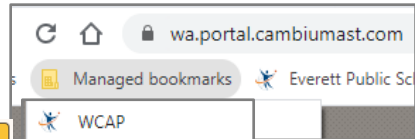
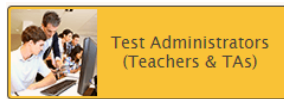


How to print Rosters or Test Tickets in TIDE

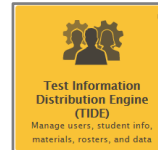
1. Using Chrome browser, go to wa.portal.cambiumast.com or select WCAP in 'Managed Bookmarks' bar



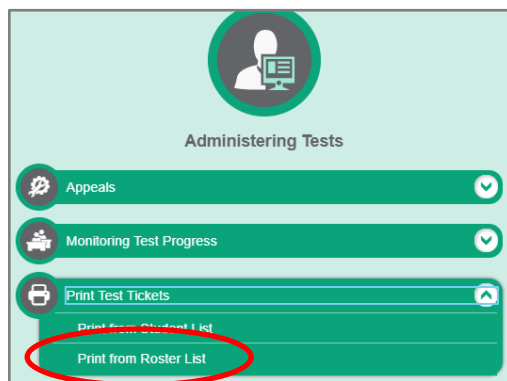
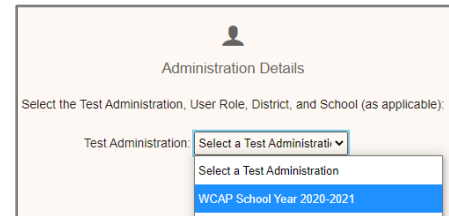
2. Select 'Test Administrators'



3. Select 'TIDE' portal card and login

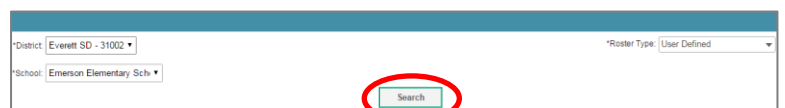


4. An 'Administration Details' window will appear. Select WCAP School Year 2020-2021. Then click the submit button to enter TIDE.

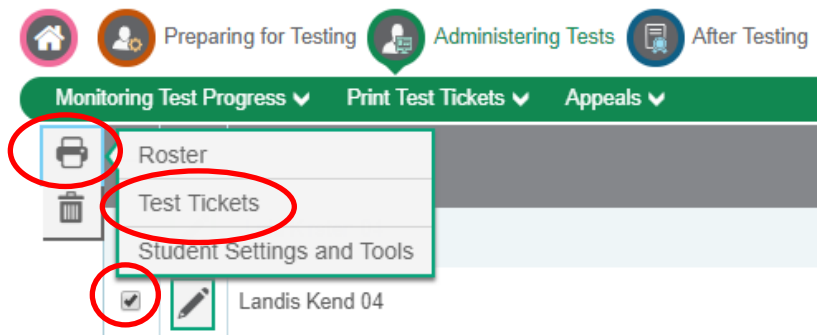


5. From Administering Tests, Print Test Tickets, select Print from Roster List

6. Confirm that each field is selected with District (Everett), School Name, and Roster Type default remains at User Defined. Then click the Search button.



7. Your assigned rosters (TA or School Level) will be listed on this page. Click the box next to the classroom roster you wish to print. From the printer menu, you can choose Roster or Test Tickets (Student Setting & Tools is also available)



How to print Rosters or Test Tickets in TIDE

8. If printing Test Tickets, note the layout options at the top of the page, and select the size that work best for your students and choose print (3x2 is larger font than 5x2). A PDF will download in the bottom left hand side of your screen.

Print Cancel

Print Options

Roster

Test Tickets

Student Settings and Tools

Choose a Test Ticket layout:

☒ 5 x 2 ☐ 3 x 2 ☐ 2 x 2 ☐ 1 x 1

1	2