



Foreign Language Placement Exam

Clarion University of Pennsylvania

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Introduction

The Foreign Language Placement Exam was created with the purpose of placing incoming students with interest in a foreign language concentration into the course which they best fit. Testing of the website was performed by both college seniors and high school students, with a total sample size of 474 test entries. Levels 1 through 4 were directly correlated with a course in the Clarion University curriculum. Level 5 could test out of the program, but will need to have an oral examination with the chair of the English and Modern Languages Department.

The distribution of the test levels for both college and high school students are as follows:

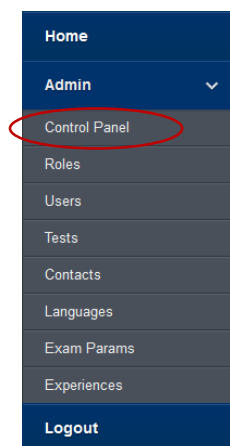
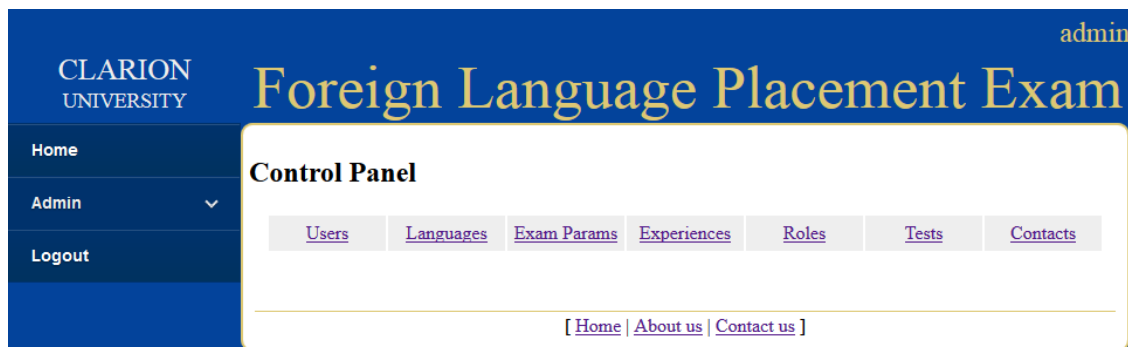
Of the 73 college senior entries, 13% L5 (Level 5), 33% L4, 25% L3, and 27% L2, and 2% L1.

Of the 401 high school entries, 2% L5, less than 1% L4, 10% L3, 32% L2, and 55% L1.

The administrator of the FLP Exam is given various privileges to manage various aspects regarding the FLP Exam. The administrator account was created by the developers of the application. The administrator password can be changed at any time by only the administrator. The application is located at:

http://cisprod.clarion.edu/~s_wdgarey/flpexam/public/admin/index.php?action=ControlPanel

As described on the next page, the control panel with the administrative functionality is displayed as follows:

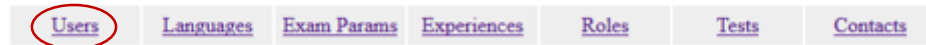


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Users

Control Panel



Users

Add User

User Name

admin	View	Edit	
manager	View	Edit	<input type="checkbox"/>
wdgarey	View	Edit	<input type="checkbox"/>

Delete Selected

Select All

View User

View the user roles. To edit roles, or add new ones, reference the “**Roles**” section of the guide.

User Name: newuser

Roles:

- Manager

Edit

Add User

Type in a username for the new user, a password, and retype the same password.

Add User

Username*: newuser

Password*:

Password Retype*:

Submit

Cancel

Edit Users

Modify User

Username*:

Password:

Password Retype:

Is

Is Not

Admin
Manager

Edit User

Username*:

Password:

Password Retype:

Is

Is Not

Admin

When modifying a user, the administrator can change passwords, and determine which roles are correlated with which usernames. If neither an admin nor manager role is given to a user, they can just read and not edit anything on the website. The **“Roles”** section will let you add, delete, and edit roles.

Delete Users

Users

User Name

admin	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="checkbox"/>
manager	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="checkbox"/>
newuser	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>
wdgarey	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="checkbox"/>

The page at localhost says:

Delete the selected users?

To delete a user, the administrator must check the boxes next to the user(s) he or she wishes to delete. Next, click the **“Delete Selected”** button, and confirm that you wish to delete the users.

Languages

Control Panel

Users	Languages	Exam Params	Experiences	Roles	Tests	Contacts
-----------------------	---------------------------	-----------------------------	-----------------------------	-----------------------	-----------------------	--------------------------

Languages

[Add Language](#)

Name	Exam	Feedback				
Spanish	Deactivate	Deactivate	Questions	Level Info	View	Edit

Add Language

Languages

[Add Language](#)

Name	Exam	Feedback				
Spanish	Deactivate	Deactivate	Questions	Level Info	View	Edit

Add Language

Name*:

[Submit](#) [Cancel](#)

Questions

The Questions tab holds much functionality. First and foremost, you are given the options of “Add Question”, “Add Questions”, “Edit Questions”, “Export Stats”, and “Reset Stats.” There is a search bar to search questions by key words. It automatically views one level at a time, and any one can be selected with the “Change Level” button. However, to view all levels at once, hit the “Search Questions” button without adding any text in the search box.

Spanish Questions

Add Question	Export Stats	Reset Stats
Add Questions	Choose File	No file chosen
Edit Questions	Choose File	No file chosen

In the list of questions, each question has a unique identifier that is automatically given to it for reference. The level of the question, the question content, the average score, and the times flagged are all shown. The questions are sortable by all of these columns.

Find Questions

[Search Questions](#) [Show All](#) [View Flagged](#) [Clear](#)

75 Question(s)

<input type="text" value="1"/>	Change Level					
LD.	Level	Question	Avg Score	Flagged		
153	1	Estudio en _____ universidad muy buena.	42.86%	0x	View	Edit

Add Questions

To mass import a “.doc” file of questions, click the “**Browse**” button, find the file on your device, and then select the “**Add Questions**” button. These questions will be plain text, and you cannot bold or italicize any text. This file uses the idea of comma separate values to distinguish a question, instruction, level, instruction, correct answer, and wrong answers. There is no limit to the amount of wrong answers you can input.

“{” begins the sequence, “|” separates the values, and “}” ends the sequence.

{Level |Instructions |Question |CorrectAnswer |WrongAnswer |WrongAnswer |WrongAnswer}
An example of a text file that was uploaded:

Level 2 Placement Questions

```
{2|
¿Cuántos? A foreign exchange student is talking about her hometown. Select the correct English translation of the number. |
Hola, me llamo Cecilia y soy de San Juan, Puerto Rico. San Juan no es una ciudad grande; tiene aproximadamente 437.000 habitantes. |
Four hundred thirty seven thousand|
Four hundred thirty seven million|
Four hundred thirty seven}

{2|
¿Cuántos? A foreign exchange student is talking about her hometown. Select the correct equivalent number. |
No me gustan las ciudades muy grandes con más de un millón de habitantes. |
1.000.000 |
100.000|
1.000}
```

Add Question

An administrator can add questions, one at a time, by entering the level, instructions, questions, **the first answer is the correct answer**, and then as many wrong answers as desired (“**Add Answer**” button). The question is added once the “**Submit**” button is clicked.

Add Question

Level*:	<input type="text" value="1"/>
Instructions:	<input type="text" value="What is the correct translation?"/>
Question*:	<input type="text" value="Basketball."/>
Answer:	<input type="text" value="Baloncesto"/> <input type="button" value="Remove Answer"/>
<input type="button" value="Add Answer"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Edit Question

This functionality gives the admin the ability to change the level, instructions, question, or answers of one question at a time. You are given the same screen layout as “Add Question”. **The first answer is the correct answer.**

Export Questions

To export questions, check the boxes next to the questions that you want to export, and select “Export Selected” at the bottom of the page. If you want, you can “Select All” of the questions to export. The main reason to export the questions is to edit the questions in bulk if they have been flagged a few times.

208	1	Esteban: --¿A qué hora son tus clases? Lucia...	68.42%	1x	View	Edit	<input type="checkbox"/>
467	4	Susana— ¿Pido el pollo con papas fritas o co...	50.00%	1x	View	Edit	<input checked="" type="checkbox"/>
213	1	4:15	58.33%	1x	View	Edit	<input checked="" type="checkbox"/>
219	1	Julio: Mi clase de matemáticas _____ las dos...	34.09%	1x	View	Edit	<input checked="" type="checkbox"/>
477	4	Mi esposo está muy nervioso por las noches y s...	100.00%	1x	View	Edit	<input checked="" type="checkbox"/>
236	1	Este fin de semana, mis amigos y yo vamos al cine.	90.91%	1x	View	Edit	<input checked="" type="checkbox"/>

Edit Questions

To edit questions that are currently in the system already, first follow the “Export Questions” instructions. Then, open the “.xlsx” file. Next, you can edit the questions in bulk. All questions edited will have its statistics reset, and will have the same ID number.

Column B represents the level, C is the instructions, D is the Question, E is the correct answer, and all other cells are wrong answers:

	B	C	D	E	F	G	H	I	J
1	Level	Instructions	Question	Correct Answer					
2	1	La hora. Choose the answer that corresponds to th	4:15	Son las cu	Son las cu	Son las cu	Son las cuatro y cinco de la tarde.		
3	1	Complete the following sentence by selecting the	Julio: Mi ces a	son en	es en	son a			
4	1	Complete the sentence with the appropriate phr	Este fin de	Vamos a v	Van a mir	Vamos a h	Van a estudiar		
5	4	Una dieta. You are giving advice to a friend who v	Susana—	Pídelo	Pídela	Pídalo	Pídala		
6	4	¿De qué sufre? A woman is talking about the heal	Mi espos	c tenga mu	esté emb	es muy tr	sean estresados		

To import the updates, hit the “Browse” button next to the “Edit Questions” button, find the file where you saved it, and then update the questions using the “Edit Questions” button.

Spanish Questions

No file selected.

No file selected.

Spanish Questions

No file selected.

Spanish.xlsx

View Flagged

When questions are flagged, you can sort them to check out why by clicking “View Flagged”:

Find Questions

Search Questions Show All **View Flagged** Clear

75 Question(s)

1

<u>I.D.</u>	<u>Level</u>	<u>Question</u>	<u>Avg Score</u>	<u>Flagged</u>			
153	1	Estudio en _____ universidad muy buena.	42.86%	0x	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value=""/>

You can view the individual flagged questions selecting “View”:

34 Question(s)

Change Level

<u>I.D.</u>	<u>Level</u>	<u>Question</u>	<u>Avg Score</u>	<u>Flagged</u>			
229	1	Los jueves mis compañeros de cuarto generalmen...	75.00%	7x	View	Edit	<input type="checkbox"/>
565	2	Santiago _____ temprano esta noche porque ...	62.37%	4x	View	Edit	<input type="checkbox"/>
206	1	En familiaLa identidad familiar. Una parte impo...	75.47%	3x	View	Edit	<input type="checkbox"/>
471	4	Victor— ¿Tomo pastillas de dieta? Tú—...	33.33%	3x	View	Edit	<input type="checkbox"/>
544	2	Hola, me llamo Cecilia y soy de San Juan, Puert...	88.10%	2x	View	Edit	<input type="checkbox"/>

View Question and Question Statistics

This provides the function of viewing question ID, level, instructions, question, correct answer “Answer 1”, incorrect answers, and question statistics. Question statistics show the number of times the question has been asked, the number of times the question has been correctly answered, the number of times the question has been flagged, and the number of times each answer was submitted. Administrators can “View Comments” that testers who flagged the question have submitted. The admin can reset the statistics for the question. The purpose of these statistics is that if the question seems to be an anomaly with many flags, it will show which answers were selected which made the question seem ambiguous.

Question Statistics

The question has been asked **40** time(s).

The question has been answered correctly **30** time(s).

The question has been flagged **7** time(s)

View Comments

The answer “limpian” has been chosen **30** time(s).

The answer “cocinan” has been chosen **5** time(s).

The answer “limpiamos” has been chosen **1** time(s).

The answer “cocinan” has been chosen **4** time(s).

Question 229 Comments

Comment #1:

One answer is given twice.

Comment #2:

a and b are the same option

Comment #3:

answers a and b are the same

Comment #4:

There is the same answer twice.

Comment #5:

There are two answers that are exactly the same.

Comment #6:

Answer a and c are the same

Comment #7:

Choices a and d are the same

Export Stats

When exporting test statistics, the administrator can view the question ID, the level, the question, the average score, and the flag count. For more in depth statistics about any questions, see “View Question and Question Statistics” above.

Spanish Questions

Add Question	Export Stats	Reset Stats
Add Questions	Choose File	No file chosen
Edit Questions	Choose File	No file chosen

The exported statistics open in an “.xlsx” file. These stats give insight into the average score of each question, individually. It shows the Question ID, Level, Question, Average Score, and Flag Count. For instance, you could sort the table by Average Score. Depending on how many times the question was asked, it may be beneficial - for the integrity of the test - to change the question’s level or edit the question (if it has been flagged and seems ambiguous). **Merely exporting the statistics does not reset any statistics.**

When sorting by average score, the view of the table is:

	A	B	C	D	E
1	Question I.D.	Level	Question	Avg Score	Flag Count
2	331	3	¿Qué	0	0
3	386	3	Yo	0	0
4	404	3	¿Te gusta el	0	0
5	468	4	José — ¿Con	0	0
6	173	1	Indicate the	4.55	0
7	360	3		9.09	0
8	205	1	¿Qué hacen	10.26	0
9	486	4	Por favor, no	11.11	0
10	335	3	Hay	14.29	0
11	165	4	Mi hija se ca	16.67	0
12	431	3	El ejercicio l	18.18	0
13	433	3	Martín	20	0
14	506	4	Estoy alegre	20	0
15	163	3	¿Vivían tus p	22.22	0
16	196	1	Ellos tienen	25	0
17	358	3	No	25	0
18	493	4	La cafetería	25	0
19	382	3	Mi padre	27.27	0
20	553	2	Tengo una fa	27.4	1

Reset Stats

To reset the statistics, *perhaps if some flagged questions do not need to be*, select “Reset Stats”:

Spanish Questions

Add Question	Export Stats	Reset Stats
Add Questions	Choose File	No file chosen
Edit Questions	Choose File	No file chosen

Activating the Exam

Once exam questions are imported, to activate the language so that students can test in that language, simply click the “**Activate**” button under the Languages tab.

Languages

Add Language

Name	Exam	Feedback	Questions	Level Info	View	Edit	
Chinese	Activate	Activate	Questions	Level Info	View	Edit	
French	Activate	Activate	Questions	Level Info	View	Edit	
Spanish	Deactivate	Activate	Questions	Level Info	View	Edit	

Delete Selected Select All

Activating Feedback

Activating feedback enables test takers to flag questions that may be wrong (syntax, format, accuracy, etc.), and to state why they are flagging the question. This is helpful for new languages that have been imported into the system.

Languages

Add Language

Name	Exam	Feedback	Questions	Level Info	View	Edit	
Chinese	Activate	Activate	Questions	Level Info	View	Edit	
French	Activate	Activate	Questions	Level Info	View	Edit	
Spanish	Deactivate	Activate	Questions	Level Info	View	Edit	

Delete Selected Select All

Level Info

There is information for each level of each exam that students will see after they take the exam. For instance, they will see which level they test into, the name of the level, the course name with which it is associated, and a description for each level. These can be viewed, added, edited, or deleted under Level Info.

Spanish Level Information

Add Level Info

Level	Name	View	Edit	
1	Beginners Spanish 1	View	Edit	
2	Beginning Spanish 2	View	Edit	
3	Intermediate Spanish 1	View	Edit	
4	Intermediate Spanish 2	View	Edit	

Delete Selected Select All

View

In this section, an administrator is able to view the name of the language, and whether or not the language and feedback are active. In this section, the administrator can edit the language name, language activation, and feedback activation. The admin can also go to the language questions and level information.

Level Info

Level:	1
Name:	Beginners Spanish 1
Course Name:	Spanish 151
Description:	This level is for people who have little to no experience speaking Spanish.

[Edit](#) [Levels Info](#)

Edit

In this section, the administrator can edit the language name, language activation, and feedback activation.

Edit Level Information

Level*:	<input type="text" value="1"/> (The level that this information is for.)
Name*:	<input type="text" value="Beginners Spanish 1"/> (The name of the level.)
Course Name*:	<input type="text" value="Spanish 151"/> (The class that corresponds to this level.)
Description:	<input type="text" value="This level is for people who have little to no experience speaking Spanish."/>

[Submit](#) [Cancel](#)

Exam Params

This tab allows the admin to adjust various aspects of the test. First, the **“Key Code”** for a tester to take the exam can be changed in this tab. Knowing this key enables the ability to take the FLP Exam. If testers click the **“Is this language spoken at home?”** button while filling out demographic information, the **“Home Spoken lvl”** determines the level at which they start. The **“Question Count”** is the amount of questions testers are given at each level. The higher **“Score”** is the percentage to get correct to advance a level. The lower **“Score”** is the percentage to get incorrect to decrease a level. If a tester gets less than the lower **“Score”** wrong, they will not be asked the remaining questions in **“Question Count.”** If a tester scores between the two **“Score”** sections, the tester tests into the given level.

Control Panel

[Users](#) [Languages](#) [Exam Params](#) [Experiences](#) [Roles](#) [Tests](#) [Contacts](#)

Exam Parameters

Key Code:	cis411
Home Spoken lvl:	4
Question Count:	10 per-level
Score:	80 % or higher to increase level
Score:	50 % or lower to decrease level

[Edit](#)

[[Home](#) | [About us](#) | [Contact us](#)]

Experiences

Control Panel

Users	Languages	Exam Params	Experiences	Roles	Tests	Contacts
-----------------------	---------------------------	-----------------------------	-----------------------------	-----------------------	-----------------------	--------------------------

Language Experiences

Add Experience

Name				
Elementary and Middle School	Options	View	Edit	<input type="checkbox"/>
High School	Options	View	Edit	<input type="checkbox"/>
College	Options	View	Edit	<input type="checkbox"/>
Current Course	Options	View	Edit	<input type="checkbox"/>

Delete Selected Select All

When filling out demographic information, students are inquired about their language experience. In this section, the administrator can add, update, and delete both experience inquiries and answers (which are displayed in a drop box). **Each answer is associated with a level, and the highest level answer that the tester selects is the level at which he or she starts testing.**

An example of an experience inquiry is the “High School Experience” inquiry as seen to the right. There lists different drop box options with different levels associated with them.

High School Experience Options

Add Option

Name	Initial Level			
None	1	View	Edit	<input type="checkbox"/>
1 Year	1	View	Edit	<input type="checkbox"/>
2 Years	1	View	Edit	<input type="checkbox"/>
3 Years	2	View	Edit	<input type="checkbox"/>
4+ Years	2	View	Edit	<input type="checkbox"/>

Delete Selected Select All

The “Edit Languages” button prompts the admin to edit the “Name” and “Description”, while the “Edit Language Experience” button allows the admin to change the “Name” of the answer, and the “Initial Level” associated with that answer. As stated before, the highest selected level determines where the tester begins his or her testing.

Edit Language Experience

Name*: High School

Description*: The estimated amount of high school experience you have had with the language.

Submit Cancel

Edit Language Experience

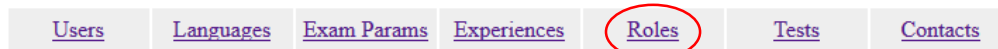
Name*: 1 year

Initial Level*: 1

Submit Cancel

Roles

Control Panel



“Roles” are assigned to “Users” to give them functionality within the website.

Add Roles

Under the “Roles” tab, click the “Add Roles” button, and add a name and description. This is useful if there is a user or group of users that should be allowed limited usage, or additional management roles. By giving a user the role of an “Admin”, they are assigned full privileges.

Roles

Name	Description		
Admin	Full privileges.		
Manager	Granted all necessary permission to manage the site.	<input type="button" value="Edit"/>	<input type="checkbox"/>

Edit Roles

To edit the role, select the “Edit” button next to the role. Select what functionality the user has by selecting a role and listing it under the “Is” box, all else, list under the “Is Not” box.

Modify Role

Name*:

Description:

Is		Is Not
ContactAdd	>>	FunctionAdd
ContactDelete		FunctionDelete
ContactEdit	<<	FunctionEdit
ExamParametersEdit		LanguageDelete
ExamParametersView		ManageFunctions
ExperienceOptionAdd		ManageRoles
ExperienceOptionDelete		ManageUsers
ExperienceOptionEdit		ProcessFunctionAddEdit
ExperienceOptionView		ProcessRoleAddEdit
LanguageAdd		ProcessUserAddEdit

List of Roles

ContactAdd, Allows the user to add a contact.

ContactDelete, Allows the user to delete a contact.

ContactEdit, Allows the user to edit a contact.

ExamParametersEdit, Allows the user to edit the exam parameters.

ExamParametersView, Allows the user to view the exam parameters.

ExperienceOptionAdd, Allows the user to add experience options.

ExperienceOptionDelete, Allows the user to delete experience options.

ExperienceOptionEdit, Allows the user to edit experience options.

ExperienceOptionView, Allows the user the view experience options.

FunctionAdd, Allows the user to add functions.

FunctionDelete, Allows the user to delete functions.

FunctionEdit, Allows the user to edit functions.
LanguageAdd, The ability to add a new language.
LanguageDelete, Allows the user to delete an existing language.
LanguageEdit, Allows the user to edit an existing language.
LanguageExperiencesAdd, Allows the user to add a language experience
LanguageExperiencesDelete, Allows the user to delete a language experience
LanguageExperiencesEdit, Allows the user to edit the language experiences.
LanguageExperiencesView, Allows the user to view the language experiences.
LanguageExport, Allows the user to export the questions of a language.
LanguageImport, Allows the user to import the questions for a language.
LanguageStatisticsExport, Allows the user to export the statistics for a language.
LanguageView, Allows the user to view an existing language.
LevelInfoAdd, Allows for adding of level infos.
LevelInfoDelete, Allows for deleting level infos.
LevelInfoEdit, Allows for editing level infos.
LevelInfoView, Allows for viewing level infos.
ManageContacts, Allows the user to manage contacts.
ManageExperienceOptions, Allows the user to manage experience options.
ManageFunctions, Allows the user to manage functions.
ManageLanguageExperiences, Allows the user to manage language experiences
ManageLanguages, Allows for displaying all languages and interface to add, change, delete, and view.
ManageLevelInfos, Allows for viewing interface to add, edit, and delete level infos.
ManageQuestions, Allows the user access to the panel to manage questions.
ManageRoles, Allows for reading roles and interface to add, change, and delete.
ManageTestEntries, Allows the user to manage test scores.
ManageUsers, Allows for reading users and interface to add, change, and delete.
ProcessFunctionAddEdit, Allows the user to add and edit functions.
ProcessRoleAddEdit, Allows the user to add and edit process roles.
ProcessUserAddEdit, Allows the user to add and edit process users.
QuestionAdd, Allows the user to add a question to a language.
QuestionDelete, Allows the user to delete a question.
QuestionEdit, Allows a user to edit an existing question.
QuestionSearch, Allows the user to search questions.
QuestionView, Allows the user to view a question.
RoleAdd, Allows for adding of roles by enabling link on manage form.
RoleDelete, Allows for deleting of roles by enabling checkbox on manage form.
RoleEdit, Allows for editing of roles by enabling link on manage form.
TestEntryDelete, Allows the user to delete test records.
TestEntrySearch, Allows the user to search test entries.
TestEntryView, Allows the user to view a test.
TestView, Allows the user to view an actual test.
UserDelete, Allows for deleting of users by enabling checkbox on manage form.
UserEdit, Allows for editing of users by enabling link on manage form.
UserSearch, The ability to search through the record of users.
UserView, Enables to the user to view other user's information.

Tests

Control Panel



“Tests” section shows administrators tests that have been taken in the past.

Searching and Sorting Tests

When viewing test entries, an administrator initially sees the results from the past week of testing. The administrator can sort submissions by first name, last name, language, score, or date. An administrator can also search for submissions from a certain name, language, score range, or date range.

The following are Level 2 submissions from 11/11/14 until 11/19/14 sorted by last name:

Tests

Search

Name:

Language:

Score: to

Date: to

46 Test Entries

<u>First Name</u>	<u>Last Name</u>	<u>Language</u>	<u>Score</u>	<u>Date</u>		
██████	Bec██████	Spanish	2	11/13/2014	<input type="button" value="View"/>	<input type="checkbox"/>
Matthew	Bet██████	Spanish	2	11/17/2014	<input type="button" value="View"/>	<input type="checkbox"/>
Natalie	Bo██████	Spanish	2	11/12/2014	<input type="button" value="View"/>	<input type="checkbox"/>
Alexis	Br██████	Spanish	2	11/18/2014	<input type="button" value="View"/>	<input type="checkbox"/>

Viewing Individuals' Tests

To view individual test entries, select the “View” button next to the submission. This page will show the student demographic information and information about the exam. From this page, the “View Test” button shows the specific questions asked, the questions’ information, the questions’ correct answers, and the answers submitted by the tester (shown by a check box).

Test Entry

Student Info	Test Results
Name: ██████ Bec██████	Score: 2
Email: ██████████@student.ocasd.org	Language: Spanish
Major:	Date Submitted: 11/13/2014
High School: Oil City	<input type="button" value="View Test"/>

████████ Bec██████'s Test

Level: 1

Instructions: Situaciones. Formal versus informal.

Question: Indicate the question you would ask your new roommate.

☒ a) ¿Cómo te llamas tú? **Correct!**
☐ b) ¿Cómo se llama usted?

Contacts

Control Panel



The “**Contacts**” tab gives testers the contact information from the administrators who are in charge of all of the tests. For more information, testers will be informed to contact the primary contact, upon completion of the exam. To make a contact the primary contact, select the “**Activate**” button next to their name in the “**Contacts**” tab. This feature allows admin to edit the contacts and multiple contacts while still only having one primary contact for the testers to reach out to. The following diagram shows how to “**Edit**” a contact, “**Add**” a contact, “**Activate**” a contact as the primary contact:

Contacts

[Add Contact](#)

First Name	Last Name	Primary	
Dr. Katy	O'Donnell	Yes	Edit

[Delete Selected](#) [Select All](#)

Edit Contact

First Name*: (The contact's first name.)

Last Name*: (The contact's last name.)

Email*: (An e-mail address that the contact can be reached at.)

[Submit](#) [Cancel](#)

Add Contact

First Name*: (The contact's first name.)

Last Name*: (The contact's last name.)

Email*: (An e-mail address that the contact can be reached at.)

[Submit](#) [Cancel](#)

Contacts

[Add Contact](#)

First Name	Last Name	Primary	
Dr. Katy	O'Donnell	Yes	Edit
Wesley	Garey	Activate	Edit

[Delete Selected](#) [Select All](#)

To “**Delete**” a contact:

Contacts

[Add Contact](#)

First Name	Last Name	Primary	
Dr. Katy	O'Donnell	Yes	Edit
Wesley	Garey	Activate	Edit

[Delete Selected](#) [Select All](#)