DIRECTIONS FOR TAKING AN ONLINE ORAL TEST

in the LCTL VOICES online testing system at Michigan State University

Dear Less-Commonly-Taught-Language Student:

You are currently learning a LCTL, and you are being asked to take an online oral skills test as part of LCTL VOICES. Each student will take this type of test twice a semester, during the middle and at the end of the semester. All you need to take this test is an internet-connected computer with a built-in or external microphone or webcam with a mic.

The online oral test has four questions. The test will take approximately 10 to 15 minutes to complete. After you take the test, your language instructor will review your speech and provide you feedback on how you did.

Directions for taking this test are below. If you have any questions or problems, please contact Dr. Paula Winke (winke@msu.edu; 517-353-9792) who can troubleshoot for you.

Thank you!

Sincerely,

Drs. Paula Winke and Patti Spinner
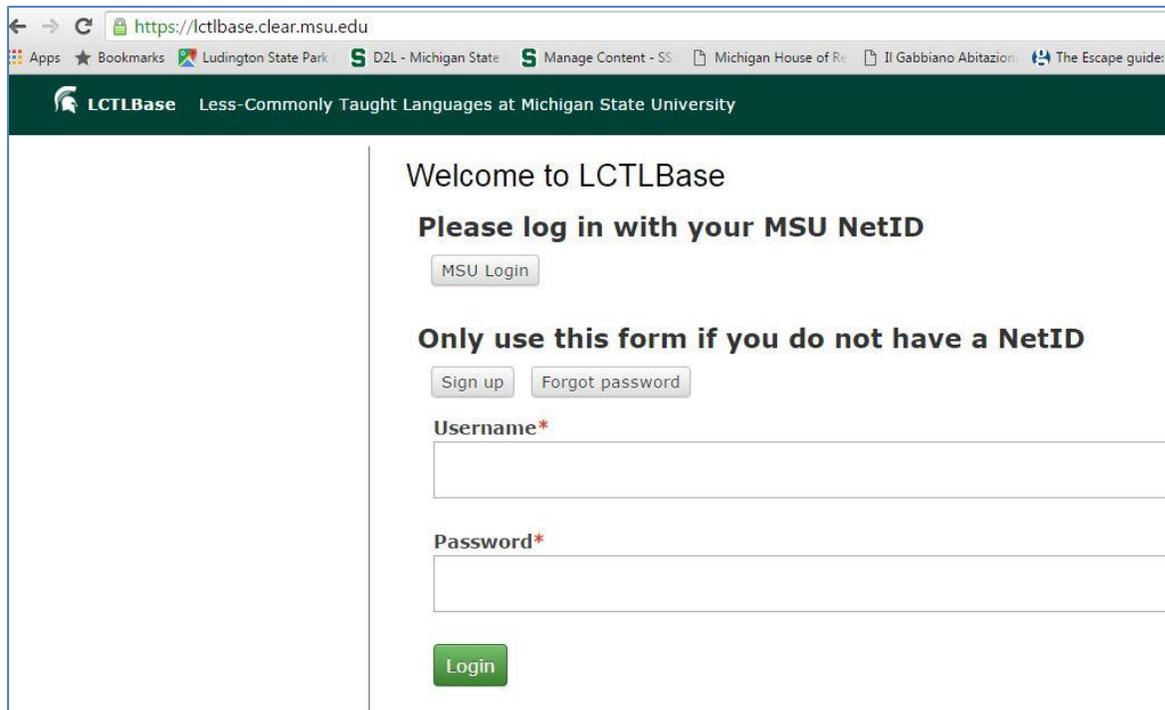Directors of the Online LCTL Assessment System LCTL-VOICES
Michigan State University

DIRECTIONS

How to sign up in the LCTLbase system and take a 4-question speaking test

1) Use Firefox or Internet Explorer and go to:
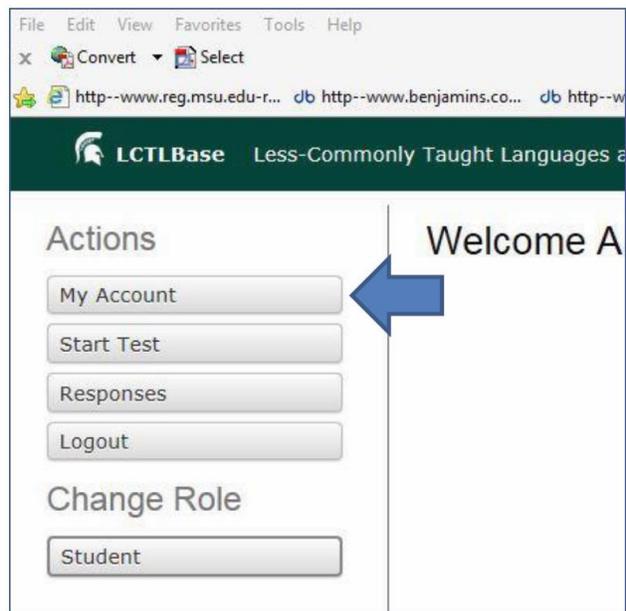https://lctlbase.clear.msu.edu/

2) Click on "MSU Login" if you are a student at Michigan State University (if you have an MSU email account). If you are not at Michigan State University, use the other fields to sign up or to log in (using your non-MSU username and password).
--In other words, click on "Sign up" if you need to create a non-MSU account, and when you have that account, you can use your username and password to sign in. If you forget your password, click on "Forgot password."

3) If this is your first time here at this site, click on "My Account" to fill out information on yourself and the language you are learning.

- Fill in the redish/pink highlighted areas. These are required fields.
- The most important field to click on is the "**Languages you have studied or are studying**," as this will let the system know which language test you should take. For example, if you click **Turkish**, you will be assigned to take a *Turkish* test.

- The second most important field to click on is "**Your language courses**" (please click the one in which you are currently enrolled.
- Your current language teacher will have access to your audio recordings with your name. If you are willing to let *other people* (besides your teacher) listen to your audio recordings without your name, check "**Yes**" twice under "**Contribution to language research**." If you leave these blank (unchecked), your teacher will still have access to your audio recordings, but no one else will have access to the recordings.
- Click on the green **"Submit"** button when you are done.

Your language courses
☑ Turkish: 152 [007], LL, 2015
Please double-check, if you are taking any courses

☐ None / I'm not taking any courses at the moment

Contribution to language research

☑ Yes, I would like to make my information and answers available to language research
☑ Yes, I have read the **consent information** about language research
Please complete

Submit

4) Click on **"Start Test."**

LCTLBase   Less-Commonly Taught Languages a

The information has been saved.

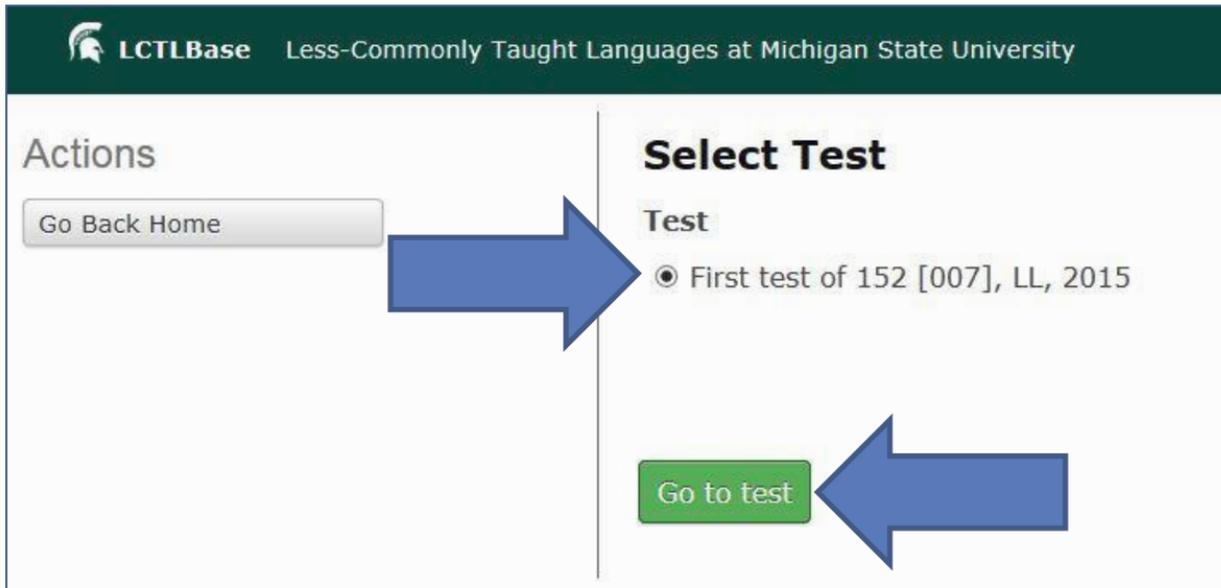Actions   Welcome A

My Account

Start Test

Responses

Logout

Change Role

Student

5) Select the test and click on the green **"Go to test"** button.

6) Click on the light-green "Start Audio Check" button in the upper-left side of the page to check that your computer will record. Check the recording level. You should see green recording levels when you talk into your microphone. You will be able to play back your recording. Then, click this if it was successful: "Click here if the check was successful."

After you have completed the test, your language teacher will be able to review your audio files. He or she may provide you feedback on how you did on the exam. Attached (on the next page) is the recommended rubric that he or she may use to provide you feedback on your performance.

THANK YOU!

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Questions? Email us! Paula Winke (winke@msu.edu) Patti Spinner (spinnerp@msu.edu) **0**