

WorkKeys Notice 2012--#5: WorkKeys Internet Version Training Webinar

Dear WorkKeys Users,

The next WorkKeys Internet Version training webinar will be held on **Thursday, February 16**. This WorkKeys Notice contains the following information about the webinar:

- who should attend
 - webinar delivery schedule
 - webinar registration and audio access
 - topics covered in the webinar
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Who should attend

The webinar is intended for new site administrators and proctors administering WorkKeys Internet Version assessments. Anyone who would like a refresher on WorkKeys Internet Version basics is also welcome. If you attended any of the previous WorkKeys Internet Version training webinars, you do not need to attend this session.

Webinar delivery schedule

The webinar will be presented on **Thursday, February 16, at 2:00 p.m., central time**. It will last approximately 1 hour.

Next month's webinar will be held on Thursday, March 15, at 2:00 p.m., central time. An e-mail with registration information for this session will be sent after the February webinar.

Webinar registration and audio access

To register for this month's webinar, go to <https://www2.gotomeeting.com/register/992897258>. After you have registered, you will receive an e-mail with instructions on how to access the webinar.

To hear the webinar, you may dial in on a phone line or listen through your computer. Please note that the phone number is not a toll-free number.

Topics covered in the webinar

Since this webinar is intended for new site administrators and proctors, it will cover the following basic topics:

- Introduction to High-Stakes Testing
- Registering an Examinee
- Authorizing an Assessment
- Launching a New Assessment
- Launching an Interrupted Assessment
- Generating an Instant Score Report

The webinar slides are posted on the WorkKeys Administrator Training website (<http://www.act.org/workkeys-private/admintraining/>) under Quick Links > General Information. Please contact us if you need the User Name and Password.

Thank you for using WorkKeys.

Sincerely,
The WorkKeys Staff
workkeys@act.org
800/WORKKEY (967-5539)

For past WorkKeys Notices, and for other WorkKeys documentation, visit the WorkKeys Reference site at <http://www.act.org/workkeys-private/reference/>.