

# NSA 2023-2024 Registration Guide

## Welcome!

Lingco is excited to be hosting the National Spanish Assessment for 2023! We've created a modern online educational platform designed to help instructors more effectively teach students foreign languages. We're doing everything we can to make the assessment this year as smooth as possible, and we've created this guide to help get you started.

## Pre-assessment checklist

To help ensure a smooth assessment experience, instructors and students must complete the following checklists **at least one week before taking the assessment**. This way nearly all technical difficulties can be resolved well in advance.

### Instructors

- Read completely through these instructions.
- Talk to your school's network administrator to see if emails from outside vendors are restricted. If the answer is "yes", ask them if they have a process for removing such a restriction (such as having Lingco sign a data privacy policy).
- Invite/Add all students to their appropriate assessment courses.
- Assign students' seats on the Roster page of your NSA courses
- **If you have any students with special needs for more time, make sure you set it up prior to administering the assessment.**
- Preview the practice content. This will help familiarize you with Lingco.
- Make sure each student has completed the student checklist below.

### Students

- Accept the email invitation to join Lingco.
- Review the practice materials and make sure they work as expected on your computer.

# Technical requirements

Lingco is a modern web-based application that works best with the **latest version of Google Chrome**, running on a laptop or desktop computer (either Mac, PC or Chromebook). It should also work on the last two versions of Safari, Firefox, and Microsoft Edge, but **Chrome is highly recommended**. The activities used in the National Spanish Assessment courses are designed for larger screens, so we don't support using any mobile device or tablet at this time.

In order to take the National Spanish Assessment on Lingco you'll also need:

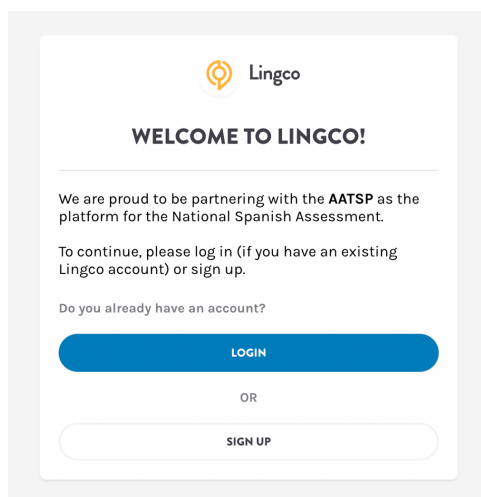
- A stable internet connection with at least 4 Mbps download and 512 Kbps upload speeds
- A screen size of at least 1280x720 pixels
- Functioning speakers or headphones connected to your laptop or desktop

**!** ***Note:** Certain school network components, such as VPNs and firewalls, can impact the quality of audio and video files in Lingco. Please discuss this with your network administrator if you discover such issues when testing out the Lingco platform **before** taking the National Spanish Assessment.*

## Creating an account in Lingco

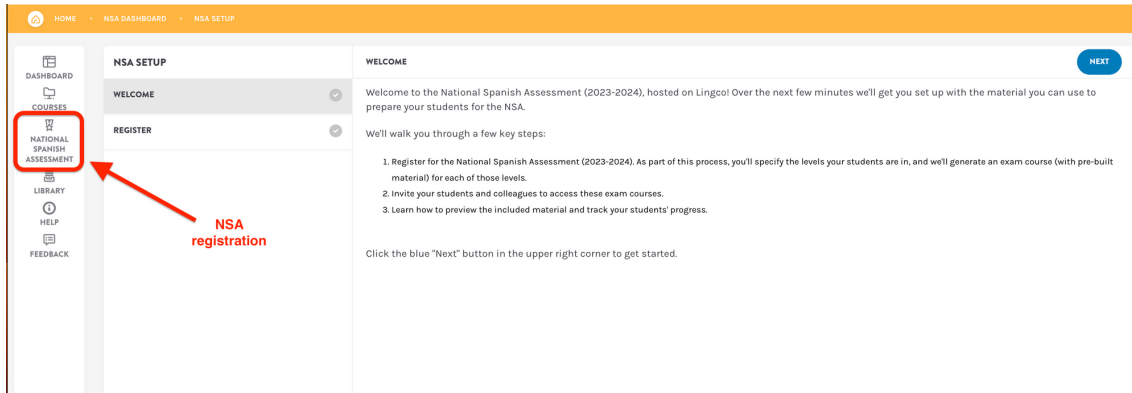
If you haven't used Lingco before, you'll need to create an instructor account first, using the instructions given to you by the NSA administrators. These instructions include a **special link** you'll need to use as a starting point for creating your account, and they will also guide you through the process of registering and reserving seats for the exam.

As you follow the instructions in the email from the NSA, you'll first be prompted to either log in (if you already have a Lingco account) or to create an account:



# Registration for the National Spanish Assessment

Once you've created your account (or logged in to your existing one), you'll be taken to the NSA dashboard in Lingco. You can also return back to this dashboard at anytime by clicking on the NSA icon on the left side bar when logged in to your account:



Follow the instructions on the screen to register and reserve seats for your class. You'll need to enter in information regarding yourself, your school, and the levels your students will be taking. At the end, we'll email you an invoice with payment instructions.

**REGISTER FOR THE NATIONAL SPANISH ASSESSMENT (2023-2024)**

FIRST NAME	LAST NAME
<input type="text"/>	<input type="text"/>
EMAIL	PHONE <sup>i</sup>
<input type="text"/>	<input type="text"/>
SCHOOL NAME	SCHOOL TYPE
<input type="text"/>	<input type="text"/>
SCHOOL STREET ADDRESS	CITY
<input type="text"/>	<input type="text"/>
STATE	POSTAL CODE
<input type="text"/>	<input type="text"/>

WHICH LEVELS OF THE NSA ARE YOUR STUDENTS TAKING?

Level 01  
 Level 1  
 Level 2  
 Level 3  
 Level 4  
 Level 5  
 Level 6

DO YOU HAVE AN UP-TO-DATE AATSP MEMBERSHIP FOR 2023?

Yes  No

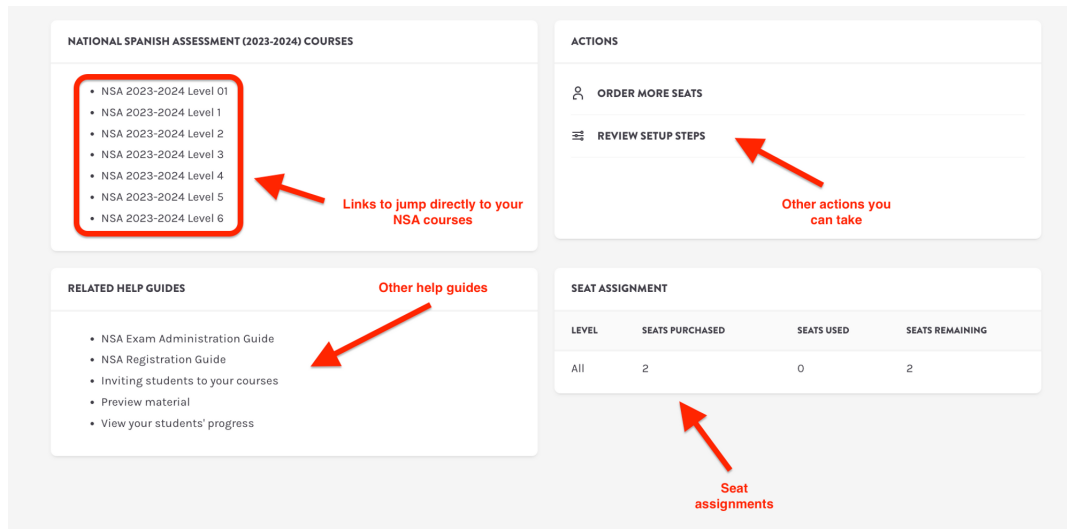
SEATS TO RESERVE:  PRICE PER SEAT:

\*Indicate your membership status above to see price

**PLACE ORDER**

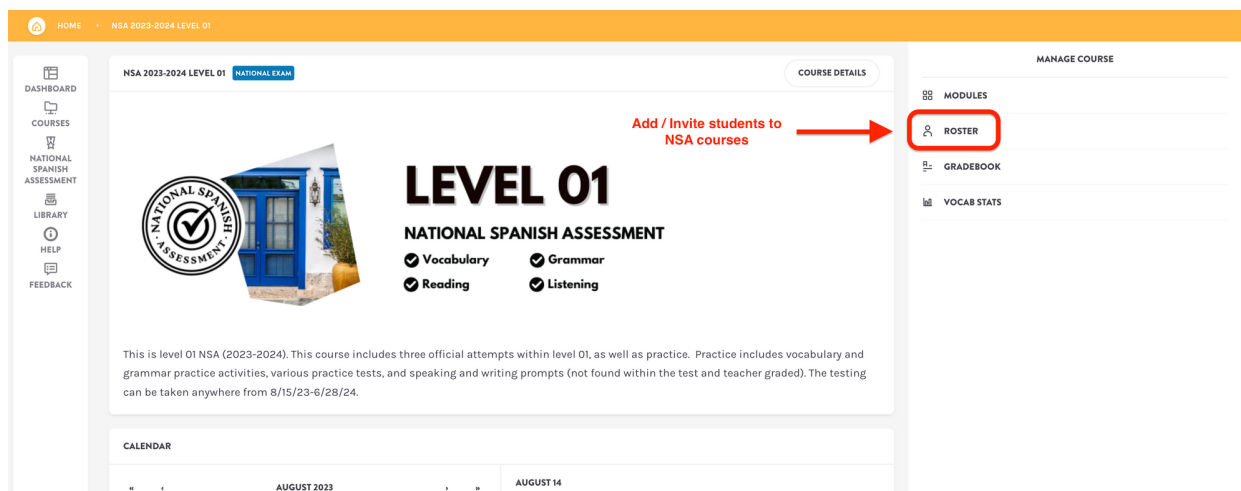
# Dashboard Overview

Once you've registered for the exam, the NSA dashboard will adjust to give you direct links to your exam courses, other actions, additional help guides, and you'll be able to see your seat assignments.



# Adding/Inviting Students to NSA Courses

You'll need to invite your students to their respective NSA courses. To do this, click on one of the assessment course links, then click on **Roster** on the right side bar.



On the Roster page, click the blue **+ Add/Invite Students** button in the upper right. That'll open up a window that you can use to add a list of your students' email addresses (separated

by commas). Once you click the blue “Add Students” button, Lingco will send emails to those students, inviting them to this specific NSA course. This help article walks you through [inviting students to your course](#).

You don’t need to add all of your students at once - you can come back to the roster and add them later.

You’ll need to go through this process of inviting your students for each of your NSA courses.

**!** *Note: Sometimes a school's network policy prevents Lingco's emails from being delivered. If you don't see our confirmation email in your inbox after 10 minutes (don't forget to check the spam folder too!) let us know and we'll be happy to work with your IT team to figure out a solution. They may find our [help guide](#) on this topic useful.*

## Assigning seats to students


Once you’ve invited your students, you’ll need to start assigning their seats. You’ll do this by clicking on the circle next to one or more student names on the **Roster** page, then clicking the green **Set NSA Seat Assignment** button, and selecting “**Seat Assigned**”. As you can see, Lingco will keep a running total of the available NSA seats left in the text on the green button.

**!** **Note: You will need to do this for every student in every one of your NSA exam courses.**

The screenshot shows the 'COURSE ROSTER' page for 'NSA 2023-2024 LEVEL 01'. A table lists one student, Billy Williams, with columns for Name, Email Address, NSA Seat Assignment, Role, Status, and Last Activity. The interface includes a selection bar at the top with a '1 SELECTED' indicator and a 'REMOVE FROM COURSE' button. A green button labeled 'SET NSA SEAT ASSIGNMENT (1 SEAT LEFT)' is visible. Red circles and arrows highlight three key elements: 1. The selection checkbox next to the student's name. 2. The 'SET NSA SEAT ASSIGNMENT' button. 3. The 'Seat Assigned' option in the dropdown menu that appears when the button is clicked.


NAME	EMAIL ADDRESS	NSA SEAT ASSIGNMENT	ROLE	STA	LAST ACTIVITY
Billy Williams	billy+student@lingco.io		Student	Enrolled	3 minutes ago

Your students will still need to accept the email invitation that Lingco sent to them. Once they’ve accepted and joined Lingco you’ll see their status change from “Invite Sent” to “Enrolled” in the roster:

NSA 2023-2024 LEVEL 01 - COURSE ROSTER						
NSA 2023-2024 LEVEL 01		Search Roster	FILTER STATUS	FILTER SEAT ASSIGNMENT	STUDENT	+ ADD/INVITE TO COURSE
	NAME	EMAIL ADDRESS	NSA SEAT ASSIGNMENT	ROLE	STATUS	LAST ACTIVITY
<input type="checkbox"/>	 Billy Williams	billy+student@lingco.io	Seat Assigned	Student	Enrolled	11 minutes ago

## Students without a seat assignment

**!! Important:** Students must be assigned a seat in order to access their exam course. **Until you do this, students will see the following error message prompting them to have their instructor take action when they visit the course:**







### SEAT ASSIGNMENT ASSIGNMENT REQUIRED

In order to access NSA 2023-2024 Level 01 you must be assigned to a seat assignment.

Please ask your instructor to set your seat assignment in the roster for this course.

## Track student enrollment progress

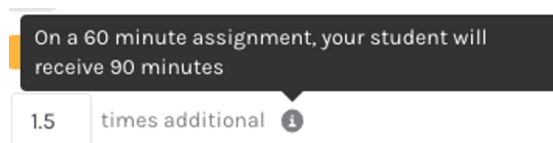
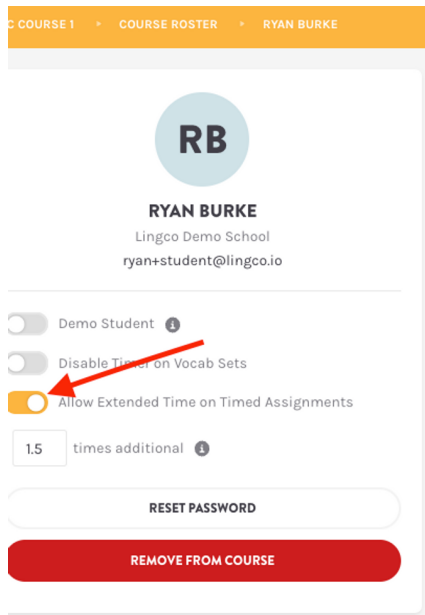
Once you've invited your students, you can track their enrollment progress from the course roster page. You can easily see which students have successfully enrolled, which ones were invited but haven't enrolled yet, and if the email invitation was not delivered successfully:

	NAME	EMAIL ADDRESS	ROLE	STATUS	LAST ACTIVITY
<input type="checkbox"/>		nate+student@lingco.io	Student	Invite Sent	
<input type="checkbox"/>		new.student@lingco.io	Student	Invite Bounced	
<input type="checkbox"/>	 Karen Filippelli	hello+karen@lingco.io	Student	Enrolled	4 months ago
<input type="checkbox"/>	 Oscar Martinez	hello+oscar@lingco.io	Student	Enrolled	4 months ago
<input type="checkbox"/>	 Pam Beesly	hello+pam@lingco.io	Student	Enrolled	a year ago
<input type="checkbox"/>	 Phyllis Lapin	hello+phyllis@lingco.io	Student	Enrolled	a year ago

# Setting up extra time for certain students

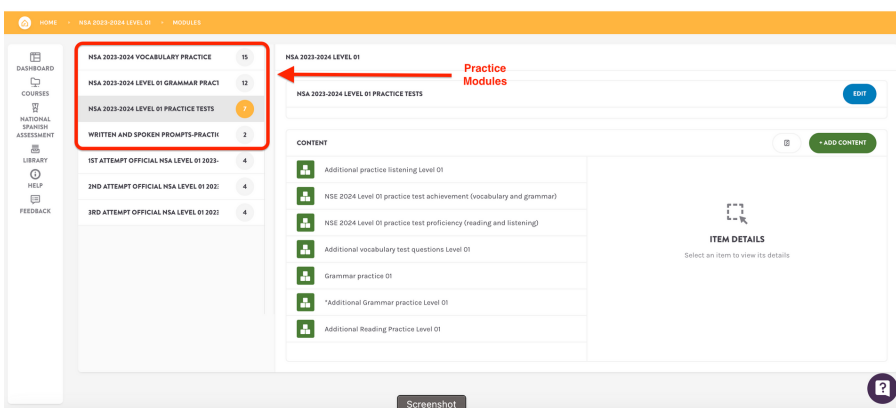
If you have any students with special needs for more time (IEP's, etc.), you can set this up for them.

Once that student is enrolled in the assessment course, you can click on their name from the course **Roster** page. Then, you'll click on the switch next to **Allow Extended Time on Timed Assignments** and be able to give them the amount of time they require.



# Accessing Practice Material

Practice materials for the NSA are located in practice modules in the official NSA courses. Everything is already assigned so you don't need to do anything! Once your students are enrolled in the course and their seat is assigned, they'll be able to work through all of the practice materials in the course



# Purchasing additional NSA seats

If you need to add more seats after your original order, just navigate to the NSA dashboard and click on **“Order More Seats”**.

From here, scroll down and click on which Level(s) you’d like to order seats for and how many seats you’d like to reserve. When finished, click the **Place Order** button.

WHICH LEVEL OF THE NSA ARE YOUR STUDENTS TAKING?

Level 1  
 Level 2  
 Level 3  
 Level 4

DO YOU HAVE AN UP-TO-DATE AATSP MEMBERSHIP FOR 2022?

Yes  
 No

SEATS TO RESERVE:  PRICE PER SEAT: \$3.00 TOTAL: \$6.00

[PLACE ORDER](#)

# Viewing order history

If you click on **“Order More Seats”** from the NSA dashboard, then scroll all the way down, you’ll see a summary of your past order and order history. You can also download your invoice(s).

**SUMMARY OF PAST ORDER**

TOTAL SEATS RESERVED	NUMBER OF ORDERS	GRAND TOTAL OF ORDERS
4	1	\$ 12.00

**ORDER HISTORY**

ID	CREATED ON	SEATS	TOTAL PRICE	INVOICE
#11547	Feb 17th 2022, 1:49:43 PM	4	\$ 12.00	



# Registration wrap-up

Once you've invited all of your students to their NSA courses, you're done with the registration process! You can continue to purchase more seats up to the registration deadline, and you can use the roster page to assign students to their appropriate categories up to the assessment end date. If you'd like to add or remove students from the assessment, you can do this on the roster page, too - up to the assessment end date.

**The next step is to read through the [NSA Administration Guide](#) for instructions on how to administer the assessment, track student progress, and how to administer an assessment section to students for a second time.**