

### Document Purpose

This document contains steps on how to create a group of examinees for ACT<sup>®</sup> WorkKeys<sup>®</sup> online testing via Validus<sup>®</sup> Virtual Test Center (VTC). Creating a group allows you to save time by registering and/or authorizing examinees as a group instead of individually.

### Prerequisites

To perform this task, you must:

- Have your testing realm and login information as previously emailed to you by ACT
- Be assigned the “User Manager” role within Validus VTC

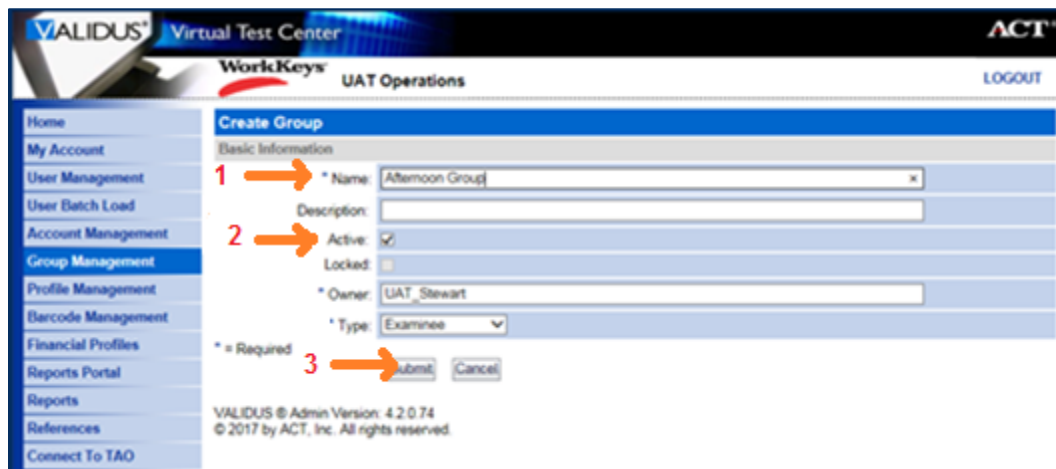
### Resources

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.

### Procedure: Creating a Group

1. While logged into Validus VTC, choose **Group Management** from the left-side navigation menu.
2. On the right side of the Group Management page, select the **Create** button on the gray taskbar.
3. On the Create Group page, fill in the name field, then check the box next to the Active field, and **Submit**.



**Result:** A refreshed list of all groups (including your newly created group) will appear.

Note:

- Depending on the number of groups created in your realm, the list may extend to more than one page.
- If you will be using batch loading to add examinees to your group, you will need to know the Group ID number. This number is listed on this screen in the "ID" column.

VALIDUS Virtual Test Center WorkKeys UAT Operations ACT LOGOUT

Group Management

Search Criteria

Name:  Description:

Type:  Owner:

ContextID:  Active:

Locked:

Use "%" for wild card searches.

Select and

Select	Name	Description	ID	Owner	ContextID
<input type="radio"/>	Afternoon Group		1128050884	UAT_Stewart	
<input type="radio"/>	Graphic Literacy		1128050004	UAT_Ralph	
<input type="radio"/>	Group A		1123300227	UAT_Stewart	
<input type="radio"/>	Morning Group		1128050865	UAT_Stewart	
<input type="radio"/>	test group		1123310041	DanKUAT	

## Next Steps

Now that you have created a group, you will need to add examinees to it. This can be done in more than one way; each method has its own WorkKeys quick start guide:

- If you want to add examinees to a group through the examinee batch loading process, see [Creating Accounts and Test Registrations Using Batch Load](#).
- If you want to add examinees to a group as you create their individual registrations, see [Adding Examinees to a Group during Account Creation](#).
- If you want to add existing examinees to a group, see [Adding Existing Examinees to a Group](#).

**CAUTION!** It is strongly recommended that you limit your group size to no more than 100 records. Any groups with over 100 records will cause problems with generating score reports that contain a value for the group parameter.