

2012 INSTALL GUIDE

# **ABILITY PROFILER**

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Installation and Administration passwords

Installation Instructions

Ability Profiler Administration overview

**Please deliver this booklet to  
the site technician and  
Ability Profiler Administrator.**



# 1. Installation Instructions

The Ability Profiler was purchased for your site and is part of your Choices installation CD.

*NOTE:* The Installation Password and Administration Password are available from Customer Support at 1-800-281-1168 or by e-mail at [support@bridges.com](mailto:support@bridges.com).

The Administrator will require the administration password to access the following:

1. The Ability Profiler tests
2. The Ability Profiler setup options, part of the Choices System Manager.

## 1-1 Windows Installation: Installing the Choices CD Program with the Ability Profiler

The Ability Profiler is a component of the Choices software package. To install the program, please complete the following steps:

1. Go to [www.bridges.com](http://www.bridges.com).
2. In the Educators section, enter your Site ID and Password, or enter your Professional Account name and Password. If you subscribe to other Bridges products and would like to create a Professional Account, click on Create a new Professional Account. You will be asked for your Professional Account Access Key. This is found in your Bridges Welcome Letter.
3. Select Choices CD from the Your Tools box.
4. Click on the Download link.
5. If you signed in with your Site ID and Password, you will be asked for your Professional Account Access Key, which is found in your Bridges Welcome Letter.
6. Follow the directions on the screen until you reach the Installation Options page, and click the Choices button (depending which program is applicable).
7. Follow the instructions on the screen until you reach the Ability Profiler page. Click the Ability Profiler checkbox, then click the Next button.
8. You will be asked for the installation password.
9. Follow the instructions on the screen.

### Installing only the Ability Profiler to existing Choices CD Program

1. Follow the directions on the screen until you reach the Installation Options page, and click the Ability Profiler button.
2. You will be asked for the password. You will be asked to choose a destination folder. In order to install the program, you must specify the folder where Choices 2008 is installed.
3. Once the installation is complete, the install program will exit and the Ability Profiler is ready for use.

## **2. Ability Profiler Administration**

Please deliver this guide to your Ability Profiler Administrator when the installation is complete. The Administrator must have the Administration password to start using the program. An Ability Profiler Administration Guide is available in PDF format to print out and includes guidelines for using the Ability Profiler.

### **2.1 Choices**

The Ability Profiler Administration Guide is accessible from the Professional Tools page off the Start screen.

The guide is also accessible on the Bridges website at [\*\*www.xap.com/resources\*\*](http://www.xap.com/resources).

Call Customer Support at 1-800-281-1168 if you have any further questions regarding the installation or administration of the the Ability Profiler.

*\*The Ability Profiler is not available for Career Futures.*



1-800-281-1168 [www.xap.com](http://www.xap.com) [tech-support@sap.com](mailto:tech-support@sap.com)

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Ability Profiler Disclaimer XAP's Ability Profiler modifies the paper-and-pencil O\*Net Ability Profiler, a component of the O\*Net Career Exploration Tools, in order to deliver the assessment in an electronic format. Bridges Transitions Inc. has modified the O\*NETTM Career Exploration Tools. The Department of Labor, Employment and Training Administration ("DOL/ETA") has not approved, endorsed or tested the Bridges modified O\*NET Career Exploration Tools or any products incorporating or containing the modified O\*NET Career Exploration Tools. As such, DOL/ETA will not be liable to any third party or end-user for any damages arising out of or from the use or misuse of the modified O\*NET Career Exploration Tools or any products incorporating or containing the modified O\*NET Career Exploration Tools. The modifications to the Ability Profiler were:

- The General Instruction section was shortened removing parts 1 – 6.
- The "How to change an answer" section was modified.
- Instructions have been updated, removing booklet and answer sheet references.
- Answers to practice questions are shown.
- "Three Dimensional Space" now has two practice questions instead of three.
- The number of questions presented at one time has been reduced to fit on a computer screen.
- o Arithmetic Reasoning: Six questions to two questions
- o Vocabulary: Ten questions to four questions
- o Three Dimensional Space: Five questions to two questions
- o Computation: Eight questions to two questions
- o Name Comparison: Thirty questions to fifteen questions
- o Object Matching: Five questions to two questions
- A screen at the end of each section notes any unanswered questions or confirms that the section was completed in full.
- A "Skipped" button allows users to find unanswered questions quickly.
- Time remaining is shown.
- Sections can be completed in any order and can be redone more easily.
- Answers are entered directly online instead of having to transfer them to an answer sheet.
- The final results are converted to GATB aptitudes in order to get a list of Choices Occupations. These modifications enhance the assessment, making the software version more efficient for testtakers and provide results that can be matched to Choices planning and exploration products.