

*ACT WorkKeys Notice #20 – 2015.07.29: “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” webinar:

- who should attend
 - the webinar delivery schedule and registration link
 - topics covered in the webinar
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Who should attend?

This free open enrollment webinar 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 new to ACT WorkKeys Online Testing, you should first 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 minutes**. In August and September, this webinar will be presented on the following dates and times:

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

Click on this URL to register for your preferred date and time:

www.act.org/learning-at-act/training/workkeys.html.

We recommend that you bookmark the **Learning@ACT** website.

Please be advised that all webinars are listed in Central Time. We'll give you 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
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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/.