

Group Registration for One or More Tests

Document Purpose

This document contains information for test coordinators to register a group of examinees for one or more ACT® WorkKeys® online tests.

Resources

We encourage you to visit the [ACT WorkKeys Administration](http://www.act.org) page on www.act.org for many resources available to you. The current [ACT WorkKeys Administration Manual for Online Testing](#) is posted on this page along with these ACT WorkKeys Quick Start Guides:

- [Administering a Test to a Single Examinee](#)
- [Authorizing a Test for a Group of Examinees](#)
- [Creating a Group](#)
- [Adding Examinees to a Group during Account Creation](#)
- [Creating Accounts and Test Registrations Using Batch Load](#)
- [Adding Existing Examinees to a Group](#)

Also, please reference the latest [WorkKeys Online Technical Specifications](#) to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these on your computers.

Prerequisite Processes

Prior to this process, an examinee group must have already been set up in Validus.

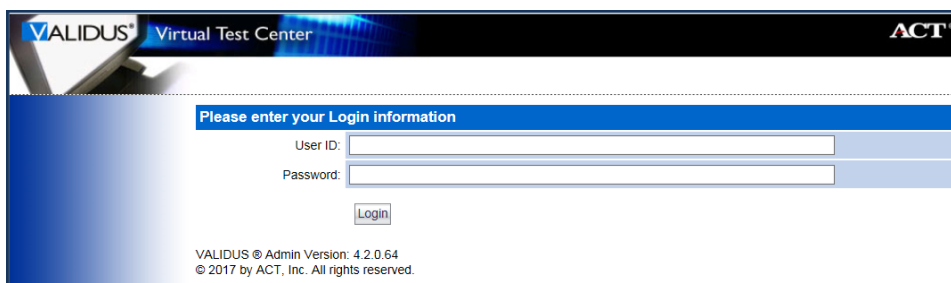
Procedure: Group Registration for One or More Tests

Follow the steps below to register a group of examinees for the same ACT WorkKeys online test or set of tests.

1. On your computer, **enter the url for your testing realm**, which will look similar to the example shown below. This can be found in the email you received with realm information.

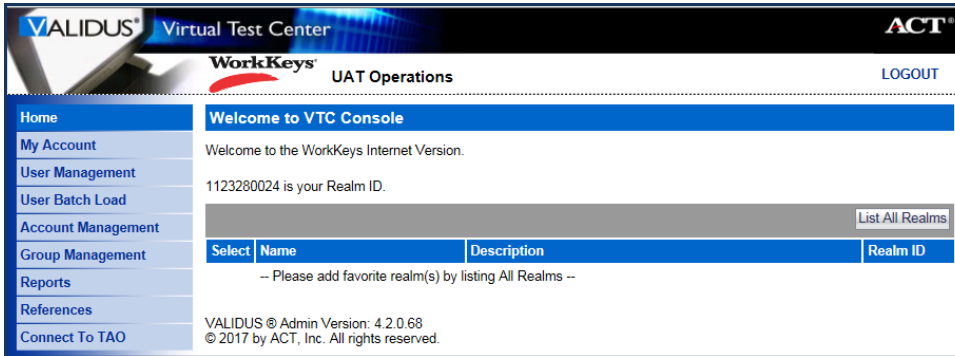
<https://vtc.act.org/123456789>

(The number after the last slash represents your site’s realm number.)

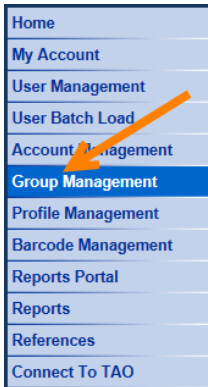


2. Enter your **User ID** and **Password** and then select the **Login** button.

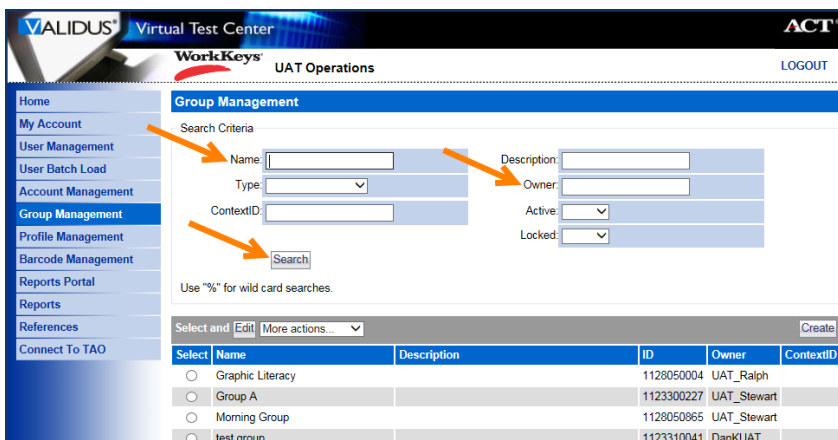
Results: If the correct realm url and login credentials were used, your realm's Home page should appear on screen.



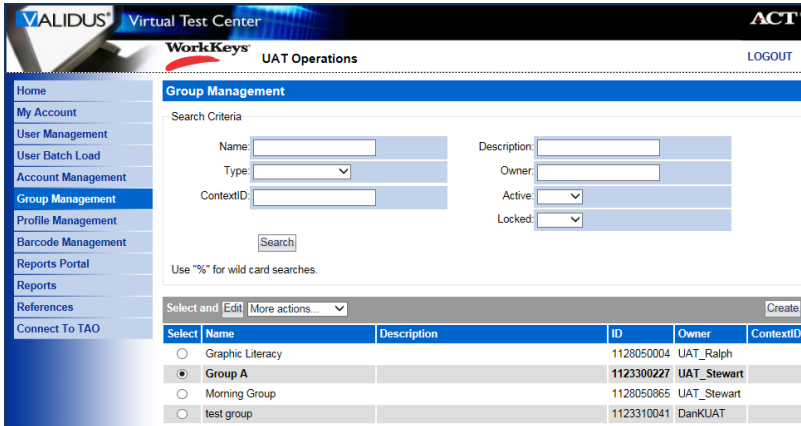
3. On the left side of the Validus VTC Home page, select **Group Management**.



4. Enter the name of the group.
 - If you don't know the exact name or can't remember it, leave all of the search criteria fields empty and select the **Search** button. A list of all groups in this realm will appear.
 - If you want to add the examinee to a group that you created, type your User ID in the "Owner" block, then select the **Search** button. A list of groups that you created will appear.

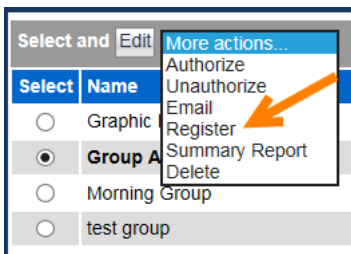


5. Select the radio button to the left of the name of the group to which you wish to add the examinee.

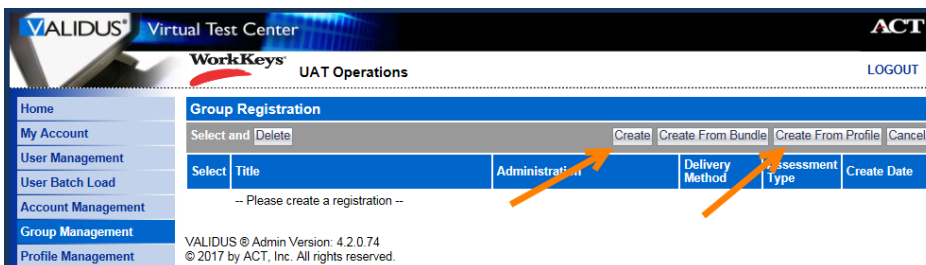


CAUTION! It is strongly recommended that you limit your “group” size to no more than 100 records. Any groups over 100 records will cause problems with generating score reports that contain a “Group” parameter.

6. Using the “down arrow” next to “More actions...” select **Register**.



7. On the right side of the page, choose the **Create** button to select tests for the group or select **Create from Profile** if a profile has been created to assign tests.



In the “Select” column, select the box next to the title of the test for which you wish to register the group of examinees. A check mark will appear in the box.

Note: You can select more than one test.

Group Registration				
Select and <input type="button" value="Submit"/>				<input type="button" value="Cancel"/>
Select	Title	Administration	Assessment Type	Number Remaining
<input checked="" type="checkbox"/>	Applied Mathematics 2.0 UAT	Applied Mathematics 2.0 UAT	Individual	*
<input type="checkbox"/>	WorkKeys Applied Math	Applied Mathematics 2.0 UAT Keyed	Individual	*
<input checked="" type="checkbox"/>	Graphic Literacy 2.0 UAT	Graphic Literacy 2.0 UAT	Individual	*

- Review your selections. Once you are confident that you have selected the correct test(s), select the **Submit** button at either the top or the bottom of the page.

Note: The next steps regarding the Financial Profile may, or may not, appear. It depends on whether or not the user account is able to access more than one financial profile.

- If a **Financial Profile** selection field does appear for a test title, choose from the drop-down list, the appropriate profile type that applies to this test registration.

Edit User: klingbiel1234	
User	Security Roles Registration Group
Registrant Information	
Title:	WorkKeys Applied Math
Administration:	WorkKeys Assessments
Finance	* Financial Profile ?
* = Required	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
VALIDUS © Admin Version: 4.2.0.64 © 2017 by ACT, Inc. All rights reserved.	

- Select the **Submit** button at the bottom of the page.

Note: The Financial Profile field will appear for each test title that was selected for this group. As soon as Submit is chosen, the next test title screen will appear. Make the appropriate Financial Profile selections and Submit, until you see the next screen below.

Results: The Registration screen now displays the test titles you selected for this group with a "Create Date" for each one.

VALIDUS Virtual Test Center		ACT
WorkKeys UAT Operations		LOGOUT
Group Registration		
Select and Delete		Create Create From Bundle Create From Profile Cancel
Select	Title	Administration
<input type="radio"/>	Graphic Literacy 2.0 UAT	Graphic Literacy 2.0 UAT
<input type="radio"/>	Workplace Documents 2.0 UAT	Workplace Documents 2.0 UAT
<input type="radio"/>	WorkKeys Applied Math	Applied Mathematics 2.0 UAT Keyed
Delivery Method	Assessment Type	Create Date
LTI	Individual	2017-07-11 11:22:06.0
LTI	Individual	2017-07-11 11:29:59.0
LTI	Individual	2017-07-11 13:32:06.0
VALIDUS © Admin Version: 4.2.0.74 © 2017 by ACT, Inc. All rights reserved.		

- Review your selections. Once you are confident that you have selected the correct test(s), select the **Submit** button at either the top or the bottom of the page.

Note: The next steps regarding the Financial Profile may, or may not, appear. It depends on whether or not the user account is able to access more than one financial profile.

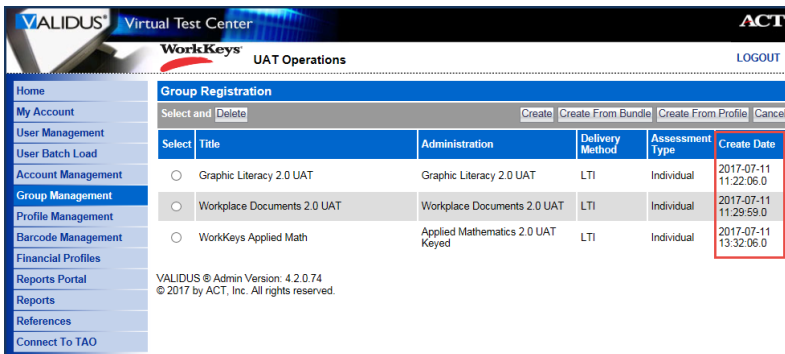
- If a **Financial Profile** selection field does appear for a test title, choose from the drop-down list, the appropriate profile type that applies to this test registration.



- Select the **Submit** button at the bottom of the page.

Note: The Financial Profile field will appear for each test title that was selected for this group. As soon as Submit is chosen, the next test title screen will appear. Make the appropriate Financial Profile selections and Submit, until you see the next screen below.

Results: The Registration screen now displays the test titles you selected for this group with a "Create Date" for each one.



Select	Title	Administration	Delivery Method	Assessment Type	Create Date
<input type="radio"/>	Graphic Literacy 2.0 UAT	Graphic Literacy 2.0 UAT	LTI	Individual	2017-07-11 11:22:06.0
<input type="radio"/>	Workplace Documents 2.0 UAT	Workplace Documents 2.0 UAT	LTI	Individual	2017-07-11 11:29:59.0
<input type="radio"/>	WorkKeys Applied Math	Applied Mathematics 2.0 UAT Keyed	LTI	Individual	2017-07-11 13:32:06.0