

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

VALIDUS Virtual Test Center								
	WorkKeys WorkKeys IV Training Site							
Home	Welcome to VTC Console							
My Account	This is a training site. DO NOT	This is a training site. DO NOT use this site to set up real tests.						
User Management								
User Batch Load	South real in 15 your Real in ID.	boot 17744 is your kealm ID.						
Account Management								
Group Management	Select Name	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								

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



- 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 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.

	tual Test Center	Constanting of the second s					ACT
	WorkKeys	WorkKeys IV Training	Site				LOGOUT
Home	Group Manager	nent					
My Account	Search Criteria						1
User Management	The second se						
User Batch Load	Name:		Description:				
Account Management	Type:	~	> Owner:				
Group Management	ContextID:		Active:	~			
Profile Management			Locked:	~			·
Barcode Management		Search		Contract of Contra			
Reports Portal	11 10/11 5 11						
Reports	Use % for wild ca	ird searches.					
References							Create
	Select Name	D	escription		ID	Owner	ContextID
	Please se	earch for a group			- <u>x</u>	in the second se	
	VALIDUS © Admin V © 2011 by ACT, Inc.	′ersion: 2.0.1.669 All rights reserved.					

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

	tual Test Center			ACT
	WorkKeys WorkKeys IV Training Site			LOGOUT
Home	Group Management			
My Account	C Search Criteria			
User Management	New			
User Batch Load	Name.			
Account Management	Type: Owner: Training234			
Group Management	ContextID: Active:			
Profile Management	Locked:			
Barcode Management	Search			
Reports Portal	Lies "%" for wild card coarches			
Reports				
References	Select and Edit More actions			Create
	Select Name Description	ID	Owner	ContextID
	2011-11-14 Morning Group	836390563	Training234	
	O Widgets	580511971	Training234	
	First Previous Page 1 of 1 Next Last			
	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.			



5.	Click the	"down arrow"	next to	"More actions.	." and	select "	'Authorize.'	,,
<i>.</i> .	Chiefe the	ao min anto m	mente co	more actions.	· and	501000	i iadiioiii.e.	

VALIDUS Virtual Test Center						
	WorkKeys	WorkKeys IV Training Site	LOGOUT			
Home	Group Manager	nent				
My Account	Search Criteria					
User Management	Name:	Description:				
User Batch Load	Type:	Owner: Training234				
Account Management	ContextID:	Active:				
Group Management	L	Locked:				
Profile Management		Search				
Reports Portal	Use "%" for wild ca	rd searches				
Reports						
References	Select and Edit	More actions	Create			
	Select Name	Authorize Description ID Owner	ContextID			
	② 2011-11-14	Unauthorize 836390563 Training234 Email 836390563 Training234				
	O Widgets	Register 580511971 Training234 Delete				
		First Previous Page 1 of 1 Next Last				
	VALIDUS ® Admin V © 2011 by ACT, Inc.	ersion: 2.0.1.669 All rights reserved.				

6. 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.

VALIDUS [®] Virt	ual Te: Wor	st Center	- 0%-	
	0		g Site	LUGUUT
Home	Grou	p Authorization		
My Account	Select	and Authorize		Cancel
User Management	Select	Administration	Title	Assessment ID
User Batch Load		WorkKeys Assessments	Applied Mathematics	45087
Account Management		WorkKeys Assessments	Applied Technology	45089
Group Management		WorkKeys Assessments	Business Writing	45081
Profile Management		WorkKeys Assessments	Demo Applied Mathematics	45206
Barcode Management		WorkKeys Assessments	Demo Applied Technology	45207
Reports Portal		WorkKeys Assessments	Demo Business Writing	45208
Reports		WorkKeys Assessments	Demo Fit Assessment	45209
References		WorkKeys Assessments	Demo Locating Information	45210
		WorkKeys Assessments	Demo Performance Assessment	45211
		WorkKeys Assessments	Demo Reading for Information	45212
		WorkKeys Assessments	Fit Assessment	45093
		WorkKeys Assessments	Locating Information	45085
		WorkKeys Assessments	Observation Demo	45213
		WorkKeys Assessments	Performance Assessment	45082
		WorkKeys Assessments	Reading for Information	45092
		WorkKeys Assessments	Talent Assessment	45084
		WorkKeys Assessments	Workplace Observation	45091
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7. Click the **Authorize** button at the top of the page.

	tual Te	st Center		ACT
	Wor	WorkKeys IV Trainir	ng Site	LOGOUT
Home	Grou	p Authorization		
My Account	Select	t and Authorize 🗲		Cancel
User Management	Select	t Administration	Title	Assessment ID
User Batch Load		WorkKeys Assessments	Applied Mathematics	45087
Account Management		WorkKeys Assessments	Applied Technology	45089
Group Management		WorkKeys Assessments	Business Writing	45081
Profile Management		WorkKeys Assessments	Demo Applied Mathematics	45206
Barcode Management		WorkKeys Assessments	Demo Applied Technology	45207
Reports Portal		WorkKeys Assessments	Demo Business Writing	45208
Reports		WorkKeys Assessments	Demo Fit Assessment	45209
References		WorkKeys Assessments	Demo Locating Information	45210
		WorkKeys Assessments	Demo Performance Assessment	45211
		WorkKeys Assessments	Demo Reading for Information	45212
		WorkKeys Assessments	Fit Assessment	45093
		WorkKeys Assessments	Locating Information	45085
		WorkKeys Assessments	Observation Demo	45213
		WorkKeys Assessments	Performance Assessment	45082
		WorkKeys Assessments	Reading for Information	45092
		WorkKeys Assessments	Talent Assessment	45084
		WorkKeys Assessments	Workplace Observation	45091
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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.