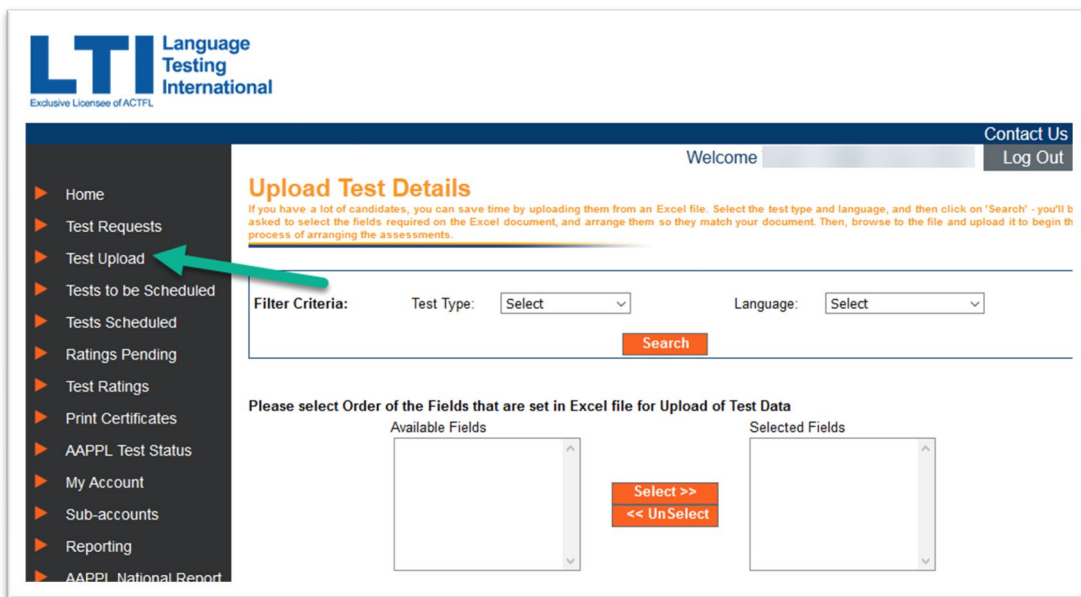


## Uploading Bulk Test Requests

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](mailto: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.



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### Upload Test Details

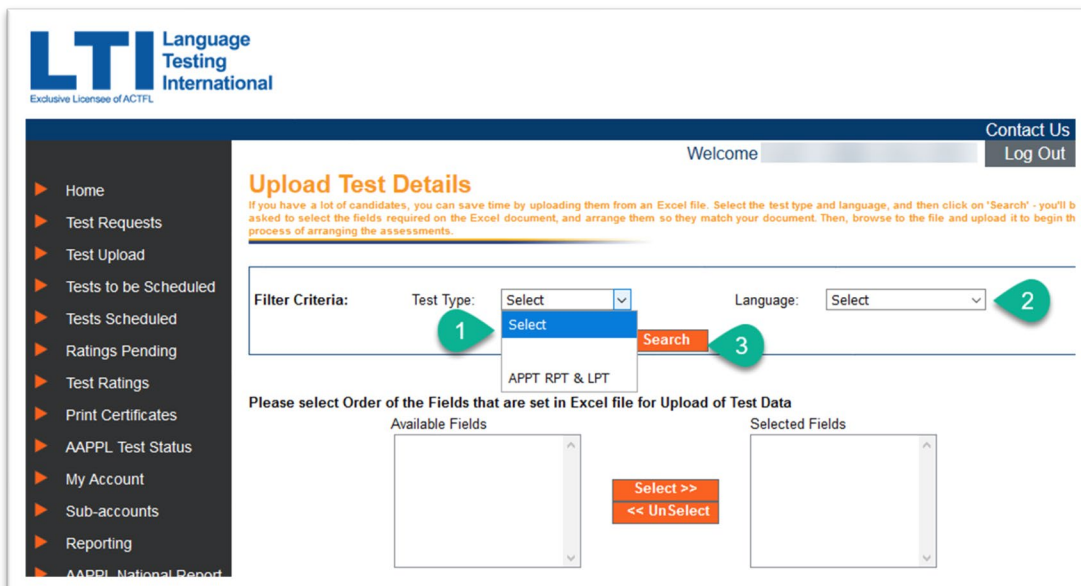
If you have a lot of candidates, you can save time by uploading them from an Excel file. Select the test type and language, and then click on 'Search' - you'll be asked to select the fields required on the Excel document, and arrange them so they match your document. Then, browse to the file and upload it to begin the process of arranging the assessments.

Filter Criteria: Test Type:  Language:

Please select Order of the Fields that are set in Excel file for Upload of Test Data

Available Fields   
Selected Fields

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



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### Upload Test Details

If you have a lot of candidates, you can save time by uploading them from an Excel file. Select the test type and language, and then click on 'Search' - you'll be asked to select the fields required on the Excel document, and arrange them so they match your document. Then, browse to the file and upload it to begin the process of arranging the assessments.

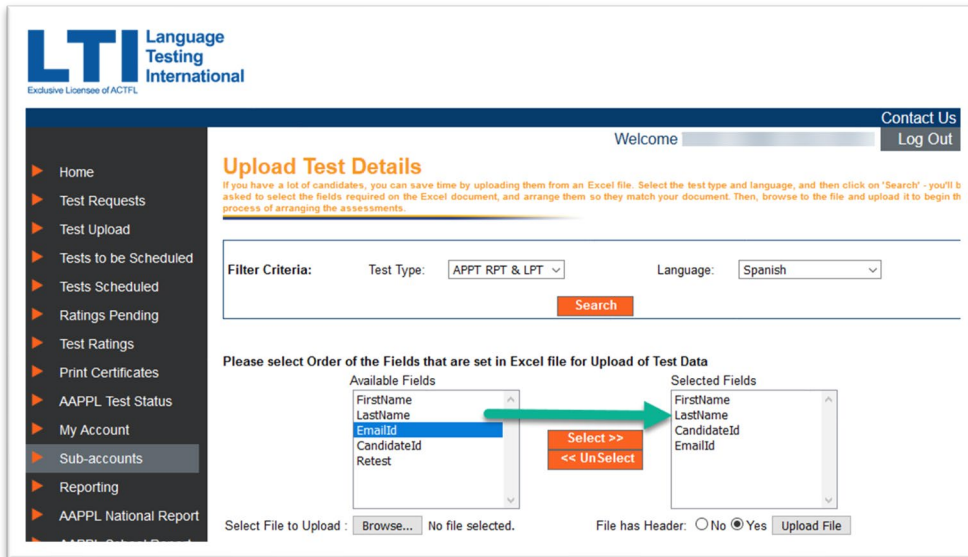
Filter Criteria: Test Type:  Language:

Please select Order of the Fields that are set in Excel file for Upload of Test Data

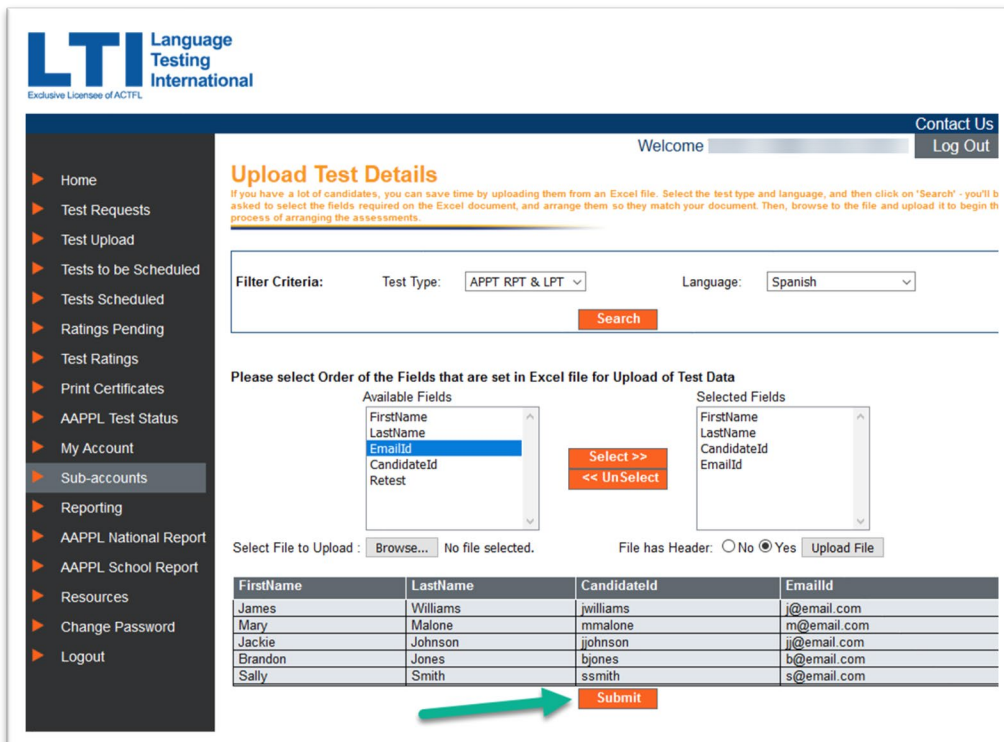
Available Fields   
Selected Fields

- 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.