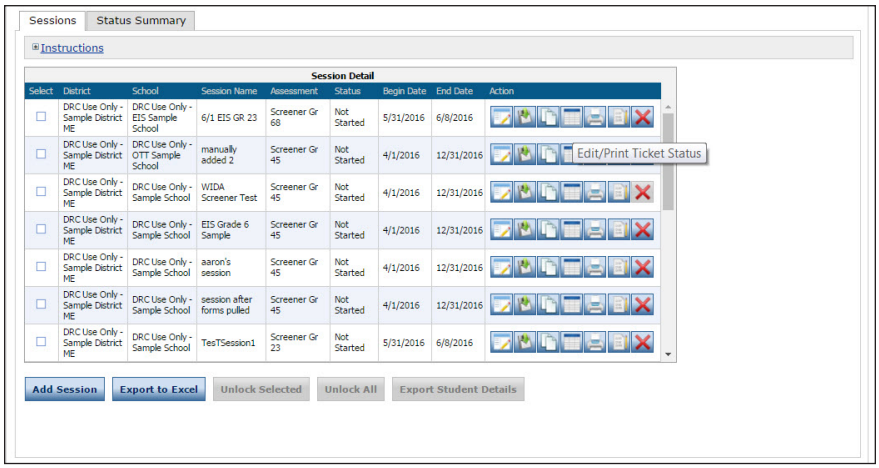
Printing Test Tickets and Rosters

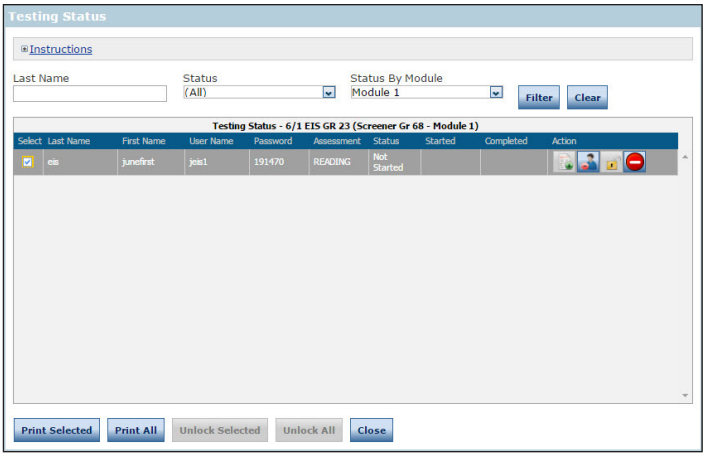
You can print test tickets for the students in an online test session. You can either print all the tickets for all the students in a session or select specific students and print their tickets. A test roster automatically prints with each set of test tickets.

Note: Test Coordinators and/or Test Administrators perform this task.

1. To print test tickets for the students in a test session, select **Manage Test Sessions** from the Test Management menu and enter your search criteria.
2. Click **Show Sessions**.
   - To print all of the tickets for the test session, click the **Print All Tickets** icon ( ) in the Action column for the test session for which you want to print tickets. A PDF version of the Student Test Session Ticket appears that you can view, save, and print.

     Note: If a PDF file does not appear, disable your browser's pop-up blocker.
   - To print selected test tickets, click the **Edit/Print Ticket Status** icon ( ) in the Action column for the test session you want.



   - In the Testing Status window, select one or more students by clicking the checkbox next to their names in the Select column and click **Print Selected**.

     Note: Test tickets print four to a page.