

LANGUAGE TESTING INTERNATIONAL, INC. — THE ACTFL TESTING OFFICE



AAPPL CLIENT SITE MANUAL



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IMPORTANT URLS/QUICK REFERENCE

- TEST SITE for STUDENTS: <http://aappl.actfltesting.org>
- AAPPL SYSTEM CHECK: <http://aappl.actfltesting.org/AAPPLSystemCheck>
- AAPPL DEMO: <http://aappl.actfl.org/demo>
- AAPPL INFORMATION: <https://www.languagetesting.com/aappl-guide>
- ALT CODES RESOURCES: <https://www.languagetesting.com/windows-alt-codes>
- TECHNICAL REQUIREMENTS: <https://www.languagetesting.com/aappl-faqs#technology01>

Welcome to AAPPL Measure

We are delighted to welcome you to a community of language educators committed to the highest level of quality for their programs. The AAPPL Measure enables you to make curriculum decisions and evaluate programs based on the most valid and reliable data available today. We are constantly striving to make your experience with AAPPL Measure the best that it can be. To this end, we welcome your comments and feedback. You are a key part of this team and your input helps us to make AAPPL the best that it can be.

This Manual explains in detail how to administer the AAPPL and retrieve ratings and reports. We look forward to working with you!

The LTI AAPPL Team

Students will login to take their tests at:

<http://aappl.actfltesting.org>

Navigating Your Client Site

All test scheduling and test score reporting is accessed by visiting www.languagetesting.com/client.

Each account holder (teachers, state supervisors, etc.) will be given a Username and Password to access their Client Site. Your Username and Password are sent to you in a “Welcome” e-mail from LTI. To retrieve a forgotten Username or Password, go to www.languagetesting.com/client and click “Forgot Username,” then proceed to “Forgot Password.”

NEED A USERNAME / PASSWORD

Submit your request to sales@languagetesting.com.

CUSTOMER SUPPORT

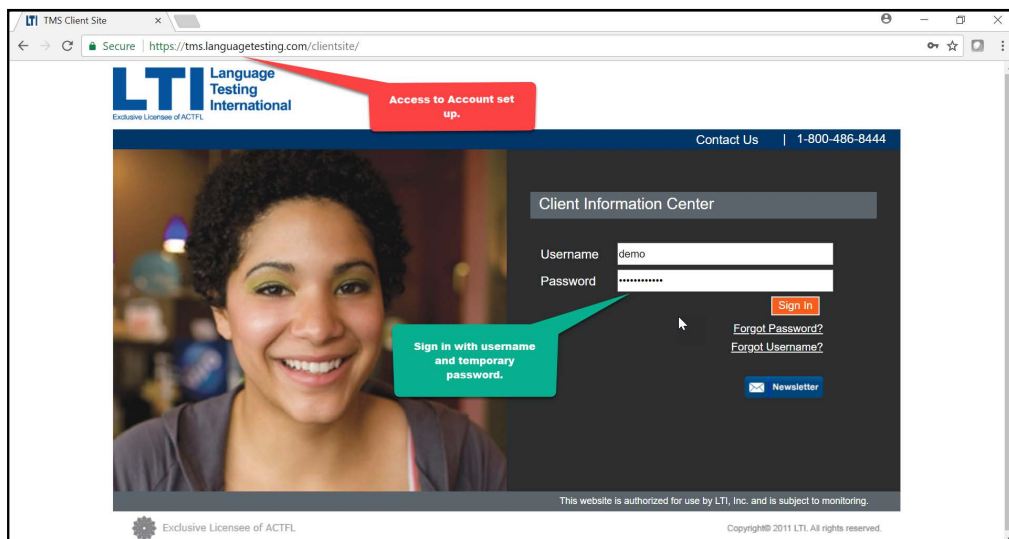
For live customer support, contact us at (914) 963-7110 ext. 708 or (800) 486-8444 ext. 708 between 8:00 am and 7:00 pm Eastern time, Monday through Friday, or by e-mail at aapplhelp@languagetesting.com.

TECHNICAL SUPPORT

For live technical support, contact us at (914) 963-7110 ext. 709 or (800) 486-8444 ext. 709 between 8:00 am and 7:00 pm Eastern time, Monday through Friday, or by e-mail at techsupport@languagetesting.com.

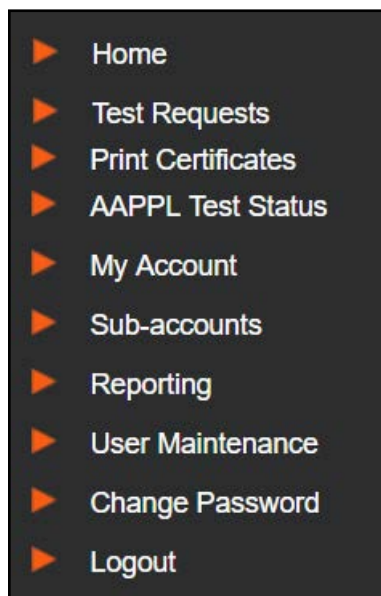
Now, let's begin!

Enter your Username and Password in the login screen



Client Site Navigation Menu: Home Page

On the homepage of the client site, you will find the following module options and their descriptions. These may vary by account.

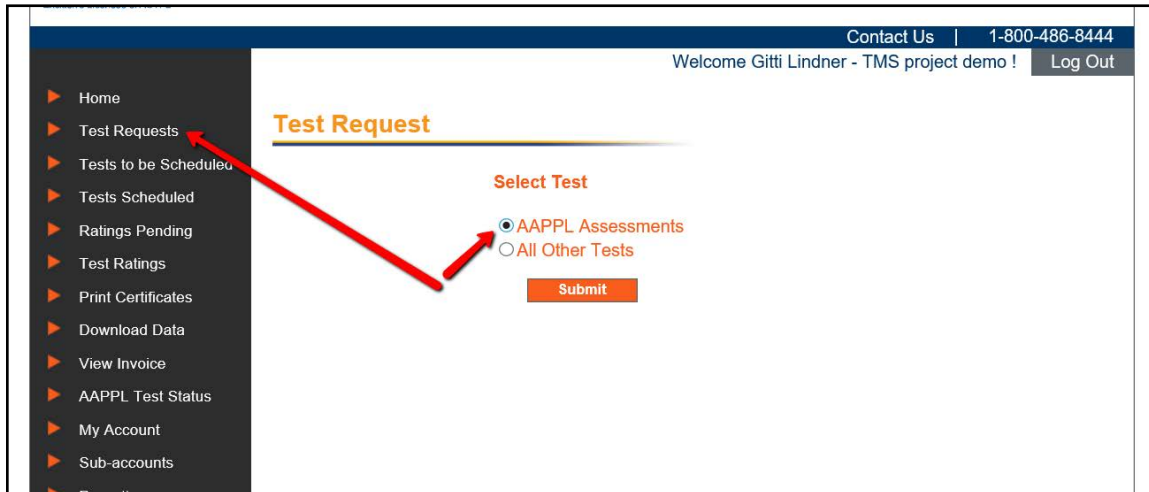


MODULE NAME	MODULE DESCRIPTION
Home	Search for candidate test record
Test Requests	Assessments are ordered here
Print Certificates	Print Certificates – print Student Score Report
AAPPL Test Status	Assessments that have been requested by the administrator. See student information, tests that have or have not yet been taken, print labels, access scores, and more. See and export information about AAPPL tests ordered, taken and rated.
My Account	Update your account info
AAPPL Sub-accounts	View/Add the Sub-Accounts associated with this login
Reporting	Summary of Test Ratings in a graphical representation
Change Password	Change your password
Logout	Log out of your account
User Maintenance*	View / Create users under your account hierarchy. *Not configured in all accounts.

Test Requests: Ordering tests

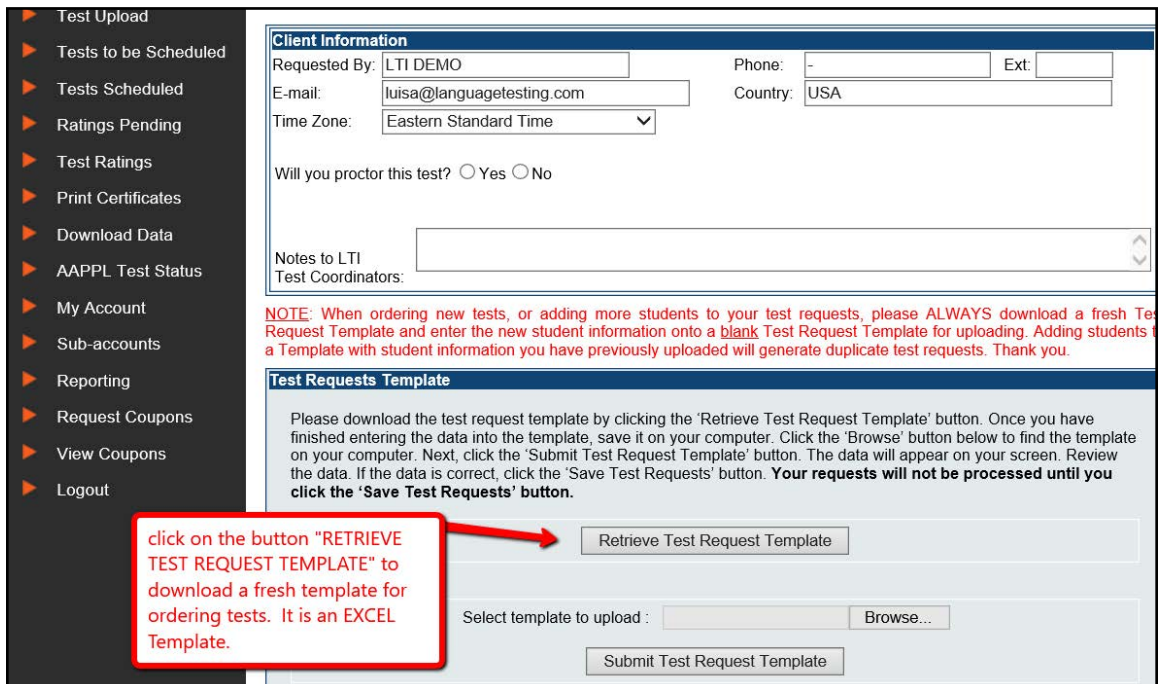
A. Ordering Tests for Individual Schools

1. Click **TEST REQUESTS** from the homepage menu options. Choose **AAPPL Assessments** (or **All Other Tests**, if using assessments other than AAPPL)



The screenshot shows the 'Test Request' page. On the left is a dark sidebar menu with options: Home, Test Requests, Tests to be Scheduled, Tests Scheduled, Ratings Pending, Test Ratings, Print Certificates, Download Data, View Invoice, AAPPL Test Status, My Account, Sub-accounts, and Reporting. The 'Test Requests' option is highlighted with a red arrow. The main content area has a header with 'Contact Us | 1-800-486-8444', 'Welcome Gitti Lindner - TMS project demo!', and a 'Log Out' button. Below the header is the 'Test Request' title. Underneath is the 'Select Test' section with two radio buttons: 'AAPPL Assessments' (selected) and 'All Other Tests'. A red arrow points to the 'AAPPL Assessments' radio button. Below the radio buttons is a 'Submit' button.

2. Download the **Test Request Template**.



The screenshot shows the 'Test Request Template' page. On the left is a dark sidebar menu with options: Test Upload, Tests to be Scheduled, Tests Scheduled, Ratings Pending, Test Ratings, Print Certificates, Download Data, AAPPL Test Status, My Account, Sub-accounts, Reporting, Request Coupons, View Coupons, and Logout. The 'Test Upload' option is highlighted. The main content area has a 'Client Information' section with fields for 'Requested By' (LTI DEMO), 'E-mail' (luisa@languagetesting.com), 'Time Zone' (Eastern Standard Time), 'Phone' (-), 'Ext.' (), and 'Country' (USA). Below these fields is a 'Will you proctor this test?' section with 'Yes' and 'No' radio buttons. Below that is a 'Notes to LTI Test Coordinators' text area. A red callout box with a red arrow points to the 'Retrieve Test Request Template' button. The callout box contains the text: 'click on the button "RETRIEVE TEST REQUEST TEMPLATE" to download a fresh template for ordering tests. It is an EXCEL Template.' Below the callout box is the 'Test Requests Template' section with a paragraph of instructions: 'Please download the test request template by clicking the 'Retrieve Test Request Template' button. Once you have finished entering the data into the template, save it on your computer. Click the 'Browse' button below to find the template on your computer. Next, click the 'Submit Test Request Template' button. The data will appear on your screen. Review the data. If the data is correct, click the 'Save Test Requests' button. **Your requests will not be processed until you click the 'Save Test Requests' button.**' Below the instructions are three buttons: 'Retrieve Test Request Template', 'Browse...', and 'Submit Test Request Template'.

- Make sure the information entered is accurate, especially the first four column fields. **Student ID Numbers** should be unique and can be both numeric or alphanumeric.

Use the dropdown options when “**select from list**” is indicated in a field.

For live support, please contact us at (914) 963-7110 or (800) 486-8444 between 8:00 am and 6:00pm Eastern time, Monday through Friday, or by e-mail at aapplhelp@languagetesting.com.

NOTE: For Seal of Biliteracy testing, **Form B** is required.

ACTFL Proficiency Guidelines	ACTFL Performance Scale	AAPPL Measure Performance Score	Form	
Intermediate High	INTERMEDIATE	I-5	A	B
Intermediate Mid		I-4		
Intermediate Mid		I-3		
Intermediate Mid		I-2		
Intermediate Low		I-1		
Novice High	NOVICE	N-4		
Novice Mid		N-3		
Novice Mid		N-2		
Novice Low		N-1		

To see dropdown options, select the **“Dropdown List”** tab to access that information:

	D	E	F	G
1	Type of Instruction	Gender	Student's relationship to Target Language being assessed	Definitions for column F
2	Traditional classroom	Male	Foreign Language	English-speaking monolingual students learning language as a foreign language.
3	Two-way immersion	Female	Heritage Language	Student is being raised in a home where the target language is used to some degree, and student is formally instructed in target language. Student may have been born with heritage language but has been educated in the target language since age 12 or earlier.
4	Bilingual education		Other	Please provide clarification in the additional comments for example, Native, second language, student educated in country of heritage language until
5	Homeschooling		Unknown	
6	Private tutoring			
7	Heritage learner			
8	AP			
9	IB			
10	Weekend/ After School			
11	N/A			
12	Other			
13				
14				
15				

Sheet1 **Dropdown list**

- Save your spreadsheet, then return to the **TEST REQUEST** module in your client site. Browse for your saved template and upload it by clicking **SUBMIT TEST REQUEST TEMPLATE**. Check **YES** to the question, “**Will you proctor this test?**” (AAPPL Measure needs to be proctored.).

Will you proctor this test? ☒ Yes ☐ No

Notes to LTI
Test Coordinators:

NOTE: When ordering new tests, or adding more students, you must download a fresh Request Template and enter the new student information. Adding student information to a Template with student information you have previously used will not work. Thank you.

Test Requests Template

Please download the test request template by clicking the 'Retrieve Test Request Template' button. Once you have finished entering the data into the template, save it on your computer. Click the 'Browse' button below to find the template on your computer. Next, click the 'Submit Test Request Template' button. The data will appear on your screen. Review the data. If the data is correct, click the 'Save Test Requests' button. **Your requests will not be processed until you click the 'Save Test Requests' button.**

Retrieve Test Request Template

Select template to upload : C:\Users\Glindner\Documents\ Browse...

Submit Test Request Template

- Review the input information. If everything looks correct, choose **Save Test Requests**.

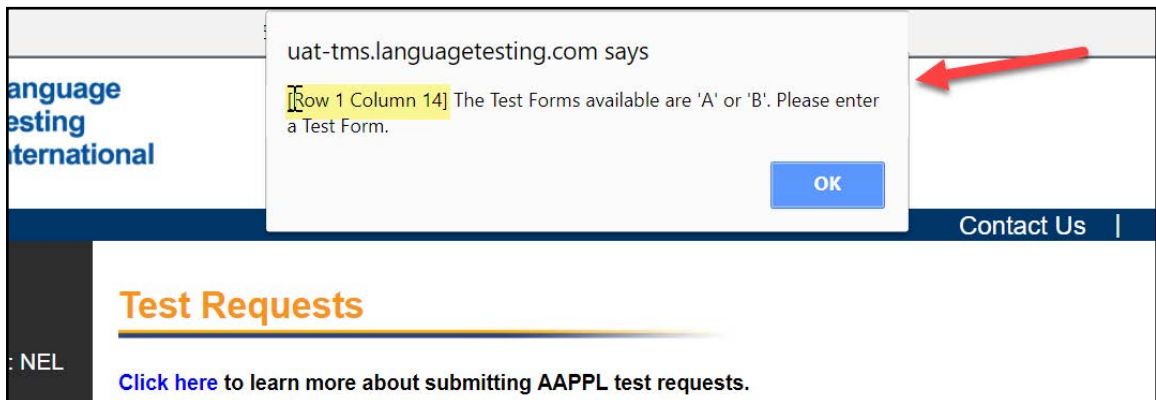
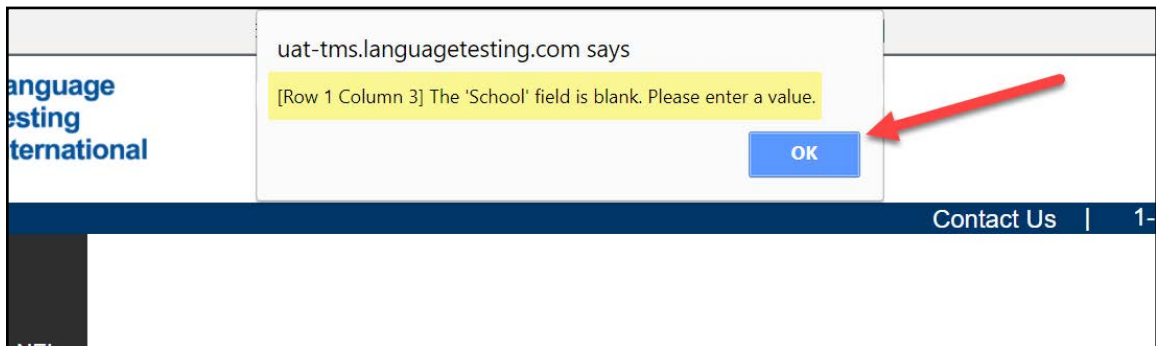
Save Test Requests

You cannot make changes to your test requests in the window below. To make changes, update your Test Request Template with the required changes and then re-submit the template.

State (required)	District (required)	School (required)	Teacher (required)	Student ID Number (required - any format)	Last Name (required)	First Name (required)	Gender (required)
CA	Yolo	Davis High School	Linder	123456	Thomas	Alex	M

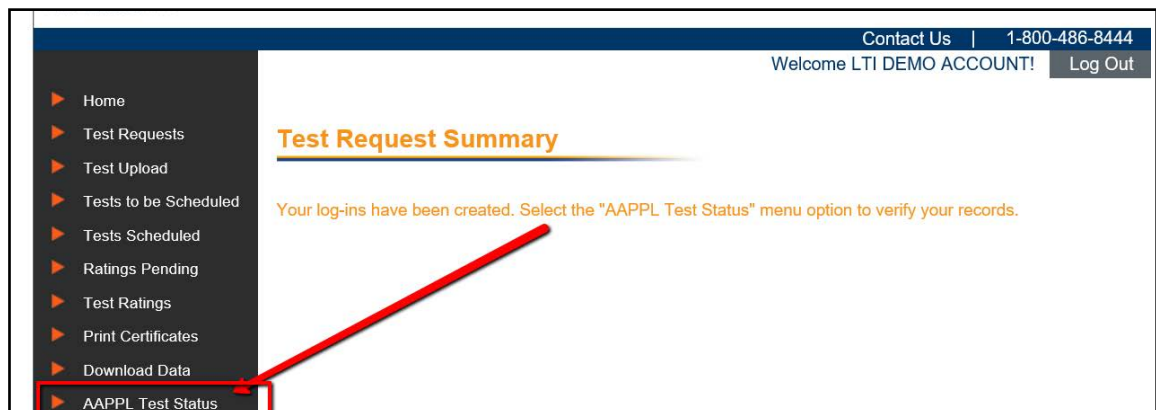
Review your information and if everything looks good, click on **SAVE TEST REQUESTS**.

The system will alert you if any required fields were left blank or if there are other errors in the template to be corrected:



The Test Request Summary screen confirms that the logins have been created. Select **AAPPL TEST STATUS** to verify your records. You can immediately retrieve student LOGIN/PASSWORD information for the test.

Refer to [page 17](#) for the **PRINT LABELS AND VIEW AAPPL TEST STATUS** process.



B. Ordering Tests for Multiple schools:

1. Creating Sub-Accounts under a Parent Account

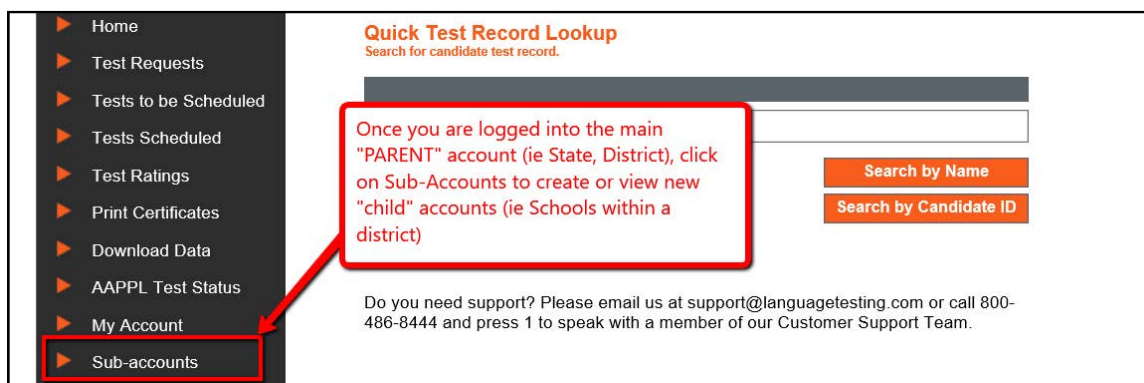
In certain cases, you may wish to have accounts set up under a “Main” or “Parent Account” such as District or State-level accounts.

For example, a District may have some or all schools within the district run the AAPPL Measure and need to view test results from a District (Parent Account) macro level view. At the State level, a state can run tests for multiple districts and its schools using a Sub-Account setup via a batch upload process.

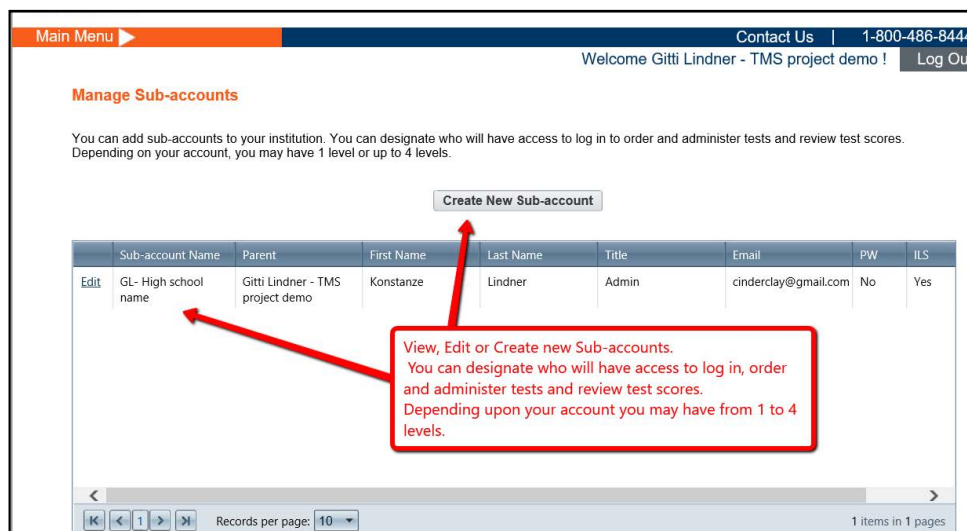
In either case, a PARENT ACCOUNT for the District or State must be set up first, then set up the Sub-account(s) for school(s).

Steps for creating Schools as Sub-accounts under a District “Parent Account”

1. Log into your Client Site. Click the link to **Sub-accounts**.



2. You can **view**, **edit** or **create** a new Sub-account.



3. To **create** a new Sub-account, click **Create New Sub-account**.

Choose the PARENT account from the drop-down menu and fill in the rest of the information. Continue creating as many “Sub-accounts” as needed.

Note: You can change the contact person information at any time after setting up the account. However, the **Sub-Account Name** cannot be changed after it has been created.

The screenshot shows a web form titled "Add New Sub-account". The form contains the following fields and options:

- * Parent: A dropdown menu showing "Gitti Lindner - TMS project demo".
- * Sub-account Name: A text box containing "Best Middle School".
- * First Name: A text box containing "Sandra".
- * Last Name: A text box containing "Linder".
- * Title: A text box containing "Administrator".
- * Email: A text box containing "slinder@bms.com".
- * Re-enter Email: A text box containing "slinder@bms.com".
- * Phone: A text box containing "916-247-1823".
- * Login name: A text box containing "slinder".
- * Test Components: Three checkboxes, all of which are checked: "Writing", "Speaking", and "Reading/Listening".

At the bottom of the form are two buttons: "Save" and "Cancel".

A red callout box on the right side of the form contains the following text:

To create a new Sub-account, choose the PARENT account from the drop-down menu, and enter the required information.

(All information except for the Sub-account Name can be changed later.)

Choose your test components and click SAVE

Testing International
Exclusive Licensee of ACTFL

Welcome Gitti Lindner -

Add New Sub-account

* Parent: --- Please Select ---

* Sub-account Name: --- Please Select --- Best Middle School Gitti Lindner - TMS project demo GL- High school name

* First Name:

* Last Name:

* Title:

* Email:

* Re-enter Email:

* Phone:

* Login name:

* Test Components: ☐ Writing ☐ Speaking ☐ Reading/Listening

Save **Cancel**

2. Creating Sub-Accounts within Sub-Accounts

If multiple people need access to a Sub-account, you can set up Sub-accounts within those Sub-accounts.

Example below: *Sandra Linder*, the Administrator for *Best Middle School*, needs her Test Administrator or a teacher to be able to access their students' test score reports, test labels, etc. A new Sub-account under "*BEST MIDDLE SCHOOL*" should be created.

Create New Sub-account

	Sub-account Name	Parent	First Name	Last Name	Title	Email	PW	ILS
Edit	GL- High school name	Gitti Lindner - TMS project demo	Konstanze	Lindner	Admin	cinderclay@gmail.com	Yes	Yes
Edit	Best Middle School	Gitti Lindner - TMS project demo	Sandra	Linder	Administrator	slinder@bms.com	Yes	Yes

1. Click on "Create New Sub-account."
2. Choose the Sub-account to which a new Sub-account should be added, in this example, Best Middle School.
3. Fill out the contact information, create a login name and choose the test components.

Add New Sub-account

* Parent:

Best Middle School

* Sub-account Name:

Best Middle School- X

* First Name:

Cindy

* Last Name:

Cinder

* Title:

Teacher

* Email:

ccinder@gmail.com

* Re-enter Email:

ccinder@gmail.com

* Phone:

920-534-2053

* Login name:

ccinder

* Test Components:

☒ Writing
☒ Speaking
☒ Reading/Listening

Save

Cancel

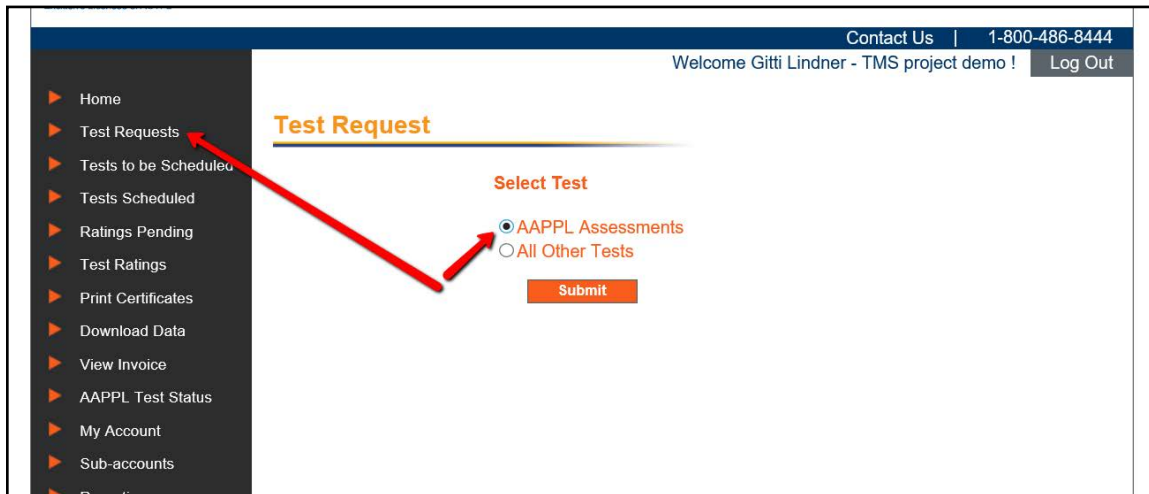
3. Ordering Tests for Accounts with Sub-accounts

Once the Sub-account(s) has/have been created, TEST REQUESTS can be submitted.

You can easily submit ONE file that will allow test and candidate data to flow to the appropriate Sub-accounts, as well as roll all data up to the Parent Account. Or, you can log in to each Sub- account and request tests that way.

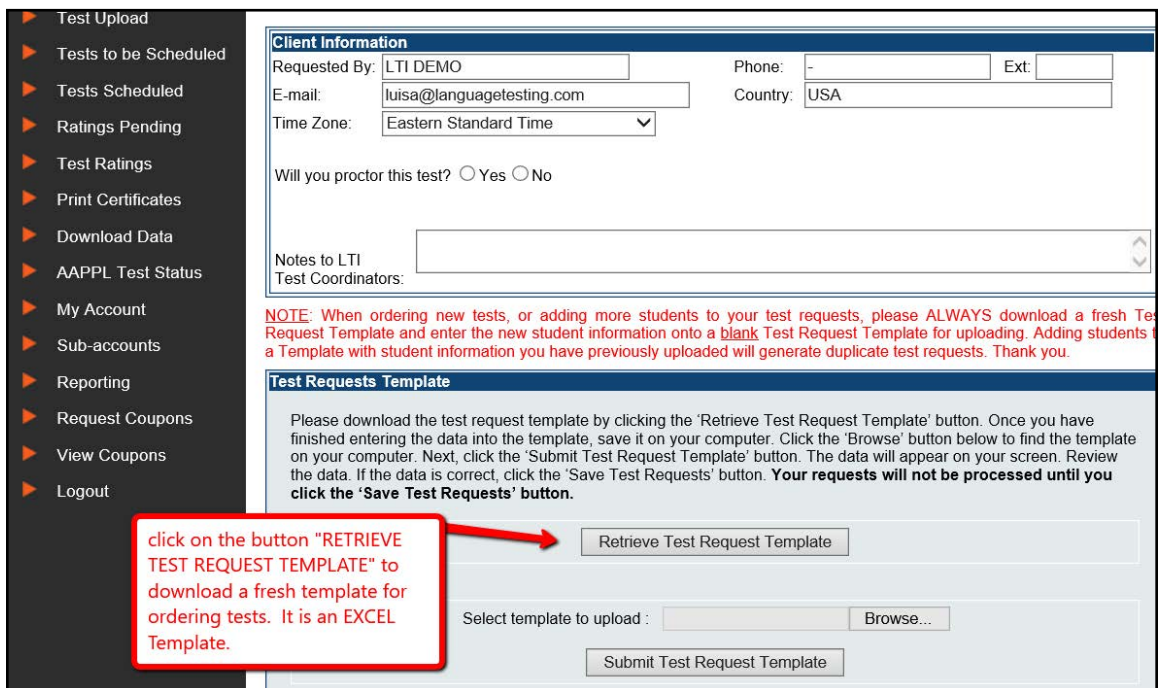
Follow the same TEST REQUESTS steps found on page 5. **The key to guaranteeing that data flows correctly to all accounts is to ensure that the naming conventions for your Schools, Districts, Teachers, etc. remain consistent throughout.** *Refer to the detailed example at the end of this section under Step #3.

1. Click **TEST REQUESTS** on your client site home page. Choose **AAPPL Assessments** or **"All Other Tests,"** if using other LTI assessments.



The screenshot shows the 'Test Request' page. On the left is a dark sidebar with a list of navigation items: Home, Test Requests, Tests to be Scheduled, Tests Scheduled, Ratings Pending, Test Ratings, Print Certificates, Download Data, View Invoice, AAPPL Test Status, My Account, Sub-accounts, and Reporting. The 'Test Requests' item is highlighted with a red arrow. The main content area has a header 'Test Request' and a 'Select Test' section with two radio buttons: 'AAPPL Assessments' (selected) and 'All Other Tests'. A red arrow points to the 'AAPPL Assessments' radio button. Below the radio buttons is a 'Submit' button. At the top right of the page, there is a 'Contact Us' link, the phone number '1-800-486-8444', a welcome message 'Welcome Gitti Lindner - TMS project demo !', and a 'Log Out' button.

2. Download the **Test Request Template**.



The screenshot shows the 'Test Request Template' page. On the left is a dark sidebar with a list of navigation items: Test Upload, Tests to be Scheduled, Tests Scheduled, Ratings Pending, Test Ratings, Print Certificates, Download Data, AAPPL Test Status, My Account, Sub-accounts, Reporting, Request Coupons, View Coupons, and Logout. The 'Test Upload' item is highlighted. The main content area has a 'Client Information' section with fields for 'Requested By' (LTI DEMO), 'E-mail' (luisa@languagetesting.com), 'Phone' (-), 'Ext.' (), 'Country' (USA), and 'Time Zone' (Eastern Standard Time). There is a checkbox for 'Will you proctor this test?' (Yes/No) and a 'Notes to LTI Test Coordinators' text area. Below this is a red 'NOTE' about downloading a fresh template. The 'Test Requests Template' section contains instructions on how to download and use the template. A red box with a red arrow points to the 'Retrieve Test Request Template' button, with the text: 'click on the button "RETRIEVE TEST REQUEST TEMPLATE" to download a fresh template for ordering tests. It is an EXCEL Template.' Below the instructions are buttons for 'Retrieve Test Request Template', 'Browse...' (to select a template to upload), and 'Submit Test Request Template'.

3. The template is an Excel file.

	A	B	C	D	E	F
	State/Province (required)	District (required)	School (required)	Teacher (required)	Student ID Number (required - any format)	Last Name (required)
1						
2	NY	White Plains	White Plains High School	Sandra	abcd1243	
3						
4						
5						
6						
7						
8						
9						
10						

It is vital that these four fields are accurate!

The AAPPL Template upload is dependent upon the values entered in the columns “State”, “District”, “School”, and “Teacher”. The test request upload is based on the account names created. The upload process will validate accounts in order by values in column “Teacher”, followed by “School”, then by “District” and finally by “State”.

Here are examples showing the process of the **AAPPL Template upload**:

1. Say we have the below accounts created:

State1: is the main Parent Account

D1: is the Sub-Account of “State 1”

School1: is the Sub-Account of “D1

Teacher1: is the Sub-Account of “School 1”

School2: is the Sub-Account of “D1”

School3: is the Sub-Account of “D1”

Teacher31: is the Sub-Account of “School 3”

2. Below are the Sub-Account alignments for the Excel template upload.

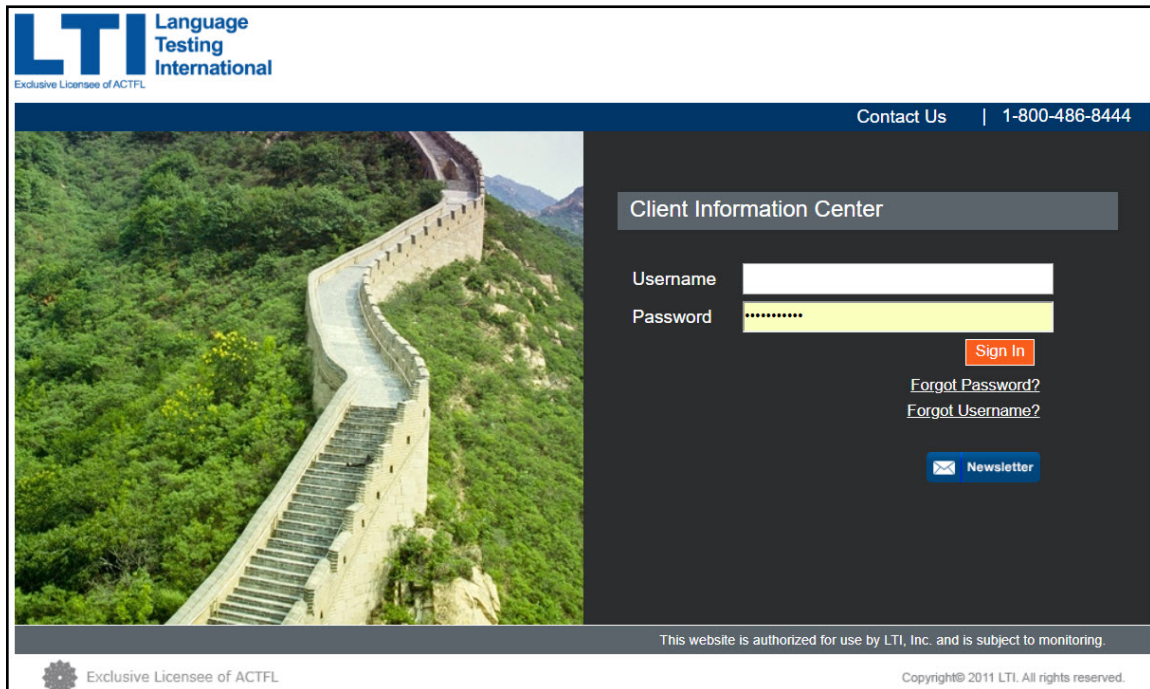
State (required)	District (required)	School (required)	Teacher (required)	Student ID Number (required - any format)	Last Name (required)	First Name (required)	Gender (required)	Language (required)
State1	D1	School 1	Teacher 1	12121	Cand1	Test1	M	Spanish
State1	D1	School 1	Teacher 1	12121	Cand2	Test2	M	Spanish
State1	D1	School 2	Teacher 21	12121	Cand3	Test3	M	Spanish
State1	D1	School ABC	T1	12121	Cand4	Test4	M	Spanish
State1	D1	School 3	Teacher 31	12121	Cand5	Test5	M	Spanish
State11	DX	Sch 1	Tech 1	12121	Cand6	Test6	M	Spanish

3. There are **6 scenarios**. Please refer to the above grid to understand the scenarios:
- a. **“Cand1 Test1”**: During the upload of this record, the system checks for an account named, “Teacher1” under “State1” client hierarchy. Since “Teacher 1” account exists, Test of “Cand1 Test1” will be uploaded under the “Teacher 1” account and client users under “Teacher 1” will have access to it.
 - b. **“Cand2 Test2”**: This scenario is identical to point “a.” above since “Teacher 1” account exists under “State 1” client hierarchy.
 - c. **“Cand3 Test3”**: During the upload of this record, the system checks for an account named, “Teacher 21”. Since in our example of the account structure listed in point 1., “Teacher 21” does not exist, the system will move one level up and attempt to look for “School 2” account. Since “School2” account exists, the test record would be uploaded under “School 2” account and client users under it would have access to the test.
 - d. **“Cand4 Test4”**: During the upload of this record, the system checks for an account named, “T1.” Since “T1” account does not exist, it will go up one level and check for the account named “School ABC”. Again, “School ABC” does not exist, so it moves further up to the district level and checks for an account named, “D1.” Since we have an account “D1,” this test would be uploaded under account “D1” and client users for “D1” account will have access to the test.
 - e. **“Cand5 Test5”**: During the upload of this record, the system checks for an account named “Teacher 31” under “State1” hierarchy. Since it exists, it will be uploaded under the “Teacher 31” account and client users under this account will have access to the test.
 - f. **“Cand6 Test6”**: During the upload of this record, the system checks for an account “Tech1”, but it does not exist. It then tries to check for “Sch1”, again not found in the system. It then tries a level up i.e., “DX”; account “DX” also does not exist. It moves further up to “State,” (i.e., It looks for an account named “State11”), which again is not found within the “State1” account hierarchy structure. Since it failed to match any names provided in the Teacher, School, District and State columns, it uploads the test under the account in which the user is logged in. In our example (highlighted in point 2), the user is logged in to “State1” so this test would be uploaded into the “State1” account.

C. Canceling a scheduled test

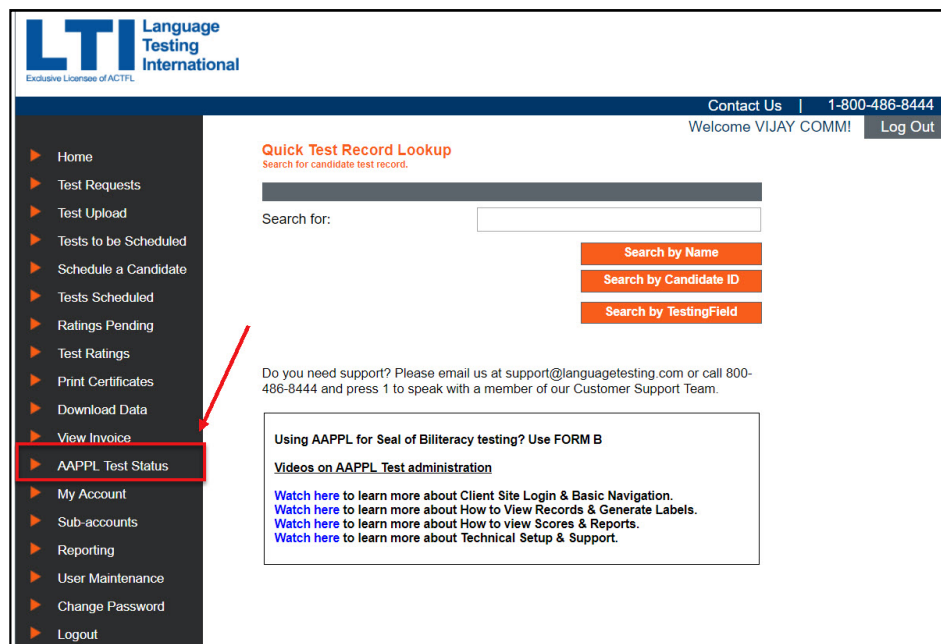
To cancel an AAPPL Measure test already scheduled, follow these steps:

1. Log in to your AAPPL Client Site account at www.languageTesting.com/client.



The screenshot shows the LTI Language Testing International Client Information Center login page. The page features the LTI logo and "Exclusive Licensee of ACTFL" text in the top left. A navigation bar at the top right includes "Contact Us" and "1-800-486-8444". The main content area has a large image of the Great Wall of China on the left and a login form on the right. The login form includes fields for "Username" and "Password", a "Sign In" button, and links for "Forgot Password?" and "Forgot Username?". A "Newsletter" button is also present. At the bottom, there is a footer with "Exclusive Licensee of ACTFL" and "Copyright © 2011 LTI. All rights reserved."

2. Once logged in, click **AAPPL Test Status** on the home page menu.



The screenshot shows the LTI Language Testing International Client Site home page after login. The page features the LTI logo and "Exclusive Licensee of ACTFL" text in the top left. A navigation bar at the top right includes "Contact Us" and "1-800-486-8444". The main content area has a large image of the Great Wall of China on the left and a login form on the right. The login form includes fields for "Username" and "Password", a "Sign In" button, and links for "Forgot Password?" and "Forgot Username?". A "Newsletter" button is also present. At the bottom, there is a footer with "Exclusive Licensee of ACTFL" and "Copyright © 2011 LTI. All rights reserved."

- To search for a record, enter specific dates and click **SEARCH** or **SEARCH ALL RECORDS**. The second option will pull up every record under your account.

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Exclusive Licensees of ACTFL

Contact Us | 1-800-486-8444
Welcome VIJAY COMM! Log Out

Test Status
You can view details of tests ordered, administered, and rated on your account. You can also export data to an Excel spreadsheet, and print login information for candidates.

Select criteria for your search

From: To:

* Indicates required fields

- After the record appears, use the scroll bar at the bottom of the window. Scroll to the right, then click, **Cancel Test**.

LTI Language Testing International
Exclusive Licensees of ACTFL

Main Menu | Contact Us | 1-800-486-8444
Welcome VIJAY COMM! Log Out

Test Status
You can view details of tests ordered, administered, and rated on your account. You can also export data to an Excel spreadsheet, and print login information for candidates.

Select criteria for your search

* From: 2/26/2018 To: 2/26/2018

* Indicates required fields

Show/Hide Columns ☐ Select All

Geography: ☐ State ☐ District ☐ School ☐ Teacher

Test Info: ☐ Login Details ☐ Chinese Language Style ☐ Test Form ☐ Score Report

Student: ☐ School's Student ID ☐ Gender ☐ Grade Level ☐ Course Level (years of study)

☐ Include AAPPL Score Overview with the Score Report

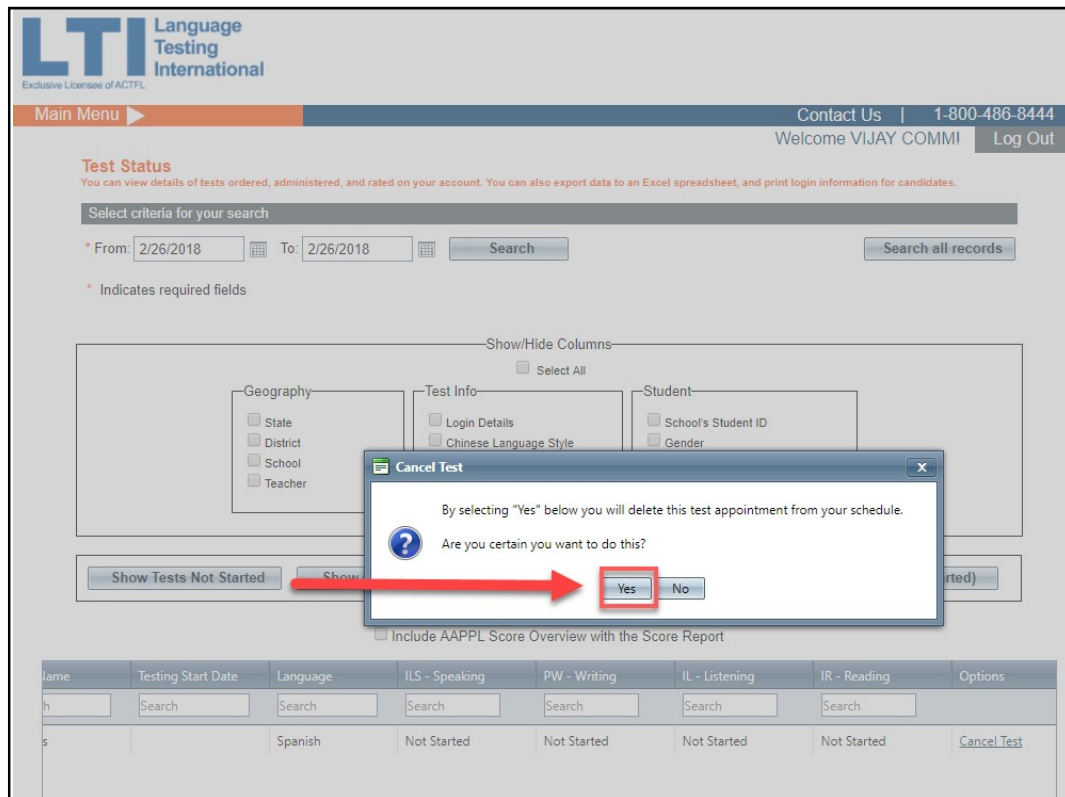
2. Click "Cancel Test"

ame	Testing Start Date	Language	ILS - Speaking	PW - Writing	IL - Listening	IR - Reading	Options
Search	Search	Search	Search	Search	Search	Search	Cancel Test

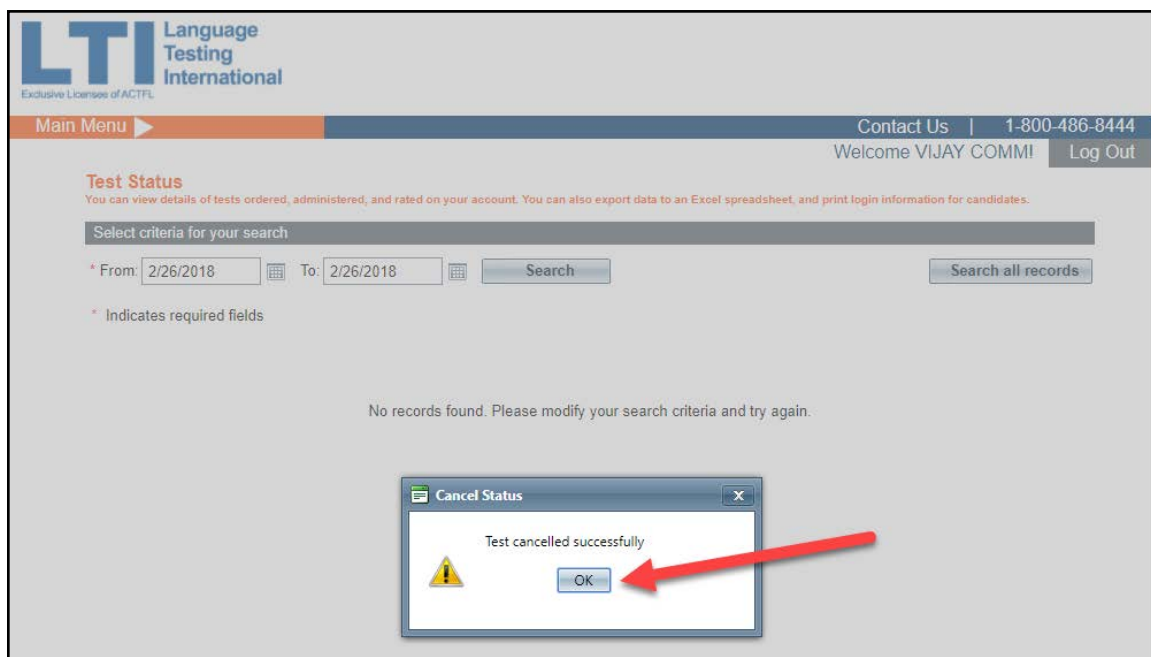
1. Select student record and scroll bar at the bottom all the way to the right

Records per page: 10 1 Items in 1 pages

- Click "YES" to update the record.



- A pop-up will appear asking to confirm the cancellation. You will also receive an e-mail notification confirming the cancellation.



Print Labels and view AAPPL Test Status

A special feature of AAPPL Measure allows you to print labels with test information to distribute to the students. These labels have the students' names, AAPPL test site URL, language being tested, and their individual Usernames and Passwords for the AAPPL Measure test. This will allow students to log themselves in to the test. This feature is formatted for use with Avery 5160 labels.

If the program closes or freezes for any reason, the Proctor may restart the test for the candidate by signing back into the website and re-entering the candidate's Username and Password.

The screenshot shows the LTI Language Testing International website. A blue oval at the top says "To view AAPPL Test Status, Student information, test information, print labels and more...". The left sidebar has a menu with "AAPPL Test Status" highlighted. The main content area is titled "Test Status" and includes a search form with "From:" and "To:" fields, a "Search" button, and a "Search all records" button. A red box with an arrow pointing to the "Search" button contains the text: "Click on AAPPL Test Status and enter your date range, and click on SEARCH." A red arrow also points from the "AAPPL Test Status" menu item to the search form.

The screenshot shows a web browser window with the URL <https://tms.languagetesting.com/clientsite/AapplLabelsV2.aspx>. A blue box at the top says "*Note: Be sure to turn off your pop-up blocker when choosing 'Print Labels'". A red box with an arrow pointing to the "Print Labels" button contains the text: "to print labels, you'll need Avery Address Label 5160". Below the browser window, a table displays student information for two students: demo1 and Giti Lindner. The table includes columns for Username, Password, and the AAPPL test site URL.

Student Name	Language	Username	Password	Test Site URL
demo1	chinese	12345	N570222	http://aappl.actfltesting.org
Giti Lindner	German	43425	J760295	http://aappl.actfltesting.org

Find Score Reports & Print Certificates

To **FIND Score Reports**, click AAPPL TEST STATUS from the home page. Select date range criteria for your search or click SEARCH ALL RECORDS. Check “Include AAPPL Score Overview with the Score Report” box, then click “SHOW COMPLETED TESTS”. Scroll to the right to view individual student score reports or click “EXPORT TO EXCEL”.

Test Status
You can view details of tests ordered, administered, and rated on your account. You can also export data to an Excel spreadsheet, and print login information for candidates.

Select criteria for your search

* From: [] To: [] **Search** **Search all records**

* Indicates required fields

Show/Hide Columns

☐ Select All

Geography

- ☐ State
- ☐ District
- ☐ School
- ☐ Teacher

Test Info

- ☐ Login Details
- ☐ Chinese Language Style
- ☐ Test Form
- ☒ Score Report

Student

- ☐ School's Student ID
- ☐ Year of Study
- ☐ Gender
- ☐ Type of Instruction
- ☐ Grade
- ☐ Relationship To Language
- ☐ Grade Level
- ☐ Additional Information

Show Tests Not Started **Show Completed Tests** **Export to Excel** **Print Labels (Tests Not Started)**

☒ Include AAPPL Score Overview with the Score Report

First Name	Last Name	Testing Start Date	Language	ILS - Speaking	PW - Writing	IL - Listening	IR - Reading
------------	-----------	--------------------	----------	----------------	--------------	----------------	--------------

To **PRINT score reports** for your students, go to the “**Print Certificates**” section of your client site. Search by name or date. Select the certificates you want to print and click the “Get Certificates” button. If you would like an explanatory cover sheet of the AAPPL rating scale to print as a front/back on each score report, check the box.

Print Certificates

Select criteria for your search

* From: [] To: [] First Name: [] Last Name: [] **Search**

* Indicates required fields

Home
Test Requests
Tests to be Scheduled
Tests Scheduled
Ratings Pending
Test Ratings
Print Certificates
Download Data
AAPPL Test Status

Select all or specific students for whom you would like to get certificates.

[Print Certificates](#)

Select criteria for your search

* From: 3/26/2018 To: 4/17/2018

* Indicates required fields

If you would like the AAPPL Score Overview page to print with the Score Report, check the box.

First Name: Last Name:

[Search](#)

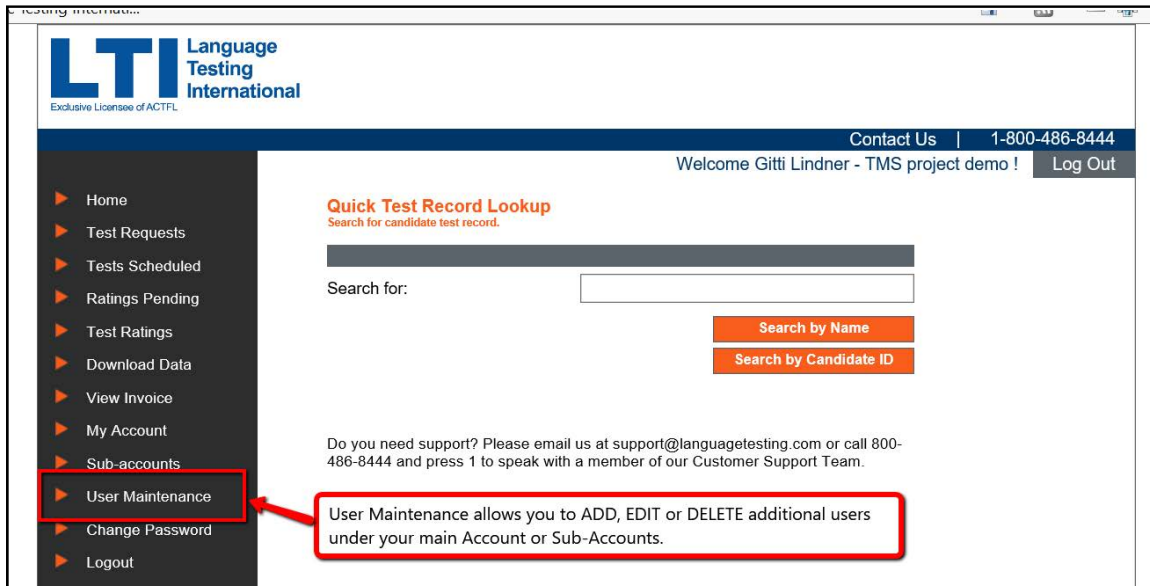
[Get Certificate\(s\)](#)

☐ Include AAPPL Score Overview with the Score Report

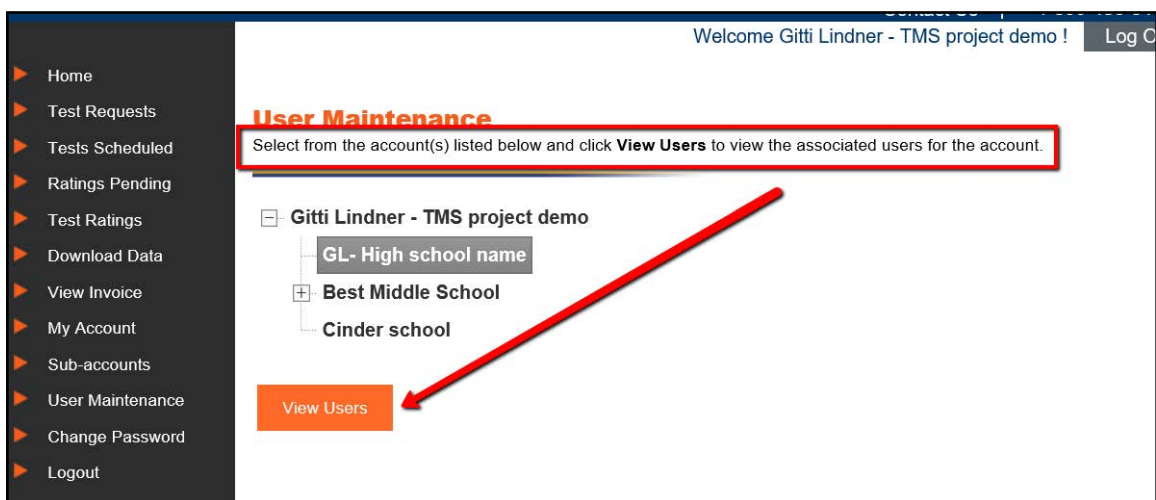
<input checked="" type="checkbox"/>	Candidate Name	Candidate ID	School	Teacher	District	State	Product	Language
<input checked="" type="checkbox"/>	Test1 Test1	103200369	White Plains High School	Mr. Jones	White Plains	NY	Full APPL Test	Thai
<input checked="" type="checkbox"/>	Test1 Test1	103200369	White Plains High School	Mr. Jones	White Plains	NY	Full APPL Test	Thai
<input checked="" type="checkbox"/>	Test1 Test1	103200369	White Plains High School	Mr. Jones	White Plains	NY	Full APPL Test	Thai
<input checked="" type="checkbox"/>	Test1 Test1	103200369	White Plains High School	Mr. Jones	White Plains	NY	Full APPL Test	Thai

User Maintenance

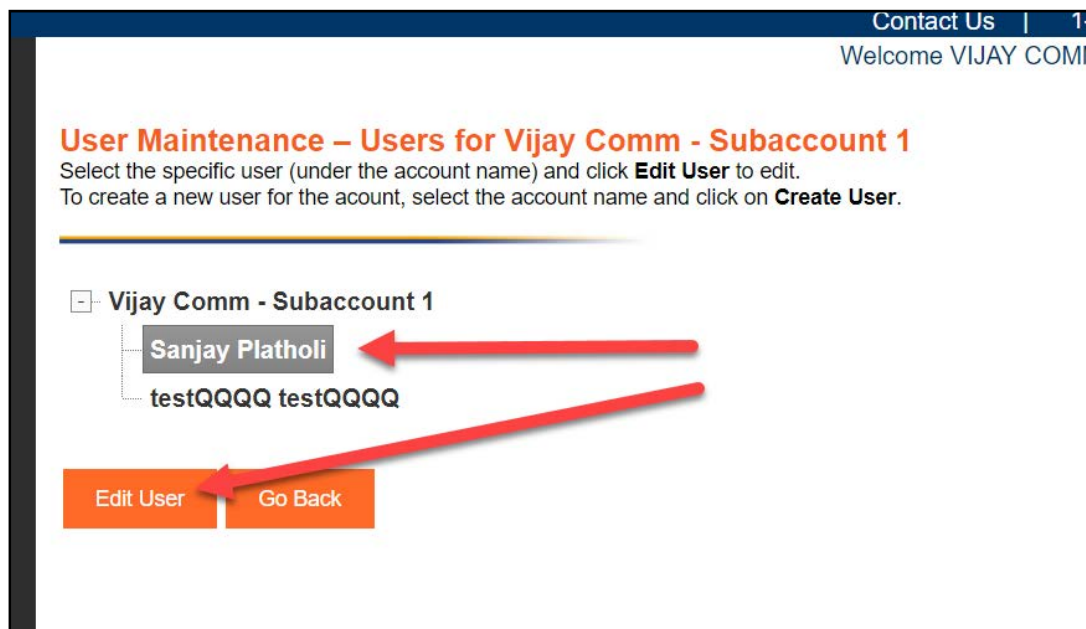
To **edit users**, **make a user inactive** or **active**, or **add new users**, go to the **User Maintenance** section of your client site.



To **Edit an Existing User** or **Make a User Inactive or Active**, select the account or Sub-account you would like to make changes to and click **View Users** to see all the users under that account.

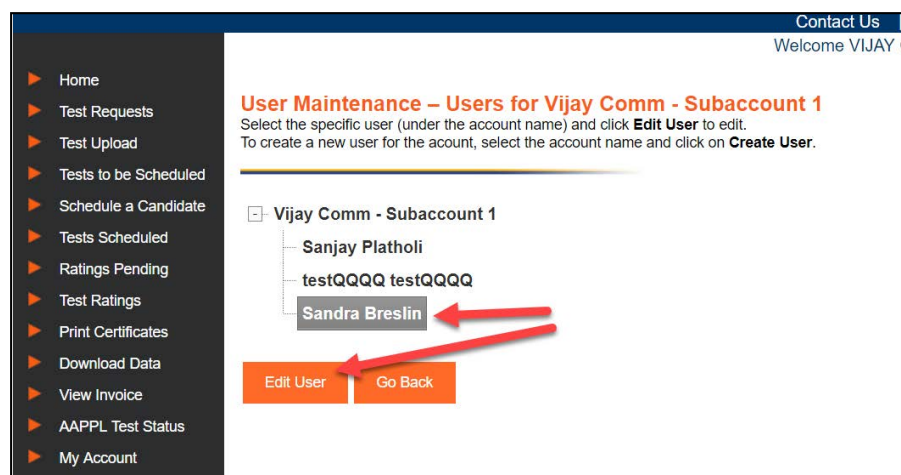


Select the specific user you'd like to make changes to under that account name and click **Edit User**.



The user information will appear, and you will be able to edit the areas you wish to change (Name, Phone, E-mail, Username, User Active Status).

After any changes or edits, click **Save**.



Contact Us | 1-800-486-4444
Welcome VIJAY COMM!

User Maintenance - Edit User for Account: Vijay Comm - Subaccount 1

* Indicates a required field

* First Name:

* Last Name:

* Phone:

* Email:

* Username:

* User Active? ☒ Yes ☐ No

Select Modules

- ☒ Home
- ☒ Print Certificates
- ☐ Change Password
- ☒ Test Requests
- ☒ Logout
- ☒ AAPPL Test Status
- ☒ My Account
- ☐ Sub-accounts
- ☒ Reporting

To **Add a New User** to an account, select the account name and click on **Create User**.

Contact Us
Welcome VIJAY

User Maintenance – Users for Vijay Comm - Subaccount 1

Select the specific user (under the account name) and click **Edit User** to edit.
To create a new user for the account, select the account name and click on **Create User**.

☒ **Vijay Comm - Subaccount 1**

Sanjay Platholi

testQQQQ testQQQQ

Enter the new user's information and select the modules you would like him or her to access in the client site. Once completed, click **Save**.

Note: You will have to create a username for the new user, and then the system will generate a password that is e-mailed directly to the new user's e-mail account that was entered during new user setup. The new user will be prompted to change the password the first time he/she logs in.

The screenshot shows a web application interface for adding a new user. On the left is a dark sidebar with navigation links: Home, Test Requests, Tests Scheduled, Ratings Pending, Test Ratings, Download Data, View Invoice, My Account, Sub-accounts, User Maintenance, Change Password, and Logout. The main content area has a header with 'Contact Us | 1-800-486-8444', 'Welcome Gitti Lindner - TMS project demo!', and a 'Log Out' button. The title is 'Add New User for Account: GL- High school name'. Below this is a form with fields for First Name (Nicole), Last Name (Bowen), Phone (520-003-2874), Email (nbowen@languagetesting.com), Re-enter Email (nbowen@languagetesting.com), Username (nbowen), and User Active? (radio buttons for Yes and No). To the right is a 'Select Modules' section with checkboxes for Home, Print Certificates, Change Password, Test Requests, Logout, AAPPL Test Status, My Account, Sub-accounts, and Reporting. At the bottom are 'Save' and 'Cancel' buttons. A red-bordered box contains a note: 'Fill out the new user's information and select the modules you would like him or her to have available with their client site login. NOTE: You create the username, and the system generates a password that is emailed to the user. The user will be prompted to change the password the first time he/she logs in.'

Once you have saved the new user information, you will see a confirmation message and you will be able to **Return to Users**, where the new user name will be listed under that account.

The screenshot shows a confirmation message on the same web application interface. The title is 'Add New User for Account: Vijay Comm - Subaccount 1'. The message says 'User created successfully'. Below the message is an orange button labeled 'Return to Users'. The header and sidebar are the same as in the previous screenshot.

The screenshot shows the 'User Maintenance' page for account 'GL- High school name'. The title is 'User Maintenance – Users for GL- High school name'. Below the title is a brief instruction: 'Select the specific user (under the account name) and click **Edit User** to edit. To create a new user for the account, select the account name and click on **Create User**.' Below this is a list of users under the account name 'GL- High school name'. The list contains two entries: 'Konstanze Lindner' and 'Nicole Bowen'. A red arrow points to the name 'Nicole Bowen'. The sidebar and header are the same as in the previous screenshots.

Technical Requirements for Hosting the AAPPL Measure Test

Technology Preflight Session with LTI Tech Support

For large volume testing, at least 2 weeks prior to testing, we recommend scheduling a **Technology Preflight Session** between the school's IT contact(s) and LTI's tech support by sending an e-mail request to techsupport@languagetesting.com.

Ports

TCP 80

TCP 443

TCP 1935 (this is the port used for tests with streaming content.)

Firewall/ Web Filter Content Whitelisted

BL-AAPPL-AMS-777299592.us-west-2.elb.amazonaws.com (TCP 1935) outbound
d3sn592to6vb64.cloudfront.net (TCP 80) outbound duhbaddmanamr.cloudfront.net (TCP 80) outbound

How to test

<http://aappldemo.actfltesting.org/>

Workstation Requirements Windows 7 Enterprise

Windows 7 Ultimate

Windows 8.1

Windows 10

Keyboard Settings

If the **Presentation Writing** component of AAPPL is being assessed, the school's technology coordinator or IT support person must be notified 2-3 weeks in advance of the test date to verify keyboard readiness prior to administering the test. The most common way in the US to type in a character-based language on a Windows-based computer is to set the [input language](#). Alternatively, for older Windows-based computers, ["Alt" key combinations](#) can be used to enter diacritical marks for the French, German and Spanish assessments. For Macintosh computers, select the language as the input source in System Preferences. To check your computer keyboard for readiness, please go to the [AAPPL Measure System Check](#).

IMPORTANT NOTE: To use ALT CODES, a keyboard with the number pad on the right-hand side of the keyboard is required. Additionally, ALT CODES will only work with Windows Based PCs.

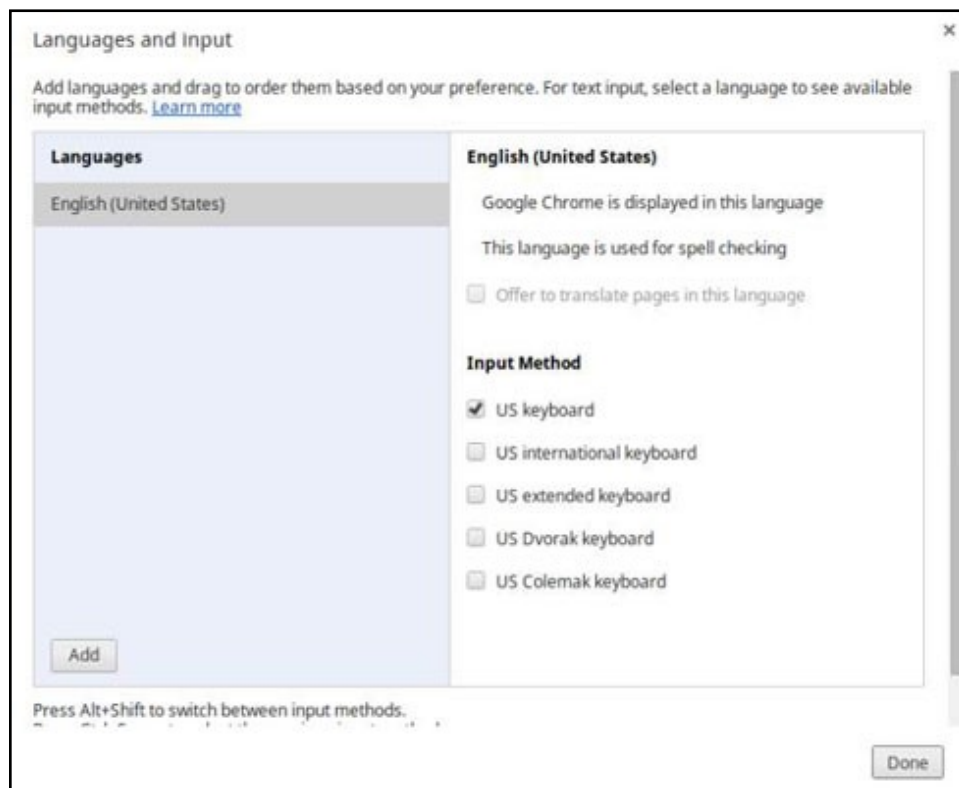
See Keyboard Setup/Use Instructions for [Arabic, Chinese, French, German, Russian, Spanish](#).

CHROMEBOOK USERS:

To change Chromebook keyboard settings from English, do so by following these steps:

NOTE: Chromebook users will have to search how to use ALT CODES with Chromebooks.

1. Click the status area in the bottom-right of the device.
The settings panel appears.
2. Select Settings.
The Chromebook Settings page loads in the Chrome browser.
3. Scroll down to the **Device** section and click **Keyboard Settings**.
The **Keyboard Settings** dialog box appears.
4. Click the **Change Language** and **Input Settings** link at the bottom of the dialog box.
The **Languages** and **Input** dialog box appears, as shown in the figure.
The language selected when the device was originally set up appears in the **Languages** pane on the left side of the dialog box.

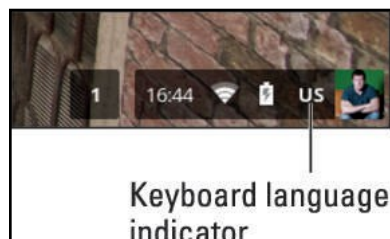


5. To change the language, click the **Add** button at the bottom of that pane.
The **Add Language** dialog box appears.



6. Select the language you desire from the drop-down list of available languages.
7. Click OK.
The language you selected is added to the list of languages in the **Language** pane.
8. Click the newly added language to highlight it.
9. A list of options appears in the right pane of the **Languages and Input** dialog box.
10. In the **Input Method** section, check the box for the desired keyboard(s).
11. Click **Done**.

You know that you have successfully added another keyboard language if a language indicator appears in your status area in the lower-right corner of the screen as shown below.



To activate the newly-added keyboard, following these steps:

1. Click the status area in the lower-right corner of your desktop.
The **Settings** panel opens.
2. Click the keyboard option located at the top of the panel.
A menu of available keyboards appears.

- Click the desired keyboard language.
- Once the keyboard is changed to the new language, the keyboard input will reflect the language selected. To change the keyboard back to English, repeat the preceding steps.

For keyboard input methods, run a Google search for the specific language needed. Example: Arabic keyboard shown below

-	!	@	#	\$	%	^	&	*	()	-	+	Backspace
Tab	ض	ص	ث	ق	ف	غ	ع	ه	خ	ح	ج	ة	
Caps Lock	«	»	ي	ب	ل	أ	ت	ن	م	:	"	Enter	
Shift	ظ	ط	ذ	د	ز	ر	و	<	>	?	/	Shift	
Ctrl	Alt	Cmd Key									Cmd Key	Alt	Ctrl

Chromebook Support:

Contact Chromebook directly <https://support.google.com/chromebook/answer/6250945?hl=en> or conduct a Google search for additional device-specific questions.

ACTFL / LTI are the assessment content and platform delivery providers. We are unable to provide device-specific support for PCs, MACs, Chromebooks, etc.

Ensuring Internet speed for simultaneous testing

Wireless networks often tend to accommodate fewer simultaneous test administrations than computers that have wired access to the Internet. **It is recommended that schools not administer AAPPL wirelessly if low bandwidth is an issue.**

We recommend scheduling a **Technology Preflight Session** two-to-three weeks prior to the start of testing between the school's IT contact and LTI's tech support by sending an e-mail to techsupport@languagetesting.com.

See below for technical help

<https://support.microsoft.com/en-us/kb/972813> (Windows 7)

<https://support.microsoft.com/en-us/kb/2607607> (Windows 8)

<https://www.microsoft.com/en-US/windows/windows-10-specifications> (Windows 10)

CUSTOMER SUPPORT

For live customer support, contact us at (914) 963-7110 ext. 708 or (800) 486-8444 ext. 708 between 8:00 am and 7:00 pm Eastern time, Monday through Friday, or by e-mail at aapplhelp@languagetesting.com.

TECHNICAL SUPPORT

For live technical support, contact us at (914) 963-7110 ext. 709 or (800) 486-8444 ext. 709 between 8:00 am and 7:00 pm Eastern time, Monday through Friday, or by e-mail at techsupport@languagetesting.com.

AAPPL “HOW-TO” VIDEO LIBRARY

Client Site Navigation [Videos](#) (2-3 minutes in length)

AAPPL Testing & Proctoring Guide



Before the Assessment Begins

- In advance of testing, print student login labels and bring them to class or the testing lab on testing day.
- Direct students to <http://aappl.actfltesting.org> to take their tests.

Teacher and Student Familiarization:

- » Watch the video on the **ABOUT** page.
- » Review the [Tasks & Topics](#) page to know what will be on the test.
- » Set goals/strategies using the **Score Descriptions** and **Sample Score Report** on the **Scores** page.
- » Check out the tips videos on the **Tips** page.
- » Take the Practice Test on the **Demo** page.
- » Learn everything you ever wanted to know about AAPPL, and more on the **FAQs** page!

Technology:

- » Ask your Technology Coordinator to review the **Technology FAQs**.
- » Request that an IT staff-person help you with headset/microphone setup and settings.
- » Run the **System Check** in advance, and again just prior to testing to ensure proper settings.
- » Request that an IT staff-member be on hand to assist you with local issues during testing.

To Begin Testing

- » The test proctor should provide test takers with the information below.
- » The address for the test is: <http://aappl.actfltesting.org>

During the Assessment

Proctors Agree to Comply with the Following Stipulations and Procedures:

1. For each student, the proctor will receive logins and passwords either by logging on to their Client Site and clicking on AAPPL Test Status, or from an administrator. These should remain confidential and are not to be shared with anyone who is not directly involved in proctoring the assessment.
2. The proctor must ensure that the technical specifications for administering the test have been met prior to administering the test. (Under “FAQs” see “Technology” at <https://www.languagetesting.com/aappl-faqs>.)
3. The proctor will ensure that the students do not bring any pens, pencils, notes, paper, dictionaries, iPods, laptops, cell phones, cameras, pagers, or any other electronic devices of any kind into the test room.

4. Neither the proctor, nor students, nor any other party may make a copy – by hand, camera, phone, printer, or any machine – of any test materials.
5. The AAPPL test records students' speech. To be scored, the recordings are evaluated by live ACTFL-certified AAPPL raters. Therefore, the proctor is responsible for ensuring a QUIET environment for testing. If the noise level in the room becomes too loud, it will create background noise on the recordings and will interfere with or prevent ACTFL raters from being able to score the speaking tests. If this requirement is NOT adhered to, your tests may be rendered "Unratable" (UR). This is your responsibility. LTI/ACTFL accepts no responsibility for unratable tests due to a proctor's failure to comply with this requirement.
6. Immediately before administering the speaking test (Interpretive Listening and Speaking – ILS), please warn students that the use of inappropriate language is not acceptable. If a student is heard speaking with another student during testing, it will be reported to their proctor and the student will receive a score of UR (Unratable).
7. In the Presentational Writing (PW) component of the test, some students tend to spend too much time writing one answer, and as a result, they sometimes run out of time to complete the test. In advance of testing, direct students to the TIPS videos at <https://www.languagetesting.com/aappl-tips>, and remind them that they need to provide enough language to be rated, but not so much that they can't complete the writing section with the rest of the class.
8. Actively monitor the room during testing. QUIETLY help individual students who need help to navigate through the test or who need technical assistance with their computer. DO NOT HELP THEM ANSWER THE TEST QUESTIONS! Seek local IT assistance or contact LTI if local IT support cannot help.
9. Assure that students are NOT talking to each other or looking at another student's computer screen.
10. The proctor may hand out the logins and passwords to each student on a slip of paper, but **the proctor is responsible for collecting each login and password slip from each student before the end of the testing session.** This avoids the risk of students potentially taking the test from home, having assistance during the test, or sharing test content.
11. The proctor must remain in the room with the students for the duration of the test to ensure that the students do not use any resources (i.e. dictionaries, grammar texts, notes, etc.), or call upon others to assist them with answering the test prompts.
12. Should the computer freeze-up or the program close, simply sign the student back into <http://aappl.actfltesting.org> and restart the test. The test will automatically resume from the point at which the student was disconnected. If this fails, the proctor should call LTI for assistance at (800) 486-8444 ext. 708 or 914-963-7110, or send an e-mail to: aapplhelp@languagetesting.com.

After the Testing Session

- After testing is completed, the test proctor, teacher, or any account holder can log in to the client site to access test score reporting. This is accessed by visiting www.languagetesting.com/client.
- The **Interpretive Reading and Listening** components are machine-scored and scores are available immediately after testing.
- The **Interpersonal Listening and Speaking** and **Presentation Writing** components are rated by ACTFL-certified AAPPL raters. Test results will be made available within 10 business days after test administration. Check the test results screen periodically to view the status of the ratings.
- After scoring is complete, individual test taker score reports can be printed, or an Excel file of test results may be downloaded. Do not allow the test takers to access the teacher report page or see other test taker scores.

CUSTOMER SUPPORT

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AAPPL “HOW-TO” VIDEO LIBRARY

Client Site Navigation [Videos](#) (2-3 Minutes in length)

AAPPL FAQs

I need to stop the test. Will responses be saved?

Yes. Whatever answers the student has completed will be saved. When the student logs back in, the test will resume with the next question.

If the Presentational Writing component of the test is in use, have the student hit the “submit” button before logging out. Otherwise, the system will not save the writing done up to that point.

Test is frozen

Please log the student out of the test and log back in. If you are still not able to proceed with the test, please contact your school’s IT department to determine if there is internet connectivity or latency issues.

The students’ microphone volumes are too low.

To increase the microphone volume, follow the steps below.

1. Go to the System Check Page at <http://aappl.actfltesting.org/AAPPLSystemCheck/>.
2. Locate the “**MICROPHONE**” section.
3. A pop-up window will be displayed on your screen labeled “**Adobe Flash Player Settings.**”
4. Select “**Allow.**”
5. Click on the “**CONFIGURE**” button.
6. A pop-up window will be displayed on your screen labeled “**Adobe Flash Player Settings.**”
7. Click on the tab that has the icon of a microphone.
8. Locate the “**Record Volume**” and adjust the level.
9. Click on the “**Close**” button when finished.

Website not loading/moving slowly:

This is likely a local bandwidth issue. If you reduce the number of users, or stagger the test start times, the speed of the site should improve.

When I click on the “Print Label” button nothing happens.


Most likely, the pop-up blocker is enabled. Disable the pop-up blocker for the PRINT LABEL button to work properly. Please contact your IT person to disable the pop-up blocker.

When I click on the “Get Certificate” button, nothing happens.

Most likely, the pop-up blocker is enabled. Disable the pop-up blocker for the GET CERTIFICATE button to work properly. Please contact your IT person to disable the pop-up blocker.

How do I set up the keyboards so my students can type in the language? (For Presentational Writing component of the AAPPL test only)

Refer to pages 26-28 of this User Manual. Additionally, you can visit the [AAPPL System Check](#) page, scroll all the way to the bottom of the screen, and follow the instructions under **Language Support**.


<p>Language Support</p>	<p>For the Writing Assessment, candidates need to type in the target language.</p>	<p>Type in the box below using the target language. Click on the buttons to change the direction of the text.</p> <div data-bbox="787 283 1023 409" style="border: 1px solid black; height: 60px; margin: 10px 0;"></div> <p>See Keyboard Setup/Use Instructions Arabic Chinese French German Russian Spanish</p> <p>Can you type in the box above using the target language?</p> <div data-bbox="820 535 990 567"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div>	
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Part of the screen is not showing or is cut off

Try holding the “CTRL” button and press the “-” key on the number pad (*if you are using a **Windows based computer***) to make the screen smaller. This should make the testing screen more visible. If that doesn’t work, please contact your school’s IT person to adjust the screen resolution.

Microphone Check


1. Adobe Flash Player Settings: allowing Camera and Microphone Access

 **Microphone Check**

Before you begin, please set up the sound levels on your headphones and test the microphone with a clear, normal voice. Be sure not to blow into the microphone or touch it with your mouth or hands. When you are finished, click on the “Next” button.

1

Click **Play** to check the volume. Put on the headphones. Adjust the computer’s volume to your preference.



2

Click **Record** to check the microphone. Talk in



Adobe Flash Player Settings


Privacy

Allow <https://aapldemo.actfltesting.org> to access your camera and microphone?

☒ Allow
 ☐ Deny


☒ Remember



3

Click **Listen** to hear your recorded voice.

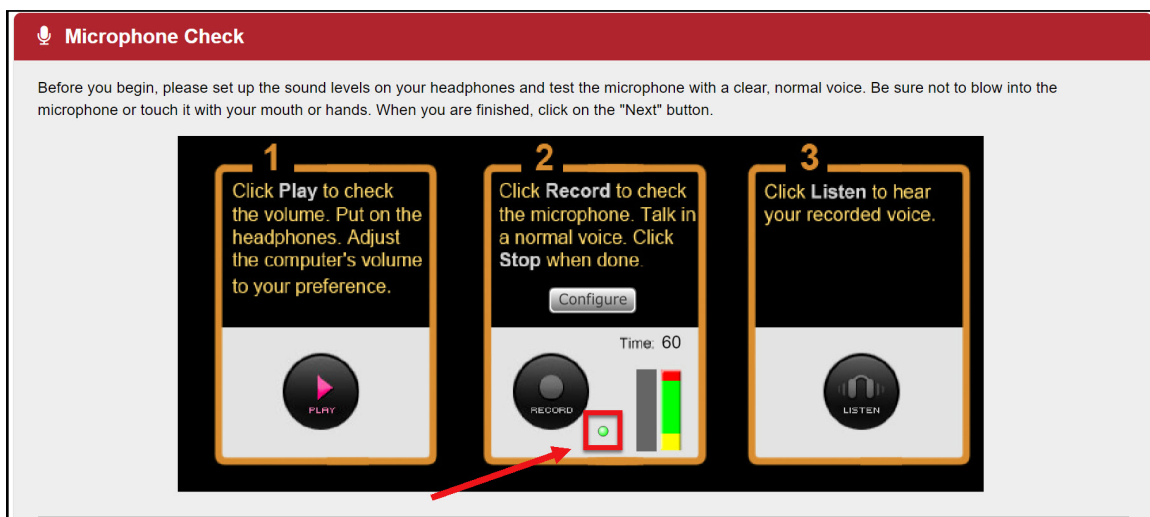


Allowing Adobe Flash Player Settings permission to run is very important when testing.

Students should **ALWAYS** click “**ALLOW**” when Adobe Flash Player Settings is trying to access the computer’s camera and/or microphone. If they click “**DENY**”, the test will become inactive causing the students to see a black or a blank screen. If this is the case, the students will need to log out, log back in, then click “**ALLOW**” when the Adobe Flash access pop-up appears again.

When students are working on a Google Chrome browser, this will pop up **every-time** a video or audio instruction comes on. Ensure students click “**ALLOW**” **every time**.

2. Completing Microphone Settings



If the **RECORD** button is greyed out, that could mean:

- a. The student did not click “**ALLOW**” on the Adobe Flash Player Settings window.
 - b. The Microphone is not plugged in securely.
 - c. The Port is not open (**PORT 1935**): in this case, the little circle next to the **RECORD** button will be red or won’t have color at all. **YOU WILL NEED TO CONTACT YOUR SCHOOL’S IT PERSON TO OPEN THE PORT.**
3. If a student is speaking and the **Microphone Level Indicator** does not go up and down, that means the microphone that is plugged in is not selected as the default microphone.

How to Select a Microphone:

1. Click on the “**CONFIGURE**” button.
2. A pop-up window will be displayed on your screen labeled “**Adobe Flash Player Settings.**”
3. Click on the tab that has the icon of a microphone.
4. Locate the “**MICROPHONE**” dropdown menu & select the microphone connected.
5. Locate the “**Record Volume**” and adjust the level.
6. Click on the “**Close**” button when finished.

My Template does not seem to work/upload

Make sure you are using the latest template downloaded directly from your AAPPL Client Site Account. **Do not delete or alter any columns/fields on the template.** Please download a new **Test Requests** template from your client site and resubmit the information.

I made a mistake when I uploaded my template. Can I just submit a new template?

No, do not submit a new template until the records currently in your client site have been deleted. Uploading a new template will not replace the current record on your site; it will only create new ones. **To avoid having duplicated records, delete the existing ones and then submit a new template with the corrections.**

Submitting Test Accommodation Requests:

1. Send the accommodation request to accommodations@languagetesting.com
 - » it takes 10 business days after a request has been received for the review process to be completed and accommodations to be arranged.)
 - » Indicate the need for accommodations, and the type of accommodation(s) needed.
 - » Provide a copy of the appropriate documentation of the student’s condition and how it is expected to affect the test taker’s ability to take the test under standard conditions (A letter from the school confirming the accommodation or supporting documentation from the professional who diagnosed the condition are acceptable forms of documentation.).
 - » List the devices that may have to be used to help with the accommodation process (LTI is not responsible for providing those devices for test accommodations).
2. LTI will contact the school within 2 weeks of submitting the request regarding the accommodations request.
3. After the review process has been completed, register the ACTFL assessment(s) and send the confirmed test date to accommodations@languagetesting.com.