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How to Contact ACT

Hours of Operation

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</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
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</table>

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

Phone

<table>
<thead>
<tr>
<th>If you are in ...</th>
<th>Then call ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States or Canada</td>
<td>800.967.5539</td>
</tr>
<tr>
<td>Outside the US or Canada</td>
<td>319.337.1380</td>
</tr>
</tbody>
</table>

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.

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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.

   ![Select Values](image)

   **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.

   ![Parameters](image)

**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.

![Sample Individual Score Report](image)

**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.

**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.

![Image of ACT WorkKeys report]

**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.
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.

---

**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.

![Report with data](image)

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

![Parameters selection pane and report viewing pane]

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

---

**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 Online Reports Portal User Guide

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.

---

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.
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.

![Skill Report](Image)

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

*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.
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.
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.

   ![Step 2: View and Export Results](image)

   - **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.

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

**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.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_REALM_PAGESCOPE</td>
<td>P_GROUP_PAGESCOPE</td>
<td>P_START_DATE</td>
<td>P_END_DATE</td>
<td>GENDER</td>
<td>ZIPCODE</td>
<td>LIVE_ITEMFLAG</td>
<td>EXAMINEE_ID</td>
<td>TEST_SCORE</td>
</tr>
<tr>
<td>NCRC 2.0 E2E Test Realm</td>
<td>&lt;NONE&gt;</td>
<td>8/6/2017</td>
<td>8/20/2017</td>
<td>F</td>
<td>52241</td>
<td>Y</td>
<td>6789090876 C</td>
<td></td>
</tr>
<tr>
<td>NCRC 2.0 E2E Test Realm</td>
<td>&lt;NONE&gt;</td>
<td>8/6/2017</td>
<td>8/20/2017</td>
<td>F</td>
<td>52241</td>
<td>Y</td>
<td>6789090876 C</td>
<td></td>
</tr>
<tr>
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<td>Y</td>
<td>6789090876 C</td>
<td></td>
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<tr>
<td>NCRC 2.0 E2E Test Realm</td>
<td>&lt;NONE&gt;</td>
<td>8/6/2017</td>
<td>8/20/2017</td>
<td>F</td>
<td>52241</td>
<td>Y</td>
<td>6789090876 C</td>
<td></td>
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<tr>
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<td>&lt;NONE&gt;</td>
<td>8/6/2017</td>
<td>8/20/2017</td>
<td>F</td>
<td>52241</td>
<td>Y</td>
<td>6789090876 C</td>
<td></td>
</tr>
</tbody>
</table>

**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.

### Certificate Data Export

<table>
<thead>
<tr>
<th>Agency ID</th>
<th>Agency Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Middle Name</th>
<th>Date of Birth</th>
<th>Month of Birth</th>
<th>Day of Birth</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Address 3</th>
<th>City</th>
<th>State</th>
<th>Zipcode</th>
<th>Zipcode</th>
<th>Email</th>
</tr>
</thead>
</table>

**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**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Middle Name</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Ethnicity</th>
<th>Primary Address 1</th>
<th>Primary Address 2</th>
<th>Primary Address 3</th>
<th>Primary City</th>
<th>Primary Country</th>
<th>Primary State</th>
<th>Primary Postcode</th>
<th>Primary Zipcode</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

![Certificate Count by Testing Location](image)

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.

![Certificate Count by Testing Location](image)

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.