Document Purpose

This document contains steps on how to create new ACT® WorkKeys® online testing accounts for multiple examinees, through Validus® Virtual Test Center (VTC), by using a batch loading process. Not only can you create a batch of examinee accounts, but you can automatically load them into group(s) and/or testing profile(s) as part of the process.

Prerequisites

To perform this task, you must:

- Have your testing realm and login information as previously provided to you by ACT
- Be assigned either the "Batch Load" or "Batch Load Admin" role within Validus VTC
- A program or tool that can unzip .zip files (if not built into your operating system)

The following Validus VTC functions may be used in conjunction with batch load, but must be performed before the batch load process:

- *Creating a Group:* A group is a collection of examinees, used to register and/or authorize examinees all together instead of working with accounts individually. You can include one or several existing Group IDs as a column within your batch load spreadsheet.

    Note: If used, a Group ID number must be entered for every examinee in the spreadsheet for this function to apply.

    IMPORTANT! It is strongly recommended that you limit any Group's size to less than 100 records. Groups over 100 records may run into issues with the batch loading process and with generating reports after testing.

- *Creating a Profile:* A profile is a template with a specific list of tests attached; these profiles can be can be used to assign that series of tests to an examinee upon batch load. You can include a Profile ID as a column within your batch load spreadsheet.

    Note: If used, a Profile ID number must be entered for every examinee in the spreadsheet for this function to apply.

Resources

We encourage you to visit the ACT WorkKeys Administration web page to select from a variety of helpful quick start guides and manuals, including the current *ACT WorkKeys Administration Manual for Online Testing*.

Please reference the latest *WorkKeys Online Technical Specifications* web page to confirm that your computers (workstations) meet the minimum technical requirements. See the *TAO User Guide* for instructions on how to check for these requirements.

Process Overview

Stage	Procedure
1	**Downloading the Batch Load Header File** Download from Validus VTC a spreadsheet pre-formatted for data uploading.
2	**Preparing the Batch Load Data File** Complete the data entry within the spreadsheet.
3	**Uploading the Batch Load Data File** Upload the finished data file to Validus VTC.
4	**Accessing the Load Reports Files** View log and error files for any issues that occur during batch loading.

Procedure 1: Downloading the Batch Load Header File

1. While logged into Validus VTC, choose **User Batch Load** from the left-side navigation menu.

2. On the right side of the Batch Load Search page, select the **Create** button on the gray taskbar.

3. On the Batch Load Users page, select the **Guide** button. This will provide detailed instructions on working with your batch load file(s) as well as the values and formats that are allowed while entering data into your file.

   Note: A large portion of this guide is a collection of the allowed values for FIPS State/County of Residence—which is filled out by the examinee, not you—so this section may be ignored.
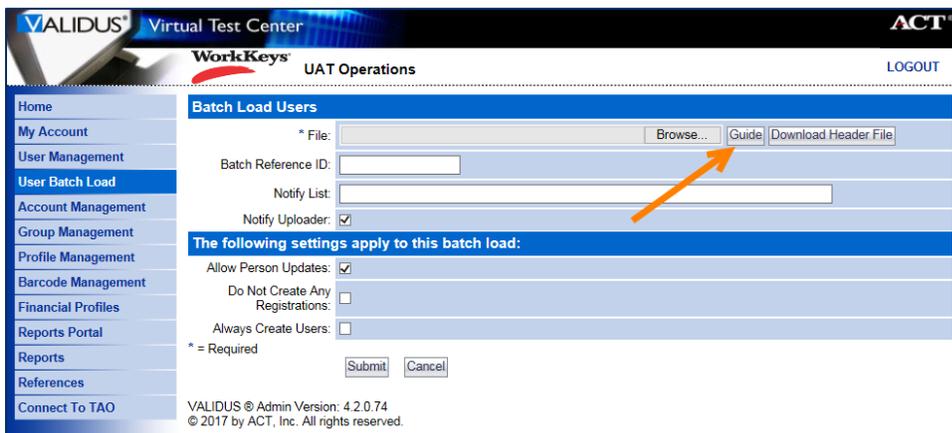
4. On the same page, now choose the **Download Header File** button.

5. Select **Save As** on the download pop-up and navigate to the location on your computer where you would like to save and work with the file.

   Note: The file should show as a comma-delimited (.csv) spreadsheet; this must stay the same, though you are free to change the file name to something more meaningful than its default.

6. Find the file's location on your computer and **Open** it.

Result: The Header File is simply a spreadsheet (Excel) document with column headings, referred to as the header row. These will guide you in entering your examinee data. Field names will automatically match up to Validus VTC when uploading the file later.

Procedure 2: Preparing the Batch Load Data File

IMPORTANT!

- *The file must remain a comma-delimited (.csv) file in order to be uploaded.*
- *All cells of the data file must be formatted as "Text" regardless of contents.*

1. Format all cells of the data file to be "Text".

   a. **Ctrl+A** to select the entire spreadsheet.

   b. Right-click anywhere within the spreadsheet, then select **Format Cells**.

   c. On the **Number** tab, highlight **Text** from the Category list, then **OK**.

2. Enter data into the four required fields, at minimum:

   IMPORTANT! It is critical that all five values for ACT WorkKeys NCRC "match criteria" be used consistently over all of an examinee's ACT WorkKeys tests (online or paper).

   - First Name, Last Name
     - Must match the photo ID the examinee presents when they arrive for testing
     - If earned, will be printed on the examinee's ACT® WorkKeys® National Career Readiness Certificate® (ACT® WorkKeys® NCRC®)
     - Two of the five "match criteria" used for the ACT WorkKeys NCRC

   - Examinee ID
     - Column labeled "employeeId" in the data file's header row
     - A series of numbers unique to the examinee, such as a student ID number
     - A maximum of 11 digits
     - **Do not use** the examinee's driver's license number, Social Security number (SSN), nor any number that contains a portion of the examinee's SSN
     - Third of the five "match criteria" used for the ACT WorkKeys NCRC

   - Group ID
     - Required only if using the Groups function (see "Prerequisites" on page 1)
     - Must have at least one Group already created (in order to have a Group ID value)

3. Enter data into the four suggested fields, if applicable:

- User ID

  o Column labeled "userName" in the data file's header row
  o A combination of letters, numbers, and some symbols, 3–100 characters long
  o White (blank) space is prohibited
  o These three symbols are prohibited characters: > < "
  o **Do not use** an examinee's driver's license number, Social Security number (SSN), nor any number that contains a portion of the examinee's SSN

  Note: Once a User ID is in the system (entered or uploaded) it cannot be changed or duplicated. This is a unique identifier for that person's account, across the entire Validus system (not just your site's testing realm.)

- Password

  o Though the system can generate passwords, we recommend that you create them first; examinees can change them later, if desired
  o Case-sensitive
  o A combination of letters, numbers, and some symbols, 6–30 characters long
  o White (blank) space is prohibited
  o These three symbols are prohibited characters: > < "

- Date of Birth

  o An 8-digit birth date with slashes; e.g., 06/20/2000
  o Business sites should enter "9999" for the birth year
  o Birth day and birth month are the last two "match criteria" used for the ACT WorkKeys NCRC

4. Fill in any additional optional fields, following the allowed values and formats as stated in the Batch Load Guide (See Procedure 1, Step 3).

   Note: Examinees will be required to review all information you are assigning to their account (as well as complete any missing information) prior to launching a test.

5. Delete any unused columns (without entered values) within the spreadsheet; your .csv file will not load if it contains any unused columns.

6. Make sure the file format remains a comma-delimited (.csv) file when you save and close, else your file will not load into Validus VTC.

Procedure 3: Uploading the Batch Load Data File

1. On the Batch Load Users page, select the **Browse** button.
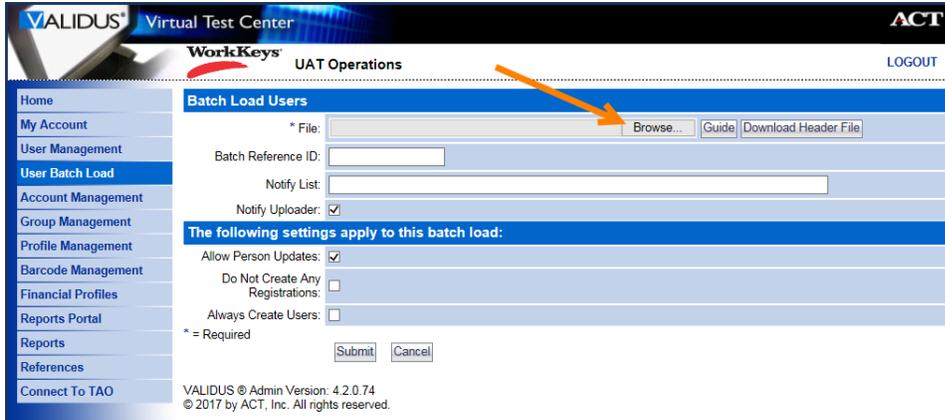
2. Find your .csv data file and **Open**.

3. Back on the Batch Load Users page, check the applicable boxes under "The following settings apply to this batch load":

   - Allow Person Updates: Check.

   - Do Not Create Any Registration: Leave unchecked.

   - Always Create Users: Check **if** you created your own User IDs in the spreadsheet; **else**, leave unchecked for the system to automatically create unique User IDs.

4. Select the **Submit** button.

5. On the Batch Load Search page, the file you just loaded is at the top of the list. Continue to select the **Refresh** button until the Status of your file shows as "Processed".
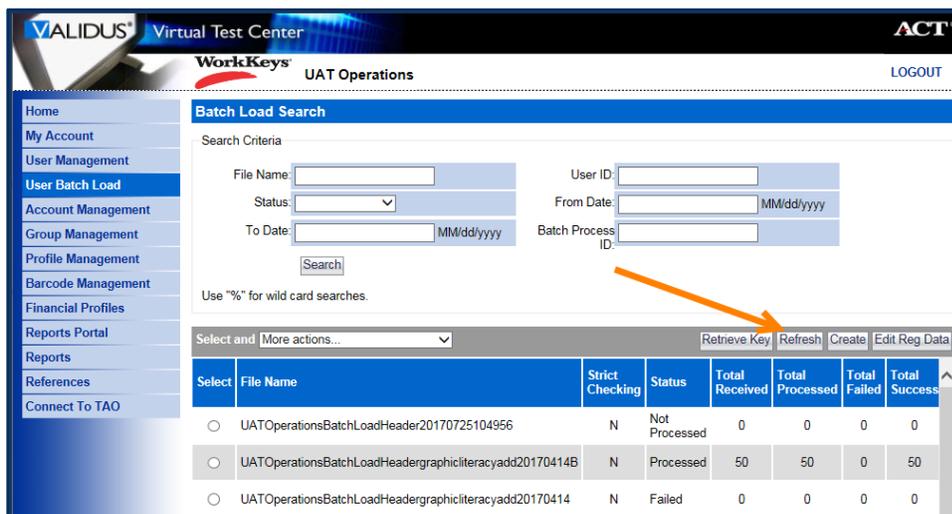
Result: Your examinee records are uploaded. The value under "Total Success" indicates the number of accounts created. If "Total Received" and "Total Success" values do not match, continue to Procedure 4.

Procedure 4: Accessing the Load Reports Files

If "Total Received" and "Total Success" values do not match, this means that some records in your batch load file did not upload and result in created accounts. You will need to download and access the load reports files (the Invalid Rows and Log files) to determine why.

- The Log file will indicate the type of errors the system encountered with your file.
- The Invalid Rows file will contain only those records (rows) that did not load. You will need to correct the errors found (per the Log file), resave this file under a different name, then repeat the upload process.

Note: Since both load reports files contain Personally Identifiable Information (PII), they are both encrypted and compressed. To unzip and open the files, you will need a program or tool on your computer that can unzip .zip files (if not built into your operating system).

1. Select the radio button to the left of your recently uploaded file, then choose "Download Invalid Rows File" from the **More Actions…** drop-down menu.
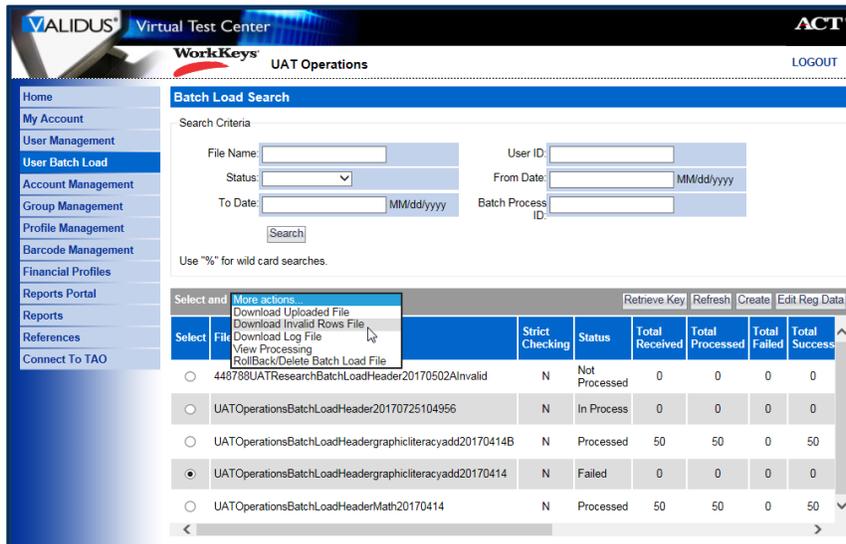
2. Save this file to your computer when prompted, then open it from its saved location.

3. Unzip the file using the zip tool or software installed on your computer. Starting this process should prompt a pop-up to ask for a password.
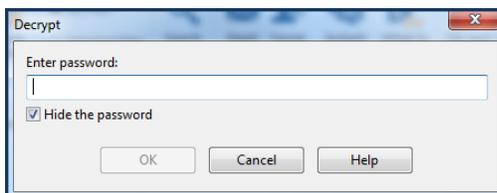
4. Back on the Batch Load Search page, with the radio button for your active file still selected, select the **Retrieve Key** button.
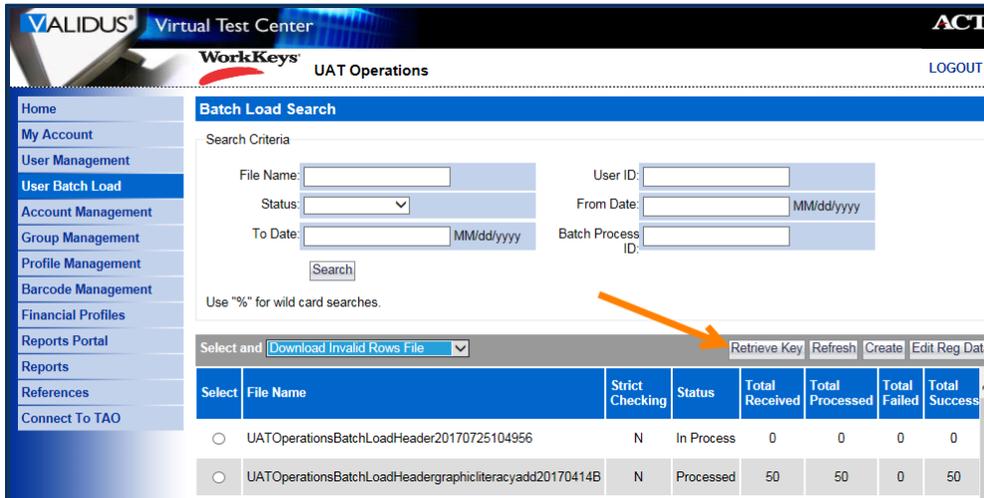
5. Enter your personal login password for Validus VTC when prompted.

6. Copy the "Current Key" that appears.

    Note: This key changes every month.

7. Paste the key into the "Enter password" field of the pop-up box and select **OK**.
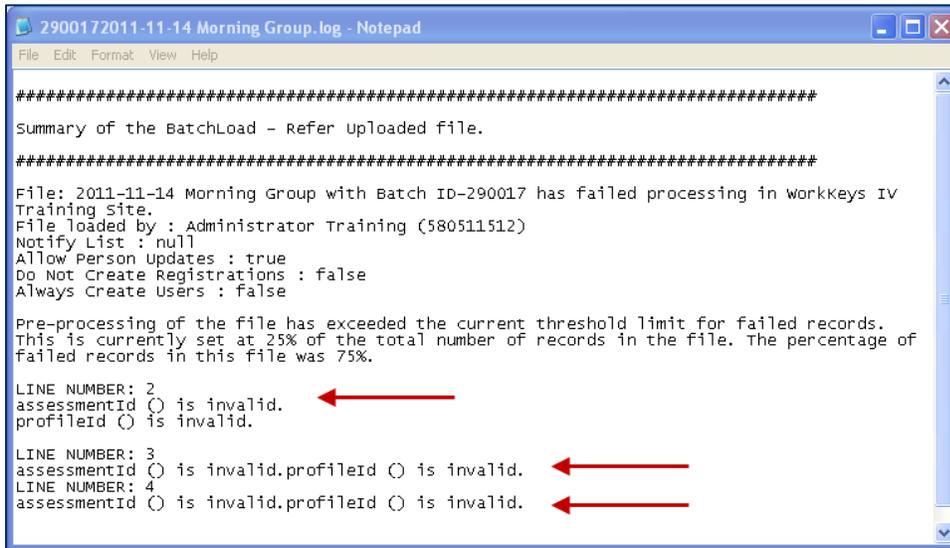

8. Continue unzipping and opening the Invalid Rows file. The file displayed will contain only those rows that have not loaded to Validus VTC.

9. Repeat steps 1 through 8, instead choosing the "Download Log File" from the **More Actions…** drop-down menu.

10. Reference the errors outlined in the Log file to correct the records in the Invalid Rows file.

    Note: The LINE NUMBER of the Log file corresponds to the row number in the Invalid Rows file.

11. Once you have addressed all errors, save the Invalid Rows file under a different file name.

    IMPORTANT! Make sure that you save this supplemental batch load file in .csv file format, while following all other steps and rules under Procedure 2: Preparing the Batch Load File.

12. Using this new .csv file, follow the steps of Procedure 3 once more to upload your remaining examinee records and create their accounts.