

ACTFL OPI CERTIFICATION

PATH INFORMATION PACKET

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The ACTFL OPI Certification Program
How to Post Submissions on PATH
Instructions for Candidates

1. Sign up for the ACTFL OPI Certification Program Learning Management System by clicking on the link. https://www.pathlms.com/actfl-card/sign_up
2. Click on the **ACTFL OPI Certification Program**. (It is half way down the page under Courses)
3. Click on the section and language that applies to you. (submissions in locations that do not apply to you will be considered invalid and will not be evaluated).
4. Once inside the section, **look for your trainer's name and submit your Interviews there**. All files need to be in a ZIP file. (see below for further information)
5. To make your submissions:
 1. Click on the assignment (based on phase and your language of certification).
 2. Find your trainer's name.
 3. Click on "Add Attachment".
 4. Add a title to your submissions.
 5. Click on browse to choose your zipped file. Select your file and upload.
 6. Once the upload is complete, you will see a "File Submitted" stamp with the time and date. This is your proof that the upload is complete.
 7. Your trainer will be notified immediately.
IF you a make a mistake in the file you selected to upload, do NOT hit submit. Refresh the page and then you can select a different file.
 8. Add any comments for the reviewer in the comment box.
 9. Make sure you have your audio files, rating summary sheet and rating grids. Failing to include all these items will result in delays.
 10. PATH allows only one submission. All items (audios+rating summary sheet +rating grids) must be submitted together.
 11. Click on **Submit Assignment**.

Making a ZIP file on Windows Operating System:

1. **Create a folder** and place all your files you need to submit inside of this folder. Name the folder with your **LAST NAME-FIRST NAME**. Files inside the folder will follow the following format: **Tester Last Name. Interview Date. Interviewee First Name & Last Initial. Rating**

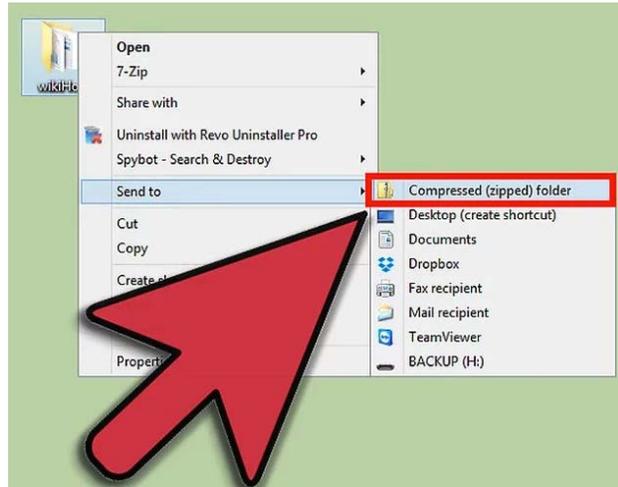
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Example: **SMITH.1Jan99.AngelaA.NH**

2. **Right click on the folder.** Hover your cursor over the “Send to” option. This will open a new submenu. Select “Compressed (zipped) folder”.



3. **Wait for the folder to be created.** If you are adding a lot of files to the new ZIP file, it may take a few moments to create it. A progress bar will appear as files are added. Once the process is complete, the ZIP file will appear in the same location as the original folder.

Making a ZIP file on a MAC OS X:

1. **Create a folder** and place all your files you need to submit inside of this folder. Name the folder with tester (your) **LAST NAME-FIRST NAME**. Files inside the folder will follow the following format: **Tester Last Name. Interview Date. Interviewee First Name & Last Initial.**

Rating

Example: **SMITH.1Jan99.AngelaA.NH**

2. **Right click on the folder. OR Hold down Control (CTRL) and click if you are using a single button mouse.** Click the “Compress” option. The folder will be compressed into a ZIP file. The new ZIP file will be in the same location as the folder that you compressed.

