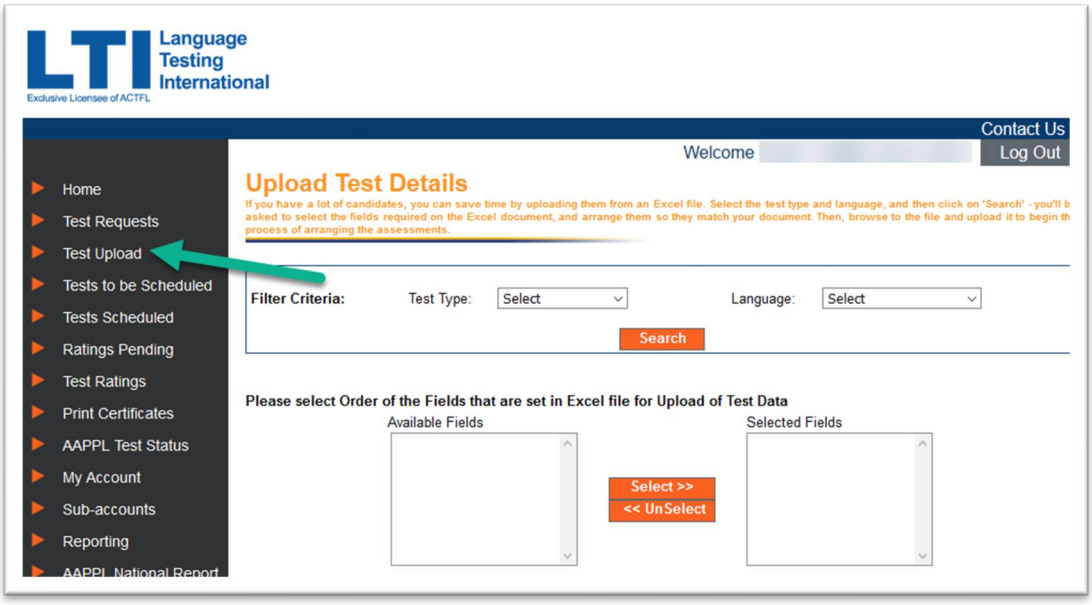
APPT
ACTFL PROFICIENCY PLACEMENT TEST

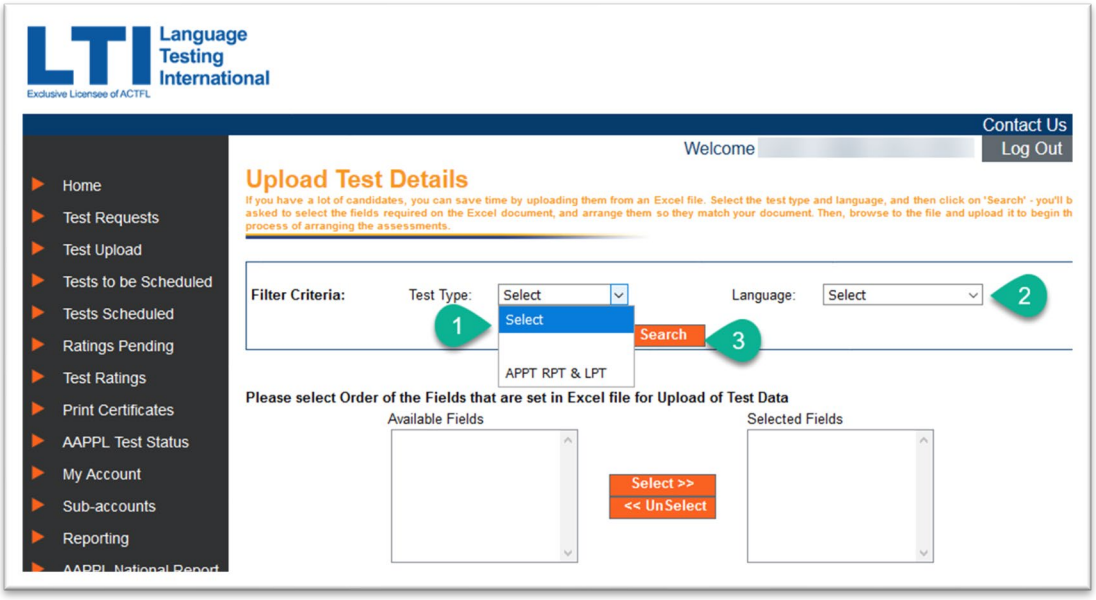
Uploading Bulk Test Requests

If you would like to upload requests for multiple candidates at the same time, you must first have that capability enabled for your LTI Client Site account. Please email support@languagetesting.com in order to request this free account feature.

- Once you have confirmation that Bulk Uploading is enabled, log in to your LTI Client Site.
- Click **Bulk Test Upload** on the menu at left.



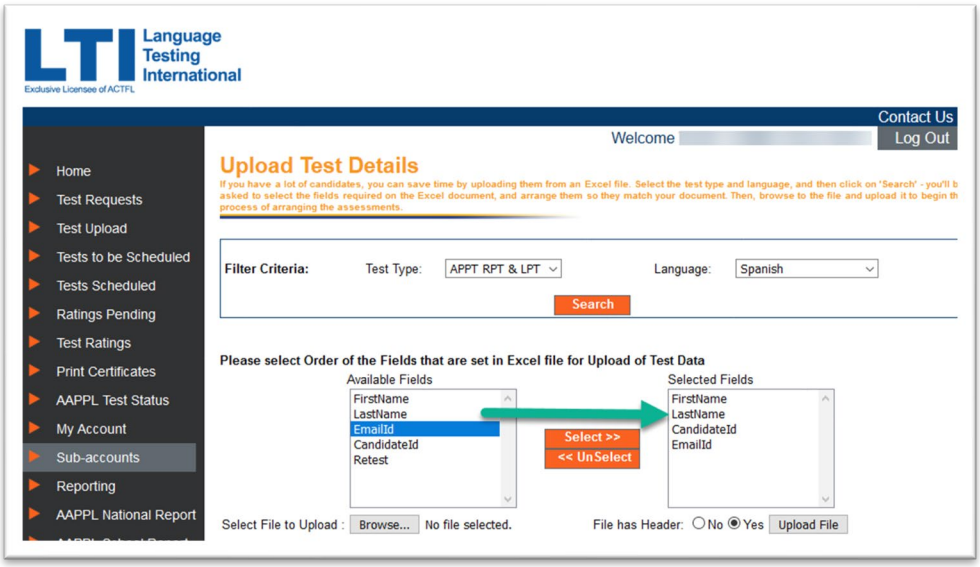
- Now, select your Test Type (APPT RPT & LPT) and Language and click Search.



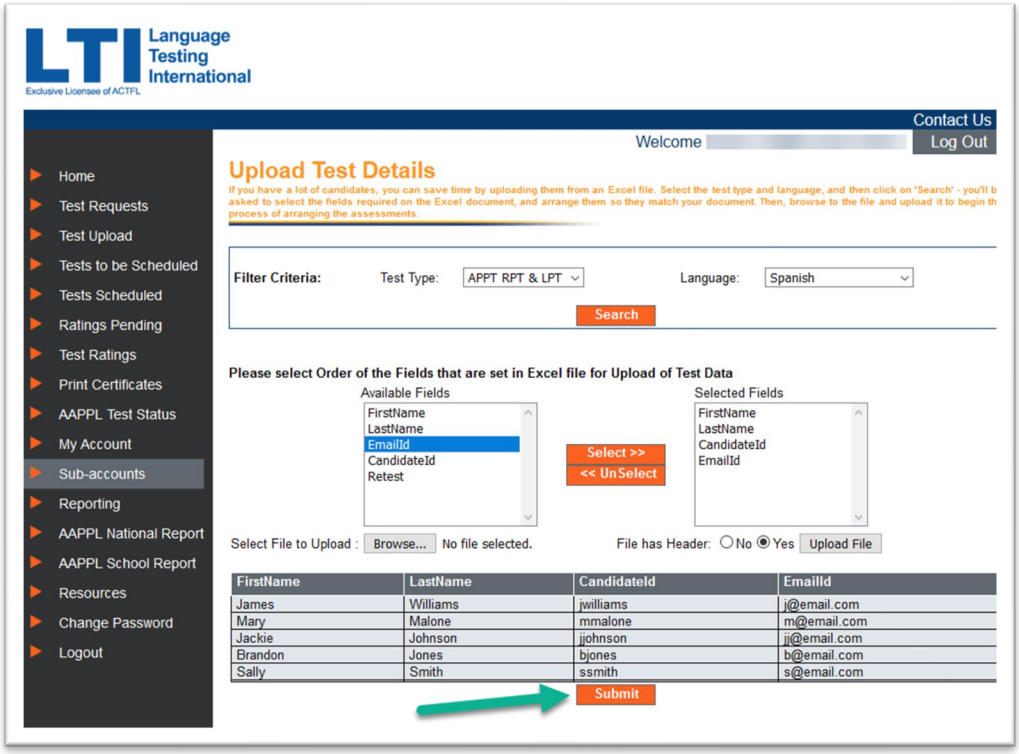
- You will need to prepare an Excel sheet including information for each testing candidate.
  - First Name

- Last Name
- Email address
- Candidate ID (you can create this using your own naming convention)

- Use the **Select** and **UnSelect** buttons to arrange the items in the **Selected Fields** box in the same order as the columns in your Excel file.



- Next, click **Browse** to locate your file on your computer.
  - Does your Excel include a Header row with column titles? Select **Yes** or **No**.
  - Click **Upload File**.
- Your test request information will appear on the screen. If everything looks correct, click **Submit**.



- You will see confirmation that your upload has completed successfully.
  - If you see an error message because of blank rows in your data, just copy/paste your data to a brand new Excel file and try again.
  - Your bulk upload is now complete.