

Creating a Group

In this document

This document contains information used by site administrators to create a group for WorkKeys Internet Version testing.

When to use this document

Use this document when you need to create a group in which to add examinees for WorkKeys Internet Version testing. By creating a group, you can register and/or authorize examinees as a group versus individually, thereby saving time.

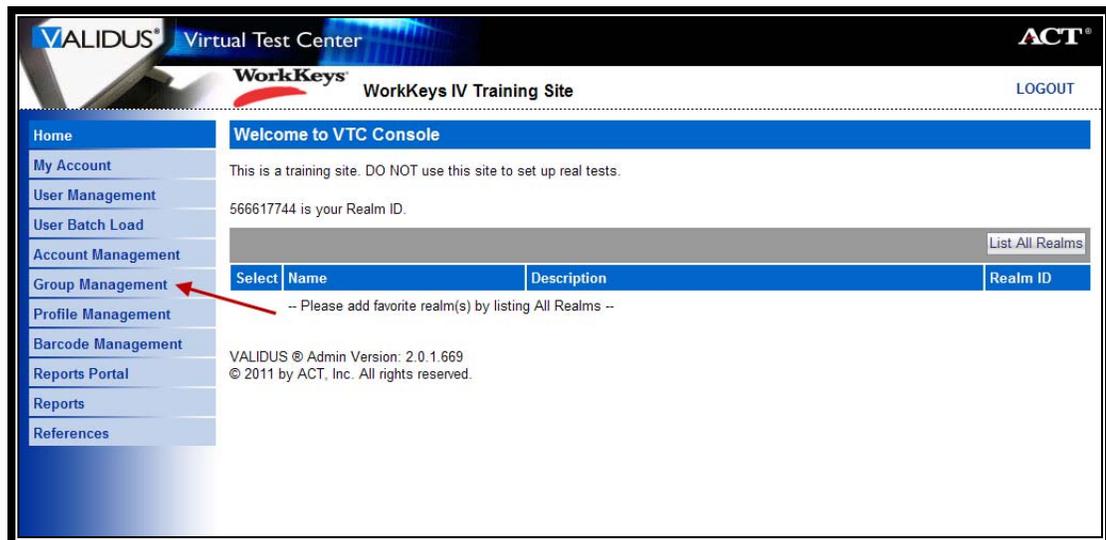
Procedure: Creating a Group

Follow the steps below to create a group for WorkKeys Internet Version testing.

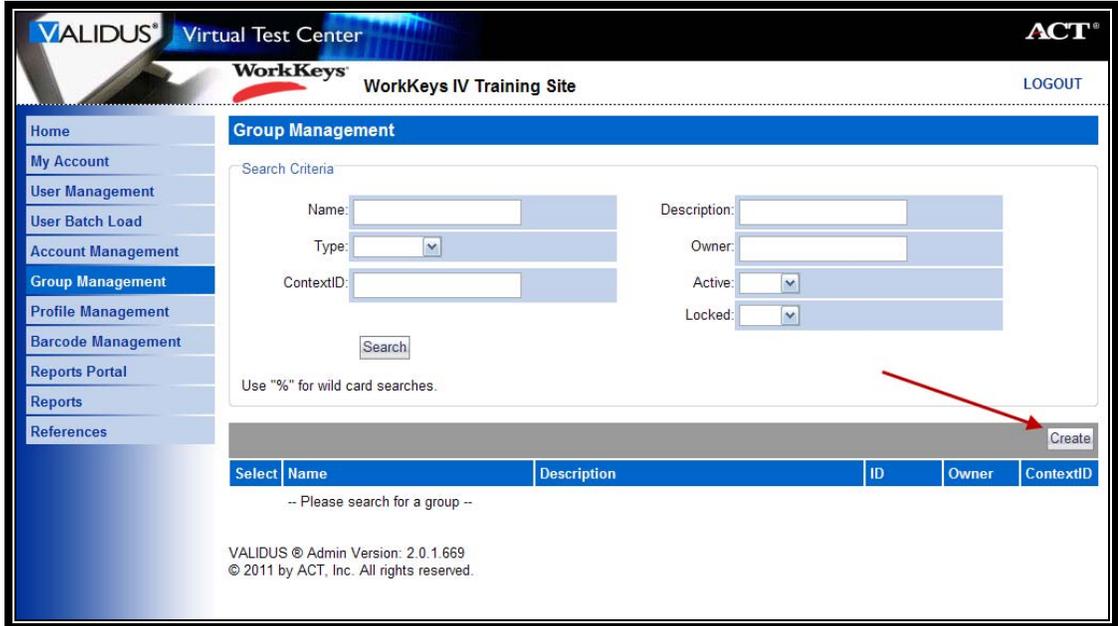
1. Log in to the Validus system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

<https://vtc.act.org/<your site's realm number>> e.g., <https://vtc.act.org/123456789>

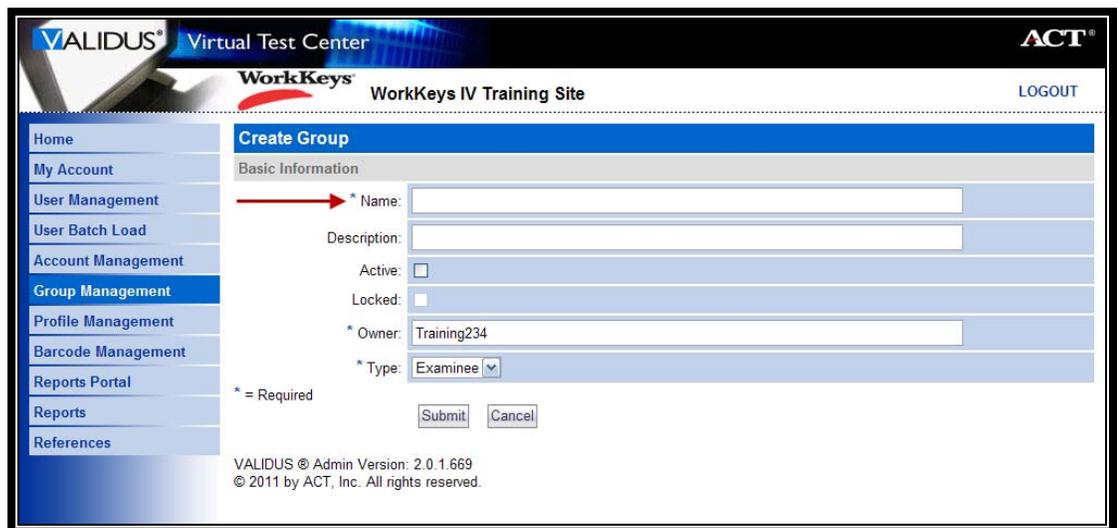
2. On the left side of the page, click on **Group Management**.



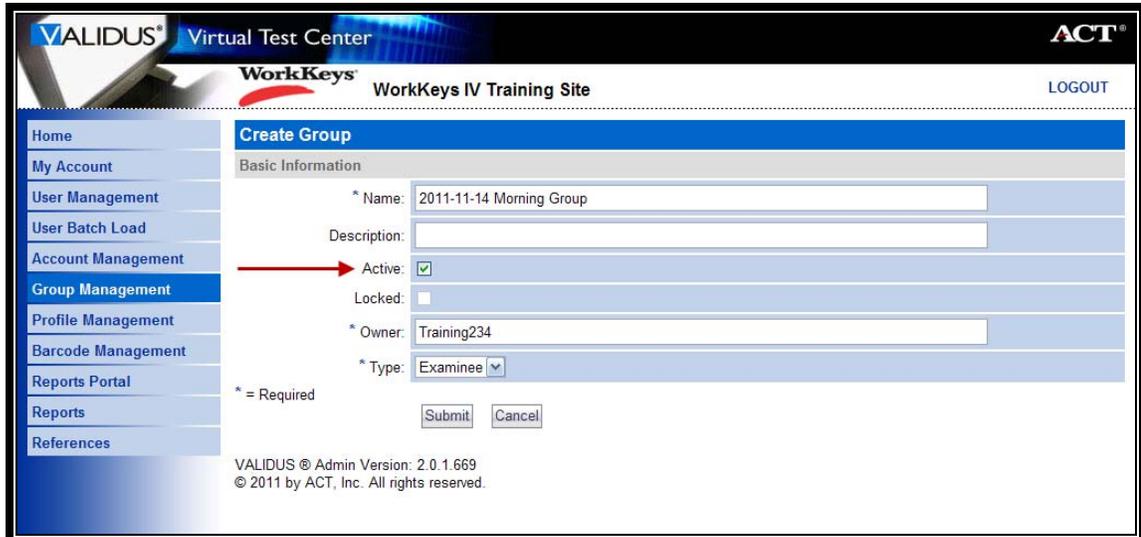
3. On the right side of the page, click the **Create** button.



4. On the “Create Group” page that appears, type in the name of the group next to “Name.”
(Note: You may want to use the date of the test, the name of the company, or some other descriptive name for the group.)

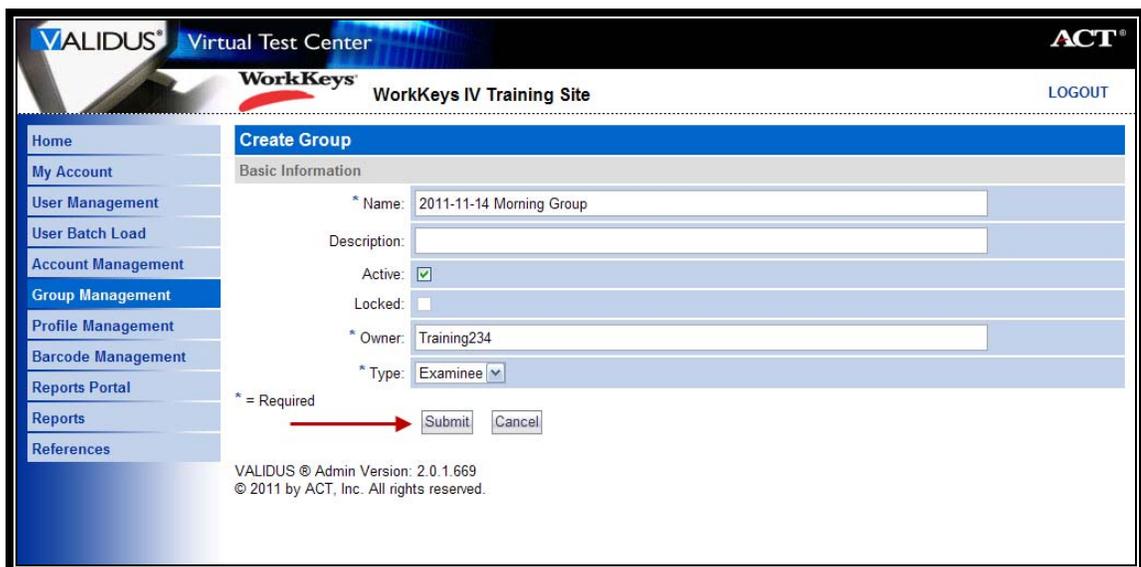


5. Click on the box next to “Active” so that a check mark appears in the box.



The screenshot shows the 'Create Group' page in the VALIDUS Virtual Test Center. The page title is 'WorkKeys IV Training Site'. On the left is a navigation menu with 'Group Management' selected. The main form area is titled 'Create Group' and contains a 'Basic Information' section. The form fields are: '* Name: 2011-11-14 Morning Group', 'Description: [empty]', 'Active: ', 'Locked: ', '* Owner: Training234', and '* Type: Examinee'. A red arrow points from the 'Active' checkbox to the 'Group Management' menu item. Below the form are 'Submit' and 'Cancel' buttons. At the bottom, it says 'VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.'

6. Click the **Submit** button.



This screenshot is identical to the previous one, but the red arrow now points to the 'Submit' button. The 'Active' checkbox remains checked.

- A list of groups will appear. 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 in the “ID” column. (Note: You may need to navigate to another page to find your group.)

The screenshot shows the 'Group Management' interface. At the top, there are logos for VALIDUS Virtual Test Center, WorkKeys, and ACT. The page title is 'WorkKeys IV Training Site'. A left-hand navigation menu includes links for Home, My Account, User Management, User Batch Load, Account Management, Group Management (highlighted), Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area has a 'Group Management' header and a search criteria form with fields for Name, Description, Type, ContextID, Owner, Active, and Locked. Below the form is a table of groups. The ID '836390563' for the '2011-11-14 Morning Group' is circled in red. At the bottom, there are pagination controls and a footer with copyright information.

| Select | Name | Description | ID | Owner | ContextID |
|-----------------------|--------------------------|--------------|-----------|------------------|-----------|
| <input type="radio"/> | 2011-11-14 | | 904041714 | Training234 | |
| <input type="radio"/> | 2011-11-14 Morning Group | | 836390563 | Training234 | |
| <input type="radio"/> | act | | 581924891 | Administrator234 | |
| <input type="radio"/> | alan1234 | | 581954191 | Administrator234 | |
| <input type="radio"/> | CA2012 | | 881447573 | Training234 | |
| <input type="radio"/> | frog | | 583815819 | Administrator234 | |
| <input type="radio"/> | Gonzo | | 591540839 | Administrator234 | |
| <input type="radio"/> | Goonies | | 583811179 | Administrator234 | |
| <input type="radio"/> | Group 1 | TJC Training | 583433615 | Administrator234 | |

Now that you've created a group, you need to add examinees to the group.

- If you want to add examinees to the group through batch loading, see the Quick Start Guide, “Registering Examinees Using Batch Load” for instructions.*
- If you want to add examinees to a group as you create their registrations, see the Quick Start Guide, “Adding Examinees to a Group at Registration” for instructions.*
- If you want to add existing examinees to the group, see the Quick Start Guide, “Adding Existing Examinees to a Group” for instructions.*