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 link
- topics covered in the webinar

Who should attend?

This open enrollment webinar (no cost) is intended for testing staff that use or are interested in using "Groups" and/or "Batch Loading" as part of their ACT WorkKeys online test administration process.

If you are <u>new</u> to ACT WorkKeys online testing, you should <u>first</u> attend the "ACT WorkKeys Test Administration Training for Online Testing" webinar, which may also be found at the **Learning@ACT** registration link below.

Webinar delivery schedule and registration link

The webinar lasts approximately **90** <u>minutes</u> and is offered several times. In July and August, this webinar will be presented on the following dates and times:

- Friday, July 10, at 12:00 p.m.
- Friday, July 24, at 11:00 a.m.
- Wednesday, August 12, at 2:00 p.m.
- Thursday, August 27, at 1:00 p.m.

Click on this URL to register for the webinar date and time that works best for you:
www.act.org/learning-at-act/training/workkeys.html.
It is recommended that you bookmark the **Learning@ACT** website.

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

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

Email questions to learning@act.org or call **888.826.1956**. Thank you for using ACT WorkKeys.

Sincerely,

The ACT WorkKeys Staff
workkeys@act.org
800.967.5539

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/.