



To: ACT WorkKeys Test Coordinators
Subject: "ACT WorkKeys Groups and Batch Load Training for Online Testing" Webinar

This ACT WorkKeys Notice contains the following information about upcoming sessions of the "ACT WorkKeys Groups and Batch Load Training for Online Testing" webinar:

- who should attend
- the webinar delivery schedule
- topics covered in the webinar

Who Should Attend

This free, 90 minute webinar is intended for testing staff that use or are interested in using "Groups" and/or "Batch Loading" as part of their ACT WorkKeys online test administration process.

If you are *new* to ACT WorkKeys Online Testing, you should *first* attend the "ACT WorkKeys Test Administration Training for Online Testing" webinar, which may also be found at the **Learning@ACT** registration link below.

Webinar Delivery Schedule

This class will not be offered in October. In November, this webinar will be presented on the following dates and times:

- Thursday, November 5, at 11:00 a.m.
- Thursday, November 19, at 12:00 p.m.

Click on this URL to register for your preferred date and time:
www.act.org/learning-at-act/training/workkeys.html.

Please be advised that all webinars are listed in central time. We'll give you an opportunity to have the schedule displayed in your own time zone during registration.

*Note: We recommend that you bookmark the **Learning@ACT** website.*

Topics Covered in the Webinar

This webinar will cover the following topics:

- Creating a group
- Creating a batch load file
- Adding test registrations
- Authorizing a group

Email questions to learning@act.org or call **888.826.1956**.

Thank you,

The ACT WorkKeys Staff
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