



WorkKeys Essential Skills
Administration Training for Buzz
Platform

On Demand Webinar Tips

ACT[®] WorkKeys[®]

Presenters

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ACT, Inc.

Media Player
00:01/06:40

Slides

ACT[®] WorkKeys[®]

WorkKeys Essential Skills
Administration Training for Buzz
Platform

Resources

- ACT WorkKeys Essential Skills Assessment - Resources
- WorkKeys[®] Essential Skills User Guide:
- ACT WorkKeys Essential Skills - Tech Requirements

Take Survey

1. Did you find the session useful?
2. Were your questions adequately answered during the session?

Navigation Bar: Video, Chat, Attachments, User, Help, Calendar

POWERED BY ON24

Agenda

- Assessment Overview
- Staff Responsibilities
- Managing Accounts
- Pre-Test Activities
- Online Test Administration
- Scores and Reports



WorkKeys Essential Skills Overview and Components



Responsibilities

Test Administrator & Test Coordinator Responsibilities

Responsibilities



- Work with ACT to manage test coordinator and examinee accounts
- Deliver and facilitate assessment to examinees
- Monitor reports to ensure examinees have completed assessment

Manage Accounts



Manage Accounts



Test administrators/coordinators will work alongside an ACT Team member for account setup.

Agilix Buzz



✓ **Ready to Test**

Examinee Supports

Tools

- Line Reader
- Magnifying Glass

Contrast Color Options

Highlighter



Pre-Test Activities

Prepare Testing



- Test administrators & coordinators can establish a testing window if necessary



- Advise examinees that they can take the assessment from any computer device and location



- Recommend examinees use Google Chrome if possible



- Ask your ACT contact to verify your courses are linked (*linking directions are also provided in the WorkKeys Essential Skills User Guide*)

Prepare Testing



- Examinees can practice logging in to see if credentials work, but do not click on the assessment course or launch the assessment until you are ready to test



To avoid a charge, do not launch the assessment until the day you are ready to test!

Online Test Administration

System Check

- Verify the machine and network to be used for testing meet the necessary requirements
- For best results, use Chrome

System Requirements

Our products make use of a wide variety of features and technologies, such as Java, HTML5, CSS2/3, and depending on the product, other specialized components that help you achieve a more immersive learning experience.

Supported Operating Systems

- Windows 8.1
- Windows 10
- MacOS Mojave (10.14)

Supported Browsers

Though the following browsers are all supported if updated, we recommend using Google Chrome.

You may use the two most recent versions of the following browsers on a technology capable device that supports to HTML including HTML5.

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari

Portable Device Requirements

We broadly support most tablet, netbook, and Chromebook devices; however, there are limitations to the browsers and devices we can support. We *do not* support phones and other smaller form factor devices. Please ensure you have a Windows or Mac based computer available to complete coursework and assessments if your selected device does not meet the needs of the course/assessment.

- 7" or larger display size
- Access to Wi-Fi with a high-speed internet connection (4G or LTE connections are supported, but you may incur costs based on your mobile data plan)
- Method to save work to local cloud storage.
- Minimum Operating System: You may use the two most recent major versions of iOS, Android OS, or Chrome OS.

Online Testing Process

Roster



Launch



Authorize



Test



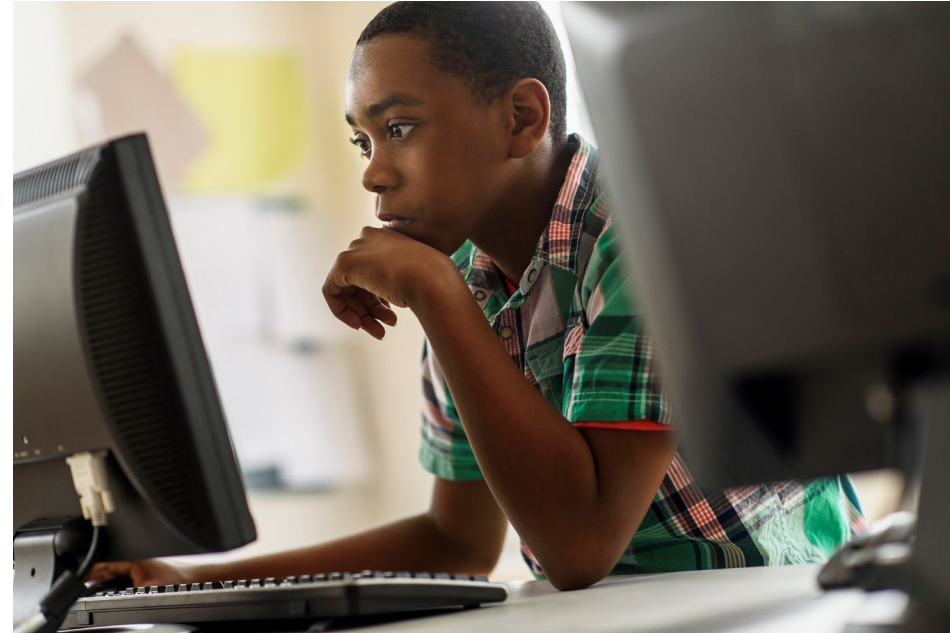
Generate



Roster Examinees



- Work with ACT team member to provide rosters
- An ACT team member enrolls test administrator, coordinators, and examinees and creates their assessment courses
- ACT sends test administrator or coordinator credentials for logging in



Launch - Logging In



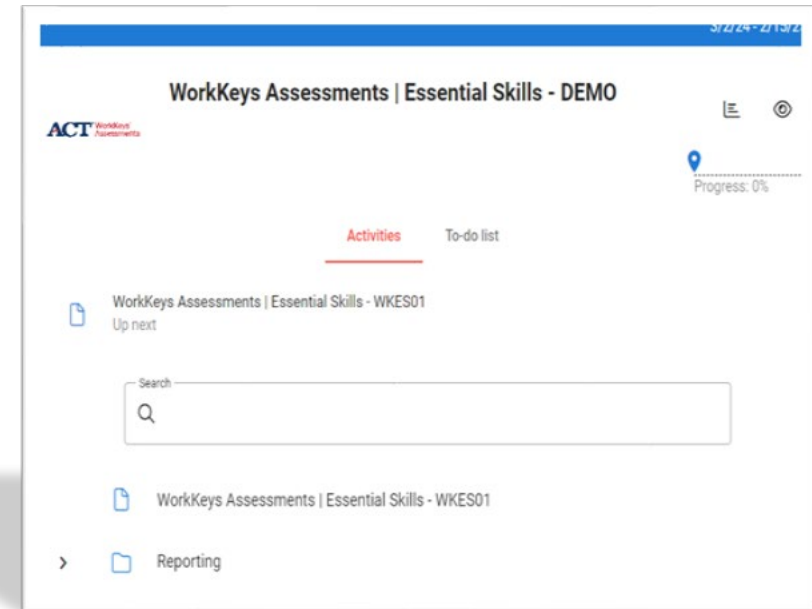
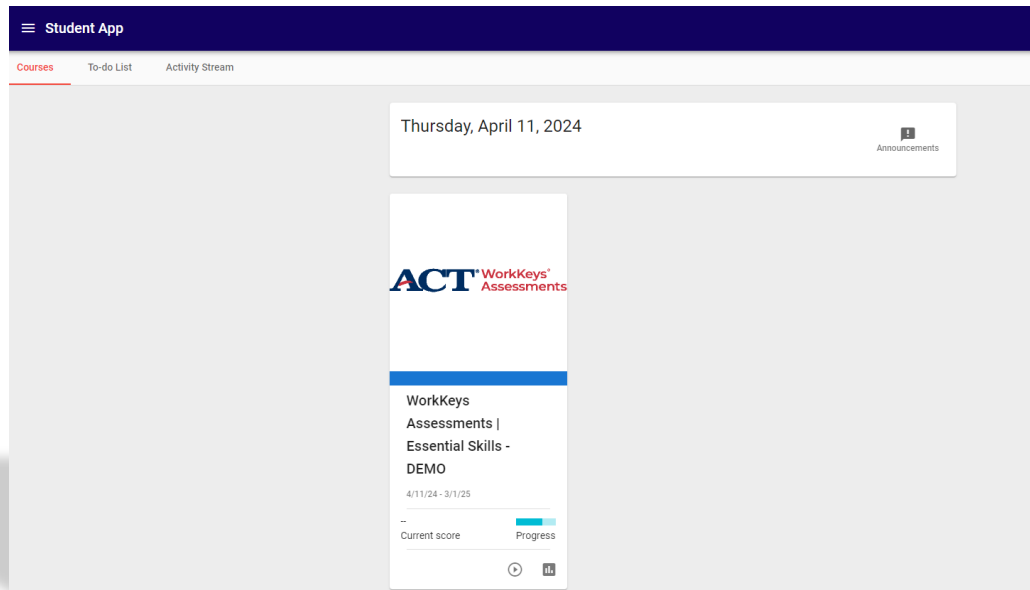
- Examinees log in with a provided URL and credentials



Launch - Menu



- Click on the course image
- Expand the menu and click on the **WorkKeys Assessments|Essential Skills WKES 01** link to launch



Launch – Load the Assessment



- After clicking on the WKES01 assessment link, a new screen will appear.

Click the link below to view the content in a new window.

[WorkKeys Assessments | Essential Skills - WKES01](#)

Authorize

A screenshot of a web browser window. The address bar shows the URL 'lfi.act-et.org/api/lfi/launch/assessment/SEL-HS-PRE-2022'. The page content includes the text 'Oh no!' followed by 'Please ask your teacher to link the class to a school first'. To the right of the text is an illustration of a person in a grey hoodie and dark pants, standing with one hand on their head in a frustrated or confused pose, next to a large, dark blue exclamation mark. The browser interface includes navigation arrows, a refresh button, and a 'Finish update' button in the top right corner.

lfi.act-et.org/api/lfi/launch/assessment/SEL-HS-PRE-2022

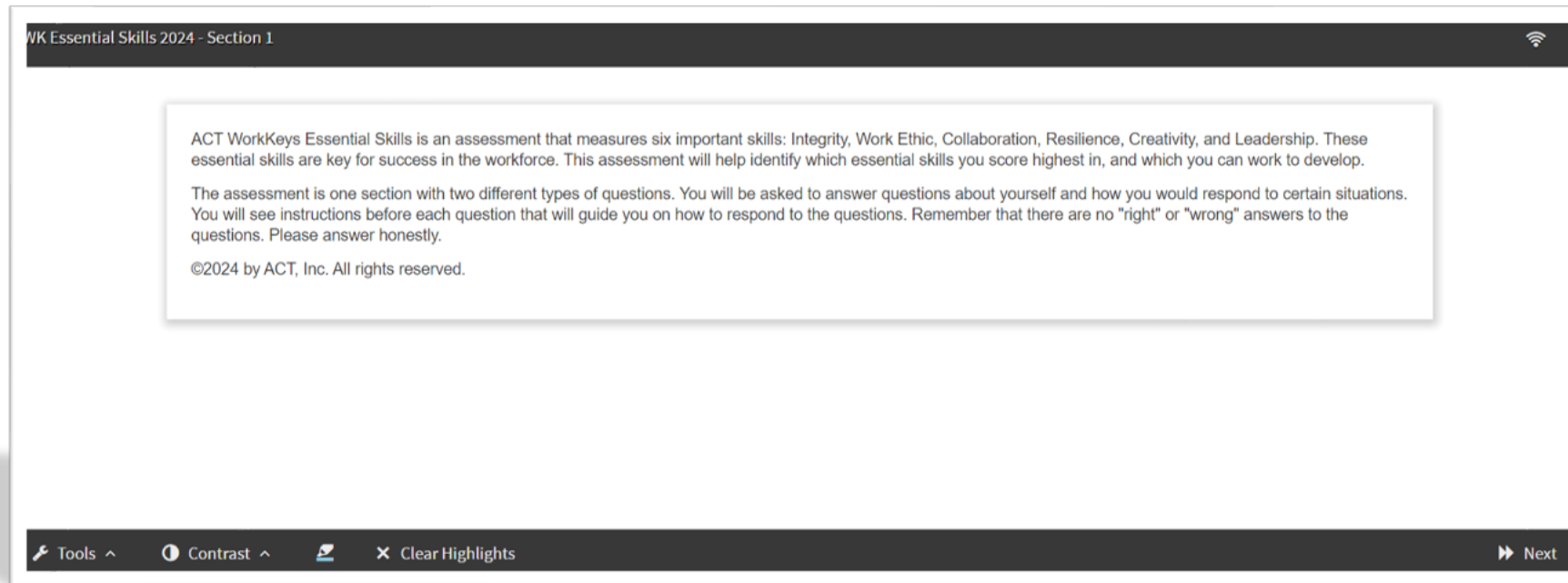
Oh no!

Please ask your teacher to link the class to a school first

Test



- A description of the WorkKeys Essential Skills assessment will appear.



Test



- The first 2 pages following the description will be used for examinee's Credly badge.
- Answer each and click **NEXT** to proceed.

1

A screenshot of a web browser displaying the first page of a test. The page title is "K Essential Skills 2024 - Section 1". The main content area contains a form with the following fields: "First Name:", "Middle Name (Please enter N/A if you do not have a middle name):", "Last Name:", "How old are you?", "What state or province do you live in?", and "What country do you live in?". Each field has a corresponding text input box. At the bottom of the page, there is a navigation bar with "Tools", "Contrast", "Clear Highlights", and a "Next" button with a right-pointing arrow.

2

A screenshot of a web browser displaying the second page of a test. The page title is "K Essential Skills 2024 - Section 1". The main content area contains a form with the following fields: "What is your email address?" and "Please enter your email address again to confirm:". Each field has a corresponding text input box. Below the form, there is a paragraph of text: "Providing your email address allows you to access a WorkKeys Essential Skills badge through our partner Credly." At the bottom of the page, there is a navigation bar with "Tools", "Contrast", "Clear Highlights", and a "Next" button with a right-pointing arrow.

Test



- The next several screens will ask demographic questions.

JK Essential Skills 2024 - Section 1

What is the highest level of education you have completed or are currently enrolled in?

- A. Have not completed high school
- B. High school graduate/GED
- C. Some college, but no degree or certificate
- D. Career/Technical Certificate (apprenticeship, etc.)
- E. Associate's Degree (AA, Career/Technical Degree, etc.)
- F. Bachelor's Degree (BA, BS, etc.)
- G. Master's Degree (MA, MS, MBA, etc.)
- H. Doctorate or Professional Degree (PhD, MD, JD, etc.)
- I. I prefer not to respond

Tools ^ Contrast ^ Clear Highlights Next

JK Essential Skills 2024 - Section 1

What other educational programs or training are you currently attending, if any? (Mark ALL that apply)

- A. Tech Prep
- B. Apprenticeship
- C. On-the-Job Training
- D. Job Corps
- E. Co-op Education
- F. Adult Education
- G. Career Training
- H. Corporate Training
- I. Not applicable
- J. I prefer not to respond

Tools ^ Contrast ^ Clear Highlights Next

Test



- Be sure to read when question format changes.

Likert-type example

WK Essential Skills 2024 - Section 1

INSTRUCTIONS: Please read each statement. Then, click that box that best describes how much you agree or disagree with each statement.



WK Essential Skills 2024 - Section 1

i You must select exactly 5 choice(s).

	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
I get my work done on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy large parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I resolve disagreements with people so there are no hard feelings afterwards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy solving complicated problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People would describe me as the "life of the party."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Test



- Submit the assessment upon completion.

The screenshot shows the ACT WorkKeys assessment interface. A modal dialog box is displayed in the center, with the following text:

You are about to submit the test.
You will not be able to return to this test after you submit your answers.

At the bottom of the dialog are two buttons: **SUBMIT THE TEST** and **CANCEL**.

In the background, the assessment content is visible, including the ACT logo and the text "Essential Skills 2024 - Section 1". Below the dialog, there is a table with a checklist and a Likert scale.

	Very Unlikely	Unlikely	May or May Not	Likely	Very Likely
<input checked="" type="checkbox"/> You must select exactly 3 choices					
Spend time each day between now and the due date checking the report for errors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Although it occurs to you that you should check the report for errors, you decide to submit it as is instead.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn it in early without thinking to check it for errors.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Ended

The external activity has ended.

Finished

Generate



- Wait for an estimated 30-45 minutes before viewing an Individual Score Report.



Scores and Reports

Reports



Both Test Administrators and Examinees will have access to reports.

Test Administrators

- ✓ Individual Score Reports
- ✓ Roster Report

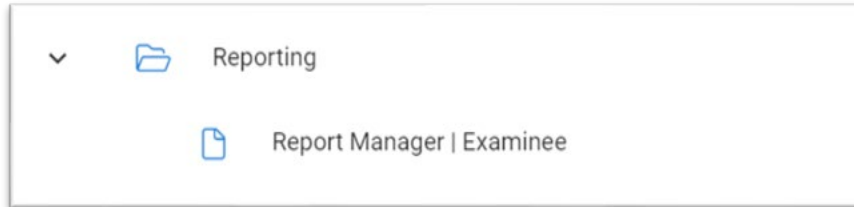
Examinees

- ✓ Individual Score Report

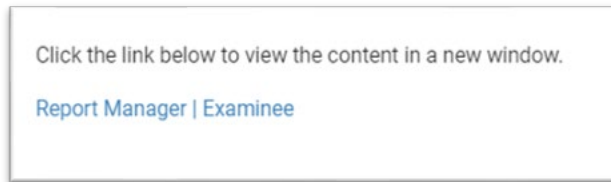
Reports – Examinee

Click on the assessment course after logging back into the platform.

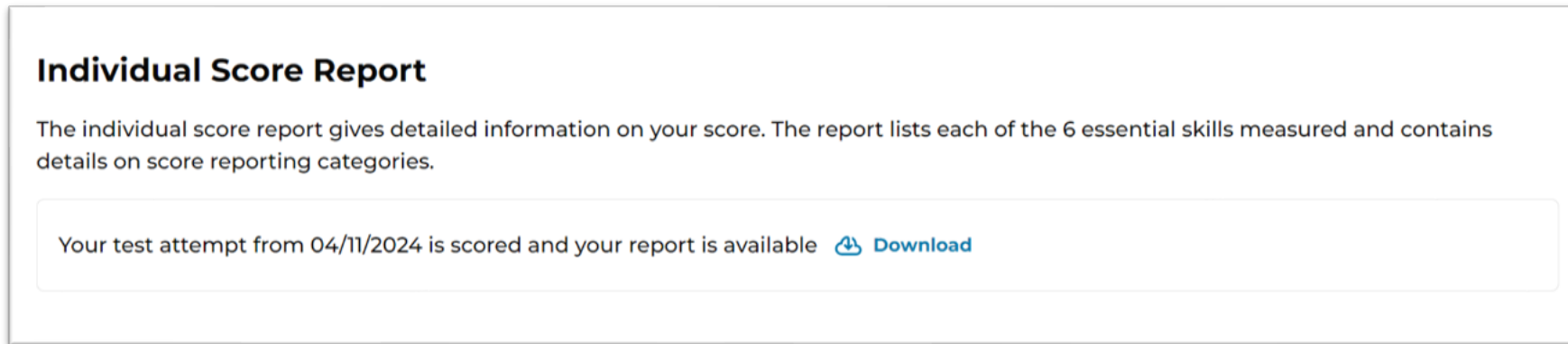
Step 1:



Step 2:



Step 3:



Reports – Examinee



Reports – Examinee

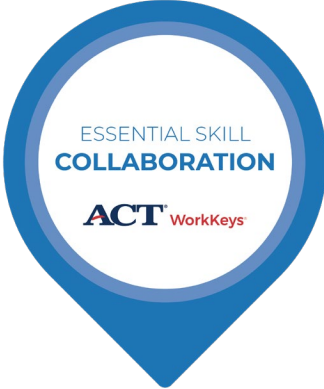
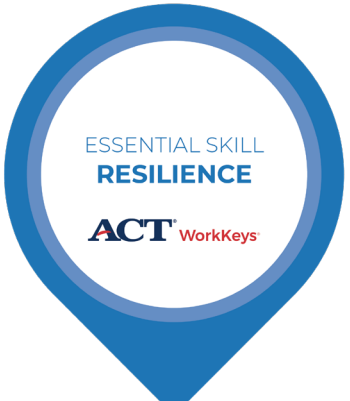
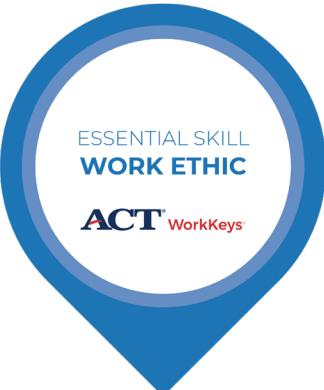
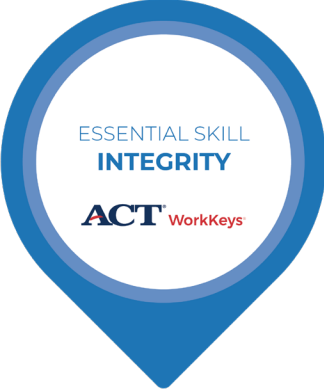
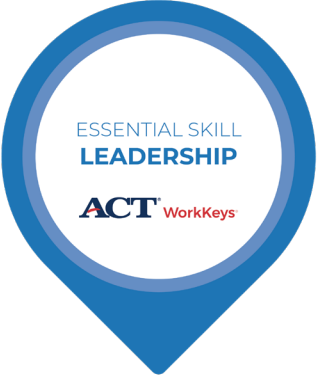
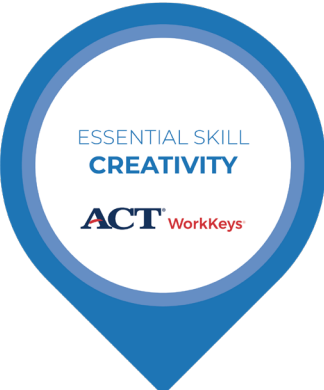
Next Steps:

The bottom of each page of the Examinee Report has a link to the Examinee webpage that contains the following:

- A User Guide
- Information on how to claim digital badges
- A free coaching tool



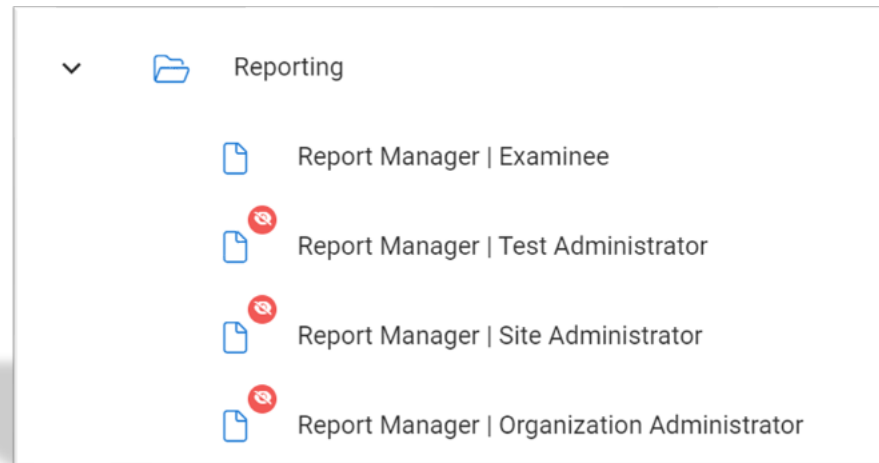
Credly Badges – Examinees



Reports – Test Administrators/Coordinators Individual Score Reports

Click on the assessment course after logging back into the platform.

Step 1:



Reports – Test Administrators/Coordinators

Individual Score Reports

Step 2:

Click the link below to view the content in a new window.

[Report Manager | Test Administrator](#)

Reports – Test Administrators/Coordinators

Individual Score Reports

Step 3:

The screenshot shows the ACT WorkKeys Individual Score Report interface. At the top, there are navigation links for "Individual Score Report" and "Roster Report", and a user role indicator "Test Coordinator". The main heading is "Individual Score Reports". Below this, a paragraph explains that the report provides detailed information on each examinee's score across six essential skills. A filter section includes dropdowns for "2023 - 2024" and "WKES02 only", a "Download all reports (21)" button, and a "Search examinees" input field. A table below shows one examinee: "Examinee Test Taker" with a "Test Date" of "03/29/2024" and a status of "Test In Progress".

The sample report is titled "WorkKeys Essential Skills Report" for "Jane Doe" on "August 10, 2023". It features the ACT WorkKeys logo. A blue banner explains that the report shows percentile scores on six skills compared to other test takers. The "Your Essential Skills Profile" section uses a bar chart to show scores: Creativity (86), Collaboration (76), Integrity (65), Resilience (47), Work Ethic (22), and Leadership (15). A legend indicates that scores at or above the 84th percentile indicate frequent and independent skill demonstration, scores between the 17th and 83rd percentiles indicate some skill demonstration, and scores at or below the 16th percentile indicate rare skill demonstration. A footer provides a link for more information and a copyright notice for ACT, Inc. 2024.

Skill	Score
Creativity (ingenuity, creative thinking, inquisitiveness, flexibility, open-mindedness, and embracing diversity)	86
Collaboration (can work on teams, empathy, helpfulness, trust, and trustworthiness)	76
Integrity (honesty, sincerity, fairness towards others, and modesty)	65
Resilience (stress management, emotional regulation, a positive response to setbacks, and poise)	47
Work Ethic (persistence, goal striving, reliability, dependability, and attention to detail)	22
Leadership (assertiveness, influence, optimism, and enthusiasm)	15

Reports – Test Administrators/Coordinators

Roster Reports

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Email	First_name	Middle	Last_name	Test_Window	Site	Session	Reason	Started_At	Age	State_pr	Country	Edu_level	Other_edu	Employment	Ethnicity_R	Gender	HS_program	Currently_sc	Language	Work_Ethic	Collaboratio	Resilience_P	Creativity_P	Leadership_F	Integrity	Percentile
2	1samplestuc	Examinee1	S	Student	WKES01	WKES Assess	WorkKeys A	Earn a digit	2024-03-13T	21	CA	United State	Have not coi	Career Train	Unemployec	Hispanic/Lat	Female	Career/Tech	I prefer not	English	2	1	19	2	35	1	
3	2samplestuc	Examinee2	S	Student	WKES01	WKES Assess	WorkKeys A	Earn a digit	2024-03-22T	22	FL	United State	Doctorate o	Corporate T	Employed fu	White	Female	College Prep	No	English	57	70	71	50	99	81	
4	3samplestuc	Examinee3	S	Student	WKES01	WKES Assess	WorkKeys A	Personal infc	2024-04-11T	25	AK	United State	I prefer not	I prefer not	I prefer not	I prefer not	Female	I prefer not	I prefer not	English	6	45	45	19	57	92	
5																											

Reports – Test Administrators/Coordinators

Next Steps:

The coaching tools and activities that are a part of the Examinee Resources page can be:

- Implemented in a small group setting
- Self-directed activity



This information can be found under “A Note for Career Coaches” in the User Guide.

Reports – Test Administrators/Coordinators

Next Steps:

A crosswalk showing the alignment between the Essential Skills assessment and the WorkKeys Essential Skills Curriculum available to you

WorkKeys Curriculum Essential Skills Courses	WorkKeys Essential Skills Assessment					
	Integrity	Work Ethic	Collaboration	Resilience	Leadership	Creativity
Working in Teams	X	X	X			X
Interpersonal & Business Communication			X	X	X	X
Work Discipline	X	X		X	X	X
Customer Service	X	X	X	X	X	
Problem Solving & Critical Thinking			X	X	X	X

This information is featured in Table 2 of the User Guide.

ACT Contact Information

LRCustomerSupport@act.org

Hours:

Monday – Friday (except holidays):
8:00 a.m. – 5:00 p.m. (Central Time)