

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 now 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 the Report

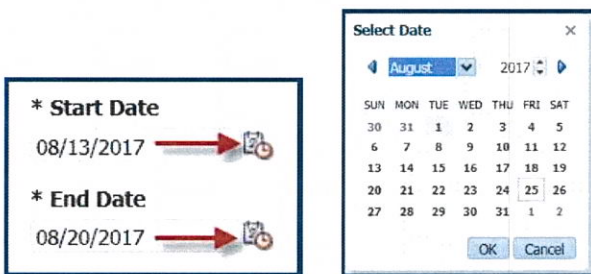
Once you are logged into your Validus realm and the Online Reports Portal, follow these steps to generate this report.

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

Next steps involve viewing and exporting the data results for the parameters you selected.

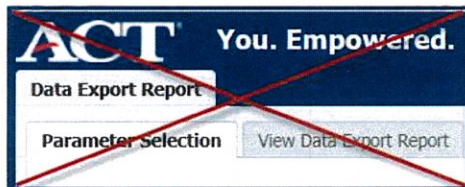
*Note: Of all the Online Reports Portal reports, **only the Data Export Report**, (since it is an actual data file that can be exported as an Excel file), does **not display as a PDF** in the report viewing pane.*

1. To view or access the report:

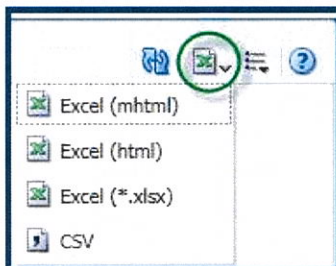
- **ALWAYS** select the link that says **Go to 'View Data Export Report' tab** in the lower left corner of the screen display because it works consistently in holding onto the Apply parameters.



- **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.

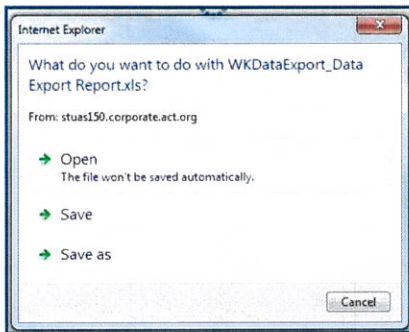


This is what report should look like

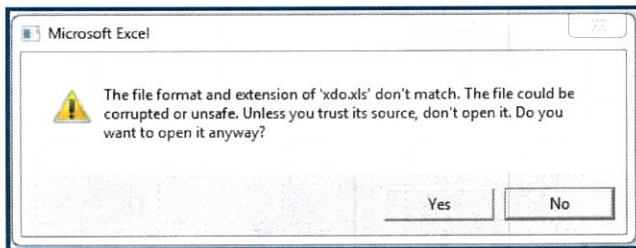
The expected result is to see a data file formatted as an Excel worksheet, like this. You may choose to immediately save the file from within Excel, using **File, Save As**.

Source System	Realm	Site Code	Examinee ID	Last Name	First Name	Test Title	Test Date	Test Status
WKIV	WK2 End to End Testing		45jhkhj57	ChrisStress	ChrisSpanish	Alfabetización Gráfica - Graphic Literacy	18-Aug-17	C
WKIV	WK2 End to End Testing		45jhkhj57	ChrisStress	ChrisSpanish	Documentos de Trabajo - Workplace Documents	18-Aug-17	C
WKIV	WK2 End to End Testing		45jhkhj57	ChrisStress	ChrisSpanish	Matemáticas Aplicadas - Applied Math	18-Aug-17	C
WKIV	WK2 End to End Testing		857435675	ChrisStress1	ChrisSpanish1	Alfabetización Gráfica - Graphic Literacy	18-Aug-17	C
WKIV	WK2 End to End Testing		857435675	ChrisStress1	ChrisSpanish1	Documentos de Trabajo - Workplace Documents	18-Aug-17	C
WKIV	WK2 End to End Testing		857435675	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 this warning message. It's fine to select **Yes**. Then you should see the formatted Excel worksheet open on screen.



Or you may see this warning message. Again, it's fine to select **Yes**. This message is received because you have a different or newer version of Excel. You should then see the formatted Excel worksheet open on screen.

