9.2 Load Test Scores with an External File

Purpose: Use this document as a reference for how to load test scores with an external file in ctcLink.

Audience: Admissions/ Testing Center staff

You must have at least one of these local college managed security roles:

- ZZ CS Test Score Loads

  If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

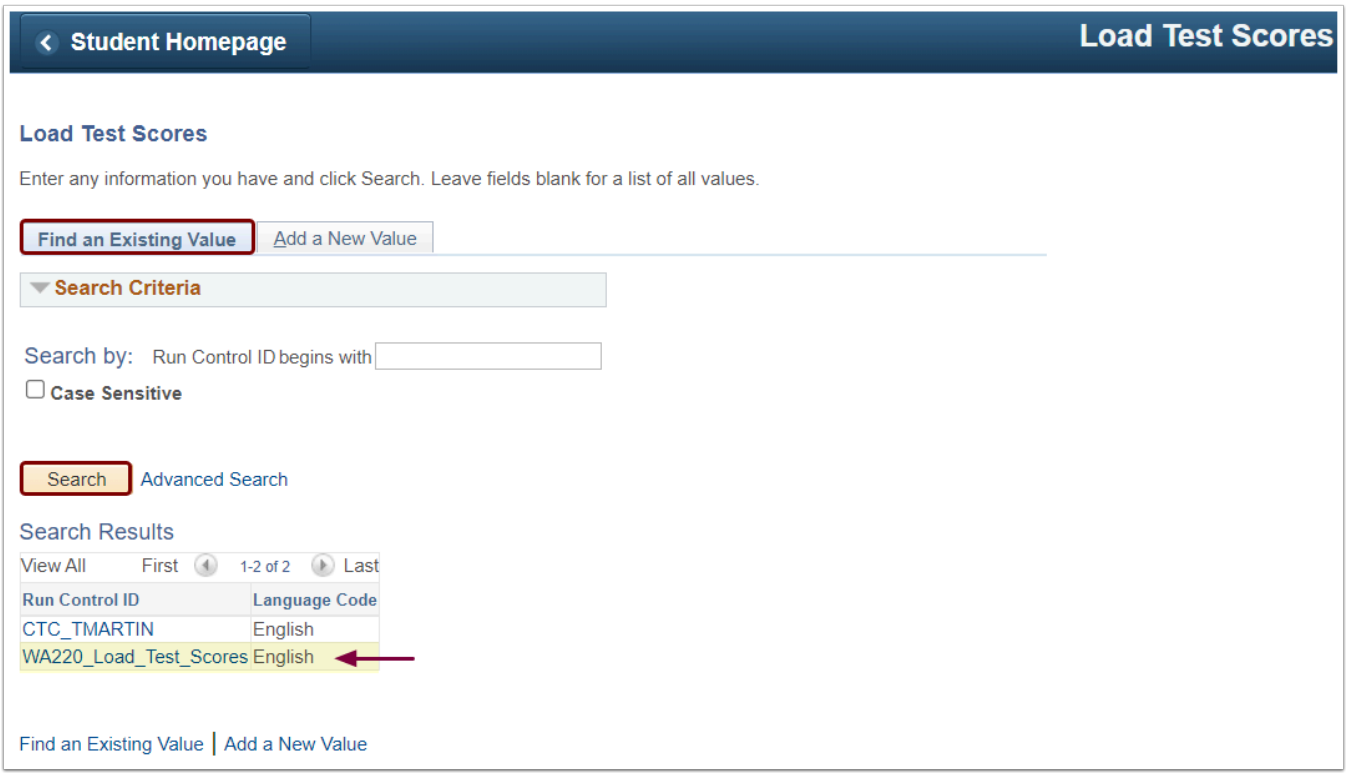
Users must have the ZZ CS Test Processing and ZZ CS Test Score Loads roles. Additionally, you'll need Read/Write Access security on test scores--please contact your security administrator for proper access.

Load Test Scores

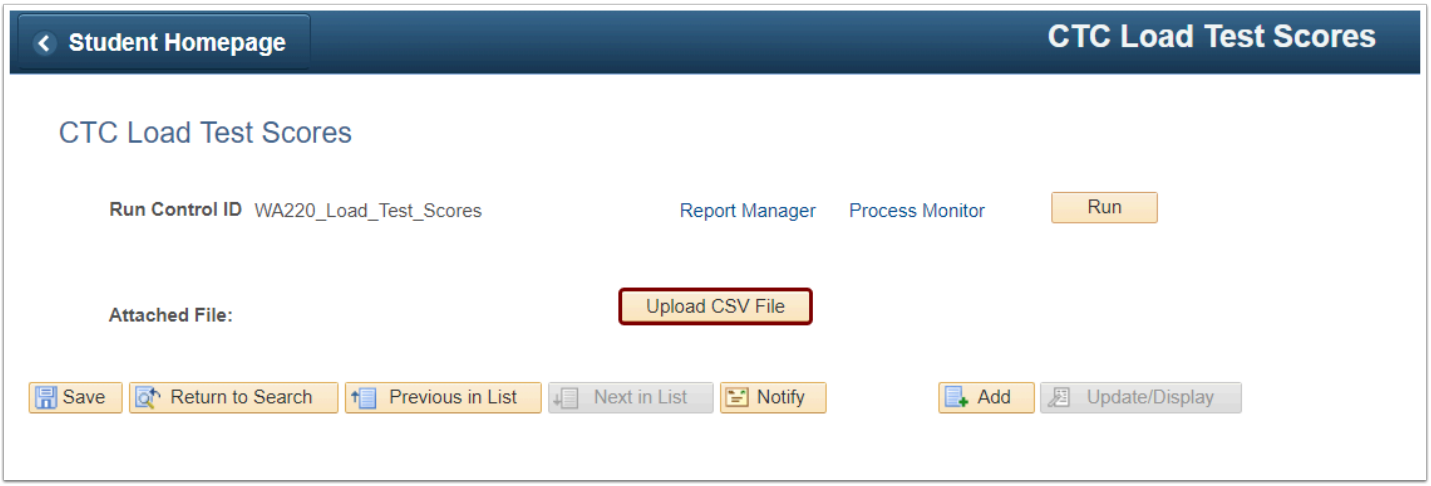
Navigation: NavBar > Navigator > Records and Enrollment > CTC Custom > CTC Processes > CTC Load Test Scores

1. The **Load Test Scores Run Control ID** search page displays.
2. Select the **Add a New Value** tab to create a new Run Control ID and select **Add**. *It is important to note that Run Control IDs cannot be deleted; therefore, we encourage them to be reused. Because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220_LOAD_TEST_SCORES.* This only has to be done once.

3. To use an existing Run Control ID, click on the **Find an Existing Value** tab and select **Search**.
4. Existing Run Control ID(s) displays below.
5. Click on the appropriate Run Control ID.



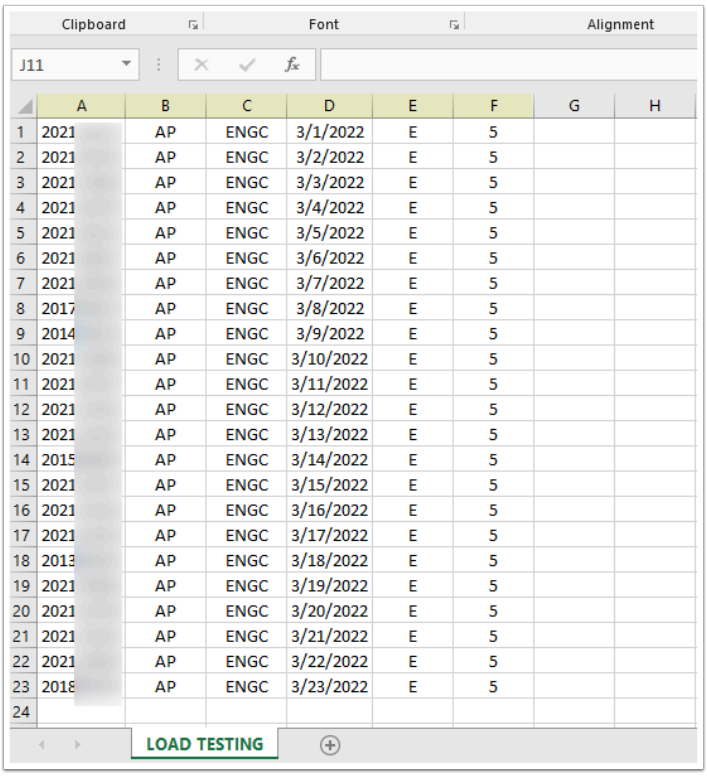
6. The CTC Load Test Scores page displays.
7. To attach a CSV file, select **Upload CSV File**. If you save the file in a format other than CSV, you will receive an error message.



8. **Upload CSV File:** Upload a Microsoft Excel file in the .csv format with the required columns. The header row is not necessary. When you choose to include the header row, the View Log/ Trace will indicate that the system skipped the header row.
   - Columns required are as follows:
     A. **EMPLID** Numeric IDs are the only acceptable IDs; test IDs cannot be used(e.g., XX220CS01)
     B. **Test ID**
     C. **Test Component**
     D. **Test Date--**Acceptable formats include the following:
        - Month-Day-Year with leading zeros **(08/01/2022)**
        - Month-Day-Year with no leading zeros **(8/1/2022)**

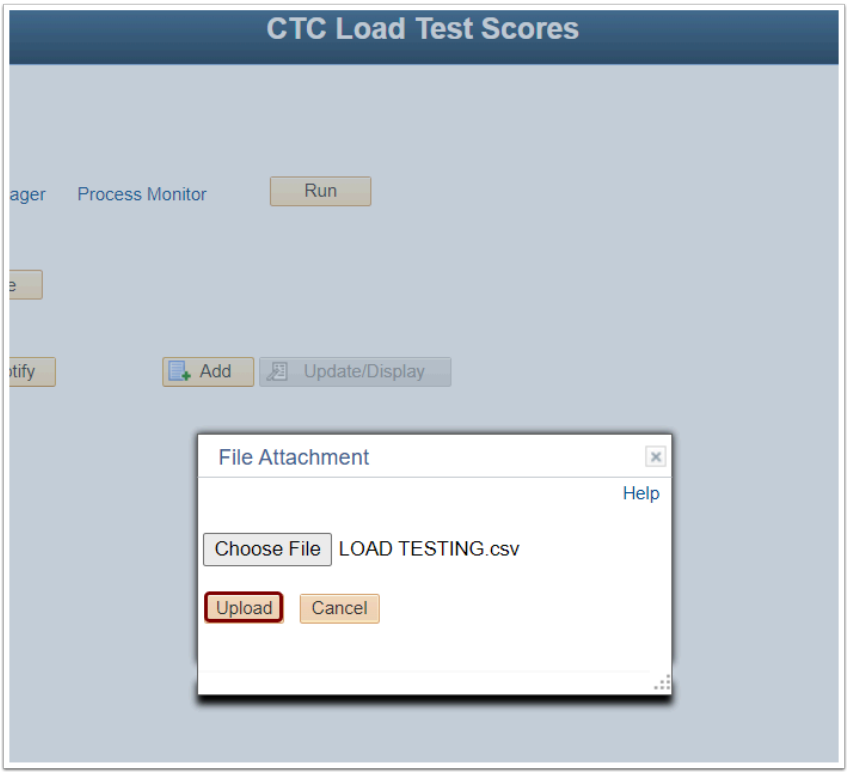
     E. **Data Source**
        - **E** = Extract
        - **SCH** = School

     F. **Score**



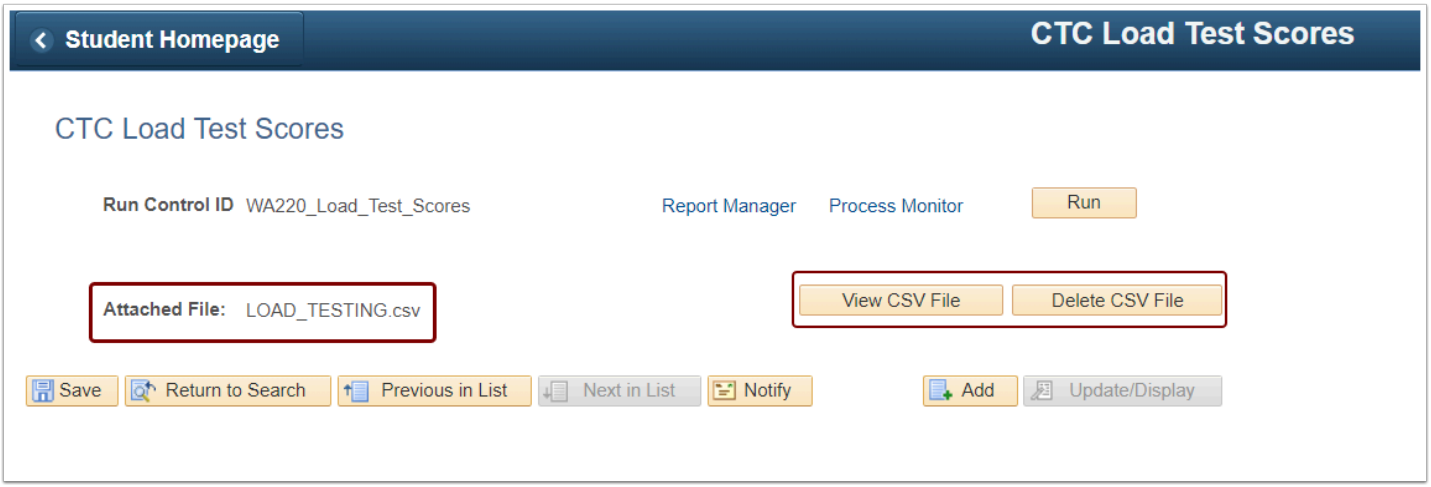
	A	B	C	D	E	F	G	H
1	2021	AP	ENGC	3/1/2022	E	5		
2	2021	AP	ENGC	3/2/2022	E	5		
3	2021	AP	ENGC	3/3/2022	E	5		
4	2021	AP	ENGC	3/4/2022	E	5		
5	2021	AP	ENGC	3/5/2022	E	5		
6	2021	AP	ENGC	3/6/2022	E	5		
7	2021	AP	ENGC	3/7/2022	E	5		
8	2017	AP	ENGC	3/8/2022	E	5		
9	2014	AP	ENGC	3/9/2022	E	5		
10	2021	AP	ENGC	3/10/2022	E	5		
11	2021	AP	ENGC	3/11/2022	E	5		
12	2021	AP	ENGC	3/12/2022	E	5		
13	2021	AP	ENGC	3/13/2022	E	5		
14	2015	AP	ENGC	3/14/2022	E	5		
15	2021	AP	ENGC	3/15/2022	E	5		
16	2021	AP	ENGC	3/16/2022	E	5		
17	2021	AP	ENGC	3/17/2022	E	5		
18	2013	AP	ENGC	3/18/2022	E	5		
19	2021	AP	ENGC	3/19/2022	E	5		
20	2021	AP	ENGC	3/20/2022	E	5		
21	2021	AP	ENGC	3/21/2022	E	5		
22	2021	AP	ENGC	3/22/2022	E	5		
23	2018	AP	ENGC	3/23/2022	E	5		
24								

9. The **File Attachment** panel displays in the center of your screen.
10. Select **Choose File** to upload your file. Click **Upload** once the file name appears.

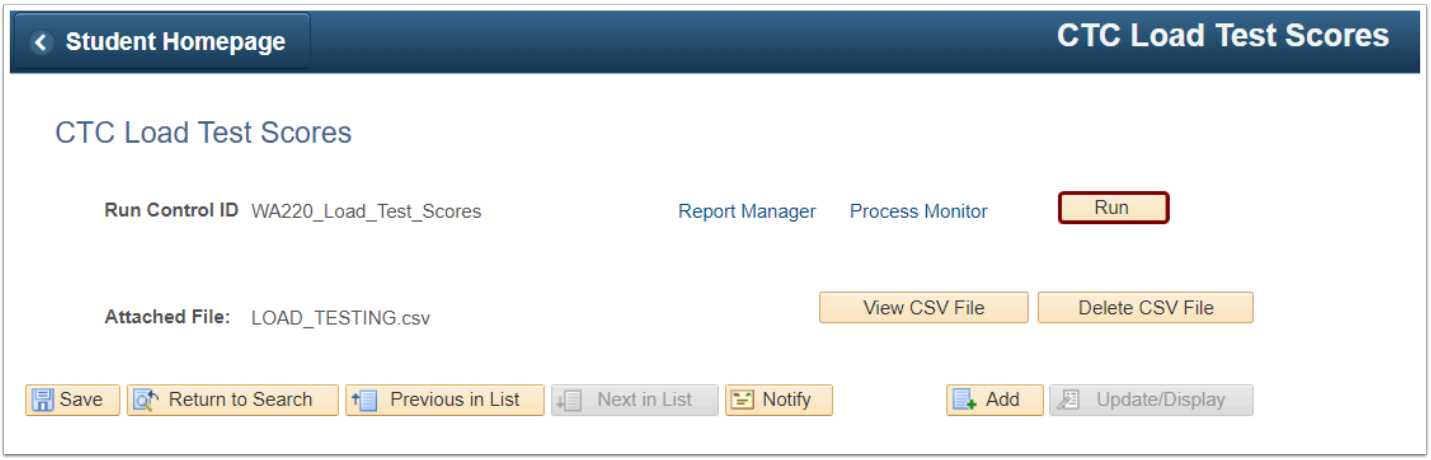


11. The **Attached File**name displays.
    - To view the attached file, select **View CSV File**.

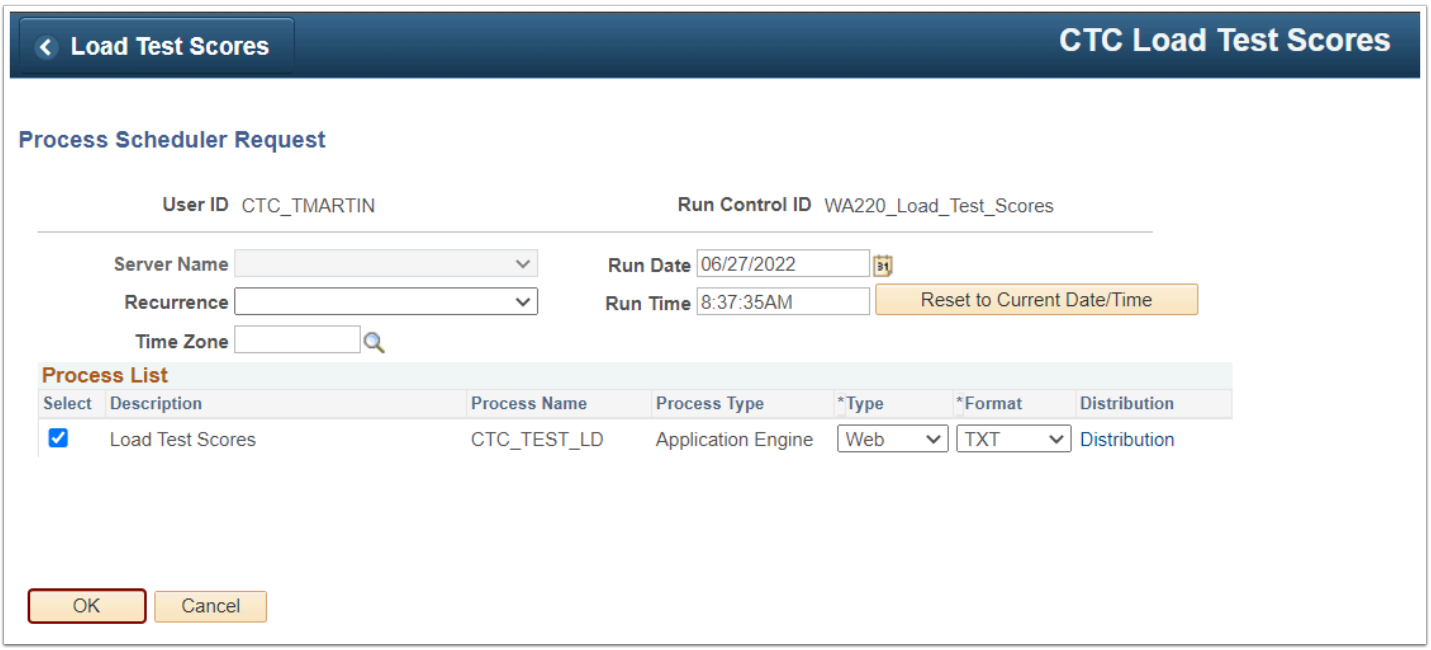
- To make corrections, select **Delete CSV File** to delete the uploaded file. Next, make the necessary changes to the file. Then, re-upload the .csv file.



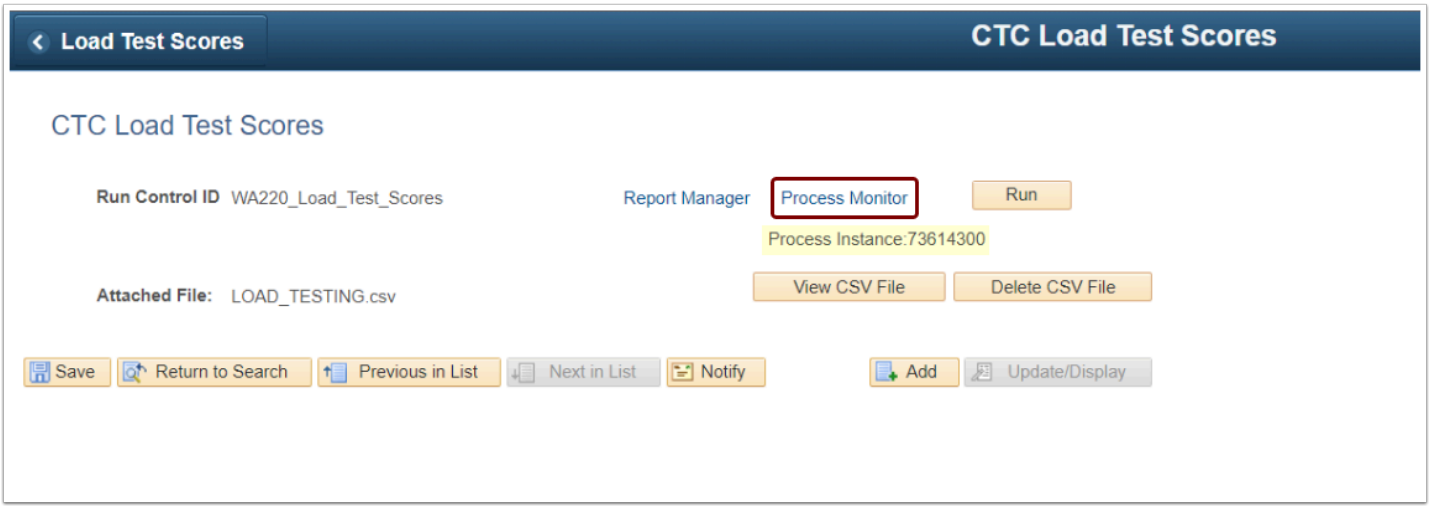
12. Select the **Run** in the top-right corner.



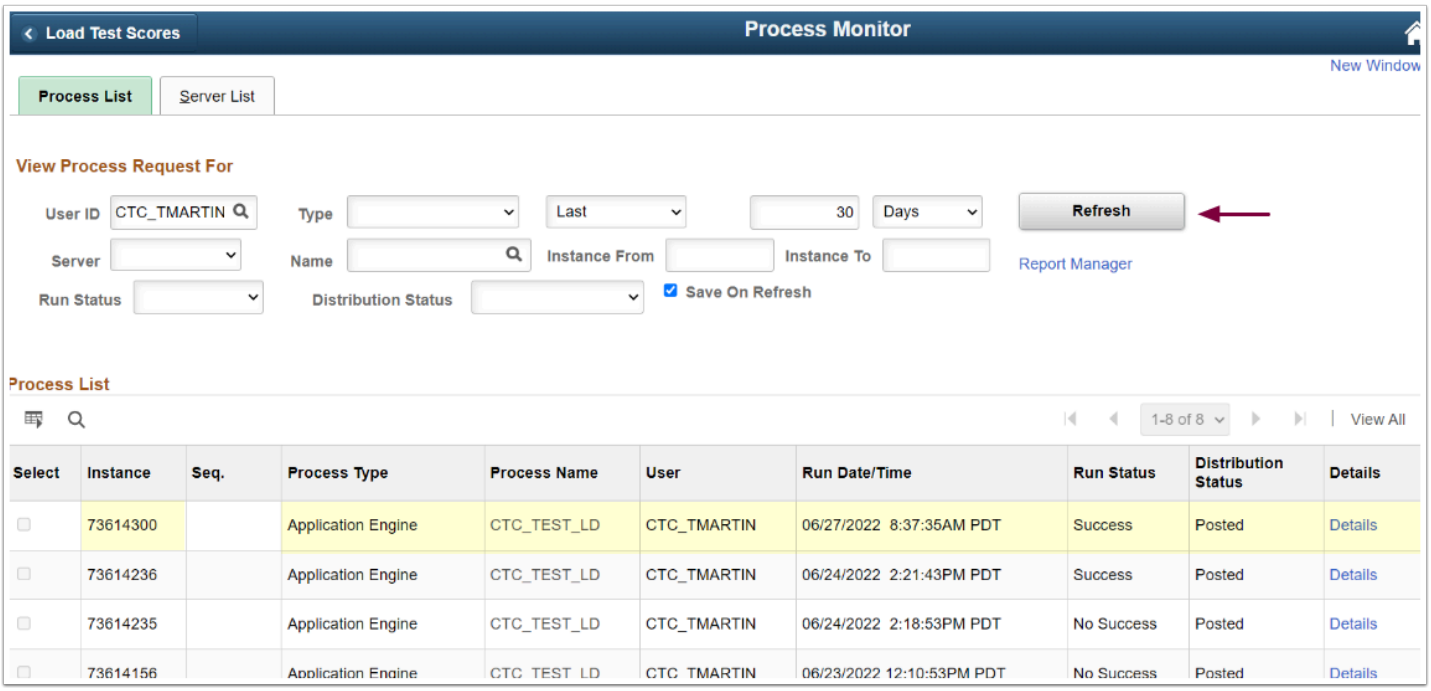
13. The **Process Scheduler Request** page displays.
14. Select **OK** in the lower-left corner below the Process List panel.



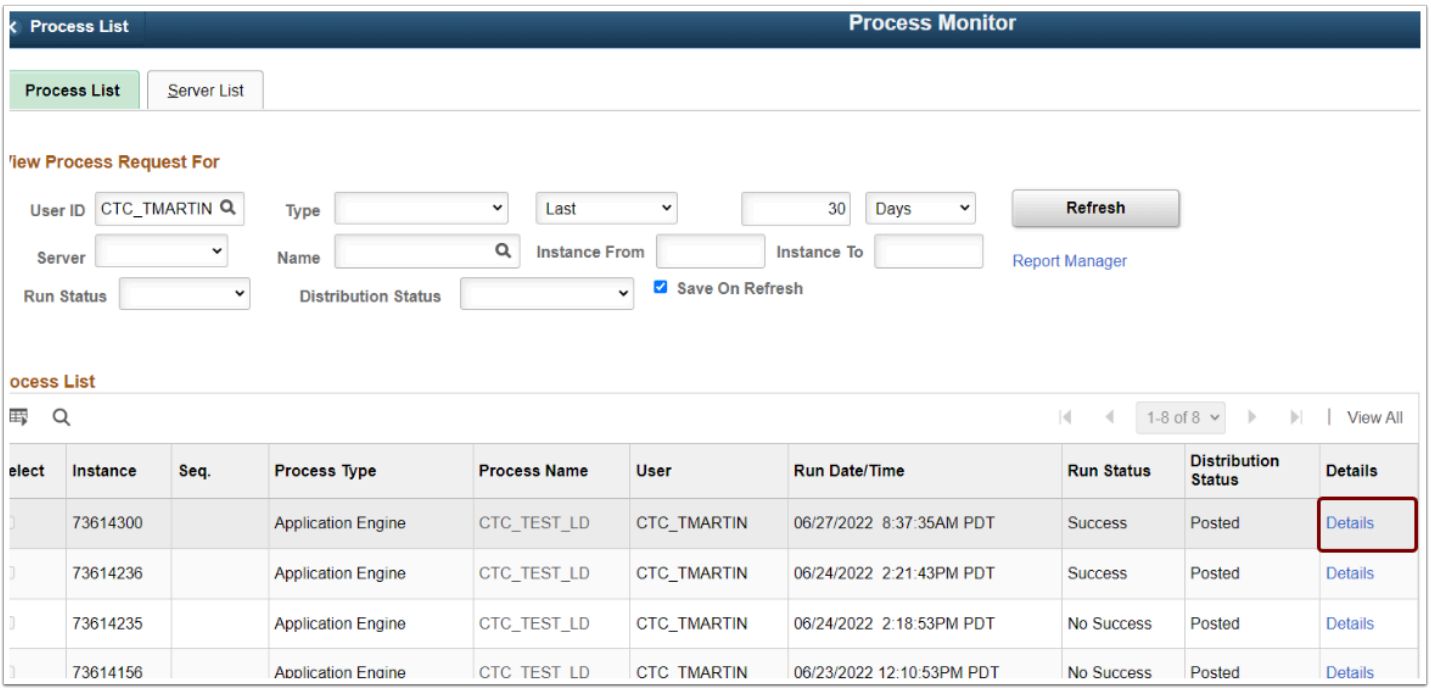
15. After selecting **OK**, the CTC Load Test Scores page displays. **Note**: In the top-right corner, the **Process Instance** number appears below the **Process Monitor** link.
16. Select the **Process Monitor** link.



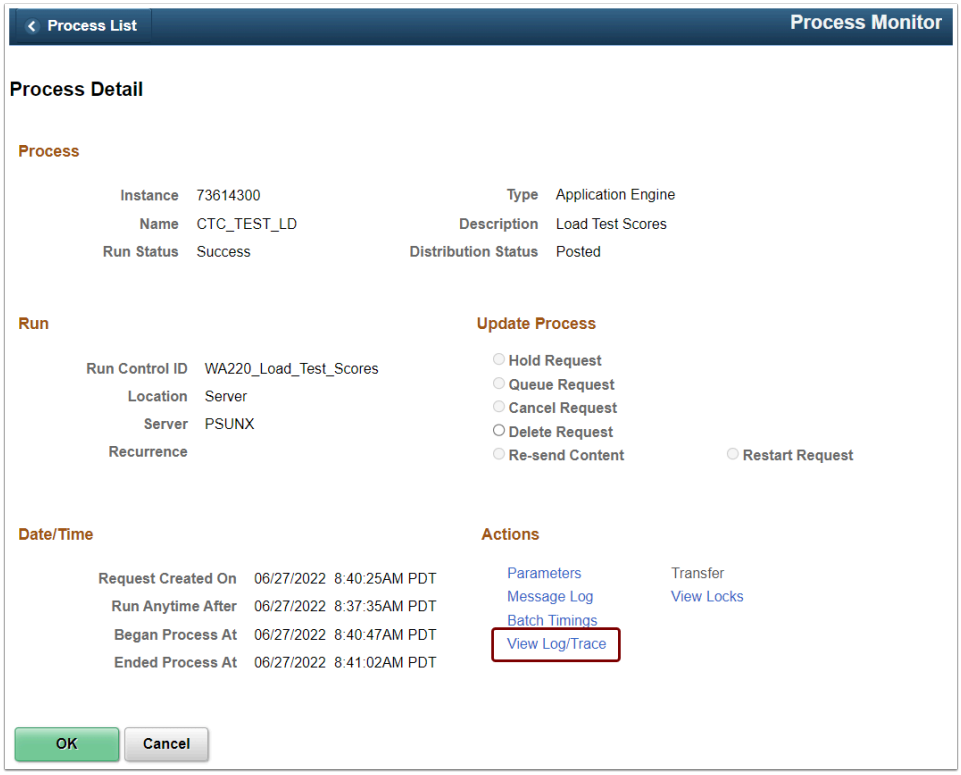
17. The **Process Monitor** page displays.
18. In the **Process List** panel, ensure the **Run Status** runs to **Success**, and the **Distribution Status** runs to **Posted**. You may select the **Refresh** button until the status is **Success, Posted**.



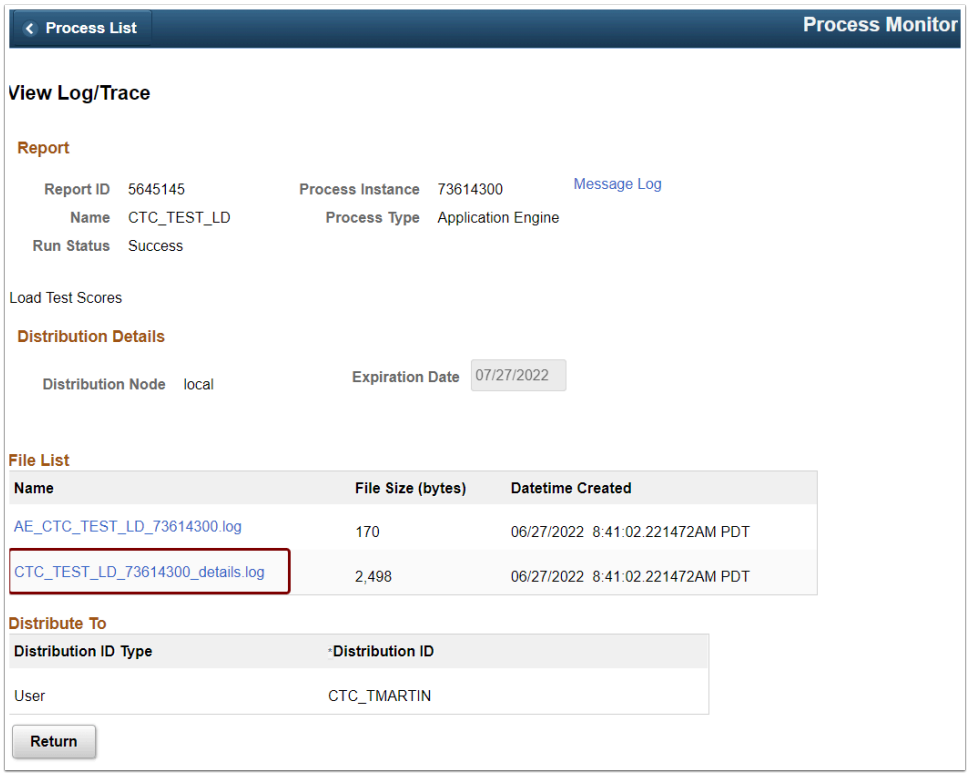
19. To view process details, click **Details** in the Process List panel.



20. On the **Process Detail** page, select the **View Log/Trace** link.



22. On the **View Log/Trace** page in the **File List** panel, select the hyperlinked file name ending with **_details.log**.

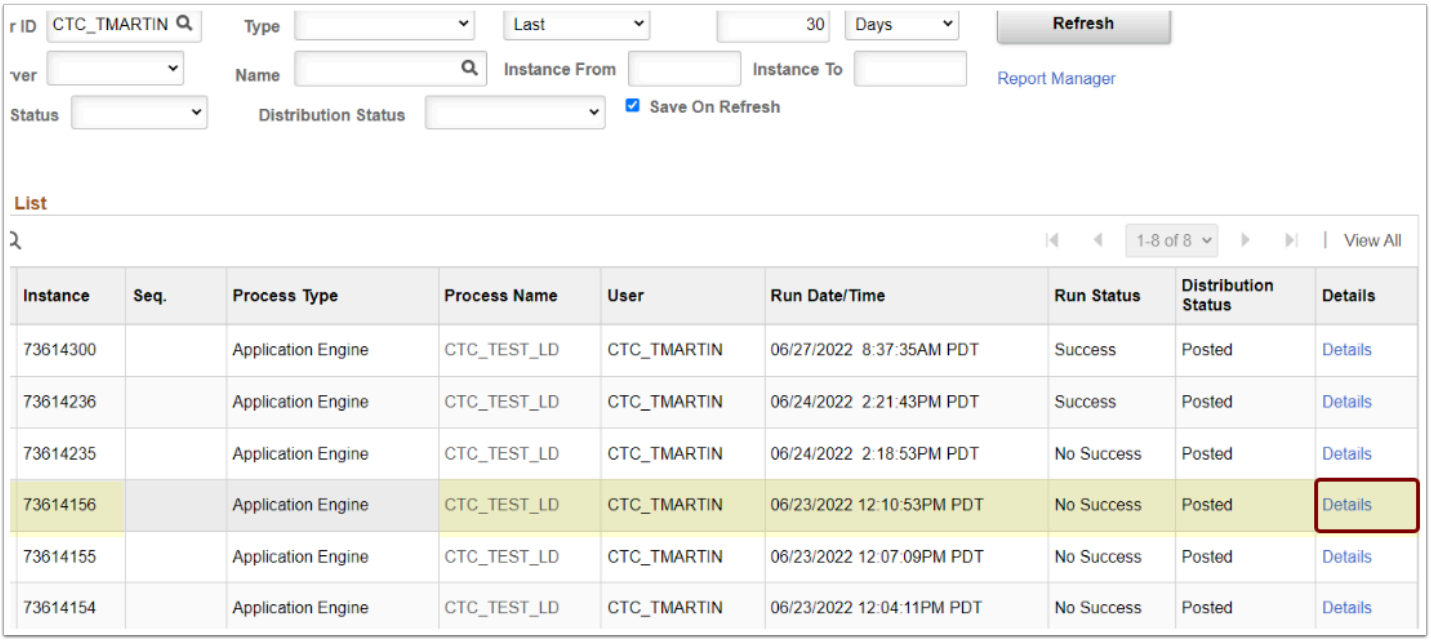


23. The processing details open in a new window.

```
==============================================================================
Processing file: LOAD_TESTING.csv
==============================================================================
INSERT line #1 (new score: 5 for test date: 2022-03-01)
INSERT line #2 (new score: 5 for test date: 2022-03-02)
INSERT line #3 (new score: 5 for test date: 2022-03-03)
INSERT line #4 (new score: 5 for test date: 2022-03-04)
INSERT line #5 (new score: 5 for test date: 2022-03-05)
INSERT line #6 (new score: 5 for test date: 2022-03-06)
INSERT line #7 (new score: 5 for test date: 2022-03-07)
INSERT line #8 (new score: 5 for test date: 2022-03-08)
INSERT line #9 (new score: 5 for test date: 2022-03-09)
INSERT line #10 (new score: 5 for test date: 2022-03-10)
INSERT line #11 (new score: 5 for test date: 2022-03-11)
INSERT line #12 (new score: 5 for test date: 2022-03-12)
INSERT line #13 (new score: 5 for test date: 2022-03-13)
INSERT line #14 (new score: 5 for test date: 2022-03-14)
INSERT line #15 (new score: 5 for test date: 2022-03-15)
INSERT line #16 (new score: 5 for test date: 2022-03-16)
INSERT line #17 (new score: 5 for test date: 2022-03-17)
INSERT line #18 (new score: 5 for test date: 2022-03-18)
INSERT line #19 (new score: 5 for test date: 2022-03-19)
INSERT line #20 (new score: 5 for test date: 2022-03-20)
INSERT line #21 (new score: 5 for test date: 2022-03-21)
INSERT line #22 (new score: 5 for test date: 2022-03-22)
INSERT line #23 (new score: 5 for test date: 2022-03-23)
==============================================================================
CSV Lines READ:    23
CSV Lines SKIPPED: 0 (DUPLICATE data in CSV file)
CSV ERRORS:        0 (INVALID data in CSV file)
==============================================================================
Test Scores INSERTED: 23 (brand new score)
Test Scores UPDATED:  0 (new test score >  existing score)
Test Scores SKIPPED:  0 (new test score <= existing score)
Test Score ERRORS:    0 (error inserting/deleting score)
==============================================================================
```

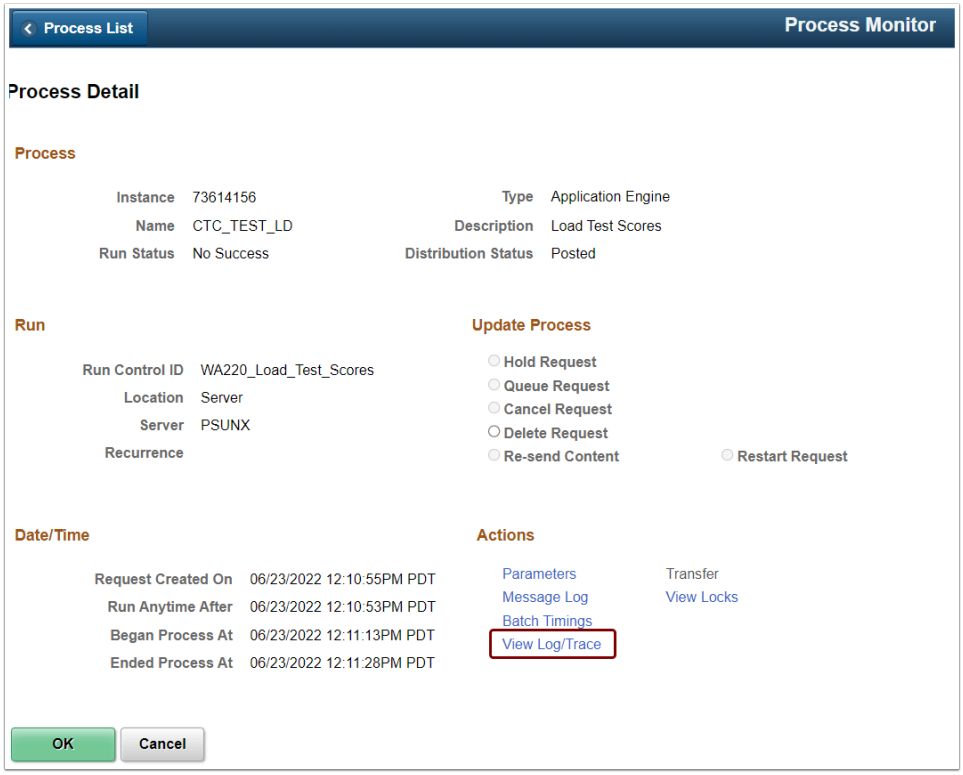
No Success

24. If the **Run Status** runs to No Success, select the **Details** on the Process Monitor to view the error.

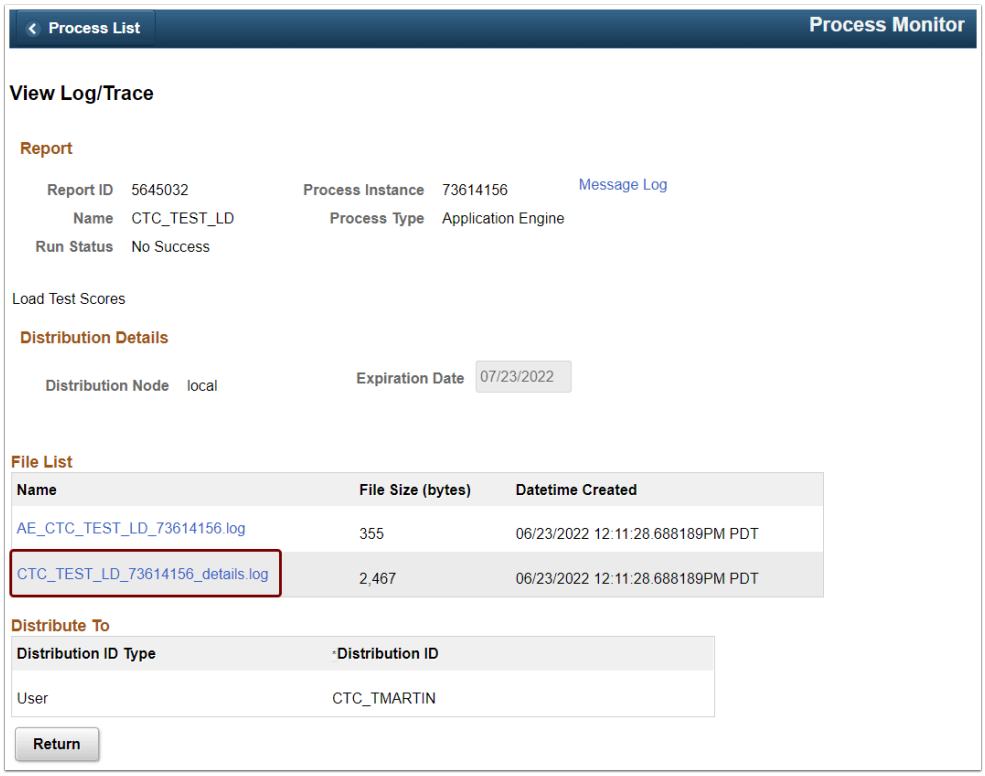


Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
73614300		Application Engine	CTC_TEST_LD	CTC_TMARTIN	06/27/2022 8:37:35AM PDT	Success	Posted	Details
73614236		Application Engine	CTC_TEST_LD	CTC_TMARTIN	06/24/2022 2:21:43PM PDT	Success	Posted	Details
73614235		Application Engine	CTC_TEST_LD	CTC_TMARTIN	06/24/2022 2:18:53PM PDT	No Success	Posted	Details
73614156		Application Engine	CTC_TEST_LD	CTC_TMARTIN	06/23/2022 12:10:53PM PDT	No Success	Posted	Details
73614155		Application Engine	CTC_TEST_LD	CTC_TMARTIN	06/23/2022 12:07:09PM PDT	No Success	Posted	Details
73614154		Application Engine	CTC_TEST_LD	CTC_TMARTIN	06/23/2022 12:04:11PM PDT	No Success	Posted	Details

25. On the **Process Detail** page, select the **View Log/Trace** link.



26. On the **View Log/Trace** page in the **File List** panel, select the hyperlinked file name ending with **_details.log**.



27. The processing details open in a new window—the **CSV ERRORS** display. You can fix the error by reviewing your .csv file and making the necessary changes.

```
================================================================================
Processing file: TEST_SCORE_UPLOAD.csv
================================================================================
INSERT line #1 (new score: 120 for test date: 2022-06-23)
INSERT line #2 (new score: 120 for test date: 2022-06-23)
INSERT line #3 (new score: 120 for test date: 2022-06-23)
INSERT line #4 (new score: 120 for test date: 2022-06-23)
INSERT line #5 (new score: 120 for test date: 2022-06-23)
INSERT line #6 (new score: 120 for test date: 2022-06-23)
INSERT line #7 (new score: 120 for test date: 2022-06-23)
INSERT line #8 (new score: 120 for test date: 2022-06-23)
INSERT line #9 (new score: 120 for test date: 2022-06-23)
INSERT line #10 (new score: 120 for test date: 2022-06-23)
INSERT line #11 (new score: 120 for test date: 2022-06-23)
INSERT line #12 (new score: 120 for test date: 2022-06-23)
INSERT line #13 (new score: 120 for test date: 2022-06-23)
INSERT line #14 (new score: 120 for test date: 2022-06-23)
INSERT line #15 (new score: 120 for test date: 2022-06-23)
INSERT line #16 (new score: 120 for test date: 2022-06-23)
INSERT line #17 (new score: 120 for test date: 2022-06-23)
INSERT line #18 (new score: 120 for test date: 2022-06-23)
INSERT line #19 (new score: 120 for test date: 2022-06-23)
ERROR: Skipping line #20 - TEST_COMPONENT=NGREA is not valid for TEST_ID=ALEKS as of TEST_DT=2022-06-23
INSERT line #21 (new score: 60 for test date: 2022-06-23)
INSERT line #22 (new score: 60 for test date: 2022-06-23)
INSERT line #23 (new score: 60 for test date: 2022-06-23)
INSERT line #24 (new score: 60 for test date: 2022-06-23)
INSERT line #25 (new score: 60 for test date: 2022-06-23)
INSERT line #26 (new score: 60 for test date: 2022-06-23)
INSERT line #27 (new score: 60 for test date: 2022-06-23)
INSERT line #28 (new score: 60 for test date: 2022-06-23)
================================================================================
CSV Lines READ:    28
CSV Lines SKIPPED: 0 (DUPLICATE data in CSV file)
CSV ERRORS:        1 (INVALID data in CSV file)
================================================================================
Test Scores INSERTED: 27 (brand new score)
Test Scores UPDATED:  0 (new test score >  existing score)
Test Scores SKIPPED:  0 (new test score <= existing score)
Test Score ERRORS:    0 (error inserting/deleting score)
================================================================================
```

```
================================================================================
Processing file: LOAD_TESTING_2.csv
================================================================================
INSERT line #1 (new score: 5 for test date: 2022-05-01)
INSERT line #2 (new score: 5 for test date: 2022-05-02)
INSERT line #3 (new score: 5 for test date: 2022-05-03)
INSERT line #4 (new score: 5 for test date: 2022-05-04)
INSERT line #5 (new score: 5 for test date: 2022-05-05)
INSERT line #6 (new score: 5 for test date: 2022-05-06)
ERROR: Skipping line #7 - SCORE=36 is not within expected range MIN=1 to MAX=5
INSERT line #8 (new score: 5 for test date: 2022-05-08)
INSERT line #9 (new score: 5 for test date: 2022-05-09)
ERROR: Skipping line #10 - SCORE=27 is not within expected range MIN=1 to MAX=5
INSERT line #11 (new score: 5 for test date: 2022-05-11)
INSERT line #12 (new score: 5 for test date: 2022-05-12)
INSERT line #13 (new score: 5 for test date: 2022-05-13)
INSERT line #14 (new score: 5 for test date: 2022-05-14)
INSERT line #15 (new score: 5 for test date: 2022-05-15)
INSERT line #16 (new score: 5 for test date: 2022-05-16)
INSERT line #17 (new score: 5 for test date: 2022-05-17)
INSERT line #18 (new score: 5 for test date: 2022-05-18)
INSERT line #19 (new score: 5 for test date: 2022-05-19)
INSERT line #20 (new score: 5 for test date: 2022-05-20)
INSERT line #21 (new score: 5 for test date: 2022-05-21)
INSERT line #22 (new score: 5 for test date: 2022-05-22)
INSERT line #23 (new score: 5 for test date: 2022-05-23)
================================================================================
CSV Lines READ:    23
CSV Lines SKIPPED: 0 (DUPLICATE data in CSV file)
CSV ERRORS:        2 (INVALID data in CSV file)
================================================================================
Test Scores INSERTED: 21 (brand new score)
Test Scores UPDATED:  0 (new test score >  existing score)
Test Scores SKIPPED:  0 (new test score <= existing score)
Test Score ERRORS:    0 (error inserting/deleting score)
================================================================================
```

28. Process complete.