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.

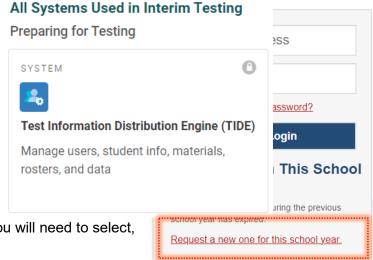
Step 2:

Select Summative Smarter Balanced ELA and Math Assessments



Step 3:

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



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

<u>Step 5:</u> Once you are logged in, under **Administering Tests**, select **Print Test Tickets – Print from Student List**



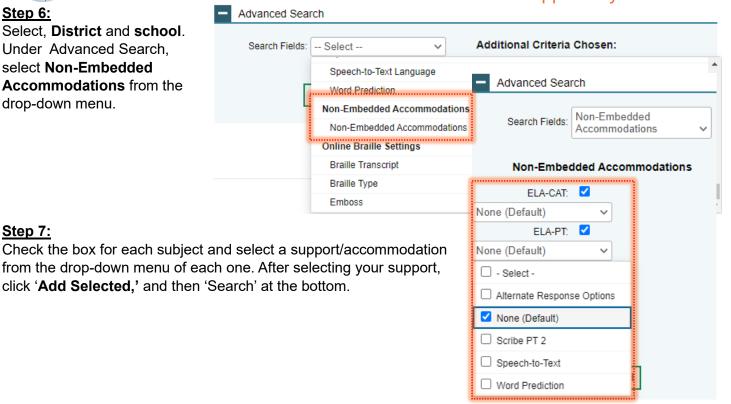


Assessment & Research How to Print SBA/WCAS Test Tickets and

Accommodations and Supports by Student List

Step 6:

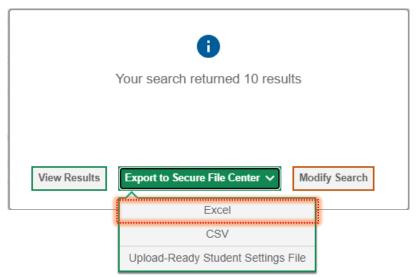
Select, District and school. Under Advanced Search. select Non-Embedded Accommodations from the drop-down menu.



Step 8:

Step 7:

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 winder, 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.