



Assessment & Research


How to Print SBA/WCAS Test Tickets and Accommodations and Supports by Student List

Step 1:

Go to the WCAP Portal: <https://wa.portal.cambiumast.com/> or select WCAP in the Managed Bookmarks bar.

Step 2:

Select **Summative Smarter Balanced ELA and Math Assessments**



ASSESSMENT

Interim Smarter Balanced ELA and Math Assessments


Interim tests allow teachers to provide students the opportunity to interact with test item types prior to summative testing.

Step 3:

Under **All Systems Used in Interim Testing**, select, **Test Information Distribution Engine (Tide)**

All Systems Used in Interim Testing

Preparing for Testing



SYSTEM

Test Information Distribution Engine (TIDE)

Manage users, student info, materials, rosters, and data

password?

This School

During the previous

school year has expired.


[Request a new one for this school year.](#)

Step 4:

Log in. If you have not yet logged in this year, you will need to select, Request a new one for this school year


Step 5:

Once you are logged in, under **Administering Tests**, select **Print Test Tickets – Print from Student List**



Preparing for Testing


- Users
- Students
- Test Settings and Tools
- Test Windows
- Rosters



Administering Tests

- Appeals
- Monitoring Test Progress
- Print Test Tickets
 - Print from Student List
 - Print from Roster List

Student ID/User Email



After Testing

- Data Cleanup



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Step 6:

Select, **District** and **school**. Under Advanced Search, select **Non-Embedded Accommodations** from the drop-down menu.

Step 7:

Check the box for each subject and select a support/accommodation from the drop-down menu of each one. After selecting your support, click '**Add Selected,**' and then 'Search' at the bottom.

Step 8:

A popup window will appear telling you the number of results that were found. Select **Export to Secure File Center- Excel**.

Step 9:

Located at the top right-hand corner of your browser window, next to your name, you will see a file folder with a lock on it. This is a secure File Center. **Click on the file folder icon**.



Step 10:

You will see all your export files here. **Click on the file name** and your file will be loaded to your computer in your Downloads folder.