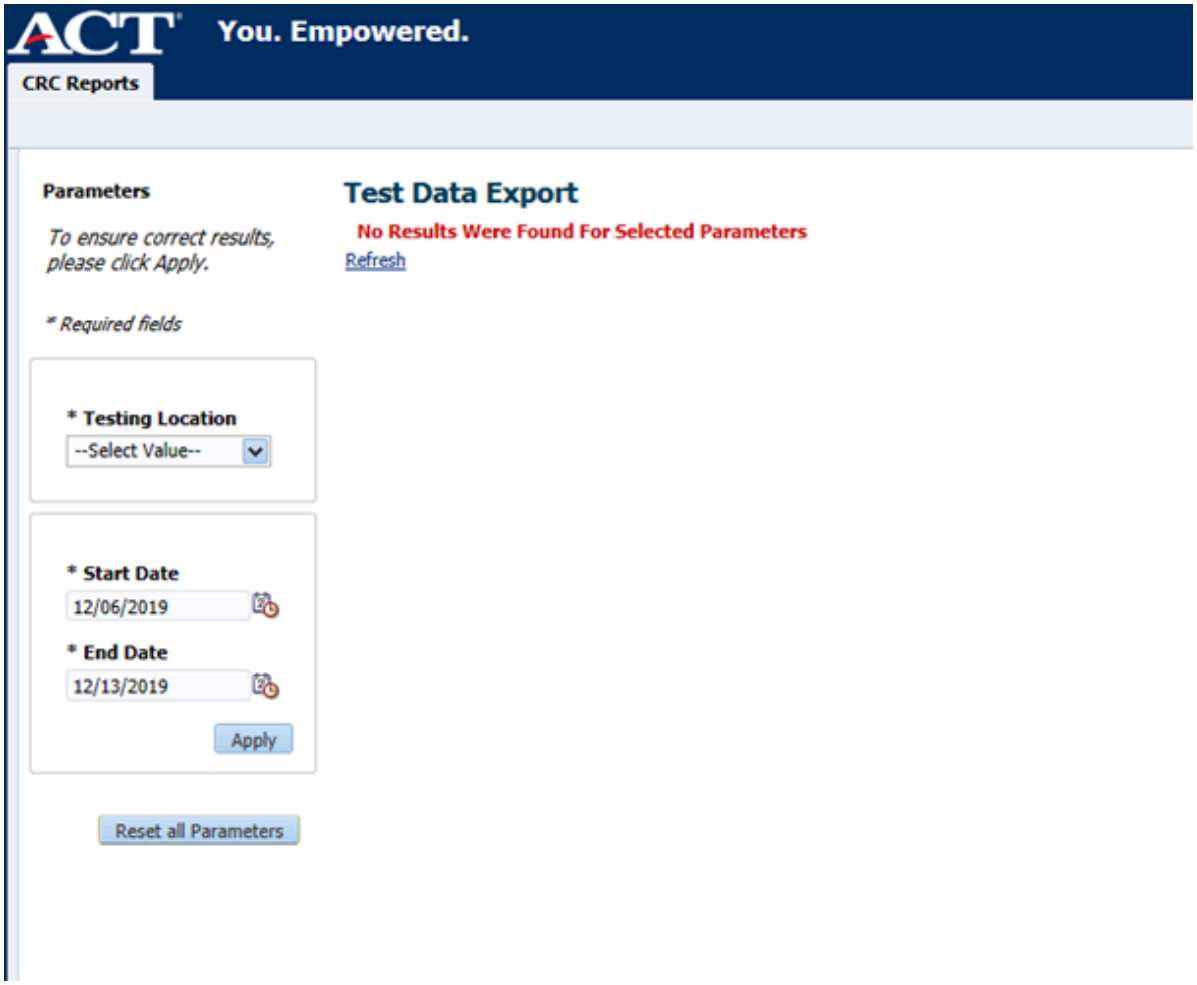
This section explains the parameters of running the Test Data Export report. This report includes the candidate's ACT WorkKeys test scores, containing a row for each test taken at the selected testing location for the selected time period. This report is only visible in the list of reports if you have the **Portal Reports-WKO** and **Portal Reports-WKO-Test Data Export** roles in Validus.

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 Data Export** link.

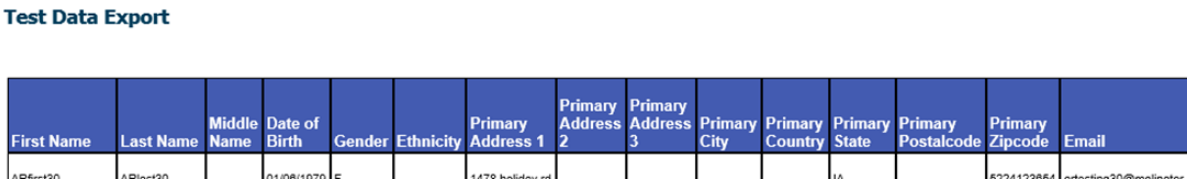
   The screen display changes to the **Parameters** selection pane and report viewing pane.



2. In the **Parameters** pane, select your Test Location 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 select **OK**.
4. Select the **Apply** button.

   The report viewing pane will display the report in an interactive HTML 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." You will be able to scroll to the left or right and up or down to see the entire report. See the report header example below.


Test Data Export

First Name	Last Name	Middle Name	Date of Birth	Gender	Ethnicity	Primary Address 1	Primary Address 2	Primary Address 3	Primary City	Primary Country	Primary State	Primary Postalcode	Primary Zipcode	Email

Note: *The first 500 rows of data will be displayed. To see additional rows of data there is a page toggle at the bottom center of the report. Not all rows have to be visible on screen to be exported.*

To export the report, select the **Export** link at the bottom left in the report display (scrolling down may be required to make the Export link visible).

5. Select the format in which you would like to export the report and follow the download prompts based on the browser you are using. For reports with greater than 65,000 rows of data use the CSV format, as this format will reduce your download time.

Certificates by Certificate ID

Purpose

This section explains the parameters for generating the Certificate PDF. The PDF displays the candidate's ACT Career Readiness Certificate, showing the certificate level achieved (front) and the ACT WorkKeys test scores that qualify the candidate for the specific certificate level (back). This report is only visible in the list of reports if you have the **Portal Reports-WKO** and **Portal Reports-WKO-Print Certificate** roles in Validus.

Generating the PDF(s)

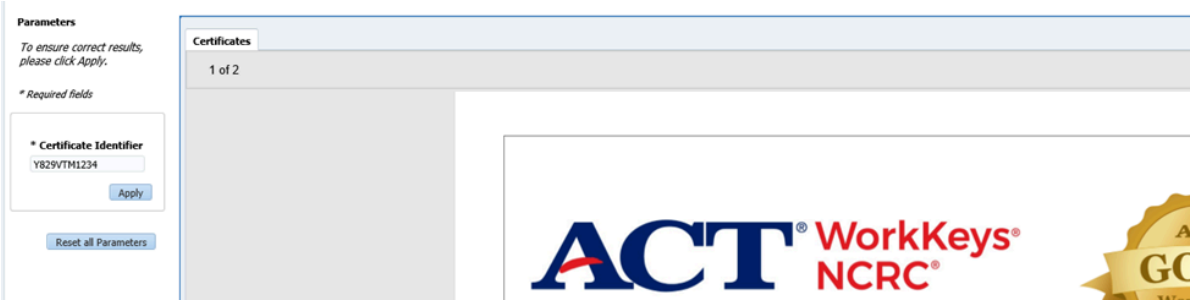
Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate the Certificate PDF.

1. From the Report List tab, select the **Certificates by Certificate ID** link.

   The screen display changes to the **Parameters** selection pane and viewing pane.
2. In the **Parameters** pane, enter the Certificate ID.

3. Select the **Apply** button.

   The viewing pane will display the PDF, unless there was no data that fit the parameters you chose.



4. Follow the instructions of the browser and pdf viewer being used to save and/or print the PDF.

Certificates by Testing Location

Purpose

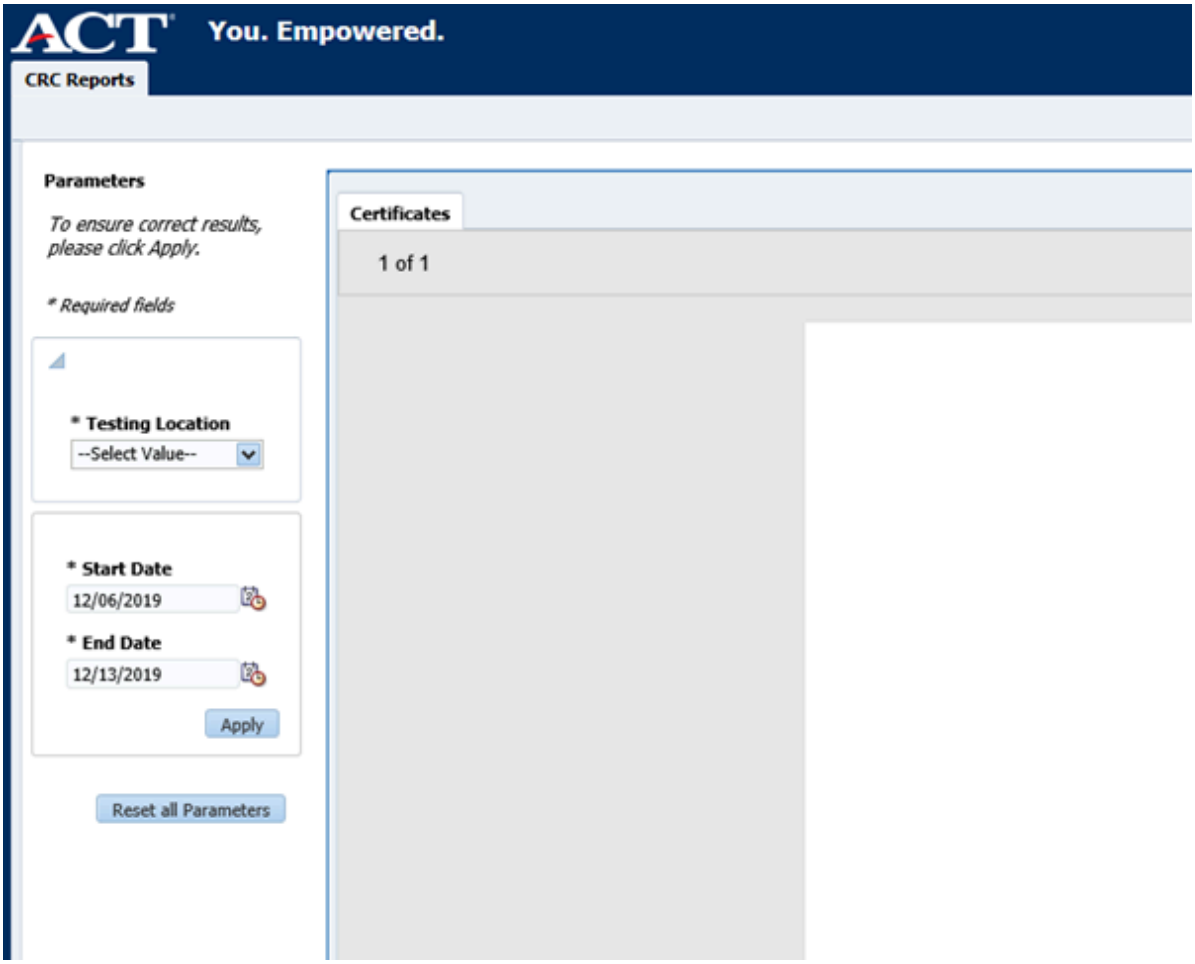
This section explains the parameters for generating Certificate PDFs. PDFs for the selected testing location for the selected time period display candidates' ACT Career Readiness Certificates, showing the certificate level achieved (front) and the ACT WorkKeys test scores that qualify the candidates for the specific certificate level (back). This report is only visible in the list of reports if you have the **Portal Reports-WKO** and **Portal Reports-WKO-Certificates by Testing Location** roles in Validus.

Generating the PDF(s)

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

1. From the Report List tab, select the **Certificates by Testing Location** link.

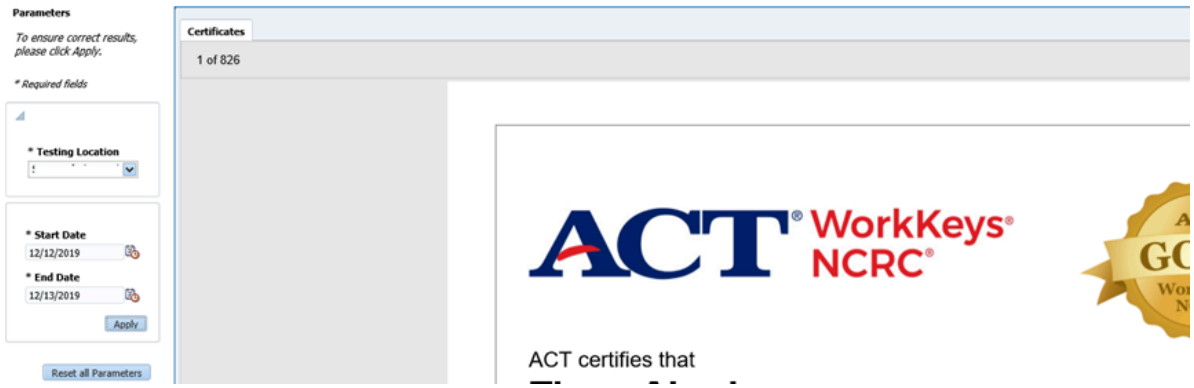
   The screen display changes to the **Parameters** selection pane and viewing pane.



2. In the **Parameters** pane, select your Test Location 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 select **OK**.

4. Select the **Apply** button.

   The viewing pane will display the PDF, unless there was no data that fit the parameters you chose.



5. Follow the instructions of the browser and PDF viewer being used to save and/or print the PDF.

Certificate Count by Testing Location

Report Purpose

This section explains the parameters for generating the *Certificate Counts by Testing Location* report. The report for the selected testing location for the selected time period displays the counts for the ACT Career Readiness Certificate, showing the certificate counts by certificate type and level. This report is only visible in the list of reports if you have the **Portal Reports-WKO** and **Portal Reports-WKO-Cert Data Export** roles in Validus.

Running the Report

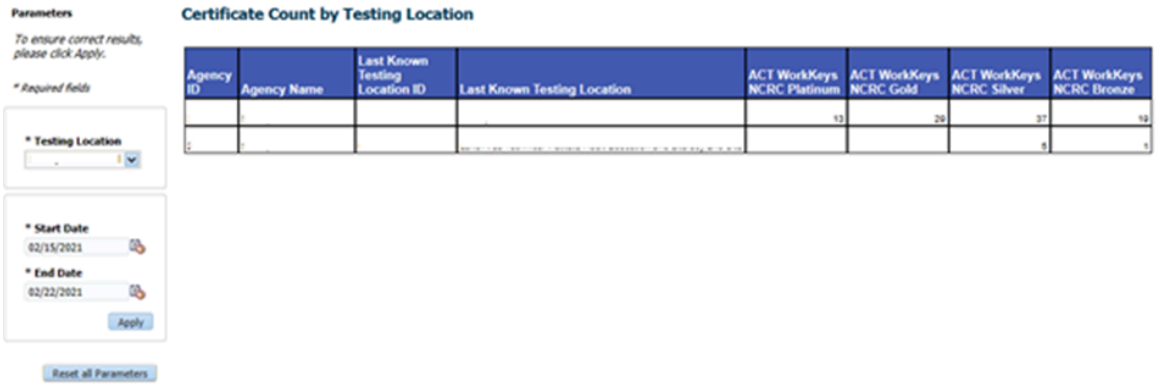
Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate the Certificate Count by Testing Location report.

1. From the Report List tab, select the **Certificate Counts by Testing Location** link.

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

2. In the Parameters pane, select your Test Location 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 select **OK**.

   The viewing pane will display the report, unless there was no data that fit the parameters you chose.



4. Follow the instructions of the browser being used to save and/or print the report.

Qualification Letter by Certificate ID

Purpose

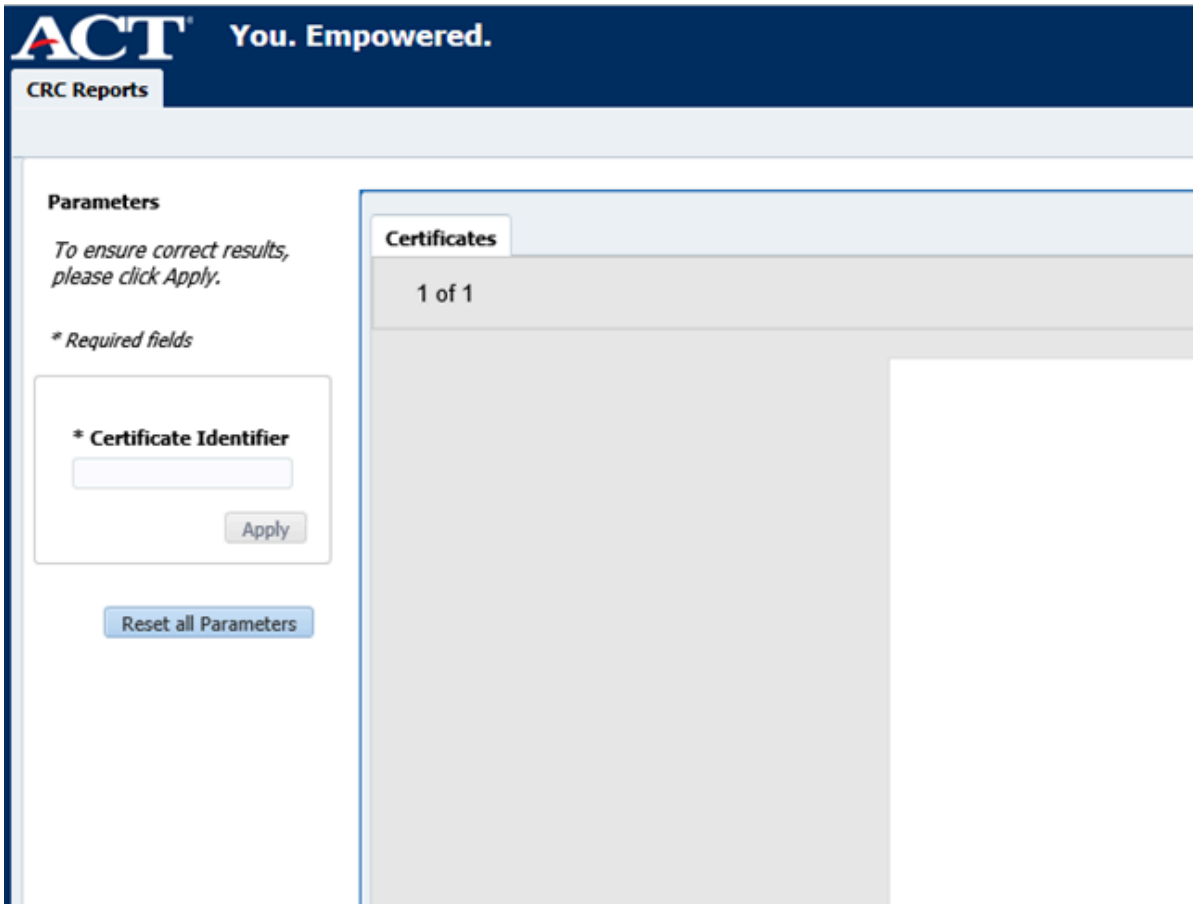
This section explains the parameters for generating the Qualification Letter PDF. The PDF displays the candidate's ACT WorkKeys Qualification Letter, showing the certificate level achieved and the candidate's login information for MyWorkKeys. This report is only visible in the list of reports if you have the **Portal Reports-WKO** and **Portal Reports-WKO-Qualification Letter** roles in Validus.

Generating the PDF(s)

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

1. From the Report List tab, select the **Qualification Letter by Certificate ID** link.

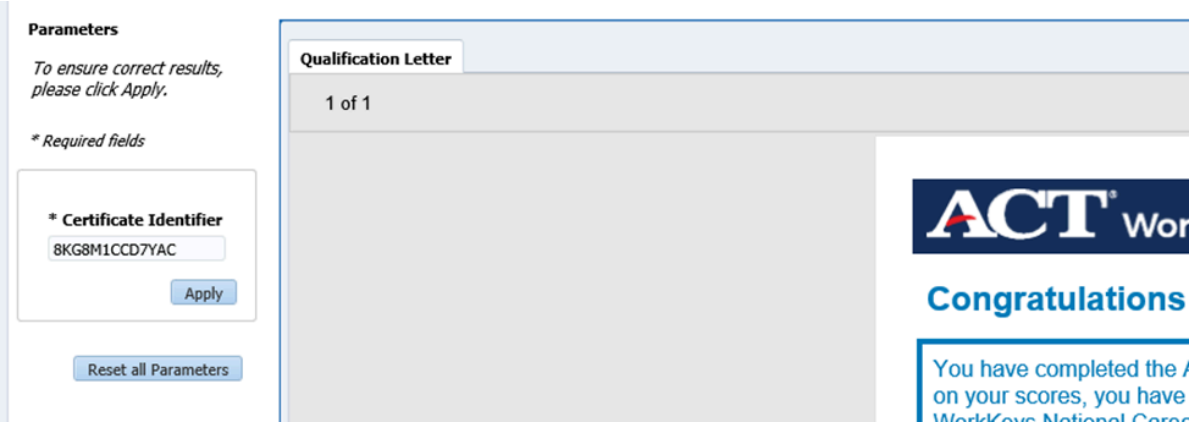
   The screen display changes to the Parameters selection pane and viewing pane.



2. In the **Parameters** pane, enter the Certificate ID.

3. Select the **Apply** button.

   The viewing pane will display the PDF, unless there was no data that fit the parameters you chose.



4. Follow the instructions of the browser and PDF viewer being used to save and/or print the PDF.

Qualification Letter by Testing Location

Purpose

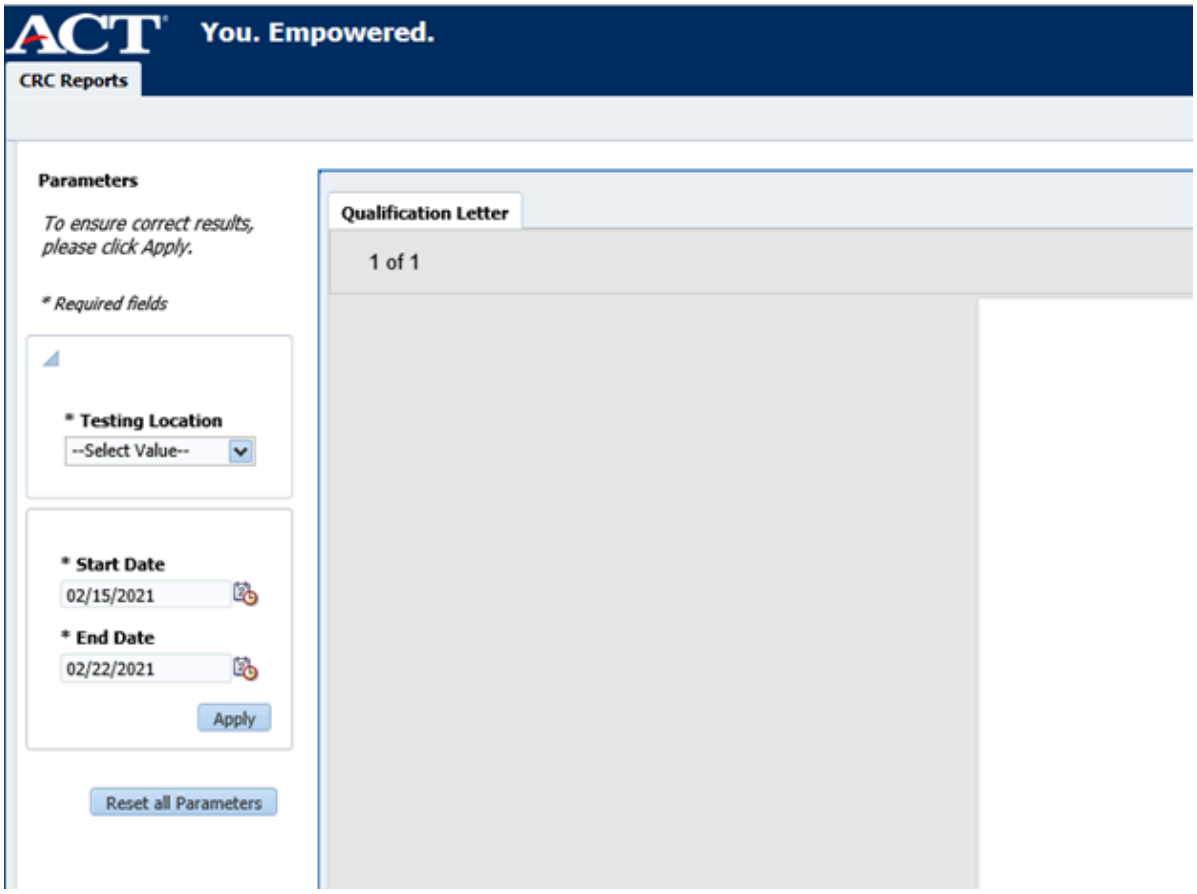
This section explains the parameters for generating Qualification Letter PDFs. The PDFs display the candidates' ACT WorkKeys Qualification Letters, showing the certificate level achieved and the candidates' login information for MyWorkKeys. This report is only visible in the list of reports if you have the **Portal Reports-WKO** and **Portal Reports-WKO-Qualification Letter** roles in Validus.

Generating the PDF(s)

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

1. From the Report List tab, select the **Qualification Letter by Testing Location** link.

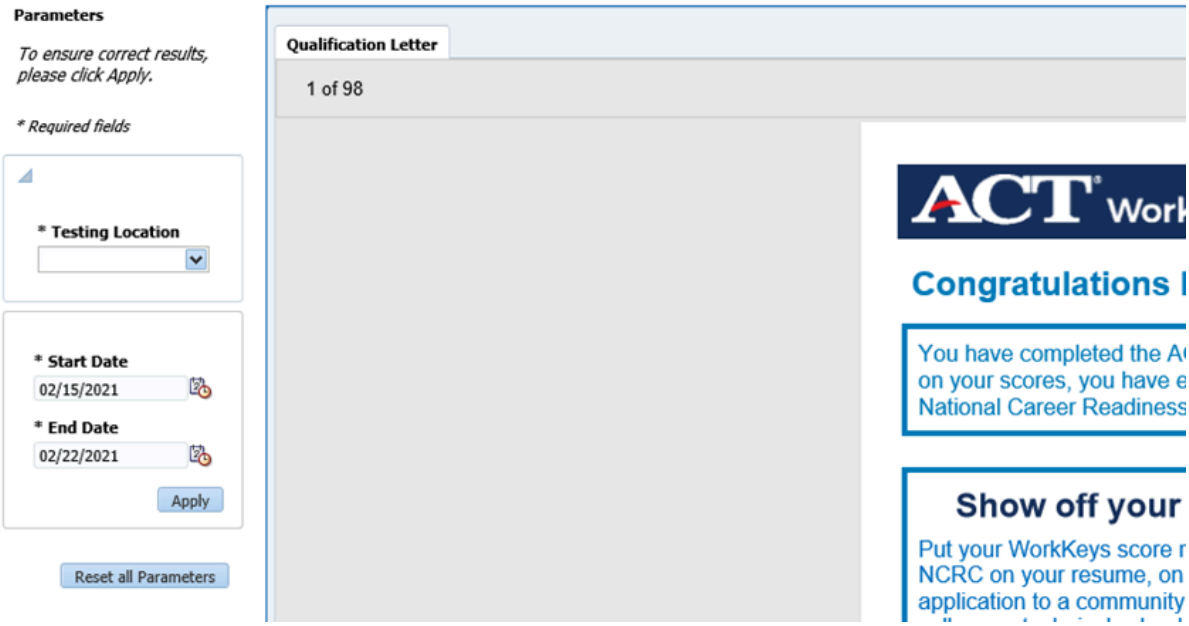
   The screen display changes to the selection pane and viewing pane.



2. In the **Parameters** pane, select your Test Location 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 select **OK**.

4. Select the **Apply** button.

   The viewing pane will display the PDFs, unless there was no data that fit the parameters you chose.



5. Follow the instructions of the browser and PDF viewer being used to save and/or print the PDF.