

*ACT WorkKeys Notice #12 – 2015.05.22: “ACT WorkKeys Groups and Batch Load Training for Online Testing”  
Webinar*

Dear ACT WorkKeys Users,

This ACT WorkKeys Notice contains the following information about upcoming sessions of the “ACT WorkKeys Groups and Batch Load Training for Online Testing” training webinar:

- who should attend
  - webinar delivery schedule and registration links
  - topics covered in the webinar
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### **Who should attend?**

This training webinar is intended for testing staff who use or are interested in using “Groups” and/or “Batch Loading” as part of their ACT WorkKeys online test administration process.

If you are new to ACT WorkKeys online testing, you should first attend the "ACT WorkKeys Test Administration Training for Online Testing" webinar.

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### **Webinar delivery schedule and registration links**

The webinars last approximately 90 minutes:

[Friday, June 12, at 11:00 a.m.](#)

[Friday, June 26, at 12:00 p.m.](#)

[Friday, July 10, at 12:00 p.m.](#)

[Friday, July 24, at 11:00 a.m.](#)

**Please be advised that all webinars are listed in Central Time.** You will be given an opportunity to have the schedule displayed in your own time zone during registration.

Bookmark the **Learning@ACT** website for your ACT WorkKeys training opportunities:

[www.act.org/learning-at-act/training/workkeys.html](http://www.act.org/learning-at-act/training/workkeys.html).

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### **Topics covered in the webinar**

This webinar will cover the following topics:

- Creating a group
  - Creating a batch load file
  - Adding test registrations
  - Authorizing a group
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Email questions to [rick.harris@act.org](mailto:rick.harris@act.org). Thank you for using ACT WorkKeys.

Sincerely,

The ACT WorkKeys Staff

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*For past ACT WorkKeys Notices, and for other ACT WorkKeys documentation, visit the ACT WorkKeys Reference Center website at [www.act.org/workkeys-private/reference/](http://www.act.org/workkeys-private/reference/).*