

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.)

VALIDUS	ual Test Cente	Constant of the second s					ACT
	WorkKeys	WorkKeys IV Tra	ining Site				LOGOUT
Home	User Managem	ent					
My Account	Search Criteria						
User Management	Loui Norra			First Manua	feer a		
User Batch Load	Last Name.	Mouse		First Name.	Mickey		
Account Management	User ID:			Examinee ID:			
Group Management	Status:	Show All 💌			Search		
Profile Management	Lice "%" for wild o	ard searches					
Barcode Management		aru searches.					
Reports Portal						More actions	✓ Create
Reports	Select First Name	a %	Last Name		User ID	State	IS
References	Please s	earch for a name					
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4. Click the **Search** button.

	ual Test Cente	F and a state					ACT
	WorkKeys	WorkKeys IV T	raining Site				LOGOUT
Home	User Managem	ent					
My Account	Search Criteria						
User Management				F N	Contract of the second s		
User Batch Load	Last Name:	Mouse		First Name:	Mickey		
Account Management	User ID:			Examinee ID:			
Group Management	Status:	Show All			Search		
Profile Management	Lice "%" for wild o	ard coarchoo					
Barcode Management	Use /6 for wild c	aru searches.					
Reports Portal						More actions	Create
Reports	Select First Nam	e	Last Name		User ID	Stat	us
References	Please s	earch for a name				1930-43	
	VALIDUS ® Admin ' © 2011 by ACT, Inc.	Version: 2.0.1.669 All rights reserved.					



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.

	ual Test	Center				ACT®
	Work	WorkKeys IV Tra	ining Site			LOGOUT
Home	User M	anagement				
My Account	Search	Criteria				
User Management				-	(200-11-11-11-11-11-11-11-11-11-11-11-11-1	
User Batch Load	La	ist Name: Mouse		First Name:	Mickey	
Account Management		User ID:		Examinee ID:		
Group Management		Status: Show All			Search	
Profile Management	1100 "9/"	" for wild over exercise				
Barcode Management	USE 70	for wild card searches.				
Reports Portal	Select a	nd Edit Delete				More actions 🔽 Create
Reports	Select I	First Name	Last Name		User ID	Status
References		Mickey	Mouse		MouseM2468	Enabled
	0 1	Mickey	Mouse		MouseM93012	Enabled
	0 1	Mickey	Mouse		MouseMickey	Enabled
			First Previous	Page 1 of 1	ext Last	
	VALIDUS © 2011 by	Admin Version: 2.0.1.669 ACT, Inc. All rights reserved.				

6. Click the **Edit** button.

	tual Test Center			ACT
	WorkKeys WorkKe	ys IV Training Site		LOGOUT
Home	User Management			
My Account	Search Criteria			
User Management	Last Name Mourco	First Name	Mickov	
User Batch Load	Widdse		NICKEY	
Account Management	User ID:	Examinee ID:		
Group Management	Status: Show All		Search	
Profile Management	Lise "%" for wild card searches			
Barcode Management	Use % for wid card searches	5.		
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 1 of 1	lext Last	
	VALIDUS ® Admin Version: 2.0, © 2011 by ACT, Inc. All rights re	1.669 iserved.		



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

	tual Test Center	ACT
	WorkKeys WorkKeys IV Training Site	LOGOUT
	Edit User: MouseM2468	
Home	User Security Roles Registration Group	
My Account	Personal Information	
User Management	* First Name:? Mickey	
User Batch Load		
Account Management	Middle Name:	
Group Management	* Last Name:? Mouse	
Profile Management	Date of Birth: 000/dd/sear 07/04/1950	
Barcode Management		
Reports Portal	Examinee ID:? 1357	
Reports	Permanent Mailing Address	
References	Address1: 101 Main Street	
	Address2:	

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

	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	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. 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.

	ual Test Cente	COMMANDER OF				ACT°
	WorkKeys	WorkKeys IV Trainin	g Site			LOGOUT
Home My Account User Management User Batch Load Account Management Group Management	Edit User: Mou User Security Search Criteria Name: Type:	seM2458 Roles Registration	Group Description Owne	r. F. Training234		
Profile Management Barcode Management Reports Portal Reports	Select and Add Select Name	Select All Deselect	All Description		Owner Training234	Cancel Type
References	2011-11-14 CA2012 Washington Widgets Solart and Add	Morning Group	All		Training234 Training234 Training234 Training234 Training234	Examinee Examinee Examinee Examinee
	VALIDUS ® Admin V © 2011 by ACT, Inc.	/ersion: 2.0.1.730 All rights reserved.	.70			Cantel

10. Click on the box to the left of the name of the group where you want to add the examinee.

	ual Tes	t Center	C C C C C C C C C C C C C C C C C C C					ACT [®]
	Worl	kKeys'	WorkKeys IV Trainin	ig Site				LOGOUT
	Edit U	ser: Mous	eM2468					
Home	User	Security	Roles Registration	Group				
My Account	Searc	ch Criteria						
User Batch Load		Name:			Description:		1	í
Account Management		Type:	~		Owner:	Training 924		
Group Management			Sasak			Training234		4
Profile Management			Search					
Barcode Management	Select	and Add	Select All Deselect	All				Cancel
Reports Portal	Select	Name		Description			Owner	Туре
Reports		2011-11-14					Training234	Examinee
References		2011-11-14	Morning Group				Training234	Examinee
		CA2012					Training234	Examinee
		Washington					Training234	Examinee
		Widgets					Training234	Examinee
	Select	and Add	Select All Deselect	All				Cancel
	VALIDUS © 2011 I	S ® Admin V by ACT, Inc	ersion: 2.0.1.730 All rights reserved.					



11. Click the **Add** button.

	ual Test Cente	The sea addition of the second s	ACT [®]
	WorkKeys	WorkKeys IV Training Site	LOGOUT
Home My Account User Management User Batch Load Account Management Group Management	Edit User: Mou User Security Search Criteria Name: Type	seM2468 Roles Registration Group Description: Owner: Training234 Search	
Barcode Management Reports Portal Reports	Select and Add	Select All Deselect All Description Owner	Cancel Type
References	☑ 2011-11-14 ☑ 2011-11-14 ☑ CA2012 ☑ Washingto	Morning Group Training234 Training234 Training234 Training234 Training234	4 Examinee Examinee Examinee Examinee
-	Widgets Select and Add VALIDUS © Admin © 2011 by ACT, Inc	Training234 Select All Jersion: 2.0.1.730 All rights reserved.	Cancel

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.

VALIDUS [®] Virt	ual Test Center					ACT
	WorkKeys WorkKeys IV Train	ning Site				LOGOUT
Home	Group Management					
My Account	Search Criteria					1
User Management			-			
User Batch Load	Name:	Description:				
Account Management	Туре:	> Owner:				
Group Management	ContextID:	Active:	~			
Profile Management	1	Locked:	~			
Barcode Management	Search					
Reports Portal						
Reports	Use % for wild card searches.					
References						Create
	Select Name	Description		ID	Owner	ContextID
	Please search for a group	A for all the second		2.	10.00	
	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 name of the group where you want to add the examinee.

VALIDUS Virtual	Test Center			ACT
	WorkKeys IV Training Site			LOGOUT
Homo	oup Management			
My Account	Search Criteria			
User Management	Name: Description:			
User Batch Load	Type: Owner: Training234			12
Account Management	ContextID: Active:			
Group Management	Locked:			
Profile Management	Search			
Barcode Management	"9/" for wild correle correle c			
Reports	se % for wild card searches.			
References Se	lect and Edit More actions			Create
Se	ect Name Description	ID	Owner	ContextID
	2011-11-14	904041714	Training234	
	2011-11-14 Morning Group	836390563	Training234	
) CA2012	881447581	Training234	
) Washington	908944336	Training234	
) Widgets	580511971	Training234	
Se	ect and Edit More actions 👻			Create
	First Previous Page 1 of 1 Next Last			
VA © 2	IDUS © Admin Version: 2.0.1.730 011 by ACT, Inc. All rights reserved.			

5. Click the **Edit** button.

	al Test Center			ACT [®]
	WorkKeys WorkKeys IV Training Site			LOGOUT
Home	Group Management			
My Account	Search Criteria			
User Management	Name: Description:			
User Batch Load	Type: V Owner: Training234			
Account Management	ContextID: Active:			
Group Management				
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	
	O 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	L		
	VALIDUS © Admin Version: 2.0.1.730 © 2011 by ACT, Inc. All rights reserved.			



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 Subg	roups			
My Account	Basic Information				
User Management	* Name:	2011-11-14			
Account Management	Description:				
Group Management	Active:				
Profile Management	Locked:				
Barcode Management	* Owner:	Training234			
Reports Portal	* Type:	Examinee 💌			
Reports	* = Required				
References		Submit Cancel			
	VALIDUS ® Admin Version: © 2011 by ACT, Inc. All righ	2.0.1.730 ts reserved.			

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

				ACT [®]	
	WorkKeys WorkKeys IV Training Site			LOGOUT	
	Edit Group				
Home	Group Users Subgroups				
My Account				Add	
User Management	5 DE		90	Aud	
User Batch Load	Select First Name	Last Name	User ID		
Account Management	Please add a user				
Group Management	VALIDUS ® Admin Version: 2 0 1 730				
Profile Management	© 2011 by ACT, Inc. All rights reserved.				
Barcode Management					
Reports Portal					
Reports					
References					



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.

VALIDUS Virtual Test Center					
	WorkKeys WorkKeys IV Training Site				
	Edit Group				
Home	Group	Users Subgroups			
My Account	Select	and Add		Cancel	
User Management	Select	First Name	Last Name	liser ID	
User Batch Load		Ann	Morgan	AMargan10d	
Account Management			worgan	ANIOGAN	
Group Management		Ann	Morgan	AMorganoon	
Profile Management		Ann	Morgan	morgan310	
Barcode Management		Mickey	Mouse	MouseM0301	
Reports Portal		Mickey	Mouse	MouseM0704	
Reports		Mickey	Mouse	MouseM1117	
References		Mickey	Mouse	MouseM1214	
		Mickey	Mouse	MouseM2468	
		Mickey	Mouse	MouseM93012	
		Mickey	Mouse	MouseMickey	

9. Click the **Add** button.

VALIDUS' Virtual Test Center					ACT [®]
	WorkKeys WorkKeys IV Training Site				LOGOUT
Home	Edit Group				
My Account	Group Users Subgroups				Canad
User Management	Select	and Add			Cancel
User Batch Load	Select	First Name	Last Name	User ID	
Account Management		Ann	Morgan	AMorgan10d	
Group Management		Ann	Morgan	AMorgan88h	
Profile Management		Ann	Morgan	morgan310	
Barcode Management		Mickey	Mouse	MouseM0301	
Reports Portal		Mickey	Mouse	MouseM0704	
Reports		Mickey	Mouse	MouseM1117	
References		Mickey	Mouse	MouseM1214	
		Mickey	Mouse	MouseM2468	
		Mickey	Mouse	MouseM93012	
		Mickey	Mouse	MouseMickey	

The selected examinees have now been added to this group.