

Test of Academic Literacy for Postgraduate Students (TALPS)

User Guide



ICT Services

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Support

- ◆ For technical support, please contact the Student Desk at 051-401-2442 or send an email to studentdesk@ufs.ac.za.

Introduction

Objectives of the manual

The purpose of this guide is to assist students to install the TALPS application in order to complete the online assessment.

Trouble shooting

- 1) The URL does **NOT** contain www, the correct URL is <http://talps.ufs.ac.za>. If you are not able to access the site, your network is at fault, therefore please contact your network administrator and/or Internet service provider.
- 2) The test is bandwidth intensive due to the strict security, therefore a fast, reliable network connection is required to complete the online assessment. A slow network might cause the screen/buttons to disappear on a page to continuously refresh.
- 3) The installation/activation of both Flash Player and Adobe Air is a prerequisite for the online assessment. Please follow the instructions in the manual and/or contact an IT specialist to assist you.
- 4) After installing the applications, if the system does not redirect you to the login screen automatically, click on the TALPS icon located
 - in the status bar and/or
 - on your desktop and/or
 - in your list of programs accessible from the Start/Windows icon.
- 5) To move down on a page use the scroll button on your mouse or use the Page Down key.
- 6) If you are unable to complete the test in one session, you will have to install the TALPS application again when you log in. Move through the completed sections by clicking on "Click here to continue to the next section", until you reach an unfinished section. The sections can only be completed and viewed in the order they appear. It is not possible to return to a previous section.
- 7) The test has eight sections. After completion of the last section, the system will return you to the login screen. However, the system has been designed to disallow login if you have completed all the sections.

Access control and authentication

Accessing the site/system

- ◆ Open an Internet browser.
 - Type in the URL <http://talps.ufs.ac.za>
 - Press **Enter**.

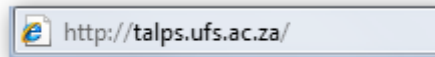


Figure 1

Installing the TALPS application

- ◆ Click **Install Now** on the first screen.

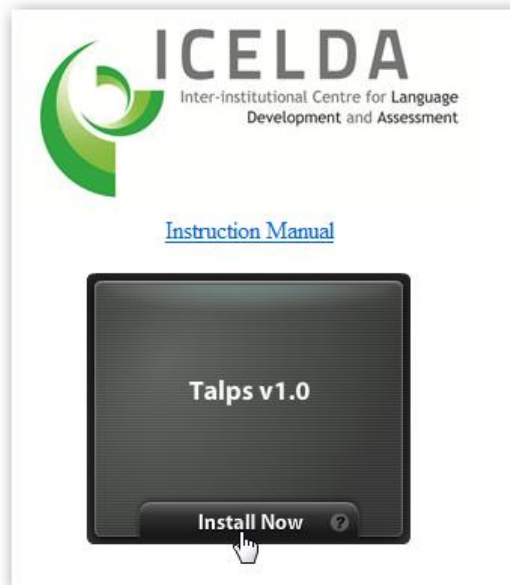


Figure 2

- ◆ The system will prompt you to install Adobe AIR and/or Flash Player, as well as the TALPS application.
- ◆ **Please note that the installation/activation of these applications is a prerequisite for the online assessment.**
- ◆ Click **Yes**, if the Adobe AIR Installer window prompts you.

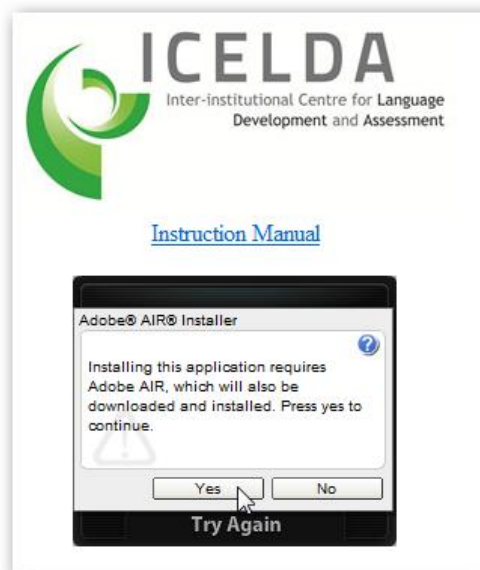


Figure 3

- ◆ The following screen will be displayed.

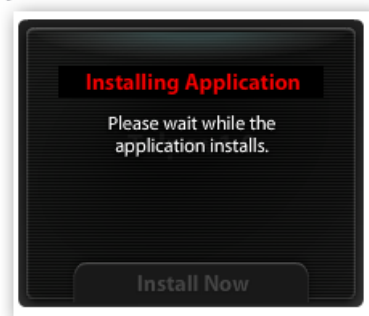


Figure 4

- ◆ Select **Open** at the next screen.
 - If the system does not automatically prompt you to install the application, please refer to the [Installing Adobe AIR](#) section of this manual.
 - Different versions of the operating systems and browsers, as well as different security settings, might offer different options in the download process, **the following images are thus offered as an example only.**
 - If you are faced with different screens, follow the logical route to download the application, e.g. click **Install Now** or **Download Now** or **Next** or **Continue** or **Yes** or **Open** when prompted.

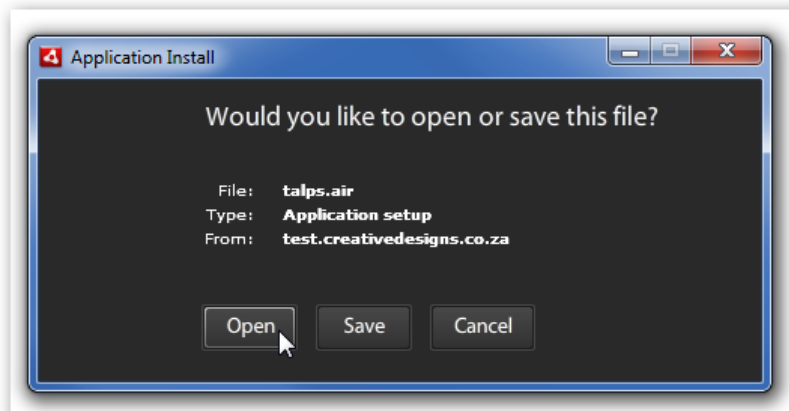


Figure 5

- ◆ Select **Install** at the next screen.

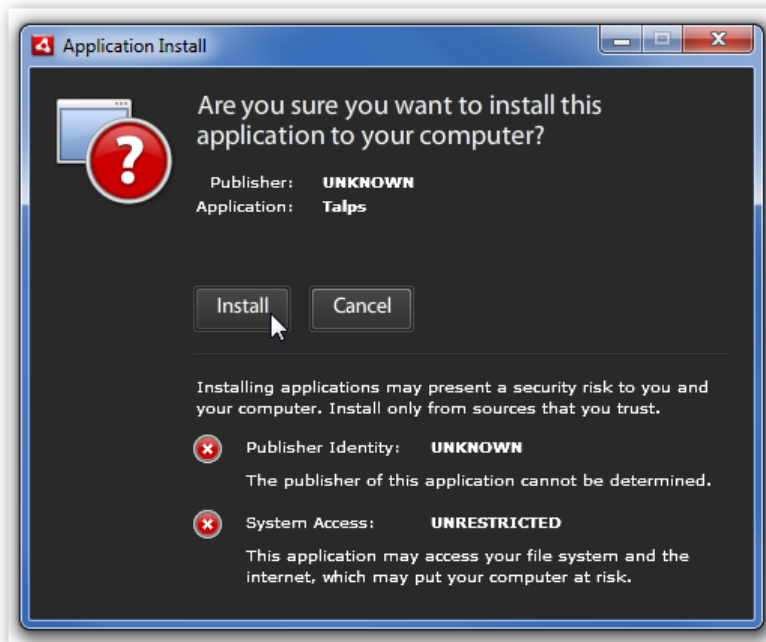


Figure 6

- ◆ Select **Continue** at the next screen.

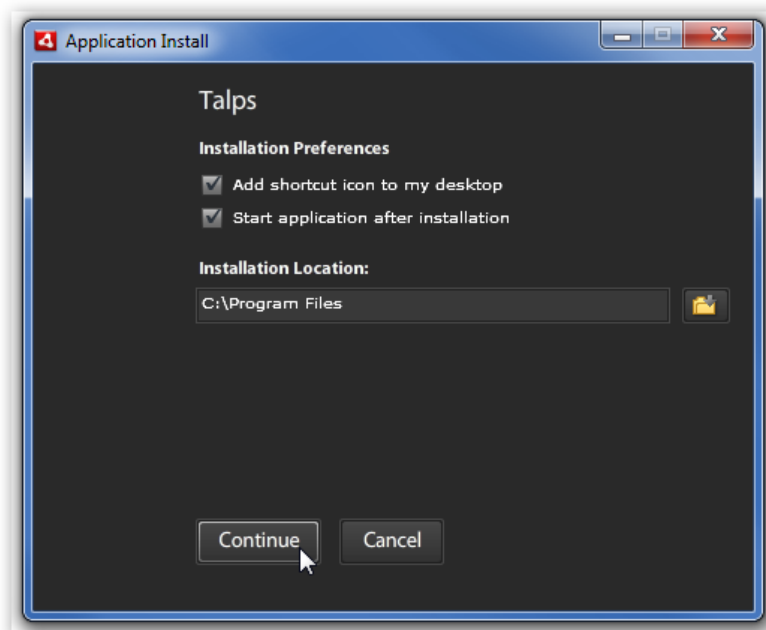


Figure 7

- ◆ Click **Agree** on the Licence Agreement window.

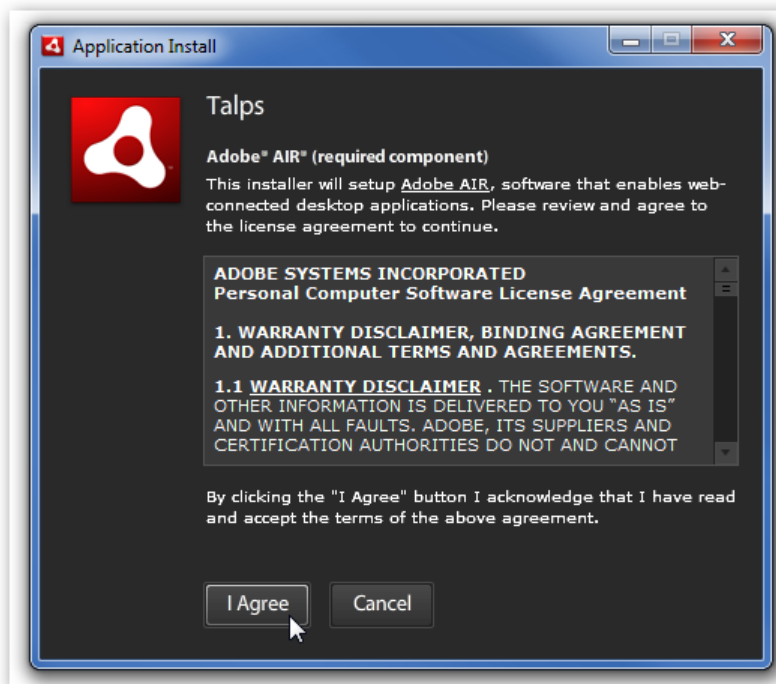


Figure 8

- ◆ If the system prompts you with the following message, select **Yes**.
 - Do you want to allow the following program to make changes to this computer? (Adobe AIR)
- ◆ The system will indicate that the application is installing.

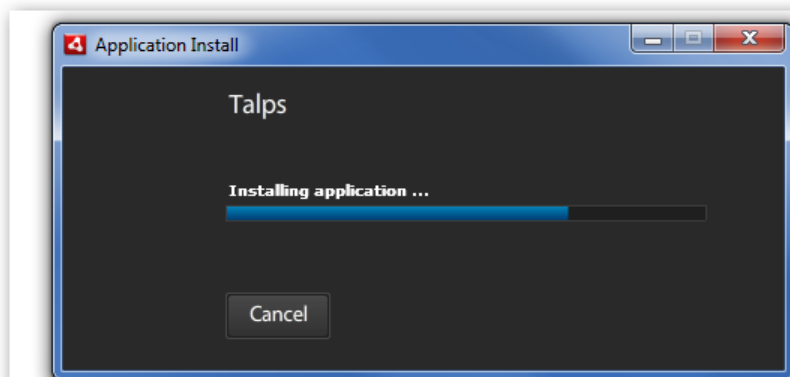


Figure 9

- ◆ The system will redirect you to the login screen, otherwise click the TALPS icon in the status bar.



Figure 10

- ◆ Refer to the [Completing the test](#) section of this manual

Installing Flash Player

- ◆ If you are not prompted to “**Please install or upgrade your Flash Player**”, please ignore this section.



Figure 11

- ◆ Open another tab or browser and access <http://get.adobe.com/flashplayer/>

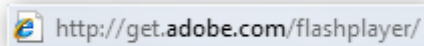


Figure 12

- ◆ Click **Install now**
 - Different versions of the operating systems and browsers, as well as different security settings, might offer different options in the download process, the following images are thus offered as an example only.
 - If you are faced with different screens, follow the logical route to download the application, e.g. click **Install Now** or **Download Now** or **Next** or **Continue** or **Yes** or **Open** when prompted.

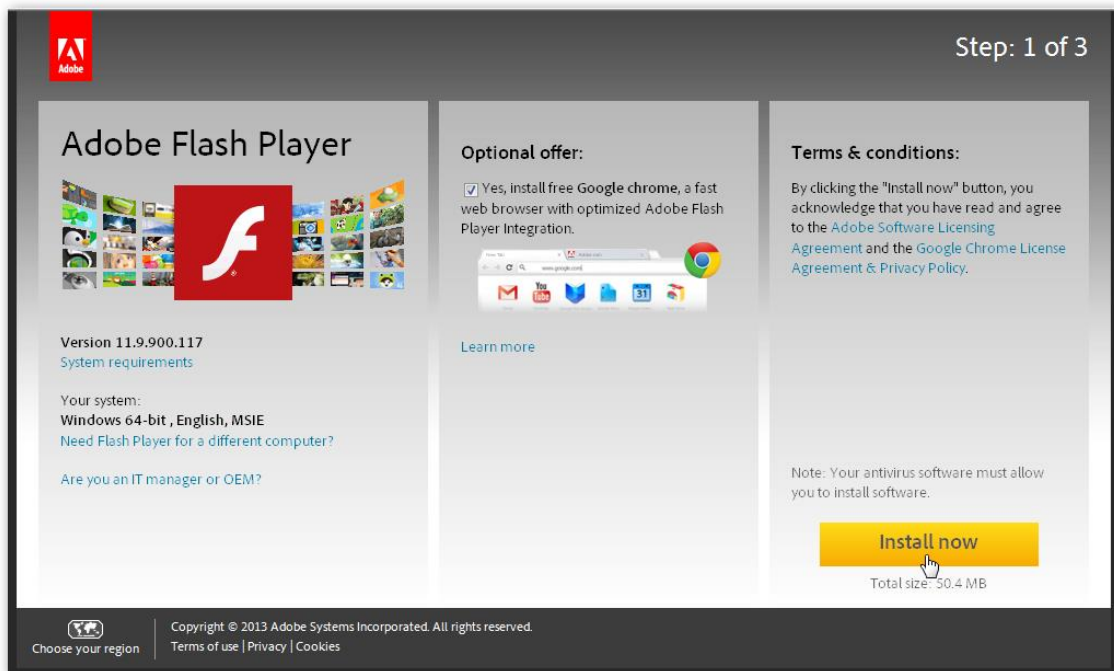


Figure 13

- ◆ Follow the instructions provided on the webpage.

Depending on your security settings, you may encounter these steps:

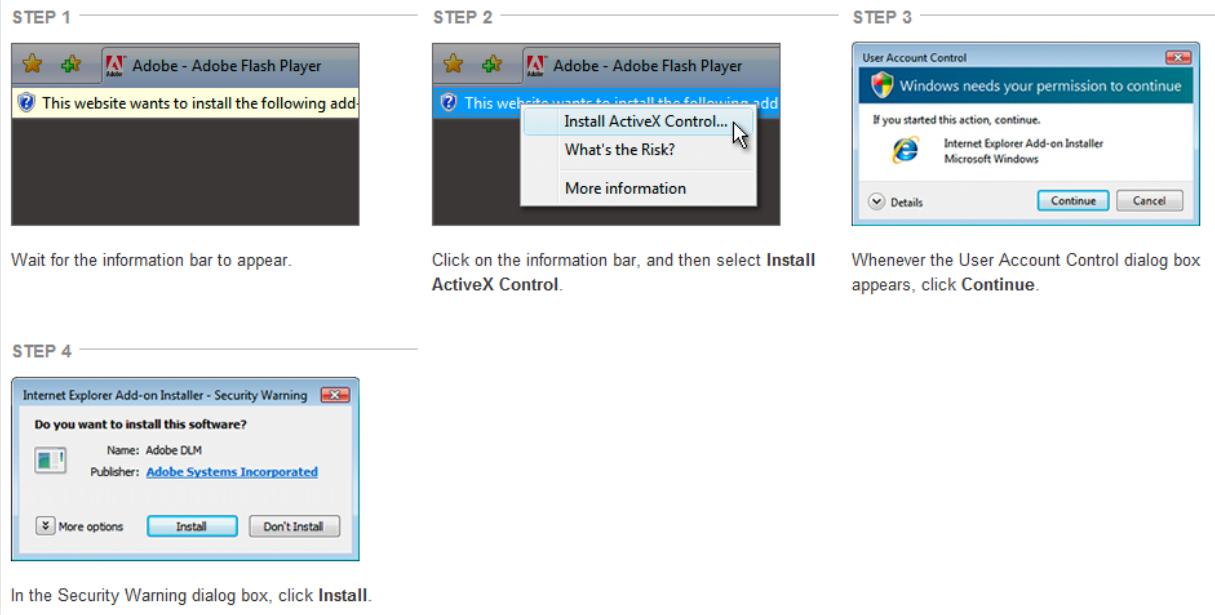


Figure 14

- ◆ Return to the browser with the TALPS address and press F5 on your keyboard.

Installing Adobe AIR

- ◆ If you are not prompted to install Adobe AIR please ignore this section describing how to download and install the Adobe AIR application.
- ◆ Open an Internet browser.
 - Type in the URL <http://get.adobe.com/air/?promoid=BUIGQ>
 - Press Enter.

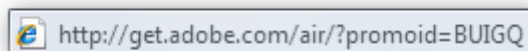


Figure 15

- ◆ Click **Download now**.
 - Different versions of the operating systems and browsers, as well as different security settings, might offer different options in the download process, the following images are thus offered as an example only.
 - If you are faced with different screens, follow the logical route to download the application, e.g. click **Install Now** or **Download Now** or **Next** or **Continue** or **Yes** or **Open** when prompted.



Figure 16

- ◆ The following screen will be displayed.

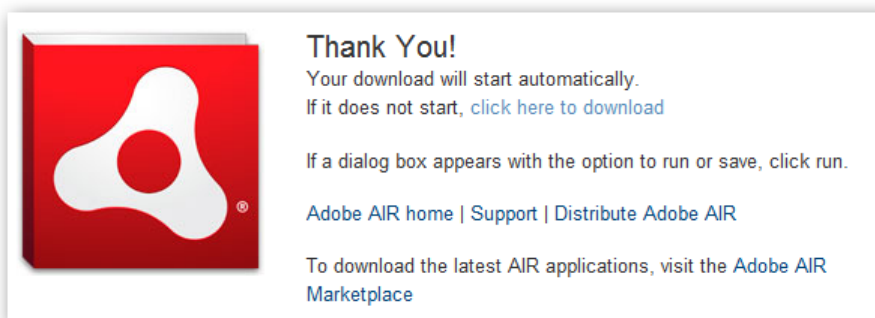


Figure 17

- ◆ In some instances, your browser might display a warning message in the information bar as illustrated below.

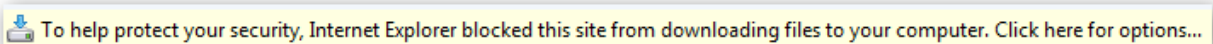


Figure 18

- ◆ Click on the information bar.
- ◆ Select **Download File**.

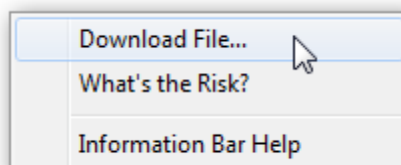


Figure 19

- ◆ Click **Run** on the File Download window.

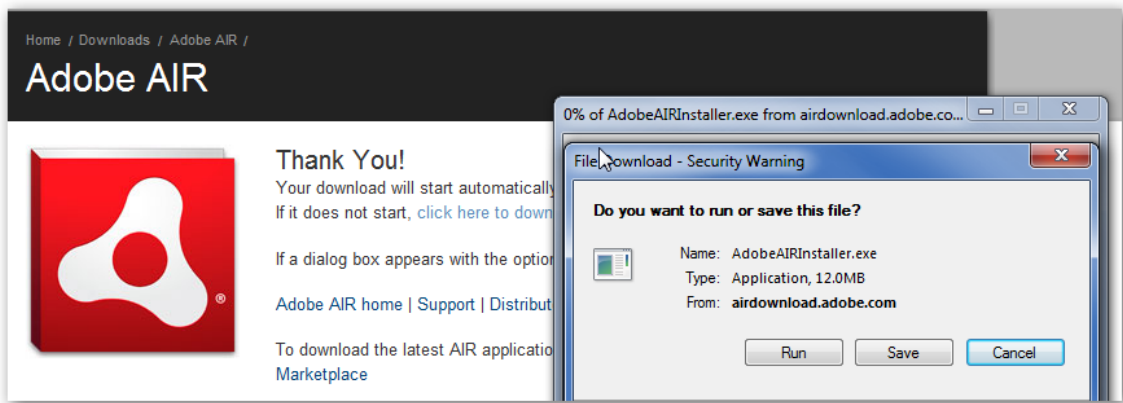


Figure 20

- ◆ The application will be downloaded to your computer.

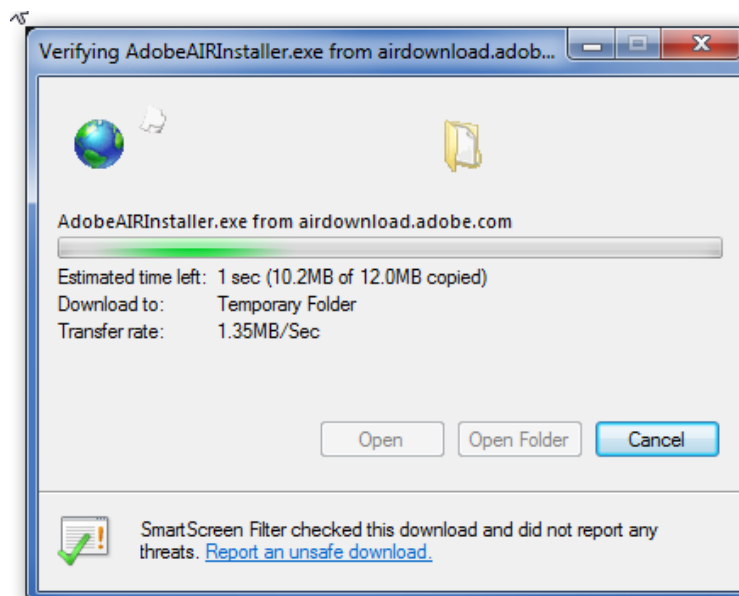


Figure 21

- ◆ Click **Run** when prompted by your browser.



Figure 22

- ◆ The system will redirect you to the login screen, otherwise click the TALPS icon in the status bar.



Figure 23

Completing the test

- ◆ You will be redirected to a login screen as shown below.
- ◆ Complete the Student Number and Password fields with the credentials you received in the email or confirmed with you via telephone.
- ◆ Use the TAB button on your keyboard to go to the Password field, since you will not be able to click in the fields.
- ◆ Click **Login**.

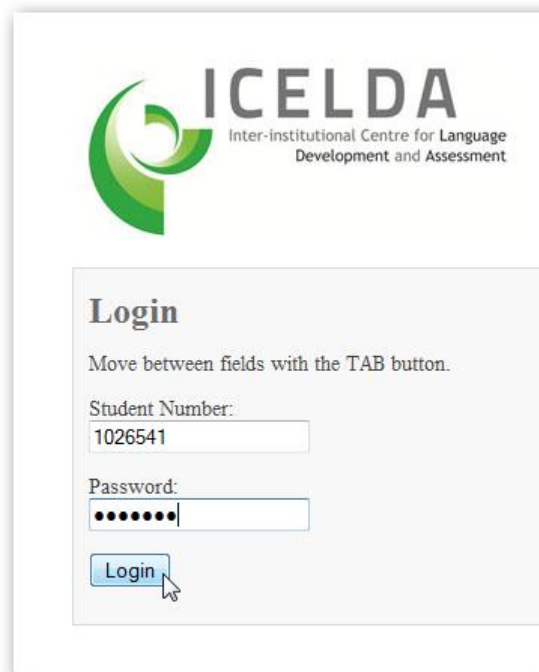


Figure 24

- ◆ **Accept** the terms and conditions, otherwise you will not be allowed to continue with the test.

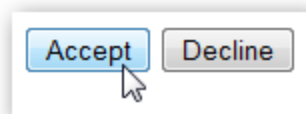


Figure 25

- ◆ Read the test instructions carefully.
- ◆ Click **Start Test**.

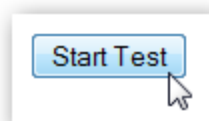


Figure 26

- ◆ Answer all the questions in each section and click **Submit** to ensure your answers are stored and to move to the next section.

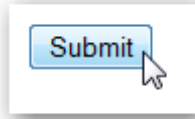


Figure 27

- ◆ A confirmation message will be displayed on the screen.