

## Authorizing an Assessment for a Group

### In this document

This document contains information used by site administrators to authorize a WorkKeys Internet Version test for a group of examinees.

### When to use this document

Use this document when you want to authorize a WorkKeys Internet Version test for a group of examinees at the same time.

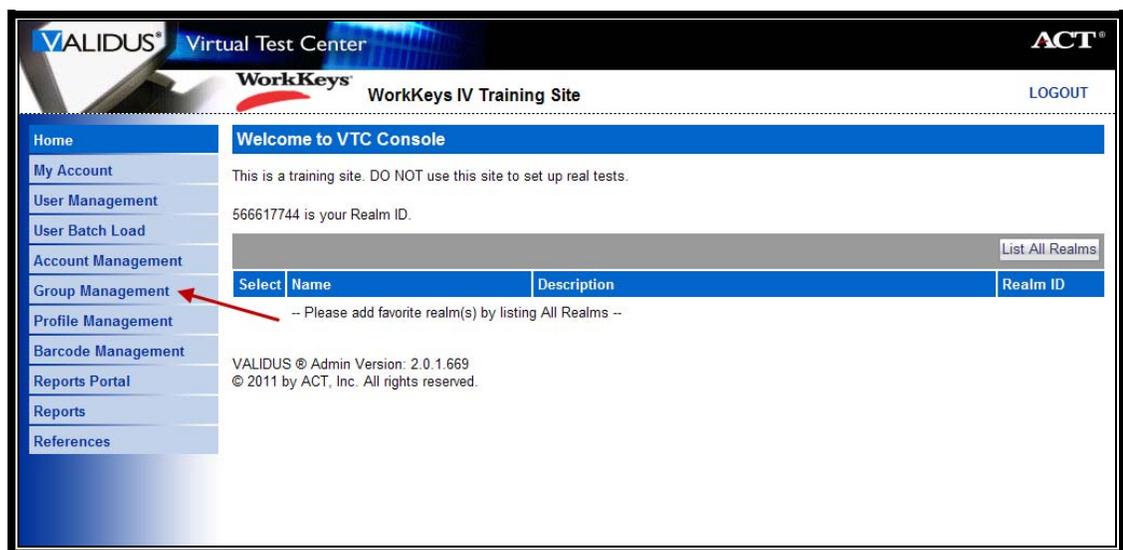
### Procedure: Authorizing an Assessment for a Group

Follow the steps below to authorize a WorkKeys Internet Version test for a group of examinees.

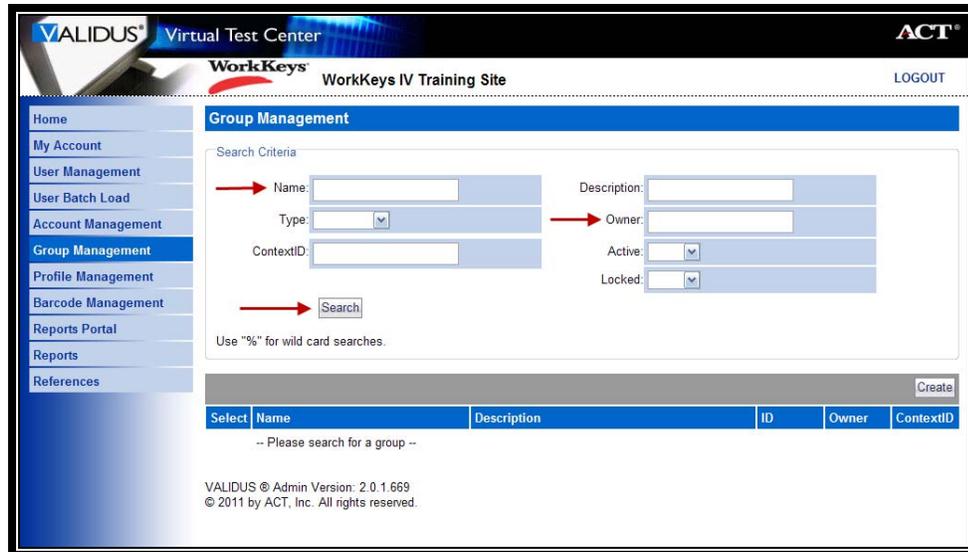
1. Log in to the Validus system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

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

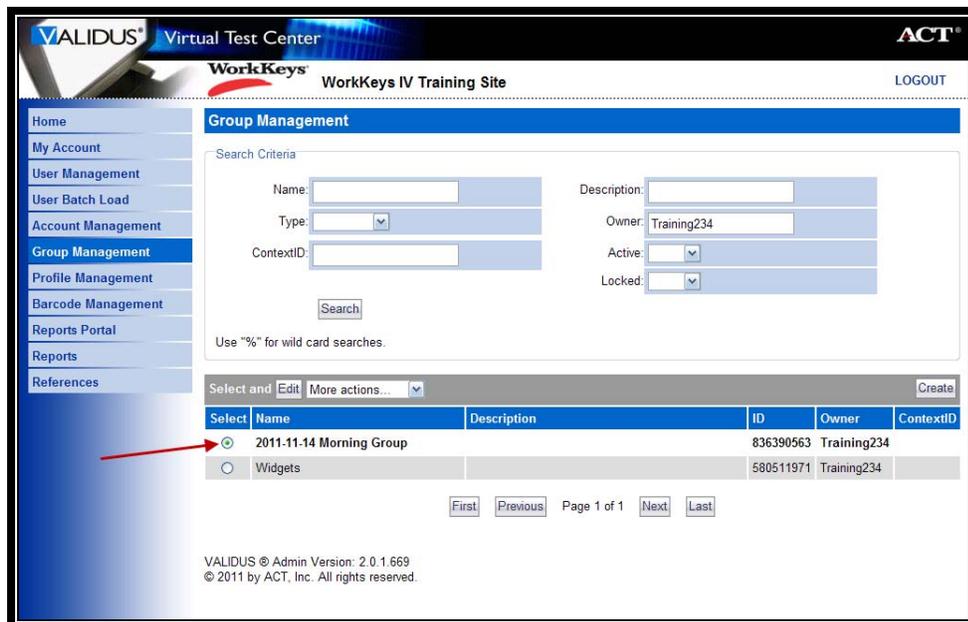
2. On the left side of the page, click on **Group Management**.



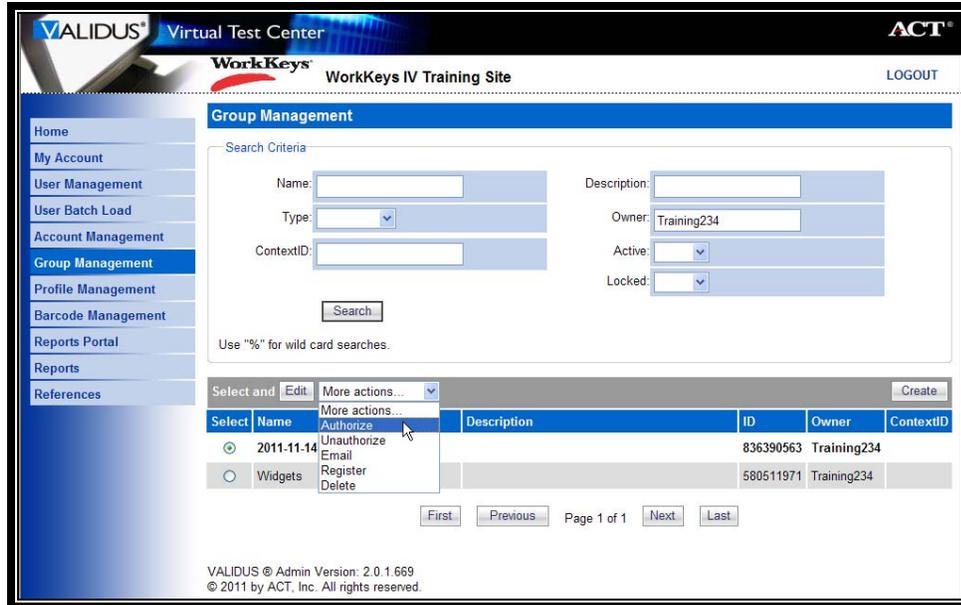
- Type in the name of the group.
  - If you don't know the exact name or can't remember it, leave all of the search criteria fields empty and click the **Search** button. A list of all groups in this realm will appear.
  - If you want to authorize an assessment for a group that you created, you can type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



- Click on the radio button to the left of the name of the group for which you want to authorize the test.

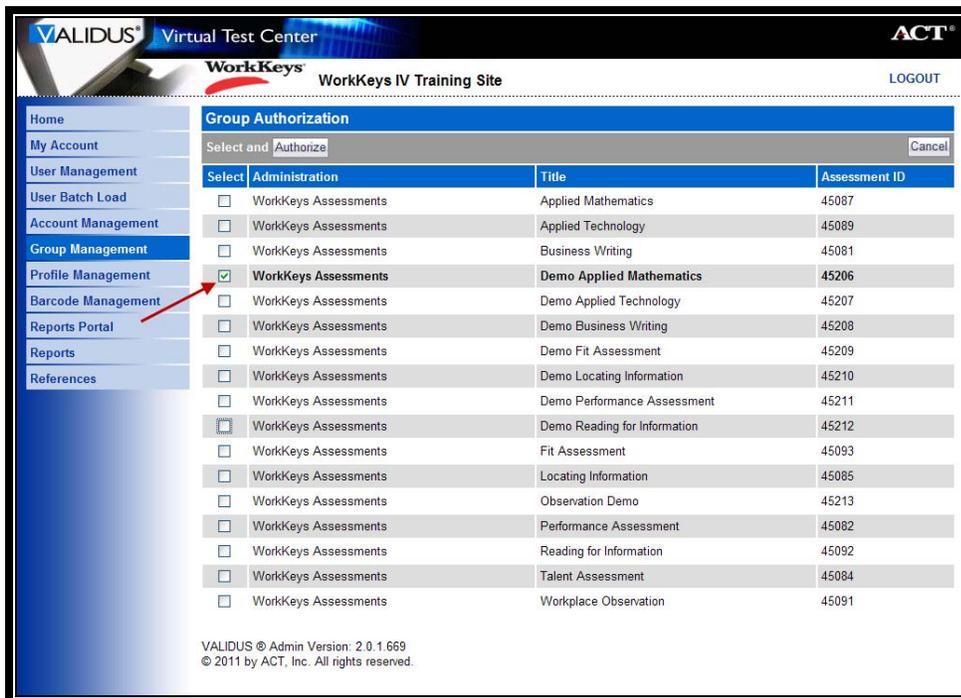


- Click the “down arrow” next to “More actions. . .” and select “Authorize.”

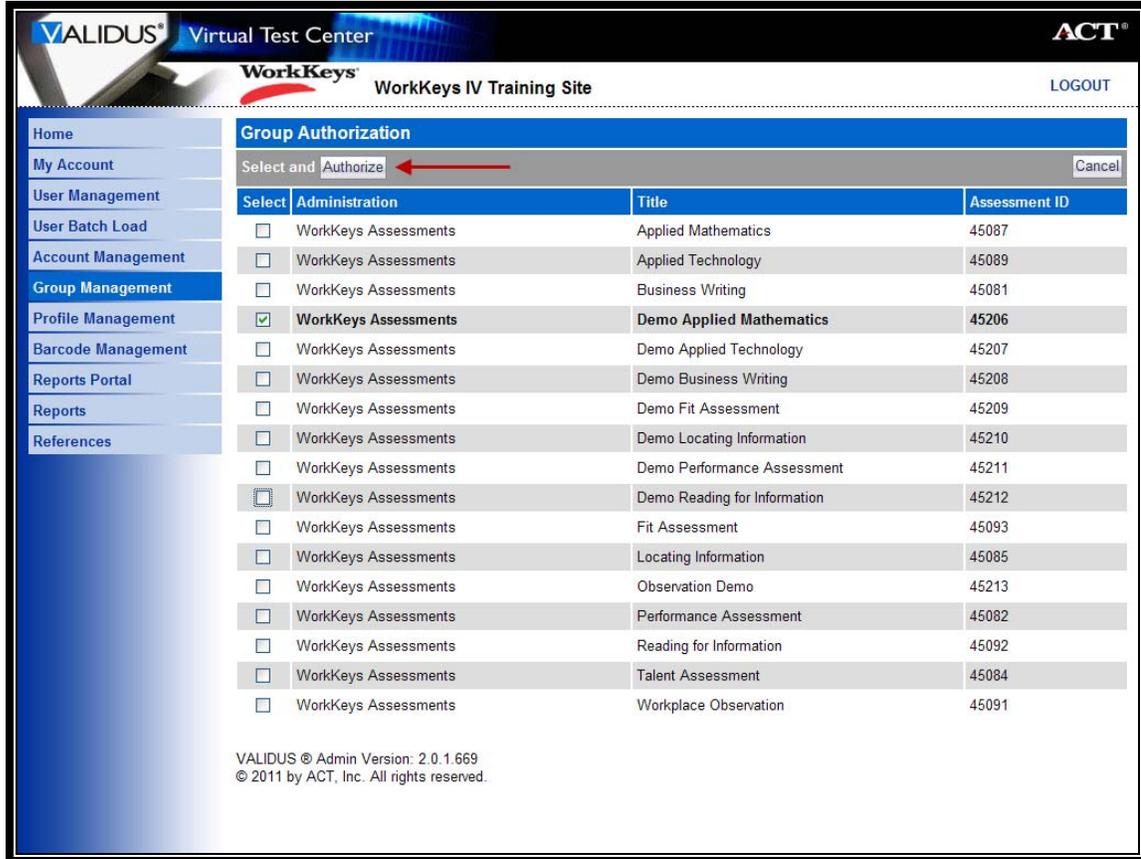


- In the “Select” column, click on the box next to the title of the test that you want to authorize. A check mark will appear in the box.

*Note: You can select more than one test.*



- Click the **Authorize** button at the top of the page.



The screenshot shows the 'Group Authorization' interface in the WorkKeys IV Training Site. On the left is a navigation menu with options like Home, My Account, User Management, and Group Management. The main area contains a table of assessments. At the top of the table, there are buttons for 'Select and Authorize' (with a red arrow pointing to it) and 'Cancel'. The table has columns for 'Select', 'Administration', 'Title', and 'Assessment ID'. One assessment, 'Demo Applied Mathematics' (ID 45206), is selected with a checked checkbox.

Select	Administration	Title	Assessment ID
<input type="checkbox"/>	WorkKeys Assessments	Applied Mathematics	45087
<input type="checkbox"/>	WorkKeys Assessments	Applied Technology	45089
<input type="checkbox"/>	WorkKeys Assessments	Business Writing	45081
<input checked="" type="checkbox"/>	WorkKeys Assessments	Demo Applied Mathematics	45206
<input type="checkbox"/>	WorkKeys Assessments	Demo Applied Technology	45207
<input type="checkbox"/>	WorkKeys Assessments	Demo Business Writing	45208
<input type="checkbox"/>	WorkKeys Assessments	Demo Fit Assessment	45209
<input type="checkbox"/>	WorkKeys Assessments	Demo Locating Information	45210
<input type="checkbox"/>	WorkKeys Assessments	Demo Performance Assessment	45211
<input type="checkbox"/>	WorkKeys Assessments	Demo Reading for Information	45212
<input type="checkbox"/>	WorkKeys Assessments	Fit Assessment	45093
<input type="checkbox"/>	WorkKeys Assessments	Locating Information	45085
<input type="checkbox"/>	WorkKeys Assessments	Observation Demo	45213
<input type="checkbox"/>	WorkKeys Assessments	Performance Assessment	45082
<input type="checkbox"/>	WorkKeys Assessments	Reading for Information	45092
<input type="checkbox"/>	WorkKeys Assessments	Talent Assessment	45084
<input type="checkbox"/>	WorkKeys Assessments	Workplace Observation	45091

VALIDUS © Admin Version: 2.0.1.669  
 © 2011 by ACT, Inc. All rights reserved.

*Note: If you authorize more than one test, the examinee will be able to launch any of those tests. You will need to tell the examinee which test to launch. After 30 minutes, any unlaunched tests will have to be re-authorized.*

*Authorizing more than one test is useful when you have a group of examinees testing at the same time but you do not want all of them taking the same test at that time.*