



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 computer using a compatible Internet Browser. 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**). **We recommend that you use a computer which connects to the Internet via DSL or Cable instead of telephone dial-up.**

The Battery may be completed on a PC or a MAC provided your computer meets the following requirements:

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

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)

DO NOT USE GOOGLE CHROME

Let's Get Started

- Make sure ALL other applications and programs are closed. This includes Skype, IM, Email programs and any software applications running that might automatically refresh in the background.
- Adobe Flash Player is required to navigate the Battery. Most new computers are equipped with this feature or you can download the FREE Flash Player at <http://www.adobe.com/products/flashplayer/>. A link for this installation can also be accessed at the first screen of the Battery.
- You will also need to enable JavaScript and cookies which can be done through your browser settings at *preferences*.
- 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 before you start.** 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 correct 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.



THE HIGHLANDS COMPANY

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.
- To login and begin the registration process enter the URL www.abilitybattery.com into your internet browser. **DO NOT USE GOOGLE CHROME.**
- You will be asked to enter the Registration Key and to complete a registration form. During this process, you will enter a User Name-we recommend that you use the 1st letter of your first name and your complete last name, all lower case, no spaces. The system will assign a numerical password. Your User Name and Password will be confirmed on the next screen- **BE SURE TO PRINT THIS PAGE**, as the system will not allow you to return to this page.
- The registration form requires that you select one of four reports- Student, Adult, Leadership or Lawyer report. As suggested by their names, the four reports are different and interpret your results with different objectives in mind. Please discuss the differences with your Affiliate before you register and select the Report that he or she recommends.

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.

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. Click on that button to receive the Report you selected.

If you are prevented from getting your Report, it's because you have agreed to permit your feedback Provider to see your Report first.

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.
- Contact your Feedback Provider to schedule your counseling session.

Technical Problems and Solutions

Problem: Any problem.

Solution: Call Technical Support at 1-866-528-3069 or Email Susan at Susan@Highlandsco.com.

Missing Bar Chart

Certain web browsers restrict the printing of the Ability Profile Bar Chart. If the Bar Chart is not downloading properly and page 4 of your Report is blank:

-Use **Internet Explorer** to download the complete Report

-Download your Bar Chart separately at <http://www.abilitybattery.com/login-barchart.php>

-Or call Tech Support for assistance at