

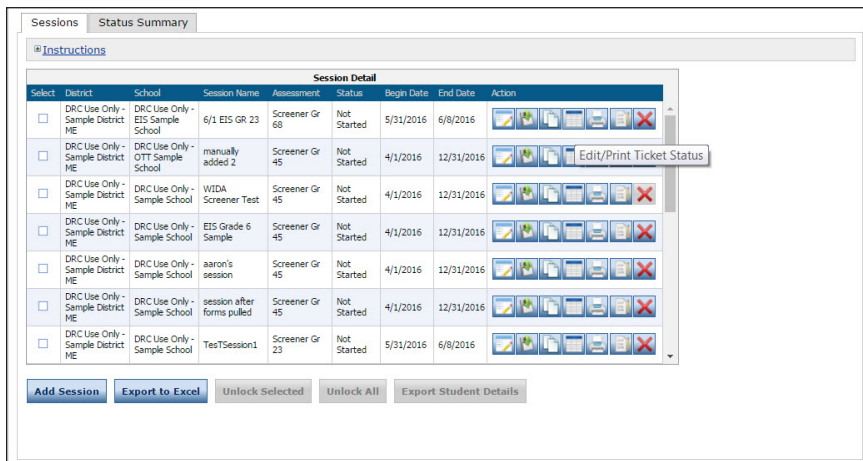
























Printing Test Tickets and Rosters

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.

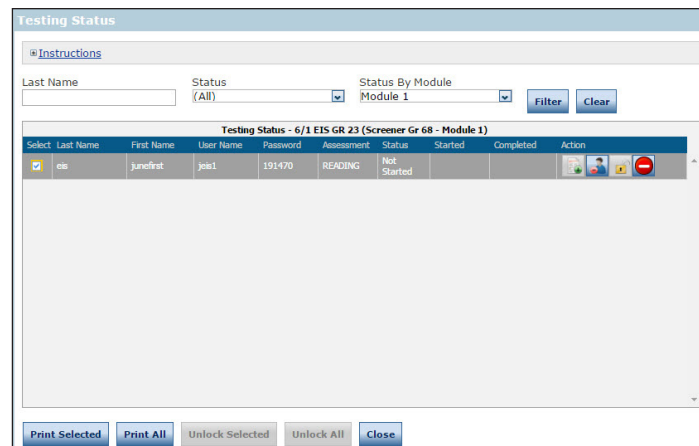





Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	6/1 EIS GR 23	Screener Gr 68	Not Started	5/31/2016	6/8/2016	  
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - OTT Sample School	manually added 2	Screener Gr 45	Not Started	4/1/2016	12/31/2016	   
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - WIDA Sample School	WIDA Screener Test	Screener Gr 45	Not Started	4/1/2016	12/31/2016	  
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	EIS Grade 6 Sample	Screener Gr 45	Not Started	4/1/2016	12/31/2016	  
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	aaron's session	Screener Gr 45	Not Started	4/1/2016	12/31/2016	  
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	session after forms pulled	Screener Gr 45	Not Started	4/1/2016	12/31/2016	  
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	TestSession1	Screener Gr 23	Not Started	5/31/2016	6/8/2016	  

Buttons: Add Session, Export to Excel, Unlock Selected, Unlock All, Export Student Details

- 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.



Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input checked="" type="checkbox"/>	ms	junefirst	jea1	191470	READING	Not Started			  

Buttons: Print Selected, Print All, Unlock Selected, Unlock All, Close