To: ACT WorkKeys Test Coordinators
Subject: ACT WorkKeys: Groups and Batch Load Training for Online Testing Webinar

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
- the webinar delivery schedule
- topics covered in the webinar

Who Should Attend

This free **60 minute** webinar is 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. This webinar can be found at the **Learning@ACT** registration link below.

Webinar Delivery Schedule

In December and January, this webinar will be presented on the following dates and times:
- Wednesday, December 16, at 3:00 p.m.
- Tuesday, January 12, at 3:00 p.m.
- Friday, January 22, at 3:00 p.m.

Click on this URL to register for your preferred date and time:
www.act.org/learning-at-act/training/workkeys.html

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.

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

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

Questions

You can email training webinar questions to learning@act.org or call **888.826.1956**. For ACT

WorkKeys questions unrelated to training, please contact ACT WorkKeys Customer Services at 800.967.5539 or workkeys@act.org.

Thank you,
ACT WorkKeys Team