Adding Existing Examinees to a Group

In this document

This document contains information used by site administrators to add existing examinees to an existing group for WorkKeys Internet Version testing.

When to use this document

Use this document when you want to add an existing examinee to an existing group. This is useful when you want to authorize a group of examinees for WorkKeys Internet Version testing at the same time.

Overview

There are two methods for adding existing examinees to an existing group. One method is to add a group name to an examinee's record, and a second method is to add examinees to a group.

*Note: If you have a large number of examinees in your realm, the second method may take longer.*

Procedure: Method 1 – Adding a Group Name to an Examinee's Record

Follow the steps below to add an existing examinee to an existing group by adding the group name to the examinee's record.
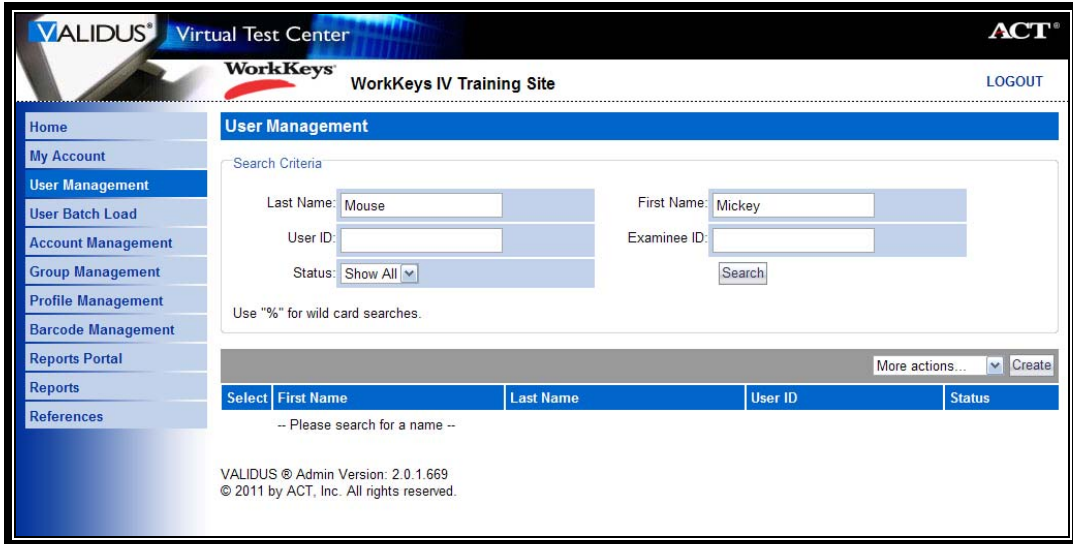
1. Log in to the Validus system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

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

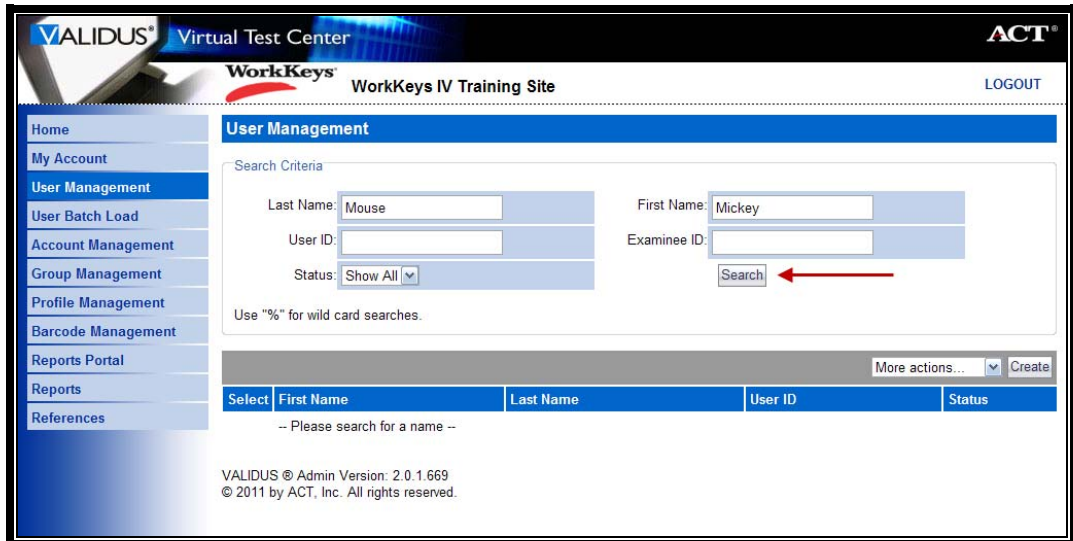2. On the left side of the page, click on **User Management**.
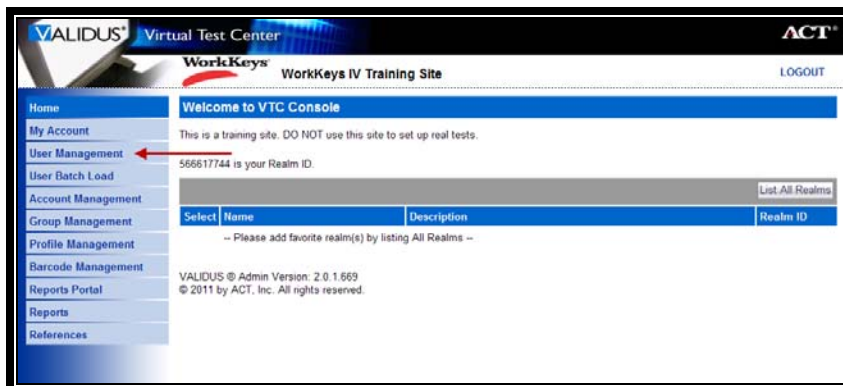
3. Enter the examinee's last name and first name. (If you prefer, you can enter the first few letters of the examinee's name and then the % sign. This will bring up all names that begin with those letters.)
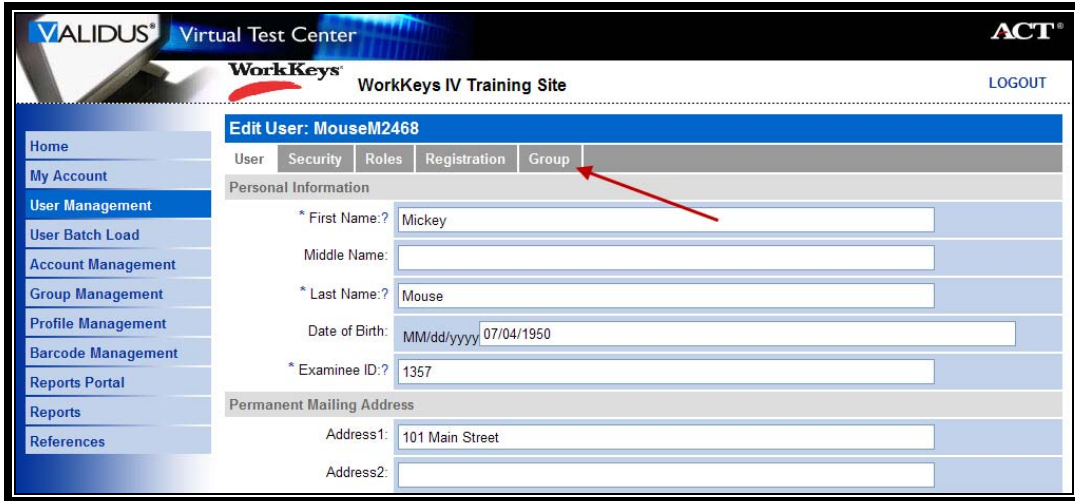

4. Click the **Search** button.

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 record.
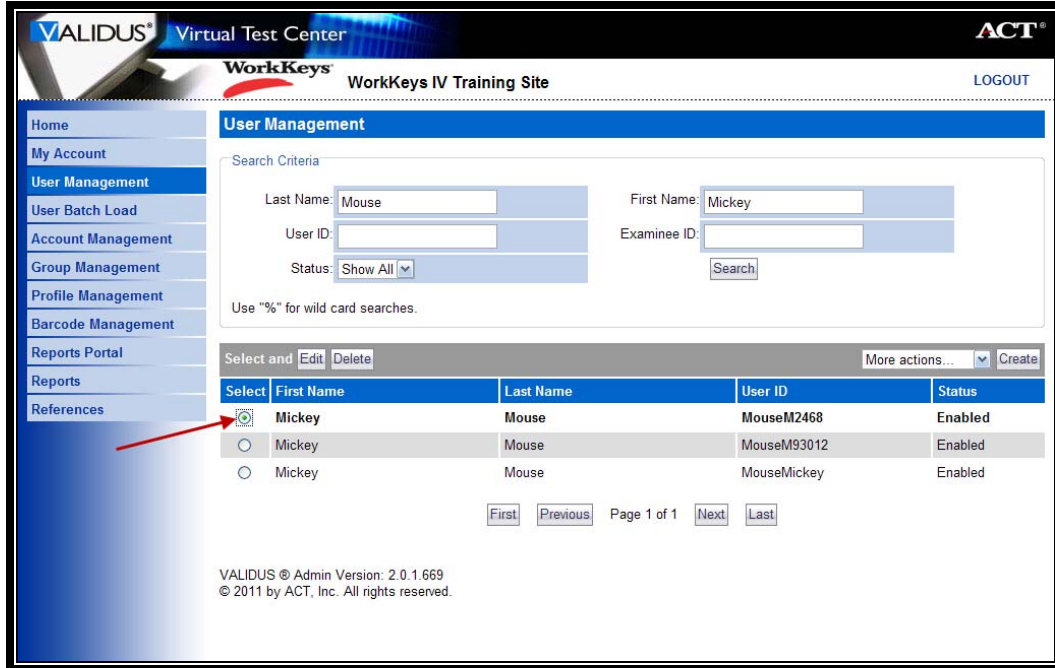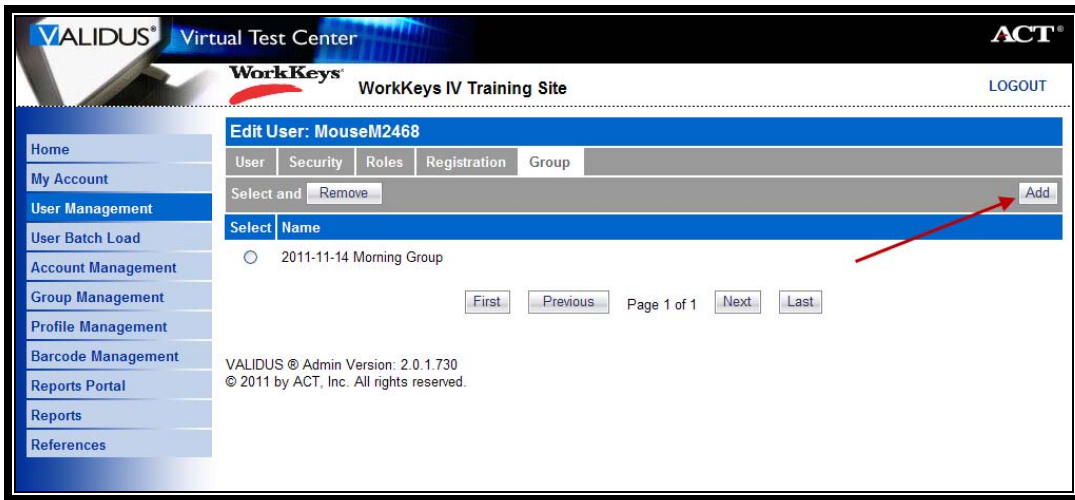

6. Click the **Edit** button.
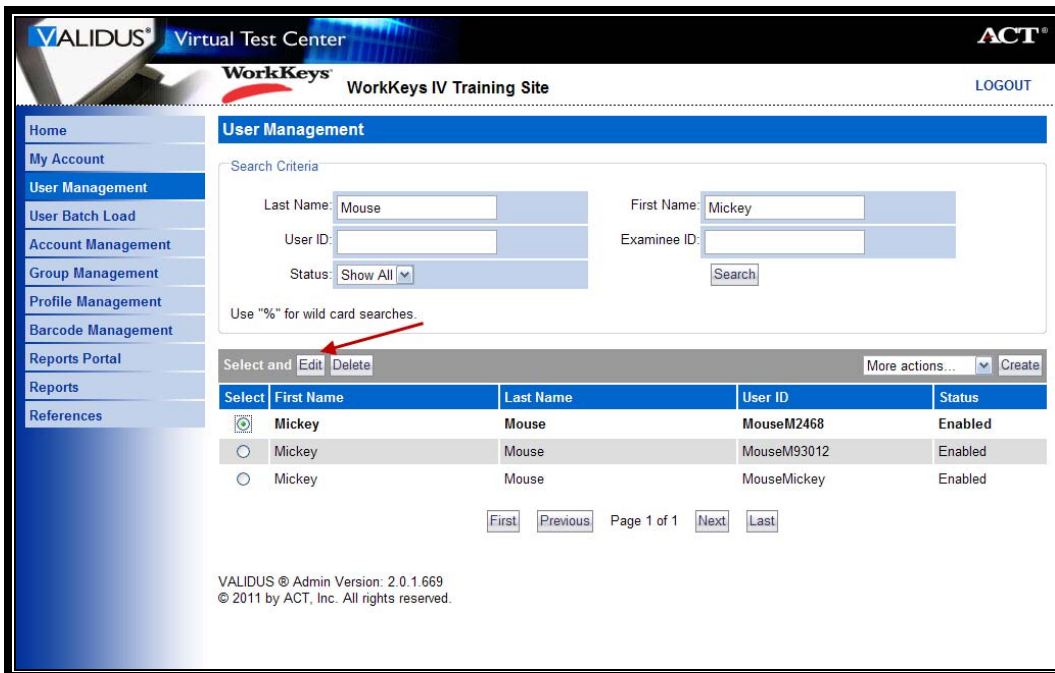
7.   Click on the "Group" tab at the top of the page.

8.   Click the **Add** button on the right side of the page.

9. 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 add the examinee to 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.
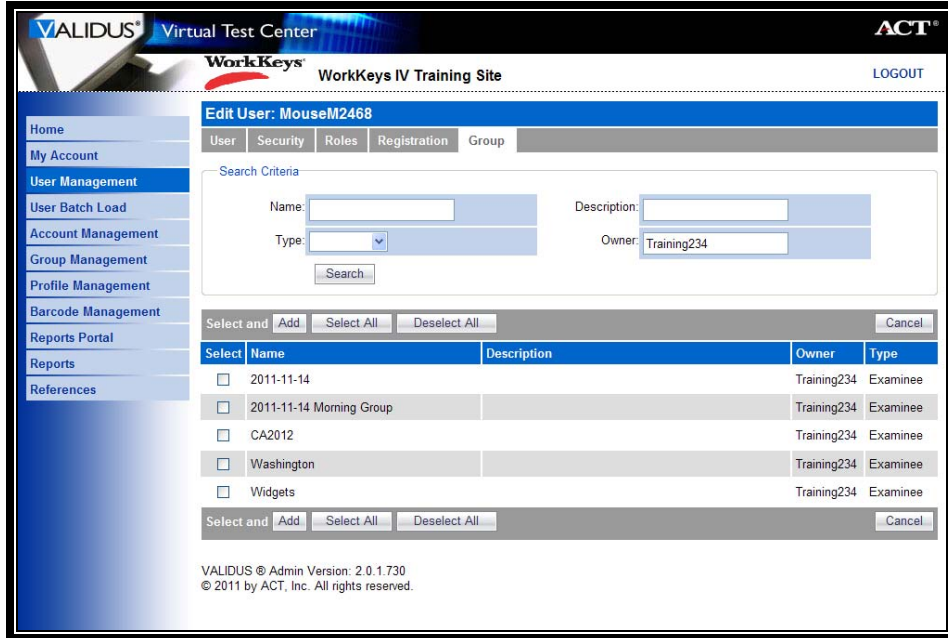
10. Click on the box to the left of the name of the group where you want to add the examinee.
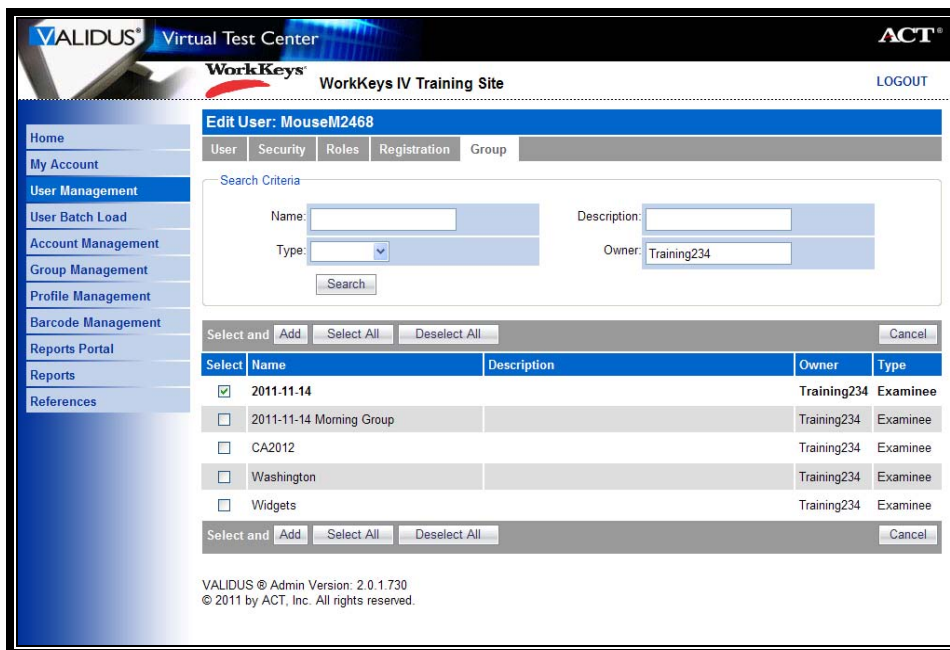
11. Click the **Add** button.
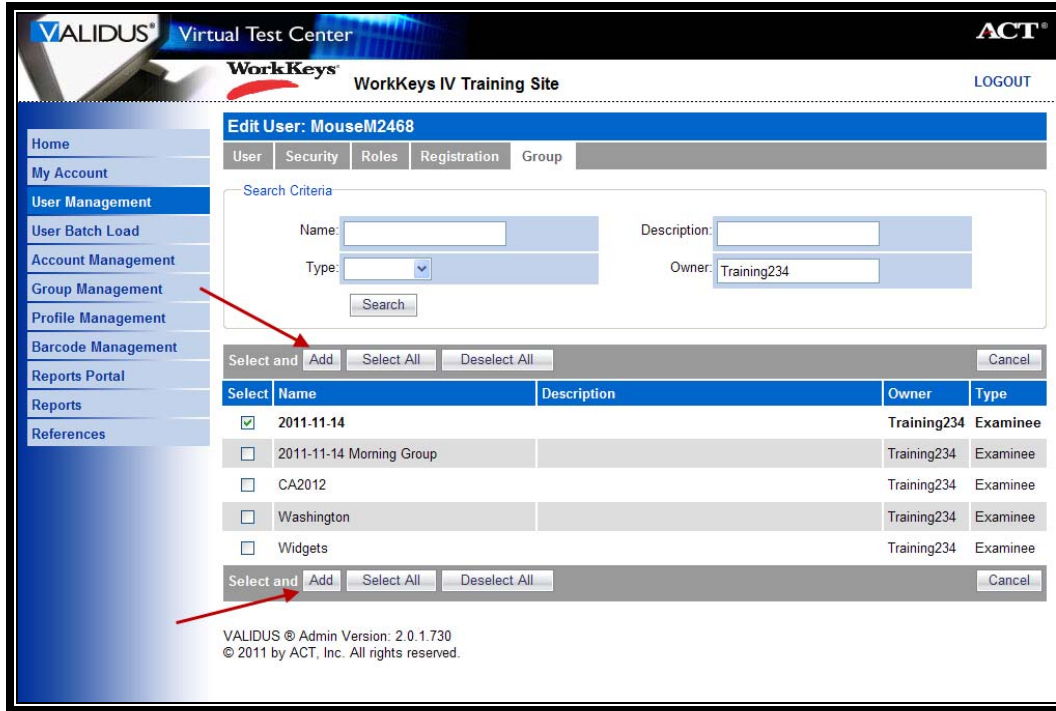
The examinee has now been added to this group.

Note: There may be more than one group listed for this examinee. This indicates that the examinee (user) is a member of each group listed.

## Procedure: Method 2 – Adding Examinees to a Group

Follow the steps below to add existing examinees to a group by adding their names to an existing group.

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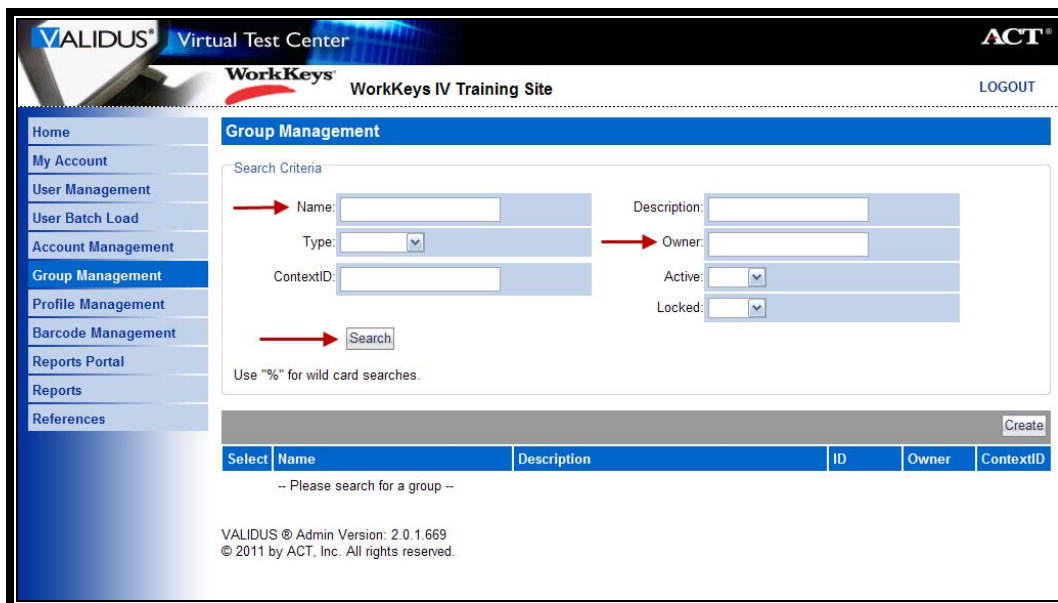
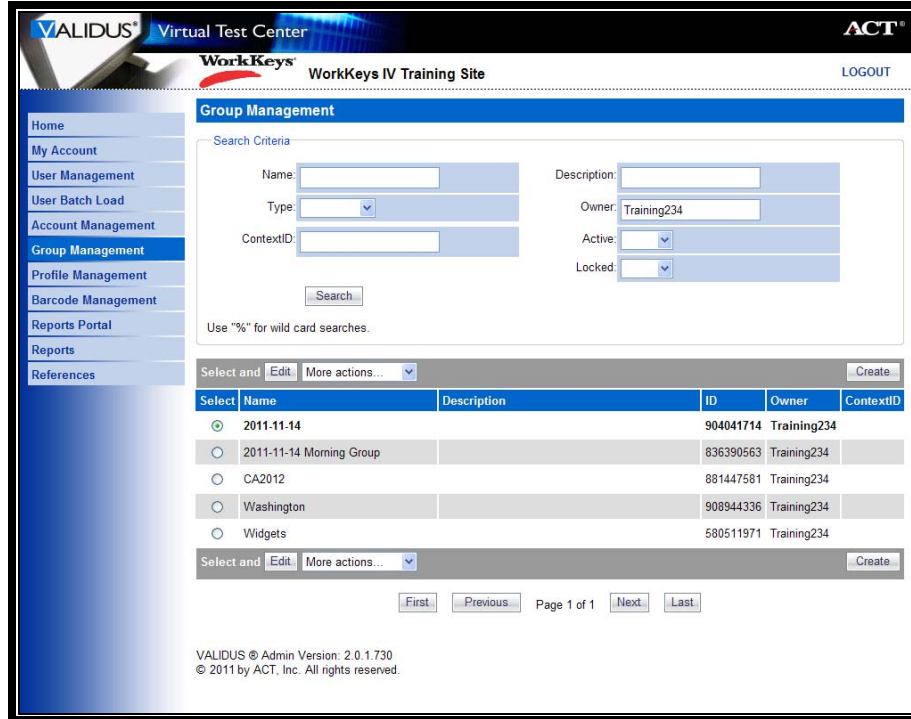2.   On the left side of the page, click on **Group Management**.
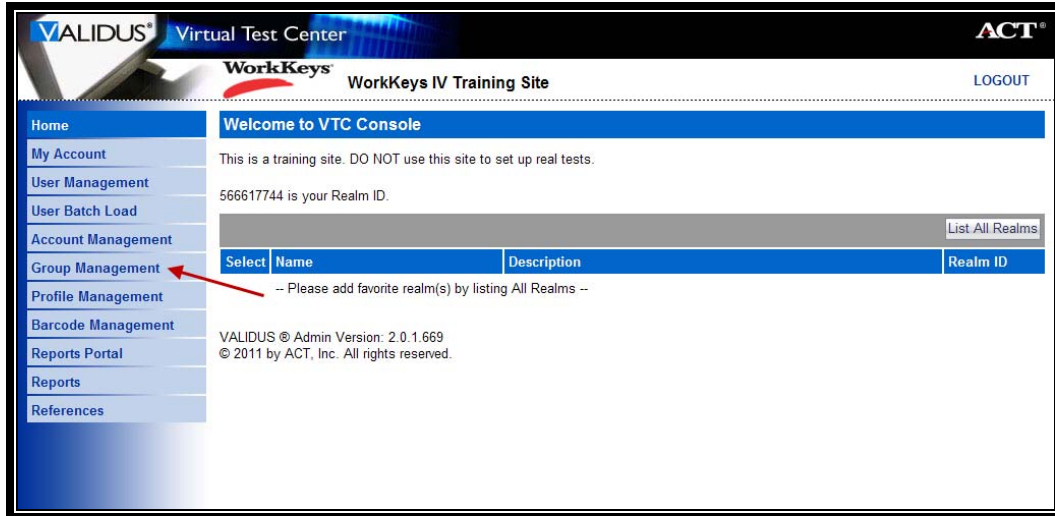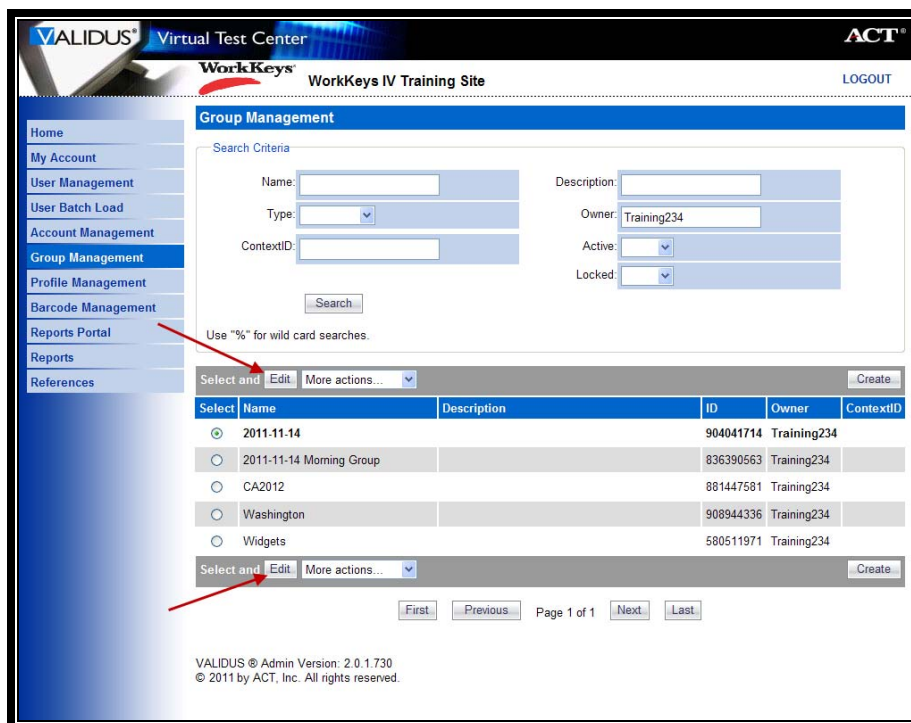

3.   Type in the name of the group.

- 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 add the examinee to 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.

4. Click on the radio button to the left of the name of the group where you want to add the examinee.
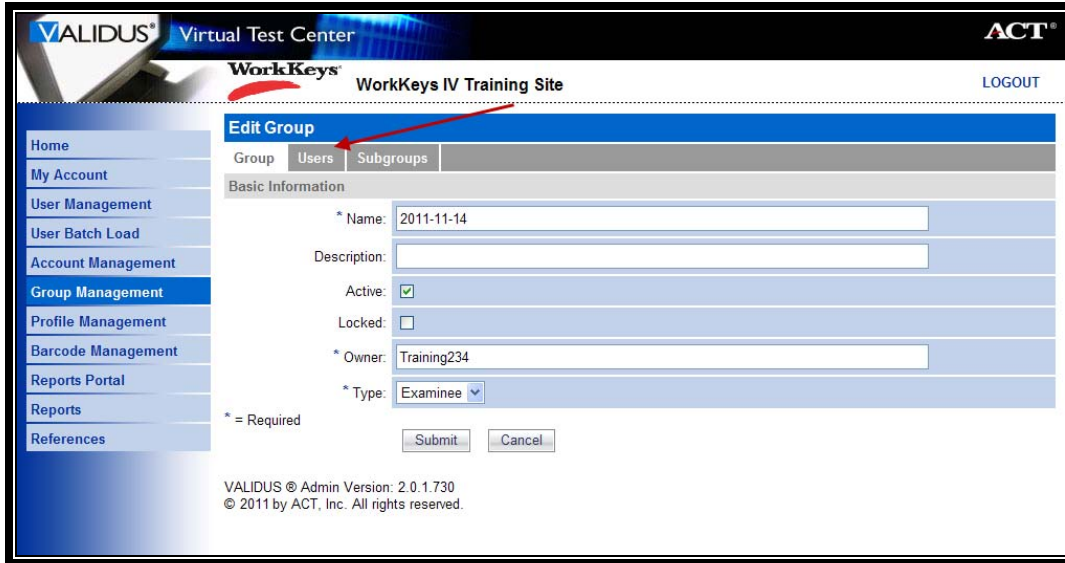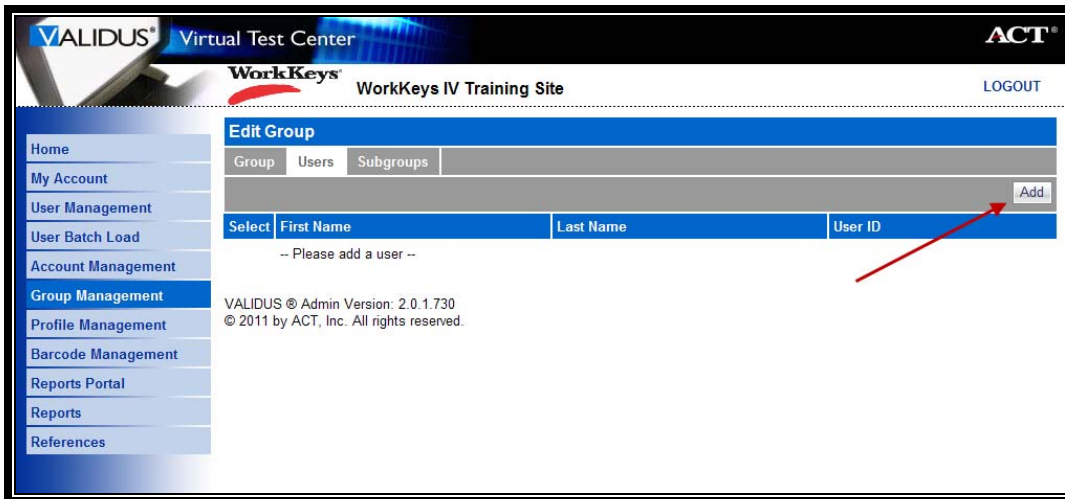

5. Click the **Edit** button.

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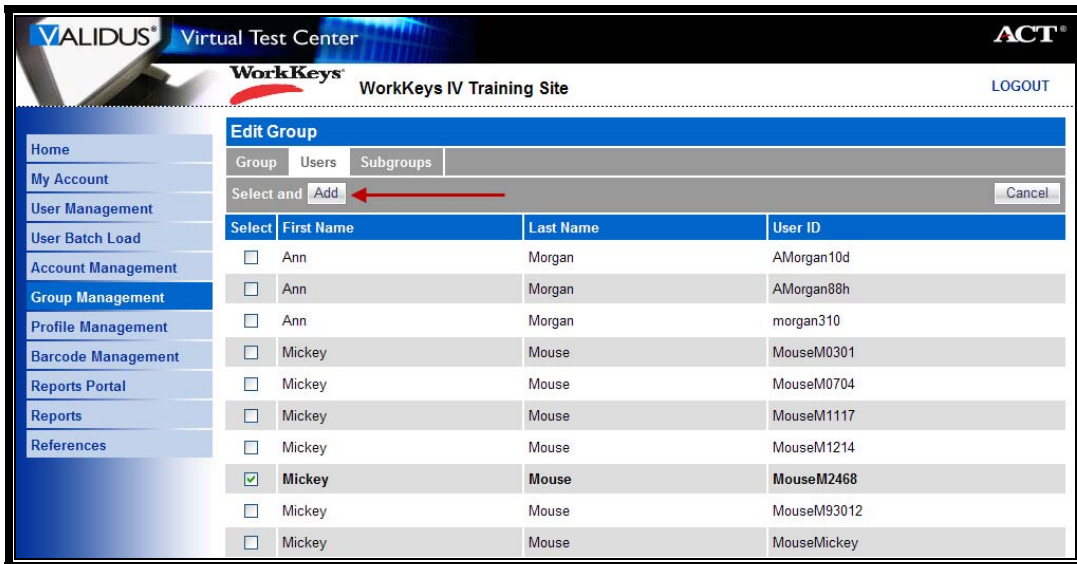

7. Click the **Add** button on the right side of the page.

8.   Click on the box to the left of the name of each examinee that you want to add to the group. A check mark will appear next to each selected name.

9.   Click the **Add** button.

The selected examinees have now been added to this group.