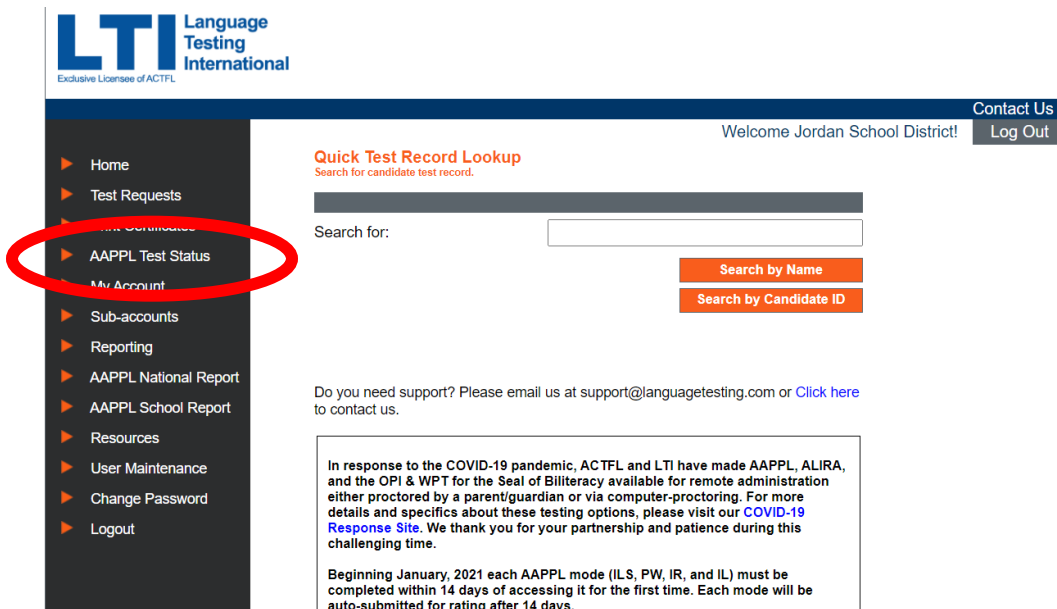
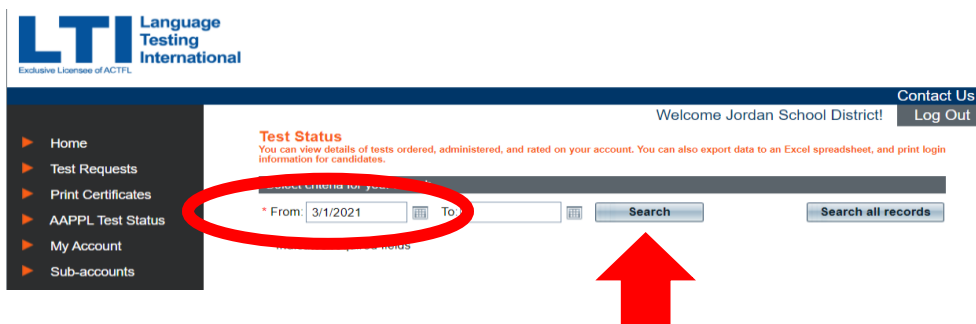


How to Print AAPPL Test Tickets

1. Log on to the [LTI website](#).
 - a. There are two accounts for testing. Tests that the state pays for, and tests that the district pays for. If you have requested additional tests (more than the state will pay for) you will need to use a second login to access the additional tests.
2. Click on AAPPL Test Status



3. Enter 9/2/21 into the **From** field, and then click on 'Search.'



4. You do not need to sort, unless you are looking for a specific student.

5. Click on 'Print Labels (Tests Not Started)'

The screenshot shows the LTI Language Testing International interface. At the top left is the LTI logo with the text 'Language Testing International' and 'Exclusive Licensee of ACTFL'. Below the logo is a 'Main Menu' button. On the right, there is a 'Contact Us' and 'Log Out' link. The main content area is titled 'Test Status' and includes a search bar with 'From' and 'To' date fields, a 'Search' button, and a 'Search all records' button. Below the search bar is a 'Show/Hide Columns' section with three columns: 'Geography' (State, District, School, Teacher), 'Test Info' (Login Details, Chinese Language Style, Test Form, Score Report), and 'Student' (School's Student ID, Gender, Grade, Grade Level, Year of Study, Type of Instruction, Relationship To Language, Additional Information). At the bottom of the interface, there are four buttons: 'Show Tests Not Started', 'Show Completed Tests', 'Export to Excel', and 'Print Labels (Tests Not Started)'. The 'Print Labels (Tests Not Started)' button is circled in red.

6. A new window will pop up. Select 'PDF' from the dropdown menu. Then click 'Export.'

The screenshot shows a browser window titled 'Labels - Google Chrome' with the URL 'lms.languagestesting.com/Clientsite/Aappl.labelsV3.aspx'. The page content includes 'Instructions to print labels' with a numbered list of steps. Below the instructions is a table with columns for 'Select a format' and 'Export'. The 'Select a format' dropdown menu is open, showing options: 'Select a format', 'XML file with report data', 'CSV (comma delimited)', 'PDF', 'MHTML (web archive)', 'Excel', 'TIF file', and 'Word'. The 'PDF' option is selected and circled in red. A red arrow points from the 'PDF' option to the 'Export' button.

7. Save the file to your computer. You can now print the PDF file you saved to your computer onto Avery 5160 Labels.

8. Please contact Kira Jensen at kira.jensen@jordandistrict.com with any questions you may have, or login information.