

AAPPL TECH FAQS

I NEED TO STOP TEST, WILL RESPONSES BE SAVED?

“Yes. Whatever answers your student has completed will be saved. When they log back in, the test will start them at the next questions. However, if you are doing the writing test, please have the student hit the “submit” button before logging out. Otherwise, the system will not save the writing they’re doing on this last part.”

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 LTI at customer care@languagetesting.com

THE STUDENTS MICS ARE TOO LOW

Please follow the steps below to increase the microphone volume.

1. Go to the System Check Page at <http://aappl.actfltesting.org/AAPPLSystemCheck/>
2. Locate the ‘MICROPHONE’ section
3. A pop-up window be displayed on your screen labeled “Adobe Flash Player Settings”
4. Select ‘Allow’
5. Click on the “CONFIGURE” button
6. A pop-up window 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. Please try reducing the number of users taking the test at this moment. If you reduce the number of users, the speed of the site should improve.

When I click on the Print Label button nothing happens

That means the pop-up blocker is on, it will have to be disabled in order for the PRINT LABEL button to work properly. Please contact your IT personnel to disable the pop up.

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When I click on the Get Certificate button nothing happens

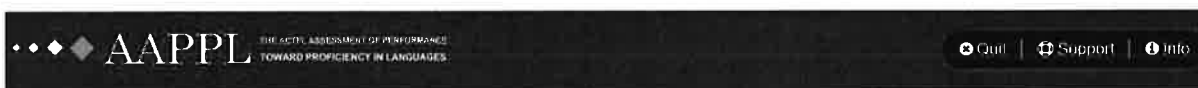
That means the pop-up blocker is on, it will have to be disabled in order for the GET CERTIFICATE button to work properly. Please contact your IT person to disable the pop up.

How do I set up the keyboards so they can type in the language (do only if assessing Presentational Writing test)?

Go to the AAPPL System Check page from the Demo Tab at aappl.actfl.org. In the text box at the bottom of the screen, click on the appropriate language link and follow the instructions on the following page.

Part of the screen is not showing; appears to be cut off

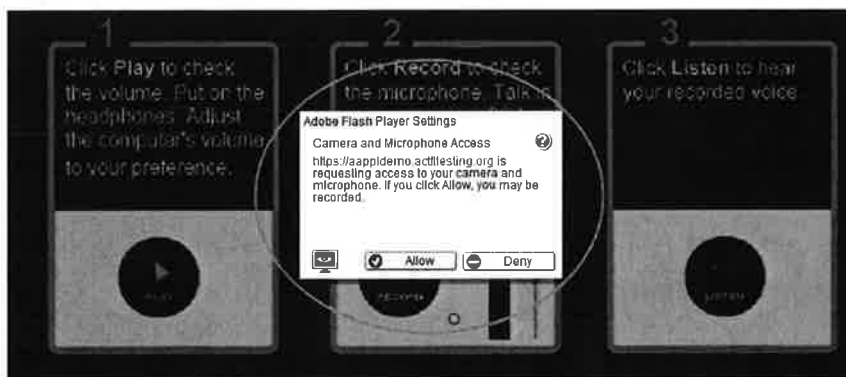
Please try holding the "CTRL" button and press the "-" key on the number pad (*if you are using a Windows based computer*); to make the screen smaller. This should make the testing screen more visible. If that doesn't work, please contact your IT personnel to adjust the resolution.



Arabic Interpersonal Listening and Speaking

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.



- Adobe Flash Player Settings is very important when testing.
- The students **ALWAYS** have to click "ALLOW"; if they click "DENY" the test will become inactive causing the students to see black or blank screens. If this is the case, the students will have to log out and log back in & click on "ALLOW".

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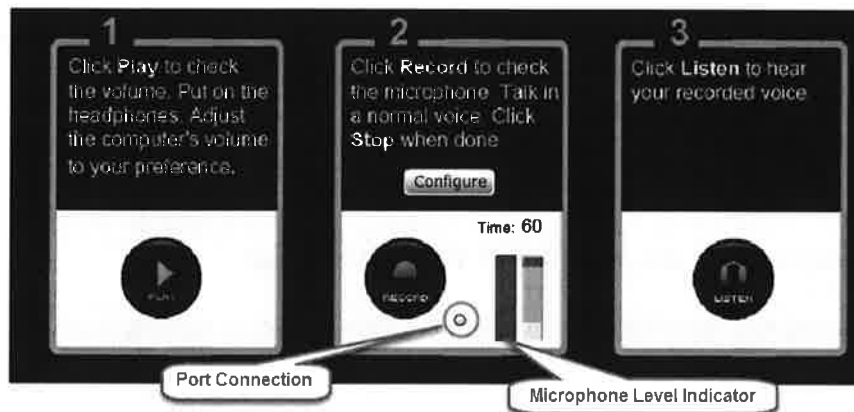
- When students are working on a Google Chrome browser; this will pop up **every-time** a video instruction comes on or an audio instruction, and the students will need to click **“ALLOW” every-time**.



Arabic Interpersonal Listening and Speaking

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.



- This is the Microphone Check for the Speaking Assessment for AAPPL (ILS).
- If the **RECORD** button is greyed out, that could mean one of three things:
 1. The students did not click **“ALLOW”** on the Adobe Flash Player Setting
 2. The Microphone is not plugged in securely
 3. The Port is not open (**PORT 1935**), you can tell if the little circle next to the **RECORD** button is red or has no color at all. {PLEASE CONTACT YOUR IT PERSONNEL TO OPEN THE PORT}
- If the students are 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 the Microphone:

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

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My Template does not seem work/not upload?

Please make sure that you have 19 columns in your template from A to S. You cannot delete any columns on the template. **You cannot alter the columns of the template in any way;** unless it's the columns for the 'Custom Fields.' Please request a new 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; only create new ones. To avoid having duplicate records, delete the existing ones, then submit a new template with the corrections.

How to locate your students after uploading your template please follow the steps below.

1. Log on to your AAPPL account at <https://tms.languagetesting.com/Clientsite/Login.aspx>
2. Once you are logged in, located on the left-hand side of the screen on the home page, is the link "AAPPL TEST STATUS"
3. Click on the link, it will take you to the **AAPPL TEST STATUS** page
4. Once on the **AAPPL TEST STATUS** page, you can search for student records 2 ways (see below)
 - a. Click on the "SEARCH ALL RECORDS" button, this will pull up every student record under your account
 - b. You can enter a date range, if you enter a date range please note that you cannot search just one date: For example, {From: 4/4/2014 - To: 4/4/2014}; it will not pull up any records; you would have to enter a range of dates: For example, {From:4/4/2014 - To: 4/5/2014}
5. After the record appears, you will be able to see the students appear on the table below.

How to print the student login usernames and passwords?

1. Log on to your account at <https://tms.languagetesting.com/Clientsite/Login.aspx>
2. Once you are logged in, located on the left-hand side of the screen on the home page is the link "AAPPL TEST STATUS"
3. Click on the link. It will take you to the **AAPPL TEST STATUS** page
4. Once on the **AAPPL TEST STATUS** page, you can search for records 2 ways

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A1. Click on the **"SEARCH ALL RECORDS"** button, this will pull up every record under your account

B2. You can enter a date range. If you enter a date range, please note that you can cannot search just one date: For example, {From: 4/4/2016 - To: 4/4/2016} will not pull up any records. You would have to enter a range of dates: For example, {From: 4/4/2016 - To: 4/5/2016}

5. After the page loads, you will be able to see the students' records in the table below.

6. Next, click on the **"PRINT LABEL"** button to have a list of all the students with their usernames and passwords. *(When you click on the Print Labels button the list will appear in a new window. If the new window does not appear that means you will need to disable the pop up blocker).*

The screenshot shows the 'Test Status' page. At the top, there is a navigation bar with 'Main Menu', 'Contact Us | 1-800-486-8444', 'Welcome LTI DEMO ACCOUNT!', 'Log Out', and 'Mail (0)'. Below this, the 'Test Status' section explains that users can view details of tests and export data to Excel. A search section allows filtering by date range (From: 9/1/2016, To: [empty]) and includes a 'Search all records' button. A 'Show/Hide Columns' section has three panels: 'Geography' (State, District, School, Teacher), 'Test Info' (Login Details, Chinese Language Style, Test Form, Score Report), and 'Student' (School's Student ID, Gender, Grade Level, Course Level). Below these are buttons for 'Show Tests Not Started', 'Show Completed Tests', 'Export to Excel', and 'Print Labels (Tests Not Started)'. A checkbox 'Include AAPPL Score Overview with the Score Report' is also present. At the bottom is a table with columns for First Name, Last Name, Testing Start Date, Language, ILS - Speaking, PW - Writing, IL - Listening, and IR - Reading. The table contains three rows of demo data.

First Name	Last Name	Testing Start Date	Language	ILS - Speaking	PW - Writing	IL - Listening	IR - Reading
demo1	demo1		chinese	Not ordered	Not Started	Not ordered	Not ordered
demo2	demo2		spanish	Not ordered	Partially Completed	Not ordered	Not ordered
Gil	Lindner		German	Not Started	Not Started	Not Started	Not Started