

How to Change the Template Configuration from Life and Work Listening – 80 Series to 980 Series

NOTE: Agencies with multiple sites need to repeat steps (below) for each site.

STEP 1

- Sign in to **eTests Online**
- From **Application Management**, go to **Testing Sessions**
- Click **Edit** for any session sharing the same template name such as **2015-16 ESL** (be aware that there may be different session templates and multiple sites)
- Click the **Template Configuration** tab
- Click the **Edit** button
- For the **Listening** modality, click the Listening-field down arrow, and select **Life and Work Listening – 980 Series** from the drop-down menu.
- Click **Save**

The screenshot shows the 'Template Configuration' interface. At the top, there are two tabs: 'Session Configuration' and 'Template Configuration', with the latter being active and highlighted by a red box. To the right of the tabs are buttons for 'Edit', 'Inherited', 'Effective', and 'Clear', with the 'Edit' button also highlighted by a red box. Below the tabs are sub-tabs for 'Modalities', 'Options', 'Registration', 'Layout', and 'Admin'. The 'Modalities' sub-tab is selected. Under 'Modalities', there are checkboxes for 'Reading', 'Math', 'Listening', 'Citizenship', 'Problem Solving', and 'Critical Thinking'. The 'Listening' checkbox is checked. To the right of the 'Listening' checkbox is a dropdown menu currently showing 'Life and Work Listening - 80 series'. A red arrow points to the 'Life and Work Listening - 980 series' option in the dropdown list. To the right of the dropdown menu are 'Config.: Edit' and 'Clear' buttons. At the bottom of the interface, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

STEP 2

Intake: Level A sessions do not benefit from changes made to the **Template Configuration**. For these sessions, you need to edit the **Session Configuration** to change the override from Form 081L to 981L:

TIP: To edit multiple Expand the filter at top of the Testing Sessions list and filter for all sessions that “contain” the description – Level A.

- Click **Edit** for each session with the **Intake: Level A** description (be aware that there may be different session templates and multiple sites)
- Click the **Session Configuration** tab
- Click the **Edit** button
- For the **Listening** modality,
 - Click the Listening-field down arrow
 - Click **Select Form to Override with...**
 - Click **981L (Life and Work Listening Form 981, Fixed Form)**
 - Click **Select**
- Click **Save**

The screenshot shows the 'Session Configuration' interface. At the top, the 'Session Description' is 'Intake: Level A'. Below it, the 'Validity Period' is set from '7/1/2015' to '6/30/2016'. The 'Session Configuration' tab is active, and the 'Edit' button is highlighted with a red box. Under the 'Modalities' section, the 'Listening' modality is checked, and its configuration is set to 'Override with Single Form - 981L'. The 'Edit' button for this configuration is also highlighted with a red circle. Other modalities like Reading, Math, Citizenship, Problem Solving, and Critical Thinking are listed but not checked.