



The Highlands Ability Battery Online – Instruction Sheet

Welcome!

The Highlands Ability Battery is an assessment tool that measures your innate abilities by asking you to perform objective worksamples. Abilities consist of what you do quickly and easily, and they affect the ways you learn, communicate, lead, make decisions, solve problems, work with objects and use your mental and creative talents. People who know and understand their natural ability patterns are able to answer the question, “What am I naturally good at?” and can use their knowledge to work more effectively and productively.

IF YOU ENCOUNTER ANY TECHNICAL DIFFICULTIES WHILE TAKING THE BATTERY, STOP AND CALL OUR TECHNICAL SUPPORT OFFICE AT 866-528-3069.

Before You Begin

You will take the Battery of worksamples on your Internet Browser by entering the URL www.abilitybattery.com. Your results will be transmitted via the Internet to our data center and will not be retained on your hard drive. You will need a reliable Internet connection (56K modem or faster).

Because you will connect to the Internet, the Battery may be completed on a PC or on a MAC.

The computer and monitor you use must meet the following requirements.

- 133 MHz Processor or faster
- At least 32 MB Ram
- VGA Monitor

You may use any of the following Internet browsers:

- Internet Explorer (version 6 or higher)
- Mozilla (version 1 or higher)
- Netscape (version 7 or higher)
- Safari (version 1.2 or higher)

We recommend that you connect directly to the Internet through your Internet Browser, not through a search engine such as YAHOO or Google. **Make sure all other applications and programs are closed.** This **does** include such applications as the Weather Bug, Lotus Notes, animated screensavers, and all e-mail programs. It also includes any application in the background that may be refreshing.

You will need to install Macromedia Flash Player to navigate the Battery. This feature may be loaded without charge. A link to installation is contained on the first screen of the Battery. You will also need JavaScript and cookies enabled. Also, some browsers may contain a feature which will block pop-ups. If you have this feature in your browser, you must disable it to begin the Battery.

Check to be sure you have sound. Sound is employed for directions and instructions throughout the Battery. Some of the worksamples require recognition of musical notes. We strongly suggest that you use headphones. They are especially helpful in the three worksamples requiring recognition of musical notes and patterns. They will eliminate distractions if you are in a work area or among other people at home.

If you use headphones, make sure they are plugged into the right location on your computer. Some computers have connections in the front, some in the back. On some computers, the headphones will be connected where your speakers would ordinarily be connected.

If you are using a laptop, use an attachable mouse. **Do not rely on a touchpad or roller ball.** The worksamples are timed and a mouse will enable you to respond better to the prompts.



Registering Online

- You will be assigned a Registration Key when you purchase the Highlands Ability Battery and Feedback. You will need this Registration Key to register for the Battery. This Registration Key is personal to you and may not be used by anyone else.
- You will be asked to enter the Registration Key while you register. The registration process requires you to complete a registration form and to indicate your agreement to the copyright owner's licensing terms.
- After you register, you will be assigned a User Name and Password. These are also unique to you and should be shared only with the certified Highlands Affiliate who conducts your feedback. You will be asked to print the screen which lists your User Name and Password. Keep this for future use and to give to the Highlands Affiliate.
- The registration form requires you to indicate whether you are a student or not. Student Reports differ from other Reports so it's important that you answer this question accurately.

Completing the Ability Battery

The Battery consists of 19 different worksamples or tasks. Each one is timed. You may find some of the worksamples to be fun and some frustrating. Just do the best you can.

You don't have to take all the worksamples at one time, but you must complete a worksample once you start it. You cannot go back to retake a worksample. You will take the worksamples in order.

Although you don't have to use the same computer for all worksamples, it's advisable to stick with the computer you started on.

The Battery takes about three hours to complete. Set enough time aside so you're not rushed or disturbed.

Before the first worksample begins, you will receive detailed instructions on the scope of the Battery and on the various tasks you will be asked to perform during the Battery. Each worksample also contains clear and detailed instructions in both screen text and simultaneous audio.

When you finish the last of the worksamples, you will be directed back to the screen containing the Welcome Back button. Follow the directions on the screen for getting your results and Report.

Following Completion

- The Ability Report includes an Ability Profile in bar chart form showing your results on each worksample expressed as a percentile. The percentile shows your position on a scale of norms derived from the scores of thousands of persons who have completed the Ability Battery.
- Your scores and your Report are secure and confidential and may be accessed only by use of the user name and password which were assigned when you registered.
- Review your Report in detail before you schedule your feedback conference. You will get much more out of your feedback if you know and understand your Report.
- Schedule your 2-hour feedback and counseling session by calling the Highlands Affiliate who introduced you to the Highlands Ability Battery.

Technical Problems and Solutions

Problem: Any problem.

Solution: Call Technical Support at 1-866-528-3069