

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.

i 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.

[Student Homepage](#)

Load Test Scores

Load Test Scores

Find an Existing Value

Add a New Value

Run Control ID WA220_Load_Test_Scores

Add

Find an Existing Value | Add a New Value

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

[Student Homepage](#)

Load Test Scores

Load Test Scores

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search

Advanced Search

Search Results

View All
First
1-2 of 2
Last

Run Control ID	Language Code
CTC_TMARTIN	English
WA220_Load_Test_Scores	English

Find an Existing Value | Add a New Value

- The CTC Load Test Scores page displays.
- 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.

Student Homepage
CTC Load Test Scores

CTC Load Test Scores

Run Control ID WA220_Load_Test_Scores
Report Manager
Process Monitor
Run

Attached File:

Upload CSV File

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

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:

- EMPLID** Numeric IDs are the only acceptable IDs; test IDs cannot be used(e.g., XX220CS01)

- Test ID**

- Test Component**

- 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**)

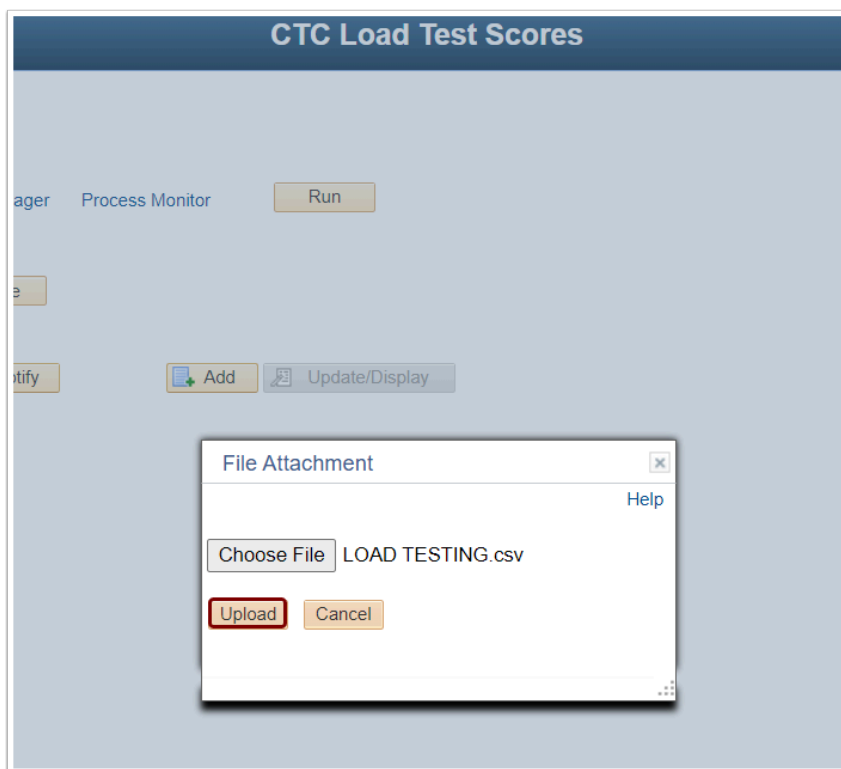
- Data Source**

- E** = Extract
- SCH** = School

- Score**

Clipboard		Font		Alignment				
J11								
	A	B	C	D	E	F	G	H
1	2021	AP	ENG	3/1/2022	E	5		
2	2021	AP	ENG	3/2/2022	E	5		
3	2021	AP	ENG	3/3/2022	E	5		
4	2021	AP	ENG	3/4/2022	E	5		
5	2021	AP	ENG	3/5/2022	E	5		
6	2021	AP	ENG	3/6/2022	E	5		
7	2021	AP	ENG	3/7/2022	E	5		
8	2017	AP	ENG	3/8/2022	E	5		
9	2014	AP	ENG	3/9/2022	E	5		
10	2021	AP	ENG	3/10/2022	E	5		
11	2021	AP	ENG	3/11/2022	E	5		
12	2021	AP	ENG	3/12/2022	E	5		
13	2021	AP	ENG	3/13/2022	E	5		
14	2015	AP	ENG	3/14/2022	E	5		
15	2021	AP	ENG	3/15/2022	E	5		
16	2021	AP	ENG	3/16/2022	E	5		
17	2021	AP	ENG	3/17/2022	E	5		
18	2013	AP	ENG	3/18/2022	E	5		
19	2021	AP	ENG	3/19/2022	E	5		
20	2021	AP	ENG	3/20/2022	E	5		
21	2021	AP	ENG	3/21/2022	E	5		
22	2021	AP	ENG	3/22/2022	E	5		
23	2018	AP	ENG	3/23/2022	E	5		
24								
LOAD TESTING								

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



- The **Attached Filename** 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.

The screenshot shows the 'CTC Load Test Scores' page. At the top, there is a navigation bar with a back arrow and 'Student Homepage' on the left, and 'CTC Load Test Scores' on the right. Below the navigation bar, the page title 'CTC Load Test Scores' is displayed. Underneath, there is a section with 'Run Control ID' followed by 'WA220_Load_Test_Scores'. To the right of this are two links: 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Below this section, there is a red-bordered box containing 'Attached File: LOAD_TESTING.csv'. To the right of this box are two yellow buttons: 'View CSV File' and 'Delete CSV File'. At the bottom of the page, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

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

This screenshot is identical to the one above, showing the 'CTC Load Test Scores' page. The 'Run' button is highlighted with a red border, indicating it is the target for the next step.

13. The **Process Scheduler Request** page displays.

14. Select **OK** in the lower-left corner below the Process List panel.

< Load Test Scores


CTC Load Test Scores

Process Scheduler Request

User ID CTC_TMARTIN


Run Control ID WA220_Load_Test_Scores

Server Name

Run Date 

Recurrence

Run Time

Time Zone 

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Load Test Scores	CTC_TEST_LD	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

OK

Cancel

- 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.
- Select the **Process Monitor** link.

Load Test Scores

CTC Load Test Scores

CTC Load Test Scores

Run Control ID WA220_Load_Test_Scores

Report Manager

Process Monitor

Run

Process Instance:73614300

Attached File: LOAD_TESTING.csv

View CSV File

Delete CSV File

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

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**.

Process List

Process Monitor

Process Detail

Process

Instance73614300

TypeApplication Engine

NameCTC_TEST_LD

DescriptionLoad Test Scores

Run StatusSuccess

Distribution StatusPosted

Run

Run Control IDWA220_Load_Test_Scores

LocationServer

ServerPSUNX

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On06/27/2022 8:40:25AM PDT

Run Anytime After06/27/2022 8:37:35AM PDT

Began Process At06/27/2022 8:40:47AM PDT

Ended Process At06/27/2022 8:41:02AM PDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

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

Process List

Process Monitor

View Log/Trace

Report

Report ID5645145

Process Instance73614300

Message Log

NameCTC_TEST_LD

Process TypeApplication Engine

Run StatusSuccess

Load Test Scores

Distribution Details

Distribution Nodelocal

Expiration Date07/27/2022

File List

Name	File Size (bytes)	Datetime Created
AE_CTC_TEST_LD_73614300.log	170	06/27/2022 8:41:02.221472AM PDT
CTC_TEST_LD_73614300_details.log	2,498	06/27/2022 8:41:02.221472AM PDT

Distribute To

Distribution ID Type

Distribution ID

UserCTC_TMARTIN

Return

23. The processing details open in a new window.

Process List

Process Monitor

Process Detail

Process

Instance73614156

TypeApplication Engine

NameCTC_TEST_LD

DescriptionLoad Test Scores

Run StatusNo Success

Distribution StatusPosted

Run

Run Control IDWA220_Load_Test_Scores

LocationServer

ServerPSUNX

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On06/23/2022 12:10:55PM PDT

Run Anytime After06/23/2022 12:10:53PM PDT

Began Process At06/23/2022 12:11:13PM PDT

Ended Process At06/23/2022 12:11:28PM PDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

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

Process List

Process Monitor

View Log/Trace

Report

Report ID5645032

Process Instance73614156

Message Log

NameCTC_TEST_LD

Process TypeApplication Engine

Run StatusNo Success

Load Test Scores

Distribution Details

Distribution Nodelocal

Expiration Date07/23/2022

File List

Name	File Size (bytes)	Datetime Created
AE_CTC_TEST_LD_73614156.log	355	06/23/2022 12:11:28.688189PM PDT
CTC_TEST_LD_73614156_details.log	2,467	06/23/2022 12:11:28.688189PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	CTC_TMARTIN

Return

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.