

# CCALT User Manual

## I. Accounts

### A) Account Type

In CCALT, there are accounts for different roles:

1. **CCALT administrator**

This is the site administrator account for CCALT.

2. **Manager**

A manager account for an institution can only be created by a CCALT administrator. A manager account has the highest level of control for your institution such as managing teachers/students, view Test Record, etc.

3. **Teacher**

A teacher account for an institution can be created by a manager. A teacher can manage students, view Test Record, etc.

4. **Student**

A student account is used for the student to take CCALT test.

### B) Account Profile

These are needed when registering or editing an account:

1. **Email (used as login/username)**

Email is used as the username when you login, and it is the way of communication with CCALT.

(You might want to check your spam/junk folder in your Email to make sure you don't lose any email from CCALT.)

2. **Password**

If you want to change your password, login to CCALT, and click "My Account" in the main menu. Then click on "Edit" at the top to modify your information including your password, etc.

If you forget your password, you should click "Login" in the main menu, then click "Request new password" at the top. An Email will then be sent to you with a one-time login for you to reset your password. Alternatively, a teacher or manager can reset your password for you.

3. **Status**

Choose "Blocked" or "Active" to enable or disable the account.

4. **Roles**

A user would not be able to upgrade his/her account to a higher role. A teacher or manager would only be able to manager accounts lower than his/her own; they wouldn't be able to upgrade other user's account to equal to or higher role(s) than his/her own.

If you don't choose a role, the default role of "student" will be assigned.

You can only choose ONE role for each user. If by mistake you picked more than one role, then there might appear to be multiple accounts for the same person, even though they are essentially one account. Edit one of these accounts and un-check the unnecessary role(s). Do NOT delete what you thought to be duplicated/multiple accounts. You'll lose all, including the test record!

5. First name
6. Last name
7. Available Tests Remaining

This number is for how many time a user can take the CCALT test. A teacher or manager can adjust this number for each student according to their needs, but should be very careful when doing so. The more chances the students have to take the test, the less reliable the test results are. So set this number in great care.

## C) Create an account

There are two ways to create an account with CCALT:

### 1. Self registration:

- A user could create an account by clicking “Registration” in the main menu and filling out the required information.

Select the correct institution. If not, your teacher or manager would not be able to see this account, thus would not be able to activate it. You will not be able to use the same Email to register again. So you need to ask your manager to contact CCALT administrator to solve this problem.

If you would like to take CCALT as an “Individual Test Taker” instead of through an institution, Please contact [ccalt.nealrc@gmail.com](mailto:ccalt.nealrc@gmail.com) for more information.

- An notification email will then be sent to all the manager(s) of the institution.
- A teacher or manager could login and activate this new account by doing the following:

- Choose “Active” for Status
- Choose desired role

You can only choose ONE role for each user. If by mistake you picked more than one role, then there might appear to be multiple accounts for the same person, even though they are essentially one account. Edit one of these accounts and un-check the unnecessary role(s). Do NOT delete what you thought to be duplicated/multiple accounts. You’ll lose all, including the test record!

- Assign desired number for “Available Tests Remaining”

This number is for how many time a user can take the CCALT test. A teacher or manager can adjust this number for each student according to their needs, but should be very careful when doing so. The more chances the students have to take the test, the less reliable the test results are. So set this number with great caution.

### 2. Administrator add user:

- A teacher or manager could login and then click “Add User” or “Add Student” in “Control Panel”.
- Fill out the required information.  
(See steps in “Self registration” above.)
- An email will then be sent to the new account user with log in information. He/she could change his/her password after logging in.

Note: A manager’s account can only be created by a CCALT administrator.

## D) Login

You can login by clicking “Login” in the main menu. From the login page, you could also “Request new password” if you forget your password. An Email will then be sent to you with a one-time login for you to reset your password.

## II. Management

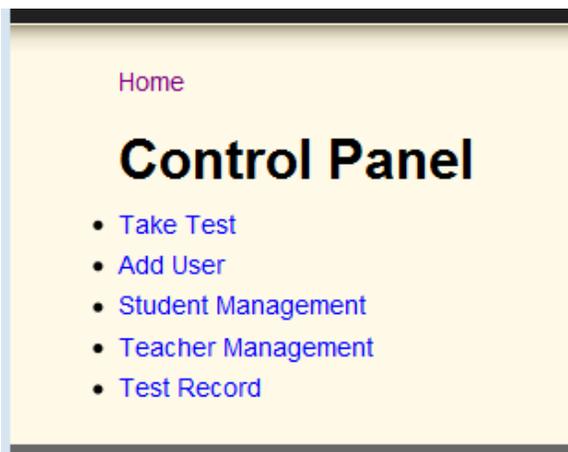
### A) Managing Accounts

1. A user can manage accounts lower than his/her own through “Control Panel”.
2. A user can manage his/her own account through “My Account” in the main menu after logging in. There will be three tabs: “View”, “Edit” and “Contact” at the top. Click on “Edit” to modify your information including your password, Available Tests Remaining (teachers or managers only), etc.

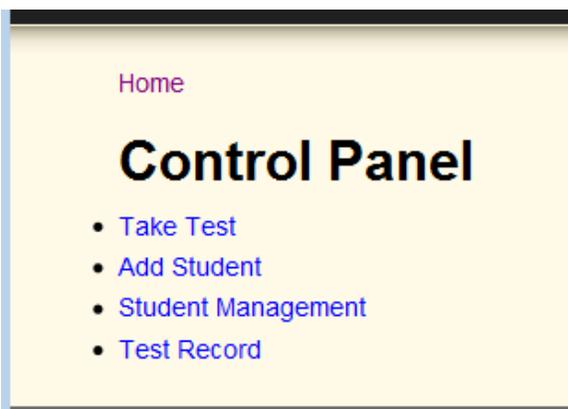
### B) Control Panel

Accounts with different roles will have different Control Panel:

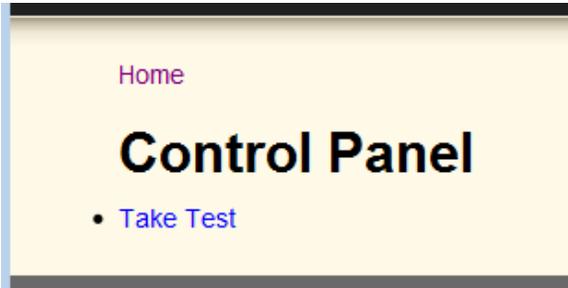
Manager’s control panel:



Teacher’s control panel:



Student's control panel:



### C) Managing Others' Accounts

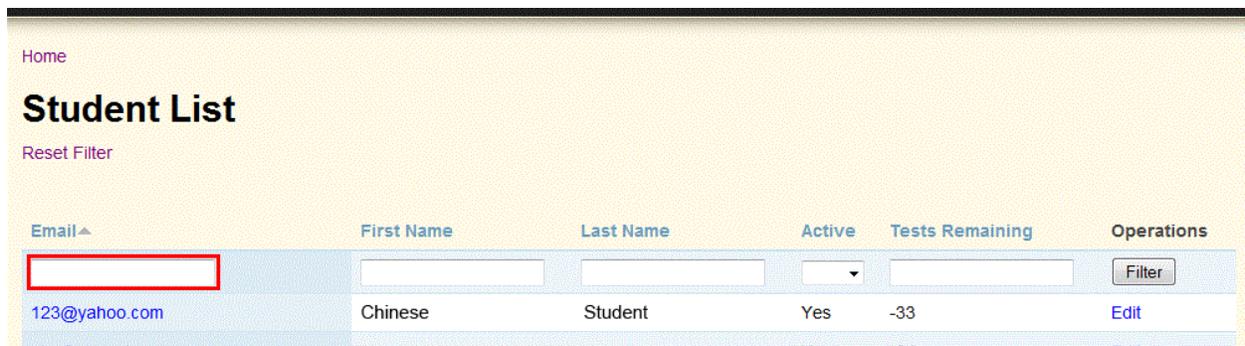
Choose "Student Management" or "Teacher Management".



1. Click on the headings of each column to sort by Email, First Name or Last Name, etc. All headings in blue are sortable.
2. Click "Edit" to manage individual account. Make changes to the account profile as necessary. Click "Save" after you are done.

You could also click the "Delete" button to delete this account from CCALT. All Test Record associated with this account will be deleted as well.

3. Click "Show Filter" to enable filters so you could find an account quicker and easier. For example, enter the email into the box under "Email", and then click "Filter" button to view account with that email.



### III. Taking the test

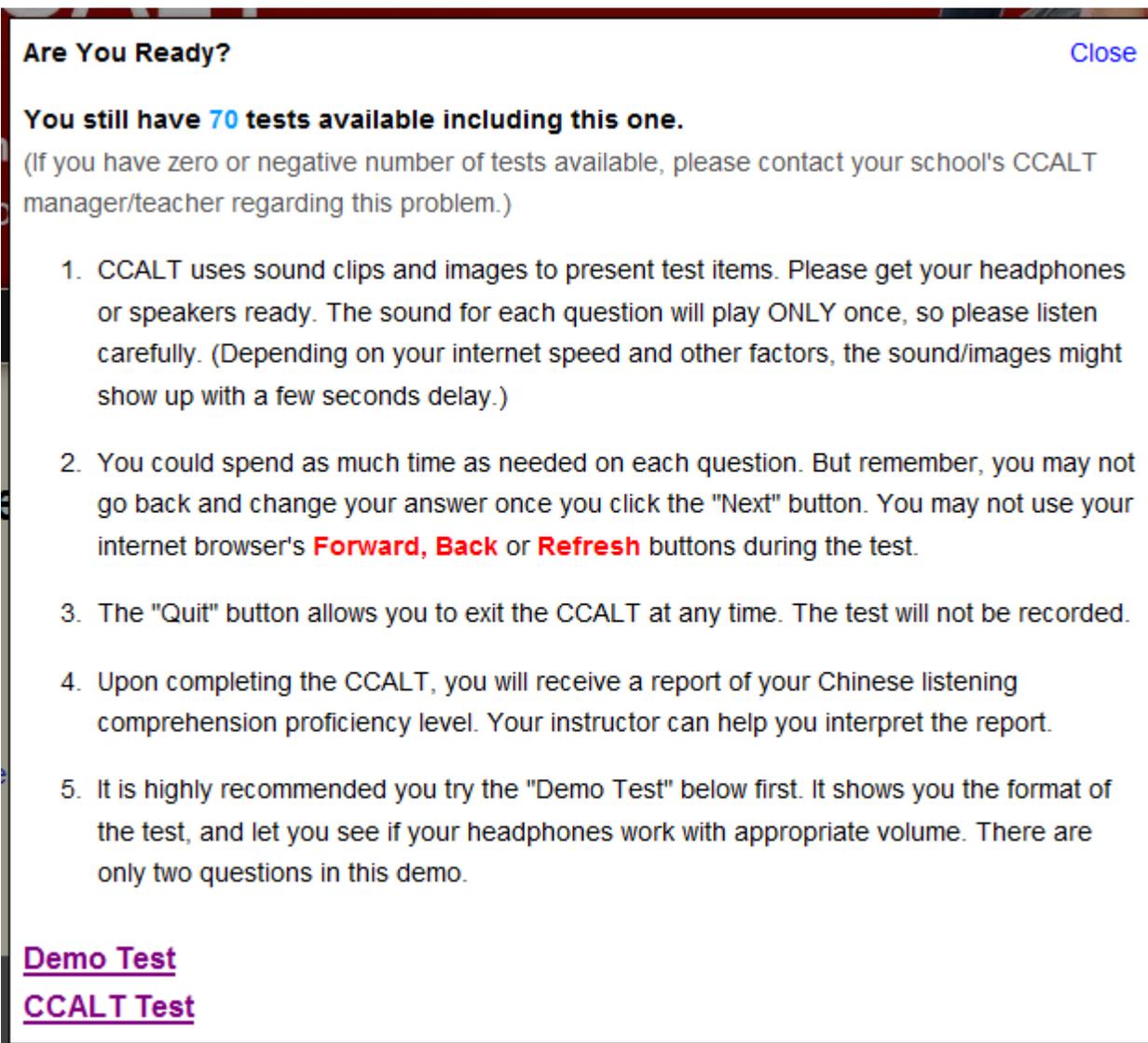
#### A) Demo

The Demo gets you used to the format of the test, and let you check to see if your headphones work with appropriate volume level. There are only two questions in this demo.

#### B) CCALT Test

To take the CCALT Test, go to “Control Panel” and select “Take Test”.

1. A popup will show you how many times you can take CCALT, along with some warnings you should read before you take the test:



The screenshot shows a popup window titled "Are You Ready?" with a "Close" button in the top right corner. The main text reads: "You still have 70 tests available including this one." Below this, a note in parentheses says: "(If you have zero or negative number of tests available, please contact your school's CCALT manager/teacher regarding this problem.)" There are five numbered instructions: 1. CCALT uses sound clips and images to present test items. Please get your headphones or speakers ready. The sound for each question will play ONLY once, so please listen carefully. (Depending on your internet speed and other factors, the sound/images might show up with a few seconds delay.) 2. You could spend as much time as needed on each question. But remember, you may not go back and change your answer once you click the "Next" button. You may not use your internet browser's **Forward, Back** or **Refresh** buttons during the test. 3. The "Quit" button allows you to exit the CCALT at any time. The test will not be recorded. 4. Upon completing the CCALT, you will receive a report of your Chinese listening comprehension proficiency level. Your instructor can help you interpret the report. 5. It is highly recommended you try the "Demo Test" below first. It shows you the format of the test, and let you see if your headphones work with appropriate volume. There are only two questions in this demo. At the bottom, there are two links: [Demo Test](#) and [CCALT Test](#).

2. Then you should update information about your Chinese study. (It's not necessary to update your email.)

[Home](#)

# Test

## Update Registry Information

Please enter appropriate information for each field below. Then press the **Start Test** button to begin taking the Chinese Computerized Adaptive Listening Comprehension Test.

Years you have studied Chinese	<input type="text"/>
Years you lived in Chinese-speaking environment	<input type="text"/>
The course number you are taking	<input type="text"/>
Your email	<input type="text" value="student@calt.com"/>
<input type="button" value="Start Test"/>	

3. Take the Test.
4. At the end of the Test, a report will be given based on your performance:

[Home](#)

# Test

Thank you for taking the Chinese Computerized Adaptive Listening Comprehension Test

Your name: Ccalt Student

Your email address: student@calt.com

Today's date: 2012-03-08 13:54:29

Your proficiency level: Novice Low

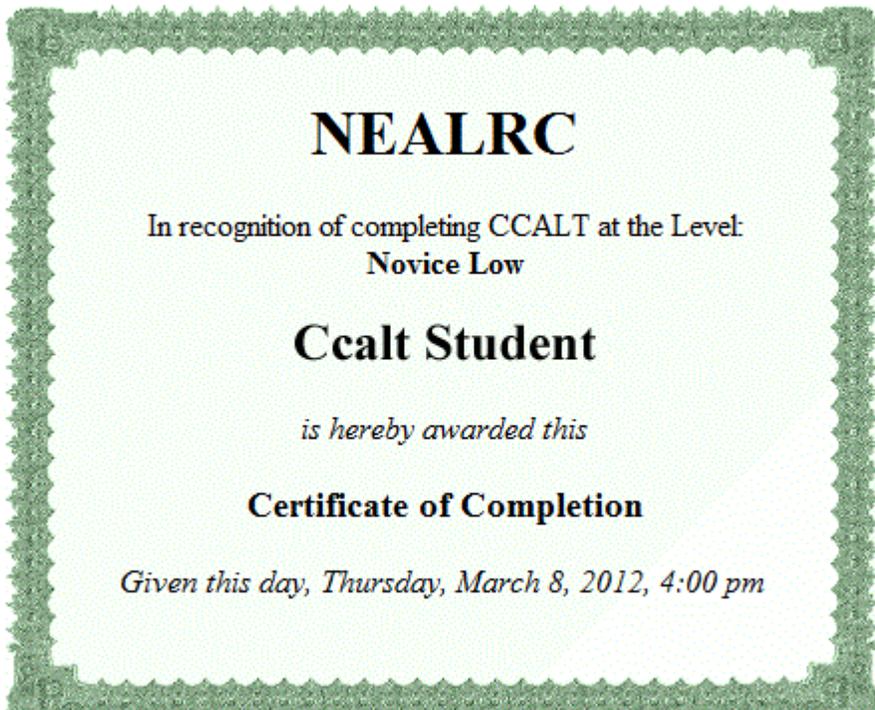
The course number you are taking is: Chinese 101

Years you have studied Chinese: 3

Years you lived in Chinese-speaking environment: 1

[Print Certificate](#)

5. You may choose "Print Certificate" and keep a copy for your records:



### C) Test Record

A teacher or manager can choose “Test Record” in the “Control Panel” to view a student’s test record:

A screenshot of a web interface titled "test record". It features a search bar with the text "You can use the email search" below it. A "search" button is located below the search bar. A "Reset" link is positioned below the search button. At the bottom, there is a table with the following columns: "Email", "Test date", "Score", "Studied years", "Stayed years", and "Course".

Note: A teacher would only be able to search for Test Record by Emails. A manager can view the Test Records of an entire institution.

### IV. Contact us

If you have further questions, please feel free to call [614-688-3080](tel:614-688-3080) or email [li.28@osu.edu](mailto:li.28@osu.edu).