

Removing an Examinee from a Group

In this document

This document contains information used by site administrators to remove an examinee from a group for WorkKeys Internet Version testing.

When to use this document

Use this document when you want to remove an examinee's account from a group. For example, if you are authorizing a test for a group of examinees, you will need to remove the names of any examinees that are absent.

Overview

There are two methods for removing an examinee from a group. One method is to find the examinee's account and then remove his/her name from the desired group(s). The other method is to find the group and then remove the examinee's name from that group.

Note: If you want to remove multiple individuals from the same group, use Method 2.

Procedure: Method 1 – Accessing an Examinee's Account; Removing the Examinee from a Group

Follow the steps below to find an examinee's account and remove his/her name from a group.

1. On the administrator's computer, log in to the Validus VTC (Virtual Test Center) 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

rtual Test Center		ACT [*]
Please enter your Log	gin information	
User ID:		
Password:		
	Login	
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2. On the left side of the page, click on **User Management**.

	tual Test Center			ACT [®]
	WorkKeys	WorkKeys IV Trainii	ng Site	LOGOUT
Home	Welcome to VT	C Console		
My Account	This is a training site	. DO NOT use this site to s	set up real tests.	
User Management 🛛 🗲	566617744 is your R	ealm ID		
User Batch Load	500011144 IS your R			
Account Management				List All Realms
Group Management	Select Name		Description	Realm ID
Profile Management	Please a	dd favorite realm(s) by listin	ig All Realms	
Barcode Management	VALIDUS ® Admin \	(orgion: 2.0.1.669		
Reports Portal	© 2011 by ACT, Inc.			
Reports				
References				

3. Enter the examinee's last name and first name. (If you prefer, you can enter the first few letters of the examinee's name and then the % sign. This will bring up all names that begin with those letters.)

	tual Test Cente	r					ACT [®]
	WorkKeys	WorkKeys IV Traini	ng Site				LOGOUT
Home	User Managem	ent					
My Account	Search Criteria						
User Management				Circle Married			
User Batch Load	Last Name:	Mouse		First Name:	Mickey		
Account Management	User ID:			Examinee ID:			
Group Management	Status:	Show All			Search		
Profile Management	Use "%" for wild c	ard searches					
Barcode Management		ard scarcines.					
Reports Portal						More actions	. 🗸 Create
Reports	Select First Name	e	Last Name		User ID	St	atus
References	Please s	earch for a name					
	VALIDUS ® Admin \ © 2011 by ACT, Inc.						



4. Click the **Search** button.

	tual Test Center						ACT [®]
	WorkKeys	VorkKeys IV Traini	ng Site				LOGOUT
Home	User Managemer	nt					
My Account	Search Criteria						
User Management				E 1 N			
User Batch Load	Last Name: M	ouse		First Name: M	ickey		
Account Management	User ID:			Examinee ID:			
Group Management	Status: SI	now All 💌		S	Search 🔫		
Profile Management	Use "%" for wild card	eaarchae					
Barcode Management		scarcinos.					
Reports Portal						More actions	✓ Create
Reports	Select First Name		Last Name		User ID	Sta	tus
References	Please sea	rch for a name					
	VALIDUS © Admin Ve © 2011 by ACT, Inc. A						

5. Click the radio (circle) button to the left of the examinee's name. If there is more than one name shown, make sure you select the correct account.

	ual Test Center				
	WorkKeys	WorkKeys IV Training	Site		LOGOUT
Home	User Manageme	ent			
My Account	Search Criteria]
User Management	Last Name:		Circl Marrow		
User Batch Load		Mouse	First Name:	Mickey	
Account Management	User ID:		Examinee ID:		
Group Management	Status:	Show All 💌		Search	
Profile Management	Use "%" for wild ca	rd searches			
Barcode Management					
Reports Portal	Select and Edit D	elete			More actions 🔽 Create
Reports	Select First Name	La	ast Name	User ID	Status
References	Mickey	м	ouse	MouseM2468	Enabled
	 Mickey 	М	ouse	MouseM93012	Enabled
	 Mickey 	М	ouse	MouseMickey	Enabled
	VALIDUS ® Admin V © 2011 by ACT, Inc.		Previous Page 1 of 1	Next Last	



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6. Click the **Edit** button.

	ual Test Center			ACT [®]
	WorkKeys' WorkK	eys IV Training Site		LOGOUT
Home	User Management			
My Account	Search Criteria			
User Management				
User Batch Load	Last Name: Mouse	F	First Name: Mickey	
Account Management	User ID:	Ex	aminee ID:	
Group Management	Status: Show All	~	Search	
Profile Management	Use "%" for wild card search	00		
Barcode Management	Use // for wird card search	63.		
Reports Portal	Select and Edit Delete			More actions 🔽 Create
Reports	Select First Name	Last Name	User ID	Status
References	Mickey	Mouse	MouseM2468	Enabled
	O Mickey	Mouse	MouseM93012	Enabled
	Mickey	Mouse	MouseMickey	Enabled
		First Previous Page	e 1 of 1 Next Last	
	VALIDUS © Admin Version: 2. © 2011 by ACT, Inc. All rights			

7. Click on the "Group" tab at the top of the page.

	ual Test Center		ACT [®]
	WorkKeys Work	Keys IV Training Site	LOGOUT
	Edit User: MouseM246	58	
Home	User Security Roles	Registration Group	
My Account	Personal Information		
User Management	* First Name:?	Mickey	
User Batch Load		viickey -	
Account Management	Middle Name:		
Group Management	* Last Name:?	Mouse	
Profile Management	Date of Birth:	MM/dd/yyyy 07/04/1950	
Barcode Management			
Reports Portal	Examinee ID. 7	1357	
Reports	Permanent Mailing Addres	35	
References	Address1:	101 Main Street	
	Address2:		



8. Click the radio button to the left of the group name. If there is more than one group name shown, make sure you select the correct group. (Multiple groups indicate that the examinee is a member of each group listed.)

	tual Test Center	ACT [®]
	WorkKeys WorkKeys IV Training Site	LOGOUT
Home	Edit User: MouseM2468	
	User Security Roles Registration Group	
My Account	Select and Remove	Add
User Management		
User Batch Load	Select Name	
Account Management	O 2011-11-14 Morning Group	
Group Management	First Previous Page 1 of 1 Next Last	
Profile Management		
Barcode Management	VALIDUS @ Admin Version: 2.0.1.730	
Reports Portal	© 2011 by ACT, Inc. All rights reserved.	
Reports		
References		

9. Click the **Remove** button.

	tual Test Center	ACT [®]
	WorkKeys WorkKeys IV Training Site	LOGOUT
	Edit User: MouseM2468	
Home	User Security Roles Registration Group	
My Account	Select and Remove	Add
User Management		
User Batch Load	Select Name	
Account Management		
Group Management	First Previous Page 1 of 1 Next Last	
Profile Management		
Barcode Management	VALIDUS ® Admin Version: 2 0 1 730	
Reports Portal	© 2011 by ACT, Inc. All rights reserved.	
Reports		
References		

The examinee has now been removed from this group.



Procedure: Method 2 – Accessing a Group; Removing an Examinee from the Group

Follow the steps below to remove an examinee from a group by first finding the group, then removing the examinee's name from the group.

1. On the administrator's computer, log in to the Validus VTC (Virtual Test Center) 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>

VALIDUS Virtual Test Center		ACT [*]
Please enter yo	ur Login Information	
Us	er iD:	
Pass	word:	
	Login	
VALIDUS @ Admin V © 2014 by ACT, Inc.	ersion: 3.0.0.399 All rights reserved.	

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

	US" Virtual Test Center			
	WorkKeys WorkKeys IV Training Site	LOGOUT		
Home	Welcome to VTC Console			
My Account	This is a training site. DO NOT use this site to set up real tests.			
User Management	566617744 is your Realm ID.			
User Batch Load	Soot name is you realine.			
Account Management		List All Realms		
Group Management 🦟	Select Name Description	Realm ID		
Profile Management	Please add favorite realm(s) by listing All Realms			
Barcode Management	VALIDUS © Admin Version: 2.0.1.669			
Reports Portal	© 2011 by ACT, Inc. All rights reserved.			
Reports				
References				

e.g., https://vtc.act.org/123456789



- 3. 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 remove the examinee from a group that you created, type your User ID in the "Owner" block, then click the **Search** button. A list of groups that you created will appear.

	cual Test Center	ACT [®]
	WorkKeys WorkKeys IV Training Site	LOGOUT
Home	Group Management	
My Account	CSearch Criteria	
User Management		
User Batch Load	Name: Description:	
Account Management	Type: Owner:	
Group Management	ContextID: Active:	
Profile Management	Locked:	
Barcode Management	Search	
Reports Portal	Use "%" for wild card searches	
Reports		
References		Create
	Select Name Description ID Owner	ContextID
	Please search for a group	
	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.	

4. Click on the radio button to the left of the group name.

	ial Test Center		ACT
	WorkKeys WorkKeys IV Training Site		LOGOUT
	Group Management		
Home My Account	Search Criteria		
User Management	Name: Description:		
User Batch Load			
Account Management	The second		
Group Management	ContextID: Active:		
Profile Management	Locked:		
Barcode Management	Search		
Reports Portal	Use "%" for wild card searches.		
Reports			
References	Select and Edit More actions 💌		Create
	Select Name Description	ID Owner	ContextID
	© 2011-11-14	904041714 Training234	
	O 2011-11-14 Morning Group	836390563 Training234	
	CA2012	881447581 Training234	
	O Washington	908944336 Training234	
	O Widgets	580511971 Training234	
	Select and Edit More actions		Create
	First Previous Page 1 of 1 Next Last]	
	VALIDUS © Admin Version: 2.0.1.730 © 2011 by ACT, Inc. All rights reserved.		



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5. Click the **Edit** button.

VALIDUS Virtua	al Test Center							ACT [®]
	WorkKeys	WorkKeys IV Train	ing Site					LOGOUT
	Group Manager	nent						
Home	Search Criteria							
My Account	Name:		1	Description:				
User Management User Batch Load	Name.			Description.				
	Type:	*		Owner:	Training234			
Account Management Group Management	ContextID:			Active:	~			
Profile Management			,	Locked:	~			
Barcode Management		Search						
	Use "%" for wild ca	rd acarahaa						
Reports	Use % for white ca	iu searches.						
	Select and Edit	More actions 🔽						Create
S	Select Name		Description			ID	Owner	ContextID
	② 2011-11-14					904041714	Training234	
	0 2011-11-14	Morning Group				836390563	Training234	
	O CA2012					881447581	Training234	
	 Washington 					908944336	Training234	
	 Widgets 						Training234	
2		More actions 🗸					5	Create
		First	Previous	Page 1 of 1	Next			
	/ALIDUS ® Admin V 2011 by ACT, Inc.							

6. On the "Edit Group" page that appears, click on the "Users" tab at the top of the page.

VALIDUS Virtual Test Center							
	WorkKeys WorkKeys IV Training Site						
Home	Edit Group Group Users Subgroups						
My Account	Basic Information						
User Management	* Name: 2011-11-14						
User Batch Load	Name. 2011-11-14						
Account Management	Description:						
Group Management	Active: 🔽						
Profile Management	Locked:						
Barcode Management	* Owner: Training234						
Reports Portal	* Type: Examinee V						
Reports	* = Required						
References	Submit Cancel						
	VALIDUS © Admin Version: 2.0.1.730 © 2011 by ACT, Inc. All rights reserved.						



7. Click on the radio button to the left of the name of the examinee that you want to remove from the group.

VALIDUS Virtual Test Center							ACT [®]	
	WorkKeys	WorkKeys IV Training Site						LOGOUT
Home	Edit Group							
My Account	Group Users	Subgroups						
User Management	Select and Remo	ove						Add
User Batch Load	Select First Nan	ne	Last Name				User ID	
Account Management	Daffy		Duck				DuckD0121	
Group Management	O Donald		Duck				DuckD07041995	
Profile Management	May		Flowers				FlowersM0520	
Barcode Management	Mickey		Mouse				MouseM2468	
Reports Portal	Minnie		Mouse				MouseM0510	
Reports			First	Previous	Page 1 of 1	Next Last		
References			1 1131	1 TOYIOUS	age for f	Last		
	VALIDUS ® Admin © 2011 by ACT, Inc	Version: 2.0.1.730 c. All rights reserved.						

8. Click the **Remove** button.

VALIDUS Virtual Test Center							ACT [°]	
	Wor	WorkKeys	IV Training Site					LOGOUT
Home	Edit (Group						
My Account	Grou	p Users Subgroups						
User Management	Select	t and Remove						Add
User Batch Load	Select	t First Name	Last Nam	e			User ID	
Account Management	0	Daffy	Duck				DuckD0121	
Group Management	\bigcirc	Donald	Duck				DuckD07041995	
Profile Management	0	Мау	Flowers				FlowersM0520	
Barcode Management	۲	Mickey	Mouse				MouseM2468	
Reports Portal	۲	Minnie	Mouse				MouseM0510	
Reports				First Previous	Page 1 of 1 Next	Last		
References				i not	ruge for i	2401		
		JS ℗ Admin Version: 2.0.1.7. by ACT, Inc. All rights reser						

The examinee has now been removed from this group.